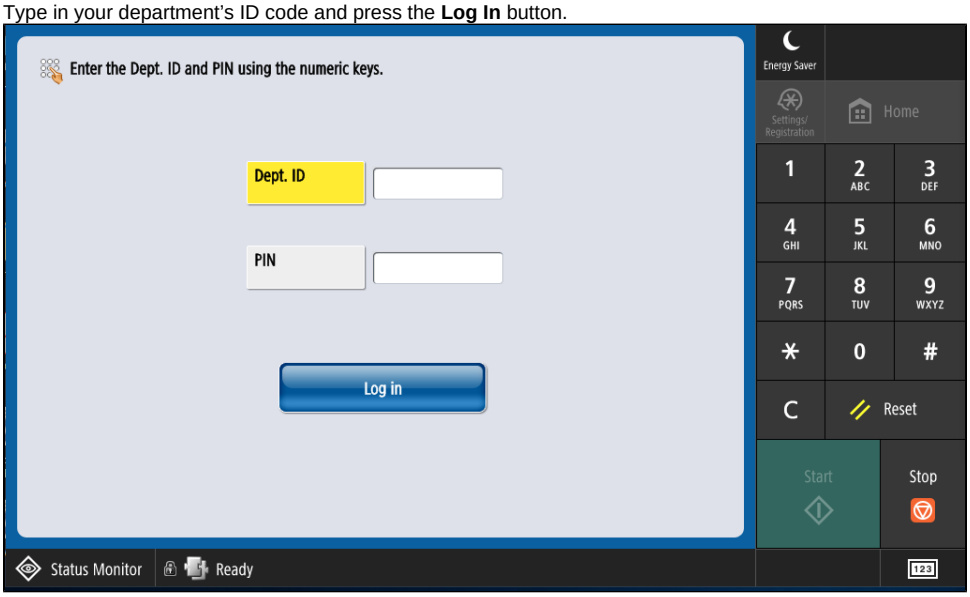
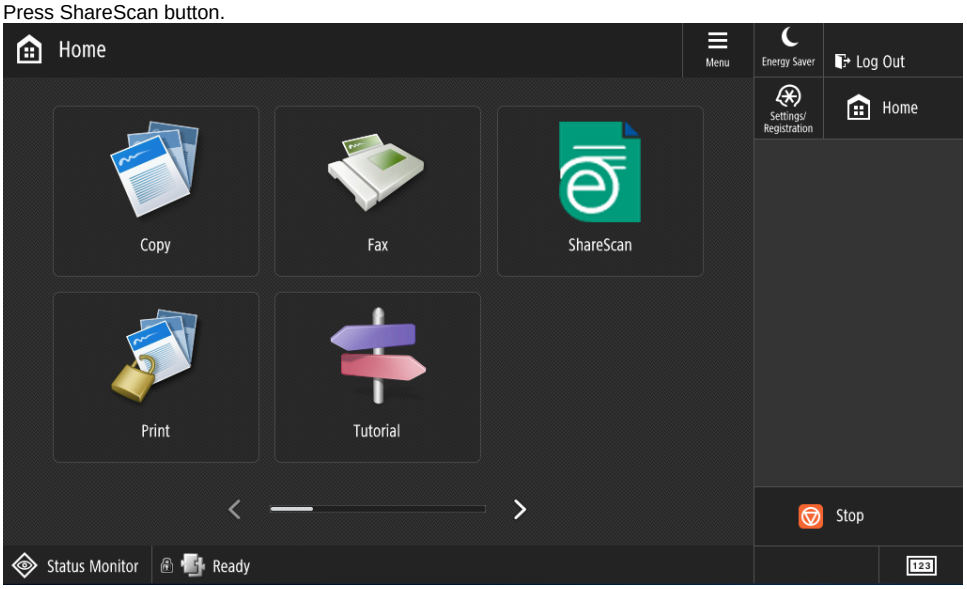
How to scan text into an editable form on a departmental Canon

