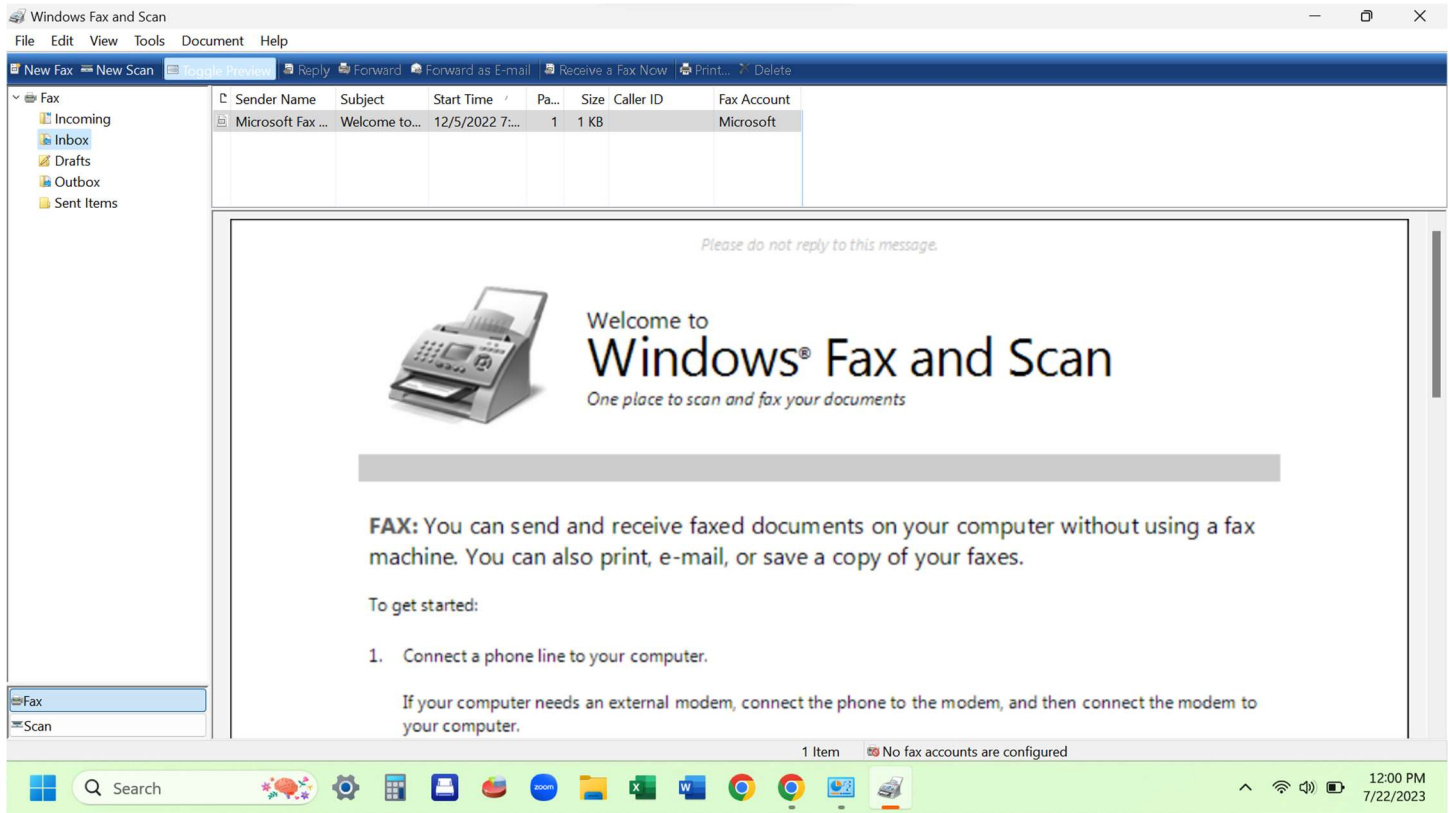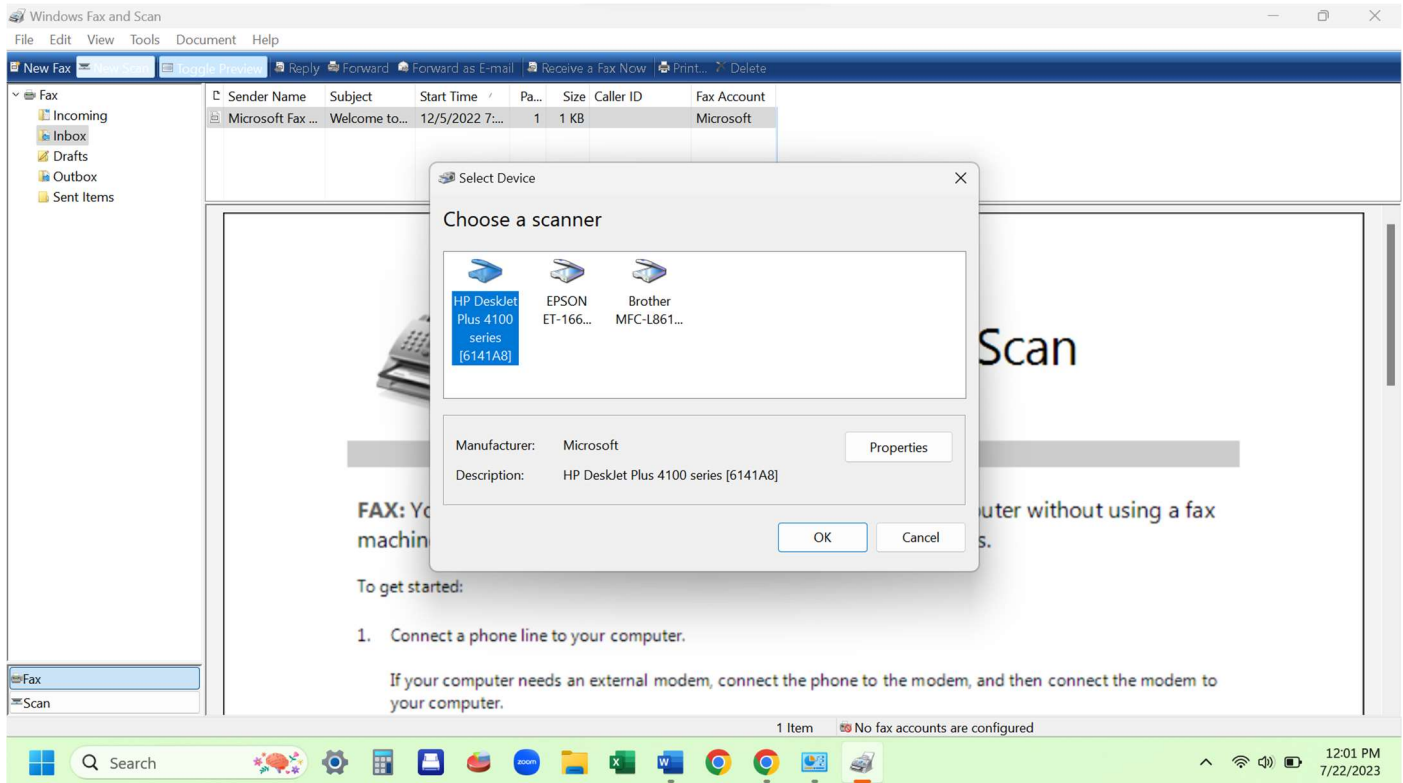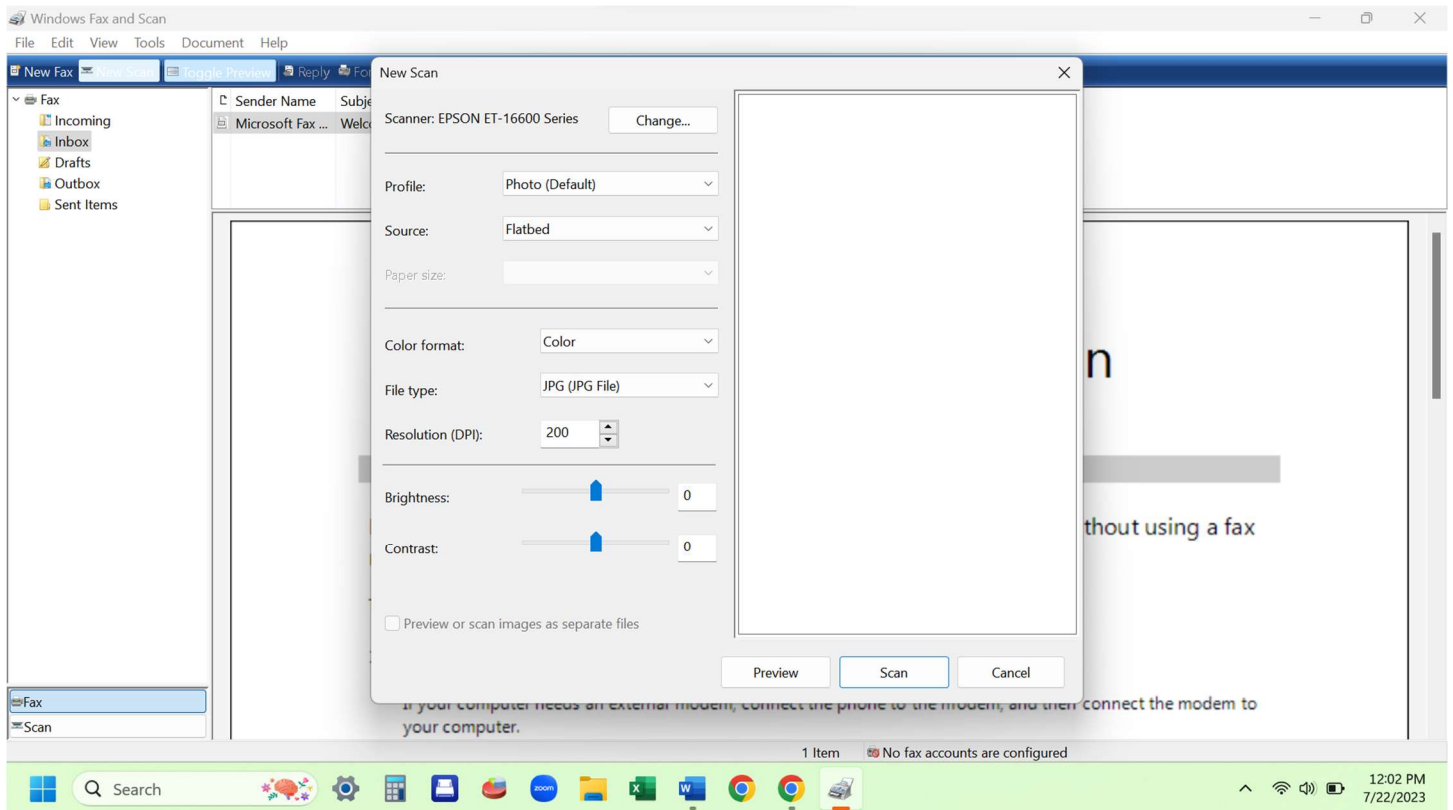# Using Windows Fax and Scan program

You will find the icon on the bar at bottom of your screen. It looks like a miniature of the scanner below
