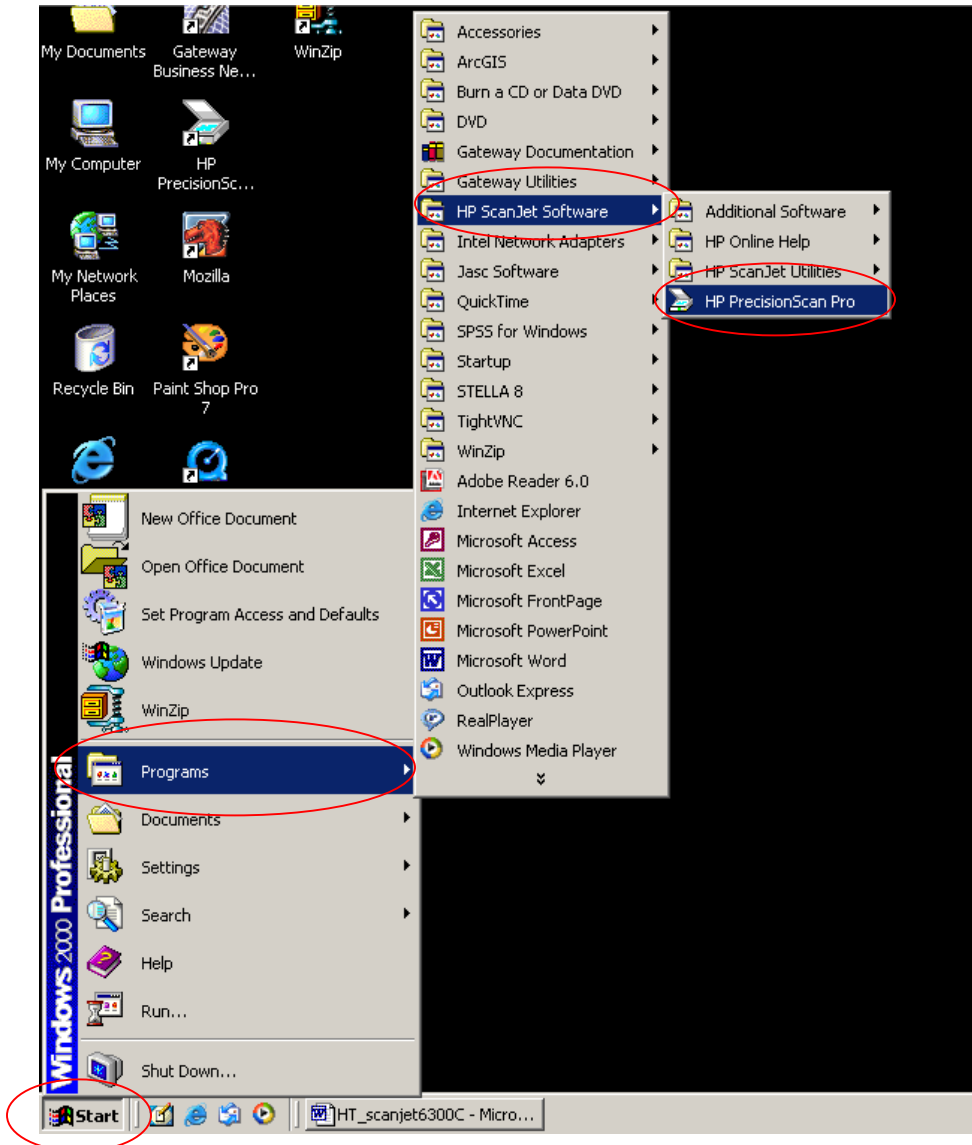


HP ScanJet 6300C

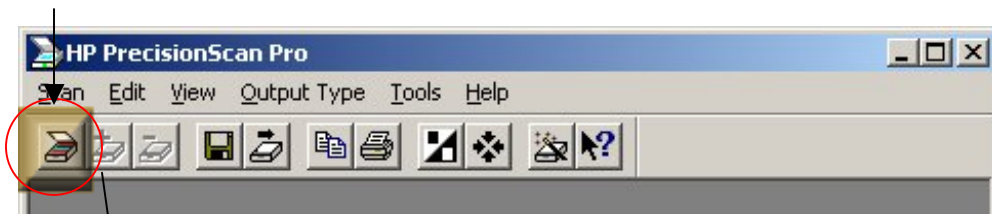
How to Scan a photo or a document

1. Open the scanner cover and place the original, to be scanned, face down on the scanner bed. Place the original in the upper-right corner of the scanner bed, with the top of the original closest to the hinge of the scanner cover.
2. Go to Start → Programs → HP ScanJet Software → HP PrecisionScan Pro

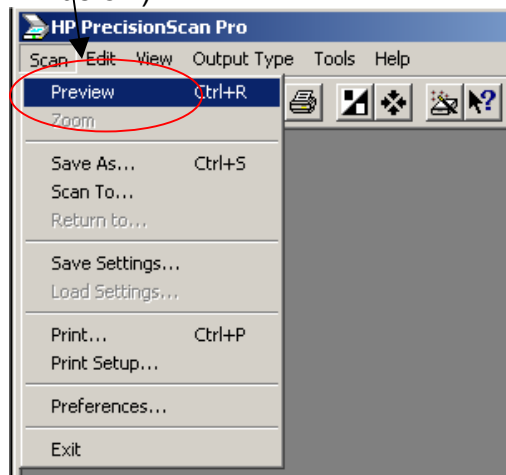




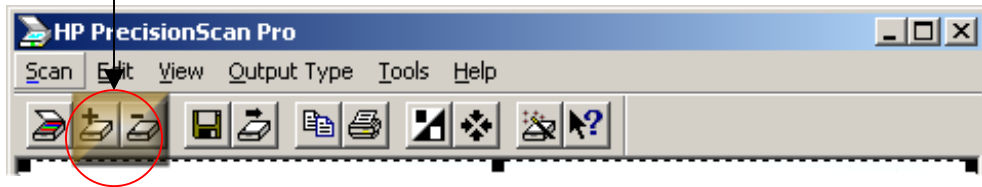
3. Start the scan by pressing the Preview button located in the left-most corner of the application (see arrow below).



