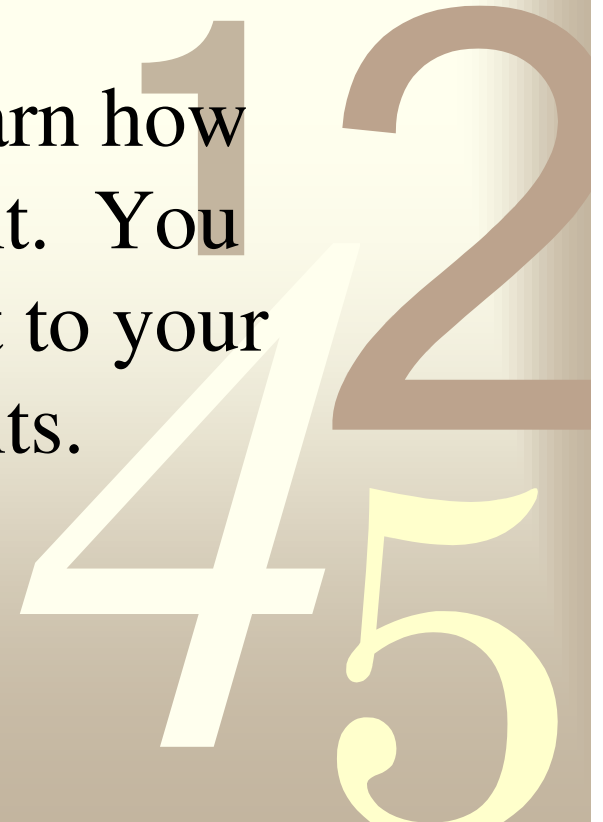


How to Scan into a Word Document

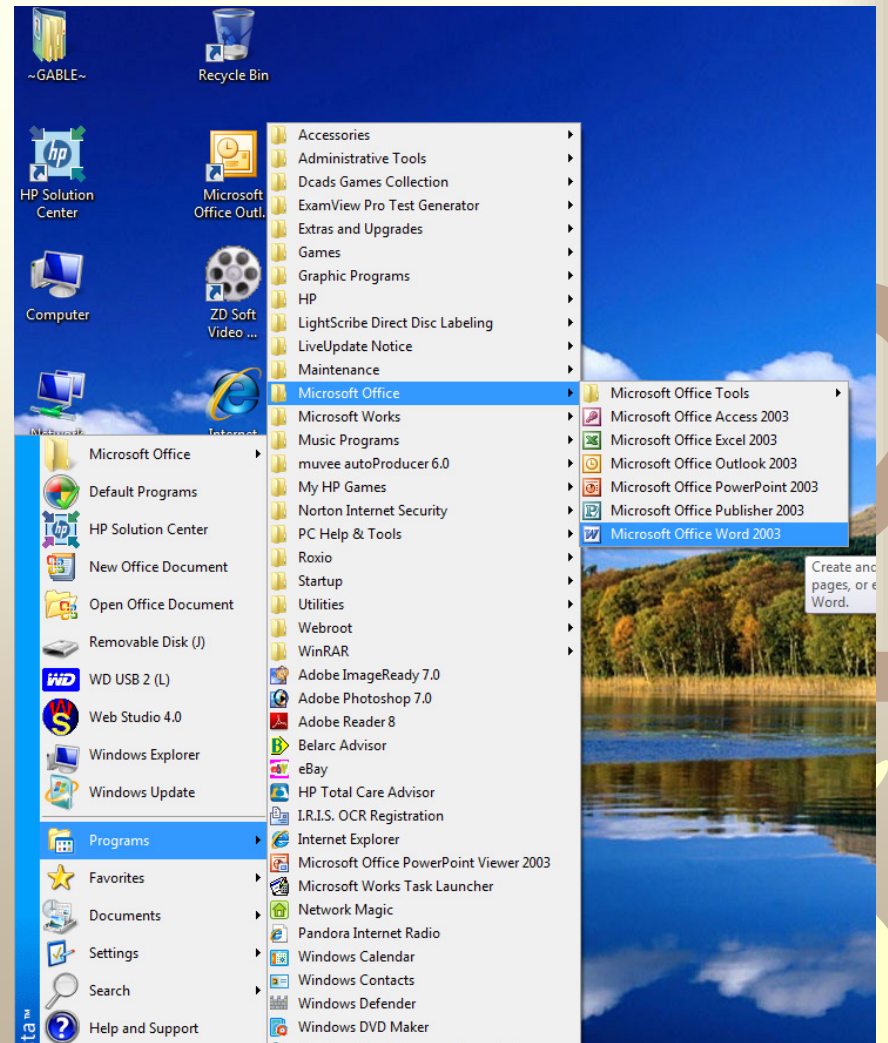
Follow the instructions to learn how to scan into a word document. You can then e-mail the document to your friends, teacher or parents.

