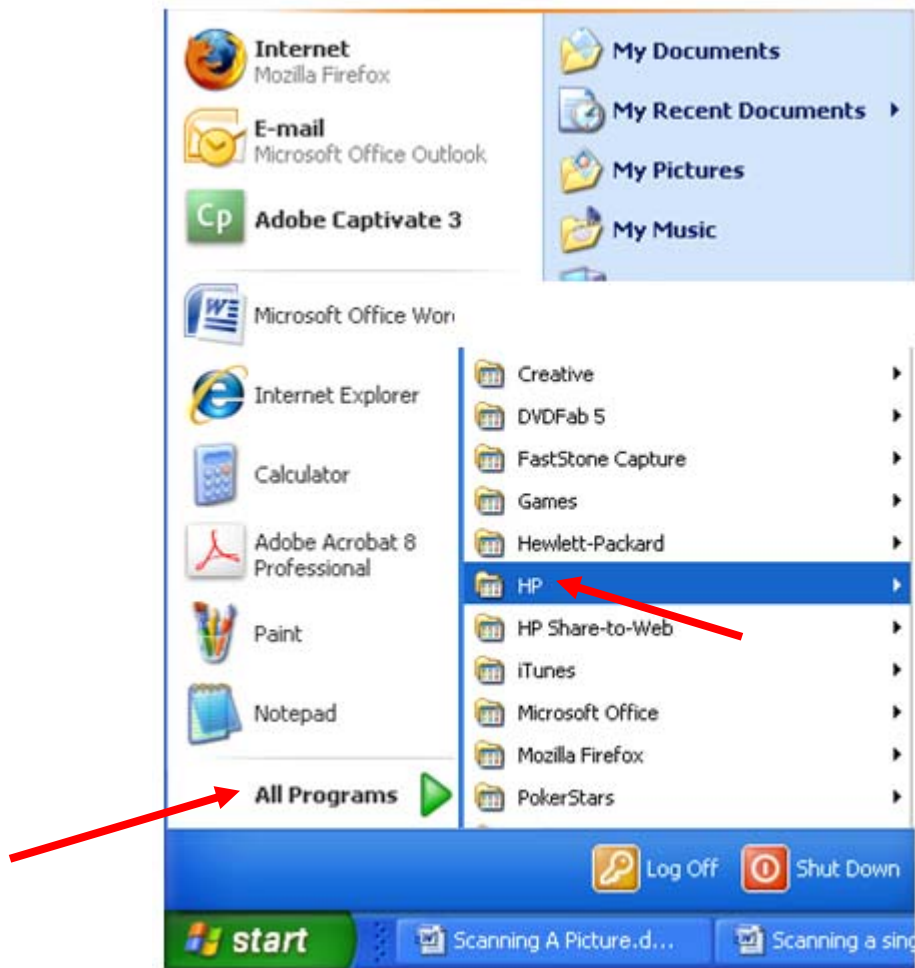


## Scanning a Picture

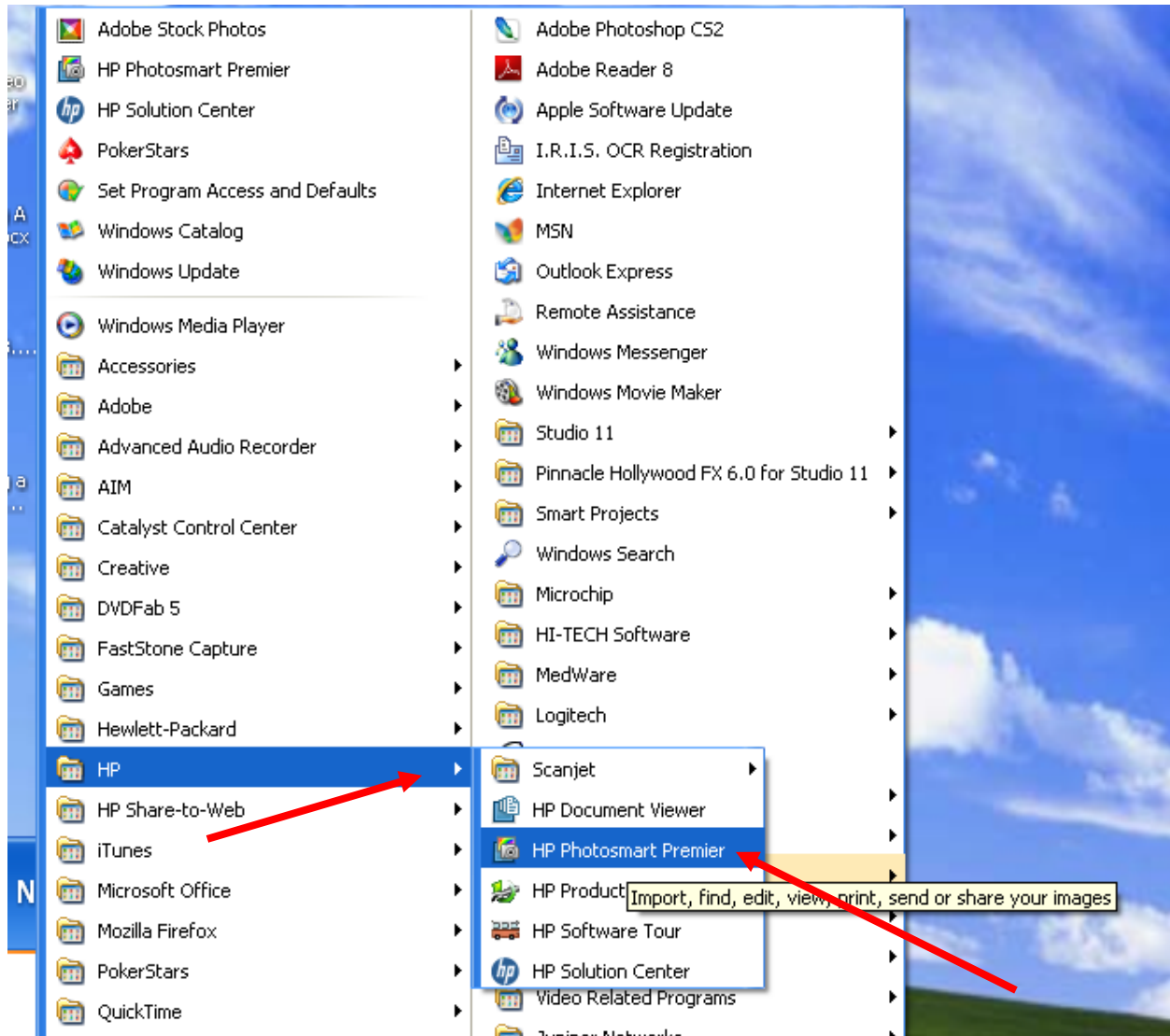
1. Click **start**



2. Click **All Programs** and choose **HP**

