

Scanning to PDF with Adobe Acrobat Pro in Windows

A great way to preserve a document is to make a digital copy by scanning. Using Adobe Acrobat Pro, available on the scanning stations in Canaday Library, gives you extended features and document options that aren't available in some standard scanning software. This document provides an overview of how to create a PDF from a scanned document with various additional options such as making a multiple page document or adding text recognition.

Configuring the Scanner

1. Open Adobe Acrobat Pro from the **Start** menu under **Programs**.
2. Once the program opens, go to **File -> Create PDF -> From Scanner -> Configure Presets**. This will open a new window.
3. In the new window, find your **scanner model** from the drop-down menu. For the scanners in Canaday's 1st floor lab, this will be **Xerox DocuMate 3220**.
4. For **Presets**, select whether you would like a black and white document, grayscale document, color document, or color image.
5. Under the **Input** field, choose whether you will be scanning both sides of a page, or just the front side of a page under the **Sides** dropdown.
6. Select your **Color Mode** from the next dropdown menu: black and white, grayscale, or color.
7. You can choose a **Resolution**; the default is 300 DPI (dots per inch). The higher the DPI is set to, the more clear and detailed the scan will be. A high DPI will also make the document larger.
8. The **Paper Size** should be set to the same size as the paper you are scanning. Automatic defaults to letter-sized pages. If you are unsure what size your page to be scanned is, place it in the scanner and use the scanner's guidelines to identify its size.
9. If the document you are scanning is more than one page and you would like all pages to be in one PDF document, check the box next to **Prompt for scanning more pages**. If this is checked, Acrobat will ask you between each page if you have more pages to scan, and will include them in the same document.
10. The **Optimization** slider allows you to set a balance between the size of the document and its visual quality. The higher the quality, the larger it will be, as with the DPI setting.
11. If you would like your document to be scannable by Acrobat, check the **Make Searchable (Run OCR)** box under Text Recognition and Metadata. Under the **Options** button, you can set the language of the document.
12. Once you have finished selecting your scan settings, click the **OK** button to exit the configuration window.

Scanning a Document

1. Place your document face-down in the scanner bed.
2. To begin scanning the document, go to **File -> Create PDF -> From Scanner** and select the type of document you would like to create. Acrobat will automatically scan the first page.
3. If you have chosen to scan multiple pages, a prompt will come up after the first page asking what you would like to do next. You can then decide if your scan is complete, or if you need to scan more pages.
 - Choosing **Scan more pages** will allow you to scan another page, followed by another prompt.
 - If you choose to **Scan reverse sides**, the scan will be considered complete after you scan the opposite side, and the prompt will not reappear.
4. When you are done scanning, either after finishing your first scan or by selecting **Scan is Complete**, you will need to save your document. You can do this under **File -> Save**. If you would prefer to edit your scan before or after saving it, you can do so within Adobe Acrobat.
 - Many editing features are available in the **Document** menu, such as **Crop Pages**, **Rotate Pages**, and **Reduce File Size**.
5. Be sure to save any changes you have made before exiting Adobe Acrobat.