

SCANNING PDF FILES

1. Turn computer on
2. Turn rectangular switch on at the front of the scanner
3. If necessary, log in to the computer with the local account
Username: `User`, Password: `user`, Log onto: `pc-digital`
4. To get access to your network directories (P: Q: S: etc.) to save files, use the Connect to Physiology Network program on the desktop.
5. Lift large lid and place document upside down on clean glass. The top edge of the document should be towards the back of the scanner.
6. Open Adobe Acrobat 5 (not Acrobat Reader)
7. In Acrobat, choose `File>Import>Scan`.
8. In the Create PDF from Scanner dialog box, select Epson Twain 5.
9. Choose Single-sided or Double-sided format, and specify whether to create a new PDF document or append the converted scan to the currently open PDF document.
10. The software will do a pre-scan and attempt to guess the correct options for the document. Set the various scanning options. Pay particular attention to the resolution, for example 150 dots per inch (dpi), as this will affect quality and file size. File size is displayed near the page size options.
11. Click the SCAN button
12. Once the scan has finished, click NEXT if you are scanning multiple pages into one PDF file; click DONE when you have finished scanning.
13. Save the PDF file

If in doubt, check the HOW TO? Page in Adobe Acrobat. It goes into scanning in depth.