

Scanning Photos or Images

You can scan photos or other graphic images (black and white only) from the HP 1100A printer in Peggy Wolfe's office. Although the scanner does a reasonably good job, if you want a high-quality scan, you are advised to take the image or photo to Photos Inc. (located on Minnehaha Ave., about a five-minute drive from CURA). To scan an image on the HP 1100A:

1. Turn on Peggy's computer by turning on the power strip and then pushing the start button on the front of the machine.
2. Open the HP LaserJet software program. Choose "Start" from the Windows menu, then select "Programs," "HP LaserJet 1100 ," and then "LaserJet Document Desktop."
3. Place the photo or image you wish to scan in the slot at the front of the printer. The page should be placed in such a way that the image to be scanned is toward you and the top of the image is head-first in the slot. Be sure to adjust the paper guide so the document is straight when it feeds through the scanner.
4. To begin scanning, select the "File" menu and choose "Acquire Image."
5. The "Scan Settings" window will appear. Choose what input you would like to optimize the scan for (photo or graphic), or choose "Custom Settings" if you want to customize the scan (by adjusting contrast, brightness, the resolution of the image, etc.).
6. Choose "Start Scan."
7. When the scan is complete, you will need to save your image. Select "File" then "Export." Select where you would like to save the image (to a floppy disk, the desktop, or somewhere else on the harddrive). Also choose a file type. For images, TIFF or JPEG are the best choices.
8. Once you have saved the file, you can scan another image or select "File" and "Exit" to end the session.
9. Shut down the computer once you are finished by closing all programs, choosing "Start" and then "Shut Down," and turning off the powerstrip once the shutdown process has been completed.