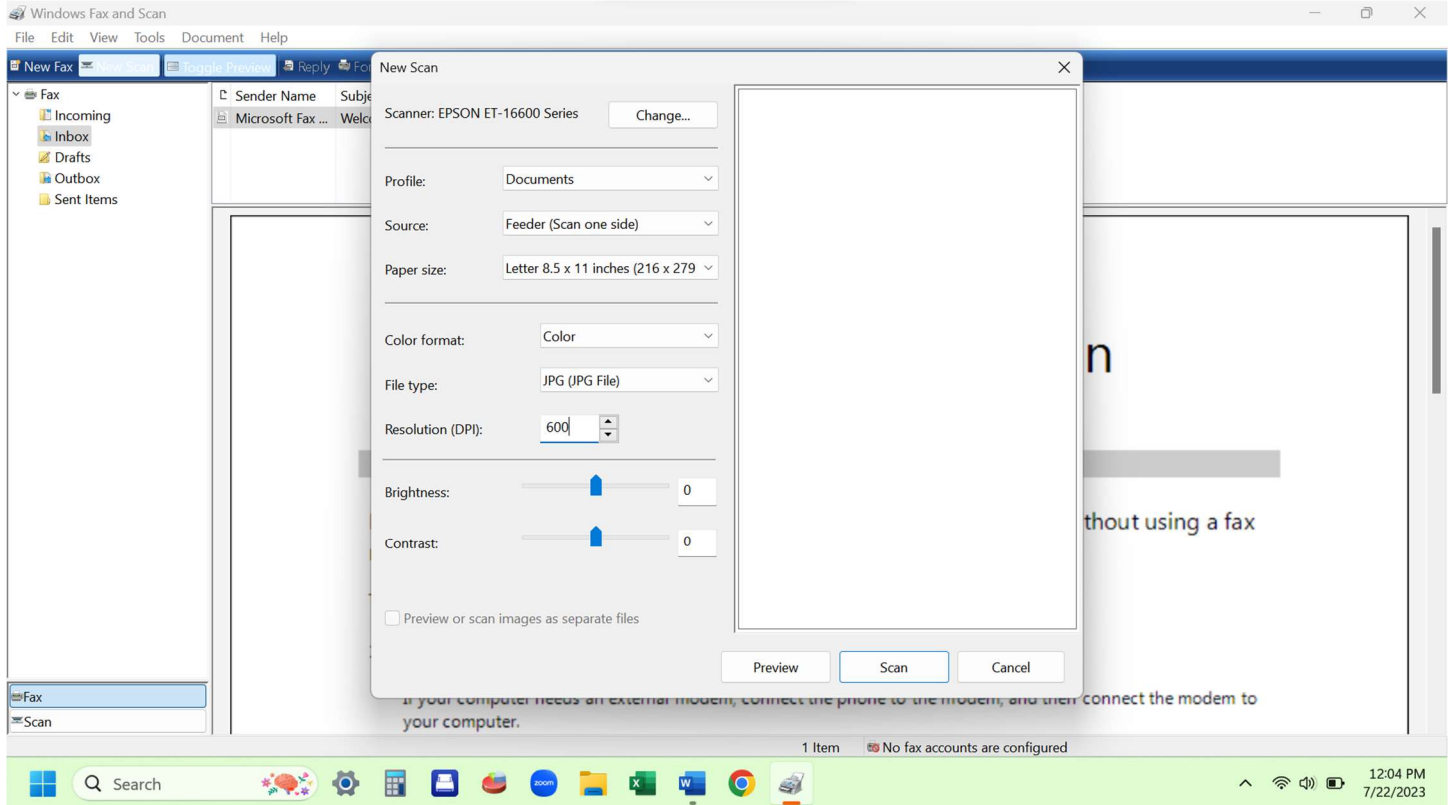


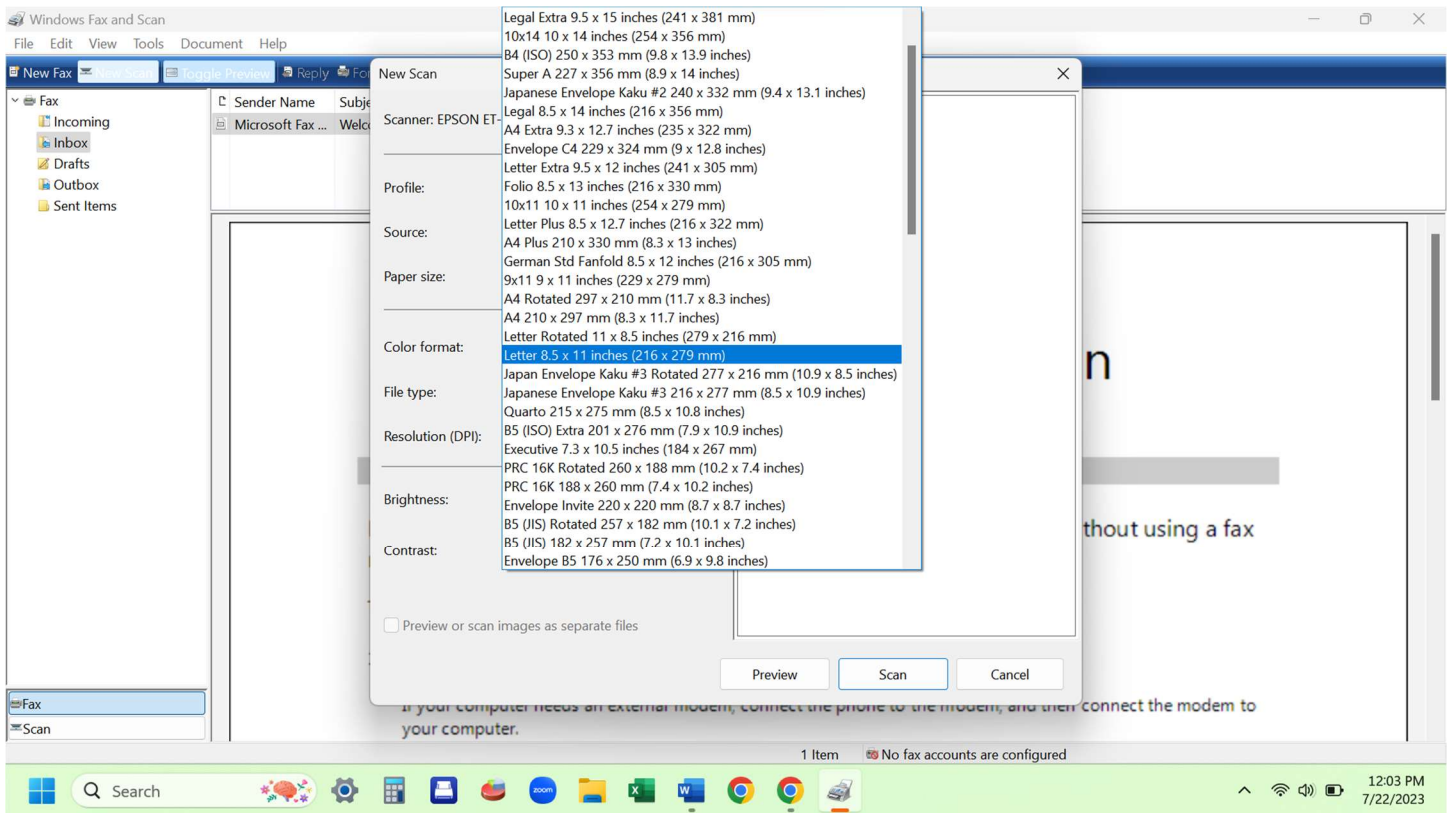At the top of program screen click on NEW SCAN

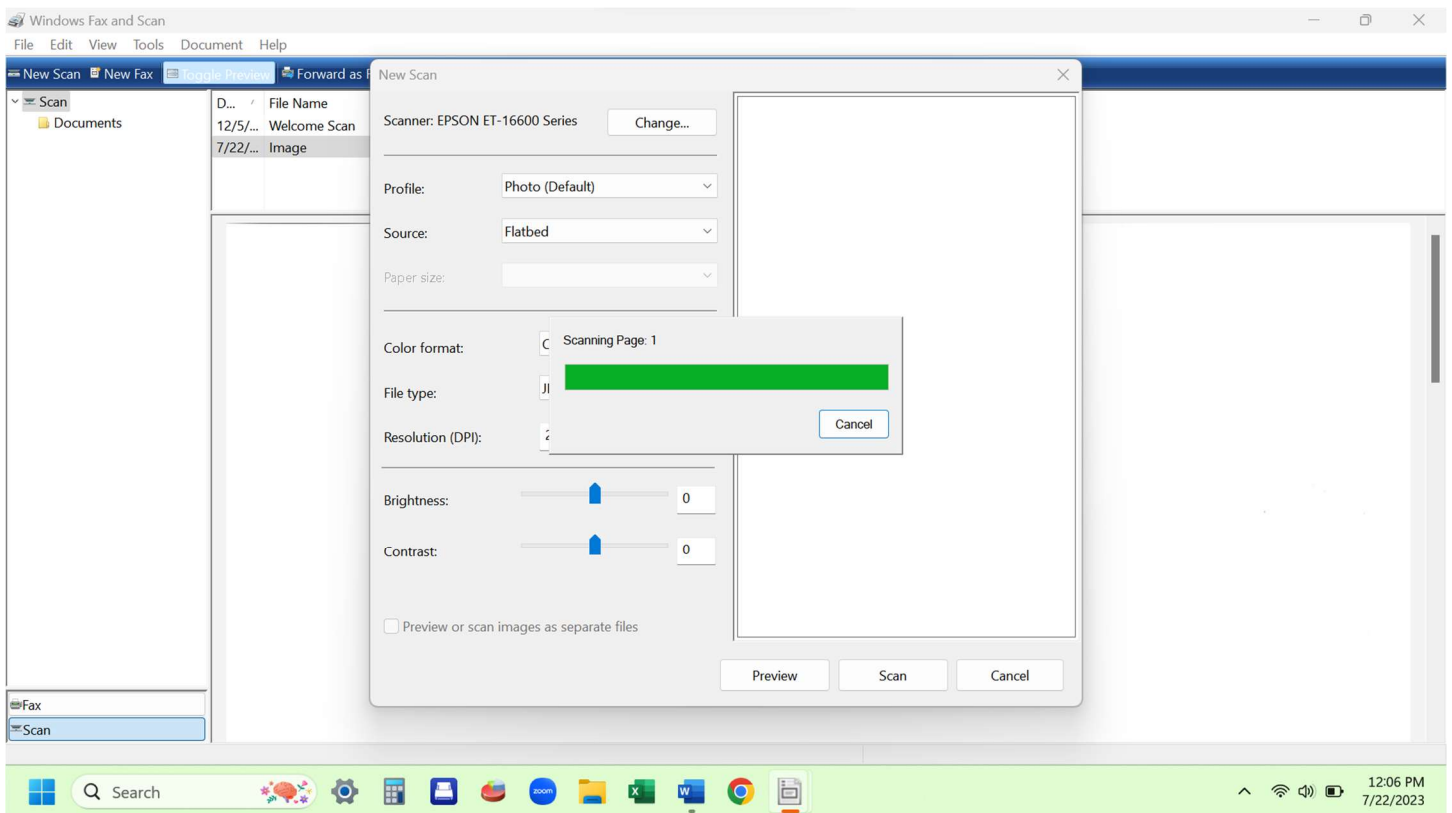On the New Scan window change the setting on the left side



