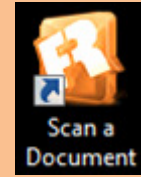


Scan a Document

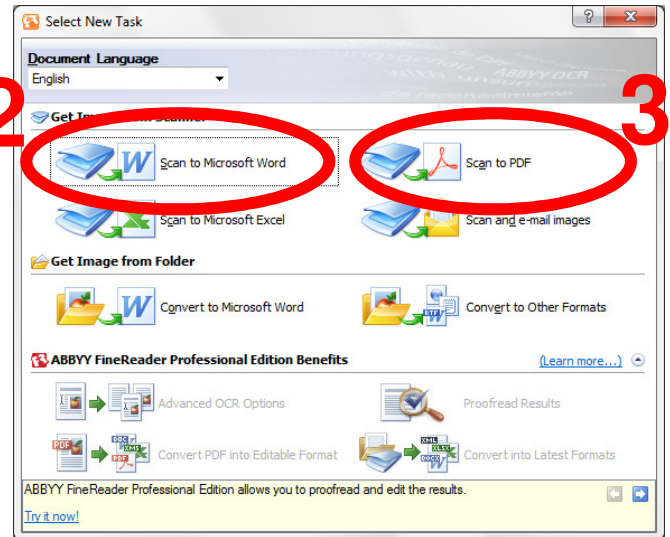
1. On the desktop, click the Scan a Document icon



1

2. If you'd like to edit your document, click Scan to Microsoft Word

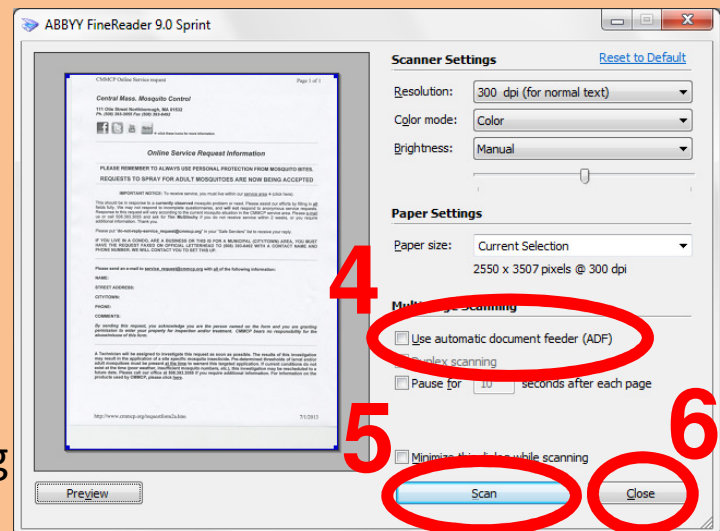
3. If you'd like to save or email your document without changes, click Scan to PDF



4. Click the Use automatic document feeder (ADF) to feed multiple pages into the scanner; uncheck it if you put your document right on the glass

5. Click Scan to begin

6. The Close button will be inactive during scanning. When the scanner stops making noise, click the Close button to finish



Scan to Microsoft Word

The image will now be converted to Word Document and launch Word

Edit the document as necessary, and save it to a flash drive, or to the computer to email it as an attachment

Scan to PDF

After clicking close, the image will be converted to a PDF and the Save As box will pop up

Name your PDF and choose where you'd like to save it