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Optimize documents and store them digitally. Create a PDF copy of what you're scanning using this handy software. The official application for HP printers and scans. Manage incoming documents by scanning their PDF files. Created by HP, Easy Scan allows people who have multifunctional printers and Hewlett-Packard scanners to manage their incoming documents. It's an easy-to-use utility that quickly scans documents and allows you to save them as PDFs. It scans text and images and replicates it into a digital file format. The result is a professional document that can be viewed on any device. You can save time by programming it to perform functions. One example of this is scanning a report on multiple pages rather than creating ten one-page documents, a printer can be configured to always create one file. Process multi-page documents in one go or just one page. Complex software recognizes both text and automatically detects images in a document. Recent software updates bring improved stability. At the same time, performance has been optimized to ensure that you get high-quality scanned documents. There are some drawbacks to this application. Not all HP products are compatible. You will need to make sure that you have the last ICA driver installed on your computer for the software to work with. Finally, this app only recognizes Hewlett-Packard products, so every printer on your network can be incompatible with that app. Where can you run this program? HP Easy Scan works on Mac OS X (version 10.10) or later. There is also a version for Windows computers that requires Windows 8.1 or a new operating system. Is there a better alternative? No. If you're using a compatible HP scanner or printer, it's the perfect solution for all your scanning needs. This program does a good job of creating digital copies of different forms and documents, and it allows you to manage different tasks in your network without leaving your workspace. Should you download it? Yes, but if you don't have an HP printer, this tool is not for you. K.C. Winslow If you add a few images to the PowerPoint presentation, you may find that the file size is increasing, making it difficult to transfer between computers and waste storage space. However, PowerPoint for Mac eliminates this problem by compressing images in a presentation. When compressing images, keep in mind that this will reduce their resolution, meaning that images may appear pixelated or fuzzy. PowerPoint for Mac offers settings for printing, screen and e-mail. Open the PowerPoint file for which you want to reduce the size. Open the File menu and scroll down to reduce the file size. Click on the image quality menu and select the resolution you want. Select Delete Cropped Image Area Images if the presentation contains images that you have cropped. This will further reduce the file size. Click the Good button to make the PowerPoint presentation smaller. Updated: 06/30/2020 by Computer Hope there are many reasons people should scan documents or photos on their computer. Several common reasons include sending documents to someone across the country immediately, and using mail or other delivery methods is not fast enough. A person can be paperless, but still want to keep important documents at hand. They can also have printed photos that they want to digitally transmit to their phone or other devices. While the techniques vary slightly for different scanner models, the next steps go through how to scan a document or photo into your computer. How to scan a document Turn on the scanner. Find the scanner software on your computer. If you don't have the software that came with the scanner, most versions of Windows have a Windows fax and scanning program that works with most scanners. Count the number of pages you want to scan. If you only work on one side of the page, we recommend using the tablet shown in the first picture below. If you're using multiple pages or one page that needs to be scanned on both sides, you'll need a scanner with a feed port shown in the second picture below. An example of a tablet on a scanner Sample filing on a scanner When using Windows Fax software and scanning, you need to check in the bottom left corner of the computer screen that the scanner is selected, not a fax. Put a page (s) that needs to be scanned on a tablet or feeder. Most scanners have instructions on how to insert paper, either face up or face down. Especially when using a feeder, make sure the paper sits properly so that it is grabbed properly. In the scanner software, click the New Scan button or a similar option. In the New Scan window, you need to change all the settings that can be applied from the available options. For example, settings might include profile, source, paper size (if not letter size), color format, file type, resolution (DPI), brightness, and contrast. Change each one depending on the type of document you scann. Once these options have been changed, click Scan. Saving the document After scanning all the pages, the screen pops up showing the scanned pages. Make sure all the pages are shown on the screen. If you need to re-scan the document. If using the Windows Fax program and scanning, in the top middle of the screen, click on Save-like, or you can click the file and then click Save both. In the pop-up, select Location Save and then bring what you want File. Then change Saving as a type on .jpg, .bmp, .gif, .tiff or .png, depending on your preferences. We recommend keeping any photos like .jpg, and any documents like .tiff. Keeping documents as .tiff reduces their size, making it easier e-mail and similar programs. Once you've made a choice, click Save.

