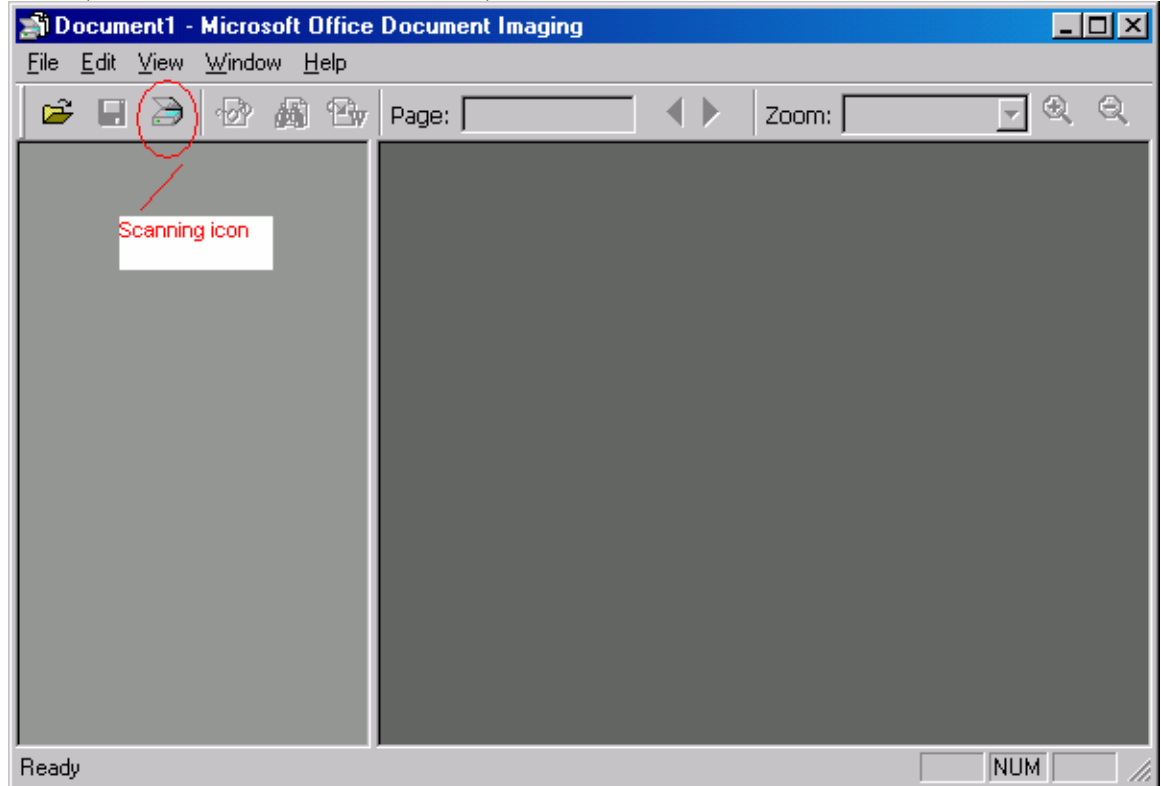
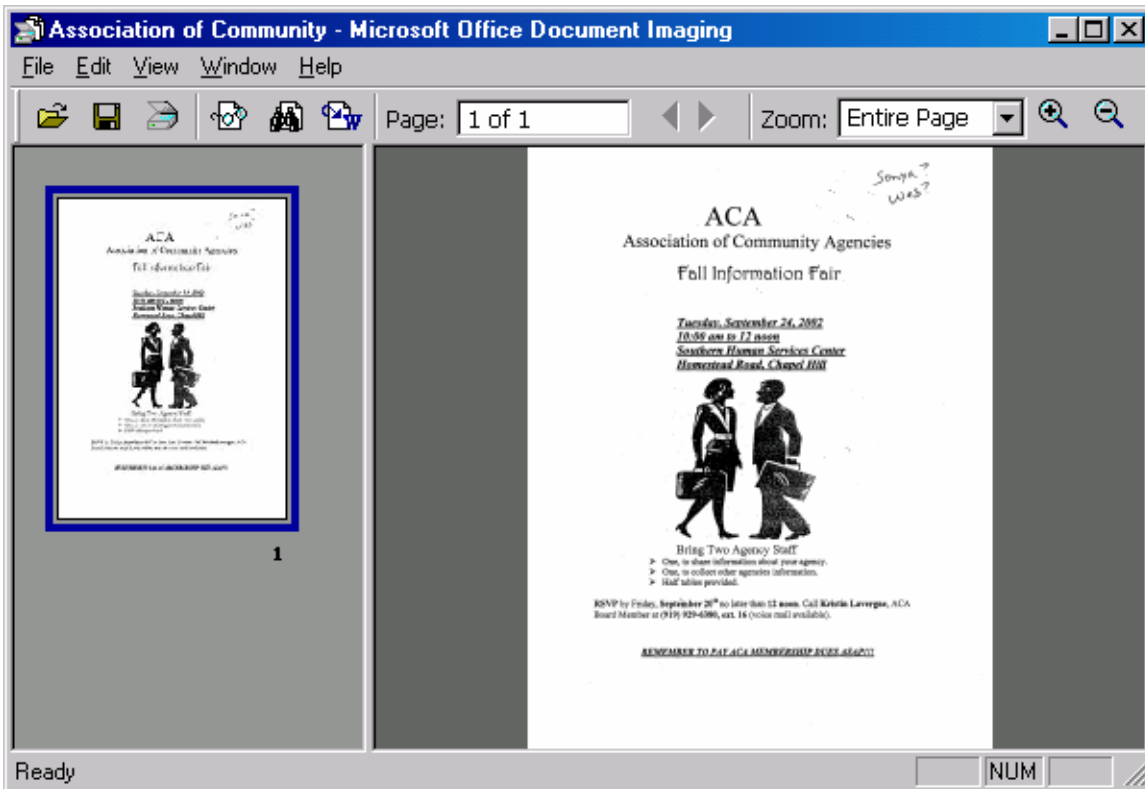


HP 1100 Scanning Instructions

1. **Turn on your printer** so the green light is on.
2. **Activate your scanning software**
 - a. Open “Microsoft Document Imaging” from your programs list. The Microsoft Document Imaging program will appear.
 - i. Place the document to be scanned in the scanner.
 - ii. Inside the Microsoft Document Imaging window, press the scan icon. (Scan icon circled in red below.)



- iii. The scanned document will show up in the Microsoft Office Document Imaging window as pictured on the next page.



3. Save your scanned document

The best way to transfer scanned documents to others is to save them to Word, instructions below:

- a. To save your scanned image as a Word document, **exactly as how it looks**:
 - i. View the scanned document in Microsoft Office Document Imaging.
 - ii. Inside Microsoft Office Document Imaging:
 - Go to Edit → Select All Pages.
 - Then go to Edit → Copy Image.
 - iii. Open a blank Word document and click Paste on the Word toolbar.