

How to use the HP Scanjet 3800 in Highland Libraries



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Scanning a Photo or Picture

This guide will take us through the basic steps for scanning an image and saving to the PC.

Before you scan your photo, ask yourself what it is you want to do with the image.

- Do you want to email the photo for someone to see on screen?
- Do you want to email the photo for someone to print?
- Do you want to print the photo at the same size, larger or smaller than the original?

These questions need to be asked in order for you to decide what options to select throughout the scanning process.

Once you have created your scan, you can edit it using Photoshop Elements, Irfanview, or HP Photosmart Premier software using the Library PCs.

If you are emailing a photo or photos for the recipient to view on screen, the file size should be close to lowest without losing image quality on screen.

If you are emailing photos for the recipient to print, then you should be looking for a medium quality scan.

If you want to print the photos then select the highest quality scanning option, see pages 2 & 3 of this guide for further information.

Lift the scanner lid and place the item that you want to scan face down on the glass.

To start the scanner software, click on the icon show below on the desktop.



This window will now open. Click on the "Scan Picture" button on the left of the window.

If you want to scan a document using optical character recognition software (OCR), then click on the "Scan Document" button. (See page 5 of this guide.)

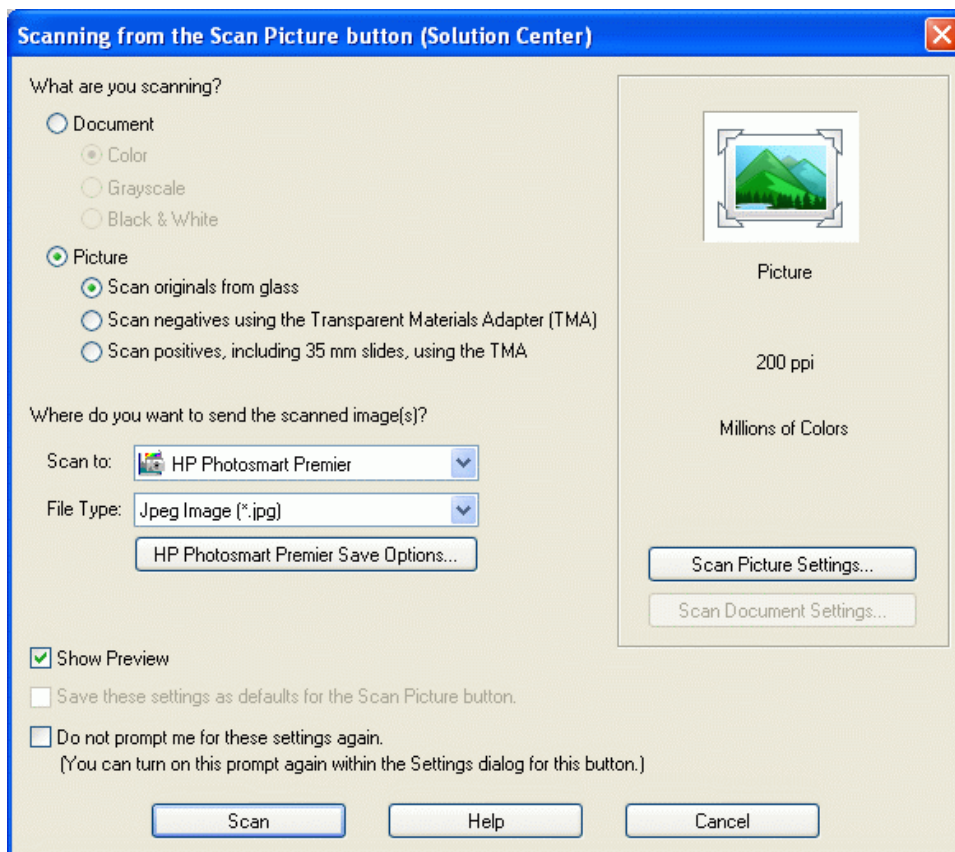


When you click on the “Scan Picture” button, this window opens.

The default file type is set to JPEG. (We recommend scanning as JPEG unless you want extremely high quality images that you want to increase the dimensions of significantly.)

Click on the “HP Photosmart Premier Save Options” button to select where the scan will be saved to and how large a file you will end up with.

