

Instructions for scanning documents with 3 simple steps

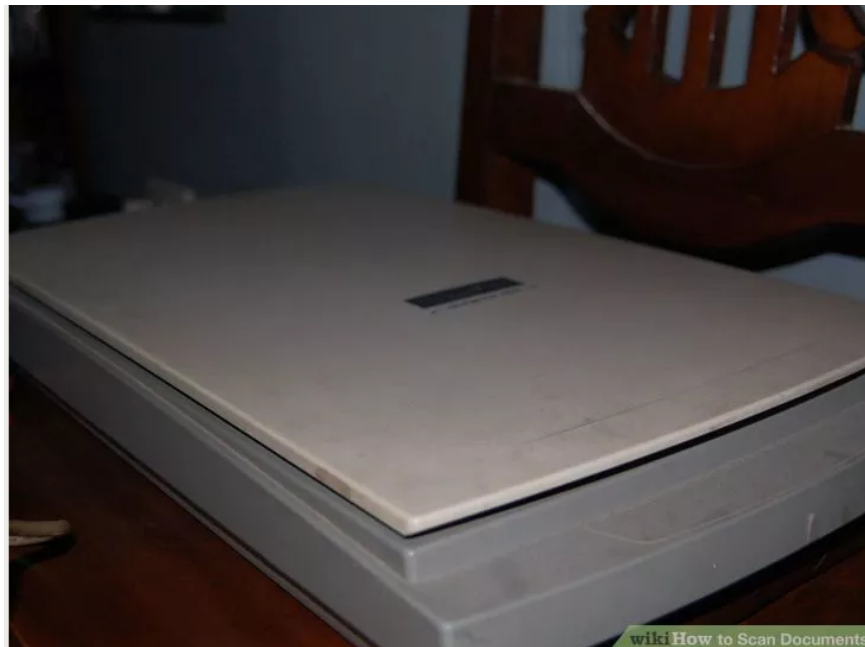
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Step 1: Prepare

To scan documents, the first step you need to take is to prepare:

1. A scanner

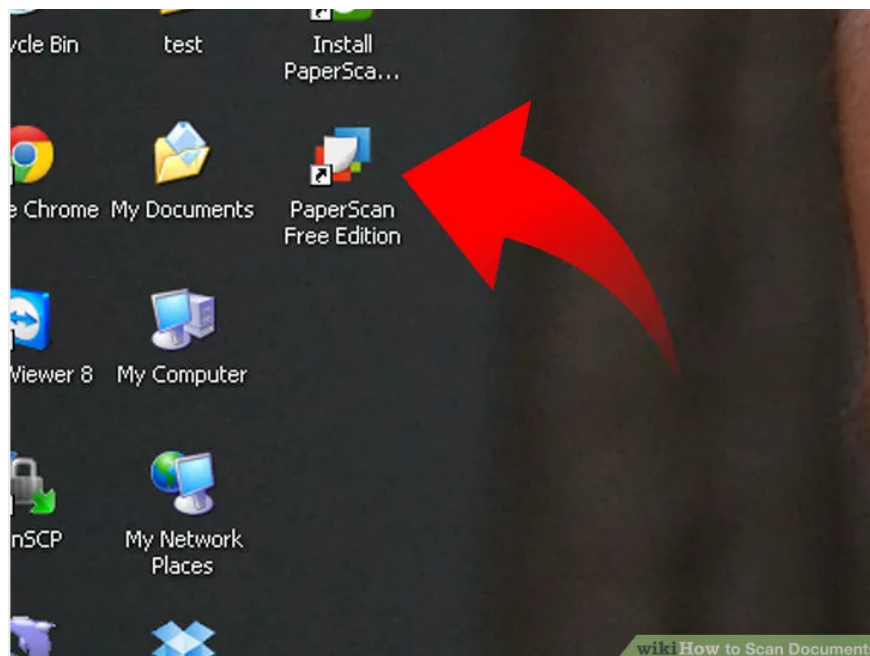


The next step is to plug the scanner into your computer and install the related software. Usually the scanner will connect to the computer via a USB cable. And the scanner must also be plugged into the power source.

