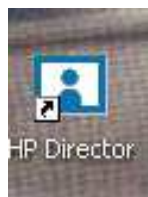


Scanning Photos (Directions)

Before you begin, log onto the computer at the back of the room. You may need to power the computer up to start as it may not be turned on yet. Place your photo face down on the scanner bed and make sure the top of the scanner bed is down. It is a good idea to make sure that your photo is in a corner of the scanner bed so that it will be straight.

1. Double click the HP Photo Director icon on the computer desktop. It looks like this:

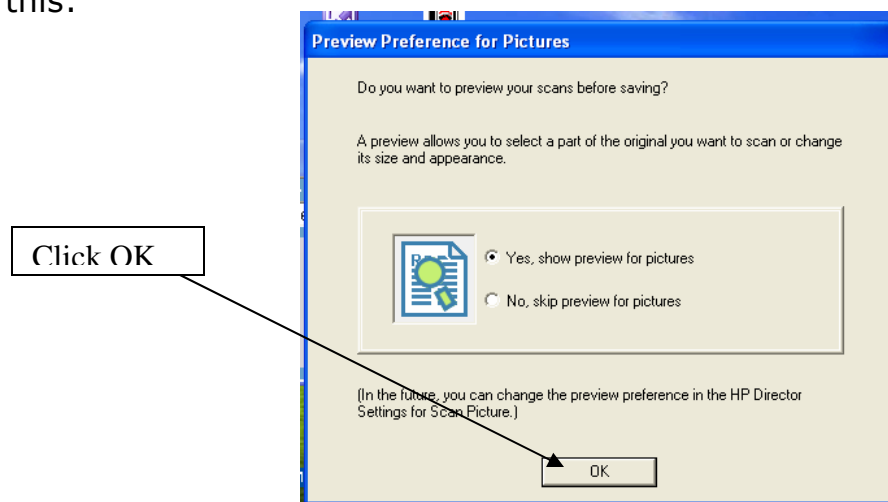


2. This will open a window that looks like this:

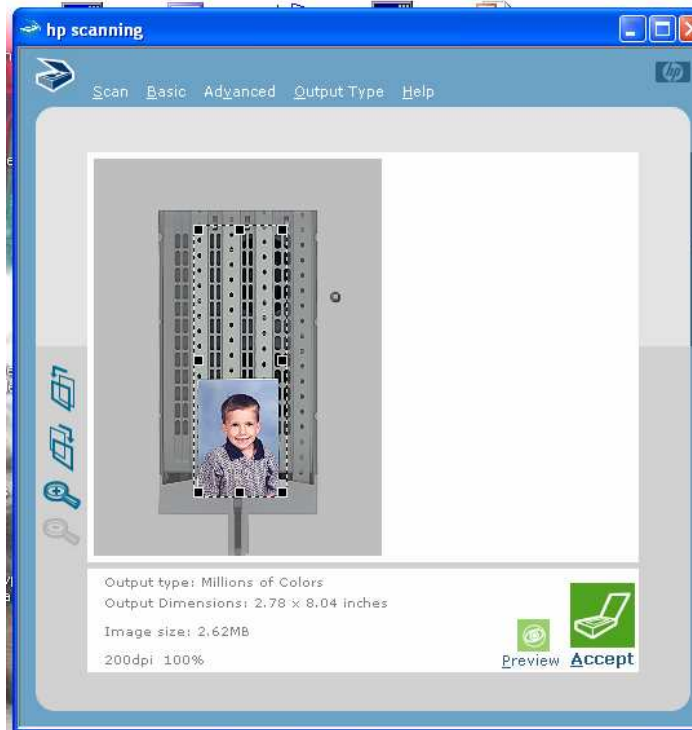


3. Make sure your photo is placed face down under the scanner lid and then click the first icon on the left. (Scan Picture)

