

SCANNING A PICTURE

- Place picture face down on the Scanner Bed.
- Double click on the **HP Director** (on the desktop or in the Program Files)
- Click **Scan Picture**.
- When it shows the **preview** (with weird colors), resize the dotted-line box to go around just your picture.
- Click **Accept**.
- The **Image Gallery** will appear. Double click on your picture.
- Here you can adjust the image (rotate, resize, change color, brightness, etc).
- If you want to save it, click **SAVE AS**. Below the file name, go to **Save As Type: JPEG** on **Medium** compression quality or as a **GIF** if it is for a webpage. Make sure you get it into **YOUR FOLDER**—**you will have to browse to get into your network files** Otherwise it is saved only on that local computer and you won't have access to it later.
- Close the **Image Editor** to scan a new picture.

SCANNING A DOCUMENT (TEXT)

- Place picture face down on the Scanner Bed.
- Double click on the **HP Director** (on the desktop or in the Program Files)
- Click on **Scan Document**
- If you want to be able to edit the text in the document, choose **Editable Text** or **Editable Text with Graphic(s)**.
- At the bottom, choose the **Destination: Microsoft Word**. If you want it to be a **PDF** file, choose **Destination: File**.
- Click **Scan**.
- When it shows the preview, resize the dotted-line box to outline your text.
- Click **Accept**
- It will ask you if you want to Scan another page into the current document?
- If you want to have more pages in the same document, place your next page, **THEN** click Yes (once you click it will start scanning).
- If you don't have more pages to scan, click No.
- It will automatically open Microsoft Word with your text (or process it into a PDF).
- **File→Save As**
- Give it a **File Name** you will recognize and save to **YOUR FOLDER**—**you will have to browse to get into your network files**.
- *Sometimes it doesn't read text completely accurately so read it over carefully after scanning.*

001614-HP-ZACUS-ETH-GZ-SC