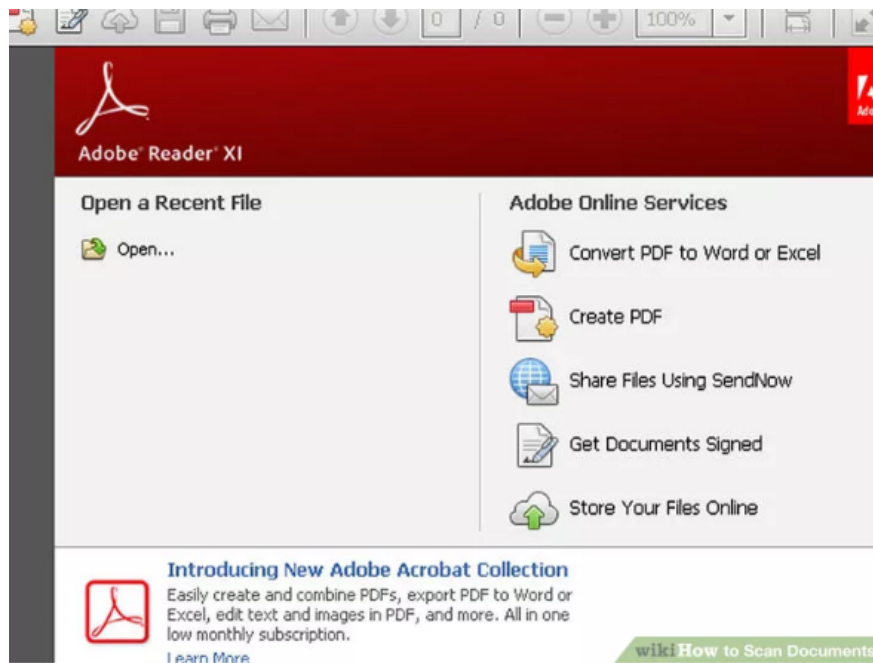


Software installation is usually quite simple. Follow the instructions provided in the user guide to install.

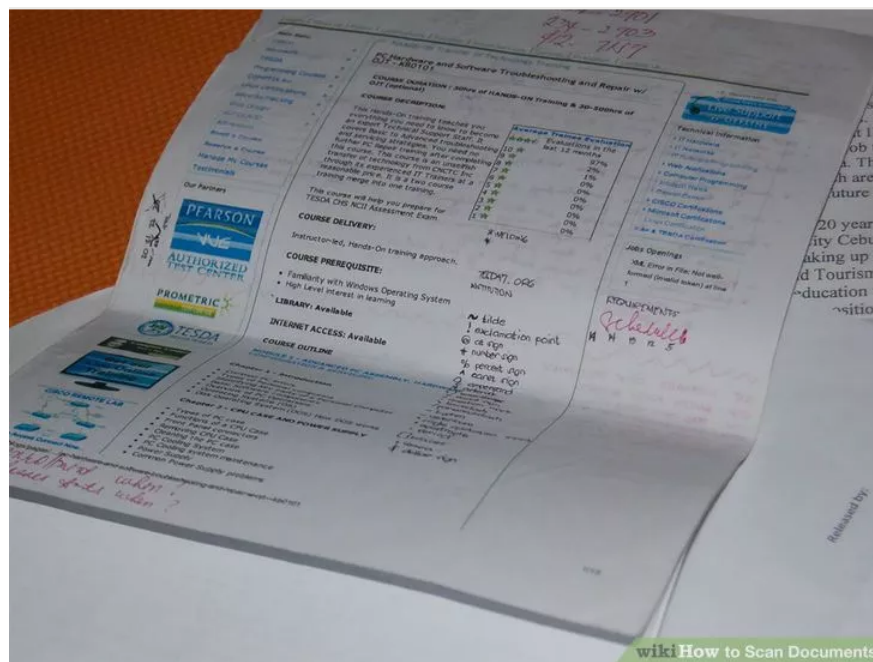
2. Suitable software



To run the scanner, you need to have the right software. Programs like Adobe Acrobat allow you to convert the scanned content into readable documents. In addition, programs like Adobe Photoshop allow you to edit and fix image scans or transfer scanned documents to larger spreads.



