

How to Scan a Graphic Image using Mimic's HP Scanjet 7450C

To begin scanning with the HP Scanjet 7450C in LL-453, you will need to log into the network on the InfoSys Mimic PC. When the desktop is displayed, launch the HP PrecisionScan Pro shortcut on the left of the screen. Place your graphic image (or photo) face down on the glass surface under the sheet-feeder attachment with the top of the image way from you. Positioning on the surface will depend on the thickness and size of your graphic image.

Note: The further back you place the image – the higher on the desktop window it will be displayed.

The HP PrecisionScan Pro window on the desktop offers the following “Guided Steps”:

1. Click on the **Scanner** icon in the Guided Steps window. The scanner will pre-scan to create an overview image for position.
2. Use your cursor to draw a selection area by placing the crosshair cursor at one corner of your image. Now click-drag through the image until the area you want to scan is enclosed by a dotted outline and release.

Note: There will be small black squares in the dotted line around your image. Placing your cursor over one of these squares will change it into a double-headed arrow. You can click-drag them to change the shape of the outline. If you move the cursor to the inside of the dotted outline, a click-drag will allow you to move the selection area without changing the shape of the outline.

3. Next confirm the **Output Type**. Common ones are:
 - **True Color** - Used for graphic images you plan to print in full color (not for on-line use).
 - **256-Color** - Used for graphic images you plan to place and view on-line (web use).
 - **Grayscale** - Used for Black & White photographic images that need subtle shades of gray.
 - **Black & White Bitmap** - Used for Black & White graphic images (i.e. drawings, artwork, etc.) that do NOT need any shades of gray.

Or you select “**Help me choose**” button and answer the prompts to have the software decide.

4. If you will be using Photoshop or Paintshop for image editing, you can skip this step except for the following exception:
 - If you are scanning a graphic image previously printed (i.e. magazine, journal, etc.), then go to the **Advanced** menu above and select **Descscreen**. This will automatically remove the Moiré effect, eliminate your dotted selection outline and set your **Output Type** to **Grayscale**. If Grayscale is NOT what you want, you will need to reset your **Output Type**. If you don't want the entire glass surface to be scanned, you will need to redo your dotted selection outline. If you want to verify that **Descscreen** is still active, go to the **Advanced** menu and look for a checkmark by the **Descscreen** option.
5. Now finish the scan by clicking on either the **Scan To**, **Save As** or **Print** icon.
 - **Scan To** - Offers many choices, but for this example we will choose Photoshop 6. Click the **OK** button will begin the scan. When it is done, Photoshop 6 is automatically opened with your scanned image ready for editing.
 - **Save As** - Opens a **Save** window to allow you to choose the file's type and saved location. If you have not brought any removable media (i.e. zip/floppy), please save your file to the network (i.e. Library F/S – your User directory on Timber). If you need assistance deciding on a file type, you can click the window's "**Help me Choose**" button. This will place you in a Help file that describes different image file formats. You can click this window's close box to return to the **Save** window. When your choices are complete, click the **Save** button. The scan will be completed and automatically saved for editing later.
 - **Print** - Acts like a copier and sends the scanned image to the printer. While using Mimic's scanner, you can use the Lexmark Optra SC1275 in LL-453 for color printing of your scan.

You have successfully done a graphic scan using Mimic's HP Scanjet 7450C. Please see the **How to Edit an Image in Adobe Photoshop 6.x** or **Paintshop Pro 7** documents for further assistance with your graphic file.