

## Steps to Scanning

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I have been asked how I use my printer to scan a document and save it on my computer.

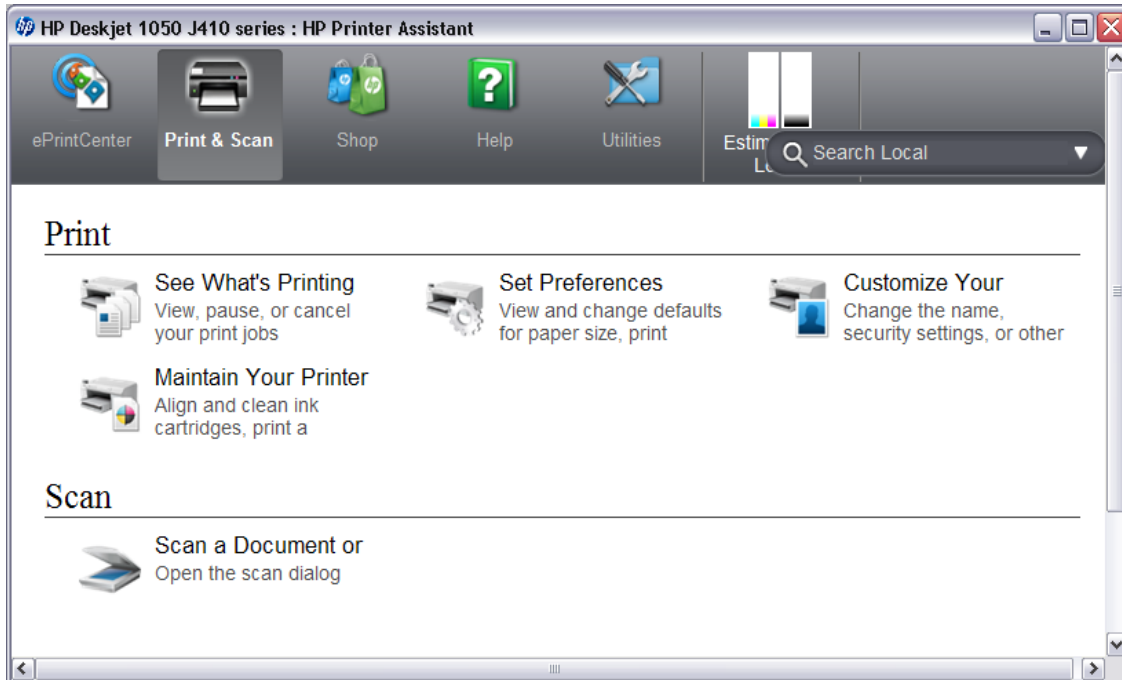


My printer is an HP-1050. It is a low end inkjet printer with a flatbed scanner. It is very useful as a copy machine.

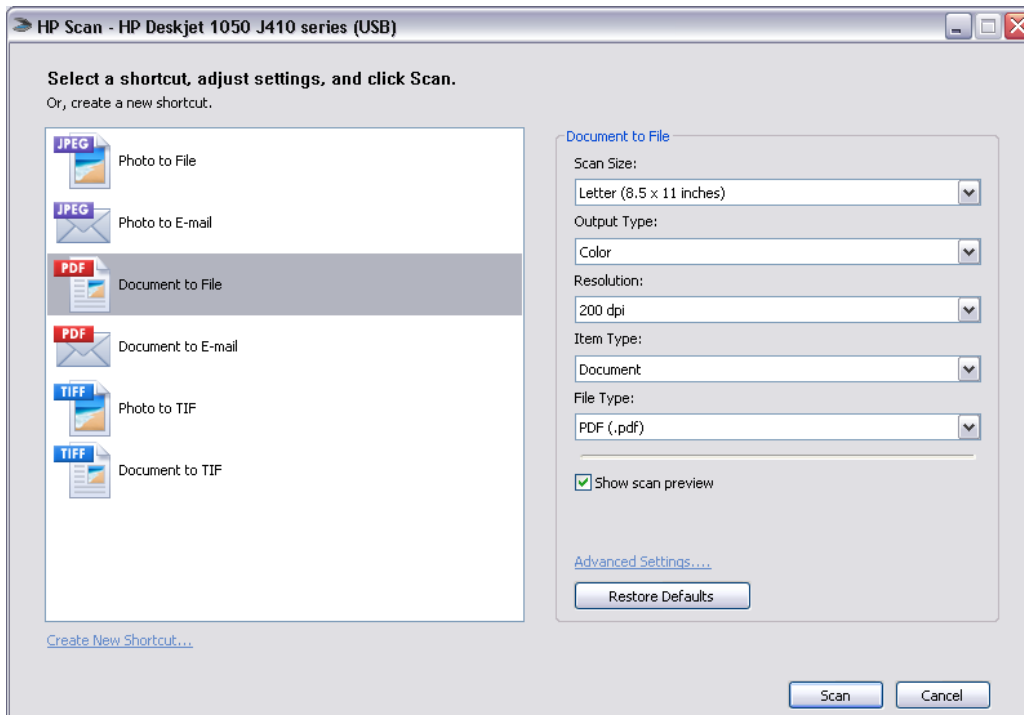


You simply place the document you want copied on the glass of the scanner and press either the black or color button to print a B&W or Color copy of the document. Want 3 copies? Press the button three times. It is that easy.

