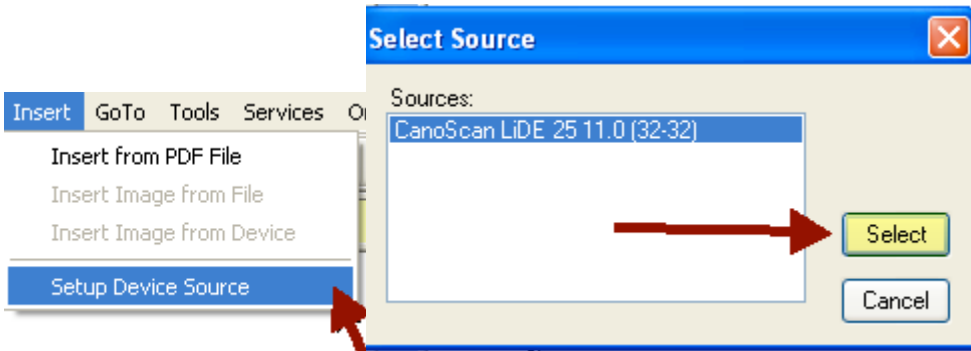**To insert scanned images into your report:**

1. Go to Insert, Setup Device, Select Source window appears, select your scanner and click on the select button.

2. After your scanner has been setup, to insert an image you can either right click, or double click on an empty image cell i.e. Photo or exhibits pages. You can also click on the image cell to activate it and go to Insert and select Insert from Device.
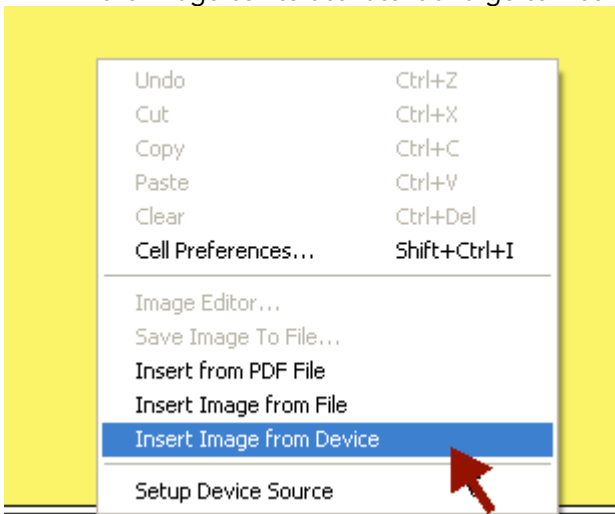
3. Your scanner software will open; here you have the options of what format i.e. jpeg, bitmap, color or gray scale and the resolutions, etc. Once you have your setting preferences selected, click on the Scan button.
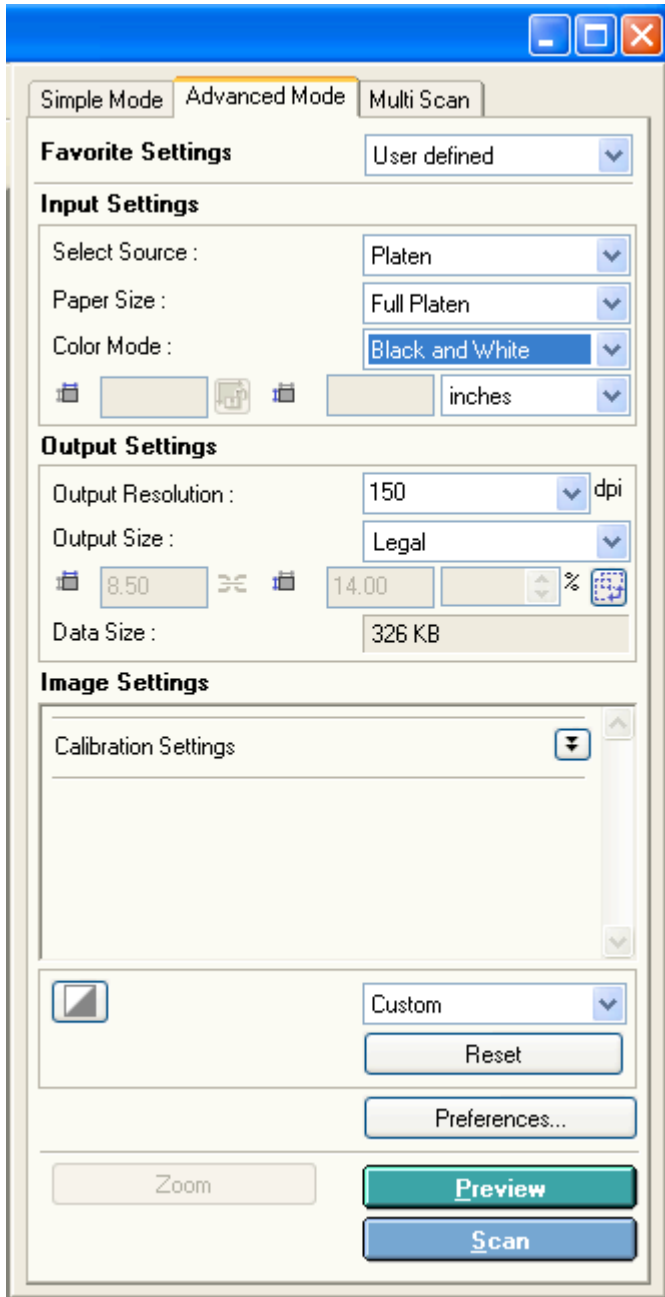
4. The image is scanned directly from your scanner into the report.