

Printers, monitors & devices | Easy | 2 min read

How to scan a document to your computer or email

Scanning turns a paper page into a file on your computer. Most modern printers can scan, and there are a few ways to do it.

Which method is easiest?

- **From the printer:** Some printers can scan and send the file by email or save it to a computer on your network. This needs setting up first.
- **From your computer:** Use the scanning app on your computer to pull the page in. This is often the simplest.
- **From your phone:** Your phone camera can scan a document with its built-in scanner or notes app.

Scanning with Windows

1. Place the page face down on the glass, lined up with the corner marks. Or load it in the feeder if your printer has one.
2. Open the **Start** menu and look for the **Scan** app. If it is missing, search for Windows Scan in the Microsoft Store.
3. Pick your scanner, choose the file type and use **Preview** to check it.
4. Select **Scan**, then save it somewhere you can find it, such as Documents.

Scanning with a Mac

1. Place the page on the glass.
2. Open **System Settings**, then **Printers & Scanners**, select your printer and look for a **Scan** tab or the **Open Scanner** button.
3. Use **Show Details** if you want more choices, then press **Scan**.

The Mac **Image Capture** app can also be used with many scanners.

Choosing a file type

Choose PDF for letters and forms. Use JPEG for photos. A resolution of around 200 to 300 is fine for most paperwork. A higher number makes a larger file.

Sending by email

Once saved, attach the file to a new email as usual. Check the file size, as very large scans may not send.

Keep private papers safe

Scans of ID or bank letters should not be left in obvious folders or emailed unprotected. Delete them once they are no longer needed.

When to get more help

If your computer cannot see the scanner, you may need to reinstall the printer software or check the connection. Tell us the make and model and which method you were trying.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.