

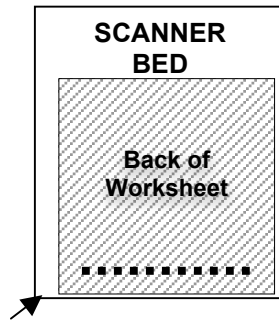


Technology Integration & Instruction

Scanning/Creating a PDF using Adobe Acrobat Standard

Microsoft XP

Place the document face down in the scanner, with the top of the page at the bottom of the scanner.
Line up document with the arrow in lower left-hand corner of the scanner bed.

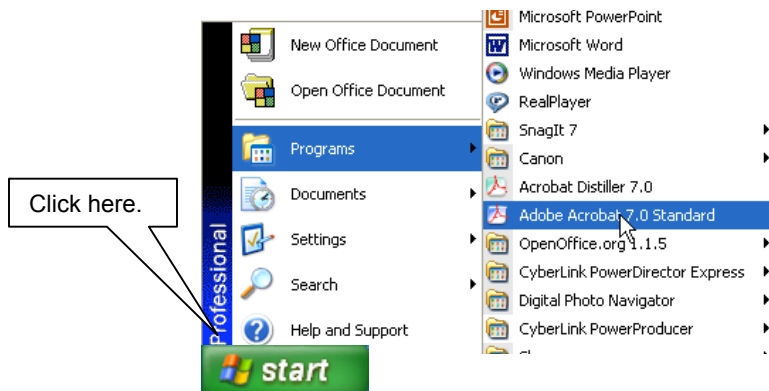


Close scanner cover.

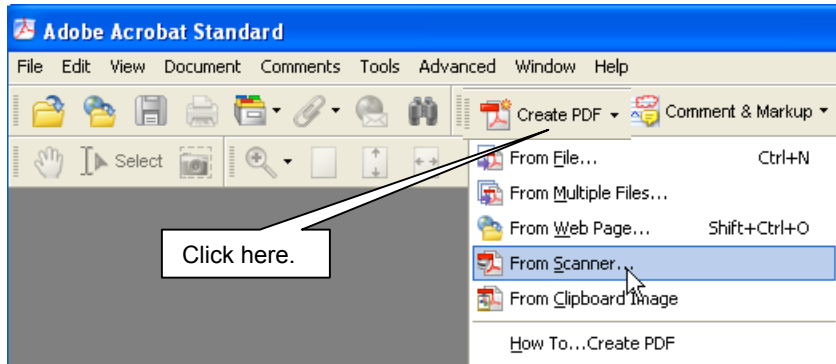
Log into computer and open Adobe Acrobat Standard.



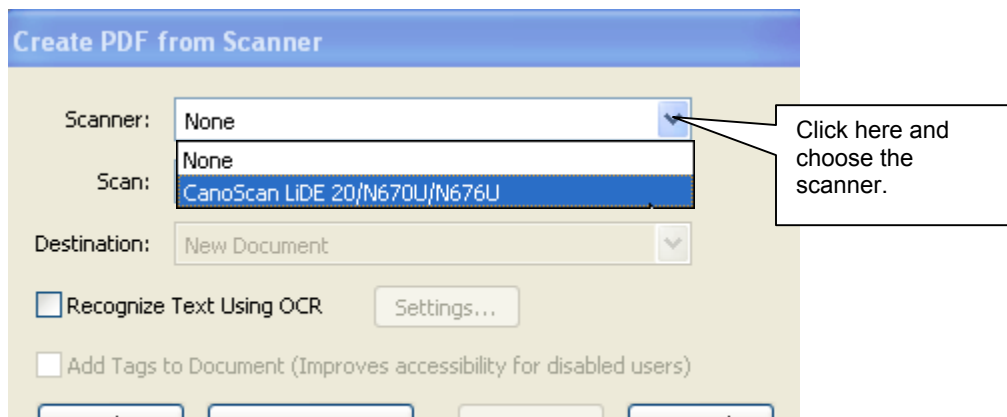
Note: if there is no shortcut for Adobe on the desktop, open it through Start>Programs>Adobe Acrobat Standard