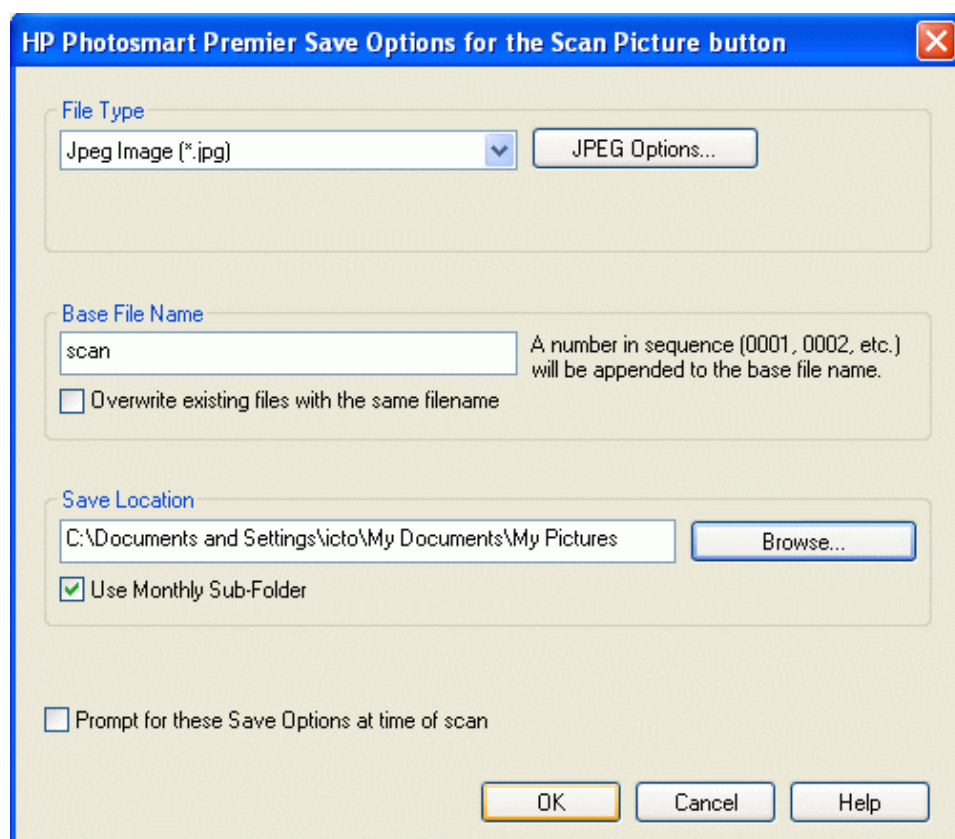
The “Scan Picture Settings..” on the right of this window allows you to make more advanced adjustments to the scanning process.



Once you have clicked on the "HP Photosmart Premier Save Options" button, this window will appear.

To choose the location where you want the scanned image to be sent to click on the “Browse” button and choose “My Documents” or “My Pictures” folders to save scans to.

To adjust the quality of the image here click the “JPEG Options” button.



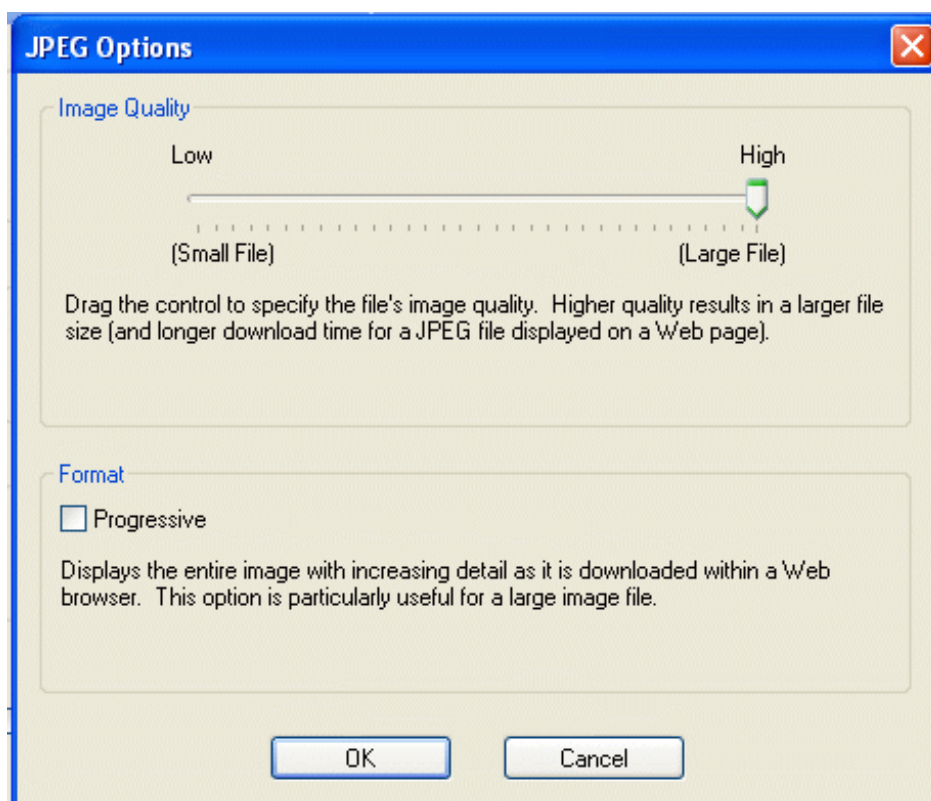
When you press the “JPEG Options” button you will see this window.

