

## How to Scan using the Windows XP Scanner Wizard

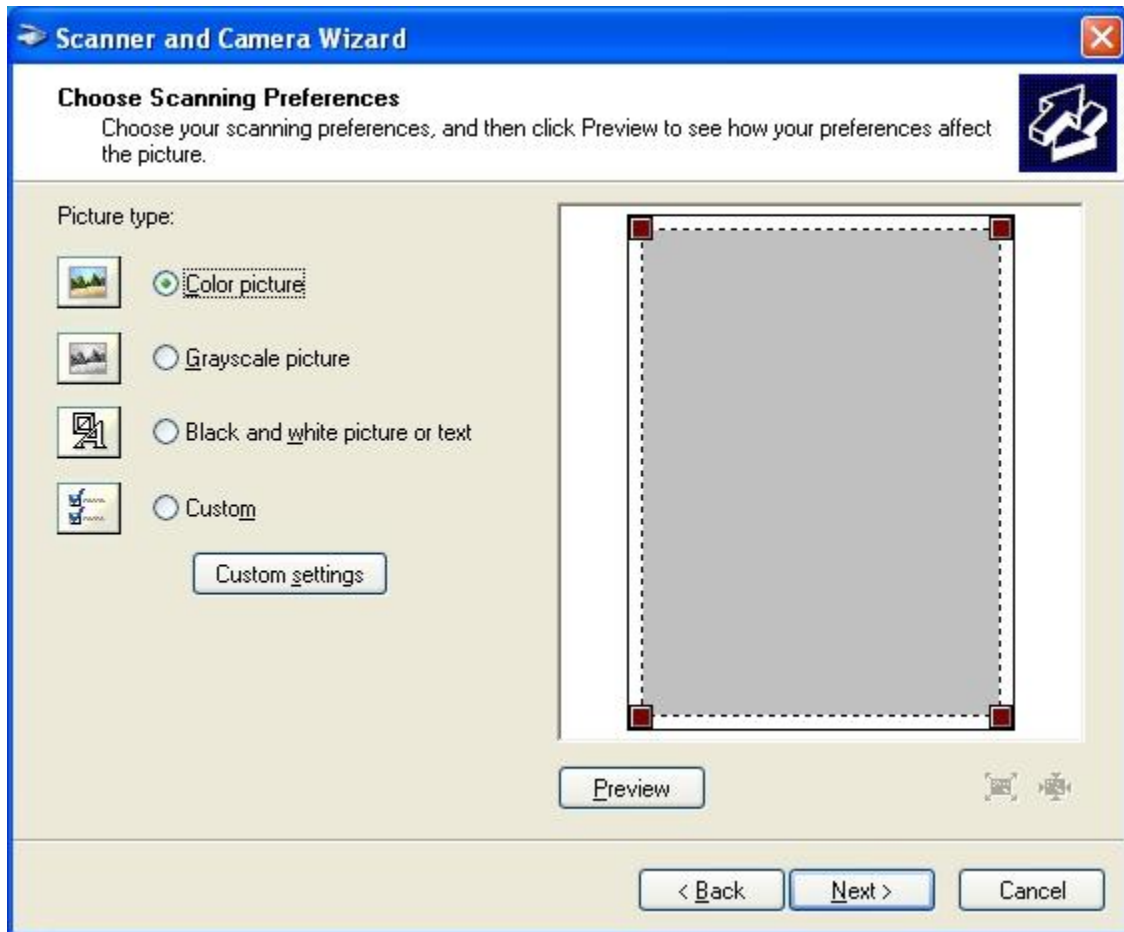
1. Open the scanner and place the original document on the glass in the upper-right-hand corner.
2. Close the scanner lid.
3. Press the first button on the front of the scanner.



