

## How to scan documents or pictures

Have a scanner? Or does the printer attached to your PC also scan? (if it copies – it scans)

Scanning a picture or document to email it or text it to someone replaces the older concept of faxing.

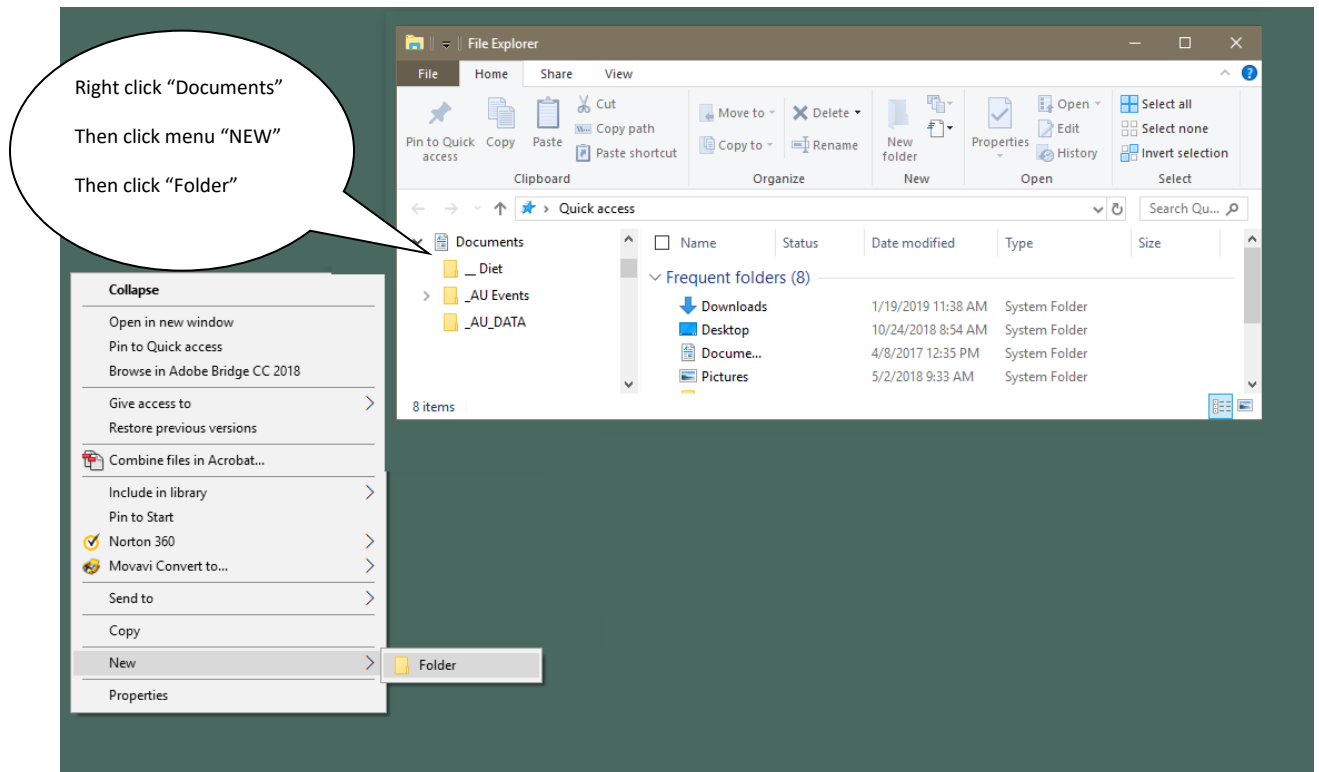
The process requires:

