

1. **Scope:** This specification supplies operating instructions for the Hewlett-Packard ScanJet 4p for PQC applications.
2. **Reference Documents:** None.
3. **Contents:**
  - 3.1. Scope.
  - 3.2. Reference Documents
  - 3.3. Table of Contents
  - 3.4. Operating Instructions
4. **Safety Precaution:** N/A
5. **Equipment:**
  - 5.1 Hewlett-Packard ScanJet 4p
  - 5.2 PC terminal in PQC with network connection.
  - 5.3 Network printer or HP 1200C/PS.

## 6. Operating Instructions

- 6.1 There are two ways to operate the scanner. One method, called OCR, or Optical Character Recognition, is used only for printed text that you wish to scan into Microsoft Word. The other method is used to make a digitized image of a document or picture.
- 6.2 MS Word now has an option in the File menu, called Acquire Text, with an accompanying option called Acquire Text Settings. You may either use this or, after making an image of a document as described below, simply drag the image from the Visioneer desktop and drop it onto the MS Word icon at the bottom of the screen.
- 6.3 The scanner is somewhat limited in its character recognition. Handwritten text, no matter how neat, is out of the question. Printed text scans well, but spellcheck or proofreading is necessary to cut out the errors.
- 6.4 Place the document on the glass and close the cover. Choose Acquire Text Options from the File menu in MS Word. The menu will appear as in Figure 1.
- 6.5 You have the option to preview the image before OCR, in the event that your document has other elements besides text that you want to exclude.

- 6.6 Deskew Image will automatically straighten the image, in case you placed the paper on the glass crooked. The last option will mark characters that the software thinks might be incorrect.

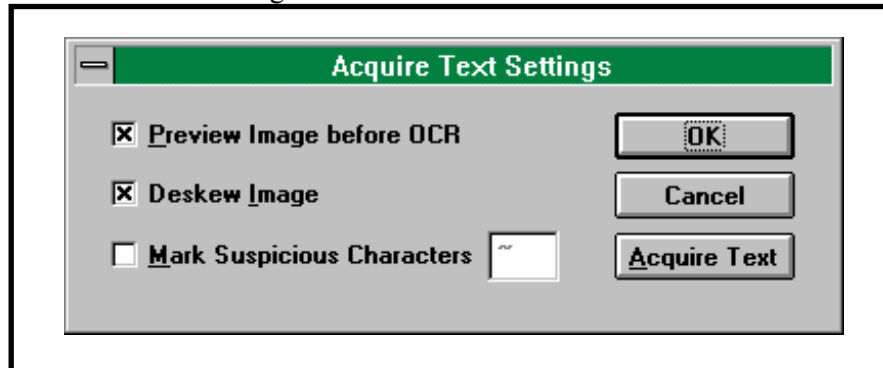


Figure 1: Example of Acquire Text Settings menu.

- 6.7 After you have chosen the desired options, click on Acquire Text. After the scan has finished, you will see something like Figure 2.