3. Documents for scanning



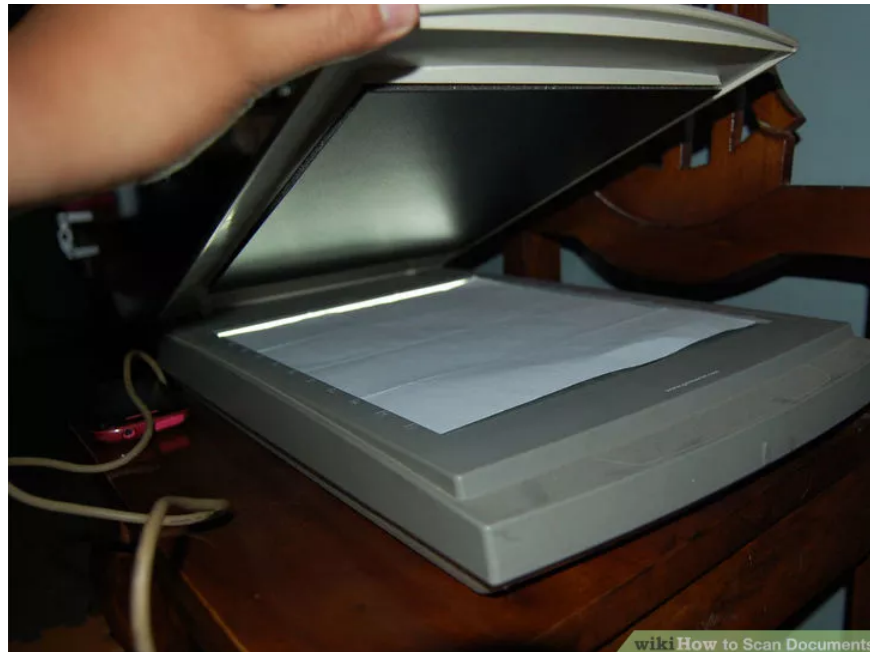
Step 2: Scan the document

1. Open the scanner

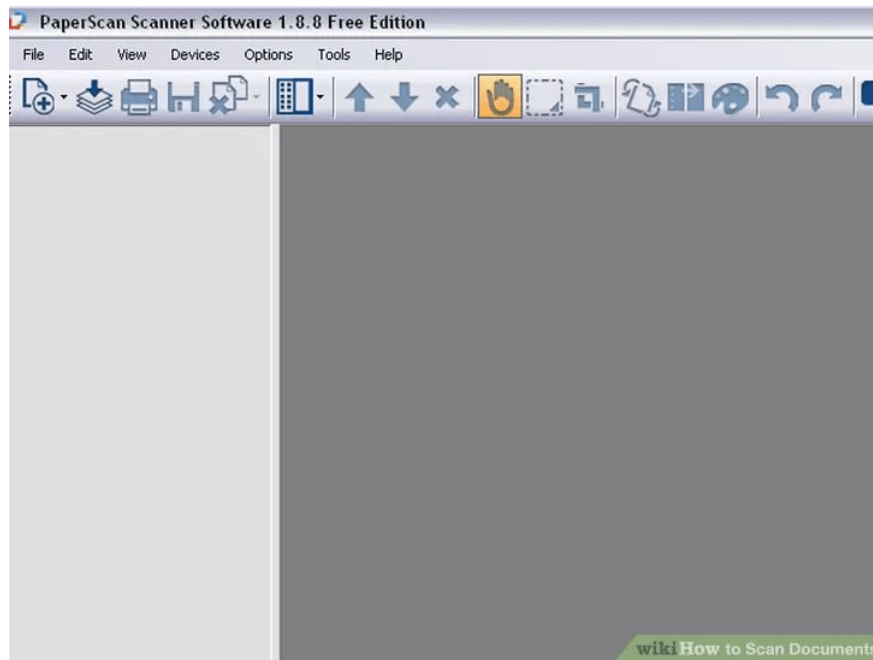


After the scanner is connected to the computer, you can now start the process of scanning your documents. Open the scanner lid, the same way you open the camera.

2. Insert the surface of the image or document to sweep downwards, close to the glass. The direction and position of the image or document must be in the correct position marked on the machine, this position is usually marked with an arrow or a zero. After placing the correct position, close the lid.

