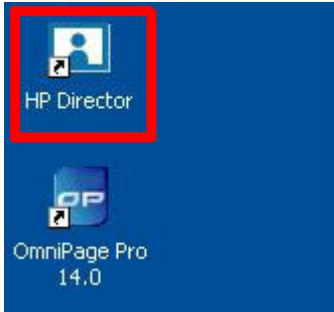
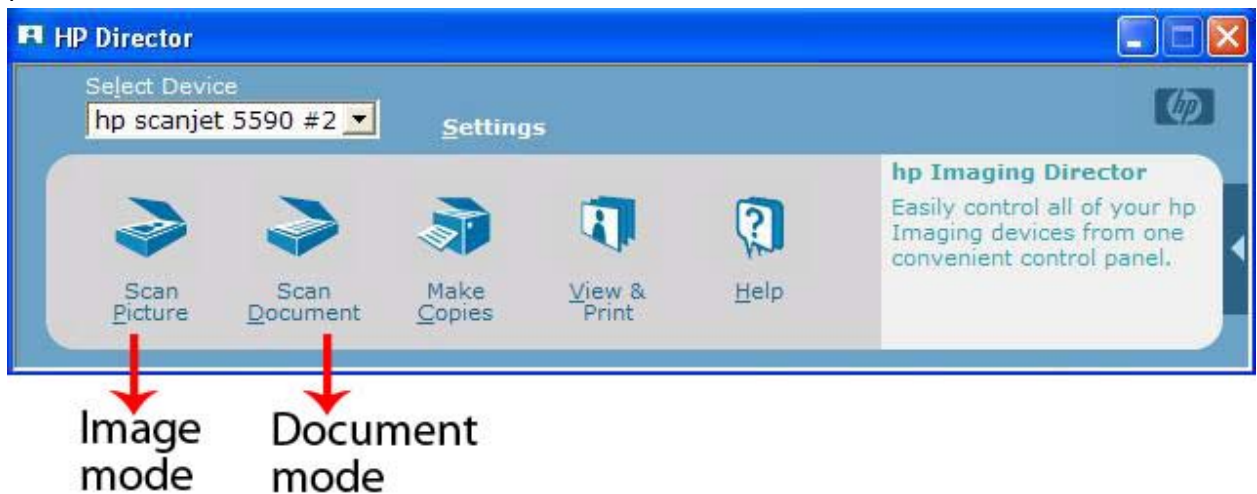


