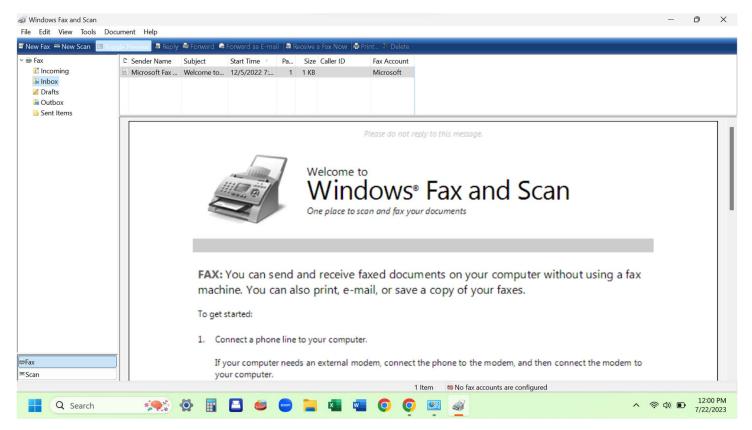
# Using Windows Fax and Scan program

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

Image: Second Secon	Current       Help         Tolle Provided       Reply       Forward       Forward as E-mail       Receive a Fax Now       Print       Delete         C       Sender Name       Subject       Start Time /       Pa       Size       Caller ID       Fax Account         Microsoft Fax       Welcome to       12/5/2022 7:       1       1 KB       Microsoft	- 0 X
<ul> <li>Drafts</li> <li>Outbox</li> <li>Sent Items</li> </ul>	Select Device × Choose a scanner Plus 4100 series (f141A8) EFSON Brother EF-166 MFC-L861	can
	Manufacturer:       Microsoft       Properties         Description:       HP Desklet Plus 4100 series [6141A8]       U         FAX: Yo       OK       Cancel       S.         To get started:       S.       S.       S.	ter without using a fax
Scan Q Search		

🗳 Windows Fax and Scan								_	Ō	$\times$
File Edit View Tools D	ocument Help									
🖥 New Fax 🗮 New Scan 🔳 T	oggle Preview 🗟 Reply 🚔 For	New Scan					×			
<ul> <li>✓ ➡ Fax</li> <li>Lincoming</li> <li>Linbox</li> <li>✓ Drafts</li> </ul>	C     Sender Name     Subje       E     Microsoft Fax     Welco	Scanner: EPSON E	T-16600 Series	Change						
Outbox     Sent Items		Profile:	Photo (Default)	~						
		Source:	Flatbed	~						
		Paper size:		~						
		Color format:	Color	~				n		
		File type:	JPG (JPG File)	~						
		Resolution (DPI):	200					_		
		Brightness:	-	0				de la combina		
		Contrast:		0				thout using a fax		
		Preview or scar	n images as separate files	s						
					Preview	Scan	Cancel			
≝Fax ≖Scan		your compu		emar mouen				connect the modem to		
					1 Iter	m 🚳 No fax accou	nts are configured			
Q Search	🐏 🔅	🗄 🖪 (	۽ 🥃 😁 🕨		o o	<b>4</b>		~ 令 (1)(	12:02 F 7/22/20	PM 023

### 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

Windows Fax and Scan File Edit View Tools (	Document Help	- 0 ×
🖥 New Fax 💻 New Scan 🔳	Toggle Preview 🗟 Reply 🚔 For	New Scan X
✓ ➡ Fax Incoming Inbox	C     Sender Name     Subjection       B     Microsoft Fax     Welcome	
<ul> <li>Drafts</li> <li>Outbox</li> <li>Sent Items</li> </ul>		Profile: Documents V
		Source: Feeder (Scan one side)
		Paper size: Letter 8.5 x 11 inches (216 x 279 V
		Color format:
		File type: JPG (JPG File) V
		Resolution (DPI): 600
		Brightness: 0 thout using a fax
		Contrast: 0
		Preview or scan images as separate files
		Preview Scan Cancel
■Fax		ar your computer needs an externar modern, connect the priorie to the modern, and then connect the modern to
≖Scan		your computer. 1 Item 100 No fax accounts are configured
	100 M	🚍 🗖 👉 🐂 🛲 🚍 🔿 🔄
Q Search	🦛 🔅	Image: Image

