Basic Operations

HP PSC 500

Basic Operations Guide

HP PSC 500

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It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

◆ Governmental paper or documents:
  - Passports
  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
◆ Governmental stamps:
  - Postage stamps
  - Food stamps
◆ Checks or drafts drawn on Governmental agencies
◆ Paper currency, traveler's checks, or money orders
◆ Certificates of deposit
◆ Copyrighted works

contents

Chapter 5 — Copying

Welcome!

1

Congratulations! You have purchased the one system that makes creative high quality projects convenient and easy for the whole family — the HP PSC 500. With your HP PSC 500, you can print, scan, or copy documents in full color.

Printing Features

You can print in color on a variety of paper types and sizes, including letter and A4-size paper, envelopes, labels, cards, banner paper — and even custom-sized letterhead or stationery.

Scanning Features

You can scan photos, graphics, and small objects. You can scan documents to avoid retyping.

With HP PSC 500's integrated capabilities, you can use your scanned pictures in creative photo projects, such as wallet-sized prints, t-shirt transfers, kids' restickable stickers, and banners without additional software.

Copying Features

You can produce high-quality color copies using a variety of paper types, including iron-on transfers.

You can enlarge or reduce the size of the copies you make from 25% to 400% of the image's original size. You can make the image lighter or darker, and specify the quality of the copies you make.

You can also use special digital copying features to help you create photo enlargements, wallet-sized copies, two sheets to a page — and even posters.

All About Paper

2

This chapter explains the paper types you can use when copying and printing. It also presents some tips on loading paper and transparency film. For a current list of HP papers, visit our Web site:

http://www.hp.com/go/all-in-one

HP Papers

The HP PSC 500 copies and prints onto a variety of paper types and weights, including plain paper.

For highest quality results, use the following HP papers:

- **HP Bright White Inkjet Paper** delivers high-contrast colors and sharp text. It is opaque enough for two-sided color printing, with no show-through. It is ideal for newsletters, reports, proposals, and flyers.
- **HP Premium Photo Paper** is a high-quality, glossy-finish, photo-based inkjet paper. It looks and feels like a photograph and can be mounted under glass or in an album. HP Photo paper dries rapidly and resists fingerprints and smudges.
- **HP Iron-On T-Shirt Transfers** can be used to transfer your designs or photos onto T-shirts, sweatshirts, and fabric crafts.
- **HP Restickables** can be used to create repositionable kids' stickers. They are easy to stick and easy to remove. Available in square or round shapes, they are made with HP Bright White Paper to allow vibrant colors and crisp text.
- **HP Premium Inkjet Brochure and Flyer Paper** is matte-coated on both sides for two-sided copying. It is the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
- **HP Premium Inkjet Paper** is the ultimate coated paper for high-resolution printing and copying. A smooth-matte finish makes it ideal for your special documents.
- **HP Banner Paper** allows you to print banners easily on perforated, continuously-connected sheets.
- **HP Photo Paper** uses technology to give your pictures excellent skin tones and true-to-life landscape colors.

- **HP Premium Inkjet or HP RapidDry Transparency Film** are specifically designed for use with your HP PSC 500 to give the best results with your overhead transparency presentations.
- **HP Greeting Cards, HP Glossy Greeting Cards, and HP Felt-textured Greeting Cards** allow you to make your own greeting cards.

Paper Choices When Copying

When copying, use only letter and A4-sized papers.

Select the Correct Paper Type When Copying

Each time you load a different type of paper in the IN tray, set the paper type on the front panel. Press the **Paper Type** button. Use the **minus(-)** or **plus(+)** buttons to scroll through the list to find the correct paper, and then press **Select/Resume**.

To Copy on this Paper	Select this Paper Type
Copier/Plain Paper	Plain Paper
Letterhead	Plain Paper
HP Bright White Inkjet Paper	Plain Paper
HP Premium Inkjet Paper	Premium Inkjet
HP Premium Inkjet Brochure and Flyer Paper	Premium Inkjet
Other inkjet papers	Premium Inkjet
HP Photo Paper	Premium Photo
HP Premium Photo Paper	Premium Photo
Other photo papers	Premium Photo
HP Premium Inkjet Transparency Film	Transparency
HP Premium Inkjet Rapid-Dry Transparency Film	RapidDry Trans
Other transparency films	Transparency
HP Greeting Card	Plain Paper
HP Felt-textured Greeting Card	Plain Paper
HP Glossy Greeting Card	Plain Paper
HP Iron On T-Shirt Transfers	Iron-On (see following note)
Other specialty papers	Plain Paper
Labels (see following note)	Plain Paper

Paper Choices When Printing

The HP PSC 500 prints on many types of paper, such as letter and A4-sized paper. You can also print on envelopes, stickers, labels, cards, custom-sized letterhead or stationery, banner paper, iron-on transfer sheets, greeting cards, and photo paper.

