

SCANNING GALLERY

User's Guide

DESKTOP PUBLISHING

SCANNING GALLERY

PICTURES

MICROSOFT WINDOWS
AN APPLICATION DESIGNED FOR MICROSOFT WINDOWS

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Preface

Welcome to Scanning Gallery. With Scanning Gallery you can include magazine articles, newspaper clippings, photographs, illustrations and many other types of images into your documents.

Scanning Gallery provides the way to capture and edit the images. Then you can convert an image file to another file type to be used with many popular desktop publishing packages.

Scanning Gallery is the type of software that allows you to be creative when scanning images. You can size images and choose halftone dither patterns to get interesting effects.

Microsoft® Windows

Scanning Gallery runs under Microsoft® Windows. If you don't have Microsoft® Windows, we include a Run-Time Windows version so you can use Scanning Gallery. Appendix D, *Using the Control Panel* includes instructions for adjusting some Microsoft® Windows system settings, such as the date, time, printer assignments, and screen colors.

The Manual

The manual consists of two main parts. The first three chapters are the tutorial. The tutorial includes two pictures that you will use to scan. One is a line drawing and the other is a photograph that includes shades of gray.

The reference section is divided between the two main parts of Scanning Gallery: the Scanner window and the Image Editor window. The last chapter indicates how to place an image into a Pagemaker document.

The Appendices include error messages, a windows section if you are not familiar with using Microsoft® Windows, instructions for using a keyboard if you don't have a mouse, and finally, instructions for adjusting Microsoft® Windows system settings.

1

Getting Started

Scanning Gallery runs under a windowing system in addition to your computer operating system. To move around within windows and Scanning Gallery, we strongly recommend that you use a mouse. The three lessons in this manual include instructions for using a mouse. Instructions for using a keyboard are included in the reference portion of the manual and also in Appendix C.

In this lesson you will:

- Install Scanning Gallery.
- Start Scanning Gallery.
- Practice using a mouse.
- Identify parts of the Scanning Gallery screen.
- Choose a command.
- Use Help.

For the ScanJet Scanner to work, a device driver must be installed on your computer's system disc. If you have not done this, refer to "Installing the Scanner Driver" in the *ScanJet User's Guide* that came with your scanner.

What You Need to Get Started

Hardware Requirements

- Personal Computer*
- Hard Disc
- Flexible Disc Drive
- Monitor supported by Microsoft® Windows (EGA recommended)*
- ScanJet Desktop Scanner and interface kit
- 512 Kb RAM (640 Kb RAM recommended)

Software Requirements

- Supported DOS versions for your personal computer*
- Scanning Gallery discs

Scanning Gallery operates in a windows environment. This is provided on your Scanning Gallery discs through a run-time version of Microsoft® Windows.

*For specific information, see the Supported Configurations list in the Discs and Documentation envelope.

Organize Your Hard Disc

Before you begin, you should think about where you want to save the files that you create with Scanning Gallery. You may want to make a directory on your hard disc that contains only files that you create with Scanning Gallery so they will be easy to locate. See the manual that came with your computer for instructions for creating a directory.

Installing Scanning Gallery into Microsoft® Windows



If you don't have Microsoft® Windows installed on your computer, go to **Installing Scanning Gallery into DOS** on page 4.

To install Scanning Gallery:

1. Insert the Scanning Gallery Application Disc #1 into drive A. Type **A:** and press **Enter**.
2. Type **setup**, then press **Enter**.
3. Follow the instructions that appear on your screen.

If you installed a printer through Microsoft® Windows, Scanning Gallery recognizes that printer.

Starting Scanning Gallery from Microsoft® Windows

With your computer turned on and the DOS prompt displayed on your screen:

1. Type **cd \WINDOWS**. Press **Enter**.

If you have an HP Vectra, and the PAM menu is displayed, press **Exit PAM** **FB**. When the DOS prompt appears, type **cd \WINDOWS** and press **Enter**.

2. Type **win**. Press **Enter**.

The Microsoft® Windows logo appears, followed by the MS-DOS Executive Window.

3. Change to the **C:\SCANGAL** directory. Then point to **SCANGAL.EXE** and double click the **left** button on the mouse.

The Image Editor and Scanner windows of Scanning Gallery are displayed on your screen.

Installing Scanning Gallery into DOS

If you installed Scanning Gallery into Microsoft® Windows, go on to *Using a Mouse* on page 6.

Before you begin, fill in the following blanks about your personal computer, printer, and mouse type. You will need to identify these as part of the Setup routine for Scanning Gallery. This is necessary so Scanning Gallery can recognize the equipment that is attached to your personal computer.

Printer Name

Mouse Type

Graphics Adapter

Printer Port:

Com1__ Com2__ LPT1__ LPT2__ LPT3__

If you want to install a printer after you installed Scanning Gallery, see *Adding and Removing Printers*, in Appendix D, for instructions.

To Install Scanning Gallery into DOS:

1. Insert the Scanning Gallery Application Disc #1 into drive A. Type `A:` and press .
2. Type `setup`, then press .
3. Follow the instructions that are displayed on your screen. Install Scanning Gallery into run-time Windows (which is the same as installing into DOS).

Refer to the box on page 4 to help identify your equipment.

Starting Scanning Gallery from DOS

With your computer turned on and the DOS prompt displayed on your screen:

1. At the DOS prompt, type `CD \SCANGAL`.
2. Type `SCANGAL` and press .

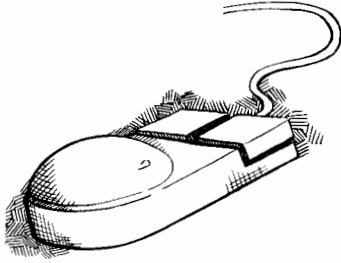
The Image Editor and Scanner windows are displayed on your screen.

If you don't know how to use Microsoft[®] Windows, go to Appendix B, *Using Microsoft[®] Windows* before starting the exercises in this chapter.

If you don't have a mouse, go to Appendix C, *Using the Keyboard* before starting the exercises in this chapter.

When you complete the short exercises that start you using Microsoft[®] Windows or the keyboard, then continue on with Exercise 2, *Choosing a Command*, in this chapter.

Using a Mouse



Before you begin using Scanning Gallery, if you are *not* familiar with using a mouse, we suggest that you do the following short exercise. This exercise is designed to quickly acquaint you with the basic concepts of using a mouse.

If you know how to use a mouse, go on to Exercise 2, *Choosing a Command* on page 9.

Working With a Mouse

When you start running Scanning Gallery, notice that a "pointer"—in the form of an arrow—also appears. This pointer indicates your position in an application. Most often it appears as an arrow, but it may appear in other forms as well.

You move the pointer around the screen to choose commands and manipulate the size, position, and status of the window.

Exercise 1: Moving the Pointer



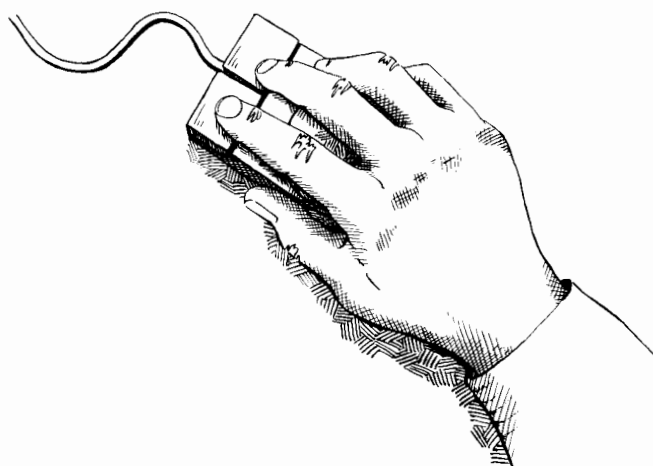
In this exercise you are going to practice moving the pointer with the mouse.

1. Place the palm of your hand over the mouse with your forefinger and middle finger resting lightly on the mouse buttons. Now, move the mouse to your right.

Notice how the pointer also moves to the right.

2. Move the mouse in an upward direction. The pointer moves toward the top of your screen as you move the mouse.

If you run out of room on your desktop while moving the mouse, simply lift up the mouse, place it back down where you have more room, and begin moving it again.



Now that you are familiar with moving the pointer with a mouse, here is some terminology relating to working with a mouse. You'll notice that we refer to only the "left" mouse button. This means that Scanning Gallery uses only the left mouse button. If your mouse has only one button, that button acts as the "left" button.

Table 1. Mouse Terminology

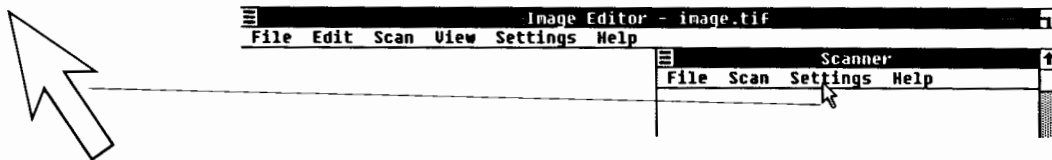
To . . .	Means . . .
<i>Point</i>	Move the mouse until the pointer is where you want it.
<i>Press</i>	Hold down the left mouse button.
<i>Click</i>	Quickly press and release the left mouse button. (Usually used to select an item.)
<i>Drag</i>	Hold down the left mouse button while moving the mouse.
<i>Double click</i>	Click the left mouse button twice in rapid succession. (Usually used to open an item.)
<i>Release</i>	Let go of the mouse button.

Exercise 2: Choosing a Command

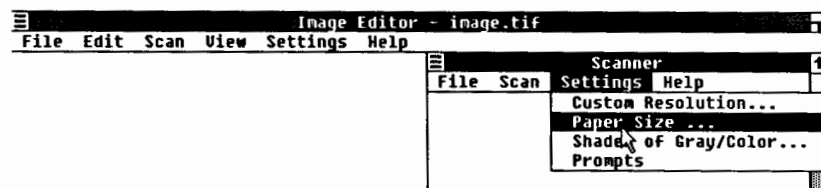
The Image Editor window has one System Menu and six menu names, *File*, *Edit*, *Scan*, *View*, *Settings*, and *Help*. The Scanner window has one System Menu and four menu names, *File*, *Scan*, *Settings* and *Help*. When you choose a menu name, a list of commands appear.

To choose a command:

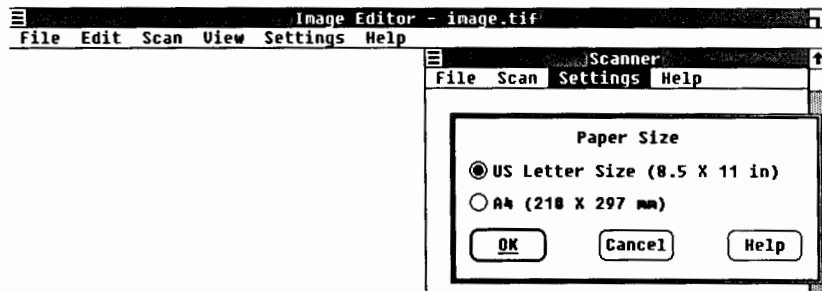
1. *Point* to Settings on the Scanner window.



2. *Press*, then *drag* the pointer to highlight Paper Size.



3. *Release* the mouse button to choose the Paper Size.
The Paper size "dialog" box is displayed.



"Dialog" boxes are displayed after you choose a command that requires additional information. You can select an option that is displayed, or in some cases, you may need to type the information necessary to carry out the command.

4. Since the paper size is correct, choose *Cancel* by moving the pointer to *Cancel* and *clicking* the **left** button on the mouse.

Exercise 3: Using Help

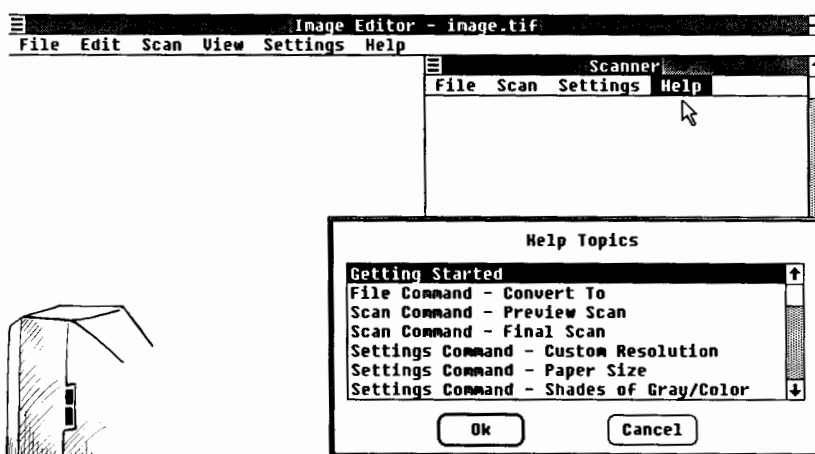
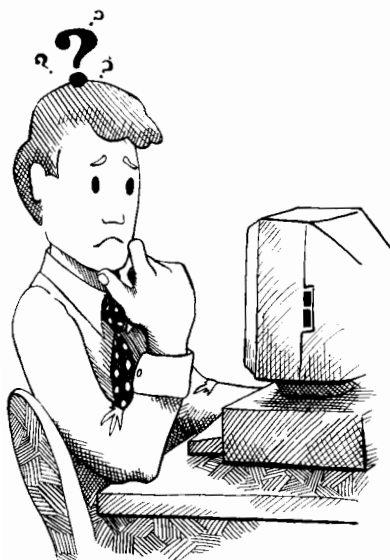
The Help command provides Help for all the commands in the Scanner and the Image Editor windows. You can use Help from a window, or from a dialog box associated with a window.

To choose Help on the Scanner window:

1. *Point* to Help on the Scanner window and *press*. *Drag* the pointer to Topics and *release*.

You can also press the **F1** key to get a list of Help topics.

The Help Topics for the Scanner window appear on your screen.





2. *Point* to **Settings Command - Shades of Gray/Color** and *double click*.

The information for Shades of Gray/Color appear on your screen.

If there is more than one screenful of information, *point* to the down arrow in the Scroll Bar (on the right of the Help screen) and begin *clicking* to read more Help information.

3. *Point* to **Topics** and *click*. The Scanner window topics are listed on your screen.
4. *Point* to **Cancel** and *click* to return to the Scanner window.

Review

The exercises you just completed have prepared you for scanning a picture and working with the Image Editor in Scanning Gallery.

For more information about Microsoft® Windows or the keyboard see Appendix B, *Learning Microsoft® Windows*, or Appendix C, *Learning the Keyboard* in this manual. For complete instructions for using Microsoft® Windows with a mouse or the keyboard, you should refer to your *Microsoft® Windows User's Guide*. The instructions in this chapter were designed to acquaint you with the basic concepts of working in Microsoft® Windows with Scanning Gallery.

Using the Scanner and Image Editor

When you start Scanning Gallery, two Windows are displayed on your computer screen. The largest window is the Image Editor, which is used to edit images that you scan. The smaller window (on the right) is the Scanner window, which you use to scan images, then save to a file on disc.

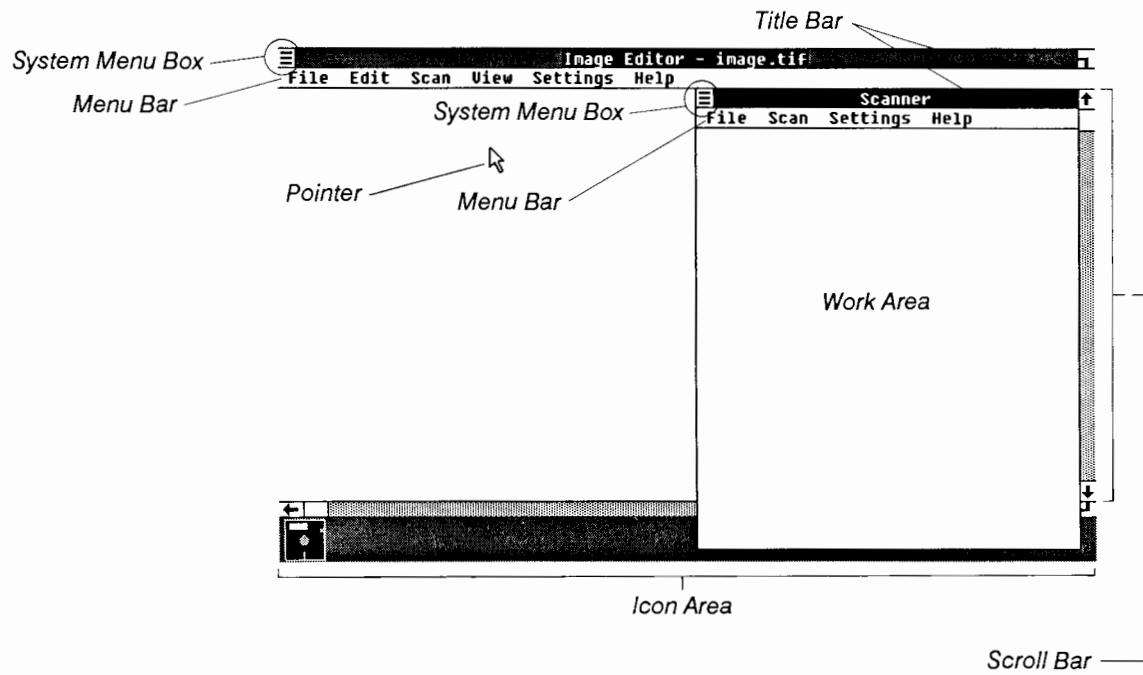
In this chapter you will use the Scanner and the Scanner window to scan an image, and the Image Editor to make changes to that image.