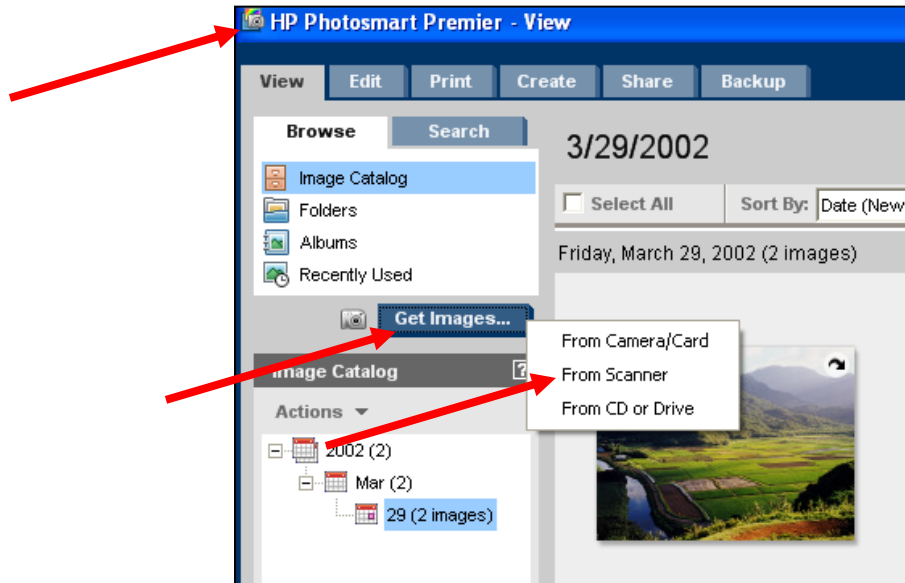


3. From HP choose **HP Photosmart Premier**



4. In **HP Photosmart Premier** choose **Get Images**.