Use the Correct Print Settings

The settings you choose in the HP PSC 500 Properties dialog box tell the printer how to work with the specific paper you are using. For optimal results, you must specify the correct settings.

To select the paper type for printing, do the following:

1 From the **File** menu of your program, choose **Print**, and then click **Properties**.

The HP PSC 500 Properties dialog box appears, with the Setup tab visible.

2 Click the **Select Paper Type** button.

The Select Paper Type menu appears, showing the available paper type categories. An arrow to the right of a paper type category indicates that additional paper type options are available within that category.
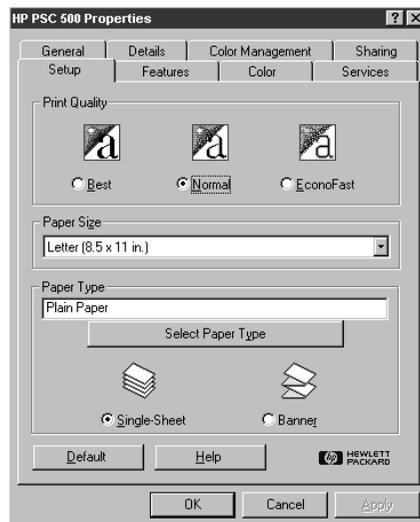
3 Choose the appropriate paper type category.

For plain paper and letterhead, select **Plain Paper**.

For non-HP paper, choose the category that best matches the paper.

4 Choose the appropriate paper type option, if available.

If you are using non-HP paper, choose the **Other** paper type option within each paper type category. For example, if you are using non-HP transparency film, in the **Transparency Films** paper type category, select **Other Transparency Films**.

NOTE   If you are printing on special HP papers, HP PSC 500 chooses the appropriate print quality setting to ensure the clearest results. If you select HP Iron-On T-shirt Transfers, HP PSC 500 prints using **Flip Horizontal** orientation.

Tips on Loading Paper in the IN Tray

All Papers

- ◆ Be sure that paper is free of rips, dust, wrinkles, and curled or bent edges.
- ◆ Make sure all the paper in the stack is the same size and type.
- ◆ Tap the stack on a flat surface to even the edges of the paper.
- ◆ Put the paper into the IN tray with the *print side down* and with the letterhead (top of the page) forward.
- ◆ Push the paper forward into the IN tray until it stops.
- ◆ Slide the paper width and length adjusters to fit snugly against the edges of the paper stack. Be sure that the paper stack lies flat in the IN tray and fits under the tab of the paper-length adjuster.

NOTE   To avoid paper jams, remove papers from the OUT tray frequently. OUT tray capacity is affected by the type of paper and the amount of ink you are using. Refer to Chapter 6, "Technical Information," in the *HP PSC 500 Customer Care Guide*.

HP Papers

- **HP Premium Inkjet Paper**: Locate the gray arrow on the nonprinting side of the paper, and insert paper with the arrow side facing up.
- **HP Premium Photo Paper**: Load the shiny side facing down. Always load at least 5–10 sheets in the IN tray. You can place the photo paper sheets on top of plain paper.
- **HP Premium Transparency Film**: Insert the film so that the white transparency strip, with arrows and the HP logo, is on top and going into the tray first.
- **HP Iron-On T-Shirt Transfers**: For best results, manually feed one sheet at a time, with the unprinted side facing down. Flatten the transfer sheet completely before using it; do not load curled sheets. To prevent curling, keep transfer sheets sealed in the original package until just before using.

Special Considerations When Using Transparency Film

- Load a maximum of **25** transparency sheets at a time.
- Be sure to specify Transparency as the Paper Type setting.
- Ink dries slower on film. Be sure to allow enough time for the ink to dry before using the transparency.
- If you are copying from a transparency (that is, your original is printed on transparency film), place a blank piece of paper over the transparency on the copier glass.