In this chapter you will learn to:

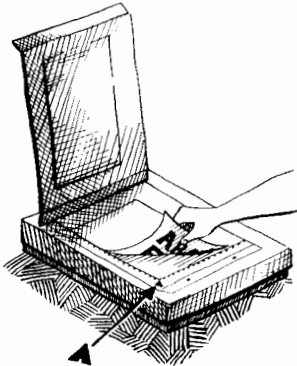
- Identify the Image Editor and Scanner Windows.
- Preview Scan an image.
- Identify an area for a final scan.
- Choose Settings for a final scan.
- Final Scan an image.
- Edit an image.

Image Editor and Scanner Windows

This is the Scanning Gallery Window. It consists of two windows: the Image Editor and the Scanner.



Exercise 1: Preview Scan



Tear out the picture on the following page. There are two pictures on this page. For this exercise, we will use the picture of the woman.

To Preview Scan:

1. Turn on the scanner. The switch is on the right side, on the back of the scanner.

The Image Editor and Scanner windows should be displayed on your computer screen.

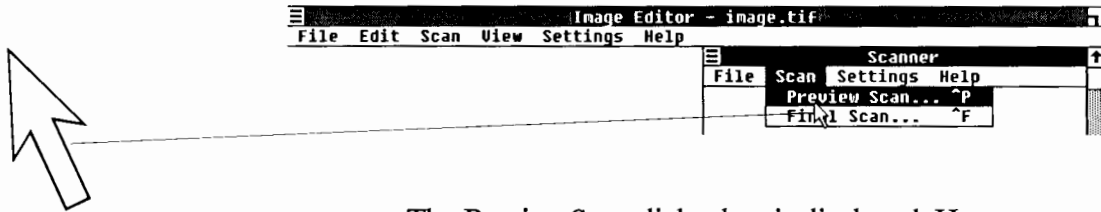
If they're not, see "Starting Scanning Gallery from MS-Windows" or "Starting Scanning Gallery from DOS", in Chapter 1.

2. Lift the lid on the scanner and place the picture face down, with the top of the picture toward the front of the scanner. Place the lid back down.

The top left corner of the picture should be pointing toward the orange arrow at the top left on the scanner.

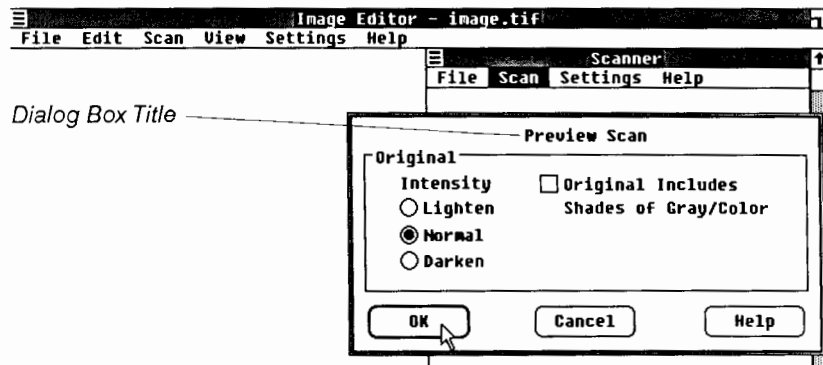
When you place the picture in the scanner, be sure that it is straight. If it's not, the picture will be crooked when you see it on your screen. Also, **don't** remove the picture from the Scanner until you complete all Final Scans for that original.

3. *Point* to Scan in the **Scanner** window and *press*. *Drag* the pointer to highlight Preview Scan, then *release* the mouse button.



The Preview Scan dialog box is displayed. Here you indicate whether the original image includes shades of gray or color (for example, a photograph).

You can also indicate the intensity of the original image. For example, if the picture seems too dark, you would choose Lighten to scan the original image lighter.



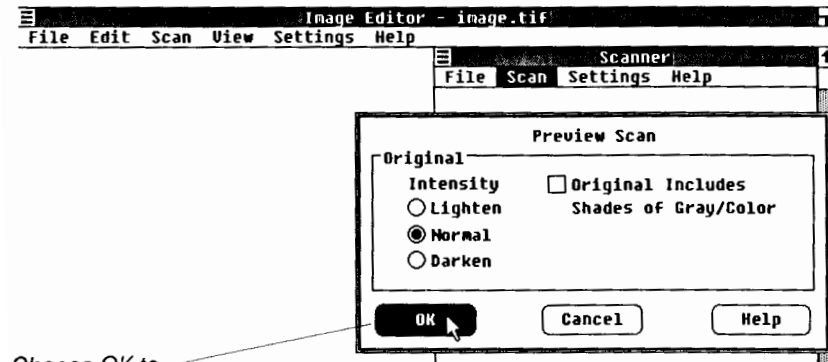
Menu commands only work on the window that the menu is in.

Office work is never done,
but Scanning Gallery
makes it more fun!





4. The settings are correct for this image. *Point* to **Ok** and *click* the **left** button on the mouse to begin scanning.



Choose OK to
begin scanning

The scanner begins scanning your image. When the scan is complete, the image is displayed in the work area on the Scanner window. A prompt is also displayed on the screen, indicating what to do to select a portion of the image for a final scan.

The resolution of the image in the work area is a scaled down likeness of the original image. And, its entire resolution is limited by the resolution of the screen.

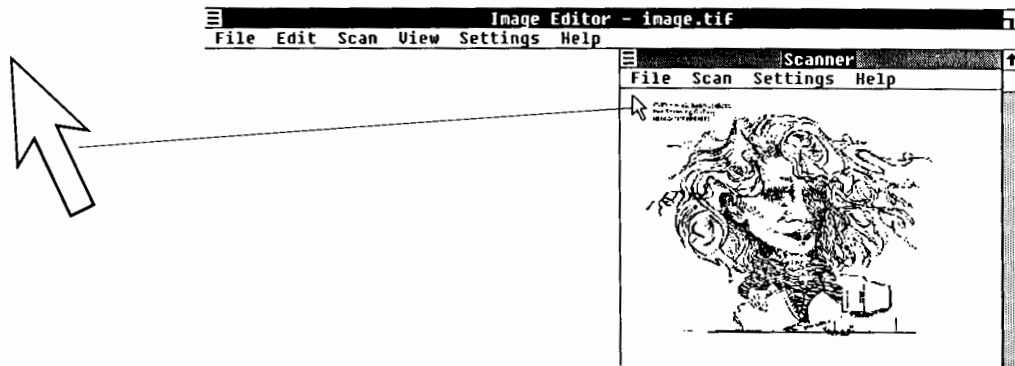
Exercise 2: Final Scan

Before you begin a final scan, there are several choices to make. Some of these choices are:

- Scan the entire image or just part of the image.
- The resolution - should be set for the current printer.
- Scanning an image if it includes shades of gray or color.
- Paper size if not the standard 8 1/2 x 11.

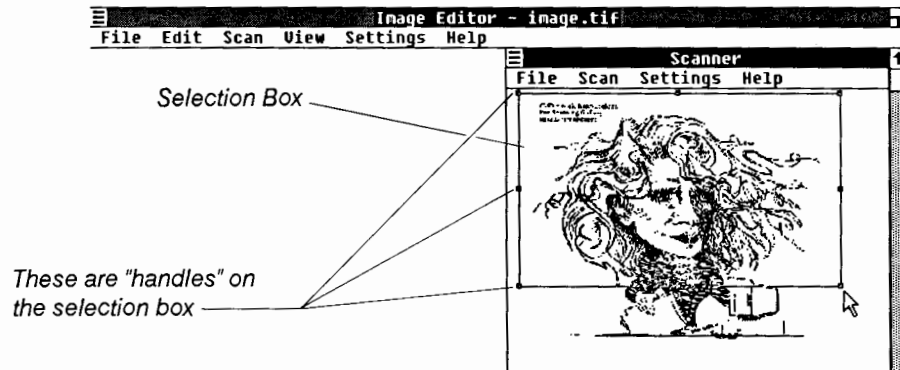
For the final scan you will select an area on the image in the Scanner window.

1. Move the pointer to the same position that is shown in the following screen.



*Press the **left** button on the mouse. **Drag** the mouse down and to the right. As you move the mouse, a box appears and follows the movement of the pointer. This "selection box" is used to select an area for the final scan.*

2. Move the mouse until the box encloses the entire area for the final scan, then *release*.



If you don't like the area you selected move the pointer out of the selection box and *click* the left mouse button to turn the selection box off. Then, begin again from step 1 to select a new area.

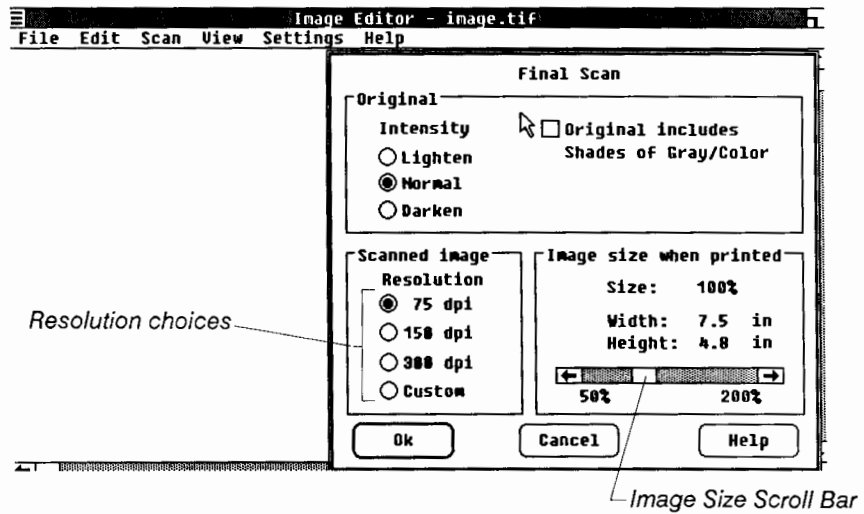
-OR-

You can change the size and position of the box to enclose the area that you want. Notice that the box has eight "handles". You use these handles to stretch or shrink the size of the box. For example, you place the tip of the pointer on a corner handle and *press*. Then *drag* the mouse in the appropriate direction and the box enlarges or reduces in size. If you place the tip of the pointer on a side handle and drag the mouse, the box stretches in the direction that you move the mouse.

You can also move the box anywhere in the Scanner window work area. Simply place the pointer inside the box and *press*. *Drag* the mouse and the box follows as you move the mouse.

3. *Point* to Scan and *press*. *Drag* the pointer to Final Scan and *release* the mouse button.

The following dialog box is displayed.

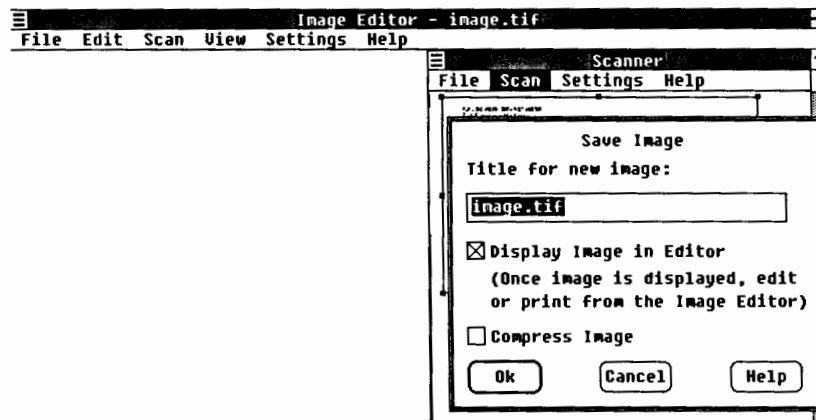


This is where you indicate the resolution.

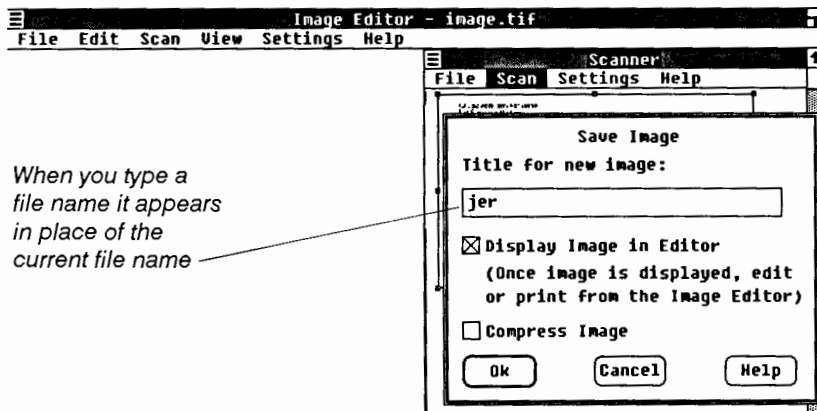
4. *Point* to 150 dpi and *click* the **left** button on the mouse to choose that resolution.

5. *Point* to Ok and *click* the left button on the mouse.

This dialog box is for naming the image to store on disc.



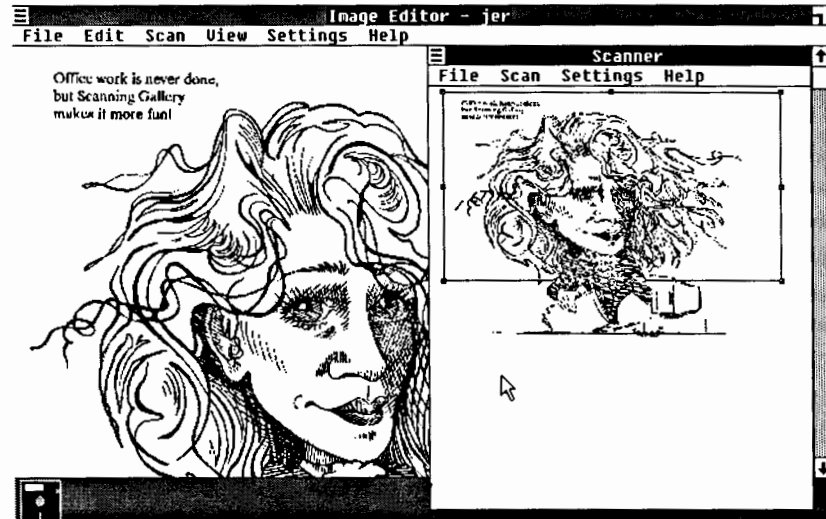
6. To name the image, simply type a name and it appears over the name IMAGE.TIF. For simplicity, you may want to use the first three letters of your first name.



7. *Point* to Ok and *click* the **left** button on the mouse to begin the final scan.

When the scan is complete the image file is saved on disc.

Your screen should match the following screen.

