

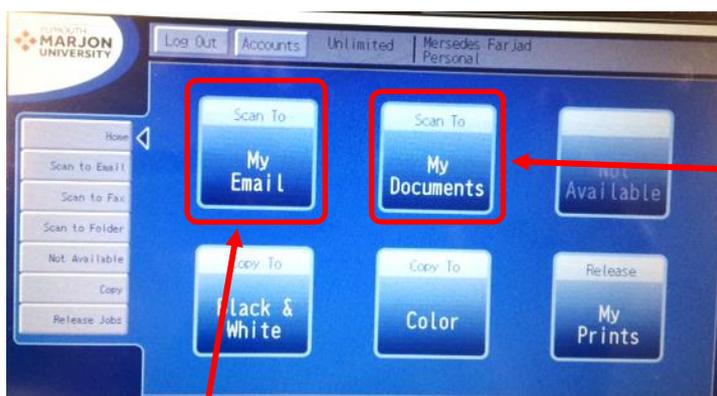
Inserting hard copy printouts into a Word document

Sometimes you may need to add a hard copy printout to an assignment as an appendix within a Word document. Some examples could be: a completed questionnaire, a consent form, or a participant information sheet.

The best method is to scan the hard copies as JPEG images (in colour) using our MFD printers on campus – it's free! You can then insert them as images into the Word document. If the document that you want to insert is a PDF file; I would recommend printing out the file and then scanning and saving as a JPEG image.

To scan a document as an image

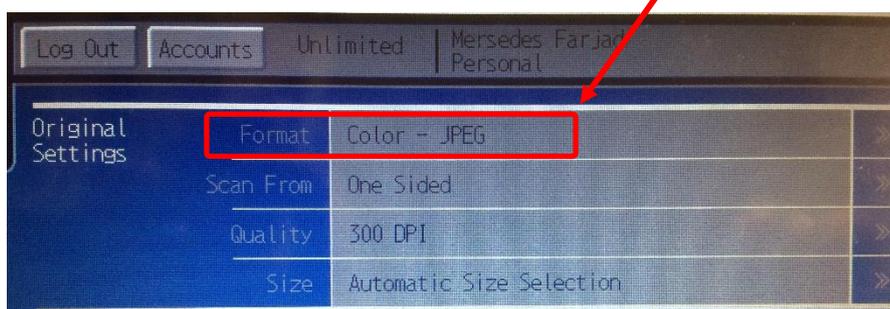
- ✓ Log onto the MFD printers using your Library card
- ✓ Place the sheet/sheets in the automatic document feeder (top feeder) – this is the best option to use particularly if you are scanning more than one sheet. Make sure the paper is fitted tightly onto the feeder so that the scan appears straight and not wonky!
- ✓ Select **one** of the following options:



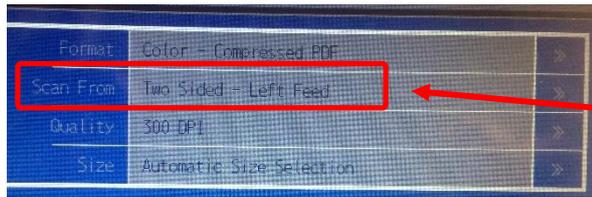
Scan to My Documents:
This option will send the scanned images to your **N drive**.

Scan to My Email: This option will send the scanned images to your *Marjon email*. I wouldn't advise using this option if you are scanning many pages; as will take up storage space in your Inbox.
Note that you will need to save the email attachment/s in a suitable location before inserting into the Word document.

- ✓ In the example below, the '**Scan to My Documents**' option has been selected. In the **Format** section, click on the arrows to select **Color – JPEG**

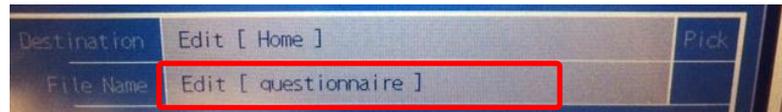


- ✓ Check the document you are scanning – is it single-sided or double-sided?



If the document is double-sided, click on the arrow to select: **Two sided – left feed.**

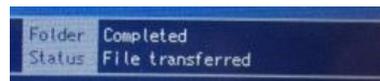
- ✓ Enter a name for the scanned image. One name is sufficient even if you are scanning multiple pages.



- ✓ Select the **Start** button:



- ✓ Messages will appear in the **Folder Status** section on the bottom right of the screen. When all images have been scanned, the following message should appear:



Inserting the image in a Word document

- ✓ If you have scanned the documents to your email, access the email message and save all attachments in a suitable location.
- ✓ Place the cursor on a clear line where you want to insert the image/s. Go to the **Insert** tab/**Illustrations** group and select the **Pictures** command.
- ✓ Locate the image/s and select. You can select multiple images by selecting the first image, holding down the **Ctrl** key on the keyboard, and then selecting other images. Once selection is finished, release the **Ctrl** key and select **Insert**.
- ✓ Images may appear rotated in the document – do not attempt to move or rotate them manually. It is better done via the ribbon. Select the image and click on the **Picture Tools Format** tab. From the **Arrange** group, select the **Rotate** command, and choose the appropriate rotate command.

Important: Do NOT change the text wrapping of the image. You can check this by clicking on the **Layout Options** shortcut command that appears on the top right of the image when you click on it. Ensure the option **In Line with Text** is selected.

Note: Sometimes inserted images appear more professional when they have a border around them. This gives the impression that it is a scanned page of a document.
To add a border, select the image, go to the **Picture Tools Format** tab/**Picture Styles** group and select **Picture Border**. Select a suitable colour.

