

# Scanning Multiple Page Documents to PDF files with Acrobat Professional 7.0

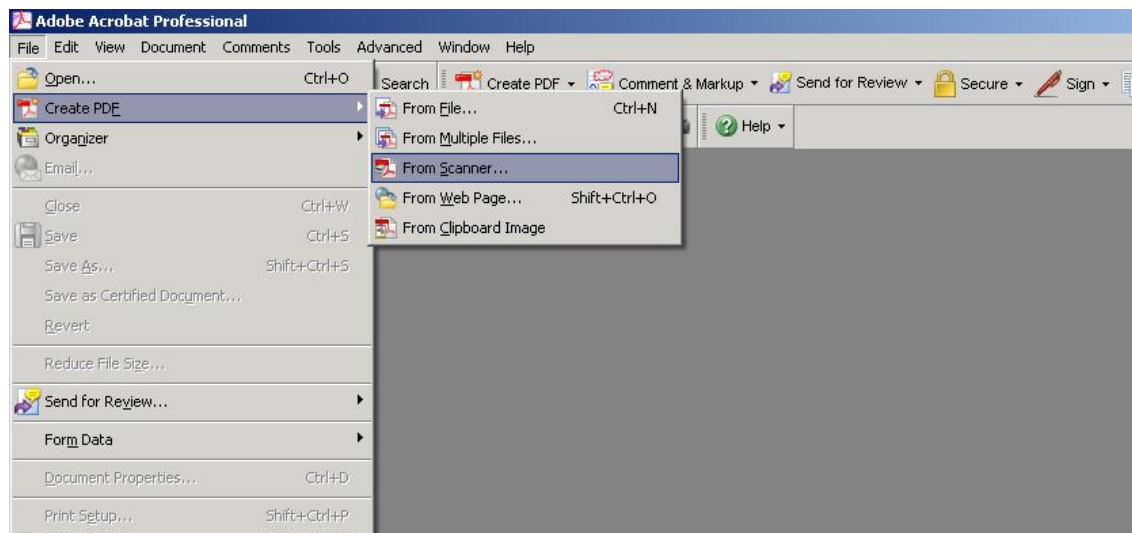
Use this scanning method if you want to **scan multiple pages (e.g. of an article) to the same file**, and save or print the file as a PDF (Portable Document Format) document.

Acrobat Professional is available on the [Media Stations](#) in the [Malaspina Commons](#) (Building 305, 3<sup>rd</sup> floor).

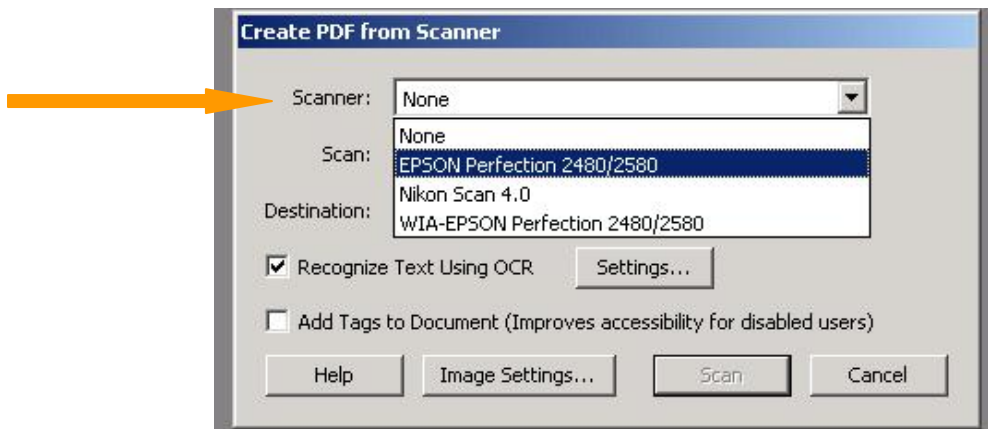
1. Lift the scanner lid and place your document face-down on the glass. **N.B. place the document on the glass upside-down, with the top of the document toward the front of the scanner.**
2. Launch Adobe Acrobat Professional 7.0 from the desktop icon.



