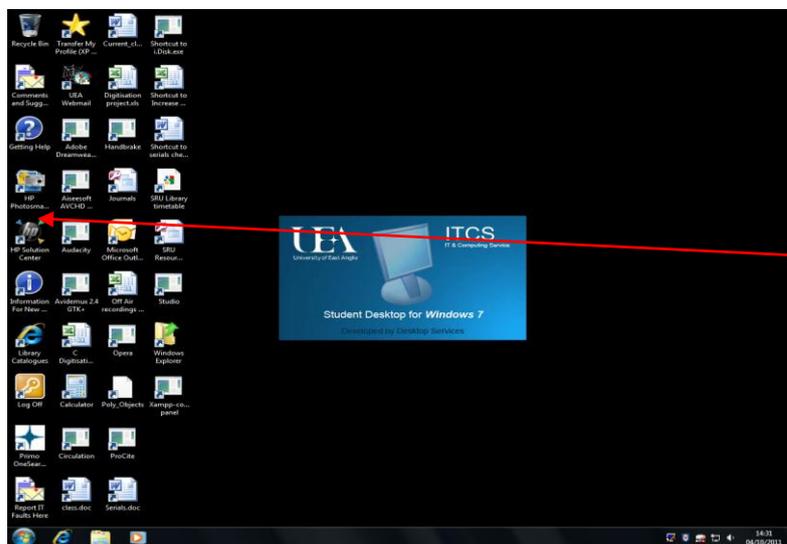


Using the HP scanners in the SRU library

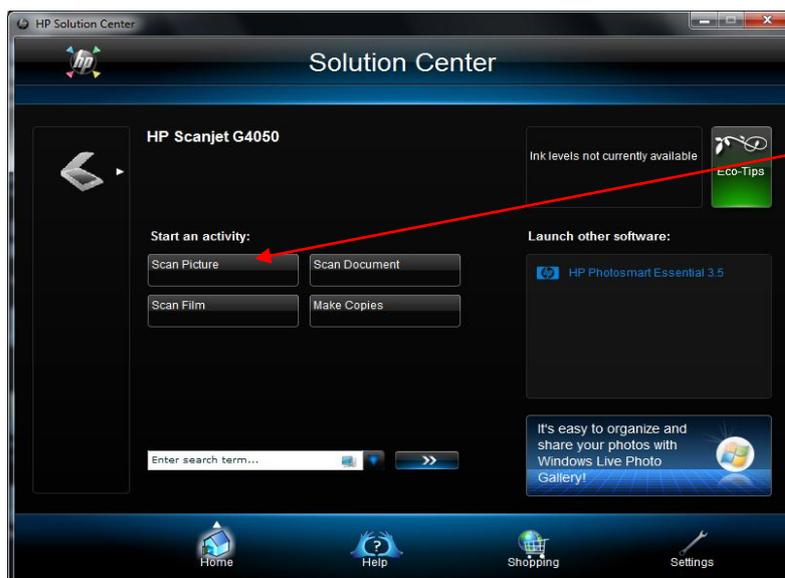
This is a brief guide to using both the HP Scanjet G4050 and the HP scanjet 5590 scanners in the Robert Sainsbury Library. The scanners are free to use and can scan both images and documents in black and white and colour. The scanned files can then either be copied to a UEA users central filestore, to a portable USB drive, imported into another document, such as Word or Powerpoint or simply printed to the colour printer in the IT area.

For scanning images

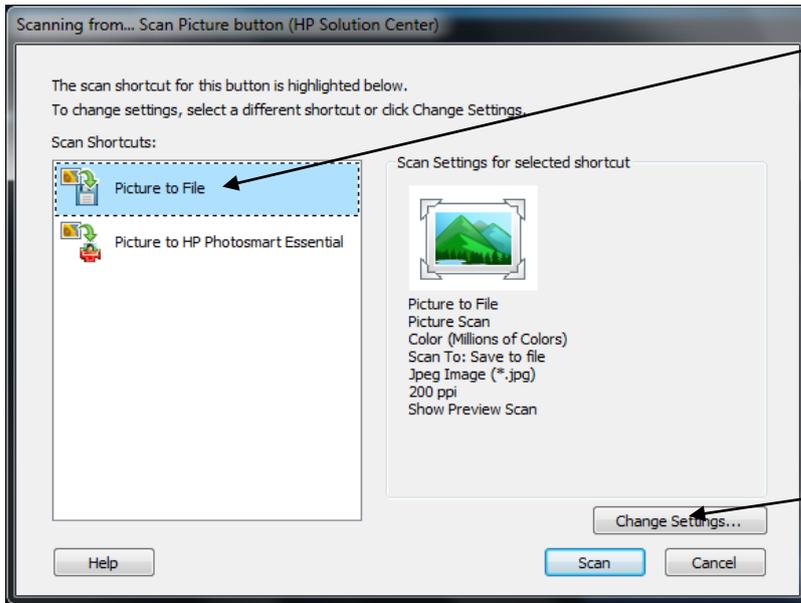
This can be used to scan a picture or photo, or to extract an image or section of a page from another document and save it as a separate file. To scan in a whole document as one file, see 'For scanning documents' below.



