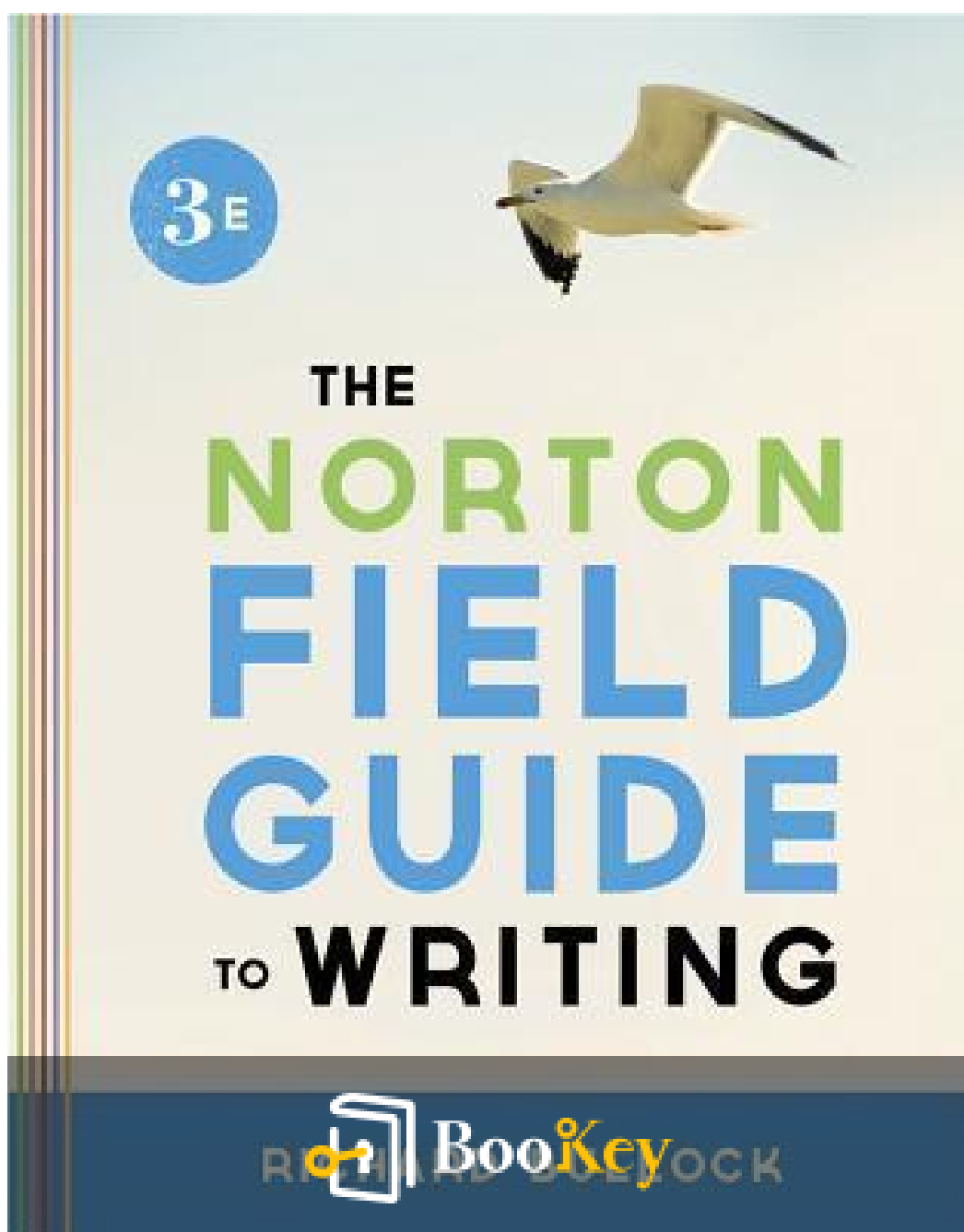


The Norton Field Guide To Writing PDF (Limited Copy)

