

HEWLETT-PACKARD



HP ScanJet Plus User's Guide for the HP Vectra and IBM XT/AT PCs

**Includes Scanning Gallery Plus Software*

HP Computer Museum

www.hpmuseum.net

For research and education purposes only.

HP 9195A

HP ScanJet Plus User's Guide for the HP Vectra and IBM XT/AT PCs



**HEWLETT
PACKARD**

**HP Part No. 88295-90000
Printed in USA FEBRUARY 1989**

**Edition 1
E0289**

Notice

Hewlett-Packard makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Hewlett-Packard shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

This document contains proprietary information which is protected by copyright. All rights are reserved. No part of this document may be photocopied, reproduced, or translated to another language without the written consent of Hewlett-Packard Company. The information contained in this document is subject to change without notice.

Microsoft is a U.S. registered trademark of Microsoft Corporation.

PageMaker is a U.S. registered trademark of Aldus Corporation.

Printing History

New editions are complete revisions of the manual. Update packages, which may be issued between editions, contain additional and replacement pages to be merged into the manual by the customer. The dates of the title page change only when a new edition is published.

Edition 1..... February 1989

Thanks to Bob Sobol and to the U.S. Department of the Interior for the photographs used in chapter 4 of this manual.

This manual was created using HP Tag on an HP Vectra Personal Computer, an HP ScanJet scanner with Scanning Gallery Plus, and an HP LaserJet series II printer.

FCC Radio Frequency Interference Statement For Model 9195A 110V

This equipment generates and uses radio frequency energy and may, if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, cause interference to radio and television reception.

It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC rules, which are designed to provide a reasonable protection against such interference in a residential installation. Shielded data cables were used during the type test; therefore, properly shielded and terminated data cables should be used to reduce potential interference. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- reorient the receiving antenna.
- relocate the computer with respect to the receiver.
- plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions.

FCC Radio Frequency Interference Statement Model For 9195AB 220V

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

Conventions Used in This Manual

Bold Font

Bold font highlights important information in the text and introduces new terms. To find more information about words in bold font, refer to the glossary.

Italic Font

Italic font designates the title of a document and statements that need to be emphasized.

Typewriter Font

Typewriter font denotes commands to be typed on your keyboard or screen menu items to be selected.

Caution

Cautions appear before procedures that could damage the equipment if not observed.

Warning


Warnings alert you to the possibility of personal injury.


Mouse Actions


Pointing refers to positioning the pointer on the screen with the mouse without pressing the mouse button. **Clicking** refers to pressing and releasing the mouse button quickly without moving the mouse. **Dragging** refers to holding down the mouse button, moving the mouse, and then releasing the mouse button. **Double-clicking** refers to clicking the mouse button twice in rapid succession.


Manual Map


CHAPTER

1. Getting Acquainted _____ 

2. Setting Up _____ 


3. Learning Scanning Gallery Plus _____ 


4. Scanning Gallery Plus References _____ 

5. Using Scanning Gallery Plus with Other Applications _____ 

APPENDIX

A. Finding Help _____ 

B. Learning Microsoft Windows and the Keyboard _____ 

C. Maintenance, Warranty Information, and Specifications _____ 

D. Using the Automatic Document Feeder _____ 

Introducing the ScanJet Plus Scanner

Congratulations on your purchase of the HP ScanJet Plus scanner and interface kit for your HP Vectra or IBM XT/AT Personal Computer. Using the ScanJet Plus scanner gives your computer the gift of sight.

The addition of the ScanJet Plus scanner to your computer system now allows you to capture and save images to use in your desktop published documents. Use the ScanJet Plus scanner together with Hewlett-Packard's exclusive software program, Scanning Gallery Plus, to scan, edit, and print line art or photographs. Once saved, you can then bring these images into your favorite paint, page composition, or other desktop publishing application package. Scanning Gallery Plus also allows you to easily access and use an optical character recognition package, ReadRight by OCR Systems. ReadRight "reads" text and efficiently creates text files you can later use in a word processing program.

Or use the ScanJet Plus scanner directly with other software packages that have their own built-in scanning capability.

In all cases, your HP ScanJet Plus scanner now makes many different types of publishing solutions possible for you—solutions available because you gave your computer the gift of sight.

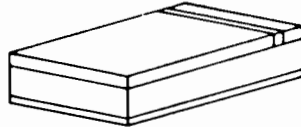
SCANJET PLUS SCANNING SOLUTIONS



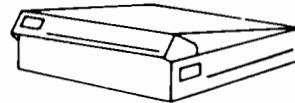
You and Your System



ScanJet Plus



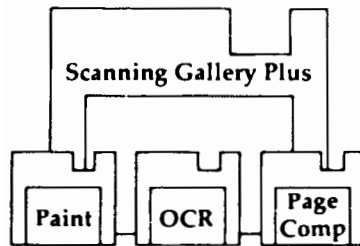
Interface Kit



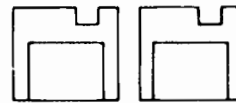
HP Hardware



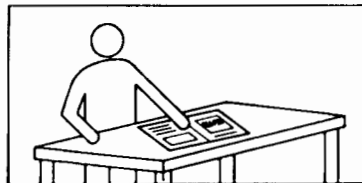
Scanning Gallery Plus



Built-in Scanner Control



Scanning Software



Publishing Solutions

Customer Support

If you have a problem with your ScanJet Plus scanner, follow these steps to get the help you need.

1. Use This Manual

The information in this guide may help you solve the problem on your own. In appendix A, you'll find tips to help you with error messages, suggestions for problem solving, instructions for using Scantest and a list of supported software products for the scanner. In appendix C, you'll find warranty and service information to help you if you have a hardware problem.

2. Call Your Dealer

If you're unable to find what you need in this manual, call your dealer. He or she understands your software and equipment and can solve most problems.

3. Call HP Customer Assistance

If your dealer can't help you, or if you purchased your scanner directly from Hewlett-Packard, you're a phone call away from Hewlett-Packard's Customer Assistance, a free service available from 7 a.m. to 4 p.m. (MST), Monday through Friday. Our staff can answer questions on topics such as ScanJet Plus installation and setup, and they can help you find software solutions that meet your desktop publishing needs.

Complete This Form First

Before you call, make sure you've followed instructions in this manual and have asked your dealer or HP sales representative for help. If you still have problems, please complete the form below before calling. Be sure to include the manufacturer and model number of the equipment you are using.

Computer model _____
Hard Disk _____
Printer _____
Scanning Gallery Plus version _____
Microsoft Windows version _____
Software _____ version _____
_____ version _____
_____ version _____

After gathering this information, call this number:

(208) 323-2551

Customer Assistance Phone Number

Although this may be a long distance call for you, Hewlett-Packard provides the Customer Assistance service free of charge.

Hardware and Software Recommendations

Hewlett-Packard has tested and will support the following hardware used with ScanJet Plus scanner:

Personal Computers

Your personal computer must have at least 512 Kb RAM to operate with the ScanJet Plus scanner, however 640 Kb RAM is recommended. A hard disk with at least 20 Mb of memory and a floppy drive are required.

- HP Vectra, HP Vectra ES, CS, RS
- IBM XT, AT
- PS/2 30, 50, 60, 70, 80
- Compaq Deskpro

Mice and Tablets

- HP-HIL Mouse
- HP-HIL Tablets
- IBM PS/2 Mouse
- Microsoft Mouse (bus and serial)
- Logitech Mouse

Video Adapters and Monitors

A monitor supported by Microsoft^R Windows is required. EGA or VGA monitors are recommended.

- EGA
- VGA
- CGA
- MCGA
- HP Monochrome Plus Video Adapter with Display

Printers

Parallel versions of these printers are required for acceptable printing performance. An additional 2 Mb of memory or more is recommended for the HP LaserJet printers.

- HP LaserJet Plus
- HP LaserJet Series II
- HP ThinkJet
- HP QuietJet
- HP DeskJet
- HP PaintJet

Third-Party Peripherals and Accessories

ScanJet Plus scanner will operate with the following third party peripherals and accessories, however neither the drivers nor the products are supported by Hewlett-Packard.

- Genius high resolution monitor
- Wyse 700 high resolution monitor
- Viking monitor
- IBM 8514/A Display Adapter
- Hercules Monochrome Graphics Card
- Mouse Systems PC Mouse (serial)
- Epson FX-80 printer
- Epson MX-80 Grafrax printer
- Epson LQ1000 printer
- IBM Graphics Printer
- NEC 3550 Spinwriter
- Okidata 92/93 printer
- Okidata 192/193 printer

- PostScript/LaserWriter printer
- RuggedWriter printer

Supported software

- DOS 3.1 to 3.X
- HP/MS Windows/286 2.1
- HP/MS Windows/386 2.1
- ReadRight versions later than 1.30 available from Hewlett-Packard

Scanning Gallery Plus operates in a Windows environment. For users who do not have Windows 2.1, a run-time version of Microsoft Windows is provided on the Scanning Gallery Plus disks.

Although Hewlett-Packard has verified the use of Microsoft Windows version 2.03 with Scanning Gallery Plus, Hewlett-Packard does not support or guarantee the use of Microsoft Windows version 2.03 with your Scanning Gallery Plus software.

If You Have an HP ScanJet Scanner . . .

If you are using the earlier model, the HP ScanJet scanner, you can use Scanning Gallery Plus. However, some screens will look slightly different than those illustrated in this guide because some features of Scanning Gallery Plus require the additional capabilities of the HP ScanJet Plus scanner. For example, the 8-bit grayscale option appears only when Scanning Gallery Plus is controlling the HP ScanJet Plus scanner.

Contents

1. Getting Acquainted

| | |
|---|------|
| Introduction | 1-1 |
| Unpacking and Inspecting | 1-2 |
| About the Scanner and Interface Kit | 1-4 |
| Unpacking the Scanner | 1-6 |
| Unlocking the ScanJet Plus Scanner | 1-6 |
| Repacking the Scanner | 1-8 |
| Selecting a Site for the ScanJet Plus Scanner | 1-10 |

2. Setting Up

| | |
|--|------|
| Installing the Software | 2-2 |
| Setting the Switches | 2-2 |
| Installing the Interface Card | 2-4 |
| Preparing Your Computer | 2-4 |
| Putting the Interface Card in the Socket | 2-6 |
| Connecting the Scanner to Your Computer | 2-8 |
| Connecting the Interface Cable | 2-8 |
| Turning on the Equipment | 2-10 |
| Turning on the Scanner | 2-10 |
| Turning on Your Computer | 2-11 |
| Testing Your Installation | 2-12 |
| Starting the Scantest Program | 2-12 |
| Using the Scantest Program | 2-13 |
| Choosing One of the Tests | 2-14 |
| Using the Test Target | 2-14 |
| After Completing the Test | 2-14 |



| | |
|--|------|
| 3. Learning Scanning Gallery Plus | |
| Starting Scanning Gallery Plus | 3-2 |
| The Scanner and Image Editor Windows | 3-3 |
| Using a Mouse | 3-4 |
| Selecting a Command | 3-6 |
| Review | 3-7 |
| Scanning Line Art | 3-8 |
| Preview Scan | 3-9 |
| Using the Selection Box | 3-12 |
| Image Scan | 3-14 |
| Editing the Image | 3-17 |
| Saving the Image | 3-23 |
| Printing the Image | 3-24 |
| Summary | 3-26 |
| Scanner Window | 3-26 |
| Image Editor Window | 3-26 |
| Scanning a Picture | 3-27 |
| Scanning the Picture | 3-28 |
| Selecting the Image Area | 3-29 |
| Changing the Dither Pattern | 3-31 |
| Sizing the Image | 3-32 |
| Scanning the Image | 3-33 |
| Closing the Scanner Window | 3-33 |
| Viewing the Image | 3-34 |
| Editing the Image | 3-35 |
| Printing an Image | 3-37 |
| Exiting Scanning Gallery Plus | 3-38 |
| Summary | 3-39 |
| Scanner Window | 3-39 |
| Image Editor Window | 3-39 |
| End of Learning Sessions | 3-39 |
| 4. Scanning Gallery Plus Reference | |
| The Scanner Window | 4-2 |
| File Menu | 4-3 |
| Convert To | 4-3 |
| Run Scantest | 4-4 |
| About Scanner | 4-4 |

| | |
|-----------------------------------|------|
| Scan Menu | 4-5 |
| Preview Scan | 4-5 |
| Selection Box | 4-10 |
| Image Scan | 4-11 |
| Dithering | 4-16 |
| Grayscale | 4-18 |
| Text Scan | 4-19 |
| Settings Menu | 4-21 |
| Resolution | 4-21 |
| Paper Size | 4-26 |
| Specify Applications | 4-27 |
| Specify ReadRight OCR | 4-30 |
| Prompt | 4-32 |
| Help Menu | 4-33 |
| Help Index | 4-33 |
| The Image Editor Window | 4-35 |
| File Menu | 4-36 |
| Open | 4-36 |
| Save | 4-37 |
| Print | 4-38 |
| HP Direct Print | 4-40 |
| Convert To | 4-41 |
| Run Image Editor | 4-42 |
| Run Control | 4-43 |
| Edit Menu | 4-45 |
| Undo/Redo | 4-45 |
| Cut | 4-45 |
| Copy | 4-46 |
| Clear | 4-46 |
| Paste | 4-47 |
| Crop | 4-48 |
| Select All | 4-48 |
| Scan Menu | 4-49 |
| Scanner | 4-49 |
| View Menu | 4-50 |
| Specify Detail View | 4-50 |
| Settings Menu | 4-51 |
| Compression | 4-51 |

| | |
|---|------|
| Background Color | 4-52 |
| Auto Maximize | 4-52 |
| Specify Applications | 4-53 |
| 5. Using Scanning Gallery Plus with Other Applications | |
| Desktop Publishing and Word Processing Applications . . | 5-2 |
| Using Scanning Gallery Plus with WordPerfect | 5-2 |
| Additional Information | 5-3 |
| Using Scanning Gallery Plus with PageMaker | 5-4 |
| Additional Information | 5-5 |
| Using Scanning Gallery Plus with Ventura Publisher . . | 5-7 |
| Additional Information | 5-9 |
| Graphics Applications | 5-10 |
| Using Scanning Gallery with PC PaintBrush and Related Packages | 5-10 |
| Additional Information | 5-12 |
| Using Scanning Gallery Plus with Microsoft Paint . . . | 5-14 |
| Additional Information | 5-15 |
| Optical Character Recognition (OCR) Applications | 5-16 |
| Using Scanning Gallery Plus and ReadRight With WordPerfect | 5-16 |
| Additional Information | 5-17 |
| A. Finding Help | |
| Testing the Scanner | A-2 |
| Starting Scantest | A-2 |
| Running a Test | A-3 |
| Problems or Questions? | A-4 |
| Manual Installation of the Scanner Driver | A-6 |
| Ordering Replacement Items | A-7 |
| Finding Software Packages for the Scanner | A-8 |
| Scanning Gallery Plus Error Messages | A-12 |
| B. Learning Microsoft Windows and the Keyboard | |
| Control Menu | B-2 |
| Size | B-2 |
| Move | B-3 |
| Quick Move | B-3 |

| | |
|--|------|
| Minimize | B-4 |
| Quick Minimize | B-4 |
| Maximize | B-5 |
| Quick Maximize | B-5 |
| Close | B-5 |
| Using the Keyboard | B-6 |
| Open a Menu and Choose an Option | B-6 |
| Selecting an Area | B-7 |
| Keyboard Combinations | B-8 |
| Scanner Window | B-8 |
| Image Editor Window | B-9 |
| Control Panel | B-10 |
| Starting Control Panel | B-11 |
| Changing the Time | B-11 |
| Changing the Date | B-12 |
| Changing the Cursor-Blink Rate | B-13 |
| Changing the Mouse Double-Click Rate | B-14 |
| Adding and Removing Printers | B-14 |
| Adding a Printer | B-14 |
| Removing a Printer | B-15 |
| Configuring Your System | B-16 |
| Connecting Printers | B-16 |
| Setting Up Printers | B-17 |
| Selecting Default Printer and Output Modes | B-17 |
| Setting Up a Communications Port | B-18 |
| Selecting Screen Colors | B-20 |
| Turning Off the Warning Beep | B-22 |
| Changing Mouse Options | B-22 |
| Switching Mouse Buttons | B-22 |
| Adjusting the Pointer | B-23 |
| Changing Country Settings | B-23 |
| Creating New Country Settings | B-24 |
| Changing The Time Format | B-25 |
| Changing the Date Format | B-25 |
| Changing the Number Format | B-26 |
| Changing the Currency Format | B-27 |
| Saving Country Settings Changes | B-27 |
| Quitting Control Panel | B-27 |

| | |
|---|------|
| C. Maintenance, Warranty Information, and Specifications | |
| Maintenance | C-2 |
| Cleaning | C-2 |
| Replacing the Light Source | C-4 |
| One-Year Limited Hardware Warranty | C-18 |
| Exclusions | C-18 |
| Obtaining Warranty Service | C-18 |
| Warranty Limitations | C-19 |
| Exclusive Remedies | C-19 |
| Obtaining Service from Hewlett-Packard in the United States | C-20 |
| Obtaining Service from Hewlett-Packard Worldwide | C-21 |
| Maintenance by Your Local Dealer | C-23 |
| Funkentstörung Deutschland Herstellerbescheinigung | C-24 |
| Electromagnetic Interference Regulations Manufacturer's Declaration | C-24 |
| Microsoft Windows End User License Agreement | C-25 |
| Specifications | C-26 |
| ScanJet Plus Scanner | C-26 |
| Power Considerations | C-27 |
| Environmental Considerations | C-27 |
| ADF | C-28 |
| D. Using the Automatic Document Feeder | |
| Introduction | D-1 |
| Unpacking and Inspecting | D-2 |
| Installing the ADF | D-4 |
| Using the ADF | D-9 |
| Clearing Paper Jams | D-12 |
| Replacing the Mylar Guide | D-16 |
| Cleaning the ADF | D-19 |
| Removing the ADF | D-22 |

Getting Acquainted

Introduction

This chapter introduces you to the ScanJet Plus scanner. It describes the contents of the scanner and interface boxes, tells how to unpack your scanner and what to do if you find that anything has been damaged in shipment.

You'll also learn how to unlock the ScanJet Plus scanner and how to select a suitable site for scanning.



Unpacking and Inspecting

ScanJet Plus scanner components are shipped in two boxes. Check for damage while unpacking the scanner and the adapter kit boxes. If you notice any damage, notify the dealer or the HP sales office where you purchased the ScanJet Plus scanner and file a claim with the carrier.

Save all shipping and packaging materials in case you want to transport the ScanJet Plus scanner in the future.

You should find the following items in the scanner box:

- ScanJet Plus scanner
- Packing list (not pictured)
- Power cord
- Installation Guide

If you have received the *ScanJet Plus Installation Guide* in the scanner box, disregard it. All installation instructions for installing and using the ScanJet Plus scanner are included here in the *HP ScanJet Plus User's Guide*.

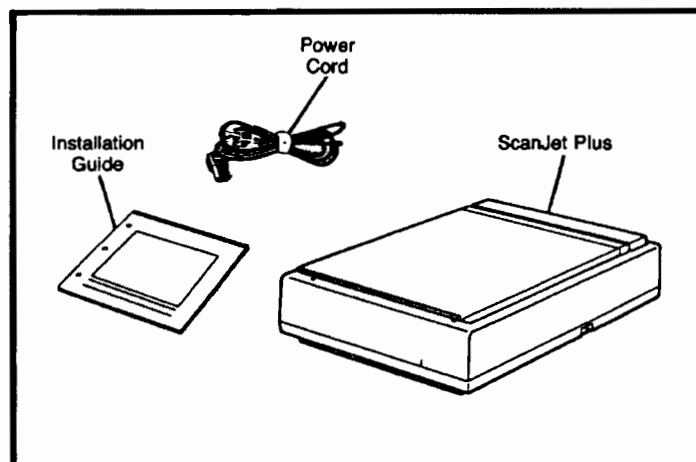


Figure 1-1. Contents of Scanner Box

1-2 Getting Acquainted

You should find the following items in the ScanJet Plus scanner interface kit.

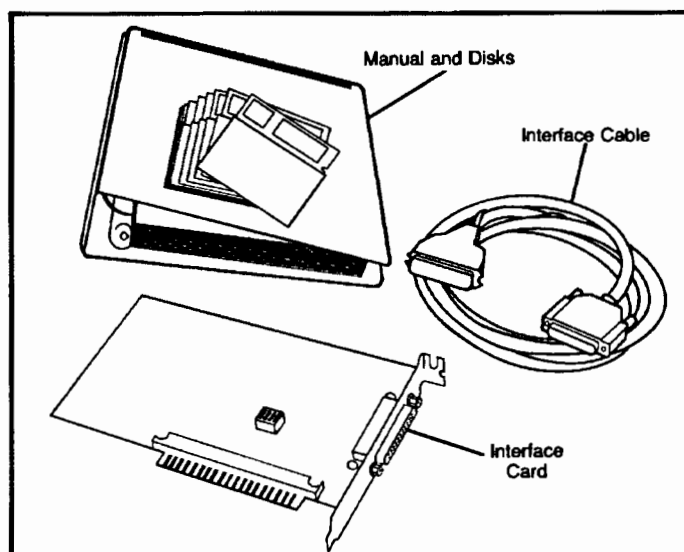


Figure 1-2. Contents of Interface Kit

About the Scanner and Interface Kit

To become familiar with the scanner and the interface card refer to these figures while following this guide.

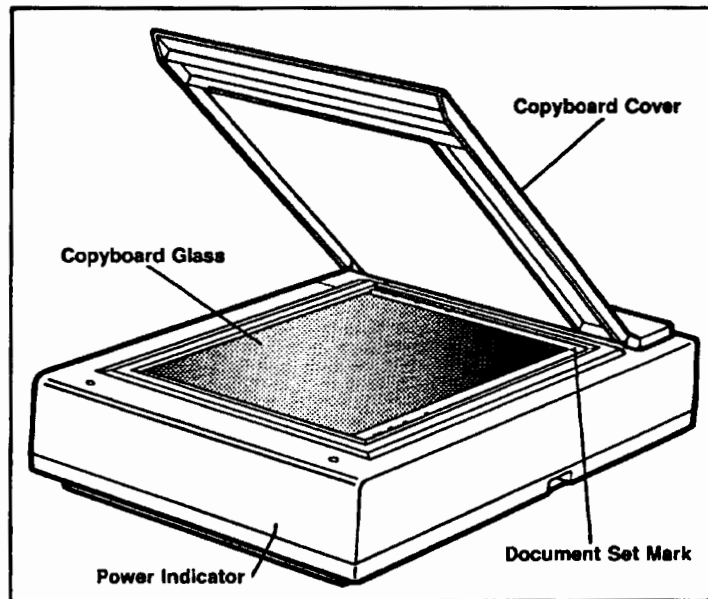


Figure 1-3. ScanJet Plus Scanner, Front View

Warning

To avoid electrical shock, do not remove the copyboard glass for any reason. If the glass breaks, the unplug the ScanJet Plus power cord immediately.

1-4 Getting Acquainted

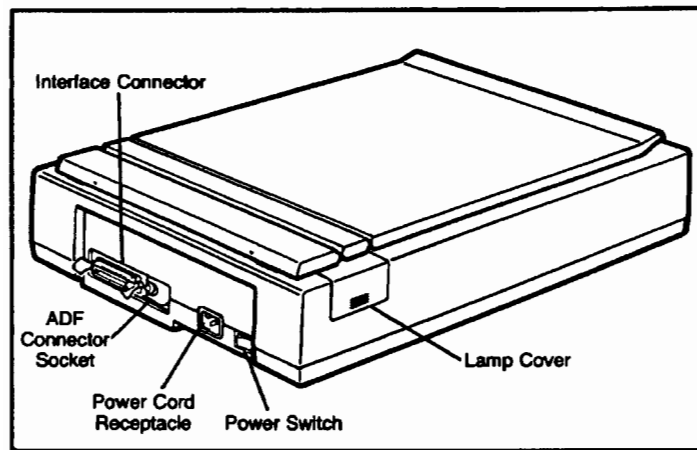


Figure 1-4. ScanJet Plus Scanner, Rear View

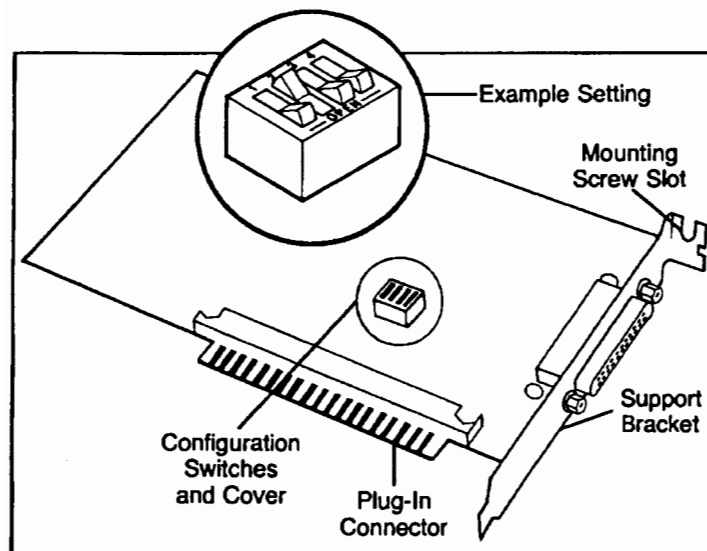


Figure 1-5. Interface Card for PC Computers

Unpacking the Scanner

Remove all packaging materials from the scanner, including the tape from the copyboard cover and any paper between the copyboard glass and the copyboard cover.

Unlocking the ScanJet Plus Scanner

| | |
|----------------|---|
| Caution | A locking mechanism secures and protects the scanner's internal mirror assembly during shipment. It must be unlocked before you can use the ScanJet Plus scanner. Failure to unlock the scanner can result in damage to the scanning mechanism. |
|----------------|---|

To unlock the scanner:

1. Tilt the scanner on end so that the underside of the scanner faces you.
2. Locate the release lever on the underside of the scanner.
3. Slide the release lever out from the scanner until the bottom of the release lever is even with the scanner body and you feel a click. See figure 1-6.
4. Return the scanner to its original position.

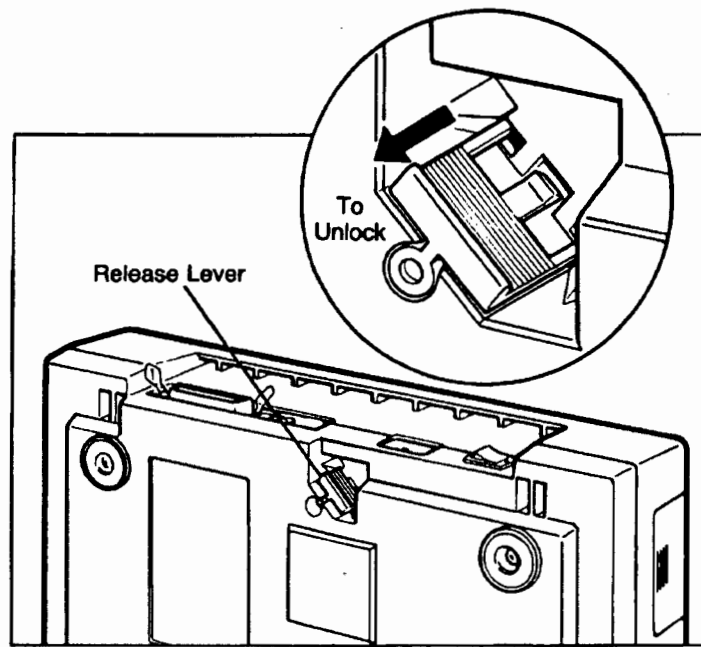


Figure 1-6. Unlocking the ScanJet Plus Scanner

Repacking the Scanner

The ScanJet Plus scanner is a delicate instrument and must be carefully packaged for shipping. If you transport or re-ship it, follow these steps:

1. Remove the automatic document feeder if you have one attached to the scanner.
2. Return the scanning bar to its home position by turning off the scanner, then turning on the scanner and waiting 10 seconds.
3. Turn off the scanner.
4. Disconnect the power cord from the electrical outlet.
5. Relock the scanner by tilting the scanner on end and sliding the release lever toward the scanner until you feel it lock. See figure 1-7.

Caution

It is important to relock the ScanJet Plus scanner before moving it. Failure to relock the scanner may cause damage to the scanning mechanism.

6. Repack the scanner in its original box with protective foam pads.

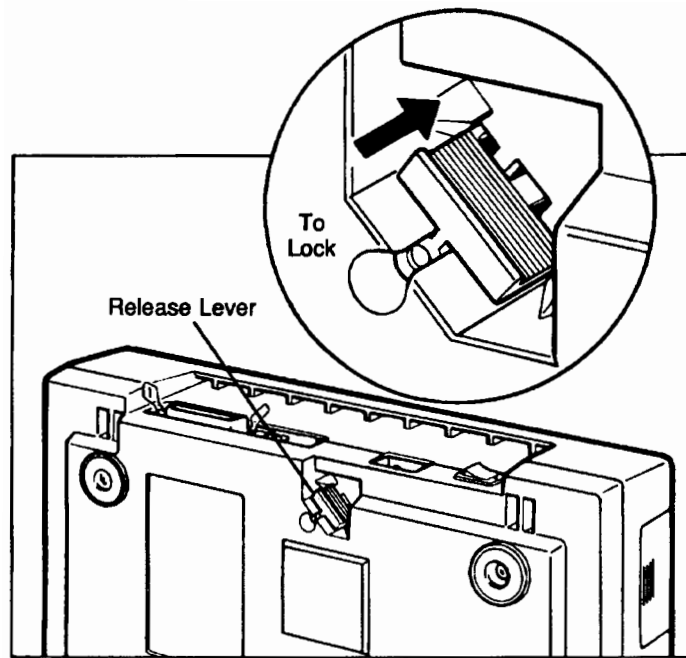


Figure 1-7. Relocking the ScanJet Plus Scanner

Selecting a Site for the ScanJet Plus Scanner

Choose a site for the scanner that meets the environmental and power requirements listed in appendix C. Here are some general guidelines:

- Use the ScanJet Plus scanner only within normal office temperature and humidity ranges.
- Keep the scanner out of direct sunlight.
- Install the scanner in locations free of constant vibrations.
- Place the scanner on a level surface.



Setting Up

Before you begin this chapter, make sure that you have everything you'll need to start scanning. To be sure you have the required hardware and software, refer to the pages in the front section of this guide that list the supported hardware and software for the ScanJet Plus scanner.

Although a mouse is not required, we recommend that you use one. The same is true about using a 20Mb or larger hard disk. Because the HP ScanJet Plus scanner is a high resolution 8-bit scanner, it can create large files. For example, a 5 × 7 inch photograph scanned at a resolution of 300 dots per inch and 8-bits per pixel requires over 3Mb of disk space.

To use your new HP ScanJet Plus scanner, you'll need to:

- Install the scanning software in your computer system.
- Set the switches on the interface card to a usable setting for your computer system.
- Insert the scanner interface card into an expansion slot in your computer.
- Connect the scanner to your computer with the interface cable provided in the interface kit.
- Turn on power to the scanner and your computer system.
- Test the installation of the scanner in your computer system.

This chapter shows you how to do each task in the best order for the easiest installation. If you have installed an interface card before, you may want to skim parts of this chapter. However, be sure to run the software installation program before installing the interface card because the program provides a listing of the correct settings for the switches on the interface card.

Installing the Software

To start the installation program:

1. Insert the ScanJet Plus Installation Disk into Drive A.

2. Type:

A:

3. Type:

SJSETUP

To install only the scanner test program without installing Scanning Gallery Plus, type: SJSETUP /S.

4. Follow the instructions that appear on the screen. If you need help, refer to the Software Installation Help booklet in the front pocket of the manual.

Setting the Switches

When the installation program is done, follow the steps below to set the configuration switches on the interface card to the setting suggested by the installation program.

1. Remove the interface card from its protective anti-static bag.

| | |
|----------------|--|
| Caution | The interface card, like most electronic components, is sensitive to static electricity. When removing the interface card from the anti-static bag, hold it by the top edge. |
|----------------|--|

2. Find the switches on the interface card.

If you need help finding the switches on the card, see figure 1-5.

3. Remove the plastic cover from the switches, if the cover is attached.

4. With a pencil or your fingers, set the switches to the positions suggested for your system in the installation program. See figure 2-1.

2-2 Setting Up

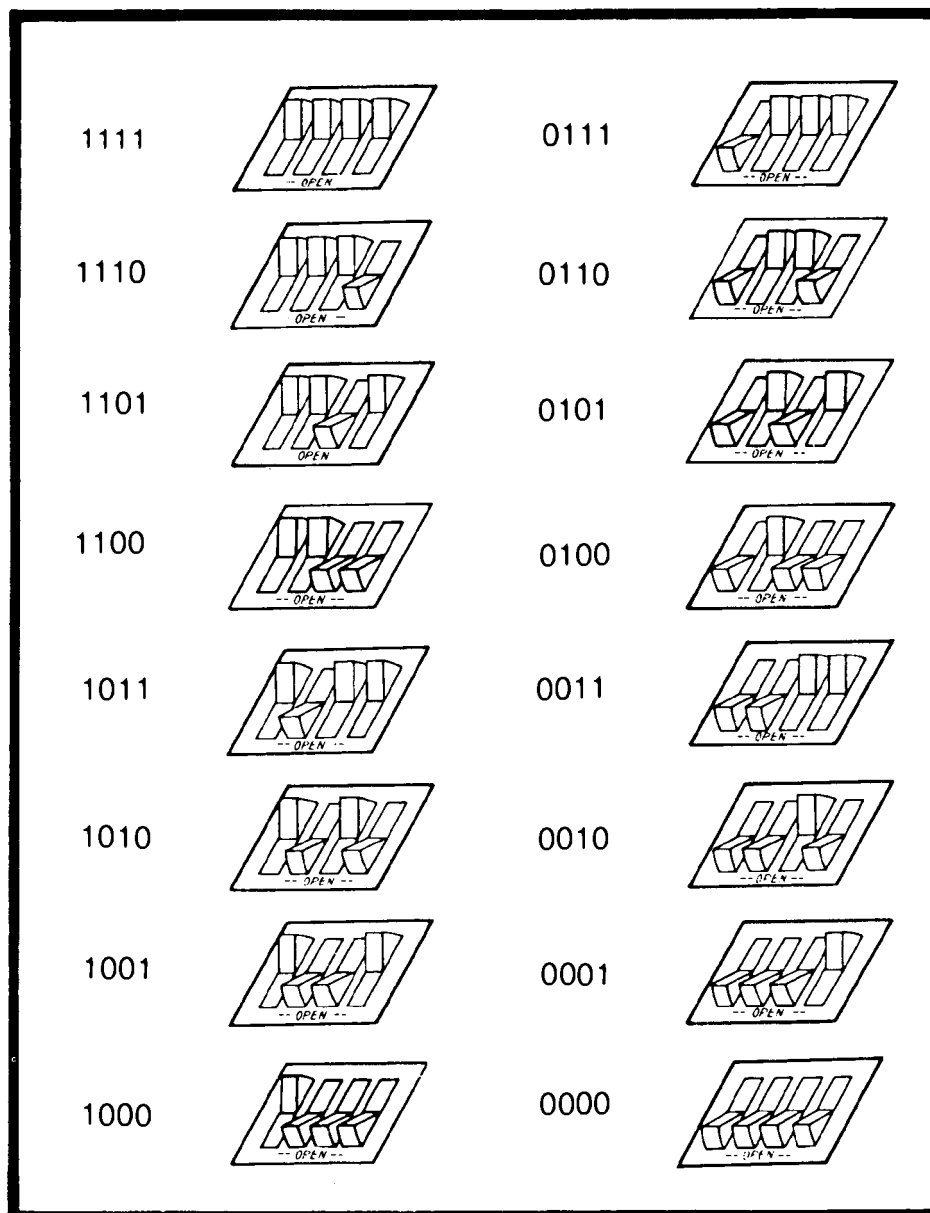


Figure 2-1. Examples of Switch Settings

Installing the Interface Card

In this section, you'll install the interface card in your computer.

Preparing Your Computer

To prepare your computer for the interface card:

1. Turn off your computer.
2. Unplug the computer system power cords from electrical outlets.

Warning **Unplug all power cords from your computer system before installing the interface card.**

3. Remove the top cover of your computer. (You may need to refer to your computer user's manual.) See figure 2-2.

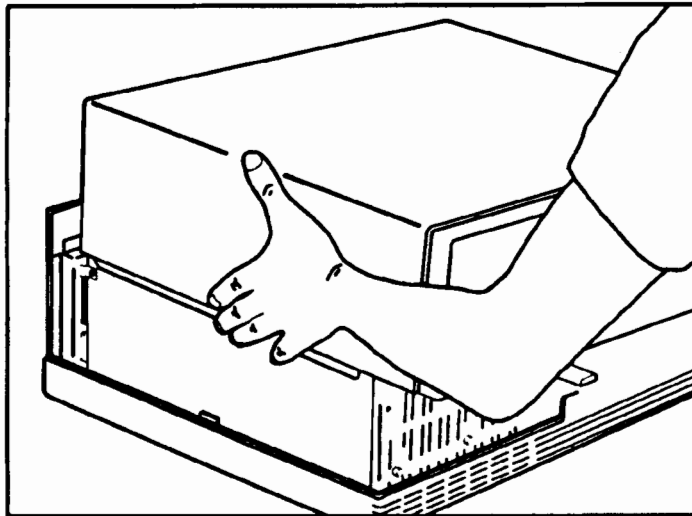


Figure 2-2. Removing the Cover

4. Choose any empty card slot, but preferably one with a short connector socket. See figure 2-3.

2-4 Setting Up

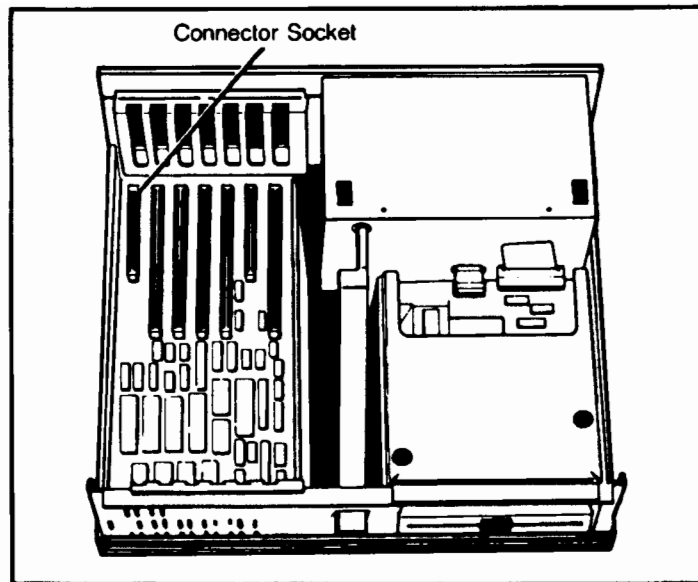


Figure 2-3. Accessory Card Slots

5. Remove the slot cover from the back of your computer by removing the screw which holds the slot cover in place. See figure 2-4.

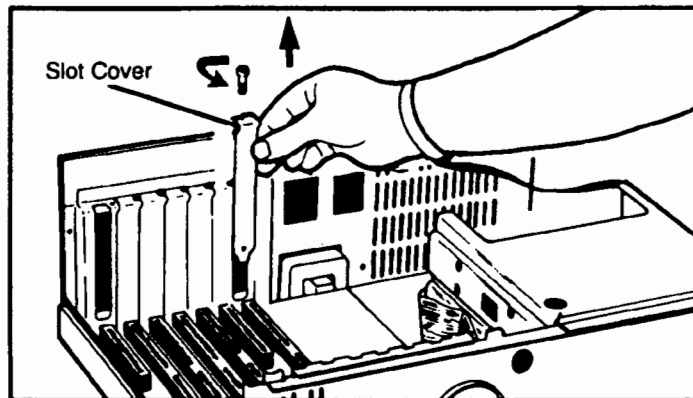


Figure 2-4. Removing the Slot Cover Screw

Save the screw—you will use it to secure the interface card in this slot. Also, save the slot cover in case you ever remove the interface card.

Putting the Interface Card in the Socket

To insert the interface card in your computer:

1. Position the interface card in your computer as shown in figure 2-5.

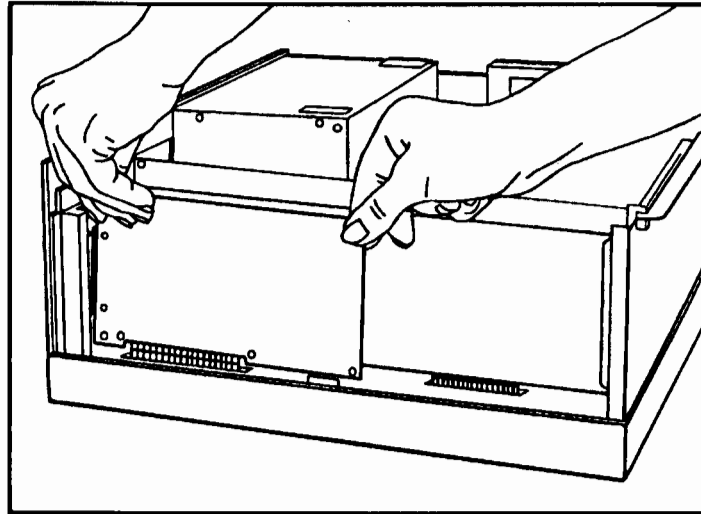


Figure 2-5. Installing the Interface Card

If you are having difficulty fitting the card in the slot, you may need to adjust the position of an adjacent slot cover or support bracket to allow more room for the card.

2. Insert the interface card into the connector socket and press the card down firmly.

Make sure the plug-in connector is seated into the connector socket.

2-6 Setting Up

3. With the slot cover screw, secure the support bracket of the interface card to the back panel of the computer, as shown in figure 2-6.

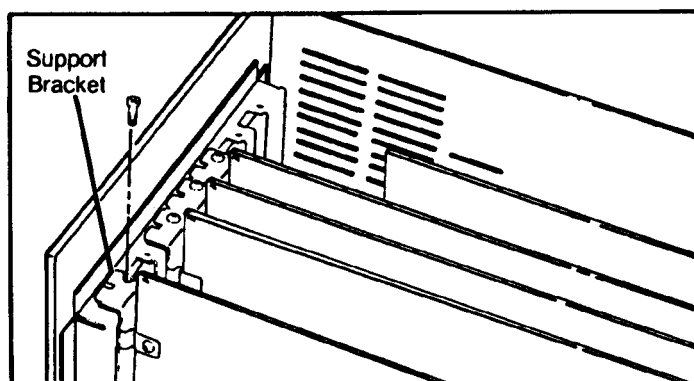


Figure 2-6. Replacing the Slot Cover Screw

4. Replace the computer top cover.

Connecting the Scanner to Your Computer

In this section, you'll connect the scanner to your computer with the interface cable. Then, you'll turn on the scanner and computer, and test your installation.

Connecting the Interface Cable

To connect the ScanJet Plus scanner to your computer:

1. Attach the smaller end of the interface cable to the connector on the scanner interface card that you installed. See figure 2-7.