From the desktop, click on 'HP Solution Center'

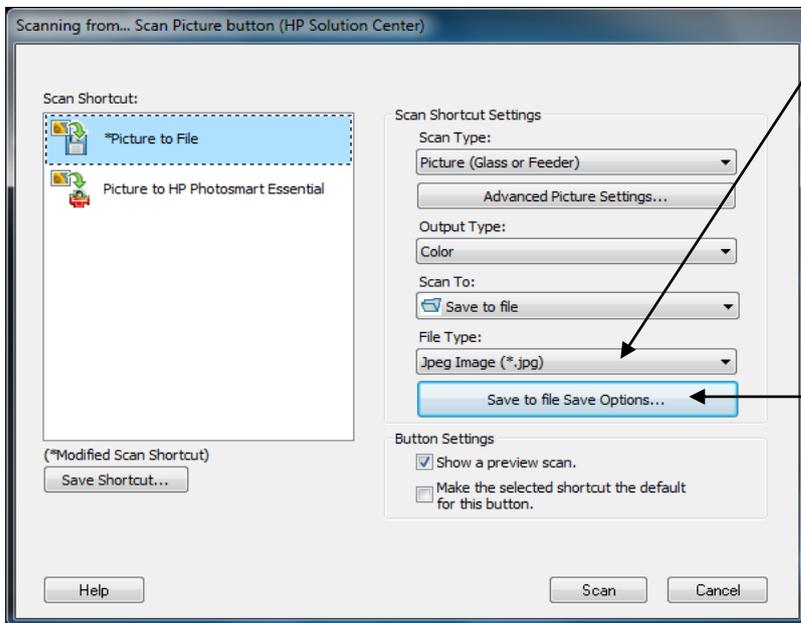


Click on 'Scan Picture'



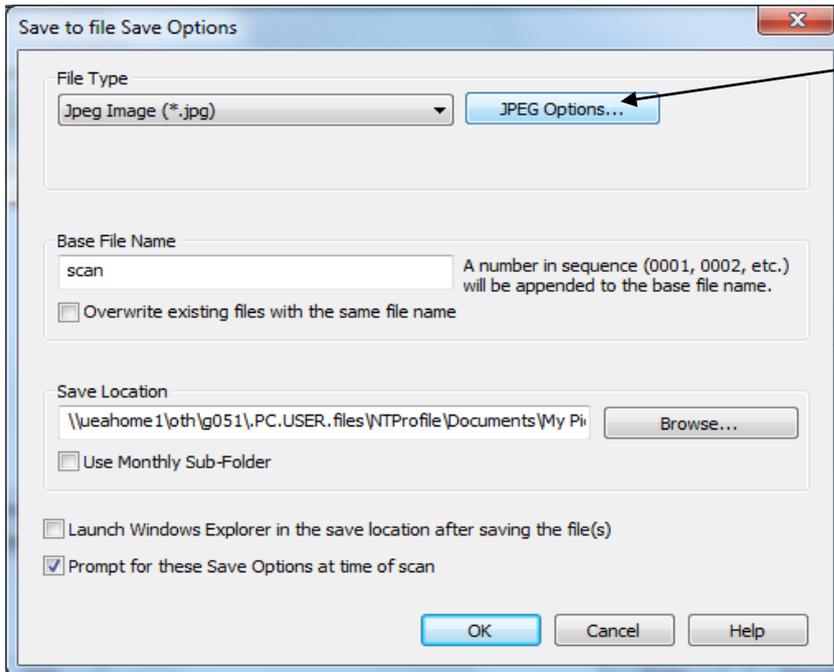
Select 'Picture to File'.

Click on 'Change Settings'.

