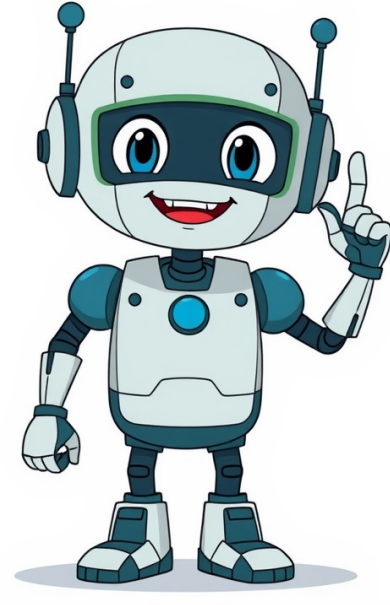I'm not a robot

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Then tap "Scan Documents" and point your camera at the document to scan.On Android, open the Google Drive app, tap "+", and then select "Scan." Point your camera at your document to scan it.1Open the Windows Scan app. This looks like a white scanner with a blue background.If you don't have Windows Scan, you'll need to download it from the Microsoft Store. 2 Advertisement 3On Windows Scan, select your scanner. If you have more than one printer connected to your computer, you'll need to click the Scanner field and select the printer you want to use.If you don't see your scanner, navigate to Windows Settings Devices Printers & Scanners Add a printer or scanner. Wait for your device to find nearby printers, then click Add device.4Select the source. Click the source field to choose between Flatbed or Feeder.When using the feeder, be sure you have selected the feeder option. This will let you scan multiple pages at once.If you're using the flatbed, be sure to select the flatbed option. This will only let you scan one document at a time.5Select your file type. You can choose between JPEG, PNG, TIFF, Bitmap, OPENXPS, XPS, or PDF.[2]When scanning anything other than a photo, it's best to select PDF.6Click Show more to adjust additional settings. Click Resolution to change your resolution (DPI). You can select between 150, 300, or 600.If you have a document with lots of small details, such as an image, select a higher DPI. This may increase your scan time, but the details of your scan will be much clearer. If you're scanning a simple black-and-white document, a lower DPI setting will work fine.Change the destination folder by clicking Save file to. Use the File Explorer to select a new save location.7Place a document face-down in your scanner. If you're using the feeder, make sure they're in the correct order.[3]8On Windows Scan, click the scan icon. This is the icon of the open scanner, on the bottom of the scan options.[4]Your printer will begin scanning the document.When your scan is finished, you'll see a pop-up notification.9Click View to view your scan. You can also open the destination folder to find your scans.[5]This may be My Scans or Pictures.If needed, you can email the scan. Advertisement 1Place a document face-down in your scanner. You'll also want to make sure that your scanner is on and connected to your computer before proceeding.2Open the Apple menu . Click the Apple logo in the top-left corner of the screen. A drop-down menu will appear.[6]3Click System Preferences. It's at the top of the drop-down menu.[7]4Click Printers & Scanners. This printer-shaped icon is on the right side of the System Preferences window.[8]5Select your scanner. Click your scanner's (or printer's) name in the left-hand column.If you don't see it, click the + in the lower-left side of the screen. Select your printer and click Add.6Click the Scan tab. It's at the top of the window.7Click Open Scanner. You'll find this near the top of the Scan tab window.[9]8Click Show Details. It's in the lower-right side of the window.9Select a file type. Click the "Format" drop-down box, then click a file type (e.g., PDF or JPEG) that you want to use to save your file.When scanning anything other than a photo, it's best to select PDF.10Decide on a color. Click the "Kind" drop-down box at the top of the page, then select a color option (e.g., Black and White).11Select a storage location. Click the "Save To" drop-down box, then click a folder in which you want to save your scanned document (e.g., Desktop).12Change other options on the page. Depending on the type of file that you're scanning, you may want to change the "Resolution" value or the "Orientation" value here.13Click Scan. It's in the bottom-right corner of the window. Your document will begin scanning into your computer.When it finishes, you'll be able to find it in your selected save location. Advertisement 1Open the Notes app. This is the icon with the yellow notepad.[10]If it's not already installed, you can install it from the App Store.2Create a new note. You can do this by clicking the pencil and note icon located at the top right or bottom right corner, depending on your iOS version.3Tap the camera icon and select Scan Documents. This will open your camera.[11]4Position your camera over the document you want to scan. You'll be able to compile multiple documents in the same PDF file as long as they are scanned in the same session.