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How to Scan into a Word Document

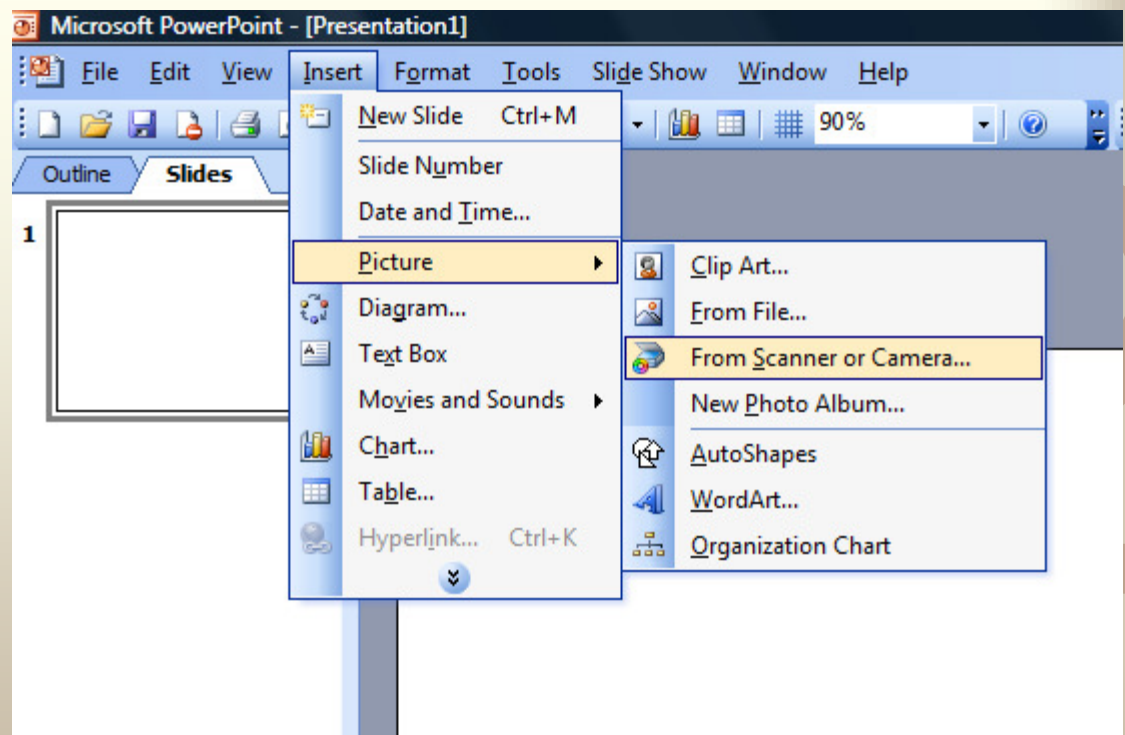
- First, place what you want to scan on the scanning bed on the top of your scanner.
- Next, open a “Microsoft Word” document.
- To do so, click the Start” icon, then choose “programs”.
- Select “Microsoft Office 2003”.
- Then choose “Microsoft Word”.



