

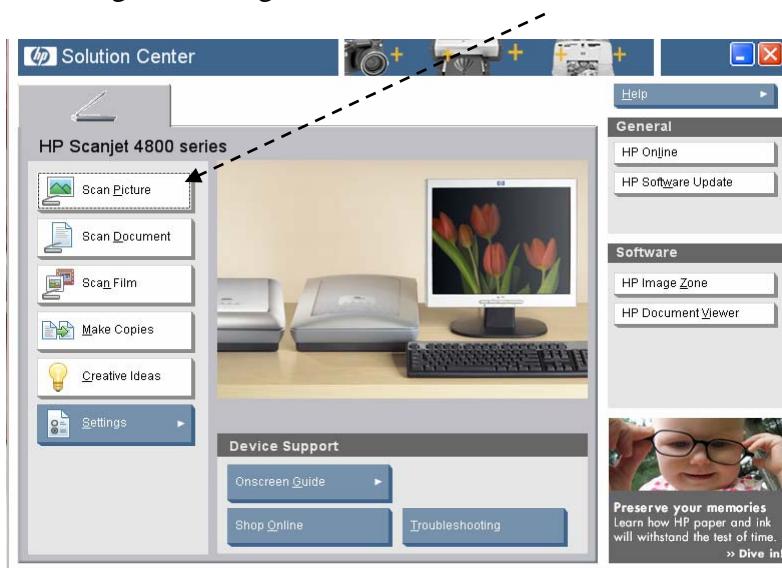
Scanning a Document in for Editing

Purpose

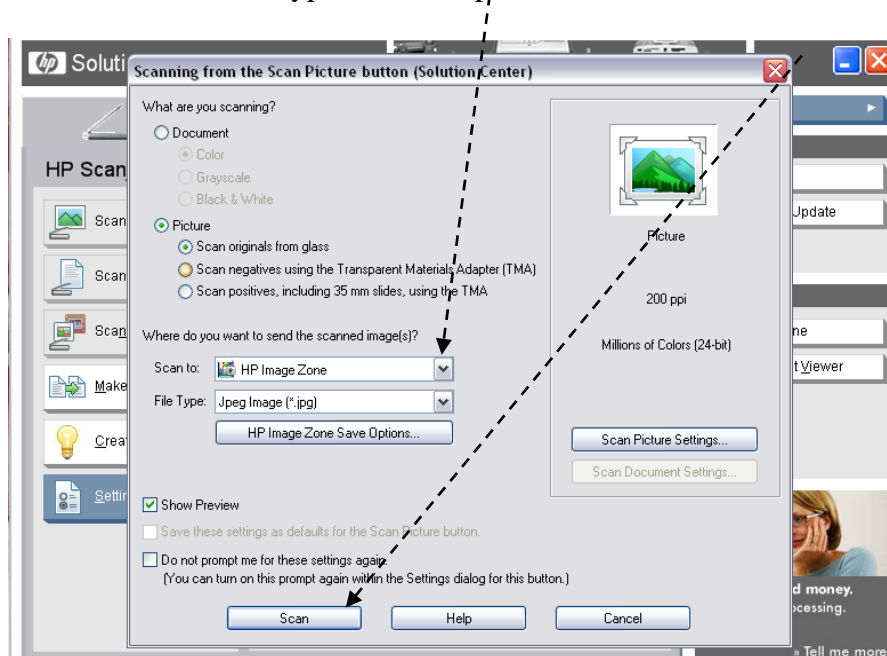
The following document contains instructions for scanning.

Steps

1. Lift the scanner lid, place the document or picture on the scanner and close the lid.
2. Open the scanning application by double-clicking on the **HP Solution Center** icon located on the desktop screen. The following screen will appear:
3. To begin scanning, click on either **Scan Picture** or **Scan Document**.

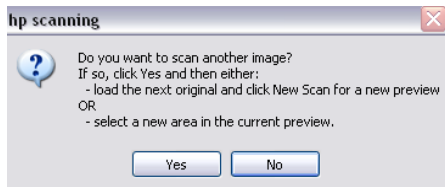


4. At this point, a box will pop up that is prepared to save the file as the default file type. If you prefer, you may choose a different file type on the drop-down list, then click **Scan**.