[12]For best quality, scan your documents in a well-lit area and with steady hands.The camera will automatically snap a photo when the scan has been detected.You can manually press the white camera button to snap a photo.If you need to retake a scan, click the scanned documents in the bottom left corner. Click Retake on the top right of the scan you want to retake.5When finished, click Save. If you scanned more than one document, there will be a number in parenthesis indicating the number of successful scans.The scans will automatically be in PDF format.If you scanned multiple documents in the same session, they will be compiled together in the same PDF file.6Click the scanned document in the Notes page. This will bring up the document options.Make sure you've selected the scanned document, not the Note.It will say Scanned Document(s) at the top.7Tap . It's in the top-right corner of the screen.8Save your scanned document. You can choose Save to Files, Save to Dropbox, Mail, and more.Tap OK to save or send your scan. Advertisement 1Open the Google Drive app on your Android device. You'll need to login to your Google account to use Google Drive.[13] 2Navigate to your homepage. By default, the app should open on this page. If not, tap Home on the bottom left corner.This is where you can add files or store pictures.3Tap . It's in the bottom-right corner of the screen. A pop-up menu will appear.[14]4Tap Scan. This camera-shaped icon is in the pop-up menu. Your device's camera will open.[15]If you're using the camera for the first time, you may receive a pop-up window. Select either While using the app or Only this time.Do not select Don't allow since you need camera permission to scan documents from your phone.5Point your phone's camera at a document. The document should be centered in the middle of the screen.Make sure that your document is flat and completely on-screen before proceeding.6Tap the "Capture" button. It's a blue-and-white circle at the bottom of the screen. This will scan your document.You can choose to Retry if you want to take the photo again.Otherwise, click OK.Google Drive will automatically convert your picture into a scan. If there is white space, it will automatically locate the borders of your document.7Tap Save. This is in the bottom-right corner of the screen. Doing so saves your scan.[16]You can also crop your scan by tapping and dragging any of the spheres located around the edge of the scan.To add more pages to the PDF, tap + and then scan another item.8Save your scanned document onto your phone. Tap the three dots icon in the top-right corner, then tap Download.You can also tap Send a copy if you want to email the scan. Advertisement Add New Question Question Do I need ink in my printer to scan? No. Ink is for printing, not for scanning. You just need documents and electricity to scan. Question Can I scan a stack of documents to my PC, or do I have to scan them one at a time? Well, seeing as you are scanning a piece of paper, probably one at a time, because the device you are scanning with will only be able to see one document at a time. Question How do I email a scanned document? Once you've scanned the document, open a blank email message and add an attachment. From there, just select your scanned document as the attachment. See more answers Ask a Question Advertisement Thanks Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Rain Kengly. Rain is a tech writer and editor for wikiHow with over 5 years of professional writing experience. In the past, Rain has worked with other creative writers as a Writing Tutor at San Francisco State University and has published gaming features, guides, and news articles for a variety of media outlets. Rain shares a lifelong passion for writing and gaming and is eager to grow alongside new tech inventions. This article has been viewed 1,930,153 times. Co-authors: 24 Updated: July 29, 2025 Views:1,930,153 Categories: File Manipulation PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 1,930,153 times. "It contains simple, straightforward instructions about how to use your scanner. I am now able to scan documents by following the instructions step by step. Clarity and breaking down the actions into stages makes perfect sense."