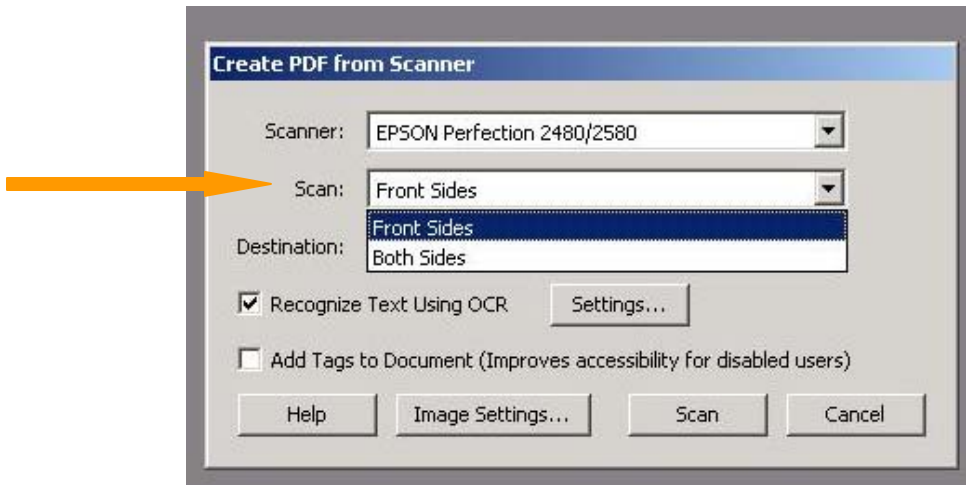
3. Open the File menu and select Create PDF → From Scanner.



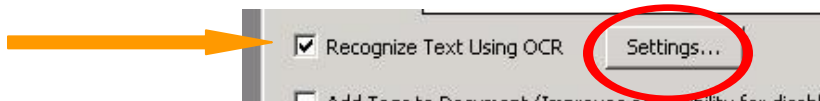
4. Choose "Epson Perfection 2480/2580" from the Scanner drop-down list.



5. Select “Front Sides” for single-sided documents, or “Both Sides” for double-sided documents. (N.B. no matter which option you select, you will still need to manually place each page to be scanned face-down on the scanning bed – i.e. there is no automatic scanning of both sides of a double-sided document.)

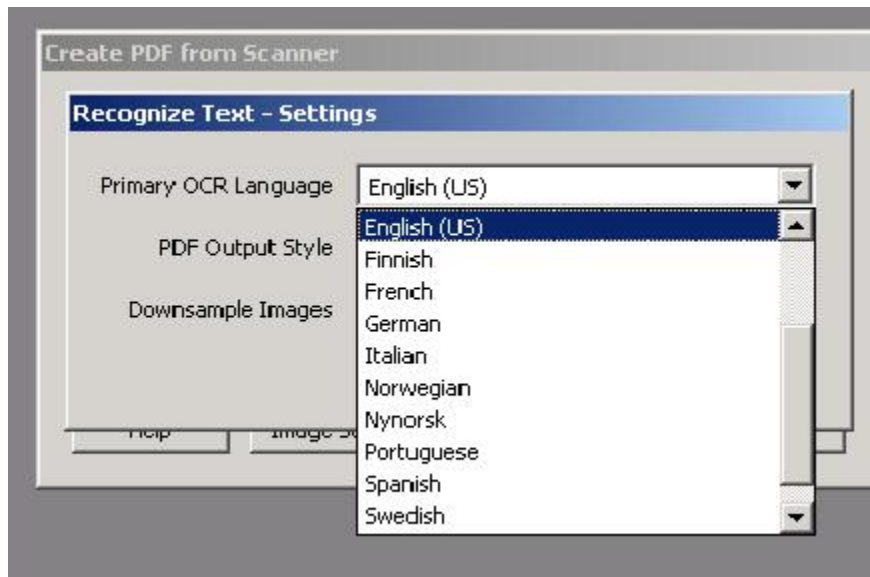


6. If you would like your scanned document to be machine-readable – in other words, if you want to be able to edit and search the document text – check the “Recognize Text Using OCR” check box (OCR stands for Optical Character Recognition.) Click the Settings button. **If you don’t want your document to be machine-readable, skip to step 7.**