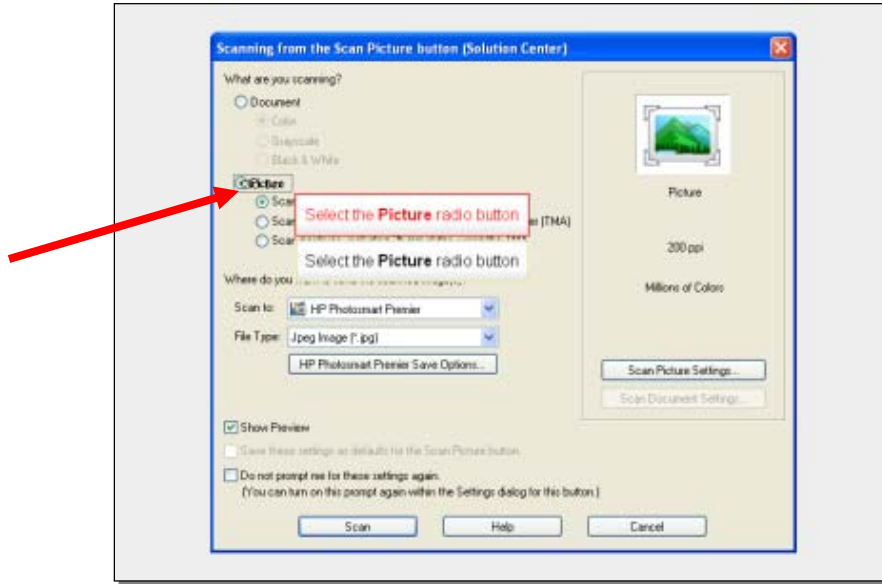
5. In **Get Images** choose **From Scanner**.



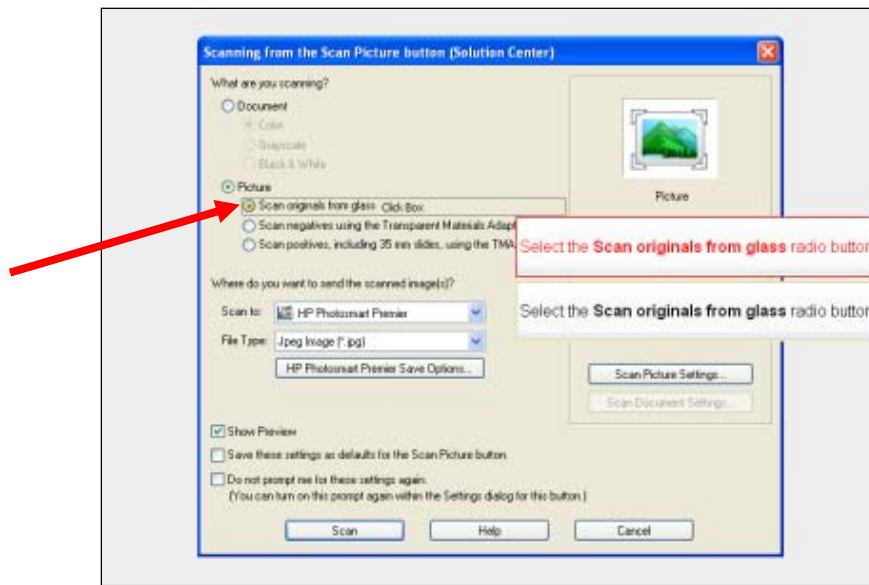
6. Wait as the **HP Scanning** software is loading:



