

Scanning and Digitizing: Print Documents

This document explains how to create a PDF file from a print document using Adobe Acrobat in the Information Technology Services Media Lab.

Open Adobe Acrobat.

1. Click on the Acrobat icon in the Dock. Acrobat will open and its toolbars will appear on your screen.

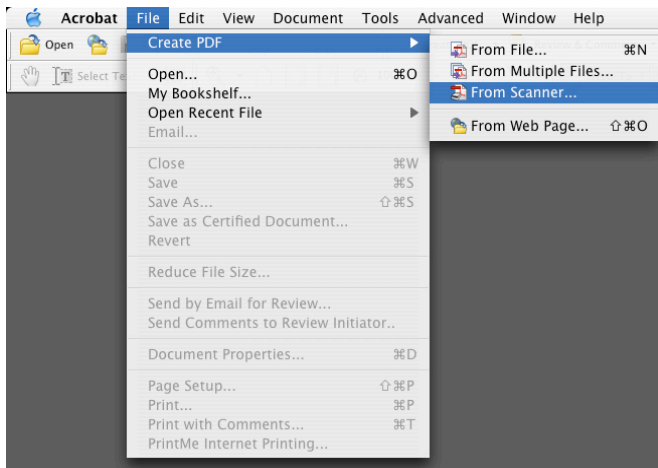
*Note: If the Acrobat icon is not located in the Dock, double click the **Macintosh HD** icon on your desktop, and locate Adobe Acrobat under **Applications** and double-click. Your computer must have Adobe Acrobat Professional in order to create PDF files. Adobe Reader or Acrobat Reader will not be able to produce this function.*

Prepare the document.

2. Lift the scanner lid, lay your document face-down on the glass surface, and close the lid. For best results, attempt to keep your document straight using the scanner's guides. You may also align the photo with the green arrow in the upper right-hand corner of the scanning surface.
3. Close the scanner lid carefully.

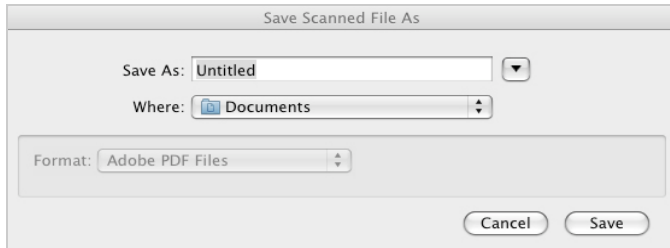
Scan the document.

4. Choose **File > Create PDF > From Scanner**.

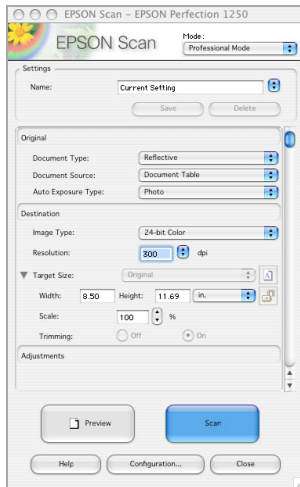


5. The **Acrobat Scan** dialog box opens.
 - In the **Scanner** drop-down menu, choose the scanner that is connected to the computer. [In the Media Lab, this is the **Epson Perfection 1260 Scanner**.]
 - Leave the **New PDF** option selected.
 - Under the **Optimization** section, choose the highest quality option on the slider.

- Uncheck the **Make Searchable** option.
6. Click the **Scan** button.
 7. The **Save Scanned File As** dialog box appears. Enter a name for you file and a location for it to be saved on your computer.

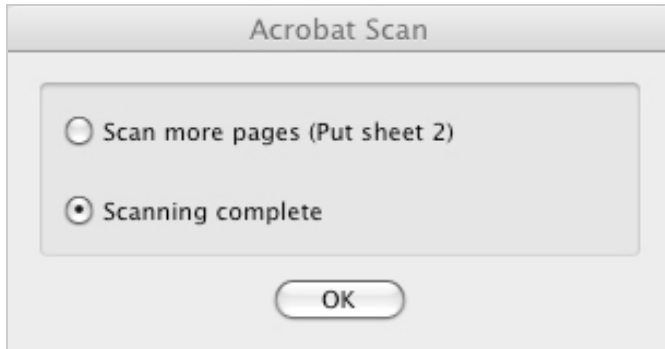


8. Click the **Save** button.
9. An Epson Scan dialog box appears. If the **mode** setting at the top of this window is set to **Full Auto Mode**, your document will automatically begin scanning at the settings that were entered by the last user. To be able to adjust these settings, change the mode to **Professional Mode**. [You can make this change even if the scanner has begun moving. It will halt once the change has been made.]



10. The **Professional Mode** gives you some important options for scanning.
 - a. Under the **Original** heading, change the **Auto Exposure Type** to **Document**.
 - b. Under the **Destination** heading, you may choose between **24-bit Color**, **8-bit Grayscale**, or **Black and White**.
 - c. The choice for **Resolution** is important. For documents that will be printed, keeping the resolution at **300 dpi** and higher can help to keep the quality of the print high. For images that will be uploaded to the Web, choose a lower setting [**96, 72, or 50 dpi**].

11. Choose the **Preview** button only if you would like to preview your document before scanning it.
12. Choose the **Scan** button to scan your document. Another Acrobat Scan dialog box will open giving you the option to scan more pages.



13. Choose the **Scanning complete** option and click **OK**.

Your file will open in Acrobat and will automatically be saved to the location you previously defined.