Richard Bullock



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The Norton Field Guide To Writing Summary

"Empowering Every Writer's Voice with Practical Guiding Tools"

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About the book

In a world where words are our most powerful tools, "The Norton Field Guide to Writing" by Richard Bullock stands as an indispensable companion, offering a comprehensive blueprint for crafting prose with clarity, purpose, and finesse. Whether you're a student embarking on academic endeavors or a seasoned writer honing your craft, this guide seamlessly combines accessible instruction with a range of engaging examples, encouraging you to discover the boundless possibilities of written expression. Bullock's approach inspires confidence and curiosity, transforming writing from a daunting task into an exhilarating journey of discovery. Embark on this literary adventure to unlock the mysteries of language, as "The Norton Field Guide to Writing" equips you with the skills and insights to weave words with precision, paving your unique path in the landscape of unwavering communication.

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About the author

Richard Bullock, a distinguished author and academic, is well-regarded for his insightful contributions to the fields of writing and composition. As a Professor Emeritus at Wright State University, Bullock has spent decades dedicated to nurturing students' writing skills, equipping them with the tools necessary for successful academic and professional communication. His passion for teaching is matched by his aptitude for crafting accessible writing guides that resonate with readers of all levels. A notable work that epitomizes his pedagogical philosophy is "The Norton Field Guide to Writing." Through this guide, Bullock seamlessly integrates theory and practice, offering an inclusive and adaptable approach to writing that reflects his commitment to empowering learners to express themselves clearly and effectively. Bullock's works are widely used in classrooms across the globe, making a lasting impact on the way writing is taught and learned.

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Chapter 1 Summary: Part 1 Rhetorical Situations

Part 1: Understanding Rhetorical Situations

Every form of writing, from a simple email to a complex essay or a résumé, inherently involves navigating a rhetorical situation. A rhetorical situation encompasses several critical elements: the purpose of the writing, the audience it addresses, the stance of the writer, the genre, the medium through which it is conveyed, and often the design. Each of these elements must be carefully considered to produce effective communication.

Subsequent chapters delve into each of these elements, providing guidance and questions to ponder as you embark on writing tasks. Furthermore, fifteen genre-specific chapters expand on how to tailor your rhetorical approach for different kinds of writing.

Chapter 1: Purpose

Every piece of writing is driven by purpose, which can range from expressing emotions and ideas to informing, persuading, or entertaining an audience. For instance, Paul Krugman's essay on CEO compensation not only informs but also persuades by highlighting the growing wage disparity over decades. Even with multiple purposes, identifying the central goal can

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shape your writing significantly, influencing the genre, target audience, and design.

Key Considerations:

- Define what you want the audience to feel, think, or do.
- Evaluate the task requirements and whether you need to demonstrate particular skills or adhere to a specific strategy or genre.
- Consider the best methods to achieve your purpose, including stance, genre, medium, and design.

Chapter 2: Audience

Thinking about your audience is crucial because it affects how you frame your message. A simple note on a kitchen table can convey complex, condensed information to a known audience, like a family member, whereas a formal letter to an unfamiliar recipient requires detailed explanations. Students often face their instructors as their audience, and understanding their expectations is vital in academic writing.

Key Considerations:

- Understand your audience's background, interests, and what they know or

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believe about the topic.

- Consider how demographic factors might influence how you write and the response you wish to elicit from your audience.

Chapter 3: Genre

Genres are specific types of writing, each with its conventions and audience expectations. Whether it's a profile, report, or poem, each genre guides how information is presented and interpreted by the reader. Recognizing the appropriate genre helps both in writing and setting reader expectations.

Key Considerations:

- Determine how your genre affects content, required strategies, and possible organization.
- Consider the tone, level of formality, medium, and design requirements inherent to your genre.

Chapter 4: Stance

Your stance represents your relationship to your topic and audience, influencing how you come across as a writer. A well-argued, respectful

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stance like that in Michael's email to his father is more effective than a defiant, irreverent approach.