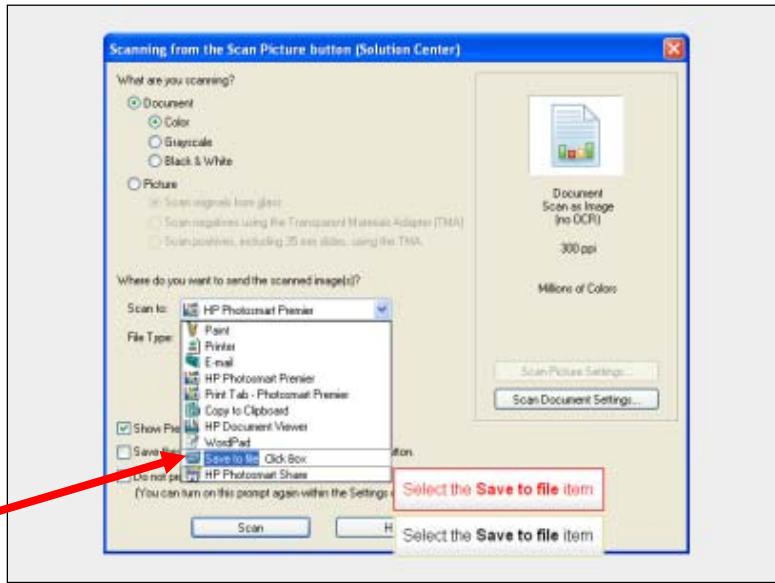
7. In the **Scanning from the Scan Picture Button (Solution Center) Pop Up Menu** choose **Picture** if you are scanning a picture.



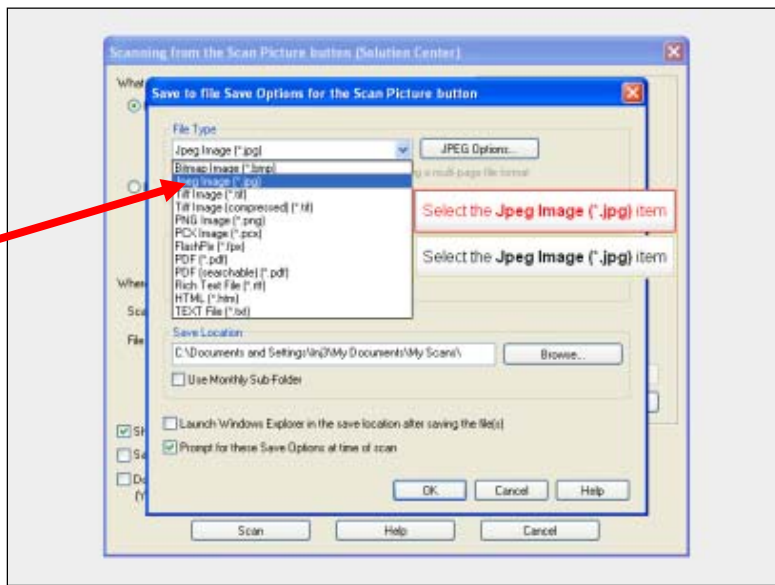
8. In the **Picture** settings choose **Scan Original From Glass** with the mouse.
9. Ensure the **Show Preview** option is selected (a check mark appears when selected.)