NOTE   We recommend using HP Premium Inkjet Transparency Film when copying or printing on transparencies. Other transparency film can jam in the HP PSC 500.

To avoid paper jams, remove papers from the OUT tray frequently. OUT tray capacity is affected by the type of paper and the amount of ink you are using. For more information, see Chapter 6, "Technical Information."

Printing

3

This chapter describes the printing functions of your HP PSC 500.

Using your HP PSC 500, you can print on many sizes and types of paper, such as letter-, A4-, and legal-sized paper. You can also print on envelopes, transparency film, labels, cards, iron-on transfer sheets, banner paper, greeting card stock, photo paper, and even custom-sized letterhead or stationery.

For more information about printing on these types of paper, see Chapter 2, "All About Paper," in this guide.

To print special creative photo projects, refer to Chapter 4, "Scanning," in this guide.

Start Printing

1 If it is not already on, turn on the HP PSC 500 by pressing the white button located on the left side of the unit's front panel.

NOTE The scanner light remains on for approximately 12 hours after you turn on the HP PSC 500 or use it. This keeps the bulb warm for optimal performance. The light uses very little power. After 12 hours, the HP PSC 500 turns off the scanner bulb to save energy and displays a "Power Save On" message.

2 Load paper into the bottom (IN) tray.

3 Change the print settings as necessary:

a In your program's **File** menu, select **Print, Print Setup,** or **Page Setup**.

A Print dialog box similar to the one below appears on your screen.
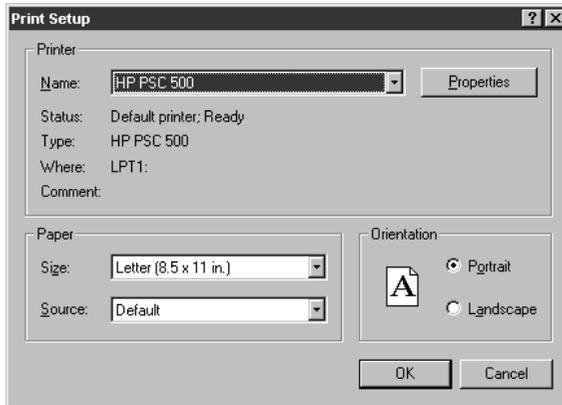
b Make sure the printer name is set to **HP PSC 500**, and then select the print range and the number of copies you want.

c To change any other print settings, click **Properties**, **Printer Setup**, or **Printer** in your program's Print dialog box.

The HP PSC 500 dialog box appears.
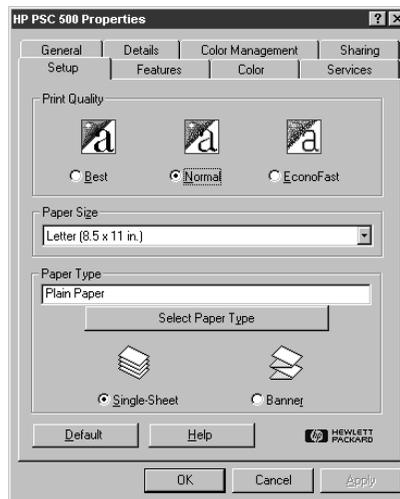
d In the **Setup** tab, change the **Print Quality**, **Paper Size**, and **Paper Type** settings as needed, and then click **OK**.

The Print dialog box appears again.

The settings you change here remain in effect while you are using the current program. To make your changes permanent, make them in the Printers folder.

    e   When you are sure that the settings in the Print dialog box are correct, go to your program's **File** menu and select **Print** or **OK** to start printing.

To avoid paper jams, remove papers from the OUT tray frequently. OUT tray capacity is affected by the type of paper and the amount of ink you are using. For more information about tray capacities, see Chapter 6, "Technical Information," in the *HP PSC 500 Customer Care Guide*.

Stop Printing

There are two ways to stop a print job.

◆ To stop a print job from the HP PSC 500, press the **Cancel** button on the front panel. *HP recommends that you stop a print job using this method*.

