

Unit 7: Functional Language – Explaining a procedure clearly

Functional Language

Explaining a procedure clearly and effectively

1 Complete the instructions with the words in the box.

begin by done last once step steps that then you

How to ... *scan photos*

- 1 To _____, you'll need a USB cable for your computer if your scanner isn't wireless.
- 2 You start _____ connecting the scanner to your computer wirelessly or by using the USB cable.
- 3 _____, you turn the scanner on.
- 4 After _____, place the photo or document you want to scan into the scanner.
- 5 The next _____ is to press the 'Scan' button on the scanner.
- 6 Once you've _____ that, preview the scan on your computer screen.
- 7 Then _____ select the scan area in the scanner software.
- 8 _____ you've selected the scan area, set other options such as colour or grayscale.
- 9 When you've completed all the _____, scan the image by clicking on the scan button on your computer.
- 10 The _____ step is to save the scanned image on your computer.