

Scanning/Uploading Directions for Large and/or Multi-Page Documents

If utilizing the ShiftWise Recommended HP SCANJET 3970, the following directions are for scanning in large documents for uploading into the Shift Wise application.

These directions should ensure your document is the correct format and size.

1. Choose the **HP Director** Icon
2. Choose **Scan Picture** (not document)
3. Go to **Output Type** and choose **Black and White**
4. Go to **Advanced** and choose **Resolution**
5. Change resolution to **100**
6. Scan document and look at your preview to ensure all text is showing
7. Choose **Accept**
8. Choose **Yes** to scan another page
9. Repeat steps 6-8 until all documents have been scanned. Choose the **No** option when completed
10. **Copy** and **Paste** each of the scanned documents into a single word document
11. Save item as a WORD document with a file name
12. File should be under 1000 kb or 1MB. To check, right click on the file, go to **Properties**, and look for file size.

You are now ready to upload this document into the Shift Wise application.