

Scan to a PDF File

Before you begin

1. Prepare your documents—journal articles, graphic pages, etc.—for scanning.
2. Determine to what medium you will save these files (PDF files are large files). Your options include saving to a diskette, zip drive, burning onto a writable CD, and/or saving to your N: drive.
3. Bring your documents and your diskette, zip drive or writeable CD to the faculty lab.

Position your document on the scanner

1. Raise the scanner (HP ScanJet) lid.
2. Place the picture or drawing **face down** in the lower right-hand corner of the glass plate. Be gentle with heavy books.
3. Close the lid **gently**. (*If you must press down, press directly on the book, not the lid*).
4. For multi-paged documents, place them face-up in the document feeder on top of the scanner lid. (Instructions on the right)

Begin scanning

1. In the **Start** menu, go to **Programs** and open **Adobe Acrobat 5.0**.
2. In Adobe, go to the **File** menu, select **Import** and then **Scan**.
3. An **Adobe Scan Plug-in** box will pop up. Below are the settings for each field:

Device: WIP-HP Scanjet 4500c/5550c
Format: single-sided

4. A "Scan using HP Scanjet" dialogue box will pop up, which displays the scanning options. Select "Black & White or text". The **Paper Source** drop-down must be "Flatbed".
5. Click on **Preview** to obtain a preliminary scan of your picture. The image will appear in the display area of the dialogue box.
6. Use the mouse to adjust the rectangular frame (black lines) over the area to be scanned.
7. Click **Scan**.
8. At this point, you will be prompted to add a new page. If yes, set the new page on the scanner. Click **Next**. Repeat steps 5 - 7. When all pages have been previewed and scanned, click **Done**.
9. The file image will now appear in the **Adobe Acrobat** window. In Adobe, you can crop, rotate the image (i.e. for 2-paged journal articles), etc.
10. When you are finished, click on the **File** menu and then **Save As**.
11. Save the file on your diskette (A: drive), the N: drive, or to a Zip disk or CD. Click **Save**.

Do not save onto the computer's C: drive, as this is cleared regularly.

Using the document feeder

1. Place your documents face-up in the feeder on top of the scanner lid.
2. Follow **Begin scanning's** steps 1 - 3 on the left.
3. A "Scan using HP Scanjet" dialogue box will appear. It displays the scanning options. Select "Black & White or text". The **Paper source** drop-down menu must be "Document feeder". The page size drop-down menu should be "Letter 8.5 x 11 inches".

Note: **Preview** is not available.
4. Click **Scan** and your selection will automatically appear in the Adobe Acrobat Window. (This will take a few minutes to complete)
5. Continue steps 9 – 11 on the left.