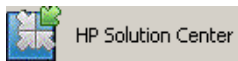


# Using the Library and Career Centre Scanner for Pictures

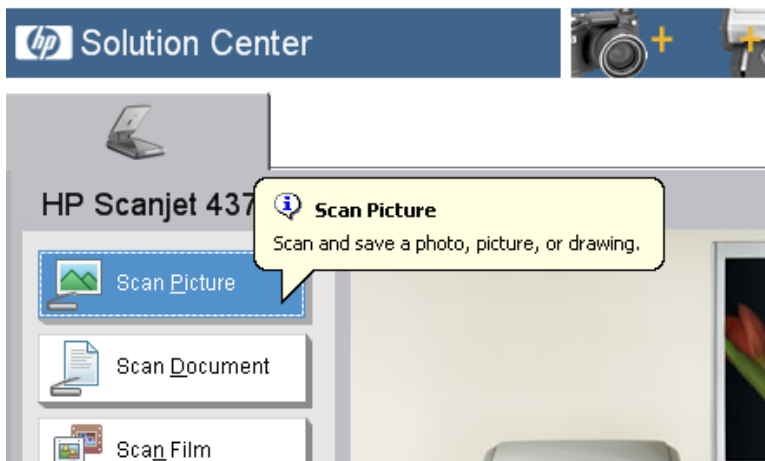
November 29, 2005

This document is available on-line at  
<http://www.npss.prn.bc.ca/howto.html>

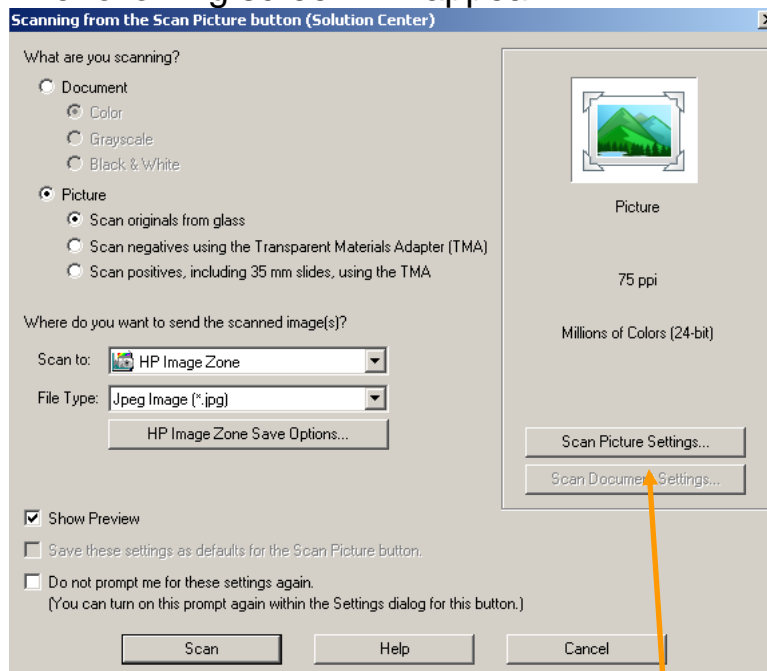
1. You must be logged onto the computer with the scanner attached.
2. Click on the Start Menu and select the **HP Solution Center**



