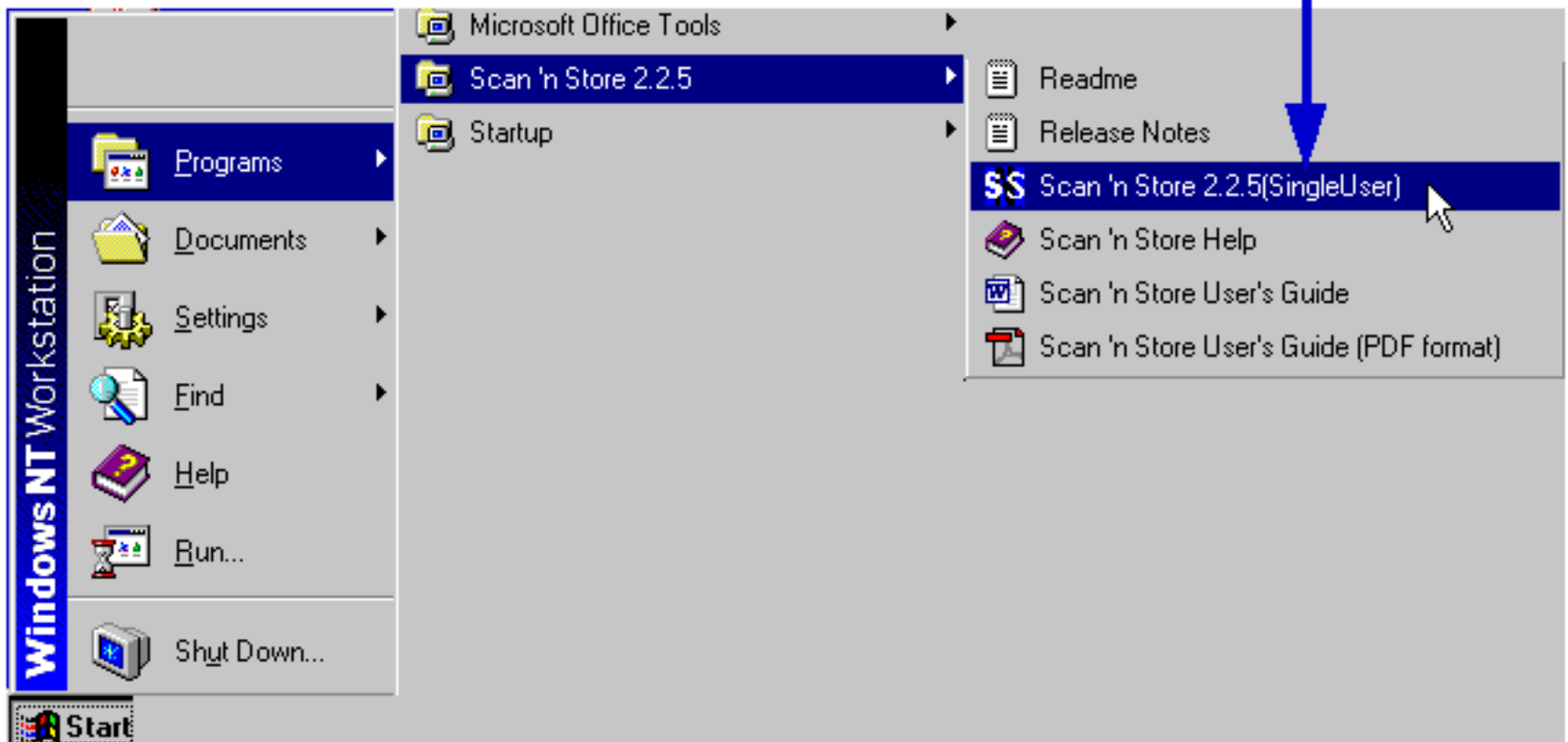


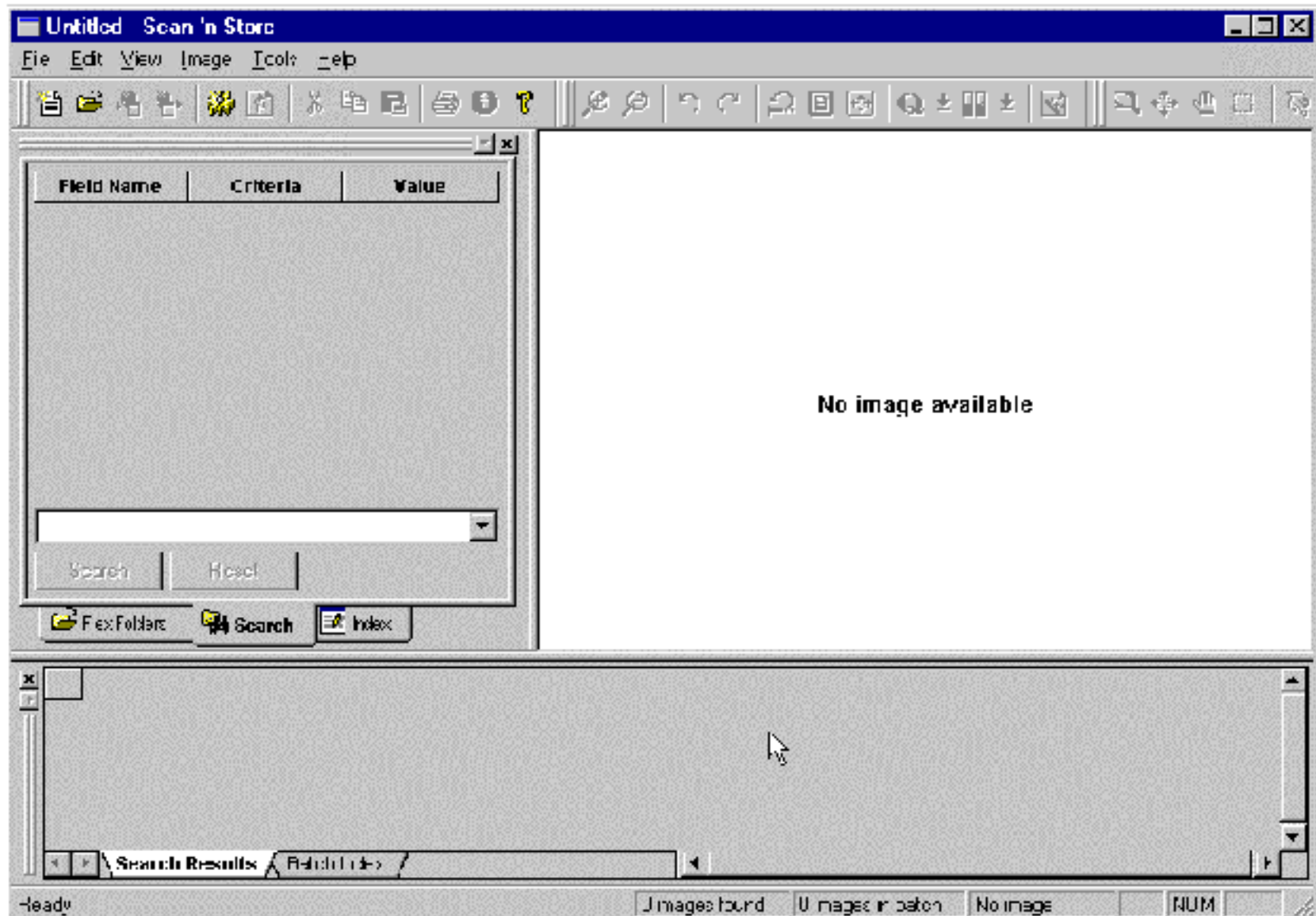
# Scan 'N Store Quick Start Tutorial

1. After installing Scan 'N Store and rebooting your computer,  
Select **Start | Programs | Scan 'n Store 2.2.5 | Scan 'n Store(SingleUser)**

