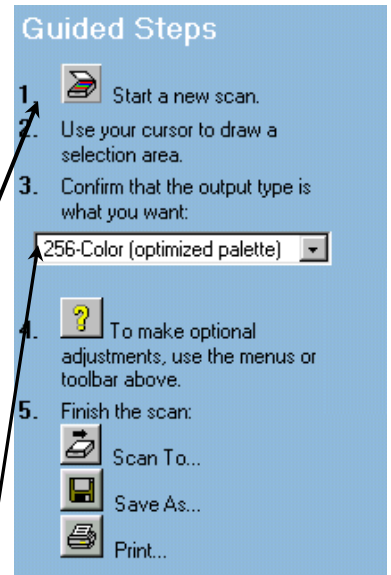


## Scan Student Work

Place the item to be scanned on the scanner, face side down and with the top closest to the hinges, unless it is in landscape.

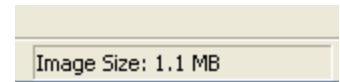
Use **HP Precisionscan Pro 3.1** for scanning. Press the scan icon on the **Guided Steps** window or on the toolbar at the top to begin a scan.

Select the area to be scanned by drawing a box around the area as in step 2.



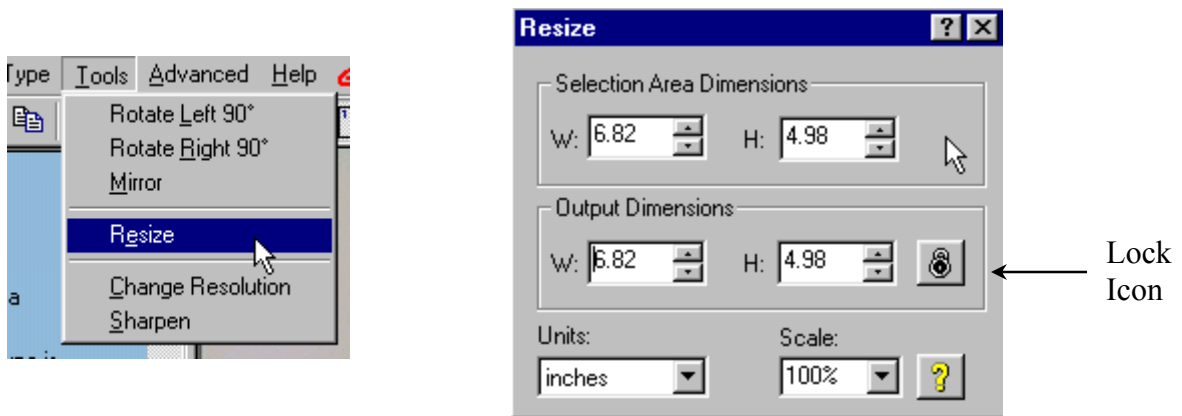
To save storage space, try the following. After drawing a box around the selected area, click on the dropdown menu in step 3. Try an output type that is below the one the computer selected. If another format looks good enough for your purpose, and has a smaller file size, then use it. If it looks too bad, then keep the original setting.

The file size can always be seen in the bottom right corner under the scanned image. (MB is larger than KB so 1.1 MB is larger than 148 KB .)



### Resize Image (if needed in step 4)

To save more storage space, resize the image. On the menu bar, click **Tools** and select **Resize** as pictured below.



In the **Resize** dialog box, do one of the following:

- In the **Scale** field, select a scale percentage. (This is the easiest way.)
- If necessary, select a unit of measure in the **Units** field. In the **Output Dimensions** area, type a new value in the **Width** or **Height** field and press **Enter**.

(New values appear in the Scale, Width, and Height fields, but the selection area and the scanned image on screen remain the same. Resizing occurs when you complete the scan. )

If you want, click the lock icon. This locks the output dimensions you defined so you can change the selection area without changing the output dimensions.