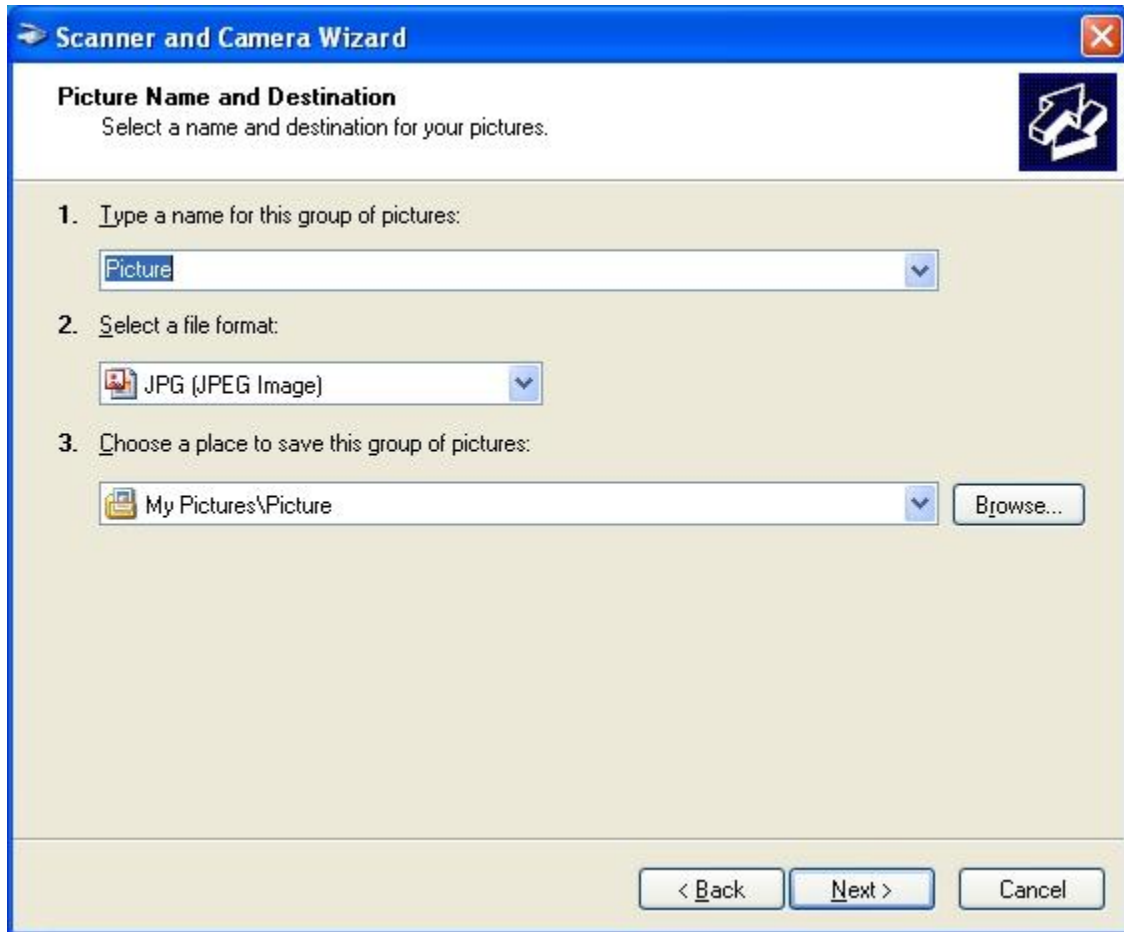
4. You will see the Scanner Wizard appear on the computer.



5. Select the type of document that you are scanning. Use the “preview” button to see how your document will look. You can try different options to get the best result. You can also adjust the borders by dragging the red boxes in the preview window. When you are satisfied you’re your preview, click next.



6. Enter a name for your file in field 1. Select a file format in field 2. JPG is usually the best choice. Choose a place to save your file in field 3. The easiest place to save a file is to the desktop. When you are ready, click next.



7. The scanner will now take a moment to scan your document. When the scan is complete you will see the final window. Click next to exit the wizard. If you need to scan more documents, repeat these steps from the beginning. Your file will be saved to the location you selected in step 5.

