

Select "Outlines" then the "Show Document" icon. The entire mail-merged document will be generated. The document will now scan into a single file. Launch the ControlCenter following the instructions in the StepOn the SCAN menu left-click the button that corresponds with the type of scan you want to perform Image, E-mail or File. StepNow head to the "View" tab on the toolbar and select "Print Layout". Step To use the SCAN key on the Adobe Creative Cloud Choose "All Levels" from the "Show Levels" drop-down icon. StepClick the "Create" icon and then choose the "Collapse Subdocument" option Place the document to be scanned on the Automatic Document Feeder (ADF).