

SCAN AND SAVE TEXT DOCUMENTS USING HP PRECISION SCAN:

1. Click START...PROGRAMS...HP PRECISION...HP PRECISION SCAN.
2. When the scanner program comes up, first scroll in the box and select IMAGE FILE.
3. Click SCAN.
4. When the preview comes up, click accept.
5. When the box comes up and asks where you want to save it, select whatever folder you want to put it in, under the MY DOCUMENT folder.
6. Give it a name that will mean something to you so you can find it again.
7. Click the little down arrow in the FILE TYPE box and select BITMAP (.bmp).
8. Click SAVE.

TO VIEW THE SCANNED FILE YOU'VE SAVED:

View using your word processor example MsWorks

1. Click START...PROGRAMS...MSWORKS...WORKS TOOLS....WORD PROCESSOR.
2. Now you've opened MSWORKS word processor and should see a clean document on your screen in front of you. First you want to make the margins as large as possible, so click FILE and PAGE SETUP. Change the 4 margins to 0.5. This is the maximum for MSWORKS. Click OK.
3. Now you're ready to view. Click INSERT...OBJECT...and select BITMAP IMAGE.
4. Click CREATE FROM FILE.
5. Click BROWSE...and locate the file you wish to open.
6. Doubleclick the file. It should have the extension .bmp.
7. It will open onto the Works document sheet. It may be too big for the page, not to worry. You see the little black squares at each corner and in the center of each side of the picture document, if the page is too large to view all of it on the screen, just click the little square at one of the corners and drag it towards the middle. This will make the picture document smaller or the size that you wish to view it.

You don't need to save it again. It's already saved in the folder when you scanned it. You just need to use your word processor to view it whenever you want to see it or should you wish to print it.

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