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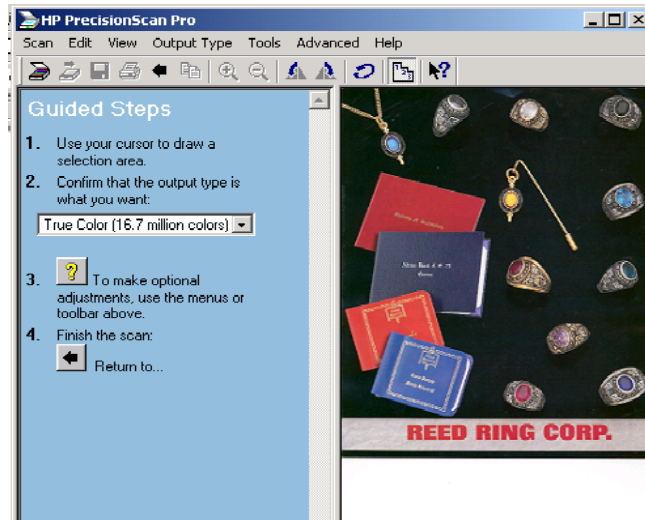
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Scanning Images

Step 1. Open *Adobe Photoshop*

Step 2. Choose **File Import, HP Precision Scan**

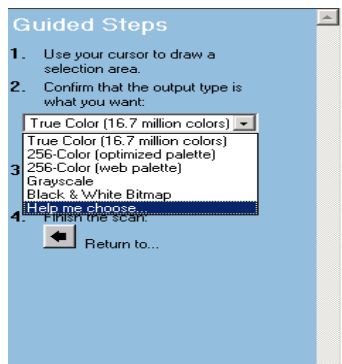
The scanner will take a few seconds to warm up. The HP Precision Scan Window will appear to receive instructions from you. The real scanning takes place when you mark the area of what the scanner should scan.



Follow the Guided Steps.

Guided Step 1: Decide if you want the entire image or a part of the image. Use your mouse to mark a square or marquee around the part of the image you want or around the entire image. The scanner is equipped to scan larger than 8 ½ by 11. Therefore there are blank areas that you do not want to actually scan. Hold the Left mouse button down and drag the mouse down to make a dotted square.

Guided Step 2: Decide what the image should be saved as, (i.e. .gif, .jpg, .bmp, etc.) If you have no idea, the best choice to choose is **Help Me Choose**. This takes you through a series of questions that will help you produce the right decision. *See the List of Output types following.*



List of Output Types

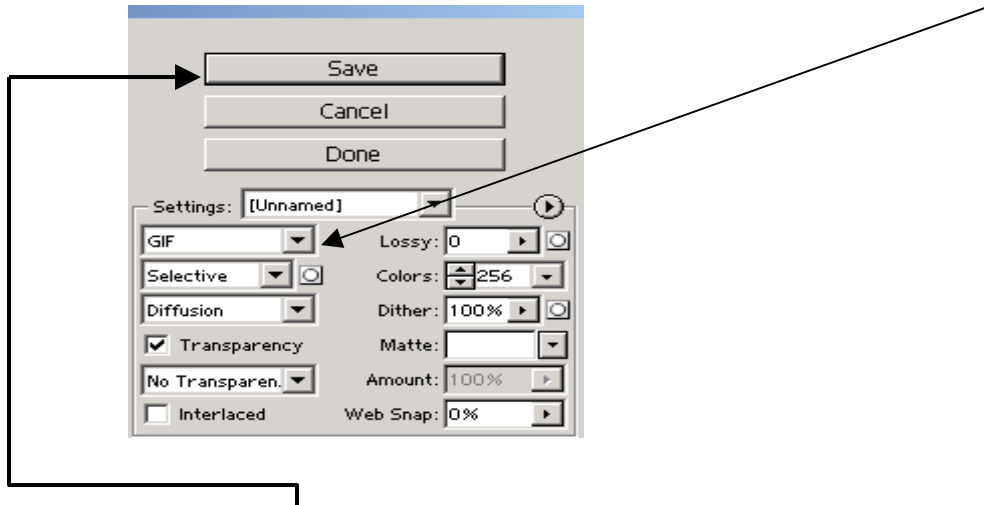
| For These Uses | Use this output type |
|---|-------------------------------------|
| Color photos or drawings with lots of shading to be: <ul style="list-style-type: none"> • printed on a color printer • displayed on a color monitor set to millions of colors • displayed on Web and saved in the .jpg or .png file format | True Color (16.7 million colors) |
| Color photos or drawings with shading to be: <ul style="list-style-type: none"> • printed to a color printer • sent via e-mail • used in any way that requires a small file size • viewed on a computer screen | 256-Color (optimized palette) |
| Color photos or drawings with shading to be printed to a B&W printer. | Grayscale |
| B&W photos and drawings with shading to be used for any purpose. | Grayscale |
| B&W drawings without shading to be placed in another program without resizing in the other program. | Black & White Bitmap |
| B&W drawings without shading to be resized in another program. | Black & White Scalable |
| Any image to be saved in .gif file format and displayed on the Web. | 256-Color (web palette) |
| Text that needs to be editable in a word-processing program. | Editable Text (OCR) |
| Text that needs to be editable and graphics to be used. | Text and Image |
| Color drawings or logos without much shading and with a concentrated area of a single color. The image is to be used for any purpose. | Spot Color (16-color) |

