

USING THE MMLL SCANNER: HP SCANJET 5550C

Note: Both of the MMLL scans can create PDFs and scan images. The 5550C, however, is designed to scan multiple pages using the document feeder. The 5300C is generally better at images.

The MMLL scanners are available to help students and faculty prepare multimedia materials. **All use of the MMLL scanners is expected to conform to “fair use” copyright guidelines and to University policy.** In other words, all texts or images that are scanned should be for “spontaneous, one-time use.” **Articles, chapters in books, etc., that will be put into Blackboard or in any other way used to create an anthology of readings must go through the University’s e-reserves system.** The Library negotiates the rights to use these materials. In addition, libraries have specialized scanners that can digitize pages from books without breaking the spines.

An example of "spontaneous, one-time use": (1) You see an article in a journal or newspaper on Tuesday and decide that it is an ideal reading for your class. (2) You scan the article and put it into Blackboard for one-time use in the current semester. **If you decide to continue to use this article in subsequent semesters, you must go through the Library's e-reserves.**

MMLL Assistants will scan materials for faculty members; however, all materials to be scanned should be given to Sharon Scinicariello, who is responsible for assuring copyright compliance.

Questions to Answer Before You Scan

Before you scan, you need to answer several questions; your answers should determine the format and resolution of your digitized image or text.

What will the scan be used for? Are you using an image for a PowerPoint presentation or will it be printed? Are you scanning a document in order to edit it more easily or to have a copy in a readable format?

What format is the best for your use? If you are scanning a document in order to have it in a readable format, you should scan to a PDF. If you are scanning in order to edit the document, you need to do OCR (optical character recognition), which goes beyond the scope of these instructions. If you need OCR, please talk with Sharon Scinicariello. If you are scanning an image to use on the web or in a PowerPoint presentation, you can use the default resolution of the scanner. If you may want to print the image, you should scan it at a fairly high resolution (300dpi minimum, 600dpi preferred).

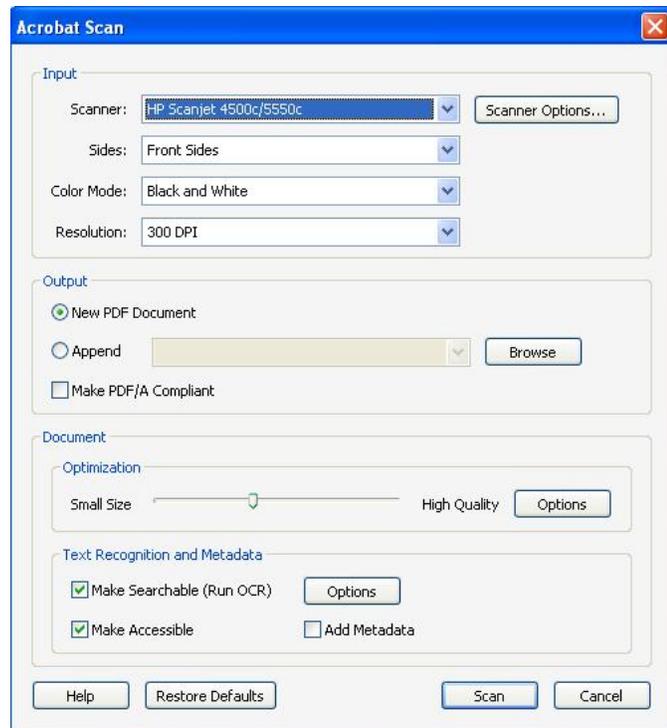
Using the Scanner to Make PDFs

If you choose to use the document feeder, place the pages you want to scan with the text facing up. If you are not going to use the document feeder, place the first page of your text face down on the scanner bed and close the cover.

1. **Make sure the scanner is ON. Press the SCAN button on the scanner.**
2. Open Adobe Acrobat 8 Professional (Start > All Programs > Adobe).

Note: When using Adobe products, you will often receive annoying messages about installing updates. We're sorry, but these can't be avoided. Please click the button for "install later" or "remind me later."

3. Choose Create PDF > From Scanner.
4. In the window that opens, select HP ScanJet 4500C/5550C as the Device.
5. Choose the Scanner Options. You can, for example, choose to scans both sides of a sheet of paper. In general, the default settings work well for text.

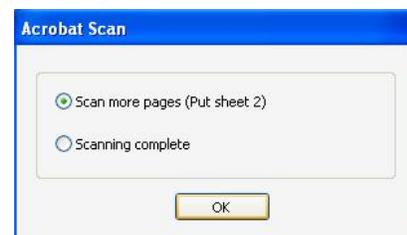


6. Press **Scan**.
7. Name file and press **Save**.

If you are using the document feeder, it may look as if the feeder is not working. The scanner will appear to be scanning the blank glass. However, if the pages are inserted correctly, it will attempt to grab a page to scan.

If you are not using the document feeder, a dialogue box will open when each page is done. If you want to scan additional pages into the same PDF, put the next page on the bed of the scanner and then click OK.

Note: Do not click OK until the new page is on the bed of the scanner.



When scanning is complete, Acrobat will open your PDF to rotate the pages (if necessary). You may then use other Acrobat tools to work with the PDF.

Using the Scanner for Images

1. Make sure the scanner is ON.

2. Place image to be scanned face down on the scanner bed.

3. Open the HP Photo & Imaging software on the desktop or in the start menu.

4. Click the **scan** icon.



5. Choose source: HP Scanjet 5400c/5550c

6. A preview of the scan will open in a new window. Use the box to select the area to scan.



7. Look at the dpi in the left corner of the window. 200dpi is the default. If you will need to print the image, you should change the resolution to at least 300 (for small prints) or 600.



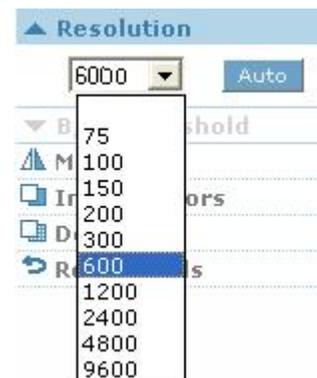
a. To change the resolution, go to Advanced > Resolution and pick the dpi you want.

8. Click **Accept** to complete the scan. If you have changed the resolution, the button may be obscured. Click the edge that you can see.

9. A thumbnail of your scan will open in the HP Photo & Imaging Gallery. Double-click to open it in the Image Editor.

10. To rename the image, use the **Save as...** button. If you plan to edit the image in Photoshop, saving as .tif is good. If you plan to use the image on the web or in presentations without further editing, try .jpg or .gif (for line drawings, cartoons, etc.).

11. Click **Exit** to quit scanning.



Remember to save your work to Netfiles or portable storage.

Troubleshooting Tips

The most common problem is that the computer can't find the scanner.

1. Make sure the scanner is plugged into the electrical outlet.
2. Unplug and replug the USB cable from the scanner. Make sure that the USB cable is connected to the computer.
3. Press the scan button on the scanner (far left blue button).
4. Try to scan.

If this does not solve the problem:

1. Shut down the computer.
2. Unplug and replug the USB cable from the scanner. Make sure that the USB cable is connected to the computer.
3. Turn on the scanner, then restart the computer and try again.