You can adjust the quality of the scan by sliding the Image Quality Slider between Low and High.

Smaller file sizes are recommended for emailing, higher file sizes are recommended for printing.

Once you have scanned your file, you can edit it using Photoshop Elements or Irfanview software on the Library PCs so if you are not sure what to do here, leave the slider at the highest setting.

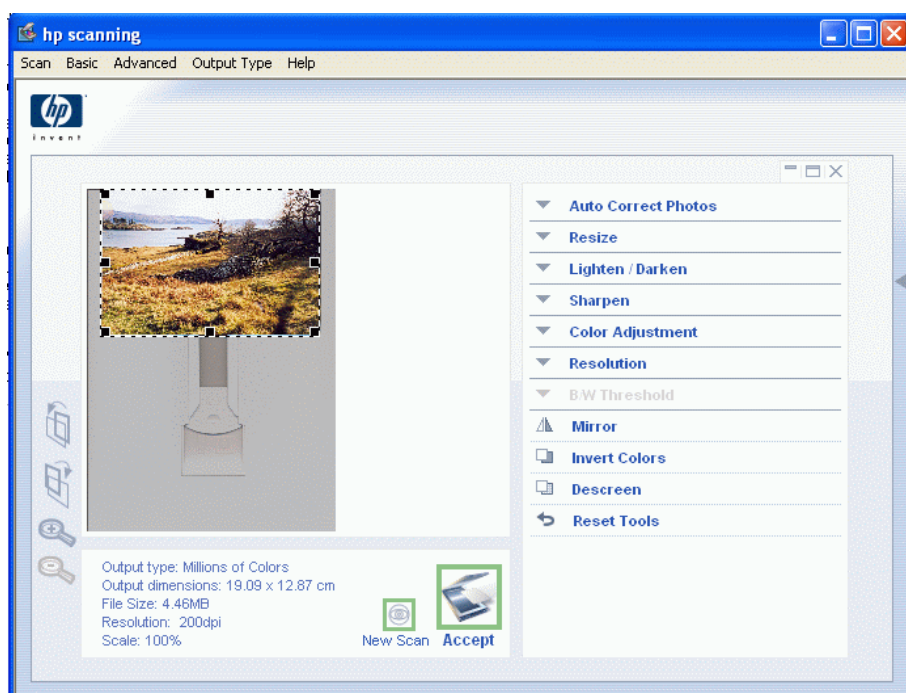
Once you have clicked “OK”, and “OK” again on the previous window press the “Scan” button.



This window will open and the scanner will preview the photo, when the preview is complete, the “Accept” button will be highlighted.

Click on the “Accept” button and the scanner will complete the scan. You will be asked if you want to scan another image, just select “No” at this stage.

You can adjust the amount of the preview that you want to scan here by placing the mouse pointer over any of the black dots on the outside edge of the previewed image and dragging them in.



HP Photosmart Premier software will now open. You can use this software to edit your image in various ways, or as previously mentioned, you can edit your photos using Photoshop Elements or Irfanview software.

Emailing the scanned photo(s)

To email the scanned photos, open your email provider website, log in, create an email and attach the file from the location you selected earlier (this should be “My Documents” or “My Pictures”).

Printing the scanned photo(s)

If you want to print the photo in the library, you can do so but Highland Libraries do not supply photo quality paper. If you have your own photo quality paper, please ask a member of staff to load this for you prior to you printing. (Please note that the PCs in Ft William Library and in Inverness Reference Library cannot print to photo quality paper).

Scanning a Document Using Optical Character Recognition Software

Place the document face down on the scanner glass.

To start the scanner software, click on the icon show below on the desktop.



This window will now open. Click on the “Scan Document” button on the left of the window.

