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Connect a computer to your printer, and then install IJ Scan Utility. When you're ready to scan, insert your document into the feeder, or lift the scanner's lid. , · You can create a PDF file directly from a paper document, using your scanner and Acrobat. Setup. Choose the scanner to view the options available. From the global bar, select Create, then choose Scanner. Select a section heading below to open it and see details on using your scannerClick the "Scans" link, and File Explorer appears. Choose the settings as mentioned below, then select Scan. For details, see Setup Windows When you connect a scanner to your device or add a new scanner to your home network, you can usually start scanning pictures and documents right away. For the latter, place the document face-down on the glass and close the lid Scan a paper document to PDF in Acrobat. On Windows, Acrobat supports TWAIN scanner drivers and Windows Image Acquisition (WIA) drivers. On Mac OS, Acrobat supports TWAIN and Image Capture (ICA). If you want to scan multiple files into a PDF, select the Settings icon Here you can create a new folder or select a current location and click the "Select Folder" button. Settings Choose Tools > Create PDF > Scanner > [document preset]. If your scanner doesn't automatically install, here's some help to get things working. Select Append to existing file. If you have the files open in Acrobat, select an appropriate file from the drop-down list, or select Browse and then select an appropriate file. Complete from scanning to saving at one time by simply clicking the corresponding icon in the IJ Scan Utility main screen. In Windows, you can either use the Autodetect Color Mode and let IJ Scan Utility is an application for scanning photos, documents, and other items easily. If Acrobat doesn't recognize your scanner, see Scanner not recognized.