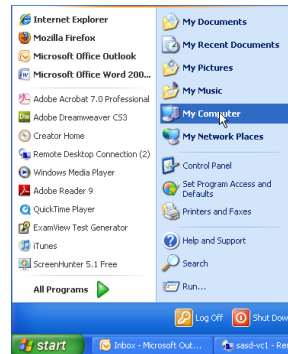




Scanning Documents

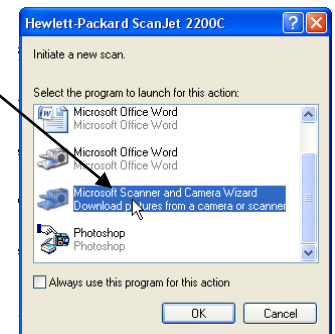
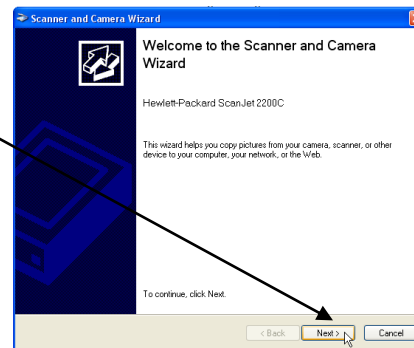
1. Start > My Computer.
2. Double click (left mouse button) on the icon in the “**Scanners and Cameras**” section of the “**My Computer**” window. The name of this item will vary depending upon the model of installed scanner. The icon should look like the image at the far right.
3. In the dialog box that appears select **Microsoft Scanner and Camera Wizard** from the drop down list and then click **OK**.



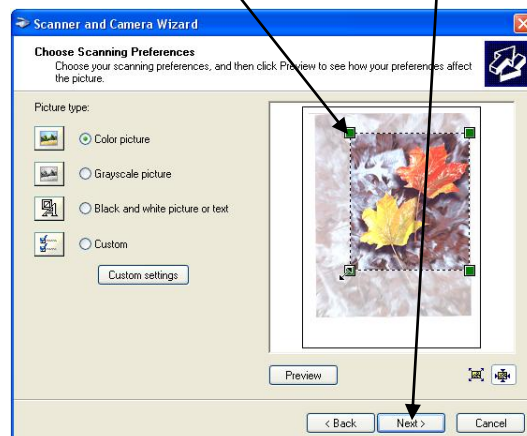
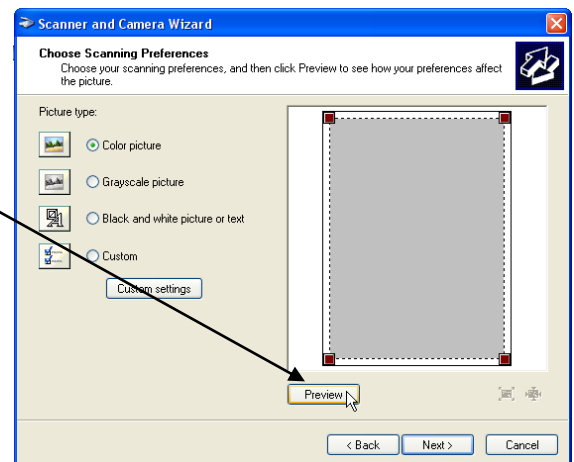
Scanners and Cameras



4. On the welcome window click **Next**.



5. Select the type of document being scanned from the list on the left side of the window. Place the document on the scanner bed and close the cover. Click **Preview**.
6. A preview of the document will appear. The selection to be saved can be adjusted by clicking on and dragging the handles at the corners of the dashed box. When the desired area is outlined by the dashed box, click **Next**.

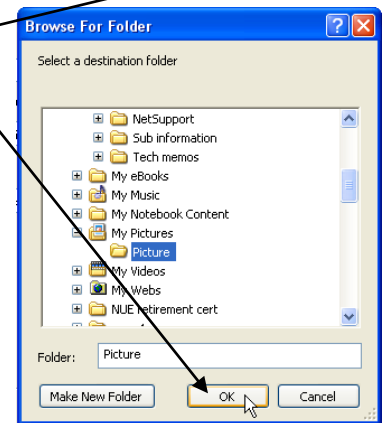
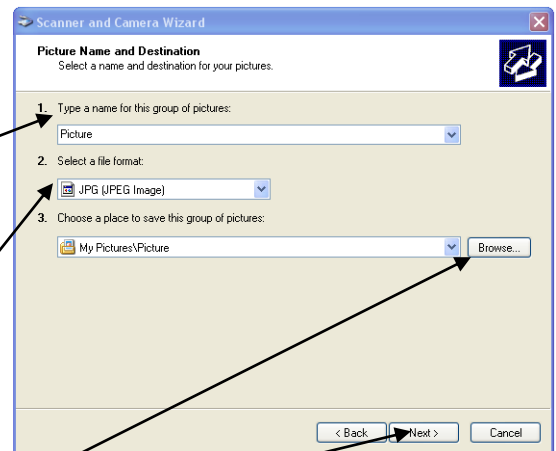




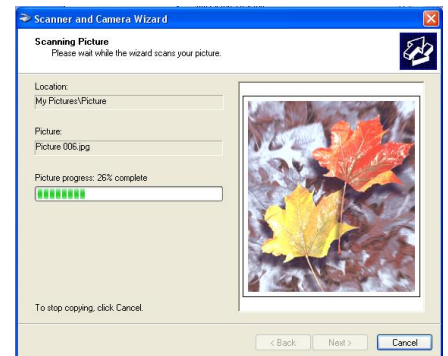
7. The default name for the image to be saved will be Picture. If you choose to use this name, subsequent images scanned during the same session will be saved as Picture001, Picture002, etc. You can type a different name into the name text box if you wish.

Select the desired file format in the "Select a file format" drop box list. **JPEG** is good choice for most images.

Click on the **Browse** button and navigate to the location where you will be saving the image. Click the **OK** button to choose the save location. The Browse window will close. Click **Next**



8. The **Scanning Picture** window will open and the image will be scanned and saved to the designated location.



9. When the image scan/save is complete, click **Back** to scan another document/image or **Next** if you do not want to scan any other documents/images. After clicking **Next**, click the **Finish** button in the new window to close the scanner application.

