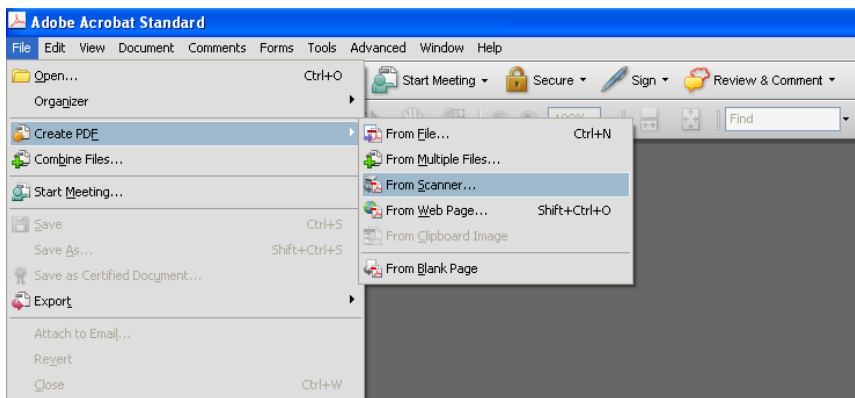


Scanning with Adobe Acrobat 8

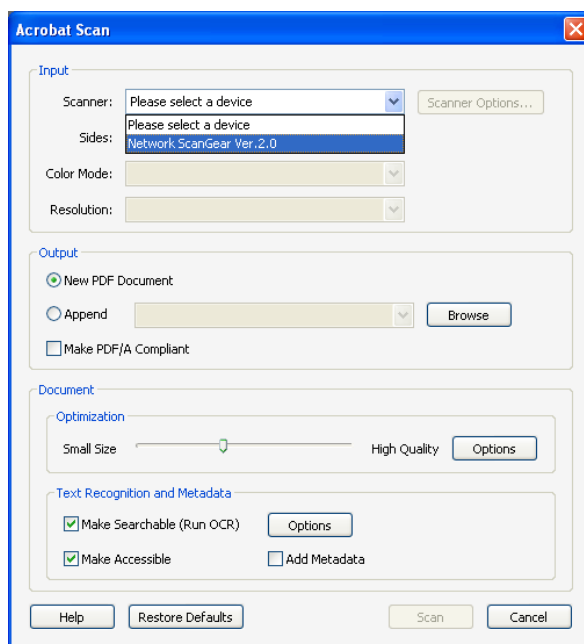
From a Canon Copier

* Before scanning be sure to go to the copier and load your document. Select **Scan** on the copier, and the select **Online**. (You can use the Platen or Feeder to scan)

- 1) At your computer, Open Adobe Acrobat
- 2) Go to File, Create PDF, and select From Scanner



- 3) In the Scanner drop down menu, select **Network ScanGear**, if not already selected



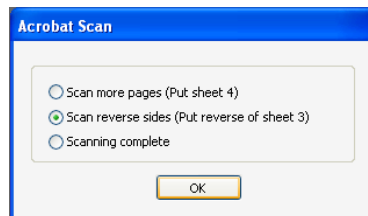
4) Select the appropriate settings for your document:

Sides: *Front Sides (feeder)* = Top feeder on copier, scans only the front side of the paper

Front Sides (platen) = Glass scanning surface on the copier, scans only the front side of the paper

Both Sides (feeder) = Top feeder on copier, scans the front and back sides of the paper

Both Sides (platen) = Glass scanning surface on the copier, scans the front side of the paper then you will be prompted to scan **Reverse Sides** after front page has been scanned