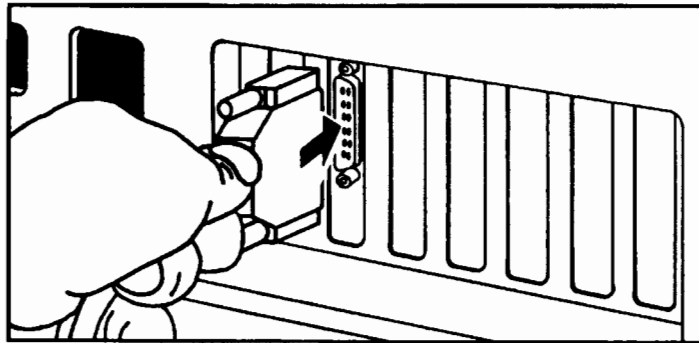


Figure 2-7. Connecting the Interface Cable to the Computer

2. Tighten the screws on the cable.
3. Attach the other end of the interface cable to the connector on the back of the scanner by pushing the wire loop connectors into the holders on the interface cable.

See figure 2-8.

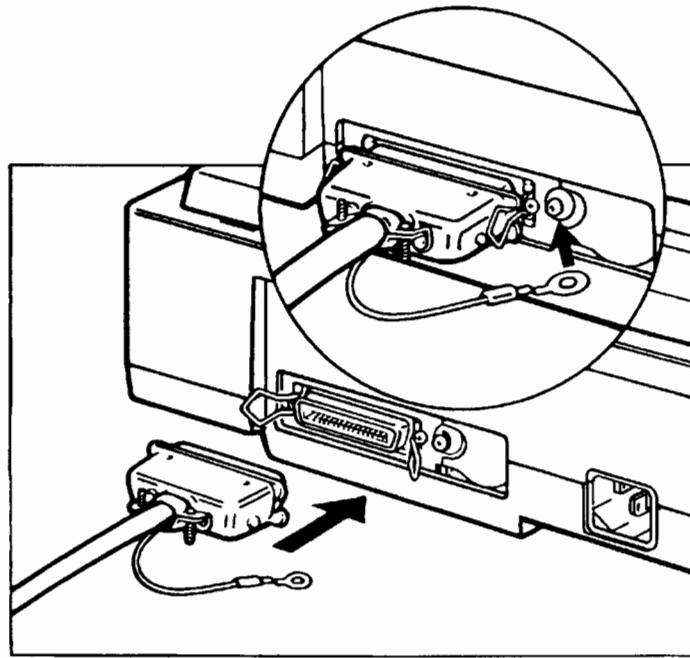


Figure 2-8. Connecting the Interface Cable to the Scanner

4. Remove the screw located to the right of the scanner connector, insert the screw into the loop end of the ground wire, and replace the screw in the scanner.

See the inset figure 2-8.

Turning on the Equipment

In this section, you'll turn on power to the scanner and your computer system.

Turning on the Scanner

To turn on power to the scanner:

1. Attach the power cord to the scanner. See figure 2-9.

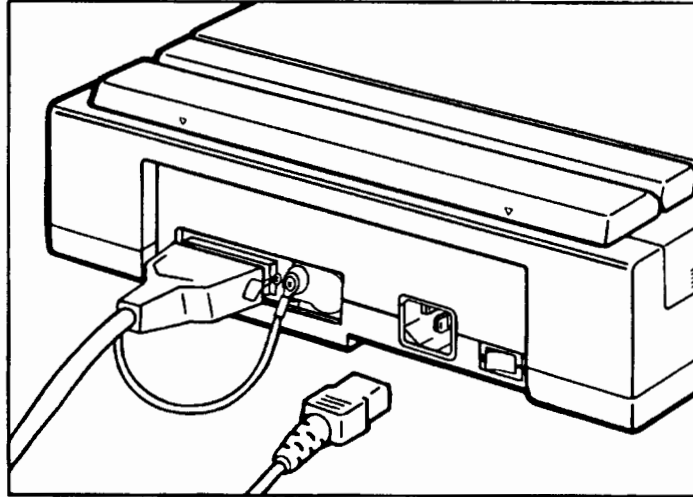


Figure 2-9. Connecting the Power Cord to the Scanner.

2. Plug the scanner power cord into an electrical outlet.

Caution

Make sure the mirror assembly is unlocked before the scanner is turned on. Refer to “Unlocking the Scanner” in chapter 1 for instructions. Damage to the scanner can occur if the scanner is turned on before the mirror assembly is unlocked.

3. Turn on the scanner power switch. See figure 2-10. The power indicator on the front side of the scanner should be lit.

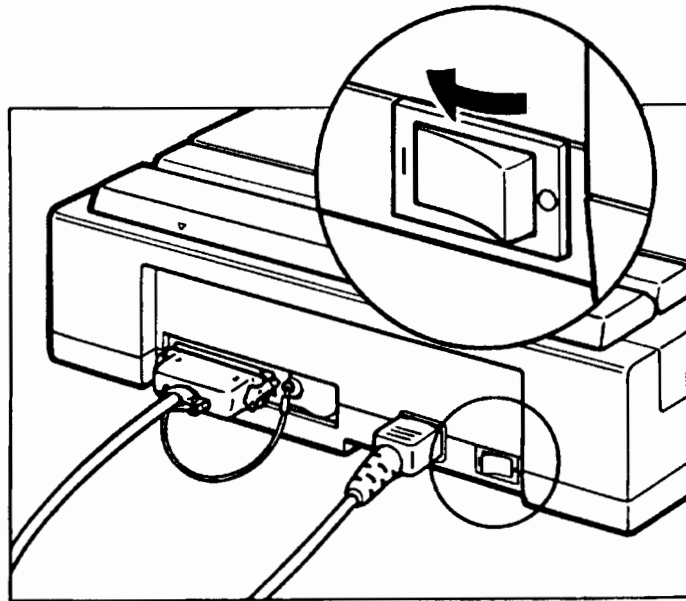


Figure 2-10. Turning On the Scanner.

Turning on Your Computer

To restart your computer system:

1. Plug your computer power cord into an electrical outlet.
2. Turn on any peripheral devices in your computer system.
3. Turn on your computer power switch.

(If you have a separate switch for your computer monitor, turn it on too.)

If your screen begins showing its usual start-up messages, and soon displays its expected system prompt, your installation is probably successful.

If your screen displays error messages or fails to display its usual system prompt or start-up messages within a minute, you may have a problem with the installation of the scanner. Refer to appendix A for help.

Testing Your Installation

Now you are ready to test whether the adapter and the scanner have been correctly installed.

Starting the Scantest Program

You'll use the **Scantest** program to test your installation and your scanner. The program can be used any time to test the scanner should you ever think it is broken or performance is diminished. For convenience, the program can be run from Scanning Gallery Plus or from Microsoft Windows. The Scantest program can also test an automatic document feeder (ADF), if you have one attached to your scanner.

To run Scantest, find the installation choice from the left column of the table below that applies to your situation and follow the instructions across from it in the right column. Then, follow the instructions on your computer display.

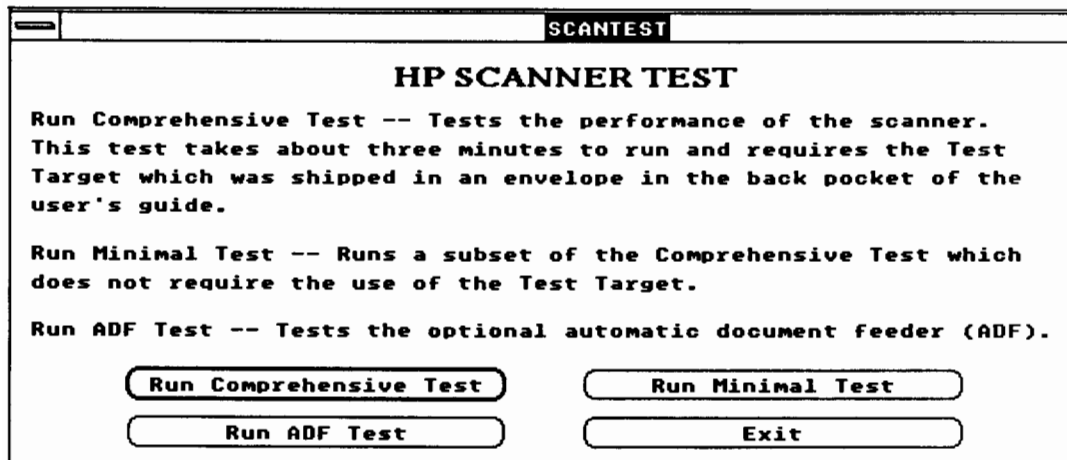
| Installation Choices | Instructions for Running Scantest |
|--|---|
| 1. With Microsoft Windows 2.1 installed. | 1. Type: CD \SCANGAL 2. Type: WIN 3. Double-click SCANTEST.EXE |
| 2. With a run-time version of Windows installed. | 1. Type: CD \SCANGAL 2. Type: SCANGAL 3. Scanning Gallery Plus has two windows: the Scanner Window and the Image Editor Window. From the Scanner Window: (a) Click the File menu. (b) Click Run Scantest . |
| 3. With the SJSETUP /S option chosen. | 1. Type: CD \SCANTEST 2. Type: SCANTEST |

Here are some notes to help you with the table and the Scantest program:

- The instructions in the table assume the default selections.
- The instructions assume you are starting from the root directory of the drive that you chose in the installation program.
- If you choose Installation Choice 1 from the left column of the table, the instructions assume that your AUTOEXEC.BAT file includes a path to the directory of your Windows files.
- If you choose Installation Choice 2 from the left column of the table, you will run the Scantest program from Scanning Gallery Plus. If you need additional instructions for starting or using Scanning Gallery Plus, refer to the first sections of chapter 3.

Using the Scantest Program

When the Scantest program begins, you should see a window like this one:



Choosing One of the Tests

The Scantest program has three different tests. In most cases, choose **Run Comprehensive Test** to test the scanner. If you have an automatic document feeder with your scanner, run the ADF test too.

If you select the Comprehensive test, you'll need to use the Test Target in the back pocket of this guide. When removing the Test Target from the protective envelope, handle it by the edges because fingerprints on the surface of the target can cause the scanner to send inaccurate information to the Scantest program.

Using the Test Target

When placing the Test Target on the copyboard glass, place it squarely against the scaled frame of the copyboard with the image of the kitten against the glass. The **V** on the back of the Test Target should be placed adjacent to the orange **V** mark on the copyboard. See figure 2-11.

Also, when you are done with the target, be sure to place it back in the envelope. If you should lose the target, you can select **Run Minimal Test** to determine whether the scanner is performing correctly.

If your installation fails a test, messages on your screen will direct you to instructions in this guide to correct the problem. If a problem persists, call the dealer or the Hewlett-Packard sales office where you purchased the scanner.

After Completing the Test

Although the Scantest program checks the scanner for possible problems, the best test is your first scan.

If you are ready to learn how to scan, begin reading the next chapter, "Learning Scanning Gallery Plus." Or, if you want to try using the software now, use the Quick Reference Guide for a quick overview. For detailed reference information about Scanning Gallery Plus, refer to chapter 4.

2-14 Setting Up

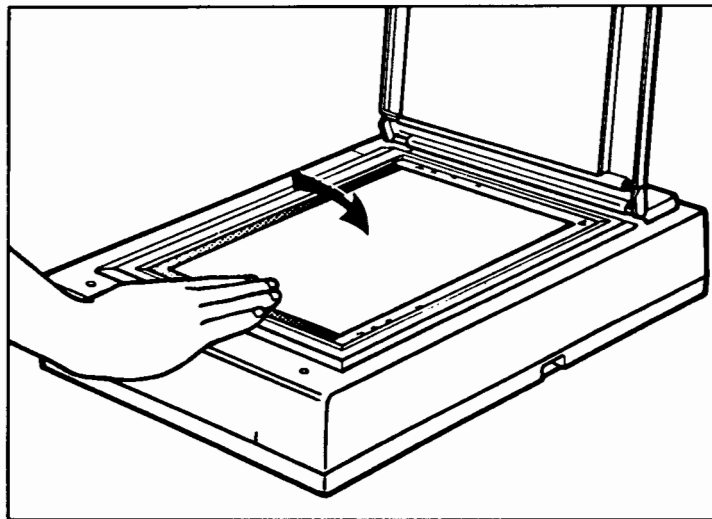
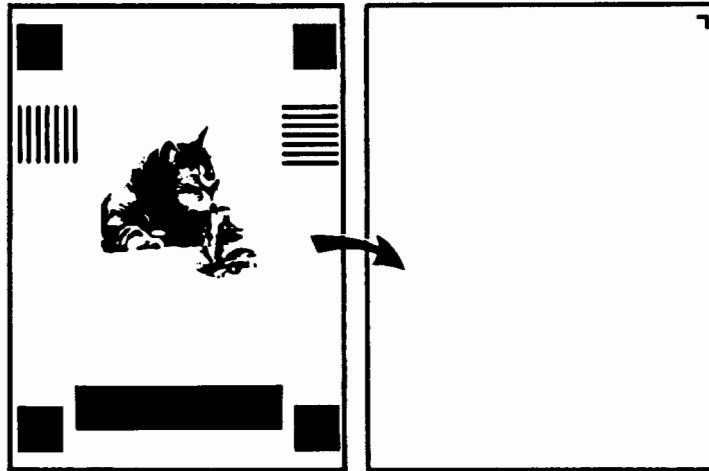


Figure 2-11. Placing the Test Target on the Copyboard

Learning Scanning Gallery Plus

Scanning Gallery Plus runs under a windowing system in addition to your computer operating system. To move around within windows and Scanning Gallery Plus, we recommend that you use a mouse. The three sessions in this chapter include instructions for using a mouse. See appendix B for keyboard instructions.

In this session you will:

- Start Scanning Gallery Plus.
- Practice using a mouse.
- Identify the Scanning Gallery Plus windows.
- Scan line art.
- Scan a picture with shades of gray.
- Print an image.



Starting Scanning Gallery Plus

You can start Scanning Gallery Plus from Microsoft Windows version 2.1 or from the run-time version of Microsoft Windows.

To start Scanning Gallery Plus with Microsoft Windows:

At the DOS prompt (C>), type:

WIN SCANGAL

If this does not start Scanning Gallery Plus, then do the following:

1. Type:

CD\WINDOWS

2. Type:

WIN

3. Move the pointer to SCANGAL and quickly press and release the left mouse button twice.
4. Move the pointer to SCANGAL.EXE and quickly press and release the left mouse button twice to open Scanning Gallery Plus.

To start Scanning Gallery Plus with the run-time version of Microsoft Windows:

1. At the DOS prompt (C>), type:

CD\SCANGAL

2. Type:

SCANGAL

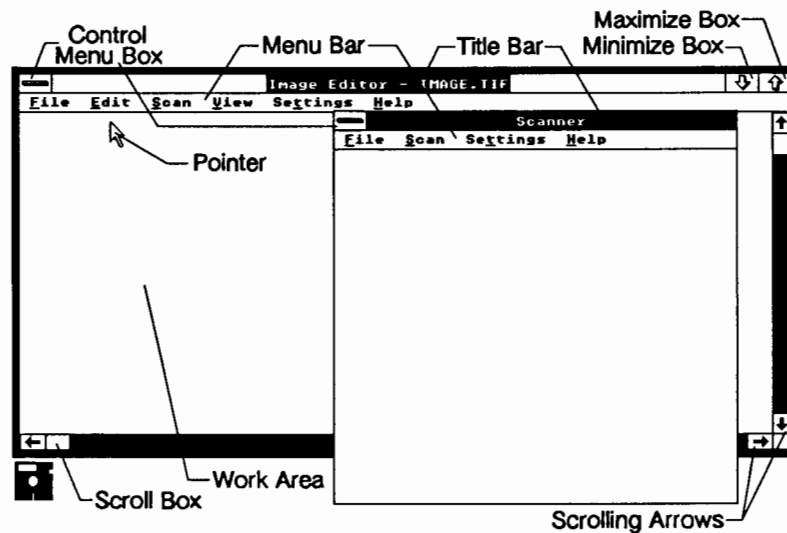
3-2 Learning Scanning Gallery Plus

The Scanner and Image Editor Windows

When you open Scanning Gallery Plus, two Windows are displayed. The larger window is the Image Editor which is used to edit scanned images. The smaller window (on the right) is the Scanner window which you use to scan images, then save to a file on a disk.

Usually, the Scanner window and the Image Editor window are displayed at the same time. Move the pointer to the window that you want to use and click the mouse button. That window is “active” and comes to the front of the display.

For example, to use the Image Editor window, move the pointer anywhere on the window and click. The Scanner window is now behind the Image Editor window (you can see just the bottom of the Scanner window). Move the pointer on the portion of the Scanner window that you see and click to make it the active window. If you don't see the Scanner window you can click **Scanner** in the Scan menu of the Image Editor window and the Scanner window will toggle to the front. You can also click on the up arrow in the top right box to bring both windows back onto the screen.



Using a Mouse

If you are not familiar with using a mouse, we suggest that you do the following short exercise. This exercise is designed to quickly acquaint you with the basic concepts of using a mouse.

If you know how to use a mouse, go on to “Selecting a Command.”

The Pointer

When you start Scanning Gallery Plus, notice that a “pointer”—usually in the form of an arrow—appears on the screen. This pointer indicates your position. You move the pointer around the screen to select commands and manipulate the size, position, and status of the window.

Moving the Pointer

In this exercise you will practice moving the pointer with the mouse.

1. Place the palm of your hand over the mouse with your forefinger and middle finger resting lightly on the mouse buttons. Now, move the mouse to your right.

Notice how the pointer also moves to the right.

2. Move the mouse upward. The pointer moves toward the top of your screen as you move the mouse.

If you run out of room on your desk top while moving the mouse, simply lift up the mouse and place it back down where you have more room. Then you can begin moving it again.

Here is some terminology related to working with a mouse. We refer to only the “left” mouse button because Scanning Gallery Plus uses only the left mouse button. If your mouse has only one button, that button acts as the “left” button.

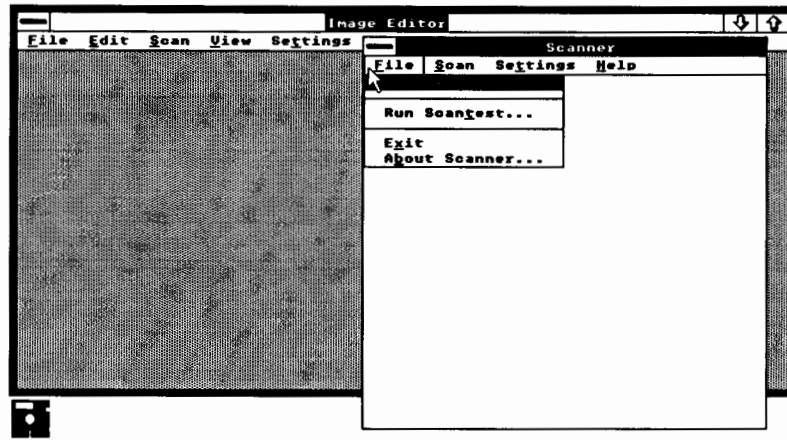
Mouse Terminology

| Term | Action |
|--------------|--|
| Point | Move the mouse until the pointer is where you want it. |
| Press | Hold down the left mouse button. |
| Click | Quickly press and release the left mouse button. (Usually used to select an item.) |
| Drag | Hold down the left mouse button while moving the mouse. |
| Double-click | Click the left mouse button twice in rapid succession. (Usually used to open an item.) |
| Release | Let go of the mouse button. |

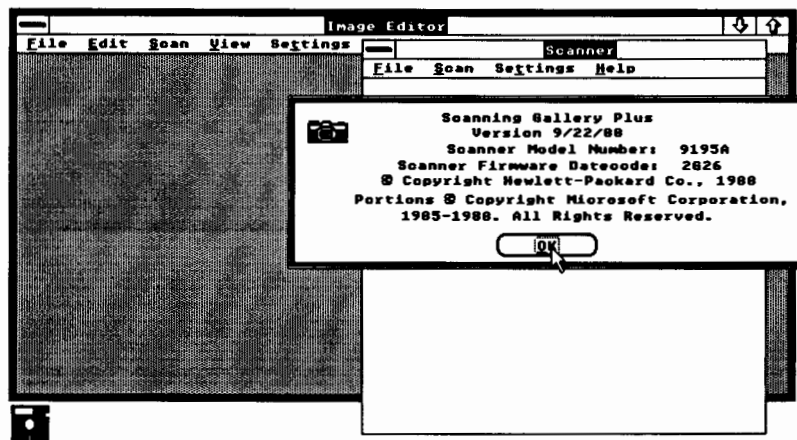
Selecting a Command

If your scanner is not on, turn it on now.

1. Click File on the Scanner window.



2. Click About Scanner ...



3. Click OK.

3-6 Learning Scanning Gallery Plus

Review

You have learned to use the mouse and to maneuver within the Scanning Gallery Plus windows. These exercises have prepared you for scanning an image and working with the Image Editor in Scanning Gallery Plus.

The next two sessions use terminology relating to choosing a menu, selecting a command, or selecting a button in a dialog box. The following table defines each task.

| Term | Action |
|-----------------------------------|--|
| Choose menu | Move pointer to menu name and click mouse button |
| Select command from menu | Move pointer to a command and click mouse button |
| Click OK on dialog box | Move pointer to OK and click mouse button |
| Click Cancel in dialog box | Move pointer to Cancel and click mouse button |

Scanning Line Art

In this session you use the Scanner window to scan line art and the Image Editor window to make changes to the line art you scanned.

The tasks that you will accomplish in this session are:

- Preview Scan an image.
- Select area for an Image Scan.
- Select a final size.
- Scan the final image.
- Edit the image.
- Print the image.



Illustration by Bryan Friel

Preview Scan

Preview Scan allows you to scan an image, then select an area from that image as your final image.

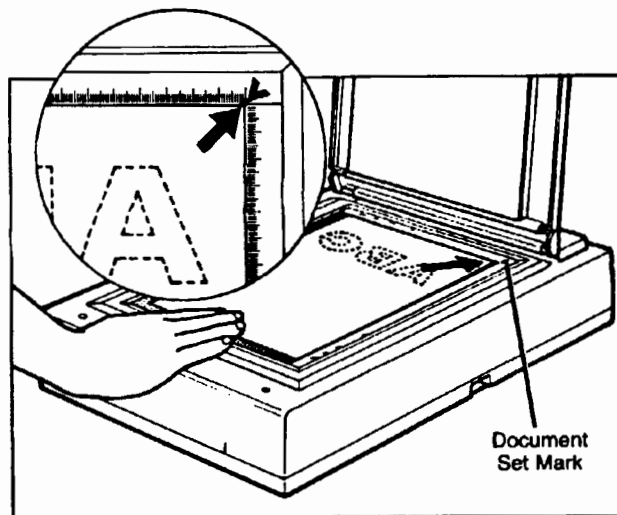
Remove the sample line drawing on the previous page.

To Preview Scan:

1. Turn on the scanner. The switch is on the back side of the scanner.
2. If you have not started Scanning Gallery Plus, start it now.

If you need help starting Scanning Gallery Plus, see “Starting Scanning Gallery Plus” at the beginning of this chapter.

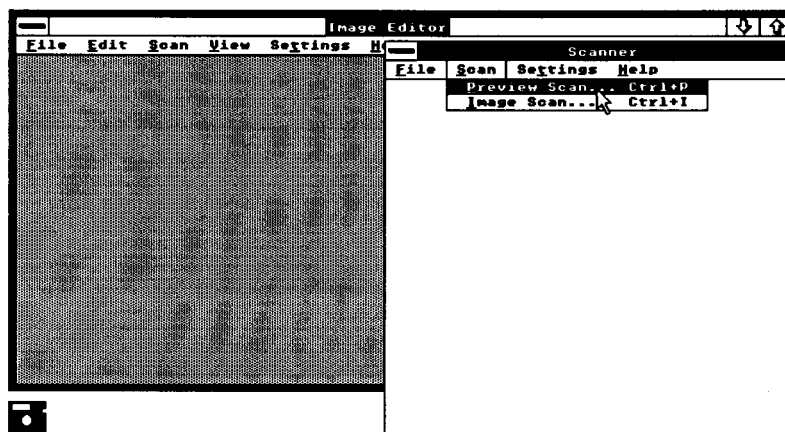
3. Lift the copyboard cover and place the line drawing face down as shown in the following example.



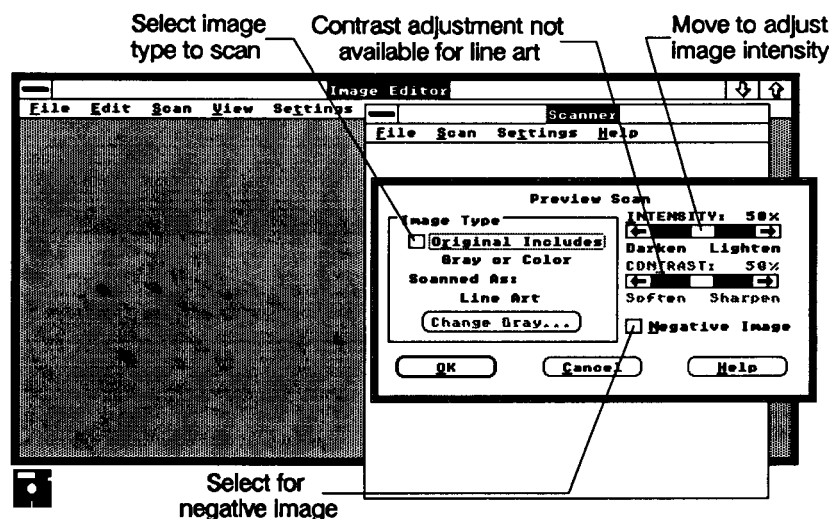
Setting a Document on the Copyboard Glass

When you place the drawing in the scanner, be sure that it is placed squarely on the copyboard glass. If it is not, the image will be crooked on your screen. Do not remove the drawing from the scanner until you complete all scans.

4. Choose **Preview Scan** from the **Scan** menu. (This command is in the **Scan** menu in the **Scanner** window.)



5. The **Preview Scan** dialog box is displayed.



If you are using a ScanJet scanner (not the ScanJet Plus scanner), the Intensity levels are displayed as **Darken** or **Lighten** buttons. Also, the contrast adjustment is not available.

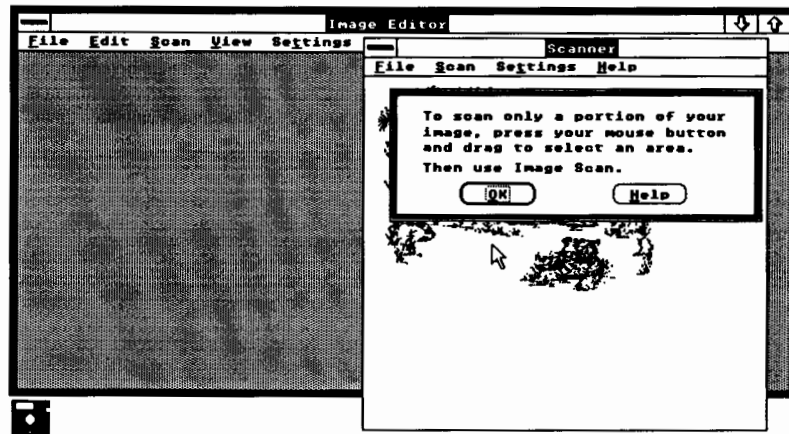
3-10 Learning Scanning Gallery Plus

6. Click OK to begin scanning.

The scanner begins scanning your image. The pointer changes to an hourglass and changes back to a pointer when the scan is complete.

A scaled-down image is displayed in the Scanner window.

7. Click OK in the prompt box.

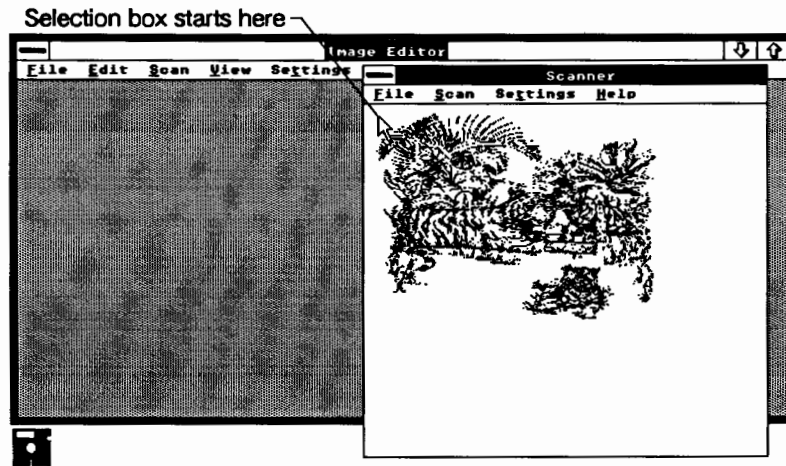


Using the Selection Box

Now that a scanned image is shown in the work area, select a portion of the image by making a selection box.

To make a selection box:

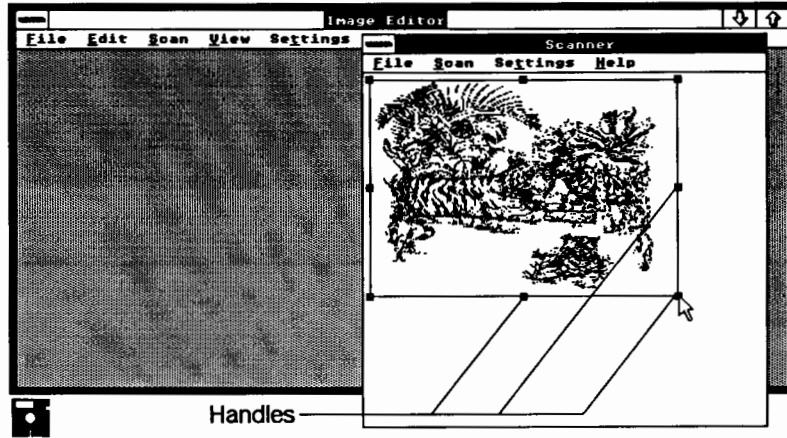
1. Move the pointer to the position shown in the following screen.



2. Drag the mouse down and to the right. As you move the mouse, the selection box appears and follows the movement of the pointer.

3. When the box surrounds the area that you want for the Image Scan, release the mouse button.

If you move the pointer outside the selection box and click, the box disappears. Begin again from step 1 to start the selection box.



You can adjust the size of the selection box or move the selection box to include or exclude areas.

Adjusting the Size of the Selection Box

Place the pointer on a side handle of the selection box. Press the mouse button and move the mouse. The size of the box changes as you move the mouse. When you place the pointer on a corner handle, the size of the box changes in two directions.

Moving the Selection Box

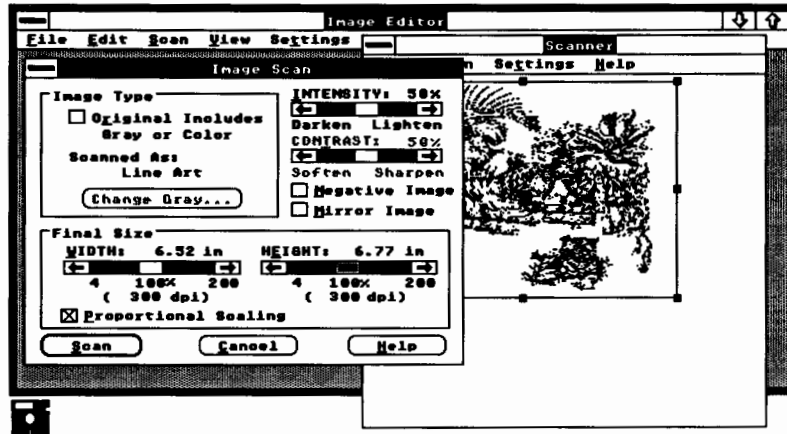
Place the pointer inside the selection box. Press the mouse button and move the mouse in any direction. The box moves as you move the mouse.

Image Scan

Now you'll do a high-resolution scan of the area enclosed by the selection box.

1. Choose **Image Scan** from the Scan menu.

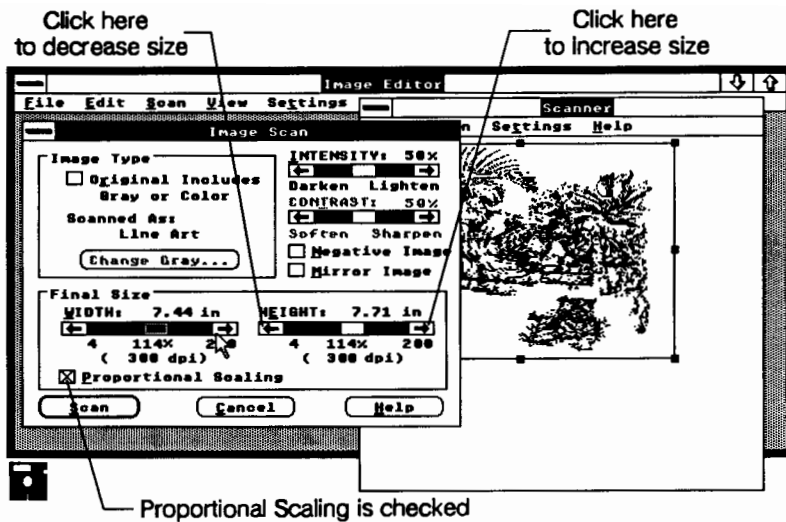
The Image Scan dialog box is displayed.



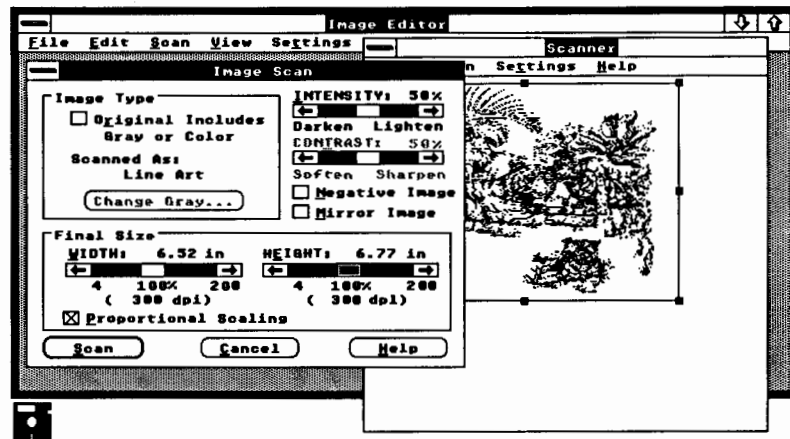
2. Now select the size you want for the final image. Click on the scroll bar arrows until the height and width dimensions are approximately equal to the ones shown in the following illustration. You also can adjust the height and width by dragging the scroll box (the rectangle inside the scroll bar) to a new position.

The Proportional Scaling box allows you to choose between proportional scaling and non-proportional scaling. When the box is checked, proportional scaling is selected.

When proportional scaling is selected, the height and width dimensions maintain proportion when either is changed. When non-proportional scaling is selected, height and width can be changed independently.



3. Click Scan. The Save Image dialog box is displayed.



4. Type the name of the file.
5. Click OK to begin the Image Scan.

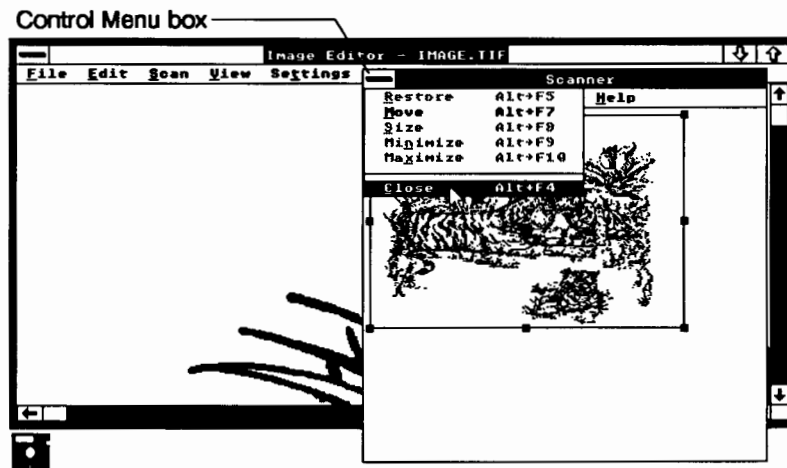
When the scan is complete, the image file is displayed in the Image Editor and is saved as a .TIF file on your hard disk.

Closing the Scanner Window

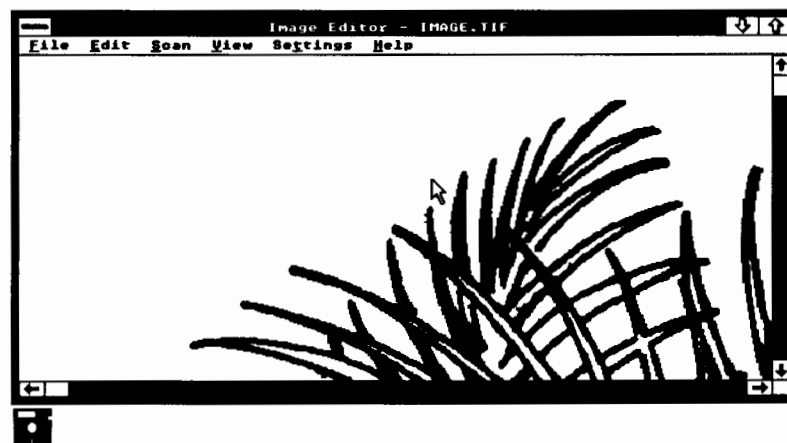
Now that you have a copy of the image in the Image Editor window and on the disk, you are going to close the Scanner window.

To close the Scanner window:

1. Click the Control menu box in the Scanner window.



2. Click Close.



Editing the Image

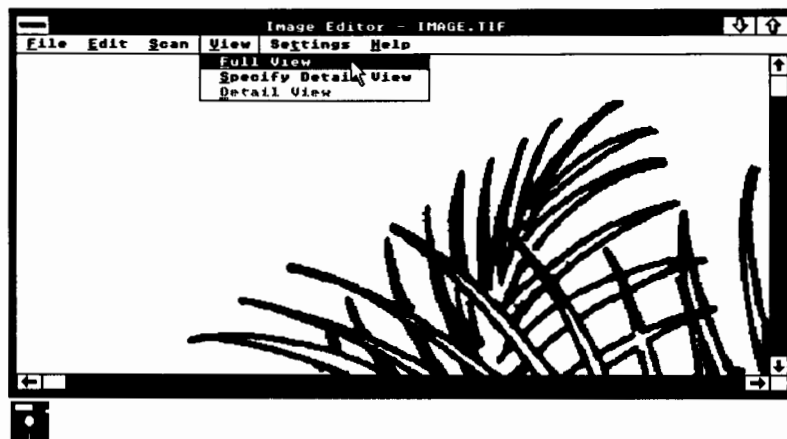
Once you have scanned an image, you may find certain areas on the image that you want to cut or copy, then paste into another area. Or, you may want to keep just a portion of an image. You perform these operations in the Image Editor window. In the next exercise, you're going to cut out a portion of the image and paste it into another area.

Changing the View

When the image is placed in the Image Editor window, it is displayed in Detail View. To work on the whole image, select Full View.

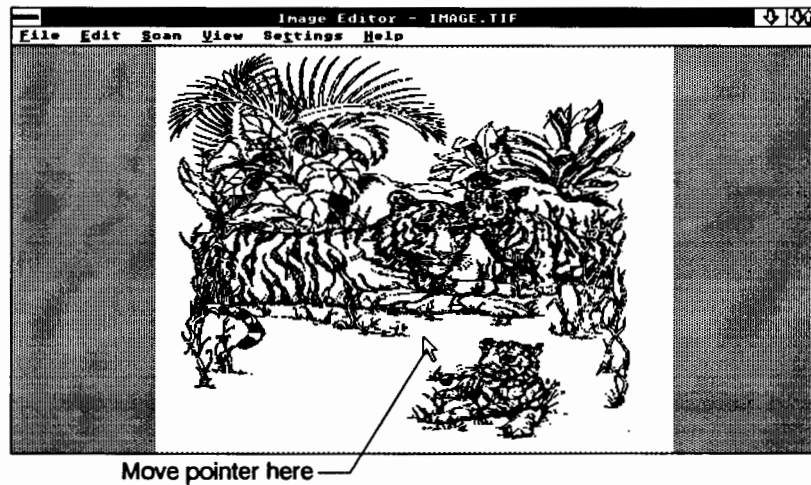
To change the view:

1. Choose **Full View** from the **View** menu.



To edit an image:

1. Move the pointer to the area shown in the following screen.

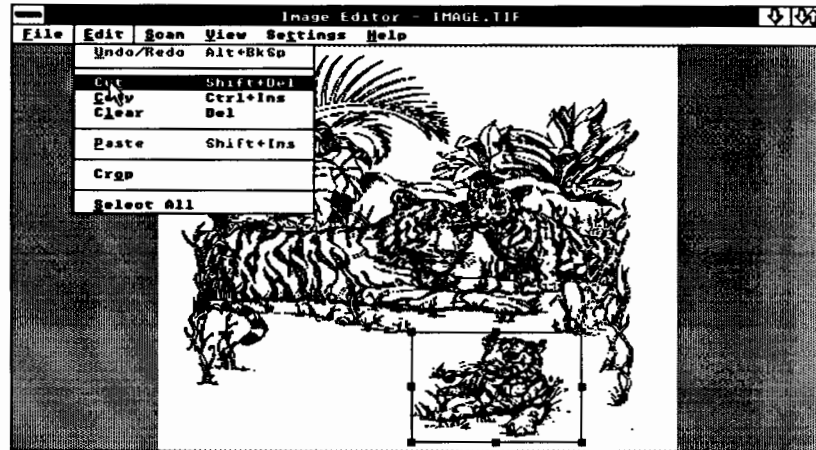


2. Drag the selection box to enclose the area shown in the following screen.

The selection box works the same in the Image Editor as it does when you select an area for a Image Scan in the Scanner window.

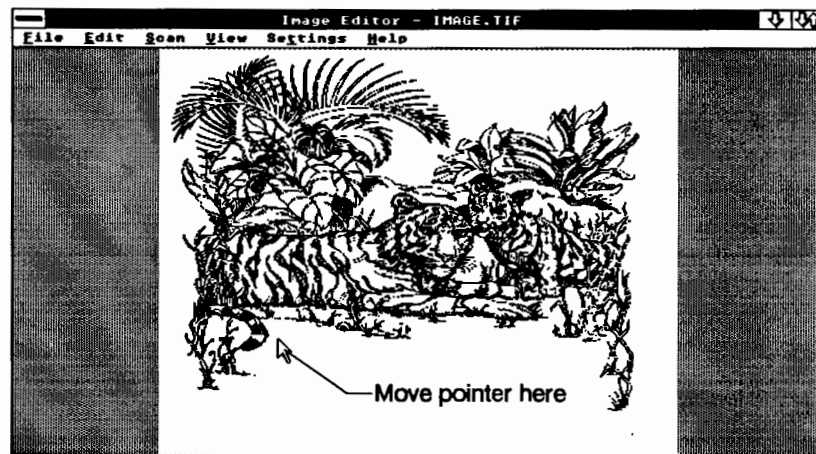


3. Choose Cut from the Edit menu.



When you cut or copy a portion of an image, that portion is placed into the Clipboard. The Clipboard is used to hold information being copied or moved. When you do a Paste operation, the portion in the Clipboard is pasted to the area that you selected. It also remains in the Clipboard until you cut or copy again.

