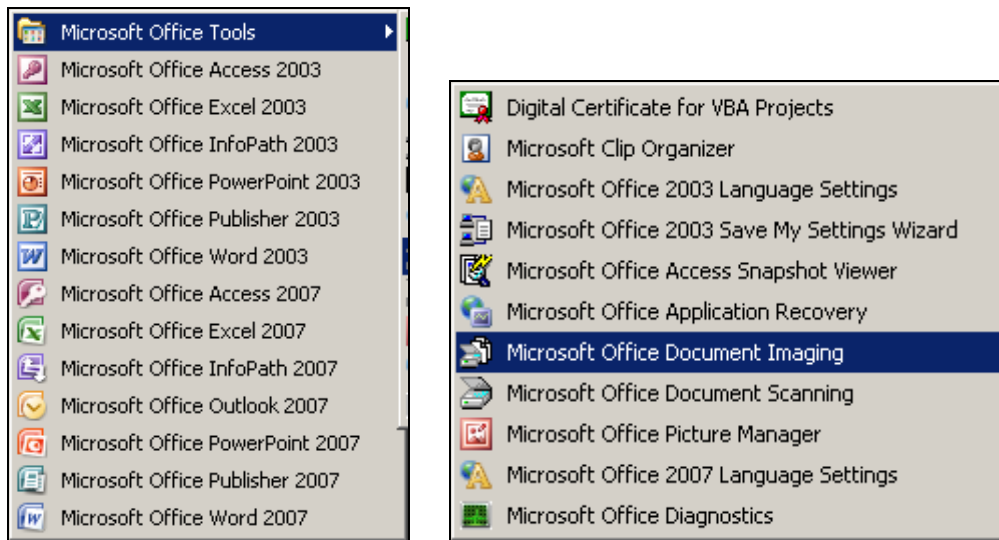


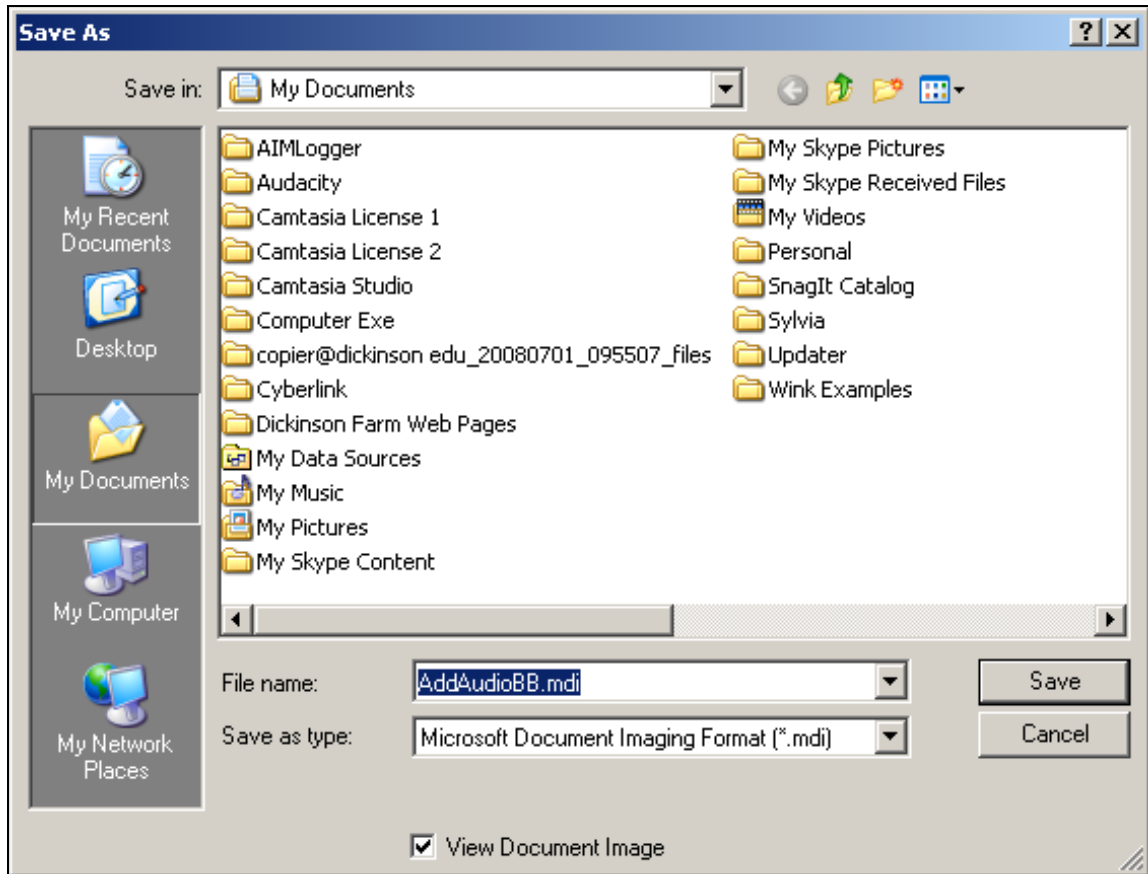
## Microsoft 2007: Using Document Imaging

