# Convert scan doc to pdf online

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However, Carter McBride Microsoft Word does not have a scanning app, but Microsoft Office has a program called Microsoft Office Document Imaging, which allows you to scan and can bring a file to Microsoft Word. Once the file is in Microsoft Word, the user can change the document as they please. This is very useful for changing the document. Click start menu, then select All Programs, Microsoft Office, and Microsoft Office Tools, and then Microsoft Office Document Imaging. Click Fil, e, then Open. Find the scanned document. Click the Open button. Click CTRL and A at the same time. Click CTRL and C at the same time. Tap CTRL and V at the same time in Microsoft Word. If you work with other people, you invariably ended up with multiple versions of the same document. 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