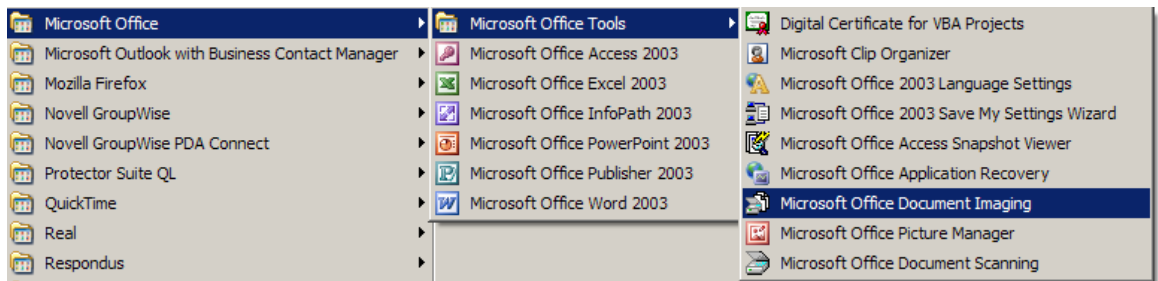
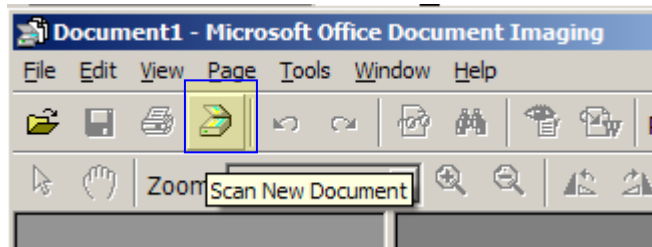


Scanning a paper test into Word using MS Office Document Imaging

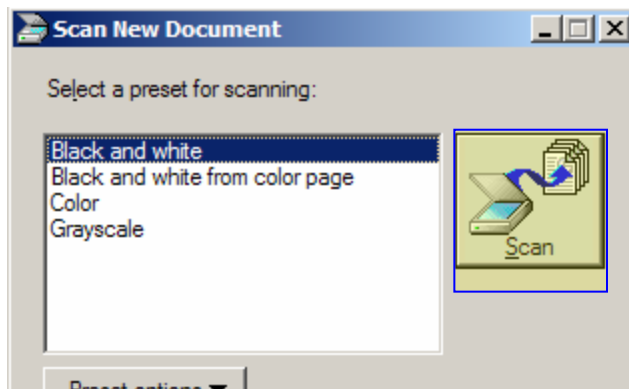
1. Run MS Office Document Imaging (Start < All Programs < Microsoft Office < Microsoft Office Tools < Microsoft Office Document Imaging)



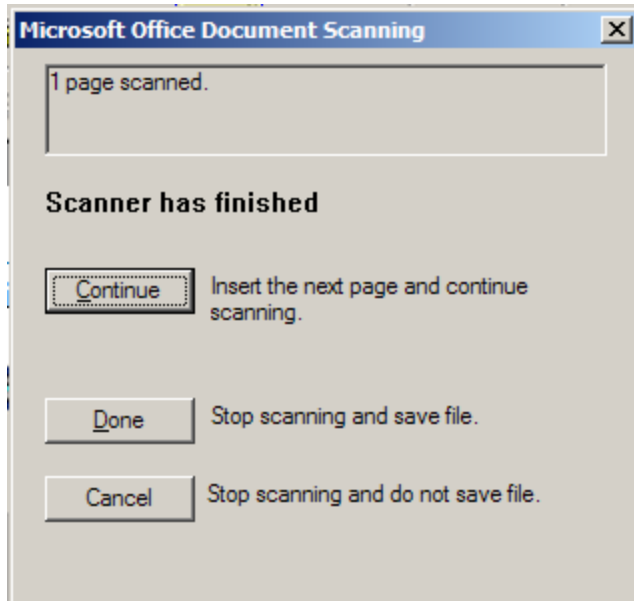
- This opens the Microsoft office Document Imaging program
2. Click the Scan button on the MS Office Document Imaging