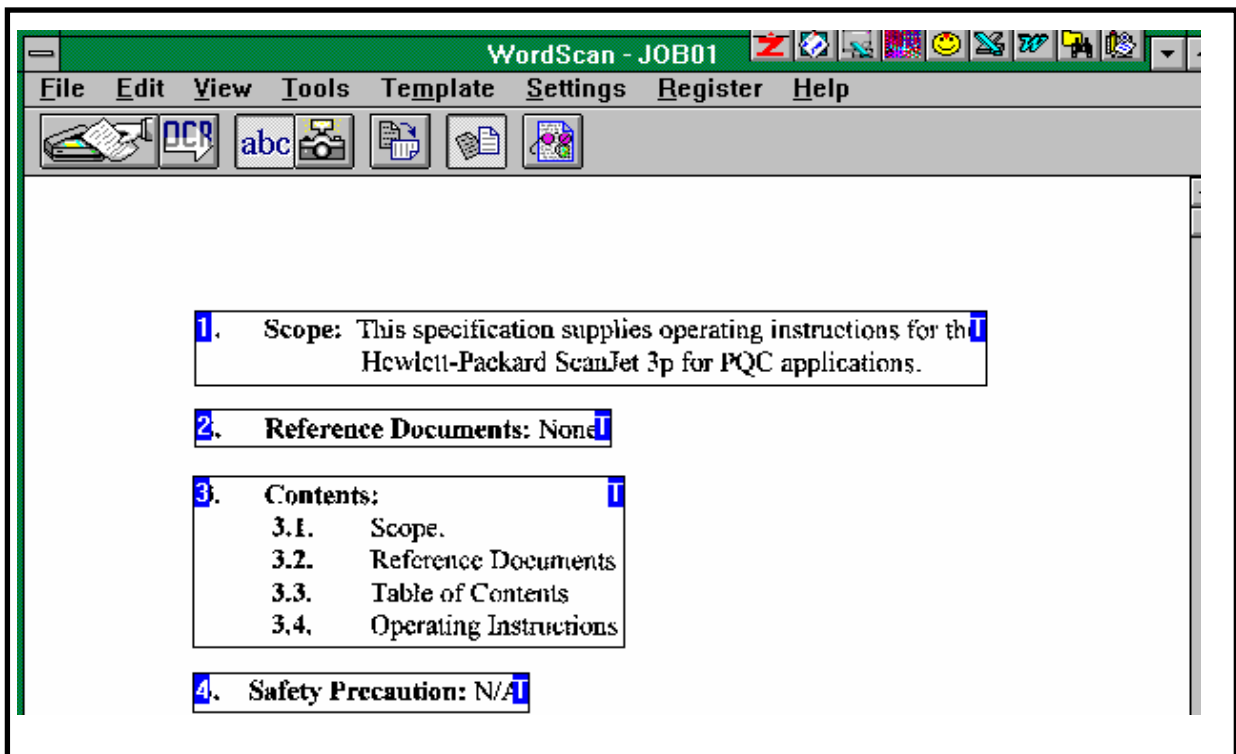


Figure 2: Example of scanned image for optical character recognition.

- 6.8 WordScan delineates areas of text that it sees. If you want to exclude certain parts, choose the camera icon at the top of the screen, and draw a new box.

**6.9** If all is as you wish it to be, click on OCR. WordScan will read the characters and deposit them into the current document in Word, as in Figure 3.

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4. Safety Precaution: N/A

5. **Equipment:**

5o1	Hewlett-Packard ScanJet 4p
5*2	PC terminal in PQC with network connection.
5*3	Network printer.

6. **Operating Instructions**

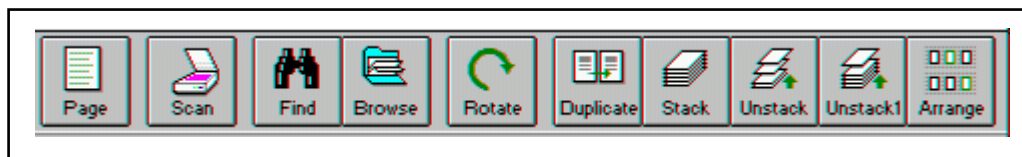
6.1 There are two ways to operate the scanner. One method, called OCR, or Optical Character Recognition, is used only for printed text that you wish to scan into Microsoft Word. The other method, PicturePlace, is used to make a digitized image of a document.

6.2 There are two ways to use OCR. MS Word now has an option in the File menu, called Acquire Text, with an accompanying option called Acquire Text Settings. The other method is to use WordScan 3.1, which is a bit more time-consuming but more versatile.

**Figure 3:** Example of scanned text.

**6.10** The entire document is included here so that the accuracy (or lack thereof) may be noted. As you can see, although on occasion the OCR will be nearly perfect, some corrections may be necessary. Spell Check will correct most of these errors, but a careful proofreading is advised. Practice will show you the correct settings to use with different types and sizes of print to produce accurate results.

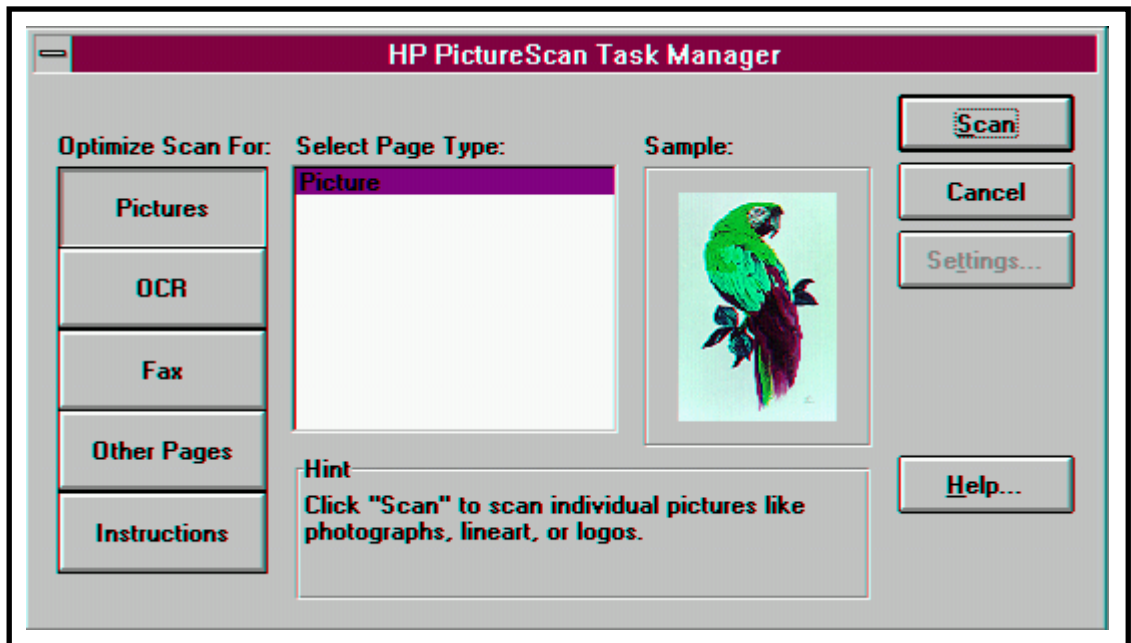
**6.11** To scan an image, place the document or picture on the scanner glass. In Program Manager, open the group "HP Scanning Software" and double-click on the icon named "Visioneer PaperPort". What you will see is a desktop of scanned images, and an icon bar. (Figure 4)