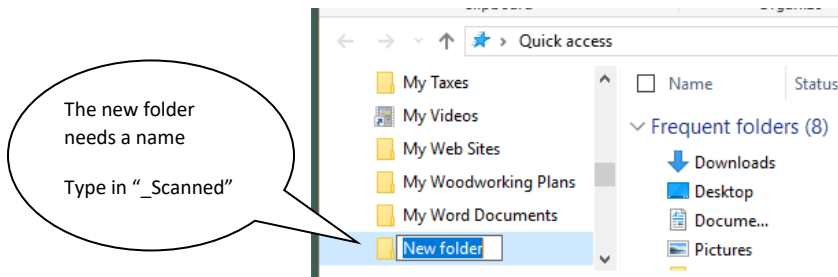
- Creating or identifying a file folder to put the scanned document in
- Operating the scanner
- Attaching the scanned material to an email

You can use MS file explorer to find a folder or create a folder to put the scanned material in. My preference is to create a folder to use as the “filing place” for all my scanned materials.

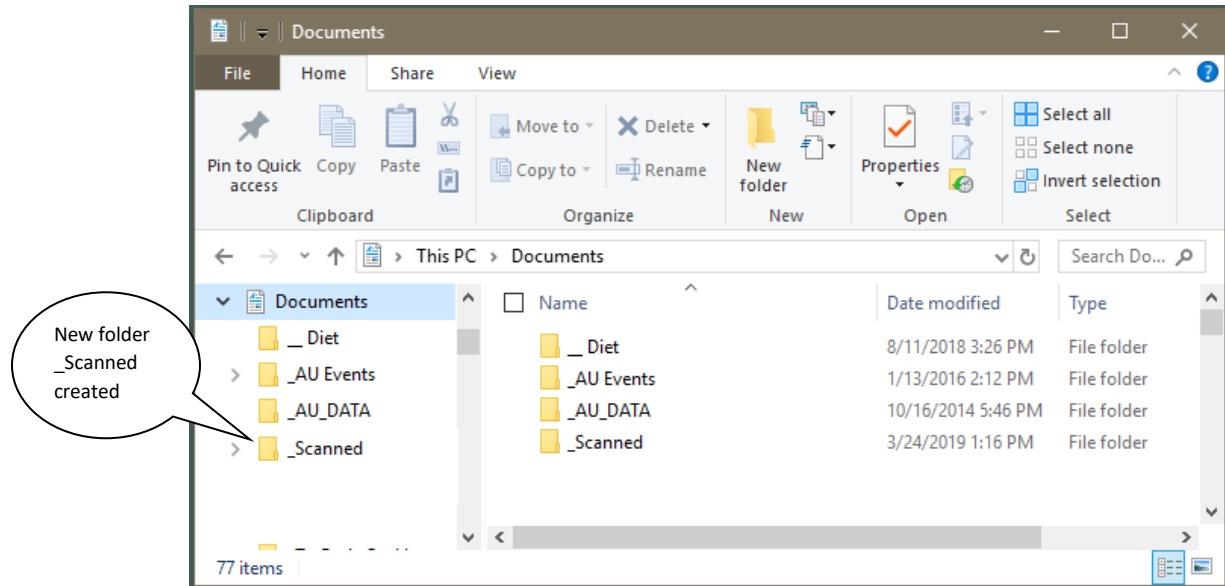
This paper will show an example of how to proceed but there are many variations not discussed herein. If you have a folder you plan to use skip down to “Operating the scanner”.