Step 3: Click **Finish the Scan**. The scanner will begin to scan the selected area that you marked in Step 1.

Once the image is scanned, the HP Precision Scan Pro window disappears and the scanned image is on the Adobe Photoshop screen.

You can now save the file. If you are using the scanned image on the Web, you should save it as a .jpg file. The image will look clearer.

- Click the **File Menu**, choose **Save For Web** to be able to save the file as a .jpg, gif, etc.
- Choose the file type form (i.e. .gif, .jpg, etc.) by clicking the down arrow next to GIF.



Then Click the Save button after you choose the file type.

- Open the desired location to save your file
- Name the file and press save

Scanning Multiple Images

If you have more than one image to scan, Choose **File Import, HP Precision Scan** and followed the **Guided Steps**.

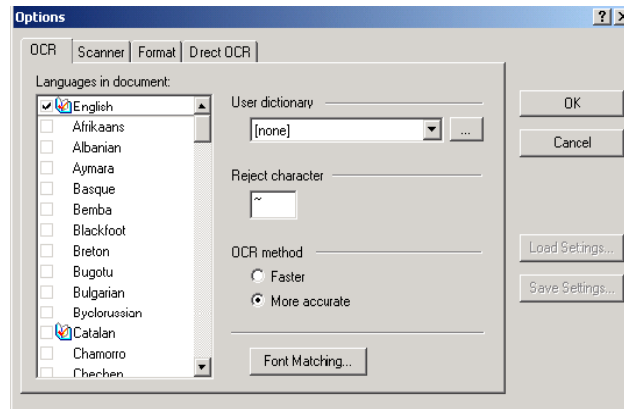
Scanning Text

You can scan text into a file that can be edited. OmniPro allows you to scan within MSWord. This is called Direct OCR.

Direct OCR allows you to recognize pages while working in a word processor or other application. It lets you scan, recognize and paste recognition results directly into your current file at the cursor position, without leaving the application. To use Direct OCR with an application, it must be registered and Direct OCR must be enabled in the Direct OCR panel of OmniPage Pro's Options dialog box.

1. Open **MS Word**
2. Place the cursor in the position where you want recognition results (scanned text) to be placed. To scan a page, place it correctly in the scanner directly next to the right-top edge.
3. Use the **File** menu item **Acquire Text Settings** to specify settings to be used during recognition.

4. Choose from the panels **OCR** , **Scanner**, **Format** and **Direct OCR** Tabs. Use the last Tab to specify where input should come from: scanner or file.



Note: The settings displayed are those from OmniPage Pro. Settings not offered take their values from those last used in OmniPage Pro.

The OCR panel offers the following settings:

Languages in document-Allows you to select the language(s) that appear in the document you are going to process. These are the languages that OmniPage Pro looks for during OCR. For faster and more robust recognition and more reliable proofing suggestions, select only the languages that are in the document.

