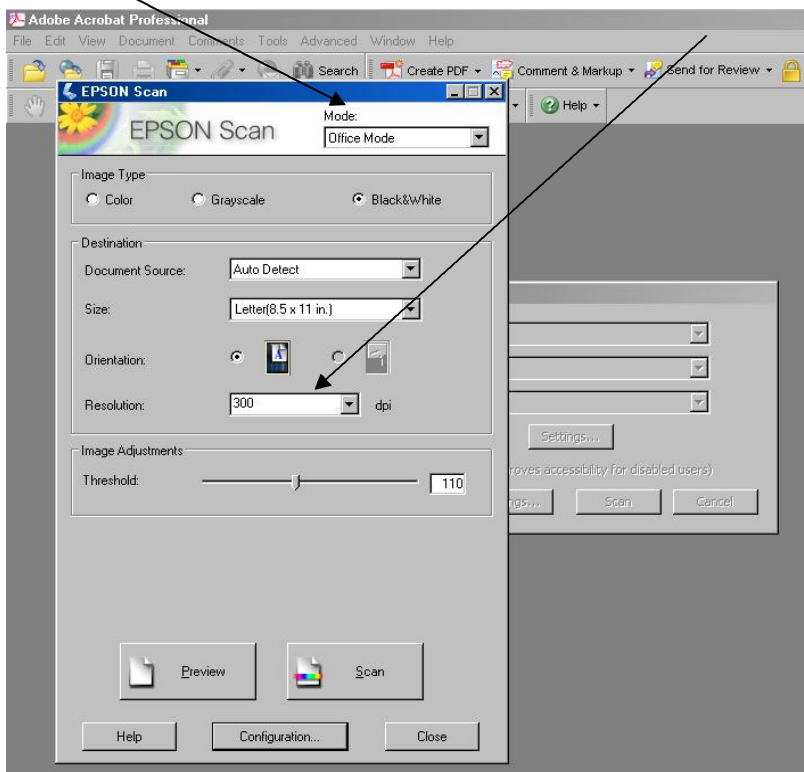
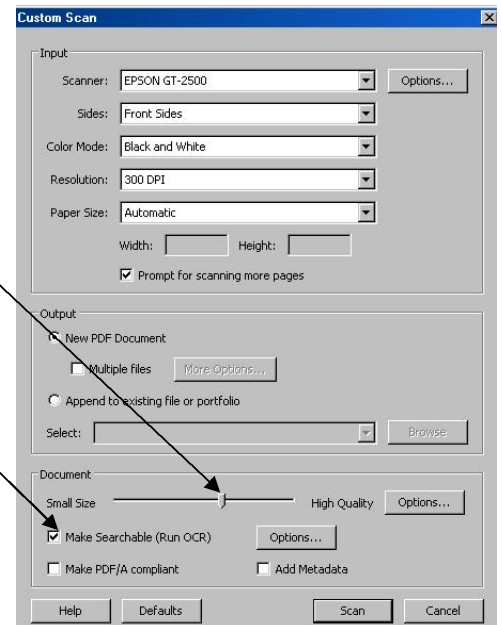




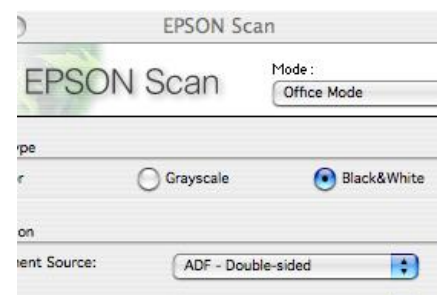
Scanning: Adobe Acrobat (PDF) on Workstation 8 & 17

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 or legal-size documents on the document feeder or if your document does not completely cover the glass bed, select **Custom scan**
3. Select **Epson-GT-2500** as the Scanner Device. Document optimization bar: Higher Quality gives better print results and makes for 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. Click **Scan**.
4. Select **Office Mode**. Select **Auto Detect** for Document Source. Select "**Black & White**" for text files. Resolution: **300 dpi**. **Only** select Grayscale or Color if the document is predominately graphic.



The document feeder will scan legal size paper. Size: Change Letter to Legal. **If using the Document feeder** and your job is two-sided, select ADF – Double-sided for Document Source.



5. **If using the document feeder or if document covers the entire glass bed, select Scan.** **If using the flatbed and you do not want to scan the entire glass bed or only part of the document, select Preview to crop the selection on the glass bed. Ignore quality of scan; this is a preview. NOTE!** Should another image display, ignore it. It is temporarily saved in

memory from Preview mode. To select your image, drag the mouse and outline the image. Select **Scan**.

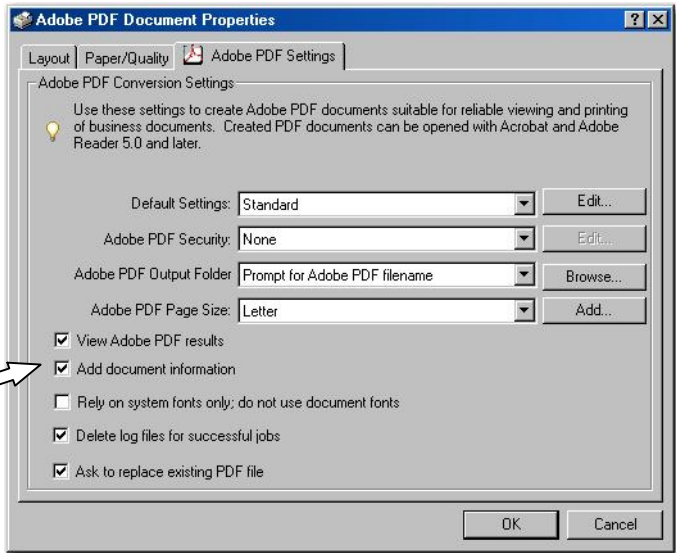
Below are simple instructions for creating PDF documents using Adobe Acrobat 9, Professional version. It is available on all of the WIN XP and Macintosh workstations. Note that the free Acrobat Reader does not *create* PDF files, but *displays and prints* PDF files.

The copyright law of the United States (Title 17, United States Code) governs the reproduction of copyrighted material. The person using this software is liable for any infringement.

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

If the file is an image file, open it in Adobe Photoshop and select **Save As**. Save it as a Photoshop PDF file with a .pdf file extension

- a) **OR**, Open the file in the corresponding application, such as Microsoft Office: Word on the Mac, Word Viewer, Excel or PowerPoint. Select **File>Print**. Select Acrobat PDF as the printer.
- b) [Recommend] To embed fonts, select Properties. Select the Adobe PDF Settings tab. **UNCHECK** “Rely on system fonts only; do not use document fonts”
- c) Click OK
- d) Click OK to print. The file is automatically saved and opens in Acrobat. Note the new file extension is *.pdf



Converting Web pages 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.