



Hp Scanjet 3970 Instructions

1. Log on as ACD ACS
2. Make a folder on the teaching station's desktop named after you.
3. From the Dock, click on the "**HP Precision Scan Pro**" icon.
4. From the **Scan** menu select **Settings>Load**
5. In the "**Load Settings**" dialogue box, select "**Digital Imaging**" * then click **Load**.
(These recommended settings fit the assignment requirements of 300ppi and 200% magnification, but if you want to perform Sharpening or any color alteration, you'll have to change these settings on the menus
6. Check the scanner for dirt and dust (you can ask the SLAs for help cleaning it).
Make sure your photo is clean as well.
7. Align your image along the side of the glass scanning area.
8. Click the New Scan button:  This will give you a *preview* of how the scan will look.
9. Drag the selection marquee (the flickering dotted line) so it makes a tidy border around your image.
10. Click on the "**Save As**" icon 
11. In the "Save File" dialogue box, choose "**TIFF**" as the file compression format.
12. Name your document "scannumber.tiff," remembering to type ".tiff" at the end.
13. Select the folder destination for your scan (You should use the folder you made in Step 2)
14. Click **Save** to start scanning.
15. Repeat steps 6-14 for all of your images
16. When you are done you will need to transfer your photos to the machine where you usually sit. Your thumb drive might not be large enough and you may have to transfer them in a few trips.

*I entered 300 dpi in the dropdown menu at the top of the scanning page. For the magnification I chose Tools > Resize, and then set Magnification to 200%.