HOW TO CONNECT SCANNER AND SCAN DOCUMENT AND PICTURE

How to Install a Scanner

Before you can scan documents into your computer with a scanner, you need to install the scanner driver so that your scanner and computer can communicate. Start by connecting the scanner to your computer's USB port (see your scanner manual for information about how it connects to your computer).

Some scanners use Plug and Play, a technology that Windows uses to recognize equipment and automatically install and set it up. If your scanner is Plug and Play-enabled, Windows 7 shows a Found New Hardware message in the Taskbar notification area (in the lower-right corner). Most Plug and Play devices will then automatically install, the message will change to verify the installation is complete, and that's all you have to do.

1. Turn the scanner on.

    If you're not using a Plug and Play device or Windows doesn't have the driver for that device, you see the Found New Hardware message.

2. Click the Found New Hardware message, click Yes, This Time Only, and then click Next again.

    You only need to do this step if you don't permit Windows 7 to automatically connect to Windows Update. Otherwise, you don't see the Found New Hardware Wizard.

3. If you have a CD for the scanner, insert it in your CD drive and click Next.

    Windows 7 searches for your scanner driver software and installs it.

4. Choose Start→Control Panel and type scanners in the Search box.
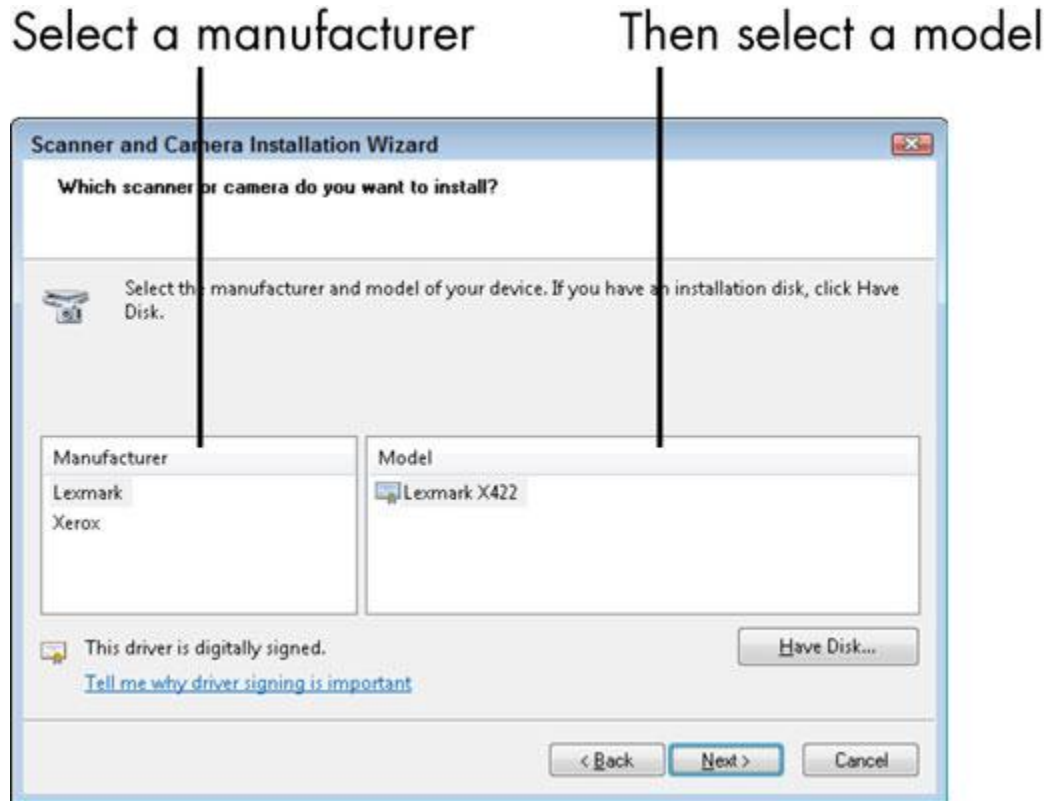
    Windows returns a set of links.

5. Click the View Scanners and Cameras link.

    The Scanners and Cameras window appears.

6. Click the Add Device button and then click Next.

    The Scanner and Camera Installation Wizard window appears. When you
    click Next, the next screen of the wizard appears.

Select a manufacturer   Then select a model

7 . Click a Manufacturer in the list on the left and then click a model in the list on
the right.

