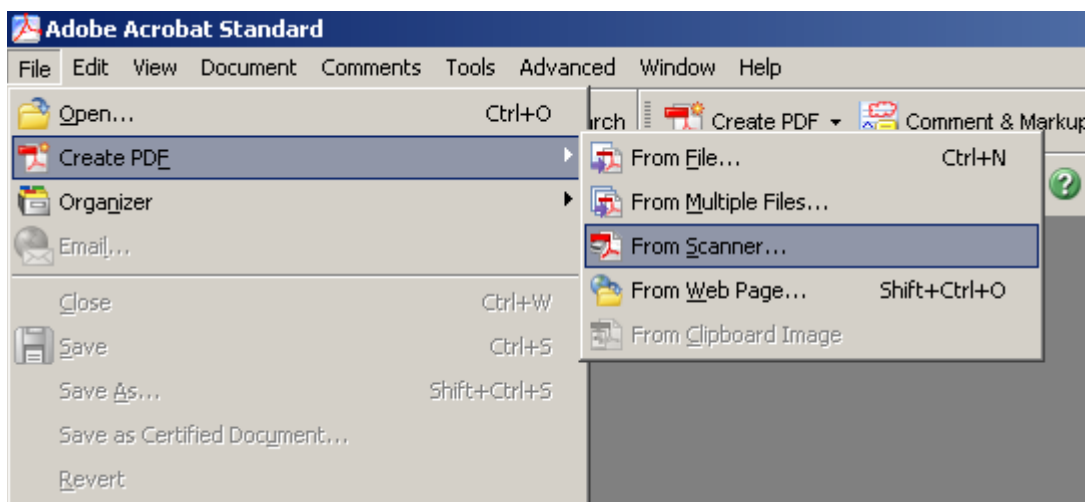


Scanning with Adobe Acrobat 7

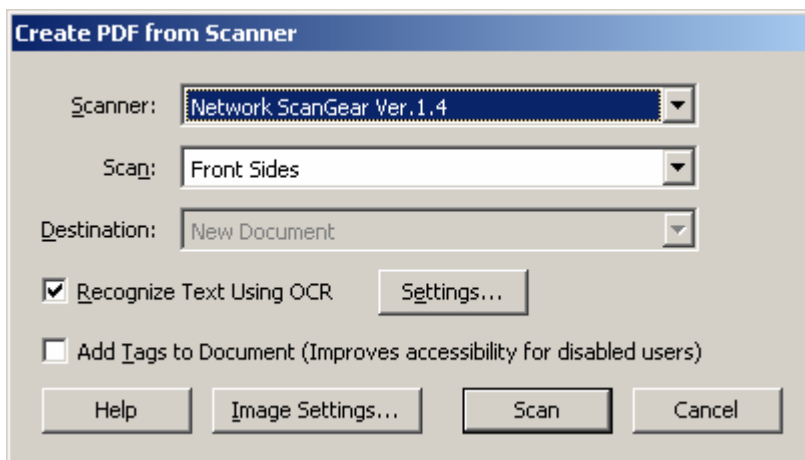
From a Canon Copier

* 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) Make sure Scanner is set to **Network ScanGear**, and then click **Scan**



4) Now select the appropriate settings for your document:

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

Resolution: Use at least 300dpi

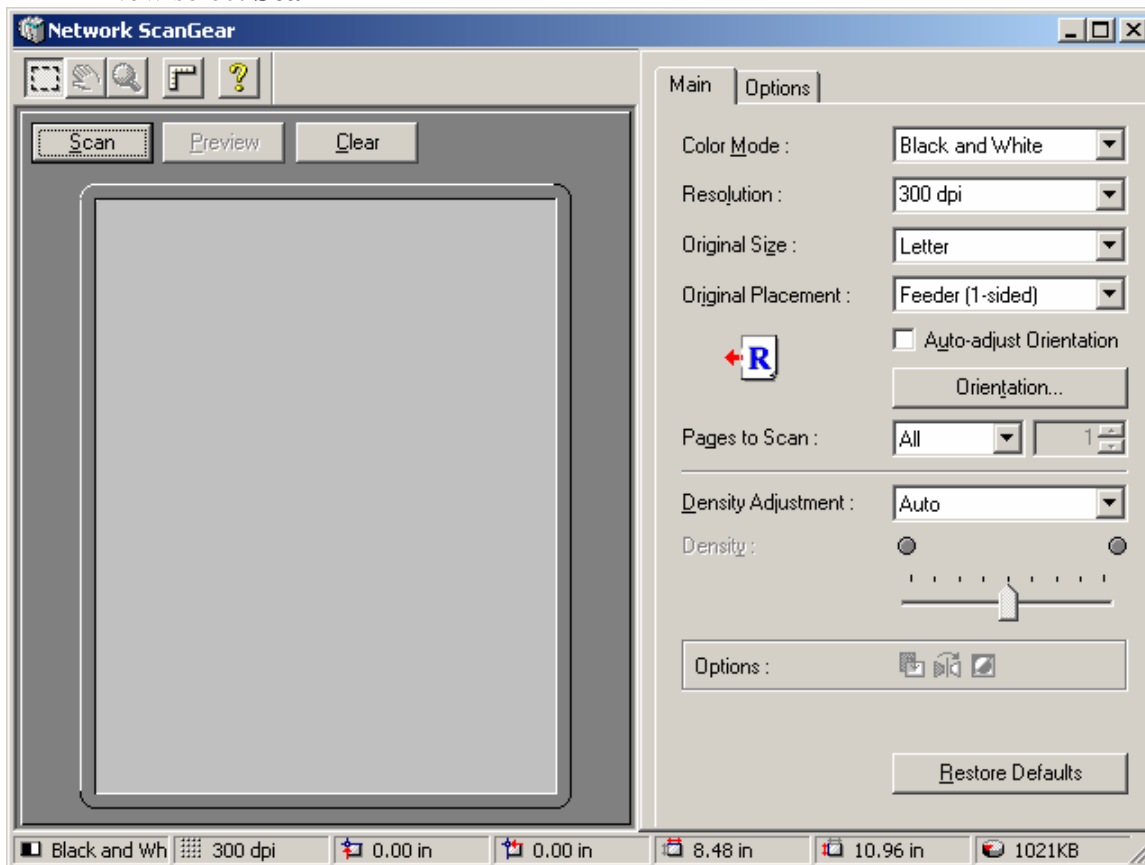
Original Size: Select the size paper you are scanning

Original Placement: *Platen* = Glass scanning surface on the copier

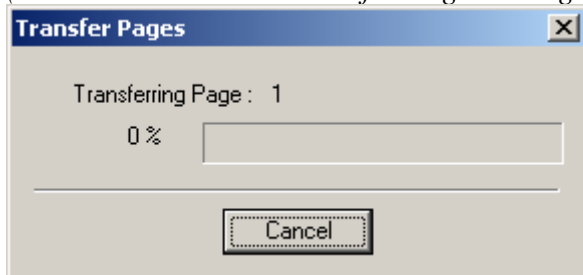
Feeder (1-sided) = Top feeder on copier, scans only the top side of the paper

Feeder (2-sided) = Top feeder on copier, scans the top and bottom sides of the paper

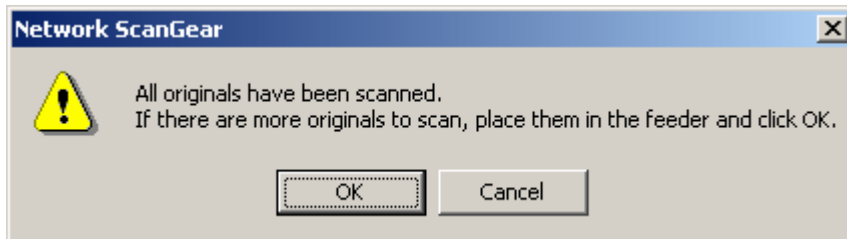
Now select **Scan**



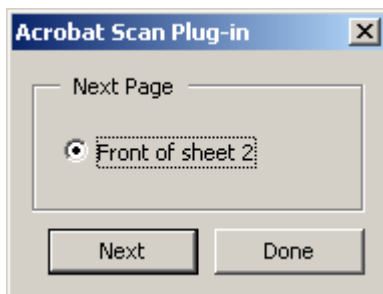
(You will now see the Transfer Pages dialog box)



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



6) Using the Platen or Feeder you will see this box pop up, here you will select **Done**



7) You have now successfully scanned in a document with Adobe Acrobat via your departments Canon Copier. From here you can save your document as a .pdf file.