Key Considerations:

- Clearly outline your stance and ensure it's suited to your purpose.
- Choose the appropriate tone and anticipate how your audience will receive it.
- Decide if revealing your stance upfront is beneficial for your argument.

Chapter 5: Media/Design

The medium you choose—print, spoken, electronic—has a significant impact on your message's form and accessibility. Design elements further affect how your communication is received, influencing clarity and engagement.

Key Considerations:

- Identify the suitable medium and how it shapes content, strategy, and language.
- Consider design elements such as typeface, visuals, and layout that enhance comprehension and engagement.



In summary, effectively navigating these components of rhetorical situations allows for more impactful and precise communication, tailoring messages to resonate with intended audiences and achieve specific purposes.

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Critical Thinking

Key Point: Every piece of writing is driven by purpose.

Critical Interpretation: Imagine wielding the power to convey precisely what you want others to feel, think, or do through your writing. By honing in on a clear purpose, you shape not only your words but the influence they carry. When you embrace this clarity, you unlock the ability to connect deeply with your audience, guiding them to your intended destination—whether it's to enlighten, persuade, or simply entertain. This key perspective can transform how you approach communication, both in personal and professional spheres, inspiring a more intentional and effective exchange of ideas in your everyday life.

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Chapter 2 Summary: Part 2 Genres

Part 2: Genres - Summary

Overview of Genres:

Genres are categories of writing that serve distinct functions and include familiar structures. When crafting texts such as proposals, essays, or reports, understanding their goals and features helps streamline the process. Writers naturally adapt to different genres — a skill particularly valuable in academic settings, where tasks often require crafting essays, narratives, and reports. This section provides guidelines for writing in 15 academic genres.

Chapter Overview:

1. Writing a Literacy Narrative:

- Literacy narratives explore one's experiences with reading and writing, akin to storytelling in diverse scenarios. Authors like Marjorie Agosín share how cultural transitions shape linguistic identity, while Richard Bullock and Shannon Nichols recount personal educational challenges, emphasizing the transformative power of literacy.



2. Analyzing a Text:

- Textual analysis dissects how texts convey messages beyond surface meanings, examining authors' strategies. Essays in this genre offer structured critiques, employing examples like Ginia Bellafante's exploration of the TV show "24" or William Safire's breakdown of the Gettysburg Address, decoding textual impacts and cultural insights.

3. Reporting Information:

- Reports aim to inform by thoroughly exploring topics using research and first-hand accounts. Susan Stellin's article on air turbulence balances technical data with personal anecdotes, demonstrating effective informational writing that clarifies and educates by integrating diverse sources and viewpoints.

4. Arguing a Position:

- Argumentative writing asserts and defends a standpoint, prompting readers to accept a thesis supported by evidence. Writers like Gary Taubes question conventional wisdom, using research and rhetorical strategies to present persuasive arguments challenging dietary norms, enforcing the importance of fact-based reasoning.



Each chapter in this section offers strategies and frameworks for crafting clear, engaging, and persuasive academic texts, empowering writers to navigate diverse writing contexts effectively.

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Critical Thinking

Key Point: Writing a Literacy Narrative

Critical Interpretation: The most important key point from Chapter 2 of Richard Bullock's "The Norton Field Guide to Writing" is the encouragement to write a literacy narrative. A literacy narrative is more than just recounting experiences; it's a powerful tool for personal reflection and growth. By writing down your journey with reading and writing, you not only reconnect with moments that have shaped your linguistic identity but also gain insights into your own evolution as a communicator. This narrative acts as a mirror, reflecting the challenges and triumphs that have defined your ability to express, connect, and interpret the world around you. Approaching your literacy through the lens of storytelling can be profoundly enlightening, fueling your appreciation for the transformative power of literacy and offering you the opportunity to see how you've risen above obstacles to embrace a world rich with words. This understanding can inspire you to harness these experiences in your daily life, reinforcing the idea that every word you write contributes to a larger narrative — yours.