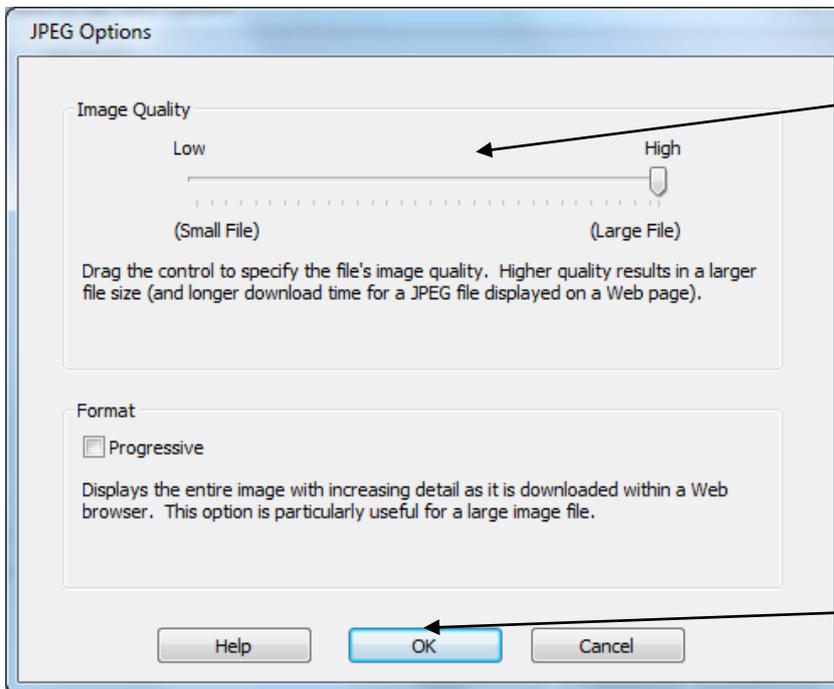


Select 'Jpeg Image'.
Jpeg is a multi-purpose format combining good quality with small file size and is fine for most applications.

Select 'Save to file Save Options'.

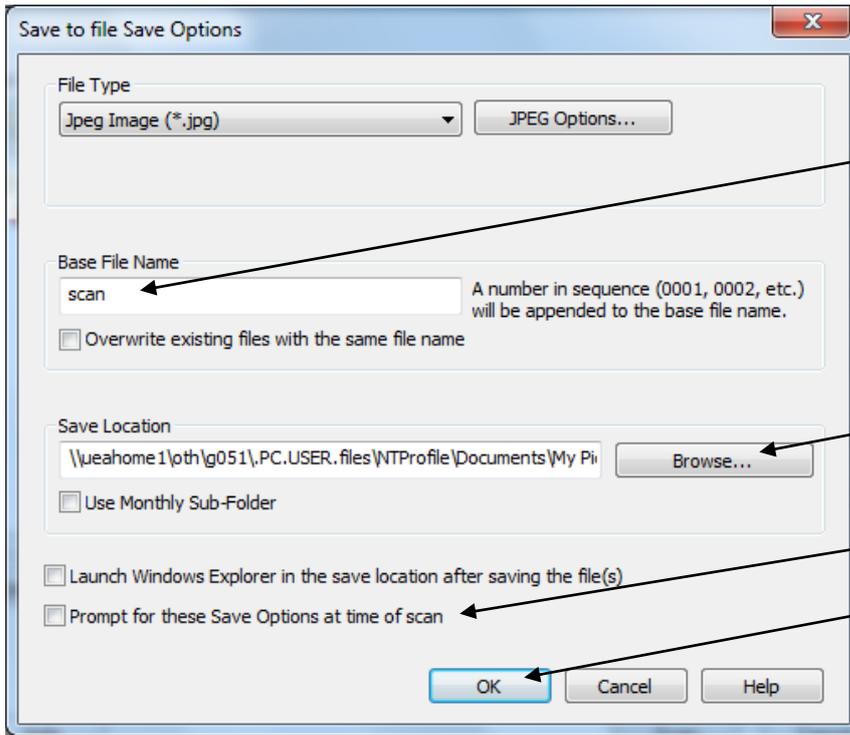


Click on JPEG options



The quality and size of the file can be adjusted now. Experiment with different settings to find one suitable for your purposes.