**Figure 4:** Visioneer PaperPort icon bar.

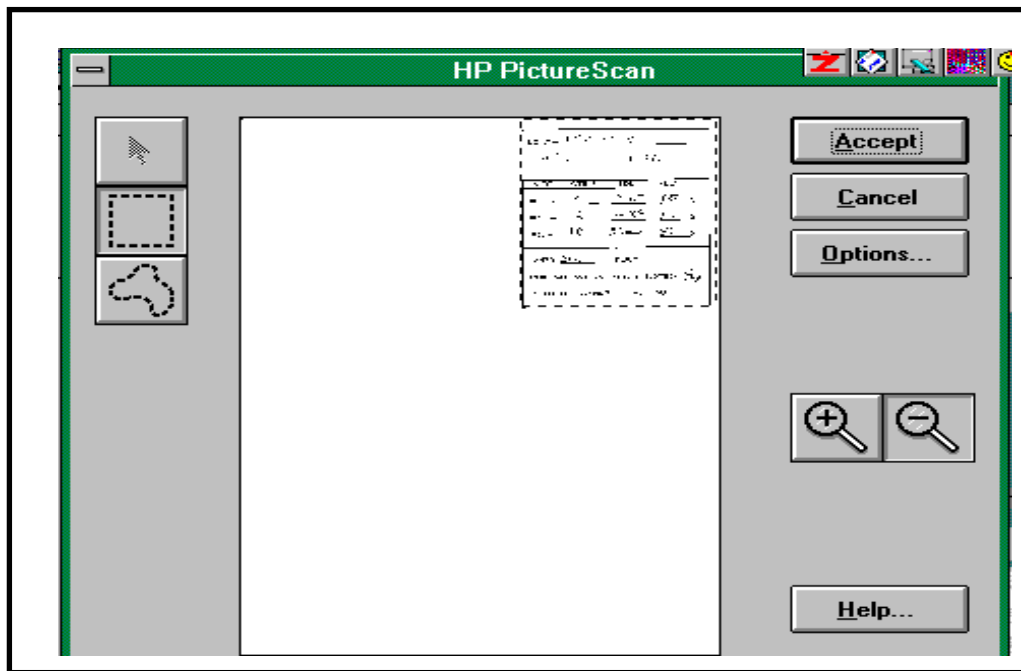
**6.12** Click on Scan to take an image. Another dialogue box will appear that will enable you to optimize the scan. For everything except text, choose Pictures. (Figure 5)

**6.13** Click Scan to take a scan of your document.



**Figure 5:**Options screen.

**6.14** After the image has been scanned, you will have the opportunity to crop the image top include only those elements you wish to have in the final picture. Use the rectangle or lasso tool to draw around the area you wish to keep. When the selected area encloses the area you wish to scan, click on "Accept." The scanner will take only the image within the line.



**Figure 6:** Scan area selection.

- 6.15** When the scan has finished, the desktop will return, containing your new image. From the menu bar, choose File, and Export. Save the file as XXXXX.BMP, where X is a name you may choose. Choose the proper directory and save the file.
- 6.16** When inserting the pictures into Word, it is probably best to first load them into Paint Brush, and then use the Copy function in the Edit menu to copy the picture to the clipboard. In Word, choose Paste Special from the Edit menu, and choose to paste the image as a Picture, not a bitmap or Picture Object. This saves much time and a lot of disk space. If you insert it straight from the file, the only option you have is that of Bitmap, and while this is graphically somewhat superior, it takes a long time for Word to redraw the image every time it moves.
- 6.17** Figure 7 is an example of a scanned image added to a text document.

LOT#-- F94057

~~8/26~~ ~~16.40~~

SLOT	WFR. #	TDD	%DD
# 01 --	<u>01</u>	<u>3.67</u>	<u>35</u> %
# 12 --	<u>16</u>	<u>4.89</u>	<u>33</u> %
# 25 --	<u>10</u>	<u>25.22</u>	<u>60</u> %

LAYER--A-1 KLA#--1

CIRCLE WHEN WAFERS CORRECTLY SLOTTED--  YES

IS LOT LESS THAN 10% ? -- YES NO

Figure 7: Scanned image in document.