NAPLES COMPUTERS
239-513-1960

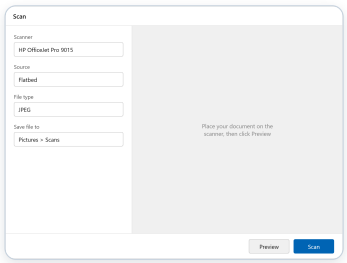
Scan a Document
Printer or Phone

A clean digital copy in under a minute, with a printer scanner or just your phone.

We Make I.T. Happen!™

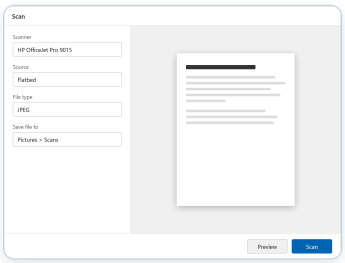
1 Windows: Open Windows Scan

Search **Windows Scan** from the Start menu.



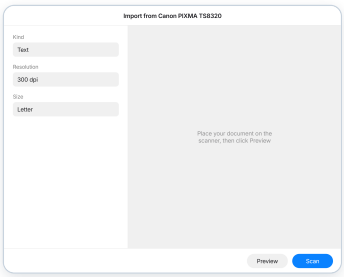
2 Click Preview, Then Scan

Check it looks right, then save it.



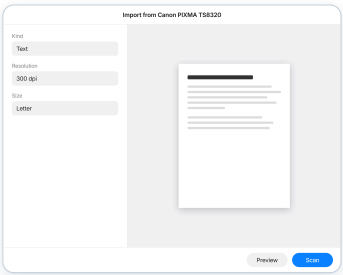
3 Mac: Open Preview

Choose **File > Import from Scanner**.



4 Click Preview, Then Scan

Check it looks right, then save it.



5 No Scanner? Open Notes or Files

On your iPhone, tap the **Attachment** button, then **Scan Documents**.

Your phone's camera can scan too

6 Point Your Camera at the Page

It auto-captures. Drag the corners if it needs adjusting.

Then tap Keep Scan

7 Android: Try Google Drive or Files

Look for a **Scan** option, usually under a plus or camera icon.

Works the same idea

8 Want a PDF Instead?

HP Smart, Canon's app, and Brother's app can scan straight to PDF.

Still need help? 239-513-1960

Good to Know

- Check the **preview** before saving — it catches a crooked page or a cut-off edge.
- Good **lighting** matters most when scanning with your phone's camera.
- The basic Windows Scan app saves as an image (JPEG); for a PDF, try your printer's own app.

Need Help?

Contact Naples Computers

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