1. Type in your department's ID code and press the **Log In** button.

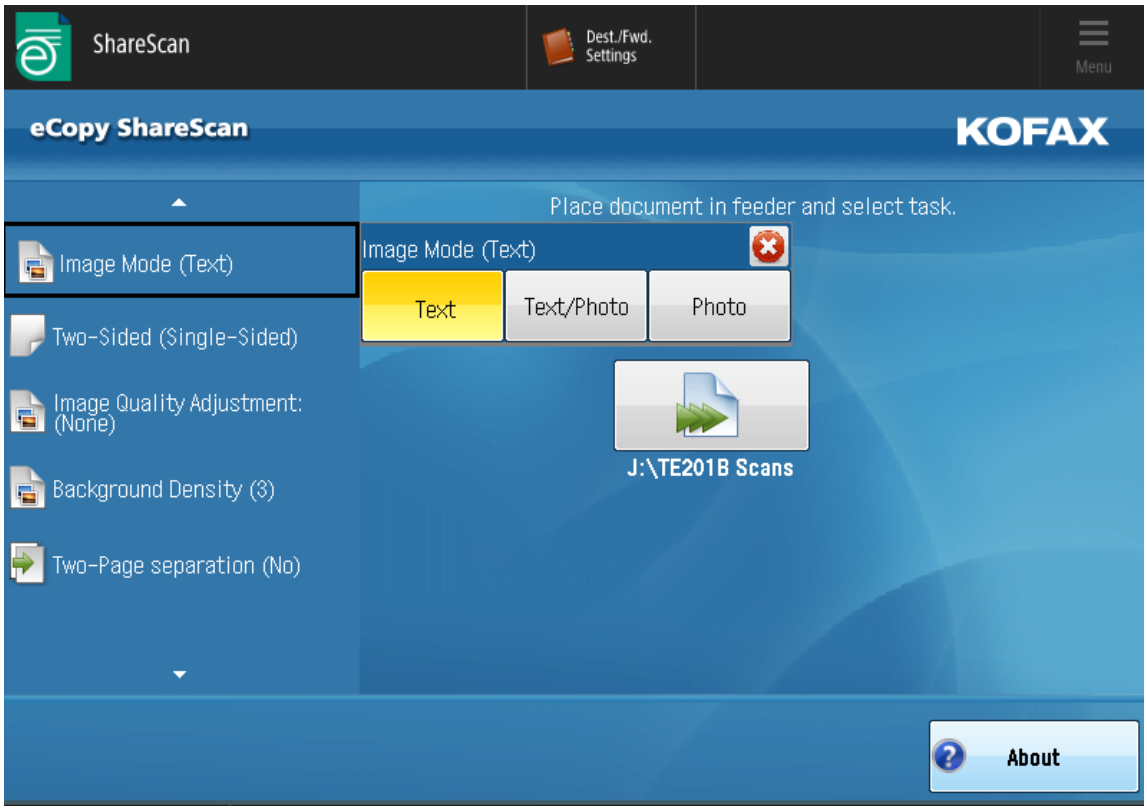


2. Press ShareScan button.

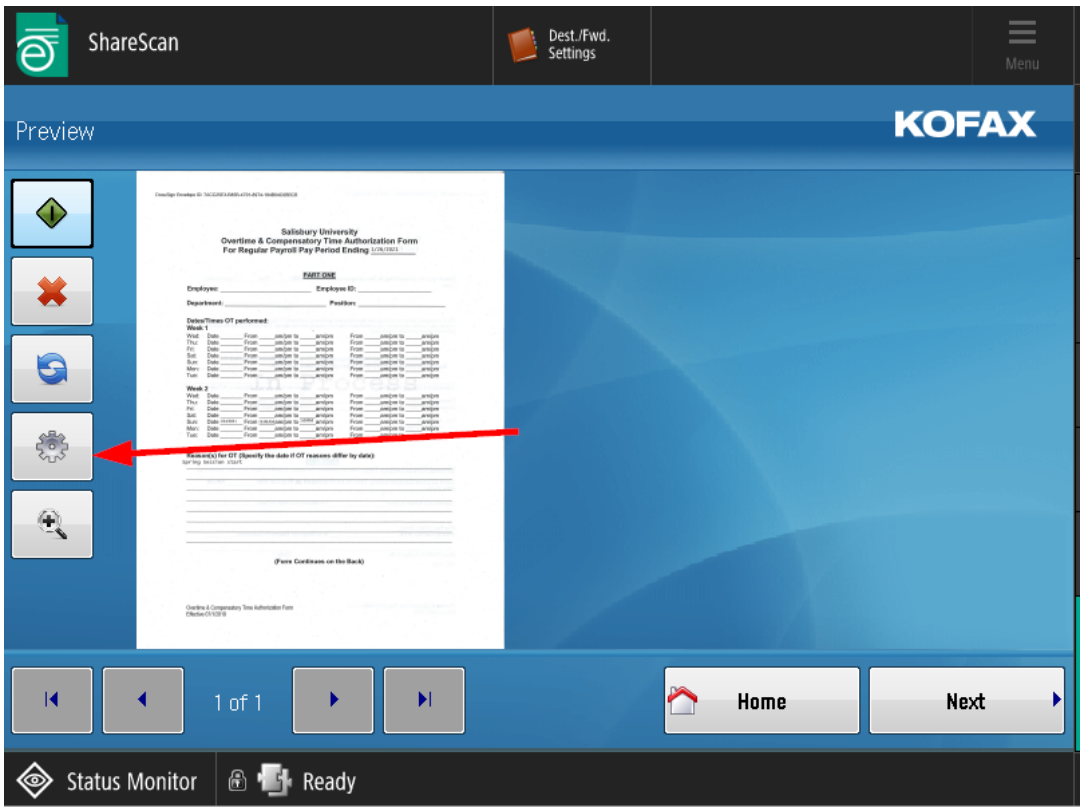


