## 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.









- 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.
   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.
- By the File Type: option, click on the down arrowhead ▼.
- 8. Click on **Rich Text File** (\*.rft).
- 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 5

Scanning from	the Scan Picture button (Front Panel)	×	
What are you s © Documer © Gray © Black © Picture © Scar © Scar © Scar	canning? It scale criginals from glass or feeder in regatives using the Transparent Materials Adapter (TMA) in positives, including 35 mm slides, using the TMA.	Document Scan for Editable Text (perform DCR)	
Where do you o Scan to:	want to send the scanned image(s)?	300 ppi Millions of Colors	
File Type:	Rich Text File (*.tf) Save to file Save Options		
		Scan Picture Settings	
🔽 Show Previ	ew	Quality vs. Speed	
Save these settings as defaults for the Scan Picture button.		Scan Document Settings	
Do not pron (You can tu	npt me for these settings again. rn on this prompt again within the Settings dialog for this buttor		
	Scan Help	Cancel	

## Figure 3

File Type Rich Text File (*.rtf)	JPEG Option	s	
<ul> <li>Create one file per scanned page when choo (PDF, TIF, RTF, TXT, HTML)</li> </ul>	sing a multi-page hie i	format	
Base File Name	1 A		
Listen Feenu	A number in sequence (UUU1, UUU2, etc.) will be appended to the base file name.		
Overwrite existing files with the same filename	will be appended	to the base file name.	
Overwrite existing files with the same filename	will be appended	to the base file name.	
Overwrite existing files with the same filename     Save Location	will be appended	to the base file name.	
Save Location C:\Documents and Settings\lib01\My Document Use Monthly Sub-Folder	s\My Scans\	to the base file name. Browse	
Overwrite existing files with the same filename     Save Location     C:\Documents and Settings\lib01\My Document     Use Monthly Sub-Folder	s\My Scans\	to the base file name. Browse	
Overwrite existing files with the same filename Save Location C:\Documents and Settings\lib01\My Document Use Monthly Sub-Folder Launch Windows Explorer in the save location	s\My Scans\	to the base file name. Browse	
Overwrite existing files with the same filename Save Location C:\Documents and Settings\lib01\My Document Use Monthly Sub-Folder Launch Windows Explorer in the save location	s\My Scans\	b the base file name. Browse	

## Figure 4

16. Click on **OK** again.

scanning...

Preparing to scan...

- 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.
- 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).

X

	<u>•</u>	JPEG Uption	18	
Create one file per s (PDF, TIF, RTF, TX)	canned page when choos T, HTML)	ing a multi-page file	format	
Deve Cite Name				
History Essay		A number in sequ	ence (0001, 0002, etc.	
Overwrite evisting fil	as with the same filename	will be appended to the base file name.		
Overwrite existing m	sa war are same mename			
Save Location				
Save Location			Browse	
Save Location E:\ T Use Monthly Sub-Fo	lder		Browse	
Save Location E:\ Use Monthly Sub-Fo	lder		Browse	
Save Location E:\ I Use Monthly Sub-Fo Launch Windows Exp	lder lorer in the save location a	fter saving the file(s	Browse	
Save Location E:\ Use Monthly Sub-Fo Launch Windows Exp	lder lorer in the save location a	fter saving the file(s	Browse	
Save Location E:\ Use Monthly Sub-Fo Launch Windows Exp	lder lorer in the save location a	fter saving the file(s	Browse	

			Figure 6
Cancel	Scan Basic Advanced Output Type Help		ie x
Figure 8	<image/> <image/> <image/> <section-header></section-header>		Antis Cerret Photos     Antis Cerret Photos     Resize     Ligites /Backen     Sharpen     Colex Adjustment     Resultains     BW Threshold     Mirror     Bescen     Reset Tools
Save to E:\History Essay0001.rtf			
Cancel	Odged dimensions: 0.45 x 10.42 inches File Size 22.21M0 Resolution: 300gel Scale: 1076	New San Accept	
	🥂 Start   🕜 🎓 🧐 🖸 🗌	VC Library 📄 How to Use the 📄 How to Convert 📄 How to	o Use the S 🐞 hp scanning 🛛 🕫 🖏 1:40 PM
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**.





