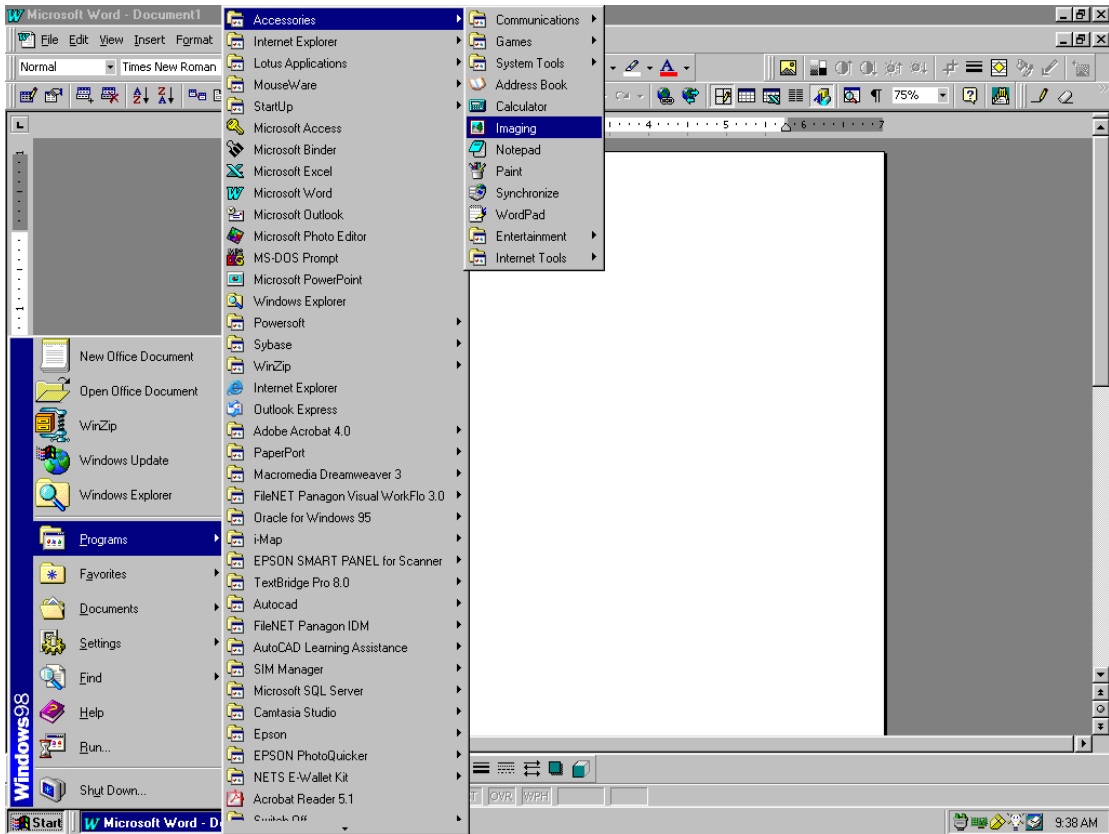
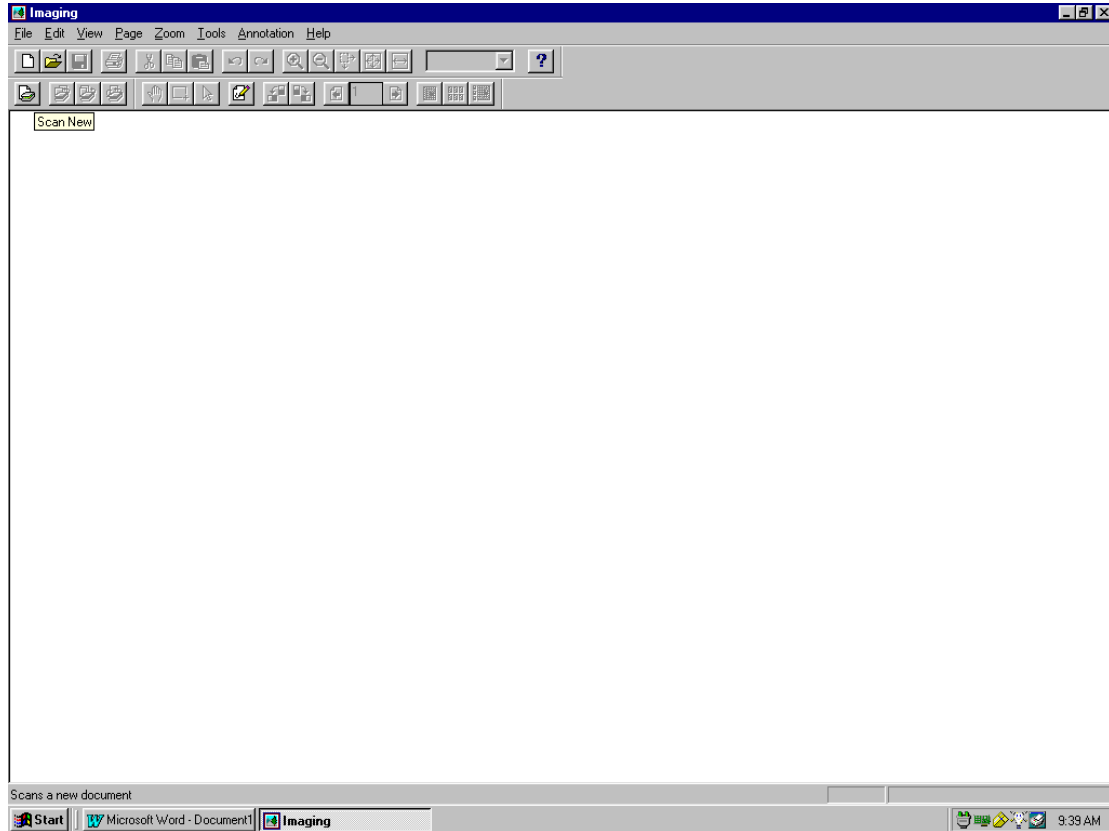