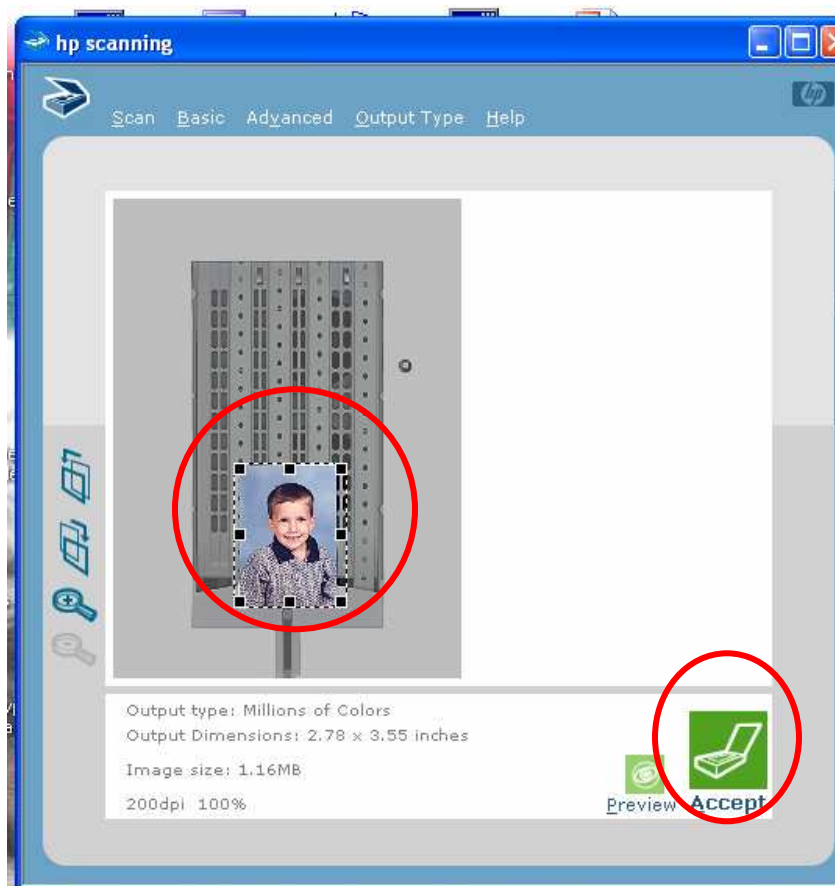
4. When you double click the Scan Picture button, it may open a box that looks like this:



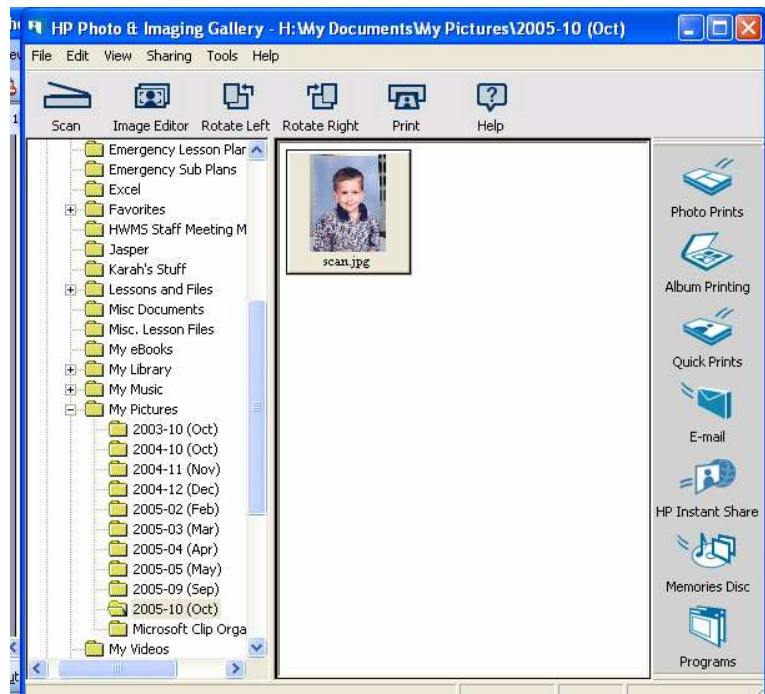
5. Once you click "Scan" it will take a few minutes. The picture will show up and the screen should look like this.



