
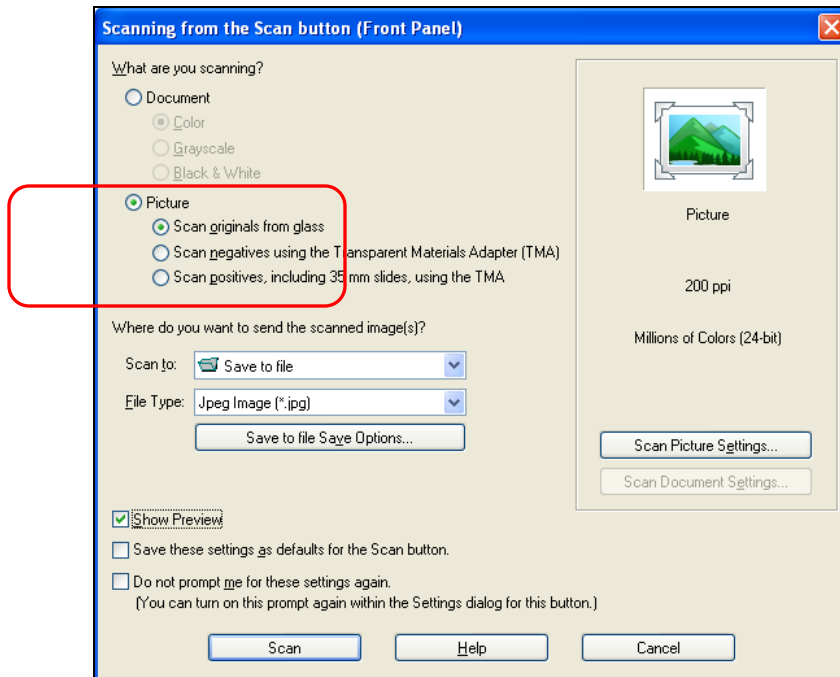


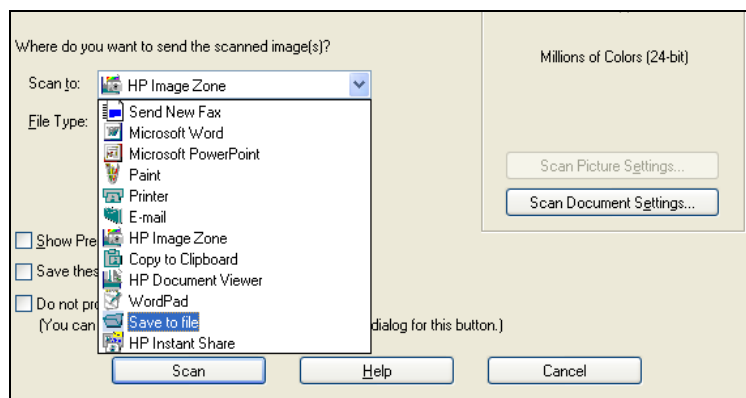
How to Scan a Picture

You can use the Naperville Public Library scanners to scan a picture into a digital file.

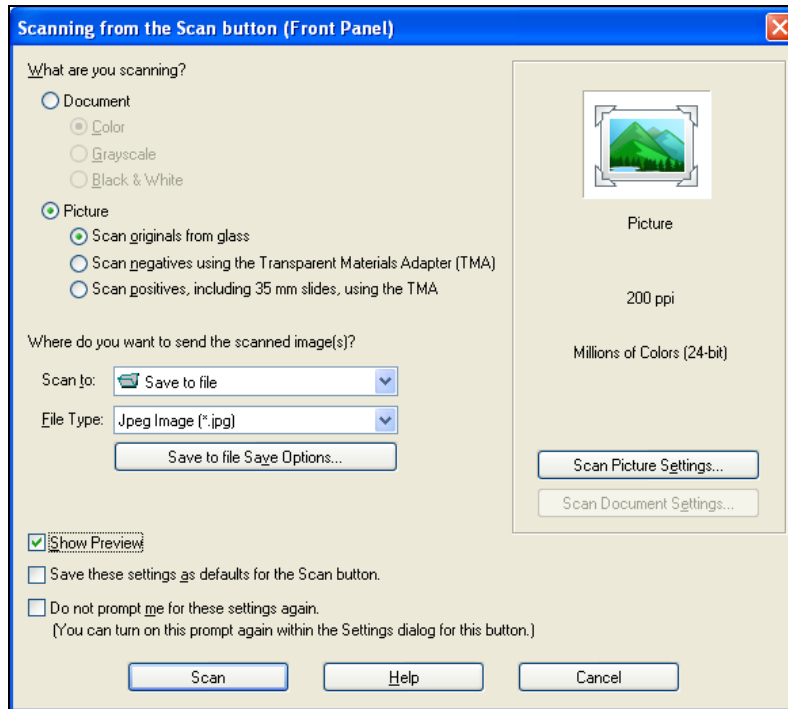
1. Place picture to be scanned in the upper right corner, face down, on the scanner glass.
2. Click the scan button  on top of the scanner.
3. The HP scan dialog box will appear (shown below).
4. Select **Picture** and select the option to Scan originals from glass:



