Scanning manual

A. HP Software

1) Insert the paper into the scanner

2) a) The 1st button on the left (PFD) – scans a file in PDF format to folder C:/Documents and Settings/Studovna/Dokumenty/Moje naskenovane obrazky

b) The button #2. (✉) – scanning into the email: **not available!**

c) The button #3. (🖨) – **not available!**

d) The button #4. (📂) – scans a file in the following formats:

- PDF, Image File, MS Word, MS Excel
- "Skenovani HP" Window - option to adjust the properties of output (rotate / flip, crop, color correction, sharpness etc.)
- A) Finish – file scanned. The file destination folder will automatically pop up with a scanned date C:/Documents and Settings/Studovna/Dokumenty/Obrazky/Moje naskenovane obrazky

  B) Finish – quit the program without saving the file

B. Program GIMP2

1) Insert the paper into the scanner, launch the application (icon with wolf)

2) File ——→Create ——→ Scanner / Fotoaparat ——→

a) Choose HP Scanjet G3110 TWAIN 1.0 (32-32)

- "Skenovani HP" window pops up
- options to adjust the properties of output (rotate / flip, crop, color correction, sharpness etc.)
- finish ——→file will open again in GIMP
  finish ——→quit the application without saving the file

b) Choose WIA-HP Scanjet G3110 1.0 (32-32)

- Choose the type of a file (color image, black and white image, text, image in grayscale) ——→ Scan
- File will open for adjustment
- Follow the same instructions

3) To adjust the file click the right button of the mouse ——→ option for adjustment

4) File ——→ Save as

5) Choose the type of the file (ex. jpg.), choose destination, name ——→ Save

C   ABBYY FineReader

1) Insert the paper into the scanner.
2) Open the ABBYY FineReader Program.
3) Options :

   A . Scan to MS Word

   B. Scan to MS Excel

   C. Scan to PDF

   D. Scan as Image File

4) Select Mode.

5) Select the scanner

   A. HP Scanjet G3110 (WIA)

   B. HP Scanjet G3110 TWAIN (TWAIN)

   C. WIA-HP Scanjet G3110 (TWAIN)

   - Follow the same instructions

6) „Scanning ABBYY FineReader" window will open - select resolution, colors, paper size, →
   „Scan".

7) After scanning the entire document - **„Close"**.

8) The scanned document will open in the selected format in step 2. (Word, Microsoft Excel,
   PDF, Image)

9) File → Save as

   Available formats:

   a) .doc (MS Word)

   b) .xls (MS Excel)

   c) PDF

   d) DCX, JBIG2, JPEG, PCX, PNG, TIFF, PDF