

## Scanning Books/Magazines/Brochures into PDF with Flatbed Scanner

You can scan book chapters, magazine pages and brochures into \*.pdf files with Adobe Acrobat using the flatbed scanners located at stations 12, 14, 18 and 19. (For documents, use document scanners at stations 17 & 19).

### Scanning a book/magazine/brochure into a PDF file with Acrobat

*Make sure the scanner is turned on, then lay the page face down on the flatbed of the scanner.*

1. From the Start menu, open Adobe Acrobat 9 Professional.
2. Click on the button marked "Create PDF" (near the upper left-hand corner). From the drop-down menu, choose **PDF from Scanner > Custom Scan**.
3. Choose **EPSON Perfection V600 Photo** for stations 12 and 14, **Epson GT-15000** for station 18, and **Epson GT-20000** for station 19.
4. Click on **Options...** button, next to the drop-down menu. Choose **Show Scanner's Native Interface** from the User Interface drop-down menu. Click Ok.
5. Under Text Recognition and Metadata, make sure the boxes marked "Make Searchable (Run OCR)" and "Make Accessible" are both checked.
6. Click the Scan button. The scan window will open up. Enter the appropriate settings for your original document.
  - a. From the Mode drop-down menu, choose **Professional Mode**.
  - b. From the Document Type drop-down menu, choose **Reflective**.
  - c. From the Image Type drop-down menu,  
Choose **Black & White** if your original document is text.  
Choose **8-bit Grayscale** if your original document has black & white images.  
Choose **24-bit Color** if your original document has color pictures.
  - d. Set the Resolution to **200dpi**.
  - e. From the Target Size drop-down menu, choose **Original**.
  - f. For magazines or brochures with glossy pages, check the "**Descreening**" option.
  - g. Make sure the Scale is set to 100%.
  - h. Make sure the box marked "Thumbnail" is unchecked.
7. Hit **Preview** to see your document before scanning. If you wish to scan only part of the document, drag your cursor to create a selection box around that area. Hit **Scan**.
8. After the scan is complete, a pop-up window will appear. Select "**Scan more pages (sheet 2)**", click Ok.
9. Put the second sheet of your document (next page) on the bed of the scanner and repeat step 7, continuing through the subsequent sheets of your book/magazine/brochure.
10. After you scan your last page, select "**Scan is Complete**" in the pop-up box.
11. Go to File> Save on the top menu to save your PDF to SaveWorkHere folder.