◆ To stop a print job from the **Printers** folder, do the following:

    1   On the Windows taskbar, click **Start**, point to **Settings**, then select **Printers**.

    2   Double-click the **HP PSC 500** icon.

    3   From the list, select the document you want to cancel.

    4   From the **Document** menu, select **Cancel Printing** (Windows 95/98) or **Cancel** (Windows NT 4.0).

Most programs that were designed for Windows 95/98 use the Windows print spooler. The above procedure will work to stop printing in these programs. If the procedure does not work, your program may not use the spooler (for example, PowerPoint in Microsoft Office 95 and 97). If this happens, follow the instructions for canceling "Background Printing" in the online Help for your program.

Printing Help

For more information on printing, see the Printing tab of the HP PSC 500 Toolbox. Access the toolbox by double-clicking the Toolbox icon on your Windows desktop.
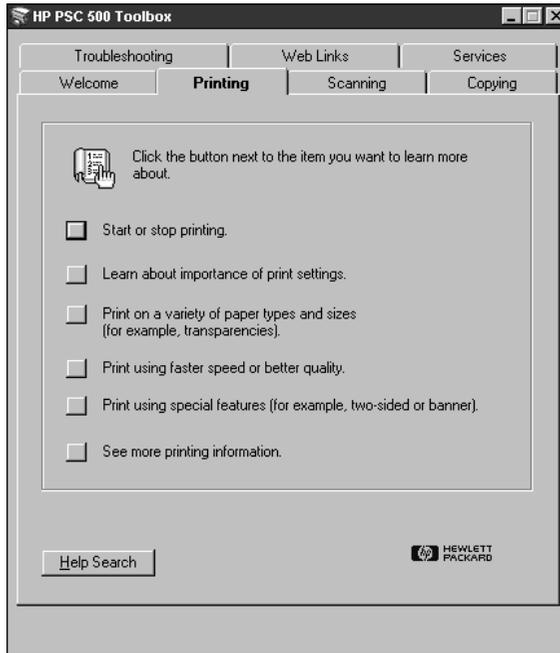
Scanning

4

Using your Scanner

Scanning lets you place pictures in your software programs to use in projects.

With the HP PSC 500, you can scan a picture to create:

- ◆ Wallet-size prints
- ◆ Photo enlargements
- ◆ Stickers
- ◆ Posters
- ◆ Banners
- ◆ T-shirt transfers

You can place your scanned pictures in other programs to create:

- ◆ Reports
- ◆ Flyers
- ◆ Business cards
- ◆ Presentations
- ◆ Screensavers
- ◆ Greeting cards (with certain programs)

You also can:

- ◆ Attach a scanned picture to an e-mail.
- ◆ Store copies of photos to edit later or to keep on your hard drive.
- ◆ Scan small 3-D objects.
- ◆ Scan text to avoid retyping (with Readiris OCR software).

NOTE The scanner light remains on for approximately 12 hours after you turn on the HP PSC 500 for use. This keeps the bulb warm for optimal performance. The light uses very little power. After 12 hours, the HP PSC 500 turns off the scanner bulb to save energy and displays a "Power Save On" message.
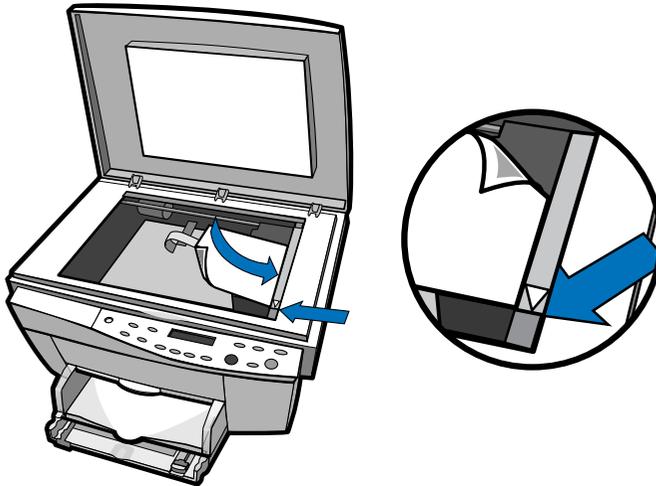
Choose Your Original
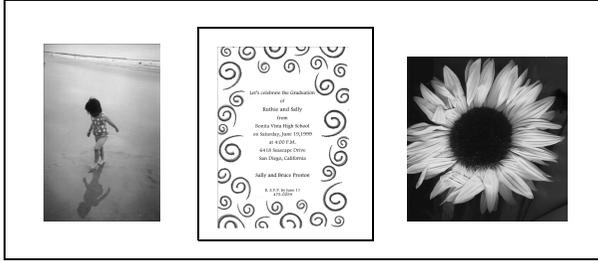
You can scan:

- Photos
- Text (forms, letters, receipts)
- Graphics (children's artwork, logos, drawings)
- Small objects (coins, flowers, jewelry)

Place Your Original

Make sure the glass is clean before placing your original.