Settings: Profile Documents; Source Feeder one sided; Paper Size Letter 8 ½ x 11 Color format Color; FileType JPG; Resolution 600
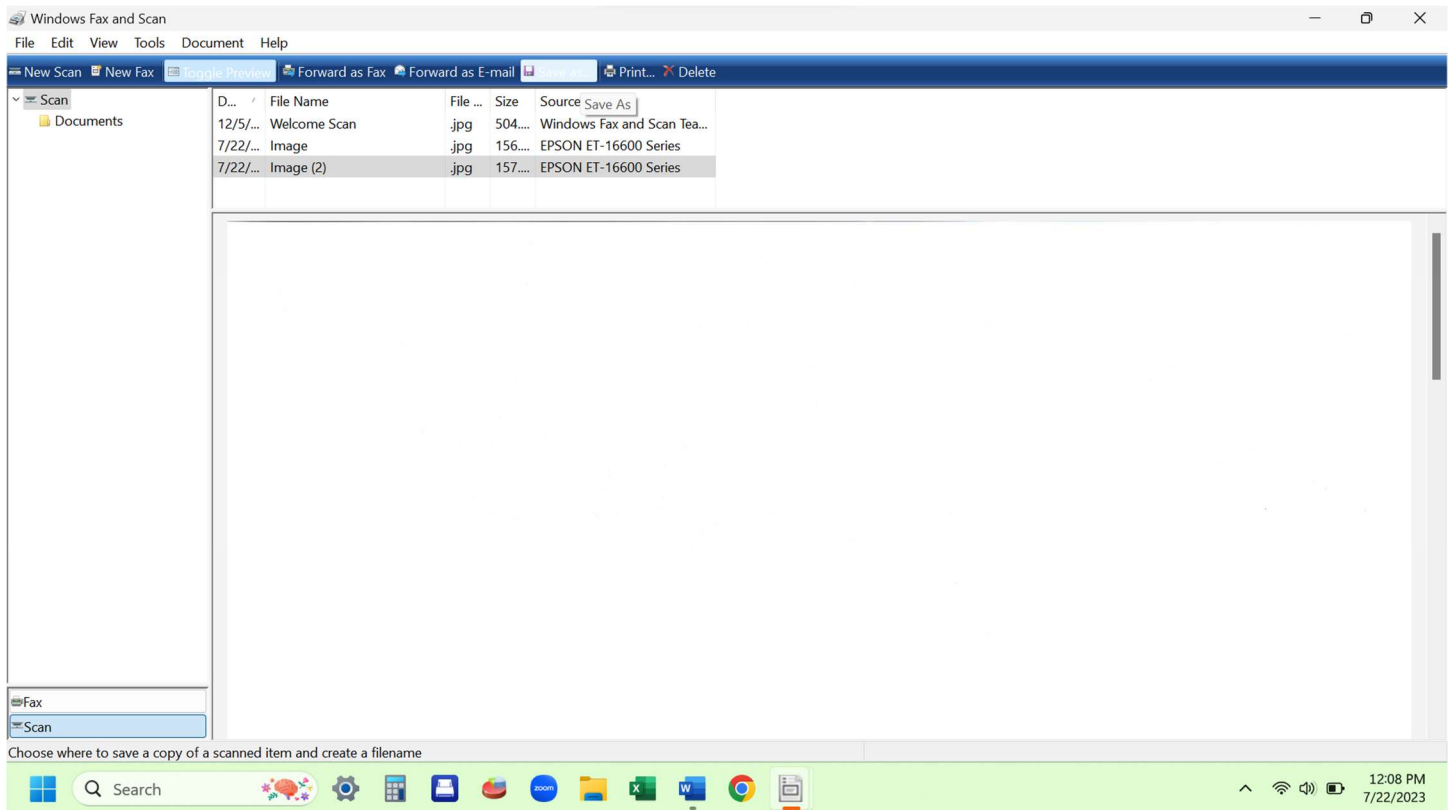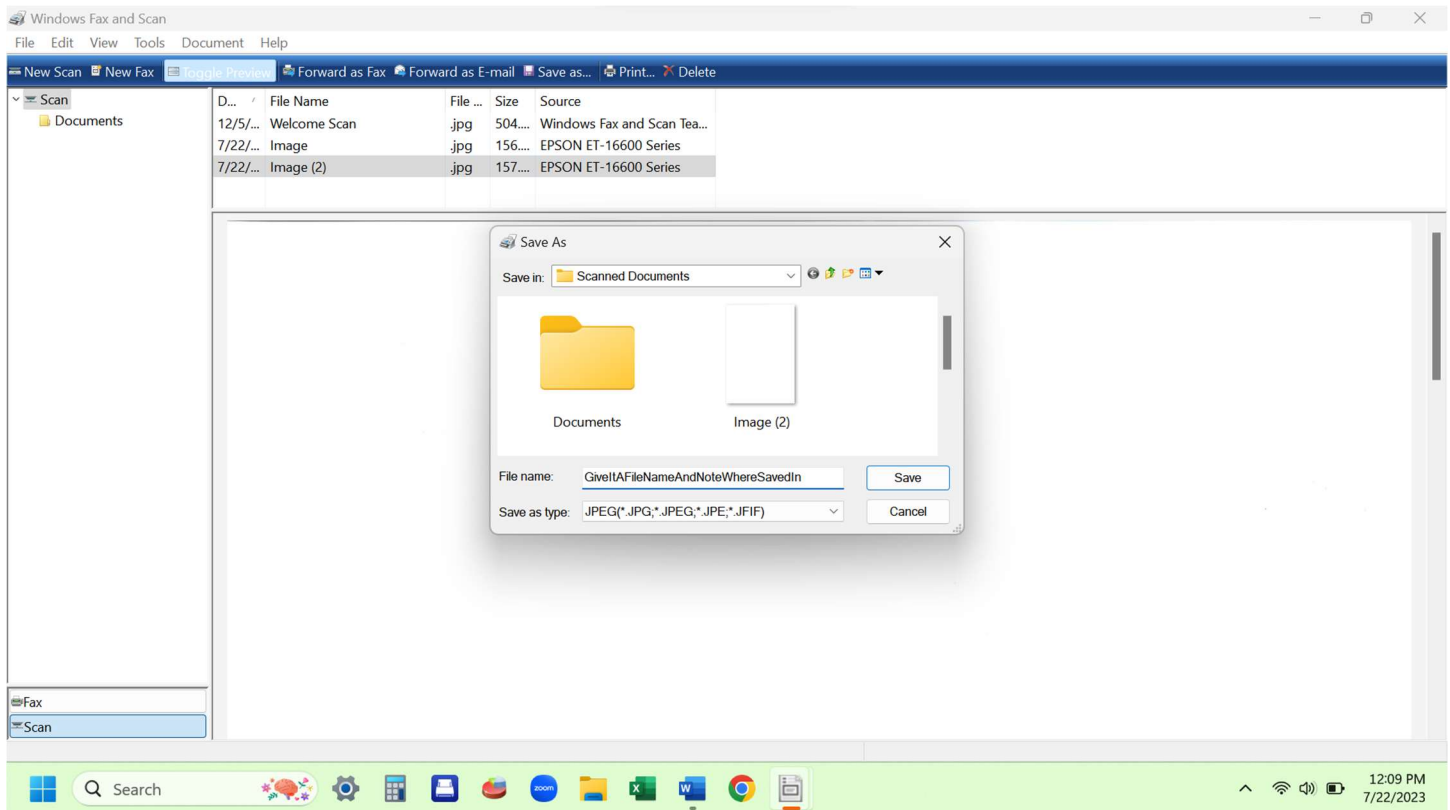
