

Scanning

PDFs

SCANNING TO ADOBE ACROBAT

Instructional Technology Center

Scanning to Acrobat

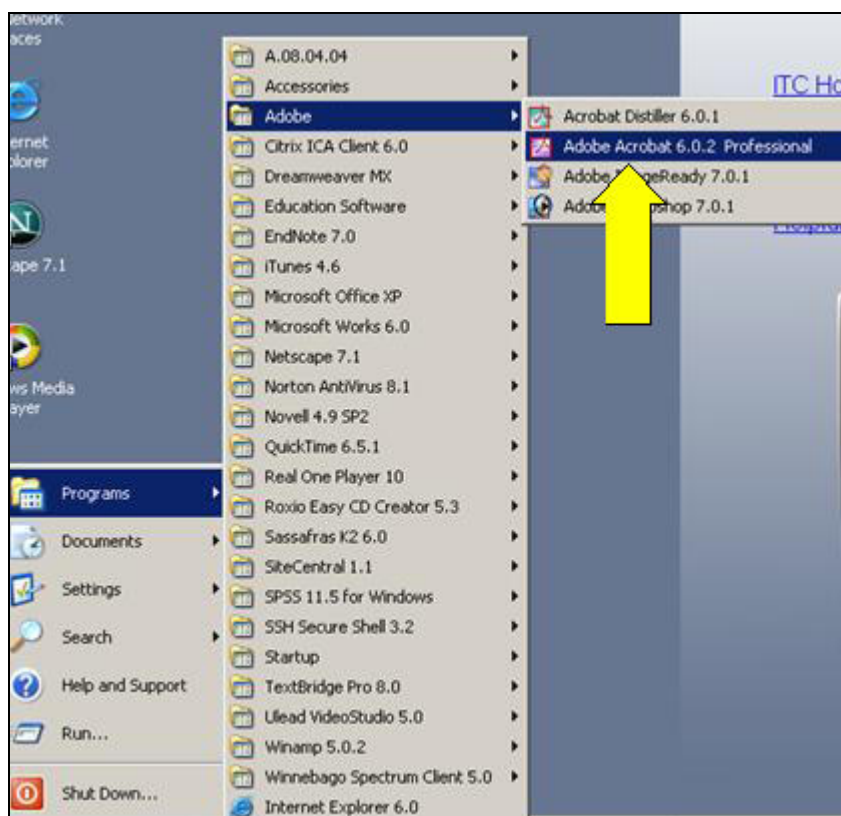
About Acrobat

Adobe Acrobat 6.0 Professional software permits the user to distribute, review and archive files created from a variety of sources, including specialized software applications. Acrobat 6.0 offers reliable, efficient document exchange as well as the greater control over how the end-user views the final output. Acrobat 6.0 includes expanded support for creating Adobe PDF documents from many of your favorite applications.

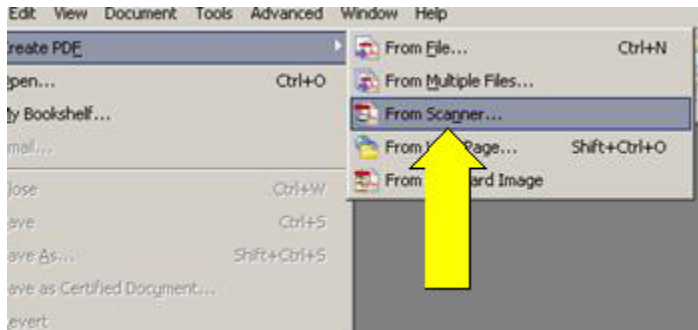
To Create a PDF file from the Scanner

You can create an Adobe PDF file directly from a paper document using a scanner. The resulting file is an image-only PDF file--that is, a bitmap picture of the pages that can be viewed, but not searched.

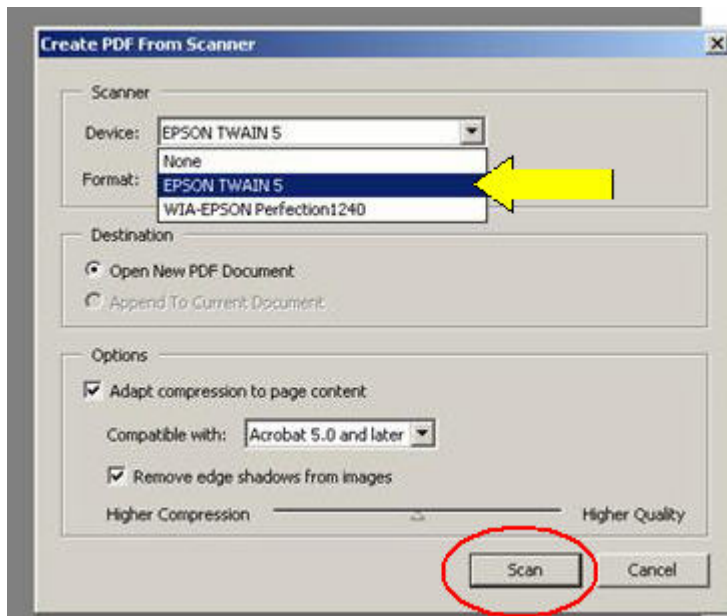
1. Open Adobe Acrobat: **Start > Programs > Adobe > Adobe Acrobat 6.02 Professional**



