
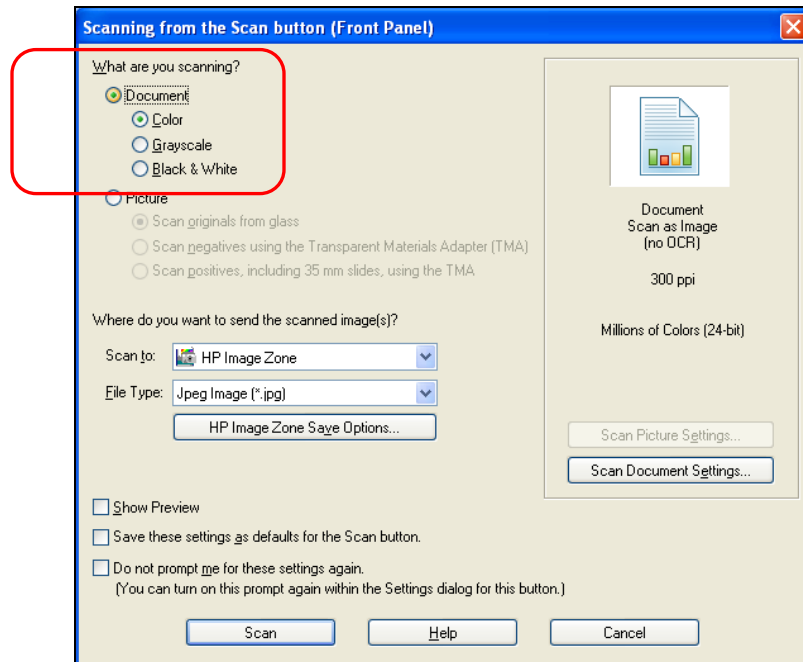


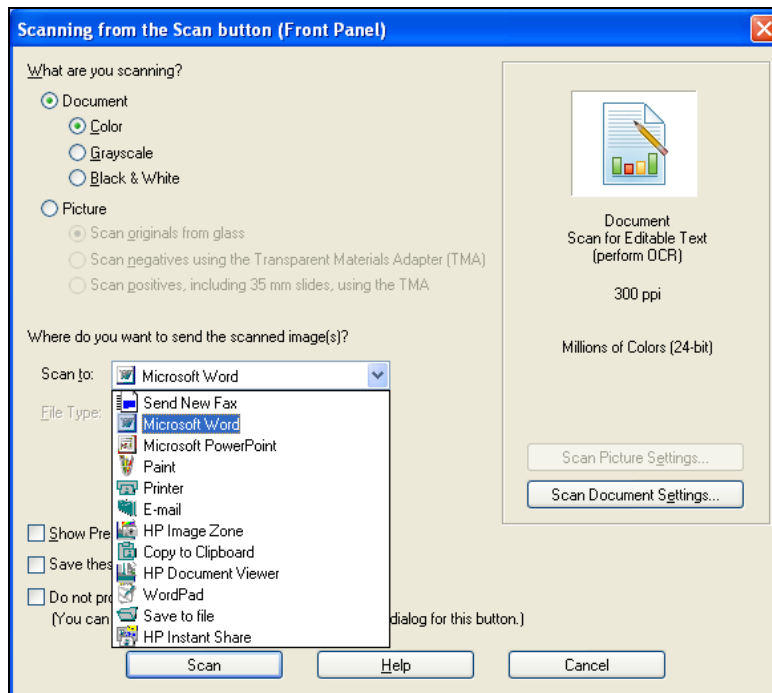
How to Scan a Document to a Word Processor

You can use the Naperville Public Library scanners to scan an original to a Word Processor, such as Microsoft Word. You can scan items directly into Microsoft PowerPoint as well.

