

# HP Scanner Instructions

**Part I. Scanning pictures, books, and other papers**

**Part II. Scanning a book or document to create editable text**

**Part III. Scanning Bunches of Documents Using the Document Feeder**

*This scanner is a good all-around scanner and can be used to scan editable text, pictures, slides, film, books, and many types of documents.*



# I.

## Scanning pictures, books, and other papers

### 1. Open HP Precisionscan Pro

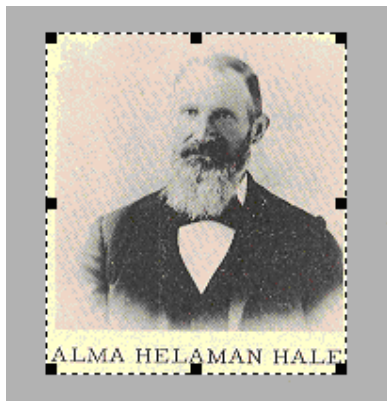
Click on *Start*, then *All Programs*, then *HP Precisionscan Pro*  
If the tour screen comes up, then click *close*. If not then don't worry about it.

### 2. Place image on scanner bed face down.

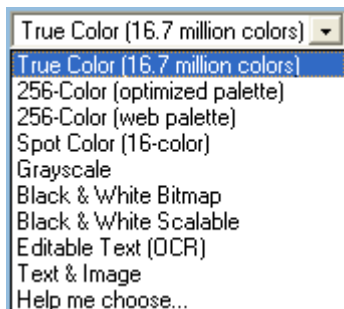
### 3. Click the scanner button next to "Start a new scan" on the left side of the screen.

The scanner will then do a prescan of the image

### 4. Click and drag a box around the area that you want to scan.



### 5. Choose the output type you want by clicking on the dropdown menu on the left side of the screen.



For color pictures, 16 million colors is the best output to choose. For black and white pictures or text, grayscale is recommended. If you wish, you can also select another choice from this list.

## 6. Changing other settings. Changing the settings is *not* required

### **Resolution**

You may want a higher quality image or document. To do this you need to change the resolution. To change the resolution, go to the tools menu and select “change resolution.” A little box will pop up. You are then able to change the resolution by selecting a number from the drop-down menu, or by typing in a resolution of your own. 200 is the default resolution and will be fine for many pictures and documents. 100 is a low resolution and 2400 is a very high resolution. The higher the resolution, the higher quality the scan, but also the larger the file you scan will be. It is usually not recommended to go beyond 300 for text documents, and 1200 for pictures. Scanning higher than these values may give a slightly better image, but might crash some computers because of their much larger size.

### **Sharpen**

It usually is not recommended to change this setting, but if you want to change this setting, you can select the tools menu, then sharpen. The default setting for sharpen is medium.

### **Rotating and flipping**

Under the tools menu, you can rotate the image by selecting either one of the rotating options, and you can flip the image over by choosing mirror.

### **Resize**

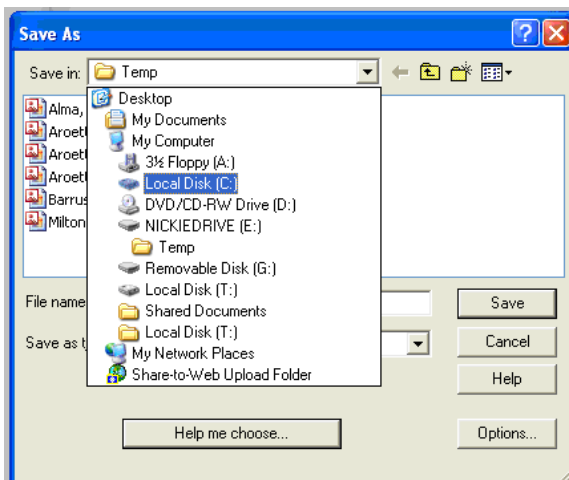
Resizing the image will let you enter specific dimensions for the box around the photo. It usually is easier to just draw and edit the box using the mouse.

### **Advanced options**

The advanced options are typically not needed. If you want information on any of these functions check the help menu.