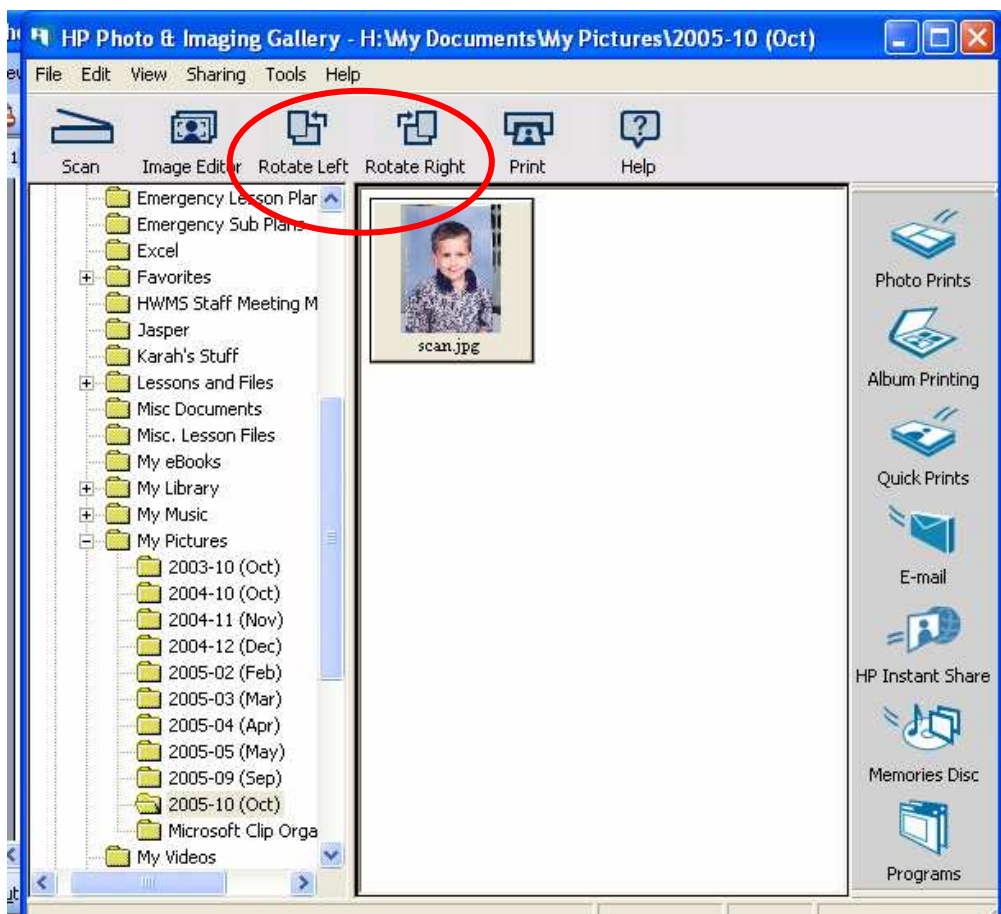
6. Make sure that you select only the picture. Notice the black squares only around the picture. Then click the "Accept" button.



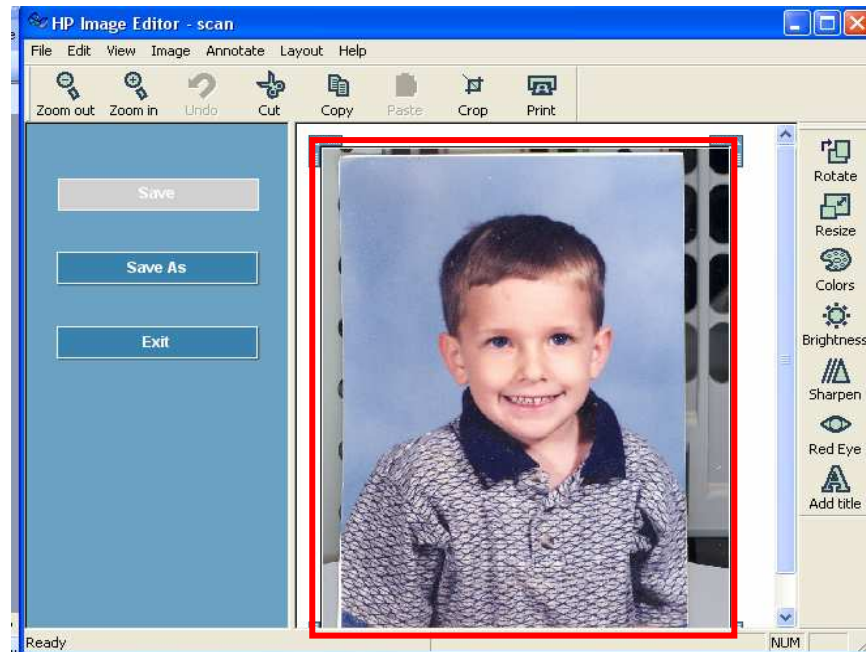
7. The scanner will make a noise and the following window will pop up on the screen. Your picture will show up in a thumbnail size in the screen like the one below.