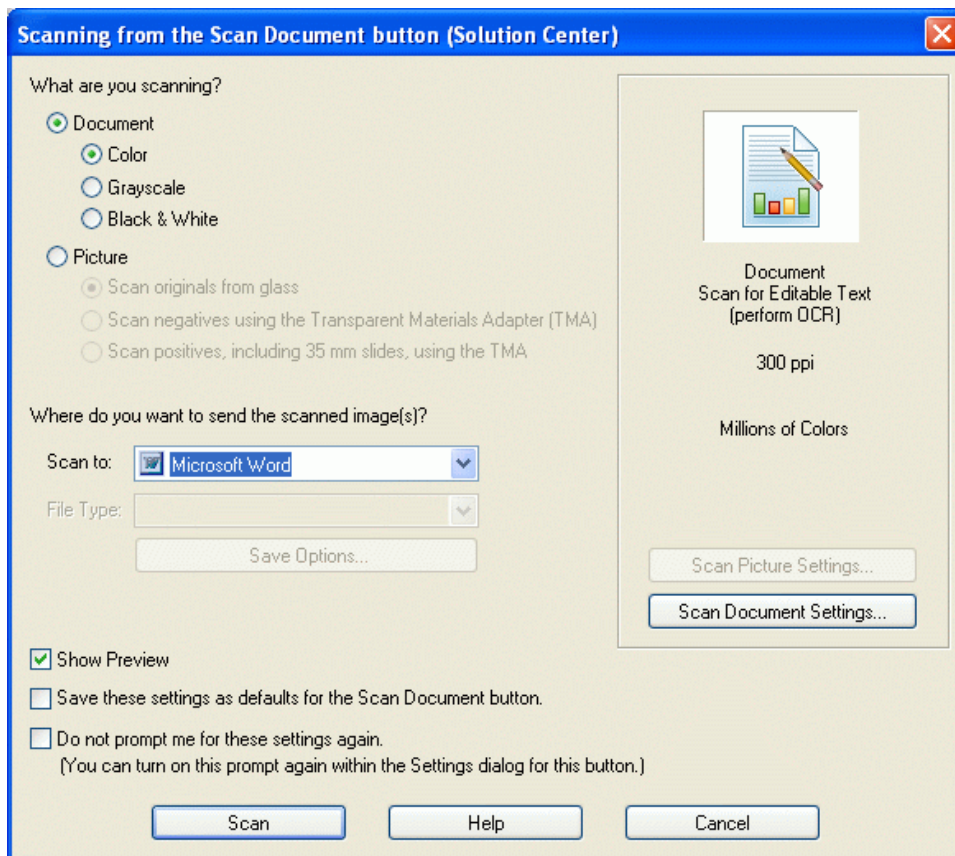


The document I am scanning in this example has a colour logo so I have selected the default settings under “What are you scanning?” but you can select whichever option is most appropriate.

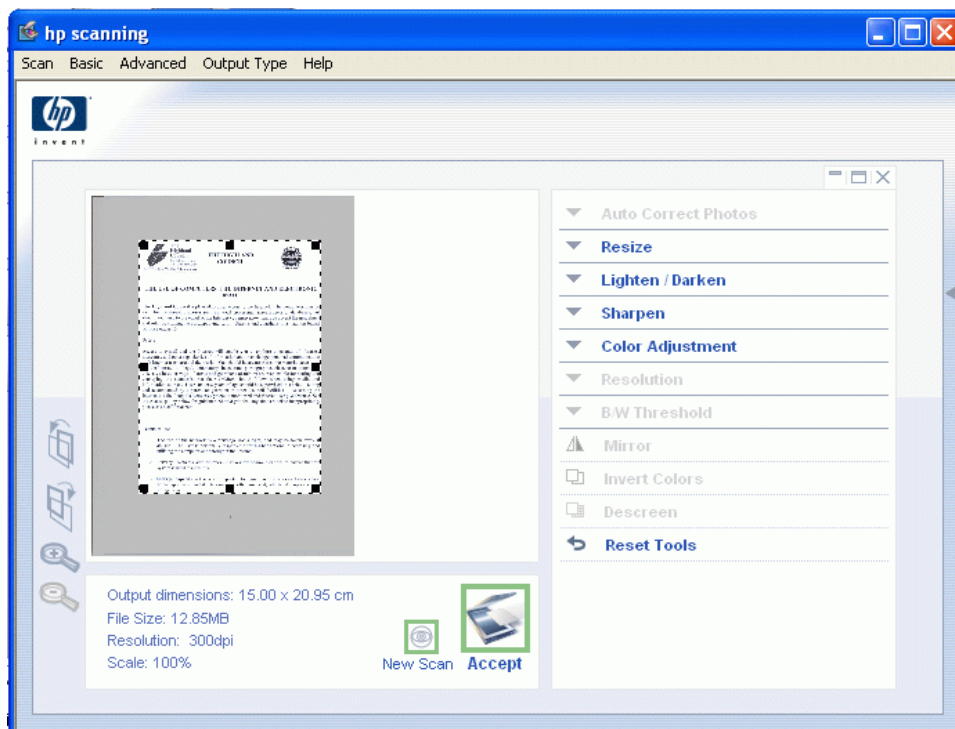
Under the “Scan To:” option, select “Microsoft Word”.

