

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*

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