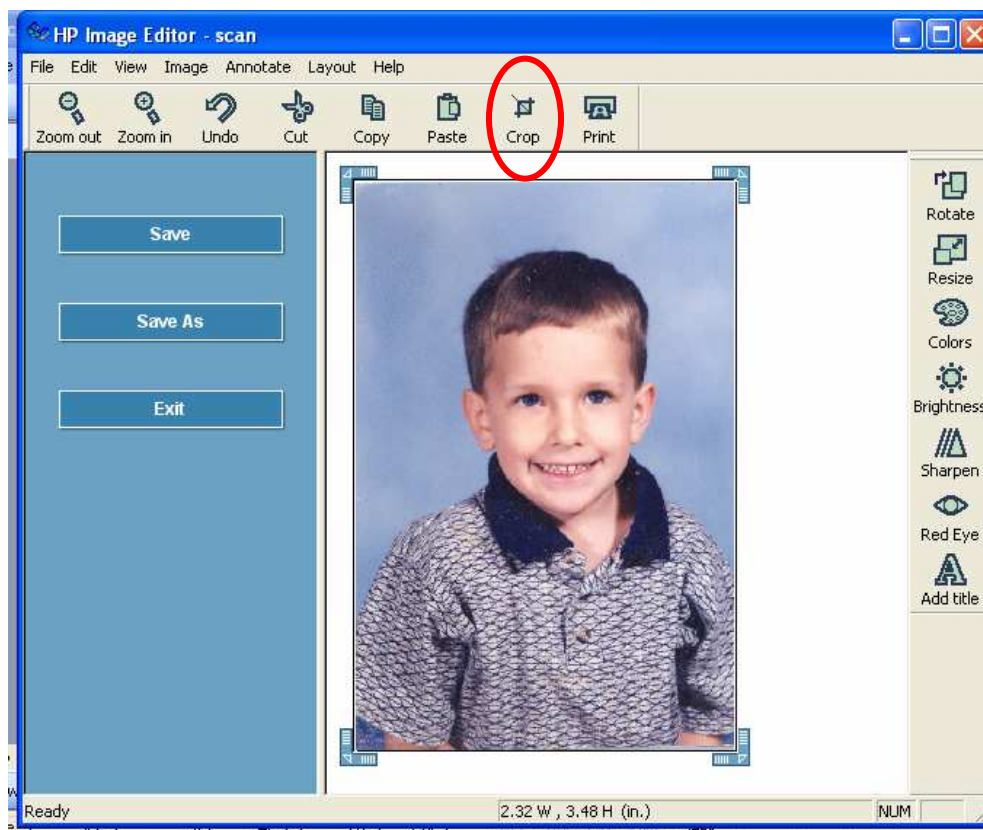
8. To rotate your picture you can use the buttons on the top of the window.



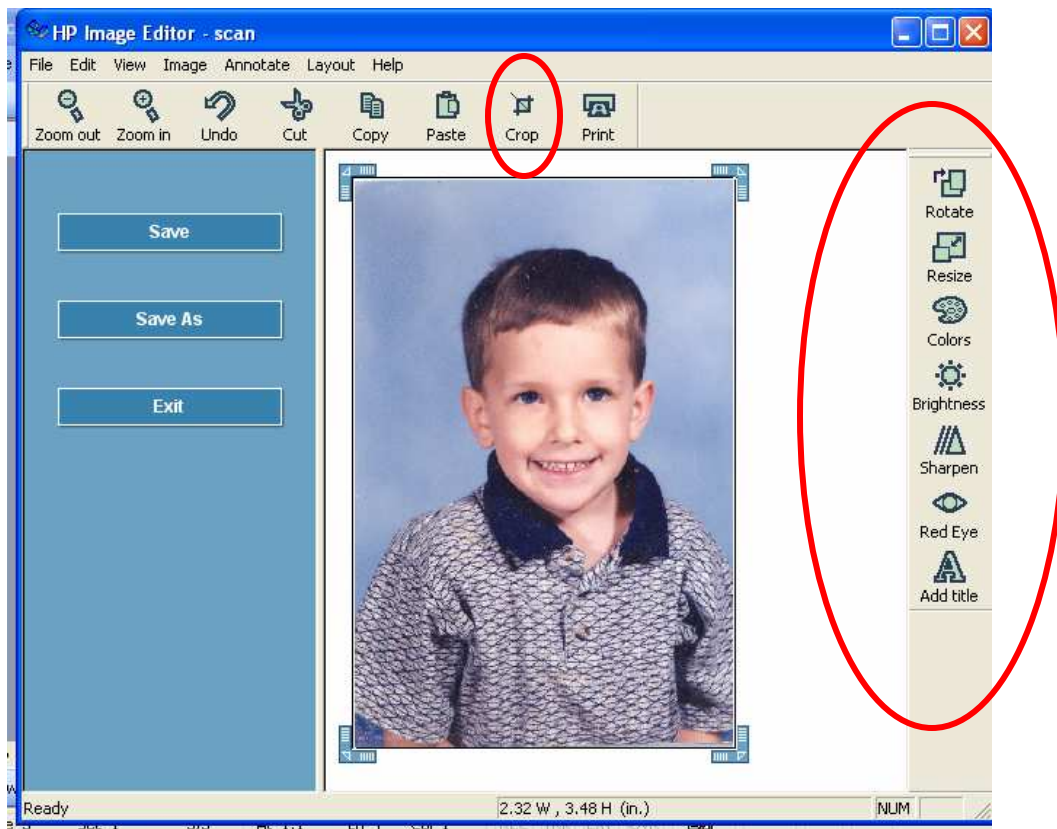
9. Double click directly on the photo. This will open up another window that looks like this:



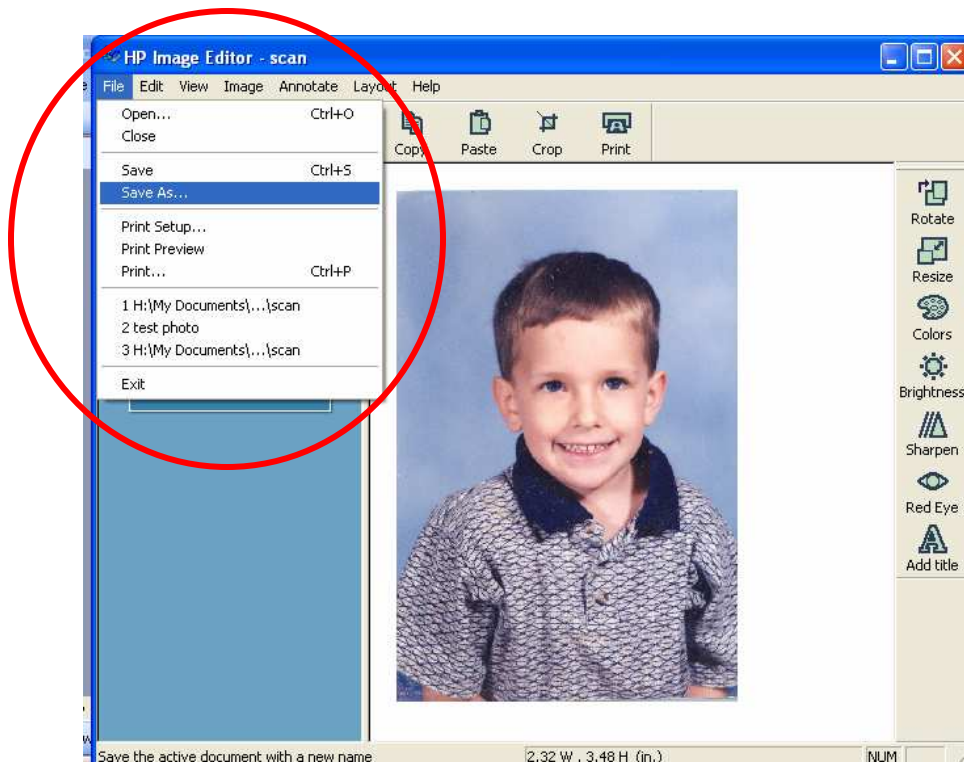
10. Crop the picture by dragging the corners in. Your picture would look like this. Once you frame the picture, click the "Crop" button.



11. Use the buttons on the right side of the window to edit the picture.



12. Once you have edited the picture and are satisfied with the way it looks, click the File Menu and choose "Save As..."



13. This will open the Save as...dialog box. It looks like this. **Navigate to your named folder on the S: DRIVE. It is in the Ms. Colburn Folder. If you do not have a folder on the S: DRIVE, then go to your "My Documents" folder on your H: DRIVE. Give your file a name and slide the JPEG Compression bar to the middle. Then, click the Save button.**

