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The Basics of Scanning. When you are ready to begin scanning, the first step is to align the document on the surface of the scanner properly. Place the document face down on the scanning

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surface, so the scanner can properly analyze it. Typically, orientation marks are placed on the sides of the scanning surface.

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into your computer: From the Start menu, open the Scan app. If you don't spot the Scan app on the Start menu, click the words All Apps in the Start menu's bottom-left corner. The Start menu lists all of its apps alphabetically. Click the Scan app, and the Scan app appears on the screen.

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Windows 10. ... app for scanning files, such as Windows Scan, available for free from Microsoft Store. The Windows Scan app can help you scan pictures or documents and save them to your PC as JPEG, bitmap, or PNG files. For more info, see [Install and use a scanner in Windows 10](#).

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Place the document that you wish to scan on the machine's glass surface face down. Make sure the surface is clean from any particles or debris. Select your scanning format. In this case, select "PDF."



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Here's how to scan documents with Adobe Scan: Open the app and log in with either a Google, Facebook, or Adobe ID. Tap the screen when you're ready to scan your document and the app will find the borders and take a picture for you. Drag the handles to

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adjust the borders if necessary, then press Continue.

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your Canon all-in-one printer on and check that it is connected to your computer with the USB cable.

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Scan your document according to the instructions for your scanner, and save it to your computer as a .pdf file. In Word, click File > Open. Browse to the location of the PDF file on your computer and click Open.

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of file you are scanning (i.e., picture or document). Hit "Scan Picture" or "Scan Document." Wait for the printer to finish scanning. The HP software will ask you where you want to save your document.

### **The 3 The Simplest Way to Scan a Document on a Canon Printer**

Place the document or photo printed

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side down on the scanner glass, and then close the scanner lid. If your printer has an automatic document feeder (ADF), you can use it to scan multiple page documents at one time. Do not load photos in the ADF to prevent damage to the photos and the printer.

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