### **Rotate Image** (If needed.)

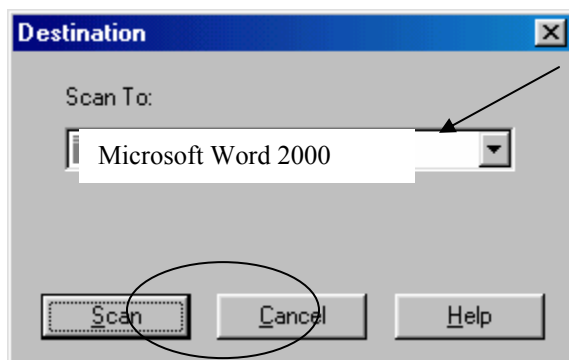
If the image scanned is not upright on the screen, it will need to be rotated before it is saved. On the Tools menu (see above left) select "Rotate left" or right until the image is correctly positioned on the screen.

**Scan To feature** (in step 5) It allows skipping some steps.

Scanning Directly into a Microsoft Word 2000 Document.

This is an optional way to scan using "Scan To:" This option works well and allows the user to skip the steps of creating a new document and inserting the scanned image.

- Use the Start menu to open the document where you want the scanned item to go. (This can be done before starting the scanning program.)
- Click on "Scan To...: In number 5.
- On the destination menu that pops up, scroll down to Microsoft Word 2000 (or another program you are using) and click the "Scan" button.



This step can be eliminated if you have both program windows visible on the screen and drag the image from HP Precision Scan and drop it on the document you have open.

The scanned image will be inserted into your open file. If you do not have a file open, it will launch the program, open a file, and insert your scanned image. If you have more than one file of the same type open, it will place the image on the most recently viewed file.

- Save this document.

If the student work being scanned is more than one page long, it may be helpful to insert page breaks for each page of the scanned work before scanning.

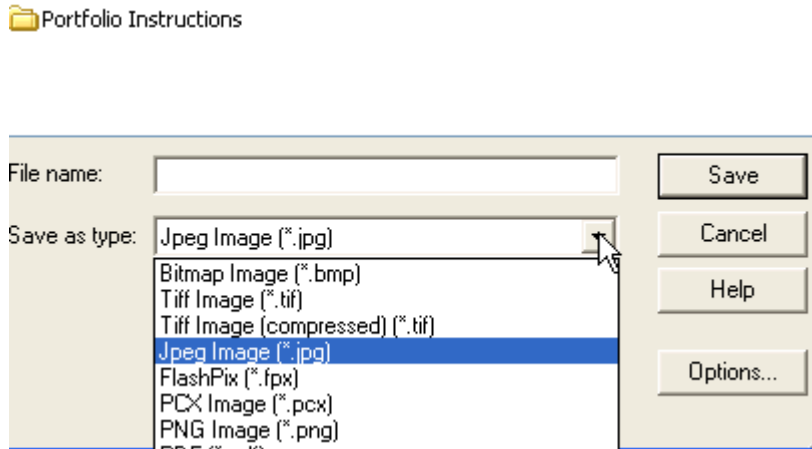
- Select "break" on the "Insert" menu.
- Then click on "Page break" and OK.

The new image will be placed above the previously placed image unless the cursor is on the next page. The image may need to be moved to the appropriate page. You can view all pages at once by selecting View, Zoom, many pages.

- Save this document+.

**Save Image** (for creating a file that can later be placed into a document or viewed alone.)

Click on the "Save As" icon on the "Guided Steps" window (# 5 in the photo on page 1). In the "Save As Type" box, select "GIF Image \*.gif" or "JPEG Image \*.jpg" from the drop down selection menu.