Place your original face down on the glass with the top edge along the border. If the original is a photo, place the top of the photo along the border, close to the white arrow on the right side of your HP PSC 500.

Start Scanning

Here are three different ways to start a scan:

◆ To scan a photo quickly, press the **Scan** button on your HP PSC 500.

◆ To change settings before scanning, open the HP PSC Scanning viewer from your computer. Double-click the **HP PSC Scanning** icon. Click **New Scan** to begin scanning.

This Scan window allows you to select a scan setting. Each scan setting optimizes the resolution for the type of scan. Click **Custom** if you want to choose a different resolution.

◆ Scan from within your own software program. Refer to your program's documentation for instructions on TWAIN scanning.

Editing Your Scanned Picture in the HP PSC Scanning Viewer

Use the HP PSC Scanning viewer to perform simple image editing.

Crop

Cropping allows you to select a specific area of your scanned picture. To crop an area, move the boxes on the selection tool around the area you want, and then click **Crop**. The area *outside* the selection tool disappears on your scanned picture.

Rotate (Straighten)

Rotating allows you to change the orientation of your scanned picture. You can straighten your scanned picture if it is slightly crooked or facing the wrong direction.

Reduce/ Enlarge

The Reduce/Enlarge feature allows you to change the size of the entire scanned picture. It is recommended you resize your scanned picture in the HP PSC Scanning viewer before sending it to another program.

Zoom
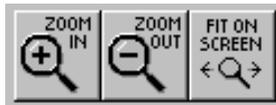
Zooming allows you to see a different view of the scanned picture for editing purposes.

- ◆ **Zoom In** increases the size of the view on the screen.
- ◆ **Zoom Out** decreases the size of the view on the screen.
- ◆ **Fit on Screen** enlarges the view of your scanned image to match your window size.

NOTE   Remember, zooming does not change the *actual* size of your scanned picture, only the size of the view. To change the size of your scanned picture, refer to the **Reduce/ Enlarge** feature.

Other Editing Features

For a description of other editing features and how to use them, refer to the online Help available from the HP PSC Scanning viewer Help menu.

Sending Your Scan

Use one of the send commands after you have finished adjusting your scanned picture in the HP PSC Scanning viewer.
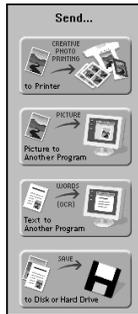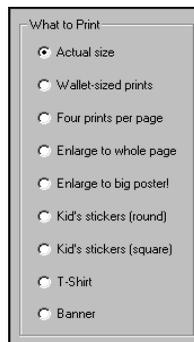

Creative Photo Printing

Select this button to access printing options. Using the Creative Photo Printing option, you can easily make projects, such as stickers, banners, photo-enlargements, and wallet-size copies with your scanned picture.

To use this feature:

1 Click the **Creative Photo Printing** button.

2 From the What to Print menu, select a project.

3 Place your paper in the IN tray.

Refer to Chapter 2, "All about Paper," for information on special paper types to enhance your creative photo projects.

4 Click **Print**.

Picture to Another Program

The Picture to Another program option allows you to copy your scanned picture to the clipboard. You can then paste the scanned picture into the program of your choice.
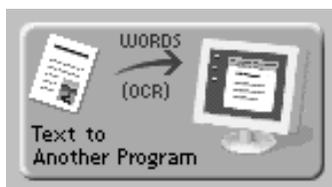
To use this feature:

1 Click the **Picture to Program** button.

The Send Picture to Another Program window appears.

2 Click **OK** to close the window.

3 Open another program or document.

4 Place your cursor in the location where you want your scanned picture.

5 Paste your scanned picture. Use the **Ctrl-V** shortcut or choose **Paste** from your program's menu.

6 Close the HP PSC Scanning viewer or click **New Scan** to begin another scan.

NOTE Each time you press the Scan button on the front panel, you open a copy of the HP PSC Scanning viewer on your desktop. If you are creating multiple scans, click the New Scan button on the HP PSC Scanning viewer.