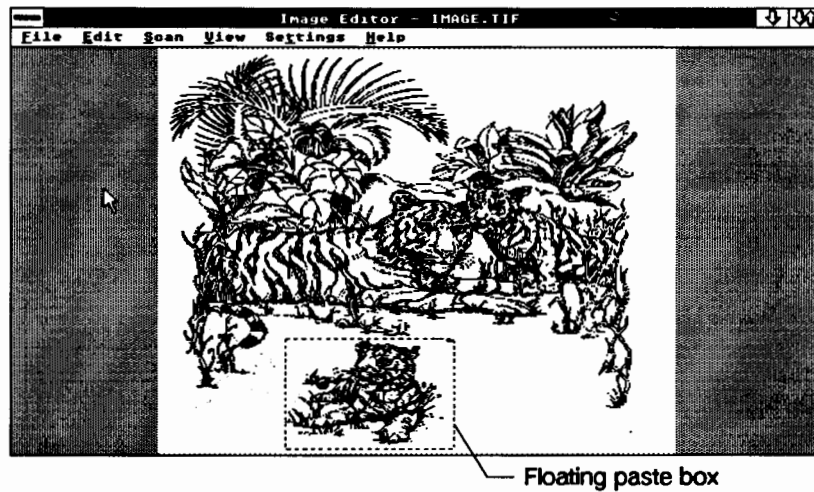
4. Move the pointer to where the image is to be pasted and click.



5. Choose **Paste** from the Edit menu.



When you select **Paste**, the portion of the image that you cut in step 3 is pasted from the tip of the pointer, down and to the right. The pasted image is surrounded by a dotted-line box called a floating paste box.



Moving the floating paste box

Move this box to place the pasted image exactly where you want it on the image in the Image Editor window. When you move it, it changes to a filled box. You can move it as often as you like until you have the area exactly where you want it.

To move the floating paste box:

1. Click inside the floating paste box.
2. Move the mouse and the floating paste box moves. The pointer changes to an hourglass while waiting for the filled box to come up.



3. Release the mouse button when the box is where you want it.



4. Repeat steps 1 through 3 until the image is exactly where you want it.
5. Click outside the floating paste box. The image area is anchored and the floating paste box is gone.



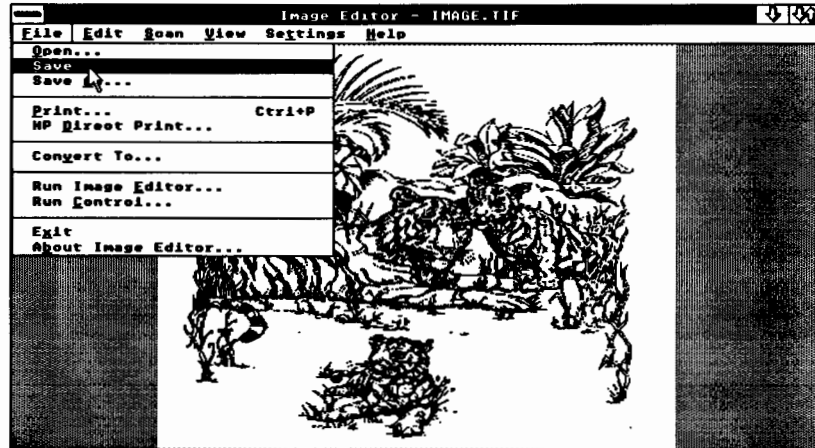
Saving the Image

Finally, when the image is exactly as you want it, save it to the disk once again. You can save it under the same name you used for the Image Scan, or you can give the image a new name.

To save to the same file name:

1. Choose **Save** from the File menu.

The file is automatically saved to the name that you typed for the final scan.

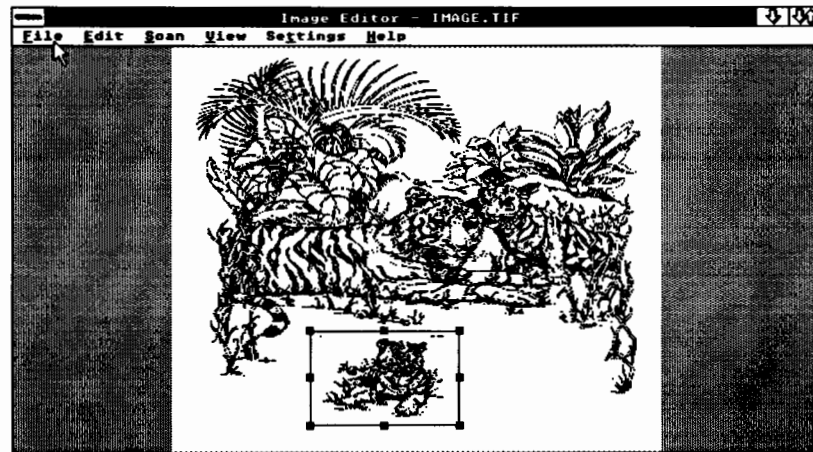


Printing the Image

To see what the image looks like on paper, print it.

To print a selected portion of the image:

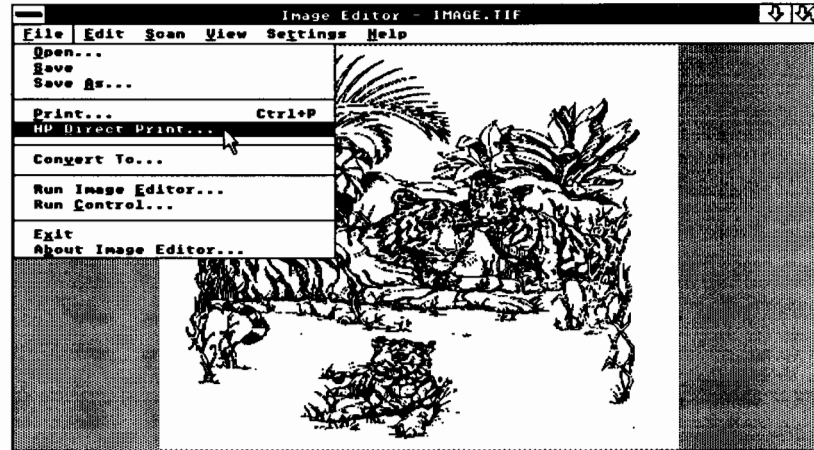
1. Make a selection box around the baby tiger.
2. Select **Print** from the **File** menu. (If you have a Hewlett-Packard printer you can choose the HP Direct Print command for faster printing.)



3. From the **Print** or **HP Direct Print** dialog box, click **Selected Portion of Image**.
4. Click **OK** to begin printing.

To print the entire image:

1. Choose **Print** from the File menu.
2. Select **All of Image** in the printer dialog box. To print large images on 300 dpi laser printers, additional memory in the printer may be needed.



3. Click **OK** to begin printing.

Summary

Here are the steps for scanning and editing line art with Scanning Gallery Plus:

Scanner Window

1. Place a drawing face down on the copyboard glass.
2. Choose **Preview Scan** from Scan menu.
3. Click **OK** to begin Preview Scan.
4. Make a selection box.
5. Choose **Image Scan** from Scan menu.
6. Click **Scan**.
7. Name the image.
8. Click **OK** to begin the Image Scan.
9. Close the Scanner window.

Image Editor Window

1. Choose **Full View** from View menu.
2. Select an area to cut.
3. Choose **Cut** from Edit menu.
4. Select an area to paste to.
5. Choose **Paste** from Edit menu.
6. Move the floating paste box to correctly place the cut area of image.
7. Move pointer out of the floating paste box and click to anchor area.
8. Choose **Save** from File menu to update image file.
9. Print the image.

Scanning a Picture

The last session explained how to scan line art. In this session you will scan a picture—an image with shades of gray.

In this session you will:

- Select an image area.
- Size the image.
- Change the dither pattern.
- Edit the image.
- Print the image.

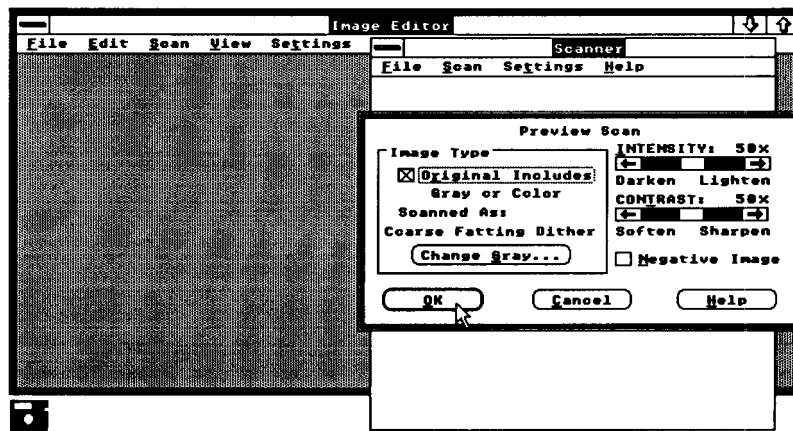
Scanning the Picture

To Preview Scan:

1. If the Scanner window is not open, choose **Scanner** from the Scan menu in the Image Editor window.
2. Lift the copyboard cover and place the picture of the tiger face down.
3. Choose **Preview Scan** from the Scan menu in the Scanner window.

The Preview Scan dialog box appears.

4. Click **Original Includes Gray or Color**.



5. Click **OK** to begin scanning.
6. Click **OK** in the prompt box.



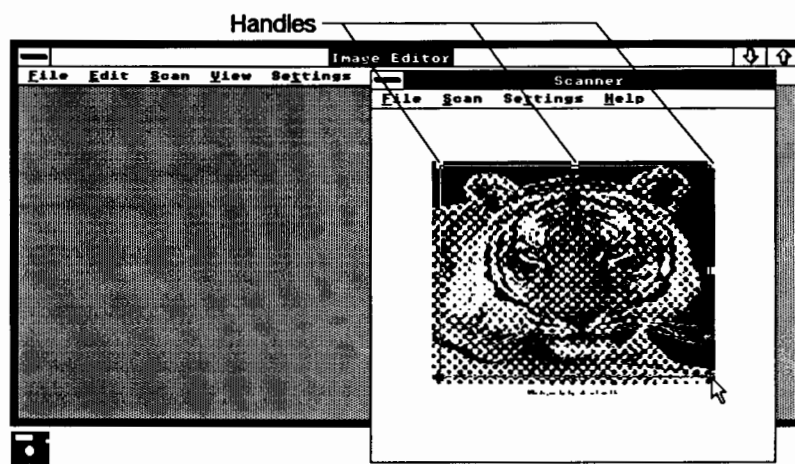
Photography by Steve Castillo

Selecting the Image Area

After completing the Preview Scan, select an area of the image in the work area for your final image.

To select an Image Area:

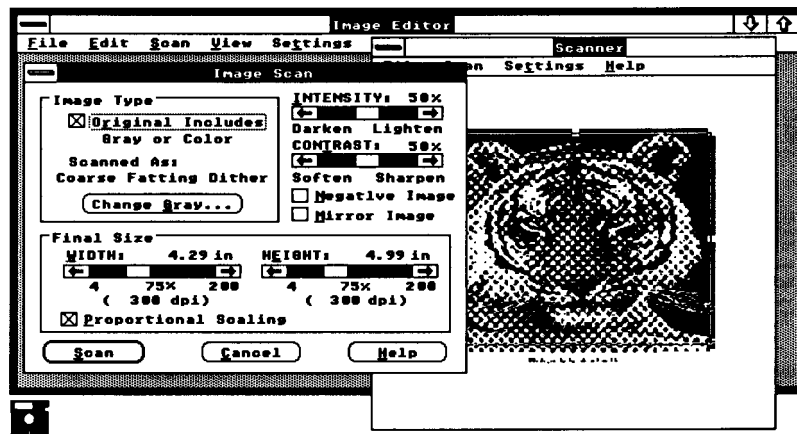
1. Use the selection box to select the area shown in the following screen.



If you need help, see “Using the Selection Box” in this chapter.

2. Choose **Image Scan** from the **Scan** menu.

The **Image Scan** dialog box is displayed on your screen.



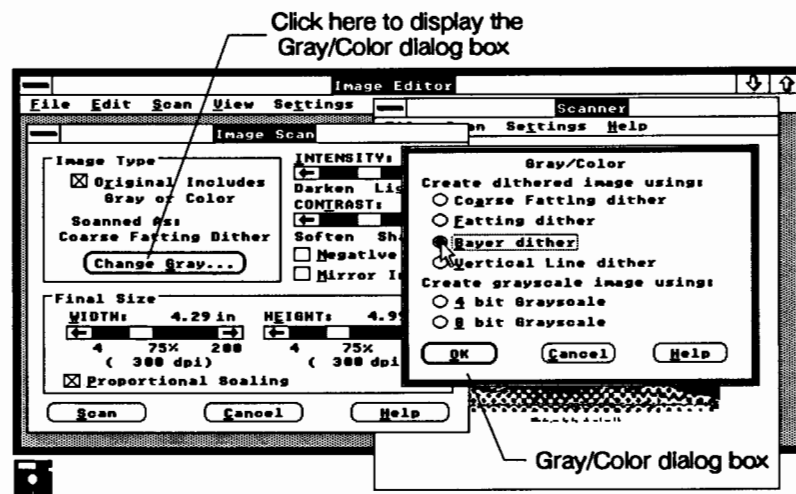
Changing the Dither Pattern

Dithering allows printers and computer displays to produce images that appear to have continuous shades of gray. These images look like ordinary photographs.

There are four different types of dither patterns. You are going to change from the default pattern, coarse fanning dither, to Bayer dither. See “Dithering” in chapter 4 for additional information about dither patterns.

To change the dither pattern:

1. Click **Change Gray ...** in the Image Scan dialog box.
2. Click **Bayer dither**.



3. Click **OK** to return to the Image Scan dialog box.

If you have a ScanJet scanner (not the ScanJet Plus scanner) 8-bit grayscale will not be displayed in the Gray/Color dialog box. This is displayed only with the ScanJet Plus scanner.

Sizing the Image

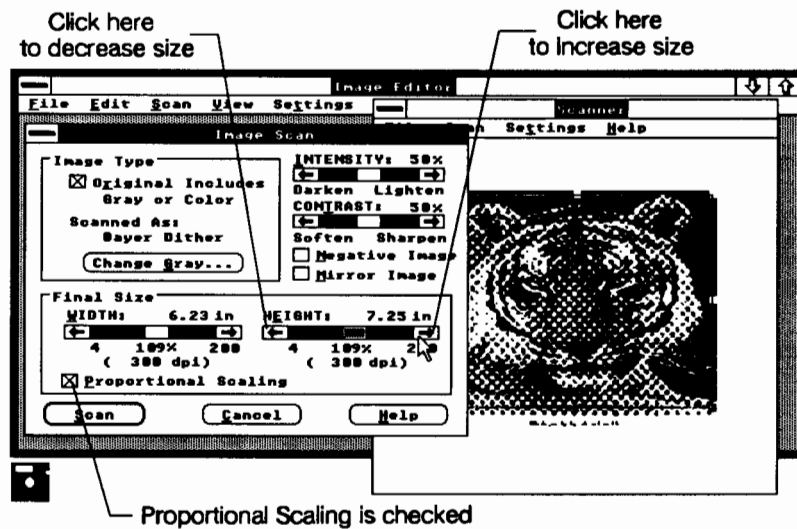
The width and height of the image are displayed in the Image Scan dialog box. These dimensions show the image size that you selected for the Image Scan.

Adjust the size of the image with the Width and Height scroll bars. To ensure that the width and height are proportional, the Proportional Scaling box should be checked.

If your exact dimensions cannot be displayed, use the dimensions that come the closest to what you want.

To change the size:

1. Place the pointer as shown in the illustration below. Click on the scroll box arrows until the height and width dimensions are approximately equal to those in the illustration.



Scanning the Image

You have selected the image area to scan, the dither pattern, and the final size. Now you are ready for the Image Scan.

To begin the Image Scan:

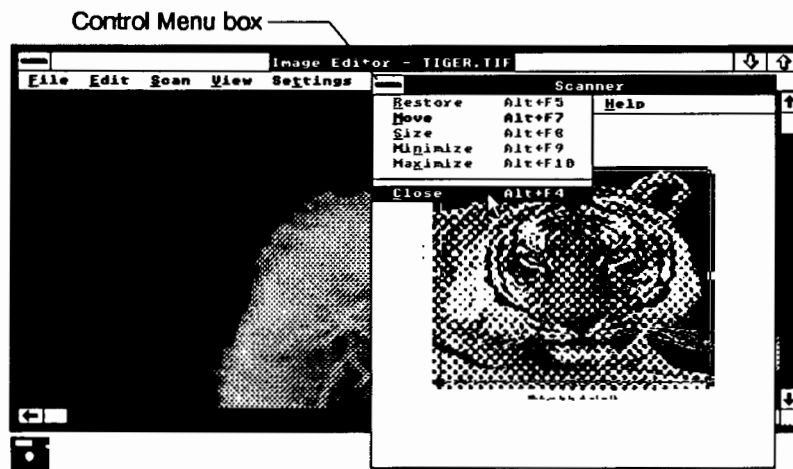
1. Click **Scan** in the Image Scan dialog box.
2. Type **TIGER** in the Save Image dialog box.
3. Click **OK** to begin the scan.

Closing the Scanner Window

Now you are going to work in the Image Editor window. You can move the Scanner window out of the way or close it.

To close the Scanner window:

1. Choose **Close** from the Scanner Control menu box in the scanner window.

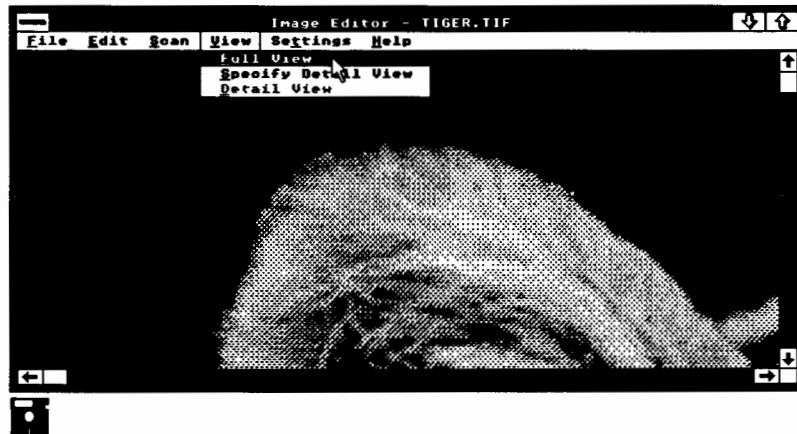


Viewing the Image

When the image is displayed in the Image Editor window, it is displayed in detail view. To work with the entire image, change it to full view.

To change the view:

1. Select **Full View** from the View menu.



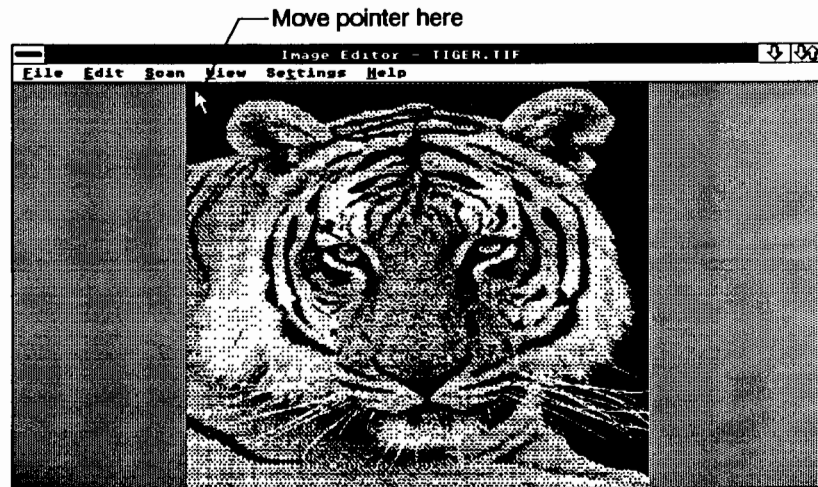
Editing the Image

To make changes to the image, use the Edit menu. You can cut, copy, paste, or crop the image. For this exercise, you will crop the image.

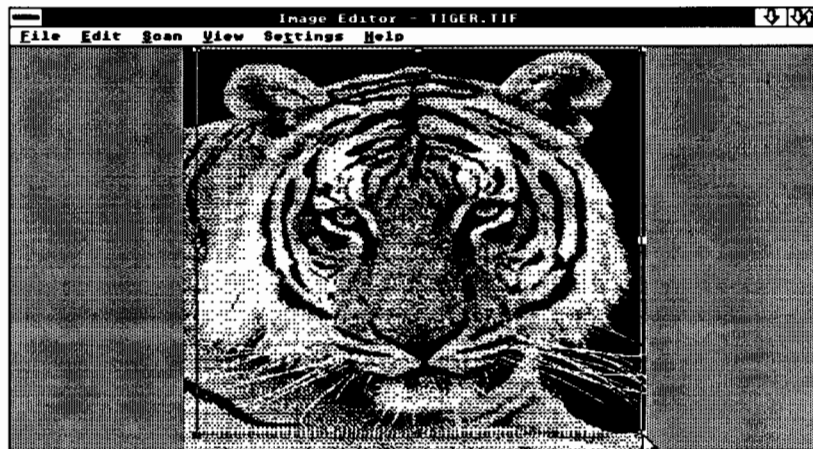
When you crop an image, you select only the portion of an image that you want to keep.

To crop an image:

1. Move the pointer to the area shown in the following screen.



2. Use the selection box to select the area that you want to keep.



Remember, you can adjust or move the selection box if the area is not exactly what you want. See "Using the Selection Box" in this chapter.

3. Choose Crop from the Edit menu.

The image is cropped. Everything outside of the selection box is deleted.



Printing an Image

In this final exercise you will print the image.

To print an image:

1. Choose **Print** from the **File** menu. (If you have a Hewlett-Packard printer you can choose the **HP Direct Print** command for faster printing.)

The **HP Direct Print** dialog box is displayed. You have two choices. You can print the entire image or just a portion. For this exercise, you will print the entire image.

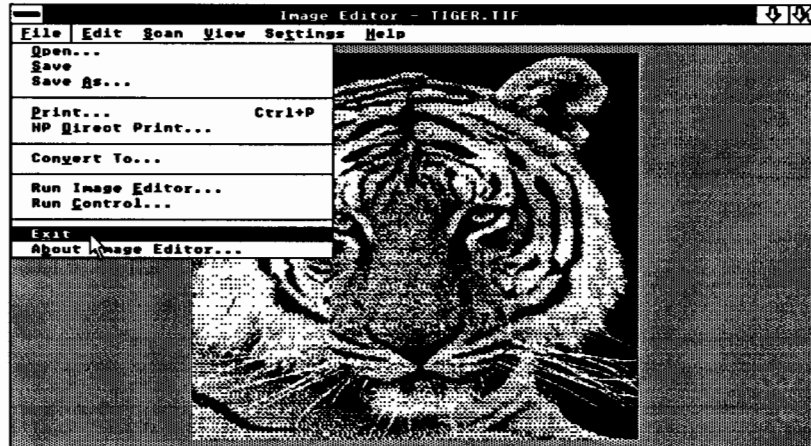


2. Click **OK** to begin printing.

Exiting Scanning Gallery Plus

When you finish using Scanning Gallery Plus, exit from the program.

1. Select **Save** to save the current changes.
2. Select **Exit** from the File menu.



Summary

Here is a summary of the steps for scanning and editing a picture containing shades of gray.

Scanner Window

1. Open the Scanner window.
2. Choose **Preview Scan** from Scan menu.
3. Select **Original Includes Gray or Color**.
4. Click **OK** to begin a Preview Scan.
5. Make a selection box.
6. Change dither pattern.
7. Size the image.
8. Choose **Image Scan** from Scan menu.
9. Close Scanner window.

Image Editor Window

1. Change the view in Image Editor window.
2. Make a selection box around the area of the image to keep.
3. Crop the image.
4. Save the image.
5. Print the image.
6. Exit from Scanning Gallery Plus.

End of Learning Sessions

After doing the exercises in this chapter, you are ready to scan and edit images. For further information, refer to chapter 4, "Scanning Gallery Plus Reference."

Scanning Gallery Plus Reference

This chapter is the reference to Scanning Gallery Plus. In it you'll find information about the commands in the Scanner Window and the Image Editor window, definitions in the dialog boxes, and tips for scanning your images.

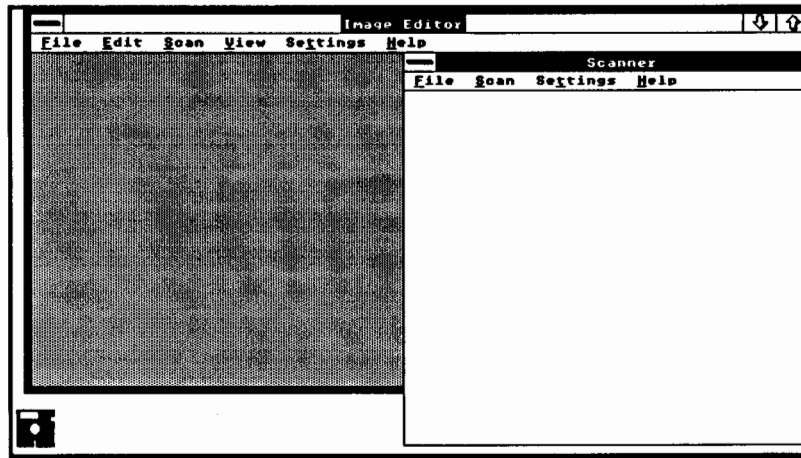
You can learn about resolution, dithering, and grayscale in this chapter, as well as how to choose the proper settings in Scanning Gallery Plus and how to use the Help feature.



The Scanner Window

When Scanning Gallery Plus is started, the Scanner window and the Image Editor window are displayed at the same time. Click in a window to make it “active” and it comes to the front of the display.

For example, to use the Image Editor window, click anywhere on the window. The Scanner window is now behind the Image Editor window. You can see just the bottom of the Scanner window. Move the pointer to the portion of the Scanner window that you see and click to make it the active window. If you don’t see the Scanner window, you can toggle it (make it active) by clicking on the Scanner command under the Scan menu.



You scan images in the Scanner window. In this chapter you’ll find descriptions, commands, and dialog boxes that are associated with scanning an image.

The menus appear in the order that they appear in the Scanner window.

Dialog Boxes

Dialog boxes provide choices for scanning images. You select options and make changes to settings in a dialog box. When the dialog box reflects the choices and settings that you want, click a button to start a process.

4-2 Scanning Gallery Plus Reference

File Menu

The commands listed in the File menu are Convert To, Run Scantest, Run [application], and About Scanner.

Convert To

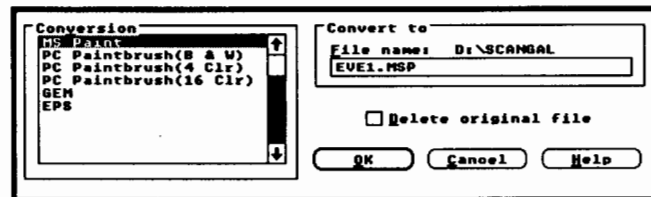
This command is used to convert your current image file to a different file type. Scanning Gallery Plus creates Tag Image Format File (TIFF) files. Currently, the other file types that you can convert to are MSPaint, PC PaintBrush, GEM, and Encapsulated Postscript.

The Convert To command is grayed out in the Scanner window until you do an Image Scan.

To Convert an Image file:

1. Do an Image Scan.
2. Choose **Convert To** from the File menu.
3. Select a file type from the Conversion list box.
4. Type the name for the converted file in the Convert To edit box.
5. Click OK.

Convert Dialog Box



Convert to The name of the converted file. You type this name in the Filename box.

Conversion This is the type of file you are converting to.

Delete original file When you don't want to keep the original image file, select this box.

Run Scantest

This command is used to test whether the interface card and the scanner have been correctly installed.

When you are in Scanning Gallery Plus, you select this command from the File menu. Follow the instructions on the screen to run the Installation Test.

See “Testing Your Installation” in chapter 2 for more information.

Run [application]

This command allows you to run other applications from within Scanning Gallery Plus. To use this command, Microsoft Windows version 2.1 must be installed.

The applications are set up in the Settings menu with the Specify Applications command. See “Specify Applications” in this chapter, for information about setting up applications in the File menu.

To run an application:

1. Choose Run [application] from the File menu.

About Scanner

The About Scanner dialog box lists the application name, the software version number, the scanner model number, and the scanner firmware date code.



4-4 Scanning Gallery Plus Reference

Scan Menu

In the Scan menu you choose the type of scan: Preview Scan, Image Scan, or Text Scan.

The Text Scan command is available only if you have Microsoft Windows 2.1 and ReadRight OCR installed, and ReadRight has been specified under the Settings menu.

Preview Scan

Choose the Preview Scan command to scan your image. Then you can select an area from this image as your final image by making a selection box.

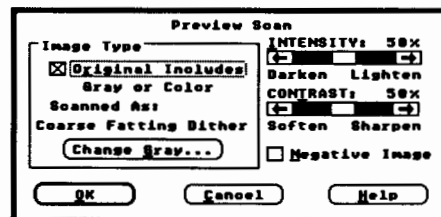
When you choose Preview Scan, you see a dialog box in which you select the image type, intensity level, contrast level, or a negative image.

The scanned image is displayed in the Scanner window work area. This image is a scaled down likeness of the original image.

To Preview Scan an image:

1. Choose **Preview Scan** from the Scan menu.
2. Select the setting that reflects the type of image you are scanning.
3. Click OK.

Preview Scan Dialog Box



Original Includes Gray or Color To determine if you should select this option for your image, decide if your image is line art or a picture containing shades of gray.

Line art usually consists of lines and shapes that can be drawn by hand. Most graphs, line drawings, charts, text, and hand-drawn pictures fall into this category.

Photographs are more complicated than line art. They have different levels of shading. In this category are black and white photographs, color photographs, shaded drawings, and magazine pictures.



Example of Line Art

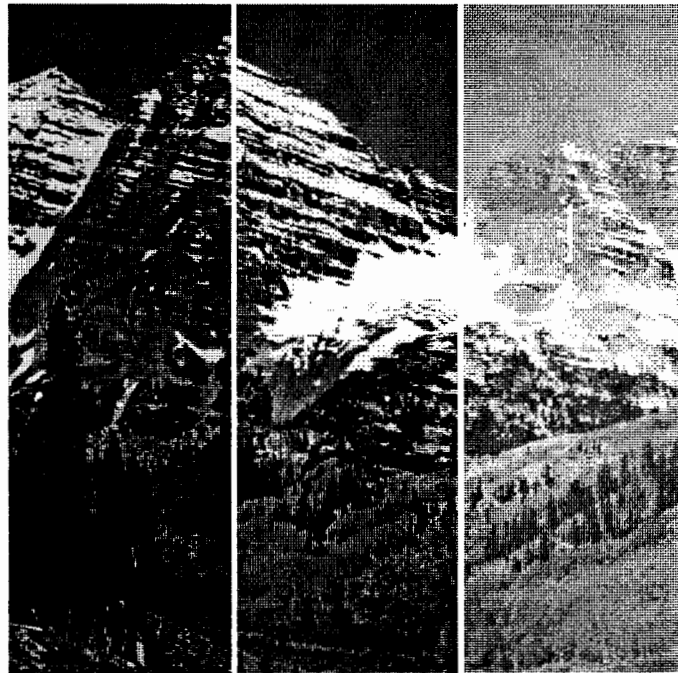
Scanned As This information box shows the current selection: line art, a dither pattern, or grayscale.

If you are not using the HP ScanJet Plus scanner, but are using the HP ScanJet scanner, 8-bit grayscale is not available.

Change Gray The Original Includes Gray or Color box must be selected to use the Change Gray button. When you select Change Gray, the Gray/Color dialog box is displayed. Here you can choose to create a dithered image using one of four dither patterns or grayscale, either 4-bit or 8-bit.

For information about dithering and grayscale, see “Gray/Color Dialog Box” in this chapter.

Intensity The intensity range is used to darken or lighten the original image. The intensity values range from 0% (darken) to 100% (lighten).



25%

50%

75%

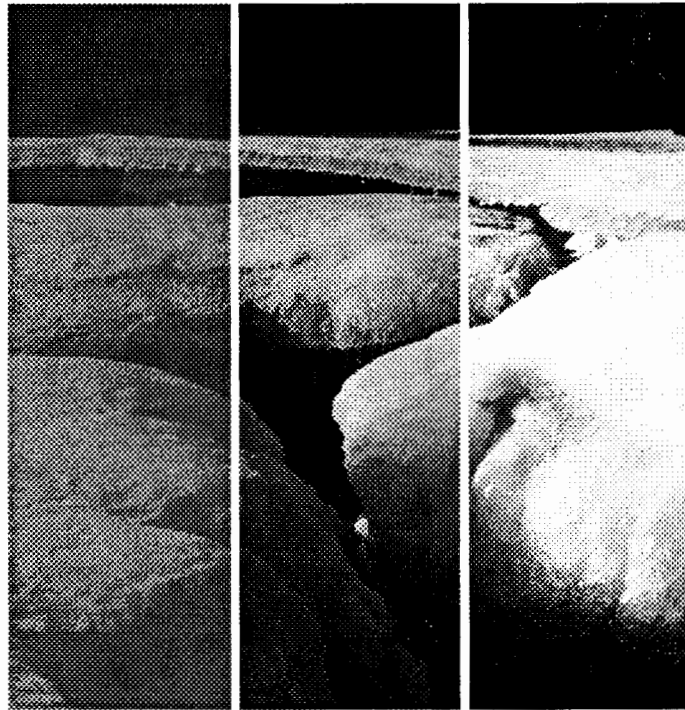
If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), three intensity values are offered: Lighten, Normal, or Darken.

4-8 Scanning Gallery Plus Reference

Contrast The contrast range is used to soften or sharpen the contrast level of the original image. The contrast values range from 0% (soften) to 100% (sharpen).

The Contrast scroll bar is grayed out when the image type is line art.

If you are using the ScanJet scanner (not the ScanJet Plus scanner), the Contrast scroll bar is not displayed.



25%

50%

75%

Negative Image When you want the scanned image to be a negative of the original image, choose this option.

Selection Box

The selection box is used to select an area on the image for your final scan. To use the selection box, move the pointer to a place on the image in the work area. Press and hold the mouse button and drag the mouse down and to the right. A box forms as you move the mouse. Release the mouse button and the box remains on the image area.

Sizing the selection box

Place the pointer on a handle on the selection box. Press the mouse button and move the mouse to the left or the right. The size of the box changes as you move the mouse. Place the pointer on a corner handle and the size of the box changes in two directions. Release the mouse button when you finish sizing the box.

Moving the selection box

Place the pointer inside the selection box. Press the mouse button and move the mouse in any direction. The box moves as you move the mouse. Release the mouse button when you finish moving the box.

Image Scan

The Image Scan command creates the final image, places it in the Image Editor window and saves it to a file on disk.

Do a Preview Scan before an Image Scan if you don't want the entire image for your final image. After doing a Preview Scan, make a selection box around the area that you want to scan.

If you want to change the resolution or choose a different paper size, refer to "Settings Menu" in this chapter.

To Image Scan:

1. Use the selection box to select an area on the image in the work area to scan.
2. Select the width and height for the image.
3. Select the intensity for the image.
4. Select the contrast for the image.
5. Click **Scan**.

Image Scan Dialog Box

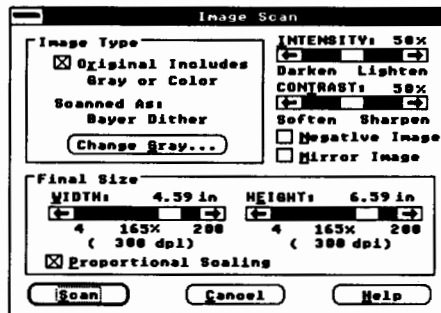


Image Type

Original Includes Gray or Color To determine if you should select this option for your image, decide if your image is line art or a picture containing shades of gray.

Line art usually consists of lines and shapes that can be drawn by hand. Most graphs, line drawing, charts, text, and hand-drawn pictures fall into this category.

Pictures are more complicated than line art; they have different levels of shading. In this category are black and white photographs, color photographs, shaded drawings, and magazine pictures.

Scanned As This shows the type of image you are scanning: line art, dither pattern, 4-bit grayscale or 8-bit grayscale.

Change Gray The Original Includes Gray or Color check box must be selected to use the Change Gray button. When you select **Change Gray**, the Gray/Color dialog box is displayed. Here you can choose to create a dithered image using one of four dither patterns or a grayscale image using either 4-bit or 8-bit grayscale.

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), 8-bit grayscale is not available.

For information about dithering and grayscale, see “Gray/Color Dialog Box” in this chapter.

4-12 Scanning Gallery Plus Reference

Intensity The intensity range is used to darken or lighten the original image. The intensity values range from 0% (darken) to 100% (lighten).

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), three intensity values are offered: Lighten, Normal, or Darken.

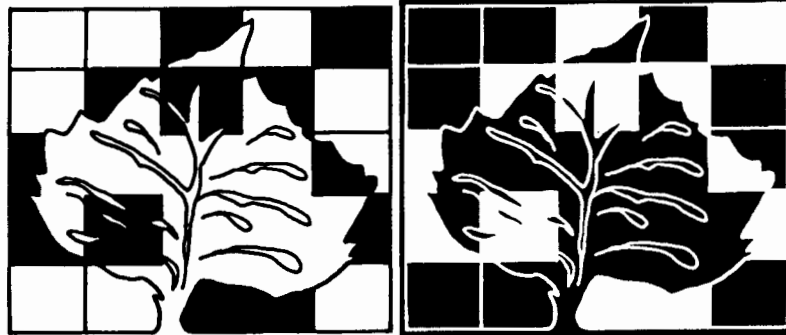
Contrast The contrast range is used to soften or sharpen the contrast level of the original image. The contrast values range from 0% (soften) to 100% (sharpen).

The Contrast scroll bar is grayed out when Line Art is the image type.

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), the Contrast scroll bar is not displayed.

Negative Image When you want the scanned image to be a negative of the original image, choose this option. When you choose this option for the Preview Scan, it will automatically be chosen for the Image Scan.

This is an example of negative image:



Mirror Image When you want the scanned image to be a mirror image of the original image, choose this option.

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), the Mirror Image box is not available.

This is an example of a mirror image:



Final Size This is the size for your final image. Scale the image before you begin your Image Scan.

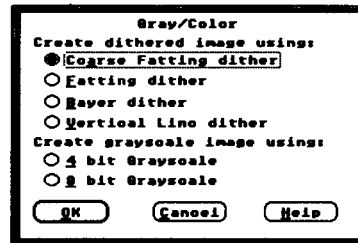
| | |
|---|---|
| Final Size | |
| WIDTH: 8.50 in | HEIGHT: 11.00 in |
| <input type="text" value="4"/> <input type="text" value="100%"/> <input type="text" value="200"/> | <input type="text" value="4"/> <input type="text" value="100%"/> <input type="text" value="200"/> |
| (300 dpi) | (300 dpi) |
| <input checked="" type="checkbox"/> Proportional Scaling | |

When the Proportional Scaling box is selected, the width and the height change uniformly.

When the Proportional Scaling box is not selected, you change the width and height individually; however, non-proportional scaling will result in distortion of the image.

The scale range for the Width and Height scroll bars depends on the resolution selected. Different sets of minimum and maximum scale readings are displayed for different resolution settings. The resolution should be set to match the resolution of the printer you are using, except when using grayscale and/or sending to a high-resolution device. Refer to the resolutions under the Settings Menu. Then, when the image size is 100%, the printed image will be the same size as the original scanned image. See “Resolution” in this chapter for more information.

Gray/Color Dialog Box



The Original Includes Gray or Color box must be selected before you can use the Gray/Color dialog box.

The scanner supports four different types of dither patterns: two fattening patterns, the Bayer pattern, and the vertical line pattern. For more information about dithering see “Dithering” in this chapter.

The HP ScanJet Plus scanner also supports two types of grayscale. See “Grayscale” in this chapter.

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), only 4-bit grayscale is supported.

To select a dither pattern or grayscale:

1. Click **Change Gray** in the Preview Scan or Image Scan dialog box.
2. Select one of the four dither patterns or one of the two grayscale options.
3. Click **OK**.

Dithering

Dithering is an image processing technique that allows printers and computer displays to produce images that appear to have continuous shades of gray. Dithering makes it possible for printers and displays to produce images that closely simulate photographs.

Dithering should be used if your application does not support grayscale.

With dithering, the image quality may be poor when sizing the image with an application other than Scanning Gallery Plus. If you plan to scale the image in another application, use grayscale instead of dithering.

When to Choose Dithering

You should not dither line art. Do not select the Original Includes Gray or Color box before starting a Preview Scan or an Image Scan.

You should dither photographs. The Original Includes Gray or Color box should be selected before starting a Preview Scan or an Image Scan. When you select the Change Gray button, the Gray/Color dialog box is displayed for you to select from the list of dither patterns.

Dithering Side Effects

Dithering may have some adverse effects. If you scan and redither a halftone or dithered picture, for example, you will probably notice repeating interference patterns.

To alleviate this effect, try changing the dither pattern, try scaling the image, or scanning the image as line art.

Image distortion may also occur if you size an image after it has been dithered. To avoid this problem, size the image in the Image Scan dialog box in Scanning Gallery Plus rather than another application.

Selecting a Dither Pattern

You can select four dither patterns in Scanning Gallery Plus. Generally, the best pattern is coarse fatting. Experiment with these patterns to understand how they work while trying different intensity and contrast settings to achieve optimum results.



Bayer

Vertical line



Coarse Fatting

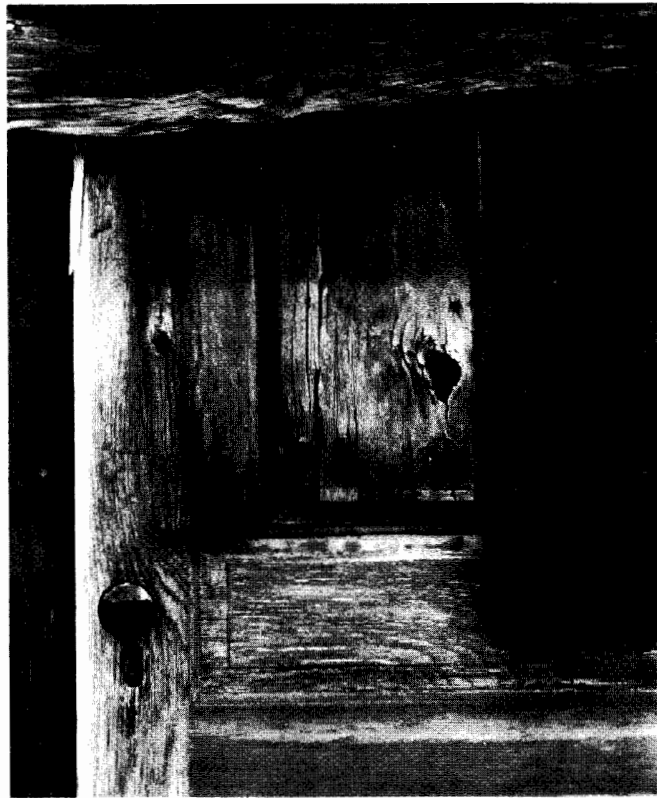
Fatting

Grayscale

Grayscale gives shades of gray without using a dither pattern. If you plan to resize the picture with other software, you should choose grayscale. First verify that your application software supports grayscale. An advantage of choosing grayscale is that the quality of the image is retained when sizing. If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), 8-bit Grayscale is not available.