HP Director: Scanning software User guide

1. Click on the HP Director Icon on the desktop, as shown in the picture below:

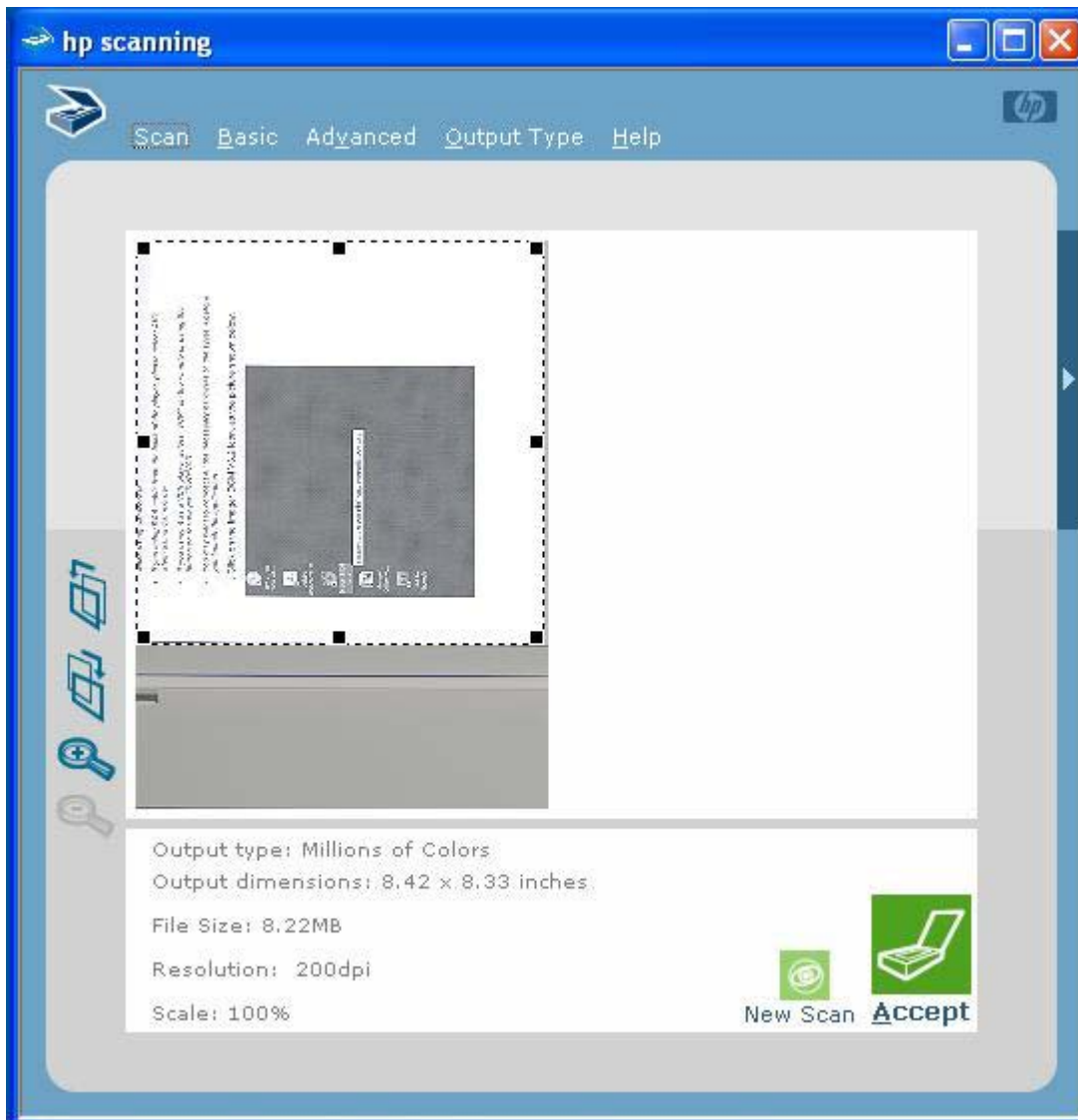


2. HP Director will launch, from the application, chose the mode that you want, there are 2 mode for you to chose from, 1st – (Picture mode) to scan photo or document into image format, eg. Jpg or bmp, 2nd – (Document mode) to scan document or document with image into document format, eg. PDF, words or text.
3. You can chose the type of different mode from the application window, as shown in the picture below:



4. If you have chose - Image mode please follow steps 6 to steps 11, instructions.
5. If you have chose – Document mode please follow steps 12 to steps 15 instructions.

6. If you chose Image mode, the preview window will pop out, as shown in the picture below:

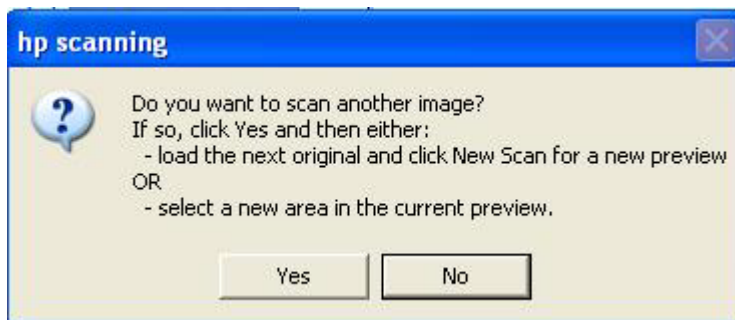


7. You may drag the scan area you desire, by dragging the 6 black small dot on the preview window to your prefer scan area as default, the application will select the area that are fill with details.
8. If you want to preview another document, please click the "New Scan" button, and the pre-view of the new document will be shown, and you can proceed to steps 5, to select you prefer scan area.