Edit View Tools D			10x14 10 x 14 inches (254 x 356 mm) B4 (ISO) 250 x 353 mm (9.8 x 13.9 inches)	
ew Fax 🗮 New Scan 🔳 T	oggle Preview 📮 Reply 🚔 For	New Scan	Super A 227 x 356 mm (8.9 x 14 inches)	X Human and Andrews
Fax The Incoming Incoming	C     Sender Name     Subjet       Microsoft Fax     Welcome	Scanner: EPSON ET	A4 Extra 9.3 x 12.7 inches (235 x 322 mm)	
🖉 Drafts 📔 Outbox		Profile:	Envelope C4 229 x 324 mm (9 x 12.8 inches) Letter Extra 9.5 x 12 inches (241 x 305 mm) Folio 8.5 x 13 inches (216 x 330 mm)	
Sent Items		Source:	10x11 10 x 11 inches (254 x 279 mm) Letter Plus 8.5 x 12.7 inches (216 x 322 mm) A4 Plus 210 x 330 mm (8.3 x 13 inches)	
		Paper size:	German Std Fanfold 8.5 x 12 inches (216 x 305 mm) 9x11 9 x 11 inches (229 x 279 mm) A4 Rotated 297 x 210 mm (11.7 x 8.3 inches)	
		Color format:	A4 210 x 297 mm (8.3 x 11.7 inches) Letter Rotated 11 x 8.5 inches (279 x 216 mm) Letter 8.5 x 11 inches (216 x 279 mm)	n
		File type:	Japan Envelope Kaku #3 Rotated 277 x 216 mm (10.9 x 8.5 inches) Japanese Envelope Kaku #3 216 x 277 mm (8.5 x 10.9 inches) Quarto 215 x 275 mm (8.5 x 10.8 inches)	
		Resolution (DPI):	85 (ISO) Extra 201 x 276 mm (7.9 x 10.9 inches) Executive 7.3 x 10.5 inches (184 x 267 mm) PRC 16K Rotated 260 x 188 mm (10.2 x 7.4 inches)	
		Brightness:	PRC 16K 188 x 260 mm (7.4 x 10.2 inches) PRC 16K 188 x 260 mm (7.4 x 10.2 inches) Envelope Invite 220 x 220 mm (8.7 x 8.7 inches) BS (JIS) Rotated 257 x 182 mm (10.1 x 7.2 inches)	
		Contrast:	B5 (JIS) 182 x 257 mm (7.2 x 10.1 kr/x 2 inclus) B5 (JIS) 182 x 257 mm (7.2 x 10.1 inches) Envelope B5 176 x 250 mm (6.9 x 9.8 inches)	thout using a fax
		Preview or scan	images as separate files	
			Preview Scan Ca	ancel
an		your comput	ater needs an external modern, connect the phone to the modern, ter.	and men connect the modem to
			1 Item 🛛 🕸 No fax accounts are o	configured

## Click Scan button on bottom right

lindows Fax and Scan			- 0 ×
File Edit View Tools [	Document Help		
🛲 New Scan 📓 New Fax  🗐	Toggle Preview 🚔 Forward as	New Scan	
✓ ∞ Scan → Documents	D / File Name 12/5/ Welcome Scan 7/22/ Image	Scanner: EPSON ET-16600 Series Change	
		Profile: Photo (Default) V	
		Source: Flatbed ~	1
		Paper size:	
		Color format: C Scanning Page: 1	- 1
		File type:     JI       Resolution (DPI):     Cancel	
		Brightness:	
		Contrast:	
		Preview or scan images as separate files	
⇒Fax		Preview Scan Cancel	
≖Scan			
Q Search	🧆 🔅	🔢 🚨 🥌 🚆 📲 👰 💿 📄	(12:06 PM 7/22/2023

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

	ix and Scan iew Tools Doc	ument I	Help																-	đ	×
🛲 New Scan 📑	New Fax 🔳 Tog	gle Previe	🖉 🚔 Forv	vard as Fa	ax 🔍 Foi	rward as	E-mail	H.S	•	Print 🤉	K Delete										
∼ ≖ Scan B Docume	ents	12/5/ 7/22/	File Nam Welcome Image Image (2	Scan		File . .jpg .jpg .jpg	504 156	Wind	N ET-16	As and Sca 600 Seri 600 Seri	ies										
																					1
		-																			
■Fax Scan																					
Choose where to	o save a copy of a	a scanned	item and	create a f	filename																
Q	Search		<b>*</b>	Ø			۲	zoom		×		0	6				^	() ()	)) <b>D</b>	12:08 7/22/2	PM 023