To select grayscale:

1. Click **Change Gray** in the Preview Scan or Image Scan dialog box.
2. Select a grayscale option.
3. Click **OK**.



An 8-Bit Grayscale Image Printed at 1270 dpi

Text Scan

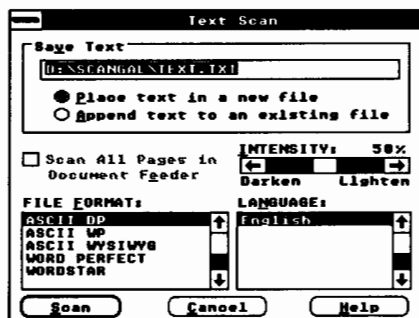
This command is used for creating text files. You can scan pages of text and save them to a file you create, or join them to an existing file. Microsoft Windows version 2.1 and a version of ReadRight OCR later than 1.30 must be installed to use this command. The Text Scan command does not work with Microsoft Windows\386.

The Text Scan command appears only if you have specified the executable file name in the Specify ReadRight OCR dialog box. Refer to “Specify ReadRight OCR” in this chapter.

To scan text pages:

1. Choose **Text Scan** from the Scan menu.
2. Select the appropriate choices from the Text Scan dialog box.
3. Click Scan.

Text Scan Dialog Box



Save text Type the file name to create for the document you are scanning. Include the entire path name if you use a different directory or a different drive and directory. You can create a new file name or type the name of an existing file.

Select **Place text in a new file** to save the scanned text to this file name.

Select **Append text to an existing file** to join text to that file.

Scan All Pages in Document Feeder Select this box to scan all pages in the ADF document tray. If the box is not selected and pages are ready to be scanned in the ADF document tray, only one page will be scanned.

Intensity The intensity range is used to darken or lighten the original image. The intensity values range from 0% (darken) to 100% (lighten).

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), three intensity values are offered: Lighten, Normal, or Darken.

File Format Select a format that matches your word processor from one of the file formats displayed. These file formats are supported by ReadRight. Refer to your ReadRight user manual for more information on file formats.

Language Select a language in this box. These languages are supported by ReadRight; however, ReadRight does not translate English documents to other languages.

Also, refer to chapter 5 “Using Scanning Gallery with Microsoft Windows and ReadRight.”

Settings Menu

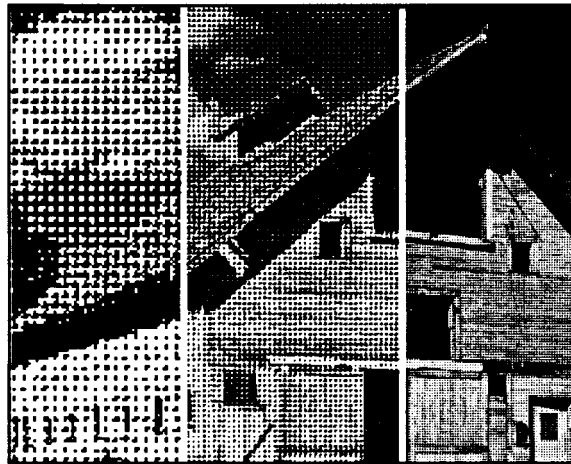
The commands in the Settings menu are Resolution, Paper Size, and Prompt. If Microsoft Windows 2.1 is installed, Specify Applications and Specify ReadRight OCR are also available.

Before you begin an Image Scan, change the current settings of Resolution and Paper Size. If you don't make these changes before the Image Scan, the current settings are used to scan the image.

To run other applications from Scanning Gallery Plus, set them up in the Specify Applications dialog box and run the application with the appropriate run command in the File menu. To create text files from scanned images, set up the path and file name of the OCR ReadRight executable file in the Specify ReadRight OCR dialog box.

Resolution

Resolution is specified in dots per inch (dpi) and tells the scanner how many image samples to read per inch both horizontally and vertically. Three resolutions and one custom resolution are available to choose from. After a resolution is selected, it will be used for all scans until you change it. The resolution you should use depends on the type of image you are scanning and the resolution of your printer.



75 dpi

150 dpi

300 dpi

Line art or dithered scans for 300 dpi or less printers

The resolution you select should be the same as the resolution of your printer. If the scan resolution does not match the printer resolution, then either the Width and Height values in the Image Scan dialog box will be incorrect, or your image will be rescaled before printing which may cause interference patterns with dithered images.

If you have an HP LaserJet printer you should use 75, 150, or 300 dpi. The following table shows the approximate image size and print quality for an 8 x 10 inch line art or dithered scan.

| Scan Resolution | 8 x 10 inch Image Size | LaserJet Image Quality |
|------------------------|-------------------------------|-------------------------------|
| 300 dpi | 900 Kbytes | best |
| 150 dpi | 225 Kbytes | medium |
| 75 dpi | 56 Kbytes | low |

Grayscale TIFF scans for 300 dpi or less printers

Grayscale files are usually printed with 53-line/inch halftone screens on 300-dpi printers. A scan resolution of 75 dpi is usually best for this size of screen. Doubling the resolution to 150 dpi may yield a slight image improvement at the cost of quadrupling the file size and print time. The TIFF format insures that the Width and Height values in the Image Scan dialog box will be correct even though the scan resolution does not match the printer resolution. You do not need to worry about interference patterns unless you are scanning a previously halftoned or dithered image.

Line art scans for greater than 300 dpi printers or phototypesetters

Because the resolution of these printers is greater than the optical resolution of the scanner, always scan line art with 300 dpi and 100% scaling for maximum image quality. Even though the optical resolution of the scanner is 300 dpi, you can create crisp, higher resolution images by reducing the image from within your publishing application. If you are printing on a 1270 dpi Linotronic printer and reduce your image by half, the printed resolution will be around 600 dpi. If you reduce your image to one quarter size, the printed resolution will be around 1200 dpi. Interference patterns are not a problem with line art.

4-22 Scanning Gallery Plus Reference

Dithered scans for greater than 300 dpi printers or phototypesetters

The printer resolution should be a multiple of the scan resolution to avoid interference patterns. Avoid rescaling a dithered image from your publishing program. The maximum selectable scan resolutions are 1500 dpi for HP ScanJet Plus scanner and 600 dpi for HP ScanJet scanner. See the following table for examples of how to select a scan resolution if you are using a 635, 1270, or 2540 dpi Linotronic printer:

| Divide Printer Resolution | 2540 dpi printer | | 1270 dpi printer | | 635 dpi printer | |
|---------------------------|------------------|----------|------------------|----------|-----------------|----------|
| | Scan dpi | Max Size | Scan dpi | Max Size | Scan dpi | Max Size |
| 1 | **2540 | n/a | *1270 | 47% | *635 | 94% |
| 2 | *1270 | 47% | *635 | 94% | 318 | 188% |
| 3 | *847 | 70% | 423 | 141% | 212 | 283% |
| 4 | *635 | 94% | 318 | 188% | 159 | 377% |
| 5 | 508 | 118% | 254 | 236% | 127 | 472% |

**Too large for the HP ScanJet scanner or the HP ScanJet Plus scanner

* Too large for the HP ScanJet scanner

Whatever resolution you select, remember that maximum detail will be achieved when the image is maximum size. Use grayscale instead of a dither pattern when your publishing application supports grayscale TIFF files.

Grayscale TIFF scans for greater than 300 dpi printers or phototypesetters

The scan resolution should be greater than or equal to the desired halftone screen size in lines/inch times the square root of two. Use the following table as a reference for selecting a grayscale resolution:

| Desired Screen Size in lines | Minimum Scan Resolution (dpi) | 8x10 inch 8-bit gray Image Size | 8x10 inch 4-bit gray Image Size |
|------------------------------|-------------------------------|---------------------------------|---------------------------------|
| 200 | 283 | 6.4 Mbytes | 3.2 Mbytes |
| 150 | 212 | 3.6 Mbytes | 1.8 Mbytes |
| 133 | 188 | 2.8 Mbytes | 1.4 Mbytes |
| 120 | 170 | 2.3 Mbytes | 1.2 Mbytes |
| 100 | 142 | 1.6 Mbytes | 800 Kbytes |
| 90 | 127 | 1.3Mbytes | 650 Kbytes |
| 80 | 113 | 1.0 Mbytes | 510 Kbytes |
| 60 | 85 | 580 Kbytes | 290 Kbytes |

Most newspaper photos are printed with 60 to 100-line screens. Most magazine photos are printed with 120 or 133-line screens. High-quality brochures are usually printed with 150-line screens.

To change the resolution:

1. Choose **Resolution** from the Settings menu.
2. Select one of the three resolutions.
3. Click **OK**.

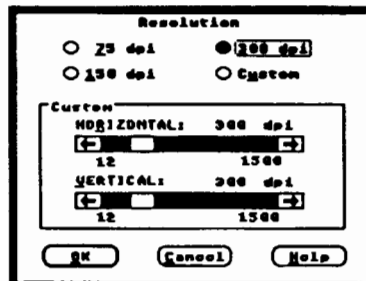
The resolution that you use for scanning is displayed in the Image Scan dialog box.

4-24 Scanning Gallery Plus Reference

To set a Custom Resolution:

1. Choose **Resolution** from the Settings menu.
2. Select **Custom**.
3. Use the scroll bars to set the horizontal and vertical resolutions.
4. Click **OK**.

Resolution Dialog Box



The Resolution dialog box provides three available resolutions and the ability to customize the resolution for your printer.

Resolution Three resolutions are available: 75 dpi, 150 dpi, and 300 dpi. When one of these resolutions is selected, the Custom scroll bar is not available.

Custom For both horizontal and vertical settings the minimum resolution is 12 dpi and the maximum resolution is 1500 dpi.

If you are using the HP ScanJet scanner (not the HP ScanJet Plus scanner), the minimum resolution for both horizontal and vertical settings is 38 dpi and the maximum resolution is 600 dpi.

The horizontal and vertical settings can be set independently of each other.

Paper Size

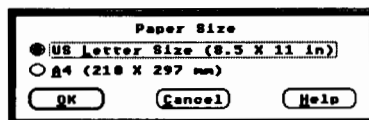
The Paper size command defines the maximum dimensions of the paper that is to be scanned during a Preview Scan, an Image Scan, or a Text Scan. If you installed an automatic document feeder (ADF) on your scanner, you can scan legal or 12-inch paper sizes. See “Using the ADF” in appendix D for more information.

When you change the paper size after you Preview Scan an image, you must rescan the image.

To choose a paper size:

1. Choose **Paper Size** from the Settings menu.
2. Select a paper size.
3. Click OK.

Paper Size Dialog Box



Paper Size When you select the paper size, it should match the dimensions of the image that is to be scanned.

US Letter Size is the paper size that is available the first time you use Scanning Gallery Plus.

Specify Applications

This command is used to specify other applications that you would like to use within Scanning Gallery Plus. You can add up to five applications. These applications are available from the File menu.

When you run a windows application from Scanning Gallery Plus, the applications window is brought to the front of the screen and becomes active. You can size the window so you can also see the Scanning Gallery Plus window in the background. This means you can switch between Scanning Gallery Plus and the other application by clicking the window you want to work in.

When you run a non-windows application, the application fills the entire screen and suspends the operation of Scanning Gallery Plus. When you exit from the application, you return to Scanning Gallery Plus.

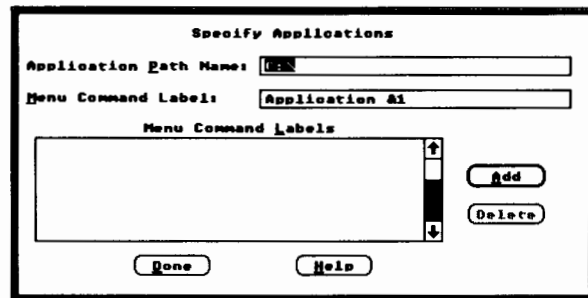
The Specify Applications command appears only if you have Microsoft Windows 2.1 installed.

To add applications:

1. Choose **Specify Applications** from the Settings menu.
2. Type the path and name of the file to be executed in the Application Path Name box.
3. Type in the Menu Command Label box the name that you want to appear in the File menu.
4. Click **Add**.
To add more applications repeat steps 2 through 4.
5. Click **Done**.



Specify Applications Dialog Box



Application Path Name This lists the path and name of the file to be executed. For example, to add an application called “yourapp” you would enter:

C:\WINDOWS\YOURAPP.EXE

Menu Command Label This lists the name you want to appear in the File menu. For example:

Yourapp ...

When the name is entered in the File Menu it is preceded by Run and looks like this:

Run Yourapp ...

You choose this command to run the application.

When the application path name and menu command label are entered, click Add to add the application to the Menu Command Label list box.

Menu Commands Label list box This is a list of applications you can run from within Scanning Gallery Plus.

When you add a label to this box you can place an & in front of a desired character. That character will be underlined when it is displayed in the File menu. This is a direct-access method for choosing a command. With this method you can select any of the menus on the menu bar by using the Alt key with the underlined letter in the menu name. When the menu drops down from the menu bar, press the letter that is underlined in the command's name to immediately start the command.

When the maximum number of applications (5) are listed in this box, the Add button is grayed out and you cannot add another application.

To delete an application from this box, select the application you want to delete and click **Delete**.

Specify ReadRight OCR

This command allows you to specify the path and file name of your ReadRight OCR executable file.

The command is available only if you have Microsoft Windows\286 and ReadRight OCR installed. The Specify ReadRight OCR command does not work with Microsoft Windows\386.

ReadRight must be purchased separately. It is not included with Scanning Gallery Plus.

Refer to “Text Scan” in this chapter for using ReadRight OCR.

The ReadRight application provides the required PIF file on the application disks. The file must be copied into your ReadRight OCR directory. The PIF file uses the default directory of C:\OCR. If your ReadRight files are in a directory other than \OCR, you will need to change the settings in the RR.PIF file.

To specify ReadRight OCR:

1. Choose **Specify ReadRight OCR** from the Settings menu.
2. Type the ReadRight executable path and file name, RR.EXE, in the Application Path Name box.
3. Click **OK**.

ReadRight cannot be run from the Windows MS-DOS Executive.

Specify ReadRight OCR Dialog Box

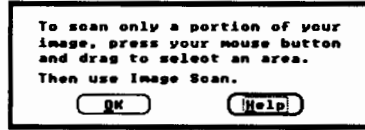


Application Path Name When you enter the path and file name of the ReadRight executable file and select OK, the Text Scan command appears in the Scan menu. See "Text Scan" in this chapter for information about how to use the command.

Prompt

When you do a Preview Scan, the Prompt box appears to indicate what to do next. If you don't want it to appear, select it. Prompt works like a toggle, you choose it to turn it off, or choose it again to turn it back on.

When the Prompt box is on, a checkmark appears next to the word Prompts.

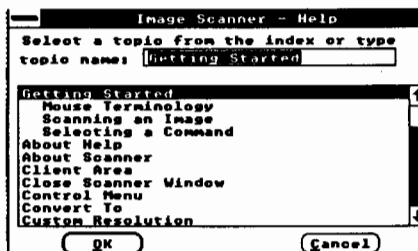


Help Menu

The Help menu contains two commands: Help Index and Screen/Menu Help.

Help Index

The Help Index command presents an index of topics. When you select a topic and click OK, the help information for that topic is presented. You can also double-click a topic to display the help information for that topic.



Screen/Menu Help

The Screen/Menu Help command gives you help on items that you see on your display. When you select Screen/Menu Help, the pointer changes to a question mark. You can move the pointer to an item such as a menu, a menu command, or any part of the window (such as the Client area, Title Bar, or the Scroll Bars). Notice that the top of the pointer must be on the item that you select.



To move the pointer with a mouse:

1. Move the mouse until the top of the pointer is on an item (the title bar, for example).
2. Click to see the Help for what you selected.

The Help command provides Help for all the commands in the Scanner and Image Editor windows. You can use Help from a window or a dialog box associated with a window.

To choose Help on the Scanner window:

1. Click **Help** on the Scanner window.
2. Click **Help Index**.

You can also press the F1 key to get a list of Help topics.

The Help index for the Scanner window appears on your screen.

3. Click **Convert To**.
4. Click **OK**.

If there is more than one screen of information, click the down arrow in the Scroll Bar (on the right of the Help screen) to read more Help information.

5. Click **Index** to return to the Scanner window index.

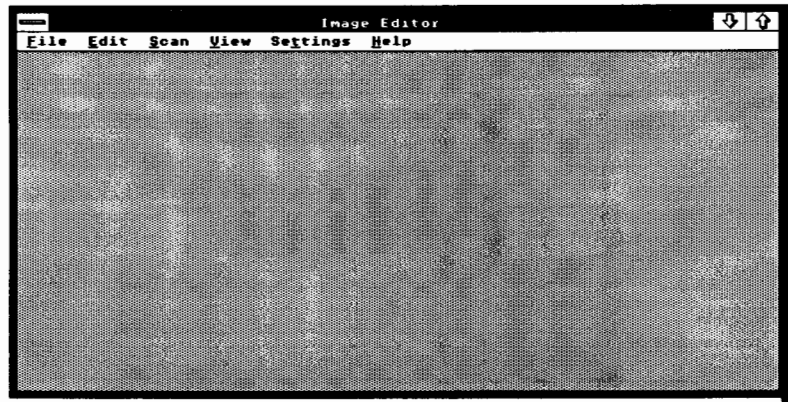
To select another topic, repeat steps 3 and 4.

6. Click **Done** to return to the Scanner window.

If you are in the Help Index, click **Cancel** to return to the Scanner window.

The Image Editor Window

The Image Editor enables you to edit an image that you scanned. The image can be one that you just scanned, or an image that you saved to a disk. You can cut, clear, copy, and paste parts of an image or you can crop to keep a selected portion of that image.



The following is a description of the menus, commands, and dialog boxes for each of these selections in the order that they appear on the Image Editor window.

File Menu

The File menu is used to open, save, print, and convert your image files. You can also run another image editor and use the Control Panel to install printers and change control options in Windows.

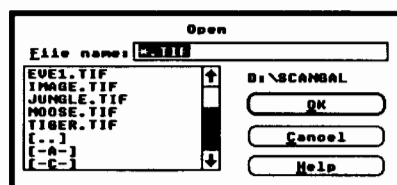
Open

This command is used to retrieve a file that you want to edit, print, or view. When you open a file the image is displayed in detail view.

To open a file:

1. Choose **Open** from the File menu.
2. Select a file name.
3. Click **OK**.

Open Dialog Box



File name This box displays the name of the image file you want to use. You can type the image file name or you can select a name from the list box.

File name list box You can select a name from the list of files. If the file is in another drive, directories for the drive are displayed after you select the drive. If you select the directory where the picture is, a list of TIFF files is displayed.

When the file name is not in view, use the arrows or the scroll bar to scroll until you find the file name.

When you select an image file, the name is displayed in the File name box.

Save

When you choose the Save command, the current image is saved to the current file name and directory. When you make changes to an image, choosing the Save command automatically saves it back to that file.

When you choose the Save command, the pointer changes to an hourglass. When the image is saved, the hourglass changes back to a pointer.

To save an image:

1. Choose **Save** from the File menu.

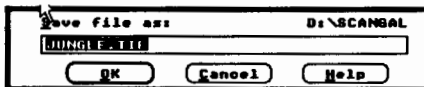
Save As

You choose the Save As command to save the current image to a new file name and/or directory.

To save to a new file name:

1. Choose **Save As** from the File menu.
2. Type a name for the image in the file name box.
3. Click OK.

Save As Dialog Box



Save file as This box displays the name of the image you are currently saving. When you want to save the image to a different directory, include the directory path with the name.

Print

When you want a printed copy of an image, you choose the Print command. You can print the entire image or just a selected portion.

You can also go directly to the Print dialog box when you press the Ctrl and P keys.

If you have not installed a printer, refer to “Adding and Removing Printers” in appendix B for instructions.

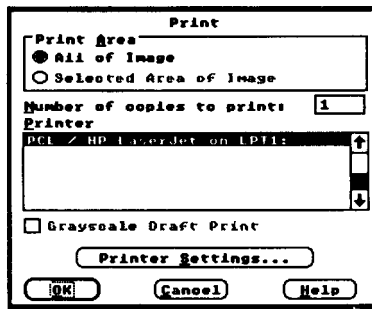
To print an image:

1. Choose **Print** from the File menu.
2. Type the number of copies to print, if more than one, in the Number of copies to print box.
3. Select a printer if more than one is in the Printer list box.
4. Click **OK**.

To print a selected area of an image:

1. Use the selection box to select an area to print.
2. Choose **Print** from the File menu.
3. Select **Selected Area of Image** box.
4. Click **OK**.

Print Dialog Box



Print Area Select **All of Image** to print the entire image. Select **Selected Area of Image** to print part of an image.

Number of Copies to print Type the numbers of copies you want to print if more than one.

Printer The printers you installed are displayed in this list box.

Grayscale Draft Print This applies only to grayscale images. When you choose Grayscale Draft Print, the image is printed faster; however, it may be of slightly lower quality.

Printer Settings This opens the dialog box for the printer highlighted in the Printer list box so you can change settings. If you are printing for the first time, the printer may be installed with a default resolution that doesn't match your printer. For example, the default printer setting for the HP LaserJet printer is 75 dpi. Be sure to change the setting to match the printer resolution.

HP Direct Print

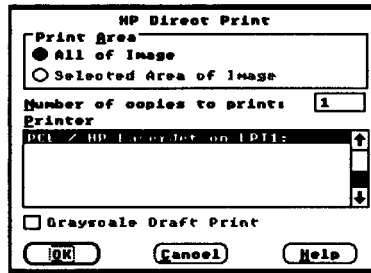
The HP Direct Print command speeds up printing when used with the HP printers listed in the Supported Configurations list in the front section of this guide. Do not use HP Direct Print if you will be printing from Scanning Gallery Plus and other Windows applications.

For information on the differences between Print and HP Direct Print, refer to the following table.

Major Differences Between Print ... and HP Direct Print ...

| Action | Print | HP Direct Print |
|-----------------------|---|---|
| speed | is slower than HP Direct Print | is faster than Print |
| image size | can print images larger than one page | will print only one page of a multi-page image |
| image position | centers image on the page | puts image in the upper left corner of the page |
| resolution | prints the proper size image regardless of printer resolution | automatically picks the printer resolution to be as close as possible to the image resolution; will change the size of the image if the printer resolution doesn't match the image resolution |
| memory and disk space | requires more than HP Direct Print | requires less than Print |

HP Print Dialog Box



Print Area Select **All of Image** to print the entire image. Select **Selected Area of Image** to print part of an image.

Number of Copies to print Type the number of copies you want to print if more than one.

Printer The printers you installed are listed in this list box.

Grayscale Draft Print Applies only to grayscale images. When you choose Grayscale Draft Print, the image will be printed faster; however, it may be of slightly lower quality.

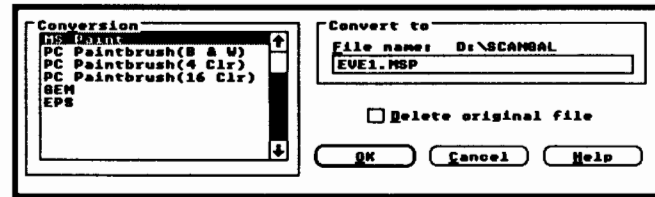
Convert To

The Convert to command is used to convert your current image file to a different file type. Currently, the other file types that you can convert to are MSPaint, PC PaintBrush, GEM, and Encapsulated PostScript.

To convert an image file:

1. Choose **Convert To** from the File menu.
2. Select a file type from the Conversion list box.
3. Type the name for the converted file in the Convert To edit box.
4. Click **OK**.

Convert To Dialog Box



Convert To This lists the name of the converted file. You can type this name in the Convert To edit box.

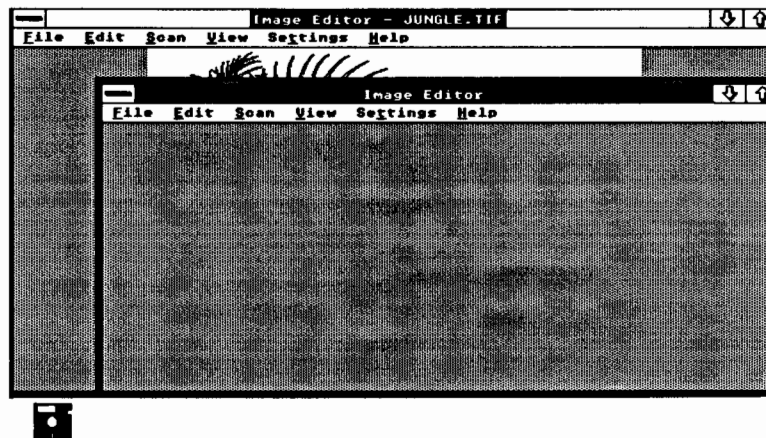
Conversion This is the type of file you are converting to.

Run Image Editor

The Run Image Editor command allows you to open another Image Editor window.

To open another Image Editor window:

1. Choose Run Image Editor from the File menu.



To size a window:

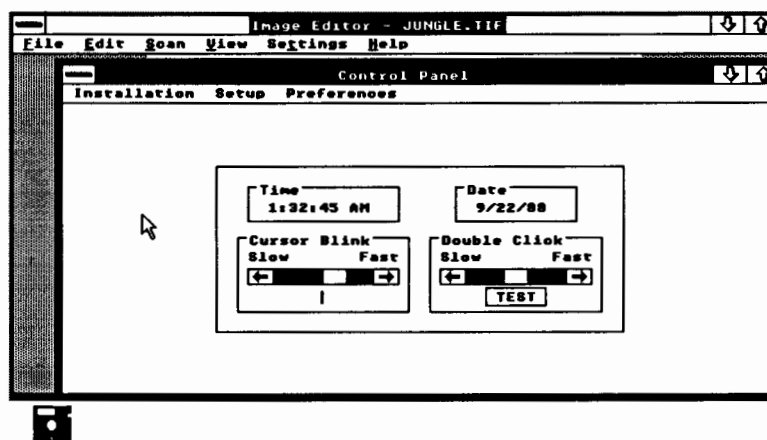
1. Click the left border of the window. The pointer becomes a two-headed arrow.
2. Drag the border to the right until the window fills half the screen.
3. Release the mouse button.

Run Control

When you choose this command, the Control Panel opens and you can adjust Microsoft Windows system settings. You can set the time and date, add printers, change baud rates, and specify screen colors. For information about the Control Panel see "Control Panel" in appendix B.

To run the Control Panel:

1. Choose Run Control ... from the File menu.



2. Choose Close from the Control Panel Menu box to return to Scanning Gallery.

Run [*application*]

This command allows you to run other applications from within Scanning Gallery Plus. To use this command, Microsoft Windows 2.1 must be installed.

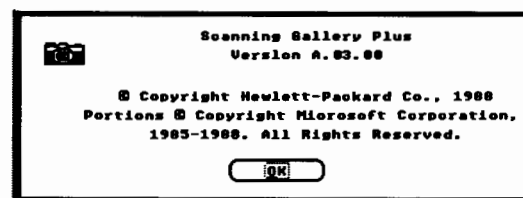
The applications are set up in the Settings menu with the Specify Applications command. See “Specify Applications” in this chapter to set up applications in the File menu.

To run an application:

1. Choose Run [*application*] from the File menu.

About Image Editor

The About Image Editor box lists the application name, software version number, and copyright information.



Edit Menu

Edit is used to edit the current image. You can cut, copy, and paste portions of the image. You can discard unwanted portions of an image by cropping, and you can clear the image from the Image Editor work area.

Undo/Redo

When you cut a portion of an image, then decide you really did not want to, choose **Undo** to restore the cut portion. Undo works only immediately after a procedure.

Redo reinstates the last action. For example, if you perform a cut, then chose **Undo** to undo the cut, **Redo** would perform the cut operation again. You can undo/redo one time for each procedure.

The **Undo/Redo** command also indicates the command that you use to edit your image. For example, when you use the **Cut** command, **Undo** indicates **Undo—Cut** (**Redo—Cut**).

To use the **Undo** command:

1. Perform a **Cut**, **Crop**, **Clear**, or **Paste** operation.
2. Choose **Edit**, then choose **Undo** to cancel the last action.

To use **Redo**:

1. Choose **Redo** to reinstate the action.

Cut

Use the **Cut** command to delete unwanted portions of an image. When used with the **Paste** command, you can cut a portion of the image and paste it into another area on the image or to a different image file. In effect, you have moved part of the image from one location to another through the cut and paste process.

The portion that you cut is moved to the Clipboard. It remains in the Clipboard until you do another **Cut** or **Copy** procedure. The area that is cut is replaced with the background color that you can choose from the **Settings** menu. See “**Background Color**” in this chapter.

To cut a portion from an image:

1. Use the selection box to select the area that you want to cut.
2. Choose **Cut** from the Edit menu.

The portion that you selected is cut from the image and placed on the Clipboard. It is replaced by a background color selected with the Background Color command in the Settings menu.

Clipboard

You use the Clipboard to hold information being copied or moved. You can move or copy information from one place in a window to another. You can also move or copy information from one window to another window.

When you use the Cut or Copy command, you put information on the Clipboard. When you use the Paste command you insert the information from the Clipboard into the image. You can paste the same information from the Clipboard as many times as you want. The information remains on the Clipboard until you do another Cut or Copy procedure.

Copy

The Copy command is used to copy portions of an image, then paste to another area on the image or to a different image file. See “Paste ” in this chapter. The Copy command works the same as the Cut command, except that the area that you copy is left untouched.

To Copy a portion of an image:

1. Use the selection box to select the area that you want to copy.
2. Choose **Copy** from the Edit menu.

The selected area is copied and placed on the Clipboard.

Clear

The Clear command allows you to delete selected portions of an image without putting the portion in the Clipboard.

Paste

When you use the Cut or the Copy command, the image is placed on the Clipboard. You insert from the Clipboard to your image with the Paste command. There are two methods of pasting: paste to a point and paste to an area.

When you paste to a point you can use the floating paste box to adjust the image until it is in the exact position.

To paste to a point:

After doing a Cut or Copy procedure:

1. Point to the place where you want the image to be pasted and click.
2. Choose **Paste** from the Edit menu.

The image is pasted from the point where you clicked, starting from the top left corner.

You cannot increase the size of an image; any portion of a pasted image that falls outside the original image is deleted.

Floating paste box

When you paste an image from the Clipboard, the image area is surrounded by a floating paste box. This box allows you to move the image until it is positioned exactly where you want it. The image in the box disappears while the box is moving and reappears when you release the mouse button.

When you don't select a point before you choose **Paste**, the image in the floating paste box appears in the center of the Image Editor window.

To move the floating paste box:

1. Move the pointer inside the box.
2. Drag the box.
3. Release the mouse button when the image is where you want it.
4. Click outside the box to anchor the pasted image area.

The area can also be anchored by executing a command in the File, Edit or View menus, image scrolling, or sizing the window.

To paste to an area:

1. Click at the corner of an area. Use the selection box to define the area you want to paste to.
2. Choose **Paste** from the Edit menu.

The image is pasted into the area you defined with the selection box.

When you define an area to paste to, the image in the Clipboard is scaled so that it will fit into that area. The proportions of the width to the height are maintained.

Crop

The Crop command is used to discard unwanted portions of the current image.

To Crop an image:

1. Use the selection box to select the portion of the image that you want to save.
2. Choose **Crop** from the Edit menu.

Only the area that you selected remains.

Select All

Choose the Select All command before editing the current image. The image must be in full view before you use the Select All command.

To select all:

1. Make sure you are in full view.
2. Choose **Select All** from the Edit menu.

Scan Menu

The Scan menu is used to open the Scanner window, or to move it to the front if the Scanner window is behind another window.

Scanner

To open the Scanner Window:

1. Choose **Scanner** from the Scan menu.

The Scanner window is displayed in the position it was when you last used it.

View Menu

When an image is displayed in the Image Editor window, you can view it three ways: Full View, Detailed View, and Specify Detail View.

| View | Description |
|----------------------------|---|
| Full View | Displays the entire image. |
| Detail View | Displays a closer view of a particular area on the image. When an image is first displayed, it is displayed in detail view. |
| Specify Detail View | Displays an area you have specified to see in detail. |

To change the view:

1. Choose **Full View** from the View menu.

Specify Detail View

The Specify Detail View command allows you to select any area on your image to see in Detail View. When you select the Specify Detail View command, a highlighted box appears on the Full View. You move this box around to select an area that you want to see in Detail View.

To specify a detailed view:

1. Choose **Specify Detail View** from the View menu.
2. Click inside the box.
3. Drag the box to the area you want to see.
4. Release the mouse button.
5. To display the view, either double-click in the highlighted box or use the Detail View command.

Settings Menu

In the Settings menu you can choose to compress your image file, choose a background color for the cut portion of an image, or choose the Auto Maximize command. If Microsoft Windows 2.1 is installed, Specify Applications and Specify ReadRight OCR are also available.

Compression

When you need to conserve space on your disk, you should choose the Compression command. Compressing a file will conserve disk space; however, the file will take a little longer to open than a file that has not been compressed.

To determine if an image file has been compressed, look at Compression in the Settings menu. When a checkmark is displayed next to Compression, the image file is compressed.

Some applications are unable to accept compressed images (usually images that have been scanned as Gray/Color); don't compress images that you intend to place in such applications. Refer to the manual for your application to verify whether the application accepts compressed images.

If the open file is a grayscale file, compression is grayed out.

To Compress a file:

1. Choose **Compression** from the Settings menu.

When you select the Compression command, a checkmark is displayed next to the word Compression. Each time you save an image it will be compressed. When you don't want to compress an image file, choose Compression again to turn it off (the checkmark disappears).

When you want the image file compressed, select the Compression command before you save your image.

Background Color

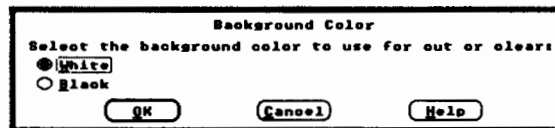
This command allows you to choose black or white for the background color of the area left blank by the Cut or Clear command.

You must choose the color before you use the Cut or Clear command.

To choose a Background Color:

1. Choose **Background Color** from the Settings menu.
2. Click a color.
3. Click OK.

Background Color Dialog Box



Auto Maximize

This command causes the Image Editor window to automatically fill the screen when you select the Full View or Specify Detail View commands. When the Image Editor window shares the screen with the Scanner window, choosing this command causes the Image Editor window to take up the entire screen.

To use Auto Maximize:

1. Choose **Auto Maximize** from the Settings menu.

Specify Applications

This command is used to specify other applications that you would like to use within Scanning Gallery Plus. These applications are available from the File menu. You can add up to five applications.

When you run a windows application from Scanning Gallery Plus, the applications window is brought to the front of the screen and becomes active. You can size the window so you can also see the Scanning Gallery Plus window in the background. This means you can switch between Scanning Gallery Plus and the other application by clicking on the window you want to work in.

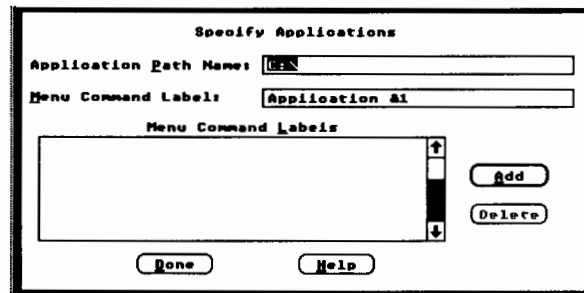
When you run a non-windows application, the application fills the entire screen and suspends the operation of Scanning Gallery Plus. When you exit from the application, you return to Scanning Gallery Plus.

The Specify Applications command appears only if you have Microsoft Windows 2.1 installed.

To add applications:

1. Choose **Specify Applications** from the Settings menu.
2. Type the path and name of the file to be executed in the Application Path Name box.
3. Type the name that you want to appear in the File menu in the Menu Command Label box.
4. Click Add.
5. Click Done.

Specify Applications Dialog Box



Application Path Name This is the path and name of the file to be executed. For example, to add an application you would enter:

C:\WINDOWS\YOURAPP.EXE

Menu Command Label This is the name you want to appear in the File menu. For example:

Yourapp ...

When the name is entered in the File Menu it is preceded by Run and looks like this:

Run Yourapp ...

You choose this command to run the application.

When the application path name and menu command label are entered, click Add to add the application to the Menu Command Label list box.

Menu Command Labels list box This is a list of applications you can run from within Scanning Gallery Plus.

When you add a label to this box you can place an & in front of a desired character. That character will be underlined when it is displayed in the File menu. This is a direct-access method for choosing a command. With this method you can select any of the menus on the menu bar by using the Alt key with the underlined letter in the menu name. When the menu drops down from the menu bar, press the letter that is underlined in the command's name to immediately start the command.

When the maximum number of applications exist in this box, the Add button is grayed out and you cannot add another application.

To delete an application from this box, select the application you want to delete and click **Delete**.



Using Scanning Gallery Plus with Other Applications

As well as improving the looks and effectiveness of your documents, a scanner can help make your office more efficient. To get the maximum benefit from your HP ScanJet Plus scanner you'll need to combine it with software packages available in the marketplace. For example, your scanner can help you:

- Add scanned images to desktop published documents.
- Capture images that can be edited and enhanced with Paint applications.
- Scan text and convert it to a file on your hard disk that you can read with your word processor.
- Archive images in a hard disk library.
- Capture images of pages which you can send via telephone data lines to destinations worldwide.

In this chapter, you'll find suggestions and step-by-step instructions for using the scanner and your existing computer system with popular software packages to give you the solutions you need.

Because scanners have become an essential part of many graphics and publishing solutions, the number of application packages that can use scanned data has increased rapidly. As the capabilities of the application packages improve with the scanning technology, new versions are introduced. Many versions, especially older versions, have quirks and peculiarities that reduce compatibility with other application packages.

To deal with every incompatibility would require a book, not a single chapter. This chapter helps you use some popular application packages with the HP ScanJet Plus scanner and deals with some typical situations. To solve problems with packages not listed here, you will have to call or write the software manufacturer.

Desktop Publishing and Word Processing Applications

This section provides instructions for using page-composition and word processing packages with the HP ScanJet Plus scanner.

Using Scanning Gallery Plus with WordPerfect

You'll find that WordPerfect, version 5.0, and Scanning Gallery Plus work well together to merge a scanned black-and-white image (line art) with text. However, if you are merging an image scanned with 8-bit grayscale, you'll find the results to be unsatisfactory.

To fix the problem, ask for an update from WordPerfect Corporation. Until a new version of WordPerfect is released that can use 8-bit grayscale, choose a dither pattern, not grayscale, in Scanning Gallery Plus.

To scan the image:

1. Determine the desired image size.
2. Run Scanning Gallery Plus.

Refer to chapters 3 and 4 if you need help.

3. Select the desired resolution under the Settings menu.

For line art or dither images, set the resolution equal to that of your printer. If 8-bit grayscale scanning becomes supported, choose a scanning resolution of 75 dpi for images that will be printed at 300 dpi.

4. Do a Preview Scan from the Scan menu.

If the image to be scanned is a photograph, be sure the Original Includes Gray or Color box is selected in the Preview Scan dialog box. Then, if you need to change dither patterns, click **Change Gray ...** and select a new dither pattern.

5. Make a selection box around the area you wish to use in your document.

5-2 Using With Other Applications

6. Do an Image Scan from the Scan menu.

Adjust the scaling scroll bar to the desired image dimensions.

7. Record the dimensions of the scanned image from the height and width fields.
8. Click on **Scan**.
9. Exit the program or edit the image in the Image Editor.

After editing the image, save the image and exit the program.

To merge the image with the document:

1. Run WordPerfect 5.0.
2. Place the cursor where you would like the top left corner of your image to be placed.
3. Press the Alt and F9 keys at the same time for graphics menu.
4. Select 1 for Figure box.
5. Select 1 to Create.
6. Type the file name of the scanned image.

If the box size is different than the dimensions shown in Scanning Gallery Plus, then you will need the update from WordPerfect even for dithered images. Without the update, WordPerfect will scale your dithered images, causing interference patterns in the printed output.

Additional Information

When printing documents with dithered images, select high quality graphics on the printer command page.

Using Scanning Gallery Plus with PageMaker

You'll get excellent results with PageMaker version 3.0 and Scanning Gallery Plus when adding line art or photographs to a document. For photographs, color images, and shaded images, scan with 8-bit grayscale for best results.

The steps below describe how to scan either a line art image or a photograph using Scanning Gallery Plus and place it into a PageMaker document to be printed on a 300 dpi printer.

To scan the image:

1. Run Scanning Gallery Plus.
2. Set the scanning resolution from the Settings menu.

For a line art or dither image, set the scanning resolution equal to your printer resolution. If you want to create a grayscale file, select a scanning resolution of 75 dpi.

3. Do a Preview Scan from the Scan menu.

If the image to be scanned is a photograph, make sure the box next to "Original Includes Gray or Color" in the Preview Scan dialog box is checked. To change the grayscale or dither pattern, click on the **Change Gray ...** button in the Preview Scan dialog box.

4. Make a selection box that encloses the area of the picture you want to use in your document.
5. Do an Image Scan from the Scan menu.
6. Adjust the desired image size with the scaling scroll bars.
7. Click on **Scan**.

Record the file name for later use in PageMaker.

8. Edit the image in the Image Editor, if you wish.
9. Save the image and minimize Scanning Gallery Plus after editing the image. (Refer to appendix B for help with Microsoft Windows commands.)

5-4 Using With Other Applications

To merge the image with the document:

1. Run PageMaker.
2. Open the document.
3. Select **Place** from the File menu in PageMaker.

Change the path in the Place File dialog box to the drive and directory where the image file is saved. (If you chose the default, the file is in C:\SCANGAL.)

4. Select the image you scanned.
5. Move the Place icon to the location in your document where the top left corner of the image should appear and click the mouse button.

Keep the mouse in one place when you place the image, otherwise PageMaker attempts to scale the image.

Additional Information

Here are some additional suggestions for using Scanning Gallery Plus with PageMaker.

- An excellent way to use Scanning Gallery Plus with PageMaker is to open only the Scanner window by clicking on **SCANMAIN.EXE** instead of **SCANGAL.EXE** when starting Scanning Gallery Plus. Run PageMaker on top of the Scanner window. When you want to scan an image, enable the Scanner window and scan an image. Then, return to the PageMaker window and place the image in your document.
- For best results, scale dithered images in Scanning Gallery Plus, not PageMaker. If you scale a dithered image with PageMaker, bands or stripes may appear in the image, though that can be prevented if you press and hold the Shift and Control keys down while scaling in PageMaker, causing it to scale by factors. That means the image can be scaled by multiples of the original image size, called “built-in sizes” in the *PageMaker User Manual*. The image will snap to these built-in sizes when the Shift and Control keys are held down.

- Scan photographs with 4- or 8-bit grayscale, not a dither pattern, if you are using a scanning resolution that does not match your printer resolution. Otherwise, bands or stripes may appear in a scanned dither image.
- Do not use **Copy** or **Paste** in the Scanning Gallery Image Editor window to transfer images via the Clipboard to PageMaker. Using the Clipboard may cause image quality to be reduced.
- When working with a photograph or an image containing shades of gray, scan the image using 8-bit grayscale. Then scale the image in PageMaker to fit the space available. However, if you want to scan with a dither image rather than grayscale, scan the image to little larger size than you will need for your PageMaker document. Then, place the image in PageMaker, and crop it to fit exactly in the PageMaker column. Cropping, unlike scaling, retains the image integrity.
- When using Scanning Gallery Plus, Microsoft Paint, and PageMaker in combination, or Scanning Gallery Plus, PC PaintBrush, and PageMaker together, you'll need to do these additional steps after placing a PCX or MSP image file into your PageMaker document:
 1. Select the image using the Pointer tool.
 2. Hold down the Control and Shift keys.
 3. Point to one of corners of the image and depress the mouse button.