..." more Share your story Scanning documents on Windows 11 is straightforward, thanks to built-in tools that make the process easy and quick. By using the Windows Scan app or the Windows Fax and Scan utility, you can digitize documents and photos with just a few clicks. The following guide will walk you through the steps, ensuring you can scan any document with ease right from your Windows 11 computer. Lets dive into the detailed steps for scanning documents on Windows 11 using the Windows Scan app. This process will help you scan any physical document and save it as a digital file on your computer. Before you start, ensure your scanner is properly connected to your computer via USB or Wi-Fi. Verify that your scanner is recognized by your computer. If its a Wi-Fi scanner, ensure its on the same network. You may need to install the scanners drivers, which typically come on a CD with the device or can be downloaded from the manufacturers website. Access the Windows Scan app by searching for Scan in the Start menu and selecting the app from the results. This app is especially user-friendly for scanning needs. If its not installed, you can download it from the Microsoft Store. Its a lightweight app, so it wont take up much space on your computer. In the Scan app, choose your scanner from the list of available devices. This ensures that the app communicates with the correct device. Sometimes, you might see more than one device listed if youre on a network with multiple scanners. Be sure to pick the correct one. Set your preferences such as file type, resolution, and color mode before starting the scan. These settings determine how your scan will look. Higher resolution scans are clearer but produce larger files. Choose a format like JPEG, PNG, or PDF depending on how you plan to use the scanned document. Preview your scan to make sure everything looks correct. Make any necessary adjustments to alignment or settings. The preview function lets you see how the final scan will appear, so you can adjust the documents position or tweak settings before committing to the scan. Once satisfied with the settings, click the Scan button to begin scanning your document. The scan will take a moment, depending on the resolution and complexity of the document. You can watch the progress on the screen as your document is scanned. After completing these steps, your document will be digitized and saved to the location you specified. Youll be able to view, edit, or share the scanned document as needed. Always check for software updates to ensure compatibility and performance. Clean the scanner glass to avoid smudges or spots on your scanned documents. Use the appropriate resolution settings; higher for documents you plan to print and lower for simple archiving. Save your scans in a format that suits your needs best, like PDF for documents or JPEG for images. Organize your scanned files immediately with clear filenames to make them easy to find later. Most modern scanners are compatible, but its best to check with the manufacturers website for specific drivers or software updates. Yes, many scanners offer an option to scan multiple pages into a single PDF file within the Scan app settings. Check the connection, ensure the drivers are installed, and try restarting your computer to resolve any recognition issues. In the Scan app, you can select the output format, such as PDF or JPEG, before you start scanning. No, you dont need internet access unless you are using a wireless scanner that requires a Wi-Fi connection for operation. Connect your scanner to the computer. Open the Windows Scan app. Select your scanner. Choose scan settings. Preview and adjust the scan. Start the scan. Scanning on Windows 11 is a breeze once you get the hang of it. With the built-in tools like Windows Scan, you have everything you need to digitize documents right at your fingertips. Whether youre archiving family photos or digitizing important paperwork, these steps ensure a smooth process. Remember, practice makes perfect. The more you use these tools, the more efficient youll become at scanning and managing digital files. Also, consider exploring additional scanning software if you require more advanced features for professional use. For those looking to dive deeper, the Microsoft support page offers comprehensive guides and troubleshooting tips. Now that youve learned the steps to scan on Windows 11, its time to put this knowledge into action and streamline your document management. Happy scanning!Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times.After receiving his Bachelors and Masters degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites.His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well.Read his full bio here. Hometheradclinic2025-09-19T12:39:35-04:00 Hours of Operation:Monday to Friday: 7 a.m. - 8 p.m.Saturday: 8 a.m. - 4 p.m.Sunday: 7:30 a.m. - 4 p.m. For billing information, please click here MedStar Health participates with most major health insurance plans. Please contact your insurance company to make sure your plan is covered.

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