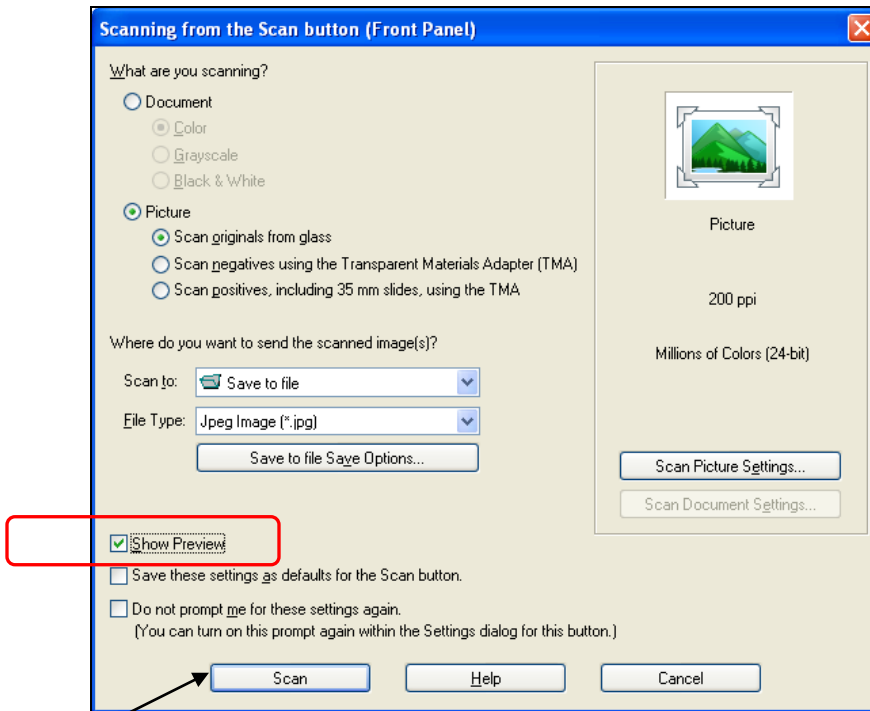
5. Under **Scan to**, click on the drop down arrow and select 'Save to file':



