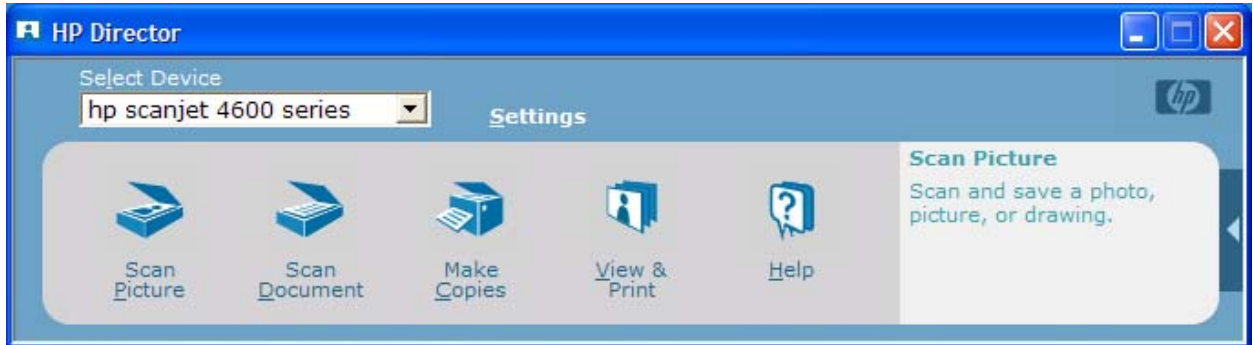


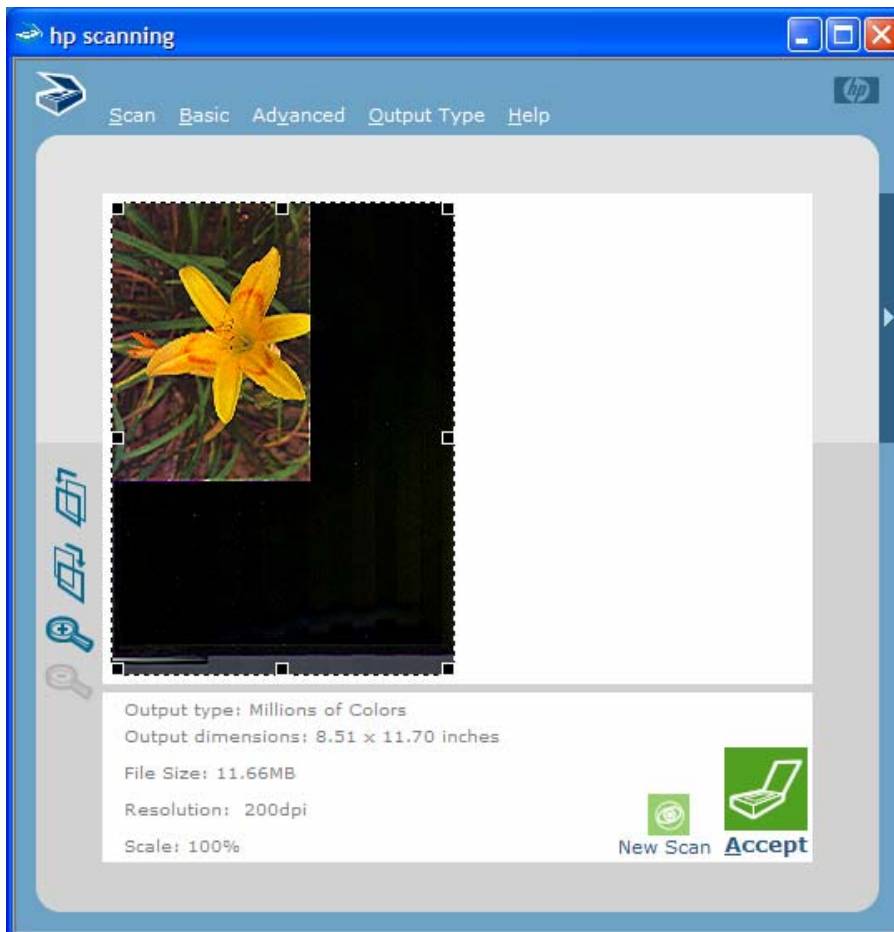
Picture Scan

To scan a picture: Locate the scanning software in the Programs menu.
Start button>All Programs>Hewlett-Packard>Scanjet Scanner 4600 Series>Photo & Imaging Director.