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Chapter 3 Summary: Part 3 Processes

Part 3: Processes

Creating anything, from baking a cake to writing a novel, involves breaking down the task into manageable steps or processes. This section introduces a series of chapters that provide guidance on different writing processes, from initial inquiry to compiling a final portfolio.

Chapters Overview:

- 1. Writing as Inquiry:** Writing isn't just about expressing what you know; it's often a tool for exploring what you don't know. This chapter emphasizes starting with questions and maintaining a spirit of curiosity, using strategies to delve deeper into topics and discover new insights.
- 2. Collaborating:** Collaboration in writing can take many forms, such as peer reviews, group projects, and online interactions. The chapter highlights the importance of communication, respect, and organization in group work while providing tips for effective collaboration.
- 3. Generating Ideas and Text** Before crafting a draft, generating ideas is crucial. Techniques such as freewriting, looping, and clustering help writers explore and expand their thoughts, offering varied perspectives on topics.



4. Drafting: Translating ideas into coherent drafts is an essential step.

The chapter provides practical advice on writing efficiently, expecting the unexpected, and preparing for multiple drafts to refine ideas and arguments.

5. Assessing Your Own Writing Independent assessment is key to improving writing skills. This involves stepping back to evaluate work against personal, academic, or professional standards, ensuring that the writing meets these criteria.

6. Getting Response and Revising: Effective writing often requires feedback from others. This chapter underscores the importance of seeking responses to facilitate revisions that refine focus, strengthen arguments, and enhance clarity.

7. Editing and Proofreading: The final polish of writing involves careful editing and proofreading to ensure clarity, coherence, and correctness. This step is crucial for making a positive impression on readers.

8. Compiling a Portfolio: A portfolio showcases a writer's best work, often accompanied by reflective assessments. It serves as a record of development and a demonstration of the writer's abilities to various audiences.



Chapter Details:

Chapter 21: Writing as Inquiry

Writing is a tool for discovery. Much of academic writing involves writing to learn rather than just expressing pre-formed thoughts. Approaching writing with a spirit of inquiry involves asking questions, being open to unfamiliar ideas, and embracing topics with unclear answers. Writers are encouraged to start with what they don't know and to view their writing as part of a larger intellectual conversation.

- **Starting with Questions:** Good writing begins with questions. Whether defining terms, describing experiences, or exploring causalities, posing open-ended questions helps writers delve into their subjects more deeply.
- **Keeping a Journal or a Blog:** These tools can aid in maintaining a spirit of inquiry. Journals offer a private space to explore ideas, while blogs invite interaction and commentary from others, enriching the discussion.

Chapter 22: Collaborating

Collaboration involves various forms of interaction, such as group writing projects, online exchanges, and writing conferences. Effective collaboration requires clear communication, respect, and proper organization.

- **Ground Rules for Group Work** Successful groups have clear agendas, respect among members, and designated roles (e.g., leader, timekeeper,



recorder) to ensure that meetings are productive.

- **Online Collaboration:** Working online presents unique challenges, such as the lack of non-verbal cues. Group members must be especially careful with word choice to avoid misunderstandings.

Chapter 23: Generating Ideas and Text

Generating ideas is a fundamental part of writing, whether through freewriting, listing, questioning, or other techniques.

- Techniques for Idea Generation

- **Freewriting:** Writing without stopping to unlock subconscious thoughts.
- **Looping:** A focused version of freewriting that builds on previous ideas.
- **Clustering:** Visual idea mapping to explore connections.
- **Cubing and Questioning:** Examining topics from multiple angles to deepen understanding.

Chapter 24: Drafting

Drafting is where ideas take shape into a coherent form. It involves writing quickly, organizing thoughts, and being open to making changes.



- **Creating a Writing Schedule:** Setting deadlines for research, drafts, and revisions can help manage time and reduce stress.
- **Overcoming Writer's Block:** Practical strategies for dealing with a blank page include changing environments, trying new methods of generating ideas, and seeking feedback.

