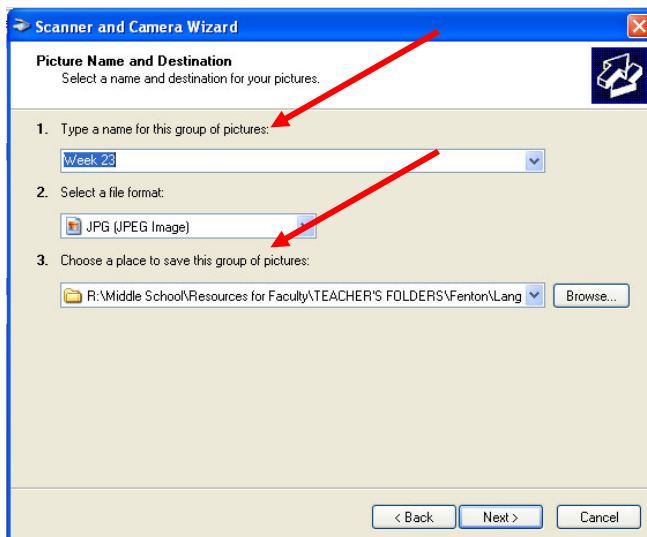
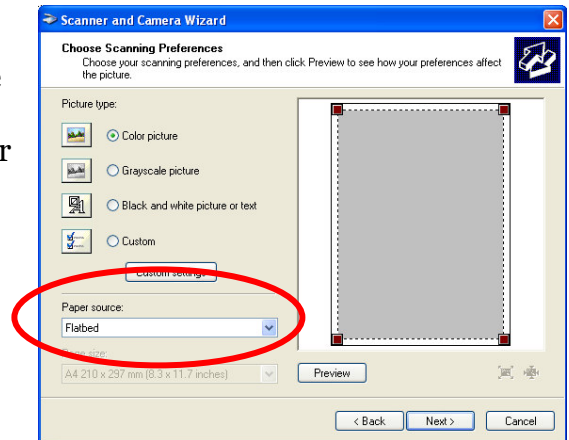


## Scanning Documents Using the Brother Scanners

Need to create an electronic form of a handout or worksheet? Here is how.

1. Make sure you know the location where you want to save your scan – create a new folder if necessary. Be sure you save it in your H: drive so you can access it from any computer.
2. Click on Start > Printers and Faxes > Scanners and Cameras
3. Double-click on the Brother Scanner from the list.
4. A Welcome window will appear. Click Next. The Scanner and Camera Wizard window will appear.
5. Make the selections necessary for the item you are scanning. Ex: if you have a black and white worksheet, then choose Black and White picture or text
6. Choose the Paper Source: two options – Flatbed or Document Feeder
7. Preview is an option if you would like to see what the scan will look like prior to actually scanning the worksheet. This will help check alignment, clarity, etc.
8. Click Next when all choices have been made.



9. Here is where you choose the File name and the location it will be saved. Leave the file format on JPG.

10. Click Next and your scan will appear.

**\*\*Remember that items scanned cannot be changed or edited. Scanning is like taking a snapshot of the paper\*\***