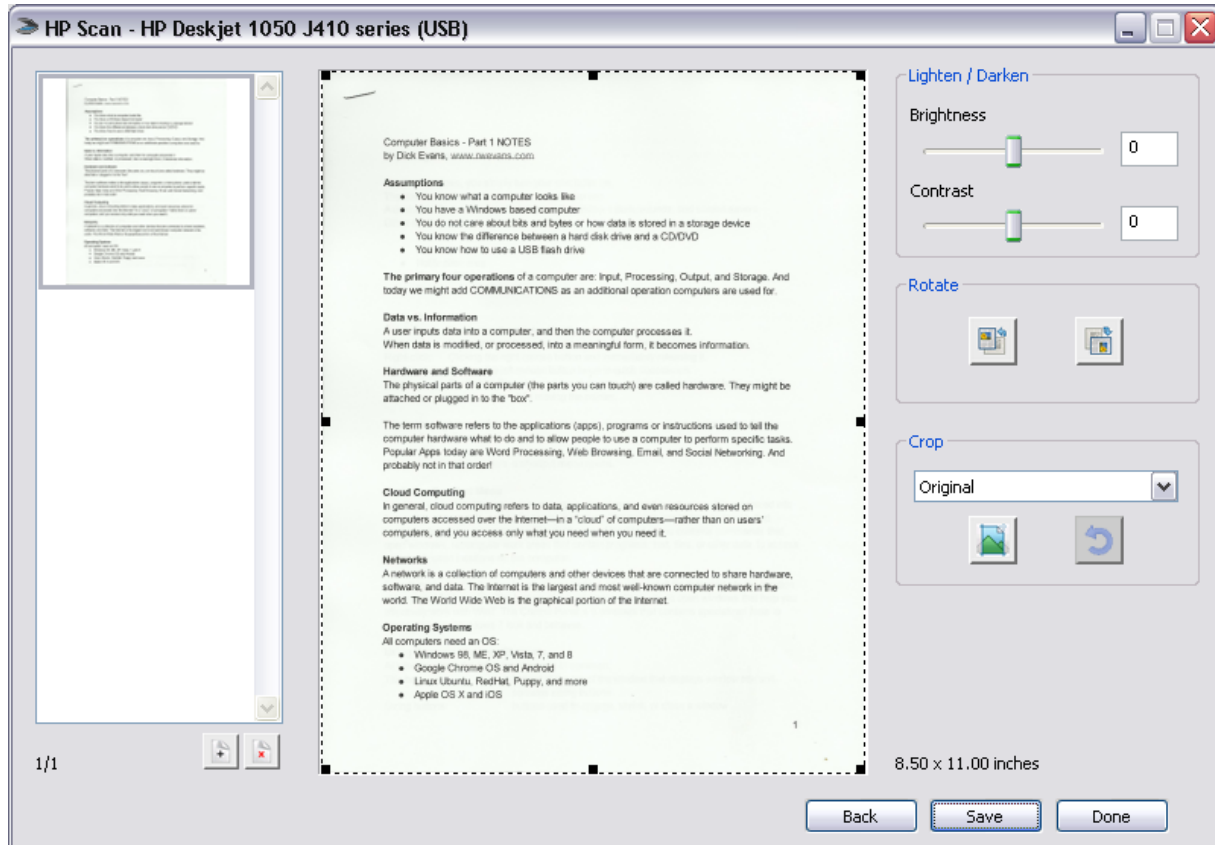
Scanning to the computer is a little different. You place the document on the scanner the same way you did to make a copy. But all the commands to scan are done at the computer and not at the printer. You need to have the HP Printer Assistant installed on your computer. This should have come from the CD that came with the printer. If you do not have the CD, you can locate the program for your printer on the HP site.



Click Scan a Document to open the scan dialog box



Click the Scan button with the document in the scanner. Notice I have it set for Document to File as a PDF. I have the resolution set for 200 dpi color.



Click Save to name and save the PDF in a location of your choice. When finished, click Done. The document is not on your hard drive.