The “Scan Document Settings..” button allows you to make more advanced changes to the scanning process, including selecting the language of the original document.

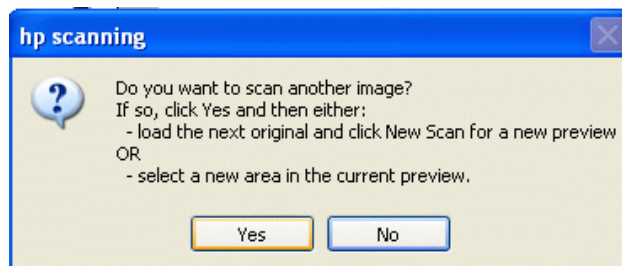
When you are ready, click the “Scan” button.



Once the scanner has previewed the page in the scanner, this window will appear. Click on the “Accept” button when it is highlighted to accept the scan.

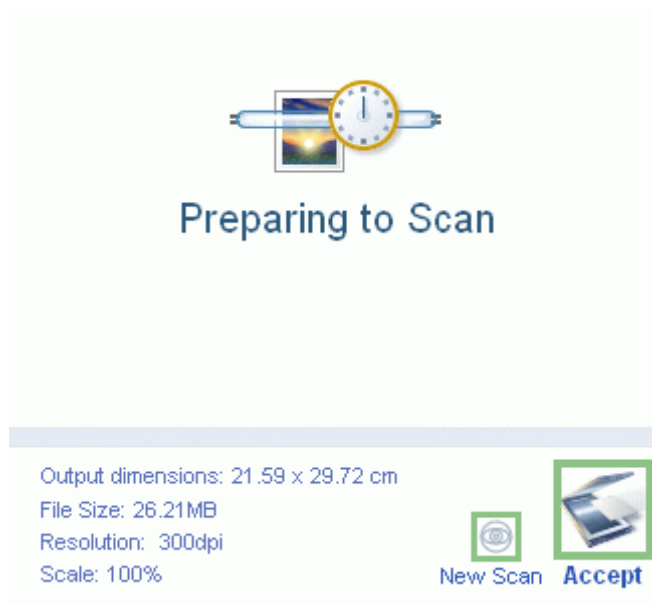


Once the scanner has scanned the page into Word, you will be asked if you want to scan another page. In this example, the document I am scanning is a 2 page document so I will click the “Yes” button when prompted and place the second page of my document in the scanner.



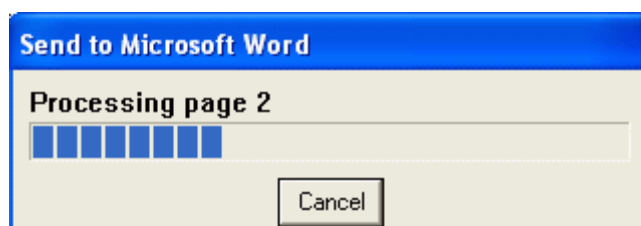
Once I've clicked the "New Scan" button, the window changes as shown here until the preview scan of the next page is complete. Once the preview is complete, click the "Accept" button.

You will be asked if you want to perform another scan. In this case I am clicking the "No" button as I have scanned both pages of my document.



The scan will be sent to Word, you will see some progress windows appear, Word then will open with your scanned document as shown below (the Highland Council Logo on the top left of the document has not scanned well and not all of the formatting has been preserved – note the lack of bold lettering throughout the sub headings).

You are now free to edit the document, email, print or save to an external device.



scan002 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

75% Read Style + 13 pt, Times New Roman 13 B I U

THE HIGHLAND COUNCIL

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The Highland Council is pleased to offer access to the Internet. The computers may be used for traditional purposes such as word processing, spreadsheets or databases, but should you wish to use email or the Internet you must show that you accept the guidelines and rules by signing the accompanying form. Parents and guardians must sign on behalf of those under 16.

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 - any consequences of service interruptions or charges
 - loss of personal data, files or other information

Page 1 Sec 1 1/2 At 0.7cm Ln 1 Col 1 REC ITRK EXT OVR English (U.K)

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