Click OK

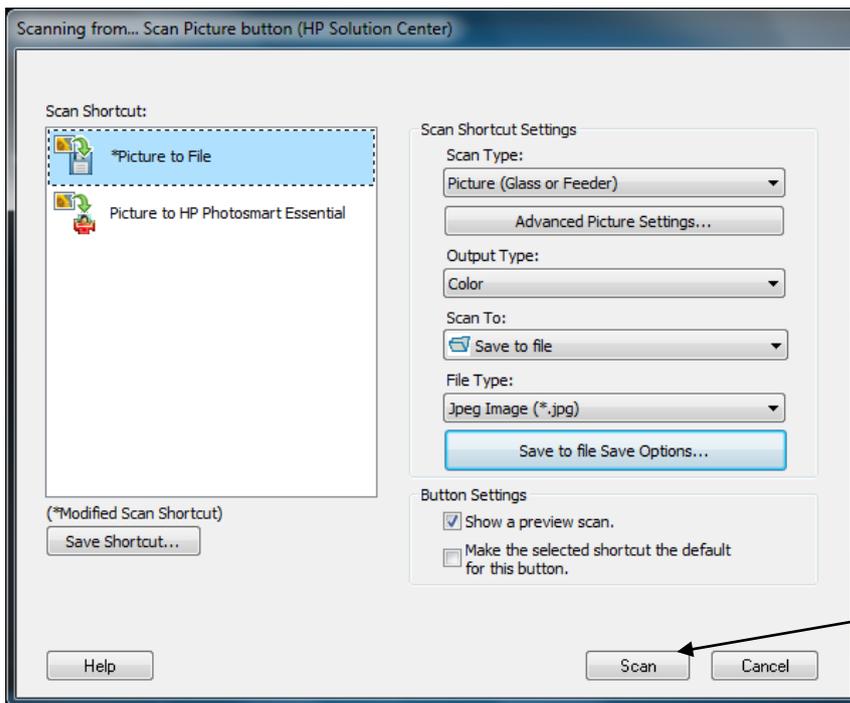


If required change from the default to your own filename

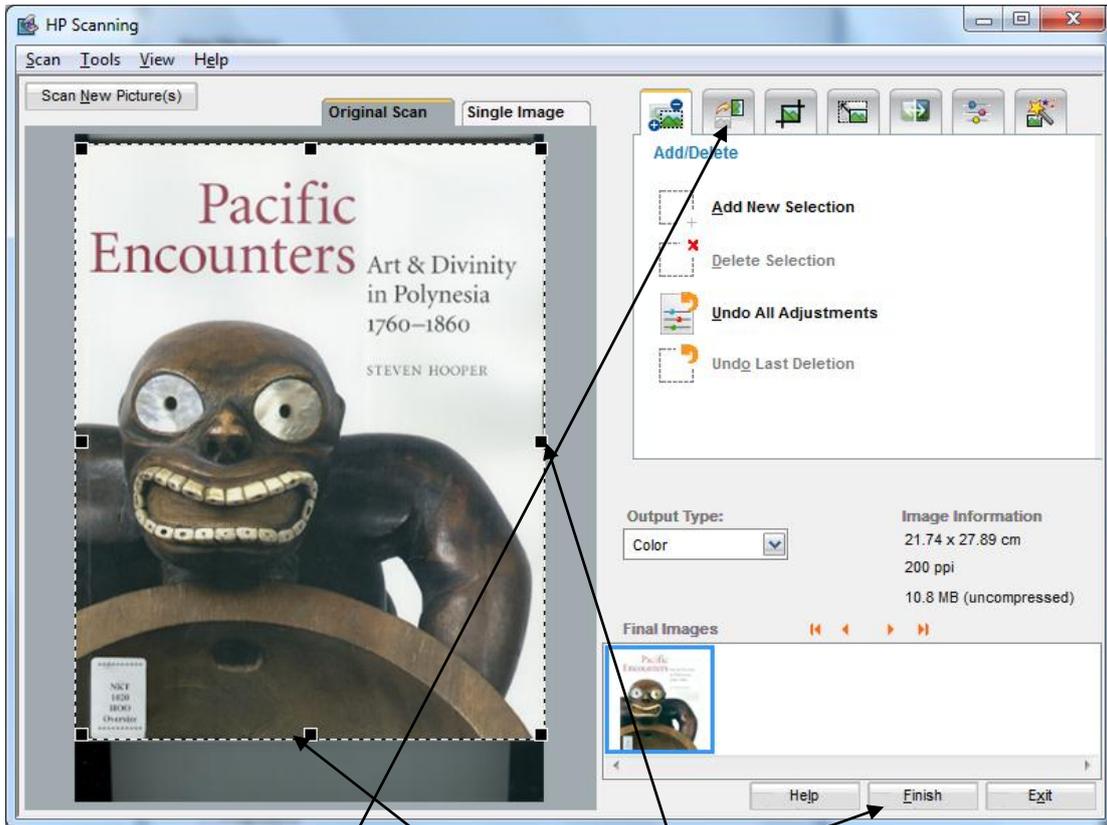
Choose the folder in which to store the file