Text to Another Program

The Text to Another Program option allows you to place your text in another word processing program for editing. You must have the Readiris OCR software program already installed on your computer. Refer to the *HP PSC 500 Setup Guide*.

To use this feature:

1   Click the **Text to Another Program** button.

   The HP PSC 500 begins to convert the text. The Text to Another Program window appears.

2   Click **OK** to close the window.

3   Open another program or document.

4   Place your cursor in the location where you want your text.

5   Paste your text. Use the **Ctrl-V** shortcut or choose **Paste** from your program's menu.

6   Close the HP PSC Scanning viewer or click **New Scan** to begin another scan.

NOTE   Each time you press the Scan button on the front panel, you open a copy of the HP PSC Scanning viewer on your desktop. If you are creating multiple scans, click the New Scan button on the HP PSC Scanning viewer.

Your text appears unformatted in your document.

Save to Disk or Hard Drive

Use this option to save your file to attach to an e-mail or to edit later. Your scanned picture is saved to the My Pictures directory on the your hard drive.

Canceling a Scan

To cancel a scan, click the onscreen Cancel button in the Scan Status window. Do not use the HP PSC 500 Cancel button.

Scanning Projects

Check HP's Web site for scanning how-to projects. See the HP PSC 500 Toolbox for links to the Web.

Scanning Help

For more information about scanning, see the Scanning tab of the HP PSC 500 Toolbox. You can access the toolbox by double-clicking the toolbox icon on your Windows desktop.
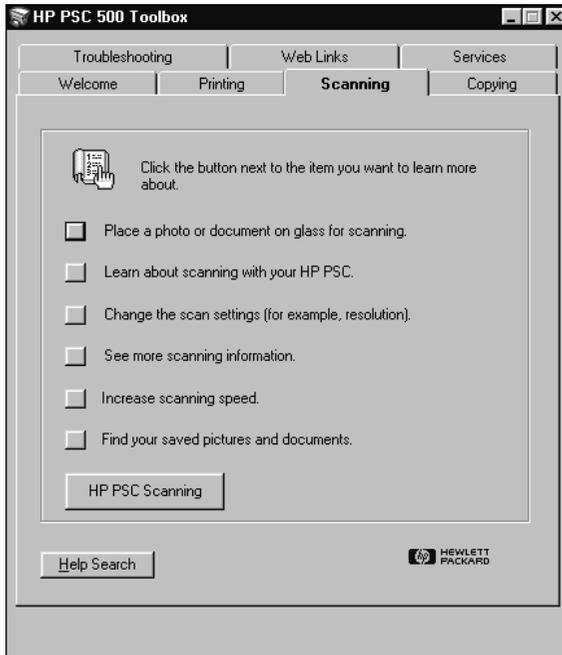
Copying

5

This chapter explains how to make copies and how to use the special copying features.

How to Make Copies

1 Turn on the HP PSC 500 by pressing the white button located on the left side of the unit's front panel.

2 Place your original face down on the glass with the top edge along the green border. If the original is a photo, place the top of the photo along the green border, close to the white arrow.
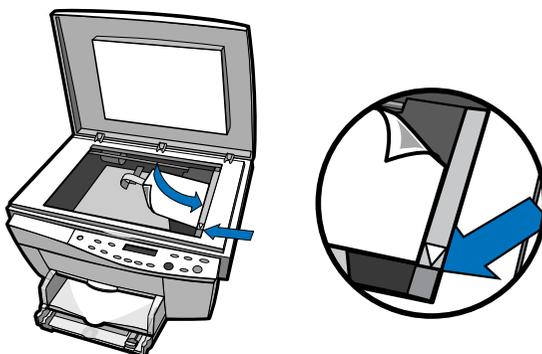
3 To change the number of copies, press the **minus(–)** or **plus(+)** button until the correct number appears on the display.

Make sure the number of copies appears on the display. If not, press **Select/Resume** or **Cancel** until the number of copies appears.

4 If you want to change the size of the copy, refer to the section, "Using the Reduce/Enlarge Button." To set the paper type or change the lightness or darkness, refer to the section, "Changing Copy Settings using the Menu Button."