A box should appear around the image.
 4. Drag the mouse until the box is as small as possible. As you move the box, it will snap to smaller boxes.
 5. Release the mouse button when the box is as small as possible. The size of the box now should be the same size as the image you selected in Scanning Gallery Plus.

This procedure reverses the image enlargement that happens when importing Microsoft Paint and PC PaintBrush files.

5-6 Using With Other Applications

Using Scanning Gallery Plus with Ventura Publisher

Ventura Publisher and Scanning Gallery Plus work well together to add black-and-white images (line art) to a document. However, only Ventura Publisher version 1.1 and later work well with scanned dither and grayscale images. Even those versions may need a software update from Xerox Corporation to work correctly. You can achieve the best results with Ventura Publisher version 2.0 which uses scanned image files directly from Scanning Gallery Plus in the TIFF image file format.

However, even with Ventura Publisher version 2.0, you may notice reduced image quality with scanned grayscale images if you purchased an early version. If 8-bit grayscale images appear dark and have a contoured appearance, you'll need an update from Ventura Publisher. If you need to scan in the mean time, scan photographs and images containing gray using a dither pattern instead of grayscale.

To prepare the document:

1. Run Ventura Publisher.
2. Load the text file.
3. Add new frames for your scanned images.
4. Record the frame dimensions.

You'll need to scan your images to those dimensions.

To scan the image:

1. Run Scanning Gallery Plus.
2. Select the desired scanning resolution.

If you are scanning using grayscale, 75 dpi provides good results for images that will be printed at 300 dpi. If you are doing a dither or line art scan, choose a scanning resolution that matches your printer resolution. For more information refer to "Resolution" in chapter 4.

3. Do a Preview Scan from the Scan menu.

If the image to be scanned is a photograph or contains gray, be sure the Original Includes Gray or Color box is selected. Click on **Change Gray ...** to select a different grayscale or dither pattern.

4. Make a selection box enclosing the area that you wish to scan.

5. Do an Image Scan.

- a. Adjust the scaling scroll bars to the desired image dimensions for the frames in Ventura Publisher.

- b. Click **Scan**.

Record the file name of the image. If you are using an early version of Ventura Publisher, convert from TIFF to GEM.

6. Edit the image in the Image Editor, if you want.

To merge the image with the document:

1. Run Ventura Publisher.

2. Enable **Frame Setting**.

3. Select **Load Text/Picture ...** under the File menu.

4. From the dialog box,

- a. Select **Image** as the type of file.

- b. Select **TIFF** (or, for early versions, **GEM**) as the format .

Select **Several** if you want to import more than one file.

- c. Select **OK**.

5. Enter the drive and directory of your scanned images.

6. Select the files which you wish to import.

7. Place the images in their respective frames by:

- a. Selecting a frame.

- b. Selecting the file name of the scanned image that goes in the frame.

5-8 Using With Other Applications

Additional Information

Ventura Publisher scales the image to fill the frame unless **By Scale Factors** is selected in the Sizing & Scaling picture settings. When adding scanned dither images to a document, make sure the **By Scale Factors** picture setting is selected. Scanned grayscale and black-and-white files maintain good image quality with any picture setting.

>

Graphics Applications

This section has instructions for using Scanning Gallery Plus with some popular paint programs.

Using Scanning Gallery with PC PaintBrush and Related Packages

The instructions in this section are intended for these versions of the application packages:

- PC PaintBrush, Version 3.51
- PC PaintBrush Plus, Version 1.03
- PC PaintBrush for Microsoft Windows, Version 1.05
- Publisher's PaintBrush, Version 1.52

The steps below describe how to scan an image with Scanning Gallery Plus and edit it with one of the above PaintBrush programs from ZSoft Corporation. When the name *PaintBrush* is used in this section, it refers to any of the above application packages.

To scan the image:

1. Run Scanning Gallery Plus.

Refer to chapter 3 and 4 if you need help.

2. Set the scanning resolution.

Scanning at different resolutions will change the size of images printed from PaintBrush.

3. Do a Preview Scan from the Scan menu.

If the image to be scanned is a photograph, make sure the Original Includes Gray or Color box has been checked. Make sure a dither pattern is selected if the image is a photograph.

4. Make a selection box.
5. Adjust the image scaling to the desired value.

PaintBrush printed output will be different from the indicated image dimensions in Scanning Gallery Plus unless the scanning resolution is the same as the printing resolution.

6. Select **Scan**.

Record the file name of the scanned image.

7. Select **Convert To** from the File menu in the Editor window. There are three PaintBrush file conversion programs available in the Conversion dialog box:

- PC PaintBrush (B & W)
- PC PaintBrush (4-Clr)
- PC PaintBrush (16-Clr)

Select one of these converters. If you are using PC PaintBrush for Microsoft Windows, use the PC PaintBrush (B & W) converter. Otherwise, the converter you should use depends on how you installed PaintBrush with the ZSoft PCINSTAL program.

If you want to find how PaintBrush is configured, run the PCINSTAL program. The current PaintBrush configuration is displayed in the PaintBrush System Install Menu. Make a note of your configured display adapter type and press the Escape key to exit the program without changing the current configuration.

8. Select **OK** to convert the file.
9. Exit from Scanning Gallery Plus and Microsoft Windows.

If you are using PC PaintBrush for Microsoft Windows, minimize Scanning Gallery Plus instead of exiting the program.

To edit the image:

1. Run PaintBrush from the DOS prompt.
2. Select **Load from ...** from the Page menu in PaintBrush.
If you are using PC PaintBrush for Microsoft Windows, select **Open ...**
3. Change the path in the **Load from ...** dialog box to the drive and directory specified for your image file.
4. Select the scanned image from the list of files.

Additional Information

If you need to edit large images in PaintBrush and you do not want to purchase more memory, read the next paragraphs.

PaintBrush can drive a multicolor display adapter as a black-and-white display adapter to achieve increased image capacity. Therefore, if you have configured PaintBrush for a multicolor display, you may want to reconfigure PaintBrush to run only two colors when editing larger images.

For example, if PaintBrush is configured to run on IBM Enhanced Card High Res 16-Color, reconfigure to IBM Enhanced Card High Res B/W. (Use the PCINSTAL program.) That change allows you to load larger black-and-white images into PaintBrush. This procedure works well for scanned images from Scanning Gallery Plus because the file converter creates black-and-white images.

The first time that you reconfigure PaintBrush, you may need to use your ZSoft distribution diskettes. However, subsequent changes between the two configurations may be performed quickly without your PaintBrush distribution diskettes.

5-12 Using With Other Applications

Here are some other tips:

- Use a dither pattern rather than grayscale to scan images that will be edited and printed in PaintBrush.
- The PaintBrush file format stores image dimensions only in pixels, not in inches. Therefore, the size of the PaintBrush image will depend on your printer resolution. For example, an image scanned at 150 dpi in Scanning Gallery Plus will be half as wide and half as high when printed by PaintBrush on a 300 dpi printer.
- If only a portion of an image is available after it has been loaded into PaintBrush, then PaintBrush probably does not have enough memory to load the image. This problem may be solved by installing more memory in your computer or by using the suggested procedure for gaining memory for large images suggested in the previous section.
- If you attempt to load an image into PaintBrush and many different colors appear, then PaintBrush probably does not have enough memory to load the image. This problem may be solved by installing more memory in your computer or by using the suggestions for gaining additional memory for large images given in the previous section.
- If your image is any color other than black-and-white, you probably need to select a different file converter when converting your image from TIF to PCX format. Check how PaintBrush has been set up with your system by using the PCINSTAL program, and then reconvert with the appropriate converter in Scanning Gallery Plus.
- If the message “Not a Valid Picture” appears when you are loading the image file, use a different file converter on your image. Check your PaintBrush configuration using the PCINSTAL program and reconvert your image. Then try loading the image file again.
- PaintBrush and Scanning Gallery Plus work well together with dither and line art image files, not grayscale files. When converting from TIF to a PaintBrush format, Scanning Gallery Plus dithers grayscale images. This step takes extra time and does not allow you to select the dither pattern. If you intend to edit a scanned image with PaintBrush, scan the file with a dither pattern or with the Image Include Gray or Color box unchecked.

Using Scanning Gallery Plus with Microsoft Paint

Because Microsoft Paint is a windows-based application, you can easily move images from Scanning Gallery Plus to Microsoft Paint for editing. In fact, using the Specify Application command in Scanning Gallery Plus, you can launch Microsoft Paint from Scanning Gallery Plus. However, you can have difficulties printing scanned images from Microsoft Paint.

To scan the image:

1. Run Scanning Gallery Plus.
2. Set the scanning resolution.
3. Do a Preview Scan from the Scan menu.

If the image to be scanned is a photograph, make sure the box next to Original Includes Gray or Color in the Preview Scan dialog box has been checked. Photographs should be scanned as dithered images.

4. Make a selection box.
5. Do an Image Scan from the Scan menu.

Scale the image with the scaling scroll bars.

6. Select Scan.

Record the file name of the scanned image.

7. Select Convert To from the File menu in the Editor window.
8. Select the MSP file format.

To edit the image:

1. Open the MSP file in Microsoft Paint.
2. Edit the file.
3. Save the edited file.
4. To print the image, transfer the file to PageMaker or another application package.

5-14 Using With Other Applications

Additional Information

- Microsoft Paint and Scanning Gallery Plus work well together with dither and line art image files. When converting from TIF to MSP format, Scanning Gallery Plus dithers grayscale images. This step takes extra time and does not allow you to select the dither pattern. If you intend to edit a scanned image with Microsoft Paint, scan the file with a dither pattern or with the Original Includes Gray or Color box unchecked.
- If you are editing an MSP file more than 300 Kb, you may have problems scrolling and zooming in Microsoft Paint. Files of that size when used in Microsoft Paint may even cause a system error requiring you to restart your system.
- Do not use the Clipboard to transfer image files larger than 60Kb.
- When an image is printed from Microsoft Paint, it is stretched or compressed to completely fill a printed page. This distorts the width-to-height ratio of the image and causes interference patterns in dither images. Avoid printing scanned images from Microsoft Paint.

Although scanned images do not print correctly from Microsoft Paint, you can edit scanned images with Microsoft Paint, and then print them from an application that supports the MSP file format, such as PageMaker. However, scanned dither files need to be reduced in PageMaker to the smallest possible size by scale factor before printing. For more information, refer to the PageMaker section of this chapter, or refer to your publishing application user's manual.

Optical Character Recognition (OCR) Applications

Developments in OCR technology are occurring rapidly. Call your dealer or Hewlett-Packard sales office for information about which OCR packages are available.

This section gives instructions for scanning text with Scanning Gallery Plus and ReadRight OCR, and for adding the scanned text to a WordPerfect document.

Using Scanning Gallery Plus and ReadRight With WordPerfect

The instructions below assume that you are using Scanning Gallery Plus with Microsoft Windows, version 2.1 or later. That combination allows you to scan text with the Scan Text command from the Scan Menu in Scanning Gallery Plus. If you are using the run-time version of Microsoft Windows that is included with Scanning Gallery Plus, you can use ReadRight in the standard way suggested by the ReadRight user's guide. Only versions of ReadRight later than 1.30 can be integrated with Scanning Gallery Plus.

Although ReadRight can be launched by Scanning Gallery Plus, ReadRight must be purchased separately.

To scan the text:

1. Select a sheet of paper with text on it.

Refer to the ReadRight manual for a list of supported fonts.

2. Run Scanning Gallery Plus.
3. If you have not yet specified the directory of your ReadRight files, choose **Specify ReadRight OCR** from the scanner settings menu.

Refer to chapter 4 if you need help.

Enter the path where your ReadRight program can be found. This information is preserved by Scanning Gallery Plus so you will not need to specify it again.

4. Do a Preview Scan of your text page, choosing line art as the image type.

The Original Includes Gray or Color box should not be checked.

5-16 Using With Other Applications

5. Make a selection box around the area of text that you want to scan.
6. Select **Text Scan**.
7. Choose **ASCII DP**.
8. Click **Scan**.
9. Record the name of your text file.

To merge the text with a document in Word Perfect:

1. Run Word Perfect.

You can exit Microsoft Windows and run Word Perfect or run it as a PIF file in Windows.

2. Choose **List Files**.
3. Type the name of the drive and directory where the scanned file is saved.
4. Select this text file from the list of files displayed.
5. Open the file by selecting **Retrieve**.

Your text file should now be displayed. To correct any mistakes that were made during the conversion process, use the WordPerfect Speller (CTRL+F2). To check the spelling of the entire file choose **Document**. Any misspelled words will be highlighted. A list of alternate spellings will be displayed or you may edit the word yourself. If the word is correct, skip it or add it to the dictionary.

Refer to the WordPerfect user's guide to make any changes to the format of your document and to print it.

Additional Information

- If character recognition accuracy is poor (more than 2-3 errors per page), try adjusting the intensity settings in Preview Scan. Adjust the intensity by increments of 10% until you get to the desired setting. If recognition remains poor, make sure that your document is positioned squarely on the scanner copyboard glass. Also, refer to the ReadRight manual to make sure that you are scanning a font that ReadRight can convert.

- If the documents that you wish to scan have multiple columns or non-text areas within them, you may have to do several scans. Draw a selection box around the first column or area of text. Do a Text Scan with a new file name. Then draw a selection box around the next column or area and do a Text Scan adding the new text to the previous file name. Continue with this step until you are done.
- If you wish to scan the text of a multiple-page document with OCR software, place all the pages in the Automatic Document Feeder. Use the selection box to frame the area you want to scan on all the pages. Select **Scan All Pages in Document Feeder** in the Text Scan dialog box. All the pages will be appended to this file name.

Refer to the following list for assistance in selecting the best Word Processor type for your application.

| Word Processor Type | Notes |
|----------------------|--|
| ASCII WP | This format inserts a hard return after each line. |
| ASCII DP | This format inserts a hard return after each paragraph. This option gives good results in most situations. |
| ASCII WYSIWYG | This option maintains the original format of the document you scanned. Use this option for documents that have tables and columns that you wish to preserve. |
| WORDSTAR | This option will create a text file in the WordStar file format. Often, ASCII DP provides better results for importing a text file into WordStar. |
| WORDPERFECT | This option will create a text file in the WordPerfect file format. Often, ASCII DP provides better results for importing a text file into WordPerfect. |

5-18 Using With Other Applications

Here are two common error messages and instructions for solving the problems.

| Error | Solution |
|------------------------------------|---|
| Initial Directory Not Found | Modify your PIF file. Run PIFEDIT (found in the Windows directory). Open the ReadRight PIF file (RR.PIF). Make sure that the Program Name and Initial Directory fields contain the path where ReadRight can be found. For more information on PIF files refer to your Windows manual. |
| Not Enough Memory To Run | ReadRight does not have enough memory to run properly. Clear as much memory as possible by exiting all memory resident programs and deleting any unessential device drivers from your CONFIG.SYS file. Restart your system and try Text Scan again. If you have expanded memory, make sure that it is configured so that Windows can use it most efficiently. See the Microsoft Windows guide for more information. |



| | |
|--|------|
| Testing the Scanner | A-2 |
| Problems or Questions? | A-4 |
| Manual Installation of the Scannner Driver | A-6 |
| Ordering Replacement Items | A-7 |
| Finding Software Packages for the Scanner | A-8 |
| Scanning Gallery Plus Error Messages | A-12 |

Finding Help

This appendix contains information intended to help you with common scanner concerns and questions, such as:

- Running the Scantest program.
- Manually installing the scanner driver.
- Ordering replacement parts.
- Finding software packages to use with the scanner.
- Scanning Gallery Plus error messages.

Remember, if you cannot find the help you need here, check with your dealer or Hewlett-Packard sales office where you purchased the scanner. If they cannot help you, call the Customer Assistance number listed in the front of this guide.

Don't forget to check the index for cross-referenced entries that may direct you to the information or solution you need.

Testing the Scanner

Use the Scantest program to verify that your scanner is working correctly. If you get an error message during start-up or while trying to scan, run Scantest to identify the problem. The test can be used to:

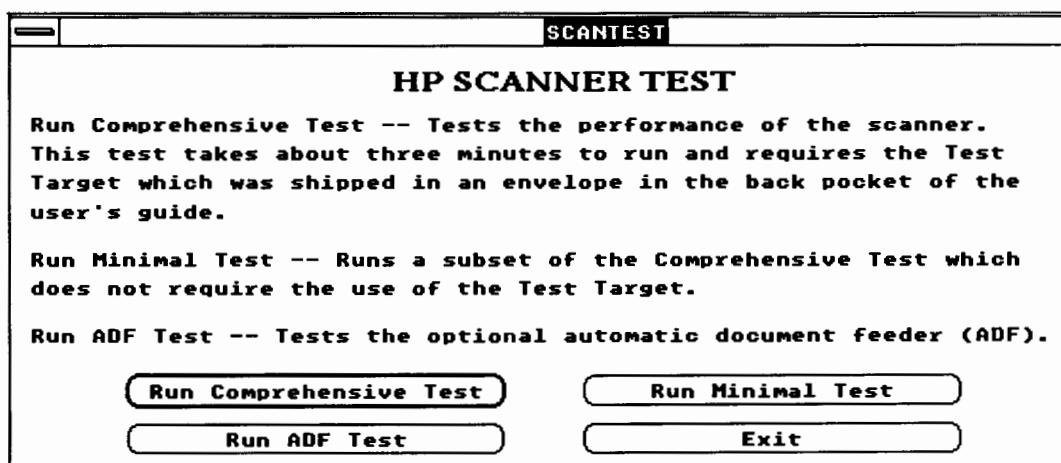
- Test the installation of the scanner in your computer system.
- Verify that the scanner is performing like new.

Starting Scantest

If you have Microsoft Windows 2.1, you can run the Scantest program directly from Microsoft Windows without using Scanning Gallery Plus. Refer to the section of chapter 2 "Testing Your Installation."

If you are using a run-time version of Microsoft Windows, you can run the Scantest program from the File Menu in the Scanner window in Scanning Gallery Plus. If you installed only the Scantest program without Scanning Gallery Plus and you do not have Microsoft Windows, follow these steps:

1. Type: C:\SCANTEST
2. Type: SCANTEST



Running a Test

The Scantest program has three different tests:

- Run Comprehensive Test
- Run Minimal Test
- Run ADF Test

In most instances, you should choose the comprehensive test because it does the best job of testing the scanner. If you run the comprehensive test, you'll need to use the Test Target in the back pocket of this user's guide. When removing the Test Target from the protective envelope, carefully handle the Test Target by the edges because if fingerprints are scanned from the Test Target during the test scan, inaccurate information will be sent to the test program.

Also, be sure to put the Test Target back in the protective envelope when you are done using it. If you should lose the target, you can run the minimal test instead of the comprehensive test to determine if the scanner is performing as it should.

The ADF test is designed to test an automatic document feeder, if you have one attached to the scanner.

If the Scantest program detects a failure in the scanner, refer to appendix C, "Maintenance, Warranty and Specifications."

Problems or Questions?

See the following table to find suggestions for solving some typical problems and questions.

| Problem or Question | Suggestion |
|--|--|
| How do I change my CONFIG.SYS file manually and not use the installation program to install the scanner driver? | Refer to "Manual Installation of the Scanner Driver" in this appendix. |
| I think my scanner has failed, or, I think the quality of my scanned images has deteriorated. How can I test my scanner? | Refer to "Testing the Scanner" in this appendix. |
| Where can I find more information about the run-time Windows features? | Refer to "Using the Control Panel" in appendix B. |
| What if paper jams the automatic document feeder or I have other problems with the ADF? | Refer to "Installing the Automatic Document Feeder" in appendix D. |
| How can I change the color of my Scanning Gallery Plus screen? | Refer to appendix B. |
| Where can I learn about OCR software? | Refer to "Finding Software Packages" in this appendix. If you are interested in using ReadRight OCR, refer to the index for page numbers that discuss using ReadRight and the HP ScanJet Plus scanner. |
| How can I use the scanner with my desktop publishing software package? | Refer to chapter 5. |

| Problem or Question | Suggestion |
|--|--|
| How can I let Hewlett-Packard know about my suggestions and comments? | Use the reader comment card at the back of this guide to send your suggestions and comments. Your suggestions are appreciated. |
| I need to replace an ADF Mylar guide. | Refer to appendix D. |
| The installation program indicates that I do not have any addresses in my computer system available for the scanner. What should I do? | You'll have to remove a device from your computer system to make room for the scanner. |
| The installation program did not recommend any switch settings. | Either the installation program has failed or you have installed the interface card prior to running the installation program. (Remove the card and run the installation program again.) |
| After installing the interface card, my computer (or one of my peripheral devices) does not work. | It is possible that you have an addressing conflict with the scanner. Set the interface switches to the setting recommended by the installation program. You may need to remove the interface card and run the installation program again. |
| The Scantest program indicates that I have a problem with my scanner. What should I do? | Refer to appendix C to find the warranty and service information that you need. If the problem is a broken lamp or other easily replaceable part, instructions for replacing it are in this user's guide. |
| I would like to learn about Hewlett-Packard maintenance and service programs. | Refer to appendix C. |

Manual Installation of the Scanner Driver

Using the installation program is the easiest way to install the scanner software on your system. However, if you have a special configuration, you may want to manually install the software to ensure the CONFIG.SYS file remains the way you want it.

To manually install the driver:

1. Copy your current CONFIG.SYS to another file, such as CONFIG.SAV.
2. Using a text editor, add the following lines to your CONFIG.SYS file:
`DEVICE=SJDRIVER.SYS`
`BUFFERS=20`
`FILES=99`
3. Resave your CONFIG.SYS file.
4. Insert the ScanJet Plus Installation Disk into Drive A.
5. Copy the SJDRIVER.SYS file from the ScanJet Plus Installation Disk to the root directory of Drive C.

You can also manually install the Scanning Gallery Plus files, however, you cannot copy the run-time version of Windows required to make it run. If you have Microsoft Windows version 2.1, the option remains.

To copy the Scanning Gallery Plus files:

1. Create a subdirectory on your hard disk for the Scanning Gallery Plus files.
2. Insert the ScanJet Plus Installation Disk in Drive A.
3. From the subdirectory on the hard disk that you just created, type:

```
COPY A:*.*
```

You will also have to add the information from the CONVERT.TXT file to the WIN.INI file.

Ordering Replacement Items

Although some of the items below can be ordered only by your dealer or Hewlett-Packard service representative, the items are listed here to help you in obtaining them. Order items for your system by contacting your sales representative or the Hewlett-Packard dealer where you purchased the scanner.

| Description | HP Part Number |
|--|----------------|
| ScanJet Plus User's Guide | 88295-90199 |
| Interface Kit for Vectra and IBM XT\AT Computers | 88295A |
| Interface cable | 5180-0010 |
| Automatic document feeder | 88195A |
| Mylar guide | 5180-0024 |
| Power cord* | See footnote * |
| Test Target | 09195-87799 |
| Lamp Access Door | 5180-0029 |
| Scanner lamp | 5180-0023 |
| Scanner copyboard cover | 5180-0028 |

* Power cord numbers are dependent on your location. Please consult your sales representative if you need to order a power cord.

If your question is not answered in this user's guide, you may get assistance from your dealer, Hewlett-Packard, or your own organization. Appendix C contains a list of Hewlett-Packard worldwide sales and support offices.

Finding Software Packages for the Scanner

New software packages are being developed and will be introduced by software companies after this user's guide has been printed. Check with your sales representative to find which packages are available today.

| Software Packages | Description | Address |
|----------------------------|--|---|
| PageMaker V1.0-V-3.0 | PageMaker desktop publishing software integrates text and graphics, allowing PC users to design, edit, and produce high-quality, printed communications in an office setting. | Aldus Corp. 411 First Ave. South Suite 200 Seattle, WA 98104 (206) 622-5500 |
| Lotus Manuscript Release 2 | Manuscript is an advanced word processing program that has all the advantages of full-featured word processors with the design and typesetting capabilities of desktop publishing programs. | Lotus Development Corp. 55 Cambridge Parkway Cambridge, MA 02142 (617) 577-8500 |
| Ventura Publisher | Ventura Publisher is a professional page-layout system that lets you combine text with images. Images can be scanned and merged with text on the composed page. | Ventura Software Inc. 675 Jarvis Dr., Suite C Morgan Hill, CA 95037 (408) 779-5000 |
| LePrint 3.0 | LePrint is a typesetting publishing package that offers a range of type styles with sizes from two points to over ten inches tall. It accepts scanned images from the HP ScanJet Plus scanner. | LeBaugh Software 10824 Saw Mill Road Omaha, NE 68154 (402) 334-4820 |
| GEM Desktop Publisher V1.0 | GEM Desktop Publisher is an icon-based, WYSIWYG, menu-driven, page-layout program. It imports text and graphics from a variety of word-processing packages. It runs under the GEM operating environment. | Digital Research 60 Garden Court Monterey, CA 93942 (408) 646-6464 |

| Software Packages | Description | Address |
|---------------------------|---|--|
| GemScan | GemScan allows the integration of scanned images into text and graphics created under the GEM collection software. GemScan scans a selected image and formats it. | Digital Research 60 Garden Court Monterey, CA 93942 (408) 646-6464 |
| WordPerfect 5.0 | WordPerfect is an advanced WYSIWIG word processing package. Version 5.0 allows scanned images to be incorporated within your document. In addition, scanned images can be scaled, moved, and rotated to meet your specifications. | WordPerfect Corp. 1555 North Technology Way Orem, UT 84057 (801) 225-5000 |
| Polaris Label-maker V2.0 | Polaris Labelmaker creates any style or size label printable by a LaserJet printer. TIFF scanned images can also be imported. | Polaris Software 613 West Valley Parkway, Suite 323 Escondido, CA 92025 (619) 743-7800 |
| Polaris Print-merge V3.10 | Printmerge is a general purpose formatting program. Text created from a wide range of word processing packages can be formatted using Printmerge commands. Scanned images can also be merged with the text. | Polaris Software 613 West Valley Parkway, Suite 323 Escondido, CA 92025 (619) 743-7800 |
| First Publisher 1.0, 2.0 | First Publisher is a desktop publishing package that allows users to merge text and graphics. Text may be imported directly from word processing packages or created in First Publisher. | Software Publishing Corp., P.O. Box 7210 1901 Landings Drive Mountain View, CA (415) 962-8910 |
| ScanPro | ScanPro is a scanning and vectorizing utility that scans images and then converts them into either AutoCAD DXF or PRODESIGN IP formats. | American Small Business Computers 118 South Mill St. Pryor, OK 74361 (918) 825-4844 |
| FormScan | FormScan can scan forms, edit them, and merge information from data base applications. | GDI 20-C Pimentel Ct. Novato, CA 94947 (415) 382-6600 |

| Software Packages | Description | Address |
|--|--|---|
| Pageview | Pageview is a page preview and graphics integration program for Microsoft Word. Images can be scanned, saved on the Clipboard, and incorporated into documents. | Microsoft Corporation 16011 NE 36th Way P.O. Box 97017 Redmond, WA 98073 (206) 882-8089 |
| COPYCAT | COPYCAT combines the HP ScanJet Plus and HP LaserJet into an intelligent copy machine. Binary as well as dither modes can be printed from a variety of resolutions. | Janus Associates 46 Chestnut St. Boston, MA 02108 (617) 720-5085 |
| Halo V2.27 | Halo is a graphics programming kit that allows users to create graphic images on a PC. Halo is written in assembler language and supports over 15 high-level programming languages. It provides programmers access to a library of over 190 graphic subroutines. | Media Cybernetics 8484 Georgia Ave Suite 200 Silver Spring, MD 20910 (301) 495-3305 |
| Polaris RAM Resident Print-merge V2.10 | Polaris RAM Resident Printmerge is a RAM-resident utility that can add TIFF images created by the ScanJet Plus Scanner to documents. Extensive page-formatting functions are also included. | Polaris Software 613 West Valley Parkway Suite 323 Escondido, CA 92025 (619) 743-7800 |
| Polaris Scan-Control V1.0 | ScanControl is a RAM-resident utility that controls the ScanJet Plus Scanner directly from a pop-up menu. ScanControl can be invoked from inside word processing programs, allowing images to be scanned and later placed in documents. | Polaris Software 613 West Valley Parkway Suite 323 Escondido, CA 92025 (619) 743-7800 |
| TrueScan | TrueScan provides complete document recognition capable of converting typewritten, typeset, laser, and dot-matrix printing into formats for word processors, spreadsheets, desktop publishing packages, and database applications. | Calera Recognition Systems 2500 Augustine Drive Santa Clara, CA 95054 (800) 544-7051 |

A-10 Finding Help

| Software Packages | Description | Address |
|-----------------------------|--|--|
| ReadRight | ReadRight allows users to convert a scanned image of alphanumeric characters into a computer-readable format (ASCII, for example). | OCR Systems Contact Local Hewlett-Packard Sales Office |
| Halo DPE Publishing Edition | Halo DPE Publishing Edition allows the merging of image and ASCII text in a single document. Text can be created with word-processing applications and merged into the software through the use of icon menus. | Media Cybernetics Inc. 8484 Georgia Ave Suite 200 Silver Spring, MD 20910 (301) 495-3305 |
| PC Paint-Brush+ | PC PaintBrush+ is designed for the user who does not need the full support of a desktop publishing solution. It supports scanned images such as logos and diagrams, and allows the merging of graphic art with text. | Z-Soft 450 Franklin Road Suite 100 Marietta, GA 30067 (404) 428-0008 |
| Publisher's Paint-Brush | Publisher's PaintBrush is a paint package designed for desktop publishing. You can produce pictures of high resolution. It allows scanned images such as art, logos, and diagrams to be merged with text into a composed page. | Z-Soft 450 Franklin Road Suite 100 Marietta, GA 30067 (404) 428-0008 |
| GammaFax 4.0 | GammaFax is a menu driven facsimile package with extensive logging features. ASCII-to-ASKII file transfer and a CAD-FAX option are available. GammaFax runs in background mode at 9600 baud. | GammaLink 2542 Embarcadero Way Palo Alto, CA 94303 (415) 856-7421 |
| Polaris Pack Rat | Polaris Pack Rat is a personal information management program that runs under Microsoft Windows. Text and scanned images can be combined to produce custom databases. | Polaris Software 613 West Valley Parkway Suite 323 Escondido, CA 92025 (619) 743-7800 |

Scanning Gallery Plus Error Messages

The error messages for Scanning Gallery Plus are divided into two parts: the Scanner window messages and the Image Editor window messages.

Image Editor Error Messages

| # | Message | Cause | Remedy |
|-----|--|---|--|
| 106 | Cannot paste in Full View. | Attempting to paste while in Full View. Paste data is not from Scanning Gallery Plus. | When pasting data from another source, use Detail View. |
| 107 | Cannot open the Clipboard. | A Windows problem prevents the Windows Clipboard from being accessed. | Close Scanning Gallery Plus and Microsoft Windows, then open them again. |
| 108 | Cannot paste from the Clipboard. | The paste operation cannot succeed because data was lost. | Try the Cut or Copy and paste procedure again. |
| 109 | Image has been corrupted. | The editing operation was partially completed when an error occurred. | If other windows, dialog boxes, or applications are open, close them. |
| 112 | Unable to complete the editing function. | Not enough memory to finish editing. | If other windows, dialog boxes, or applications are open, close them. |
| 120 | No Converters were found. | The converter files are not present. | Re-install Scanning Gallery Plus. See this guide for instructions. |
| 121 | Could not convert the file. | Not enough memory to convert the file. | If other windows, dialog boxes, or applications are open, close them. |
| 201 | Could not open image file. File not found. | This file does not exist. | Check the name of the image file you are trying to open. |

| # | Message | Cause | Remedy |
|-----|---|--|---|
| 202 | Could not open image file. File is not a TIFF file. | The file you opened is not a TIFF file. | Select a TIFF file. |
| 203 | Could not open image file. File is an unsupported TIFF file. | The TIFF file you tried to open was made by another application and Scanning Gallery Plus cannot read this file. | Select a file in the supported TIFF file format. |
| 204 | Not enough memory to complete the operation. | There was not enough memory to complete this operation. | If other windows, dialog boxes, or applications are open, close them. |
| 208 | Incorrect file name. | The file name you entered is not a valid MS-DOS file name. | Type the correct file name. |
| 209 | Can not open Scanner window. | Not enough memory to open the Scanner window. | If other windows, dialog boxes, or applications are open, close them. Then, try opening the Scanner window again. |
| 210 | Can not open the Control Panel. | Not enough memory to open the Control Panel. | If other windows, dialog boxes, or applications are open, close them. Then, try opening the Control Panel again. |
| 211 | A temporary work file has been deleted. | A work file in the temp directory was deleted. | Open the image file again. |
| 214 | Not enough disk space on drive to complete the operation. | There was not enough disk space to complete the operation. | Delete any unnecessary files to increase disk space. |
| 215 | Too many files open. | Too many files are open at the same time. | Close other files, dialog boxes, or applications. |



| # | Message | Cause | Remedy |
|-----|---|--|--|
| 216 | Could not find library, RGLIB.RGL. | The image library file, RGLIB.RGL does not exist. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 217 | Corrupted library file, RGLIB.RGL. | The image library file, RGLIB.RGL has been corrupted. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 218 | No printer selected. | A printer in the Print dialog box was not selected. | Select a printer in the Print dialog box. If a printer is not listed, see "Adding and Removing Printers" in appendix B in the ScanJet Plus User's Guide. |
| 219 | Printer does not support raster graphics. | The printer you have selected can not print raster images. | Select a printer that can print raster images. |
| 222 | Printer not installed. | No printers have been installed. | To install a printer, see "Adding and Removing Printers" in appendix B in the ScanJet Plus User's Guide. |
| 223 | Error opening printer device driver. | The driver program for the selected printer could not be loaded. | You must reinstall the printer. To install a printer, see "Adding and Removing Printers" in appendix B in the ScanJet Plus User's Guide. |
| 224 | Unable to set up cancel box. | An error prevented Scanning Gallery Plus from creating a cancel box. | Close Scanning Gallery Plus and open it again. |

| # | Message | Cause | Remedy |
|-----|---------------------------------------|---|---|
| 225 | Print failed. | An error occurred while the image was being printed. | Check printer connections or check if printer is out of paper. |
| 226 | Incorrect number of copies requested. | An incorrect number of copies was entered in the the Copies box. | Enter a number from one or greater in the Copies box. |
| 228 | Incorrect path name. | The file name you entered is not an MS-DOS file. | Type the correct file name and path name. |
| 231 | Cannot open another Image Editor. | Not enough memory to open another Image Editor. | If other windows, dialog boxes, or applications are open, close them. Then, try opening the Image Editor again. |
| 232 | Incorrect drive entered. | The drive you entered is incorrect or does not exist. | Type the correct drive. |
| 233 | Cannot create file in (file name). | The directory you entered does not exist. Not enough disk space. | Type the correct directory name. Delete any unnecessary files to increase disk space. |
| 234 | Cannot write the file to disk. | You may be out of disk space. There may be a problem with your disk. | Delete any unnecessary files to increase disk space. Check the disk that you are trying to write to. |
| 235 | Cannot compress the image file. | An error prevented compressing the image. | Do not save the image compressed. |
| 236 | Cannot uncompress the image file. | An error prevented compressing the image. | This file cannot be uncompressed by Scanning Gallery Plus and cannot be opened. |

| # | Message | Cause | Remedy |
|-----|--|--|---|
| 237 | Cannot print in landscape orientation. | The selected printer has been set to landscape orientation, but does not support this orientation for printing graphics. | Open the Printer Settings dialog box for the selected printer and change the orientation to portrait. |
| 238 | Corrupted converter file. | A converter file has been corrupted. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 239 | File size could not be reduced. Compression ended. | The image can not be made smaller. | |
| 240 | Cannot uncompress file. Unknown compression method. | The image has been compressed by a compression method not recognized by Scanning Gallery Plus. | Uncompress the image before you open it in Scanning Gallery Plus. |
| 242 | Not enough disk space to complete the operation. | Not enough disk space available. | Delete any unnecessary files to increase disk space. |
| 252 | Specify Applications dialog box could not be opened. | Not enough memory to open the dialog box. | If other windows, dialog boxes, or applications are open, close them. Then, try opening the dialog box again. |
| 253 | Unable to add application information. | An error prevented Scanning Gallery Plus from adding the user specified application information. | Try the command again. |

| # | Message | Cause | Remedy |
|-----|---|---|---|
| 254 | Specify Applications dialog box contains incorrect information and will be closed. | Information was changed in the dialog box without being saved to disk. The dialog box must be closed. | Delete any unnecessary files to increase disk space. Then reopen the dialog box. |
| 255 | File not found. | The file name you entered cannot be found by Scanning Gallery Plus. | Type the correct file name. |
| 257 | Unable to delete application information. | An error prevented Scanning Gallery Plus from deleting the user specified application information. | Try the command again. |
| 258 | File name not entered. | A file name was not entered. | Type in the file name. |
| 259 | Inactive Specify Applications dialog box could not be changed. | More than one Specify Applications dialog is open. When you change information in one, the other dialog box can not be changed. | Close a dialog box so that only one is open. It is recommended that only one Specify Applications dialog box be open. |
| 260 | Menu Command Label can not be blank. | You tried to add application information with a blank menu command label. | Enter a menu command label in the Specify Applications dialog box. |
| 261 | Application could not be opened. | The application you selected could not be opened. | Check the Specify Applications dialog box to see if the executable file still exists. If other windows, dialog boxes, or applications are open, close them. Then, try selecting the application again. |

Scanner Window Error Messages

| # | Message | Cause | Remedy |
|-----|---|--|---|
| 601 | Using default scanner values. | The Scanner windows opened with default dialog box settings. | |
| 602 | Will write over existing file. | The file you are saving to exists and will be written over. | |
| 603 | Grayscale compression not supported. | Scanning Gallery Plus cannot compress a grayscale image. | |
| 604 | Scanner must be installed to change paper size. | The scanner is not installed. | Install your scanner. See the ScanJet Plus User's Guide for installation instructions. |
| 605 | Scanner must be on to change paper size. | The scanner is not turned on. | Turn on the scanner. If it does not go on, check the power connections. |
| 606 | Using default scanner values for settings not compatible with current scanner. | A new scanner was installed that is not compatible with the selections for the old scanner. | |
| 607 | Proportional Scaling can not be selected under the current width and height settings. | Because of the current vertical and horizontal resolution, the width and height scale ranges will not permit proportional scaling. | |
| 610 | File does not exist. Create it? | The file name you entered does not exist. | Choose OK if you want Scanning Gallery Plus to create it for you. |
| 611 | Using default format and language settings. | The file, RRINFO.DAT does not exist, or is corrupted. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |

A-18 Finding Help

| # | Message | Cause | Remedy |
|-----|--|--|---|
| 612 | Scan paper in the Automatic Document Feeder. | Paper is in the Automatic Document Feeder, but the Scan All Pages in Document Feeder box was not selected. | Select the Scan All Pages in Document Feeder box from the Text Scan dialog box. |
| 701 | Scanner driver not installed. | The device driver for the scanner is not installed. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 702 | Scanner device not responding. | The scanner device is off. The scanner is not connected. The scanner has a hardware problem. | Turn on the scanner. Check the scanner connections. Choose "Run Scantest.." from the File menu in the Scanner Window. Refer to "Testing Your Installation" in chapter 2. |
| 703 | Not enough disk space to complete the operation. | Not enough disk space available. | Delete any unnecessary files to increase disk space. |
| 704 | Not enough memory to complete the operation. | There was not enough memory to complete this operation. | If other windows, dialog boxes, or applications are open, close them. Then, try it again. |
| 705 | Incorrect file name. | The file name you entered is not a valid MS-DOS file name. | Type the correct file name. |
| 710 | Could not find library, RGLIB.RGL. | The image library file, RGLIB.RGL does not exist. | Re-install Scanning Gallery Plus. Refer to the ScanJet Plus User's Guide. |

| # | Message | Cause | Remedy |
|-----|--|---|---|
| 711 | Corrupted library file, RGLIB.RGL. | The image library file, RGLIB.RGL has been corrupted. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 714 | No file converters installed. | The converter files are not present. | Reinstall Scanning Gallery Plus. See the ScanJet Plus User's Guide for installation instructions. |
| 719 | File size could not be reduced. Compression terminated. | The image can not be made smaller. | |
| 721 | The Scanner window is already open. | The Scanner window was already open when you tried to open it. | |
| 722 | The Automatic Document Feeder (ADF) is not ready. | The Automatic Document Feeder is not ready for the scanning process to begin. | Make sure that the Automatic Document Feeder is on and properly connected. |
| 723 | Could not load the converter. | Not enough memory to load the converter file. | If other windows, dialog boxes, or applications are open, close them. Then, try the process again. |
| 724 | Could not convert the file. | Not enough memory to convert the file. | If other windows, dialog boxes, or applications are open, close them. Then try the convert process again. |
| 729 | Incorrect Path Name. | The file name you entered is not an MS-DOS file. | Type the correct file name and path name. |
| 730 | Preview scan file deleted. Do another preview scan. | The temporary preview scan image file has been deleted. | Do another preview scan. |

| # | Message | Cause | Remedy |
|-----|--|---|--|
| 731 | Cannot find executable application file. | The application path name originally specified for the ReadRight program is no longer valid. | Use Specify ReadRight OCR dialog box to enter the application path name. |
| 732 | File name not entered. | A file name was not entered. | Type in the file name. |
| 734 | Cannot write to file. | The disk you are writing to is write protected. | Write to a disk that is not write-protected. |
| 736 | Specify Applications dialog box could not be opened. | Not enough memory to open the dialog box. | If other windows, dialog boxes, or applications are open, close them. Then try opening the dialog box again. |
| 737 | Unable to add application information. | An error prevented Scanning Gallery Plus from adding the user specified application information. | Try the command again. |
| 738 | Specify Applications dialog box contains incorrect information and will be closed. | Information was changed in the dialog box without being saved to disk. The dialog box must be closed. | Delete any unnecessary files to increase disk space. Then reopen the dialog box. |
| 739 | File not found. | The file name you entered cannot be found by Scanning Gallery Plus. | Type the correct file name. |
| 741 | Unable to delete application information. | An error prevented Scanning Gallery Plus from deleting the user specified application information. | Try the command again. |

| # | Message | Cause | Remedy |
|-----|--|---|---|
| 742 | File name not entered. | A file name was not entered. | Type in the file name. |
| 743 | Inactive Specify Applications dialog box could not be changed. | More than one Specify Applications dialog is open. When you change information in one, the other dialog box can not be changed. | Close a dialog box so that only one is open. It is recommended that only one Specify Applications dialog box be open. |
| 744 | Menu Command Label can not be blank. | You have tried to add application information with a blank menu command label. | Enter a menu command label in the Specify Applications dialog box. |
| 745 | Application could not be opened. | The application you selected could not be opened. | Check the Specify Applications dialog box to see if the executable file still exists. If other windows, dialog boxes, or applications are open, close them. Then, try selecting the application again. |
| 746 | Unable to find RRINFO.DAT file. | The directory containing your RR.EXE file does not contain the RRINFO.DAT file which provides information to run ReadRight. | Make sure that the RRINFO.DAT file exists in the same directory as the executable file which you have specified. |
| 747 | Could not open Scantest application. | Not enough memory to run the Scantest program. | If other windows, dialog boxes, or applications are open, close them. Then, try the process again. |



| | |
|------------------------------|------|
| Control Menu | B-2 |
| Using the Keyboard | B-6 |
| Control Panel | B-10 |

Learning Microsoft Windows and the Keyboard

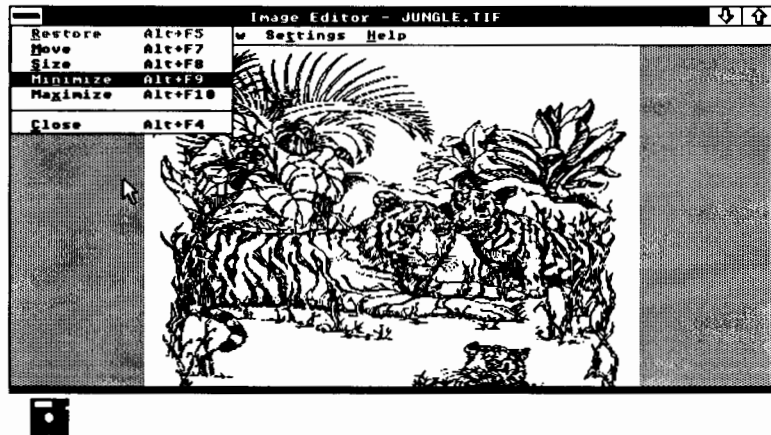
If you have never used Microsoft Windows before, terms like command menus, dialog boxes, and icons will not be familiar to you. In the following exercises you will use a mouse with Microsoft Windows, and also learn some of the terminology.