### File Explorer:





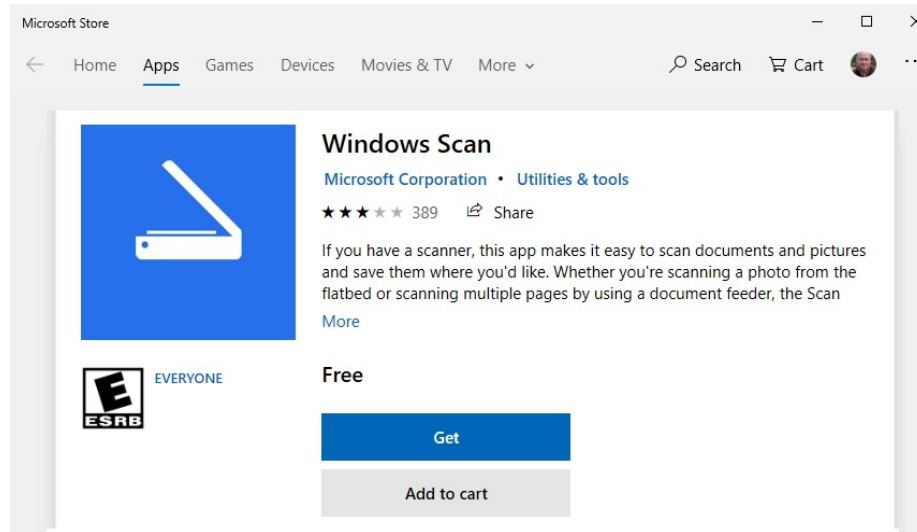
The result should look like this:



You can choose any name that works – I used the underscore which forces the folder to the top of the folder stack close to the main folder “Documents”. This way when I am working with the scan APP or email or text it is easy to locate the “\_Scanned” folder.

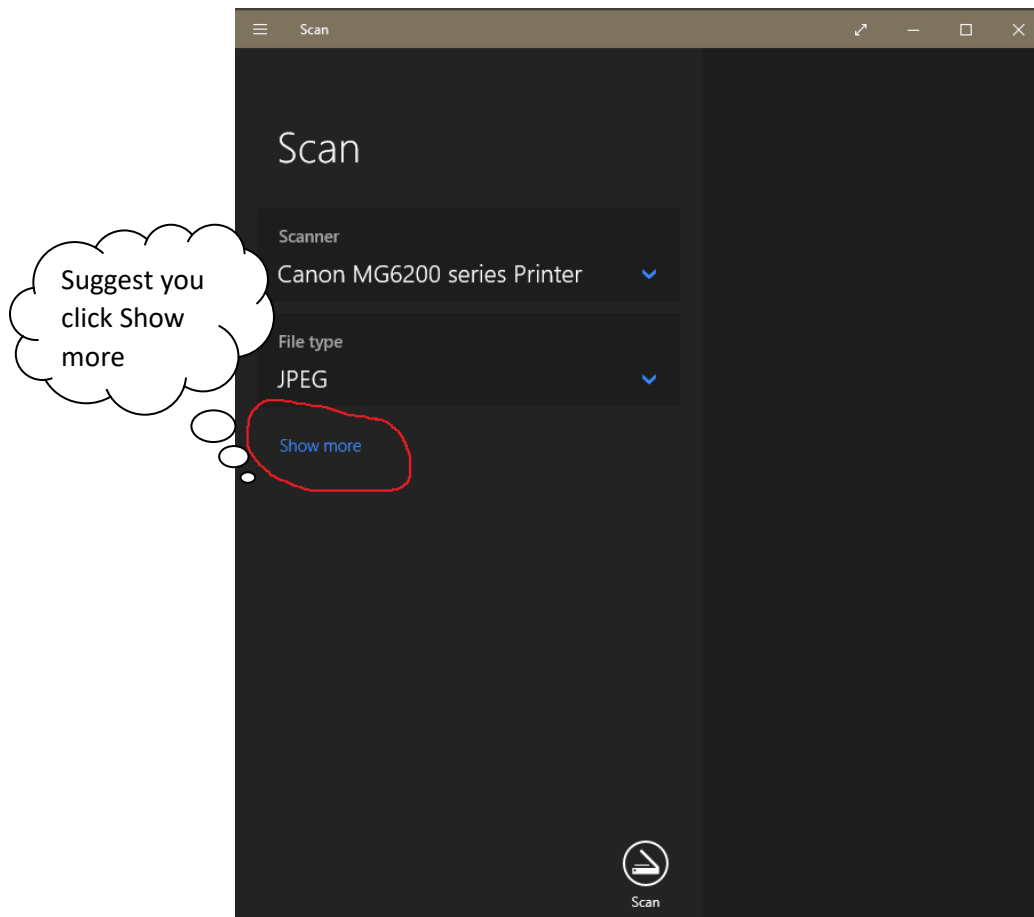
### **Operating the scanner (or scanning function of printer):**

Using the scanning device itself is awkward. I prefer using a “scanning” APP. This is the one I found in the microsoft store.