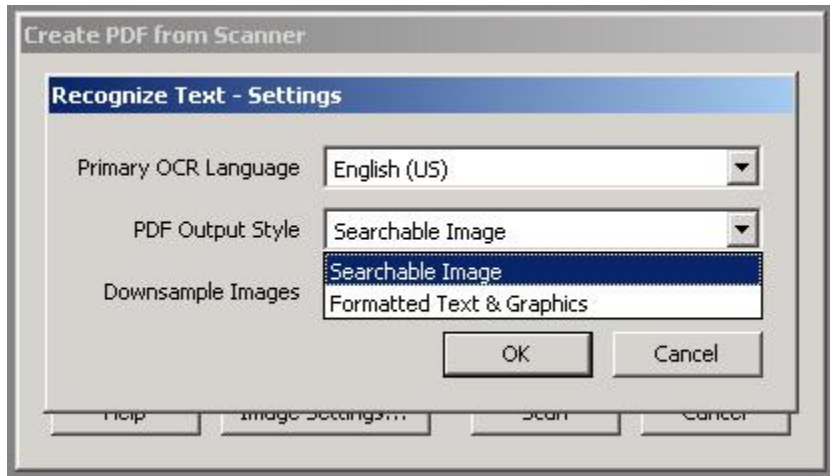


In the “Recognize Text – Settings” dialogue box, you can set:

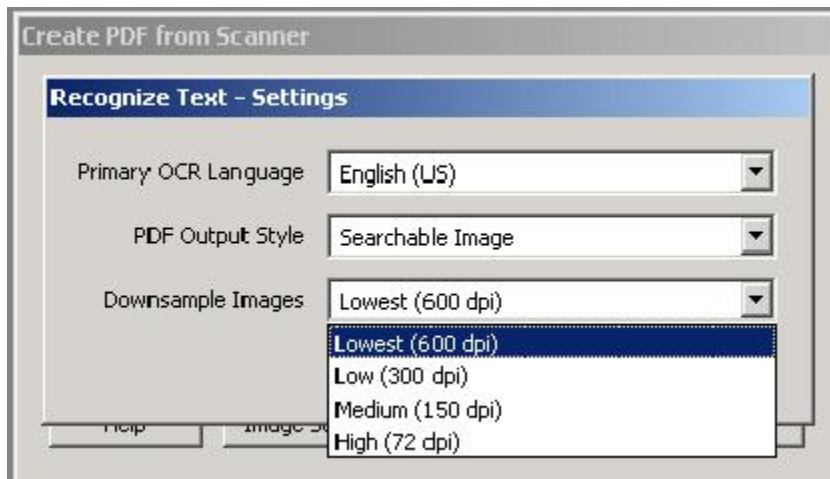
- a. your Primary OCR Language



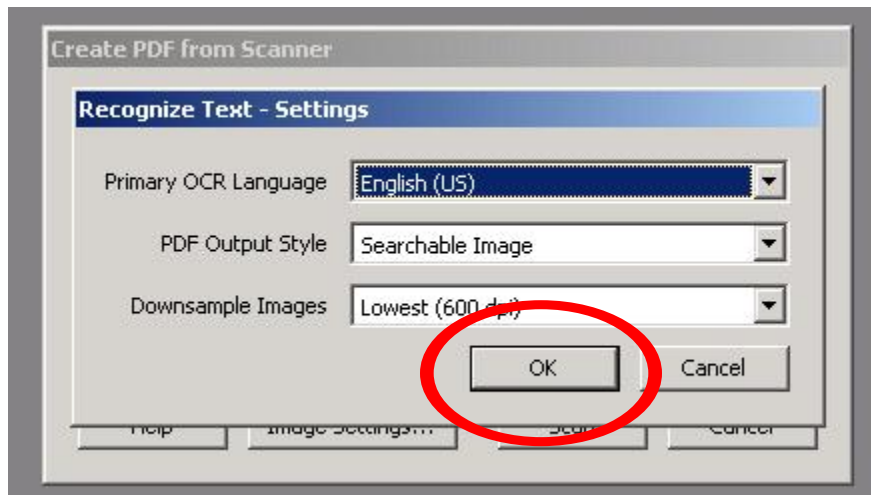
- b. the PDF Output Style – “Searchable Image” will result in a larger file size, but the format of your document will be exactly as printed, and “Formatted Text & Graphics” will give you a smaller file size, but the scanned document may not look exactly like the print one.



