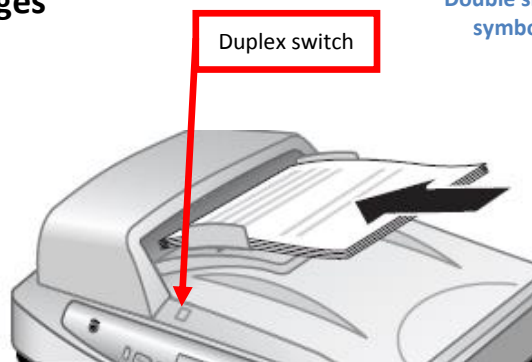




Double sided symbol

Using Adobe Acrobat to scan documents and images

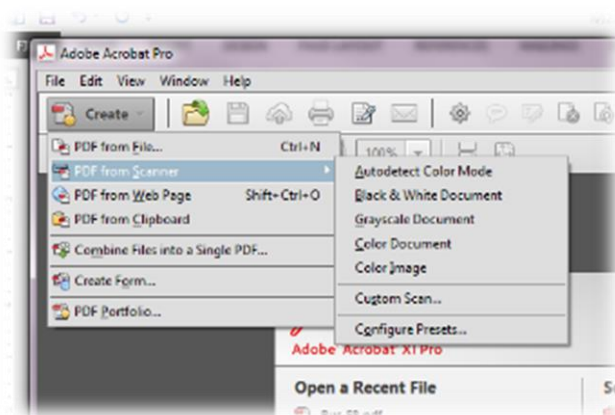
1. Open **Adobe Acrobat Pro** from the Start menu
2. Place the document or book face down on the flatbed, or place a multi page document face up in the document Feeder. **(This will also wake up the scanner, please be patient)**



- 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**

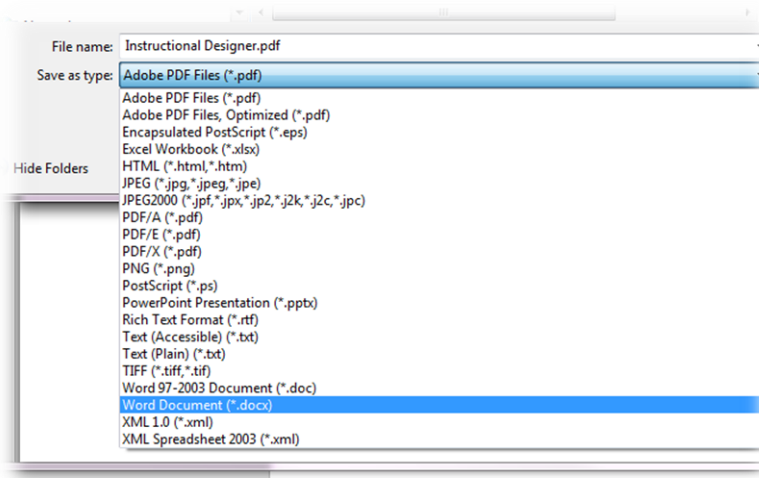
3.4.2. If **no**, add more pages to the flatbed or the document feeder and choose **"Scan more pages"**.

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.

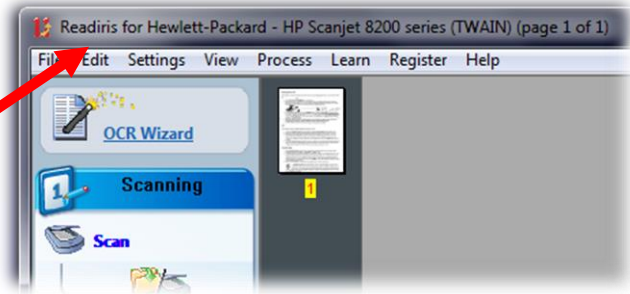
3.6.2. To save the file to use with other applications (e.g. WORD), click the pull-down for **"Save as type"** and choose from the wide range of file types.



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 border of the scanning frame and then click **Scan**.
 - 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.

