# Help for HP ScanJet Copy Utility

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# System Requirements

In order to run this software, you need at least the following:

- 4 megabytes of RAM (8 megabytes recommended)
- 1 megabyte of available disk space
- A video graphics array (VGA) monitor or better
- DOS 5.0
- Windows 3.1 running in enhanced mode
- An HP ScanJet+ or later scanner, with or without an automatic document feeder.
- A Windows compatible printer (300 dpi or higher recommended)

This software will not function properly if you use a transparency adapter. If your scanner includes a transparency adapter, turn it off to use this software.

A mouse or other Windows compatible pointing device will make using the software easier.

# What is ColorSmart?

ColorSmart is an automatic color rendering technology from Hewlett-Packard Company. It is included in the printer drivers for all new HP color printers, and delivers two important benefits:
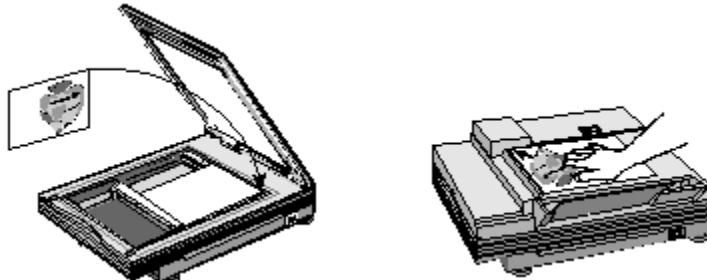
- Ease of use, through HPs intuitive user interface.
- Great color printing, by analyzing documents to be printed and fully maximizing the vividness, clarity, and color matching capabilities of color printing technology.

ColorSmart identifies page elements and automatically tags them. This process of finding text, business graphics, and photographic objects on a page lets your color printer assign the best color map possible, independently, for each object. This gives you the highest quality copies possible with your printer.

# How to Make Copies

The HP ScanJet Copy utility lets you put an original page or photo on your scanner and produce copies on your black and white or color printer. If your scanner has a transparency adapter, you must turn it off to use this software.

**1** Turn on your scanner and printer, and put the original face down on the scanner glass and slide it to the upper right corner of the glass. Or, put the originals face up in an optional Automatic Document Feeder.

**2** Set the Original type.

**3** Set the number of copies.

**4** Click the Copy button.

You can also:

● Make enlargements or reductions
● Make copies of multiple pages
● Make color copies
● Make copies of photographs

**See also:**

Getting better copies
Getting all of the original
Getting copies faster

# Clear All Settings

To clear all settings and set them back to the factory defaults, click the Clear button.

# Set the Original Type

- Select **Text or Drawing** for pages with text only and possibly other solid areas. This includes text, signatures, clip art, line drawings of maps or blueprints, and some logos. This option copies only in black, and will not reproduce shades of gray or color. It is the fastest mode and produces the best quality text.
- Select **Text w/ Pictures** if the page contains both text and pictures, such as a page clipped from a newspaper or magazine. This option can be used for either Black and White or Color copying.
- Select **Single Photo** for printing copies of a single photograph. This option can be used for either Black and White or Color copying. The photo needs to be placed in the upper right corner of the scan bed. When the Copy button is pressed, the software initiates a preview scan to determine the size and location of the photograph. This option may not correctly find the original if it is something other than a single photograph.
- Turn **Copy In Color** on if the page contains color and you are printing to a color printer.

# Hints

- When using the Text or Drawing setting, the printed copy contains just black and white. A light background may appear as white, while a dark background prints as black. When using the Text w/ Pictures setting, the background shading is visible in the copy.
- It usually takes longer to copy a Text w/ Pictures original to a black and white printer than to copy a Text or Drawing original, and even more time to copy a color original to a color printer.

- Select **Text or Drawing** for pages with text only and possibly other solid areas. This option copies only in black, and will not reproduce shades of gray or color. It is the fastest mode and produces the best quality text.
- Select **Text w/ Pictures** if the page contains both text and pictures. This option can be used for either Black and White or Color copying.
- Select **Single Photo** for printing copies of a single photograph. This option can be used for either Black and White or Color copying. When the Copy button is pressed, the software initiates a preview scan to determine the size and location of the photograph.
- Turn **Copy In Color** on if the page contains color and you are printing to a color printer.

# Set the Copy Quality and Speed

- Select **Best** for the highest quality copy but the slowest print.
- Select **Normal** for most copies. This is the default setting.
- Select **Quick** for fastest printing.

# Reduce or Enlarge the Original

- Select **Match Original Size** to make the copy the same size as the original. If the Original and copy are the same size you will lose the outer one-quarter inch of the image because the printer cannot print to the edge of the page.
- Select **Copy Edges** for an original with text or drawings in the margins. It will reduce the page slightly to retain information in the margins. This option is available for Text or Drawing or Text w/ Pictures originals.
- Select **Scale to Fit Page** to enlarge a photo to cover the entire printed page. This option is available for Single Photo originals.
- Click on the arrows to set the percentage of scaling if you want to reduce or enlarge the original by a specific amount. You can also use the > (greater than) or < (less than) keys to increase or decrease the percentage of scaling from the keyboard.

## Hints

- To copy a Legal size page to a Letter size printer, set the Reduce-Enlarge percentage to 75%.
- To copy an A4 size page to a Letter size printer, set the Reduce-Enlarge percentage to 90%.

# Make Transparencies

If your printer supports the use of transparency media, you can use the HP ScanJet Copy utility to create transparencies.

**1** Use the Printer Setup button and select transparency media for your printer.

**2** Select Best copy quality.

# Set the Number of Copies

You can make up to 99 copies of an original page. Set the number of copies by clicking on the arrows to the right of the number. If you hold down the mouse button, the copy quantity will continue to change rapidly. You can also use the + (plus) and - (minus) keys in the numeric keypad to increase or decrease the number of copies from the keyboard.