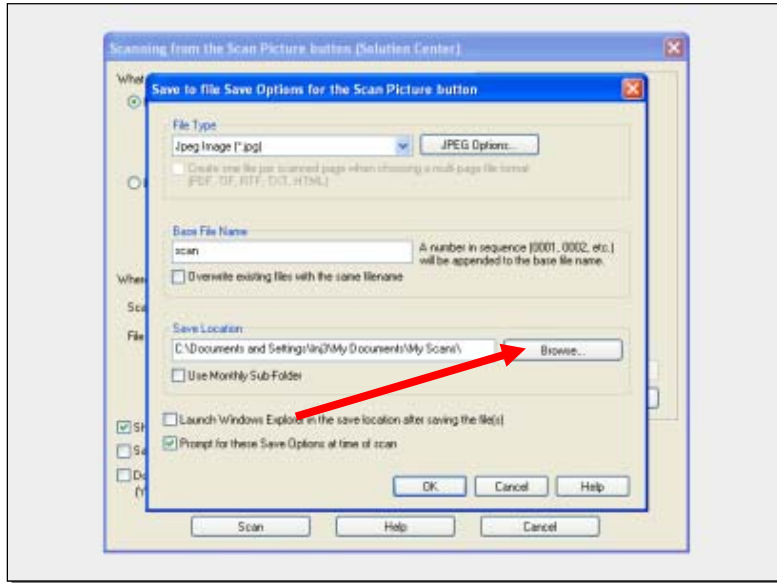
8. In the **Scan To Drop Down Menu** choose **Save To File**.



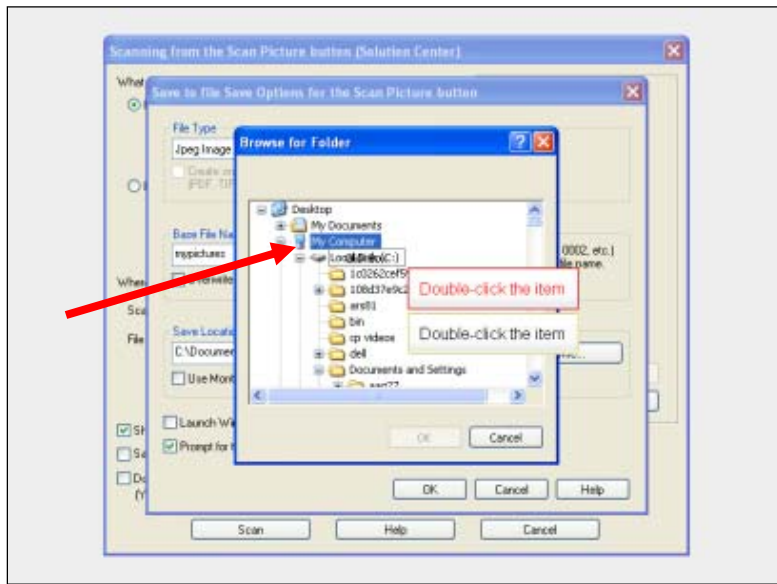
10. In the **Save to File Save Options Pop up Window** choose a file extension for your picture, such as **.jpg**



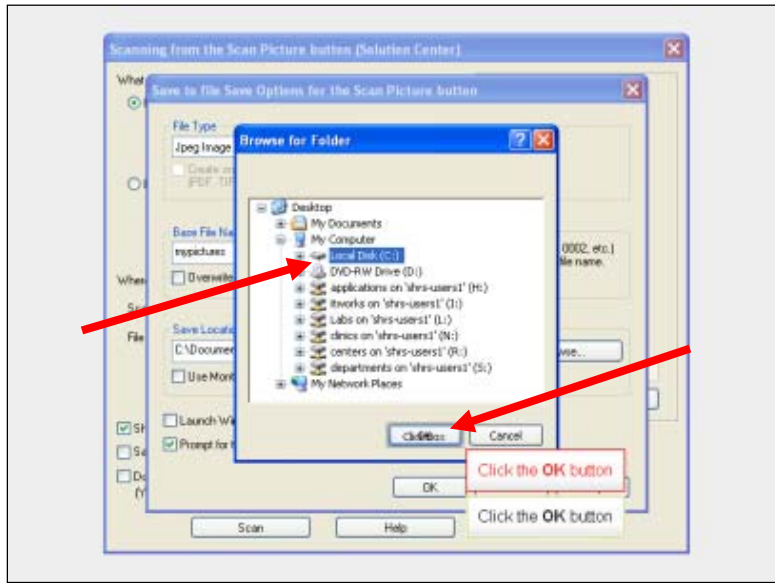
11. Double click on the word **Browse** beside the **Scan Location Box**