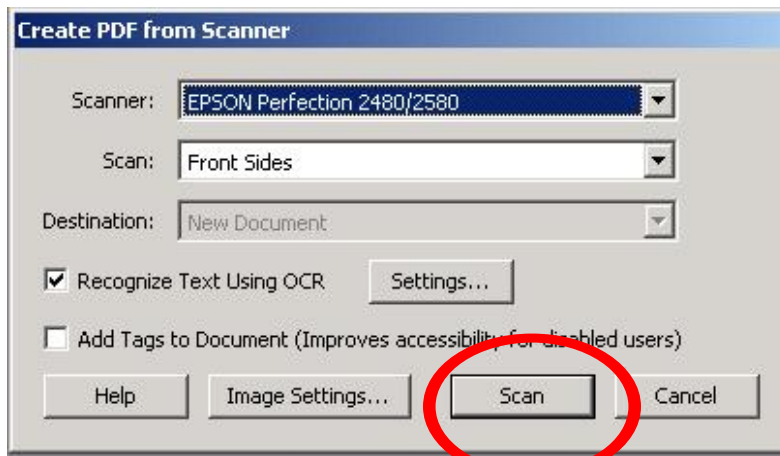
- c. the Downsample Images setting allows you to reduce the quality of the images in the document, in order to reduce file size. Choose “Lowest” for the best quality images and “High” for the most reduced, or poorest quality, images.



- d. Click OK to close the “Recognize Text – Settings” dialogue box.



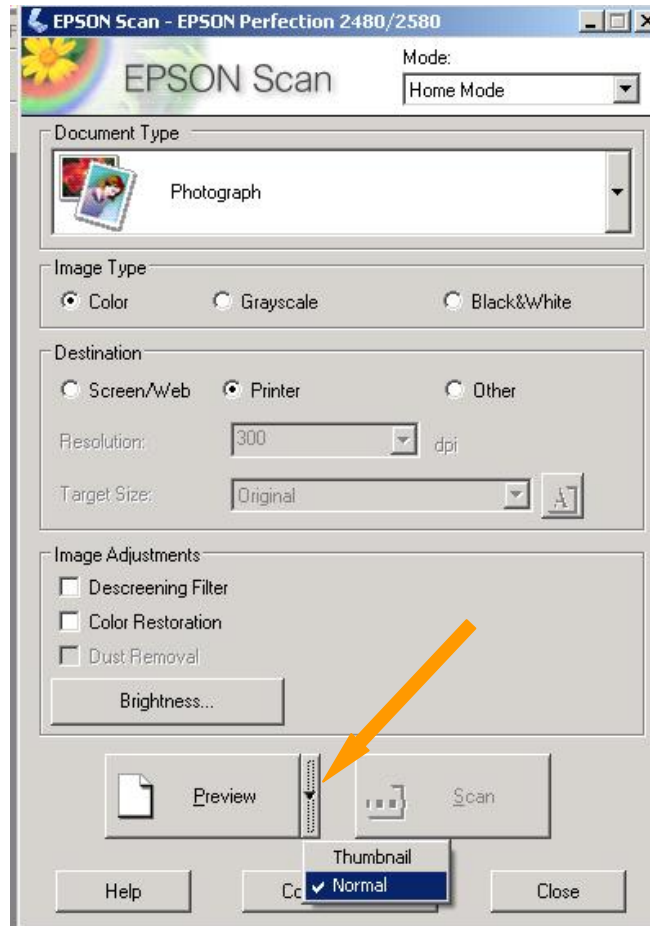
7. In the “Create PDF from Scanner” dialogue box, click the Scan button.