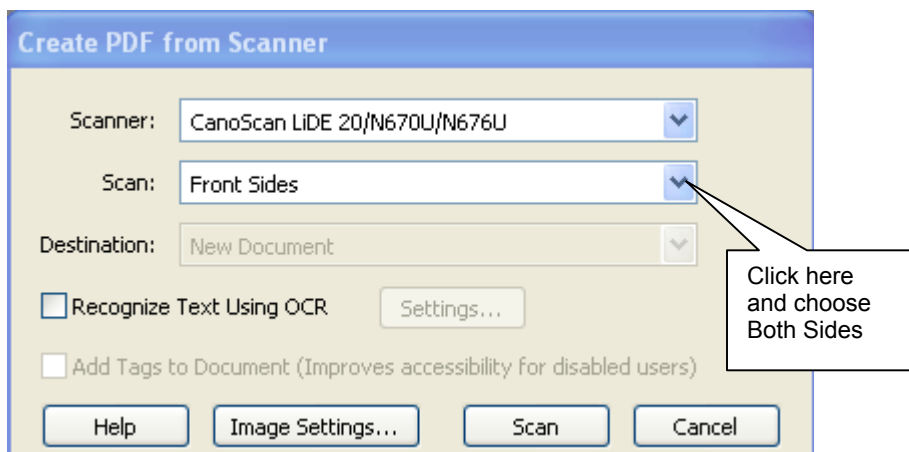
From the top menu bar, go to Create PDF>From Scanner



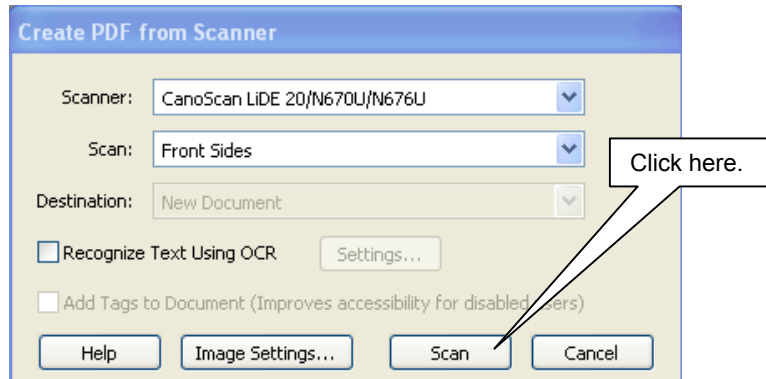
From the Scanner drop down box, choose the correct scanner. In this example the computer is connected to the CanoScan LiDE 20/N670U scanner.



If you are scanning a worksheet that is more than one page, click the Scan drop-down arrow and select Both Sides.

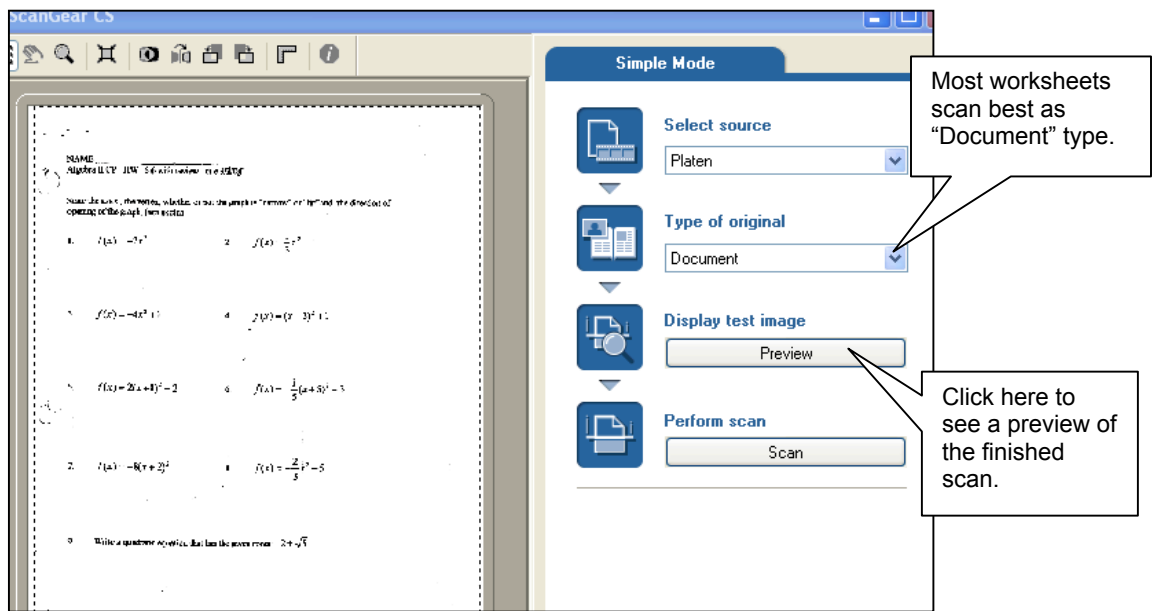


Click the Scan button.