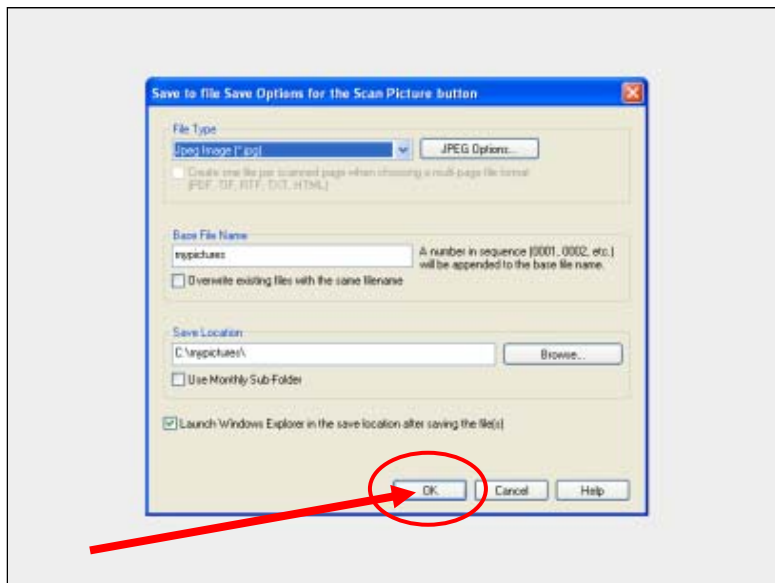
12. Save your Scans in your **memory stick drive, S:// Drive or U:// Drive**