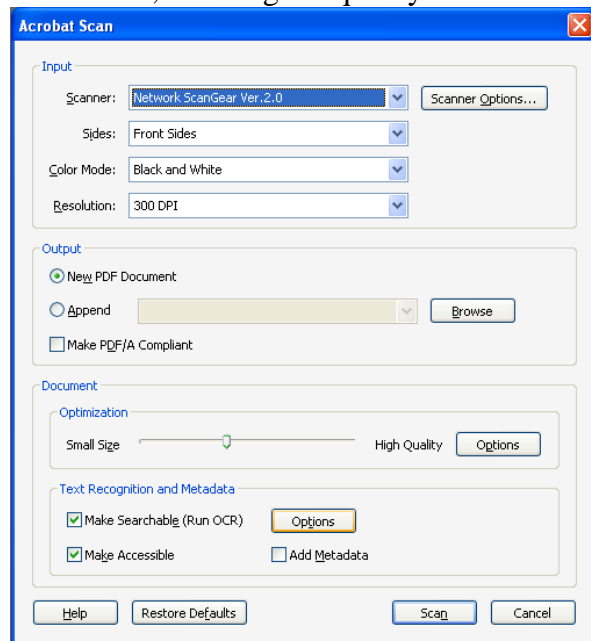
Color Mode: Black and White (TCNJ's Canon copiers do not scan in color)

Resolution: Use at least 300dpi

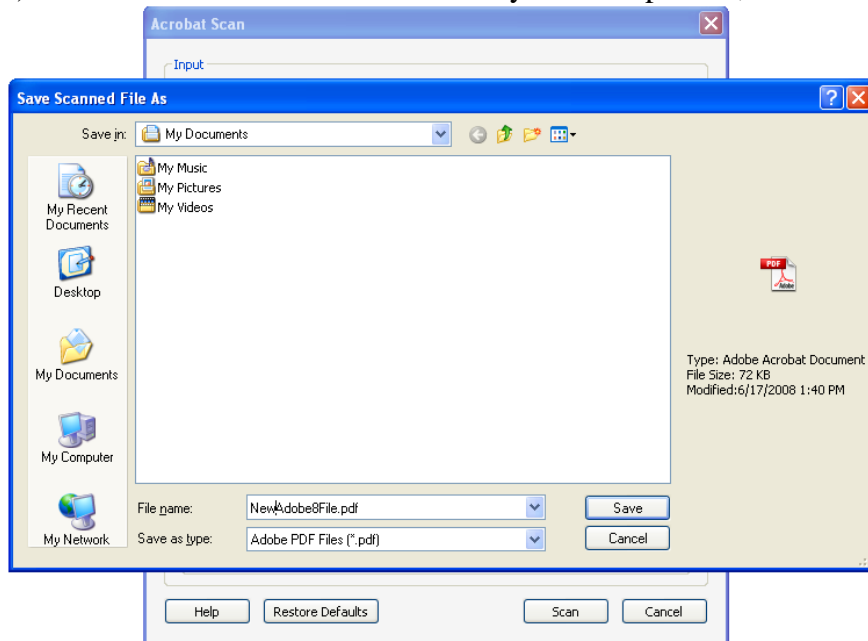
Output: Select **New PDF Document** to create a new .pdf file

Select Append to add on to an existing .pdf file you have created

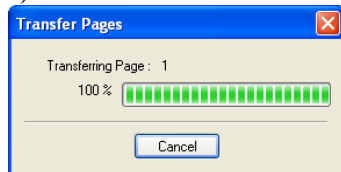
Optimization: Select the quality of the new .pdf file (high quality .pdf files are larger in size, reducing the quality of the file also reduces the size)



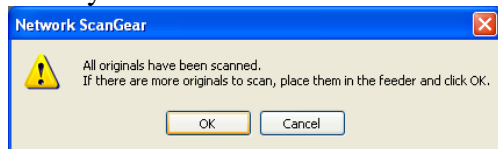
5) Select the location and file name of your new .pdf file, and click **Save**



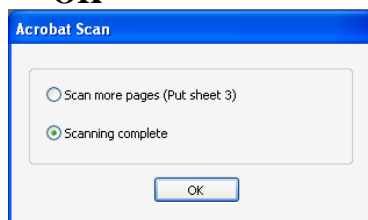
6) You will now see the Transfer Pages dialog box



7) If you are scanning from the Feeder you will see this box appear. If you have scanned in all of your documents click **Cancel**



8) Using the Platen or Feeder, select either **Scan more pages** or **Scanning complete** and click **OK**



9) You have now successfully scanned in a document with Adobe Acrobat via your departments Canon Copier. From here you can modify, export, and print the document.