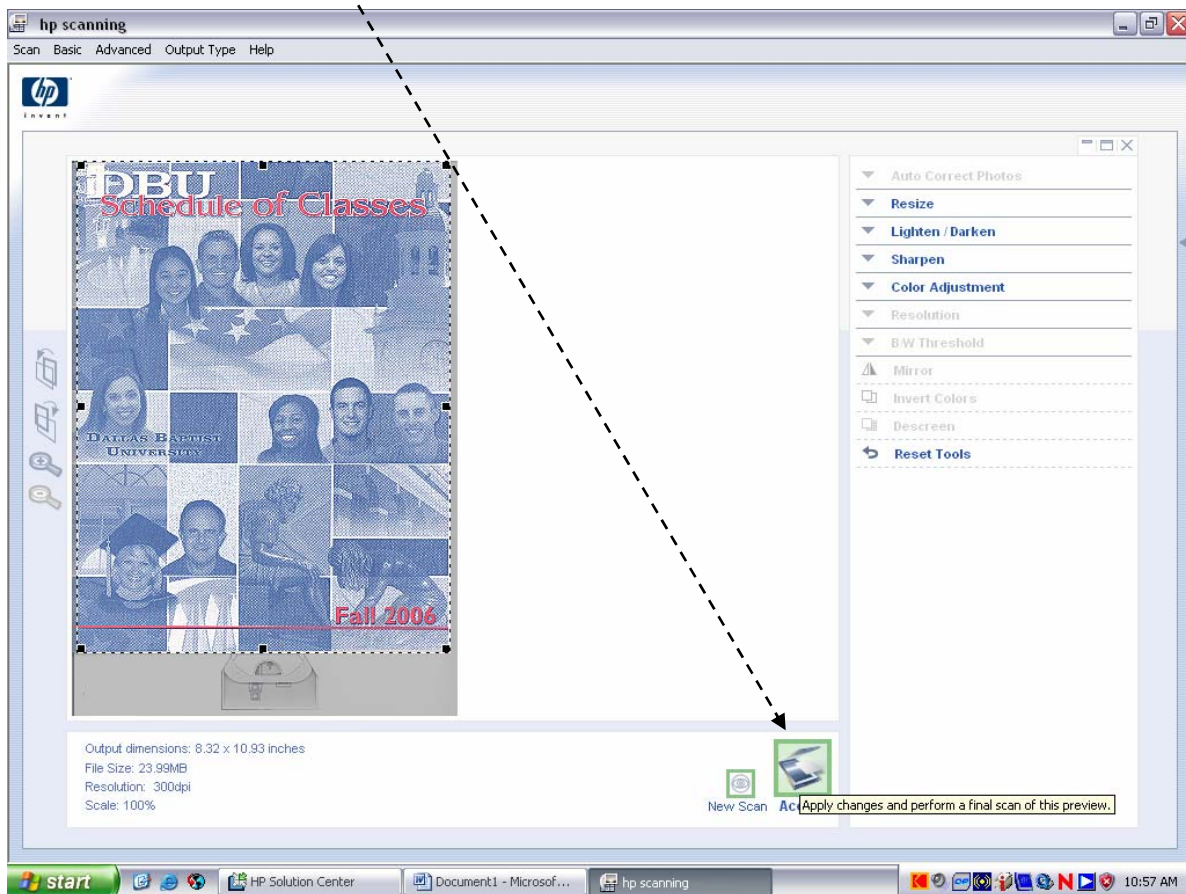


Scanning a Document in for Editing

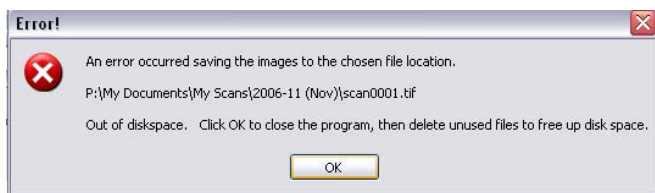
5. Once it scans, it will ask you if you want to scan another image/document. Click yes or no:



6. At this point, you should use your cursor to draw a selection around the portion you want to save. Then click **Accept**.

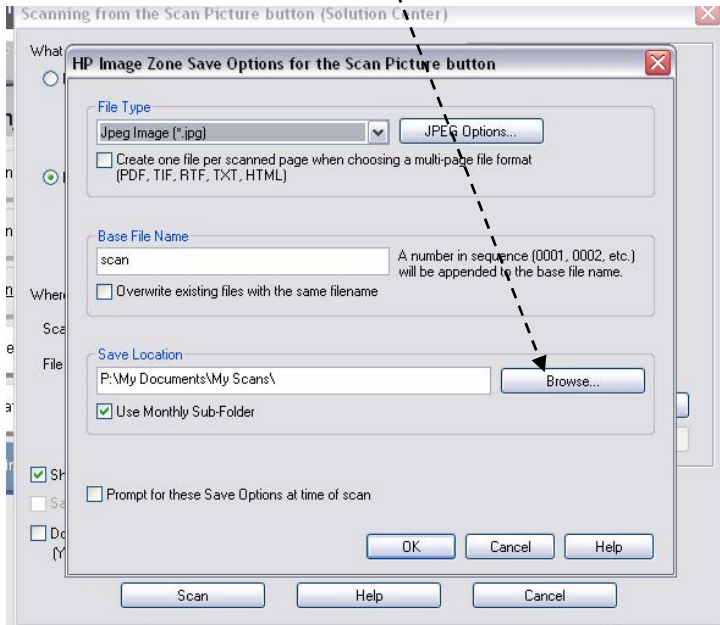


7. If you get the error that your P drive doesn't have enough space (as shown below), you may want to change the location at which you save the document. To do this, you will need to click **OK**:

