

## How to Convert a Document to a Rich Text Format File

1. Place the document to be scanned on the lower right corner of the scanner (**Fig. 1**) as shown with arrows.
2. On the **scanner (Fig. 2)**, press the scanner button once as shown with an arrow.

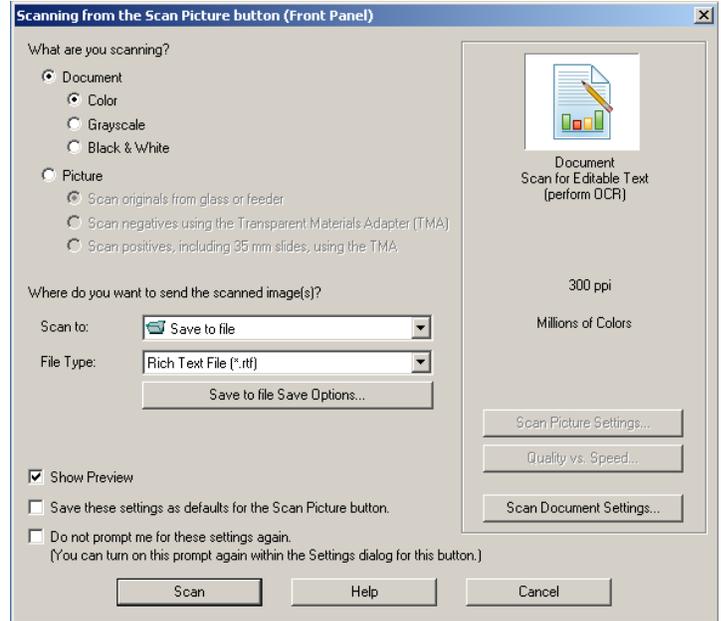


Figure 1

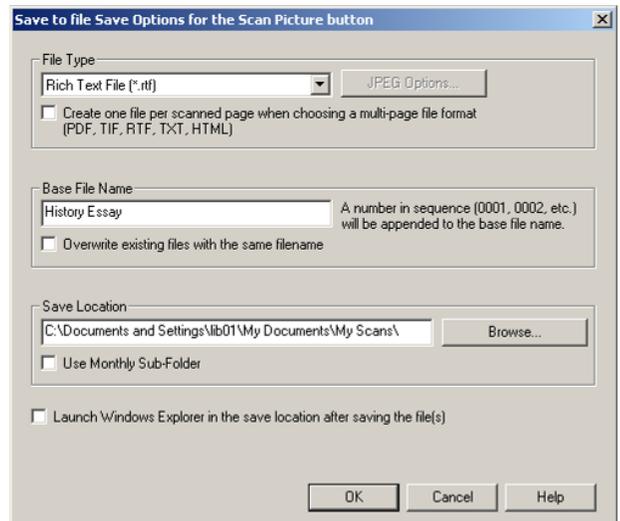


Figure 2

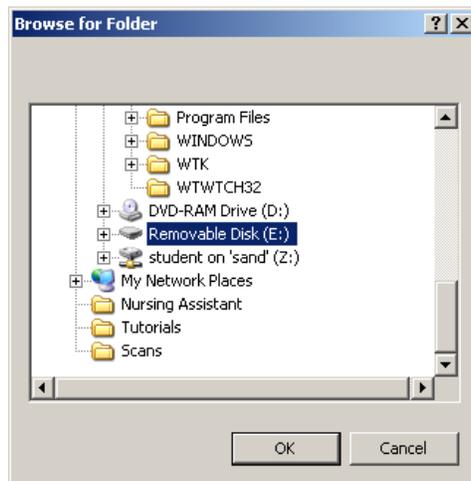
3. In the **Scanning from the Scan Picture button (Front Panel) dialog box (Fig. 3)**, under the **What are you scanning?** option, click on the **Document** option.
4. Click on the **Black & White** option.
5. By the **Scan to:** option, click on the **down arrowhead** .
6. Click on the **Save to file** option.
7. By the **File Type:** option, click on the **down arrowhead** .
8. Click on **Rich Text File (\*.rtf)**.
9. Click on the **Show Preview** box to place a **checkmark**.
10. Click on the **Scan** button.
11. In the **Save to file Save Options for the Scan Picture button dialog box (Fig. 4)**, under the **Base File Name** option, click inside the box.
12. On the **keyboard**, press the **backspace** and the **delete** keys to erase any entries, and type in a desired name for the document. For example, type in *History Essay*.
13. Under the **Save Location** option, click on the **Browse...** button.
14. In the **Browse for Folder dialog box (Fig. 5)**, click on **Removable Disk (E:)** or any desired storage medium.
15. Click on **OK**. The new settings should now appear as shown in **Fig. 6** on the next page.