Click Scan button on bottom right

Screen then changes back to the original Windows Fax and Scan screen. Look for the file name at center top



Click once of the file name to highlight and click SaveAs on the menu of words above. Name your file and notice the location it will saved. In this case Save In: is Scanned Documents in the Documents folder.
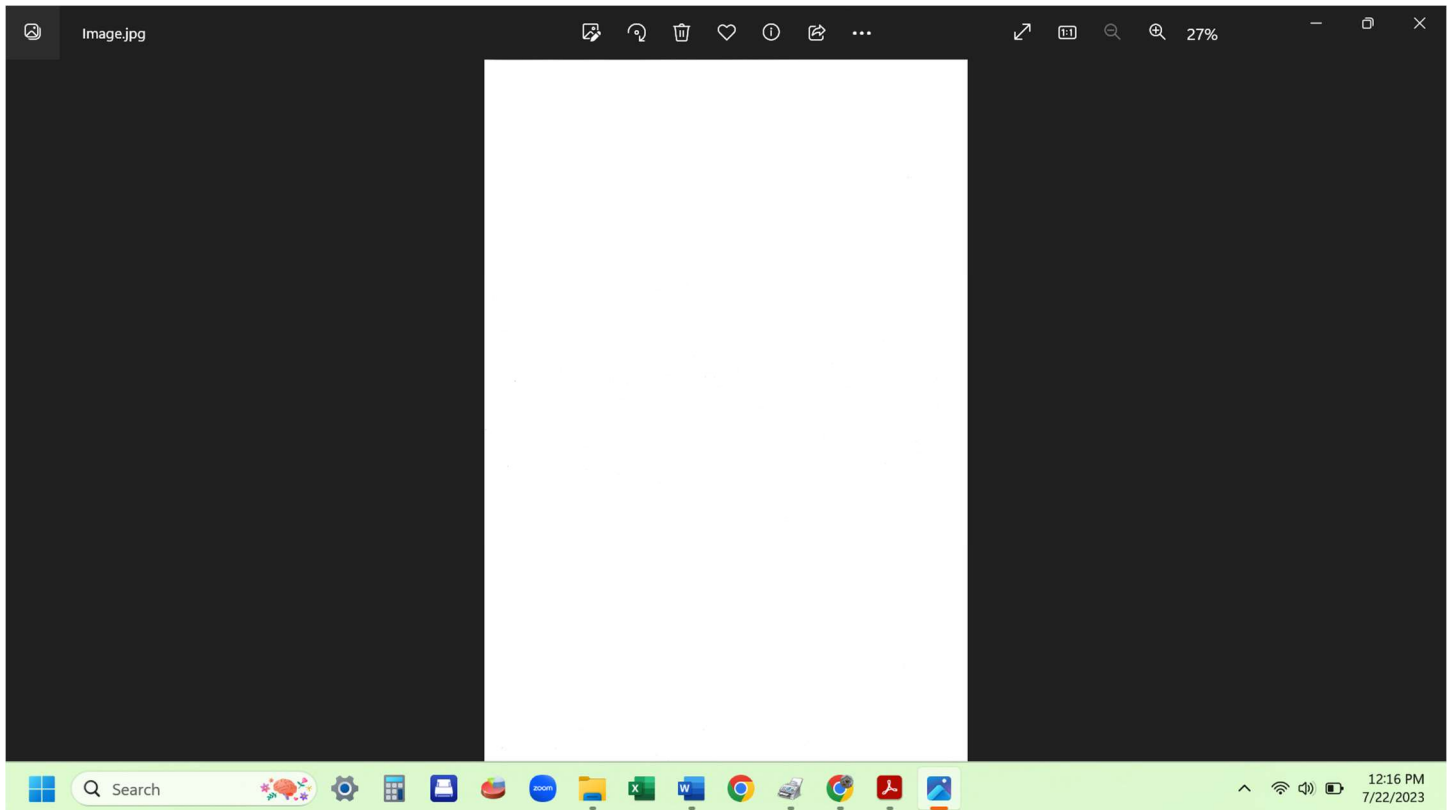
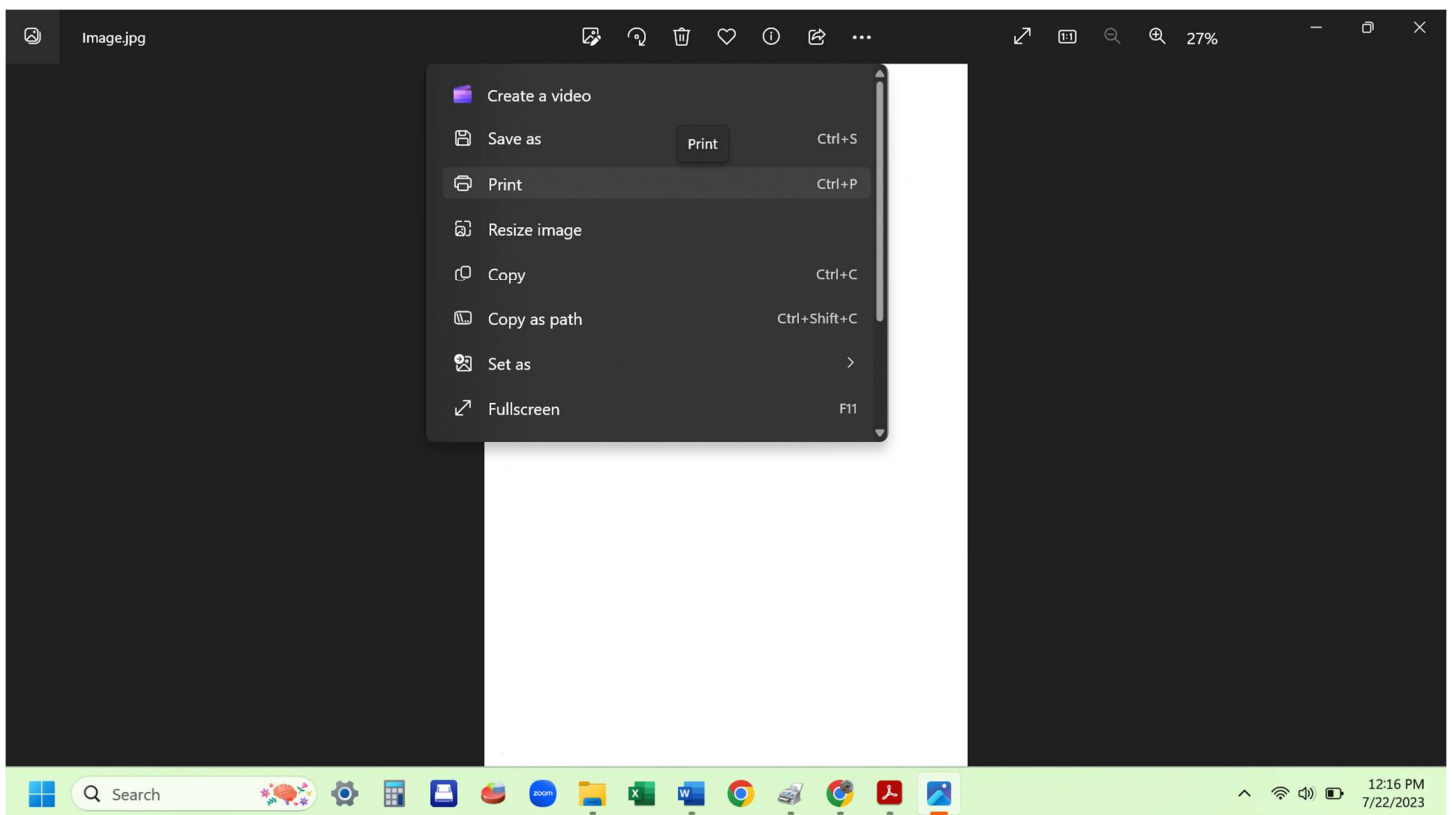Click on the File Library folder