## 7. Get ready to save

When you are ready to scan the image, click “save as” on the left side of the screen. Change “save in:” to the folder in which you want to save it (e.g. my Documents, E: (flash drives), T drive, C drive, etc.) If you are planning on burning a CD, it is recommended you save all the files to the computer on either the C: drive or T: drive, then you can burn the CD once the images are all scanned in.



## 8. Give the file a name

Click in the empty space next to “File Name” and type in whatever name you want. The file name must be unique or you will copy over a previous file. This means no two files can have the name “picture.jpg”. So you might want to name one “picture1.jpg” and the other “picture2.jpg”

## **9. Change the file type to the one you want**

The two most commonly used file types are JPG and TIFF. JPGs are recommended for most scanning purposes. TIFF files are extremely large and require much more room on your disk. Maybe even more than 10X more room than a JPG. Most of the time, all you need to use for your scan job are JPGs.

## **10. Click save**

The file will then be saved to wherever you told it to be saved to.

## II.

### Scanning a book or document to create editable text

#### 1. Open HP Precisionscan Pro

Click on *Start*, then *All Programs*, then *HP Precisionscan Pro*

If the tour screen comes up, then click *close*, if not then don't worry about it.

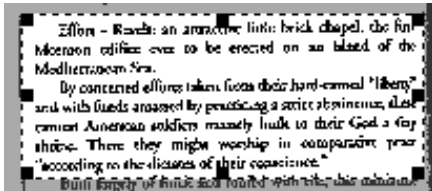
#### 2. Place document or book on scanner bed face down.

Make sure it is as straight as possible.

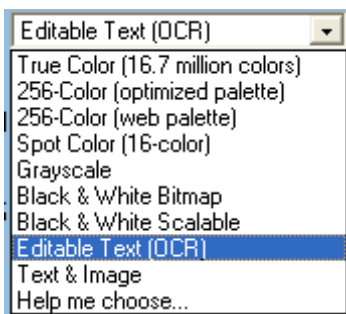
#### 3. Click the scanner button next to "Start a new scan" on the left side of the screen.

The scanner will then do a prescan of the document

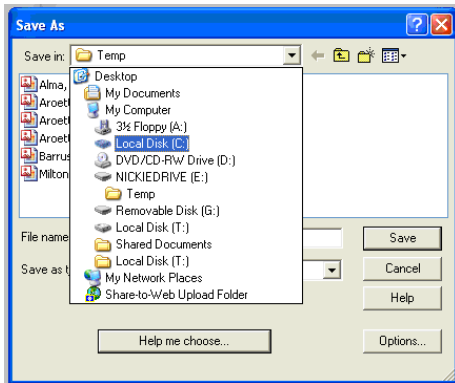
#### 4. Click and drag a box around the text that you want to scan.



#### 5. Choose the output type, Editable Text (OCR), on the dropdown menu on the left side of the screen.



**6**



▪ **Get ready to save**

When you are ready to scan the text, click “save as” on the left side of the screen. Change "save in:" to the folder in which you want to save it (e.g. My Documents, E: (flash drives), T drive, C drive, etc.) If you are planning on burning a CD, it is recommended you save all the files to the computer on either the C: drive or T: drive, then you

can burn the CD once the images are all scanned in.

**8. Give the file a name**

Click in the empty space next to “File Name” and type in whatever name you want. The file name must be unique or you will copy over a previous file. This means two files can’t have the name “document.rtf”. So you might want to name one “document1.rtf” and the other “document2.rtf.”

**9. Change the file type to the one you want**

It is advised to save your file as an .rtf (rich text file). This will give you a file you can edit for mistakes and changes. You may also create an .html, a PDF, or a .txt file.

**10. Click save**

The file will then be saved to wherever you told it to be saved to.

**11. Adding pages to the file.**

When the document is done scanning you will be asked if you want to add any more pages to the text file you are creating. If you want to add another page to the file, place the page on the scanner bed as you did the previous page. Then press Scan. This will add both pages to the same document. You can continue in this procedure until you have scanned all the pages you want to, then you can press done.