3. On the eCopy ShareScan screen, you will see a scrollable settings menu on the left hand side. Scroll to **Image Mode** and select **Text.**

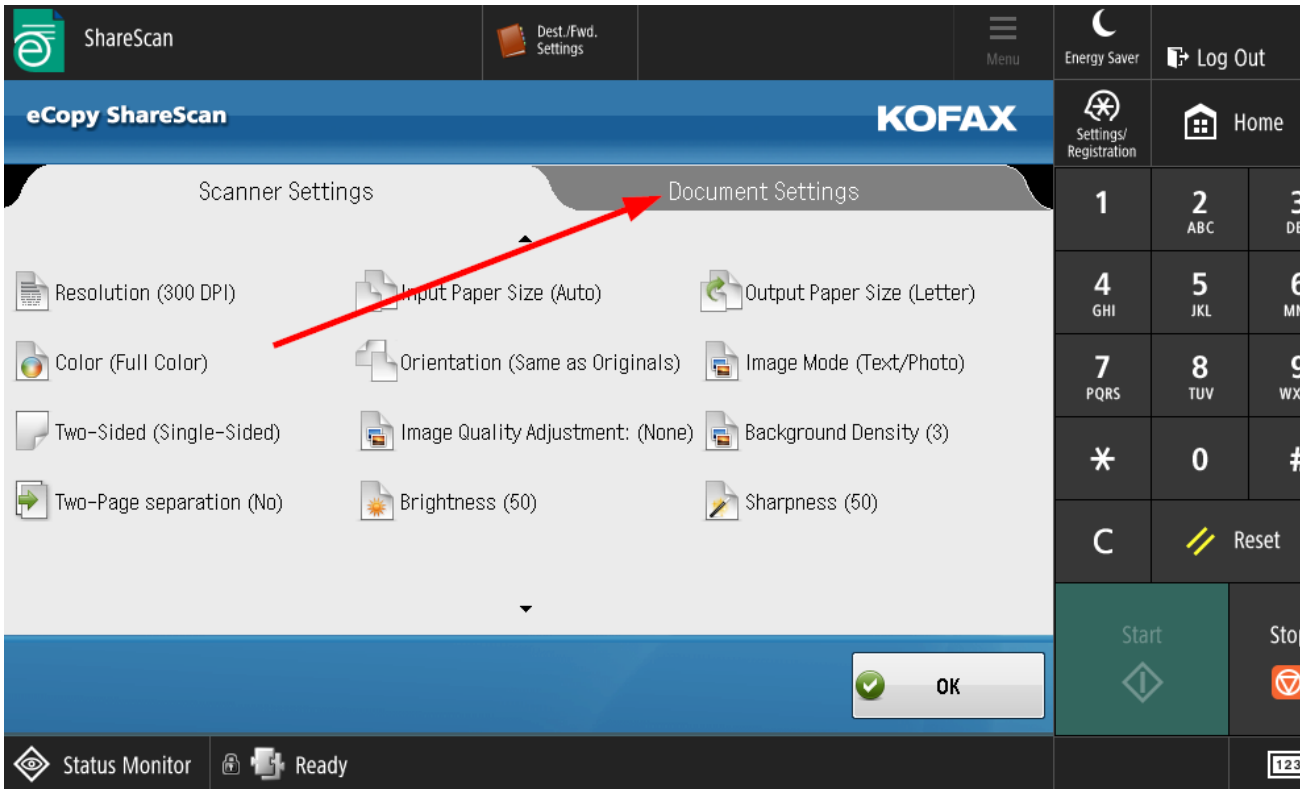
   Then click on the file icon in the center of the screen.