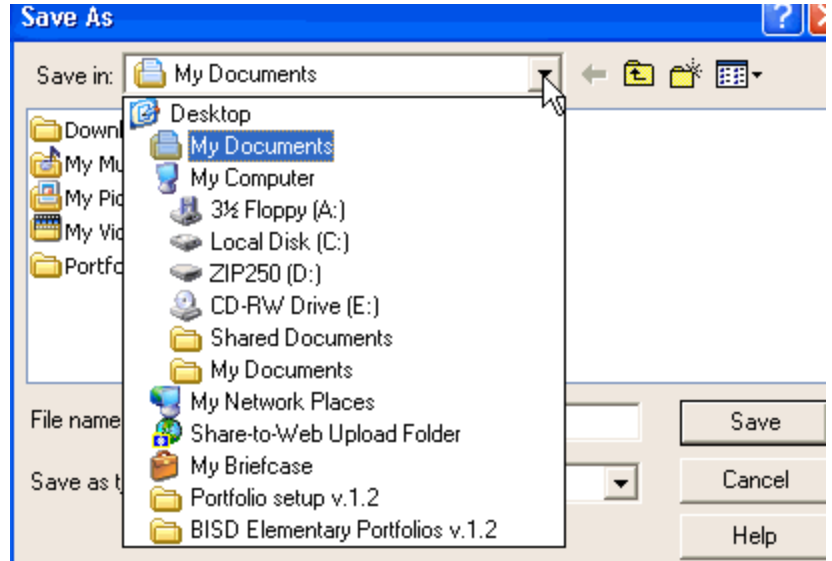
If it is line art, like student work or writing, then choose GIF. If it is a photograph, choose JPEG. Depending on the number of colors you chose in the output type, one or the other may not be available.

- **GIF (.gif).** GIF is a compressed file format suitable for an image that will be used on the Web or on multiple platforms. You can save your GIF file as an interlaced GIF. Cannot be used with True Color output type.
- **JPEG (.jpg).** JPEG is a compressed file format for images. Its strengths are small file sizes and speed. The trade-off for these advantages, though, is reduced image quality. Because each time an image is compressed with JPEG it loses a little of the image data, avoid compressing a file with JPEG more than once. JPEG is an appropriate file format for an image that will be used on the Web or on multiple platforms.

Name the file with the student's name or a name that describes the work and save the files in the appropriate folder that you created earlier.

### Saving to a Different Folder

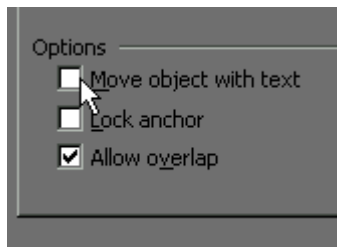
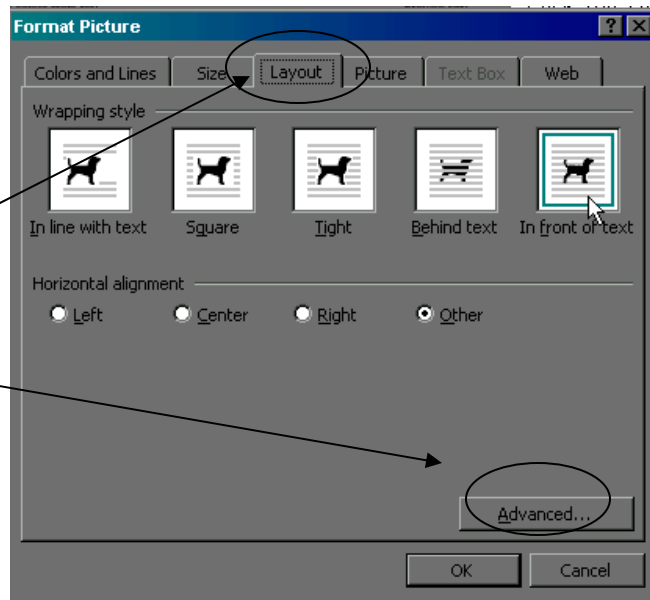
To save the file in a different location other than the one selected by the computer, click on the drop down menu in the "Save in:" box. Select the desired folder and click "Save."



### Working with Graphics

**To format a graphic so it will not move with text:**

Right click on the graphic and select "Format Picture," or click on the "format picture" icon in the Drawing tool bar, or select "Format Picture" from the "Format" menu. (Use whatever way you like best.) On the "Layout" screen, select the "In front of text" box. Then click on "Advanced." On the "Picture Position" screen, uncheck "Move object with text." Click OK twice. Now you can place the graphic anywhere you want.



**Here's how to add and use the toolbar:**

Turn on the Picture tool bar. (See picture below.) Pick it up and place it in with your other toolbars. Then click the graphic you want to move. On the Picture toolbar, click on the square with the dog icon and select "In Front of Text" or "Tight."