The following window will open:



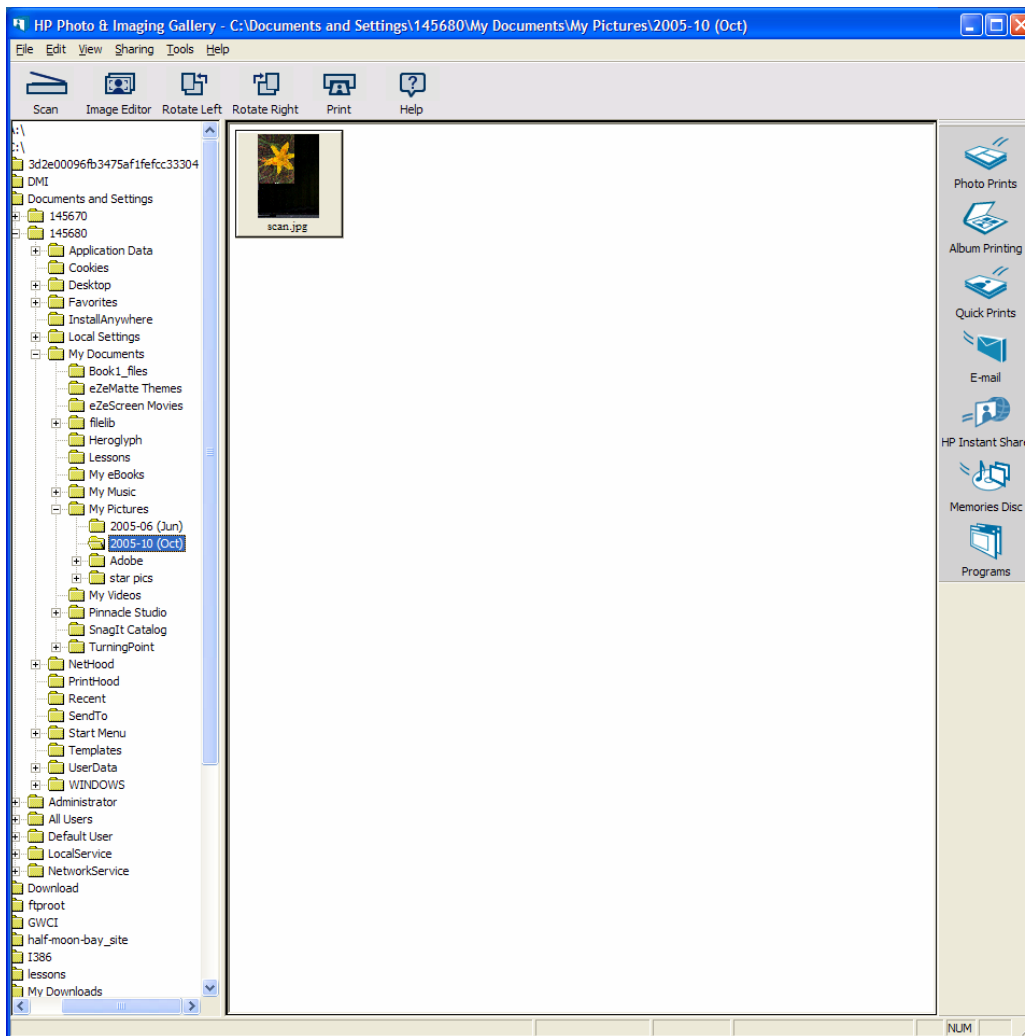
Place your picture between the two glass panels of the scanner, with the picture facing you. Click on the "Scan picture" icon. After the lamp warms up, your scanned picture will be displayed.