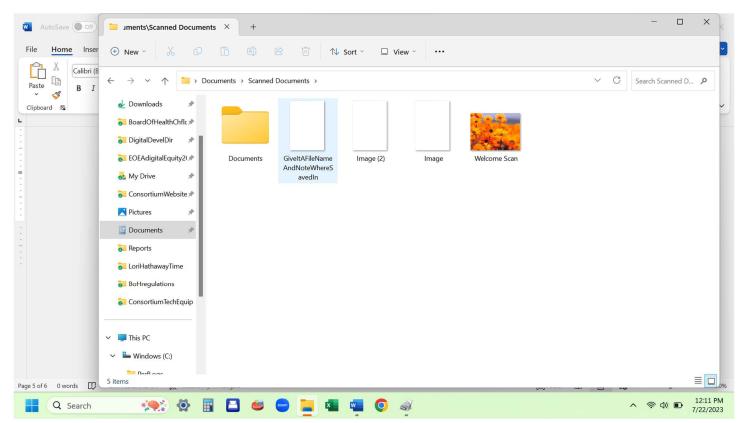
Click once of the file name to highlight and click SaveAs on the menu of words above. Name your file and notice the location it will saved. In this case Save In: is Scanned Documents in the Documents folder.

🐗 Windows Fax and Scan			- 0 ×
File Edit View Tools	Document Help		
🛲 New Scan 📑 New Fax	🗏 Toggle Preview 🂐 Forward as Fax 🏾	Forward as E-mail 📓 Save as 👼 Print 🏋 Delete	
✓ Ξ Scan Documents	D / File Name 12/5/ Welcome Scan 7/22/ Image 7/22/ Image (2)	File       Size       Source         .jpg       504       Windows Fax and Scan Tea         .jpg       156       EPSON ET-16600 Series         .jpg       157       EPSON ET-16600 Series	
		Save in: Scanned Documents	
©Fax		File name:     GweltAFileNameAndNoteWhereSavedIn     Save       Save as type:     JPEG(*,JPG,*,JPEG,*,JFIF)     Cancel	
≖Scan			
			12:00 DM
Q Search	🧼 🔅 🔅	🖪 🗉 😑 📜 📲 👊 💿 🛅	ヘ 奈 Φ》 ■ <sup>12:09 PM</sup> 7/22/2023

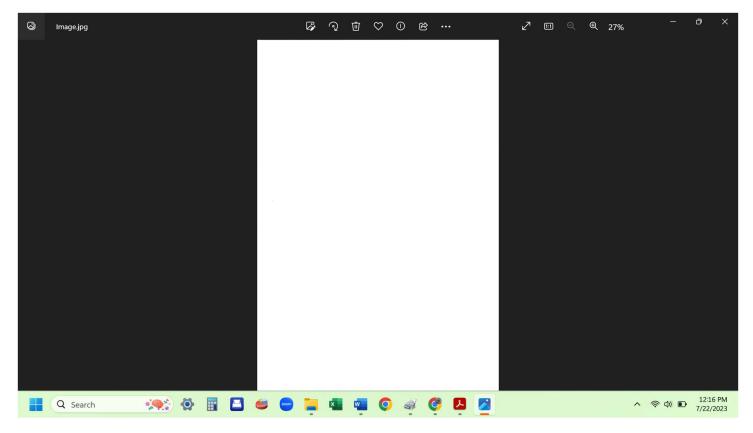
Click on the File Library folder on the task bar to go to the newly name file.

New - & O		Sort · 📃 View · ···			
$\begin{array}{cccc} ments & & \\ \leftarrow & \rightarrow & \checkmark & \\ \blacksquare & D \end{array}$	Documents			$\sim$	C Search Documents
🛃 Downloads 🖈	Name	Date modified	Туре	Size	
👌 BoardOfHealthChflc 🖈	Custom Office Templates	11/14/2022 4:58 PM	File folder		
🛜 DigitalDevelDir 🛛 🖈	Fax	7/22/2023 12:06 PM	File folder		
🛜 EOEAdigitalEquity2( 🖈	🗐 My Data Sources	1/1/2023 1:47 PM	File folder		
💑 My Drive 🛷	PDFsam Enhanced Files	12/5/2022 6:15 PM	File folder		
🛜 ConsortiumWebsite 🖈	Scanned Documents	7/22/2023 12:09 PM	File folder		
Pictures 🖈	📜 Wondershare	5/19/2023 10:57 AM	File folder		
📓 Documents 🛷	Zoom	12/7/2022 9:24 AM	File folder		
e Reports	HPSmartPrintingPort	4/18/2023 5:58 PM	File	0 KB	
boriHathawayTime					
BoHregulations					
ConsortiumTechEquip					
Y 📮 This PC					
V 🖶 Windows (C:)					
8 items					