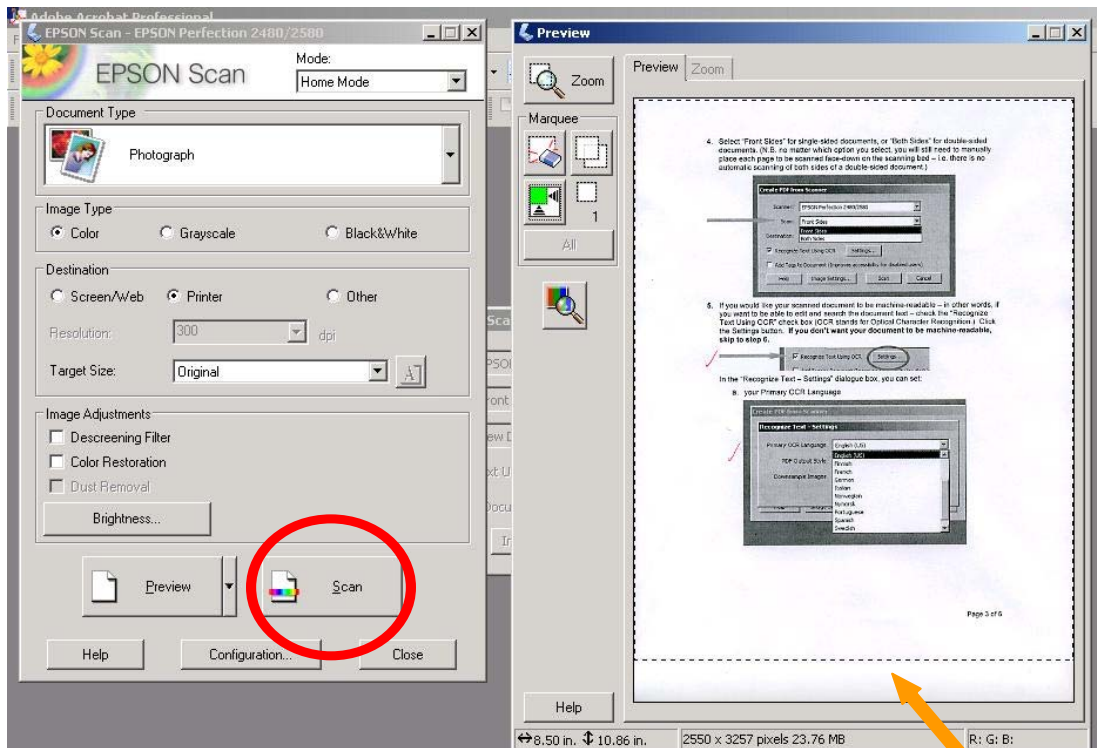
8. In the EPSON Scan dialogue box, change the Mode to “Home Mode”.



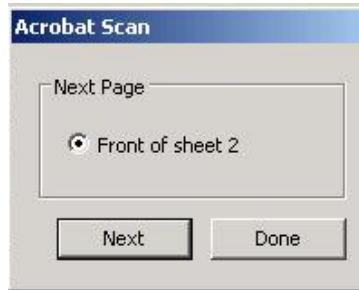
9. In Home Mode, click on the arrow next to the Preview button and click on “Normal”. Then, click the Preview button.



10. When the preview scan is done, you'll see two windows side by side: the EPSON Scan window and a Preview window. In the Preview window, hold down the left mouse button and draw an outline – known as a “marquee” – around the area to be included in the final scan. Then, click the Scan button in the EPSON Scan window.