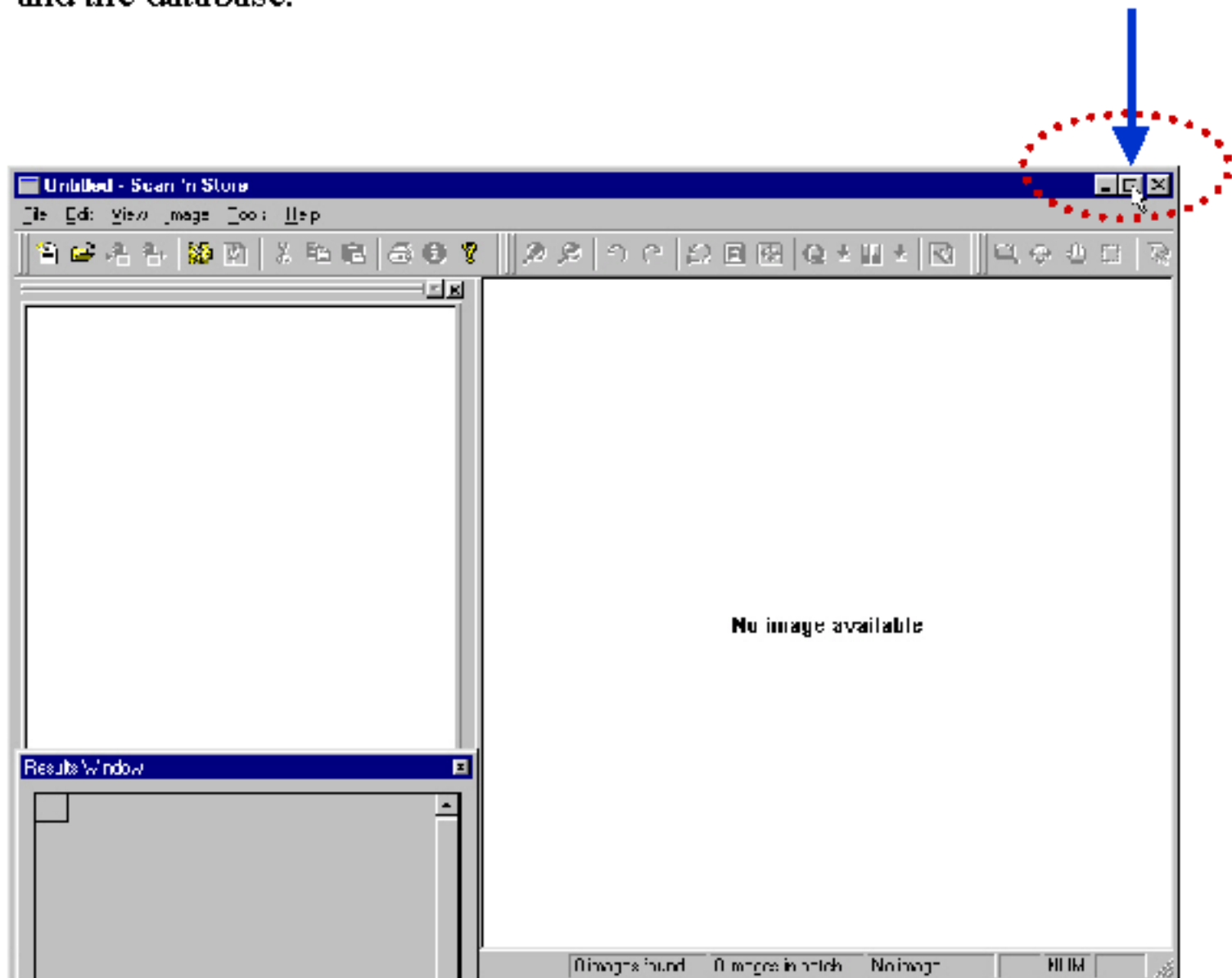




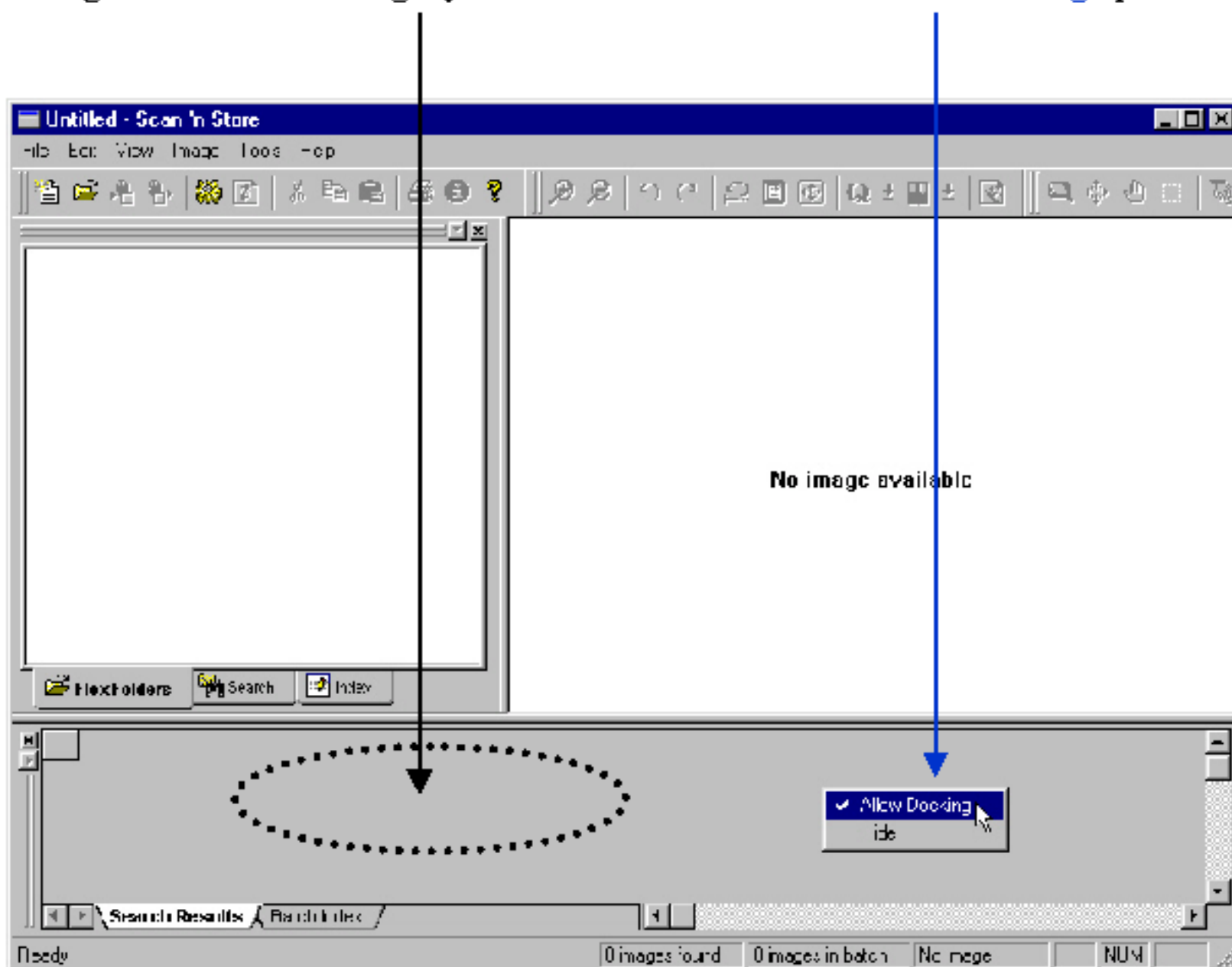

2. This is the default screen after selecting Scan 'N Store Trial Version.



