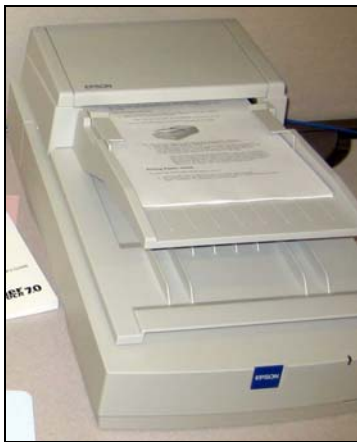
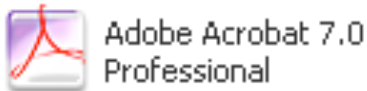


# Scanning a Document & and making a PDF in Adobe Acrobat

## Step 1: Open Adobe Acrobat

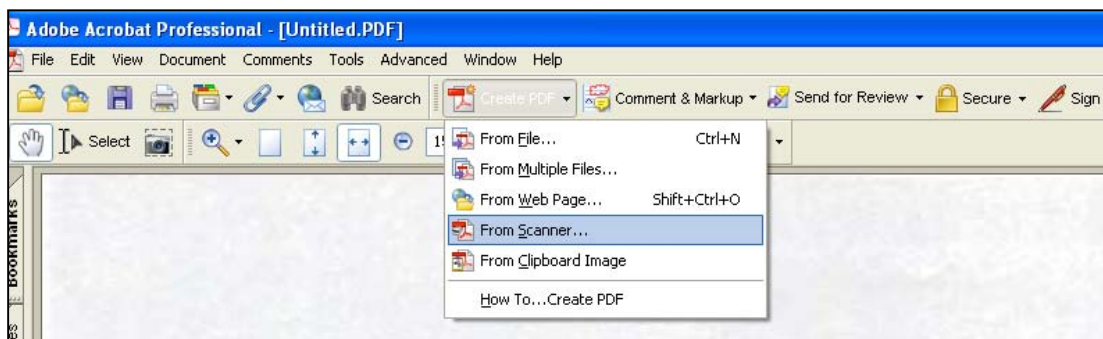
- Open the start menu -> programs -> Adobe Acrobat Professional



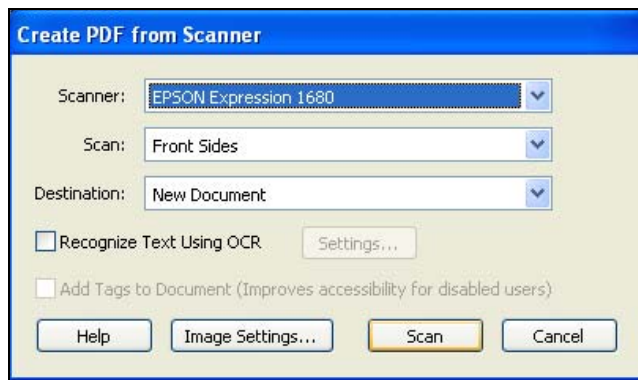
## Step 2: Place your pages in the tray.

- 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

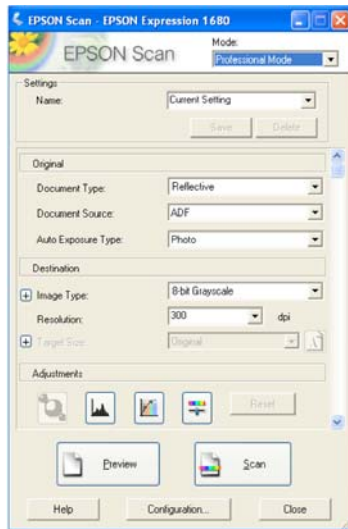


### Step 3: Setting up scanner preferences



- Scanner: EPSON Expression 1680
- Scan: Front Sides
- Destination: New Document

Click on Scan, once all settings are correct.



### 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).

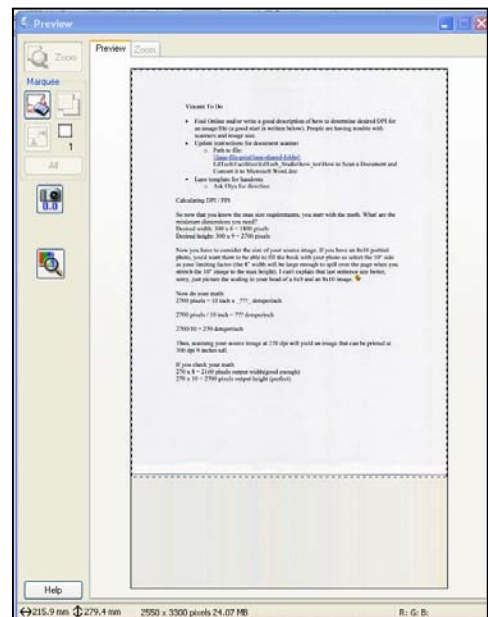
*Tip:* 150 dpi for good and 300 dpi for high quality prints

### 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.



### Step 5: Scan your image

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