More information If you adjust the volume, brightness or backlight of the keyboard on your Mac, it changes one in sixteen steps. Sometimes, however, you can do something a little more fine-grained. Using a simple keyboard modifier, you can customize these settings for a quarter of a step, a total of 64 steps. Let's show you what we mean. In the next GIF, you see a normal volume indicator. Every time we push the volume up or the volume down the button, it changes in the aforementioned 16-step step. Now we will adjust the volume by holding the option on the keyboard. Notice how the volume indicator changes in a quarter of steps, meaning every time we press the volume buttons, each step has four increments. You can do the same with the brightness control (as well as the backlight of the keyboard). Just hold Option-Shift to adjust them to a quarter of a step. While this may seem like a simple trick, it is very useful. There are many times when you want to take the smallest bit of edge from the volume, but pressing the button down softens it too much, or you want the screen to be just a couple of shades brighter, but one step makes it too bright. In any case, using Option-Shift, you can make these minute adjustments and mitigate any disappointment. One of the advantages of working with the Apple ecosystem is the presence of devices that work together, and Apple's continuity camera is a great example. Using an iPhone or iPad, you can quickly get images in mac documents. Like all things, there are some prerequisites that you need to have in place before you can take advantage of the continuity of the camera. You need to have a Mac and iPhone or iPad, and both must have Wi-Fi and Bluetooth enabled. They must also be signed into the same iCloud account, and this account must also have two-factor authentication enabled. There is a minimum level of software required, too: macOS Mojave on Mac, and iOS 12 on iPhone or iPad. There are many apps with which you can use camera continuity, but they are all the first parties to Apple solutions. It's unclear whether this is a limitation or something that will change over time, but at the time of writing the following applications all support camera continuity: Finder Keynote Mail Messages TextEdit Note Notes With all these conditions met using camera continuity gets into two different situations: with a photo or a document scan. Taking a photo to get started, open the app and document where you want to import a photo on your Mac. Next, click the right button on the document or window and select the Import option from your iPhone or iPad as well Take a photo. On iPhone or iPad, click the shutter button to take a photo and then click Use Use Your photo will then automatically appear on the Mac. Scanning a document scanning a document is done in the same way as with a photo. This time, click the right button in the document or app you want to import the scan into, and select Imports from your iPhone or iPad, and then Scan Documents. Then place the document you want to scan on a flat, well-lit surface and place it in the mind of your iPhone or iPad camera. Scans should be automatic, but if you need to capture the scan manually, you can do so by pressing the shutter button. You can also fine-tune the scanning area by dragging the corners of the scanning area on the screen. You can add extra scans if necessary: click Save when you're done. Scans will automatically appear on the Mac. A great way to keep confidential, written documents such as W9s, contracts and live wills is to store them digitally. This guide shows how to scan a document in Windows 10 without installing third-party tools. Typically, you can scan a document with software provided by manufacturers. Printers and scanners are usually mixed with an optical disk containing the necessary drivers and tools. Manufacturers also make their drivers and tools available online if your computer doesn't include an optical disk. For example, this guide uses the Epson Expression Premium XP-7100 all-in-one printer. In addition to drivers, the software suite installs eight separate tools to print CD labels, scanning, software updates, and more. Because manufacturers don't supply identical software kits on all printers and scanners, this guide uses two native Windows-based tools: Microsoft Scan and Windows Fax and Scan. Of course, always the default software of your manufacturer for the experience are tuned to your specific scanner. However, if you don't want third-party tools installed on your computer, two Microsoft solutions need to do the go. ANSWER: How do I set up a shared network printer in Windows 7, 8 or 10 Is your Windows 10 scanner compatible? Before we move on, we need to make a couple of points. First, the scanner manufacturer can supply drivers for Windows 10, but the device itself cannot specifically support the platform. For example, we tested the following tools with the PIXMA MG3520 Canon with a built-in scanner. The recommended drivers date back to July 2015, although Canon released a new set six months later. It's still three-year-old software. However, part of the scanner of this AIO printer will not be displayed in the family Windows, but