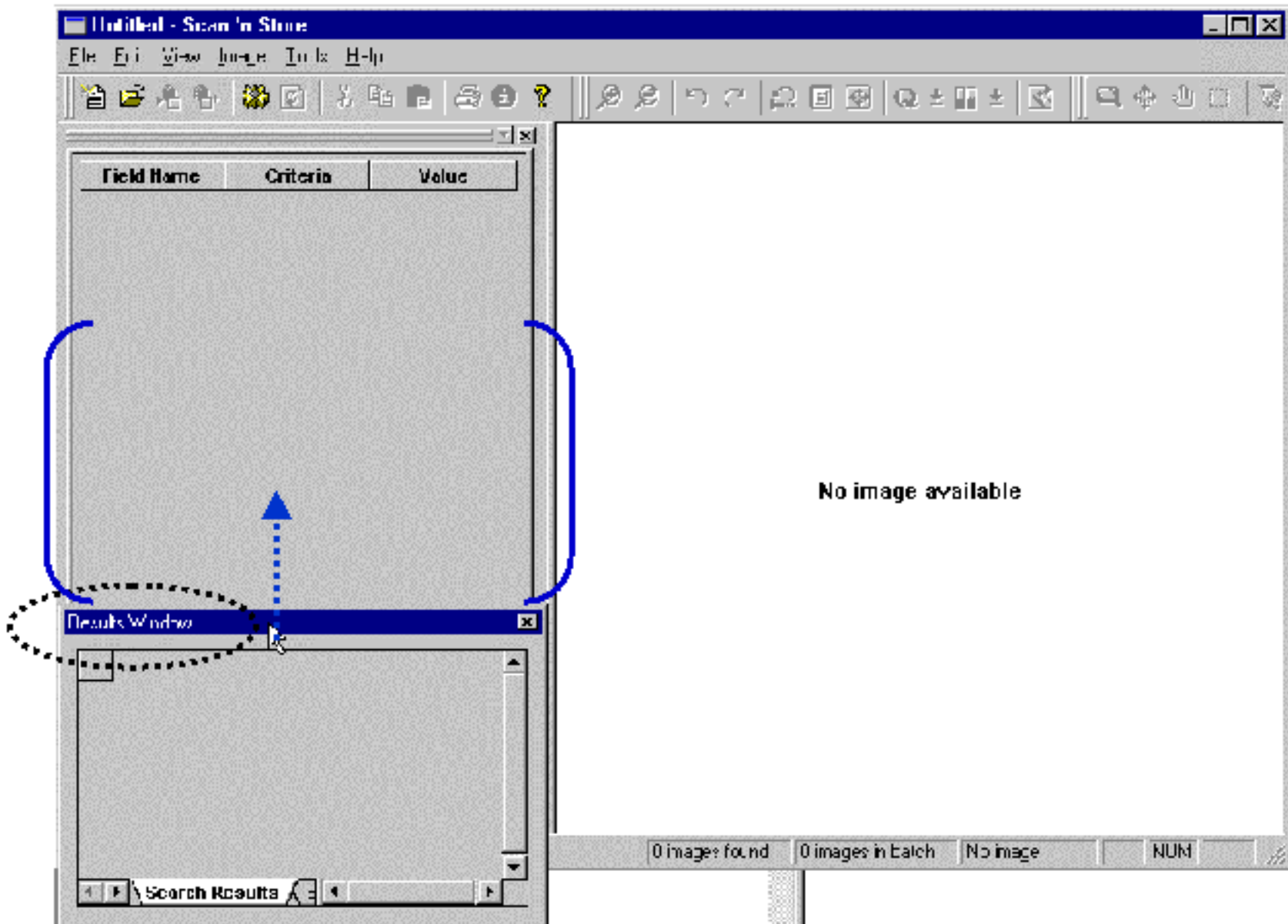

3. **Maximize** the Scan 'N Store screen to make it easier to view images and the database.