Chapter 25: Assessing Your Own Writing

Self-assessment is a vital part of developing as a writer. It involves understanding the writing's purpose, audience, genre, and clarity. Writers assess whether their work communicates effectively and meets their goals.

- **Considering the Rhetorical Situation:** Analyzing purpose, audience, genre, stance, and media/design helps improve writing focus and argument support.

Chapter 26: Getting Response and Revising

Feedback from others is invaluable in the writing process. It helps identify areas of improvement and provides different perspectives.

- **Elements to Consider:** Readers should focus on elements like thesis clarity, organization, and audience engagement. Revisions are based on both self-assessment and external feedback to refine overall writing.

Chapter 27: Editing and Proofreading



Editing focuses on paragraph, sentence, and word-level details, while proofreading catches errors before final submission.

- **Editing Essentials:** Ensuring paragraphs have focus, sentences are complete, and language is precise. Attention to detail in punctuation and word choice enhances the clarity and effectiveness of writing.
- **Proofreading Tips:** Reading the text slowly, using tools cautiously, and seeking external review ensures the final draft is polished and professional.

Chapter 28: Compiling a Portfolio

A writing portfolio showcases the writer's best work and growth. It includes both the best final drafts and reflective assessments.

- **Organizing a Portfolio:** Organizing work in a way that highlights improvement and diversity in writing skills. Portfolios may be physical or digital, adapting to the audience and purpose for which they are created.

This part of the book emphasizes writing as a dynamic, iterative process involving inquiry, collaboration, and reflection. Through detailed strategies for each phase of writing, it empowers writers to create thoughtful and polished work.



Critical Thinking

Key Point: Writing as Inquiry

Critical Interpretation: Imagine approaching writing not just as a task to complete, but as a thrilling journey into the unknown. Embrace writing as a tool for discovery where you start with curious questions rather than definitive answers. By adopting this mindset, your life becomes a continuous exploration, learning from each experience and gaining insights into the topics you're passionate about. When you write with inquiry in mind, you're not confined by what you already know; instead, you are free to uncover new perspectives and truths. This process encourages you to remain open and inquisitive in all aspects of your life, enriching your understanding and fostering an ongoing conversation with the world around you.

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Chapter 4: Part 4 Strategies

Summary of Chapters on Writing Strategies

Overview:

In writing, we employ a myriad of strategies to effectively communicate our ideas. This includes defining key terms, describing people or places, explaining processes, and making comparisons. We may also use narration and dialogue to engage readers. These chapters provide guidance on basic strategies to construct and organize texts.

Chapter Insights:

1. Beginning and Ending:

- Effective writing starts with an engaging introduction that outlines context and purpose. Academic introductions often include a thesis statement. Beginnings should capture reader interest, while endings should provide a satisfying conclusion that reinforces the main argument.

2. Guiding Your Reader:

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- Titles, thesis statements, topic sentences, and transitions guide readers through the text, enhancing clarity. A title attracts readers' attention, while a thesis statement presents the text's main argument. Transitions help in maintaining a logical flow.

3. Analyzing Causes and Effects:

- Analyzing causes involves understanding why something happened, while effects explore what might happen next. Writing on causes and effects involves arguing for plausible connections, supported by evidence and structured analyses.

4. Arguing:

- Argumentative writing involves making claims supported by reasons and evidence. Understanding different perspectives and employing logical reasoning with credible evidence strengthens arguments. Avoiding fallacies ensures a fair and logical discourse.

5. Classifying and Dividing:

- Classification groups similar items, while division breaks a topic into parts. These methods are useful for organizing information clearly, such as



classifying types of flowers or dividing a garden into sections.

6. Comparing and Contrasting:

- Comparison identifies similarities, while contrast highlights differences. These strategies help in analyzing patterns or evaluating alternatives. Visual aids like charts can help present comparisons effectively.

7. Defining:

- Definitions clarify meaning, especially for complex or technical terms. Extended definitions provide detailed explanations and can include historical or contextual backgrounds to help readers understand nuanced concepts.