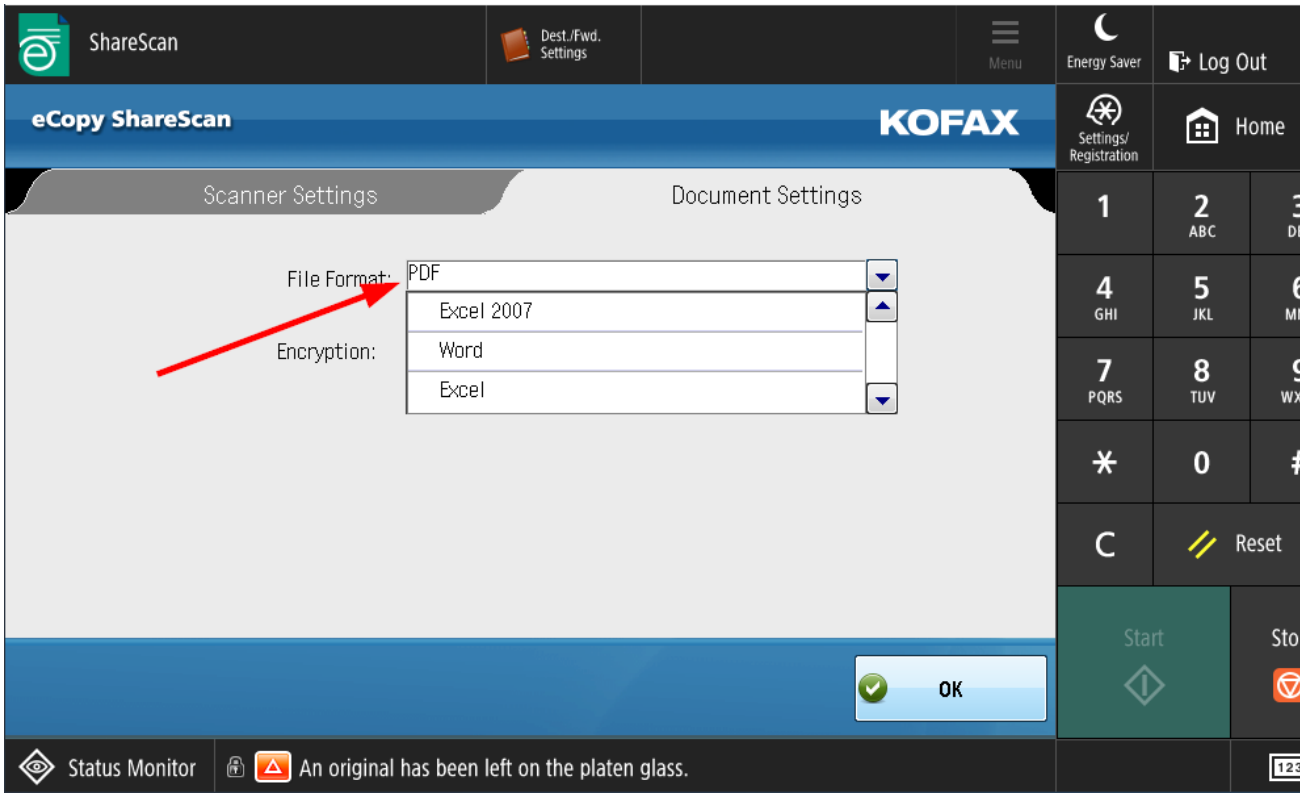
4. Select the **settings** icon on the left side of the screen.



5. Click on the **Document Settings** tab at the top.



6. Select the **file format** you would like the file to be saved in(ex: PDF, Word, Excel, etc).



7. Click Ok then select the green **Start** button. Your document will be saved to the J drive in an editable text format.