13. Click **OK**



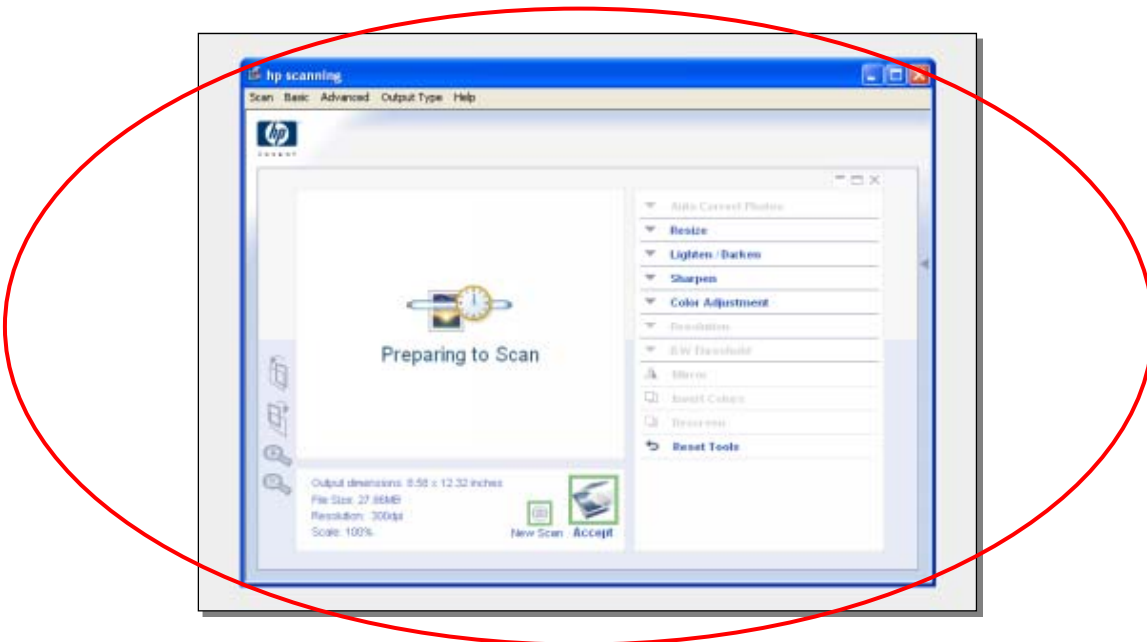
14. Click **OK**



15. Wait for HP Scanning Software to load



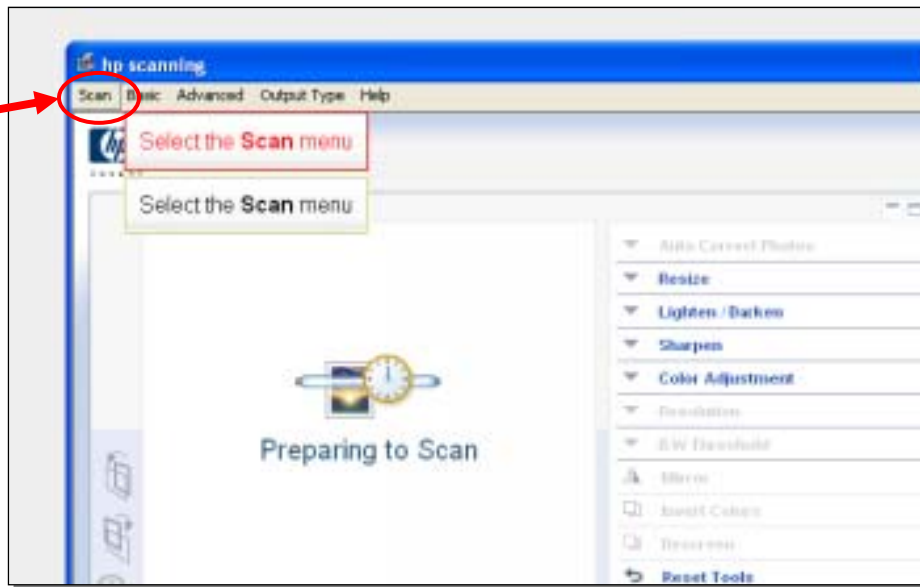
16. When HP Scanning Software is loaded, this window will appear.