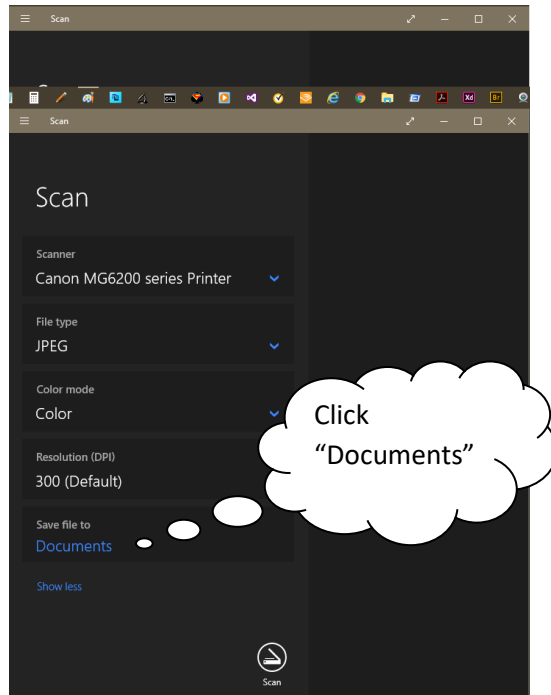
There are other APPS that could be used. This paper will use MS Scan. After installing the app - launch it. The APP guides you through the scanning process.

Put a document in the scanner (face towards the glass) and start the APP:

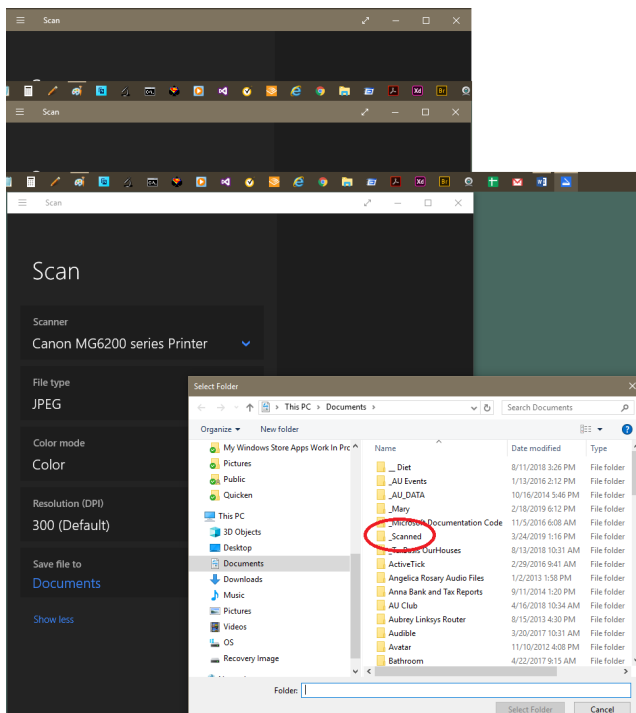


After clicking “show more” look to see where the “Save file to” folder name is. This is the folder the scanned document will be put to. Later when you need to send this scanned doc to someone this folder is where you will go.