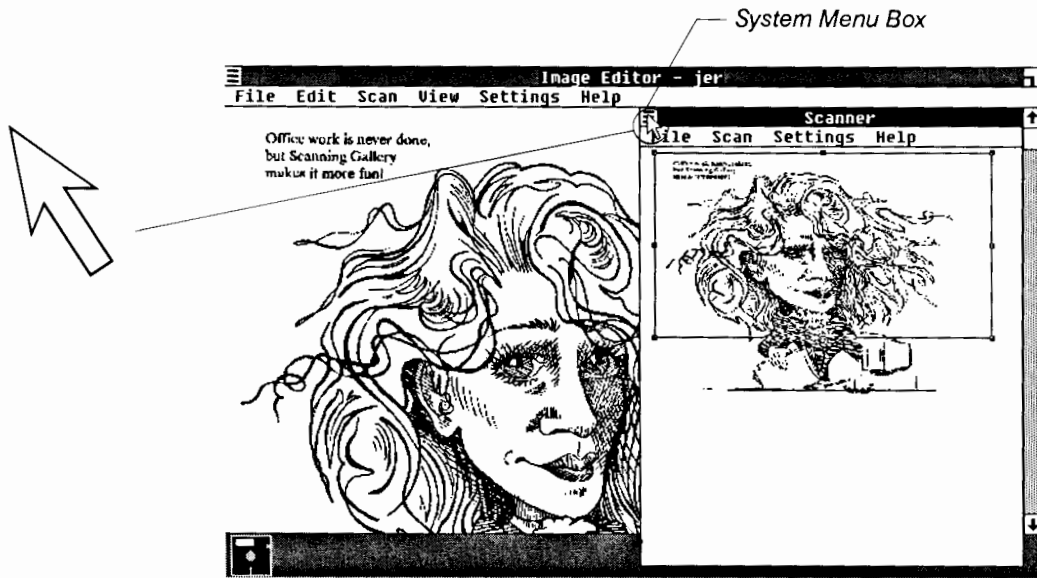


Exercise 3: Closing the Scanner Window

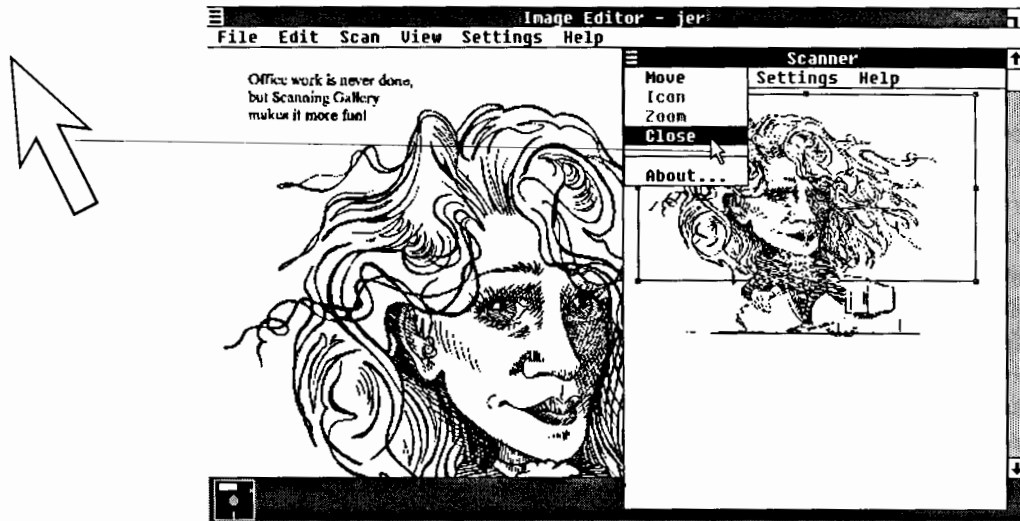
Now that you have a copy of the image in the Image Editor window, and on disc, you are going to close the Scanner window. You close the Scanner window so the entire image is displayed for editing.

To Close the Scanner window:

1. *Point* to the Scanner window system menu box.



2. Press the left button on the mouse, and *drag* the pointer to Close.



3. Release the mouse button to choose Close.
The Scanner window is closed.

If you want to use it again, you *point* to Scan on the Image Editor window. Then, choose Scanner to open the Scanner window once again.

All the Scanner window dialog box settings and the position of the window are saved, when you close the Scanner window. When you open the Scanner window again, it opens with these settings and window position.

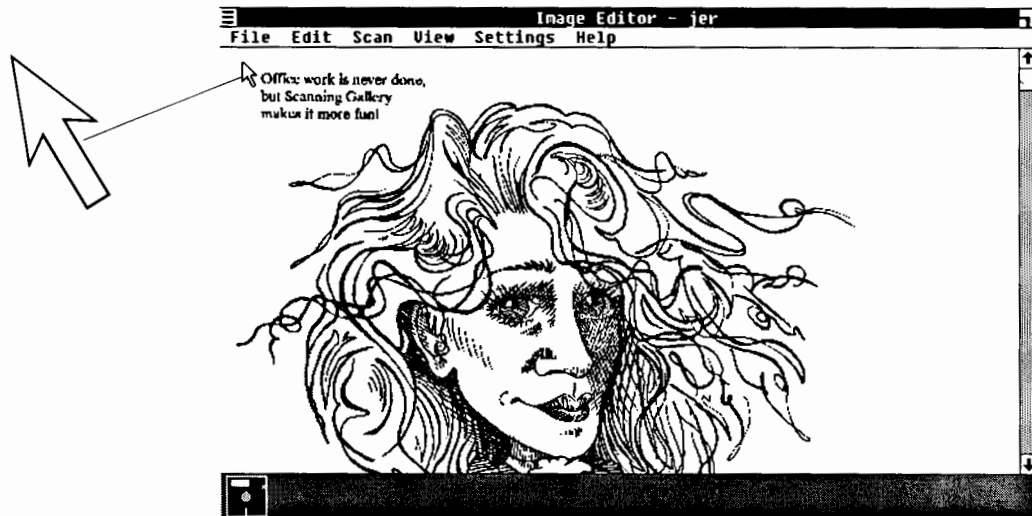
Exercise 4: Editing the Image

Once you have scanned an image, you may find that there are certain areas on that image that you want to cut out, or copy, then paste into another area. Or, you may want to keep just a portion of an image. The Image Editor is where you perform these operations. In the next exercise, you're going to cut out a portion of the image and paste it into another area.

For more information about the Image Editor editing features, refer to *Guide to the Image Editor* in Chapter 5 of this manual.

To edit an image:

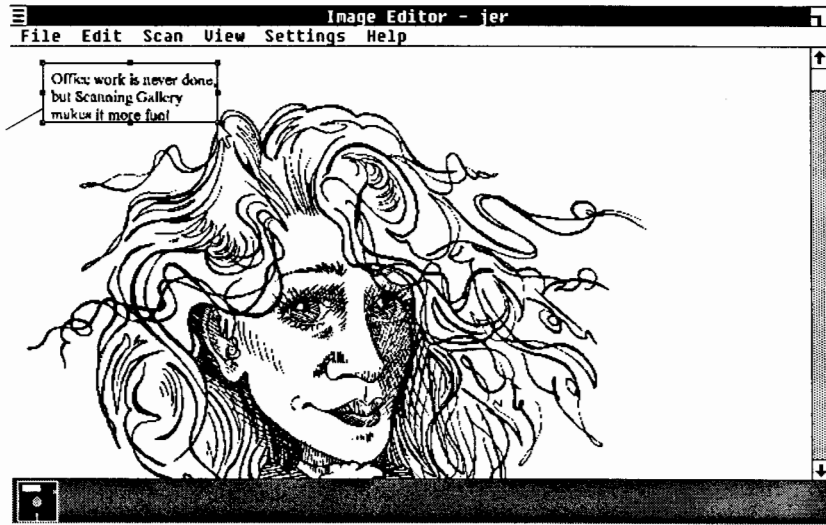
1. Move the pointer to the same area in the following screen.



2. Press the left button on the mouse. Use the selection box to enclose the area that contains text.

The selection box works the same in the Image Editor as it does when you select an area for a final scan in the Scanner window.

The Selection box works the same for the Image Editor window and the Scanner window



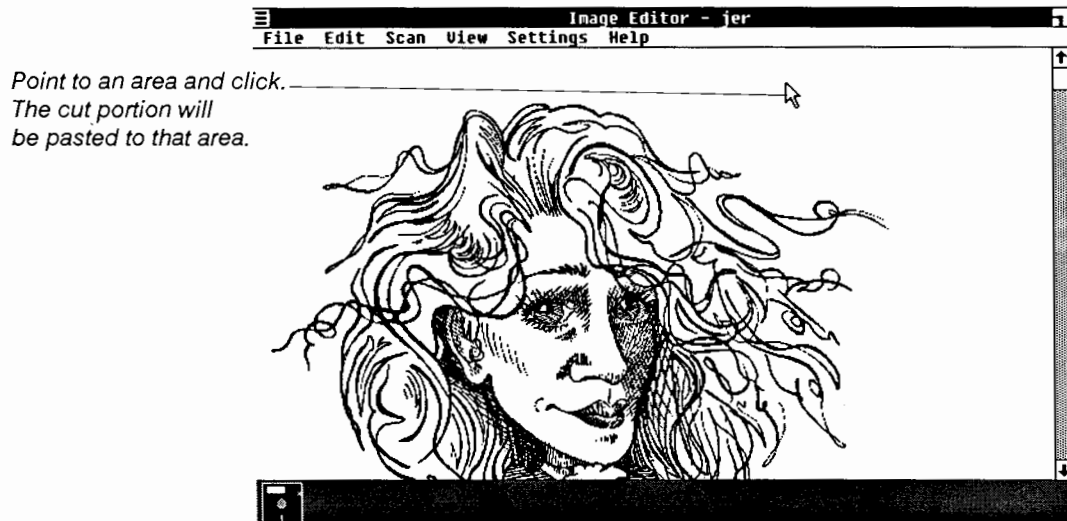
3. *Point* to Edit (at the top of your screen) and *press* the **left** button on the mouse. *Drag* the mouse until Cut is highlighted, then *release* the mouse button.



The area that you defined is placed into the Clipboard. Now you can paste it into another area on your image.

When you Cut or Copy a portion of an image, that portion is placed into the Clipboard. When you do a Paste operation, the portion in the Clipboard is pasted to the area that you selected. It also remains in the Clipboard until you do another Cut or Copy.

4. Move the pointer to the same position in the following screen. *Click* the **left** button on the mouse to indicate where the upper left-hand corner of the item will be pasted.



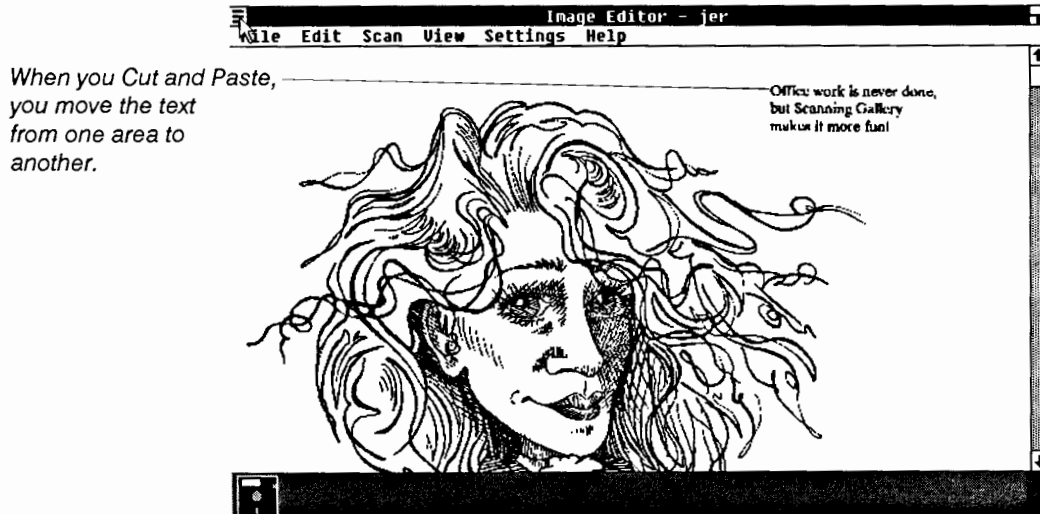
When you select Paste, the portion of the image that you cut in step 4 will be pasted from the tip of the pointer, then down and to the right.

5. *Point* to Edit and choose Paste (same procedure as in step 4).



Chapter 2

When you release the mouse button, the text appears in the new area.



Exercise 5: Saving the Image

Finally, when the image is exactly as you want it, you will save it to disc once again. You can save it to the same name you typed for the final scan or, you can give the image a new name.

If you make changes to an image, you must save it to update the image file. You can save it to the same image file, or if you choose Save As... in the File commands, you can save it to a new file name.

To save to the same file name:

1. *Point* to File and *drag* the mouse to highlight Save.
2. *Release* the mouse button. The file is automatically saved to the name that you typed for the final scan. (This name is the first three letters of your first name.)

Summary

This is a summary of the tasks that you completed in this lesson.

Scanner Window

1. Placed picture face down in Scanner.
2. Chose Scan, then Preview Scan.
3. Chose intensity of original image.
4. Chose Ok to begin preview scan.
5. Selected an image area for final scan.
6. Chose Scan, then Final Scan.
7. Chose a Resolution.
8. Chose Ok to accept the Resolution.
9. Named the image.
10. Chose Ok to begin the final scan.
11. Moved or Closed the Scanner Window.

Image Editor Window

1. Selected an area to Cut.
2. Chose Edit, then Cut, to cut the area.
3. Pointed to an area and *click* mouse button.
4. Chose Edit, then Paste, to paste cut portion of image.
5. Chose File, then Save, to update image file.

End of Lesson

This is the end of the lesson in Chapter 2. You can take a break now, or go on to the last lesson in Chapter 3. If you decide to go on turn to Chapter 3, *Scanning an Image with Shades of Gray*.

Taking a Break

If you decide to take a break and leave Scanning Gallery, follow these instructions:

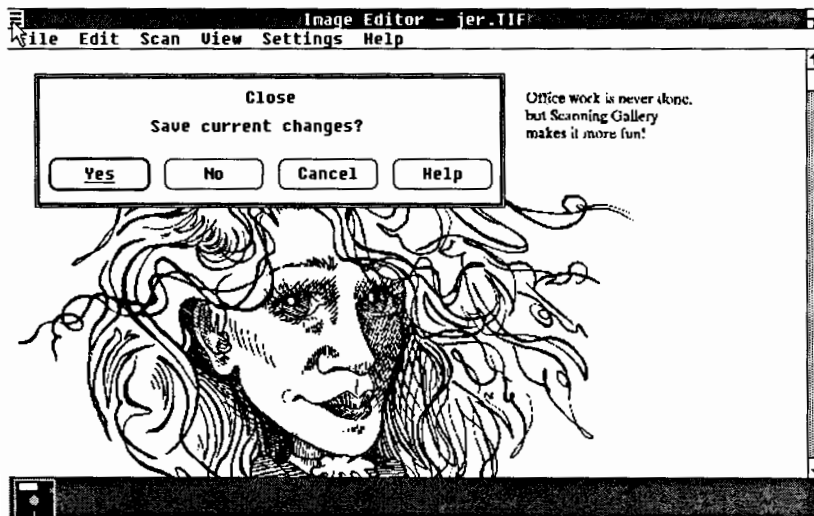
1. If the Scanner window is still open, Close it.

If you need help, see *Closing the Scanner Window* on page 23.

2. *Point* to the Image Editor system menu box and *double click* the **left** mouse button.



The following dialog box is displayed.



3. You saved your image, so choose No.

If you started Scanning Gallery from Microsoft® Windows, you return to the Microsoft® Windows Executive window.

If you started Scanning Gallery from DOS, you return to DOS.

Scanning an Image with Shades of Gray

This chapter concludes the Tutorial section of the manual. You learned the basic functions of working with Scanning Gallery in the first two chapters. In Chapter 2, you scanned an image that did not contain shades of gray. In this chapter, you will learn to scan an image that has shades of gray, and then print that image to your printer.

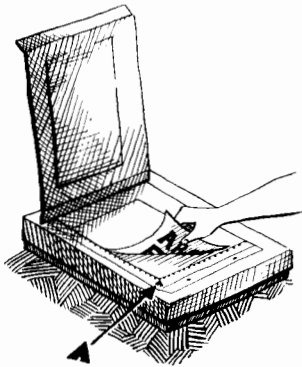
In this chapter you will learn to:

- Choose a dither pattern.
- Choose a resolution.
- Size the image.
- Use the Image Editor to Crop the image.
- Use the Image Editor to Print the image.

Scanning the Image

If you left Scanning Gallery after completing Chapter 2, you must start Scanning Gallery again. If you need help, refer to *Starting Scanning Gallery from Microsoft® Windows* or *Starting Scanning Gallery from DOS*, in Chapter 1.

