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This displays all scanner options.9Select your paper size. If the checkbox next to "Use custom size" is checked, uncheck it and then use the drop-down menu next to "Size" to select your paper size. US Letter (8.5" x 11") is the most common size.10Select where you want to save the document to. Use the drop-down menu next to "Scan to" to select where to save the document to. By default, scanned documents and images are saved to your "Pictures" folder. You can select your "Documents" folder, or save it to your Desktop so that you can easily find it.11Select "PDF" as the format. Use the drop-down menu next to "Format" to select "PDF".12Click the checkbox next to "Combine into single document" (if scanning multiple pages). If you are scanning multiple pages, be sure to click the checkbox next to "Combine into single document." This ensures that all your pages are saved to the same file.13Click Scan. This scans the first page of your document.14Insert the second page in the scanner. 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Go to the folder in which your scanned image was saved, then click the image to select it.4Click Open. It's in the bottom-right corner of the window. This will upload the image to the PNG (or JPG) to PDF site.5Wait for your image to convert into a PDF. This should only take a few seconds.6Click DOWNLOAD. It's below your converted file in the middle of the window. Doing so will prompt your PDF to download onto your computer. Advertisement Add New Question Question How do I identify a PDF once it's scanned? When you save your PDF file with 50 pages? First, save all the pages as a PDF in one large document. Then, go to "Tools," open "Organize Pages," and select "Extract." You can then select "Extract pages as separate files." Each page can then be renamed and saved to any destination. Question After saving the scanned document, how do I trace it and attach it to email? When you scan your documents, they usually go into a 'scanned documents' folder. 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When the iPhone is connected, its icon will appear at the top-left corner of iTunes.If iTunes did not open automatically, click its icon in the Dock (macOS) or in the All Apps area of the Start menu (Windows).4Click the iPhone icon. Its at the top-left corner of iTunes. Opens the Summary screen.5Click File Sharing. Its in the left column of iTunes, under Settings. All apps with file-sharing features will appear in the right panel.6Share files from the computer to the iPhone. You can skip this step if you only want to share files from the iPhone to the computer. Heres how to get files that are on your PC or Mac to the iPhone:Click the app in the right panel you want to share with. For example, if youre sharing an Excel file, click the Excel icon.Click Add File in the right panel to open your computers file browser.Browse to the file you want to share to the iPhone.Select the file and click Open to add it to the list of files for that app.7Share files from the iPhone to the computer. 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If you want anyone who has the link to be able to view the file, select Anyone with the link instead.Under Permission, choose whether people with access to the file Can make changes or Can View only.Tap the back button to return to the Add People screen.10Select an app to use for sharing the file. The app you select will open to a new message or post with the file (or a link) attached.11Enter the recipient(s). The steps will vary by app, but you can choose from a list of contacts, enter an email address (if using Mail) or a phone number (if using Messages).12Enter a message. If you'd like, enter a message that describes the file and/or why youre sharing it.13Send or post the message. This sends a message to the recipient with the file (or link) attached. Advertisement Add New Question Question I put water on the end of my stylus and use it on my phone screen, but nothing happens. Please help. Make sure that the foil is in contact with the tip, and that you are touching the foil at all times. Remember, it's your body's natural electric field that allows you to interact with your tablet screen, and that the foil and wet tip are conducting that field. Question Is it important to use only cotton swabs or we can use cotton? You can use cotton balls if you would rather, they'll work just as well. Question Can I use a pencil as a stylus? No. The eraser is far too rough for the screen and will just dirty it up. The graphite tip will just destroy the screen. See more answers Ask a Question Advertisement Scissors Cotton ballPen with a metallic body Scissors Cotton swab Sticky tape Water Aluminium Foil This article was co-authored by wikiHow Staff. Our trained team of editors and researchers validate articles for accuracy and comprehensiveness. wikiHow's Content Management Team carefully monitors the work from our editorial staff to ensure that each article is backed by trusted research and meets our high quality standards. This article has been viewed 269,280 times. Co-authors: 18 Updated: February 8, 2025 Views:269,280 Categories: Featured Articles | Nintendo DS | Computer Peripherals PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 269,280 times. Remove the inside of a marker and fill the tip with cotton to make a quick stylus.Use a cotton swab as a makeshift stylus. You can also cut the tip of the swab off and insert it into a pen tip.If you use a metal pen and want to protect your screen, wrap the gap between the pen and the cotton in aluminum foil.1Remove the ink tube from a pen that has a metallic body. Unscrew the mouth of the pen to reveal the ink tube. Pull out the ink tube and the spring from the body of the pen and then screw the pen back together. Throw the ink tube straight into the trash once you remove it to stop it from leaking on your furniture.