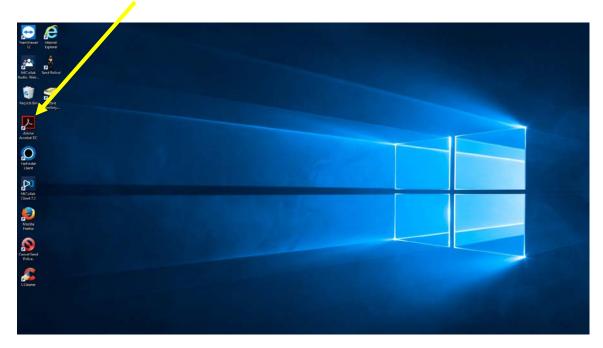
## **SCANNING THROUGH ADOBE ACROBAT DC**

1. Open up Adobe Acrobat DC (it should be loaded on your Desktop).



\*\*\*Below is the Icon to open Adobe Acrobat DC up.\*\*\*



NOTE: If the Adobe Acrobat DC icon is missing from your desktop, click into the "Type here to search" box in the bottom left corner of your desktop and begin typing "Adobe Acrobat DC" – in the possible matches, select the "Adobe Acrobat DC Desktop App."

2. With Acrobat DC open, click on "File" up at the top right corner.

File View Window Help Home Tools	
File Lists	Do More with Acrobat DC
Recent	
Sent	See what's new in Acrobat
Storage	Take an interactive tour of Acrobat
My Computer	Get the Acrobat Reader mobile app
Document Cloud	Export a PDF to Microsoft Word
Add Account	Watch a video to learn how to edit PDFs (1 mi

3. Click on "Create" and to the right of that click "PDF from Scanner," then click "Custom Scan."

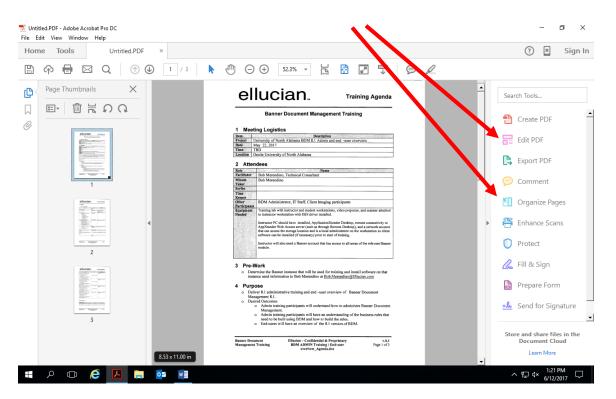
<u>Open</u>	Ctrl+O	1	1	?	🛛 🗶 Sig
C <u>r</u> eate	Þ	PDF from <u>File</u> Ctrl+N			
Save		PDF from <u>S</u> canner	The Autodetect Color Mode		
	Shift+Ctrl+S	PDF from Web Page Shift+Ctrl+O	🚹 Black & White		
Save as Ot <u>h</u> er	Þ	PDF from <u>Clipboard</u>	Grayscale		
Export To	+	Combine Files into a Single PDF	🔁 <u>C</u> olor Document		
Send File	+	Create Multiple PDF Files	🚡 Color <u>I</u> mage		
Revert		Create F <u>o</u> rm	Custom Scan		
		PDF Portfolio	Configure Presets		
	Ctrl+D			Size	Date View
Print	Ctrl+P			12 KB	5/25/20
1 C:\Users\pbray\Desktop\test4.p	df			323 KB	5/25/20
<u>2</u> C:\Users\pbray\Desktop\test2.p	df				
3 C:\Users\pbray\Documents\TES	T BDM page.pdf			19 KB	5/25/20
4 C:\Users\pbray\Desktop\test3.p	df			69 KB	5/24/20
View All Recent <u>Files</u>					
	Ctrl+Q				

- 4. Choose the Scanner that is configured to your PC or Laptop. For scanning, make sure your settings are listed below:
  - a. Sides: Front Sides or Both Sides.
  - b. Color Mode: Black & White, unless you need Color on certain document(s).
  - c. Resolution: 300 DPI
  - d. Paper Size: Letter

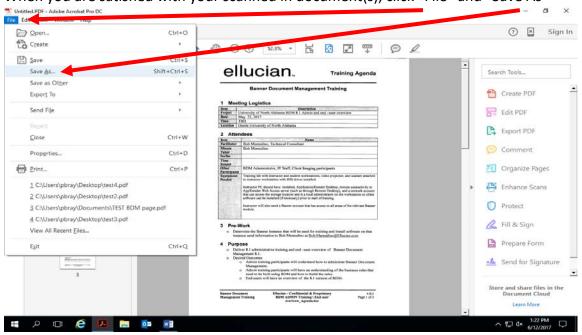
Sc	anner: FUJITSU fi-5220Cdj	×	Options
	Sides: Front Sides	~	
Color N	Node: Black and White	~	
Resol	ution: 300 DPI	~	
Pape	r Size: Letter	~	
	Width: 8.5 in	Height: 11 in	
	Prompt for scanning more	re pages	
Output			
New	PDF Document		
	Multiple files More O	ptions	
ОАрр	end to existing file or portfoli	io	
ge.pdt	ect:	$\sim$	Browse
Docume	nt Settings		
Opt	mize Scanned PDF		
Small S	ize	High Quali	ty Options
Rec	ognize Text Options		
□ Mak	e PDF/A-1b compliant	Add Metadata	
Help	Defaults	Scar	Cancel
E Link OFF   Cl	ear Recent Files		

5. After choosing your scanner settings, click "Scan."

6. After Adobe finishes scanning, it will generate the page thumbnails, showing all the scanned document(s). You then have the option of deleting, inserting more document(s), moving documents(s) page(s) around, and rotating the document(s).



7. When you are satisfied with your scanned in document(s), click "File" and "Save As"



8. On "File Options" Click the checkbox "Reduce File Size". Then save the document to either your "Desktop" or "Documents" folder.

