



Using the HP PrecisionScan (Mac)

Pitzer College Information Technology

About this help sheet

This help sheet describes how to scan color and black and white images, photographs, and signatures using the **HP PrecisionScan**, located in the Bernard Computer lab.

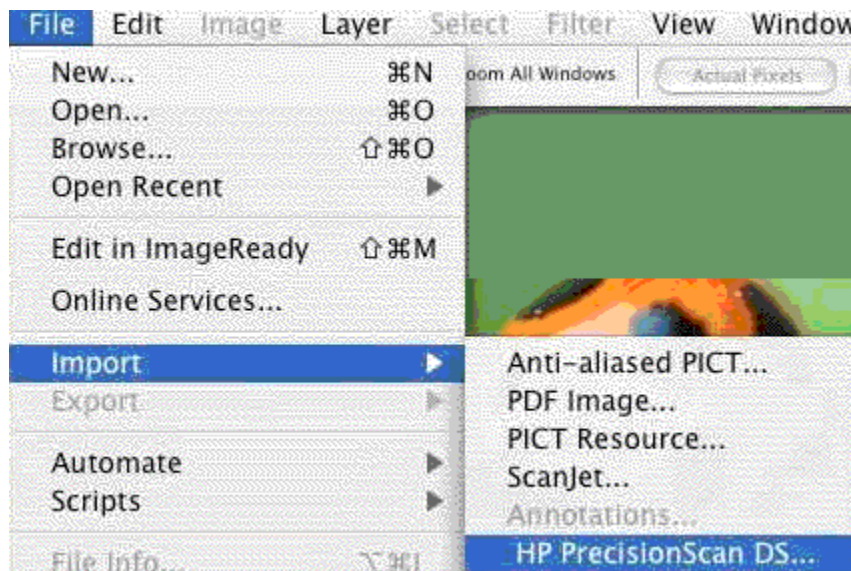
Getting Started

To start the scanner, make sure that the **HP PrecisionScan** is turned on prior to logging on to the computer. The on/off button is located at the front right side of the scanner.

Click on **PhotoShop** located on the application dock located at the bottom of the desktop.



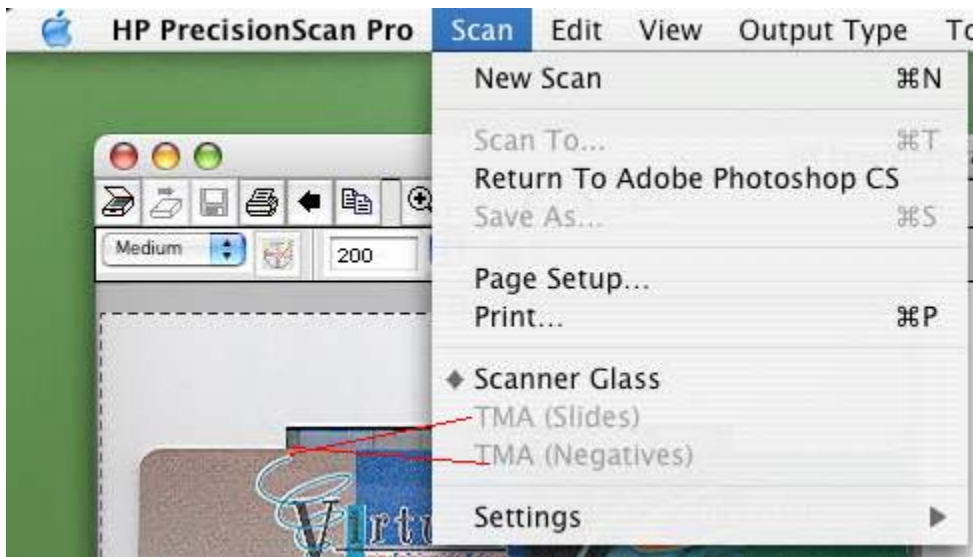
Once you are in Adobe PhotoShop go up to the **File** menu and scroll down to **Import**. Under Import click on **HP PrecisionScan DS**.