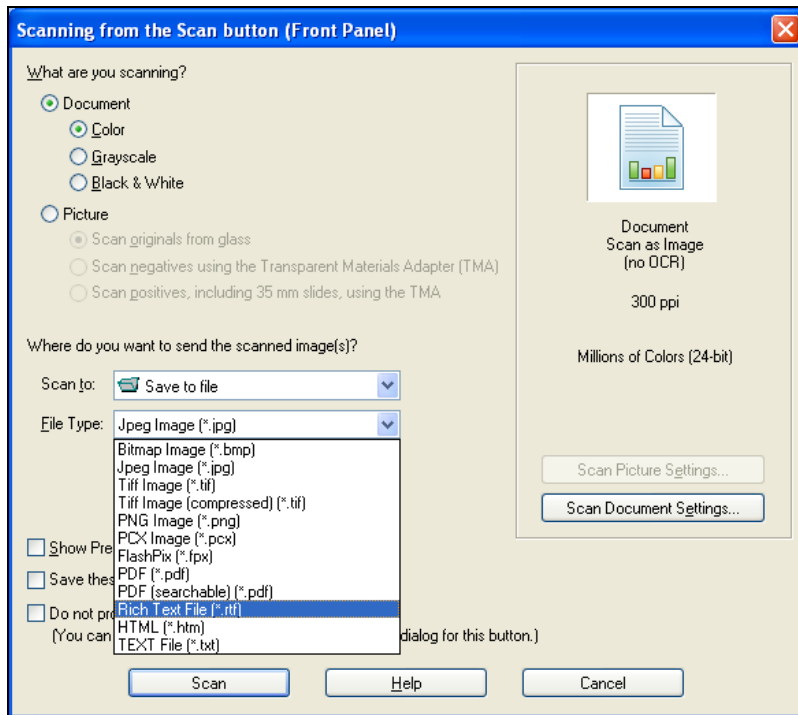
1. Place document to be scanned in the upper right corner, face down, on the scanner glass.
2. Click the document scan button  on top of the scanner.
3. The HP scan dialog box will appear (shown below).
4. Select **Document** and appropriate option under it for Color/Grayscale/Black & White:



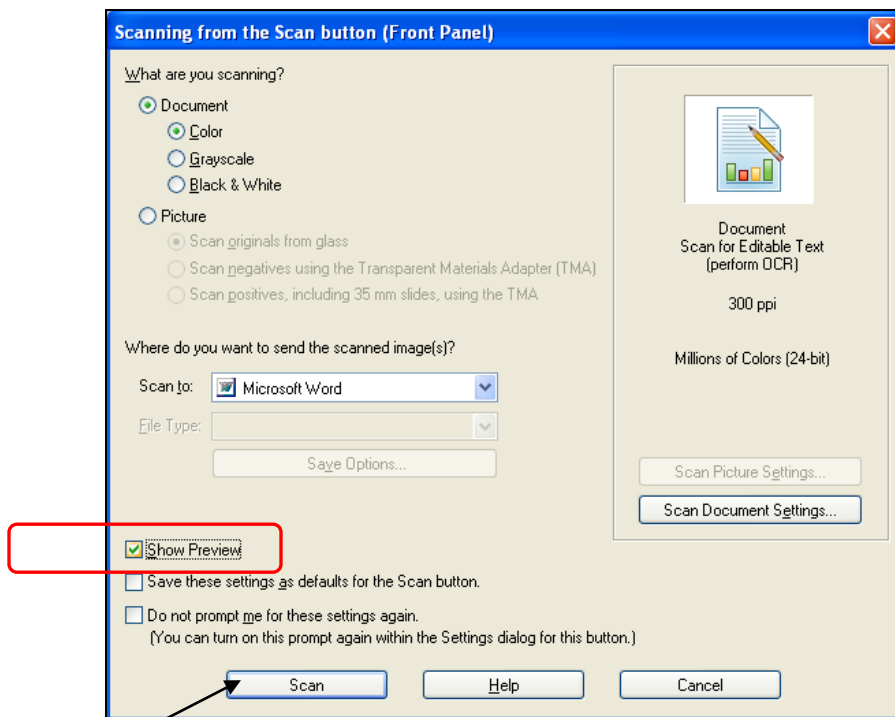
5. Under **Scan to**, click on the drop down arrow and select 'Microsoft Word':



6. If an alternative word processor is to be used, files can be saved in RTF (Rich Text File) format.
 - a. Choose 'Save to file' under **Scan to** in step 5 above.
 - b. Under **File type**, click on the drop down arrow and choose 'Rich Text File (*.rtf)'

