Using Adobe Acrobat to scan documents and images

- 1. Open Adobe Acrobat Pro from the Start menu
- Place the document or book face down on the flatbed, or place a multi page document face up in the document Feeder. (This will also wake up the scanner, please be patient)
 - 2.1. If you are using the document feeder and the originals are double sided, set the duplex switch button on the scanner lid to double-sided scanning.
- 3. In Acrobat -
 - 3.1. Choose "Create"
 - 3.2. Choose "PDF From Scanner"
 - 3.3. Choose the type of document or image from the options given.
 - 3.4. When the scanner is finished scanning what was loaded on the flatbed or in the document feeder, you will be asked if the scan is complete.
 - 3.4.1. If yes, choose "Scan is Complete" then press OK
 - 3.4.2. If <u>no</u>, add more pages to the flatbed or the document feeder and choose "Scan more pages".
 - 3.5. Once you choose "Scan is Complete", you will exit the scanning process and you will be able to view your document to see if there was any scanning issues.
 - 3.6. To save your document, choose "File" then "Save".
 - 3.6.1. To save a location other than the H:, browse under computer and choose the appropriate location.
 - 3.6.2. To save the file to use with other applications (e.g. WORD), click the pulldown for "Save as type" and choose from the wide range of file types.

File name:	Instructional Designer.pdf
Save as type:	Adobe PDF Files (*.pdf)
	Adobe PDF Files (*.pdf)
	Adobe PDF Files, Optimized (*.pdf)
	Encapsulated PostScript (*.eps)
	Excel Workbook (*.xlsx)
Hide Folders	HTML (*.html,*.htm)
	JPEG (*.jpg,*.jpeg,*.jpe)
	JPEG2000 (*.jpf,*.jpx,*.jp2,*.j2k,*.j2c,*.jpc)
	PDF/A (*.pdf)
	PDF/E (*.pdf)
	PDF/X (*.pdf)
	PNG (*.png)
	PostScript (*.ps)
	PowerPoint Presentation (*.pptx) Rich Text Format (*.rtf)
	Text (Accessible) (*.txt)
	Text (Accessible) (.txt)
	TIFF (*.tiff,*.tif)
	Word 97-2003 Document (*.doc)
	Word Document (*.docx)
	XML 1.0 (*.xml)
	XML Spreadsheet 2003 (*.xml)





A second option for OCR (Optical Character Recognition)

Acrobat does a pretty good job with OCR when you save a file as a Word document. But if it doesn't seem to be doing a good job, Readiris is also available.

- 1. Open Readiris from the Start menu
- 2. Click on the **OCR Wizard** to walk you through the steps of scanning and saving your document

Scanning images with Adobe Photoshop

- 1. Open Adobe Photoshop from the Start menu
- 2. Place the image face down on the scanner bed.
- 3. From Photoshop's File menu
 - 3.1. Click Import -> WIA Support
 - 3.2. Please note the **Destination Folder**: This is where your file will be saved and that it will save to a unique subfolder using Date today unless you choose not to.
 - 3.3. START -> OK.
- 4. Choose what type of picture you want to scan and choose **Preview**.
 - 4.1. Make sure everything is within the dash lined boarder of the scanning frame and then click <u>Scan</u>.
 - 4.1.1. The scanning frame may be adjusted by clicking on and dragging the boxes around it.
- 5. After the scan is complete, you may edit the image before saving it.
 - 5.1. Please see the Help menu for more details on how to edit images in Photoshop.
 - 5.2. Toolbar on the left edge
 - 5.2.1. Common: Cropping tool: Allows you to

select a detail or edit out unwanted background.

- 6. To save your document, choose "File" then "Save".
 - 6.1. To save a location other than the H:, drive, browse under computer and choose the appropriate location.
 - 6.2. To save the file to use with other applications, click the pull-down for "**Save as type**" and choose from the wide range of file types.
 - 6.2.1. Photoshop (.psd) files can only be viewed or edited with Photoshop or Photoshop Elements. If you want the image for use in other programs, we recommend save your image as a JPEG (.jpg)
 - 6.2.2. To avoid errors and files that cannot be opened, make sure you include the ".jpg" or other file extension at the end of the file name.



MIA Support	
This Wizard assists you with acquiring images from WIA compa and scanners.	tble cameras
Destination Folder:	
\\ppac2\userhome\$\LV-122a\Documents\My Pictures	Browse
Options:	
Open Acquired Image(s) in Photoshop	
Create Unique Subfolder Using Date Today	
Sta	rt Cancel

What do you want to scan? Paper source	
Ratbed •	
Select an option below for the type of picture you want to scan.	oa
Color picture	
Grayscale picture	<u>.</u>
Back and white picture or test	
Suston Settings	
You can also:	
Adust the quality of the scanned picture	