Untick this option

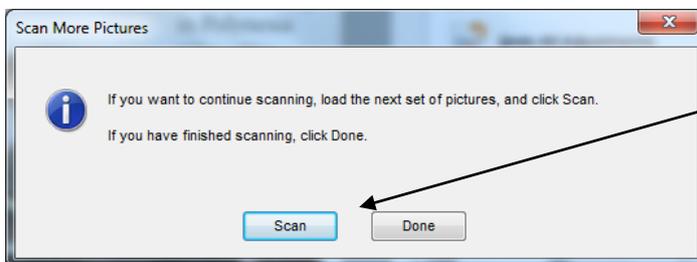
Click OK



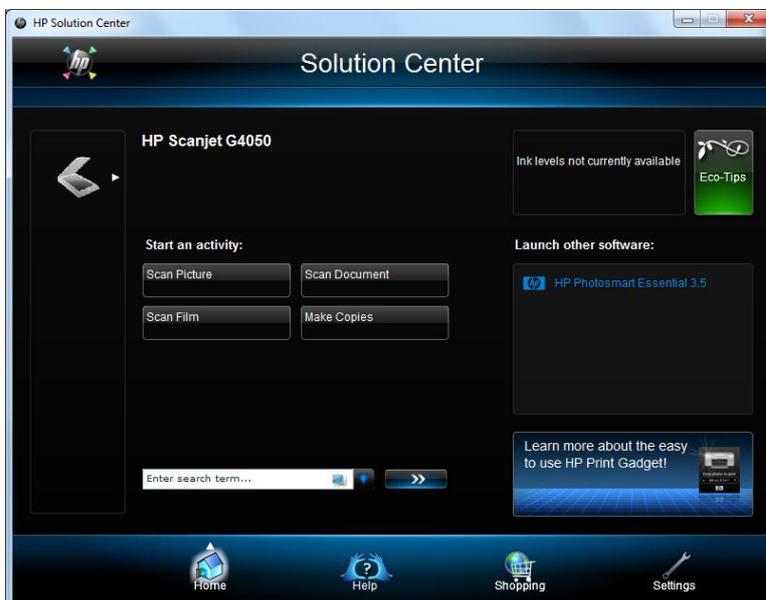
Click 'Scan'



A preview of the image appears.
 At this stage adjustments can be made, such as rotating the image
 and
 to 'crop' the image to select only part of it click and drag the drag handles
 Once ready, click 'Finish'



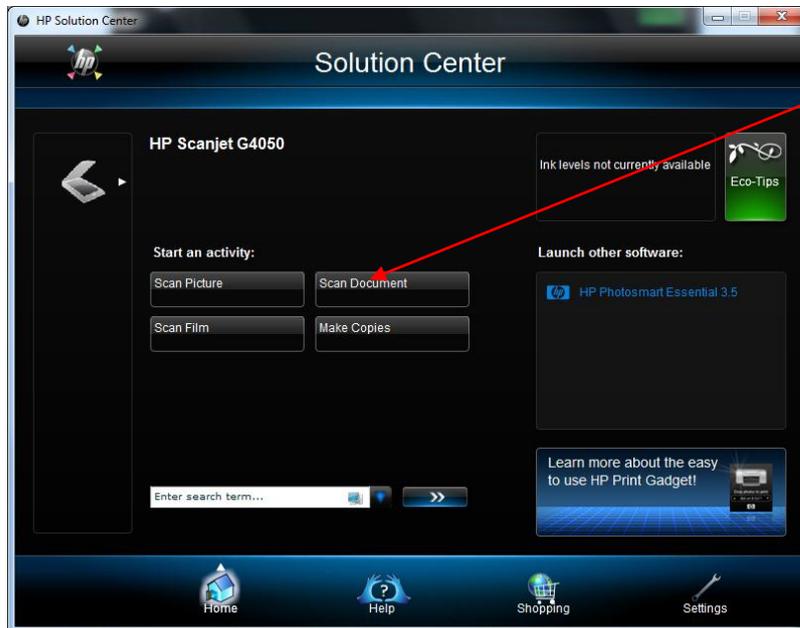
Click 'Scan' or
 'Done' depending
 on if you want to
 scan another image



