

# SCANNER QUICK GUIDE

1. Click the **green START** button
2. Click **MY COMPUTER**
3. Double-click **HP SCANNER**
4. Select **Microsoft Scanner and Camera Wizard** press **OK**
5. When the Wizard appears press **NEXT**
6. Place your document face down in the scanner (right corner)
7. Select **Picture Type**
8. Select **PREVIEW** (short wait-do not touch scanner)
9. Make any necessary adjustments to your document
10. Press **NEXT**
11. Answer the 3 questions
  - a. Name your document (labrpt pg1)
  - b. It is not necessary to change the style format
12. Press **BROWSE** use my computer to find where you want to save your file.
13. Press **NEXT**
14. Document is being scanned and saved
15. What do you want to do next? Use the 3rd choice.
16. Press **NEXT**
17. Press **FINISH**