Follow these instructions to take a PDF file or a Tiff file to make it into a file that is editable in word. First you must install the Document Imaging program by following the instructions [here](#). If you get an error message please contact the helpdesk so your liaison can install this for you.

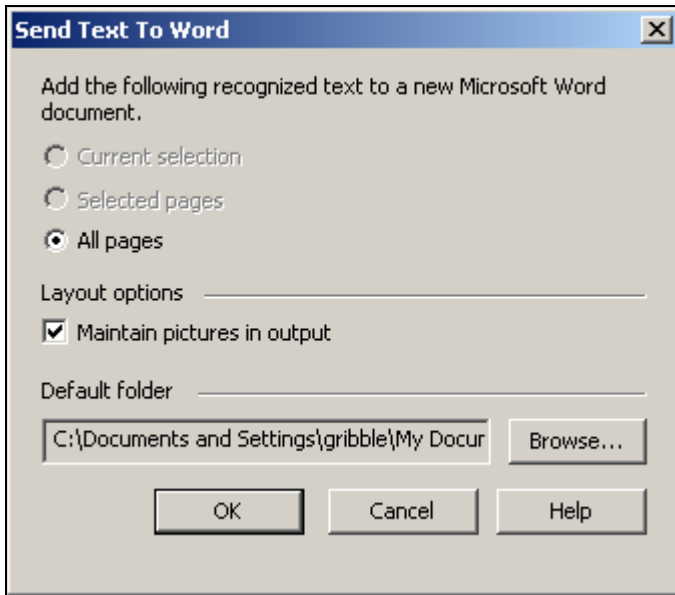
1. Open the MS Office Document Imaging program. To find this program on your computer:
  - a. Click Start button
  - b. All Programs
  - c. Microsoft Office
  - d. Microsoft Office Tools
  - e. Microsoft Office Document Imaging



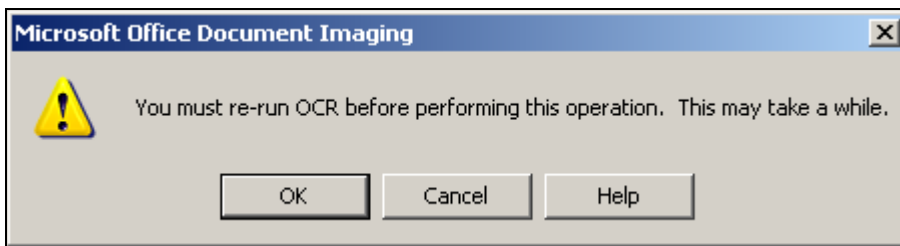
2. Click on File
3. An Import dialog box appears.
4. Click on the IMPORT button
5. If you are Importing a PDF file : A Save As dialog box appears, navigate to a place to save this mdi file.  
If you are Importing a Tiff file skip to Step 8. ( you will not need to save as a mdi file)



6. Click the Save button. (you will now see the file with the same name but with an mdi extension)
7. Now your document is opened in the Document Imaging Program
8. Click on Tools, then Send text to Word
9. A Send Text to Word dialog box appears, click the OK button



10. Click the OK again (a message says it will take a while, faster than you think) change this to the message in the box



11. When the conversion is complete Word will open that document
12. You can now edit and will need to save this file now as a word doc file
13. On closing MS Office Document Imaging — it will ask you if you want to save the MDI file. You don't need to save it.
14. ALWAYS make sure you read every word of the scanned document — the software isn't perfect so some words don't always come over correctly.