

## Scanning into PDF Document on a Windows PC

### Where:

Knapp Media Center station 35, 36, 39 & 40

## Scanning

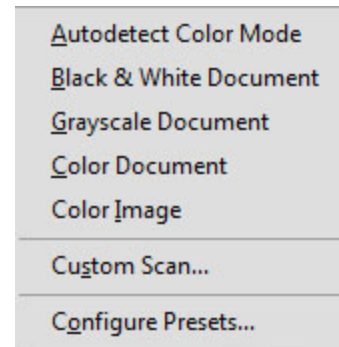
- Launch **Adobe Acrobat X Pro**
- From the menu at the top choose **File** → **Create** → **PDF From Scanner**

You will see these options →

All of the options on the top are existing presets (they already have default Resolution and other settings).

- For general use, you can choose according to the type of document you are scanning - the presets are quite adequate.

**NOTE:** As soon as you choose one of these presets the scanner will begin scanning - set the document you wish to scan on the bed before you click on your chosen option.



- If you want to be able to specify Resolution, Color Management, and a variety of other settings, choose **Custom Scan**
  - **Input**
    - Scanner: Choose the model of scanner at the station (EX: EPSON Perfection V600)
    - Color Mode: what kind of document are you scanning
    - Resolution
      - general use - 300dpi is adequate for PDF documents, even those with images
      - go up to 600dpi if you have really nice colored images you wish to preserve in good quality

**NOTE:** The higher the resolution, the larger the resulting file will be
    - If you are scanning multiple pages and want them all in the same PDF Document, check the box next to **Prompt for scanning more pages**
  - **Output** to a New Document or Append an existing file as you need
  - **Document Settings**
    - **Optimize** Scanned PDF
      - if you are scanning **color** images into your PDF and would like them to appear in high quality in the resulting file, push the slider closer to the **High Quality** end, click on **Options** and see if you would like to enable any of the image-improving features.

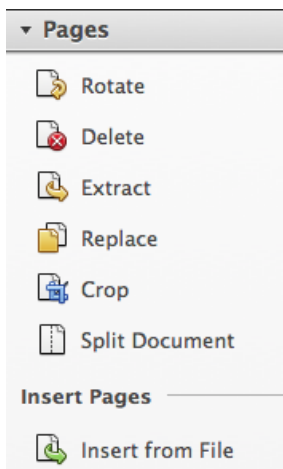
**NOTE:** The higher you set the quality to be, the bigger the file will become. Consider how you will be using this PDF before you create it. You will not be able to email it if it exceeds 25MB.


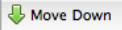
- if you are scanning a black and white, text only document you can leave the slider closer to the **Small Size** end of the slider.
- **Make your document searchable** if you would like to be able to use the search feature in your PDF document. If the document you are scanning is in a language other than English, specify the language by clicking **Options** and selecting another. PDF Output Style should be Searchable Image.
- Click **Scan**
- After this page scans, if you checked the **Prompt for scanning more pages option**, you will be asked if you wish to scan more pages or if you are finished.
  - if you are scanning more pages, **place the next page on the scanner before you click Next** - the scanner will start scanning immediately
  - if you are done scanning, click **Finished**.
- After your document is compiled - save it. **File** → **Save**.

## Tips for editing your PDF

If you scanned a page upside down, scanned more pages than you need, or missed scanning a page by accident don't fret! You don't have to start over. Just enable your document editing toolbox.

- From the top menu, select **View** → **Tools** → **Pages**  
You will now see a toolbox on the right - use these tools to edit your document as needed.



- If you need to combine several documents (can be Word, PDFs, Images) into one
  - click on **File** → **Create** → **Combine files into a single PDF**
  - click on **Add Files** → **Add Files**
  - browse to where your files are and select them
  - if you need to rearrange the pages in your document use the   buttons
  - choose the file-size of your PDF, the larger the file size, the better the quality → highest quality is recommended for PDFs with color images, however, this will make the file size larger as well

- click on **Combine Files**
- once the document is compiled choose a destination for your file and name it -- **File** → **Save As** → **PDF**

### To Make Your Document a Searchable PDF

Go to **Tools** → **Recognize Text** → **In This File**

Save the file. You can now copy and paste text from your PDF and search through it.

### To Reduce or Optimize the Filesize of your PDF (almost the same thing)

Go to **File** → **Save As** → **Reduced size PDF / Optimized PDF**

This can easily take a large (ex: 70MB) file and size it down to a manageable few hundred kB.

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## Saving Your Document

You can save your document as a variety of other files - not just PDF.

- If you scan a document which you later wish to edit, save the document out as a Word file.
- If you scan a document with tables, consider saving it as a Spreadsheet.