8. Describing:

- Descriptive writing utilizes sensory details to create vivid imagery. It can be objective, focused on facts, or subjective, reflecting personal perceptions. The dominant impression should align with the writing's purpose and help convey the central message.

9. Dialogue:

- Dialogue incorporates spoken words into the text, providing authenticity



and depth. Punctuating dialogue correctly and using it meaningfully enhance engagement and convey character or intent.

10. Explaining Processes:

- Process explanations detail how something works or is done. This involves clear, sequential descriptions supported by appropriate transitions and action verbs, potentially supplemented by visual aids.

11. Narrating:

- Narratives tell stories or recount events to support points. Effective narration organizes events logically, using time markers, pertinent details, and a clear sequence to enhance understanding and engagement.

12. Reading Strategies:

- Strategic reading involves previewing texts, annotating, and identifying key patterns. Understanding the rhetorical situation and argumentation structure helps in analyzing texts critically.

13. Taking Essay Exams:

- Success in essay exams involves analyzing questions, planning



responses, and showcasing mastery of material. Understanding exam requirements and managing time effectively are crucial for crafting coherent and insightful responses.

By understanding and applying these strategic writing techniques and considerations, writers can craft clearer, more persuasive, and engaging texts tailored to their audience and purpose.

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Chapter 5 Summary: Part 5 Doing Research

Summary of Part 5: Doing Research

The act of conducting research permeates our daily lives, whether we are hunting for the best coffee shop or comparing jeans before a purchase. Research is especially crucial in academic settings for writing papers and documents. Part 5 of this guide offers insights into effectively conducting research with systematic strategies. It consists of various chapters addressing each step in the research process.

Chapter 42: Developing a Research Plan

Research requires a structured approach, beginning with a comprehensive research plan. This entails setting a schedule, identifying a research topic, conducting preliminary research to formulate a research question, and establishing a tentative thesis. The chapter advises on daily tasks such as scheduling interviews, finding and reading sources, drafting and revising documents, and ultimately proofreading and submitting the final work. Understanding your rhetorical situation, including purpose, audience, genre, and medium, is emphasized for a focused research approach.

Using Sources

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Successive chapters in this part delve into the nuanced process of handling sources. **Chapter 43: Finding Sources** highlights the importance of locating both primary sources like original research documents and secondary sources like scholarly articles or reviews. It covers the effective use of library catalogs, online databases, and search engines to gather information.

Assessing Quality

Chapter 44 provides guidelines for evaluating the reliability of sources, ensuring they serve your research purpose effectively. It stresses analyzing arguments and assessing the credibility of the sources based on the author's credentials, publication context, and the publication's stance.

Building Knowledge

Chapter 45 focuses on synthesizing ideas from various sources to create a coherent argument or narrative in your writing. It involves identifying patterns, finding connections, and using sources to support your own thesis or argument.

Responsible Use of Sources

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Chapters 46 and 47 guide quoting, paraphrasing, summarizing, and acknowledging sources. Proper documentation prevents plagiarism and supports the credibility of your academic work. Citation styles such as MLA and APA are discussed in detail, with attention to both in-text and reference list documentation.

Conclusion

Part 5 underscores that research is an integrated process, blending daily experiences with structured academic effort. From developing a plan to acknowledging sources, each step is crucial in crafting a reliable and credible academic document. The guide aims to clarify each stage, enhancing both the quality and ethical standards of conducting research.

Chapter	Summary
Part 5	This part focuses on research as a detailed, systematic process vital for academic writing. It explores strategies for conducting research effectively.
Chapter 42: Developing a Research Plan	Emphasizes the need for a structured research plan, including topic selection, preliminary research, and thesis formulation. Tasks such as scheduling and proofreading are highlighted.
Chapter 43: Finding Sources	Discusses how to locate primary and secondary sources using library catalogs, online databases, and search engines



Chapter	Summary
	effectively.
Chapter 44: Assessing Quality	Outlines criteria for evaluating the reliability and credibility of sources by examining the author's credentials and publication context.
Chapter 45: Building Knowledge	Focuses on synthesizing ideas from various sources to support a thesis or argument, identifying patterns, and finding connections.
Chapters 46 & 47: Responsible Use of Sources	Guides on quoting, paraphrasing, summarizing, and citing sources to avoid plagiarism. Discusses citation styles like MLA and APA for proper documentation.
Conclusion	Reinforces that research is a blend of everyday experiences and structured academic activity, emphasizing the importance of clarity and ethics in research.