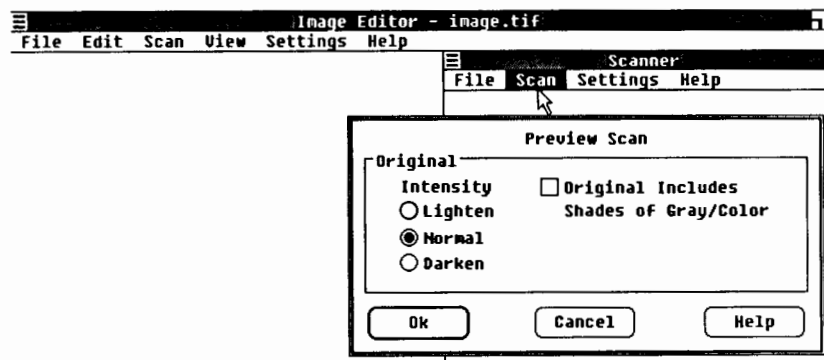
Exercise 1: Open the Scanner Window and Preview Scan



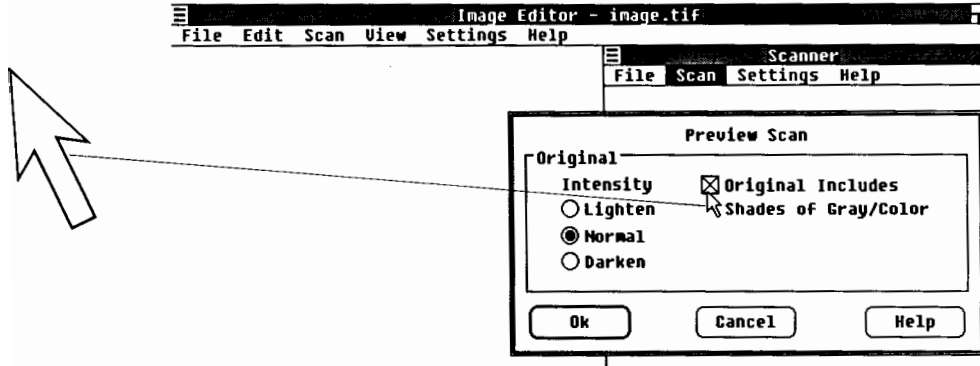
To open the Scanner Window and Preview Scan:

1. If the Scanner window is open, go on to step 3. If the Scanner window is closed, *point* to Scan in the **Image Editor** window and *press*.
2. *Drag* the pointer to highlight Scanner and *release*.
3. Lift the lid of the scanner and place the picture of the Tiger face down, with the top of the picture toward the front of the scanner. Place the lid back down.
4. *Point* to Scan, on the **Scanner** window, and *press* the left button on the mouse.
5. *Drag* the pointer to highlight Preview Scan, then *release*.

The Preview Scan dialog box appears.



6. *Point to Original Includes* and *click* the left button on the mouse.

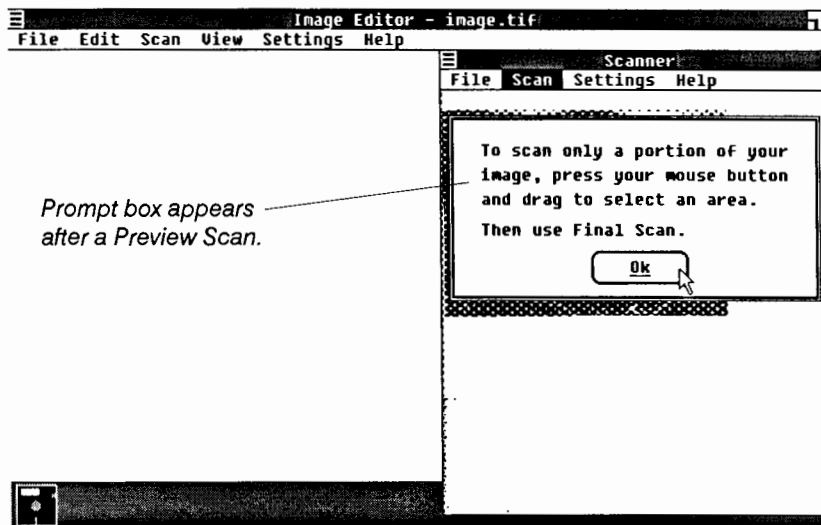


This indicates that the original image includes shades of gray or color.

Also, if you think that the original image is too dark, you can choose Lighten to scan the image lighter than the original.

7. *Point to Ok* and *click* to begin scanning.

8. *Point* to Ok, in the prompt box, and *click*.



Prompt box appears
after a Preview Scan.

If you don't want the prompt to appear each time that you do a preview scan you can turn it off. Choose the Settings menu. *Drag* the mouse until Prompt is highlighted, then *release* the mouse button to turn it off. You choose Prompt to toggle it on or off. When it's on, a checkmark will be displayed adjacent Prompt.

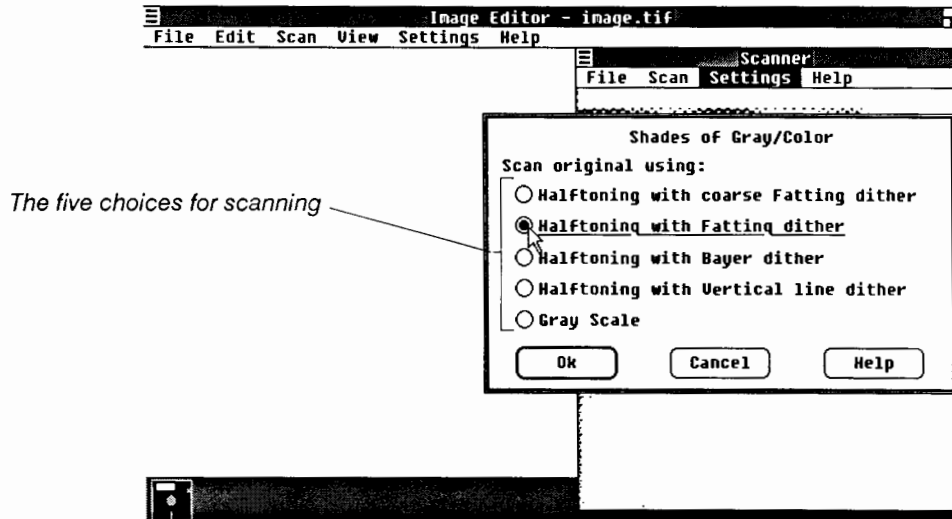
Exercise 2: Choosing a Dither Pattern

Halftone with a dither pattern is how the picture is displayed in black and white, using a pattern to simulate shades of gray.

To choose a Dither pattern:

1. *Point* to Settings and *press*. *Drag* the mouse until **Shades of Gray/Color...** is highlighted, then *release*.

The dialog box for Shades of Gray/Color is displayed.



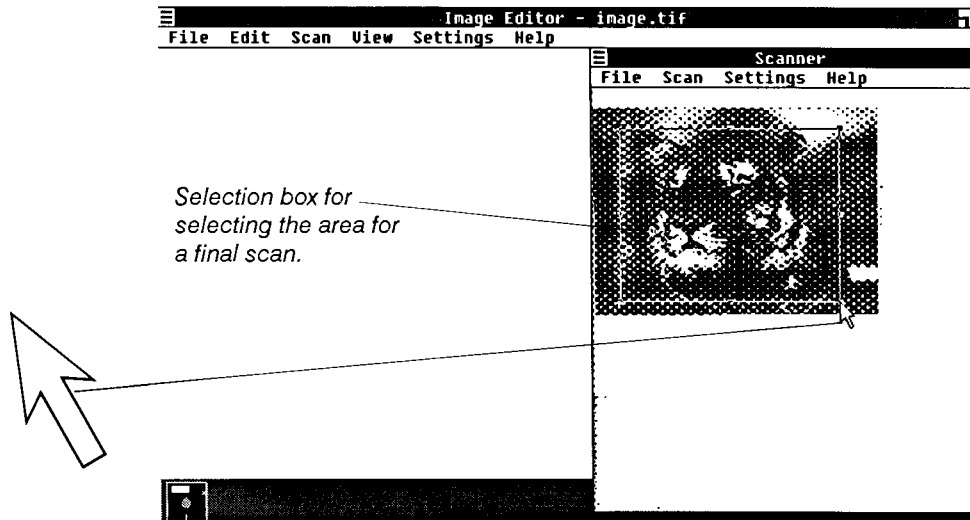
2. *Point* to **Halftoning with Fattinq Dither** and *click*.
3. *Point* to **Ok** and *click* to choose the Fattinq Dither pattern.

When you select a dither pattern, that pattern is used until you change it.

Exercise 3: Selecting the Image Area

To select an Image Area:

1. Use the selection box to select the same area in the following screen.



If the area you selected is not the same, change the size of the selection box or move the selection box to select the same image area. If you need help, refer to page 19, in chapter 2 for instructions about the selection box.

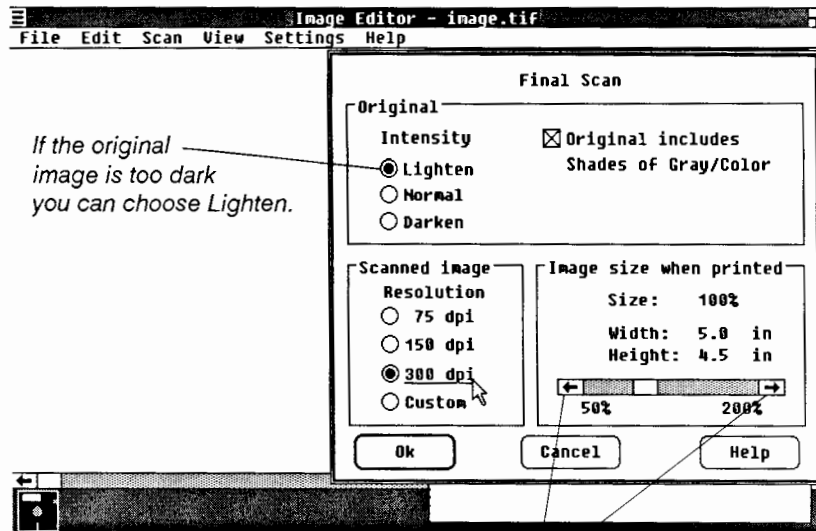
2. *Point* to Scan and *press*. *Drag* the pointer to highlight Final Scan, then *release*.

The Final Scan Dialog box is displayed on your screen. This is where you choose the resolution and the size that you want for the final image.

Exercise 4: Choosing a Resolution

To choose a Resolution:

1. In the Final Scan dialog box, *point* to 300 dpi and *click*.



If the original image is too dark you can choose *Lighten*.

Use either the scroll bar or the arrows to change the size.

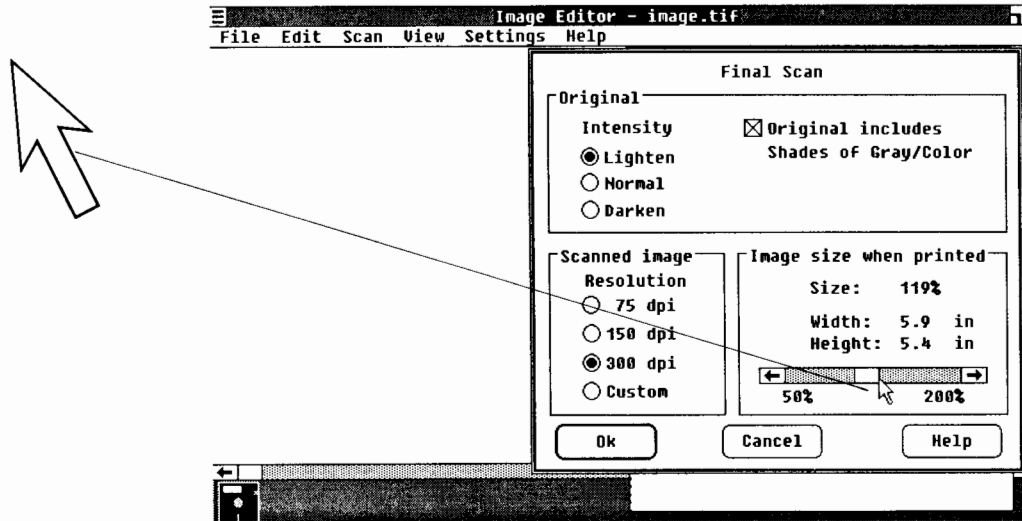
Choosing a Size

The width and height of the image is displayed in the Final Scan dialog box. These figures reflect the image area that you selected for the final scan. You can increase or decrease the size by moving the scroll bar, or clicking on the right arrow or the left arrow at either end of the scroll bar. As you change the size, the dimensions for Height and Width also change.

If your exact dimensions cannot be displayed, use the dimensions that come the closest to what you want.

To choose a size:

1. *Point to the box on the Size scroll bar and press.*



2. Move the mouse slowly to the right until the Width indicates 5.9 and the Height indicates 5.4.

When you print your picture or include it in a document, that will be the size of the image.

3. *Point* to Ok and *click* to accept the new resolution and size.

The dialog box for naming the image is displayed.

4. Type tiger.

This is the name your final image will be saved to on disc. Scanning Gallery adds the extension .TIF to the file name.

5. *Point* to Ok and *click* to begin scanning.

The tiger image is displayed in the Image Editor window.



6. Close the Scanner window. If you need help, refer to *Closing the Scanner Window*, in Chapter 2.

Exercise 5: Cropping the Image

When you Crop an image, you select the portion of the image that you want to keep.

To Crop an image:

1. Move the pointer to the same area in the following picture.



2. Use the selection box to select the area that you want to keep.



The area inside the selection box is what you will keep. When you choose Crop, everything outside of the selection box will be deleted. Notice that this works the opposite of Cut. When you select an area and choose Cut, the selected area is deleted.



3. *Point* to Edit and *press*. *Drag* the pointer until Crop is highlighted, then *release*.

The image is cropped. Everything outside of the area you selected is deleted.

4. It looks like you deleted too much of the image. *Point* to Edit and *press*. *Drag* the mouse until Undo is highlighted and *release*.

The image is restored to the condition before you did a Crop.

Undo is used to undo the last action. If you change your mind about an Edit procedure you can use Undo. If you use Redo, it would redo the Crop procedure. Undo and Redo alternate with one another only on the last immediate action.

5. Now, select an area that you want to keep. If you need help, go back to step 1.
6. *Point* to Edit and *press*. *Drag* the pointer to highlight Crop and *release*.

The area that you selected is saved, and the unwanted portion is gone.

Exercise 6: Printing an Image

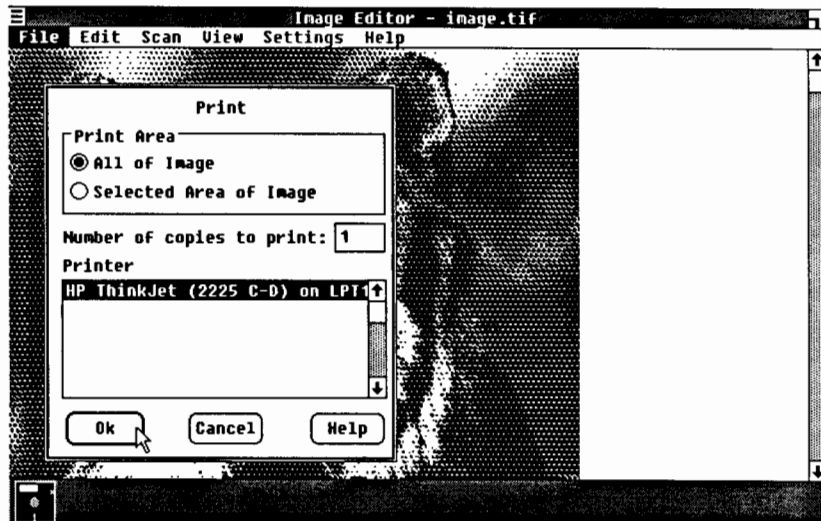
In this final exercise you will print the image to your printer. (If you want to keep the image to use again you should save it first.)

To print an image:

1. *Point* to File and *press*. *Drag* the mouse to Print and release.



The Print dialog box is displayed. You have two choices. You can print the entire image or just a portion of an image. In this case, you will print the entire image.



To print only a portion of an image, you must select the portion in the Image Editor window that you want to print first. Then choose Print and click on the appropriate choice in the dialog box.

2. You are going to print the entire image, so *point* to Ok and *click*.

The printer is printing your image.

If you have not installed a printer, see *Adding and Removing Printers* in Appendix D for instructions.

Summary

This is a summary of what you learned in this lesson.

Scanner Window

Preview Scan

1. Opened the Scanner Window.
2. Placed picture into scanner.
3. Chose Scan, then Preview Scan.
4. Chose Shades of Gray/Color.
5. Chose Ok to begin a Preview Scan.
6. Chose Settings, then Shades of Gray/Color.
7. Chose Halftone with Fattening Dither.
8. Chose Ok to accept pattern.

Final Scan

1. Selected an area for the final scan.
2. Chose Scan, then Final Scan
3. Chose a Resolution.
4. Chose a new Size.
5. Chose Ok to accept the new resolution and size.
6. Typed a name for the image.
7. Chose Ok to begin a Final Scan.

Image Editor Window

1. Selected an area to Crop.
2. Chose Edit, then Crop to crop the image.
3. Chose Edit, then Undo to undo the Crop.
4. Selected a new area to Crop.
5. Chose Edit, then Crop to crop the image.
6. Chose File, then Print to print the image.
7. Chose Ok to begin printing.

End of Tutorial

This is the end of the Tutorial section in this manual. We hope that you enjoyed doing the lessons. What you have learned has prepared you for scanning images on your own.

If you need more help, the reference portion in this manual describes all the procedures for using Scanning Gallery. It is divided into two sections. The first is the Scanner window, and the second is the the Image Editor window. And, if you need help using windows or the keyboard, see the appropriate section in the Appendices in this manual.