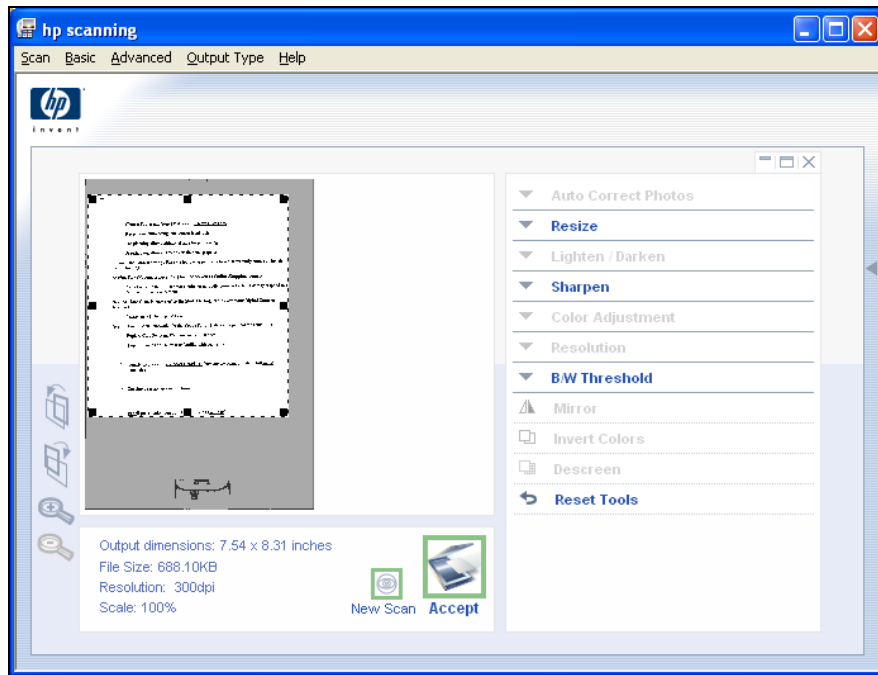


7. Check **Show Preview** button in the dialog box:

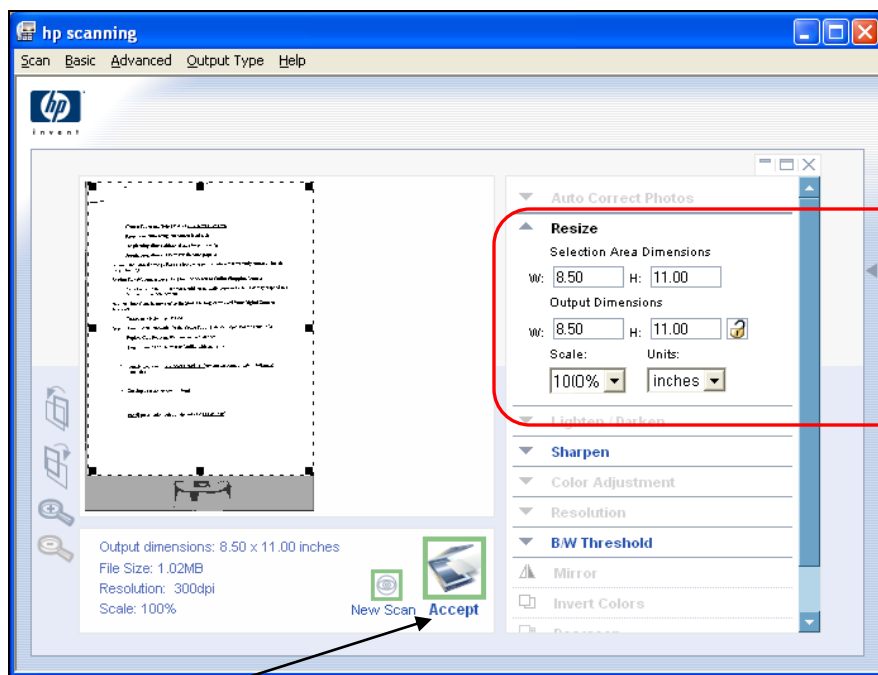


8. Click **Scan** to start the scanning process. Click **OK** on the next screen that appears.

9. A preview of your scanned document will be displayed. Adjust the size of the scan-box (dotted rectangle with dark black squares on corners and edges) on the image – only the portion selected will be scanned.

