

## Scanning Images

### How Do I Scan Images?

### [Go to Scanning Text](#)

1. Click on the **HPScan Pro** icon on the multimedia computer desktop.



2. Insert your image/photo in the upper right hand corner of the scanner and close the lid.



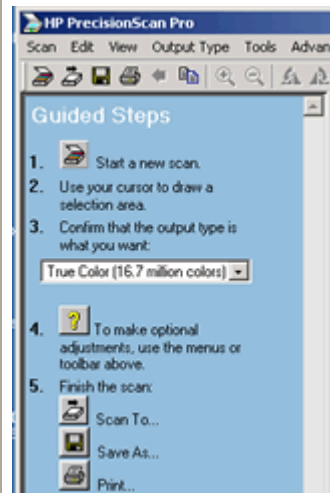
3. Follow the menu choices:

. Click **Start a new scan**

. Move the cursor over to your image and the cursor will change to a + Move the plus sign to the upper left corner, then **left click** holding the left mouse button and drag to the lower right corner. Left click again and this will set the selection area.

. Use the dropdown menu to select the type of scan. Use 16.7 million colors for a color photo. Even some black and white photos are better with 16.7 million colors.


. Next click on **Save As....** then save to the "**My Documents**" folder on the multimedia computer. It will take up too much disk space to save directly on your floppy disk at this point. Name your file something short and significant. Do not use spaces between parts of the file name. Good file names are: **mytrip.jpg**, **team.jpg**, or **scan.jpg**. These will work well when you use HTML code and put them on a web page.



4. Navigate to the "My Documents" folder and copy your image over to your floppy disk.

Address  My Documents

Name

 MP3-ARSIWI.exe


 test1.htm

 image.jpg