B

Control Menu

The Control Menu commands are common to all Window applications. If a command is grayed out (displayed in a lighter type) it cannot be used with the current window.



To use a Control Menu command:

1. Click the Control Menu box.
2. Click a command.

Size

The sizes of most windows can be changed. For Scanning Gallery Plus, only the Image Editor window size can be changed.

To change the size of the Image Editor window:

1. Choose **Size** from the Control Menu box.
2. Drag the four-headed arrow to the left window border. It changes to a two-headed arrow.
3. With the two-headed arrow on the border, drag the window to change its size.
4. Release the mouse button when the window is the desired size.

B-2 Learning Microsoft Windows and the Keyboard

Move

The Move command lets you move a window to another position on the screen. When you finish using the Scanner or the Image Editor window, you can move it out of the way by closing it (see “Close” in this chapter) or by using the Move command.

To move the Scanner window with the Move command:

1. Choose **Move** from the Control Menu box.
2. Drag the four-headed arrow to the left window border. It changes to a two-headed arrow.
3. Drag the two-headed arrow to move the window.
4. Release the mouse button when the window is in the desired position.

Quick Move

You can also quickly move any window:

1. Drag the Title bar. The Scanner window moves.
2. Release the mouse button when the window is in the desired position.

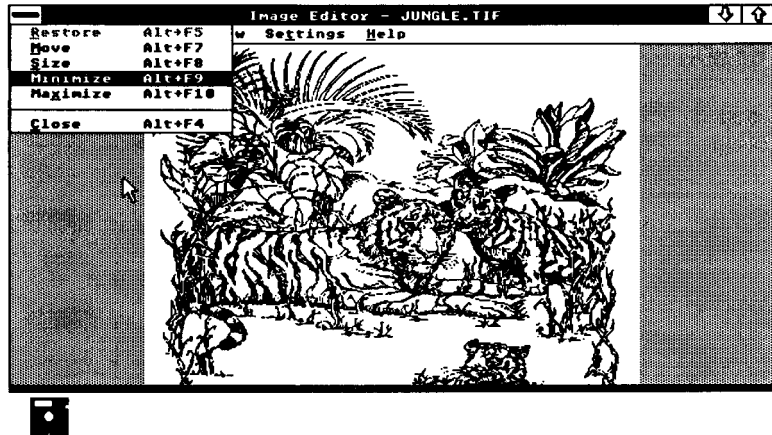
B**Minimize**

To remove the Image Editor window from the screen, but still keep it loaded and ready to use, you can change it to an icon. When you want to use it again, double-click the icon.

To minimize the Image Editor window:

1. Choose **Minimize** from the Control Menu box.

The Editor window changes to an icon.

**Quick Minimize**

To quickly change the Image Editor to an icon:

Click the down arrow.

To restore the Image Editor window:

1. Double-click the Image Editor icon.

You can also click the up arrow in the upper right corner of the window.

Maximize

Use the Maximize command to enlarge the Image Editor window to its maximize size.

To maximize the Image Editor window:

Choose **Maximize** from the Control Menu box.

Quick Maximize

1. Select the Image Editor window.
2. Click the Maximize box in the upper-right corner of the window.

Close

Choose the Close command to exit the Scanner window or the Image Editor window. If both windows are displayed on the screen, when you close the Scanner window the Image Editor window will remain until you close it as well.

To close a window:

Choose **close** from the Control menu box.

Using the Keyboard

If you don't have a mouse, you can use your keyboard with Scanning Gallery Plus. This appendix is made up of keyboard tables that show you the appropriate key combinations for performing tasks with Scanning Gallery Plus.

Open a Menu and Choose an Option

To open a menu in the Scanner window and choose an option:

1. Press Alt + T keys to open the Settings menu.
2. Press the S key to open the Paper Size dialog box.

To select an option from a dialog box, use the up arrow or the down arrow keys to move to the option.

3. Tab to OK and press the Enter key to choose the option and close the dialog box.

Dialog Boxes

| Press ... | To ... |
|-------------|--|
| Enter | Carry out action in bold border. |
| Esc | Cancels the task. |
| Tab | Move to next choice in dialog box. |
| Shift + Tab | Move to previous choice(s) in dialog box. |
| spacebar | Carries out the currently selected action. |

To cancel a dialog box, tab to **Cancel** and press spacebar.

Selecting an Area

The following table shows the keys to use when:

- Selecting an area for an image scan (Scanner window).
- Selecting an area to cut (Image Editor window).
- Selecting an area to crop (Image Editor window).

Select Keys: Image Editor and Scanner

| Press ... | To Select an Area |
|--------------------------|---|
| Ctrl + cursor keys | Moves the pointer faster in the appropriate direction. |
| Shift + cursor keys | Anchors a position, then expands the selection box in the appropriate direction. |
| Shift Ctrl + cursor keys | Anchors a position, then expands the selection box faster in the appropriate direction. |
| Esc | Removes the selection box from the area. Allows you to select a new area. |

B Keyboard Combinations

The following tables show the keyboard combinations to use when working with the Scanner window and the Image Editor window.

Scanner Window

Scanner Window Key Combinations

| Press ... | To Open ... |
|------------------|--------------------|
| Alt + spacebar | Control menu |
| Alt + F | File menu |
| Alt + S | Scan menu |
| Alt + T | Settings menu |
| Alt + H | Help menu commands |
| Ctrl + P | Preview Scan |
| Ctrl + I | Image Scan |
| Ctrl + T | Text Scan |
| F1 | Help Topics |

Once a menu is opened, press the underlined key in a command to begin the command. For example, in the File menu the “b” in the About Scanner command is underlined. You press the “b” on your keyboard to begin the command.

Image Editor Window Key Combinations

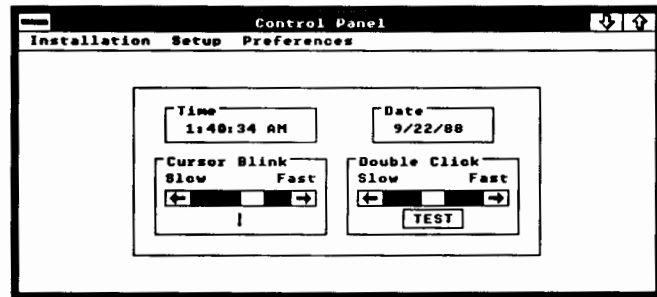
| Press ... | To ... |
|-----------------|----------------------------|
| Alt + spacebar | Open Control menu |
| Alt + F | Open File menu |
| Alt + E | Open Edit menu |
| Alt + S | Open Scan menu |
| Alt + V | Open View menu |
| Alt + T | Open Settings menu |
| Alt + H | Open Help Menu Commands |
| Ctrl + P | Print |
| F1 | Open Help Topics |
| Alt + backspace | Undo |
| Shift + Del | Cut |
| Ctrl + Insert | Copy |
| Shift + Ins | Paste |
| Del | Clear |
| Pg Up | Scroll up (Detail View) |
| Pg Dn | Scroll down (Detail View) |
| Ctrl + Pg Up | Scroll left (Detail View) |
| Ctrl + Pg Dn | Scroll right (Detail View) |

Once a menu is opened, press the underlined key in the command to begin the command. For example, in the File menu the “b” in the About Image Editor command is underlined. You press the “b” on your keyboard to begin the command.

Control Panel

You use the Control Panel to adjust Microsoft Windows system settings such as the date and time, printer assignments, and baud rates for communications devices. You can also use the Control Panel to specify screen colors.

The Control Panel lets you adjust these settings quickly and easily without running the Setup program again. Many of the changes you make in the Control Panel are reflected in the WIN.INI file.



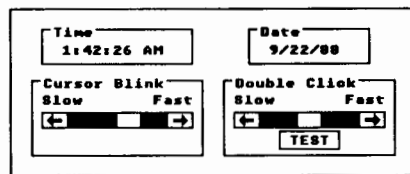
Starting Control Panel

B

Here's how to start Control Panel:

- Select **Run Control** from the File menu in the Image Editor window.

When you start the Control Panel, it creates a window containing four sections: Time, Date, Cursor Blink, and Double Click.

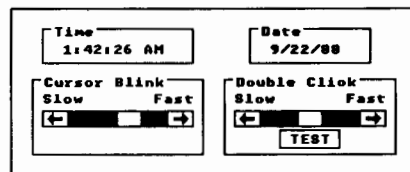


Changing the Time

You can use the Control Panel to change the system time. The time you set from Control Panel will be reflected in any applications (such as Clock or Calendar) that use the system time.

To change the time using the keyboard:

1. Press the Tab key to move to the Time section.



2. Use the right or left arrow key to select the part of the time (hours, minutes, or seconds) that you want to change.
3. Press the up key to increase the number; press the down key to decrease the number.

B

The system time changes when you move to another section or quit Control Panel.

To change the time using a mouse:

1. Click the part of the time (hours, minutes, or seconds) that you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

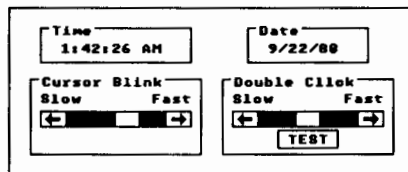
The system time changes when you click outside the Time section or quit Control Panel.

Changing the Date

Some applications, like Notepad, use the system date. You change the date the same way that you change the time:

To change the date using the keyboard:

1. Press the Tab key to move to the Date section.



2. Use the right or left arrow key to select the part of the date (month, day, or year) that you want to change.
3. Press the up arrow key to increase the number; press the down arrow key to decrease the number.

The system date changes when you move to another section or quit Control Panel.

To change the date using a mouse:

1. Click the part of the date (month, day, or year) that you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

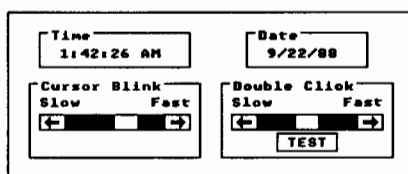
The system date changes when you click outside the Date section or quit Control Panel.

Changing the Cursor-Blink Rate

Some applications have an underscore (cursor) or insertion point that blinks. The blink rate is the frequency at which the cursor flashes.

To change the cursor blink rate using the keyboard:

1. Press the Tab key to move to the Cursor Blink section.



2. Press the right or left key to scroll to the setting you want. The farther right you scroll, the faster the blink rate. The vertical cursor within the Cursor Blink section reflects the new setting.

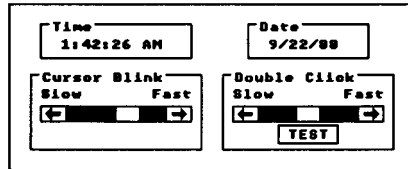
To change the Cursor-blink rate using a mouse:

Click the right or left scroll arrow in the Cursor Blink section.

You can also change the cursor-blink rate by dragging the scroll box within the scroll bar.

B Changing the Mouse Double-Click Rate

When you double-click the mouse button, Windows interprets your action by the speed with which one click follows another. You can change the expected speed by adjusting the setting in the Double Click section.



To change the double-click rate using the mouse.

Click the right or left scroll arrow in the Double Click section. The farther right you scroll, the faster the double-click rate.

You can also change the double-click rate by dragging the scroll box within the scroll bar.

You can test the new double-click setting by double-clicking the Test button. The button color will invert if Windows perceived the pressing of the mouse button as a double-click.

Adding and Removing Printers

When you first set up Windows, you select the printer you'll use with your system. To change this selection, use the Installation menu's Add New Printer and Delete Printer commands.

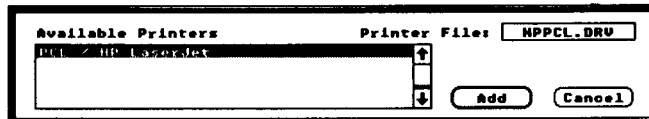
Adding a Printer

To add a new printer to your system:

1. Select the Installation menu and choose the Add New Printer command. A dialog box appears prompting you for the disk that contains printer files.
2. Insert the disk that contains the printer files you want to install. (This is one of the Scanning Gallery Plus Utilities disks for printer files that are included with Windows.)

3. Choose the OK button. A dialog box appears listing the printer files available on the disk.

B



4. Select the name of the printer that you want to add in the list box. The name of the corresponding printer file appears in the Printer File text box at the right.
5. Choose the Add button.

6. A dialog box appears prompting you to enter the drive or directory you want to copy the printer to. Drive B or your Windows directory appears in the text box. If you want to change this, type the drive or directory you want in the text box. (The directory must already exist.)

If you do not specify a drive or directory, the file will be copied to the disk in drive B if you have a two-drive system. The file will be copied to your Windows directory if you have a hard-disk system.

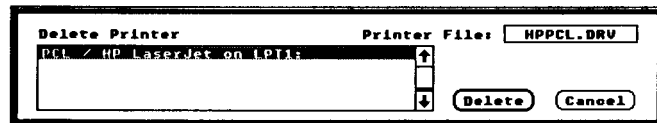
7. Choose the Yes button.

Whenever you add a new printer your system, you must let Windows know which port the printer is connected to. See the section called “Configuring Your System” later in this chapter for more information on this procedure.

Removing a Printer

To remove a printer from your system:

1. Select the Installation menu and choose the Delete Printer command. A dialog box appears listing the printers you have set up.



B

2. Select the name of the printer you want to remove in the list box. The name of the corresponding printer file appears in the Printer File text box.
3. Choose the Delete button.
4. A dialog box appears displaying the location of the printer file. If necessary, type an alternate location for the file in the text box.
5. Choose the Yes button.

If other applications use the printer that appears in the Delete Printer dialog box, that printer will not be deleted from the named directory; it will still be available to the other printers.

Configuring Your System

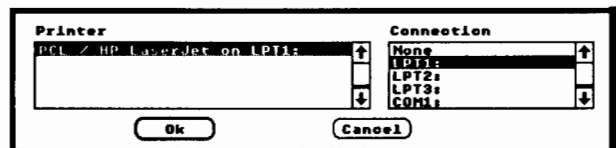
You use commands from the Setup menu to change printer port assignments, set the system default printer and specify its output modes, and set up serial communications ports.

Connecting Printers

Windows needs to know which port your printer is connected to. You use the Connections command to assign or change the port for your printer(s). For example, if you decide to move your printer from port LPT1 to port LPT2, you need to use Control Panel to change the printer connections setting.

To change printer connections:

1. Select the Setup menu and choose the Connection command. A dialog box appears displaying a list of printers and a list of ports.



2. Select the name of the printer you want to change from the Printer list box. The current port assignment for the selected printer is selected in the Connection list box to the right.
3. Select the desired port from the Connection list box.

Setting Up Printers

Use the Setup menu's Printer command to specify the system default printer and set its output mode. Also use it to set a certain amount of time for printing problems to be corrected before Windows sends you a message about the problem.

The system default printer is the printer used by applications designed for Windows. Printer output modes are printer-specific settings such as portrait (normal page orientation), landscape (lengthwise page orientation), or color for plotters. These options vary from printer to printer. If you have several printers installed, you can use the Printer command to let Windows know which printer you want to use.

The two Printer Timeouts settings let you adjust the amount of time Windows waits before sending you messages about printer problems. The Device Not Selected setting controls the amount of time Windows waits before notifying you that a printer is off-line. The default setting is 15 seconds. The Transmission Retry setting controls the amount of time Windows waits for output characters to be received by a printer before notifying you that it cannot print to the device. The default setting is 45 seconds.

Selecting Default Printer and Output Modes

To select a system default printer or change printer output modes:

1. Choose the Printer command from the Setup menu. A dialog box appears listing all available printers and their port connections.
2. To select a default printer, move to the default Printer list box and select the name of the printer that you want to serve as the default.
3. Choose the OK button. Another dialog box appears containing the default mode settings for your printer.
4. If necessary, change the settings.

B

5. Choose the OK button.

To change the amount of time Windows waits before sending you messages about printing problems:

1. Choose the Printer command from the Setup menu. A dialog box appears.
2. To change the Device Not Selected setting, move to that text box and type the number of seconds you want Windows to wait before sending you a message that the printer is off-line.
3. To change the Transmission setting, move to that text box and type the number of seconds you want Windows to wait before sending you a message that it cannot print to the device.
4. Choose the OK button. A dialog box appears showing the default settings for your printer.
5. If necessary, change the settings.
6. Choose the OK button.

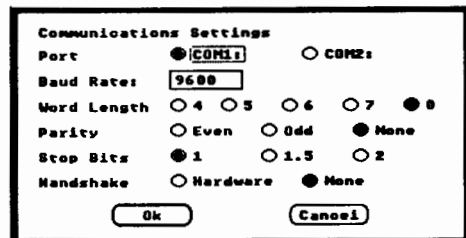
Setting Up a Communications Port

You use the Communications Port command to set up a serial communications port. You would want to do this if you are setting up a communications device or a serial printer.

If you are setting up a serial printer, check your printer's manual to make sure that the port settings you select are correct.

To choose a communications port:

1. Select the Setup menu and choose the Communications Port command. The Communications Setting dialog box appears displaying the available serial ports and their port settings.



B

2. Choose a port; the settings for that port appear.
3. Select the appropriate options.
4. Choose the OK button.

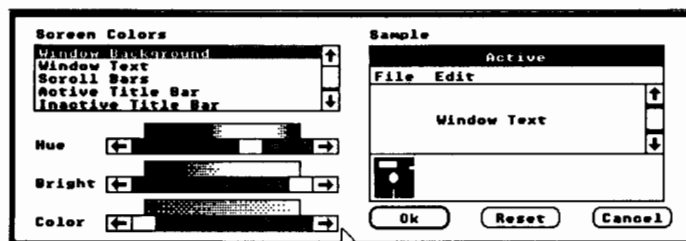
B Selecting Screen Colors

Use the Preferences menu's Screen colors command to adjust the text and background colors on your screen. The Screen Colors command also lets you adjust the shades of gray on the screen. You can specify hue, brightness, and amount of color for the following areas of your screen:

- Screen background
- Application workspace
- Window background
- Window text
- Menu bar
- Menu text
- Active (selected) title bar
- Inactive (unselected) title bar
- Title bar text
- Active border
- Inactive border
- Window Frame (the border that surrounds the window)
- Scroll bars

To select screen colors:

1. Select the Preferences menu and choose the Screen Colors command.
The Screen Colors dialog box appears.



2. In the list box, select the part of the screen or window for which you want to adjust the color.
3. To change the hue, move to the Hue scroll bar. Available colors are shown in the color palette above the scroll bar. Scroll to the right or to the left to choose a color. The Sample area simulates the Window appearance. Use the right or left arrow key to change settings in small increments. To move across the scroll bar more quickly, use the Page Up or Page Down key. If you are using the mouse, you can click the scroll arrows or drag the scroll box.
4. To change the brightness, move to the Bright scroll bar. scroll to the right to brighten the color (increase the amount of white). Scroll to the left to darken the color.

If the Bright scroll box is at the extreme left of the scroll bar, the color is black. If the scroll box is at the extreme right, the color is white.
5. To change the color, move to the Color scroll bar. Scroll to the right for a more vibrant, intense color. Scroll to the left for less intensity or saturation.

If the Color scroll box is at the extreme left of the scroll bar, adjustments to the Hue and Bright scroll bars will result only in black, white, and shades of gray.
6. When you have adjusted the screen colors to your satisfaction, choose the OK button. If you have changed your mind and want to return to the previous settings, choose the Reset button. This restores the original settings but does not close the dialog box. To cancel the new settings and close the dialog box, choose the Cancel button.

The Hue, Brightness, and Color controls are similar to those on a color TV; adjust the controls until you have the effect you want.

You need to run the SJSETUP program again if you want to add or change graphics cards or change the resolution of the graphics card you have already set up. You cannot use the Control Panel to make these changes in your system configuration. See the Software Installation Help in the front pocket of this manual.

B Turning Off the Warning Beep

When you're using Windows, your computer sometimes beeps; for example, this occurs if you press the wrong key. You can turn off the beep by using the Warning Beep command from the Preferences menu.

You can tell if the Warning Beep feature is in effect by looking in the Preferences menu. A checkmark appears by the Warning Beep command when the feature is active.

To turn the beep on or off:

Select the Preferences menu and choose the Warning Beep command.

Changing Mouse Options

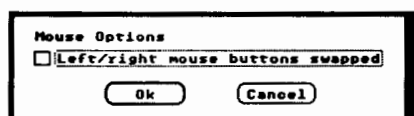
The Mouse command in the Preferences menu lets you change which mouse button you press and adjust how fast the mouse pointer moves on the screen.

Windows generally uses only the left mouse button. You can switch usage from the left mouse button to the right mouse button (and vice versa). With the Mouse Acceleration setting, you can increase or decrease the speed at which the pointer moves on the screen.

Switching Mouse Buttons

To switch mouse buttons:

1. Choose the OK button.



2. Set the Swap Left/Right Mouse Buttons option.
3. Choose the OK button.

Adjusting the Pointer

B

To change the speed at which the mouse pointer moves across the screen:

1. Select the Preferences menu and choose the Mouse command. A dialog box appears.
2. Choose the acceleration rate you want. The default is medium.
3. Choose the OK button.

Once you have set these options, they remain set until you change them.

Changing Country Settings

You can set variables (such as date, number, and time formats) for a particular country by using the Country Settings command in the Preferences menu.

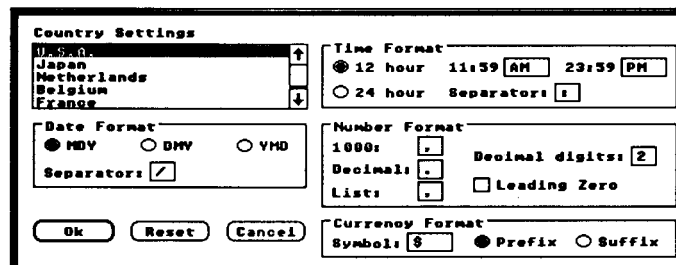
You can make changes to the following settings:

- Country
- Time format (12- or 24-hour)
- Trailing string (AM, PM, etc.)
- Time-separator symbol
- Date format (month-day-year, year-month-day, etc.)
- Date separator symbol
- Number-separator symbol
- number of significant digits
- List-separator symbol
- Leading zero
- Currency symbol

B

To change country setting:

1. Select the Preferences menu and choose the Country Settings command.
You will see the Country Settings dialog box.



2. In the country names list box, select the appropriate country name.
Notice that the country settings automatically change to correspond to the country you select.
3. If you do not want to make any modifications to the country settings, choose the OK button. The settings will be saved and will become your default values. See the following section for information about changing the settings. If you want to return to the original settings, choose the Reset button.

Creating New Country Settings

If the country name you want is not shown in the list box, you can create your own country settings.

To create new country settings:

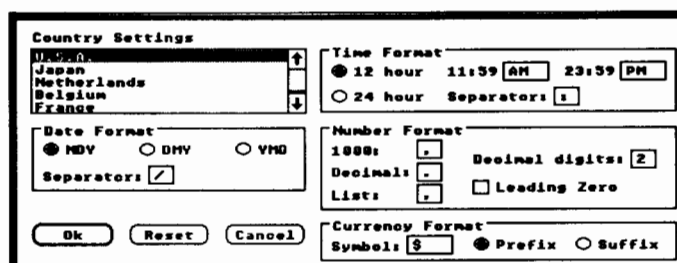
Select **Other Country** in the country names list box.

The settings displayed are for your current country setting (for example, the U.S.A. settings). You can change any of the settings.

Changing The Time Format

To change the time format:

1. Move to the Time Format section.



2. Select the time format you want (12- or 24-hour). Notice that when you switch to the 24-hour format, the AM/PM designations disappear.
3. Move to the trailing-string text boxes (shown as 11:59 and 23:59) and type the appropriate trailing string (for example, AM).
4. Move to the Separator text box and type the time-separator character you want (for example, :).

Changing the Date Format

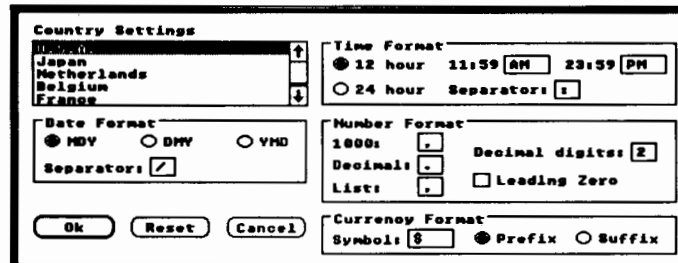
To change the date format:

1. Move to the Date Format section.
2. Select the date format you want (M stands for month, D for day, and Y for year).
3. Move to the Separator text box and type the appropriate date separator (for example, /).

B Changing the Number Format

To change the number format:

1. Move to the Number Format section.



2. Move to the 1000 text box and type the symbol used to separate the 1 from the 000.
3. Move to the Decimal digits text box and type the symbol used to separate integers from decimals.
4. Move to the List text box and type the symbol used to separate items in a list.
5. Move to the Decimal digits text box and type the number of decimal digits you want to display.
6. Move to the Leading Zero check box. If you want a leading zero in front of your decimal numbers, set this option.



Changing the Currency Format

To change the currency format:

1. Move to the Currency Format section.

The screenshot shows the 'Country Settings' dialog box. It contains several sections: 'Country' with a list box showing 'U.S.A.', 'Japan', 'Netherlands', 'Belgium', and 'France'; 'Date Format' with radio buttons for 'MDY' (selected), 'DMY', and 'YMD', and a 'Separator' dropdown; 'Time Format' with radio buttons for '12 hour' (selected) and '24 hour', and a 'Separator' dropdown; 'Number Format' with input boxes for '1000s' (3), 'Decimal digits' (2), and 'List' (0), and a 'Leading Zero' checkbox; and 'Currency Format' with a 'Symbol' text box containing '\$' and radio buttons for 'Prefix' (selected) and 'Suffix'. At the bottom are 'Ok', 'Reset', and 'Cancel' buttons.

2. In the Symbol text box, type the appropriate currency symbol.
3. Move to the Prefix or Suffix option button and select the option that corresponds to your currency. If the currency symbol precedes the number, select the Prefix option. If it follows the number, select the Suffix option.

Saving Country Settings Changes

Once you have adjusted the country settings to your satisfaction, you can save them by choosing the OK button in the Country Settings dialog box. The settings you have indicated will become effective immediately, and your WIN.INI file will be updated to reflect the changes.

If you decide to return to your original settings and keep the dialog box on the screen, choose the Reset button. To cancel the new settings and return to Control Panel main window, choose the Cancel button.

Quitting Control Panel

Once you have finished adjusting the different system settings, you may want to quit the Control Panel.

To exit the Control Panel:

Click the Control Menu box and select **Close**.



| | |
|--|------|
| Maintenance | C-2 |
| One-Year Limited Hardware Warranty | C-18 |
| Obtaining Service from Hewlett-Packard in the United States | C-20 |
| Obtaining Service from Hewlett-Packard Worldwide | C-21 |
| Maintenance by Your Local Dealer | C-23 |
| Funkentstörung Deutschland Herstellerbescheinigung | C-24 |
| Electromagnetic Interference Regulations Manufacturer's Declaration | C-24 |
| Microsoft Windows End User License Agreement | C-25 |
| Specifications | C-26 |

Maintenance, Warranty Information, and Specifications

This section contains information about keeping your ScanJet Plus scanner clean and replacing the light source. You'll also find warranty and service information, and product specifications.

Maintenance

Cleaning

To keep your ScanJet Plus scanner performing at its best, occasional cleaning is recommended. To clean your scanner:

1. Turn off the power switch.
2. Unplug the scanner.
3. Using a soft cloth and a mild detergent, gently wipe the copyboard glass, copyboard cover, and the exterior of the scanner. See figures C-1 and C-2. Avoid spraying cleaning solution directly on the copyboard glass because the spray could penetrate below the glass and contaminate internal mirrors and lenses.
4. Dry with a clean cloth.

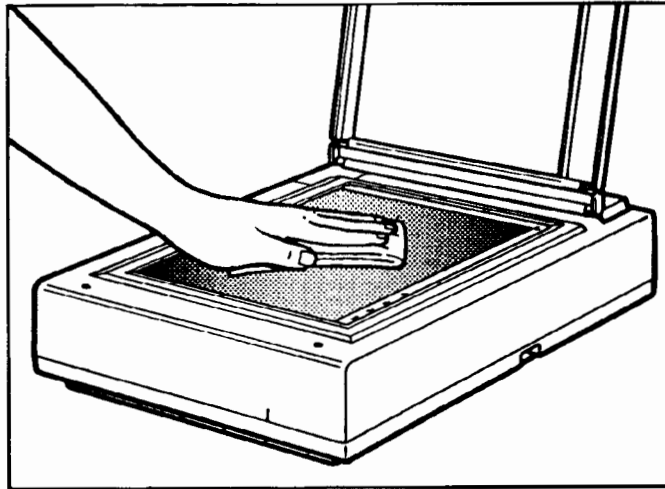


Figure C-1. Cleaning the Copyboard Glass

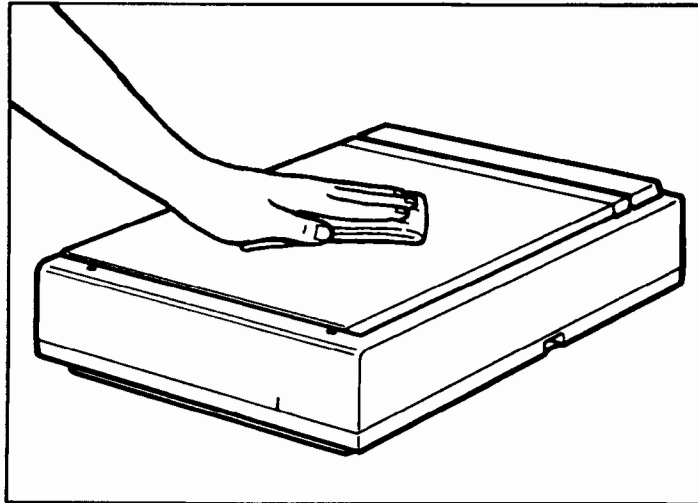


Figure C-2. Cleaning the Copyboard Cover

C

Replacing the Light Source

The ScanJet Plus scanner comes with a replaceable lamp capable of over 100,000 scans. When the lamp becomes dim or fails your host computer may indicate an error. When the lamp needs replacing, follow these steps:

C

1. Turn off the scanner and the computer.
2. Remove the copyboard cover by sliding it toward the front of the scanner. See figure C-3.

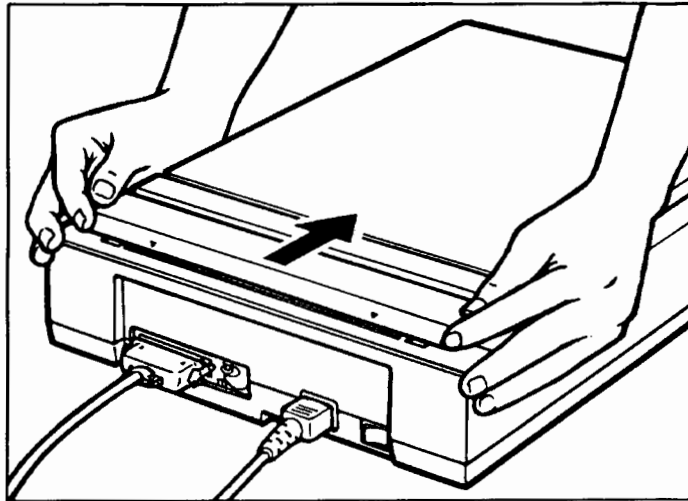


Figure C-3. Removing the Copyboard Cover

3. Lift and remove the copyboard cover. See figure C-4.

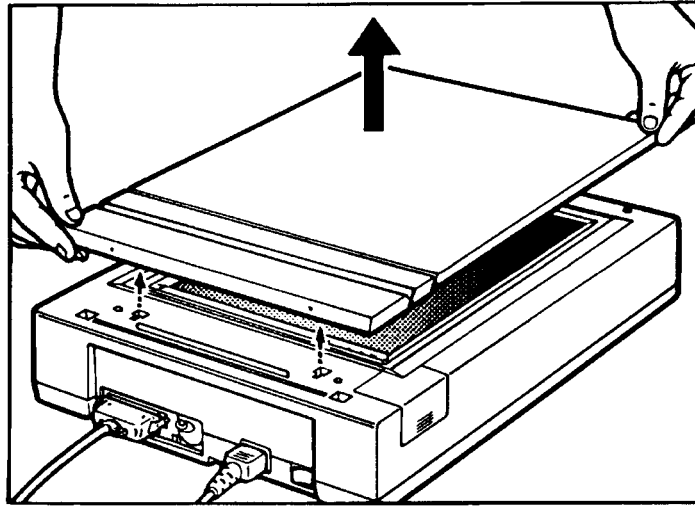


Figure C-4. Removing the Copyboard Cover

C

4. Disconnect the interface cable from the ScanJet Plus scanner. See figure C-5.

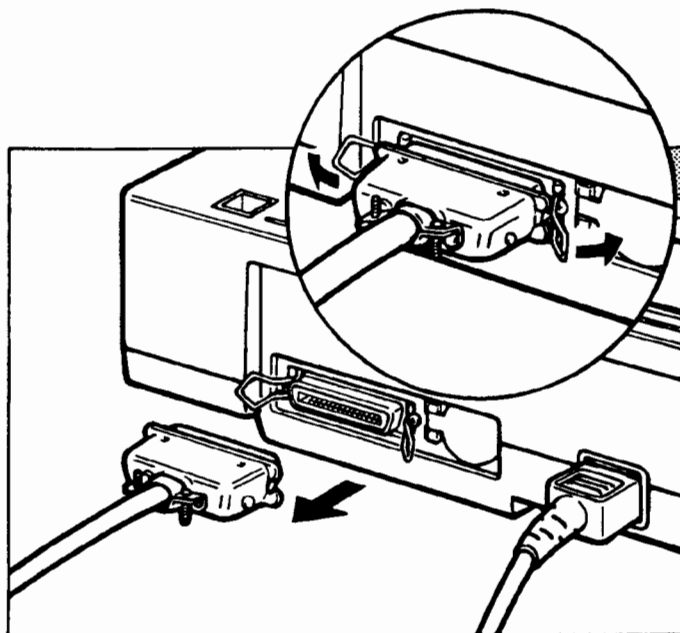


Figure C-5. Disconnecting the Interface Cable

5. To return the scanning unit to the correct position turn the scanner on.
See figure C-6.

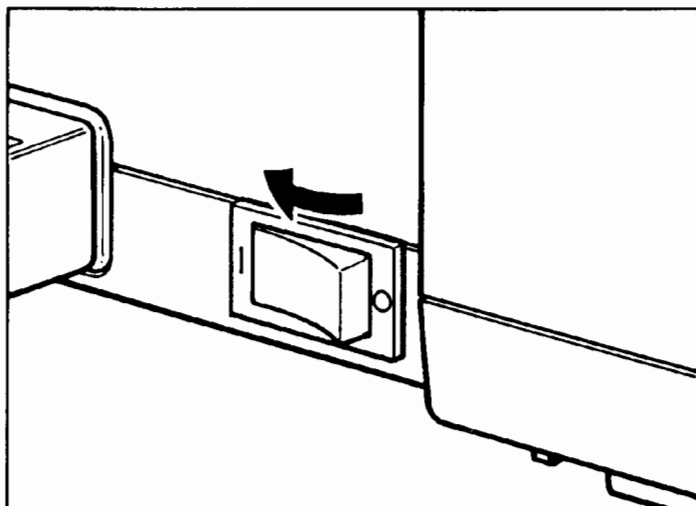


Figure C-6. Turning On the Scanner

C

6. When the scanning unit has returned to its home position, turn the scanner off. See figure C-7.

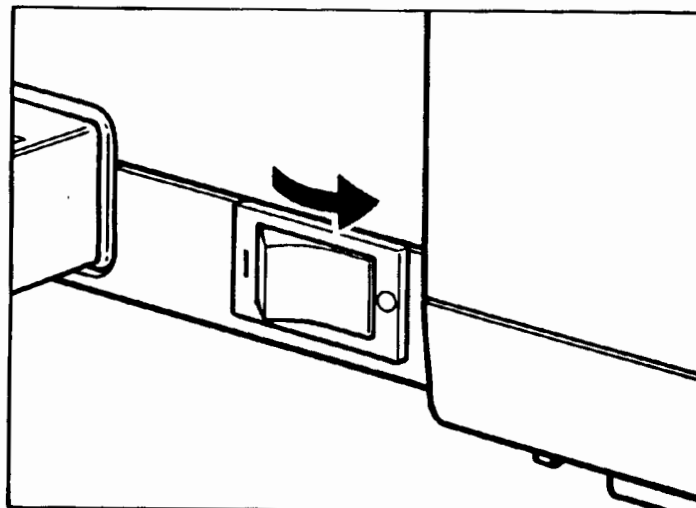


Figure C-7. Turning Off the Scanner

7. Disconnect the power cord from the scanner. See figure C-8.

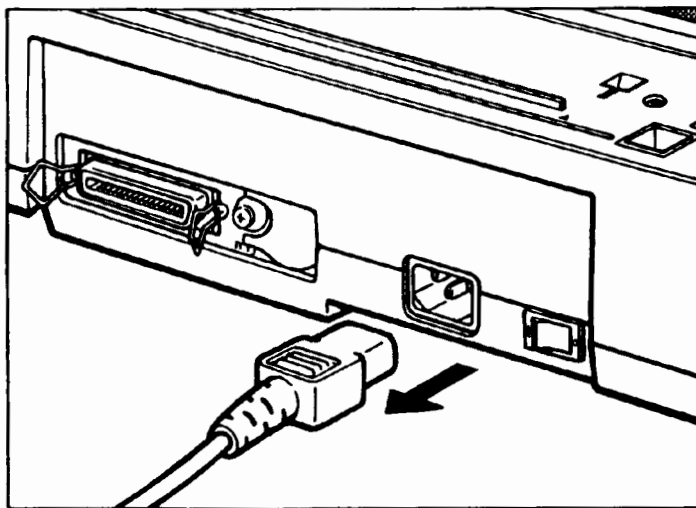


Figure C-8. Disconnecting the Power Cord

8. Locate the lamp cover and remove it by gently sliding it up. See figure C-9.

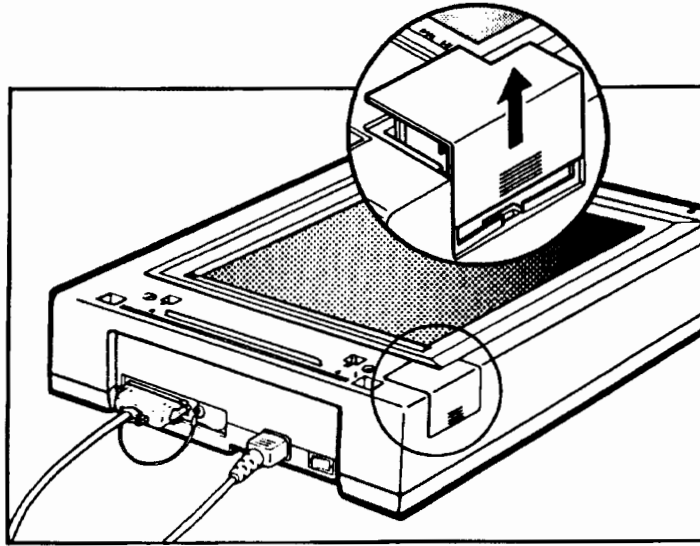


Figure C-9. Removing the Lamp Cover

9. Unplug the lamp connector by depressing the side clip and pulling the connector out of the socket. See figure C-10.

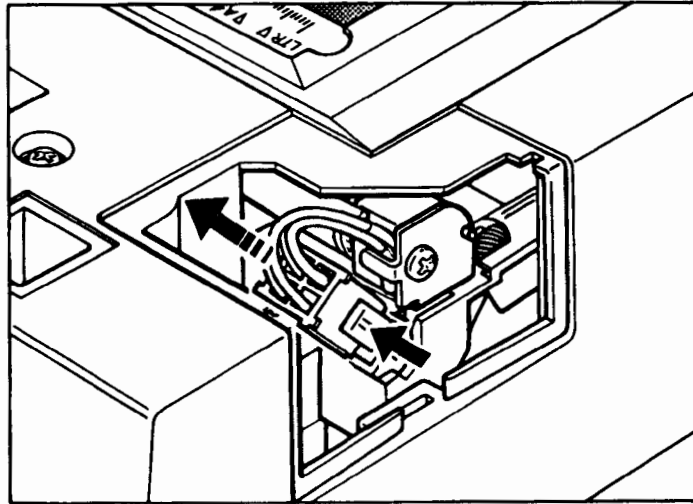


Figure C-10. Unplugging the Lamp Connector

10. Gently remove the lamp holder by sliding it out of the scanner. See figure C-11.

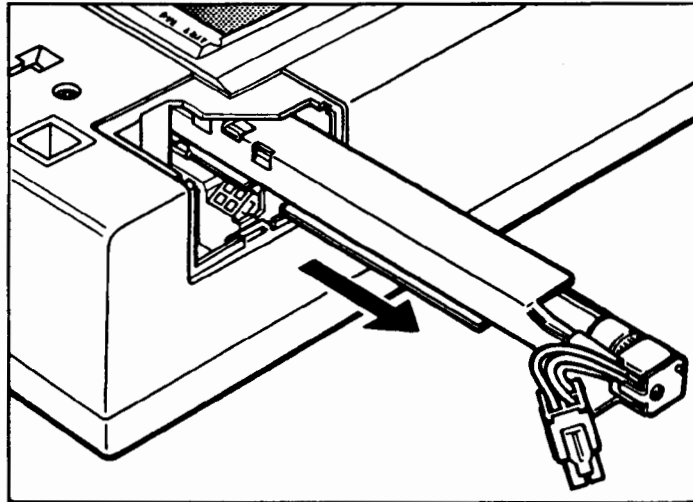


Figure C-11. Removing the Lamp Holder

C

11. Remove the used lamp from the lamp holder. See figure C-12.

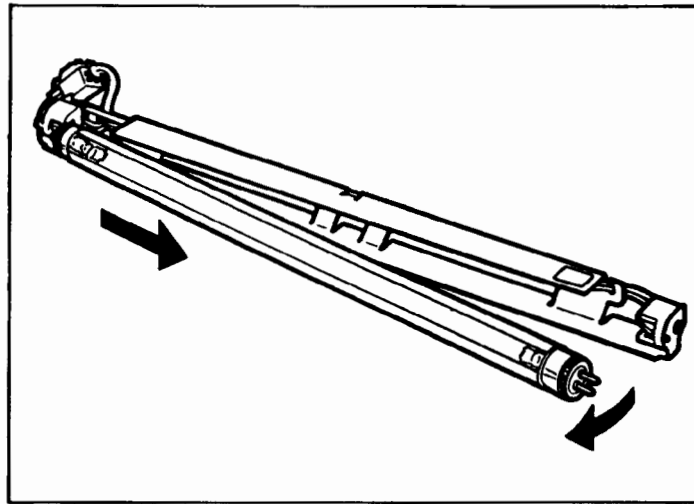


Figure C-12. Removing the Used Lamp

12. Insert the new lamp into the lamp holder, making sure the clear portion of the glass faces out from the lamp holder. See figure C-13.