5 Press the **Copy** button to make copies.

NOTE	To avoid paper jams, remove copies from the OUT tray frequently. The OUT tray capacity is affected by the type of paper and the amount of ink you are using. For tray capacities, see Chapter 6, "Technical Information," in the *HP PSC 500 Customer Care Guide.*

Using the Cancel Button

When you press **Cancel** to stop copying, the message "Copy Cancelled" appears on the display. After a few seconds, the HP PSC 500 cancels the job.

You may also use **Cancel** to clear copy settings you have specified or to stop a printing job started from your computer. After you press **Cancel**, the print options are reset to default settings.

Using the Paper Type Button

You must change this setting if you switch paper types. For more information about paper types, see Chapter 2, "All About Paper," earlier in this guide.

To change the paper type:

1   Press the **Paper Type** button.

2   Press the **minus (–)** or **plus (+)** button to scroll through the list of paper types.

3   After the paper type you are using appears on the front-panel display, press **Select/Resume**.

WARNING	Do not copy onto envelopes or smaller-sized papers. Copying onto smaller-sized papers can damage your HP PSC 500.

Using the Select/Resume Button

Use the **Select/Resume** button to confirm copy settings you have specified.

Using the Reduce/Enlarge Button

The Reduce/Enlarge button lets you quickly reduce or enlarge originals to the size you want. You can also select other special settings, called digital copying features, using this button. For best results, make sure you have placed your original in the correct position on the glass before using these settings.

To choose a setting, do the following:

1   Press **Reduce/Enlarge** until the setting you want appears on the display.

2   Press **Select/Resume** to select the new Reduce/Enlarge setting.

NOTE   There is a small margin around the edge of the paper that the HP PSC 500 cannot copy onto. For more information, see "Copy Margins" in Chapter 6 of the *HP PSC 500 Customer Care Guide*. Also, see descriptions for Entire 91% and Auto Fit below.

The following features are available with Reduce/Enlarge:

◆   **Normal 100%** makes a copy that is the same size as your original.

◆   **Entire 91%** reduces your copy slightly to ensure that the whole image, out to all the edges, is copied.

◆   **Auto Fit** prescans the original to determine where its edges are, and then reduces or enlarges the original to fit on the paper you are using. Use this feature to automatically enlarge a photo to the size of a page.

When enlarging, Auto Fit increases the size of the copy to the largest size that will fit on the page without distorting the image and centers the image on the page.

◆   **Custom 100%** (– +) lets you specify an exact reduction or enlargement percentage between 25% and 400%.

TIP   Some Reduce/Enlarge features let you specify the exact percentage. These appear with the minus/plus (– +) signs. Press the minus (–) or plus (+) button once to change the size by one percent. Hold down the minus (–) or plus (+) button to change the size in five percent increments.

◆   **Max 400%** (– +) enlarges the original to the highest enlargement percentage.

◆   **Min 25%** (– +) reduces the original to the lowest reduction percentage.

◆   **Poster 400%** (– +) determines how to divide up the original image and enlarge each part to end up with an image that is up to 400% larger than your original. Poster centers the image on the sheets. A poster may be created using up to 25 sheets of paper (five sheets wide and five sheets long).

◆   **2 on 1** allows you to copy two pages in succession which the HP PSC 500 then reduces and prints on one page. You will be prompted for the second page with a message on the front-panel display. The message remains until you press either **Select/Resume** or **Cancel**.

◆ **Clone 100% (– +)** fits multiple copies of your original on the same sheet. You can make wallet-size copies of small pictures, or you can reduce larger pictures to print multiple copies to a page.

To create copies of a wallet-size photo:

1 Press **Reduce/Enlarge** until **Clone** appears, and then press **Select/Resume**.

2 Press the **Copy** button.

To create wallet-size copies from a 4"x6" photo:

1 Place the short side of the photo against the green strip next to the white arrow.

2 Press the **Reduce/Enlarge** button until **Clone** appears, then press **Select/Resume**.

3 Press **minus (-)** until the percentage next to Clone reads **55%**.

4 Press the **Copy** button.

To create wallet-sized copies from a larger photo, reduce the percentage.

◆ **Mirror 100% (– +)** reverses the image of your original and makes a copy based on the percentage you specify.

You can use Mirror to copy favorite photos or images onto HP Iron-On T-Shirt Transfers, and then iron the transfer sheets to make custom T-shirts, banners, and flags.
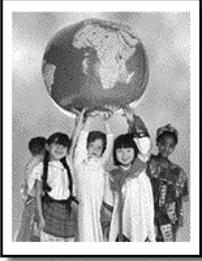

NOTE   When you use the paper type button to select Iron On, the HP PSC 500 automatically selects Mirror as the Reduce/Enlarge setting. However, you can press the **Reduce/ Enlarge** button to select another choice.