How to Scan into a Word Document

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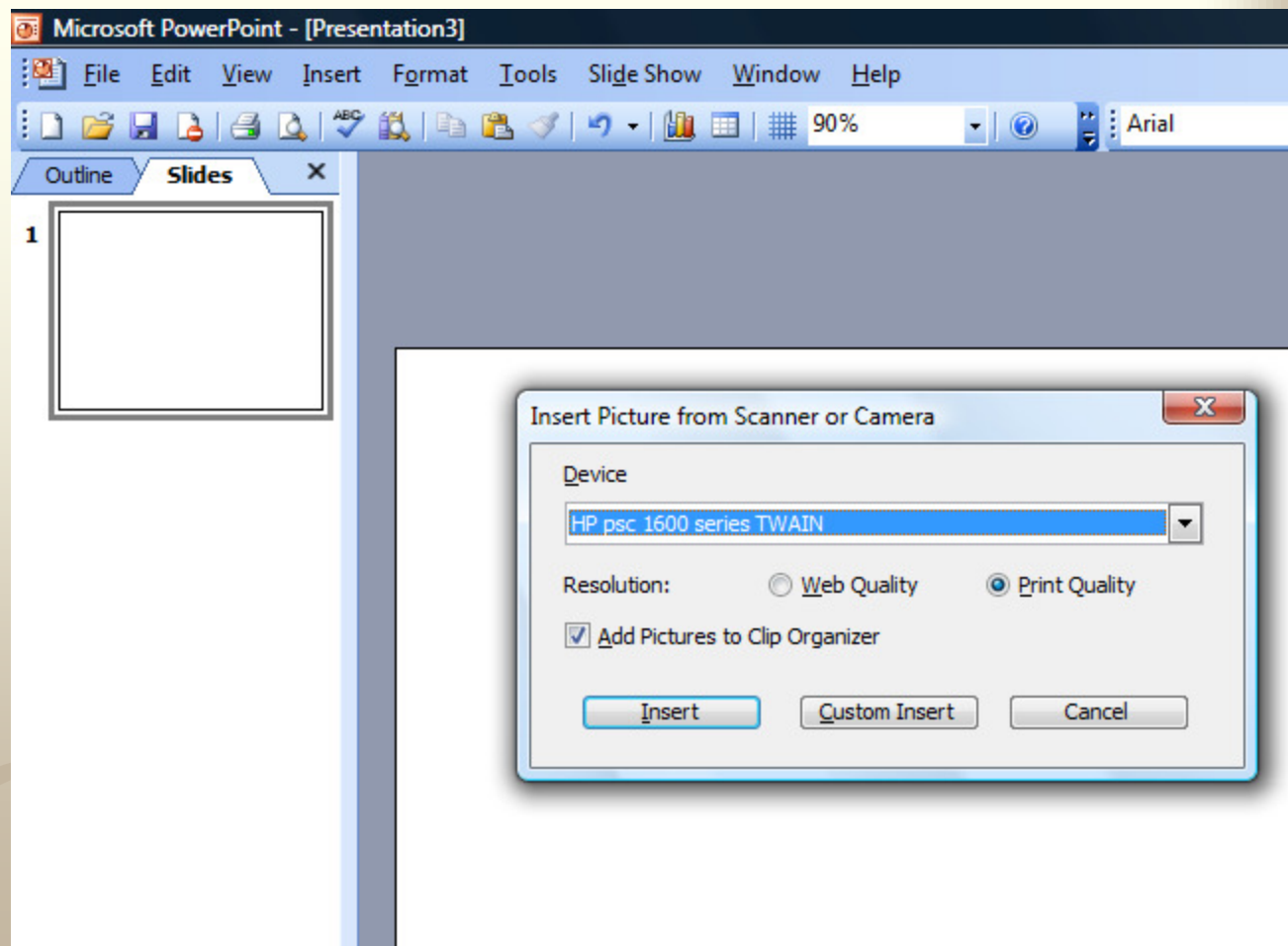
- Once you have a new document opened, Select “Insert” / “Picture” / “From Scanner or Camera” (from the Menu Bar)



