

How To . . .

Scan Text with the HP ScanJet ADF 5300

This guide will walk you through scanning an image using the new HP 5550C scanning system.

Step 1

When scanning a single page document place the image in the upper right point corner of glass then close the lid.



Press the button that shows a picture of the scanner.



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Scanning multiple documents, use ADF feeder pictured below. Follow the numbers on the top of the feeder for loading feeder.

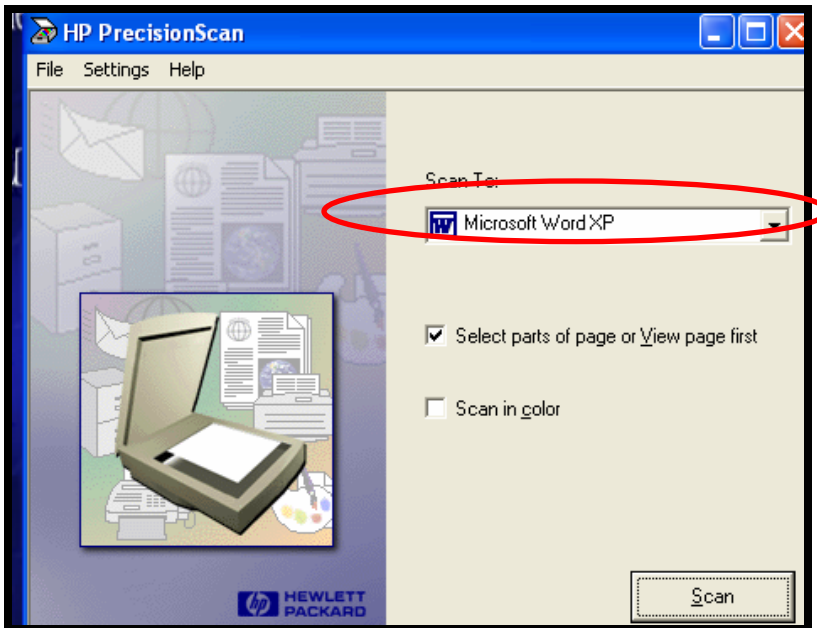
1. lever up
2. Place document face
3. flip lever down to lock position



up

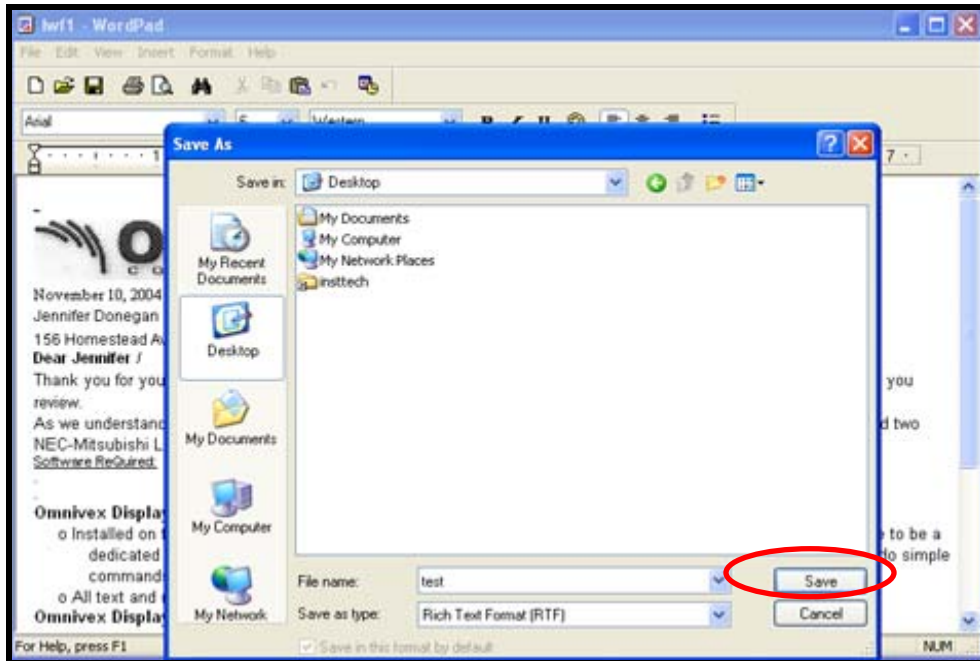
Step 2

Choose Microsoft Office to create an editable word file. Choose Adobe acrobat to create or PDF an editable file format.
Then chose Scan



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Step 5

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When you navigate to the file location, the file will already be associated with Microsoft Word. Double click the file to open and edit it.

