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*If you have elected to purchase a scanner, you may follow the below instructions for use. The scanner will arrive with an Installation and User's Guide, but these brief directions work well, too.*

Directions for using scanner:

- Plug in scanner
- Windows XP will automatically recognize and load the scanner
- Open a word document
- Run scanner slowly down bar code

Saving File

- Save as a text only

Open Excel

- In the open window select file type as "text file"
- Select delimited file type
- Select comma as delimiter
- Excel will display the data.