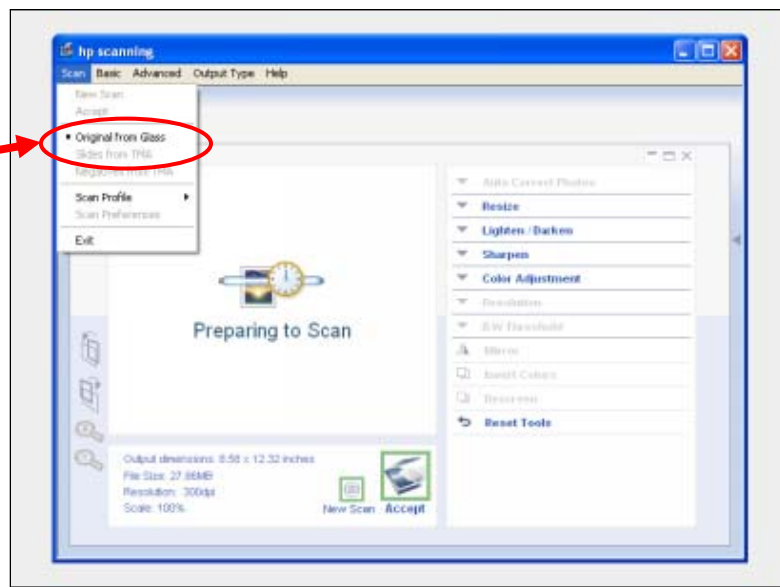


17. At this point, **load your picture into the scanner.**

18. Then choose **Scan** from the **Top Menu Bar.**

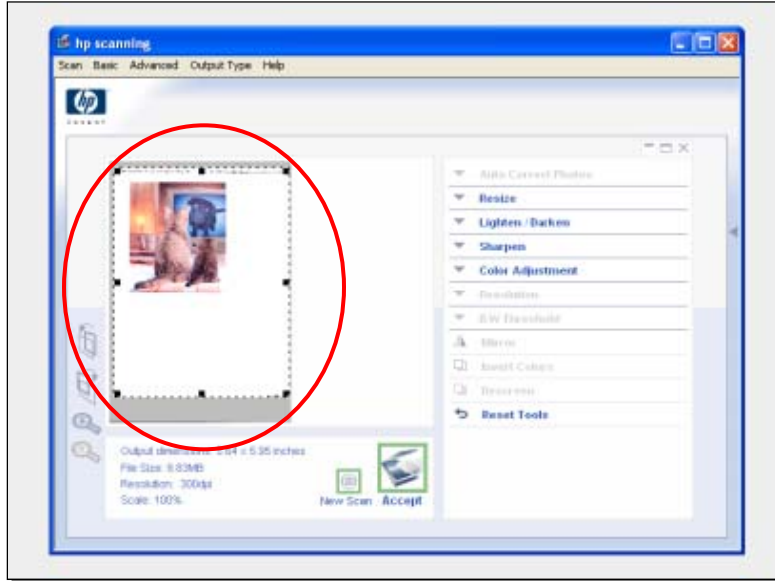


19. In the **Scan Drop Down Menu** choose **Original From Glass.**



20. At this point, your picture will be scanned.

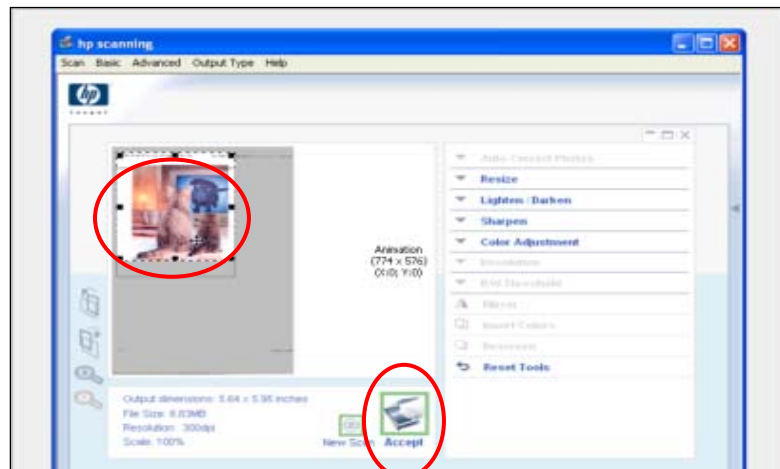
21. The **Scanned Image Will Appear**



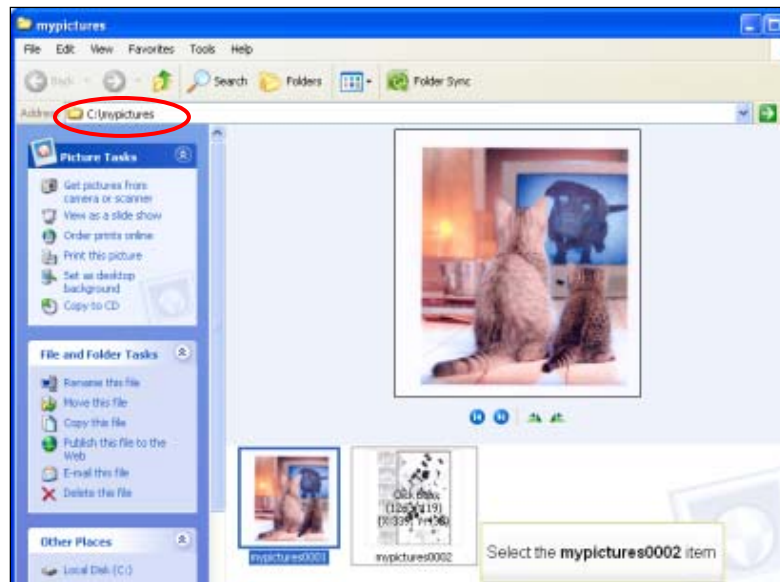
22. If the scanned image is smaller than the scanner itself, the result will be too large.

23. **Drag the black boxes to fit around the image to crop it to the right size.**

24. Choose **Accept**



25. Your save location will automatically open up and display your scanned image.



**Congratulations!** You have finished scanning your image.

This file can now be used for powerpoint presentations, sent through email or printed out on paper.

\*Another option for scanning an image would be to use **Photoshop**.