

Basic Scanning Directions for the HP Scanners - 2007

1) Place your item on the scanner - be careful with the book's spine if scanning from a monograph.

2) From the Start Menu, select "IFranView." From the File menu, then select "Acquire/Batch Scanning." Click OK. This will launch the HP scanning software.

3) Adjust the preview scan (if you want to) and click "Accept" to complete the scan.

4) Saving Your Scan...

a) To Your Jump Drive:

- select "File/Save as..." and locate your jump drive. Before you save your image, make sure you select what type of file you want - the default is windows bitmap. Click "save."

b) To your Pantheon space.

- From the Start Menu, select "SSH File Transfer" - the "folder/blue bubble" icon is easier to use if you are not that familiar with SSH File Transfer.
- Click on "Quick Connect" and in the hostname field, ensure "eli.yale.edu" is entered. Enter your Net ID into the username field and your netid password into the password field.
- Locate your image or folder on the left - the "Local Name" side. Highlight it and simply drag it across to the right side, the "Remote Name" side.

c) Architecture students may save directly to OpenSpace; from the Start menu, you may launch OpenSpace.

6) Saving your Images to a CD.

a) From Start Menu, launch "Nero StartSmart." Select the type of CD you wish to burn - data / photo and video / etc.

b) In the new window automatically launched, begin adding your saved files to your burn list by clicking on the upper right-hand "Add" button. Note that most data CDs hold ~700 MB.

c) Once all your files are listed, click "Next." Following the prompts, you will then see the "Burn" button. Insert your disc, locate it (usually the D drive) and burn your disc.

d) Your disc will automatically eject when the process is completed.