Scan Wizard 5 in IMS

1. Place the scan material face down against **front right hand side** of scanner.

2. Start >> All Programs >> Microtec ScanWizard for Windows >> Scanwizard5

3. You may see an image from a previous scan. If so, click Overview to see material currently on the scanning bed.
4. You will now see your material.
5. Change the selection area by clicking and dragging the marching ants.
6. Change the resolution, if necessary.
7. Once the selection area and the resolution are correct, click the **Scan to** button.
8. Name your file, Save as type JPEG.

9. Choose your destination.

10. Remove your material from the scanner.