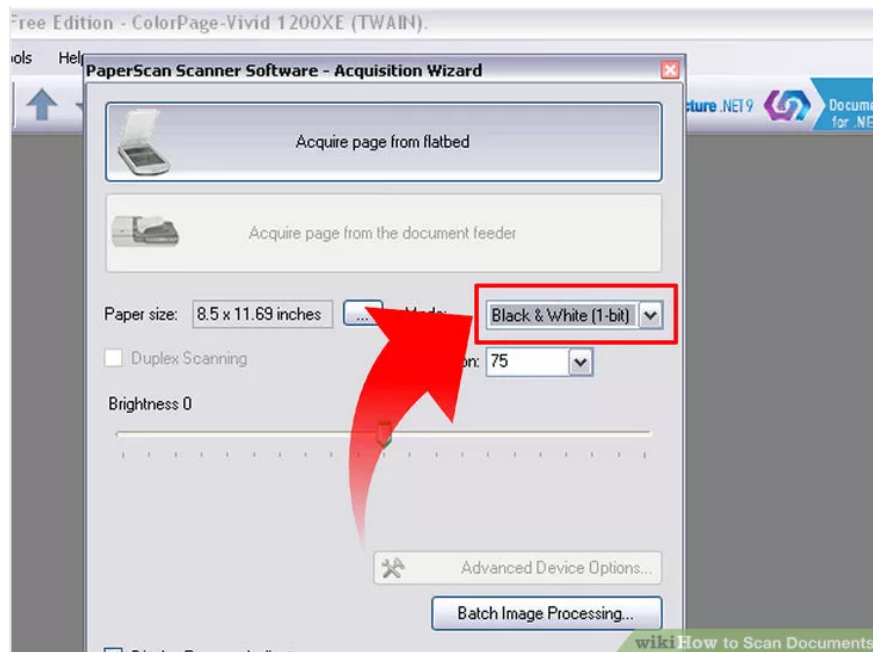


3. Open the scan software



The next step is to open the scan software on your computer. You can access these software in many different ways. Try to install the software into icons that can be easily accessed.

4. Adjust scanner settings

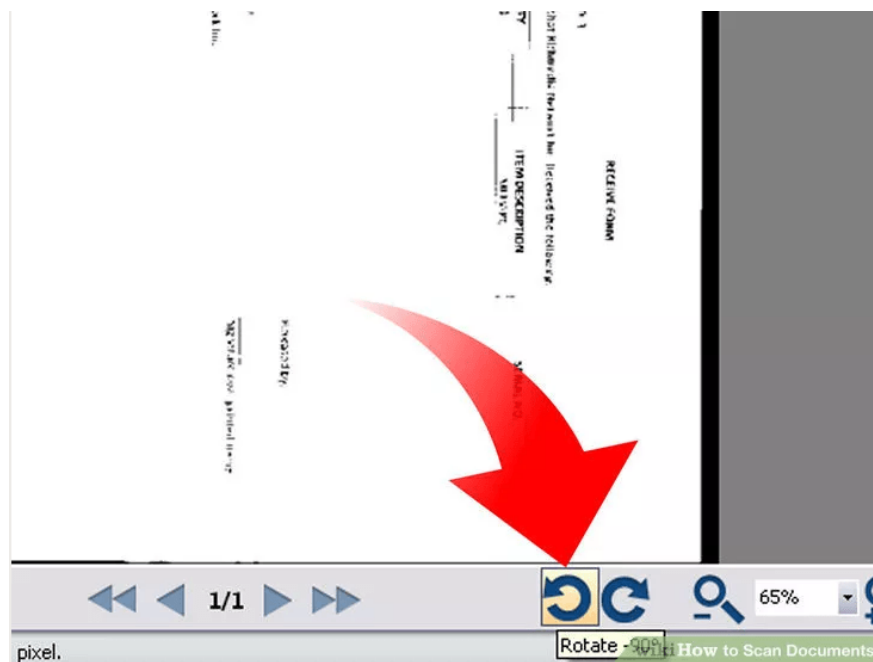


Adjust some necessary settings before scanning your documents. Some documents only need to be scanned in black and white, but some other documents require scanning both photos and posters. Then open the scanner settings and adjust them to suit your requirements.