- This opens the Scan New Document dialog box
3. Click the Scan button

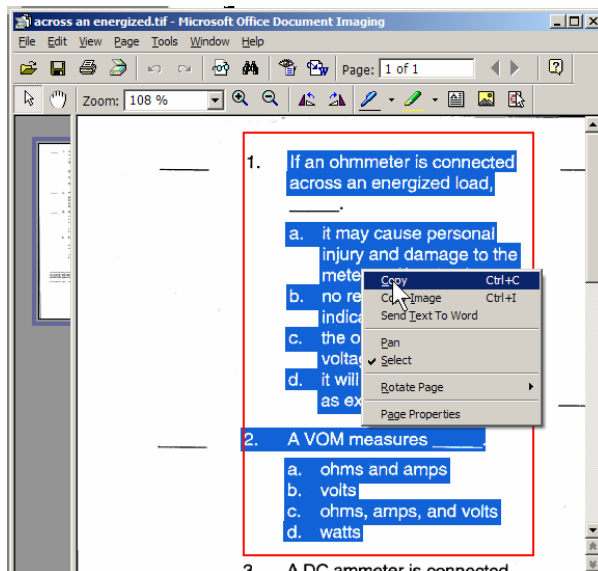


- This initializes your scanner, scans the first page of the test (which is displayed in the Document Imaging program window), and displays the Office Document Scanning dialog box.
4. Click the appropriate button as to whether you have more pages to scan (in this example, I clicked Done).



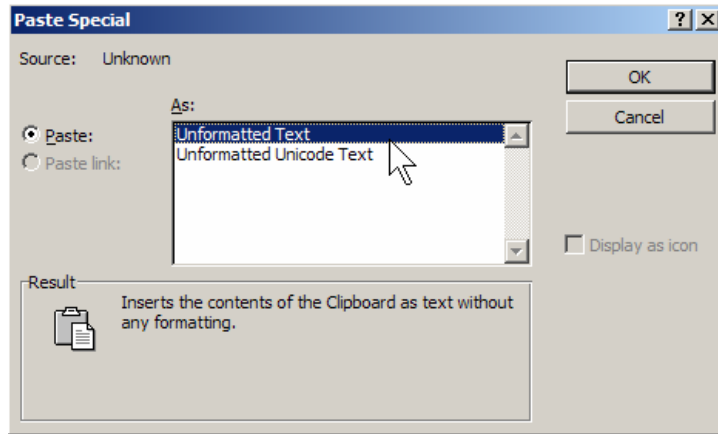
This displays the Document Imaging window with your scanned page(s) displayed. (if you do not have the Document Imaging program on your home machine, but do have it at the office, you can scan the image as a tiff file at home and open it at the office to continue importing the scanned text into Word).

5. Run Microsoft Word
6. Switch to the Document Imaging program and select (drag through) the text to be copied to the Word file.
7. RIGHT click on the selection



This displays the shortcut menu for the selection

8. Choose Copy from the shortcut menu (note you could choose Send Text to Word but that command will not append to an existing file, so only do that when you are copying the start of a test
 - a. If you have an image instead of text, choose Copy Image from the shortcut menu
9. Switch to the Microsoft Word program and, for text choose the Edit < Paste Special < Unformatted Text command (note you could just paste, but then you have whatever formatting Word thinks should be there).



This pastes the recognized text from the scanned image as unformatted text in the Word document

- a. If you copied an image, choose the plain Paste command or button.

Here is a shot of the 3 question document I scanned, including an image:

1. If an ohmmeter is connected across an energized load,
 - a. it may cause personal injury and damage to the meter and/or circuit
 - b. no reading will be indicated
 - c. the only reading will be voltage
 - d. it will read the resistance as expected
2. AVOM measures ____
 - a. ohms and amps
 - b. volts
 - c. ohms, amps, and volts
 - d. watts
3. What is this figure:



- a. triangle
- b. rectangle
- c. square
- d. metrangle