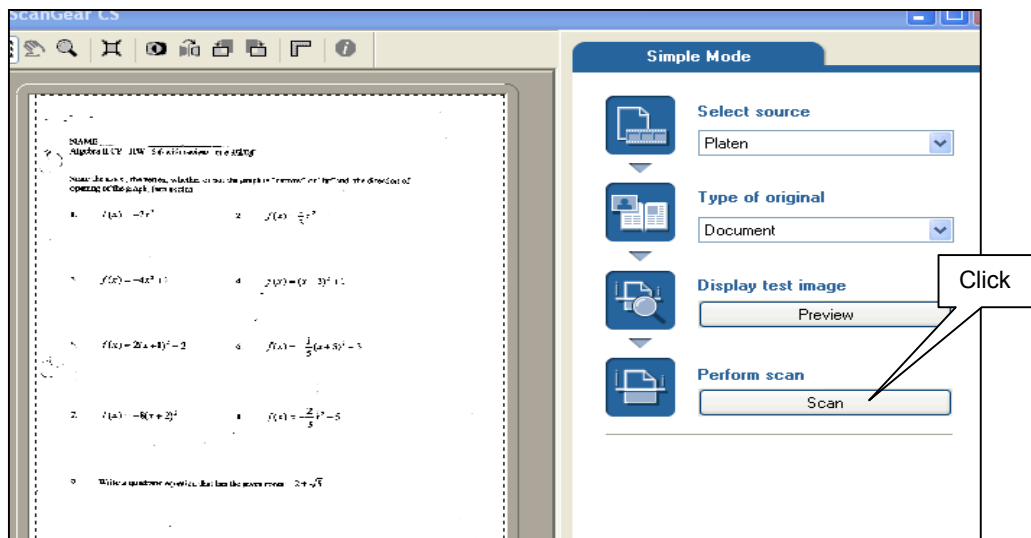


The CanoScan screen appears.

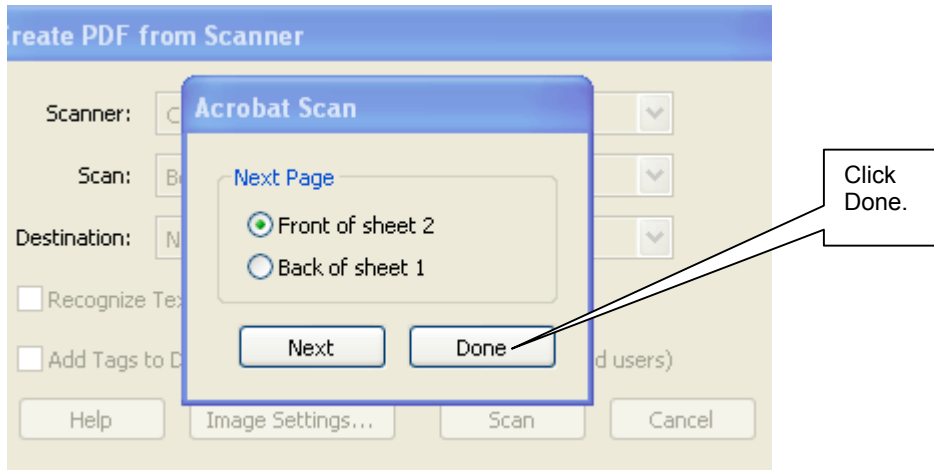
Click the Preview button to make sure that the document is set to scan correctly.



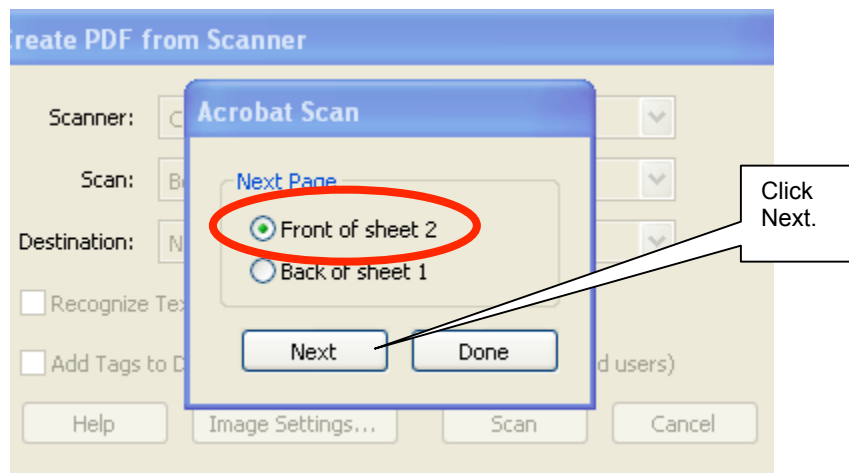
Click the Scan button.



