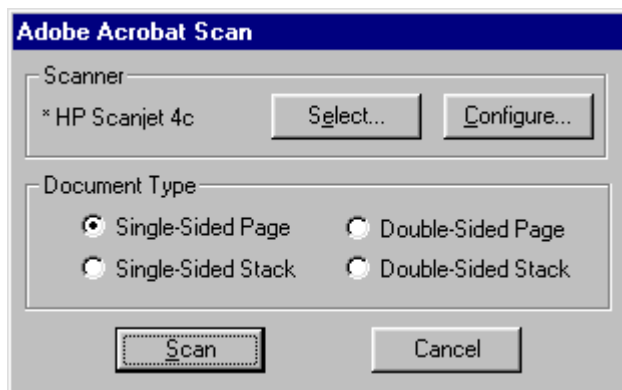


Creating a PDF Document: By Scanning the Page

- For scanning at the Lapeer County Library Headquarters.
- Find the computer that is connected to scanner and start it up. (make sure the scanner is started before the computer - or at the same time if you are using a power strip)
- Open the lid to the scanner and place your document face down on the glass and line it up as close as possible to the green arrow in the upper right corner.
- Close the lid to the scan bed and sit in front of the computer.
- Click on the *Start Menu* then *Programs* then *Adobe Acrobat* then *Acrobat Exchange 3.0*.
- Once in Acrobat Exchange, click on the *File* menu then click on *Scan*.
- You should see a window like this:



- Notice that under scanner it should say *HP Scanjet 4c*.
- If it doesn't say this click *Select* and choose the *HP Scanjet 4c* from the list.
- Under *Document Type* select the appropriate option. (usually *Single-Sided Page*)
- Click *Scan* and the image will be scanned and converted to a PDF.
- Now save the PDF by clicking *File* then *Save*.
- Be sure to select the appropriate directory to save the file and to name the file with the .PDF extension.
- This is how the page will look when someone downloads it off the Internet.
- You can print the page by clicking on *File* then *Print*.

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