Guide to scanning Letters and Reports

1. Open Microsoft Imaging under Programs > Accessories

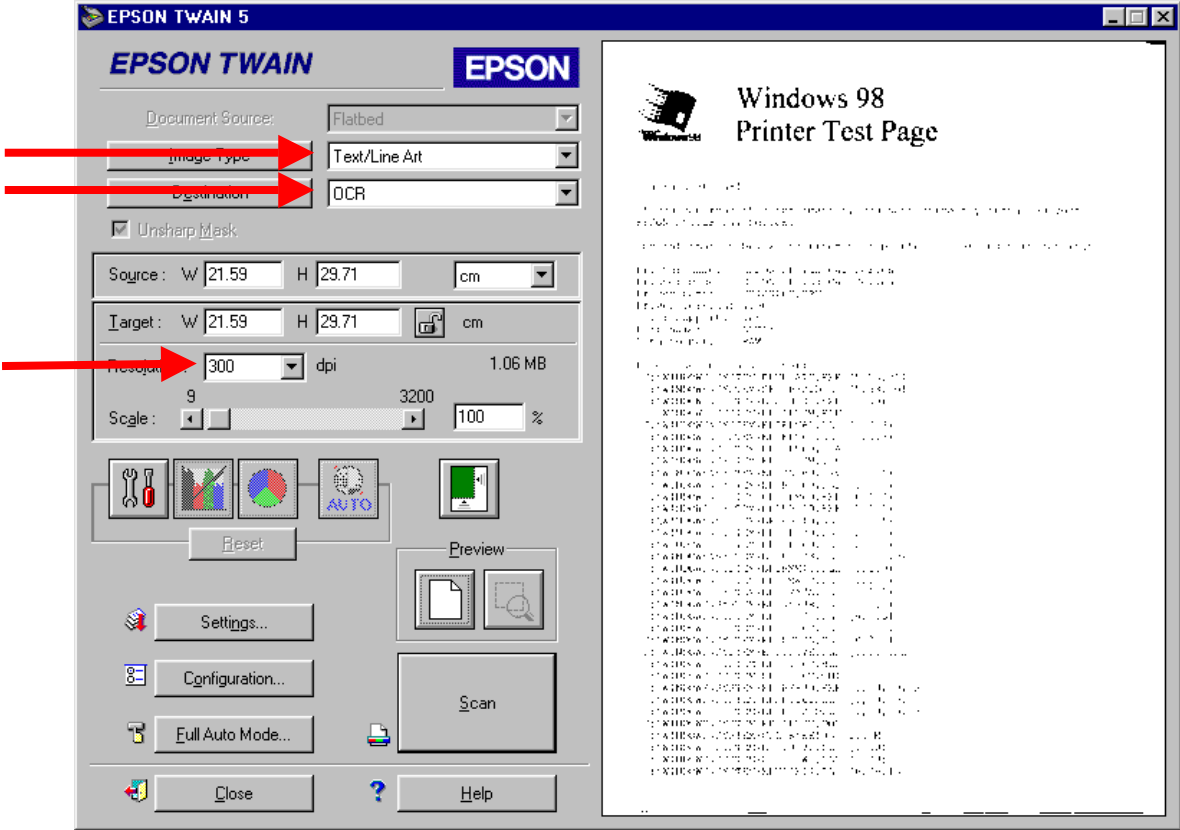


2. Click "Scan New" to scan a new document

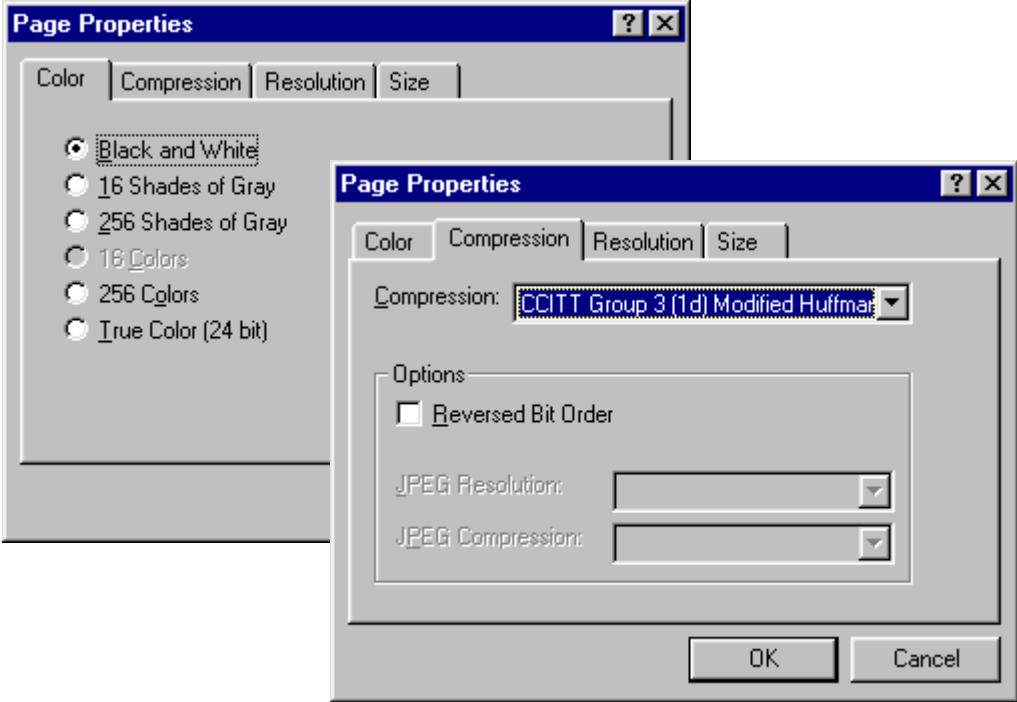


