



Sheet Fed Scanner Instructions

1. Log in to the computer and check that scanner is on (power button will have a green light).
2. Open the sheet feeder, and place documents in the feeder face up. Please do not exceed 20 sheets at a time.
3. To scan documents to PDF use Adobe Acrobat. To scan pictures use Adobe PhotoShop. Both icons are on the desktop.

Scanning a Document to PDF

1. Open Adobe Acrobat.
2. Select "Create" then choose the appropriate type of document (Black & White, Grayscale or Color).
3. Select the scanner "HP ScanJet 7650 Document TWAIN".
4. Check that the other presets including Color Mode and Paper Size are correct.
5. The "Make Searchable" checkbox uses Optical Character Recognition (OCR) to make your PDF searchable and enables copy/paste.
7. When your selections are made, click "OK" to scan.

Scanning a picture to Photoshop

1. Open Adobe Photoshop.
2. Place document in scanner.
3. Select "File / Import".
4. Select "HP ScanJet 7650 Document TWAIN".
5. Select the Main tab and choose the desired Mode (Black & White, Grayscale or Color).
6. Press Preview to see a preview image and drag the edges of the gray box to select what to scan.
7. Press "OK" to scan the image and then "Cancel" to close the window.
8. Edit your image as needed and select "Save As" to save the image as a .jpg file (type your file name followed by the .jpg extension).

Questions?

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