



# Computing Help Desk @ Buffalo State College

Butler Library Reference Room | Phone: (716) 878-4357



## HOW TO: Scan and edit documents in Word

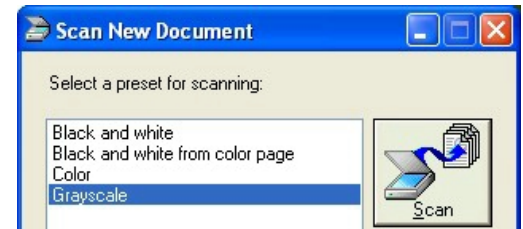
**Step 1:** To scan and edit documents in Microsoft Word, use the Microsoft Office Document Scanning program located in Microsoft Office Tools.

### How?

Go to **Start > All Programs > Microsoft Office > Microsoft Office Tools** and select **Microsoft Office Document Scanning**



**Step 2:** When the Scan New Document window opens, select *Grayscale* and click the *Scan* button. When the scan has finished you can close the Scan New Document window.



**Step 3:** When the Microsoft Office Document Imaging window opens send the document to Word for editing.

### How?

1. Select **Send Text To Word** from the **Tools** menu.
2. Click **Browse** and select the location where you want the document to be saved.
3. Click **OK**. The document is sent to Microsoft Word for editing.

**Step 4:** By default, scanned documents sent to Word open as Web Pages (HTML) instead of Word documents. So the next step is to save the file as a Word Document.

### How?

1. Select **Save As** from the **File** menu.
2. Select **Word Document** from the **Save as type** drop-down box, click **Save**.



**Note** Text recognition does not work perfectly, so some words in the original document may not convert accurately when scanned. For example, handwritten words like signatures do not convert well, and may appear as garbled words in the scanned file. Therefore, the scanned file will require some amount of editing and cleanup.