11. When the page scanning is finished, the Acrobat Scan box dialogue pops up. Place the next page of your document in the scanner and click the “Next” button. When you do not want to add any more pages to your scanned document, click “Done”.



12. When you click “Done”, your PDF document will appear in the Adobe Acrobat Professional window (scroll down to see all the pages in the document.) Save your document by clicking the Save button on the Acrobat Professional toolbar

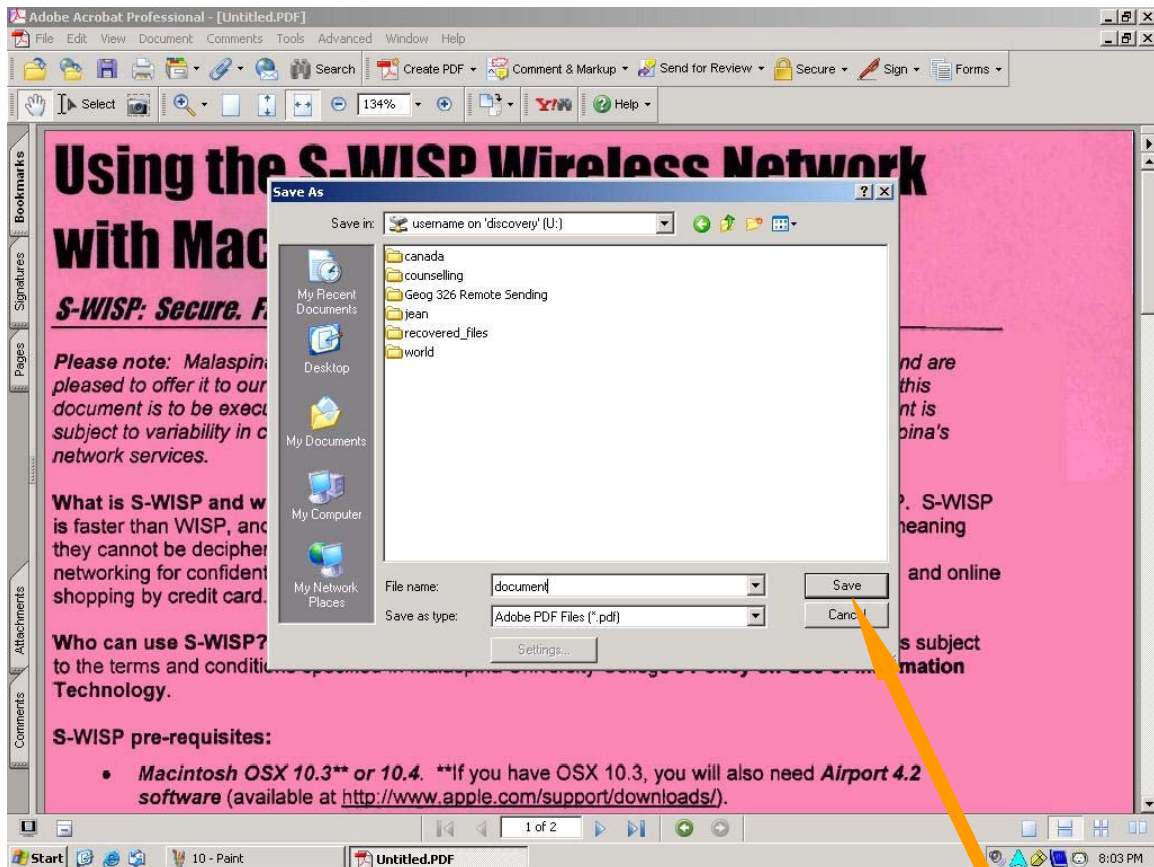


(or open the File menu and click on Save or Save as.)

In the Save As dialogue box, specify a directory in which to save your document using the “Save in” drop-down menu. The directory might be your U: drive on the Discovery network, a USB drive, or other location of your preference.

Give the document a file name in the “File name” field.

The format for your document is “Adobe PDF files”.



Finally, Click the Save button to save your scanned PDF document.