

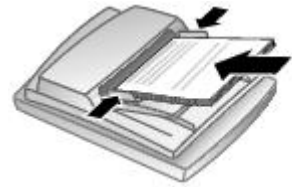
Scanning Images & Text in the ECC Innovation Center



LaTonya Motley
Trainer / Instructional Technology Specialist
El Camino College, Staff Development
lmotley@elcamino.edu
phone: 660-6452

SCANNING A DOCUMENT ON COMPUTER 5


Getting Started



To Begin

Log into the workstation using your username and password.

Preparing the scanner:

Turn the scanner on by pressing the power button  on the front control panel. (When on, green LED lights up and display shows number of copies)

Place your original document (loose sheets, no staples) in the document input tray, centered and face up with the first page on top.

Opening Photo and Imaging Director

On the desktop, double-click the icon for **HP Director** or click **Start > All Programs > Hewlett-Packard > ScanJet 4500c series > HP Photo & Imaging Director**.

Using Photo & Imaging Director

Once you have opened Photo & Imaging Director a menu window will appear with the following options.

- Scan Picture
- Scan Document
- Make Copies
- View and Print
- Help

By hovering the mouse pointer over these options, you will see a description of the function on the right.

To Scan a Picture

1. Select the **Scan a Picture** option in the HP Director window.
2. If the program asks, you if you want to preview the image, click **yes** and then click **ok**.
3. The program will now automatically scan the document into the preview window. From this window, you can adjust the image print area.

- a. Clicking on the black box in one of the corners of your image will allow you to resize the image, capturing only the portion that you want. Anything outside the box will not show up on a printed copy.
4. If you are satisfied with the image you have captured click **accept** in the lower right.
5. The file will now be saved as a *.jpg* file onto your hard drive in the **My Pictures** folder.
 - a. Within the **My Pictures** folder the image can be found in a folder named by the year and month the image was copied, e.g. "2005-01(Jan)."
6. The HP Photo and Imaging Gallery opens and you have the options to print or modify the image from the toolbar menu.
7. To make advanced modifications to an image file see IMPORTING TO ADOBE PHOTOSHOP 6.0.

Scanning a Document

1. In the HP Director menu, select **Scan Document**.
 - a. First, a window will appear asking if you would like to view the document in preview mode before scanning. Click yes, and click ok.
 - b. A window will now appear asking you what you are scanning. In the top pane, select the description that best represents your document.
 - i. If you are not sure, click the button next to text document
 - c. In the bottom pane select **save to file** then click **scan**.
2. The scan preview window will now appear with a preview image of your document. In this view, you can manipulate the print or viewable size of your document by clicking on one of the six black boxes, or cropping tools.
3. Outlining your document: dragging one of these boxes will resize the image leaving only the portion inside the box viewable
 - a. Once you are happy with your document press **accept**.
4. Once the image is scanned, the program will ask you if you would like to scan more pages into the current document.
 - a. If you do, place the new document into the scanner then press **yes**.
 - b. If you do not, press **no** to proceed
5. You will now be prompted to select a file type and destination.
 - a. Save the file to your **hard drive** with the filename, you prefer.
 - b. Depending on the document type you selected, these options will vary.
6. The most common document forms are *.rtf* for RICH TEXT FORMAT and *.pdf* (Portable Document File) for an ADOBE ACROBAT FILE.
7. If you simply want to print your document save it as a *.pdf* file.
 - a. **THE BENEFITS:** PDF files will appear exactly how the scanned document looked.

- b. **NOTE:** Saving as a *.pdf* will not allow you to edit the document unless you are on a machine, which has Adobe Acrobat Professional. However, it can be read on any campus computer.
8. If you would like to edit the document from any campus machine save the file as *.rtf* file.

Making a Copy

1. To make copies using HP Director, click on the icon labeled Make Copies.
2. A window, much like a normal print options window, will open.
3. In the Original pane, select the description that best suits your document.
 - a. Your options will be Text, Photo, or Mixed.
4. In the Quality pane you can select the quality of your scanned document
 - a. **NOTE:** Higher quality settings will take longer to scan.
5. Use the Copies pane in the upper right corner to select the quantity of copies you would like.
6. Use the Lighten/Darker pane if your document does not show up well at the default setting.
7. If you would like to enlarge or decrease the size of your copy, you can do so in the Reduce/Enlarge pane.
8. The Printer pane can be left as default unless you would like to print to another printer.
 - a. If you would like to print to another printer, use the dropdown menu to select the one you would like.
9. In the Start Copy pane select rather you would like the image to be copied in gray scale or color.
10. A screen appears to notify you that Copying in Progress. After the document is copied, it will print out from the default printer.