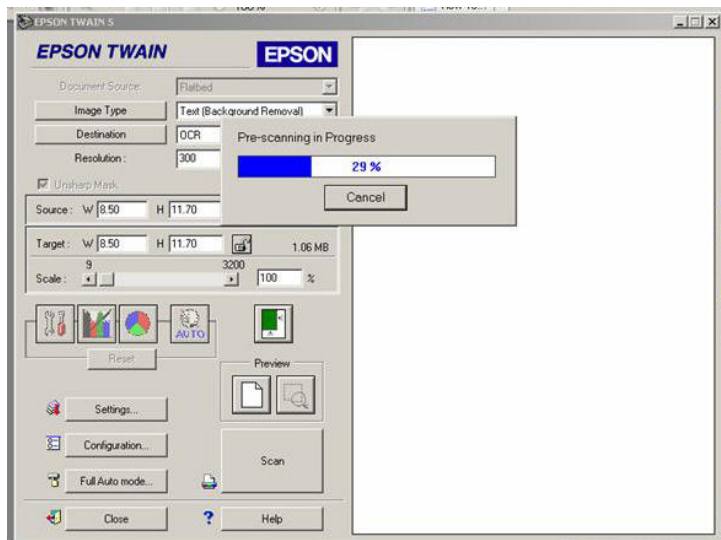
2. In Acrobat, choose **File > Create PDF > From Scanner**



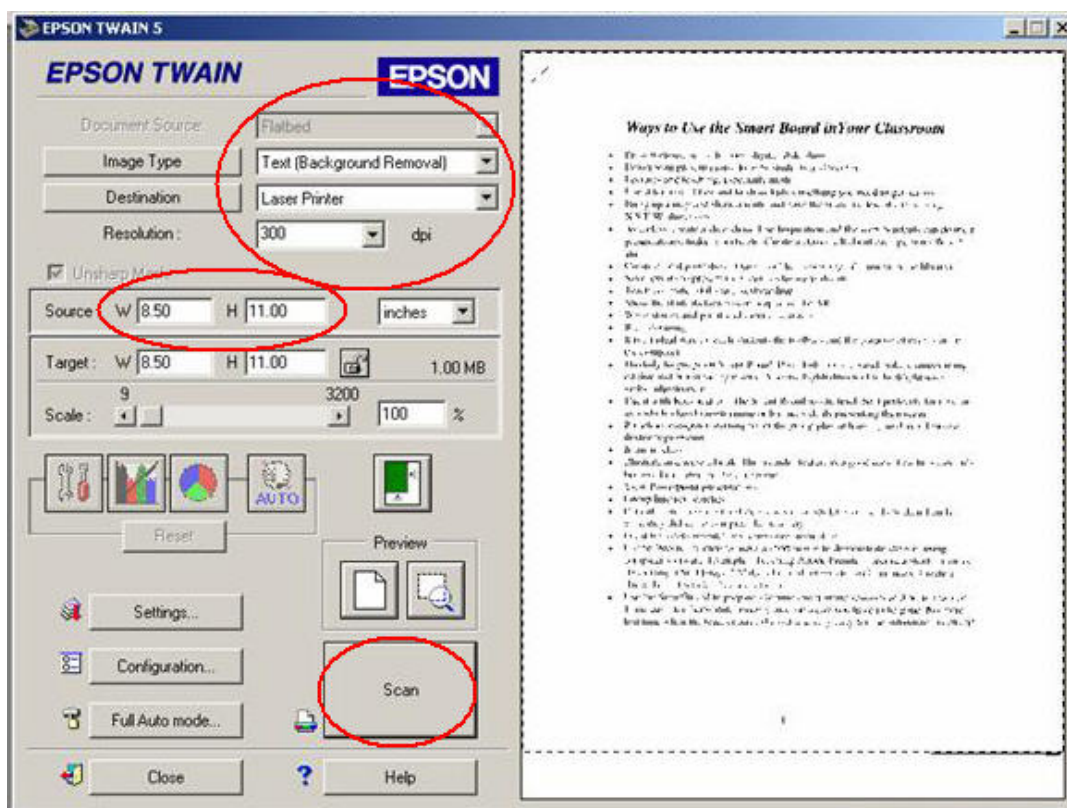
3. In the Create PDF from Scanner dialog box, select your scanner device.



4. Choose Single-Sided or Double-Sided format, and specify whether to open a new PDF document or append the converted scan to the currently open PDF document.
5. Choose a compatibility level for the operation.
6. Use the slide bar to set compression and quality.
7. Click **Scan**.

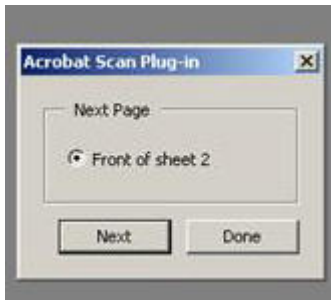


(Computer opens an instance of the Scanner and pre-scans your document.)

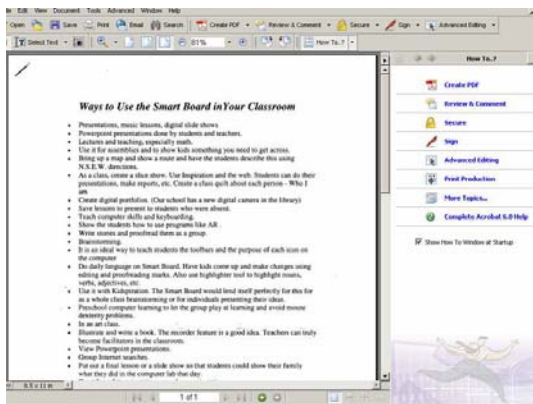


8. Select the appropriate image type, destination, dpi, and Source Size (The above image are typical settings for a text document to viewed on the Web).
9. Click the **Scan** button.

10. Click **Next** if you are scanning multiple pages; click **Done** when you are finished scanning pages.



11. Your document is scanned to Acrobat.



12. Choose **File > Save** and save your newly created PDF document.