
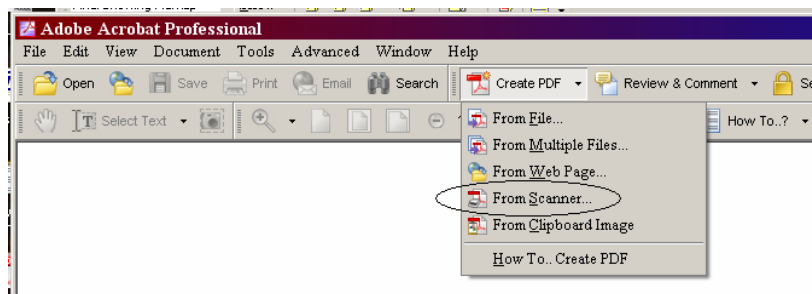




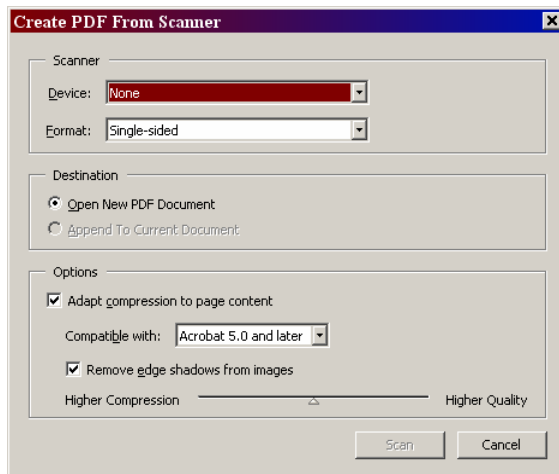
SCANNING DOCUMENTS AS ADOBE PDF FILES

1. Launch Adobe Acrobat, either from the desktop icon  or from **Start | Programs | Adobe Acrobat 6.0 Professional**. (Note: The current workstation version is Adobe Acrobat 6.0 Professional.)
2. Place document in scanner.
3. From the Adobe Acrobat Professional desktop, click on **Create PDF** to bring up a list of options:



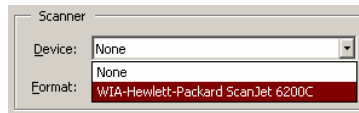
(Note: This option is also available under **File | Create PDF**.)

4. Select **From Scanner...** to bring up the following dialogue box:



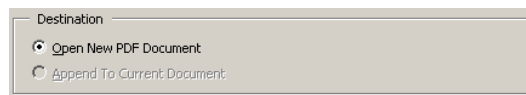
Scanner

- Device: - This drop down brings up a list of installed scanners. By default, the options will be None and the installed scanner(s).
- Format: - Single-sided or Double-sided scanning.



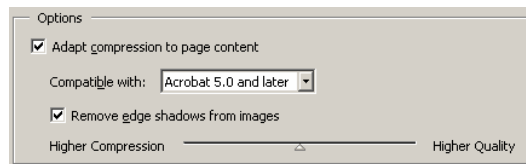
Destination

- Open New PDF Document – Default option.
- Append To Current Document – This option is only available if a PDF document is opened at the time of scanning. It allows appending a scanned image to the currently opened document.



Options

- Adapt compression to page content – By default, pages are adaptively compressed for compactness and edge shadows are removed.
- Compatibility with the latest version of Acrobat will yield the smallest file size. Adobe has designed adaptive compression for 300 dpi grayscale and RGB or 400 dpi for black and white images.
- The slide bar is for manually setting compression and quality. The default value will give compact pages with good quality. If a higher quality is desired, then adjust the slider accordingly. Higher quality scans will result in large file sizes.

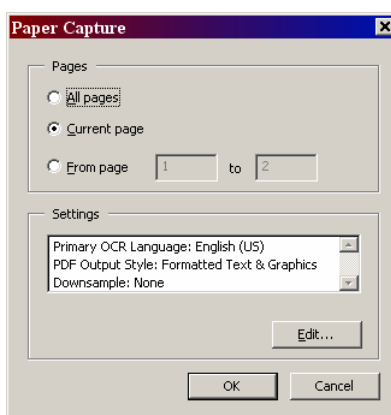


5. Click the  button to continue.

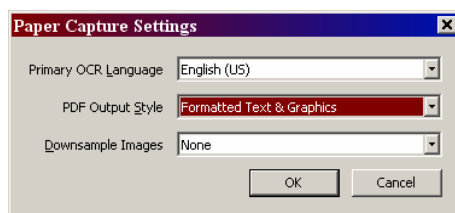


USING ADOBE ACROBAT'S OCR FUNCTIONALITY

1. Launch Adobe Acrobat and open the file to be processed.
2. From the Document menu, select Paper Capture | Start Capture...
3. This will bring up the following dialogue box:



4. Click **Edit...** to modify the capture settings:



Primary OCR Language – Defaults to the language that Adobe was installed with. In most cases, this would be English (US).

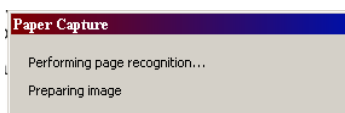
PDF Output Style –

- Searchable Image (Exact) – Keeps the original image in the foreground and searchable text behind the image. This option results in the largest file size of the three styles but will preserve the integrity of the original document while providing searchable text.
- Searchable Image (Compact) – Applies compression to the foreground image to reduce file size. This setting will also result in a lower image quality.
- Formatted Text & Graphics – This option reconstructs the page using recognized text, fonts, and graphics. This setting produces the smallest file size but also takes the longest time.

5. Click **OK** to exit the **Paper Capture Settings** window.

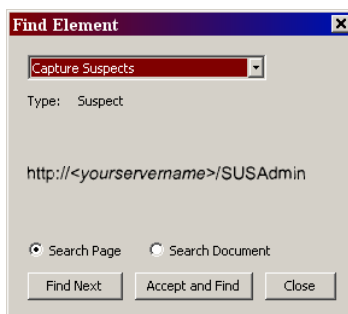


6. Click **OK** to start the conversion.
7. A dialogue window will appear:



showing the status of the conversion.

8. Once the conversion is finished, proof the document by selecting **Document | Paper Capture | Find First OCR Suspect**. This will bring up the following dialogue box:



9. All suspect words will be enclosed in a text box. Click on the text box to edit the text. If the text is correct or the suspect text has been modified, then click **Accept and Find** to go to the next suspect. Repeat for the rest of the document.

to the administration site and get the error **http**500-12: App your browser.



10. Close the **Find Element** window when finished.
11. Save the file. At this point, the file can be saved as a PDF or another format, like a Word document. Available file formats are listed in the **Save as type** drop down when using the **Save As** command.