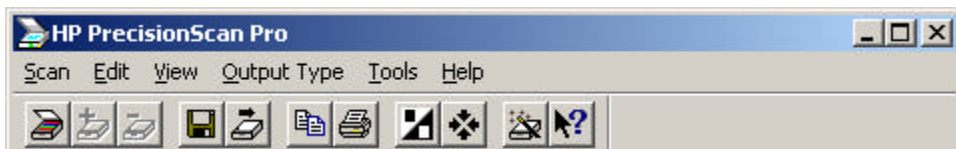



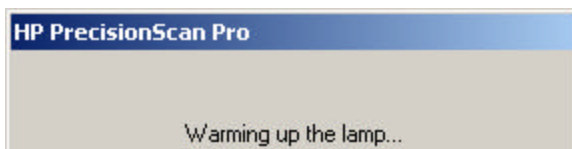
How to Scan Using Proprietary Scanning Software – Hewlett Packard ScanJet Software (HP PrecisionScan Pro 2)

1. **Place** original on top right corner of glass.
2. **Open** HP PrecisionScan 2.02 (*Start, Programs, HP ScanJet Software, HP PrecisionScan Pro*).
3. **Wait** five (5) seconds while the HP editing window loads.

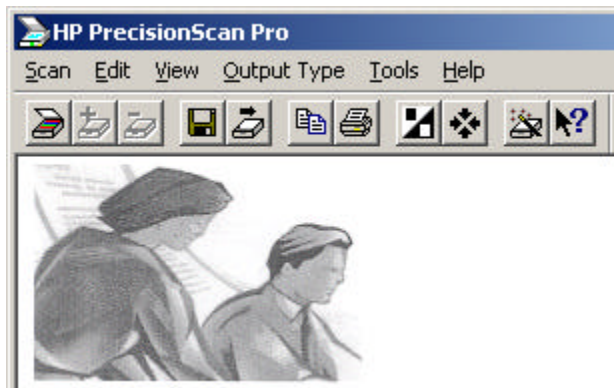


Editing window

4. **Click** the  icon (preview scan) and **wait** five (5) seconds while the lamp warms and ten (10) seconds for the preview scan to be completed.



4. The *scanned image* is now in the HP editing window.



5. At this point, you are working with a preview of the image you scanned in. Your cursor automatically turns into a selection cross-hair tool and you can drag to select an area of the image that you want to make into your final scan. Otherwise, skip to step #8.
6. With a selection made, you can edit the *image* (crop, adjust contrast, resolution, sharpen etc). by using the tools located under Output Type and Tools in the main menu.
7. **Save** the *image* in the desired format (.bmp, .jpg, etc) by **clicking** on Scan, Save, Save As, or **Scan to..** another application (PowerPoint, Word, Acrobat etc).