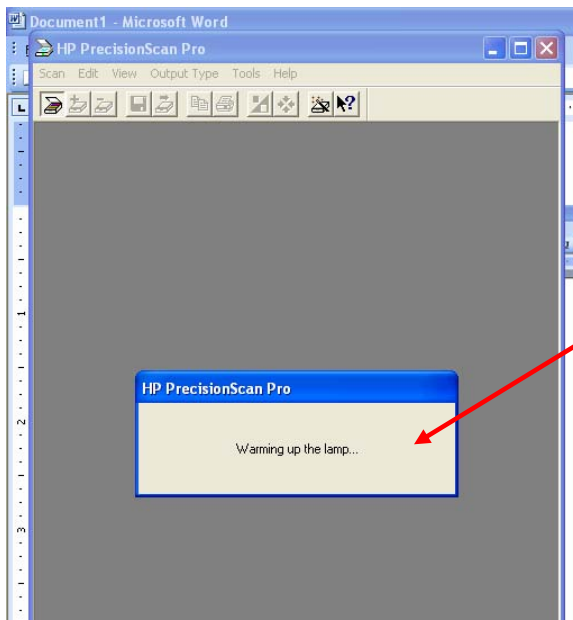
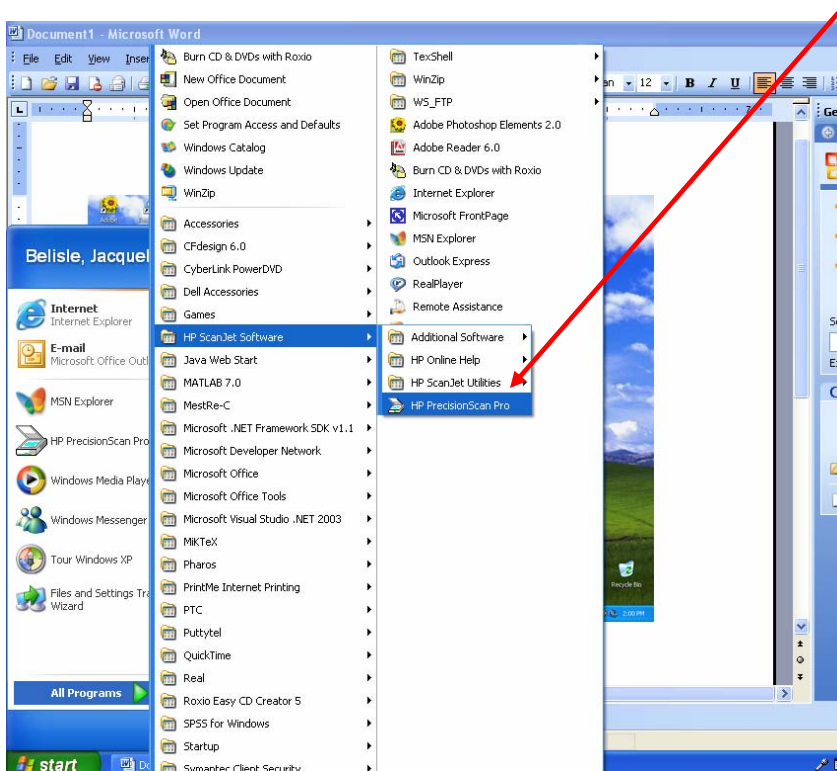


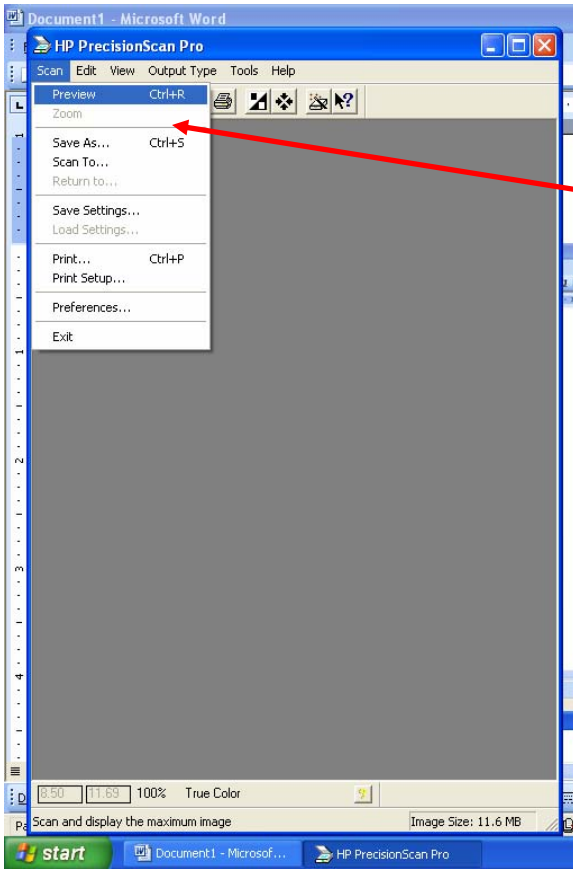
To scan directly from the HP Scanjet Software in Halsell 226:

Place the item to be scanned face down on the flatbed of the scanner at the computer connected to the HP ScanJet (first on left inside entrance).

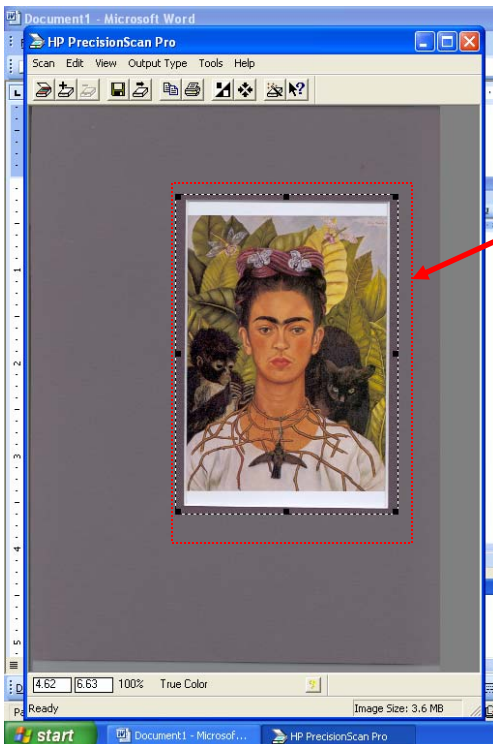
Start>>All Programs>>HP Scanjet Software>>HP PrecisionScan Pro.



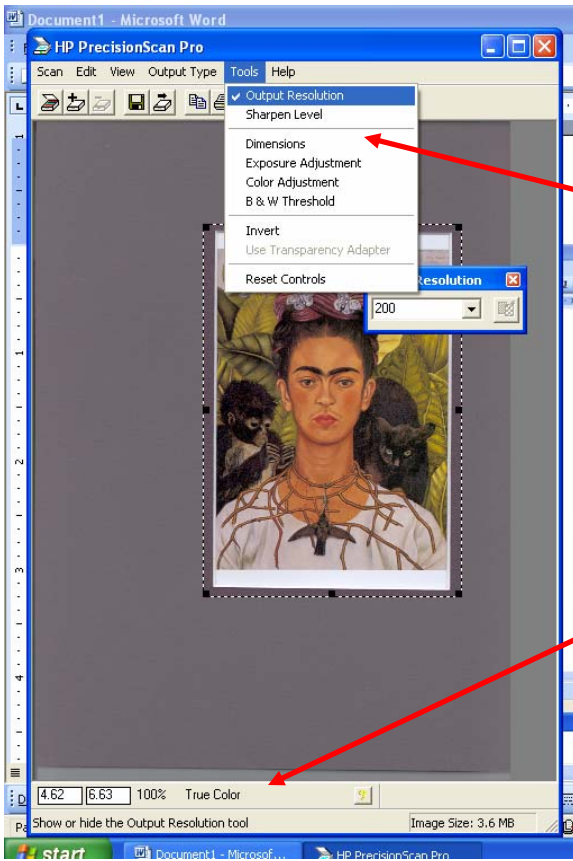
You will probably see this window – wait a few seconds.