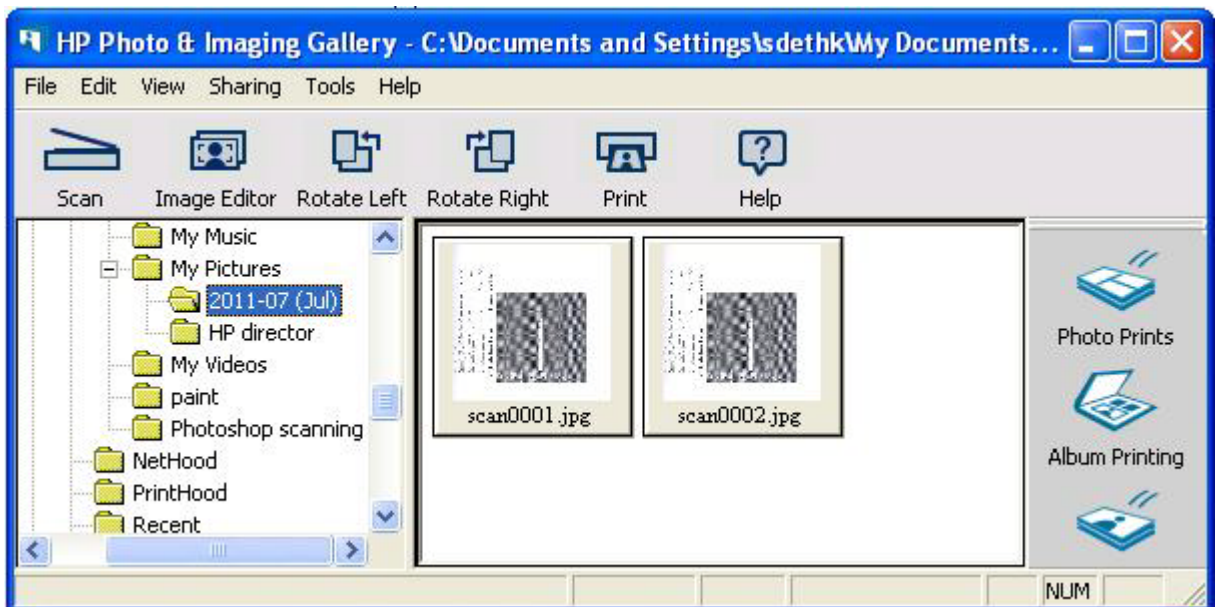
9. Once you have selected your desire scan area, click the “Accept” button to start the scan, and a scan window will pop out, as shown below:



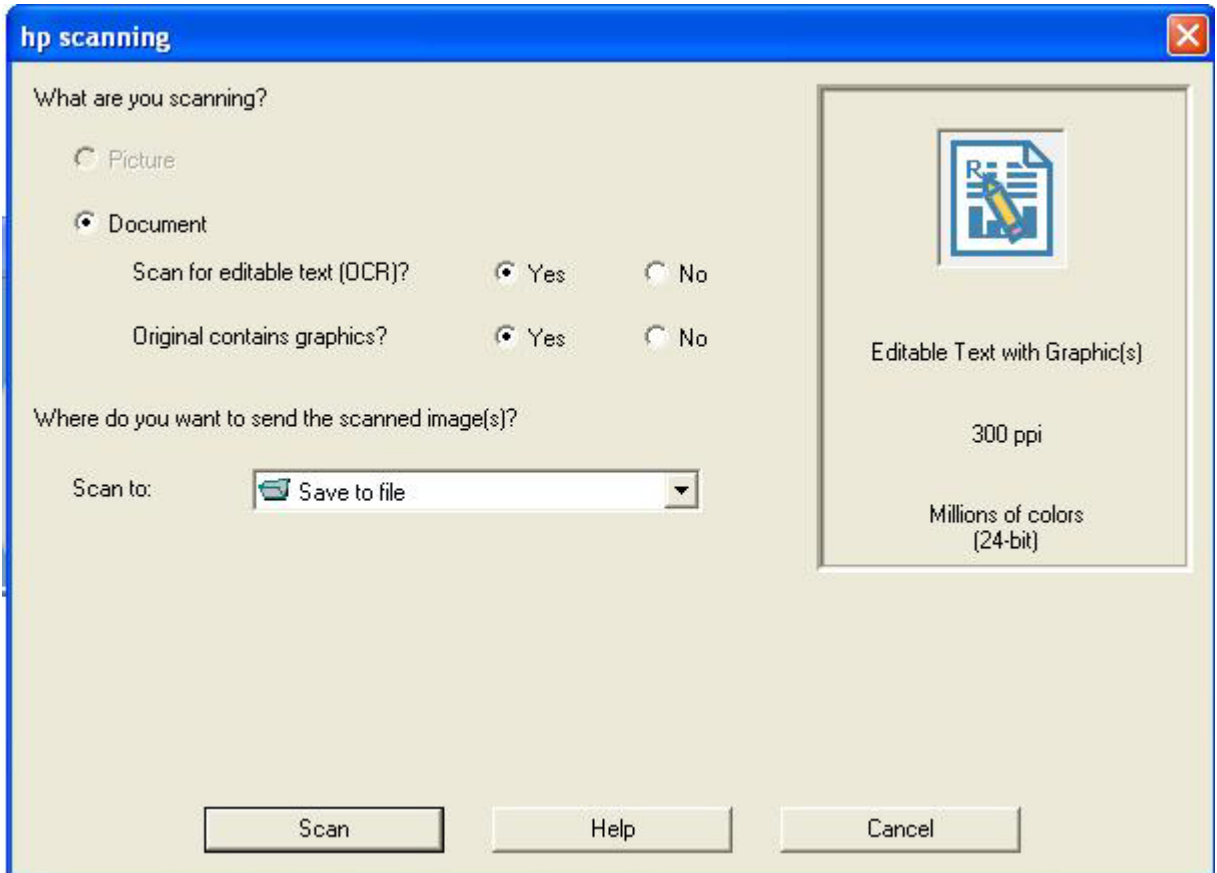
10. Once the scanning is done, the application will prompt you with an option to chose whether you have another photo or document to scan, if you have another photo or document, please click “Yes” to proceed to the pre-view window as in steps 4 and chose your desire scan area again, as in steps 5.



