

Sharp Scan OCR & MS Office Formats

Enable OCR on a PDF Scan

- 1. Place original **Face Up** in document feeder
- 2. Select File Format
- 3. Check OCR, OK
- 4. The destination will still be defaulted to **your email** address automatically
- 5. Press Start button



Scan as a Word/Excel/PowerPoint Document

- 1. Place original Face Up in document feeder
- 2. Select File Format
- 3. Select (DOCX, XLXS, PPTX), OK
- 4. The destination will still be defaulted to **your email** address automatically
- 5. Press **Start** button