Guide to the Scanner Window

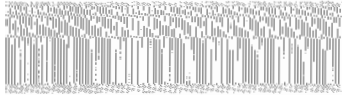
Scanning Gallery is made up of two windows: the Scanner

and the Image Editor. The Scanner provides a way to

capture and create an image. The Image Editor provides for the basic editing of an image.

Once you have created an image, you can include this image in various applications. If an application uses a different image file format, you can convert the image to that format.

With Scanning Gallery and the scanner you can include newspaper clippings, photographs, illustrations, line drawings and many other types of images into your documents. Experiment with your scanner. You can create many different effects by using the various dithering patterns on your images. (All the terms used here are described in this section of this manual.)



The Scanner Window

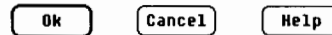
The Scanner Window has four menu names: *File*, *Scan*, *Settings*, and *Help*. The following is a description of the commands and dialog boxes for these menus.

The procedures include instructions for both the mouse and the keyboard. If you need help, refer to Table 1 in Chapter 1, for a definition of the terms used with a mouse; or to Appendix C for the keyboard combinations.

The menus listed below are in the order that they appear on the Scanner window.

Dialog Boxes

Each Dialog box has three choices at the bottom. They are: **Ok**, **Cancel**, and **Help**.



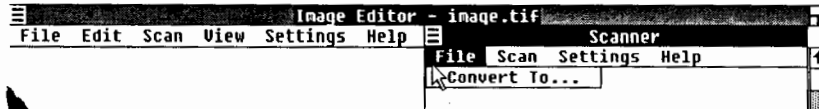
- | | |
|---------------|--|
| Ok | Choose Ok to accept changes in a dialog box or to <i>start</i> a process such as a Final Scan or Save. |
| Cancel | Choose Cancel to leave a dialog box without making any changes and to <i>not</i> start a process. |
| Help | Choose Help to get more information about the dialog box. |

The Scanner Window

The following are the menu names in the Scanner window.



File



If you want to include the scanned image with some desktop publishing program, you may need to convert the image file to another file type. The Scanning Gallery file type is TIFF, which can be used automatically by various desktop publishing products.

To convert to other file types, after your Final Scan, choose File, then Convert To to activate the conversion process.



Convert To is used to convert your current image file to a different file format. Currently, the other file types that you can convert to are: MSPaint, PC PaintBrush, and GEM image format.

To Convert an Image file:

1. *Point* to File and *press*.
2. *Drag* the pointer to highlight Convert To, then *release*.

If using the keyboard, press **[Alt] + [F]**. Press **[C]**, then press **[Enter]** to choose Convert To.

3. To choose a file type, *point* to the name and *click*. You can also use the Scroll Bar, at the right, to scroll the file types.

If using the keyboard, Tab to the list of file types, then use the cursor keys to move to the file types.

4. Type a name in the Destination File name box. This is the name of the converted file, or *point* to the name and *click*.

If using the keyboard, Tab to the list of file names, then use the cursor keys to move to the file name that you want as the destination file. Or, Tab to the Destination File box and type the file name.

5. Point to Ok and *click* to start the convert process.

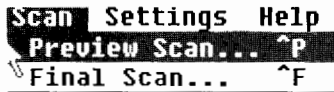
If using the keyboard, Tab to Ok and press to start the convert process.

If you don't want to save a copy of the original file, after the conversion choose Delete original image.

Scan



When you choose Scan, two commands appear: Preview Scan and Final Scan.



You Preview Scan if you want to select only a portion of an image to keep as your final image. For example, you may have a newspaper article that has a picture you want. You would Preview Scan the entire page, then select only the picture for the Final Scan.

When you choose Preview Scan, a dialog box is displayed where you select the intensity of the original image. For example, if the original picture was too dark you would select Lighten to lighten the image.

And, if the original image has shades of gray or is in color, you would select Shades of Gray/Color. For example, a black and white photograph or a color photograph would have shades of gray. A newspaper article would not have shades of gray.

The resolution of the image in the work area is a scaled down likeness of the original image. And, its entire resolution is limited by the resolution of the screen.

To Preview Scan:

1. *Point* to Scan and *press*. *Drag* the pointer to Preview Scan and *release*.

If using the keyboard, press **CTRL** + **P**.

2. *Point* to the settings that reflects the picture you are scanning and *click*.

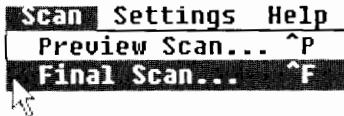
If using the keyboard, Tab to the Intensity settings, then use the cursor keys to move to the appropriate setting.

Here you determine if the image you are scanning has shades of gray – a black and white photograph for example – or is in color. If you choose Gray Shades, see "Settings" in this section.

Select Lighten or Darken to increase or decrease the intensity of scanned image.

3. *Point* to Ok and *click* to begin scanning.

If using the keyboard, **Tab** to Ok and press **Enter**.



The final scan is used to create the final image, place it in the Image Editor so that you can edit or print, and to save it on disc.

Before you choose Final Scan, go to the Settings menu if you want to set a Custom Resolution, choose a different paper size, or use a dithered pattern for the image. See "Settings" for a description of each of these items.

To Final Scan an image:

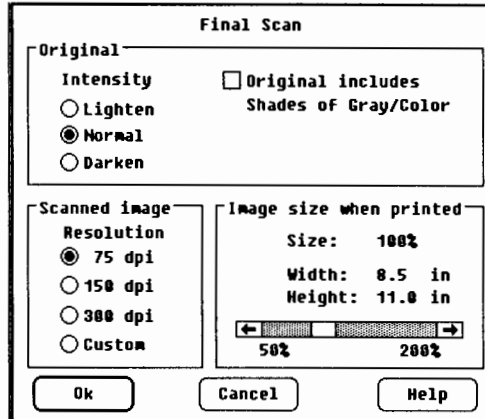
1. *Point* to an area above and to the left of the image where you want to scan. *Press* and *drag* the pointer down and to the right until the selection box includes the entire area that you want to scan. (For more information about the selection box, see *Exercise 2: Final Scan* in Chapter 2 in this manual.)

If using the keyboard, use the cursor keys to position the pointer. Press and hold the **Shift** key to anchor the corner, then press the appropriate cursor keys to drag the pointer until the area you want to scan is selected.

2. *Point* to Scan. *Drag* to Final Scan and *release*.

If using the keyboard, press **CTRL** + **F**.

The Final Scan dialog box appears. Here you select the resolution and size for the final image.



Resolution

Resolution is described in this manual as dots per inch (dpi). There are four choices:

- 75 dpi.
- 150 dpi.
- 300 dpi.
- Custom (see **Settings** for this resolution).

For optimal image quality, this setting should be set at the resolution of your printer. If you don't know the printer resolution, refer to the manual that came with your printer. If your printer's resolution is not one of the choices listed in the dialog box, you can set your own resolution with Custom Resolution in the Settings command.

In general, higher resolution provides better printed results, but takes more disc space and more time to process.

Size

When you select an area for the Final Scan, the size of the image area is displayed in the Final Scan dialog box. **Size**, when set at 100% sets the image size to that of the original.

The size can be changed to adjust the width and height of the final image. If you plan to include an image file with a document, you probably have a specific area and size in which to place the image. This is where you adjust the size of that image.

Point to either arrow in the Size Bar and *press* to adjust the size. Or, move the pointer to the small white box in the scroll bar. *Press* and *drag* the mouse to move the scroll bar. As the scroll bar elevator moves, the dimensions for the Width and Height change as well.

If using the keyboard, use the Tab key to position the pointer to the Size Bar. (The size bar will be blinking when the tab stop is at the Size Bar.) Then use the Cursor keys to increase or decrease the Width and Height.

3. *Click* on the appropriate settings for your final image. *Point* to Ok and *click*.

If using the keyboard, use the cursor keys to choose the appropriate settings. **Tab** to Ok, then press **Enter** to choose the settings.

4. Type a name for the new image in the Title box. The image will be saved to this name on your disc. The name appears in the box—in place of the current name—as you type.
5. Choose the appropriate settings.

Display Image - . Scanning Gallery displays an "X" in the box, which means the image will be displayed. If you don't want the image displayed in the work area in the Image Editor, click on this box to remove the "X".

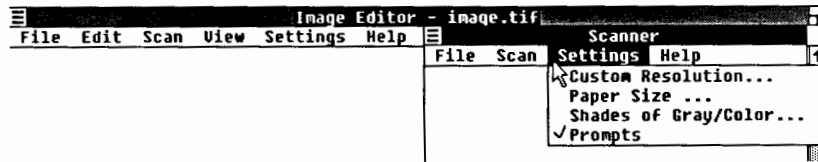
Compress - if you plan to keep the image to use again, choose Compress to conserve space on your disc when the image is saved.

6. *Point* to Ok and *click* to begin the final scan.

If using the keyboard, **Tab** to Ok and press **Enter** to begin the final scan.

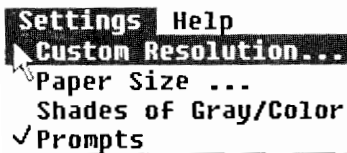
Scanning Gallery saves the file name with the extension .TIF, which indicates a TIFF file (Tag Image Format File).

Settings



Before you begin a Final Scan, you can change the current settings of Custom Resolution, Paper Size, and Shades of Gray/Color. If you don't make these changes before a Final Scan, the current settings will be used to scan the image.

When you do a Final Scan on the original image, the settings indicated will continue to be in effect until you change them.



The three resolution choices that are offered in the Final Scan dialog box may not be appropriate for each image you scan. Also, they may not match the resolution of your printer. By choosing Custom Resolution, you can choose new horizontal and vertical resolution settings to match your printer's resolution.

When you choose Custom Resolution, on the Final Scan window, the resolution you set will be used to scan the original image.

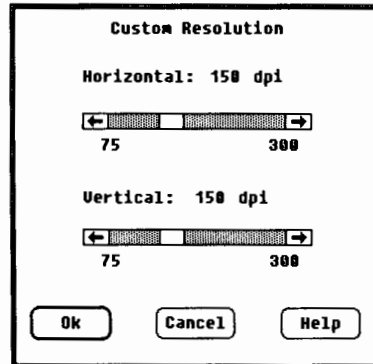
Setting a Custom Resolution

To set a Custom Resolution for the Final Scan:

1. *Point* to Settings and *press*. *Drag* the pointer to Custom Resolution and *release*.

If using the keyboard, press **Alt** + **F**, then press the **↓** key twice to highlight Settings. Press the **↓** once, then press **Enter** to choose Custom Resolution.

The following dialog box appears:



2. *Point* to either arrow in the Horizontal bar and *click* until the resolution is what you want.

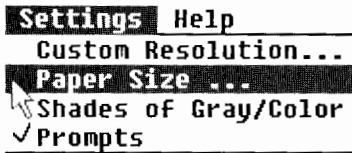
You can also *point* to the box in the Horizontal scroll bar. *Press* and move the pointer to the left to decrease or to the right to increase the resolution.

If using the keyboard, *Tab* to the Horizontal or Vertical resolution bar. Then use the cursor keys to increase or decrease resolution.

3. For the Vertical setting, repeat step 2.
4. To choose the resolution you just set, choose *Ok*.

If using the keyboard, press **Tab** to *Ok*, then press **Enter**.

You return to the Scanner window.



Paper size defines the maximum dimensions of the paper that is to be scanned during a Preview Scan or a Final scan. If you installed an Automatic Document Feeder (ADF) on your scanner, you can scan legal or 12" paper sizes. See *Using the ADF* in the *ScanJet User's Guide* that came with your scanner for more information.

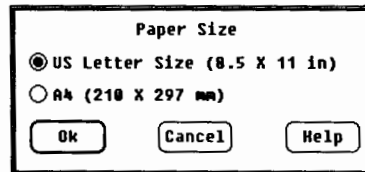
Choosing a Paper Size

To choose the paper size you are scanning:

1. *Point* to Settings and *press*. *Drag* the pointer to Paper size and *release*.

If using the Keyboard, press **[Alt]** + **[F]**. Press the **[>]** key twice, press **[v]** twice, then press **[Enter]** to choose Paper Size.

The following dialog box appears:

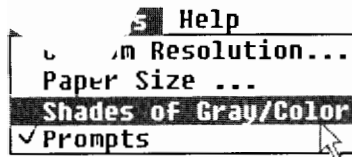


2. Choose the appropriate setting. *Click* on the size that matches the dimensions of the image that is to be scanned.

If using the keyboard, **Tab** to move to the selections, then use the cursor keys to move to the appropriate size.

3. *Click* on **Ok** to accept your choice.

If using the keyboard, **[Tab]** to **Ok**, then press **[Enter]**.



If the original image has shades of gray or is in color, there are five settings that you can choose for scanning the original image. Since we don't know the type of image that you are scanning, we have included some tips to guide you when choosing a setting. However, we suggest that you experiment with these dither patterns to get the result that you want.

The five settings are:

- **Halftoning with Coarse Fattening dither.**

 - Tends to smooth the image.

 - Yields best contrast, but lower resolution.

 - Not recommended for text.

- **Halftoning with Fattening dither.**

 - Yields good contrast.

 - Yields good resolution.

- **Halftoning with Bayer dither.**

 - Yields best resolution.

 - Yields worst contrast.

 - Depending upon printer, image may get darker.

 - Recommended for text.

- **Halftoning with Vertical Line dither.**

Good for pictures with smooth contours, such as pictures of faces.

Good for pictures with horizontal lines.

Not recommended for vertical lines.

- **Gray Scale.**

Shades of gray without using a dither pattern.

Not recommended if the application that will be including the images does not support gray scale.

Dithering Considerations

There are advantages and disadvantages to dithering an image. We suggest that you try each one to get the effect that you want.

Advantages

- Dithering takes up less disc space than gray scale. Which means if you are short on disc space you should consider dithering.
- Dithering is quicker to process than gray scale.

Disadvantages

- The image quality is not retained when scaling.
- If an image is to be enlarged or reduced more than 20 percent, dithering should not be used because the image quality will be decreased.

If you plan to use the image in a document, it's generally better, with the settings set to dither, to size the image when scanning.

Gray Scale Considerations

If the original image has gray scale—a black and white or color photograph for example—and you plan to resize the picture with other software, you should choose gray scale.

Before you use gray scale, check your software to see if it supports gray scale.

There are advantages and disadvantages to choosing Gray Scale. Some of these are:

Advantages

- The quality of the image is retained when scaling.
- If an image is to be enlarged or reduced, the quality of the image is retained.

Disadvantages

- Gray Scale takes up four times the amount disc space than dithering.
- Gray Scale is slower to process.

Choosing Shades of Gray/Color

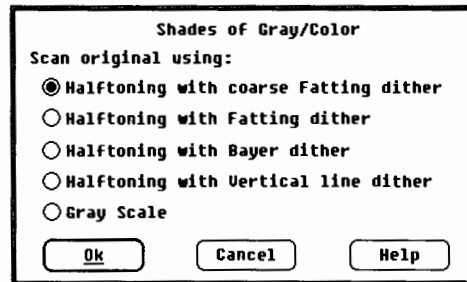
To choose a dithering pattern or gray scale:

1. *Point* to Settings and *press*. *Drag* the pointer to Shades of Gray/Color and *release*.

If using the Keyboard, press **[Alt]** + **[S]**. Press the **[▶]** once, and the **[▼]** three times. Press **[Enter]** to

choose Shades of Gray/Color.

The following dialog box appears:



2. Choose the appropriate setting, then *Click* on a pattern or gray scale.

If using the keyboard, **[Tab]** to the dither selections, then use the cursor keys to move the pointer to the appropriate choice.

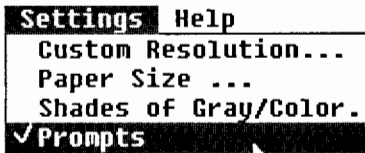
3. *Click* on Ok to accept your choice.

If using the keyboard, **[Tab]** to Ok, then press **[Enter]**.

Printing Considerations

Sometime side effects can occur. For example, if halftone images such as magazine or newspaper photos are scanned, certain repeating patterns can be noticed in the output image. These are interference patterns that frequently occur when the image is dithered. The interference patterns tend to occur at regular intervals—at points where the halftone image patterns line up appropriately with the dither matrix pattern.

To reduce the effect of interference problems, different dither patterns, resolutions, and re-scaling can be tried to reduce the number of times that the dithered pattern and the image patterns align. Or, if the original was a dithered pattern, scanning without Shades of Gray/Color can be tried. If the original is a coarse halftone, for example a newspaper photo, scanning without Shades of Gray/Color should also be tried.



After you do a Preview Scan, the Prompt box appears to indicate what to do next. If you don't want it to appear, choose it. Prompt works like a toggle, you choose it to turn it off, or choose it again to turn it back on.

When Prompts is on, a checkmark appears next to the word Prompts.