Guide to scanning Letters and Reports

3. Select the settings as shown. Click “Scan”

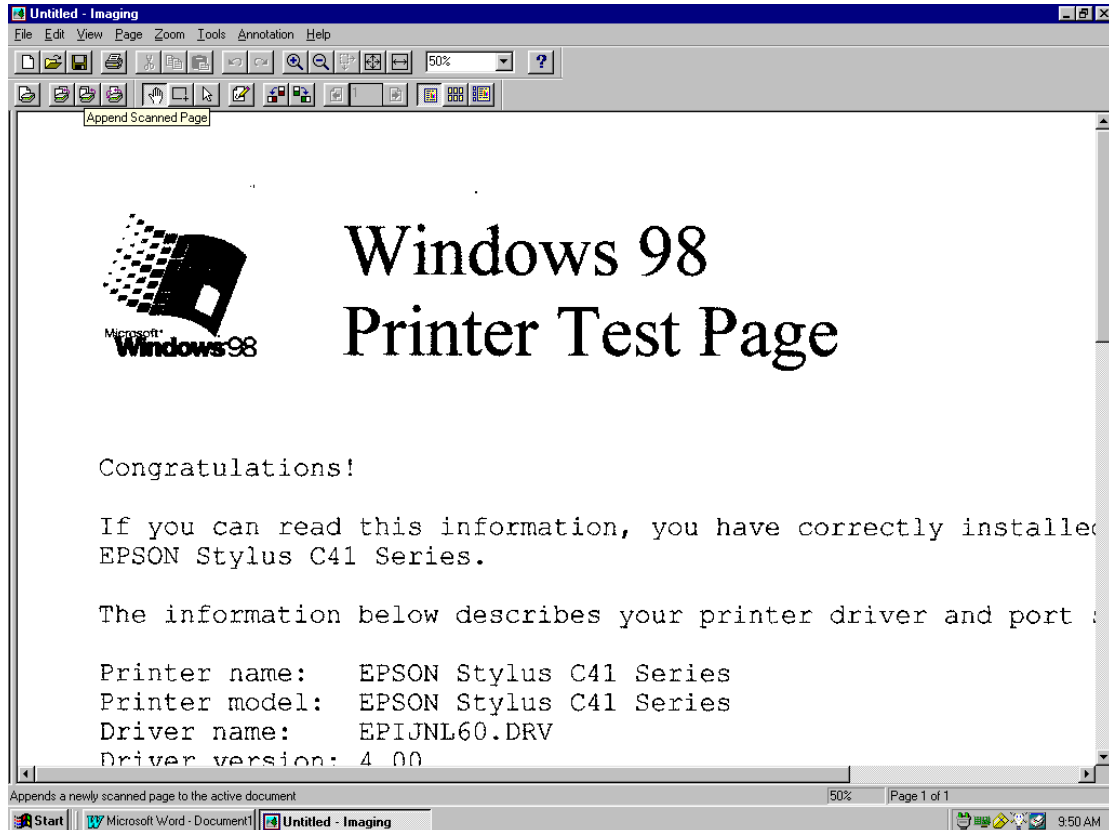


4. Select Page > Properties. Ensure Color is set to Black and White and Compression is set to CCITT Group 3 or 4.