Now it's just a matter of following the wizard directions based on the model of
scanner you choose and whether you have a manufacturer's disc (a CD- or DVD-
ROM). If you don't have a disc, Windows can help you download software from
the Internet.

8. When you reach the end of the wizard, click Finish.
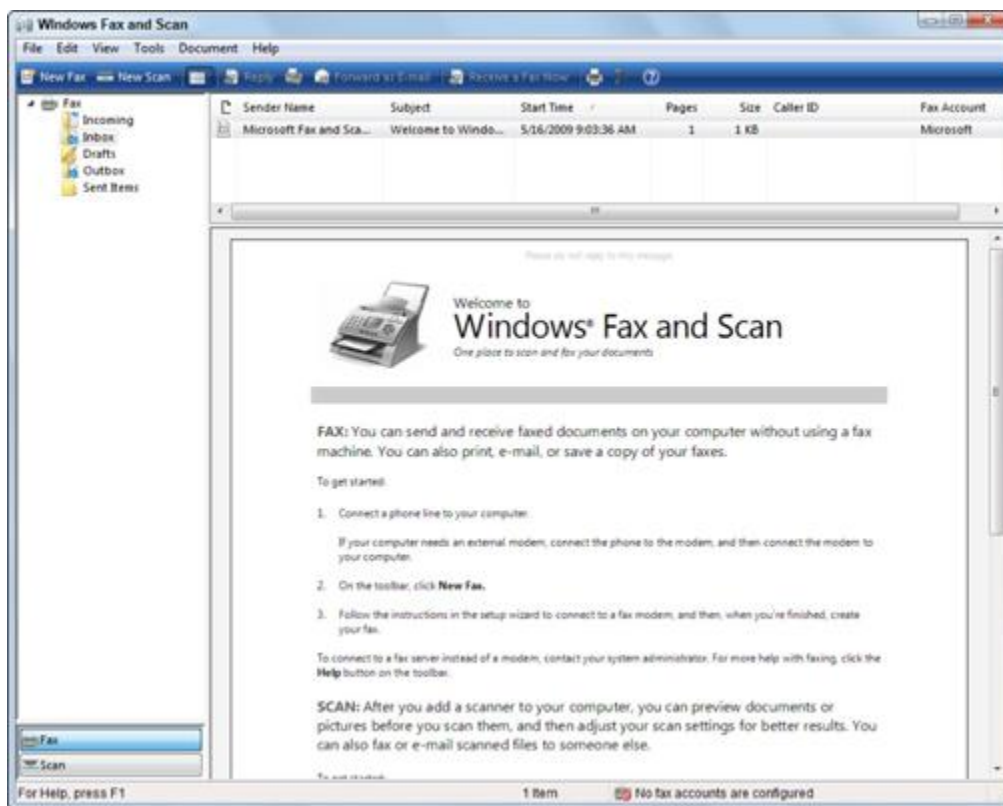
The installation is complete.

How to Scan a Document in Windows 7

The Windows Fax and Scan utility enables you to scan documents and pictures. Before you can scan documents and pictures, you must have a scanner installed on your computer. Your scanner must be listed in the Devices section of the Devices and Printers Control Panel window.

To check to see if your scanner is properly installed, open the Device Stage. Choose Start→Devices and Printers. If Windows doesn't automatically find your scanner, you can manually add it in the Devices and Printers window by clicking the Add a Device button in the toolbar and following the wizard's commands.

1. Choose Start→All Programs→Windows Fax and Scan.

   Windows 7 opens the Windows Fax and Scan window.

1. Click the Scan button in the Navigation pane, then click the New Scan button on the toolbar.

   The New Scan dialog box for your scanner opens.

2. Use the settings on the right to describe your scan.

   By letting the computer know what you're scanning, its color profile, and the type of file you plan to create, you enable Windows Fax and Scan to create the highest quality scan.

3. Click the Preview button to see what your document will look like.

   Make any last minute changes.

4. If you're happy with the preview, click the Scan button.

   Windows scans the document and presents you with an image of your document.

5. Click the Save As button and complete the necessary information.

   Enter the filename, the type of graphics file you want saved, and then click the Save button.

To automatically forward the document you've just scanned as an attachment to a new fax message, click the Forward as Fax button.

The scan feature in the Windows Fax and Scan utility is set primarily to scan text documents. If you want to scan a photograph or other graphic, you're better off doing that directly within the Windows Live Photo Gallery.