on the task bar to go to the newly name file.
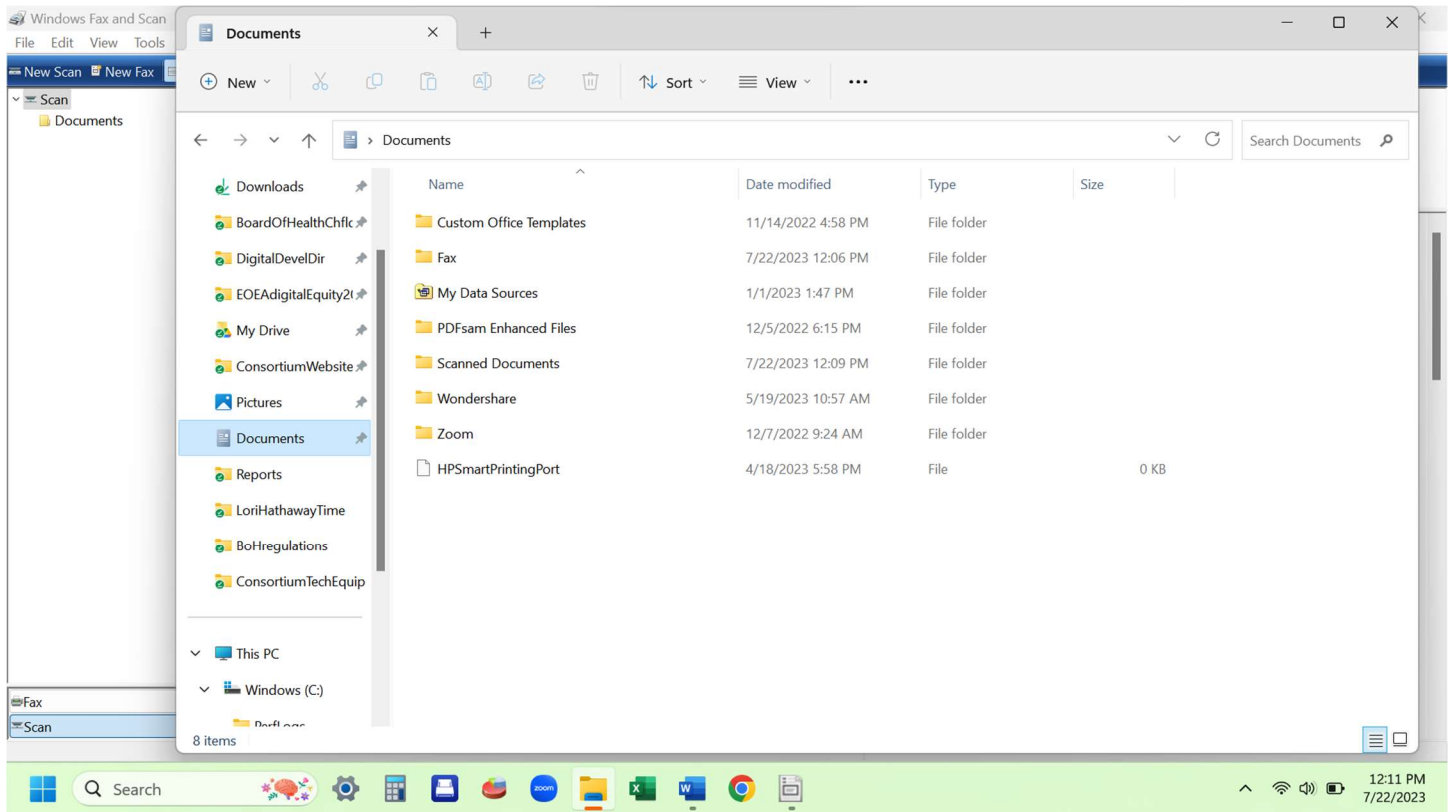


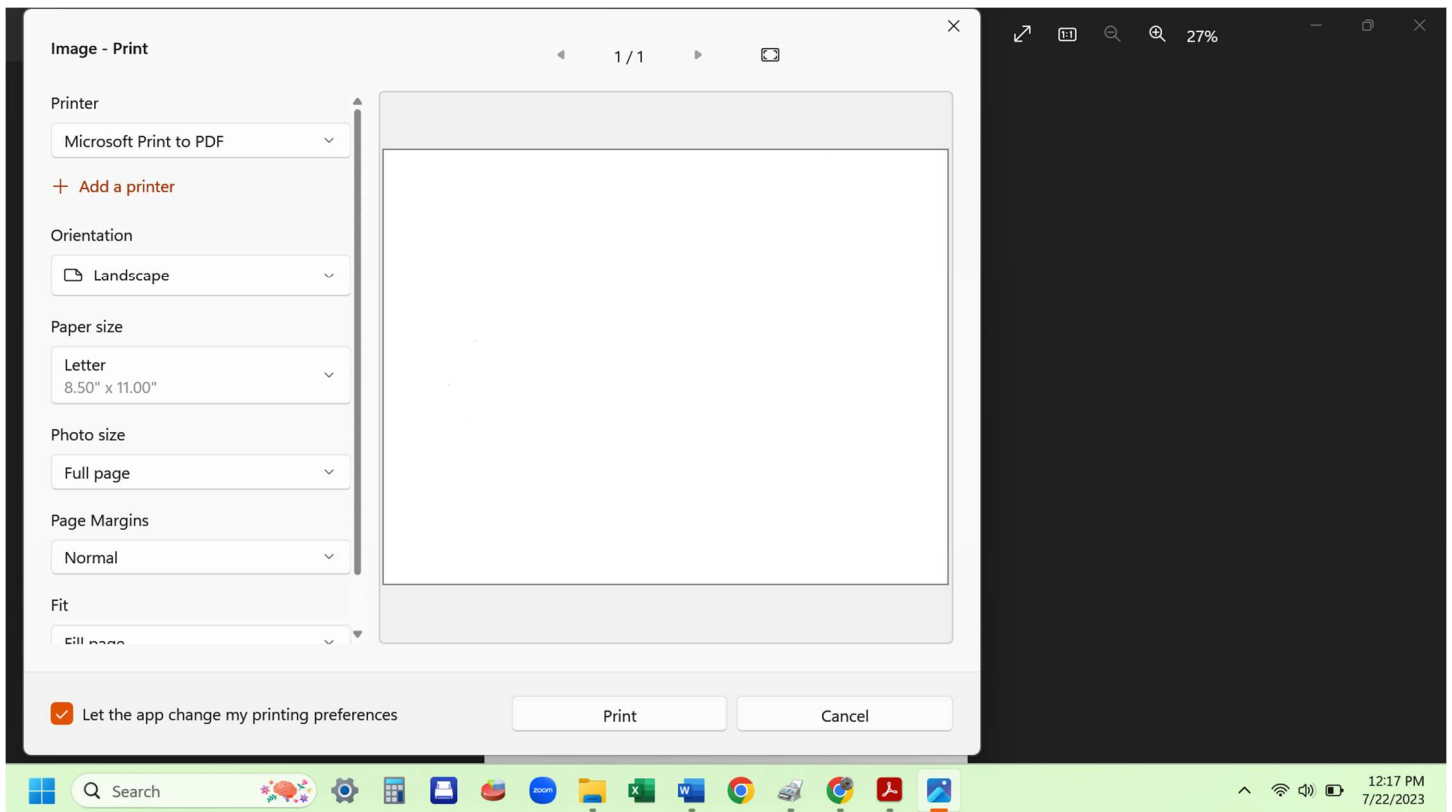Locate the file and double click to open it
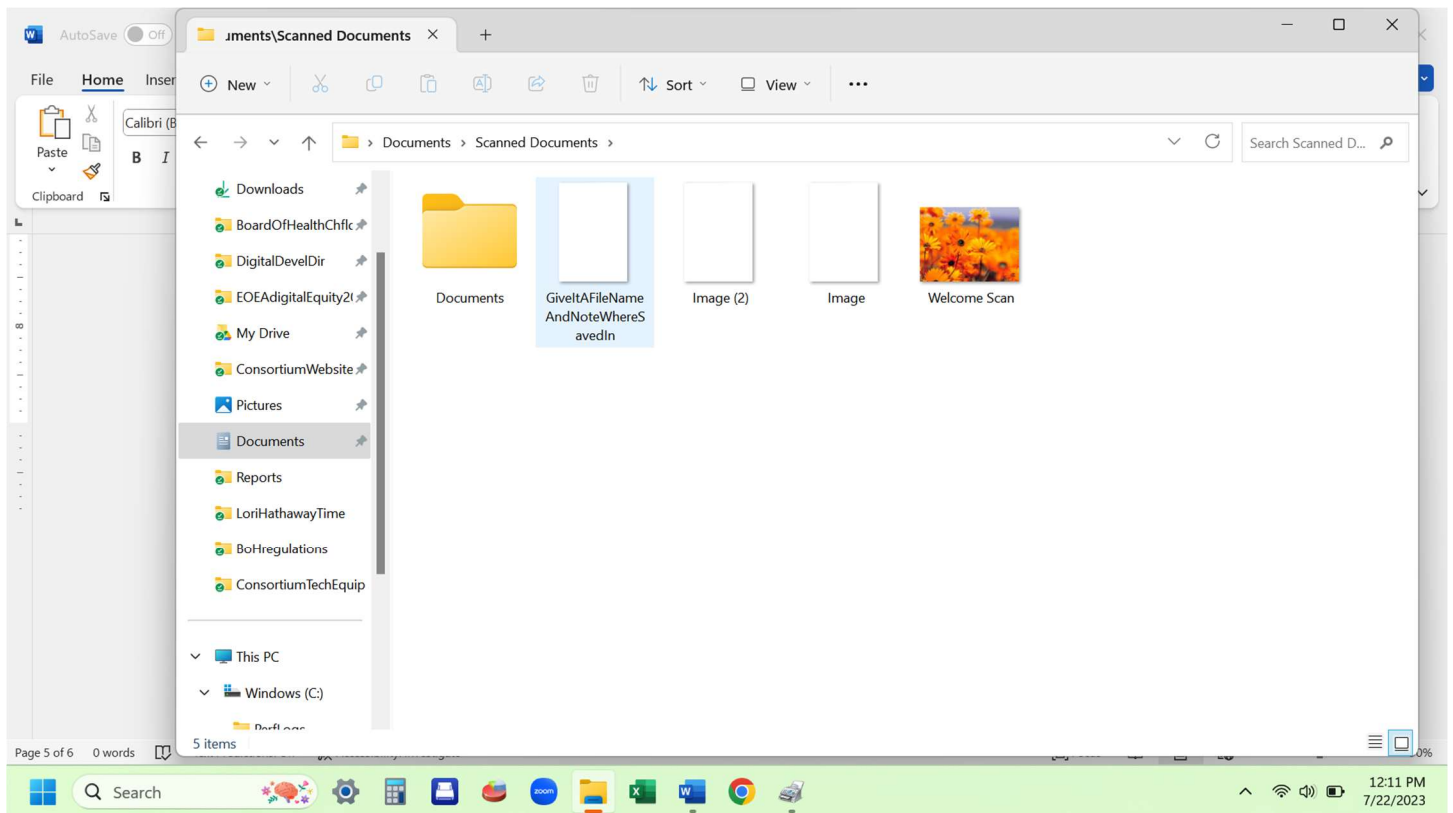
