



Make a digital copy of a physical letter

Plan 0: Do in order

Download software

Launch scanner program

Scan document

Save document

*Plan 1: Do in order.
Do steps 1.5, 1.6 if forgotten password.*

Plan 3: Do in order

Check printer model

Open flatbed scanner

Search online for printer software

Place document face down

Click link to download

Press scan on program

Press Done