

SCAN TO WORD OR POWERPOINT

SCENARIO

- Do you currently rescan an entire document if you've made a minor change or edit?
- How much time does your administrative staff spend retyping information from a hard copy, paper-only document?

BENEFITS

- Minimizes workflow processes with ready-to-edit documents
- Users can easily edit or search the file once a native Word or PowerPoint file is created
- Allows for information on hard copy documents to become more usable and to be easily combined with existing digital information



Note:

Supported Models: All Third Generation imageRUNNER ADVANCE models

HOW TO:

Scan and Send - Word or PowerPoint

1 Place the document on the platen glass or in the automatic document feeder (ADF)

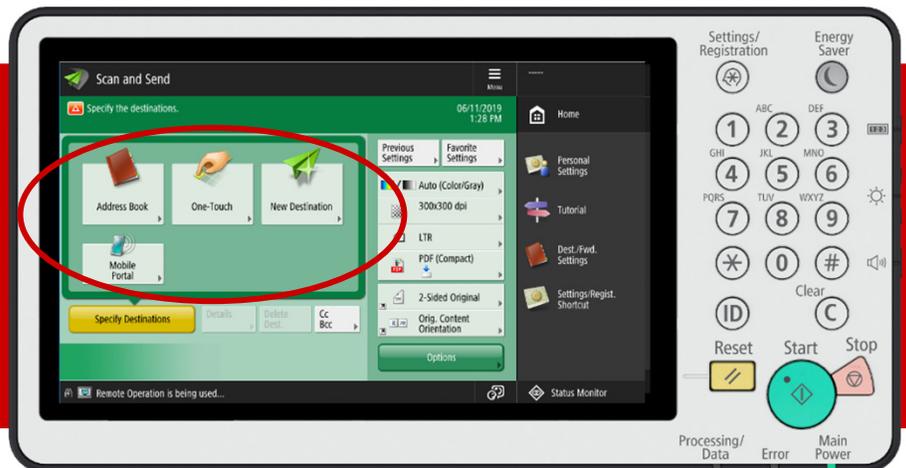
2 From the [Home Screen], select [Scan and Send]



Note: If your device is configured with device log in or ULM, enter your log in information to access the Main Menu screen.

3 Specify the destination by choosing from the following options:

- Address Book
- One Touch
- New Destination
- Mobile Portal
- Send to Myself*
- Personal Folder*



Note: Send to Myself and Personal Folder buttons are available only with personal authentication management

4 For example, select [New Destination], then [E-Mail] as the destination, enter the desired email address and press [OK]



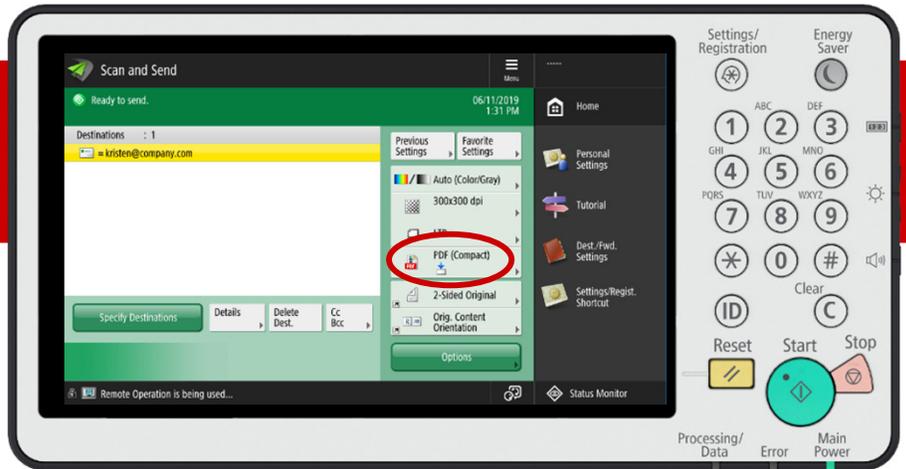
Note: Users can enter multiple E-Mail addresses, if required.

HOW TO:

Scan and Send - Word or PowerPoint

5

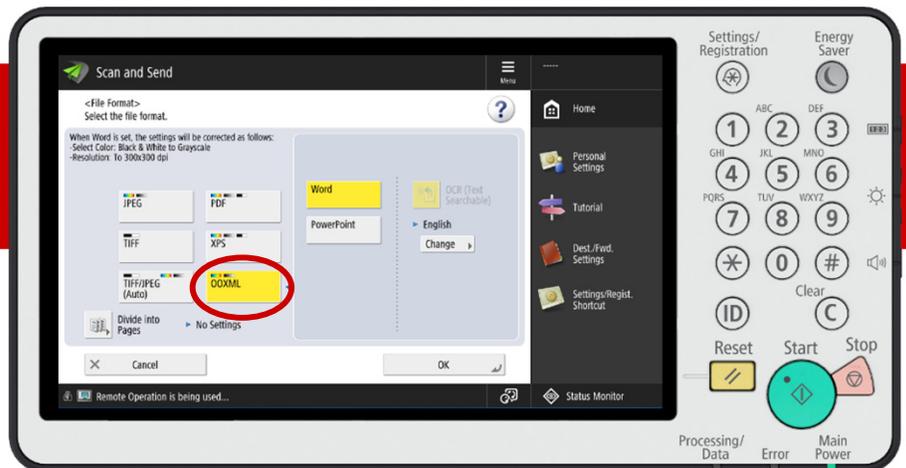
Select a format for the document, by selecting the file format button. By default, this button is [PDF (Compact)]



6

Select [OOXML], then choose the desired file format; [Word] to create a .docx file or [PPT] to create a .pptx file. Press [OK]

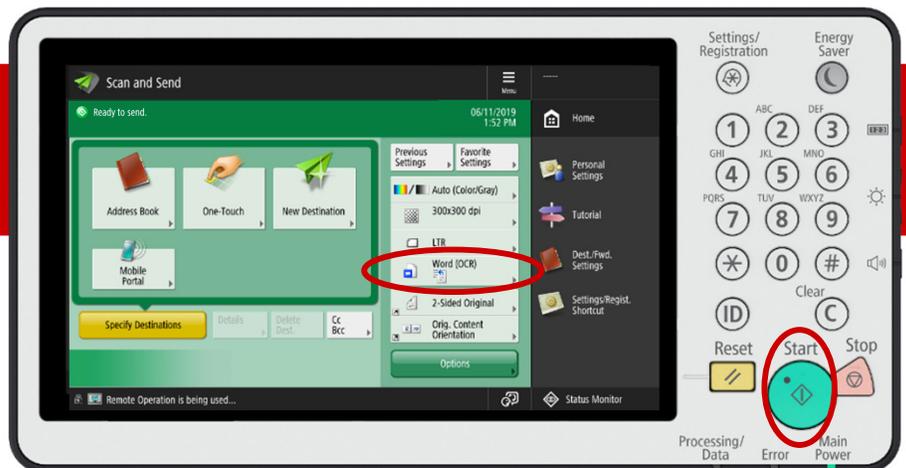
Note: Scan to Word automatically applies [OCR (Text Searchable)]. Scan to PowerPoint gives the option to turn OCR [ON] or [OFF].



7

Press [Start] on the Control Panel to begin scanning. Select [Start Sending] to send the document to its destination(s)

Note: When you return to the Scan and Send screen, you will see the designated file format on the right side for confirmation.



Note:

Supported Models: All Third Generation imageRUNNER ADVANCE models