**Note:**

The quality of the OCR scan is not always good. The best results from an OCR scan come from recently, nicely, printed pages. Older printed pages, typewritten, and handwritten pages may fail to scan well as editable text.

### III.

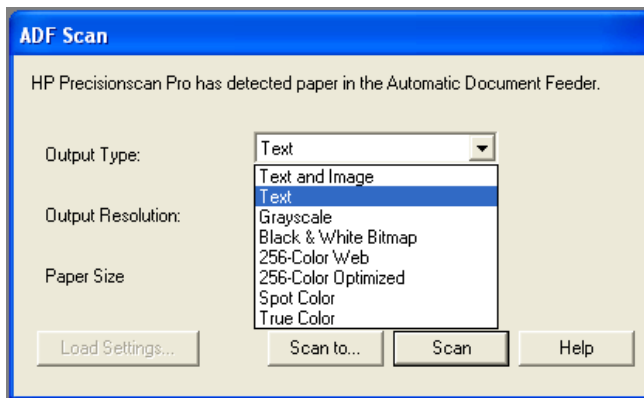
## Scanning Bunches of Documents Using the Document Feeder

### 1. Open HP Precisionscan Pro

Click on *Start*, then *All Programs*, then *HP Precisionscan Pro*. If the tour screen comes up, then click *close*, if not then don't worry about it.

### 2. Place papers in document feeder.

Make sure they are face up with the bottom entering the scanner.



### 3. A popup will prompt you to choose the settings for the scan

To scan editable text you should choose the text setting under output type. You may also choose greyscale or one of the other settings for another type of scan. At this point you should also indicate your paper size (letter, legal).

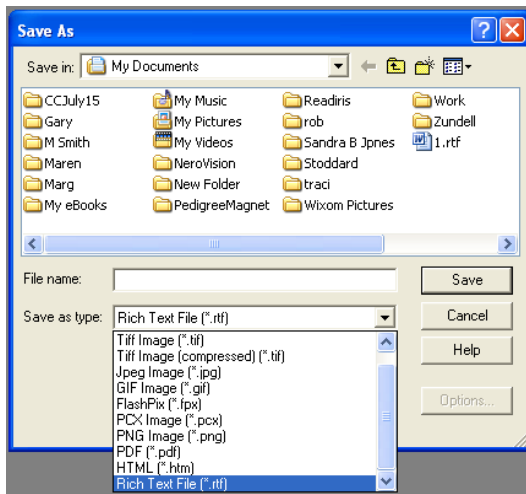
### 4. Get ready to save

When you are ready to scan the image, click "scan." Change "save in:" to the folder in which you want to save it (e.g. my Documents, E: (flash drives), T drive, C drive, etc.) If you are planning on burning a CD, it is recommended you save all the files to the computer on either the C: drive or T: drive, then you can burn the CD once the images or documents are all scanned in.

### 5. Give the file a name

Click in the empty space next to "File Name" and type in whatever name you want. The file name must be unique or you will copy over a previous file. This means no two files can have the name "document.rtf". So you might want to name one "document1.rtf" and the other "document2.rtf."

**6**



▪ **Change the file type to the one you want**

If you are scanning editable text, it is advised to save your file as an .rtf (rich text file). This will give you a file you can edit for mistakes and changes. You may also create an .html, a PDF, or a .txt file.

The two most commonly used file types are JPG and TIFF. JPGs are recommended for most scanning purposes. TIFF files are extremely large and require much more room

on your disk. Maybe even more than 10X more room than a JPG. Most of the time, all you need to use for your scan job are JPGs. You also have the option to save in several other formats which you may want to choose over a JPG or TIFF.

**7. Click save to scan your pages.**

**8. Adding pages to the file.**

When the pages are done scanning you will be asked if you want to add any more pages to the text file you are creating. If you want to add more pages to the file, place the pages in the document feeder as you did the previous pages. Then press Scan. This will add all the pages to the same document. You can continue in this procedure until you have scanned all the pages you want to, then you can press done.

**Note:**

The quality of the OCR scan is not always good. The best results from an OCR scan come from recently, nicely, printed pages. Older printed pages, typewritten, and handwritten pages may fail to scan well as editable text.