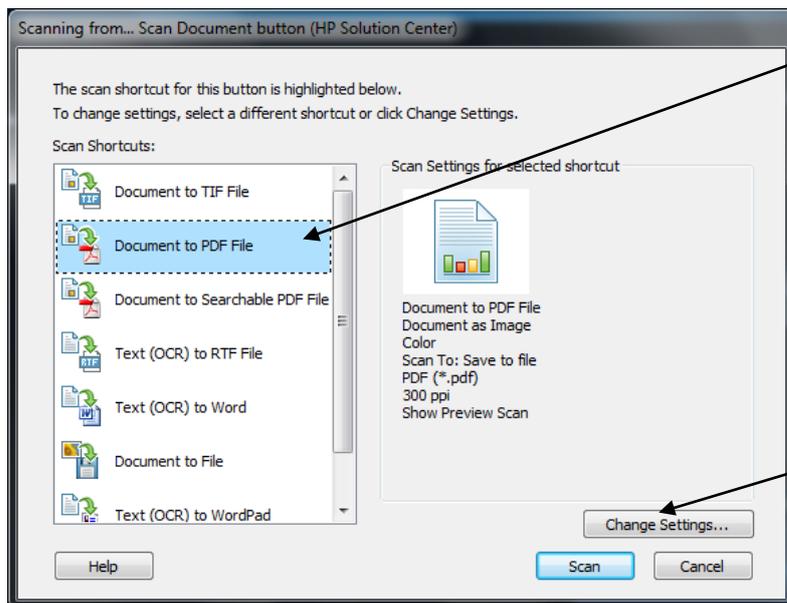
If 'Done' is clicked
 you return to the
 start screen.

For scanning documents

This is useful for scanning in an entire document (including images) and maintaining it as one file. This can be saved as a pdf file for example or even using Optical Character Recognition as a MS Word file.

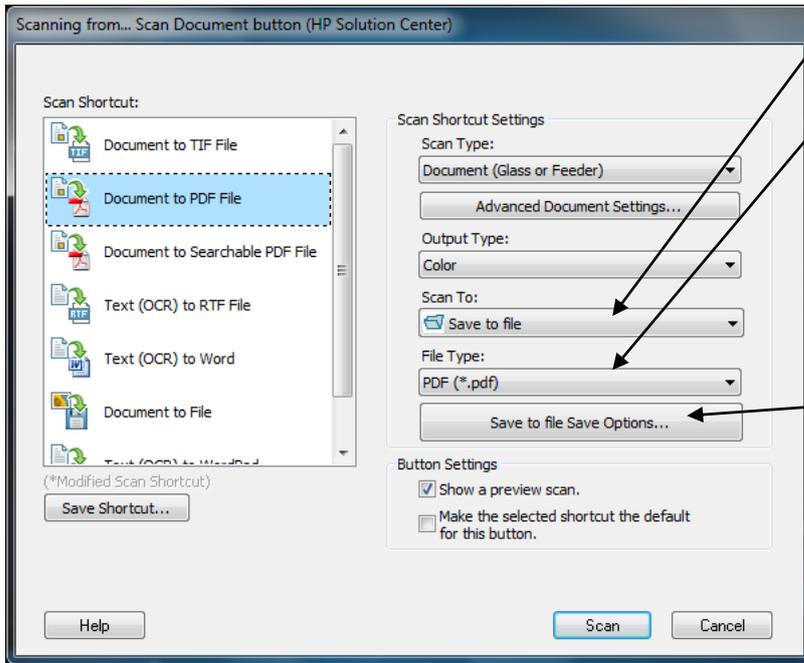


Click on 'Scan Document'



