

How to scan a document using OPENBOOK software Available in the Adaptive Technology Lab

1. Put the page you want to scan on the scanner, upper right corner
2. Open OPENBOOK, by clicking on the OPENBOOKS icon on the desktop
3. Click on Scan
4. Select Scan a Page
5. Page should automatically scan, if it does not, ask student at the Media Development Center desk to ensure that the printer is connected.
6. After scan, Click on save as—you want to save the scan as a word document, and save it to your flash drive using a file name of your choice.
7. Open your saved scan in Microsoft Word. Click on Edit, choose Select All.
8. Click on Format, font... change the font to 14.
9. To request a large print copy, go to the Media Development Center
 - (1) Send document to default printer (UCL) by clicking on print
 - (2) Ask iT Help Desk to print a large print copy
 - (3) Log-on to the printer in the Media Development Center
 - (4) Document is printed on legal size (8 ½"X14") or tabloid size (11"x17") paper.

Students registered with Disability Support Service may request a large print copy at the iT Help Desk, 214 Hale Library. Large print copies are available at the same cost as standard size copies. K-State students are allowed \$10.00 each semester, plus \$5.00 in the summer, for free laser printing.