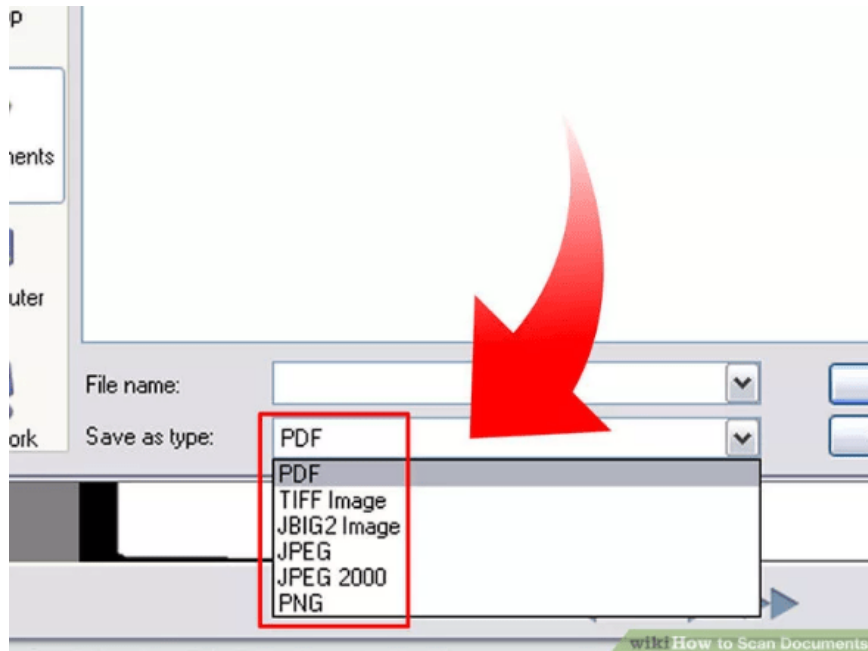
5. After completing the installation and editing process, click the Scan button on the software or Scan button on the scanner to start scanning your documents.



6. Adjust if necessary. After your document has been scanned, your software will provide options for you to adjust further, such as changing the orientation of the image, .

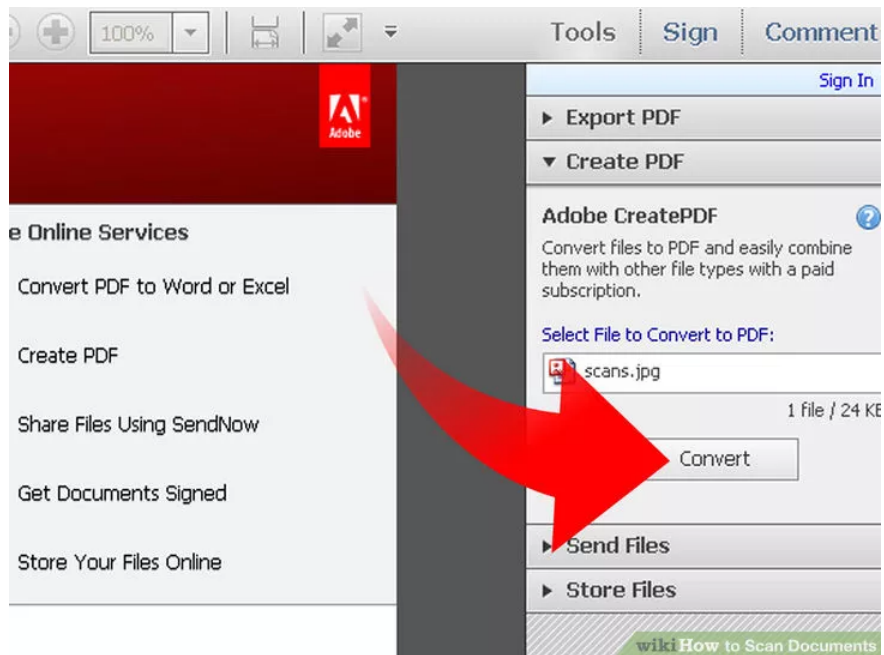


Notice the file format on the saved document. You can choose other formats or default formats.