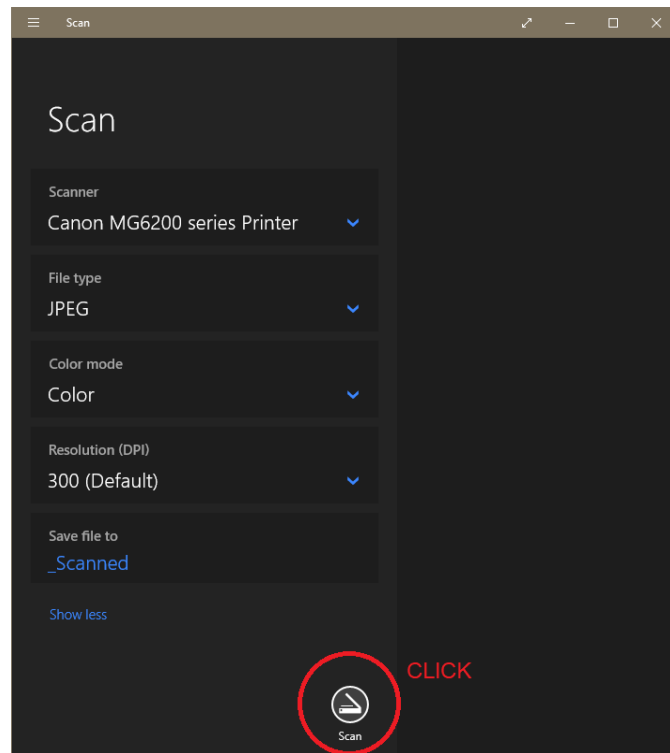
In our tutorial I want the folder to be “\_Scanned” so will show you how to change the folder being used by SCAN.



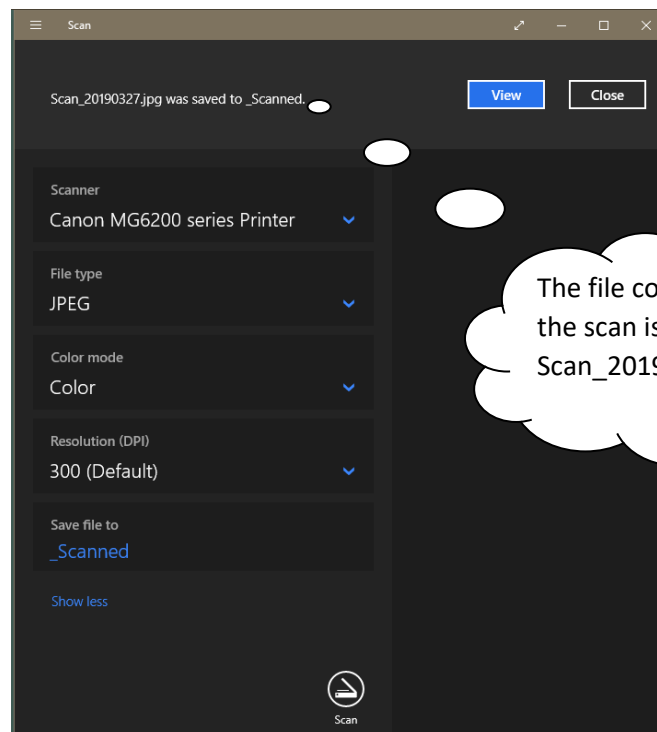
When the “Select folder” window appears click the \_Scanned folder:



The item to scan should already be in the scanned so click "SCAN"