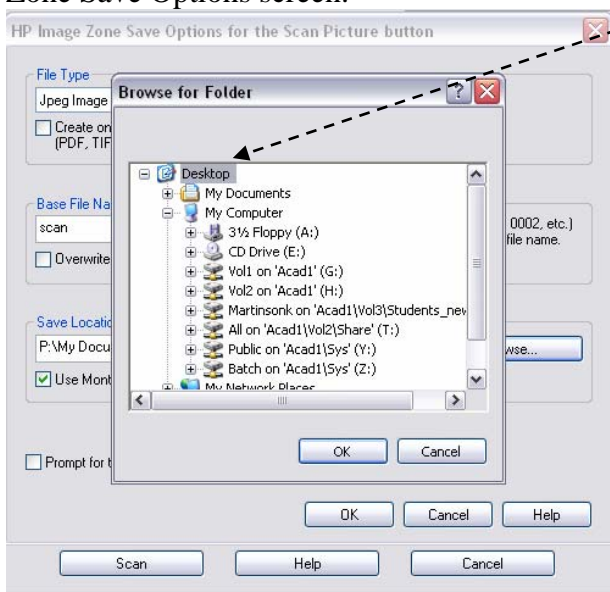


Scanning a Document in for Editing

8. You will need to exit the current scanning screen, and your original scan 'Solution Center' screen should still be up. **Repeat step 3.** You will then need to click on **HP Image Zone Scan Options.** Once you click **Browse**, you may change the location at which to save your image/document.

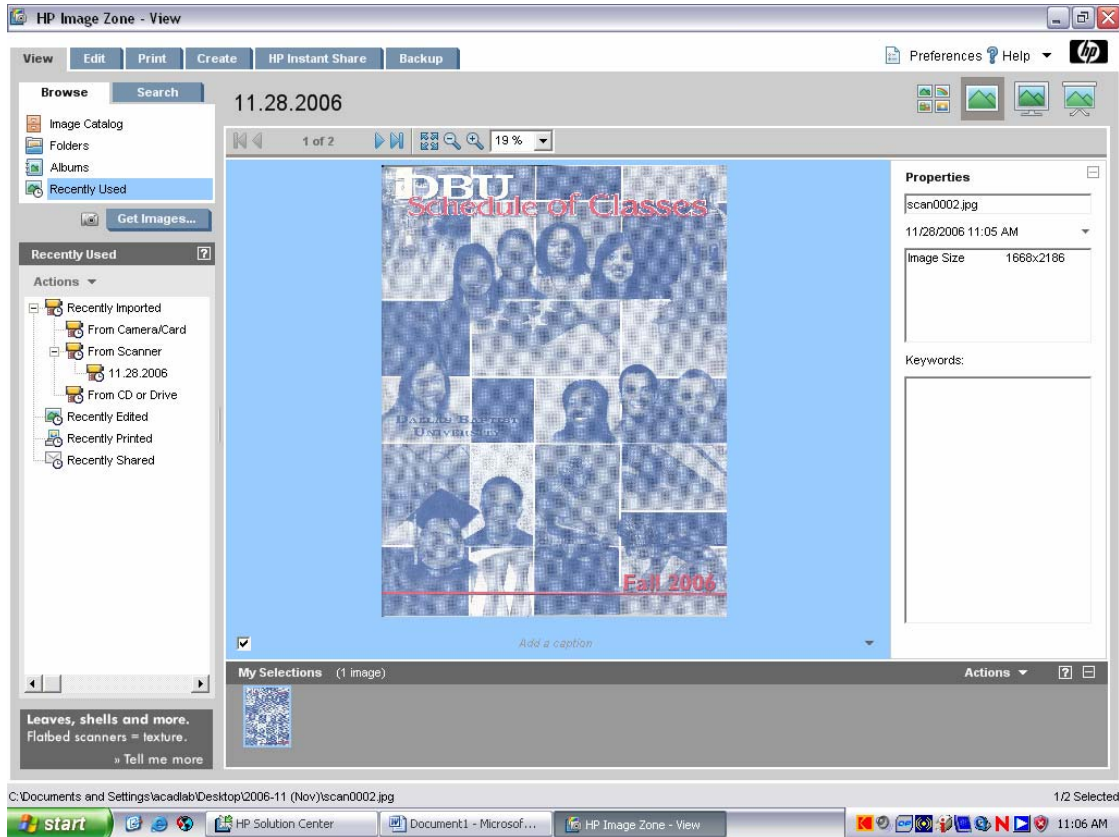


9. If you want to keep this image/document for future use, you may save it to your USB or floppy drive. If you don't have either of those, you may choose to save it to the **Desktop**, in which case it will be deleted eventually as our lab staff cleans each desktop periodically. Once you have selected the location at which to save it, click **OK**, then click **Scan** on the HP Image Zone Save Options screen.



Scanning a Document in for Editing

10. Once it scans, click **Accept**. When the following screen appears, you should **check the box** above my selections and you may edit your document/image by clicking on the **Edit** tab.



If you have any problems or questions, call Support at 214-333-5500.