Viewing and Editing an Image

NOTE: For advanced editing options see Importing to Photoshop 6.0.

To view and edit an image Using HP Director:

1. In the HP Director window click on icon labeled View & Print.
2. The folder containing your scanned images will open in HP Photo & Imaging Gallery.
 - a. **Files may take up to 20 seconds to appear.**
3. Double click the file that you would like to view.
4. Once the file is open, use the toolbar icons along the top and right side to modify the image.
5. When you are done modifying your image click **File** at the top left corner of the screen and in the dropdown menu click **Save** or **Print** your image.


- a. You can also print your document using the printer icon in the top toolbar.
- b. The “save” and “save as” icons to the left of the view window can also be used to save your image.

Importing to Adobe Photoshop 6.0

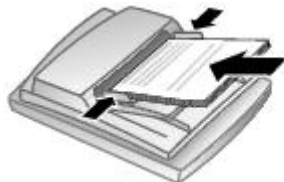
1. To begin, open Adobe Photoshop 6.0 by clicking **Start >All Programs > Photoshop 6.0 > Adobe Photoshop 6.0**
2. Once Photoshop has opened, close the popup window so your screen looks gray except for the pallets and toolbars on each side.
3. Before importing your document make sure you have placed it into the scanner with the top edge of your document against the back edge of the scanner window and the right side of your document along the right edge of the scanning window.
4. To import the document go to **File** in the upper left hand corner, then **Import**, and select HP Scanjet 4570c/5500c
 1. **NOTE:** There may be two different scanners listed but either one will work.
5. When the preview pane comes up click **accept**.
6. It will then display “Scanning to Photoshop.”
7. Once the image is imported you can use Photoshop to modify the image.

SCANNING A DOCUMENT FOR TEXT EDITING (OCR)

Preparing the scanner:

Turn the scanner on by pressing the power button  on the front control panel. (When on, green LED lights up and display shows number of copies)

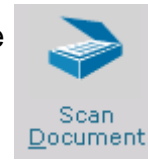
Place your original document (loose sheets, no staples) in the document input tray, centered and face up with the first page on top.



Scanning the image in HP Director:

On the desktop, double-click the icon for **HP Director** or click **Start > All Programs > Hewlett-Packard > ScanJet 4500c series > HP Photo & Imaging Director**.

Click **Scan Document**. The Scan Document window appears. Make sure you are scanning for **Editable Text** (or Editable Text with Graphics, if necessary) and select **Save To File**.



Click **Scan**. The **hp scanning** control panel will appear and begin to scan your document. Once a page is scanned, its preview image will appear. Scroll between pages using the arrows at the top right of the preview panel 1 of 2 | ◀ ▶

Once all your pages are scanned, you may orient each page correctly using the rotate 90° buttons on the left.



Click the **Accept** button and the **Save As** dialog box displays.

- Under **Save in**: select **3 ½” floppy (A:)** or **ZIP-100 (E:)** (100MB Zip disk).
- Under File name: **Type in your file name.**
- Under **Save as**: Select a file format using the pull-down menu.

TEXT file (*.txt) is a text only file that can be read from Windows or DOS and retains no document formatting.

Rich Text File (*.rtf) is a method of encoding formatted text and graphics that has become the standard as a common format that most word processors can read and write. This format retains most features found in word processing such as: bolding, font types, tables, centering, etc.

HTML (*.htm) is the authoring language used in the creation of documents for the World Wide Web.

PDF (*.pdf) is a publishing specification used for more secure, reliable electronic document distribution and exchange. Adobe PDF documents can be shared, viewed, and printed by anyone, on any system, using Adobe Reader software.

Click **Save**. The document will process and convert your scanned images into the desired format. You may open the document in a word processing program to edit.

NOTE! Be sure to **SPELL-CHECK** the outputted file, adjust the formatting, and correct the text alignment on the page after scanning.

Turn off scanner when done.