Chapter 6 Summary: Part 6 Media / Design

DESIGN ELEMENTS

- **Typefaces:** Choose appropriately according to tone; Times Roman for business, Comic Sans for playful. Use serif for body text and sans serif for headings. Limit use to two or three typefaces per text.
- **Layout:** Arrange text with attention to margins, spacing, and inclusion of elements like headings or lists. Consistent use of white space enhances readability.
- **Visuals:** Select visuals carefully to support text. Consider graphs, charts, tables, photographs, and diagrams to complement textual information. Ensure they are clear and labeled with sources documented.
- **Headings:** Use them to make structure evident. They should be concise, parallel, and consistently formatted.
- **Lists:** Numbered for sequences, bulleted for emphasis. Use them to make information easily accessible.
- **White Space:** Use to separate elements of text effectively; enhances clarity and focus.

PRINT TEXT DESIGN

- **Rhetorical Situation:** Consider purpose, audience, and genre when designing text. Design should reflect stance and medium.



SPOKEN TEXT PREPARATION

- Structure: Clear beginning (to engage), middle (to maintain interest), and ending (to leave impact).

- Language: Use signpost language (transitions) for clarity and emphasis.

Tailor tone to occasion.

- Delivery: Speak clearly, pause for emphasis, and maintain eye contact.

Avoid reading directly from text. Use gestures to engage audience.

- Visual Aids: Use software like PowerPoint or transparencies to enhance verbal presentations. Ensure type size and contrast are audience-appropriate.

ELECTRONIC TEXT DESIGN

- Email: Use an appropriate tone; be concise yet clear. Subject lines should capture attention and reflect email content.

- Websites: Include clear navigation, consistent design, focused content, and engaging links. Home page should provide a clear purpose and organization.

- Blogs: Be mindful of audience and the potential permanence of content.

Write with care and avoid publicizing private information.

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Chapter 7 Summary: Part 7 Handbook

In this comprehensive guide to writing, a variety of issues related to sentences, words, and punctuation are explored to help ensure effective communication. The content is divided into sections, with a focus on creating complete and grammatically correct sentences. Key components of a sentence, such as subjects, predicates, clauses, and phrases, are discussed with emphasis on sentence structure and the avoidance of fragments and run-ons. Strategies for sentence variety through coordination and subordination, as well as the importance of maintaining consistency in verb tense and point of view, are highlighted.

The guide delves into word choice with a focus on selecting appropriate and precise words, avoiding clichés, and understanding commonly confused words. There's an emphasis on maintaining clarity and conciseness by eliminating unnecessary words and redundancies. The use of adjectives and adverbs is covered to enrich descriptions, while maintaining grammatical accuracy is stressed through discussions on comparison forms and modifier placement.

For punctuation, the guide covers detailed usage of commas, semicolons, end punctuation, and quotation marks. The correct application of these marks is explained to ensure clarity and prevent common errors. Special attention is given to techniques such as using colons for emphasis and lists,

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dashes for added emphasis or interruption, and brackets for inserting words into quotes. The section on italics covers its use for titles, emphasizing words, and writing non-English terms, helping avoid miscommunication.

The section on capitalizing rules ensures proper usage in titles, sentence beginnings, and proper nouns. The guide concludes with a discussion on building common ground through language, touching on using non-sexist language and avoiding stereotypes to foster inclusivity in writing.

Overall, this guide serves as a comprehensive overview of essential writing principles, providing rules and examples for clarity, correctness, and stylistic precision in formal and academic writing contexts.

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