

Scanning a Picture Using Microsoft Scanner Wizard

Microsoft Scanner Wizard can be used on any computer with a scanner installed.

1. Place image face down on the scanner screen.
2. Click on the **Start** button at the bottom of the computer screen to access the Programs menu.
3. Move the mouse up to **Programs** to open the Programs menu.
4. Select **Accessories** from the list.
5. Move the mouse over to select **Windows Scanner and Camera Wizard**.
6. The Scanner and Camera wizard dialog box will open. To continue, click on **Next**.
7. Click in the circle next to **Colour Picture** or **Black and White picture**.
8. Click on **Preview**. Wait for the item to be scanned.
9. When you see the picture on the screen, drag the dotted lines to select the size required for the scanned picture.
10. Click on **Next**.
11. In the box: **Type a name for this group of pictures**: - type a name for the scan. For multiple scanned items, this name becomes the folder name where the images are saved.
12. Select a file format (the wizard defaults to JPEG which is suitable for most images).
13. Click on **Next**.
14. Wait while the picture is scanned. When the item has been scanned and saved successfully, the **Other Options screen** opens where you can choose to go **Back and scan more items**, or move to the **Next screen to finish** the process.
15. If you wish to scan more items, click on the **Back button to repeat the process from Step 7 above**. If you have only one item to scan, click on the **Next** button, then **Finish**.
16. If you choose to click on **Next** and **Finish**, the folder with the scanned pictures will open. (The pictures are usually saved to *My Documents/My Pictures* in a folder with the name you assigned).
17. Double click on the image to open it in **Windows Picture and Fax Viewer**. From here you can open the Windows Picture Editor to **make changes to the image**. There are tools to edit and manipulate the image - for example, you can resize, rotate, change the colours, the brightness, or the sharpness etc., of the image.
18. Click on the **disk** image to **save** to the desired location.
19. **Click in the drop down box at the top of the save screen to select the Save location**. Select either to save the image to a USB Flash Drive (Removable Disk), or a CD-ROM.
20. In the **File Name** box, name the image if you haven't already done so. (At this point, you can also change the image type (eg. bmp, gif etc)).
21. **Click on Save**.

Scan to Email Using the Photocopier (ApeosPort MultiFunction Device)

1. At the **All Services** touch screen, select **Email**.
2. Select **Keyboard** to enter your email address.
3. Type in your details using the on-screen keyboard.
4. Select **CLOSE** at the top right of the touch screen.
5. Files automatically scan as a PDF.

Use the **File Format** tab at the bottom right of the screen to select different formats eg. JPEG.

6. Other options available are:
 - **Scanning Colour**
 - **2 Sided Original**
 - **Original Type (text or photo)**
7. Press the green **START** button
8. The item will be scanned and sent to your email address.

SCANNING PHOTOGRAPHS

To scan photographs, follow steps 1-4 and then select:

- **File Format** to *JPEG*
- **Scanning Colour** to *Colour*
- **Original Type** to *Photo*.

MULTIPLE DOCUMENTS

- Follow steps 1-5
- Place pages in the document feed.
- Select other options such as:
 - **Scanning Colour**
 - **2 Sided Original**
- Press **START**.