6. Under **File type**, click on the drop down arrow and choose 'Jpeg Image (*.jpg)':

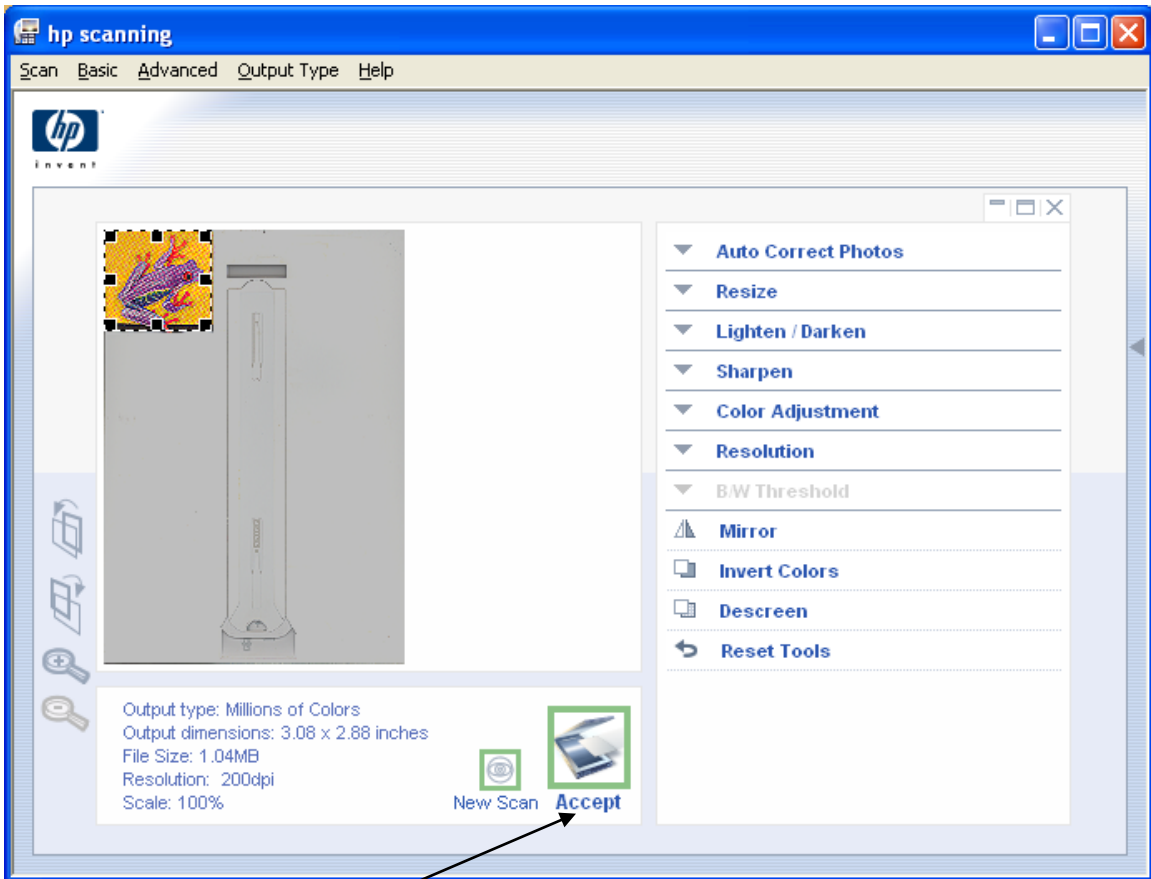


7. Check **Show Preview** button in the dialog box:

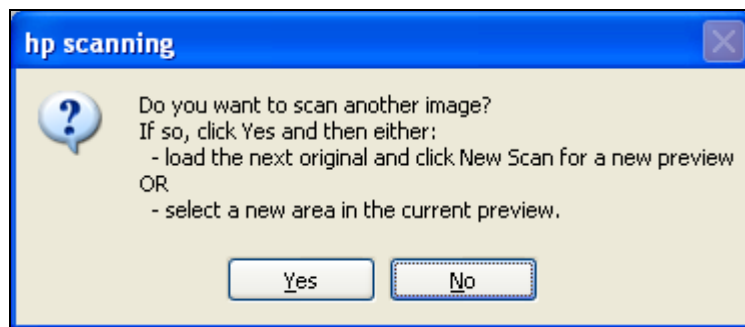


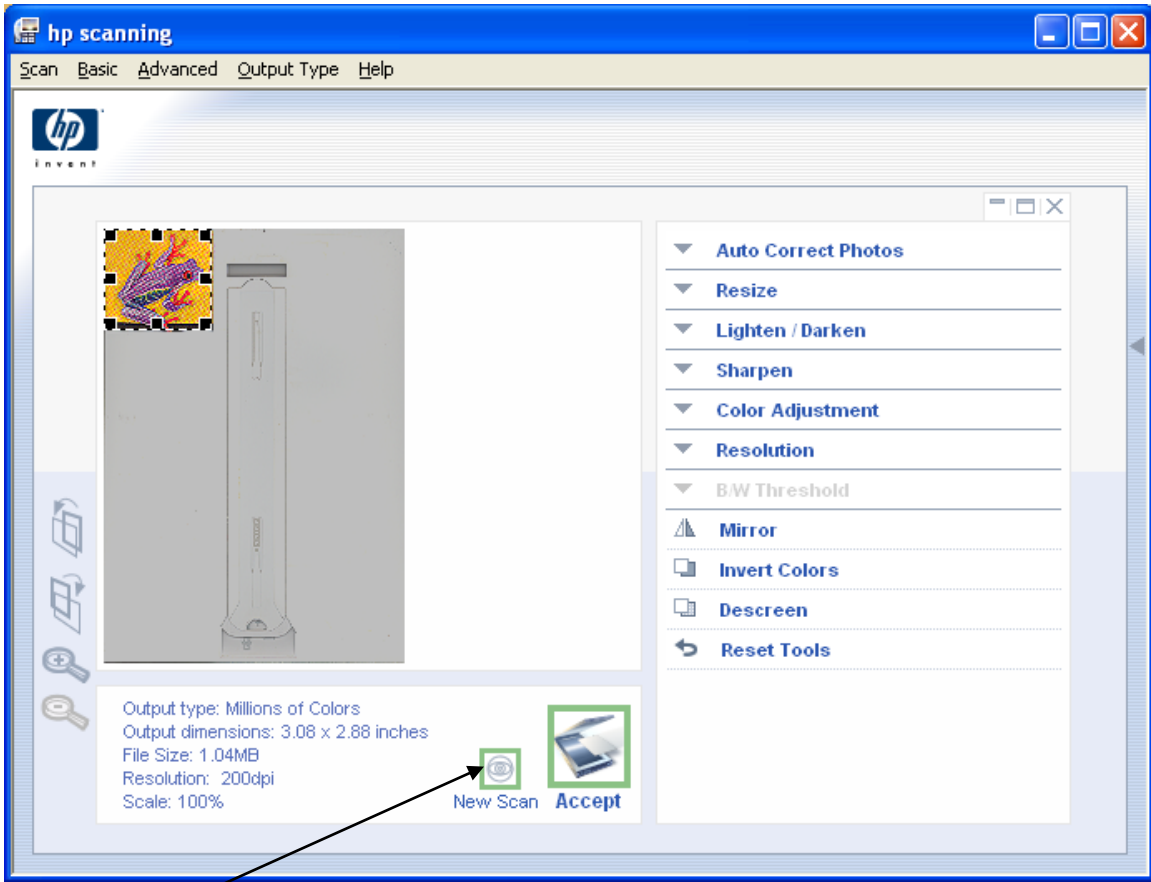
8. Click **Scan** to start the scanning process. Click **OK** on the next screen that appears.

9. A preview of your scanned picture will be displayed. Adjust the size of the scan-box (dotted rectangle with dark black squares on corners and edges) on the image – only the portion selected will be scanned.

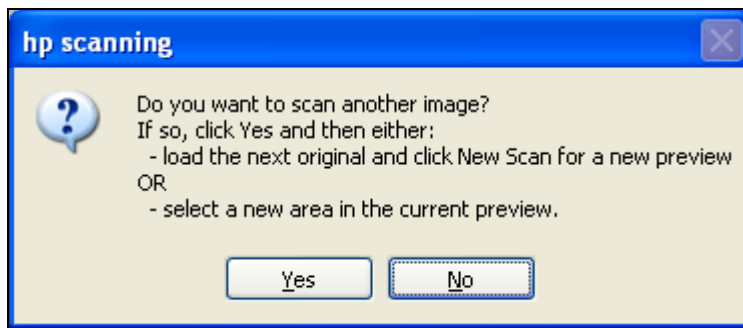


10. Click on the **Accept** button to scan the selected area.
11. If you would like to scan another image, click **Yes**:





12. Click the **New Scan** button after placing the next picture face down on the scanner glass.
13. Select the area to be scanned and click on Accept, as show in steps 9 – 11 above.
14. After last picture is scanned, click **No**:



15. Allow the program to process the scanned images into a jpeg (jpg) file(s). The jpeg file(s) will be saved inside the 'My Documents/My Scans' folder.