

# **Scanning Instructions**

## **For Specialized PC Stations 47-50**

1. Turn on scanner, if it is not already on, and place your document(s) or image(s) on the scanning tray or in the document feeder.
2. **Open Adobe Acrobat**, located in the Utilities folder on the left-hand side of the desktop.
3. Click the **Create** icon in the toolbar, which will open a drop-down menu.
4. Select **PDF from Scanner** and choose the best option for your project – this will usually be **Grayscale/Black-and-white Document** unless you want to retain color from the original items.
5. A message will pop up about choosing the appropriate scanner. The Configure Presets window will open. Choose the appropriate scanner for your station from the drop-down menu:

**Station 47 – WIA-HP Scanjet 7600 Series**  
**Station 48 – CanoScan 8800F**  
**Stations 49-50 – HP Scanjet 8270**

6. Choose the desired quality and input settings that suit your project from the options.

**Suggested resolutions:**  
**Black and white – 200 dpi**  
**Color – 300 dpi**  
**Professional/academic publishing – 1200 dpi**

7. On some stations, the default Paper Size may cause an error message. This can be resolved by changing the Paper Size to **Automatic**.
8. Click **OK**. Your document will begin scanning.
9. If you have additional pages, you will be prompted to select whether your scan is complete or if you would like to scan another page. Load your next page and then select the appropriate option to continue scanning.
10. Once you've scanned all of your pages, select the appropriate option to finish the scan.

Note: Your file is not automatically saved – save it to a USB drive or to the temporary **Save Here** folder on the desktop and transfer it to your email or another storage location.