Guide to the Image Editor Window

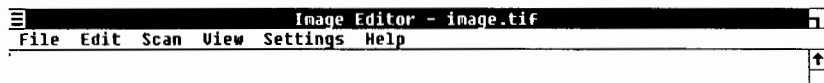
The Image Editor provides the means of editing an image that you scanned. The image can be one that you just scanned, or an image that you saved to disc. You can cut, copy, and paste parts of an image. And, you can crop an image to keep a selected portion of that image.

The Image Editor window has five menu names: *File*, *Edit*, *Scan*, *View*, *Settings*, and *Help*. The following is a description of the commands and dialog boxes for each of these selections.

The procedures include instructions for both the mouse and the keyboard.

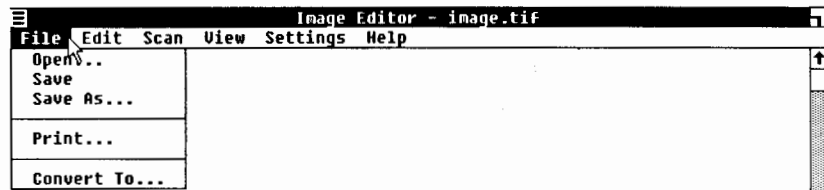
The menus are listed here in the order that they appear on the Image Editor window.

Image Editor Window



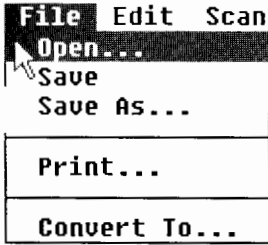
These are the menu names for the Image Editor window.

File



You choose File to:

- Get another image file.
- Save an image to the current file name or to a new file name.
- Print a file.
- Convert a file to another file type.



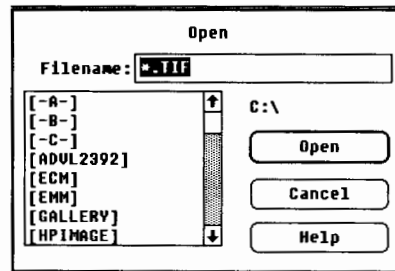
Open is used to retrieve a file that you want to edit or to just view. The image file is displayed in full view.

To open a file:

1. *Point* to File and *press*. *Drag* the pointer to Open and *release*.

If using the keyboard, press **Alt** + **F**, then press the **▼** key once. Press **Enter** to choose Open.

The following dialog box is displayed.



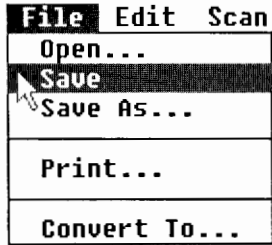
2. Choose a file name from the list that is displayed.

If you don't see the name that you want, use the arrows or the scroll bar to scroll until you find the file name. You can also type a file name into the box adjacent File name. Images that you create with Scanning Gallery will have a ".TIF" extension. For example, if you created an image called Trees, the file name would look like this: TREES.TIF.

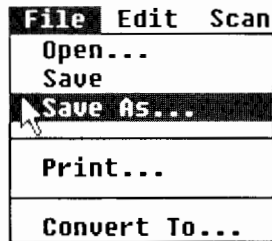
If using the keyboard, **Tab** to the box that contains the file names. Then, use the cursor keys to move to a file name.

3. *Point* to Open and *click* to open the file.

If using the keyboard, **Tab** to Open and press **Enter** to open the file.



When you choose Save, the current image is saved to the current file name and directory. If you make changes to an image that you just opened, choosing Save automatically saves it back to that file. When you choose Save, the pointer changes to an "hourglass." When the image is saved, the "hourglass" changes back to a pointer.



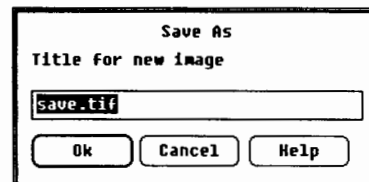
You choose Save As to save the current image to a new file name and/or directory.

To save to a new file name:

1. *Point* to File and *press*. *Drag* the pointer to Save As... and *release*.

If using the keyboard, press **Alt** + **F**. Press the **Down Arrow** key three times, then press **Enter**.

2. Type a new name for the current image, in the dialog box.



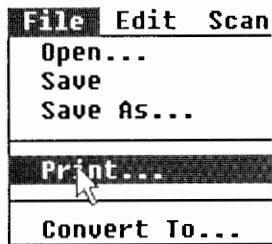
If you want to save the image to a different directory, include the directory path with the name. For example, to save an image to a different directory you would type:

`c:\images\trees.tif`

<code>c:\</code>	is the root
<code>images\</code>	is the sub-directory
<code>trees.tif</code>	is the file name and the file extension (which describes the file type). The extension is optional because Scanning Gallery puts it in for you.

3. Choose Ok to save the current image to that name.

If using the keyboard, Tab to Ok and press .



When you want a printed copy of an image, you choose the Print command. You can print the entire image or just a selected portion of the image.

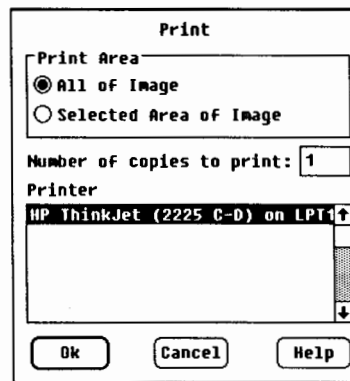
To print an image:

1. Drag the pointer to Print and *release*.

If using the keyboard, press **Alt** + **F**. Press the **Enter** key four times, then press **Enter** to choose Print.

2. If you want to print more than one copy, move the pointer to the count box, and type the number of copies to print.

If using the keyboard, Tab to the count box and type the number of copies to print.



3. If you want to print only a portion of the image, choose "Selected Area of Image."

If using the keyboard, Tab to the Print Area if you're not there already, then use the cursor keys to move to "Selected Area of Image."

4. If you will be printing a gray scale image, you can choose "Gray Scale Draft Print" to get a faster print (of lower quality).

If using the keyboard, Tab to the Print Area if you're not there already, then use the cursor keys to move to "Gray Scale Draft Print."

5. If more than one printer is displayed in the printer box, *click* on the printer that you want to use.

If using the keyboard, Tab to the printer box and use the cursor keys to select the printer that you want to use.

6. If you want to change settings for the printer, *double click* on the printer you are using.

If using the keyboard, use the Control Panel to change the printer settings. See Appendix D for more information.

7. Choose Ok to begin printing.

If using the keyboard, Tab to Ok and press to begin printing.

If you have not installed a printer, refer to *Adding and Removing Printers* in Appendix D for instructions.

Keyboard users: You can go directly to the Print dialog box by typing ^P (.



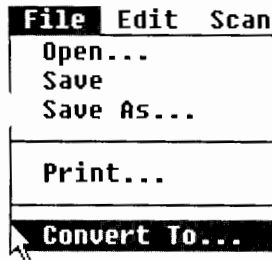
Open...	
Save	
Save As...	
Print...	^P
HP Direct Print...	
Convert To...	

The **HP Direct Print...** command can be used as a faster way of printing to the HP printers listed in the Supported Configurations list.

Do not use HP Direct Print if you are printing concurrently from Scanning Gallery and other Windows applications. (Otherwise, HP Direct Print might interrupt spooled Windows output as it's printing.)

Major Differences Between Print... and HP Direct Print...

	Print...	HP Direct Print...
speed	is slower than HP Direct Print	is faster than Print
image size	can print images larger than one page	will print only one page of a multi-page image
image position	centers it on the page	puts it in the upper left corner of the page
resolution	prints the proper size image regardless of printer resolution	automatically picks the printer resolution to be as close as possible to the image resolution; will change the size of the image if the printer resolution doesn't match the image resolution
memory and disc space	requires more than HP Direct Print	requires less than Print



Convert To is to convert your current image file to a different file format. Currently, the other file types that you can convert to are: MSPaint, PC PaintBrush, and GEM image format.

To Convert an Image file:

1. *Point* to File and *press*.
2. *Drag* the pointer to highlight Convert To, then *release*.

If using the keyboard, press **Alt** + **F**. Press **▼** to move to Convert to, then press **Enter** to choose Convert To.

3. To choose the Destination file, *point* to the name and *click*. Or, type a name in the Destination File name box.

If using the keyboard, Tab to the list of file names, then use the cursor keys to move to the file name that you want as the Destination file. Or, Tab to the Destination File box and type the Destination file.

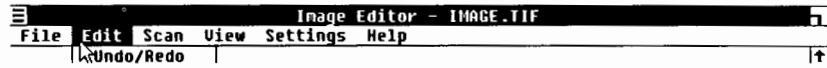
4. To choose a file type, *point* to the name and *click*. You can also use the Scroll Bar, at the right, to scroll the file types.

If using the keyboard, Tab to the Convert to file type box, then use the cursor keys to move to the file type.

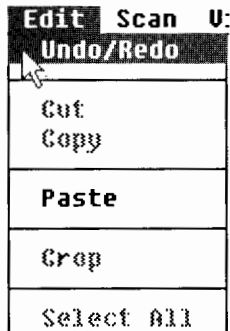
5. *Point* to Ok and *click* to begin the convert process.

If using the keyboard, Tab to Ok and press **Enter** to begin the convert process.

Edit



Edit is used to edit the current image. You can "cut", "copy", and "paste" portions of the image. You can also discard unwanted portions of an image by "cropping" it.



If you cut a portion of an image, then decide you really didn't want to do that, choose Undo to undo the cut. Undo works immediately after a procedure such as cut.

Redo reinstates the last action. For example, if you performed a cut, then chose Undo to undo the cut, Redo would perform the cut operation. Undo alternates with Redo, to reinstate the last action.

To use Undo:

1. Perform a cut, copy, or paste operation.
2. Choose Edit, then choose Undo to cancel the last action.

To use Redo:

1. Choose Redo to reinstate the operation.

Edit	Scan	Vi
Undo/Redo		
Cut		
Copy		
Paste		
Crop		
Select All		

Cut is used to delete unwanted portions of an image. When used with Paste, you can cut a portion of the image and Paste it into another area on the image or to a different image file. (See "Paste.") In effect, you have moved a portion from one location to another through the cut and paste process.

The portion that you delete is moved to the Clipboard, (see the *Microsoft® Windows User's Guide* for more information about the Clipboard.) It remains in the Clipboard until you do another Cut or Copy procedure. The area that is cut is replaced with the background color that you can choose from the Settings commands. (See "Settings.")

To Cut a portion from an image:

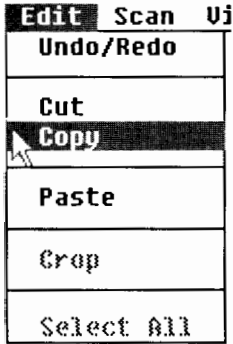
1. Use the selection box to select the area that you want to cut.

If using the keyboard, press **CTRL** **Shift** and the appropriate cursor keys, in a direction that will select the area that you want to cut.

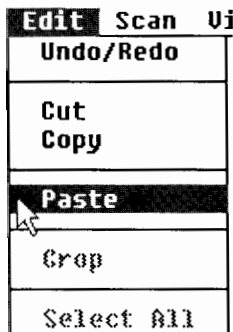
2. *Point to Edit. Drag* the pointer to highlight Cut and release.

If using the keyboard, press **DEL**.

The portion that you selected is deleted and moved to the Clipboard. The background color is what is active in Settings.



Copy is used to copy portions of an image, then paste to another area on the image or to a different image file. (See Paste.) Copy works the same as Cut, except the area that you copy is left untouched. First you select an area to copy, then choose Copy to complete the action. See "Cut" for the procedure.



When you use the Cut or the Copy command, the image is stored on the Clipboard. To place that portion of the image, you use the Paste command. There are two methods of Paste: Paste to a Point and Paste to an Area.

To Paste to a Point:

After doing a Cut or Copy procedure:

1. *Point* to the point where you want the image to be pasted, then *click*.

If using the keyboard, with the Cursor keys, move the pointer to the point where you want the image pasted. Press **Shift**, then press a cursor key *once* to anchor the point.

The image will be pasted at this point, starting from the top left corner of the pasted image.

2. *Point* to Edit and *press*. *Drag* the pointer to Paste and *release*.

If using the keyboard, press **Alt** + **E**. Press the **▼** key four times to highlight Paste. Press **Enter** to choose Paste.

The image is pasted into the area you selected.

You cannot increase the size of an image; any portion of a pasted image that falls outside the original image will be deleted.

To Paste to an Area:

1. *Point* to the corner of an area and *press*. *Drag* the pointer until the area that you want to paste to is completely enclosed within the the selection box, then *release*.

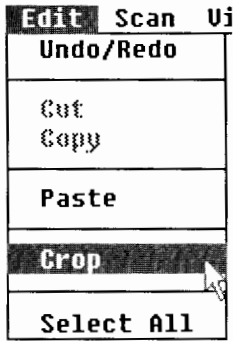
If using the keyboard, press **CTRL** **Shift** and the cursor keys, until the area you want to paste is completely enclosed in the selection box.

2. *Point* to Edit and *press*. *Drag* the pointer to Paste and *release*.

If using the keyboard, press **Alt** + **E**. Use the cursor keys to highlight Paste, then press **Enter**.

The image is pasted into the area you selected.

When you define an area to Paste to, the image in the Clipboard is scaled so that it will fit into that area. The aspect ratio of the picture is maintained.



The Crop command is used to discard unwanted portions of the current image. You select an area to keep first, then choose Crop. When you choose Crop, only the area that is in the selection box is saved to the current file name.

To Crop an image:

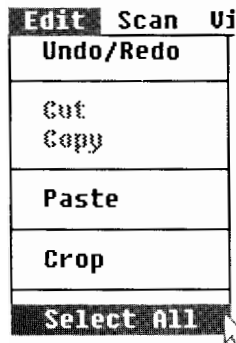
1. *Drag* the pointer to select that portion of the image that you want to save.

If using the keyboard, press **CTRL** **Shift** and the appropriate cursor keys to define that portion of the image that you want to save.

2. *Point* to Edit and *press*. *Drag* the pointer to Crop and *release*.

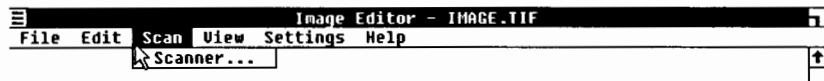
If using the keyboard, press **Alt** + **E**. Press the **▼** key five times to highlight Crop. Press **Enter**.

The area that you selected remains, and the other portion is removed.



Choose Select All to perform an editing procedure on all of the current image. You choose Select All first, then perform the editing procedure.

Scan



Scan is used to open the Scanner window.



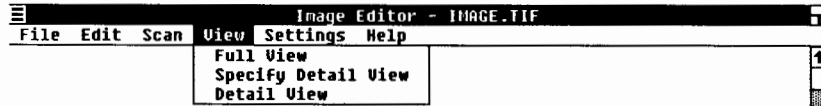
To open the Scanner Window:

1. *Point* to Scan and *press*. *Drag* the pointer to Scanner and *release*.

If using the keyboard, press **Alt** + **S**. Press the **Enter** key once, then press **Enter**.

The Scanner window is displayed to the right on your screen.

View



When an image is displayed in the Image Editor window, you can view it in two ways: a full view or a detailed view.

Full View



Zooms the Image Editor window to fill the screen, then displays the entire image in it. **Note:** If you prefer the Image Editor window to be the size it was before you chose Full View, go to the System Commands menu and choose Zoom.

Specify Detail View

Allows you to select any area of your image for a closer view. **Note:** For instructions on using this command, see the *Scanning Gallery Added Features* booklet.

Detail View

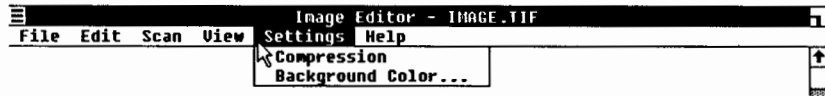
Displays a closer view of the area you selected with the Specify Detail View command. (If you have not selected an area, Detail View displays the upper left corner of the image.) When an image is first displayed, it is displayed in Detail View.

To use a command in the View menu:

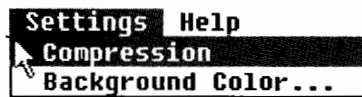
1. *Point* to View and *press*. *Drag* the pointer to the command you want and *release*.

If using the keyboard, press **[Alt] + [V]**. Press the **[Down Arrow]** key until the command you want is highlighted, then press **[Enter]**.

Settings



Settings is where you choose to compress your image file, and choose a background color for the cut portion of an image.



If you need to conserve space on your disc, you should choose Compress. Compressing a file will conserve disc space; however, the file will take a little longer to open than a file that has not been compressed.

To determine if an image file has been compressed, look at Compression in the Settings commands. If a checkmark is displayed next to the word Compression, the image file has been compressed.