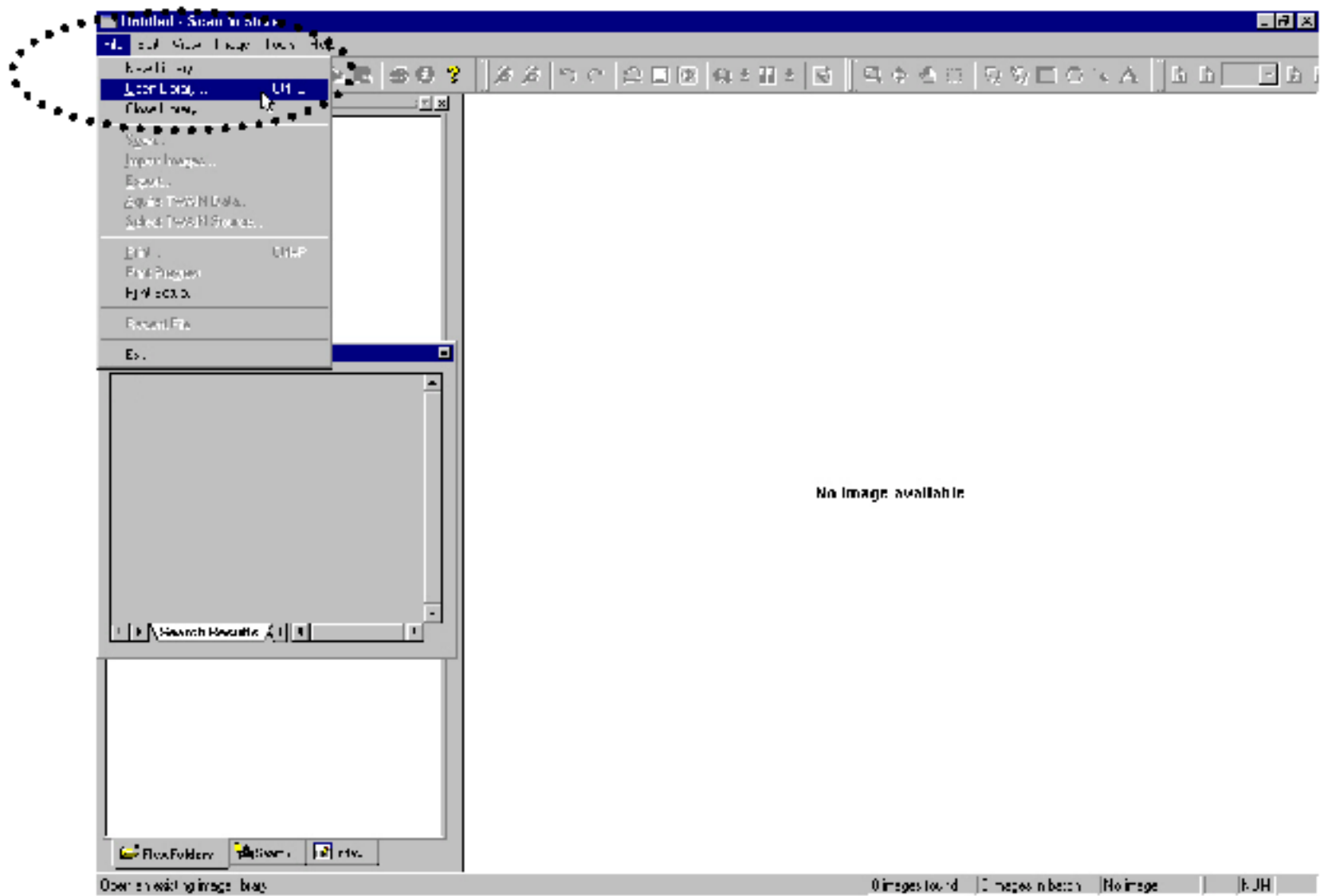

4. Right-Mouse Click in **gray area** below to select the **Allow Docking** option.



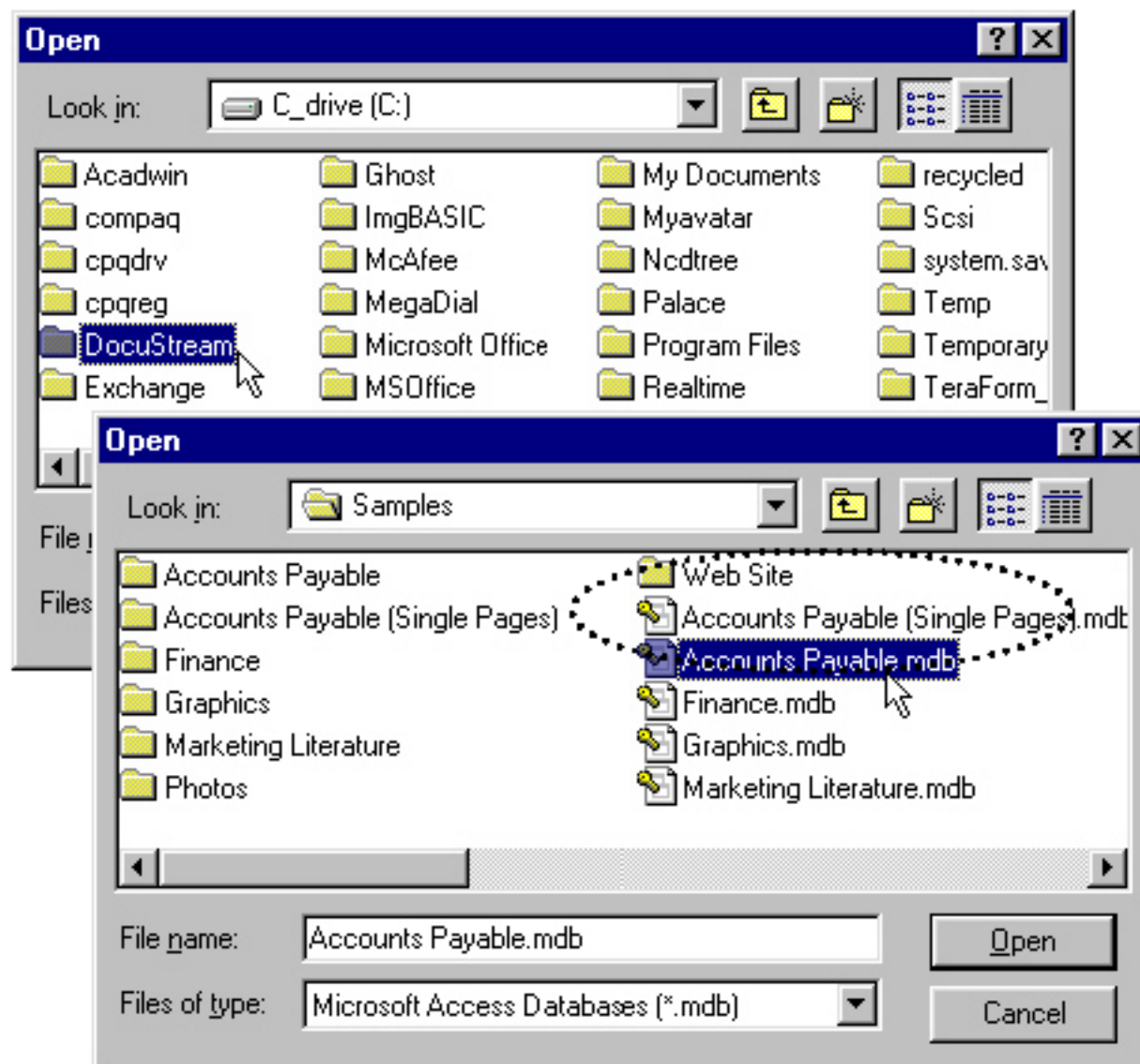

5. Left-Mouse Click on the top part of the **Results Window** and drag it up to the middle of the left-hand side of the screen.