[1]It is important to use a pen with a metallic body, as this conducts the electrical charge from your hand that makes the stylus to work. 2Push a little cotton ball into the tip of the pen. This adds a check mark to the left of each file name.6Tap . Its at the bottom-right corner of the screen. This adds a check mark and push it into the nib of the pen. Try to push as much of the cotton ball as you can into the pen so that it doesn't come loose when you try to use the stylus. [2]If you don't have a cotton ball, use a small piece of cotton fabric. Advertisement 3Trim off any excess cotton ball that's hanging out of the nib. This makes the stylus easier to use and makes its touch more accurate. Leave about 2 millimeters (0.079in) of the cotton ball hanging out of the pen so that the tip of the metal pen doesn't scratch your screen.[3]If the cotton ball falls out or gets pushed into the pen over time, simply push a little more of the cotton ball into the nib of the pen.4Use your pen stylus in the same way that you would use your finger. Press the cotton ball down on the screen to activate it. Move the stylus around the screen to navigate around the device. Keep spare cotton balls on hand to refill your stylus in case it falls out with usage or in storage.[4] Advertisement 1Unscrew the pen to remove the ink tube. In order to make this stylus, you need a pen that can be unscrewed. Remove the spring and ink tube from inside the pen and then reassemble the pen.[5]Keep the small inside parts of the pen away from children, as they can pose a choking risk.2Cut the middle of a cotton swab on an angle. Estimate where the middle of the cotton swab is and then chop it in half on a sharp angle. This creates a pointy end on the plastic part of the cotton swab which makes it easier to insert into the pen.[6]Throw 1 half of the cotton swab into the trash, as it is not needed for the stylus.3Poke the pointy end of the cotton swab into the tip of the pen. Leave the cotton portion of the cotton swab and about 5 millimetres (0.20in) of the plastic handle out of the pen. Don't worry if the cotton swab is a little loose, simply hold it in place for now.[7]4Secure the cotton swab in place with a piece of tape. Wrap the tape around the plastic portion of the cotton swab and the mouth of the pen so that it stays in place when you are using your stylus. If the cotton swab still feels a little loose, simply wrap another piece of tape around it.[8]Both sticky tape and masking tape work for this task. Avoid using washi tape, as this doesn't tend to be as sticky.5Wrap a 9cm (3.5in) square of foil around the cotton swab and the neck of the pen. Cut out the aluminium foil with a pair of scissors. Wrap the square tightly around the plastic portion of the cotton swab and around the neck of the pen. The aluminium foil helps to transfer the electrical current from your hand to the tip of the cotton swab.[9]Don't cover up the cotton portion of the cotton swab, as this helps to prevent the screen from getting scratched.6Moisten the tip of cotton swab with water each time you use it. Wet your fingers and then dab the cotton swab with your damp fingers. This small amount of water helps to conduct the electrical current and makes the point of the stylus more accurate. Use your homemade stylus to navigate your way around your device. If it loses its accuracy, simply place a little extra water on the end of the cotton swab.[10]Avoid soaking the cotton swab in water, as this can leave drops of water on your device. Advertisement Add New Question Question I put water on the end of my stylus and use it on my phone screen, but nothing happens. Please help. Make sure that the foil is in contact with the tip, and that you are touching the foil at all times. Remember, it's your body's natural electric field that allows you to interact with your tablet screen, and that the foil and wet tip are conducting that field. Question Is it important to use only cotton swabs or we can use cotton? You can use cotton balls if you would rather, they'll work just as well. Question Can I use a pencil as a stylus? No. The eraser is far too rough for the screen and will just dirty it up. The graphite tip will just destroy the screen. 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You can do so by clicking the Start menu and selecting Settings or the gear icon.4Click Devices (Windows 10) or Bluetooth & devices (Windows 11). On Windows 10, you'll see this with an icon of a speaker and keyboard in the vertical menu on the left side of the window.2[4]Click Add a printer or scanner. You'll see this at the top of the window.7Click your scanner's name and click Add device. In the list that populates, the scanner you want to add will most likely display with the manufacturer name, the model name, and/or the model number.[5]Follow any on-screen instructions if any pop-up. For instance, if your Windows Security asks for permission to allow your scanner to install software and drivers, click Yes. Advertisement 1Plug in your scanner to a power source and turn it on. You need it powered on so your computer can detect it.2Put your scanner into pairing mode. Some wireless scanners, especially scanners that use Bluetooth to connect wirelessly, require you to put them in pairing or discovery mode first. Each scanner will vary in this process, but you'll most likely need to press the Bluetooth button on your scanner.If you're unsure if your scanner is in pairing mode or you can't find a Bluetooth button, refer to your device's manual.[6]If your scanner uses Bluetooth to connect wirelessly, require you to put them in pairing or discovery mode first. Each scanner will vary in this process, but you'll most likely need to press the Bluetooth button on your scanner.If you're unsure if your scanner is in pairing mode or you can't find a Bluetooth button, refer to your device's manual.[6]If your scanner uses Bluetooth to connect wirelessly, require you to put them in pairing or discovery mode first. Each scanner will vary in this process, but you'll most likely need to press the Bluetooth button on your scanner.If you're unsure if your scanner is in pairing mode or you can't find a Bluetooth button, refer to your device's manual.