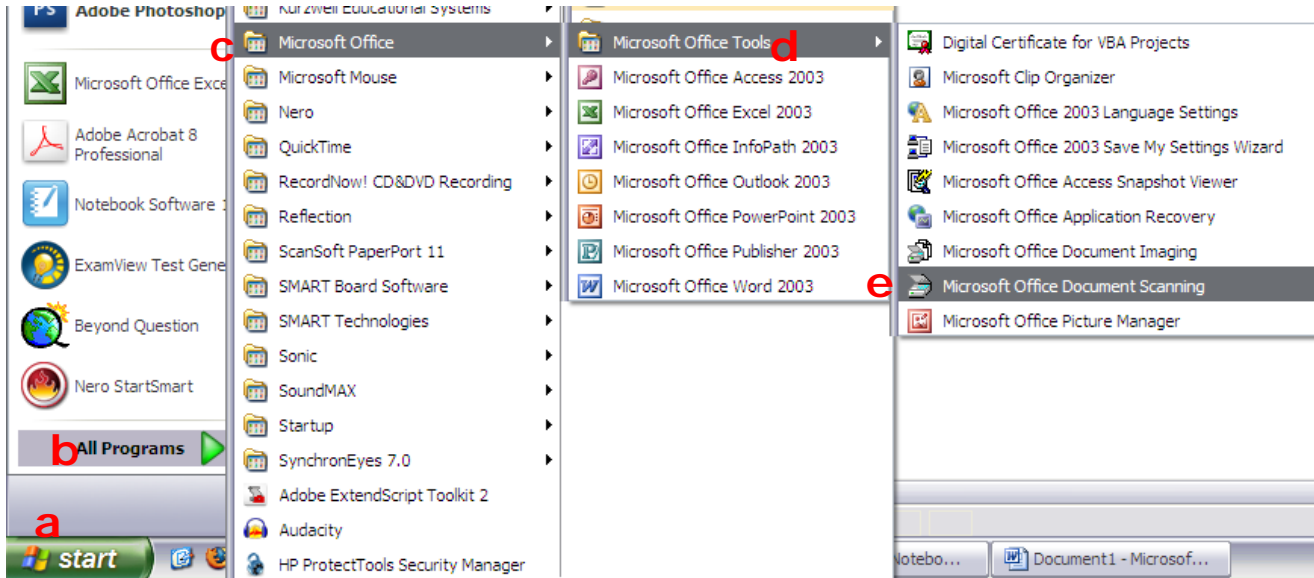
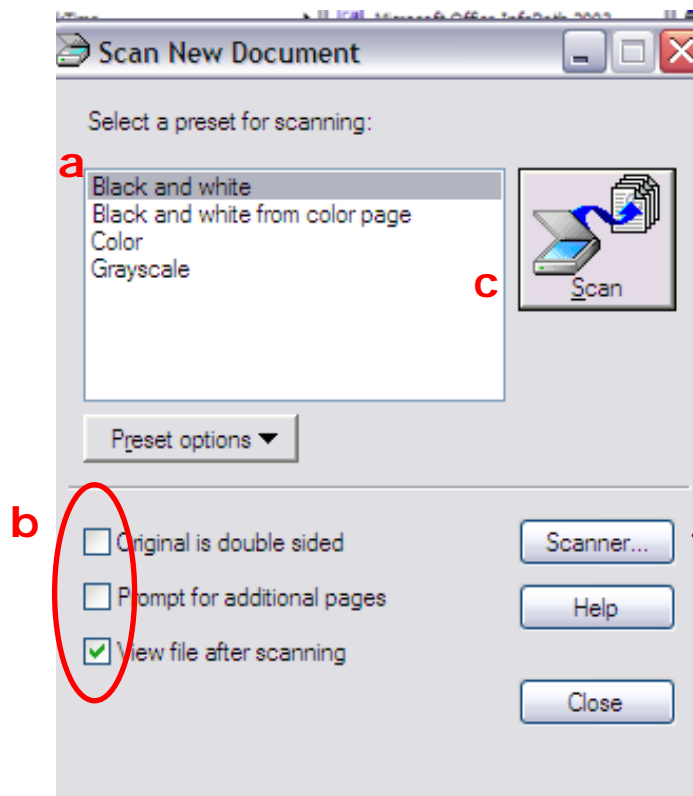


## Working with Word and your Scanner

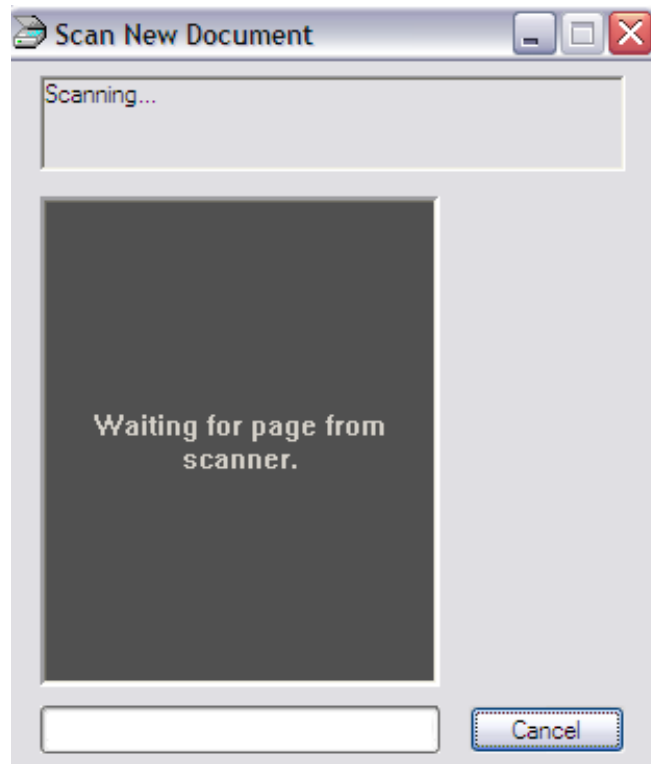
1. Go to (a) START > (b) ALL PROGRAMS > (c) MICROSOFT OFFICE > (d) MICROSOFT OFFICE TOOLS > (e) MICROSOFT OFFICE DOCUMENT SCANNING (this can be placed as shortcut on desktop if you want too)