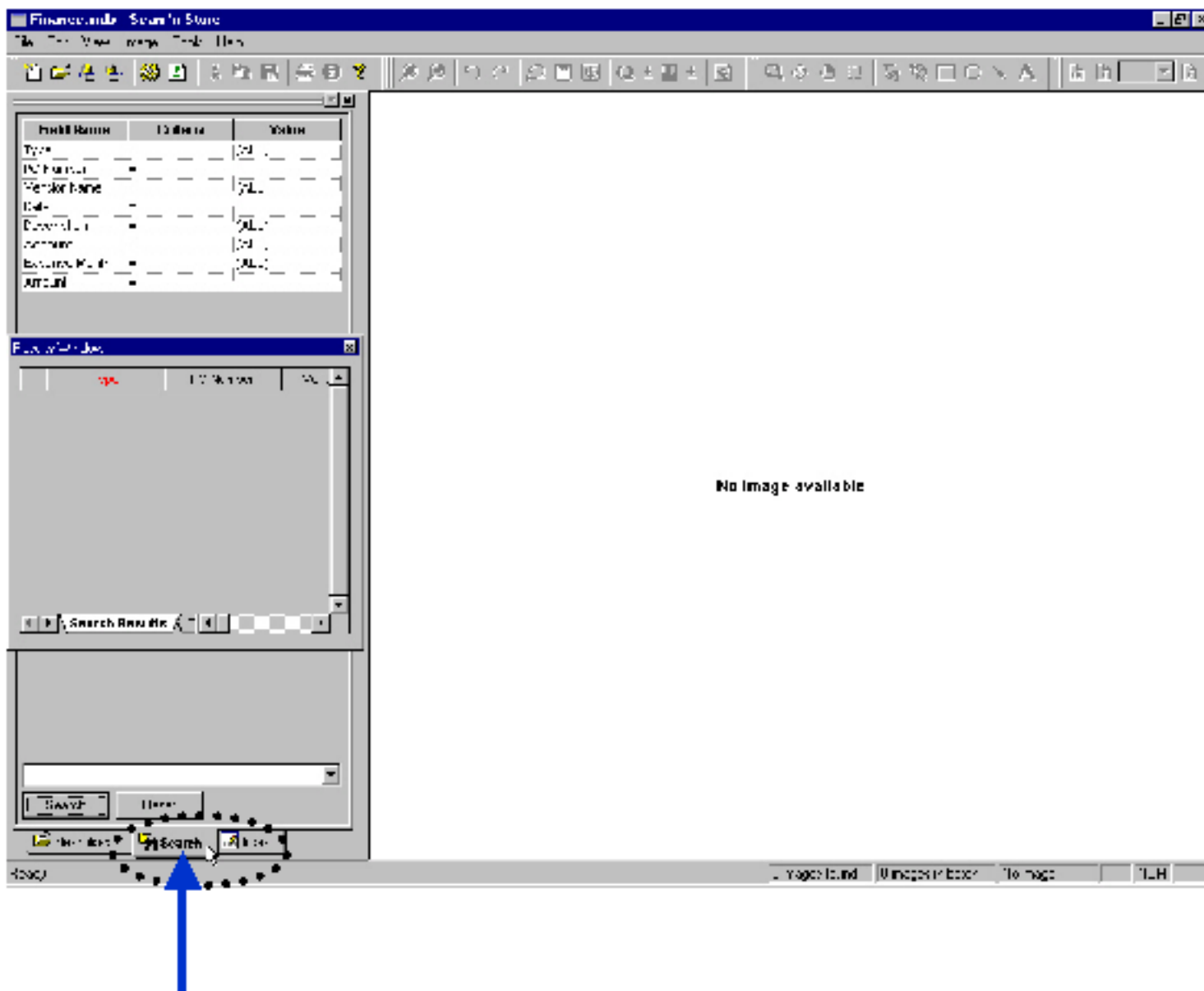

- To open a sample library (database file) from the file menu, Select **File | Open Library**.