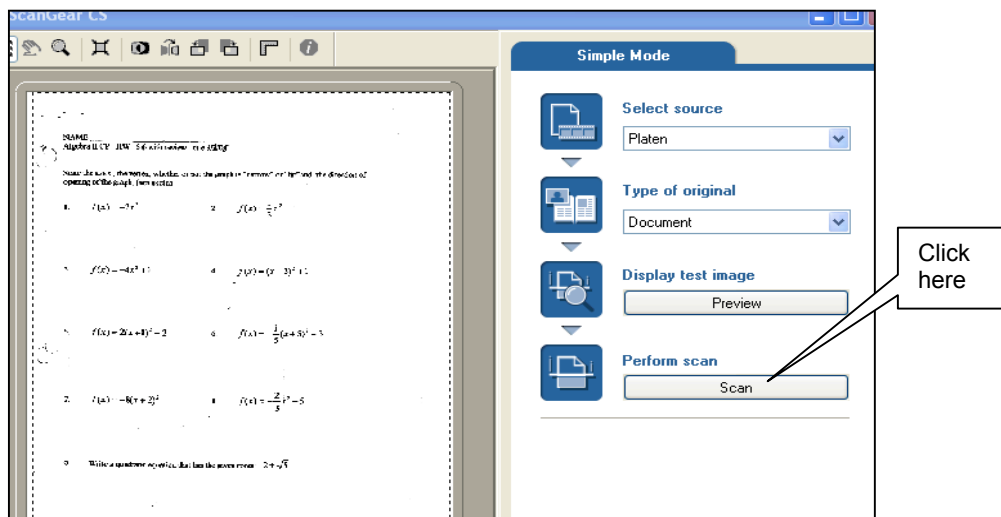
If you are only scanning one page, click Done and skip to the last page of these directions.



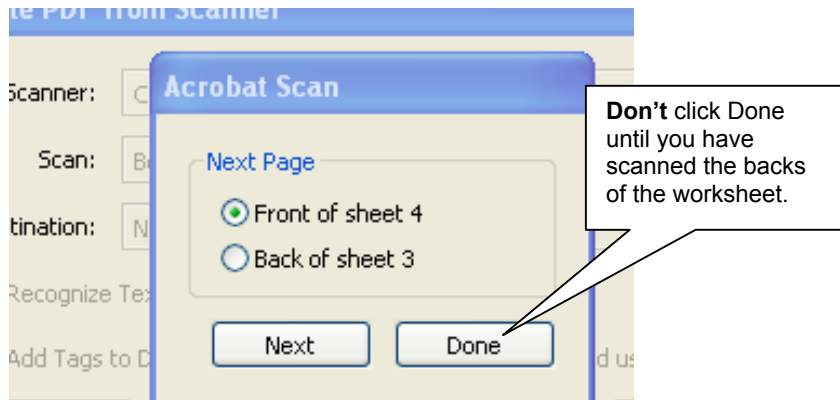
If you are scanning a document that has more than one page, check the Front of sheet 2 box and then click Next.



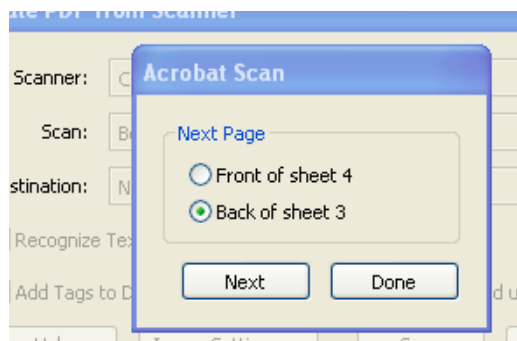
When the CanoScan screen appears, remove page one and place the front of page 2 in the scanner and click Scan.



