

Instructions for HP 3970 Scanner

<u>For Photos:</u>	<u>For Documents:</u>
<ol style="list-style-type: none">1. Place image on glass2. Go to Start→ Programs→ Hewlett Packard→ Scanjet Scanner 3970 Series→ Photo and Imaging Director3. Click on the “Scan Picture” icon4. Select “Original from Glass” (unless slides or negatives are used) and click “Scan”5. Adjust handles using the crosshair tool if/as desired to frame image6. Click “Accept” in lower right hand corner<ul style="list-style-type: none">- The image will be scanned to a particular my documents folder/my pictures (either “Backadmin’s” or LEC User’s depending on login). Simply click My Computer and you will see these folders.7. If would like to scan another image, do so – if not, select no.8. The scanned image usually auto-opens in HP Photo & Imaging Gallery<ul style="list-style-type: none">- Here you can save as an alternative format, rotate the image, edit, etc. and re-save where desired. Simply double click the image to do so.	<ol style="list-style-type: none">1. Place document on glass2. Go to Start→ Programs→ Hewlett Packard→ Scanjet Scanner 3970 Series→ Photo and Imaging Director3. Click on “Scan Document” icon4. Adjust selections as desired and click “Scan”<ol style="list-style-type: none">4b. You may be prompted to specify a selection area. If so, you can do this by using the crosshair selection tool or by selecting the entire glass.5. Click “Accept” in the lower right hand corner6. If would like to scan another image, do so – if not, select no.7. The “Save as” prompt will appear<ul style="list-style-type: none">- type in a file name and change the format in the drop-down menu if desired8. The file is saved to my documents (either LEC User’s or Backadmin’s)