worked correctly using a wireless connection, actually through Canon software. If you run into similar problems, you may have an old printer or scanner that is not fully compatible with Windows 10. The device may also require a direct USB USB-based connection used outside of the manufacturer's third-party tools. AIO printers may need to set up network settings so that your Windows 10 computer recognizes the scanner component in addition to the printer's overall unit. Microsoft Scan This tool is a visual update to the old Microsoft fax tool and scan. It provides most of the same functions, depending on the printer, but removes fax and email components. Go to the Windows Scanning Apps list in the Microsoft Store (free) and click on the blue Get button. Once it's installed on your computer, click the Start button in the pop-up notification on Windows 10. You can also access a new app simply labeled as Scan from the Start menu. With the app open, the scanner should appear on the left list. As mentioned earlier, this guide uses epson's Expression Premium XP-7100 all-in-one printer as an example. You'll also see the option for the file type along with the Show more link. Click on this link for the full Scan app menu. First, you can see the Source category. Since our sample printer has both a tablet scanner and an automatic document feeder, both options are available to scan the document. In this case, the default setting is set on Autofigured. This auto-configured setting limits what you can do by blocking you on File Type and Save File options. If you choose Flatbed as a source or is the only available source, there will be two additional options on the list: Color Mode and Resolution (DPI). With Color Mode, you can scan documents in full color, in a gray scale, or sharply black and white. Meanwhile, the Resolution Setting (DPI) allows you to switch from 100 to 300 DPI. If you choose Feeder as a scanning source, there are two additional options. As shown below, you can choose the size of the paper (A4, Legal or Letter) and switch to/off the ability to scan both sides of the document. With all three sources, the file type option provides four options: JPEG, PNG, TIFF and Bitmap. We provide a separate article explaining the benefits of each format. In short, JPEG and TIFF formats typically produce high-quality results, although TIFF files also support a transparent background. PNG files are ideal for posting online, and BMP files are raw, incompressible images. Finally, you'll see the Save the File option. It is installed for the Default Scan and places your scanned documents in the Scan folder located in the Picture folder. The right way to go is: C: Usersyouraccount-PicturesScans Click on the Scan link, and File Explorer will appear. Here you can create a new folder or choose the current one and click Select Folder. When you're ready to scan, insert the document into the feeder or lift the scanner cover. For The For Place the document face down on the glass and close the lid. With the Flatbed option installed as a source, you can press the Preview button to check the scan and make adjustments if necessary before you earn the Scan button. If you're using a Feeder source, the Preview option doesn't show up. ANSWER: How to manage a printer in Windows 10 Windows Fax and scan this program first appeared in Windows Vista. Unlike the new Microsoft Scan app, this version provides additional settings such as a built-in email scanning tool, so you're not looking for a file through the Mail app, browser or third-party email client. You can find a fax and scan of the program located in the Windows Accessorizes menu at Start. Once it's open, click on the New Scan option on the toolbar. In the New Scan pop-up, make sure the program is set up on your default scanner. If not, click Change. Next, select a scan profile: Photos, Documents, or The Latest Settings used. As an option, click on the select Add Profile to the list to create a custom profile for reuse. Choose the source of the scanner. This option can just read Flatbed. However, if you have an AIO printer that includes a feeder, you can see two additional options: Feeder (Scan One Side) and Feeder (Scan both sides). If the printer or scanner supports the feeder and you choose this option, you'll see settings for the target paper size. Click on the setting, and you'll see a long list of sizes. Next, choose the color format (color, gray or black and white) and then file type (BMP, JPG, PNG or TIF) and resolution. To resolve, the default option is 300, but you can manually raise or reduce the number of printer points per inch. Generally, the higher the number, the better the resolution. However, if you're scanning a low-grade document, bumping into a resolution, it doesn't help. Finally, adjust the brightness and contrast accordingly. When you're done, click the Preview button to see the results. If the pre-scan looks great, click the Scan button. If not, adjust the settings and click the Preview button again for another test. Click the Scan button when you're satisfied with the settings. Options. how to make a scanned document smaller on mac

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