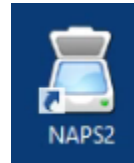


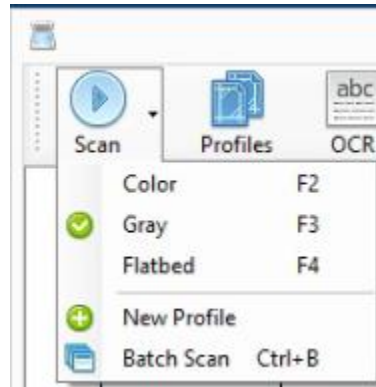
## Scanning with NAPS2

NAPS2 (short for Not Another PDF Scanner version 2) is an easy to use scanning program that is compatible with many scanners. It is often used for its simplicity and speed.

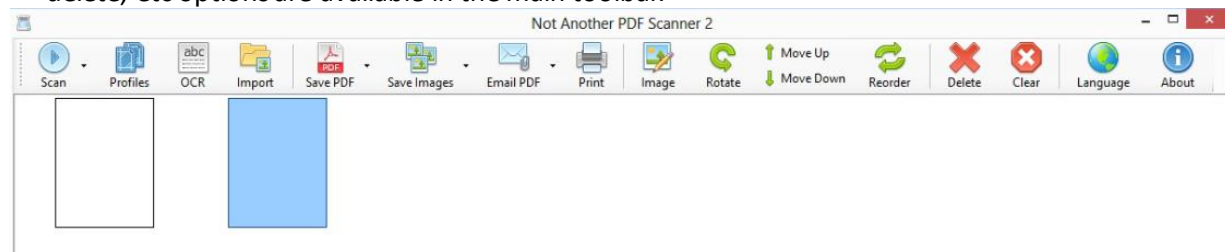
1. Begin by locating the icon for NAPS2, usually on the desktop, but it is in the Start Menu (or screen) as well.



2. When the software opens, click on the Scan button on the top left of the screen to start a scan with the default template. Or, click on the small arrow to the right of the Scan button to see a list of all templates and select the one you wish to use. The templates installed will vary per person, scanner, and scanning needs. There may or may not be more than one to choose from.



3. Once all pages have been scanned, you have the option to edit pages if needed. Pages can be re-ordered by dragging and dropping them, rotated, or removed. In the example below, page 2 is selected, so the rotate, delete, etc options are available in the main toolbar.



4. Once you have your document exactly the way you want it, simply press the Save PDF button and you will be presented with a standard "Save As" dialog, where you can choose where the file will be stored and what name to give it.
5. When finished, either close the program, or press the Clear button to remove all pages and start a new scan.

Reach out to SmartPath Technologies if you experience any issues.

