



Western Region Technical Attachment
No. 95-31
December 5, 1995

SCANNER INSTRUCTIONS

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[Editor's Note: While Western Region Technical Attachments are normally used to document science issues, preparing papers and presentations are an important part of the scientific process. This is the first of a two-part series which provides some guidance on to use the new office equipment acquired for all Western Region NWSFOs and spin-up WFOs to improve the quality of papers and presentations. Andy Edman, WRH, SSD]

New HP ScanJet 3c's were purchased for each office to support office operations. The scanner can be used to digitize two different types of scanned images--text and graphics. Text can be scanned and then edited with a word processor such as WordPerfect. Photographs, graphs, and other graphics can also be scanned, edited and then inserted into documents.

The scanners are shipped with various software packages to assist the user. A brief description follows:

WordScan: WordScan converts printed or faxed documents into text which can be edited with a word processor such as WordPerfect.

Photo-Paint: Photo-Paint scans any type of image, both text and graphics, and provides the capability to edit the image. Photo-Paint's editing features allow you to sharpen and soften the image as well as adjust the brightness and blending of the image.

Color Management and Printing Program: The Color Management and Printing program allows you to manage the colors for the scanner, the monitor, and the printer.

Corel Mosaic: Corel Mosaic is a visual file manager that allows you to organize, manage, and manipulate files with ease.

In addition to these new programs, many of the applications currently used in the office, such as WordPerfect 6.0 and Presentations, are capable of acquiring scanned images.

The following directions highlight three practical uses of the new scanners.

I. Scanning text in WordPerfect.

1. Open a new WordPerfect document
2. Place the image face down on the scanner glass with one corner of the page next to the document set mark.
3. Go to the **File Menu** and choose **Acquire Text**.
4. A dialog box will come up, choose **Scan**.

5. At this point the scanner will start to scan the information.
6. Once the scanner has finished, the scanned data will appear in the WordPerfect document and is now ready to be edited.

II. Scanning a graphic image into a WordPerfect document.

1. Place the cursor at the point in the document where you want the image inserted.
2. Place the image face down in the upper-right hand corner of the scanner.
3. Go the **Insert Menu** and choose **Object**.
4. Choose **Corel Photo-Paint 5.0 Image** and then click **OK**.
5. Choose **Yes** when it asks you to create image from scanner.
6. Choose the **HP Scanner** and then click **Select**.
7. The image will appear in a DeskScan II window. You may adjust the brightness, contrast, and a few other features that are described on pages 2-16 through 2-30 of the HP DeskScan II User's Guide.
8. After all the adjustments to the image have been made, click **Final**.
9. The image should now appear in a Photo-Paint screen. (If the colors do not seem right, go to the **View Menu** and choose **Color Correction**, and then **Fast**.)
10. You may now use the advance editing features of Corel Photo-Paint to enhance the image. These features are described in the Corel Photo-Paint User's Manual.
11. Once you have finished, go to **File** and choose **Exit and Return to WordPerfect**.
12. Click **Yes** to update WordPerfect.
13. The image should now be in WordPerfect.
14. You may move the image around simply by clicking the mouse button and holding it down while you move the mouse.
15. You may also continue editing the image with WordPerfect Draw simply by double clicking on the image. Once you have finished editing, go to the **File Menu** and choose **Update**.
16. Now go to the **File Menu** and choose **Close and Return to Document**.

Note: Pictures and other color graphics may use large amounts of memory causing the computer to run slow. In order to speed the process up, follow the instructions (III) for saving an image as a file and then insert the file into your WordPerfect document. Another option is to change the resolution of the scanned image to a lower setting. This is done in the DeskScan II window. For example, change the Type Field from Sharp Millions of Colors to Color Photo.

III. You may also have a need to scan an image and then save it as a .gif or .bmp file.

The .gif files can be used in programs like WordPerfect Presentations to generate color presentations. A portable PC combined with the newly acquired PC projection system can be used to develop professional looking visual presentations. The following are instructions on how to do this.

1. Open Corel Photo-Paint.
2. Place the image to be scanned face down in the upper right-hand corner of the scanner.
3. Go to the **File Menu** and choose **Acquire Image**, and then **Acquire**.
4. The scanner will now scan in the image.
5. At this point you may adjust the brightness, contrast, and a few other features that are described on pages 2-16 through 2-30 of the HP DeskScan II User's Guide.
6. After adjustments to the image have been made, click **Final**. (If the colors do not seem right, go to the **View Menu** and choose **Color Correction**, and the **None**.)

7. You may now use the advance editing features of Corel Photo-Paint to enhance the image. These features are described in the Corel Photo-Paint User's Manual.
8. When the editing is complete and are ready to save, go to the **File Menu** and choose **Save As**. Type in the file name. In the area marked **Save File as Type**, choose the particular type of file you want. For example, .GIF or .BMP.
9. Click **OK**.

With a little practice, the HP ScanJet can be used to convert text, graphics, or images into a digital format which can then be used in papers or presentations. The scanning of documents takes only a few minutes. All WR spin-up WFOs and NWSFOs now have laptop PCs and an Epson ELP-3000 portable PC projection system. Note: The Epson is the exact same device that is also marketed as the better known Infocus 580. The second TA in this series will describe how to use the HP ScanJet, Word Perfect Presentations and the Epson to create visual presentations incorporating local data and images.