- Or click the Preview button menu from the Scan menu (See the picture below).



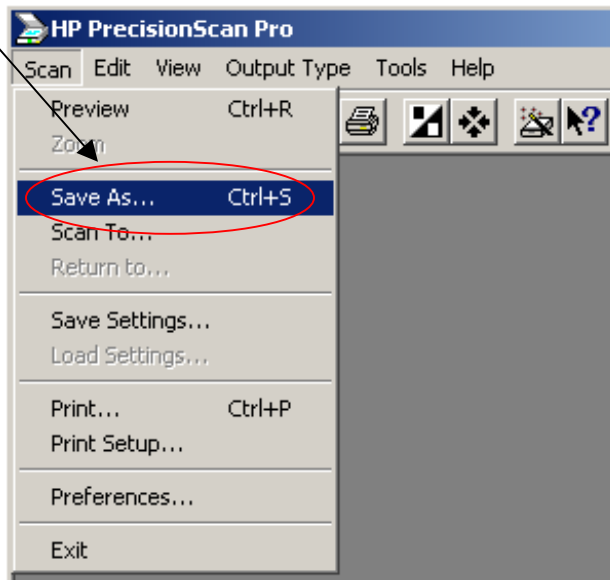
4. Click the scanner button with plus sign to zoom in on the document or image you are trying to scan. Use the scanner button with minus sign to zoom out.



5. Click the floppy button to save the file. A "Save" as dialog box will appear, enter the file name you want to name the file, then click **Save**.



- Here is another alternative way of saving the file.



6. Click the scanner button (with an arrow pointing to the right) to scan the image to a FrontPage document, Word document, or other specific document.

