

Example of creative writing on provide directions in a memo

[Business](#), [Company](#)



Memo

As you have noticed, our company has recently purchased a new scanner for your Department. To guide you on how to operate the scanner, I am providing herewith a simple step-by-step instruction.

- Install the accompanying CD that came with the scanner into your computer.
- After completing the installation, you can begin using the scanner.
- Make sure that the wi-fi in your department is turned on.
- Turn on both the scanner and your computer.
- Place the document face down on the scanner.
- Go to Control Center 3, which was previously installed through the CD.
- Click on SCAN.
- Choose from the SCAN options. Depending on your need, you may choose IMAGE, OCR, E-MAIL or FILE. If you choose IMAGE, the file will be scanned and can run on any pre-selected imaging or photo application which gives you an option of printing, saving or editing the image. If you choose OCR, the image is scanned and converted into a text file which can be edited using a word processing software. If E-MAIL is chosen, the document is scanned and sent to your default e-mail application making it ready to be sent as an e-mail attachment. Lastly, if FILE is chosen, the document is scanned and saved in a specified folder.
- After choosing which SCAN option you want, the scanner will start scanning the document. You will know whether the document has been completely scanned when you see “ 100%” on the screen.
- The scanned document will then appear on your screen, ready to be saved,

edited, printed or e-mailed.

I hope that the new scanner will make your department more efficient at handling the company's important documents.

Thank you.