



## Scanning to Adobe Acrobat (PDF) on workstation 25

It is always preferable to convert an existing electronic copy to PDF rather than scan a paper copy (see pg. 2). Converting an existing file results in a smaller file size and a better true copy of the original.

1. Select **Start > Programs > Adobe Web Premium CS4 > Adobe Acrobat**. Choose **Create > PDF from scanner**. For **text, 8 1/2" x 11"**, select **Black and White Document**. (appropriately scans at 300dpi)

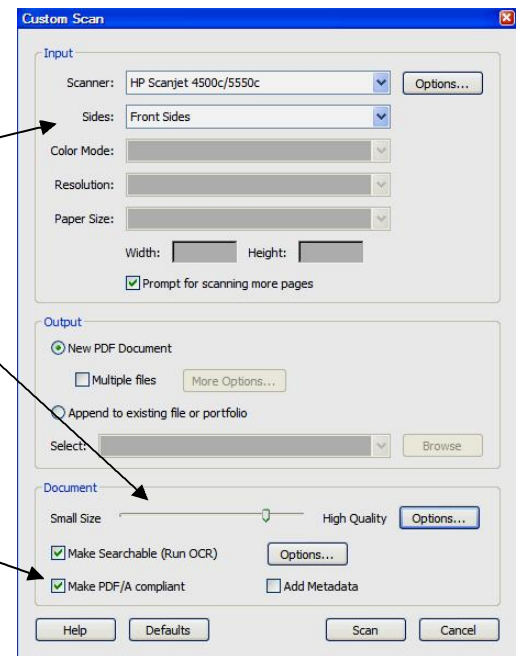
2. If you are scanning graphics, 2 sided documents on the document feeder or if your document does not completely cover the glass bed, select **Custom scan**

Scanner : HP Scanjet 4500/5550c . Select both sides if your document is two sided

Document optimization bar: Higher Quality gives better print results and creates a larger file.

Select "Make Searchable (Run OCR)" if you want to use the Find / Search feature. Although PDF files are image files, Optical Character Recognition allows for the text to be searched by using Find/ Search commands. Select Make PDF/A compliant for access by screen reading applications.

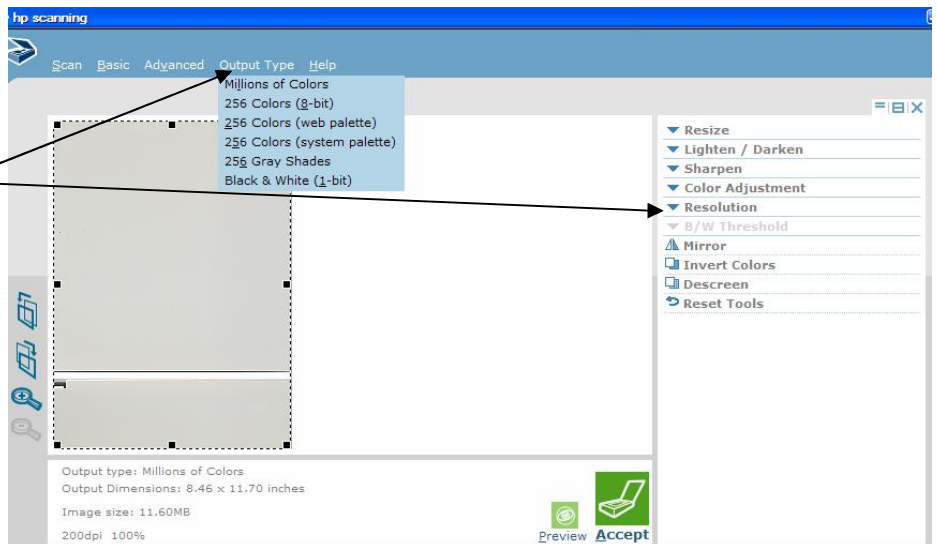
Select **Scan**.



3. The document's borders are outlined. Drag the corner squares to adjust selection.

4. Select resolution and file type. The default is 200 dpi; millions of colors. For text, Output Type: Black & White (1-bit); Resolution: 300 dpi

5. Select **Scan**.



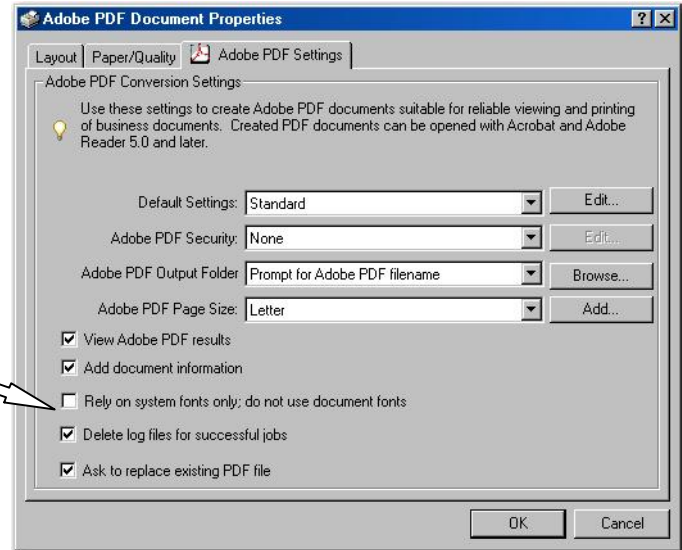
## Quick Tips: Converting to Adobe Acrobat Portable Document Format

Below are simple instructions for creating PDF documents using Adobe Acrobat 8, Professional version. It is available on all of the WIN XP and Macintosh workstations. Note that the free Acrobat Reader does not *create* PDF files, but *displays and prints* PDF files.

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### A. Converting from other applications such as Microsoft Office to PDF and Converting image files [JPEG, TIFF, and GIF etc.] to PDF

- a) Open the file in the corresponding application: Word on the Mac, Word Viewer, Excel or PowerPoint or Adobe Photoshop if an image. Select **File>Print**. Select Acrobat PDF as the printer.
- b) [option] To embed fonts, select Properties. Select the Adobe PDF Settings tab. UNCHECK “Rely on system fonts only; do not use document fonts” Click OK
- c) **Save to file** Select location and assign a file name with .pdf file extension.
- d) Select Save. The file is automatically saved and may open in Acrobat.



**B. Converting an HTML file** Consider file size, the location of image files and the complexity and number of pages when downloading more than one level.

1. Select File>Create PDF >From Web Page. Insert the URL to open Web page. Review Settings and select Create.
2. Save as PDF. Note that when this PDF is opened later, the user can click on links from the original HTML file. If a browser is available, this will automatically launch and will continue to download links. You may save with the additional downloaded pages.