## Hints

Most printers can print multiple copies of a single document automatically. If you get only one copy even when you specify multiple copies, your current printer configuration does not support multiple copy printing. See your printer documentation to find out if it supports multiple copies, and if so, how you can activate this function.

You can make up to 99 copies of an original page. Set the number of copies by clicking on the arrows to the right of the number. If you hold down the mouse button, the copy quantity will continue to change rapidly. You can also use the + (plus) and - (minus) keys in the numeric keypad to increase or decrease the number of copies from the keyboard.

# Make the Copy Darker or Lighter

Select the desired exposure level or change the level by clicking on the arrows. The left arrow darkens the copy and the right arrow lightens the copy. The copy's exposure is also affected by the setting selected for Original (see <u>Set the Original Type</u>).

# Copy More Than One Page

If you purchased an optional automatic document feeder (ADF) with your scanner, you can copy more than one page in a single copy operation.

1 Put the original(s) face up in the document feeder.
2 Select the appropriate setting for Original. You can also specify Number of Copies, Darken-Lighten, and Reduce-Enlarge.
3 Click the Copy button.

## Hints

All pages in the automatic document feeder are scanned before any copy is printed. The copies are not collated.

If copies appear as blank pages, make sure the originals are in the automatic document feeder with the printed side up and that the scanner glass does not have a paper on it.

# Change the Printer Setup

The Printer Setup button opens the standard Windows print setup dialog box. You can check or change most of the settings controlled by the Windows Print dialog, though some printers may require you to go into the Windows Print dialog from the Control panel to access all features.

If the printer you wish to select is not in the list, you need to install printer driver from the Control Panel.

# Getting Better Copies

- If you are using the Single Photo type, put the long side of the original along the long side of the scanner. This will give you a bigger copy if you select Scale to Fit Page.
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- If the copy is blank, make sure your original is face down and in the upper right corner of the scanner glass or face up in an Automatic Document Feeder. Then check your Darken-Lighten setting. You may need to darken the copy.
- Use the largest original you can. For instance, an 8 in. X 10 in. photo will make a higher quality 24 in. poster than a 4 in. X 6 in. photo.
- If the copy appears too light or too dark, or just appears as solid black, make sure that the selection for Original is correct. The Text or Drawing selection is appropriate only if your original contains just black and white areas. If this is selected inappropriately, such as for a photograph or any picture that also contains gray areas, the result might not be satisfactory.
- Some original pages have a colored background. To maintain the background shading, select the Text w/ Pictures setting for Original (even if the original is best described as Text or Drawing). The Text or Drawing setting, when combined with the colored background, can create a copy that appears as a solid black rectangle.
- Make sure that you are using the correct paper for your printer. See your printer manual for a list of recommended printer types.

## Getting All of the Original

- When set to **Match Original Size**, the scanner will scan to the limits of the scanner bed or the printer paper size, whichever is smaller. However, your printer cannot print to the edge of a page. It leaves about a one-quarter inch boundary all around the page.

  Any information in the one-quarter inch boundary is lost if the original page is the same size as the paper in your printer and you copy with 100% scaling or set the copy size to **Match Original Size**. To prevent this problem, set Reduce-Enlarge to **Copy Edges**.

- Make sure that the Paper Size and paper Source settings for your printer are correct. Click the Printer Setup button in the HP ScanJet Copy Utility to open the Windows Print Setup dialog box and verify or change these items.

- If your original paper differs in size from the paper in your printer, you must scale the copy to make it fit. To copy legal size originals to letter size paper, set the percent scaling to 75%. To copy A4 size originals to letter size pages, set the percent scaling to 90%.

# Making Copies Faster

In order to make your copies faster, you can try one or more of the following:

- Turn on **Fast Printing Direct to Port** in the Control Panel printer dialog.
- If you are just experimenting, try copying in black and white first, or reducing the Copy Size to 40% or 50%. Once you know how the original will appear on the copy, turn color on to make the final copy.
- If you are copying an original smaller than a full page, it may be faster to copy in Single Photo mode. This copies only the photo area, whereas Text w/ Pictures copies the full scanner glass area.
- Consider reducing the printer resolution from 600 dpi to 300 dpi on printers with 600 dpi resolution. Copies will print faster at the lower resolution. On some printers you may need to go into the Windows Print dialog from the Control Panel to access the resolution setting.
- Experiment with turning Print Manager on and off. Print Manager may get your HP ScanJet Copy utility back sooner, but overall copy time may be longer.
- If you only need the top half of a page copied, you can use the Esc key or the Cancel button to interrupt the scanning. Whatever has already been scanned when you cancel will be printed.

# Getting More Help

**In the United States**, Hewlett-Packard offers an online facsimile information system called HP FIRST (Fax Information Retrieval Support Technology). It has the latest application notes and other information for your scanner. Hewlett-Packard also offers HP Audio Tips, which provides pre-recorded answers to commonly-asked questions. Both of these free services are available 24 hours a day by calling (800) 333-1917. A recorded voice asks you to make selections.

If HP FIRST and HP Audio Tips do not have the answer to your question, you can call the Hewlett-Packard Customer Support Center for technical assistance. This service is available from 7am to 6pm Mountain Standard Time on Monday, Tuesday, Thursday, and Friday, and from 7am to 4pm on Wednesday. The service is free during your scanner's warranty period. Call 208-323-2551. After the warranty period, the service is available at $2.50 per minute (call 900-555-1500) or $25.00 per call (call 800-999-1148). These prices are subject to change without notice.

**For help outside the United States**, see the documentation supplied with your scanner to find the phone numbers for customer support.