CopySmart Digital Copying Features

	Before	After
Autofit Automatically enlarges any size photo to full page size.		

CopySmart Digital Copying Features

Poster Divides your original into sections, then enlarges the sections.		
Clone Fits multiple copies of original on same sheet (use to create wallet-size copies).		
2 on 1 Allows you to copy two pages to one page.		
Mirror Reverses the image of your original.		
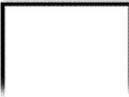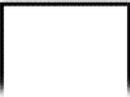
Changing Copy Settings Using the Menu Button

Menu

With the Menu button, you can change some additional copy settings. You can also perform some functions for the HP PSC 500 that are not related to copying. Press **Menu** repeatedly to scroll through the list of available commands.

Lighter/Darker

Use Lighter/Darker to adjust the lightness and darkness of the copies you make. To do so:

1   Press **Menu** until **Lighter/Darker** appears, and then press the **Select/Resume** button.

    The range of values appears as a circle on a scale on the display.

2   Press the **minus (–)** or **plus (+)** button to make the copy lighter or darker.

    The circle moves to the left or right, depending on the button you press.

3   Press **Select/Resume** to confirm your selection.

Photo Mode

Photo Mode provides optimal copying for a photograph. It enhances light and background colors. To use Photo Mode, do the following:

1   Press **Menu** until **Photo Mode (– +)** ○ appears.

2   Press the **plus (+)** button to select Photo Mode.

    The small circle to the right of the (– +) is filled in ● to indicate that Photo Mode is enabled; it is cleared ○ when Photo Mode is turned off.

3   Press **Select/Resume** to confirm your selection.

Change Default Settings

If you consistently use settings on the front panel other than the default settings, you can make those your new default settings. You can change most settings. To create new default settings:

1   Set all options the way you want them.

2   Press **Menu** until **Set Defaults** appears.

3   Press **Select/Resume** to confirm your selection.

NOTE   Current settings are indicated by a solid circle ●. Default settings have no special indicator.

Restore the Factory Default Settings

You can return all the front-panel settings to their factory default settings. To do so:

1   Press the **Menu** button until **Factory Defaults** appears.

2   Press **Select/Resume** to confirm your selection.

Copying Small Objects

With the HP PSC 500, you can have fun copying small objects.
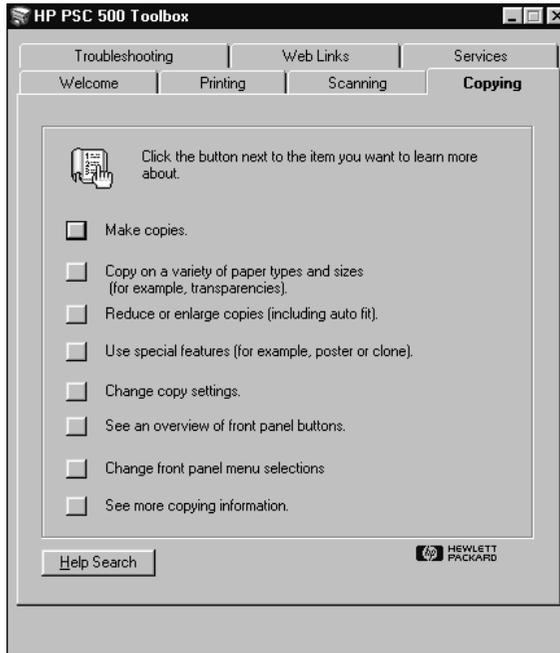
Try the following:

- Flowers
- Stuffed animals
- Small crafts
- Coins
- Jewelry
- Small tools
- Artwork

Make sure you clean any smudges or dirt on the glass after use. Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner. Refer to "Troubleshooting and Maintaining Your HP PSC 500" in the *HP PSC 500 Customer Care Guide* for more details.

TIP   *To enhance results, place soft material over your object and the entire glass before copying. The material prevents outside light from interfering with your copy.*

Copying Help

For more information about copying, see the Copying tab of the HP PSC 500 Toolbox. You can access the Toolbox by double-clicking the Toolbox icon on your Windows desktop.

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