7. Double-Click on the **DocuStream | Sns | Samples** folder and select the **Accounts Payable.mdb** file (or any .mdb file).

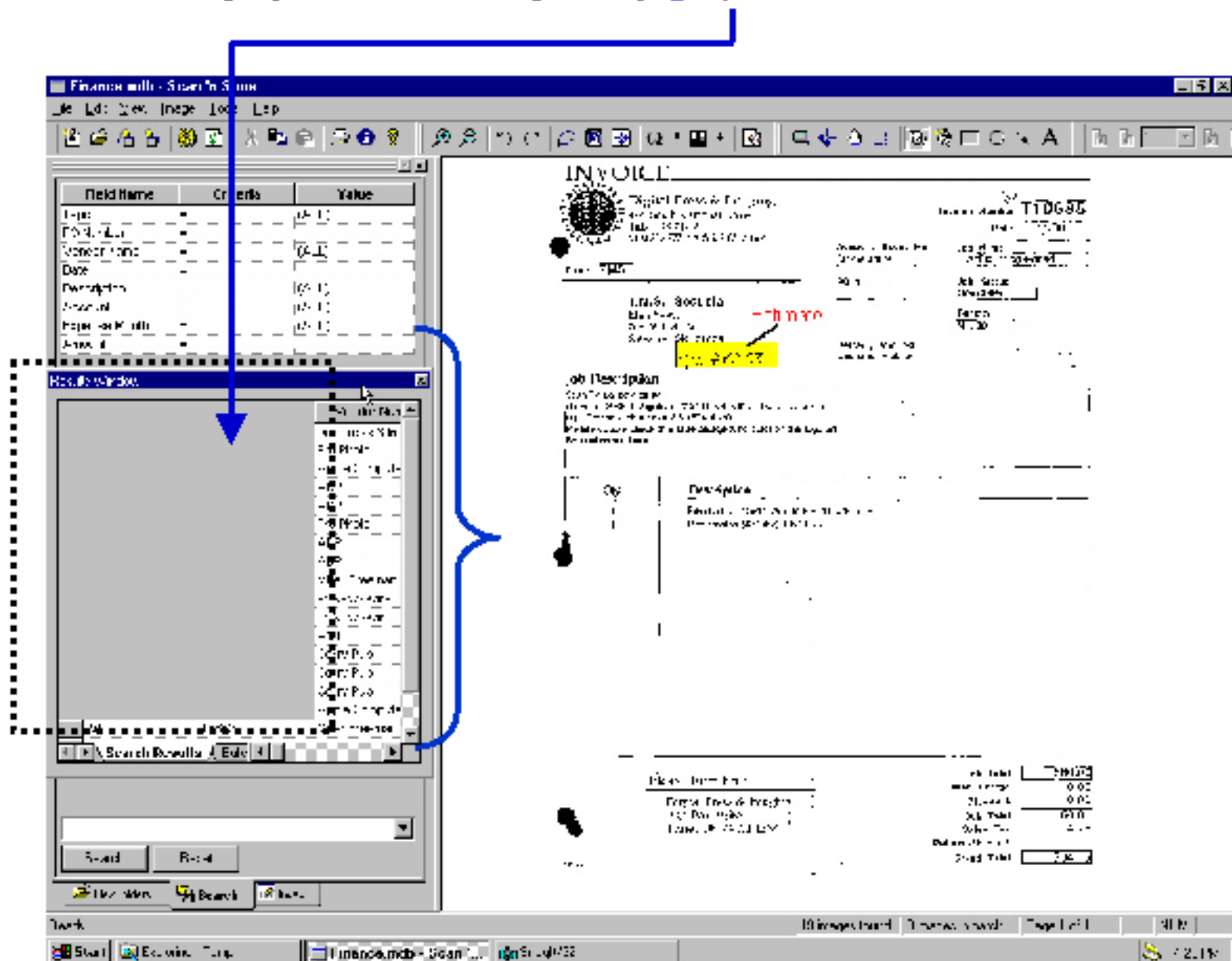



8. Click on the bottom **Search** Button (with the binoculars symbol).






10. When you left-click on the **Results Window** and stretch it horizontally, to make the display window wider, a Microsoft Bug occurs where part of the display window is temporarily **grayed out**.




11. To clear away the grayed out area of the **Results Window**,  
 Select **View | Refresh** (or just press the **F5** key).