-
- Compress is valid for only the TIFF file format.
 - You cannot compress images with Shades of Gray/Color set to Gray Scale.
 - Some applications are unable to accept compressed images; don't compress images that you intend to place in such applications. Refer to the manual for your application to verify whether it accepts compressed images.
-

To Compress a file:

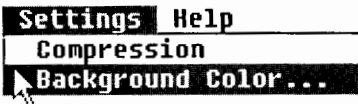
1. *Point to Settings. Drag to highlight Compression and release.*

If using the keyboard, press **Alt** + **F**. Press the **▶** key four times to highlight Settings. Press the **▼** once to highlight Compression. Press **Enter** to choose Compression.

When you turn Compression on, a checkmark is

displayed next to the word Compression. Each time you save an image it will be compressed. If you don't want to compress an image file, choose Compression again to turn it off (the checkmark disappears).

Always turn Compression on before you save your image if you want the image file compressed.



The background color determines the color of the area you cut out after you used the Cut command. There are two choices: Black and White. If the image portion that you cut is black and you choose White for a background color, white will be displayed in place of the cut portion.

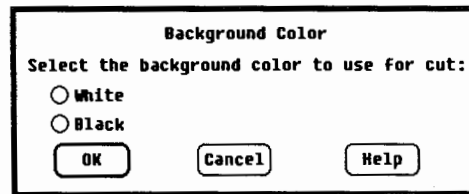
If you want a specific background color, you must choose the color before you begin the Cut command.

To choose a Background Color:

1. *Point* to Settings and *press*. *Drag* the pointer to Background Color and *release*.

If using the keyboard, press **Alt** + **F**. Press the **Down Arrow** key four times, then press the **Down Arrow** key twice. Press **Enter** to choose Background Color.

The Background Color dialog box appears.



2. *Point* to a color and *click*. *Point* to Ok and *click* to choose the Color.

If using the keyboard, use the cursor keys to select a color. Press the **Tab** key to Ok, then press **Enter** to choose the color.

6

Using Scanning Gallery with Other Software Applications

Software Application Considerations

To place your scanned images in a document, you must use a page-composition software package. In Scanning Gallery, you create a TIFF (Tag Image File Format) file that is ready to use with several packages.

Some packages use other formats. Using the CONVERT TO function in Scanning Gallery translates TIFF into other file formats; presently, Scanning Gallery converts TIFF to PC Paintbrush and MS Paint formats. Other file formats may be supported in future releases of Scanning Gallery.

Options such as Scanning Gallery's data compressions and shades of gray/color are supported by some software packages; others are unable to accept these options.

To determine the file formats and options needed and supported by your particular package, consult its manual.

Currently, you may use Scanning Gallery to integrate images into several packages:

PageMaker® by Aldus Corporation
SpellBinder Desktop Publisher™ by Lexisoft, Inc.
Harvard Professional Publisher™ by Software Publishing Corporation
Ventura Publisher™ by Ventura Software, Inc.

The list of supported packages continues to grow; please ask your dealer or sales office for the latest information.

You can also refer to the Applications Notes that we have included in the Scanner package, for a description of the image formats that are currently supported.

It's easy to place a scanned image into your document using a page-composition software package. Here's an example using PageMaker®.

Placing an Image into a PageMaker Document

To place a graphic:

1. Display the PageMaker page on which you want to place the image.
2. Choose Place... from the File menu.

If the file is not displayed, scroll the box until the name is displayed.

If the file is still not listed, switch to another disc, drive, or directory. If you need help, refer to "Using Microsoft® Windows" in the *PageMaker Reference Manual*.

3. *Double click* the name of the graphics file that you want to place.
4. Position the upper-left corner of the icon where you want to start the upper-left corner of the graphic.
5. *Click* the mouse button.

When the graphic appears, it is surrounded by eight "handles." You can use these handles to resize or crop the graphic. For more information, refer to "Adjusting graphics" in the *PageMaker Reference Manual*.

A

Error and Warning Messages

Error and Warning Messages for the Scanner Only

- Message** **Scanner device not responding.**
Cause: The scanner device is powered off, not connected to your computer, or, has a hardware problem.
Remedy: Consult the ScanJet manual for instructions.
- Message** **Scanner driver not installed.**
Cause: The MS-DOS installable device driver for the scanner is not installed.
Remedy: Consult the ScanJet manual for instructions to install the scanner driver.

Error and Warning Messages for the Editor only

- Message** **Cannot complete operation. A work file was deleted.**
Cause: The operation did not complete because a work file essential to the operation was deleted.
- Message** **Cannot print. No area was selected for printing.**
Cause: No area was selected for printing.
Remedy: Make a selection before printing.
- Message** **Edit changes not saved. Do you want to save the changes?.**
Cause: Edit changes were made on the image since the last Save was done.
Remedy: You must save the changes before closing the file or lose the changes made since the last Save.
- Message** **Image was open when the system crashed. Recovery begins.**
Cause: The image file was open when the system crashed.
Remedy: As much of the image that remains will be recovered.
- Message** **Paste source is larger than image. Source image will be clipped.**
Cause: You are doing a paste to a point destination. The paste source extends outside the bounds of the image. The paste source will be clipped before being pasted.

Error and Warning Messages for both the Scanner and Editor

- Message** **Cannot uncompress image file.**
Cause: Unable to uncompress image file.
Remedy: Rescan image.
- Message** **Corrupted library file, RGCLRPCX.EXE.**
Cause: The library file, RGCLRPCX.EXE has been corrupted.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Corrupted library file, RGLIB.EXE.**
Cause: The library file, RGLIB.EXE has been corrupted.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Corrupted library file, RGMSP.EXE.**
Cause: The library file, RGMSP.EXE has been corrupted.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Corrupted library file, RGPCX.EXE.**
Cause: The library file, RGPCX.EXE has been corrupted.
Remedy: Consult the Scanning Gallery manual for installation instructions.

- Message** **Could not find library, RGCLRPCX.EXE.**
Cause: The library file, RGCLRPCX.EXE does not exist.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Could not find library, RGLIB.EXE.**
Cause: The library file, RGLIB.EXE does not exist.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Could not find library, RGMSP.EXE.**
Cause: The library file, RGMSP.EXE does not exist.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Could not find library, RGPCX.EXE.**
Cause: The library file, RGPCX.EXE does not exist.
Remedy: Consult the Scanning Gallery manual for installation instructions.
- Message** **Could not open image file. File is an unsupported TIFF file.**
Cause: The image file is an unsupported TIFF file.
- Message** **Could not open image file. File is not a TIFF file.**
Cause:The image file is not a TIFF file.
- Message** **Could not open image file. File not found.**
Cause:The image file does not exist.

Message File size could not be reduced. The compression operation was terminated.
Cause: Compressing the image file generates a file larger than the original.
Remedy: The image file was not compressed.

Message Insufficient disc space to complete the operation.
Cause: The operation was not completed because there is not enough available disc space on the system.
Remedy: Delete some files in your system to increase available disc space.

Message Insufficient memory space to complete the operation.
Cause: The operation was not completed because there is not enough available memory on the system.
Remedy: Terminate other applications in your system to increase available memory.

Message Invalid file name.
Cause: The file name specified is an invalid MS-DOS file name.
Remedy: Check and retype the file name



- Message** No file converters installed.
Cause: The converter library files are not present or converters were not specified in the file, WIN.INI.
Remedy: Consult the Scanning Gallery manual for installation instructions
- Message** Scanner configuration warning. Default scanner values used.
Cause: The scanner window came up with default dialog box settings.
- Message** Too many files open.
Cause: Your system allows only so many files open at any one time.

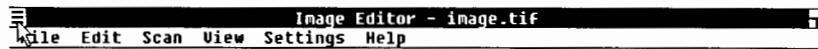
B

Learning Microsoft® Windows

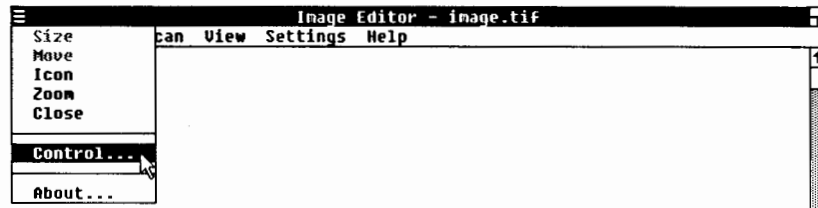
If you have never used Microsoft® Windows before, terms like command menus, dialog boxes, and icons will not be familiar to you. In the following exercises you will use a mouse with Microsoft® Windows, and also learn some of the terminology. See Appendix C for using the keyboard with Scanning Gallery.

Opening the System Menu

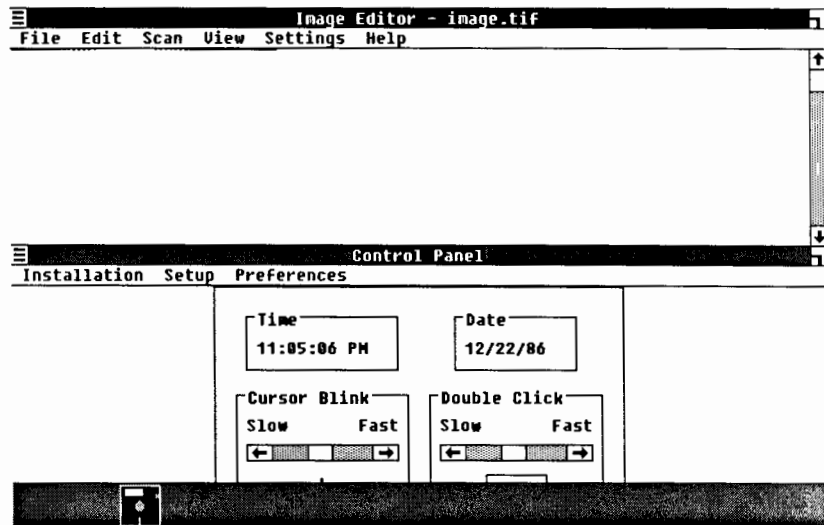
1. Move the pointer inside the Image Editor System menu box (in the upper left corner on your screen).



2. Press the **left** button on the mouse. Drag the pointer down until Control... is highlighted. Release the mouse button to choose Control.



The Control Panel is displayed. You use the Control Panel to adjust System settings such as date and time, printer assignments and screen colors. (See Appendix D for Using the Control Panel.)



3. Move the pointer back to the System Menu box and press. *Drag* the pointer to *Close* and *release* to return to the Image Editor window in Scanning Gallery.

The Image Editor screen is displayed.

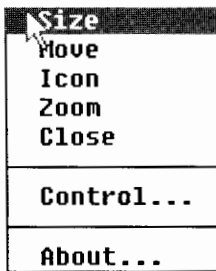
System Commands



The System Commands are common to all Window applications. If a command is grayed out (displayed in a lighter type) it cannot be used with the current window.

To use a System Command:

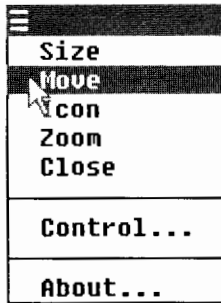
1. *Point* to the System menu box and *press*. *Drag* the mouse until the command you want is highlighted. *Release* the mouse button to select the command.



When you have two application windows on the screen at the same time, the size of the window can be increased or decreased. For Scanning Gallery, only the size of the Image Editor window can be changed. The size of the Scanner window cannot be changed.

To Change the size of the Image Editor window:

1. *Drag* the pointer to Size and *release*.
The pointer changes to a "box".
2. Move the "box" pointer to the left to increase the size, or to the right to decrease the size of the Image Editor window.
3. *Click* to retain the size.



Move refers to the position of the Scanner window. When you finish using the Scanner window instead of Closing it, you can move it out of the way. (See "Close" in this section.) In Scanning Gallery, only the Scanner window can be moved. The Image Editor window must remain in place.

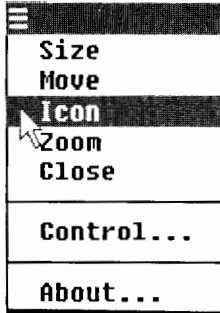
To change the position of the Scanner window:

1. *Press*, then *drag* the pointer to Move. *Release* the mouse button.
2. Move the pointer and, an outline of the Scanner window follows.
3. *Click* to retain the new position.

Quick Move

You can also move the Scanner window quickly:

1. *Point* to the Title bar. *Press* and *drag* the mouse.
The outline of the Scanner window follows as you drag the mouse.
2. *Release* the mouse button and the window will replace the outline.

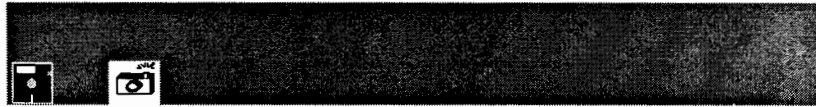


To remove the Image Editor from the screen, but still keep it loaded and ready to use, you can turn it into an icon. When you want to use it again, you simply move the icon back onto the screen. In Scanning Gallery, only the Image Editor window can be changed to an icon.

To change the Image Editor into an icon:

1. *Point* to the System menu box and *press*. *Drag* the pointer to **Icon** and *release*.

The Image Editor changes to an icon in the Icon area at the bottom of your screen.



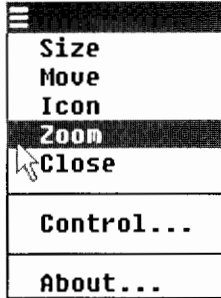
Quick Change To quickly change the Image Editor to an icon:

1. Move the pointer to the title bar on the Image Editor window.
2. *Double click* the left button on the mouse.

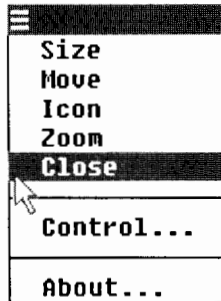
To restore the Image Editor:

1. Move the pointer to the Image Editor Icon and *double click*.

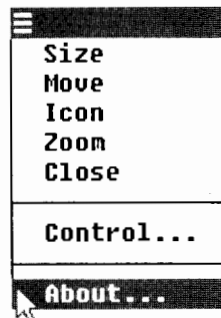
The Image Editor is active again.



When you have two windows on the screen at the same time, you use **Zoom** to zoom in—fill the screen with the window you are currently in—on the entire Window. Choose **Zoom** again to display both windows.



Choose **Close** to exit the Scanner window or the Image Editor window. If both windows are displayed on the screen, you can close the Scanner window the Image Editor window remains until you close it as well.



The dialog box indicates the version of Scanning Gallery that you are using.

C

Using the Keyboard

If you don't have a mouse, you can use your keyboard with Scanning Gallery. This appendix is made up of keyboard tables that show you the appropriate key combinations for performing tasks with Scanning Gallery.

To open a menu in the Scanner window and choose an option:

1. Press **Alt** + **F**.
2. Press the **Down Arrow** key until Settings is highlighted.
3. Press the **Down Arrow** key until Shades of Gray/Color is highlighted, then press **Enter**.

To select an option from a dialog box, Tab to the area, then use the cursor keys to move to the option.

4. Press **Enter** to choose the option, or **Tab** to Ok and press the spacebar.

Keys for Dialog Boxes

Press...	To...
Enter	Carry out action in bold border.
ESC	Cancels the task.
Tab	Move to next choice in dialog box.
Shift + Tab	Move to previous choice(s) in dialog box.
Space	Carries out the currently selected action.

To cancel a dialog box, Tab to Cancel and press **Space**.

Selecting an Area

The following table shows the keys to use when:

- Selecting an area for a final scan (Scanner window).
- Selecting an area to cut (Image Editor window).
- Selecting an area to crop (Image Editor window).

Select Keys: Image Editor and Scanner

Press...	To Select an Area
CTRL + <i>cursor keys</i>	Moves the pointer faster in the appropriate direction.
Shift + <i>cursor keys</i>	Anchors a position, then expands the selection box in the appropriate direction. After the box is created, these keys move the box.
Shift CTRL + <i>cursor keys</i>	Same as preceding key, but faster.
ESC	Removes the selection box from the area. Allows you to select a new area.

Switching Between the Image Editor and Scanner Windows

If the Image Editor window is active (the title bar is highlighted), press **Alt** + **Tab** until you get to the Scanner window. If the Scanner window is active (the title bar is highlighted), press **Alt** + **Tab** until you get to the Image Editor window.

Keyboard Combinations

The following tables show the keyboard combinations to use when working with the Scanner window and the Image Editor window.

Scanner Window

Table 4. Scanner Window Key Combinations

Press...	To Open...
Alt + Space	System menu
Alt + S	Scan menu
Alt + F	File menu
Alt + F , ▶ , ▶	Settings menu
Alt + H	Help menu commands
CTRL + P	Preview Scan
CTRL + F	Final Scan
F1	Help Topics


Once a menu is opened, press  until the desired command is selected, then press **Enter** to execute the selected command.



