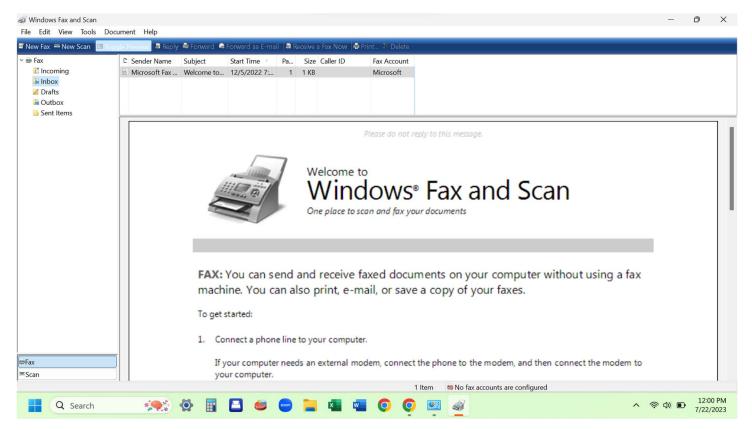
Using Windows Fax and Scan program

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

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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

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		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
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Click Scan button on bottom right

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

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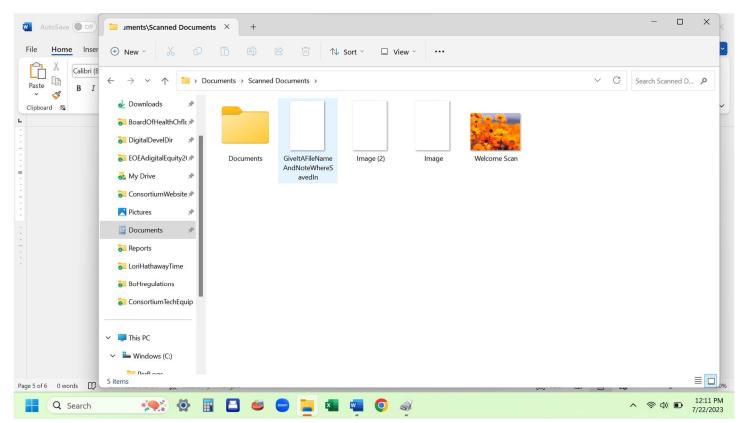
Click once of the file name to highlight and click SaveAs on the menu of words above. Name your file and notice the location it will saved. In this case Save In: is Scanned Documents in the Documents folder.

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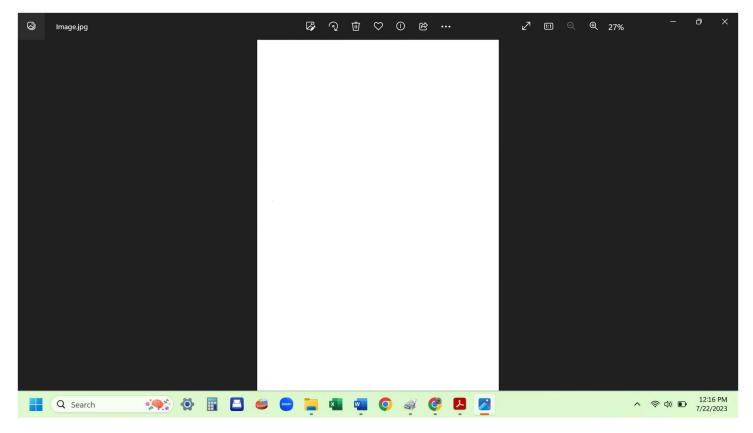
Click on the File Library folder on the task bar to go to the newly name file.

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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

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

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

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