Scanning Forms
Using OmniForm software

SCANNING A FORM

1. Double-click on the **Programs** folder located on your desktop.
2. Double-click the **OmniForm** folder, then open **OmniForm**.
3. Place the form face down on the scanner with the top of the page next to the green arrow.
4. Choose the **File** menu.
5. Select **Scan Form**.
6. Click the **OK** button. (Your form appears on the screen.)
7. To save your document, choose the **File** menu.
8. Select **Save As**.
9. Type a name for your form in the **Save document as** box.
10. Locate the folder you want your form to be saved in.
11. Click the **Save** button.

To edit or design a form, select the **View** menu, then choose **Design**.

To fill in data on the form, select the **View** menu, then choose **Fill**.

Note: A form scanned into OmniForm **cannot** be saved in any other format (i.e. Microsoft Word document). It must be edited and printed using OmniForm or OmniForm Filler.