

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Scan a Document

This guide shows how to scan a document with a printer scanner on Windows 11 and on a Mac, plus how to scan one with just your phone's camera when you don't have a scanner handy.

Two ways to scan

- ☐ With a printer scanner
A flatbed or document feeder, built into many HP, Canon, and Brother printers
- ☐ With just your phone
No scanner? Your camera can do it in seconds
- ☐ Both save a clean digital copy
Easy to email, print, or store

Step by step

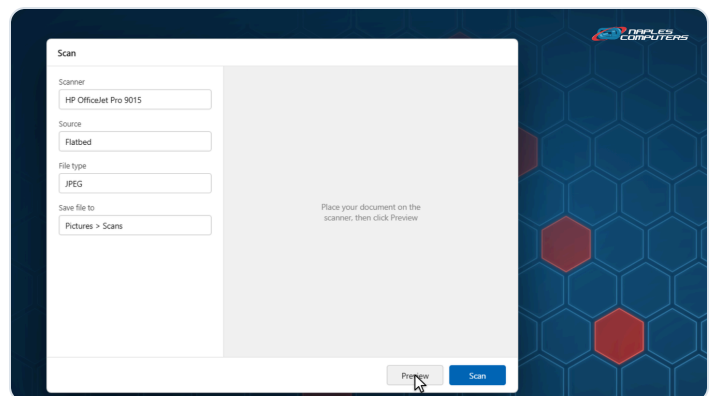
WINDOWS

1 Windows: scan a document

Open Windows Scan, make sure your scanner is listed.

WHAT TO DO

Click Preview to see how it looks. If it's good, click Scan.



MAC

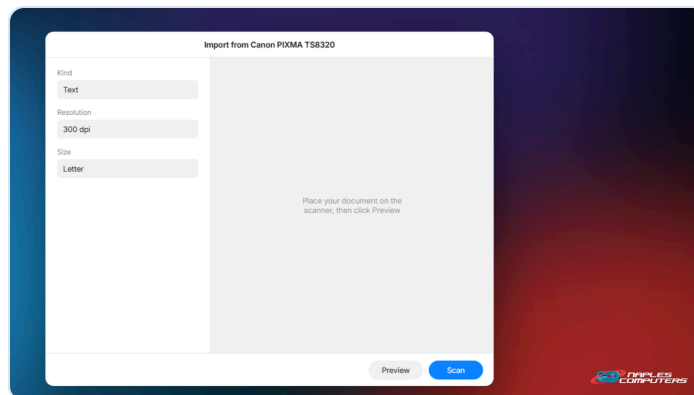
2

Mac: scan a document

Open the Preview app, then choose File, Import, and pick your scanner.

WHAT TO DO

Click here to see a preview, then click Scan to save it.



No scanner? Use your phone

- ☐ iPhone: use Notes or Files
Tap the Attachment button, then Scan Documents
- ☐ Point your camera at the page
It auto-captures; drag the corners if it needs adjusting, then tap Keep Scan
- ☐ Android: try Google Drive or Files
Look for a Scan option, usually under a plus or camera icon

A few tips

- ☐ Want a PDF, not an image?
HP Smart, Canon's app, and Brother's app can often scan straight to PDF
- ☐ Good lighting matters
Especially when scanning with your phone's camera
- ☐ Check the preview before saving
Catches a crooked page or a cut-off edge

Recap: scan a document

- ☐ Windows: open Windows Scan, Preview, then Scan
- ☐ Mac: Preview app, File, Import from Scanner
- ☐ No scanner? Your phone's camera works too
- ☐ Need a PDF? Try your printer's own app

Save sensitive scans (like IDs or financial documents) somewhere secure, and avoid emailing them as plain attachments when you can share a protected link instead.



Scanner not working?

Call 239-513-1960

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