

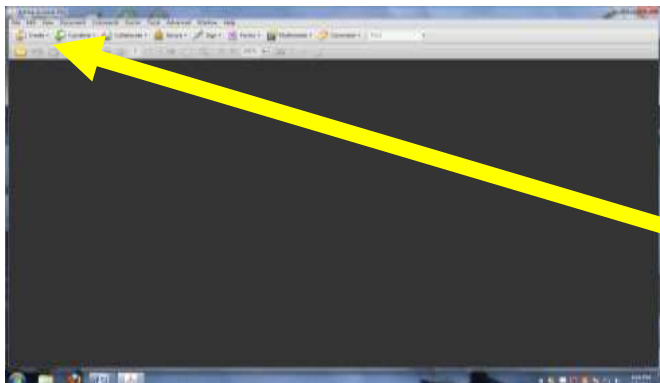
How to Scan a Document



1. Open Adobe Acrobat Pro by Double Left Clicking on the

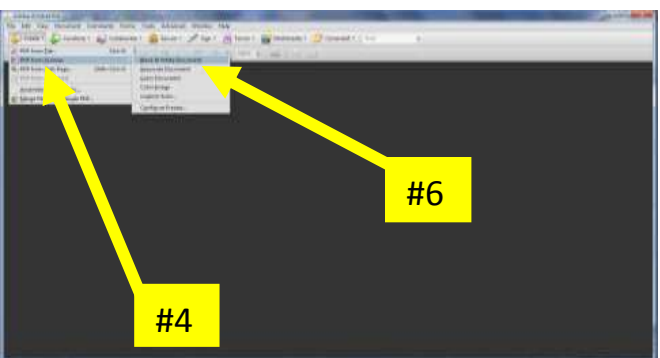


icon on desktop.



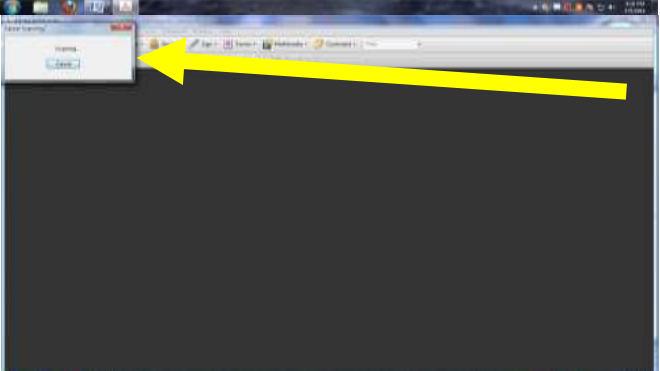
2. After Adobe Acrobat Pro window opens.
3. Click on "Create" tab in upper left hand corner of screen.

REMEMBER TO LOAD DOCUMENT(S) INTO THE SCANNER BEFORE BEGINNING SCAN SEQUENCE



4. After You click on "Create" tab, a list will appear below "Create" tab.
5. Scroll down list and point the Mouse arrow on "PDF FROM SCANNER"
6. A Sub-menu will appear to the right of the list, move mouse arrow to "BLACK & WHITE DOCUMENT"
7. Select: "Black & White Document"

REMEMBER TO LOAD DOCUMENT(S) ONTO SCANNER BEFORE SCANNING



8. A Small window will appear to show that Scanning of the document has begun.
9. If window does not appear immediately, wait for a few seconds because sometimes scanner must reset.
10. After Scanner is done scanning document, a screen similar to the one shown should appear. This shows that the document scanned successfully.
11. Please note: It will show that 2 scans were made, the front & back of the page. If there are any blank pages shown, please delete those pages.



12. Delete blank page(s) by Right clicking on blank page and select Delete pages...
13. **SAVE** file in Your Flash Drive. Click on "FILE" select "SAVE AS", Rename File and Save in Your Flash Drive.