**Figure 3**



**Figure 4**



**Figure 5**

16. Click on **OK** again.
17. In the **hp scanning window (Fig. 7)**, click on the **box handles (small squares)** to adjust to the size of the document as shown.
18. Click on the **Accept** button. **The scanning... dialog box (Fig. 8)** should now appear.
19. In the **hp scanning dialog box (Fig. 9)**, click on **Yes** to scan more pages or click on **No**.
20. The **Save to E:\History Essay0001.rft** dialog box should now appear on the **desktop (Figs. 10 and 11 on the next page)**.

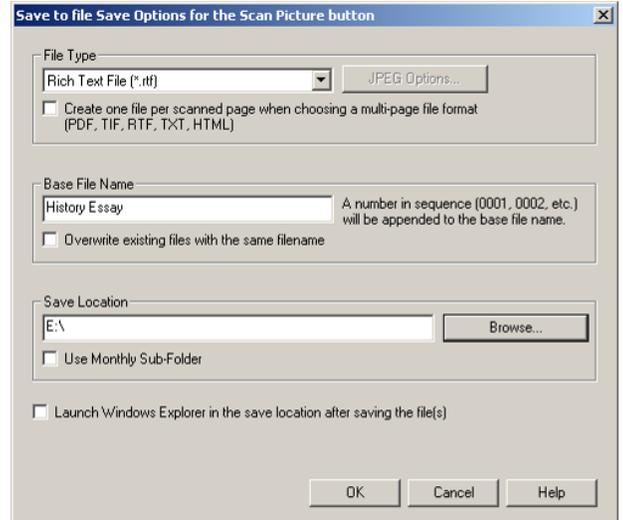


Figure 6

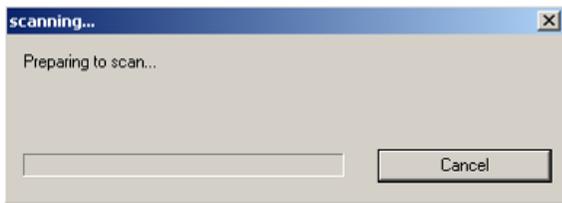


Figure 8



Figure 9

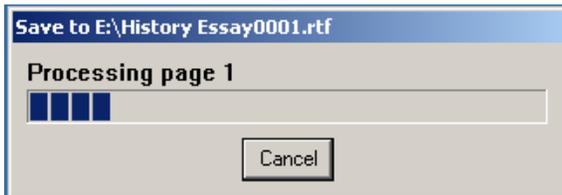


Figure 10

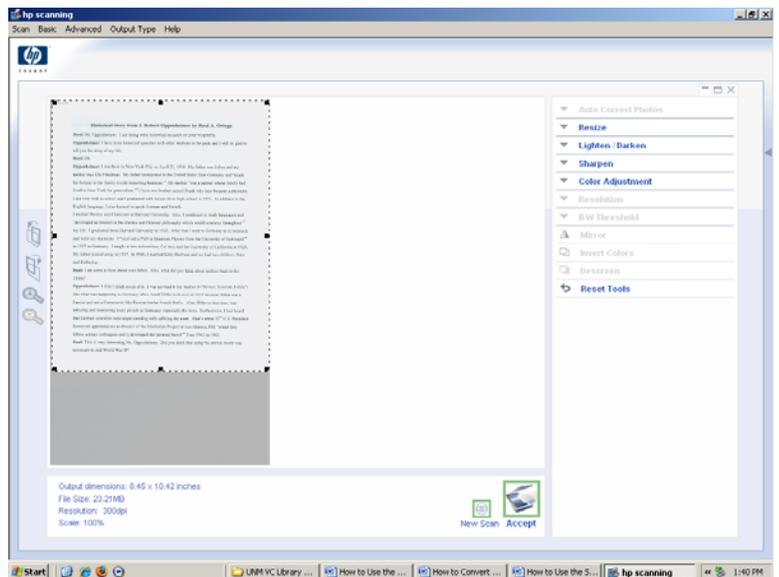


Figure 7

Also, the **History Essay0001.rft** document file should now appear in the **Removable Disk (E:)** window as shown in **Fig. 12**.

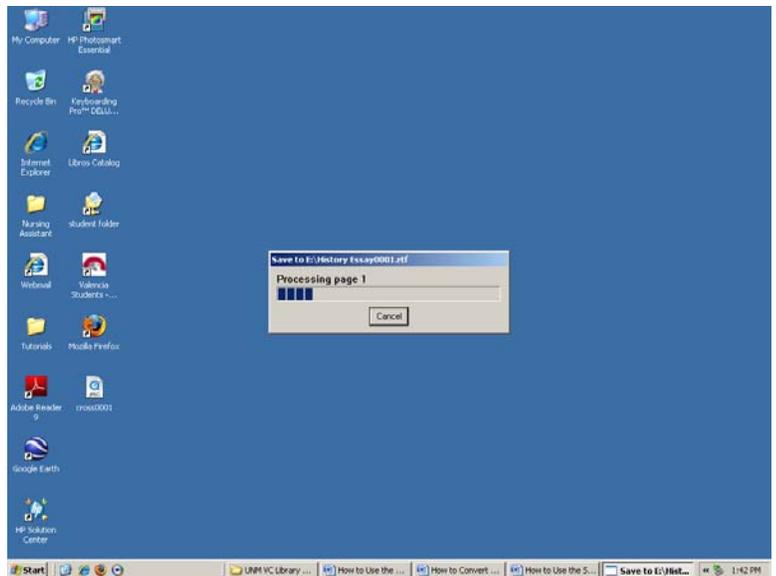


Figure 11

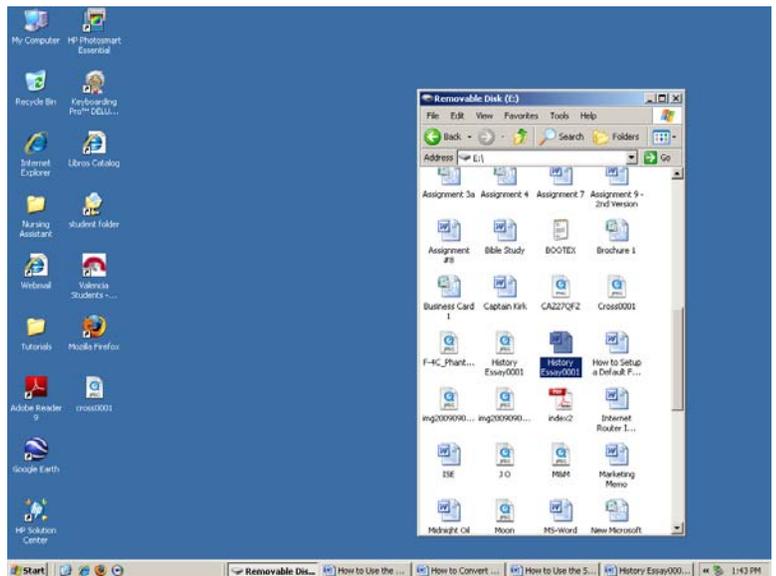


Figure 12