If you are pleased with the way your picture scanned, click the “Accept” button. If you would like to make changes or reposition your picture between the scanner panels, make any necessary changes and then click “New Scan.”

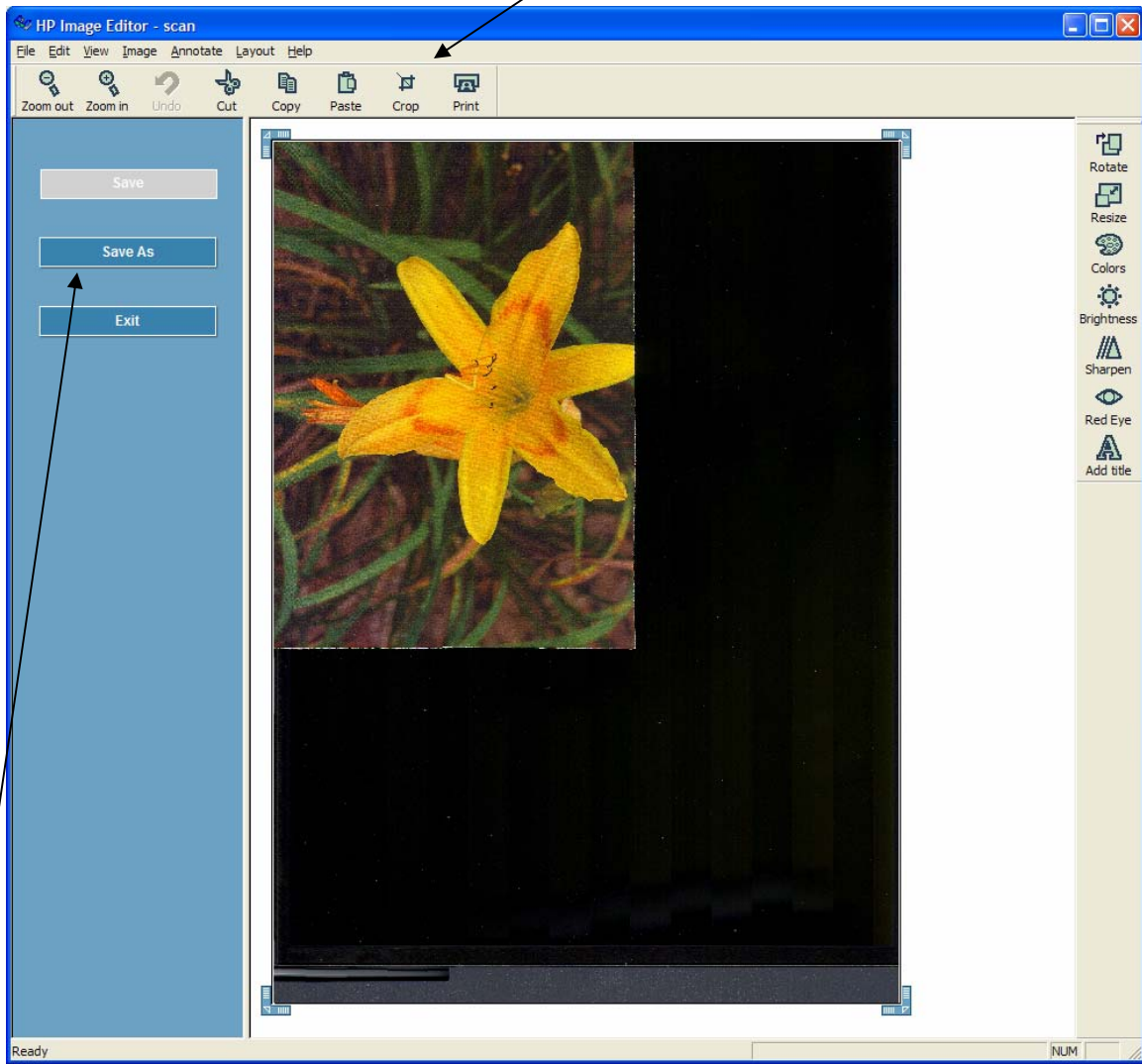
After you click the “Accept” button, the picture will be scanned again. You will be asked if you would like to scan another picture.