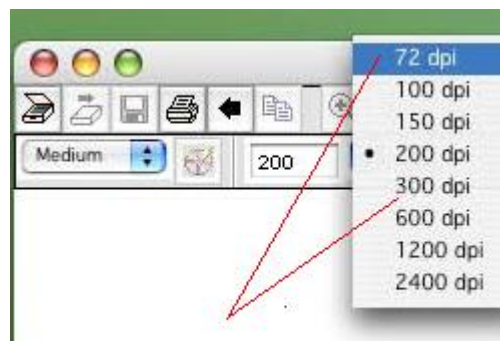
The **HP PrecisionScan** window will open; you can start setting up your configurations and preferences.

Scanning your image

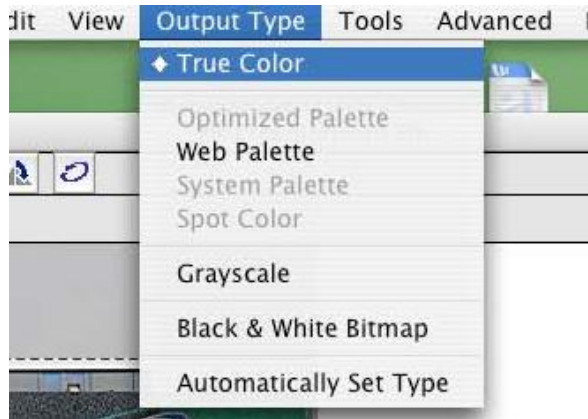
Insert your image face down, aligning your image according to the marked areas. Go to **Scan** and select the type of material you will be scanning.



Under the Preview window, the Scanner setting should be checked according to the picture below:

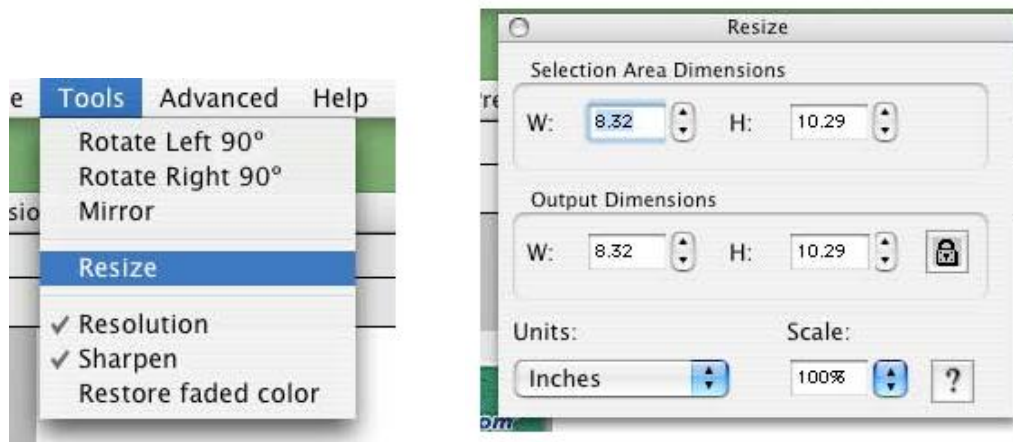


We recommend that photos be scanned using a **Resolution** of **72 dpi** (for on-screen viewing) and **300 dpi or higher** (for prints depending on the desired quality). **Output Type** should be **True color** for photos.



*****Note:** For web related images the resolution should be set to **72 dpi**. Scaling should be on 100%.

You can adjust the **width** and **height** of your image. Insert your image face down, aligning your image according to the marked areas.



After you have set your configurations click on the **Scan** button. When your image appears on the screen there will be illuminated sizing box. Use your mouse to stretch the box to select the specific part of the pre-scanned image you wish to scan.



Saving your scanned image

To save your image, once you have made all of the changes, select the large black arrow.



This takes you back to Adobe PhotoShop, where you can manipulate the image further or select the **File** menu and select **Save As...**

If your file is for a web page, save it as a **JPEG/JPG** or **GIF** format.

*****Note:** If you are not allowed to save your image as a jpeg or gif, you may want to go to the **Layer** menu and click on flatten. This will allow you to save your image in the format you wish to save it as.

For windows and signature files that will be imported into **Word** save your image as a **BMP** format.