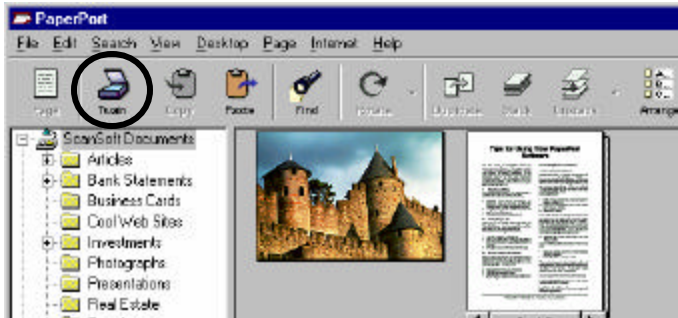


# Visioneer 4400 USB Scanner

## Scanning Instructions

Open the PaperPort program  
(icon located on Desktop or go to Start, Programs, PaperPort)

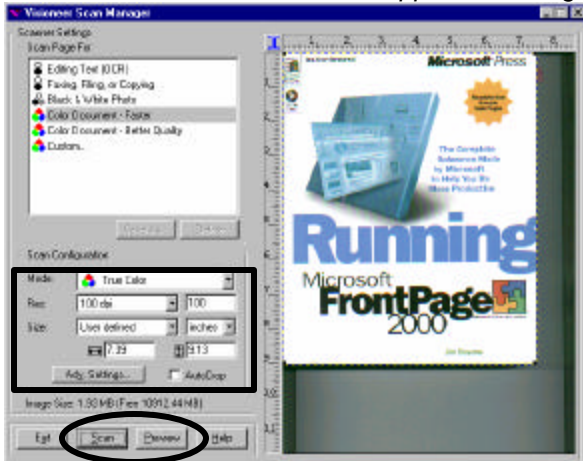
Place your document on the scanner window face down aligned at the lower left corner of the scanner glass, and close the cover.



Click on the **Twain Button**

The Scan Manager window will appear.

*Note: the last item scanned will appear in the right-hand window. Ignore this picture.*



Set the scan configurations as follows:

To scan documents or images for use on the Internet or computer presentations

**Scan page for:** Color document-Faster  
**Mode:** True Color  
**Res:** 100 dpi  
**Size:** User defined

To scan images for printing

**Scan page for:** Color document-Better Quality  
**Mode:** True Color  
**Res:** 300 dpi (minimum)\*  
**Size:** User defined

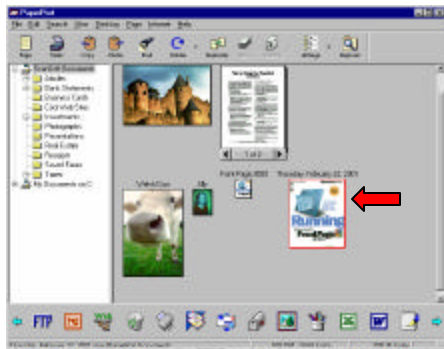
\* check your printer for maximum print resolution

Under "Scan Configuration" select **Auto Crop**  
Click the **Preview** button

When you preview an item, the selection rectangle (dotted line) around the image indicates the scan area. To change the rectangle, move the mouse pointer over the image until you see a two-headed arrow. Click and drag the dotted line to the correct size. If the dotted line disappears, click in the upper right corner of your image, hold the mouse button down, and drag to the desired size.

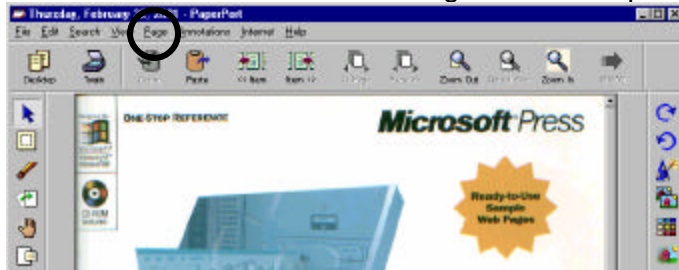
Click the **Scan** button.

The scanned item appears as a thumbnail image in the ScanSoft PaperPort Desktop outlined in red.



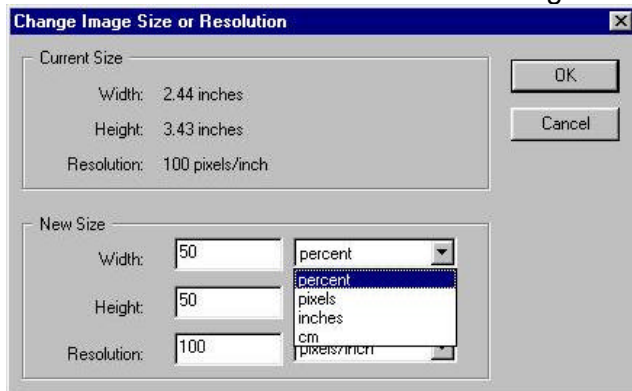
### To resize and save image as .jpg

Double click on the thumbnail image. This will open up a new window.



Select **PAGE > Image size**

Images can be resized using inches, percent, pixels, or centimeters; click on the drop down arrow to select. Enter the new width. Height will automatically adjust proportionally.



Click **OK**.

To save your image, select File > Save As

In the "Save in" field, click on the dropdown to select the desktop.

Give the file a name.

NOTE: *If saving an image for use on the web, file names must be one word and can not have spaces or special characters.*



**IMPORTANT**  
If saving an image for use on the web, file names must be one word and can not have spaces or special characters.

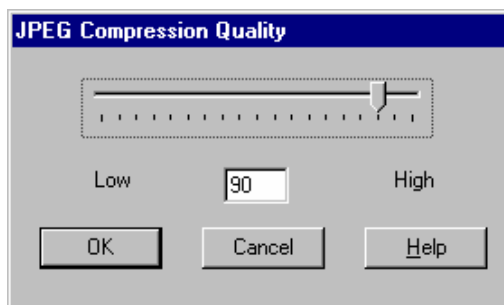
Be sure the "Save as type" is set to JPEG image files.

After you click "Save", another window will pop up for JPEG Compression Quality.

The higher the compression, the better the quality, but a higher compression also increases the file size and requires more memory.

Use the chart below for comparison.

Photo of Peirce Science Center scanned at 100 dpi and reduced 50%.  
Saved with low, medium, and high compression rates.



Choose the appropriate compression setting

Click OK.

The image file (.jpg) is now saved in the appropriate folder.