The HP Photo & Imaging Gallery will open:



From the HP Photo & Imaging Gallery, you can Edit, Rotate, Print or Email your picture.

To crop your picture, Click “Image Editor” on the toolbar. Click the “Crop” button from the toolbar in the HP Image Editor window.

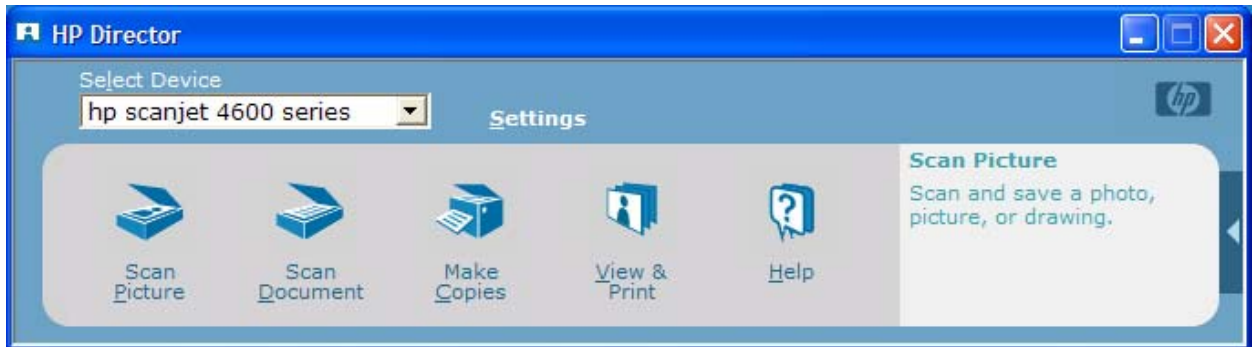


Draw a box around the image you would like to keep, and click the “Crop” button again.

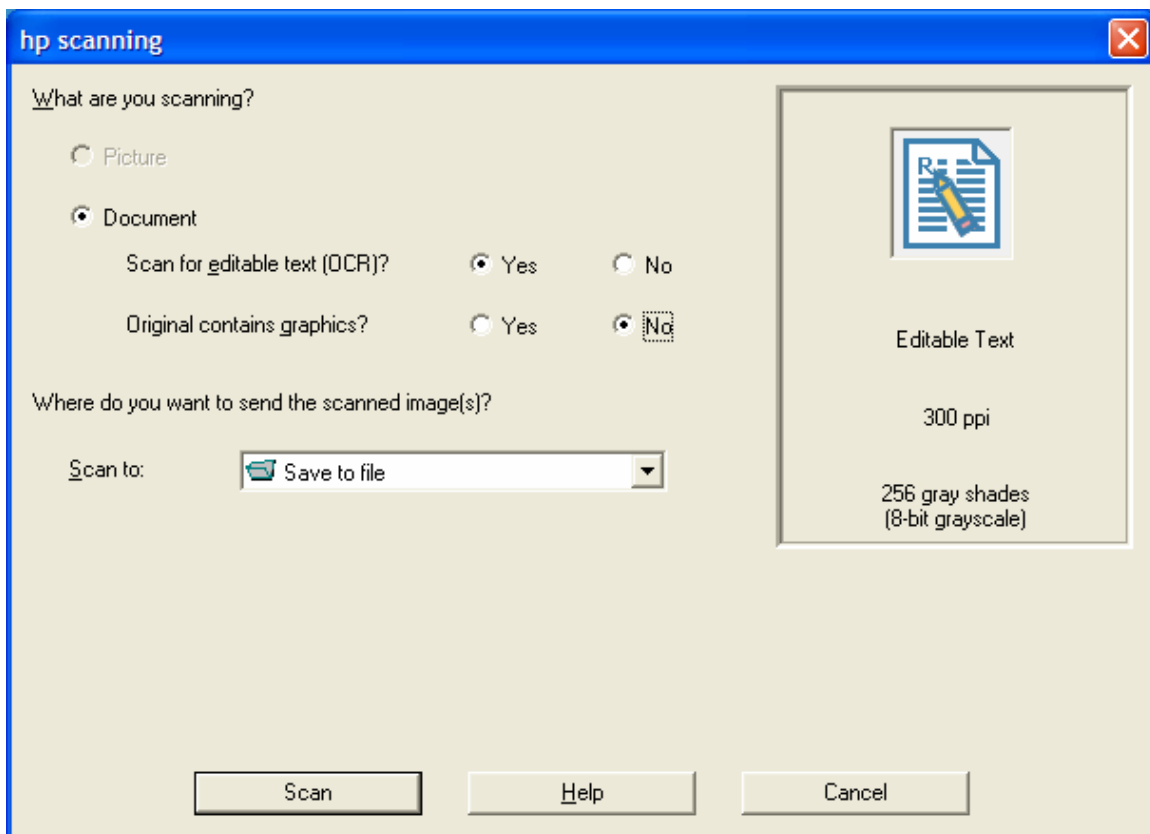
To save your final picture under a specific filename click “Save As” on the left sidebar. Select the location where you want to save the picture and click “Save.”