3. Click on **Scan Picture**



#### 4. The following screen will appear



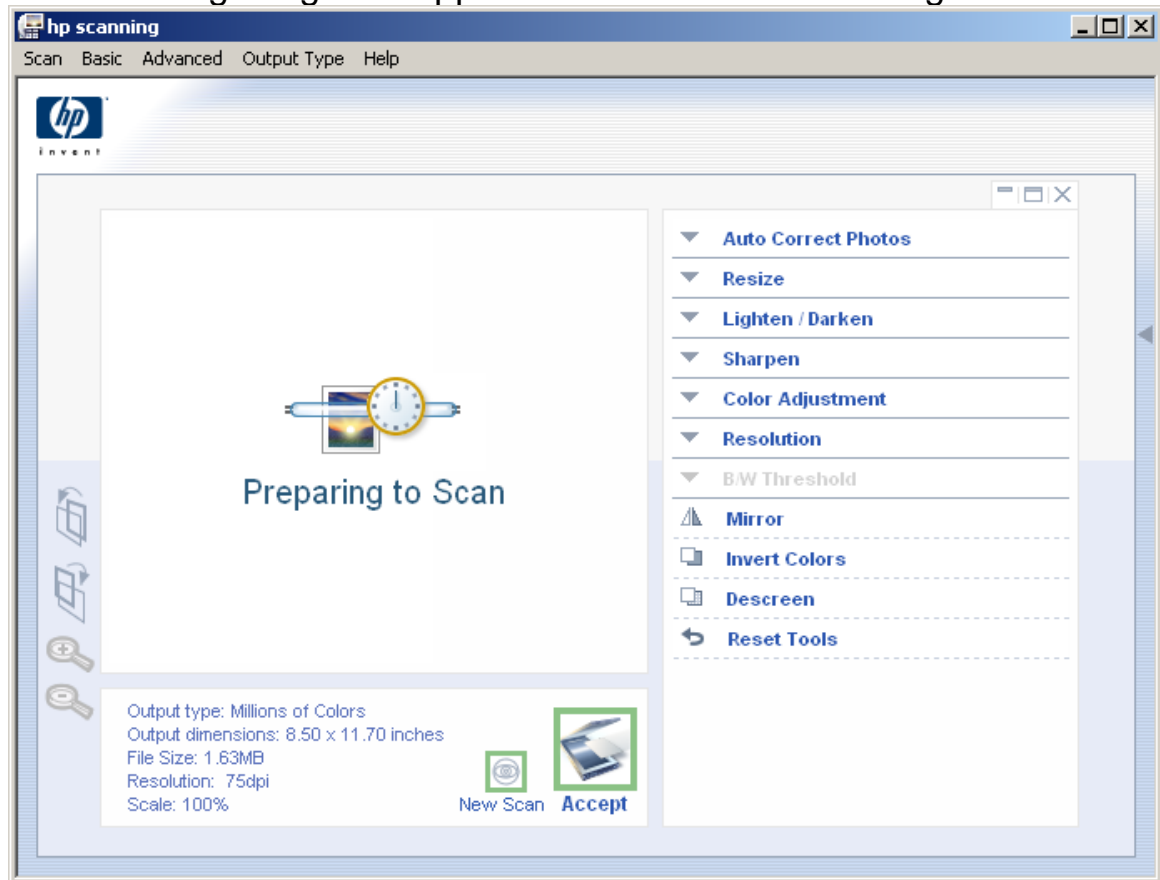
Check the Scan Picture Settings button

Higher ppi (Pixels per Inch) settings will result in clearer scans but larger file size.

75 ppi is a regular setting for images on the internet as well as powerpoint presentations.

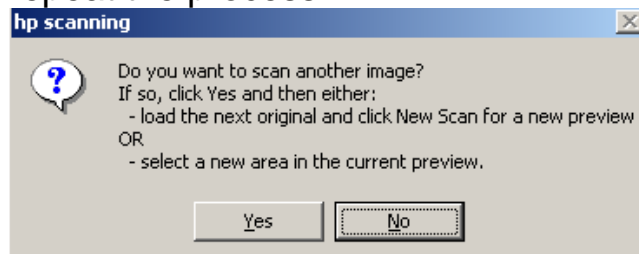
Press **Scan** when you are ready.

5. The following image will appear. Wait for the scan to begin.



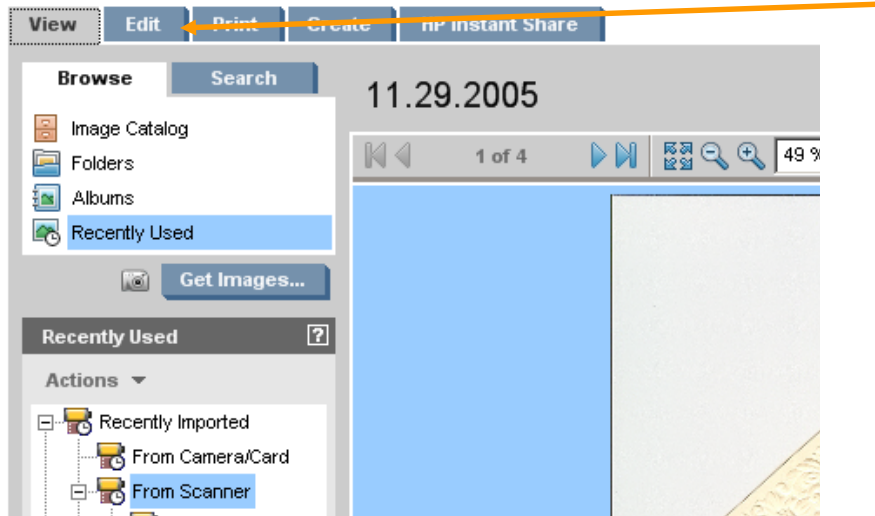
6. Adjustments can be made here before you accept the scan. **Accept the scan** when you are ready, the scanner will finish scanning the image.

