HP Scanner

Put your picture or document into the scanner face down. Close the lid.

1. Click the HP Director icon on the desktop.
2. Click Scan.
3. Click Scan Picture
4. Select Picture
5. Select Save as File
6. Click Scan
7. Click Accept
8. A box pops up allowing you to give the file a name and to select the folder MY PICTURE as the place to store the file…or select a different folder. Also, give the file a name. Select file type as .jpg.(This is the format extension for a picture, but all scans are creating a picture whether it's a real picture or a text document).
9. Click SAVE

The file will be saved as a .jpg file in the name you gave it, to the folder you selected.

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