**HOW TO ADD SCANNED DOCUMENTS TO GIFTS FOR WINDOWS**

Useful for adding Bradley Prizes Nomination Forms

AND Reports and Other Information to Archived Grants

May 23, 2011

* Scan document on the Canon scanner to your **email**, using TIF format in black.
* Open the **email** containing the scanned file; open the scanned file.
* For Bradley Prizes nomination forms, choose “Save As” and save in the appropriate year of the Prizes directory (H:\WPDATA\Bradley Prizes\*year* Nominees using an identifiable name so you can easily locate it when preparing the Prizes write-ups. Some years the last name of the nominator was used, sometimes followed by a dash and the nominee’s name, and sometimes not; some years it was the nominee’s last name – more confusing when person is nominated more than once.
* For grant-related correspondence, choose “Save As” and save in the J:\Gifts\Document\Scanned\Archived (or Reports) directory, appropriately named in order to identify it when attaching it to the Gifts Record.
* To attach to a request in Gifts, search and find the applicable request. Focus on it and move to the documents tab. Select "new" icon (blank paper icon at top of screen).
* Select the browse button on the right side of the screen. Locate and select (one click to highlight the file name) the appropriately named file you saved to the Gifts directory, J:\Gifts\document\scanned\reports-archived. Save and close.
* Tab down to title and describe the scanned image (thank-you letter, extension granted, final report, financial report, etc.). Save and close when done.
* To view the item, double click on the “External Document” item of the documents tab. For ease of viewing, make the screen full size and click right mouse button in order to size to window width. From there, right click again and zoom in as needed. The pages are indicated at the bottom. Click cancel to exit.