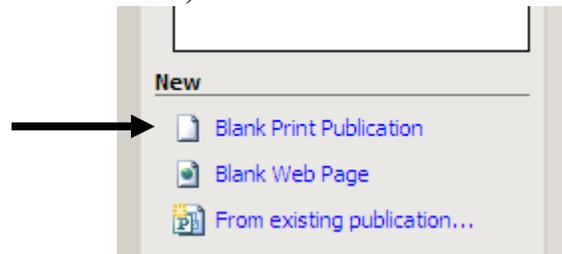
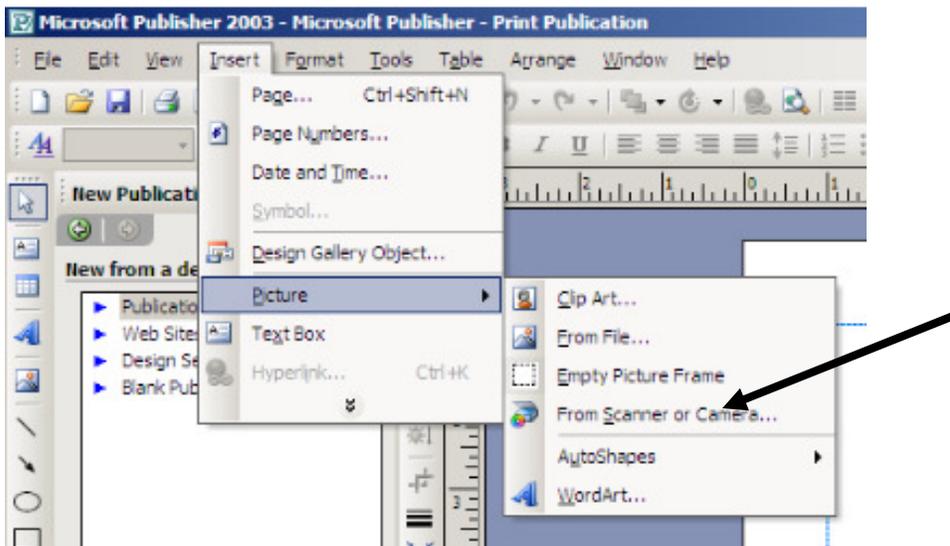


# Scanning Documents

1. Please use the computer next to scanner. Computer is labeled with a pink sticker reading “z.”
2. Log in and open the program Microsoft Publisher by clicking...
  - Start
  - All Programs
  - Microsoft Office Publisher
3. In the gray menu on the left, click “Blank Print Publication” written in blue (under the word “New”).



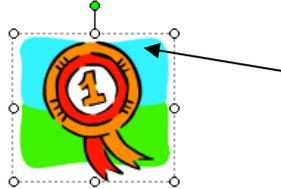
4. Select “Insert” from the menu on top of the screen. Then...
  - Picture
  - Double arrow to expand menu
  - From Scanner or Camera



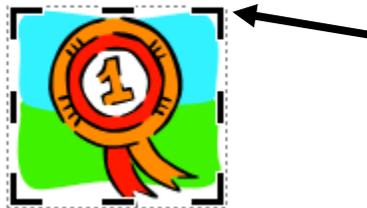
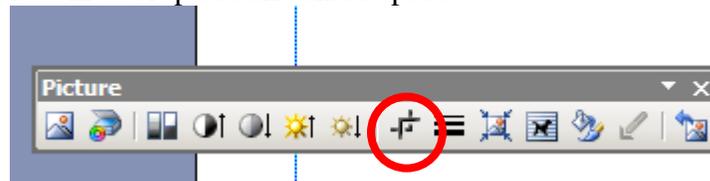
5. Make sure the document is placed face down on scanner. Do not press any buttons on the scanner. On the computer screen, click the word “Insert.”
6. Image should appear in a few minutes on blank page.

7. Click the image and make the following adjustments if necessary:

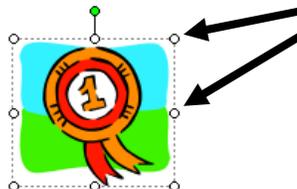
- **Rotate:** Zoom out and click the image, a green circle should come into view outside the perimeter of the image. Click and drag the green circle around until the image is rotated to the way you would like it to stay.



- **Crop:** The picture toolbar should be floating around the screen somewhere. Look for the crop tool and click it. The corners and sides of your image will now have dark black lines. Click and drag the corners or sides in to crop out unwanted space.



- **Resize:** Click off the image, and then click back on to make sure the crop tool is off. The outside corners should have white circles. Click and drag the white circles in or out to make the image smaller or larger respectively.



**DON'T FORGET TO SAVE YOUR WORK!!!**

To import your image into Smart Notebook choose file and then print. Select Smart Notebook Capture as the printer. Click print. Smart Notebook will open and your image should be there.