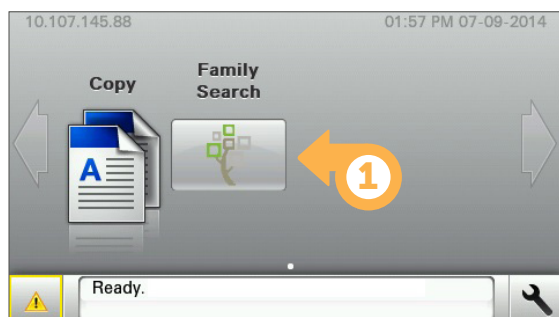


# How to Scan Documents to Family Tree

This handout shows how to use the Lexmark scanner to scan your photos and documents directly to Family Tree.

## How to Scan Documents

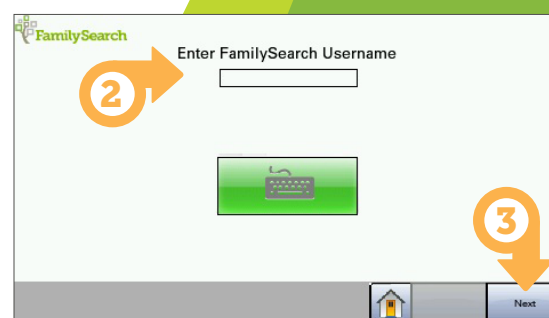
1. Click the **FamilySearch** icon.



2. Enter your FamilySearch username.

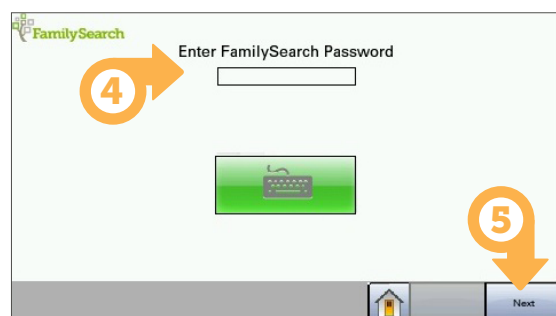
*Note: If the keyboard does not automatically appear, click the keyboard icon.*

3. Click **Next**.



4. Enter your password.

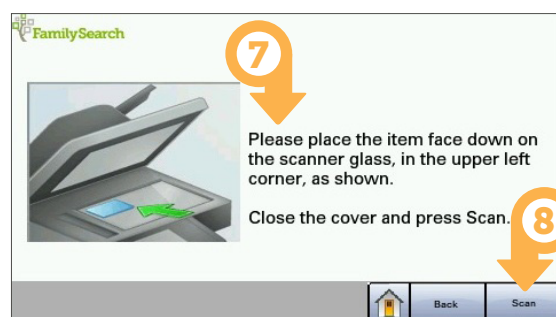
5. Click **Next**.



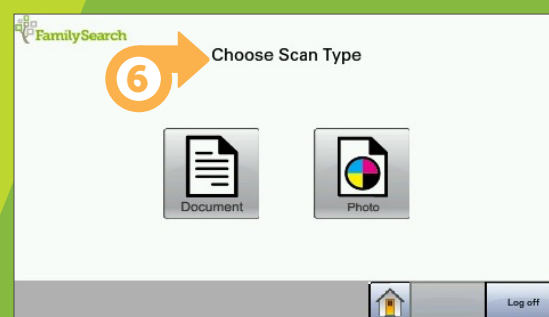
7. Follow the directions to place your document on the scanner.