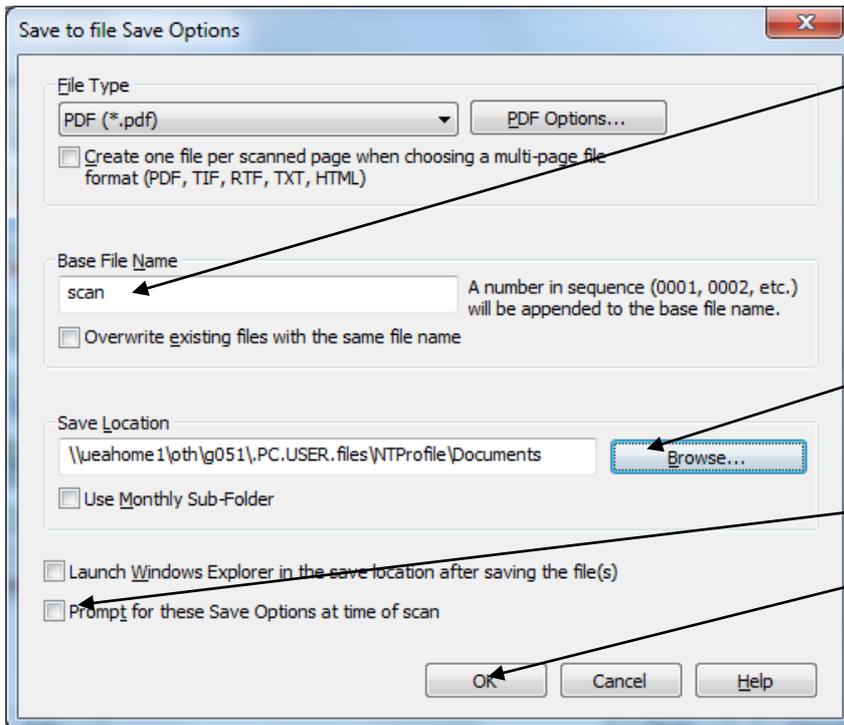
Select 'Document to PDF file'

Click 'Change settings'.



Choose 'Save to file' and select file type required. A '.pdf' file can be read on any machine with the free 'Adobe Acrobat reader' software.

Click 'Save to file Save Options'

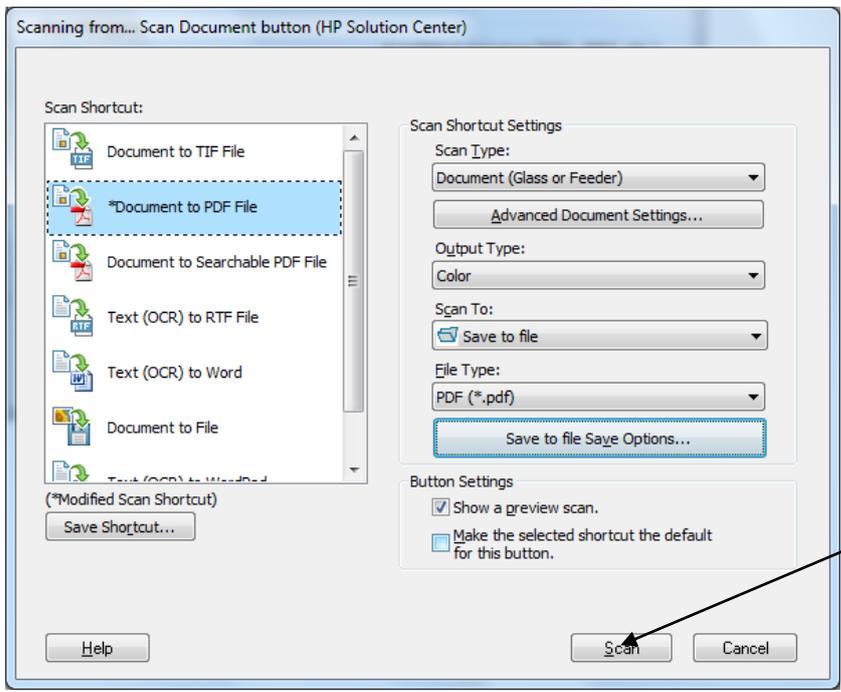


Choose a filename or leave as default as required.

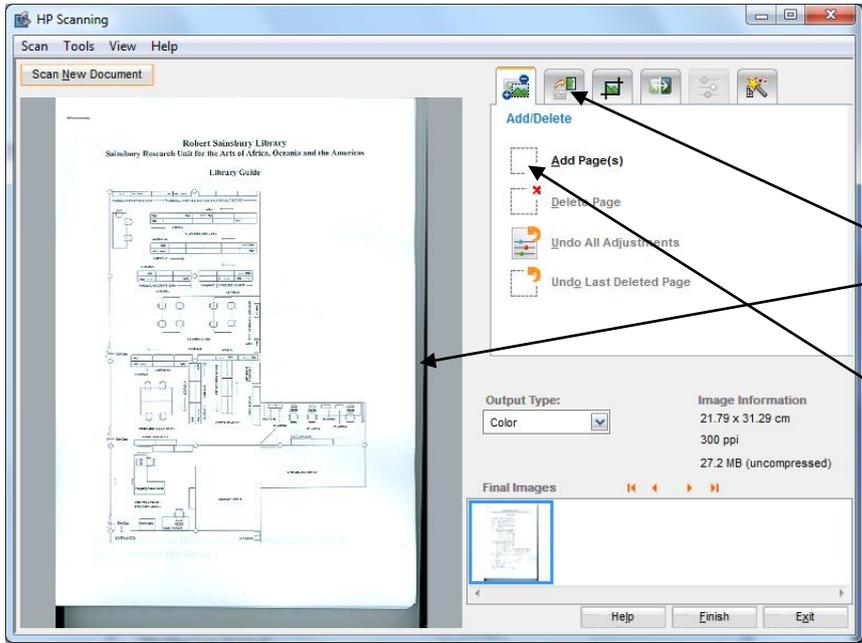
Choose where to save the file.