How to Scan into a Word Document

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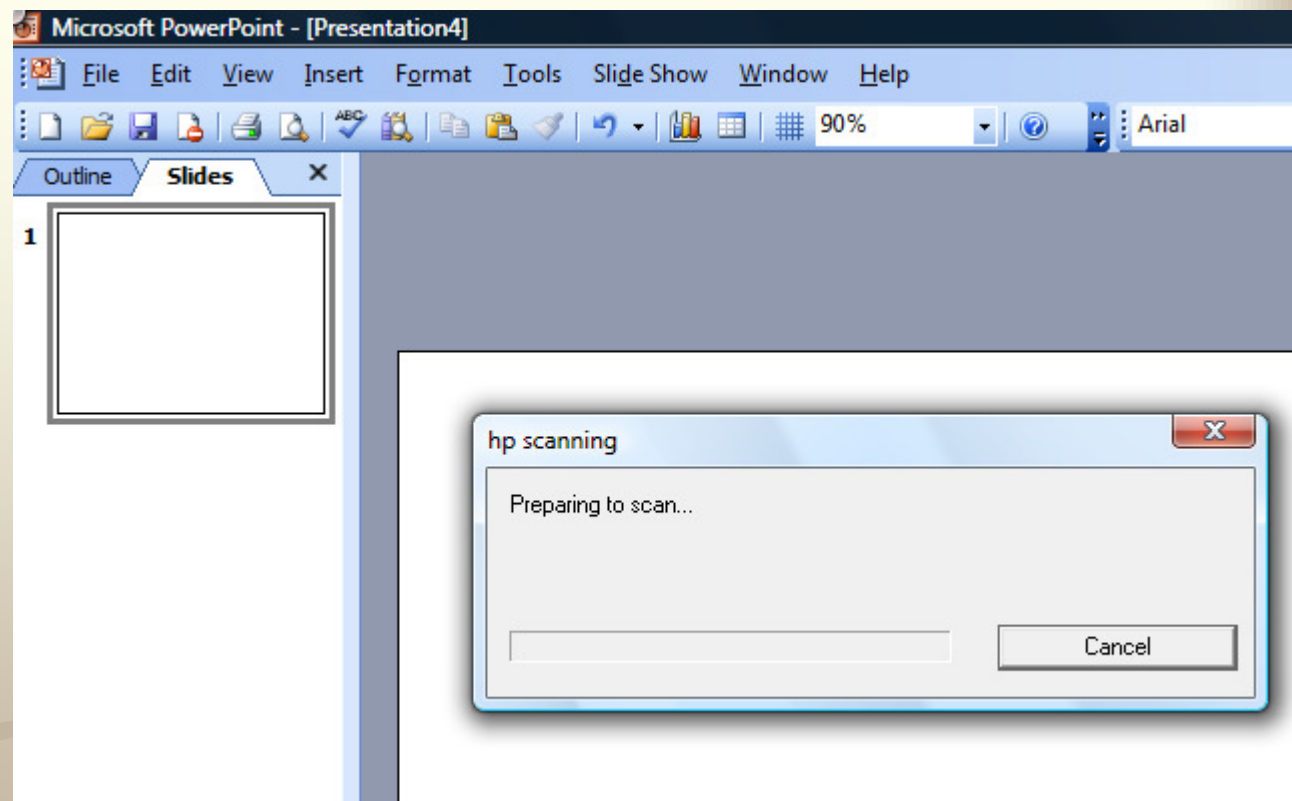
- Select the “Printer / Scanner” that you have installed.



How to Scan into a Word Document

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- Now you will receive the “Printer / Scanner” status window.



How to Scan into a Word Document

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- Once the “Printer / Scanner” window disappears your image will appear in the body of your Word document.
- From here you may save the file and use it as you please.