7. Press No in the dialogue box. if you need to do more images, repeat the process.

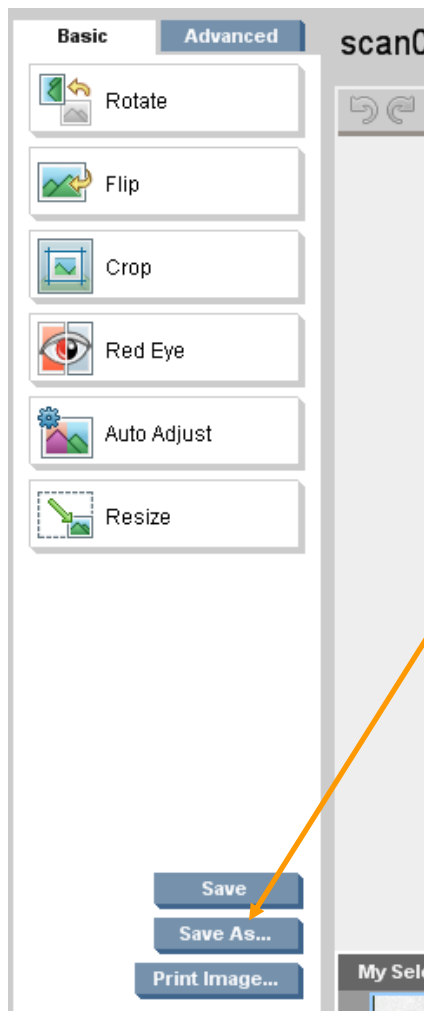


8. The HP Image Zone Program will open. Select the image by clicking on it once.

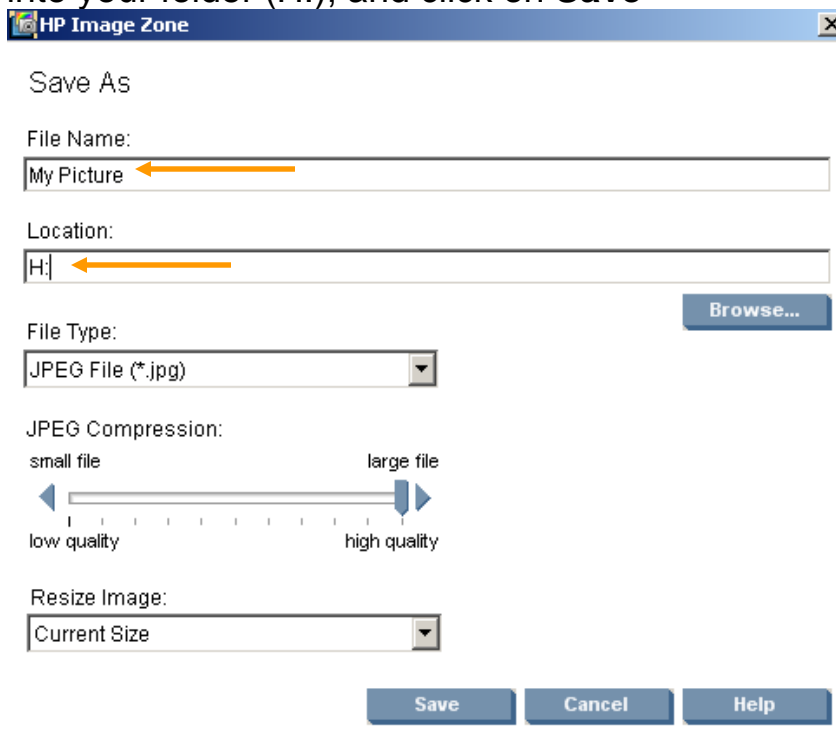
9. Click on the Edit tab



10. Make any needed adjustments with the tools and then click on the Save As button at the bottom



11. Change the filename and location so that it saves the file into your folder (H:), and click on **Save**



12. Close HP Image Zone and HP Solution Center. You can now insert the picture that you have saved in you H: into web pages, PowerPoint presentations, and Word documents.
13. **MAKE CERTAIN TO MAKE A BACKUP BEFORE THE END OF JUNE.** Student files are erased at the end of each year.
- Bring a CD-R or CD-RW to Mr. Bell and he can back up your files for you.
  - Email yourself a copy
  - Bring a USB thumb drive
  - Copy it to a web server
  - Copy it to Yahoo Briefcase