Untick this option

Click OK



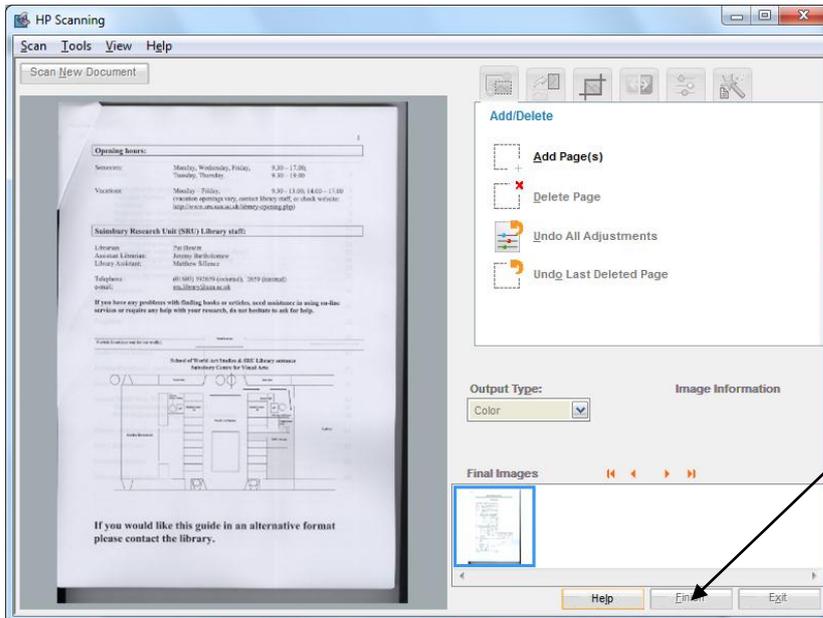
Click 'Scan'



A preview of the page appears.

At this stage adjustments can be made, such as rotating or 'cropping'

Place 2nd page on scanner and click 'Add Page(s)'

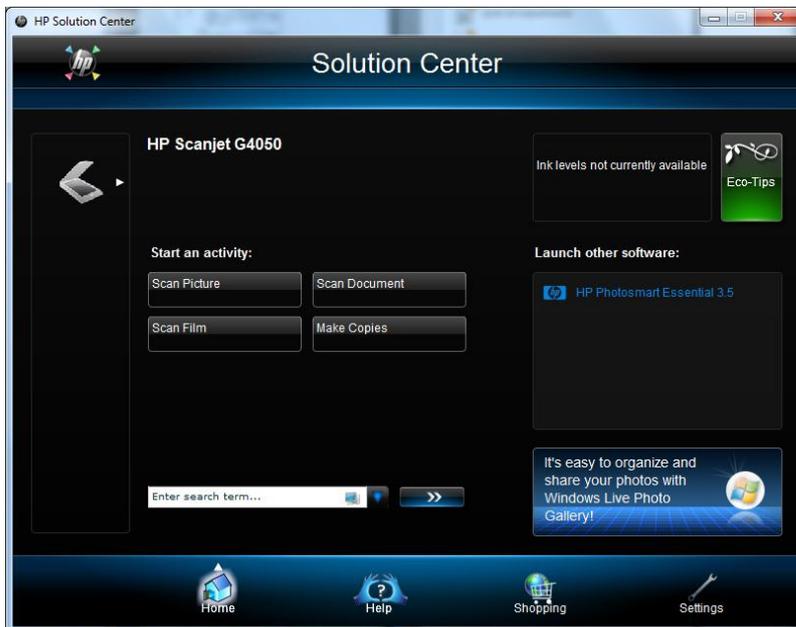


A preview of the next page appears.

Make adjustments as above.

Load subsequent pages onto scanner and click Add Page each time.

When document is complete click 'Finish'



When finished you are returned to the start page.