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

0	Image.jpg		G (	ହ 🛈	$\heartsuit$ (1)	r	2 11	୍	<b>म् 27%</b>		ð	×
		🧉 Create a	video			î						
		🖹 Save as		Prin	t	Ctrl+S						
		© Print				Ctrl+P						
		බි Resize i	nage									
		Ф Сору				Ctrl+C						
		🖾 Copy as	path		Ctrl	+Shift+C						
		🖄 Set as				>						
		⊿7 Fullscre	en			F11						
	Q Search	🖪 🖪 🗉 🦷	) 📜 I	x w	<b>(</b>	Ø 🛃			^	\$ \$ \$ \$	12:16 7/22/2	PM 023

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

Image - Print		< 1/1	•	×	<b>2</b> 10 Q	<b>€ 27% <sup>−</sup> ∂</b>	×
Printer	1						
Microsoft Print to PDF ~							
+ Add a printer							
Orientation							
🗅 Landscape 🗸							
Paper size							
Letter ~ 8.50" × 11.00"							
Photo size							
Full page $\vee$							
Page Margins							
Normal							
Fit	L						
Eill page							
Let the app change my printing pref	ferences	Print		Cancel			
Q Search	🔅 🖬 🖪 🧉	🖌 😑 🧧 🔹	🖷 🔕 🥥	🦁 🖪 💆		へ 奈 (1) <b>D</b> 12 7/2	2:17 PM 2/2023

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

Save Print Output As	×	×	<b>∠</b> 7 ⊞ ⊂ ⊕ 27%	
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\rightarrow$ Documents $\checkmark$ C	Search Documents			
Organize • New folder	≣ • 💡			
Organize •       New folder         Home       Name         Custom Office Templates         Desktop       Fax         Downloads       Image: PDFsam Enhanced Files         DigitalDevelE       Scanned Documents         EOEAdigitalE       Wondershare	Date modified			
Custom Office Templates	11/14/2022 4:58 PM			
🗖 Desktop 🖈 📲 🎦 Fax	7/22/2023 12:06 PM			
↓ Downloads 🖈 🐵 My Data Sources	1/1/2023 1:47 PM			
🛜 BoardOfHeal: 🖈 🗧 PDFsam Enhanced Files	12/5/2022 6:15 PM			
DigitalDevelC * Scanned Documents	7/22/2023 12:09 PM			
EOEAdigitalE Mondershare	5/19/2023 10:57 AM			
File name: NameYourPDFfileHereAndNoticeFolderName				
Save as type: PDF Document (*.pdf)	~			
▲ Hide Folders	Save Cancel			
Normal				
Fit				
Eill page				
Let the app change my printing preferences	Print	Cancel		
📲 Q Search 🦛 🎆 🖪 🧉		) 🗟 🔮 🖪 🔼		へ 奈 (如) ID 12:18 PM 7/22/2023

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

Edit View Sign V	Documents	× +					- 0	×
lome Tools	🕀 New - 🔏 📿	Î ▲ I I I I I I I I I I I I I I I I I I	$\equiv$ View $\cdot$					
በ ☆ ጥ [	$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow \Box$	locuments			~	С	Search Documents	s ,p
	🛓 Downloads 🔹 🖈	Name	Date modified	Туре	Size			
	🛜 BoardOfHealthChflc 🖈	Custom Office Templates	11/14/2022 4:58 PM	File folder				
	🌏 DigitalDevelDir 🛛 🖈	Tax Fax	7/22/2023 12:06 PM	File folder				
	🛜 EOEAdigitalEquity2( 🖈	🗃 My Data Sources	1/1/2023 1:47 PM	File folder				
	💑 My Drive 🛛 🖈	PDFsam Enhanced Files	12/5/2022 6:15 PM	File folder				
	🍃 ConsortiumWebsite 🖈	Scanned Documents	7/22/2023 12:09 PM	File folder				
	🔀 Pictures 🛛 🖈	📜 Wondershare	5/19/2023 10:57 AM	File folder				
	Documents *	Toom	12/7/2022 9:24 AM	File folder				
	Reports	HPSmartPrintingPort	4/18/2023 5:58 PM	File	0 KB			
	LoriHathawayTime	MCOAAgreementFY2024PDF	7/22/2023 12:12 PM	Adobe Acrobat Docu	8,470 KB			
	BoHregulations	NameYourPDFfileHereAndNoticeFolderName	7/22/2023 12:18 PM	Adobe Acrobat Docu	130 KB			
	ConsortiumTechEquip							
	🗸 📮 This PC							
	✓ 🖿 Windows (C:)							
	- Dorfloge							
	10 items							