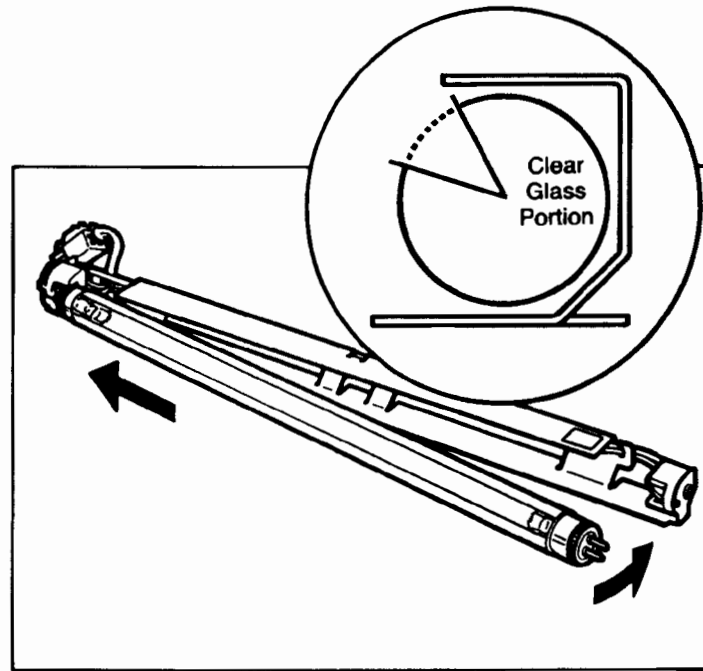


Figure C-13. Inserting the New Lamp

13. Insert the lamp holder as shown making sure the base of the holder fits into the plastic guide. See figure C-14.

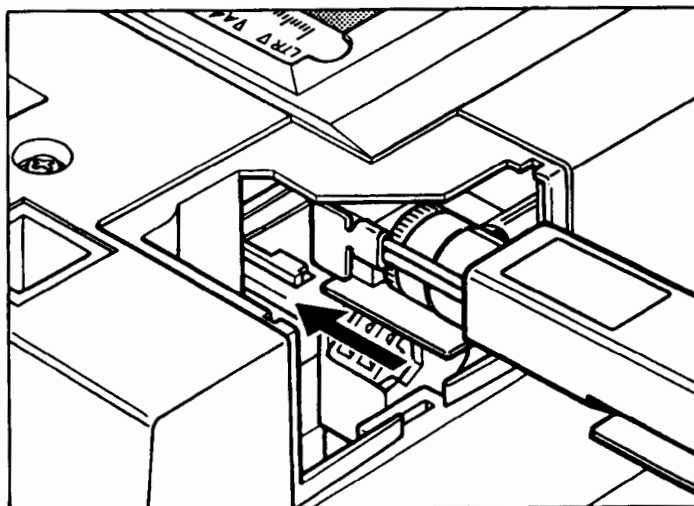


Figure C-14. Inserting the Lamp Holder

14. Slide the lamp holder completely into the scanner. See figure C-15.

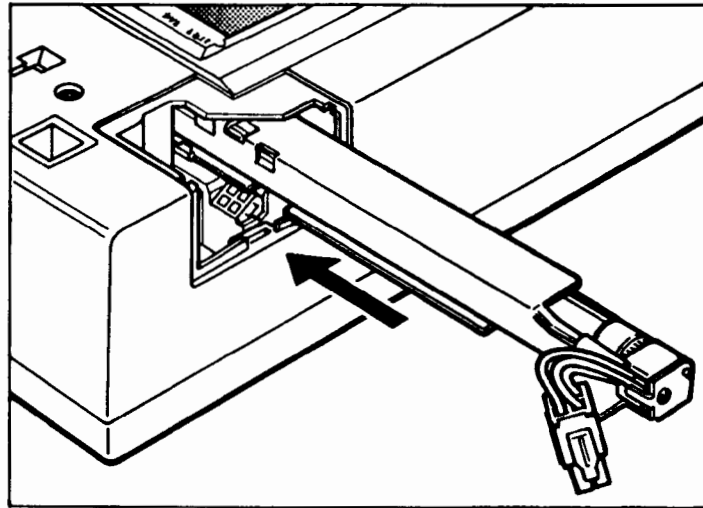


Figure C-15. Sliding In the Lamp Holder

C

15. Plug in the lamp connector by depressing the side clip and plugging it into the socket. See figure C-16.

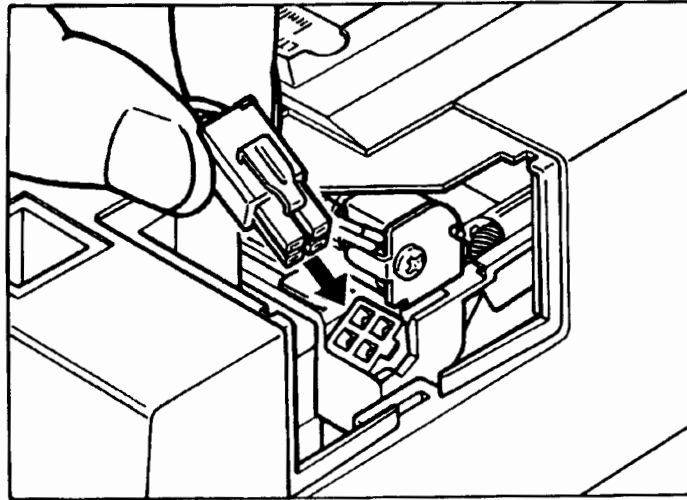


Figure C-16. Plugging In the Lamp Connector

16. Replace the lamp cover. See figure C-17.

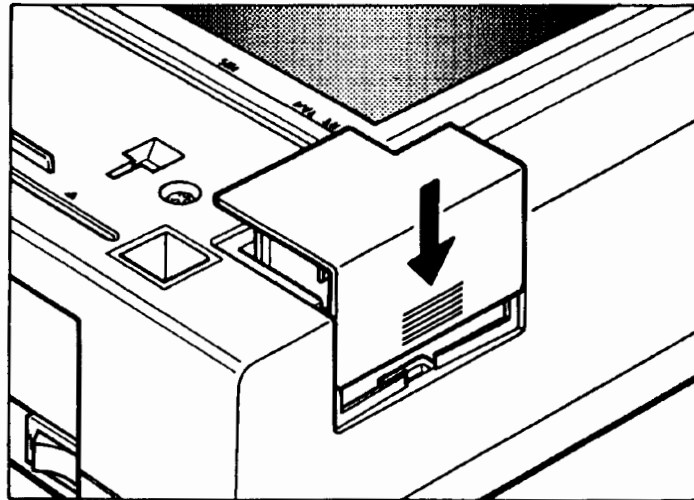


Figure C-17. Replacing the Lamp Cover

17. Reconnect the scanner's power cord, interface cable, and cover.



One-Year Limited Hardware Warranty

C

Hewlett-Packard warrants this peripheral/accessory against defects in materials and workmanship for a period of one year from receipt by the customer unless an alternate warranty coverage is selected by the customer. Other warranty options are available through the HP Sales Office. If Hewlett-Packard receives notice of such defects during the warranty period, Hewlett-Packard will, at its option, either repair or replace products which prove to be defective.

Should Hewlett-Packard be unable to repair or replace the product within a reasonable amount of time, the customer's alternate remedy shall be a refund of the purchase price upon return of the product to Hewlett-Packard.

This warranty gives the customer specific legal rights. Other rights, which vary from state to state or province to province, may be available.

Exclusions

The above warranty shall not apply to defects resulting from improper or inadequate maintenance by the customer, customer-supplied software or interfacing, unauthorized modification or misuse, operation outside of the environmental specifications for the product, or improper site preparation and maintenance.

This product has been sealed to detect unauthorized entry. Do not open the scanner case except to replace the lamp. If the seal is broken, the warranty may be voided at Hewlett-Packard's discretion.

Obtaining Warranty Service

To obtain warranty service, products must be returned to a service facility designated by Hewlett-Packard. Hewlett-Packard may repair on-site at the option of the customer. The customer is responsible for travel charges when on-site repair is requested. Warranty service for products purchased as part of a system will be subject to service in accordance with the system services.

Customers shall prepay shipping charges for products returned to Hewlett-Packard for warranty service and Hewlett-Packard shall pay for return of the products to the customer. However, customers shall pay all shipping

charges, duties, and taxes for products returned to Hewlett-Packard from a country other than the United States.

Warranty Limitations

HEWLETT-PACKARD MAKES NO OTHER WARRANTY, EITHER EXPRESSED OR IMPLIED, WITH RESPECT TO THIS PRODUCT. HEWLETT-PACKARD SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

In any state or province which does not allow the foregoing disclaimer, any implied warranty of merchantability or fitness for a particular purpose imposed by law in those states or provinces is limited to the one-year duration of the written warranty.

Exclusive Remedies

THE REMEDIES PROVIDED HEREIN ARE THE CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES. IN NO EVENT SHALL HEWLETT-PACKARD BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY.

In any state or province which does not allow the foregoing exclusion or limitation of incidental or consequential damages, the customer may have other remedies.

Hewlett-Packard offers complete service and maintenance worldwide. Maintenance agreements are available for HP peripheral products. Advantages of these agreements to the customer include a fixed annual cost, individualized cost-effective contracts, and a choice of response times. Current rates can be determined by contacting the local HP Sales Office.

Obtaining Service from Hewlett-Packard in the United States

If your ScanJet Plus scanner or ADF should fail, contact the dealer from whom you purchased your scanner.

If you purchased your ScanJet Plus scanner from a Hewlett-Packard sales representative, call our Customer Assistance Line for service options available to you:

(208) 323 - 2551

Customer Assistance Phone Number

If you purchased your ScanJet Plus from a dealer, please contact them for service information. Your dealer has resources available to help you maintain your scanner at optimum performance.

Obtaining Service from Hewlett-Packard Worldwide

Hewlett-Packard products are sold and supported worldwide through Hewlett-Packard Sales and Service Offices and through dealers. There are more than 240 Hewlett-Packard Sales and Service Offices worldwide. To locate the nearest one, use your telephone directory, or call one of the Hewlett-Packard offices listed here.

C

| | | |
|--|---|---|
| Argentina <ul style="list-style-type: none">• Buenos Aires Phone: 781-4059/69 | Chile <ul style="list-style-type: none">• HP Distributor: Olympia (Chile) Santiago Phone: 225-5044 | Guatemala <ul style="list-style-type: none">• HP Distributor: IPESA Guatemala City Phone: 316627 |
| Australia <ul style="list-style-type: none">• North Ryde, N.S.W. Phone: 888-4444• Blackburn, Victoria Phone: 895-2895• The Gap, Queensland Phone: 30-4133 | Denmark <ul style="list-style-type: none">• Birkerød Phone: 02/81-66-40 | Hong Kong <ul style="list-style-type: none">• Wanchai Phone: 5/200922 |
| Austria <ul style="list-style-type: none">• Vienna Phone: 0222/2500-0 | El Salvador <ul style="list-style-type: none">• HP Distributor IPESA San Salvador Phone: 503/26-6858 | Italy <ul style="list-style-type: none">• Cernusco Sul Naviglio Phone: 02/923691 |
| Belgium <ul style="list-style-type: none">• Supplies: (32/2)761-31-11• Brussels Phone: (32/2)761-31-11 | Egypt <ul style="list-style-type: none">• Cairo Phone: 706-440 | Japan <ul style="list-style-type: none">• Yokogawa-Hewlett-Packard Ltd.• Osaka Phone: 06/304-6021• Sagamihara Phone: 0427/59-1311• Tokyo Phone: 03/331-6111 |
| Brazil <ul style="list-style-type: none">• Alphaville, Barueri Phone: 011/421-1311 | Finland <ul style="list-style-type: none">• Espoo Phone: (358/0)887-2581 | Korea <ul style="list-style-type: none">• Seoul Phone: 784-4666 |
| Canada <ul style="list-style-type: none">• Software Assistance: 1-800/267-6115 (In English and French) Supplies: 514/697-4232• Edmonton, Alberta Phone: 403/486-6666• Richmond, British Columbia Phone: 604/270-2277• Mississauga, Ontario Phone: 416/678-9430 | France <ul style="list-style-type: none">• Supplies: 6/928-32-64• Rennes Phone: 99/51-42-44• Toulouse Phone: 61/40-11-12 | Malaysia <ul style="list-style-type: none">• Kuala Lumpur Phone: 2986555 |
| | German Federal Republic <ul style="list-style-type: none">• Böblingen Phone: 07031/645-0 | Mexico <ul style="list-style-type: none">• Mexico, D.F. Phone: 5-40-62-28 |

C

The Netherlands Supplies: 020/47-06-39

- * Amstelveen
Phone: 020/547-6911

New Zealand Auckland Phone: 605-651

Norway * Oeßteraas Phone: 0047/2/24-60-90

Puerto Rico Hato Rey Phone: 809/754-7800

Saudi Arabia HP Distributor: Modern Electronics Jeddah Phone: 644-96-28

Singapore * Singapore Phone: 473-1788

South Africa Supplies: 802-5111 53-7954

- * Sandton, Transvaal
Phone: 802-5111

Spain * H.P. Española, S.A. Carretera Nacional Vi, Km. 16,400 Las Rozas (Madrid) Phone: 637 00 11

- * Sweden
Spanga
Phone: 08/750-2000

Switzerland Supplies: 057/31-22-54 or 31-22-58

- * Widen
Phone: 0041/57-31-21-11

- * Meyrin
Phone: 0041/22-83-11-11

Taiwan * Taipei Phone: 02/712-0404

United Kingdom Supplies: 0734/79-2968 or 0734/79-2958

- * Uxbridge, Middlesex
Phone: 895-720-20
- * Winnersh, Wokingham
Phone: 735/784774

United States For assistance before your purchase, to locate an HP dealer, or to obtain your local Phone-In Software Assistance number: 800/752-0900

Hardware maintenance Information or Dealer Repair Center locations: 800/835-HPHP

Computer Supplies: —All states except California, Alaska, and Hawaii: 800/538-8787

—In California, Alaska, and Hawaii: 408/738-4133 (collect)

- * Fullerton, California
Phone: 714/999-6700
Los Angeles, California
Phone: 213/337-8000

- * Mountain View,
California
Phone: 415/694-2000
Santa Clara, California
Phone: 408/988-7000

- * Englewood, Colorado
Phone: 303/649-5000

- * Atlanta, Georgia
Phone: 404/955-1500

- * Rolling Meadows, Illinois
Phone: 312/255-9800

- * Rockville, Maryland
Phone: 301/948-6370

- * Andover, Massachusetts
Phone: 617/682-1500

- * Novi, Michigan
Phone: 313/349-9200

- * St. Paul, Minnesota
Phone: 612/644-1100

- * Paramus, New Jersey
Phone: 201/265-5000

- * Valley Forge,
Pennsylvania
Phone: 215/666-9000

- * Richardson, Texas
Phone: 214/231-6101

- * Bellevue, Washington
Phone: 206/643-4000

Venezuela

- * Caracas
Phone: 582/239-4133

- * Full Field Repair Center
capabilities.

Maintenance by Your Local Dealer

The HP dealer sites designated as Personal Computer Dealer Repair Centers provide maintenance at their locations. Many also offer maintenance contracts which include additional services such as pickup and delivery or loaner equipment. For the nearest Dealer Repair Center in the U.S., call:

1 - 800 - 835 - HPHP

In other countries, call your HP Sales and Service office, and ask for "Personal Computer Dealer Sales."

C

Funkentstörung Deutschland Herstellerbescheinigung

Hiermit wird bescheinigt, daß das Gerät HP 9195AB in Übereinstimmung mit den Bestimmungen von Postverfügung 1046/84 funkenstört ist.

C

Der Deutschen Bundespost wurde das Inverkehrbringen dieses Gerätes angezeigt und die Berechtigung zur Überprüfung der Serie auf Einhaltung der Bestimmungen eingeräumt.

Wird das Gerät innerhalb einer Anlage betrieben,

- so muß bei Inanspruchnahme der Allgemeinen Genehmigung FTZ 1046/84 die gesamte Anlage der oben genannten Genehmigung entsprechen.
- die mit einer FTZ-Serienprüfnummer gekennzeichnet ist, und für die eine Betriebsgenehmigung vorliegt oder beantragt wird, so sind in der Regel keine weiteren Schritte notwendig.

Electromagnetic Interference Regulations Manufacturer's Declaration

(English Translation) This is to certify that the HP 9195AB is in accordance with the Radio Interference Requirements of Directive FTZ 1046/84. The German Bundespost was notified that this equipment was put into circulation; the right to check the series for compliance with the requirements was granted.

If this equipment is to be operated with a system

- and if the General License is being claimed, the complete system has to comply with the General Licensing requirements.
- which has its own FTZ-Serial License, and for which an operating license has been granted or requested, usually no further steps are necessary.

Microsoft Windows End User License Agreement

1. Hewlett-Packard grants to you a personal, nontransferable, nonexclusive sublicense to use the Software on a single central processing unit. You may transfer the software to another CPU provided the use of the software on the original CPU is terminated. You shall not use the Software or related materials other than as provided in this Agreement. You shall notify Hewlett-Packard if the capacity of the designated CPU is changed.
2. You may not copy the Software except as necessary to use the Software on the designated CPU. All such copies shall be destroyed if you transfer possession of the Software or if your license for the Software is terminated. You agree to retain the copyright and proprietary notices of Hewlett-Packard and its suppliers on all originals and copies of the Software and related materials in the same form as affixed on the materials, delivered to you by Hewlett-Packard.
3. You agree that the Software and related materials, and all copyrights, patent, trade secret and other intellectual and proprietary rights therein, are and remain the valuable property of Hewlett-Packard and its suppliers.
4. You agree that you will not export the Software in any form from the country where Software is furnished to you.
5. You agree not to reverse compile or disassemble the software.
6. HEWLETT-PACKARD'S SUPPLIERS SHALL NOT BE HELD TO ANY LIABILITY FOR ANY DAMAGES SUFFERED OR INCURRED BY YOU, INCLUDING BUT NOT LIMITED TO GENERAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING FROM OR IN CONNECTION WITH THE DELIVERY, USE OR PERFORMANCE OF THE SOFTWARE.

C

Specifications

ScanJet Plus Scanner

C

| | |
|-----------------------|---|
| Scanner type | Flatbed |
| Maximum Document size | 216 by 297 mm (8.5 by 11.7 in.) |
| Scanning element | Charge-coupled device |
| Light source | Fluorescent lamp |
| Interface | Bi-directional Centronics |
| Optical resolution | 300 pixels per inch (ppi) |
| Selectable resolution | Variable from 12 to 1500 ppi |
| Scaling | 4 to 200% in 1% increments at 300 ppi resolution (scaling range varies for each resolution) |
| Scanning modes | Line art, coarse fatting dither, fine fatting dither, Bayer dither, vertical line dither, 4 and 8 bit grayscale |
| Scanning speed | 10 seconds* (A4 size or letter size, line art or dithered mode, 300 ppi) |
| Document feeder | Optional |
| AC line voltage | 100/115V 50/60Hz (9195A),or 220/240V 50Hz (9195AB) |
| Power consumption | 40W maximum |
| Size | 345 by 480 by 94 mm (13.6 by 18.9 x 3.7 in.) |
| Weight | 7.5 kg (16.5 lbs) |
| Drop-out color | Yellow |

* Add 4 seconds when lamp warm-up is necessary.

| | |
|--------------------|---|
| Inclination | Proper operation occurs when tilted less than two degrees from horizontal reference. |
| Automatic exposure | Line art mode |
| Intensity control | 255 levels in line art, dithered, and grayscale modes |
| Contrast control | 255 levels in dithered, and grayscale modes |
| Other functions | Independent axis scaling, negative image, mirror image, downloadable dither and tone maps, automatic lamp calibration |

Power Considerations

Use the ScanJet Plus scanner within the following power range:

- AC power: + or - 10% of the rated power
- Supply frequency: 60 Hz (115 V) or 50 Hz (220/240 V)

Caution Install a voltage regulator or similar device if the power source is unstable.

Environmental Considerations

To keep the ScanJet Plus scanner operating at its best, observe the following environmental considerations:

- Use ScanJet Plus only within the following temperature and humidity ranges:
 - Ambient temperature: 5°C - 40°C (41°F - 104°F)
 - Ambient humidity: 10% - 90% (non-condensing) 5°C - 35°C (41°F - 95°F)
 - 10% - 60% (non-condensing) 35°C - 40°C (95°F - 104°F)
- Keep the ScanJet Plus scanner out of direct sunlight.

- Install the ScanJet Plus scanner in locations free from constant vibrations.
- Place the ScanJet Plus scanner on a flat, even surface.

C

ADF

| | |
|----------------------|---|
| Maximum paper size | 216 by 356 mm (8.5 by 14 in.) |
| Minimum paper size | 182 by 257 mm (7.2 by 10.1 in.) |
| Maximum paper weight | 135 g/m ² (36 lb. bond) |
| Minimum paper weight | 60 g/m ² (16 lb. bond) |
| Paper tray capacity | 20 sheets |
| Size | 343 by 526 by 72.5 mm (13.5 by 20.1 by 2.9 in.) |
| Weight | 3 kg. (6.6 lbs.) |



| | |
|-------------------------------------|------|
| Introduction | D-1 |
| Unpacking and Inspecting | D-2 |
| Installing the ADF | D-4 |
| Using the ADF | D-9 |
| Clearing Paper Jams | D-12 |
| Replacing the Mylar Guide | D-16 |
| Cleaning the ADF | D-19 |
| Removing the ADF | D-22 |

Using the Automatic Document Feeder

Introduction

The automatic document feeder (ADF) is a powerful addition to your scanner and makes it possible for you to quickly and easily scan multi-page documents. In combination with an optical character recognition (OCR) software package such as ReadRight, you can automatically scan up to 20 pages of text at one time. (Launching ReadRight from within Scanning Gallery Plus is explained in chapter 4.)

This appendix explains how to install and use the ADF, fix paper jams, remove the ADF from the scanner, and replace a plastic piece of the ADF called a **Mylar Guide**.

Unpacking and Inspecting

Check for damage while unpacking the ADF. If you notice any damage, notify the dealer or the HP sales office where you purchased the ADF and file a claim with the carrier.

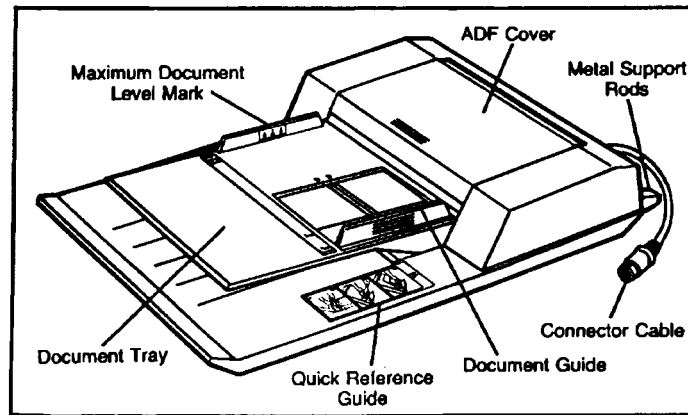
In the ADF box, you should find the following items:

- Automatic document feeder
- Warranty sheet
- Packing list
- Replacement Mylar guide
- Installation Guide

The above list is subject to change. Refer to the packing list for the most accurate description of contents.

Identify the contents of the ADF box using the packing list. Parts of the ADF are illustrated in figure D-1. Save the ADF's box and packaging materials in case you ever need to transport the ADF.

D



D

Figure D-1. Identifying ADF Parts

The ADF's Mylar guide is replaceable. Use the Mylar guide in the shipping box as a replacement after the original guide becomes scratched or worn.

Installing the ADF

To install the ADF on your ScanJet Plus scanner:

1. Turn off the ScanJet Plus scanner.
2. Unplug the power cord from the electrical outlet.
3. Slide the copyboard cover in the direction of the arrow in figure D-2 until it stops.

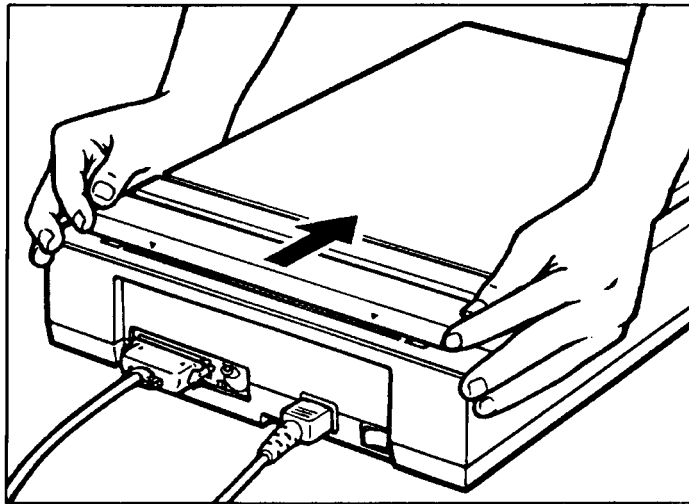


Figure D-2. Pushing Cover Forward

D-4 Using the Automatic Document Feeder

4. Lift and remove the copyboard cover. Store the cover in a safe place. See figure D-3.

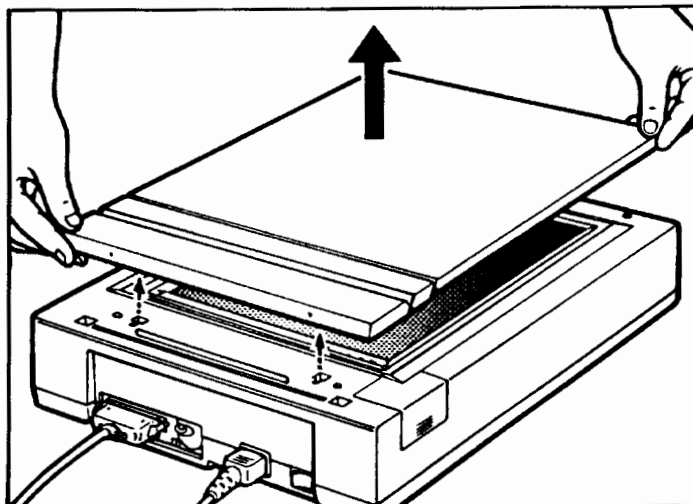


Figure D-3. Removing the Cover

D

5. Rotate the ADF metal rods until they are perpendicular to the ADF. See figure D-4. If one or both rods will not rotate to that position, do not try to force them. Instead, install the ADF with the rods in a position horizontal to the ADF.

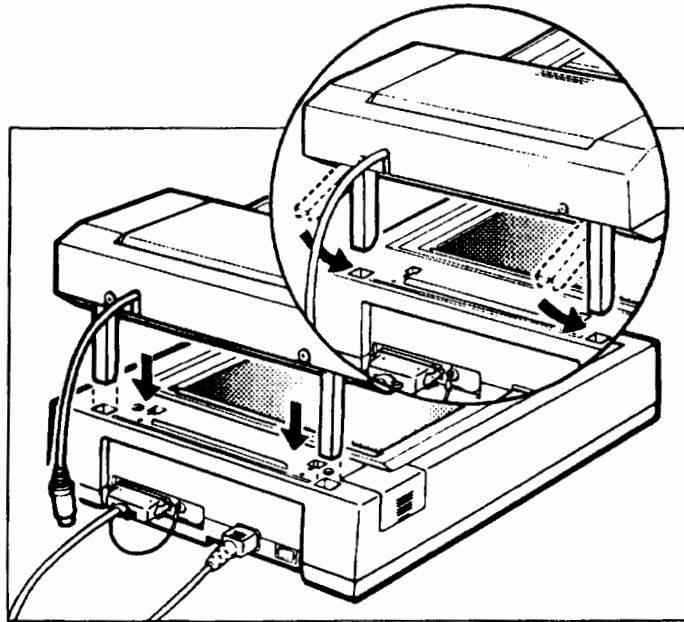


Figure D-4. Rotating the Metal Rods

D-6 Using the Automatic Document Feeder

6. Secure the ADF by inserting its metal rods into the corresponding holes on the scanner body. See figure D-5.

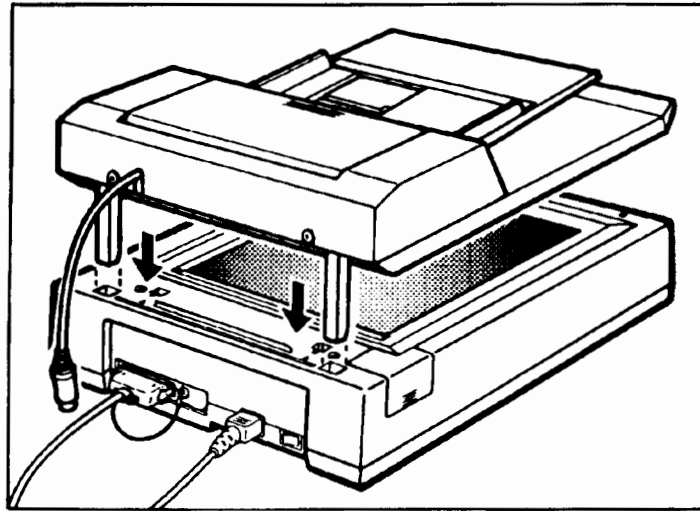


Figure D-5. Inserting the Metal Rods

D

7. Attach the ADF connector cable by pushing it firmly *all the way* into the ADF connector socket on the rear of the scanner. Reconnect the power cord. See figure D-6.

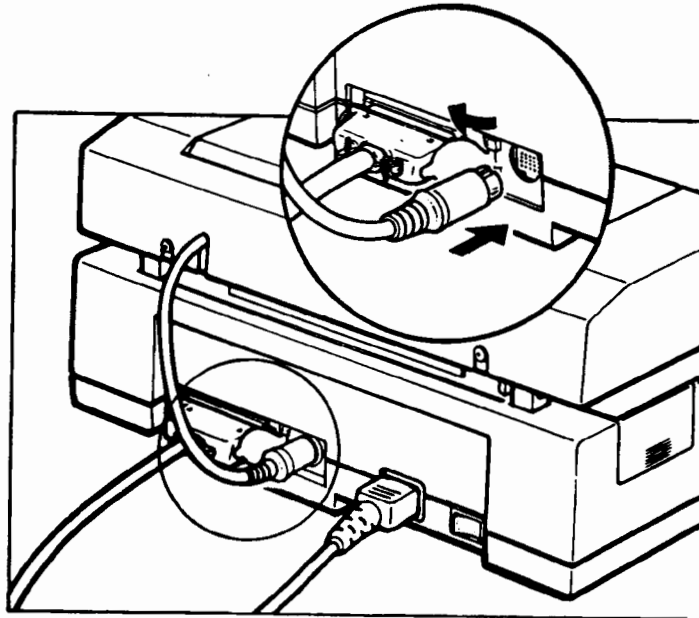


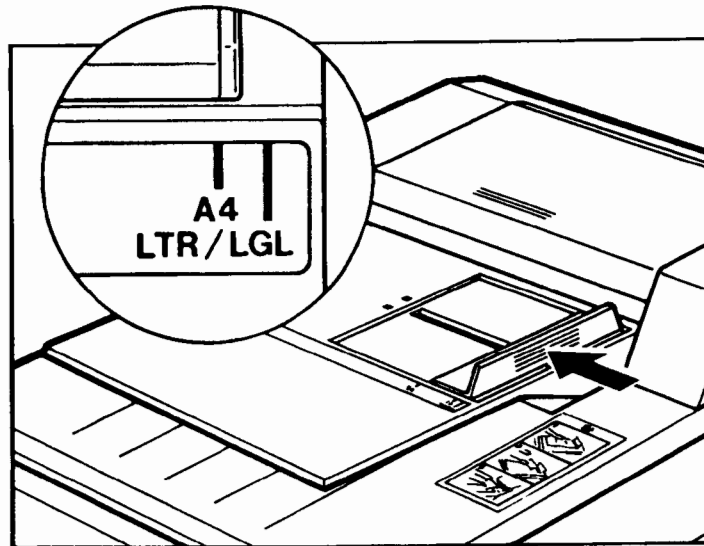
Figure D-6. Attaching the ADF Connector Cable

D-8 Using the Automatic Document Feeder

Using the ADF

Follow these steps to use the ADF:

1. Turn on the ScanJet Plus scanner.
2. Make sure the copyboard glass is free of paper.
3. Locate the document guide at the edge of the document tray. See figure D-7.



D

Figure D-7. ADF Document Guide

4. Place the originals face up on the document tray. Adjust the document guide so that it touches the side of the paper stack.
5. Slide the paper stack forward as far as it will go into the ADF cover. The stack of pages should be no higher than the maximum document level mark. See figure D-8.

D

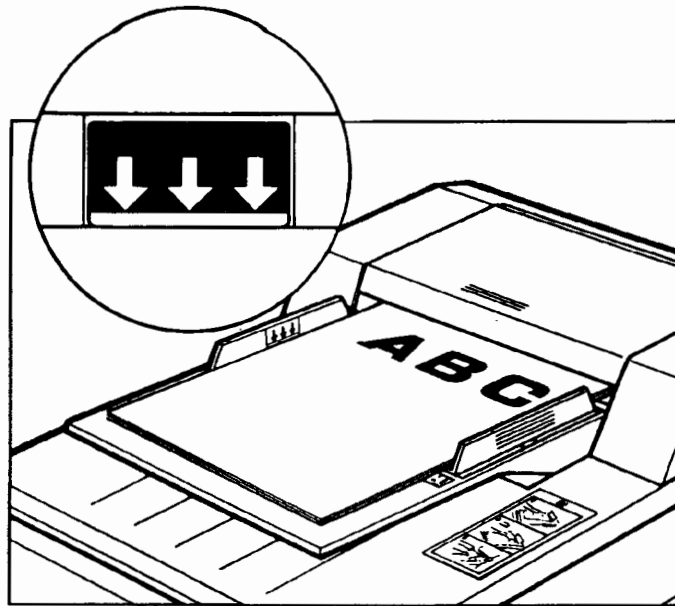


Figure D-8. Placing Paper in the ADF

6. Perform a scan in the usual way. The ScanJet Plus scanner realizes paper is in the ADF and automatically feeds paper onto the copyboard glass.

The sizes of paper that can be stacked and fed by the ADF are listed below. If a piece of paper is too small or large for the ADF, lift the ADF cover and use the copyboard glass. Using a document smaller than the minimum size may cause a paper jam.

| Sizes | Length | Width |
|---------|-------------------|------------------|
| Maximum | 356 mm (14 in.) | 216 mm (8.5 in.) |
| Minimum | 257 mm (10.1 in.) | 182 mm (7.2 in.) |

When using heavy or light-weight documents, scan them using the copyboard glass instead of the ADF.

D-10 Using the Automatic Document Feeder

Follow these guidelines and precautions while using the ADF:

- Make sure paper has been removed from the copyboard glass before using the ADF.
- Straighten any curls or wrinkles from documents before setting them on the document tray. If this is not possible, place them on the copyboard glass.
- Remove staples, paper clips, and any other materials from documents.
- Avoid magazine pages, carbons, transparencies, or gummed-backed documents in the ADF.
- Avoid documents with tears, perforations or punch holes.
- Stack documents no higher than the maximum document level marked on the ADF's document guide.

D

Clearing Paper Jams

If the ADF jams while you are using it, fix the jam as follows:

- If the jam occurs at the start of scanning, lift the ADF cover and remove the jammed paper. Close the cover securely. See figure D-9.

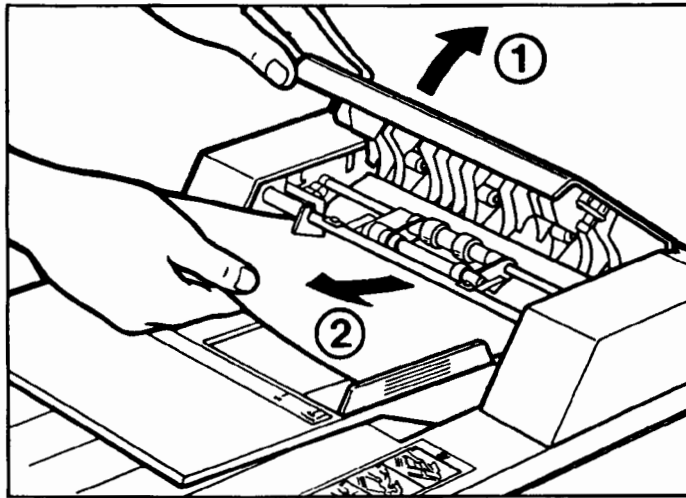


Figure D-9. Removing a Paper Jam at the Start of Scanning

- If the jam occurs at the end of scanning, raise the ADF cover and lift up the document tray. Remove the jammed paper. Close the document tray and the cover securely. See figure D-10.

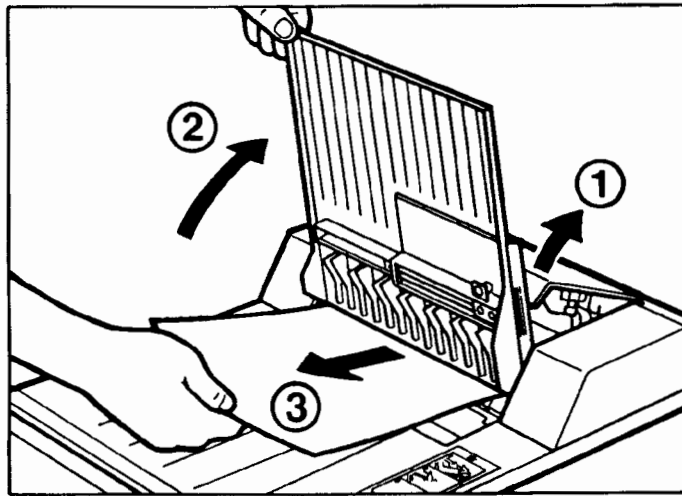


Figure D-10. Removing a Paper Jam at the End of Scanning

D

- If the jam occurs inside the ADF, raise the ADF cover. Lift up the ADF and open the feeder guide by lifting the metal frame. Remove the jammed paper. Lower the metal frame and close the cover securely. See figure D-11.

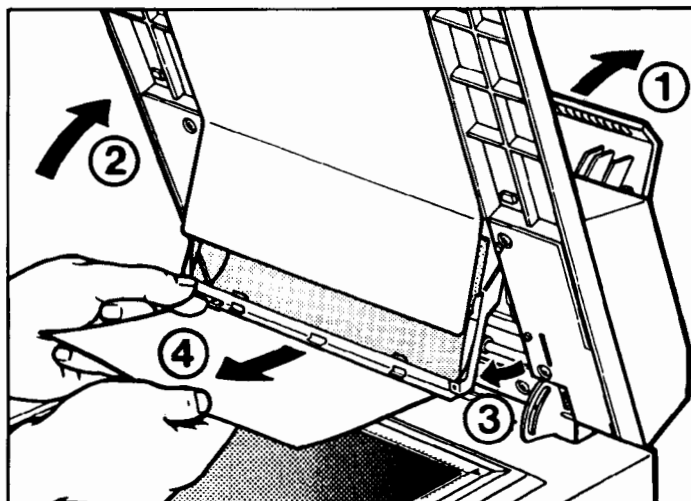


Figure D-11. Removing a Paper Jam Inside the ADF

A quick reference guide to clearing paper jams is located on the ADF to the right of the document tray. See figure D-12.

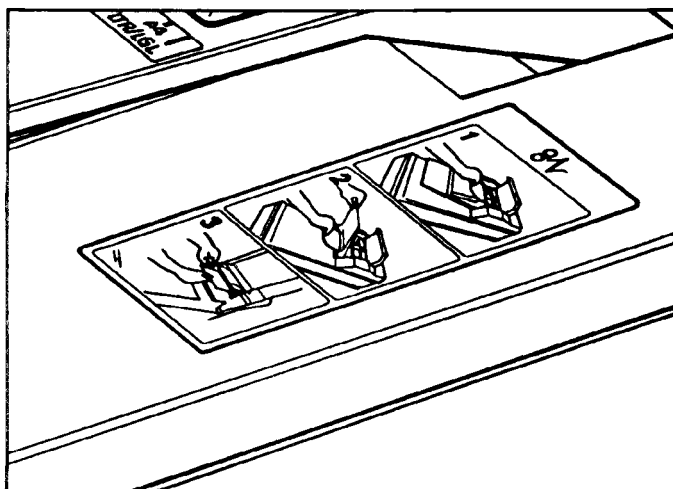


Figure D-12. Quick Reference Guide to Clearing Paper Jams

D



Replacing the Mylar Guide

The ADF comes with a replaceable plastic sheet, a Mylar guide, which moves documents through the ADF. After 10,000 scans, it usually needs replacing.

A replacement guide is shipped in the ADF box. If you need additional guides, order HP part number 5180-0024 from your HP dealer or sales representative.

Caution Remove the Mylar guide only if you have another one available. Removing the Mylar guide may damage it.

D

To replace the Mylar guide:

1. Raise the ADF from the scanner body.
2. Lift up the metal frame holding the Mylar guide.
3. To remove the guide, grasp the two metal clips which hold the guide in place and push down as illustrated in figure D-13.

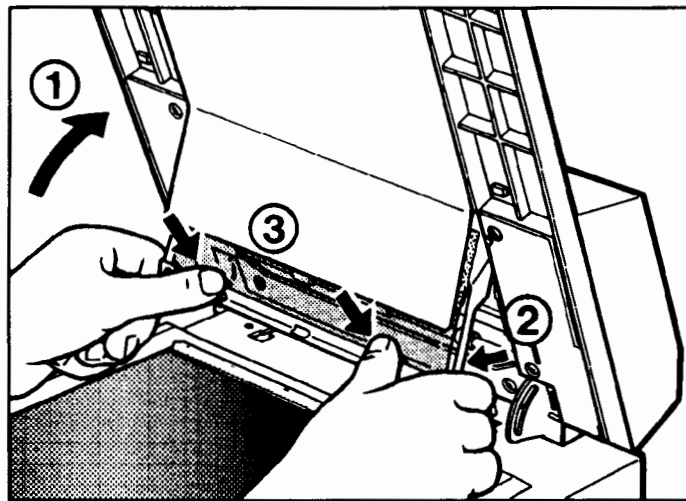


Figure D-13. Removing the Mylar Guide

4. Remove the used guide. See figure D-14.

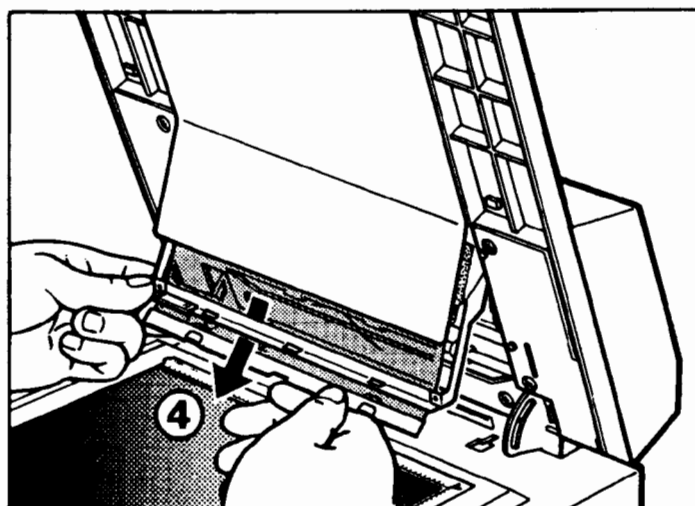


Figure D-14. Removing the Mylar Guide

D

5. With the metal frame lifted, insert the new Mylar guide. Make sure the new guide is placed behind the white plastic sheet. Attach the new Mylar guide's metal clips directly to the metal frame as illustrated in figure D-15. Be sure to attach the clips securely.