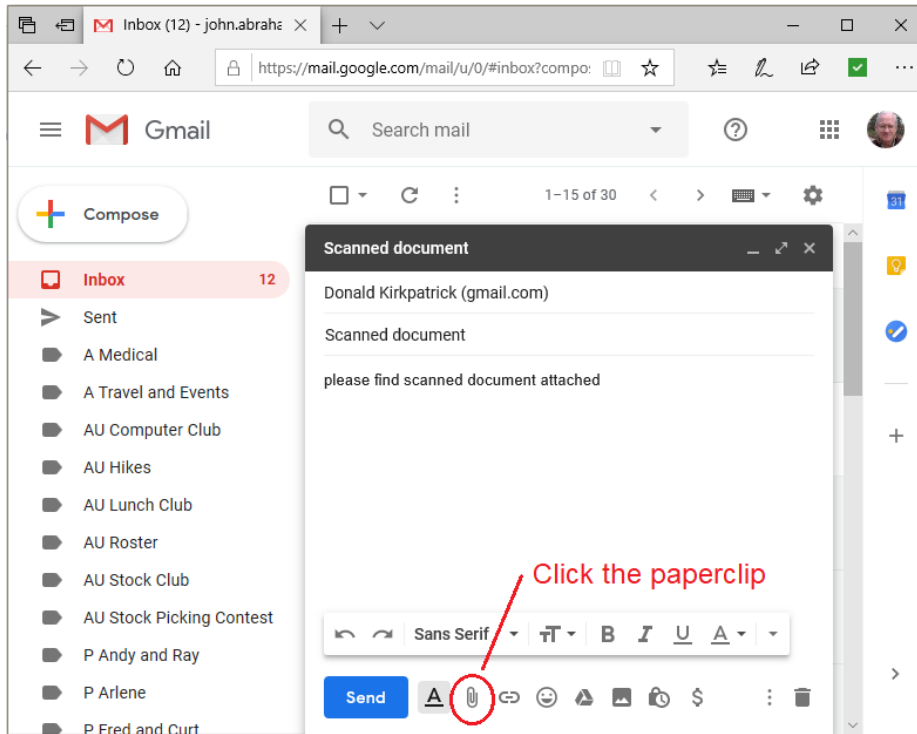


When the scanner is finished the name to identify this item is displayed:

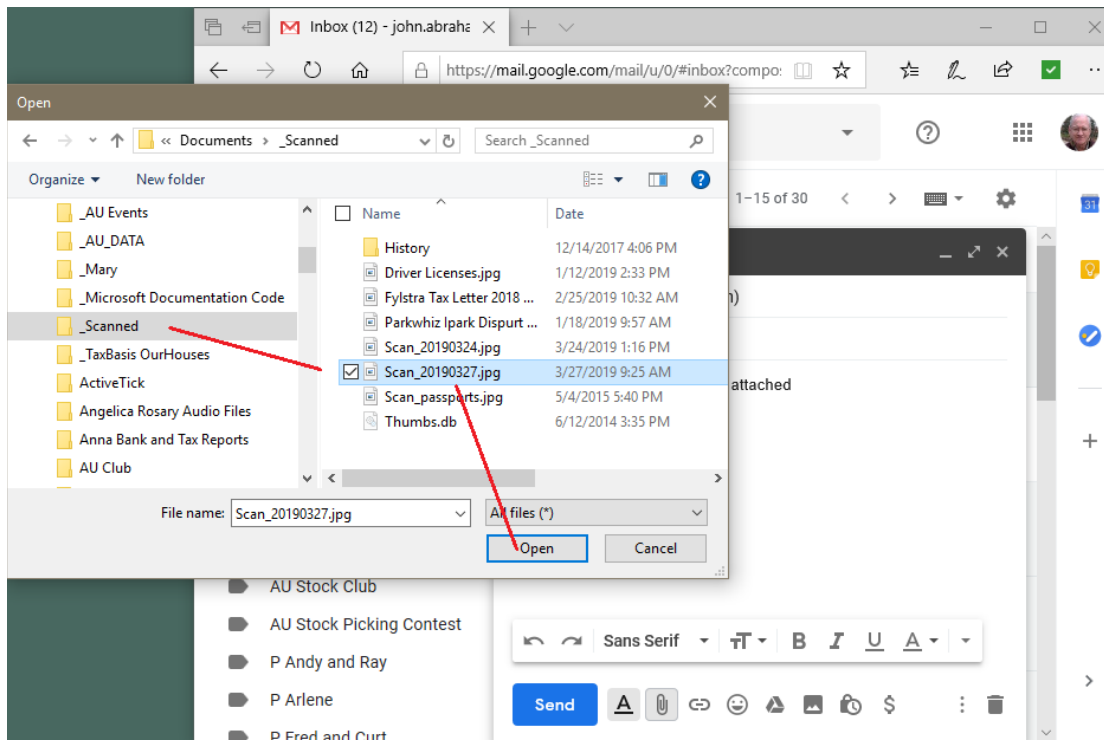


Jpeg is a popular picture format. You can change the file type in the dropdown as needed before scanning.

