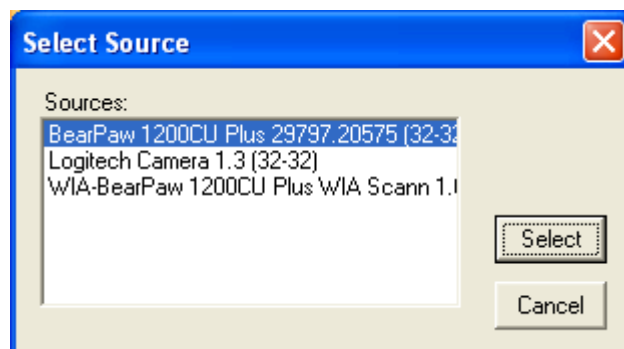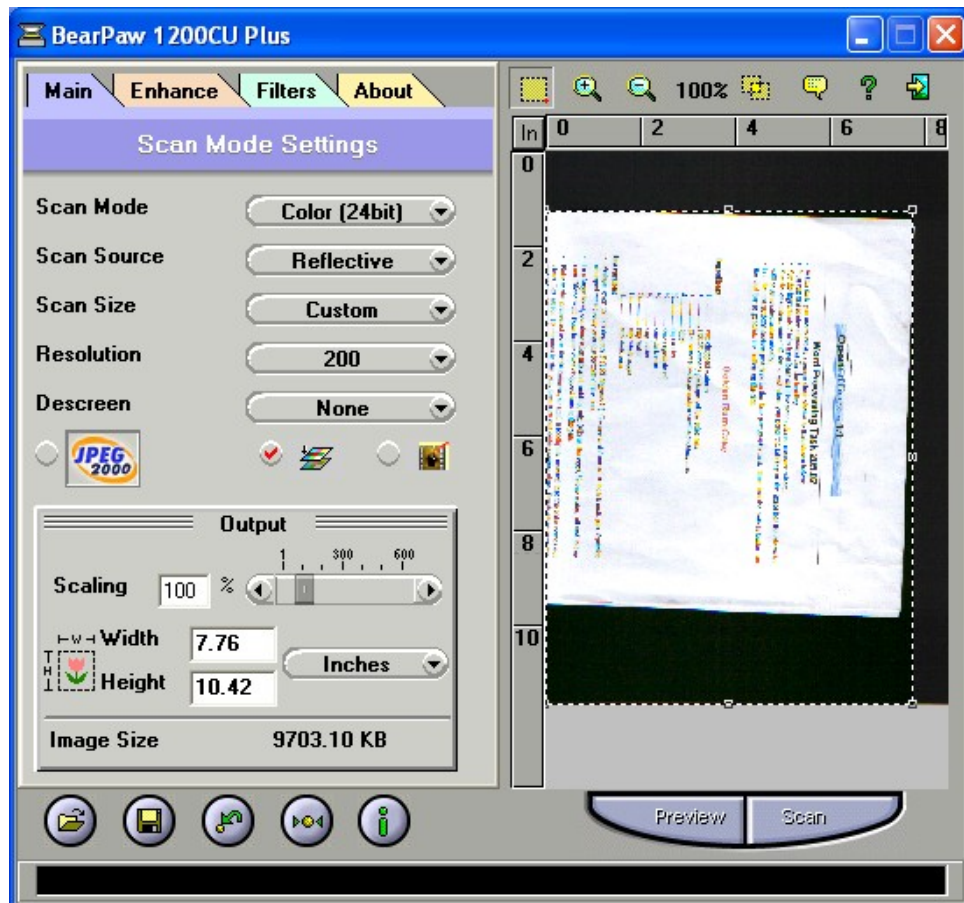# To scan an item on the A4 scanner, either:

1. Open **The Gimp**. Choose *File, Acquire, TWAIN* and then choose the **BearPaw 1200CU** – not the WIA-BearPaw 1200CU. After selecting that scanner, use the Scanner Control Panel to control your task. **OR**

2. Start your **OpenOffice Application**. Choose *Insert, Picture, Scan, Select Source* and choose the scanner as above. Then choose *Insert, Picture, Scan, Request* and operate the panel as normal. Note that if a source is already selected you may go direct to the *Request* stage. **OR**

3. Press the round scan button on the scanner; this starts a wizard which allows you to make choices about your scanned image. Don't forget where you saved it!

Scanner Selection

The Scanner Control Panel

Note that this is the same scanner interface as that used for the A3 scanner.