

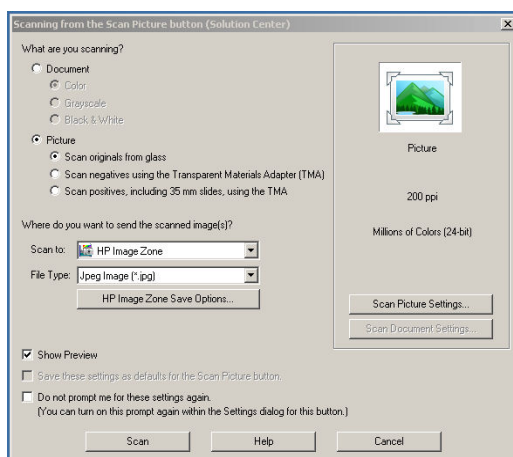
How to scan text and images using the HP Scanjet 4850

How to scan images

1. Log on to the PC connected to the scanner.
2. Place the picture you wish to scan, face down on the scanner glass.
3. Double-click the **HP Solution Center** icon on the desktop. The **Solution Center** window will open.



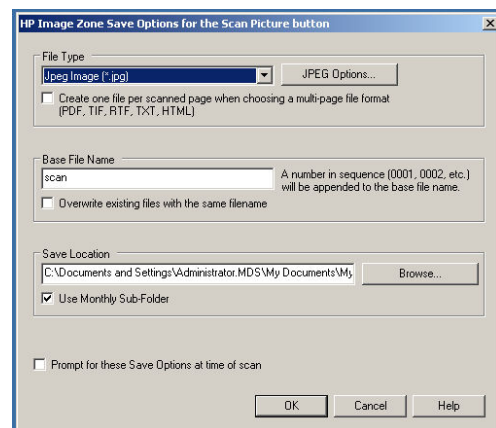
4. Click the **Scan Picture** option and the following screen will open.



In this window, ensure the radio buttons **Picture** and **Scan original from glass** are selected.

5. Adjust the options in the drop down window **Scan To:** and **File Type:** to an appropriate value e.g. **Save to File** and ***.jpg** (N.B. scan to e-mail option will not work).

If you have selected to **Save to File**, click the **Save to File Save Options** box and the following screen will open.



6. In this window, adjust the **Save Location** to an appropriate value, using either the **Browse** option or typing in a location.
7. Click **OK** and return to previous screen, then click the **Scan** button.

A preview window will open containing the scanned picture. Using the mouse and the placeholder handles, adjust the area you wish to save. Click **Accept**. You will then be asked if there are any more pictures to scan. If so follow the instruction on the screen, otherwise click **No**.

Your picture should then be saved in the format and location you specified in previous steps.

How to scan text

1. Start as above but after opening the **Solution Center** window, select **Scan Document** rather than 'Scan Picture'.
2. At the next screen, ensure the radio button **Document** is selected and adjust the **Scan To:** and **File Type:** options to suitable values e.g. if you wish to scan the text directly into Word, set the **Scan To:** option

to be **Microsoft Word** (in this case the file type option becomes unavailable).

3. Next click **Scan**.

A preview window will open containing the scanned text. Using the mouse and the placeholder handles, adjust the area you wish to save. Click **Accept**. You will then be asked if there is any more text to scan. If so follow the instruction on the screen, otherwise click **No**.

The selected text will then be transferred directly into Word and you can then manipulate the file as a standard Word document.

Help

For more advanced features of the scanner and scanning techniques, select the **Onscreen Guide** from the main **Solution Center** window.

Scanning film or slides

The scanner has a built in transparent materials adapter (TMA) to scan 35mm slides or negatives.

1. **Open** the scanner lid.
2. **Remove** the negative strip holder, if present, from the slide holder.
3. If scanning slides, place the slides into the slide holder. **Insert** the slides with the top of the slides pointing up and with the front of the slides facing you.
4. If using negatives, slide the negative strip into the negative strip holder so that the shiny side of the negative faces you. Use blanks to fill in any unused spaces in the holder. Insert the negative strip holder back into the slide holder.
5. **Close** the lid.
6. After opening the **Solution Center** window, click **Scan Film**.
7. At the next screen ensure the radio button **Picture** is selected and choose the option **Scan Negatives using the TMA** or **Scan Positives, including 35mm slides, using the TMA**.
8. Follow instructions similar to those for scanning pictures or text.