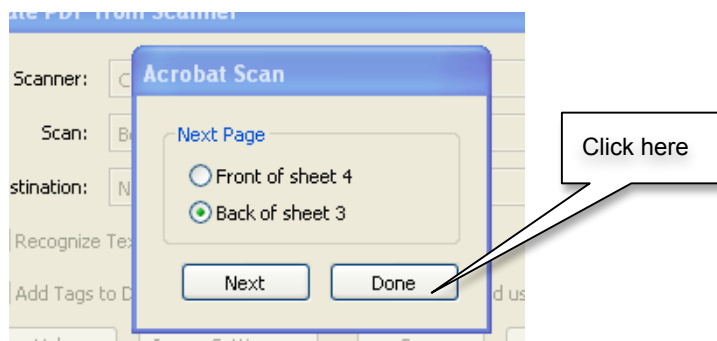
When the scan is complete and the Adobe screen appears, click Next and continue until you have scanned the FRONT of each page.
Do NOT click Done yet.



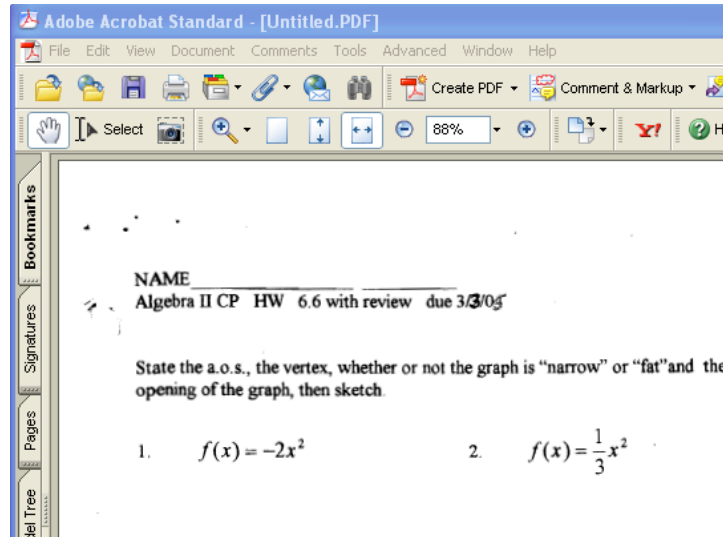
When you are done scanning the front of all sheets, click **Back of sheet 1** (or whatever sheet you just finished scanning) and click Next.
Work backwards through your worksheet until the backs of all pages have been scanned.



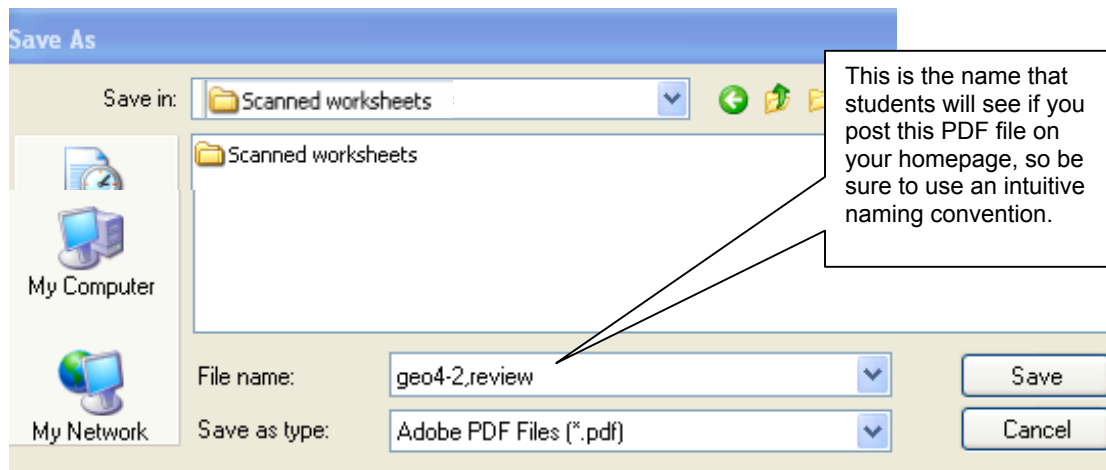
Click Done when all pages are scanned and you are ready to save the document.



When the PDF document appears on your screen, you are ready to save the scanned file in your Documents folder.



Go to File>Save As and navigate to your Documents folder.
Be sure to give the document a name that will be easily understood by you and your students for future reference.
Avoid capital letters, slashes, and periods when naming the document.



Congratulations! Your document is scanned, saved, and ready to be distributed, either in hard copy or by posting on a website where visitors can download and print it.