

## SCANNER CHECKLIST (CODE E15)

### Scanning a picture:

- Turn on scanner;
- Select proper scanning software;
- Properly position material to be scanned;
- Activate scanner;
- Zoom scanned area;
- Isolate a section of scanned area if needed;
- Adjust contrast;
- Adjust brightness;
- Adjust size;
- Final scan—save to disk or file;
- Print to laser printer or color printer;
- Open scanned picture to insert into another document.

### To scan text:

- Turn on scanner;
- Select proper software;
- Correctly position material to be scanned;
- Activate OCR wizard;
- Navigate OCR wizard;
- OR, activate manual scan;
- Activate scanner;
- Scan one page or multiple pages;
- Navigate scanned text to make any needed corrections;
- Print scanned text
- Save scanned text;
- Open scanned text to insert into another document;
- Open scanned text to add more text.