**Do not use the auto-feed feature.**

8. Click **Scan**.

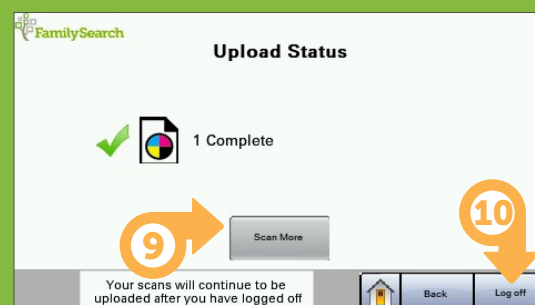


6. Choose the type of document you are scanning.



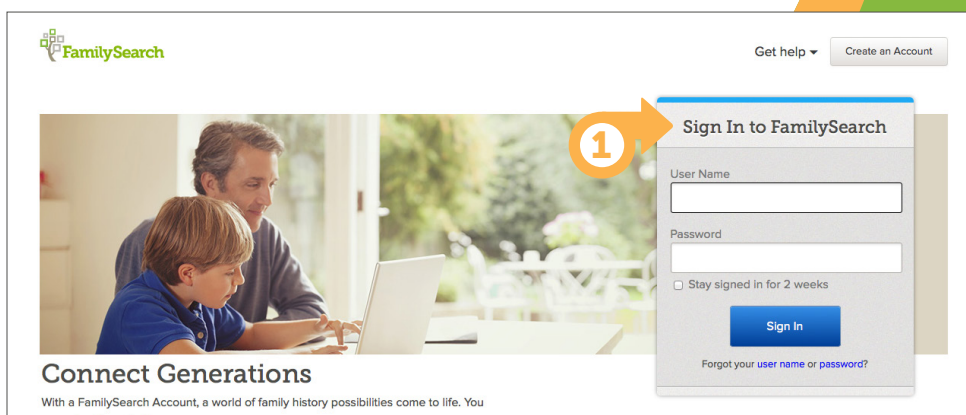
9. If you have another document to scan, click **Scan More**, and repeat steps 6–8.

10. When you have finished scanning, click **Log off**.

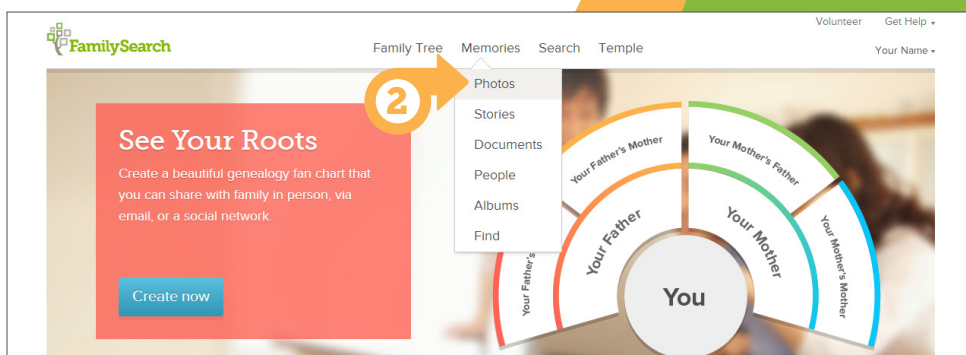


## How to View Scanned Documents in FamilySearch

1. Sign in to FamilySearch.

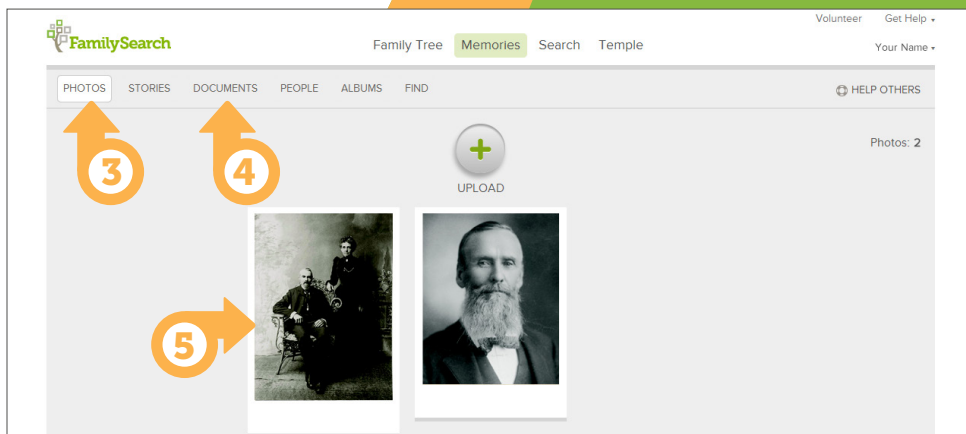


2. Under Memories, select **Photos**.



3. Click **Photos** to view your scanned photos.

4. Click **Documents** to view your scanned documents.



5. Here you will see the photos or documents you scanned.