Document Scan

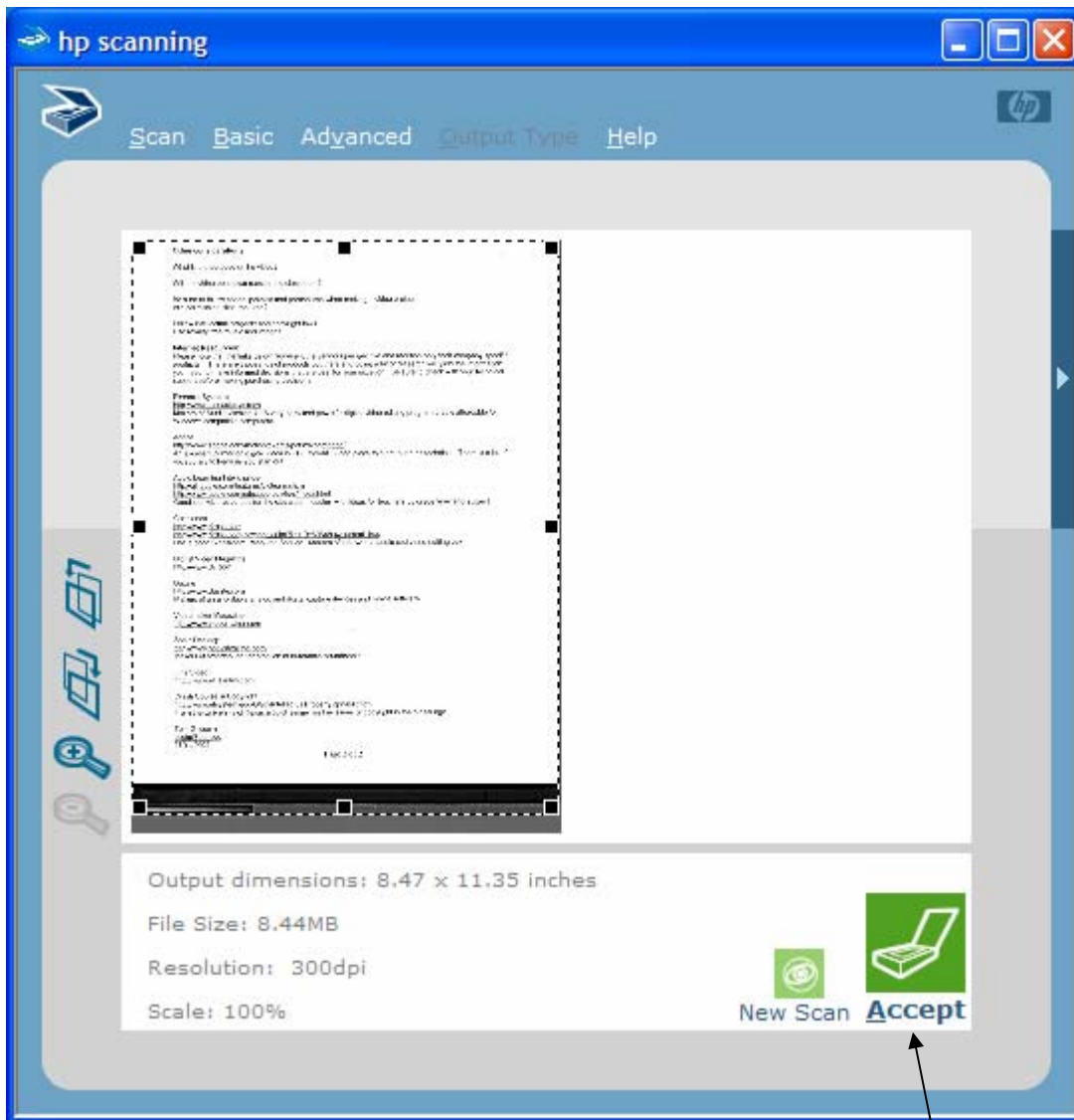
To scan a document: Locate the scanning software in the Programs menu. Start button>All programs>Hewlett-Packard>Scanjet Scanner 4600 Series>Photo & Imaging Director. The following window will appear:



Click on "Scan Document." The hp scanning window will appear:



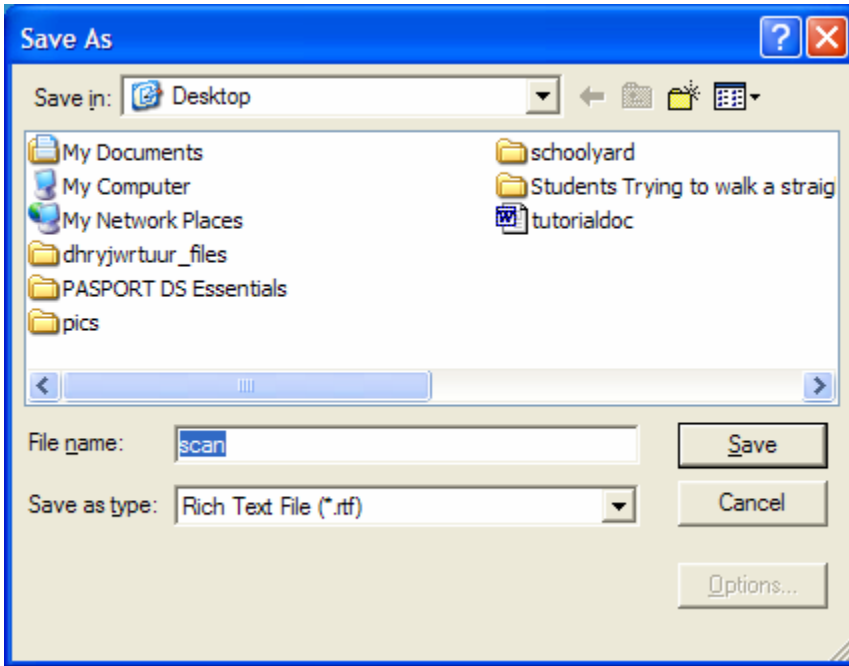
Click "Yes" when asked, "Scan for editable text (OCR)?"
When asked, "Original contains graphics?" Click "Yes" if the original contains an image, click "No" if it does not.
Your scanned document will appear:



If you are pleased with the way your document scanned, click the “Accept” button. If you would like to make changes or reposition your document between the scanner panels, make any necessary changes and then click “New Scan.”

After you click the “Accept” button, the picture will be scanned again. You will be asked if you would like to scan another image.

You must then save your scanned document. You may rename the file at this time. Click “Save.”



You may now open your scanned document from its saved located. It will open in a word processor and the scanned text can be manipulated as usual (i.e., bold, underline, font size, font color, bullets, alignment, etc.).