







Adding Microsoft Office Document Imaging to your office installation

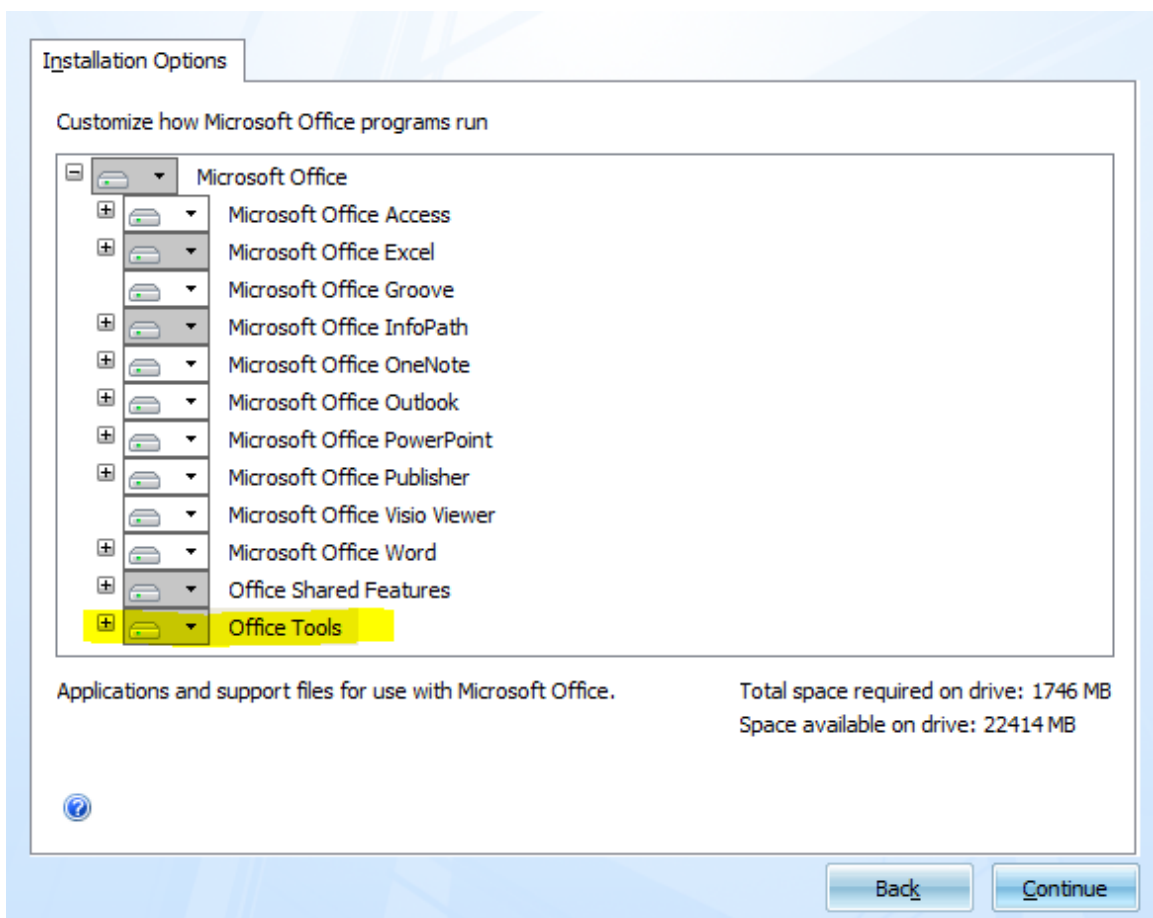
Microsoft Office Document Imaging and Microsoft Office Document Scanning (together usually called MODI) are two very useful utilities for scanning documents and viewing the image file. These utilities are usually supplied with Microsoft Office but are not installed by default.

Use the following procedure to install MODI.

- It may be necessary to have Administrator access to perform these changes.
- open the Control Panel
- select Programs and Features
- locate your version of Microsoft Office in the list of programs

	Microsoft Help Viewer 2.0	Microsoft Corporation	28/08/2013
	Microsoft Office File Validation Add-In	Microsoft Corporation	3/09/2013
	Microsoft Office Ultimate 2007	Microsoft Corporation	30/08/2013
	Microsoft Silverlight	Microsoft Corporation	28/08/2013
	Microsoft Silverlight 4 SDK	Microsoft Corporation	28/08/2013
	Microsoft Silverlight 5 SDK	Microsoft Corporation	28/08/2013

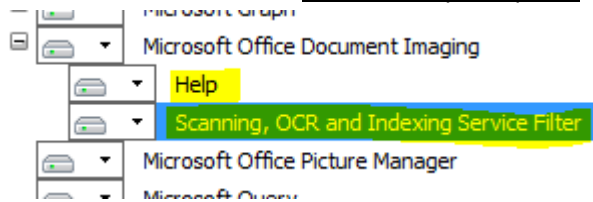
- open the Office Tools Section



- Find Microsoft Office Document Imaging and open this section



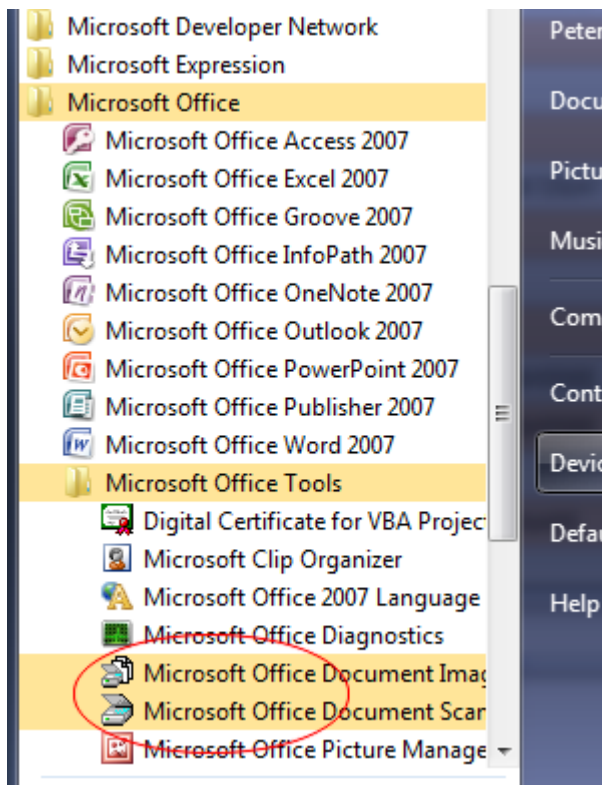
- With Both sub sections select Run from my computer



- Press the Continue button and the MODI will be added to the installation.
- When the configuration has completed successfully, press the Close button

Using “MODI” and “MODS”

Microsoft Office Document Imaging and Microsoft Office Document Scanning are now available from the start menu under Programs, Microsoft Office , Microsoft Office Tools.



The Imaging program is useful for examining scanned documents and any other pictures.

The Scanning program is very useful for scanning pages from any scanner.