

How to Scan and Print a Microcard

Scanning the Card

1. Place the microcard face down on the bed of the scanner
2. Open Adobe Photoshop
3. Click **File** → **Import** → **HP Scanjet 4570c/5500c** (Figure 1). The scanning utility program will open and create a preview of the image to be scanned.

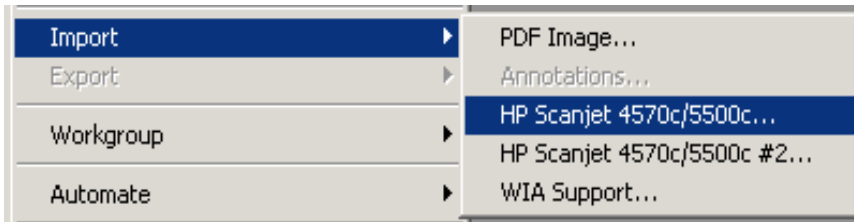


Figure 1.

4. In the Scan Utility Window, go to the menu **Output Type** → **256 Gray Shades** (Figure 2).

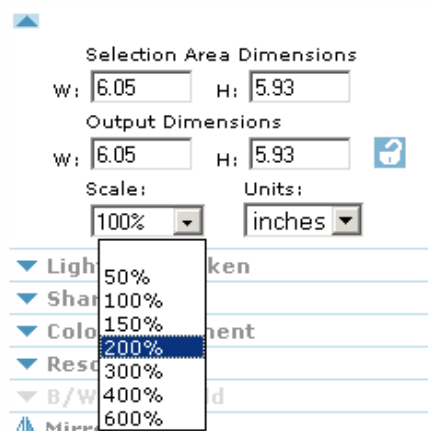


Figure 3.

6. Click **Resolution** to show the resolution options, and then change the resolution to **600**. If after you scan the image, you still cannot read the text change this option to 1200 instead of 600 and rescan.
7. Select the region of the microcard that you wish to view using the movable box on the left-hand side of the scan utility window, as shown in the red oval (Figure 4). Select a



Figure 2.

5. Click **Basic** → **Resize** to show the sizing options, and then change the scale to **200%** (Figure 3).

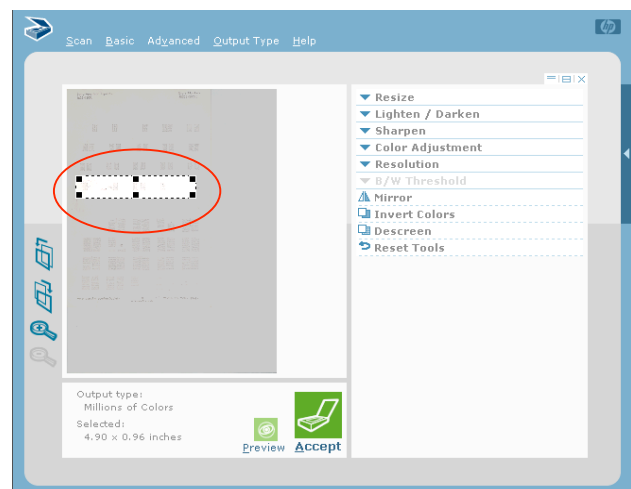


Figure 4.

maximum of one row of documents at a time.

8. Click the **Accept** button to scan the image into Photoshop. The image will now appear inside the Photoshop program.
9. Zoom in on the image to read it by holding the **CTRL** key and then pressing the **+** key. Holding **CTRL** and pressing **-** will zoom out.

Printing

10. Select one page of text from the row using the Rectangular Marquee Tool, shown in the red oval (Figure 5).
11. Click **Edit** → **Copy**.
12. Click **File** → **New**.
13. Click **Ok** in the **New** window to create the new document. The new document will have the exact dimensions as the copied portion of the original document.
14. Click **Edit** → **Paste**.
15. Click **File** → **Print with Preview**.
16. Check the **Scale to Fit Media** box, shown in the red oval (Figure 6).

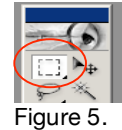


Figure 5.

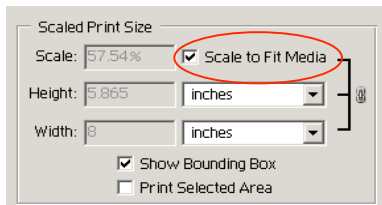


Figure 6.

17. If needed, click the **Page Setup** button to show the page orientation options and select **Landscape**.
18. Click **Print** to print the document.