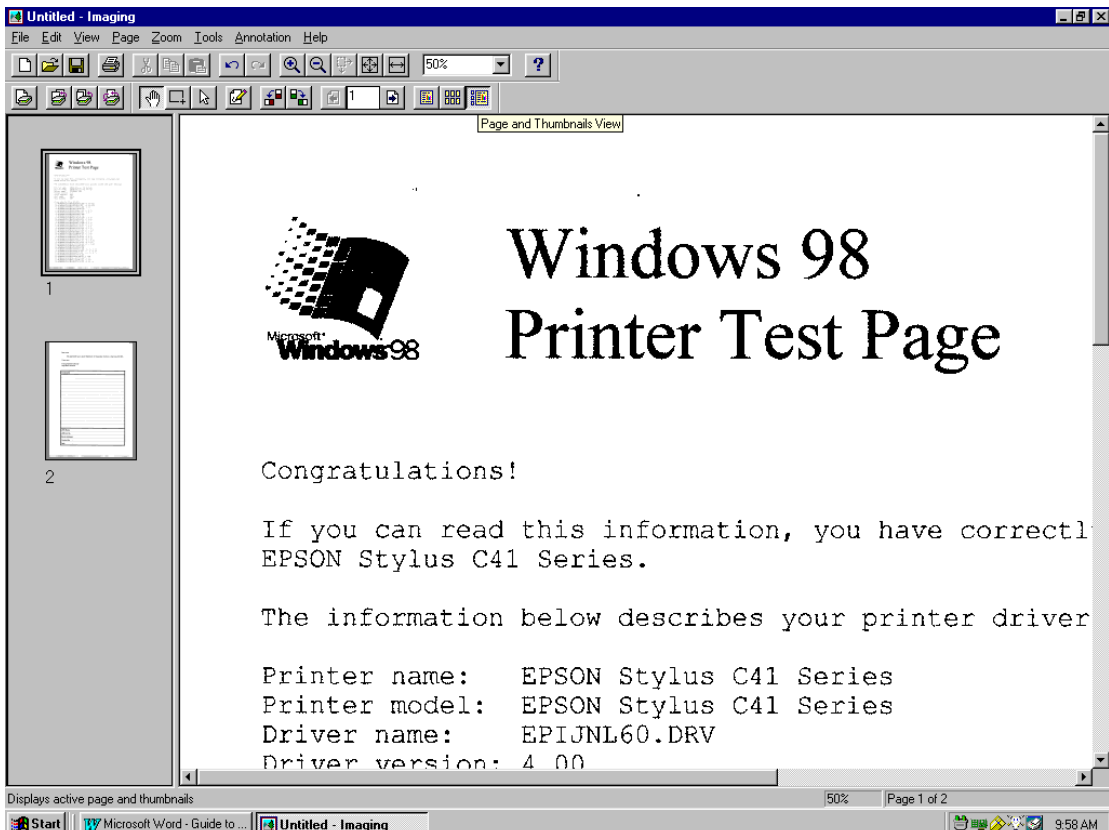


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5. To add new pages to a multipage Tagged Image File Format (TIFF) document, click "Append Scanned Page". Repeat Steps 3-4