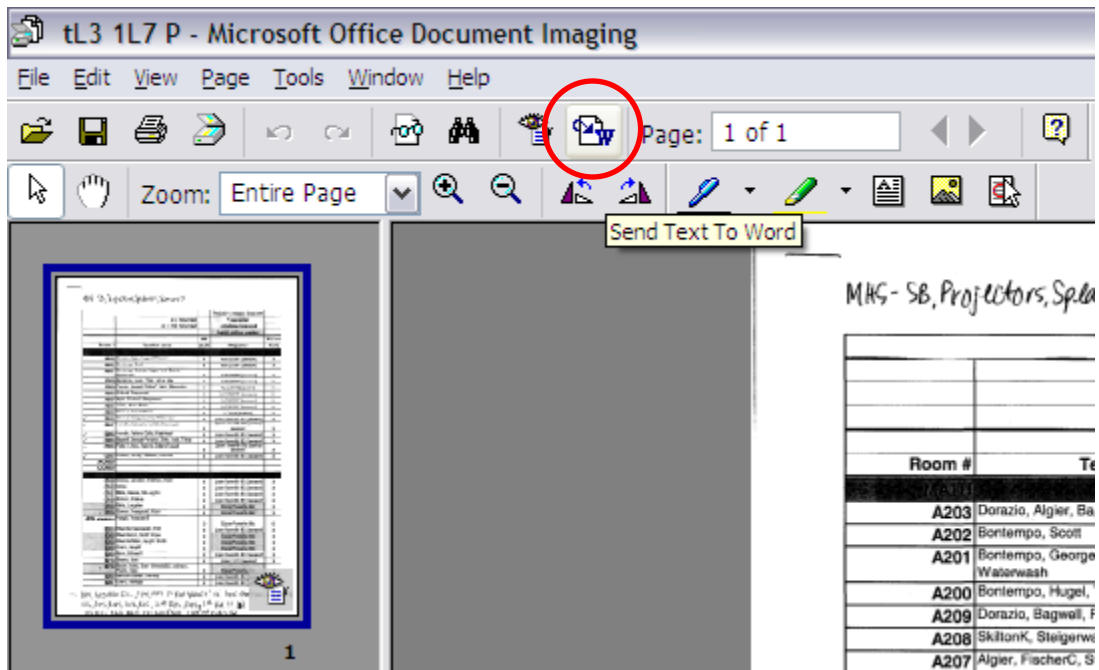
2. Choose (a) BLACK AND WHITE > (b) check any other options that may apply > (c) click SCAN button  
a. Make sure that when you click on *scanner* that the correct one is selected (i.e. – Visioneer 7400)



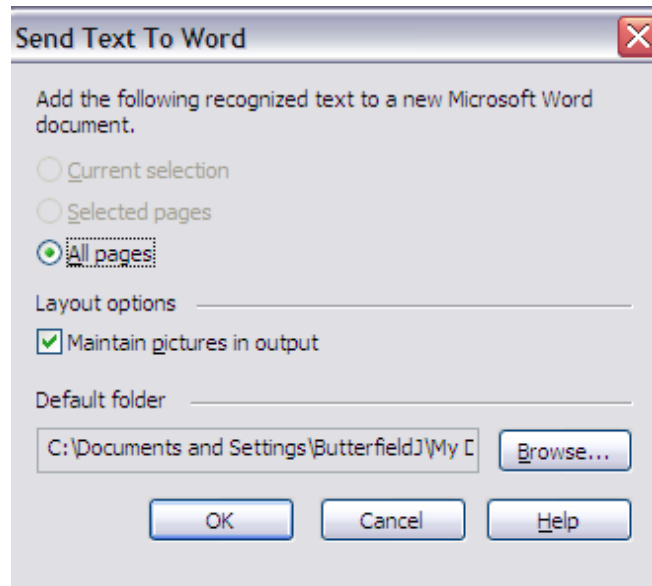
3. You should see a window similar to the one below:



4. Once the scan is complete, the document automatically opens up in the Microsoft Office Document Imaging program
  - a. You will also need to click CLOSE on the window from step 2
  - b. If you have more pages to scan, you can do that also
5. From the Microsoft Office Document Imaging program, click the SEND TEXT TO WORD button at the top of the window



- A new window opens (see below); usually keep the default settings and change where you want the file to go by clicking on BROWSE; click OK



- The document then opens in Microsoft Word for you to edit. Please note that it will not translate written type and that you will have to reformat it probably.