[6]Plug in your scanner to a power source and turn it on. You need it powered on so your computer can detect it.2Put your scanner into pairing mode. Some wireless scanners, especially scanners that use Bluetooth to connect wirelessly, require you to put them in pairing or discovery mode first. Each scanner will vary in this process, but you'll most likely need to press the Bluetooth button on your scanner.If you're unsure if your scanner is in pairing mode or you can't find a Bluetooth button, refer to your device's manual.[6]If you're using an AirPrint printer/scanner, you'll need to update your printer drivers.Don't install the scanner's software beforehand. MacOS should download the latest scanner software automatically.3Click System Settings. This is generally the second listing in the drop-down menu. 4Click Printers & Scanners. You'll see this next to an icon of a printer in the sidebar.5Click Add Printer, Scanner, or Fax if needed. You'll see this in the bottom left corner of the window.If you see your scanner, skip this step.6Select your scanner. When you click your scanner, your Mac will begin the process of setting up that device so you can easily use it.[9]If you're having issues, make sure to check for macOS updates.You may need to connect your scanner with a cable first to set up wireless scanning. To do so, proceed to the next method. Advertisement 1Plug in your scanner to a power source and turn it on. You need it powered on so your computer can detect it.2Connect your scanner and computer together. You'll use the USB cable that came with your scanner, plug it into an open USB port on your computer. If you don't have a USB cable that came with your scanner, usually any USB cable will work.If your Mac only has one USB-C port and you have a USB connection, you can use a multiport adapter.[10]3Open System Settings. Click the Apple logo at the top-left corner of the screen, and select System Settings (Ventura and later) or System Preferences (Monterey and earlier).[11]4Click Printers & Scanners. You'll see this next to an icon of a printer on Monterey and earlier. If you're using macOS Ventura or later, it'll be in the left sidebar.[12]5Click Add Printer, Scanner, or Fax if needed. If you don't see your scanner listed, click this option to add it now. If your scanner is listed, you can skip this step.6Select your scanner. When you click your scanner, your Mac will begin the process of setting up that device so you can easily use it.[13]If you're having issues, make sure your macOS is up to date.If you don't see your scanner, try restarting your computer and then try again. Advertisement 1Download the proper drivers. Input your scanner brand and model into a search engine along with "driver download". Be sure to use the official company website for your scanner.[14]After installing your scanner's drivers, restart your computer.MacOS should automatically install the latest scanner software. If it doesn't, you'll need to update your software manually.2Restart your computer. Do this after installing any new programs or drivers on Windows, select Start Power Restart.On Mac, select the Apple menu Restart.3Restart your scanner. Use the Power button on your scanner to turn off the device. Unplug it from the power for a few minutes, then plug it back in.Refrain from turning off the scanner by unplugging the scanner if you have a Power button. This could interrupt scans in progress and cause your device to slow down.4Connect your scanner via ethernet. Your scanner may have trouble connecting to your Wi-Fi network. Connecting your scanner to your computer with an ethernet cable can help your computer recognize the device.5Make sure the scanner is within range. If your scanner is too far from your computer or if its signal is blocked, your computer won't be able to recognize it. Try to set up your scanner next to your computer.6Check firewall and antivirus settings. Your scanner needs permission to communicate with your computer. Be sure your scanner is able to communicate with your computer.7Purchase a new scanner. If you're trying to connect an old scanner with a new computer, the software may no longer be compatible. In this case, you'll need to buy a new scanner. Advertisement Ask a Question Advertisement Thanks Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Darlene Antonelli, MA. Darlene has been writing and editing tech content at wikiHow since 2019. She previously worked for AppleCare, served as a writing tutor, volunteered in an animal rescue, and taught as an adjunct professor for EN101 and EN102. Darlene has completed Coursera courses on technology, writing, and language. She holds both a BA (2011) and an MA (2012) from Rowan University in Writing, with a focus on workplace communication. With her extensive experience, academic background, and ongoing learning, Darlene has become the go-to grammar expert for her friends and family, as well as a skilled wordsmith for anyone in need. This article has been viewed 186,672 times. Co-authors: 4 Updated: March 12, 2025 Views:186,672 Categories: Computers and Electronics PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 186,672 times. 1Conecta tu escner a la computadora. 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Si hay varios escneres conectados a tu red, revisa la seccin "Escner" de la parte superior de la ventana para asegurarte que el escner que aparece all sea el que quieres usar.Si el escner que est seleccionado actualmente no es el que quieres usar, haz clic en Cambiar y seleccionalo.8Selecciona un tipo de documento. Haz clic en el cuadro desplegable "Perfil" y luego en una de las siguientes opciones: 9Elige el tipo de escner. Haz clic en el cuadro desplegable "Origen" y luego en una de las siguientes opciones:Bandeja: elige esta opcin si tus documentos se insertan en el escner a travs de una bandeja. Esto se utiliza para escanear varios documentos en un solo PDF.Plano: elige esta opcin si tu escner tiene una tapa que se levanta para colocar los documentos.10Haz clic en Digitalizar. Est en la parte inferior de la ventana. 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