

## Using the ScanJet 5300C in the Intermediate Computer Lab

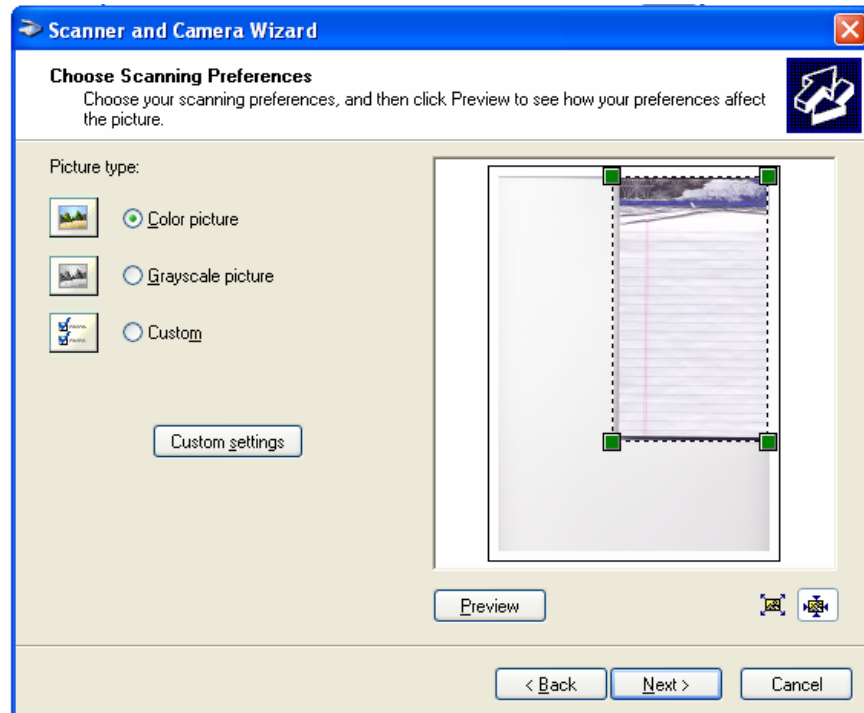
1. Login on desktop computer next to scanner. Open scanner lid and place item to be scanned in top, left corner, face down. Close lid.
2. Double click HP ScanJet 5300C shortcut icon on desktop.
3. Select MicroSoft Scanner and Camera Wizard. Click OK.



4. Click NEXT on the Welcome to the Scanner Wizard.

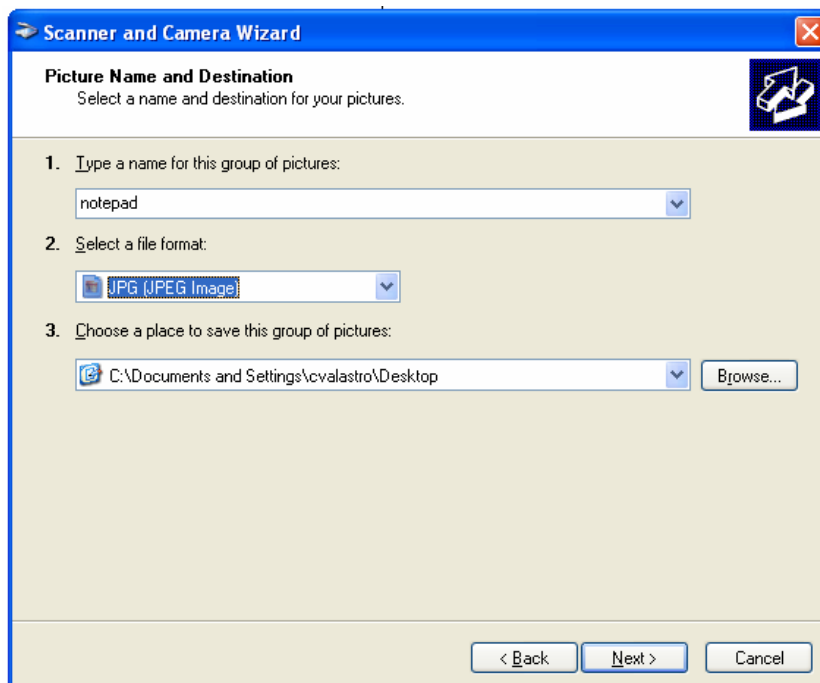


5. Select picture type. Click PREVIEW. Adjust handles to fit scanned item. Click NEXT.

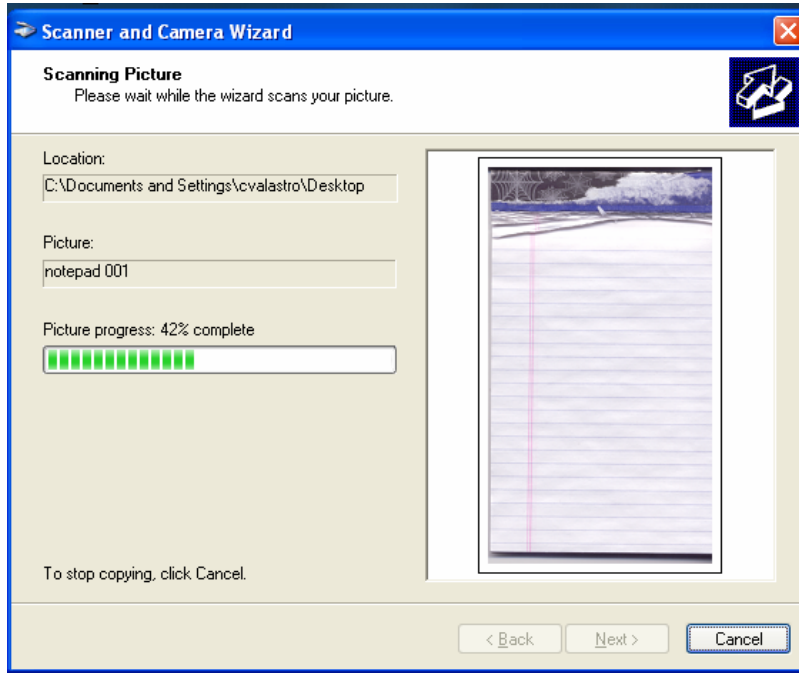


6. Type in your filename in item 1; select JPG file format in item 2, choose saving location in item 3 – browse for your location. Click Next.

Students should use their student accounts if accessible. If not, save to desktop in a new folder and then copy to student account. (To make a new folder, right click on desktop, choose new, folder, and name. Delete folder from desktop after copying to student account.)



7. Scanning will begin. When scanning completes, if finished click, NEXT, FINISH.



8. If not finished and you want to scan another item, click BACK. Place new item to be scanned in scanner. Click PREVIEW and complete steps 5-7 again.