A program called Paint automatically opens and shows you the scanned file. I scanned blank page for example
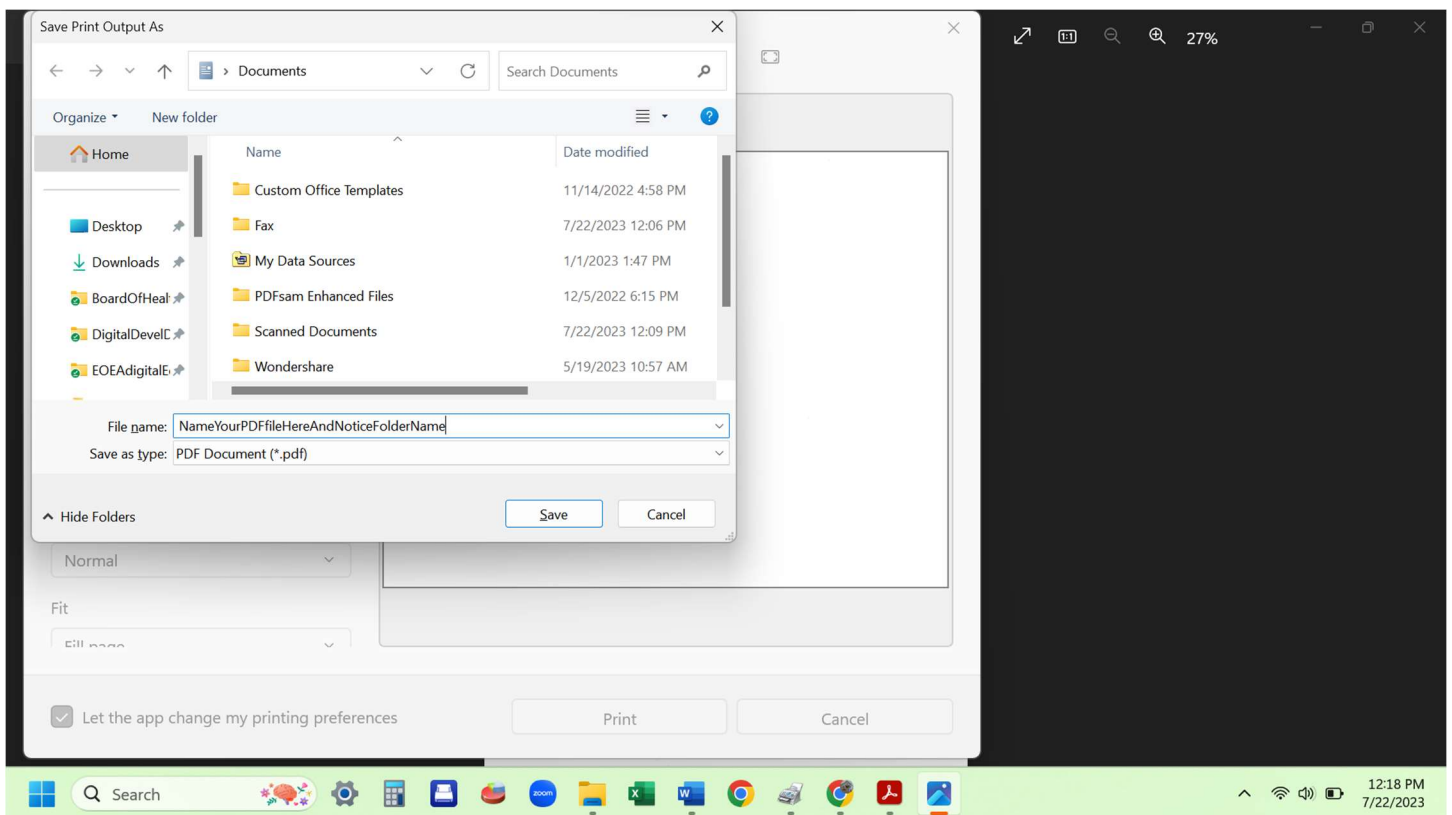


Click on the . . . menu at the top center and choose PRINT

The Print window opens. Change the Printer from Brother to Microsoft Print to PDF



Name the file whatever you want the PDF called and Choose the folder you want it go to.

When you are done close the Paint program and open the folder containing your PDF. Now you can email it.