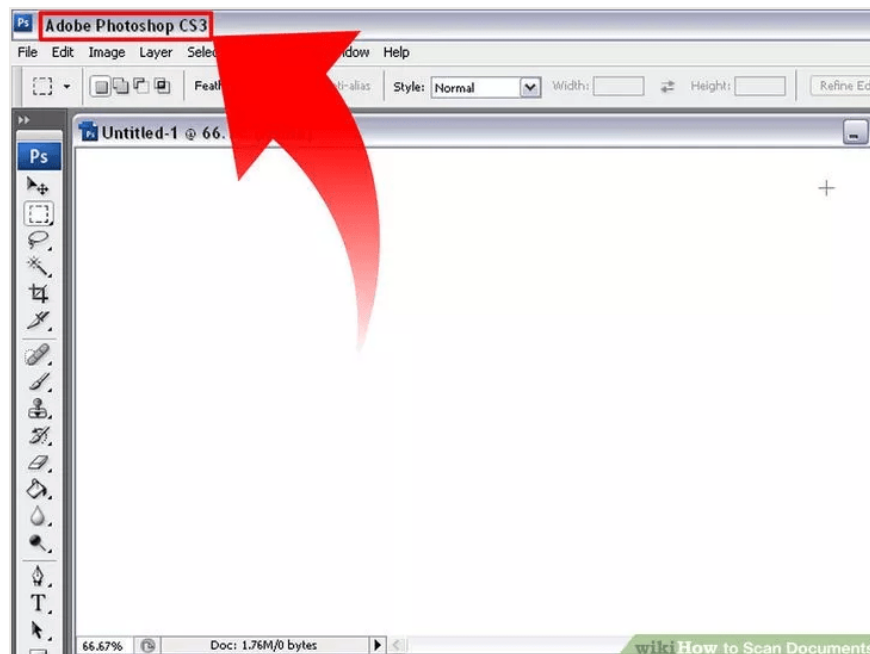
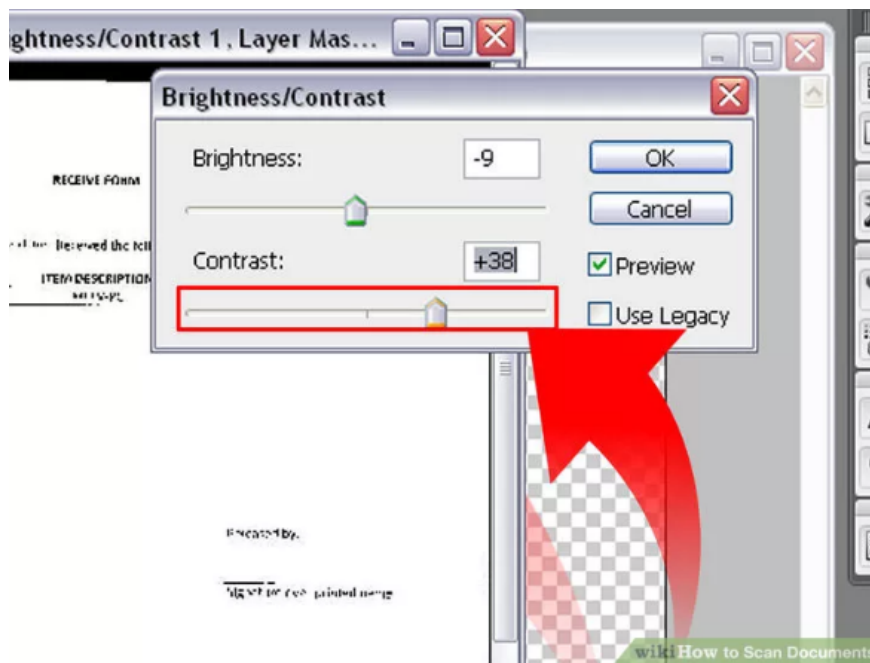


Step 3: Edit your document

1. Edit text: After your document has been scanned, you can use a program like Adobe Acrobat to convert files into PDF files or combine them into a multi-page document. In addition, you can set up Acrobat to find the documents to scan.



2. Editing images: Open images using basic image software on a computer or open Photoshop. Here you can edit the brightness, . of the image.



Refer to some of the following articles:

1. How to print hidden text in Word?
1. 5 interesting features on Google Drive that users do not know
1. How to turn Dropbox on iPhone into a document scanner

Good luck!

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