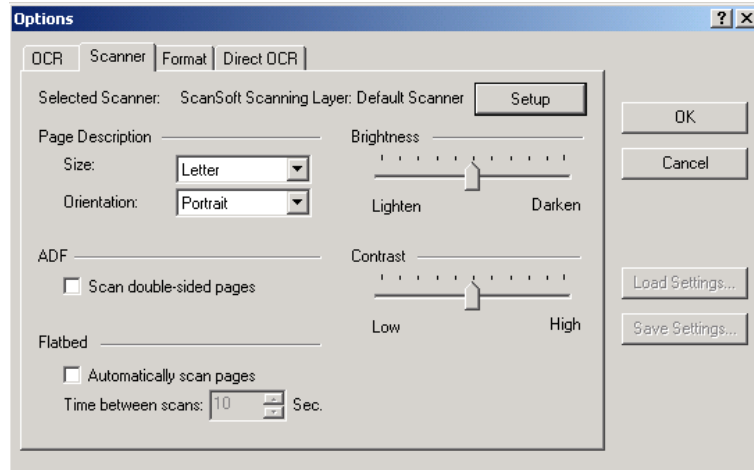
Reject character-Unrecognizable characters are represented in the Text Editor by a red reject character (a tilde: ~ by default) . For example, if OmniPage Pro 11 could not recognize the J in REJECT, and ~ is the reject character, the string RE~ECT would appear in your document.

OCR Method-*Select More Accurate* if you want to increase OCR accuracy to the highest level, and are not concerned about processing speed. This combines the power of two recognition engines and their dictionaries, all working together.

Select *Faster* if you want to process pages as fast as possible. This setting can produce good results on high quality documents. Only one recognition engine runs.

Font Matching-Click the *Font Matching* button to select which of the fonts on your system should be available for use in matching or representing the fonts in your documents.

The Scanner panel offers the following settings:



Click the **Scanner tab** in the Options dialog box to select settings for scanning paper documents into OmniPage Pro.

Page Description-Select the size of the pages you are about to scan in the *Size drop-down list*.

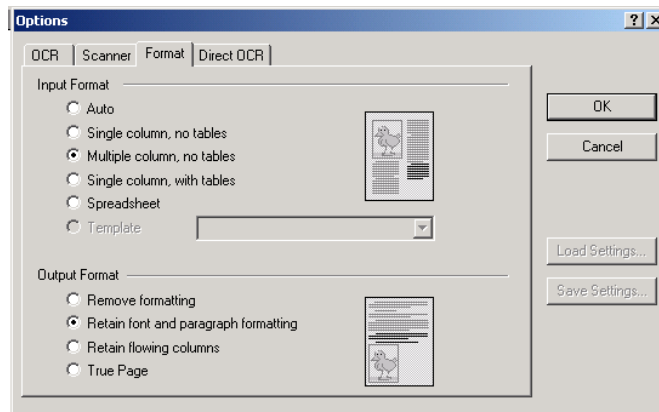
Select the orientation of the pages you are about to scan in the Orientation drop-down list. This relates to the way you intend to place pages in the scanner. Portrait means the shorter paper edge will be parallel to the scanning head. Landscape means the longer paper edge will be parallel to the scanning head. It does not relate to the text direction on the page.

Flatbed Settings-Select *Automatically scan pages* if you want to scan a multiple page document into OmniPage Pro from a scanner without an ADF. Select the number of seconds you want OmniPage Pro to wait before scanning the next page in the Time between scans box. Be sure to give yourself enough time to add the next page to your scanner.

Brightness-Use the slider to manually adjust the brightness setting. Lighten the Brightness setting for thick, run-together text characters and/or dark backgrounds. If characters are thin and broken, darken it. Then rescan the page.

Contrast-Use the slider to manually adjust the contrast between light and dark on scanned pages. Move the slider to high for light text on dark backgrounds.

The Format panel offers the following settings:



Input Format

Auto – Use this setting if your document contains pages with different format. Leaving OmniPage to make all the zoning decisions.

Single column and no table -Use this setting if your pages contain only one column and no tables

Multiple columns no tables – use this setting if your pages contain more than one column and no tables.

Spreadsheet – use this setting if your pages looks like an Excel document or have a table only

Output Format:

Remove Formatting - This is needed when exporting to ASCII, Unicode or other formats with extension .TXT. These file types cannot accept graphics or tables. Of course, you can export plain text to any file type and target application.

Retain Fonts and Paragraphs Formatting- This is suitable for all file types except those with the TXT or PDF extensions. TXT formats can save a limited amount of formatting, but not all formatting RFP can transfer. Graphics and tables can be exported from this view to all but TXT file types.

Retain Flowing Columns-Set this to keep the original layout of the pages, including columns. This is done wherever possible with column settings, not with frames. Text will then flow from one column to the other, which does not happen when frames are used.

True Page-This is suitable only for file types and target applications capable of handling frames or text boxes. When you export to PDF, True Page is used as source, regardless of