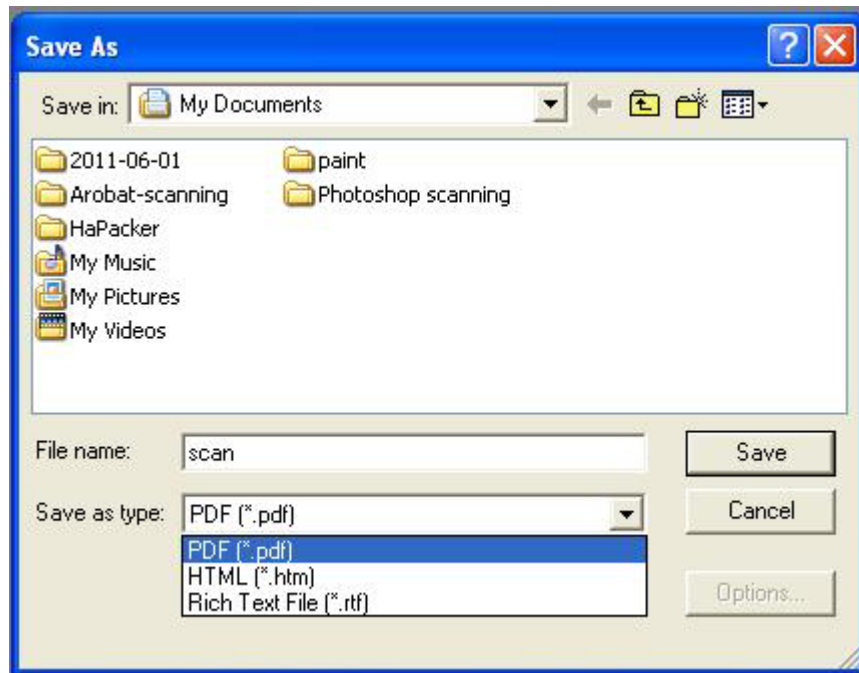
11. If you do not have any more photo or documents, please click “No” and a window where your scanned photo or document will pop out, as shown in the picture below:



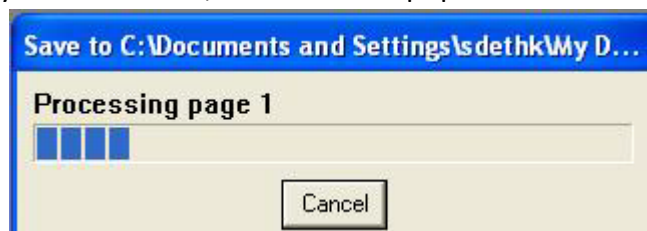
12. If you chose, Document mode a window will pop out for you to choose where you want to send the scanned image or document, as shown in the picture below:



13. Default is “save to file”, click your desire option, and click “Scan” and just follow through the instruction from steps 6 to steps 10, once you click “No” in steps 10 a window will pop out for you to select the type of file format and the location of the file that you desire, as shown in the picture below:



14. When you click “Save”, a window will pop out as shown in the picture below:



15. Once the document is done, please browse to your location that you have specify in steps 13, for your scanned document.