

Scanning Text

1. Launch Microsoft Office Document Scanning
Start > Programs > Microsoft Office Tools > Microsoft Office Document Scanning
2. Put your text into the scanner, aligning it with the indicators.
3. If you have multiple pages to scan, click the "Prompt for Additional Pages" box
4. Click **Scan**
5. When the dialog box appears with your text, choose **File > Send text to Word**

While it cannot read all text perfectly, it's a lot faster than retyping.

Scanning a Photograph

1. Launch Microsoft PhotoEditor.
Start > Programs > Microsoft Office Tools > Microsoft PhotoEditor
2. Put your photograph into the scanner, aligning it with the indicators.
3. Click **File > Scan Image**
4. Use the Manual Scanning settings to Preview
5. Select the part of the preview you wish to keep.
6. Click **Scan**