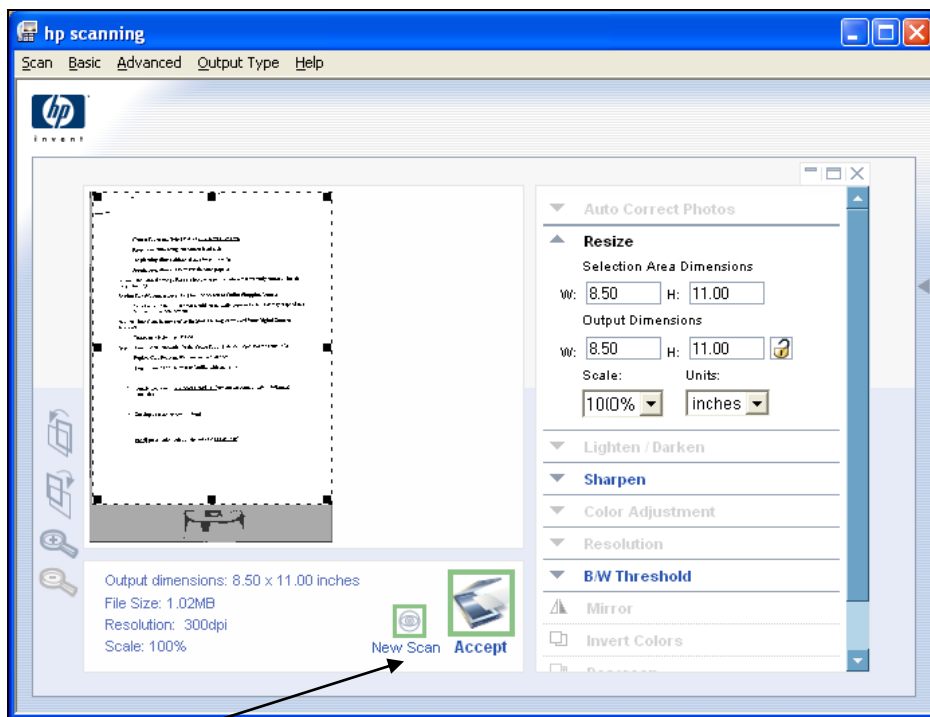
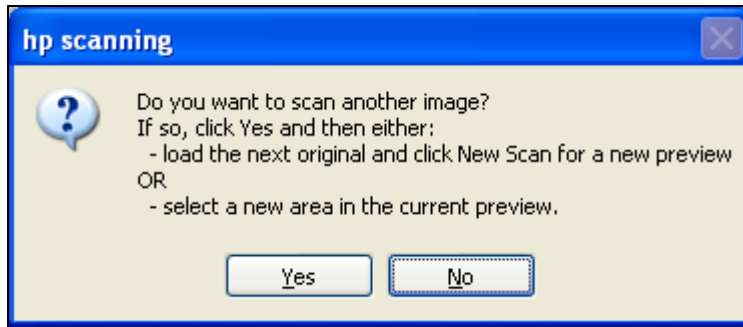


10. If you prefer, you can click on the **Resize** function to set the selection area dimensions more precisely and to make sure the margins are set correctly. A standard sheet of letter-size paper is 8.5 by 11 inches. Press the tab key on the keyboard after entering the selection area dimensions, and the output dimensions on the preview will be changed to match.



11. Click on the **Accept** button to scan the selected area.

12. If document has additional pages click **Yes**:



13. Click the **New Scan** button after placing the next page face down on the scanner glass.

14. Select the area to be scanned and click on Accept, as show in steps 9 – 11 above.

15. After last page, click **No** and a Word document or RTF file will be opened in a temporary work area. Use 'File/Save As' to save the document to the desired folder or storage device.

Note: Always check for accuracy of conversion by comparing the original document with the saved file.

