

How to Use Scanner 1 at the Robert Henderson Language Media Center

Note: The computer to the right of each scanner in the Multimedia Development Area is the one connected to that particular scanner.

1. Unplug the scanner from the back of the scanner and plug it back in.
2. Place the printed image face down, in the upper right-hand corner of the scanner glass.
Close the lid.

Double click on “HP Precision Scan Pro Alias” on the desktop.



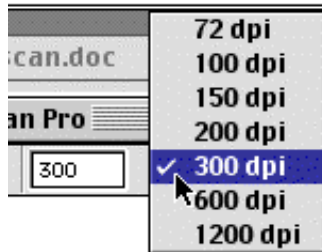
It is important to know how you plan to use the image before you scan it. If you plan to print a high-quality photograph, you should set the scanner for 300 or 600 dpi. Warning: The file size may be very large.

If you plan to publish the image on the Web, you should set the scanner for 72 dpi. The file size will be much smaller.

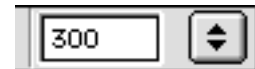
Click on the up-and-down arrows to the right of the “200” numeral.



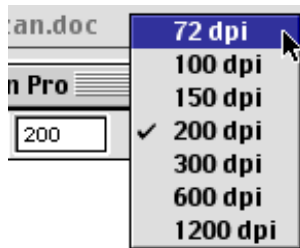
For an image to be printed, select 300 dpi or higher.



The number of dpis will change accordingly:



For an image to be published on the Web, select 72 dpi.



Click on the icon of the scanner. It is on the far left.

You may also do this by selecting Preview from the Scan menu.



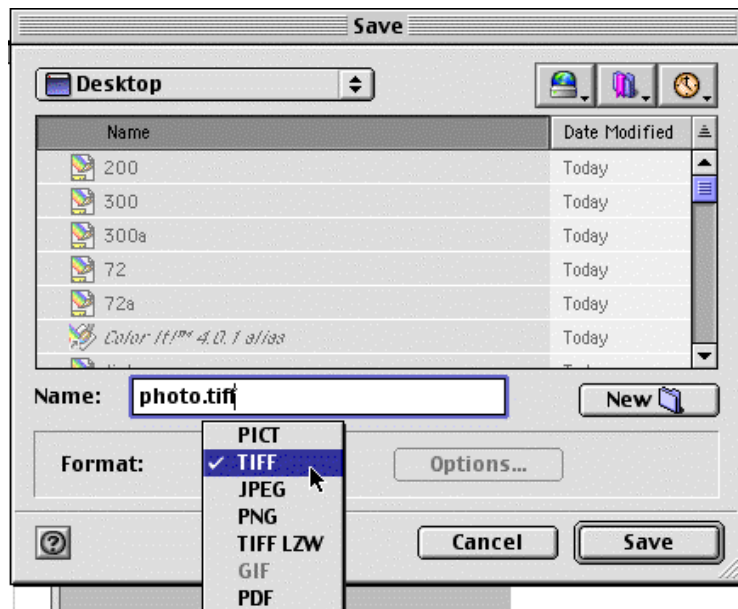
Select the area of the image that you want to include.



Click on the icon of the disk to save the image.



Save the file as PICT or TIFF if you plan to print it.



Save the file as JPEG if you plan to put it on the Web.

