

# Scanning a Document & and making a PDF in Adobe Acrobat

## Step 1: Open Adobe Acrobat

• Open the start menu -> programs -> Adobe Acrobat Professional



Adobe Acrobat 7.0 Professional



#### Step 2: Place your pages in the tray.

• Pages should be placed face-up, with the top of the page towards the feeder.

Step 2: Press Create PDF on the top menu & Choose Scanner



## Step 3: Setting up scanner preferences

Scanner:	EP5ON Expression 1680	<ul> <li>Scanner: EPSON Expression 1680</li> <li>Scan: Front Sides</li> <li>Destination: New Desument</li> </ul>
Scan:	Front Sides	• Destination. New Document
Destination:	New Document	Click on Scan, once all settings are correct
Recognize	to Document (Improves accessibility for disabled users) Image Settings Scan Cancel	

Name:	Current Setting	-
	Seve Del	4
Original		1
Document Type:	Reflective	•
Document Source:	ADF	•
Auto Exposure Type:	Photo	•
Destination		
Image Type:	8-bit Grayscale	•
Resolution:	300 • dpi	F
D Target Scen	Original	1
Adjustments		
	A Read	1
[ms		1

## Step 4: Setting up the Scanner Preferences

- Change the *Mode* of the document to *professional*.
- Make sure the Document Source is *ADF* (Auto Document Feeder), or else the pages will **NOT** be scanned.

or

• Make the Document Source *Document Table*. If you are using the flatbed scanner (usually default).

*Tip:* 150 dpi for good and 300 dpi for high quality prints

#### On Image type...

- For color, have settings as 16-bit color
- For black and white, choose 8-bit greyscale

Hit Preview, then select Target Size. Then Choose letter (8.5 x 11") or the desired document size

- Move the marquee to fit your page.
- The Epson expression 1680 scans a larger size than letter, so you must crop the scanned image to fit.
- Place the paper back to the top tray after it is previewed.

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Help ↔215.9 mm \$279.4 mm	n 2550 x 3300 pixels 24.07 M8	R: G: B:

#### Step 5: Scan your image

• Congratulations you have learned how to make a PDF from a scanned image!