When the scanner is ready,
select Scan>>Preview

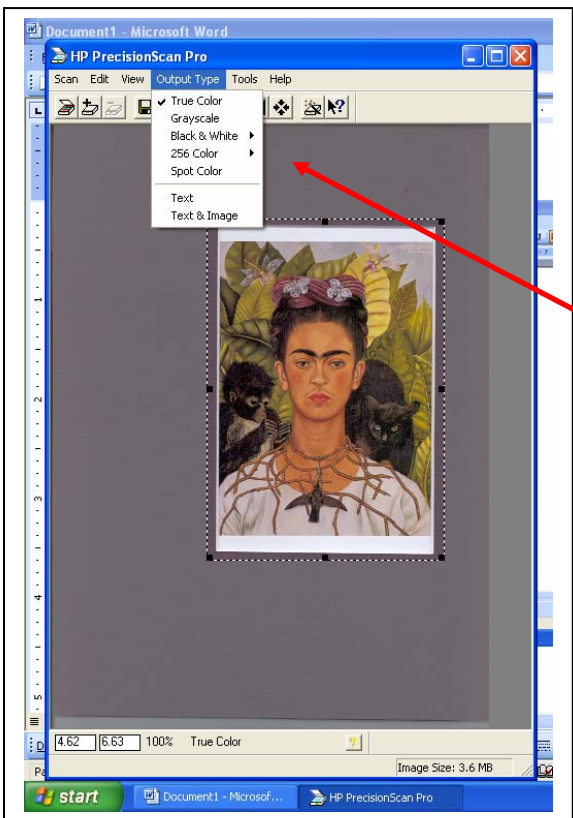


The image will appear as a preview.
The cursor will become a crosshair
symbol when it is put against the
image – use the crosshair cursor to
select the area you wish to save.

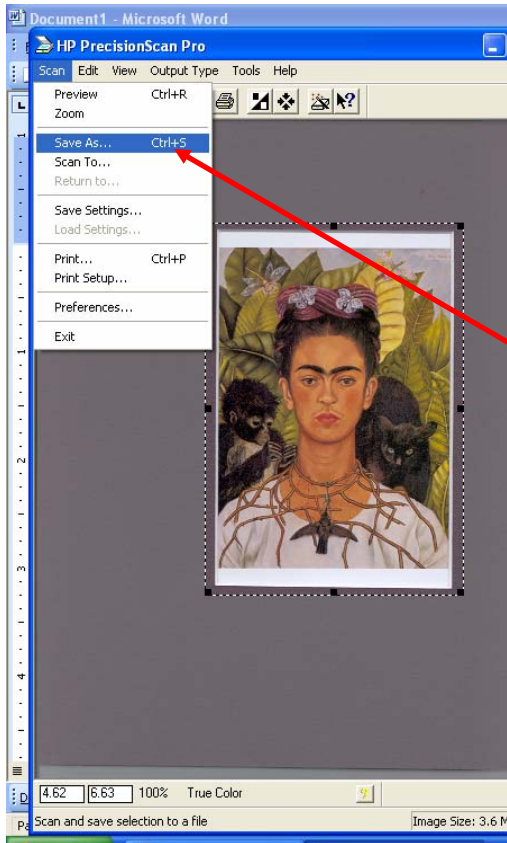


Under the Tools menu, you can make adjustments to your selection such as changing the resolution and outside dimensions.

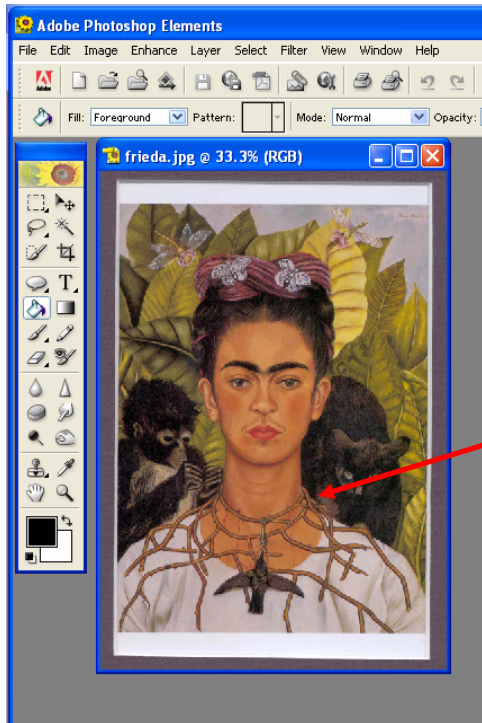
The current information is displayed at the bottom of the screen so you can track the changes you are making.



You can also change the type of image output in the Output Type menu.



When you are satisfied with your results and your selection, go to Scan>>Save as and choose a location to save the image. It will be scanned to that location.



The image is now ready to use or to be opened in a photo editing program such as Adobe Photoshop Elements for further refining. If you want to make changes, save the layered version. If you are ready to save it for the web, save it as a .jpeg