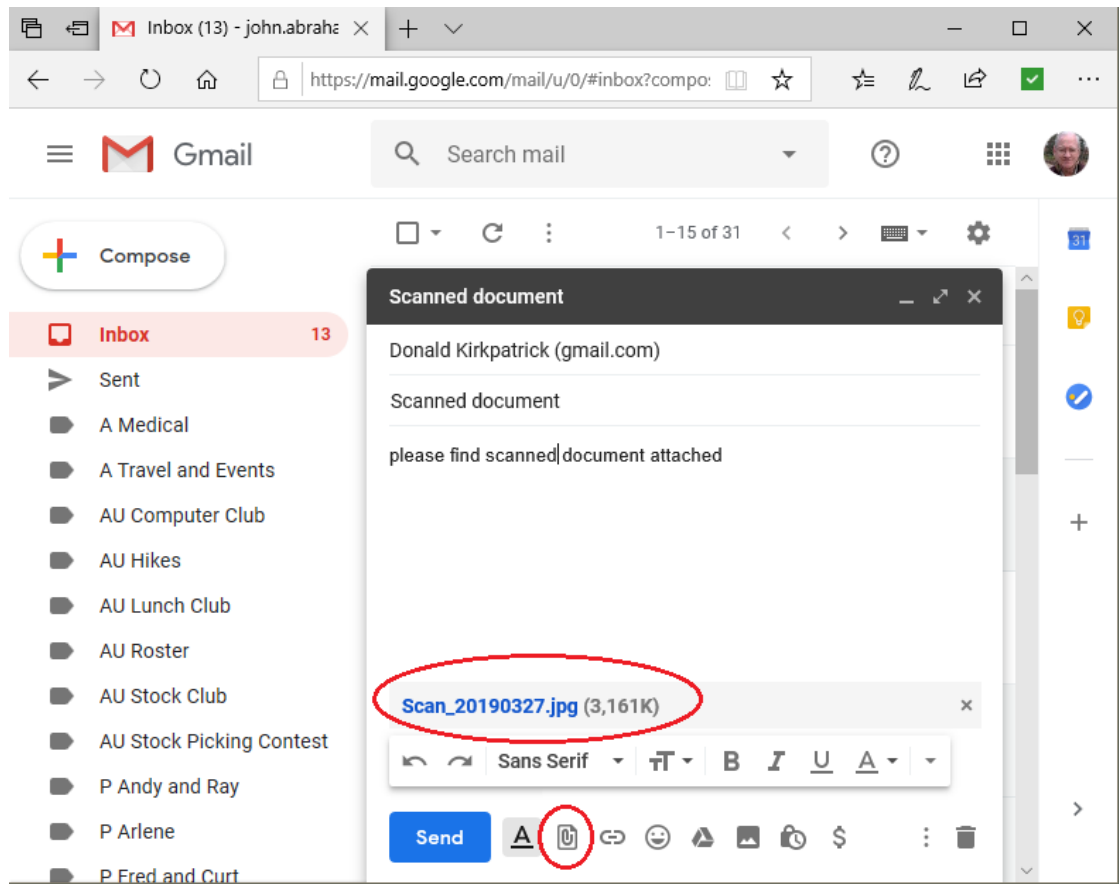
Next we will show a sample of sending an email from Gmail with this scanned document attached. Start in Compose with your email ready for the attach step:



Click on the folder “\_Scanned” then the file `Scan_20190327.jpg` then click button **Open**.



This is what it looks like. You are now ready to click send to send your email.



Note the document name at bottom of email and the paperclip image has a document picture around it.