How to Use a Scanner*

Would you like to transfer information from any document or image to your computer? A scanner is a device usually connected to a computer. Its main function is to scan or take a picture of the document, digitize the information and present it on the computer screen.

*Note: The instructions for this scanner are specific to a brand and may vary for other brands and products.

Steps on How to Use a Scanner

A. Switch on the Scanner

Press the power button on your scanner to turn on your scanner.

B. Place the Document on the Paper Feeder

1. Take the document or picture you want to scan and place it on the paper feeder.

Note:

- There are some scanners that have a glass bed. Lift up the top cover and place the document on the glass bed. Then, close the top cover.

- Remember to place the paper that has the information or the picture you want to scan, facing down, i.e., the blank side of the paper should be facing top.

2. Once you place the document on the paper feeder, you will notice a message on the display screen on the scanner that says Document Loaded.

C.   Scan the Document

1. Look for the "Scan" or "Start Scan" button on the scanner. **Then, press that button to start scanning your document**.

2. You will notice a message on the display screen on the scanner that says *Waiting for pc.*

D. Start the Scanning Program

1. Click Start | All Programs.

   Note: For Windows* 7 users, **click Start | Devices and Printers**.

2. Select the scanner name and scanner type. **Then select Scan**.

   Note: For Windows* 7 users, **click Start scan.**

3. A dialog box opens up asking what you would like to do.

4. Select the appropriate option from the given list.

   Note: The common option chosen is *scan a photo and save it to a file*.

5. Click Scan.

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6. Once the scanning is complete, a dialog box opens up asking if you would like to scan another page. **If you want to continue scanning another document**, **then click Yes**. **Repeat steps 1-5**.

   Note: For Windows* 7 users, click **Import**. You will notice the scanned image is automatically saved in your system's default picture library with the current date as folder name.

7. **If you do not wish to scan any more documents, click No**.

E.   Save Your Scanned Document as a File

1. After you scan your document, a Save dialog box opens up.

   Note: For Windows* 7 users, the scanned image is automatically saved in your system's default picture library with the current date as folder name.

2. **Select a location in your computer where you want to save the scanned document**.

3. **Type an appropriate file name for the scanned document**.

4. **Select an appropriate file type from the given list**.

   Note: The *.jpg file type is most commonly selected.

5. **Click Save**.

Optional: Print Preview And Print Your Scanned Document

1. **Open the scanned document to view it.**

2. **To print your scanned document, click File**. **Then, click Print**. A Print window pops up.
   Note: In some software application menus do not appear, just click on the **Print** icon.

3. **For Windows* XP users, once you click on Print, the print wizard starts. Click Next.**

   Note: For Windows* 7 users, all print settings appear in the pop-up window.

4. **Click the arrow on the Printer box to select the printer you want to use**.

   Note: For Windows* 7 users click **Next.**

   Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

5. **Select the layout of your document or image from the options available**.

   Note: For Windows XP users, on the right pane of the wizard window, you will see the print preview of the document or image you want to print.

6. **To select more than one copy you want to print, click the up arrow in the Number of times to use each picture list,**

   Note: For Windows* 7 users click **Next.**

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

7. **Click Finish, or click Print**.