Image Editor Window

Table 5. Image Editor Window Key Combinations

Press...	To...
Alt + Space	Open System menu
Alt + F	Open File menu
Alt + E	Open Edit menu
Alt + S	Open Scan menu
Alt + V	Open View menu
Alt + F , ▶ , ▶ , ▶ , ▶	Open Settings menu
Alt + H	Open Help Menu Commands
CTRL + P	Print
F1	Open Help Topics
F2	Copy
Ins	Paste
DEL	Cut
Pg Up	Scroll up (Detail View)
Pg Dn	Scroll down (Detail View)
Shift + Pg Up	Scroll left (Detail View)
Shift + Pg Dn	Scroll right (Detail View)
Shift + ESC	Undo or Redo

Once a menu is opened, press **▼** until the desired command is selected, then press **Enter** to execute the selected command.

D

Using the Control Panel

You use the Control Panel to adjust such Microsoft® Windows system settings as date and time, printer assignments, and baud rates for communications devices. You can also specify screen colors.

The Control Panel lets you adjust these settings quickly and easily without running the Setup program again.

Using this chapter:

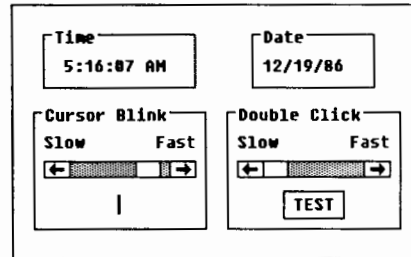
This chapter describes using the Control Panel to effect the following changes in your Microsoft® Windows system:

- Changing the time
- Changing the date
- Changing the cursor blink rate
- Changing the double click rate
- Adding or removing printers
- Configuring your system (setting your printer and communications ports)
- Selecting screen colors
- Changing the active mouse button
- Changing the country settings

Headings will indicate whether instructions apply to keyboard users or to pointing device users. Where a heading gives no indication, instructions apply to both.

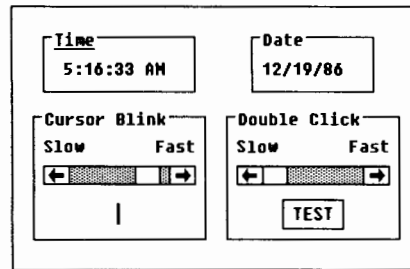
To run the Control Panel:

- Choose CONTROL from Image Editor System Menu box.



The Control Panel has four sections: Time, Date, Cursor Blink, and Double Click. There are three menus: Installation, Setup, and Preferences.

Changing the Time



The time you set from the Control Panel will be reflected in any application (such as Clock or Calendar) that uses the system time.

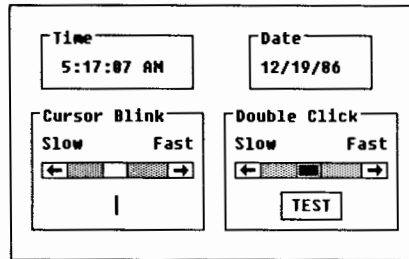
With Keyboard:

1. Press **Tab**, if necessary, to move to the Time section.
2. Use the **▶** and **◀** arrow keys to highlight the hours or minutes you want to change.
3. Press the **▲** key to increase the number; press the **▼** key to decrease the number.

With a Pointing Device:

1. Click the part of the time (for example, minutes) you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

Changing the Date



You change the date the same way that you change the time.

With Keyboard:

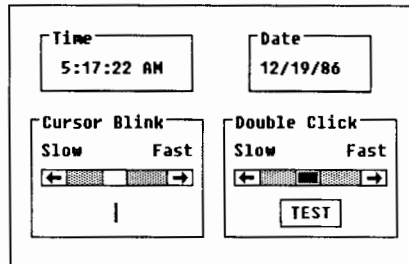
1. Press the **Tab** key to move to the Date section.
2. Use the **▶** and **◀** arrow keys to highlight the number you want to change.
3. Press the **▲** key to increase the number; press the **▼** key to decrease the number.

With a Pointing Device:

1. Click to highlight the number you want to change.
2. Click the up arrow to increase the number or the down arrow to decrease the number.

Changing the Cursor Blink Rate

Some applications have an underscore (cursor) or insertion point that blinks. The blink rate is the frequency at which the cursor flashes.



With Keyboard:

1. Press the **Tab** key to go to the Cursor Blink section.
2. Press the **Left Arrow** or **Right Arrow** key to scroll to the setting you want. The farther right you scroll, the faster the blink rate.

The vertical cursor within the Cursor Blink section reflects the new setting. This rate will stay in effect until you change it again.

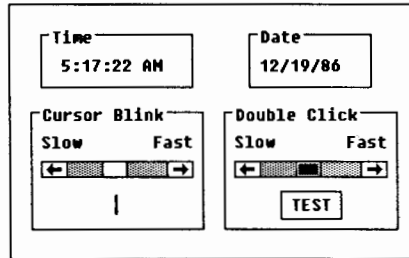
With a Pointing Device:

- Click the right or left scroll arrow,
or
- Drag the scroll box within the scroll bar.

Changing the Pointing Device Double Click Rate

The following information about double click rates is for mouse, tablet, or touchscreen users.

When you double click with the mouse button, stylus point, or touchscreen, Microsoft® Windows interprets your action by the speed with which one click follows another. You can change the expected speed in the Double Click section.



To change the double click rate:

- Click the right or left scroll arrow in the Double Click section, -or-
- Drag the scroll box within the scroll bar.

The farther right you scroll, the faster Microsoft® Windows expects a double click.

You can test the new double click setting by double clicking the Test button. The color of the test button will change if you click your mouse button or stylus point, or tap your touchscreen quickly enough for Microsoft® Windows to read your actions as a double click.

Adding and Removing Printers

When you first set up Microsoft® Windows, you select the printer you'll use with your system. To change this selection, use the Add New Printer and Delete Printer commands from the Installation Menu.

Adding printers To add a new printer to your system:

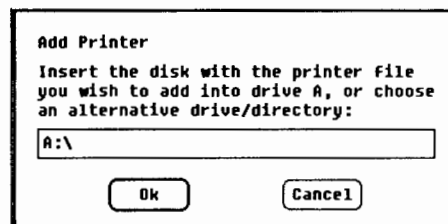


1. *Point* to *Installation* in the *Menu Bar* at the top of the screen.
2. Choose the *Add New Printer* command in the *Installation Menu*. A dialog box prompts you to insert the disc containing the printer driver file you want to install into an available disc drive.

Usually this disc is your Microsoft® Windows Utilities disc, though sometimes it could be a disc supplied with your printer.

3. Insert this disc in the drive specified or type an alternative drive in the dialog box and insert the disc in that drive. Then choose *Ok*.

A second dialog box appears, listing the printers available on the disc.



4. Select the printer that you want from the list box.
(The name of the corresponding printer driver file appears in the Printer File text box at the right.)

Drivers for HP peripherals are developed and fully supported by Hewlett-Packard. Drivers for Non-HP peripherals are included for your convenience.

5. Choose the Add button.
6. A dialog box prompts you to enter the drive or directory you want to copy the printer file to. The drive containing the Microsoft® Windows System disc or the directory containing the Microsoft® Windows system files will appear in the text box. If you want to change this, type the drive or directory you want in the text box. (The directory must already exist.)

If you do not specify a drive or directory, The file will be copied to the directory containing Microsoft® Windows on your hard disc system.

7. Choose Ok.

The next step: configure your system

Whenever you add a new printer to your system, you must let Microsoft® Windows know which port the printer is connected to. See "Configuring Your System" in this chapter for more information on this procedure.

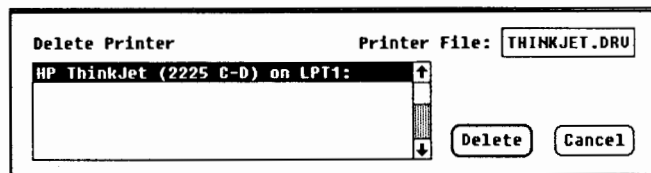
Removing printers

To remove a printer from your system, use the Delete Printer command from the Installation Menu.

1. Choose the Delete Printer command. A dialog box will list the printers you have set up.
2. Select the printer name you want to remove from the list box. The name of the corresponding printer

driver file appears in the text box.

3. Choose the Delete button.



4. A dialog box prompts you for the location of the printer driver file. Type the name of the drive or directory and choose Ok. The Control Panel will delete the printer setting from the WIN.INI file and delete the printer file from your Microsoft® Windows directory.

If other printers use the printer file that appears in the Delete Printer dialog box, that printer file will not be deleted from the named directory; it will still be available to the other printers.

Configuring Your System

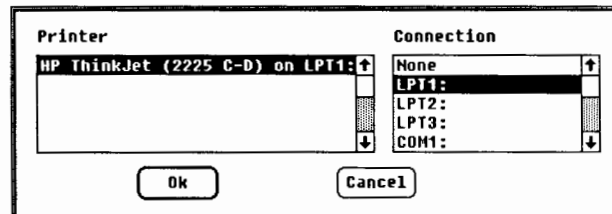
You use commands on the Setup Menu to change printer port assignments, set the system default printer and specify its output modes, and set up serial communications ports.

Setting up printer connections

Microsoft® Windows needs to know which port your printer is connected to. You can use the Control Panel Connections command to set or change the port for your printer(s).

To change or set printer connections:

1. Choose the Connections command from the Setup Menu. You will see the Connections dialog box.



2. Select the printer you want to change from the Printer list box. The current port assignment for the selected printer appears to the right.
3. Select one of the ports labeled LPT1, LPT2, LPT3, COM1, and COM2.

In Microsoft® Windows, if you are using a serial printer, you *must* select a communications port (COM1 or COM2).

4. Choose Ok.

If your printer connects to a communications port (COM1 or COM2), you must, in addition, use the Communications Port command to set up your communications port. See "Setting up a communications port."

Setting up printers

You can use the **Printer** command on the Setup Menu to specify a system default printer and set its output modes. The system default printer is the printer that applications designed for Microsoft® Windows will use. Printer output modes are printer-specific settings such as portrait (normal page orientation) vs. landscape (output oriented lengthwise on the page) or color for plotters. These options vary from printer to printer. This command is useful if you have several printers installed because Microsoft® Windows needs to know which printer you want to use.

To select a printer:

1. Choose the **Printer** command from the Setup Menu. The Printer dialog box appears. The list box contains all the available printers and their port connections.
2. Select the printer name you want from the list box.
3. Choose the **Ok** button.

You will see another dialog box containing the mode settings for your printer. To choose another output mode:

- Choose from the options for printer output or answer the questions in the dialog box.

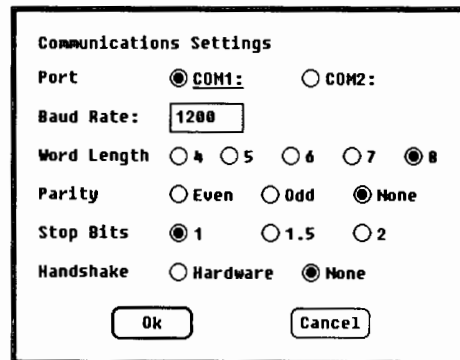
Setting up a communications port

If you are connecting a device, such as a modem or serial printer, to one of your computer's communications ports, use the Communications Port command to set the baud rate, stop bits, parity, handshake, and word length options for that connection.

If you are setting up a serial printer, make sure the port settings match the serial communications specifications supplied by your printer manufacturer.

To choose a communications port:

1. Choose the Communications Port command from the Setup Menu. A dialog box appears displaying the current serial ports available and their port settings.
2. Choose a port, and the settings for that port will appear.



The image shows a dialog box titled "Communications Settings". It contains the following fields and options:

- Port:** Two radio buttons, COM1: and COM2:.
- Baud Rate:** A text input field containing the value "1200".
- Word Length:** Five radio buttons labeled 4, 5, 6, 7, and 8. The 8 button is selected.
- Parity:** Three radio buttons labeled Even, Odd, and None. The None button is selected.
- Stop Bits:** Three radio buttons labeled 1, 1.5, and 2. The 1 button is selected.
- Handshake:** Two radio buttons labeled Hardware and None. The None button is selected.

At the bottom of the dialog box are two buttons: "Ok" and "Cancel".

3. Choose any of the options.
4. Choose Ok.

Selecting Screen Colors

You use the Screen Colors command from the Preferences Menu to adjust the text and background colors on your screen. You can specify hue, brightness, and amount of color for

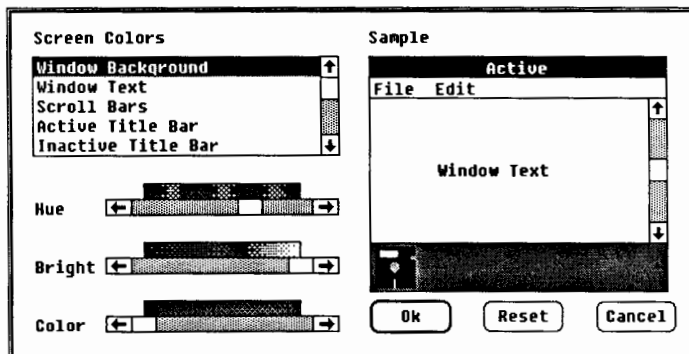
- Window background
- Window text
- Scroll bars
- Active (selected) title bar
- Inactive (unselected) title bar
- Title bar text
- Window frame (the thin border around the outside of the window)
- Menu bar
- Menu text
- Screen background (icon area)

The Screen Colors command also lets you adjust the shades of gray used on the screen.

The IBM Color Graphics Adapter does not display color in the high resolution graphics mode.

To select screen colors:

1. Choose the Screen Colors command from the Preferences Menu. You will see the Screen Color dialog box.



2. In the list box, select the part of the screen or window you want to adjust the color for.
3. Move to the Hue scroll bar by using the **Tab** key or clicking with a mouse, tablet, or touchscreen. Available colors appear in the color palette above the scroll bar. Scroll to the right or to the left to choose a color.

Use the **▶** and **◀** arrow keys to change settings in small increments. To move across the scroll bar more quickly, use the **Pg Up** or the **Pg Dn** key.

If you have a mouse, tablet or touchscreen, click the arrows or drag the scroll box.

The "Sample" area simulates the window appearance.

4. Move to the Bright scroll bar. Scroll to the right to brighten the color (increase the amount of white). Scroll to the left to make the color darker.

5. Move to the Color scroll bar. Scroll to the right for a more vibrant, intense color. Scroll to the left for less intensity or saturation.

When the Color setting is on the extreme left of the scroll bar, adjustments to the Hue and Bright scroll bars will only result in shades of gray and black and white.

The controls for Hue, Brightness, and Color are similar to those on a color TV; adjust the controls until you have the effect you want.

You need to run the Microsoft® Windows Setup program again if you want to add or change graphics cards, install a mouse, or change the resolution of the graphics card you already set up. You cannot use the Control Panel to make these changes in your system configuration. See the chapter titled "Getting Started" for information on running Setup.

Changing the Mouse Button

Microsoft® Windows usually responds only to the left mouse button. You can use the Mouse command in the Preferences Menu to switch the effective mouse button from left to right (and vice-versa).

To switch the effective button:

1. Select the Mouse command from the Preferences Menu. You will see the dialog box which lets you switch the functionality from left to right.
2. Choose the Ok button.

Setting this option lets you use the right button to perform Microsoft® Windows tasks. You need set the option only once; it will remain set until you change it. For applications that normally use the right button for additional functions, the left button will now perform these functions.

The Mouse command appears in the Preferences Menu only if a mouse is connected to your computer.

Changing the Country Settings

You can use the Country Settings command in the Preferences Menu to change your WIN application's date, time, number, and currency formats to conform to the standards of different countries.

To select a country's format standards:

1. Choose the Country Settings command in the Preferences Menu.

The Country Settings dialog box appears.

Country Settings

U.S.A.
Japan
Netherlands
Belgium
France

Time Format
 12 hour 11:59 AM 23:59 PM
 24 hour Separator: :

Date Format
 MDY DMY YMD
Separator: /

Number Format
Thousands: . Decimal digits: 2
Decimal: . Leading Zero
List: .

Ok Reset Cancel

Currency Format
Symbol: \$ Prefix Suffix

2. In the upper left section of the dialog box, select the country whose formats you want to use (scroll up or down to see all the countries listed).

If the country you want to select is not listed, select the last option, "Other Country."

As you make your selection, the default date, time, number, and currency formats for the country you select appear.

3. If you wish, use your **Tab**, arrow, and **Space** keys to move to other settings to change individual formats.

If you selected "Other Country," change the date, time, number, and currency formats to conform to the standards in the unlisted country.

4. Choose the OK button.

The new formats will be used by your WIN applications to display date and time until changed again through the Control Panel. If your application supports the number formats or currency symbols specified in Country Settings, these will also be used.

If you want to cancel the settings you just made, choose the Cancel button.

If you want to return to the default settings, choose the Reset button.

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