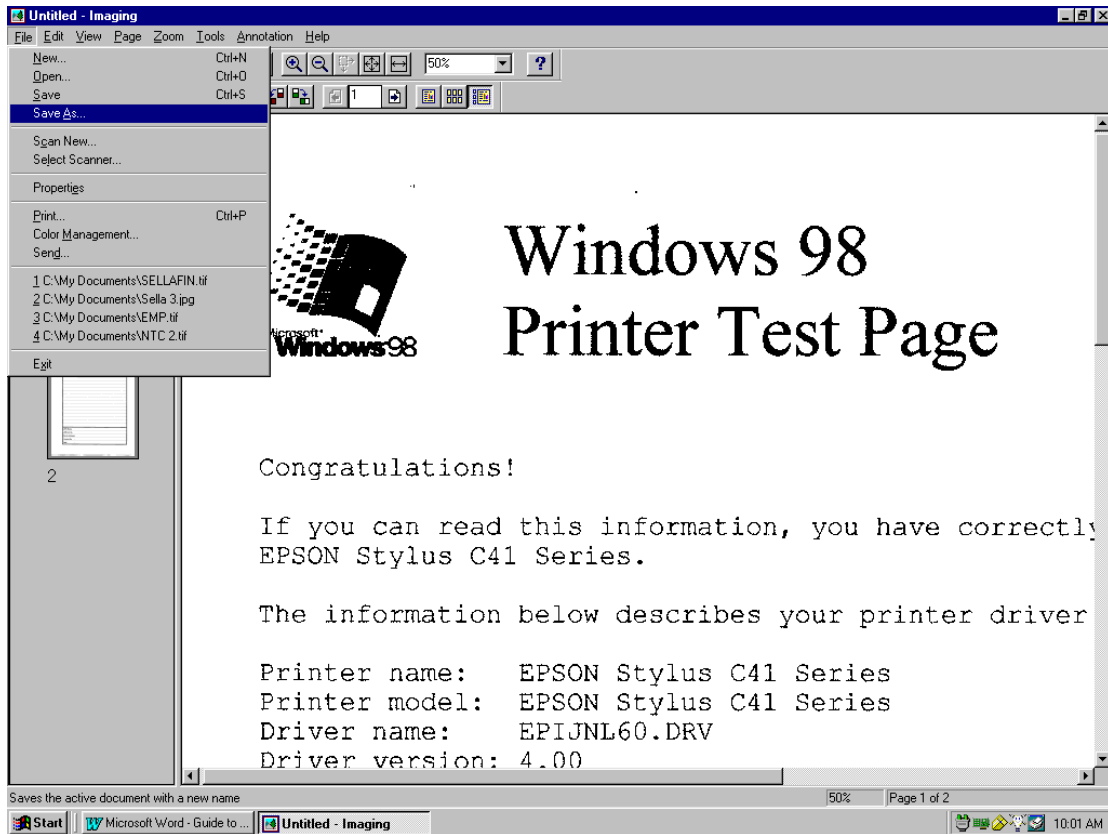


6. Click "Page and Thumbnails View" to ensure all pages of your document are scanned properly.



Guide to scanning Letters and Reports

7. Click File > Save As



8. Select TIFF Document (*.tif)