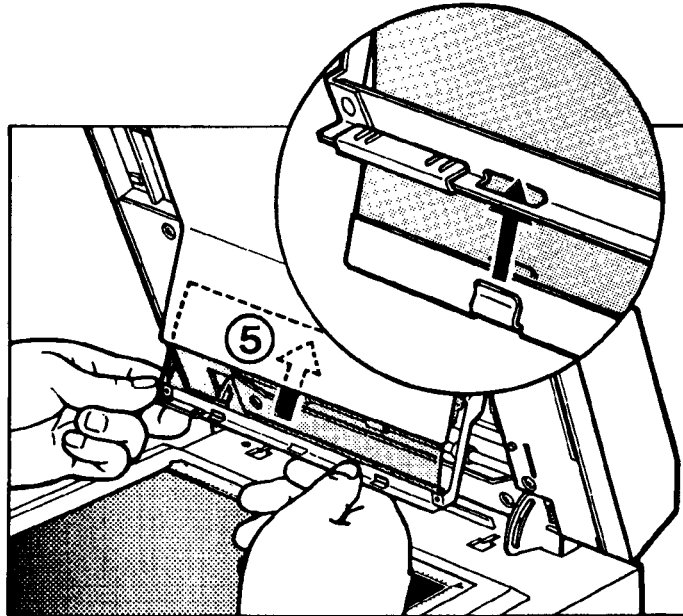


Figure D-15. Installing the Mylar Guide

D-18 Using the Automatic Document Feeder

Cleaning the ADF

Clean the ADF periodically as needed by following these steps:

1. Turn off the ScanJet Plus scanner.
2. Unplug the power cord.
3. Wipe off the exterior and underside of the ADF with a soft cloth and a mild detergent. Dry with a clean, soft cloth. See figures D-16 and D-17.

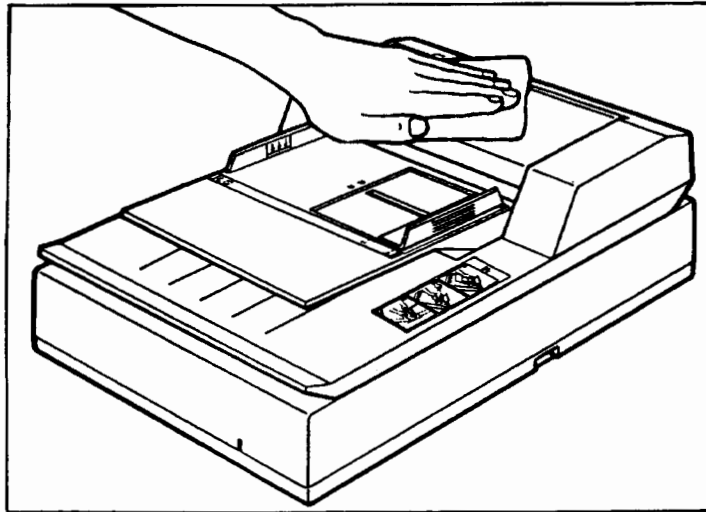


Figure D-16. Cleaning the ADF

D

D

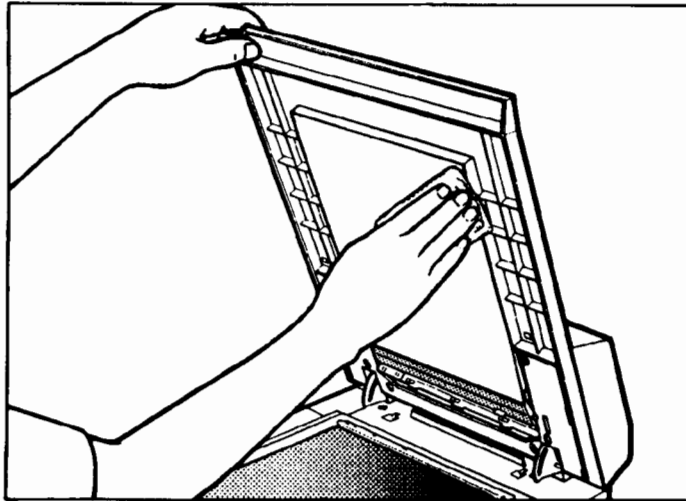


Figure D-17. Cleaning the ADF

4. When the Mylar guide gets dirty or vertical black lines appear on the printouts from the ADF, clean the Mylar guide gently with a clean, soft cloth. See figure D-18.

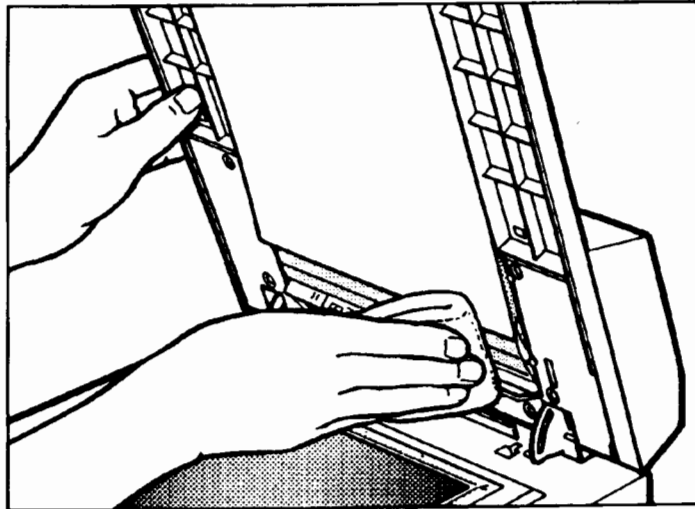


Figure D-18. Cleaning the Mylar Guide

D-20 Using the Automatic Document Feeder

5. Clean the inside surface of the Mylar guide taking care not to let it come out onto the white plastic sheet. See figure D-19.

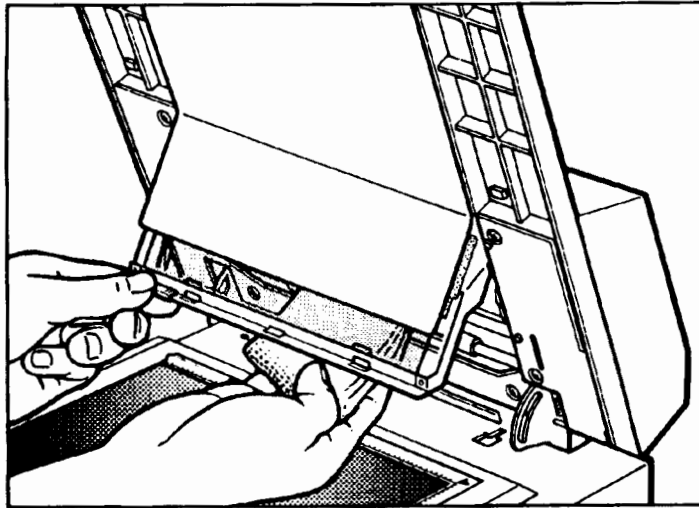


Figure D-19. Cleaning the Mylar Guide

D

Removing the ADF

Follow these instructions to remove the ADF from the ScanJet Plus scanner:

1. Unplug the scanner from the electrical outlet.
2. Disconnect the ADF connector cable from the ScanJet Plus scanner.
See figure D-20.

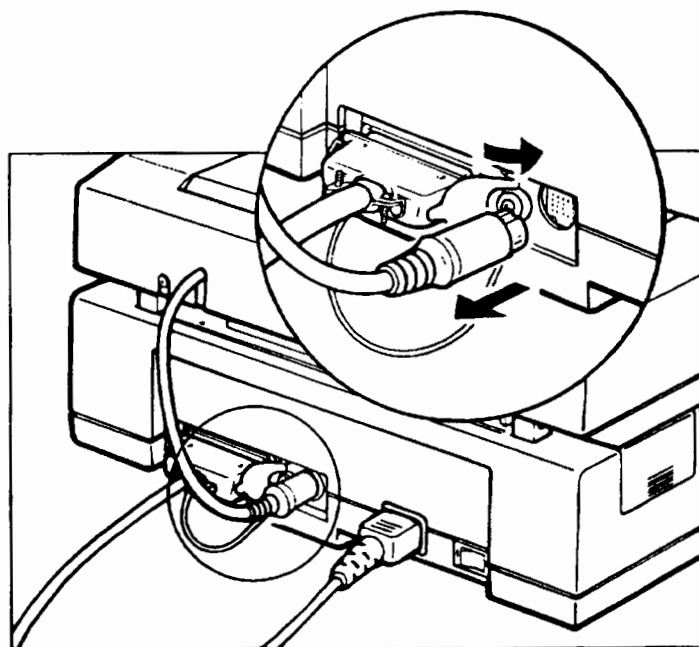


Figure D-20. Disconnecting the Connector Cable

3. Remove the ADF. Store it in its original box to protect it. See figure D-21.

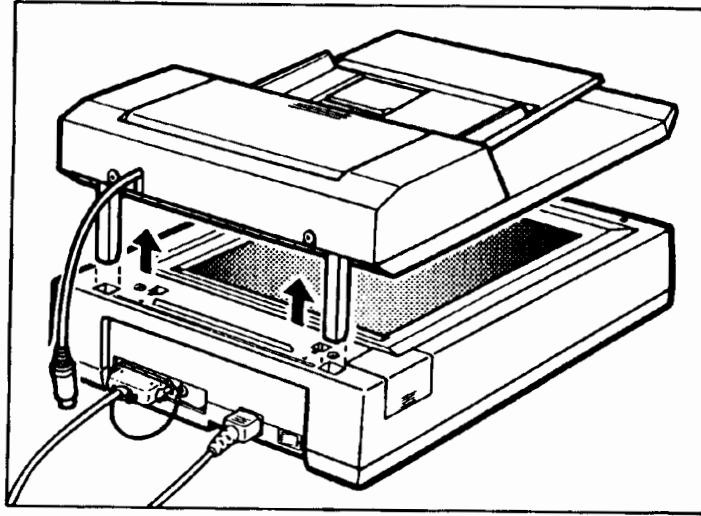


Figure D-21. Removing the ADF

4. Replace the copyboard cover. See figure D-22.

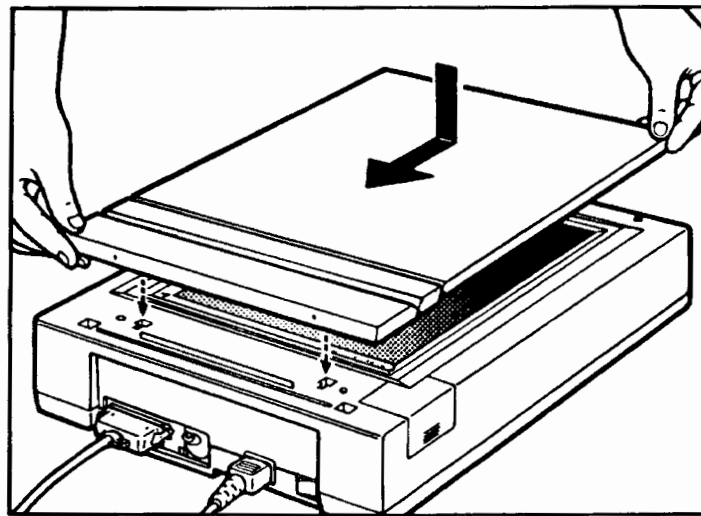


Figure D-22. Replacing the Copyboard Cover

Glossary

Address:

A number that identifies the memory location of a peripheral device.

Addressing Conflict:

A problem that occurs when two adapters try to use the same memory location.

ADF (automatic document feeder):

An optional scanner attachment that allows automatic sheet feeding.

ADF Mylar Guide:

A clear, flexible part of the ADF that helps guide paper through the ADF.

Cable:

Provides a connection between computers and peripherals.

CONFIG.SYS:

A file which contains special DOS commands which are executed when the computer is turned on.

Disk:

A circular plate of magnetically coated material used to store computer information. The diskette is similar to a stereo record but it records data instead of music.

Dithering:

A method of varying patterns of identically shaped dots (a dither pattern) to simulate grayscale. In a dither pattern, areas which are black will have as many dots as possible, whereas lighter areas will have fewer dots. The dots are the same size. See Halftoning.

DPI (dots per inch):

A measurement of the resolution of a scanned image.

Driver:

A program that allows the operating system to communicate with a peripheral device.

Flexible Disk:

See Diskette.

Grayscale:

A measure of the grayness of any portion of a picture. When a picture is scanned, the gray level of each area is determined and sent to a computer.

Halftoning:

A method of simulating grayscale by varying the sizes of the dots printed. Black areas comprise large black dots, while lighter areas comprise smaller black dots.

Hardware:

The tangible parts of the computer system—the computer and the peripheral devices.

Hard Disk:

A storage device; also called a “fixed” or “Winchester” disk. A hard disk (as opposed to a flexible disk) is made from rigid aluminum.

Image Sensor:

An optical sensor which converts light reflected from a document into electrical signals.

Interface Cable:

The cable that connects the adapter to a peripheral device.

Interface Card:

A printed circuit board inserted into your computer that adds a new capability to your computer.

Mylar Guide:

A plastic sheet on the ADF which guides paper over the scanning bar.

OCR (optical character recognition):

A technology that can recognize letters from a scanned image and convert them into characters that are saved in a text file by the computer. The resulting text file looks like one that was typed from a keyboard.

Resolution:

A measure of how many dots per inch (dpi) or pixels per inch (ppi) scanned or printed. The higher the resolution, the higher the quality of the picture. The resolution of the picture is limited by the quality of the output device (printer) and the input device (the scanner).

Scaling:

A method of enlarging or reducing the size of a scanned image.

Scantest:

The user-confidence program provided to test whether the scanner is configured properly and scanning correctly.

Index

- A** accessories
 - shipped with scanner ... 1-2-3
- accessory
 - card slot ... 2-4
- add button ... 4-29
- add new printer command ... B-14
- addressing conflict ... A-4
 - switch setting examples ... 1-5, 2-3
 - switches, location 1-5
- addresses
 - sales and support offices ... C-21
- Aldus Pagemaker ... A-8
- anti-static bag ... 2-4
- applications
 - adding ... 4-27
 - current ... 4-44
 - deleting ... 4-29
 - desktop publishing ... 5-2-9
 - graphics ... 5-10-15
 - grayscale ... 4-18, 5-2, 5-4, 5-7, 5-15
 - how to run others ... 4-21
 - line art ... 5-2, 5-4, 5-7, 5-15
 - list of ... 4-4, A-12-15
 - maximum number ... 4-27, 4-29
 - moving between windows ... 4-27
 - non-windows ... 4-27
 - of scanner ... 5-1
 - optical character recognition ... 5-16
 - problems ... 5-1
 - running others from Scanning Gallery Plus ... 4-4, 4-44
 - specifying within Scanning Gallery Plus ... 4-53
 - word processing ... 5-2-9

- arrow *see*: pointer
- attachment *see*: installation
- AUTOEXEC.BAT ... 2-13
- automatic configuration ... A-6
- automatic document feeder ... D-1-24
 - box ... D-2
 - cleaning ... D-19-21
 - connector cable ... D-8
 - connector socket, location ... 1-5
 - copyboard cover, removing ... D-4
 - copyboard glass ... D-9
 - cover, location ... D-3
 - damage ... D-2
 - document guide ... D-9
 - installation guide ... D-2
 - installing ... D-4
 - maximum document level mark ... D-9
 - metal rods ... D-6
 - Mylar guide ... D-2
 - Mylar guide, cleaning ... D-20-21
 - Mylar guide, replacing ... D-16-18
 - need for one ... 5-18
 - paper jams, clearing ... D-12-15
 - paper size ... D-9
 - parts, illustration ... D-2
 - precautions ... D-10
 - removing ... 1-8, D-22, D-24
 - scanning from ... 4-20
 - test ... 2-12
 - transporting ... D-2
 - unpacking ... D-2
 - warranty ... D-2

B

- background color ... 4-46, 4-52
- bag, anti-static ... 2-2
- baud rate, setting ... 4-43, B-10
- Bayer dither *see*: dither patterns
- beep, warning ... B-22
- bold font, use in this guide ... vi
- boot up *see*: start-up
- box *see*: packaging material

contents, adapter kit ... 1-3
contents, scanner ... 1-2

- C** carbon paper, in automatic document feeder ... D-11
- card slot ... 2-4
- care *see*: cleaning
- caution statements
 - locking the scanner ... 1-8
 - meaning of ... vi
 - replacing Mylar guide ... D-16
 - unlocking mirror ... 2-8
 - unlocking the scanner ... 1-6
- change gray ... 4-7, 4-12
- cleaning
 - automatic document feeder ... D-19-21
 - copyboard cover C-2
 - copyboard glass ... C-2
 - scanner ... C-2
- clicking with mouse ... vi, 3-5
- clipboard ... 3-19, 4-45
 - background color ... 4-46
 - scaling ... 4-48
- coarse fatting dither *see*: dither patterns
- commands
 - about image editor ... 4-44
 - about scanner ... 4-4
 - add new printer ... B-14
 - auto maximize ... 4-52
 - background color ... 4-46, 4-52
 - clear ... 4-46
 - close ... B-5
 - compression ... 4-51
 - control menu ... B-2
 - convert to ... 4-3, 4-41
 - copy ... 4-46
 - crop ... 3-35, 4-48
 - cut ... 4-45
 - executing with keyboard ... B-8
 - grayed out ... B-2
 - help index ... 4-33
 - HP direct print ... 3-24, 3-37, 4-40

- Image Scan ... 4-11
- in file menu ... 4-3
- maximize ... B-5
- minimize ... B-4
- open ... 4-36
- paper size ... 4-21, 4-26
- paste ... 4-45
- Preview Scan ... 4-5
- print ... 4-38
- prompt ... 4-21, 4-32
- resolution ... 4-21
- run application ... 4-4
- run control ... 4-43
- run image editor ... 4-42
- run scantest ... 4-4
- run user specified app ... 4-44
- save ... 4-37
- save as ... 4-37
- screen/menu ... 4-33
- select all ... 4-48
- selecting ... 3-5, 3-7
- specify applications ... 4-21, 4-53
- specify ReadRight OCR ... 4-21, 4-30
- text scan ... 4-19
- undo/redo ... 4-45
- view ... 4-50
- warning beep ... B-22
- communications port
 - dialog box ... B-18
 - setting ... B-18
- components *see*: parts
- computers
 - types supported by scanner ... x
- CONFIG.SYS ... A-4
- configuration
 - defined ... B-16
 - switch setting examples ... 2-3
 - switches, setting ... 1-6
- connection *see*: installation
- connector
 - interface, location ... 1-5

- connector cable
 - automatic document feeder ... D-3, D-8
 - location ... D-3
- container *see*: box -and- packaging material
- contrast ... 3-10, 4-5, 4-13
 - line art ... 4-9
 - range ... 4-9
- control panel
 - exiting ... B-27
 - features ... B-11
 - opening ... 4-43
 - steps ... 4-43, B-11
 - uses for ... 4-36, B-10
- conventions, used in this guide ... vi
- conversion list box ... 4-3
- convert
 - image file, steps ... 4-41
- convert to ... 4-3
- copy ... 3-19, 4-46
- copyboard cover
 - cleaning ... C-3
 - location ... 1-4
 - removal ... C-4, D-4
- copyboard glass ... 1-4, D-9
 - damage ... 1-4
- COPYCAT ... A-8
- copyright information ... 4-44
- corrections ... A-4
- country settings ... B-23-24, B-24-27
- cover, scanner *see*: copyboard cover
- crop ... 3-35
 - using keyboard ... B-7
- currency format, creating new country settings for ... B-27
- cursor, blink rate setting ... B-13
- customer assistance phone number ... xiii
- cut ... B-7

- D** damage
 - automatic document feeder ... D-2
 - copyboard glass ... 1-4
 - scanner ... 1-2
- date
 - setting ... 4-43, B-10, B-12
- delete *see*: cut -and- undo
- desktop publishing applications ... 5-2-9
- device driver *see*: driver
- device not selected setting ... B-17
- diagnostic ... 2-12-15
- dialog box
 - background color ... 4-52
 - buttons ... 4-2
 - cancel ... 4-2, B-6
 - communications port ... B-18
 - convert to ... 4-3, 4-42
 - country settings ... B-24
 - defined ... 4-2
 - gray/color ... 3-31, 4-12, 4-15
 - help with ... 4-2
 - Image Scan ... 3-14, 3-32, 4-12
 - open ... 4-36
 - paper size ... 4-26
 - Preview scan ... 4-5
 - print ... 4-38-39, 4-41
 - resolution ... 4-25
 - save as ... 4-37
 - save image ... 3-15
 - selecting a button ... 3-7
 - specify applications ... 4-28, 4-53
 - specify ReadRight OCR ... 4-31
 - start ... 4-2
 - text scan ... 4-19
 - using keyboard with ... B-6
- dimensions ... 3-32, *see also*: specifications
- disassembly, warning against ... 1-4
- disk
 - hard, need for ... 2-1, *see also*: IBM Reference Diskette
 - space problems ... 4-51
- dither patterns ... 4-7, 4-12

- Bayer ... 3-31, 4-17
- changing ... 3-31, 4-12, 4-15
- coarse fattening ... 3-31, 4-17
- default ... 3-31
- defined ... 4-16
- distortion ... 4-16
- fattening ... 4-18
- halftoned images ... 4-16
- intensity ... 4-17
- line art ... 4-16
- maximum resolution for scan ... 4-23
- photographs ... 4-16
- quality ... 4-16
- rescaling image ... 4-23
- selecting ... 4-17
- side effects ... 4-16
- sizing ... 4-16
- steps using various printers ... 4-22
- supported by scanner ... 4-15
- types ... 4-17
- using steps with various printers ... 4-23
- vertical line ... 4-17
- when to use ... 4-16
- with applications other than Scanning Gallery Plus ... 4-16
- document *see*: paper
- document guide ... D-3, D-9
- document set mark ... 1-4, 3-9
- document tray, location ... D-3
- dots per inch, resolution ... 4-21
- dotted line box ... 4-47, *see also*: floating paste box
- double-clicking with mouse ... vi, 3-5
- dpi *see*: dots per inch
- dragging with mouse ... vi, 3-5
- driver ... 2-11
 - car and ... 2-11

- E** edit menu ... 4-45
electromagnetic interference
 English translation ... C-24
 German translation ... C-24
environment ... 1-10, C-27, *see also*: site
error messages
 determining causes ... 2-12, A-2
 lamp ... C-4
 start-up ... 2-11-14
exit *see*: commands, close
expansion slot *see*: accessory, card slot
- F** fatting dither *see*: dither patterns
file
 compressed, problems with ... 4-51
 format ... 4-20
 menu ... 4-3, 4-36
 name for scanned image ... 3-15, 3-33
 saving scanned text to ... 4-20
 text, creating ... 4-19, 4-21
final
 scan ... 4-11
 size of image ... 4-14
firmware data code ... 4-4
First Publisher ... A-8
fixed disk *see*: disk
flexible disk *see*: diskette
floating paste box ... 3-20-22, 4-47
floppy *see*: disk
fonts, used in this guide ... vi
FormScan ... A-8
frequency ... C-27
front view, scanner ... 1-4

G Gamma Fax ... A-8
 GEM Desktop Publisher ... A-8
 GemScan ... A-8
 glass *see*: copyboard glass
 graphics applications ... 5-10-15
 gray/color, compression restrictions ... 4-51
 grayscale ... 3-31, 4-12, A-8, *see also*: picture
 applications that support ... 5-2, 5-4, 5-7, 5-15
 choosing ... 4-7
 defined ... 4-18
 example ... 4-18
 problems editing from Microsoft Paint ... 5-14
 quality ... 4-18
 resolution ... 4-22
 selecting ... 4-18
 selecting resolution, table ... 4-24
 sizing ... 4-18
 supporting software ... 4-18
 use with various printers ... 4-24
 uses for ... 4-18
 when to use ... 4-16, 4-23
 green lever ... 1-6
 ground wire, attaching ... 2-9
 guide *see*: Mylar guide

H Halo ... A-8
 Halo DPE Publishing Edition ... A-8
 hard disk *see*: disk
 hardware
 problems ... 2-12, A-2
 supported ... x
 height *see*: dimensions
 height, scroll bar ... 3-32, 4-15
 help
 menu ... 4-33
 hotline, HP customer help ... xiii
 hourglass ... 3-11, 3-21, 4-37
 HP direct print
 versus print ... 4-40
 HP direct print command ... 4-40
 humidity, operating range scanner ... 1-10

- I
 - image *see*: picture
 - copying, line art ... 3-19
 - cropping ... 3-35
 - cutting, line art ... 3-19
 - editing ... 3-17
 - naming ... 3-15, 3-33
 - pasting ... 3-19-22
 - printing picture ... 3-37
 - printing scanned line art ... 3-24
 - saving scanned ... 3-12, 3-23, 4-11
 - scaling ... 4-14
 - scanning pictures ... 3-33
 - selecting area ... 3-29
 - size ... 3-32
 - view ... 3-17, 3-34
 - image editor window ... 3-3, 3-17-26, 4-35
 - minimizing ... B-4
 - opening ... 4-42
 - removing ... B-4
 - restoring ... B-4
 - uses for ... 4-35
 - using keyboard with ... B-9
 - Image Scan ... 3-14-16, 4-5, 4-11
 - change gray ... 4-12
 - contrast ... 4-13
 - dialog box ... 3-14, 3-32, 4-12
 - final size ... 4-14
 - intensity ... 4-13
 - mirror image ... 4-14
 - original includes gray or color ... 4-12
 - selecting area with keyboard ... B-7
 - selection box ... 3-12
 - steps ... 4-11
 - using after Preview Scan ... 4-11
 - image type ... 4-5-6, 4-12
 - installation
 - adapter ... 2-3-6
 - automatic document feeder ... D-4
 - disk ... 2-2
 - guide ... 1-2, 2-2, D-4
 - interface cable ... 2-8

- interface card ... 2-3
- messages ... 2-11
- problems ... 2-14
- software ... 2-1
- steps ... 2-1
- test ... 2-11, 2-13
- intensity ... 3-10, 4-13
 - level ... 4-8
 - selecting ... 4-5
 - text scan ... 4-20
- interface cable
 - connecting ... 2-8
 - disconnecting ... C-6
 - item number ... A-11
- interface card
 - bracket ... 1-5, 2-6
 - handling precautions ... 2-2
 - illustration ... 1-4
 - inserting in computers ... 2-3
 - slot cover ... 2-6
 - switch settings ... 2-2
- interface connector, location ... 1-5
- interface kit ... 1-3
- interference, tv and radio ... iv
- italic font, use in this guide ... vi

J jams *see*: paper jams

K keyboard

- canceling dialog box with ... B-6
- learning ... B-9
- opening menu ... B-6
- selecting area for image scan ... B-7
- using to crop ... B-7
- using to cut ... B-7
- using with Scanning Gallery Plus ... B-6
- with dialog box ... B-6
- with image editor window ... B-9
- with scanner window ... B-8

- L**
- lamp
 - computer error ... C-4
 - replacing ... C-4
 - lamp cover
 - location ... 1-5
 - removal ... C-9
 - replacement ... C-17
 - language, for text scan ... 4-20
 - legal rights *see*: warranty
 - LePrint 3.0 ... A-8
 - lever, green release ... 1-6
 - light *see*: lamp
 - line art ... 4-12, *see also*: picture
 - applications that support ... 5-2, 5-4, 5-7, 5-15
 - contrast ... 4-13
 - contrast scroll bar ... 4-9
 - defined ... 4-5
 - how to scan ... 3-8, 3-26
 - original includes gray or color ... 4-12
 - steps using various ... 4-22, 4-22
 - locking the scanner ... 1-8
 - Lotus Manuscript ... A-8
- M**
- magazine pages, in automatic document feeder ... D-11
 - maintenance ... C-20
 - by user ... C-2
 - by your local dealer ... C-23
 - maximum document level mark ... D-9
 - maximum document level mark, location ... D-3
 - menu
 - choosing ... 3-7
 - control ... B-2
 - edit ... 3-35, 4-45-48
 - file ... 4-3-44
 - help ... 4-33-34
 - opening with keyboard ... B-6
 - preferences ... B-20
 - scan ... 4-5, 4-49
 - settings ... 4-21-32, 4-51-54
 - setup ... B-17
 - view ... 3-34, 4-50

- messages
 - error ... xiii, 2-11, 2-14, A-12-22
 - start-up ... 2-11
- metal clips, Mylar guide ... D-16
- metal frame, Mylar guide ... D-16
- metal rods, automatic document feeder ... D-6
- Microsoft Paint ... 5-14-15
 - image distortion ... 5-15
 - printing problems ... 5-15
 - problems editing grayscale images ... 5-14
 - problems printing scanned images ... 5-14
 - scrolling ... 5-15
 - steps to edit image with ... 5-14
 - steps to scan with ... 5-14
 - system error ... 5-15
 - zooming ... 5-15
- Microsoft Windows
 - commands available with ... 4-21
 - learning ... B-1-27
 - license agreement ... C-25
 - need for ... 4-19, 4-27, 4-30, 4-44, 4-53, 5-16
 - run-time version ... 3-2
 - starting Scanning Gallery Plus from ... 3-2
 - system settings ... 4-43, B-10
- mirror
 - image ... 4-14
 - internal ... 1-6
 - unlocking ... 2-10
- model number for scanner ... 4-4
- mouse
 - actions defined ... vi, 3-5
 - active button, changing ... B-22
 - buttons ... 3-4
 - double-click rate, changing ... B-14
 - double-click rate, testing ... B-14
 - need for ... 2-1, 3-1
 - options, changing ... B-22
 - pointer ... 3-4, B-22
 - practice with ... 3-4
 - types supported by scanner ... x
 - using the keyboard instead ... B-6

move
 command ... B-3
Mylar guide ... D-2-24

N negative image ... 4-5, 4-13
number format, creating new country settings for ... B-26

O OCR *see*: optical character recognition
on-off switch *see*: power, switch
open, dialog box ... 4-36
optical character recognition
 applications ... 5-17
 available packages ... 5-16
 columns, problems scanning ... 5-18
 multi-page scanning ... 5-18
 poor scanned text quality ... 5-17
 ReadRight ... 4-5, 4-19
 ReadRight OCR ... 5-16
 ReadRight, with a run-time version of Windows ... 5-17
 ReadRight, with Microsoft Windows ... 5-17
 ReadRight, steps to scan with ... 5-16
 specify ReadRight OCR ... 4-30
 software A-8
 tables, problems scanning ... 5-18
 WordPerfect ... 5-16
 WordPerfect, steps to merge text with document ... 5-17
original includes gray or color box ... 3-28, 4-5, 4-12, 4-15

P packaging material *see*: box
 anti-static bag ... 2-2
 saving ... 1-2
 scanner ... 1-6
packing list, scanner ... 1-2
page composition *see*: word processing
PageMaker ... 5-6, A-8
 scaling ... 5-5
 steps to merge image with document ... 5-4
 steps to scan with ... 5-4
 using with Scanning Gallery Plus and Microsoft Paint ...
 5-6

- using with Scanning Gallery Plus and PC PaintBrush ... 5-6
- PageView ... A-8
- paper *see*: document
 - alignment with document set mark ... 3-9
 - automatic document feeder ... D-11
 - curls, wrinkles ... D-10
 - guide *see*: document guide
 - in the automatic document feeder ... D-10
 - jams, clearing ... D-12-15
 - landscape orientation ... B-17
 - placement for scanning ... 3-9
 - portrait orientation ... B-17
 - recommendations ... D-10
 - size, automatic document feeder ... D-9
 - size, changing for Image Scan ... 4-11
 - size command ... 4-21, 4-26
 - size, default setting ... 4-21, 4-26
 - size, dialog box ... 4-26
 - size, selecting ... 4-26
- paper jams ... A-4
- parts
 - automatic document feeder, illustration ... D-3
 - interface card illustration ... 1-5
 - scanner, illustration ... 1-4
- paste ... 3-19-22, 4-46
 - command ... 4-45, 4-47
- PC PaintBrush ... 5-10-13, A-8
 - color images ... 5-13
 - editing the image ... 5-11
 - file conversion programs ... 5-11
 - image size ... 5-13
 - large images, editing ... 5-12
 - steps to scan with ... 5-10
- phone number *see*: customer assistance phone number
- phototypsetters, resolution for ... 4-22
- picture *see*: line art -and- image -and- grayscale
 - defined ... 4-6
 - how to scan ... 3-27-39
 - original includes gray or color ... 4-12
- place text in a new file ... 4-20

- plastic piece *see*: Mylar guide
- plotter colors, setting ... B-17
- pointer
 - adjusting speed ... B-22
 - changed to hourglass ... 3-11, 3-21, 4-37
- pointing with mouse ... vi, 3-5
- Polaris Forms ... A-8
- Polaris Labelmaker ... A-8
- Polaris Pack Rat ... A-8
- Polaris Printmerge ... A-8
- Polaris RAM Resident Printmerge ... A-8
- Polaris ScanControl ... A-8
- power
 - cord ... 1-2
 - cord, attaching to scanner ... 2-10
 - cord receptacle, location ... 1-5
 - indicator, location ... 1-4
 - requirements ... 1-10
 - specifications ... C-27
 - switch, location ... 1-5
- power up *see*: start-up
- preferences menu ... B-20
- pressing with mouse ... 3-5
- Preview Scan
 - change gray ... 4-7
 - contrast control ... 4-8
 - dialog box ... 3-11, 4-5
 - intensity level ... 4-8
 - line art ... 3-9
 - negative image ... 4-9
 - original includes gray or color ... 4-6
 - picture ... 3-28
 - scanned as ... 4-7
 - steps ... 4-5
 - using before Image Scan ... 4-11
- print
 - command ... 4-38
 - dialog box ... 4-38-39, 4-41
 - grayscale image ... 3-37
 - HP direct ... 3-24, 3-37, 3-40
 - image ... 3-24

- number of copies ... 4-38
- picture image ... 3-37
- portion of image ... 4-38
- steps ... 4-38
- versus HP direct print ... 4-40
- printer
 - adding new ... B-15
 - connecting ... B-16
 - default, setting ... B-16
 - output modes, setting ... B-17
 - port, changing ... B-16
 - removing ... B-15
 - resolution settings for ... 4-22
 - serial ... B-18
 - serial communication ports, setting ... B-16
 - timeouts setting ... B-17
- printers, types supported by scanner ... xi
- printing history ... iii
- problems
 - applications ... 5-1
 - banding or striping with PageMaker ... 5-5
 - changing paper size after Preview Scan ... 4-26
 - configuration ... 2-10
 - compression ... 4-51
 - crooked image on screen ... 3-9
 - detecting ... 2-11
 - disk space ... 4-51
 - editing grayscale images from Microsoft Paint ... 5-14
 - fitting interface card into slot ... 2-6
 - finding help ... xiii
 - hardware failure ... 2-12-15
 - image distortion with Microsoft Paint ... 5-15
 - image enlargement in PageMaker, PC PaintBrush, Microsoft Paint ... 5-6
 - image quality, with Pagemaker ... 5-6
 - image quality with Ventura Publisher ... 5-7
 - installation ... 2-14
 - interference patterns ... 4-22
 - large image editing from PaintBrush applications ... 5-12
 - memory requirements with PC PaintBrush ... 5-13
 - memory requirements with Publisher's PaintBrush ... 5-13

- optical character recognition, columns ... 5-18
- optical character recognition, tables ... 5-18
- poor text quality with optical character recognition ... 5-17
- printing from Microsoft Paint ... 5-14
- quality of dithered images ... 4-16
- resolution quality with grayscale ... 4-22
- resolution quality with line art ... 4-21
- scanner failure ... 2-12-15
- scrolling with Microsoft Paint ... 5-15
- selection box ... 3-13
- start-up ... 2-11
- solutions table ... A-8
- system error, Microsoft Paint ... 5-15
- width and height of scanned image ... 4-22
- zooming with Microsoft Paint ... 5-15
- program *see*: software -or- name of specific program
- prompt, system ... 2-11
- proportional scaling ... 3-32, 4-14, 4-48
- Publisher's PaintBrush ... 5-10-13, A-8
 - color images ... 5-13
 - editing the image ... 5-11
 - file conversion program ... 5-11
 - large images, editing ... 5-12
 - steps to scan with ... 5-10

Q question mark, meaning ... 4-33

questions *see*: problems

Quick Reference Guide ... 2-14

R radio frequency interference statement ... iv

radio reception *see*: interference

ReadRight ... A-8

- file formats supported by ... 4-20
- languages supported by ... 4-20
- need for ... 4-19, 4-30

rear view, scanner ... 1-5

redo, steps ... 4-45

regulatory statements ... iv

release

- lever ... 1-6

- releasing the mouse ... 3-5
- repacking the scanner ... 1-8
- repair ... C-18, C-20
- replacement guide *see*: Mylar guide
- resolution ... 4-21
 - changing ... 4-11
 - current setting ... 4-24
 - custom, setting ... 4-24
 - default setting ... 4-21
 - dialog box ... 4-25
 - dithered image ... 4-21
 - grayscale ... 4-22
 - horizontal and vertical settings ... 4-25
 - how to select ... 4-21
 - line art ... 4-21
 - matching to printer ... 4-15
 - New Year's ... 4-21
 - printer type ... 4-22
 - quality ... 4-23
 - range ... 4-25
 - scale range for width and height scroll bars ... 4-15
 - scroll bar ... 4-25
 - steps to change ... 4-24
 - types ... 4-25
- restore *see*: redo -and- paste
- rods *see*: metal rods
- run application
 - command ... 4-4

S

- sales and support offices ... C-21-22
- save image dialog box ... 3-15, 4-38
- save text ... 4-20
- scale
 - automatic ... 4-48
 - in clipboard ... 4-48
 - in PageMaker ... 5-5
 - with Ventura Publisher ... 5-9
- scan all pages in document feeder ... 4-20
- scan menu, steps ... 4-49
- scan types ... 4-5
- SCANGAL directory ... 2-12, 3-2

- ScanJet Plus User's Guide
 - item number ... A-7
- scanned as ... 4-6, 4-12
- scanner
 - failure ... A-4, 2-12-15
 - item numbers ... A-7
- scanner window ... 3-3, 3-8-16, 4-2-34
 - closing ... 3-16, 3-33
 - opening ... 4-49
 - uses for ... 4-2
 - using keyboard with ... B-8
- Scanning Gallery Plus ... 2-13
 - exiting ... 3-37
 - reference ... 4-1-54
 - running applications from ... 4-21
 - ScanJet compatibility ... xii
 - starting ... 3-2
 - using other applications with ... 5-1
- ScanPro ... A-8
- Scantest ... 2-12-13
- SCANTEST.EXE ... 2-13
- screen color ... 4-43, B-20
- screen colors ... B-21
- selection box ... 3-12-13
- service *see*: maintenance
- settings menu ... 4-21, 4-51
- setup menu ... B-17
- shipping *see*: packaging
- shipping list *see*: box, contents
- site *see*: environment
- site, for the scanner ... 1-10
- size *see*: specifications -and- dimensions
 - final scanned image ... 3-14
 - height of scanned image ... 3-32
 - image, changing ... 3-32
 - image in scanner window ... 4-5
 - image, scanned ... 4-15
 - selecting final image size ... 3-32
 - width of scanned image ... 3-32
 - windows, changing ... B-2
- size image, reducing ... 3-35

- SJSETUP ... 2-2
- SJSETUP, changing graphics cards ... B-21
- software
 - current version number ... 4-44
 - installation ... 2-2
 - Installation Help booklet ... 2-2
 - other packages for scanner ... A-8
 - problems ... 2-12, A-2
 - supported ... xi
 - version number ... 4-4
- specify applications ... 4-53
- specify detail view, steps ... 4-50
- specify ReadRight OCR ... 4-21
- start-up ... 2-8
 - problems ... 2-12, 2-14
- static electricity ... 2-2
- steps
 - using various ... 4-22
- sticky-backed paper, in automatic document feeder ... D-11
- supplies, shipped with scanner *see*: box, contents
- switch *see*: address, switch
- switch setting examples ... 2-3
- switch settings ... 2-12
- system error ... 2-12
- system settings, Microsoft Windows ... B-10

T

- temperature
 - operating range ... C-27
- test
 - automatic document feeder ... 2-12
 - installation ... 2-11, 2-13
 - scanner ... 2-12, 2-14
 - Scantest ... 2-12
- test program ... 2-2
- text scan ... 4-5, 4-19
- time
 - format creating new country settings for ... B-25
 - setting ... 4-43, B-10
- top cover *see*: copyboard cover
- transmission retry setting ... B-17
- transparencies, in automatic document feeder ... D-11

troubleshooting *see*: Scantest, *see also*: maintenance -and- problems

True Scan ... A-12

TV reception *see*: interference

typewriter font, use in this guide ... vi

U

underlined keys ... 4-29, B-8

underscore *see*: cursor

undo/redo ... 4-45

unlocking the scanner ... 1-6

unpacking the scanner ... 1-2

user's guide

 edition number ... iii

 printing history ... iii

 updates ... iii

V

Ventura Publisher ... 5-7-9, A-12

 steps to merge image with document ... 5-8

 steps to scan with ... 5-7

verification of installation *see*: installation, test

verifying setup *see*: installation, test

vertical line dither *see*: dither patterns

video adapters and monitors, types supported by scanner ...

 x

view ... 3-17, 3-34, 4-50

voltage regulator ... C-27

W

warning

 adapter configuration error ... A-5

 no adapter description file ... A-5

warning statements

 meaning of ... vi

 removing copyboard glass ... 1-4

warranty

 automatic document feeder ... D-2

 hardware ... C-18

 service ... C-18, C-20

width *see*: dimensions

 final scanned image ... 3-14

 scroll bar ... 3-32, 4-15

WIN, SCANGAL ... 3-2
Winchester *see*: disk
windows
 active ... 3-3, 4-2
 changing position of ... 3-3
 editing image ... 3-3
 minimizing ... 3-3
 moving between ... 3-3, 4-2
 moving images from one to another ... 4-46
 picture of ... 3-3
 saving image in ... 3-3
 scanning image ... 3-3
 size ... 4-43
 size, changing ... B-2
WIN.INI ... B-27
wire loop connectors ... 2-8
word processing applications ... 5-2-9
word processor
 types for applications ... 5-18
WordPerfect ... 5-2
 steps to merge image with document ... 5-3

