

Baylor Law Technology || Scanning to PDF

Scanning Instructions

There is a sheet feed scanner available on the 1st Floor of the library in the reserve area.



Please use care when using the scanner to prevent breakage. Before logging into the computer to which the scanner is connection, please power on the scanner using the power button in the lower left front of the scanner.



Log in to the computer to the right of the scanner.



Please note that the scanner can be used either with the sheet feeder or as a flat bed scanner. Please

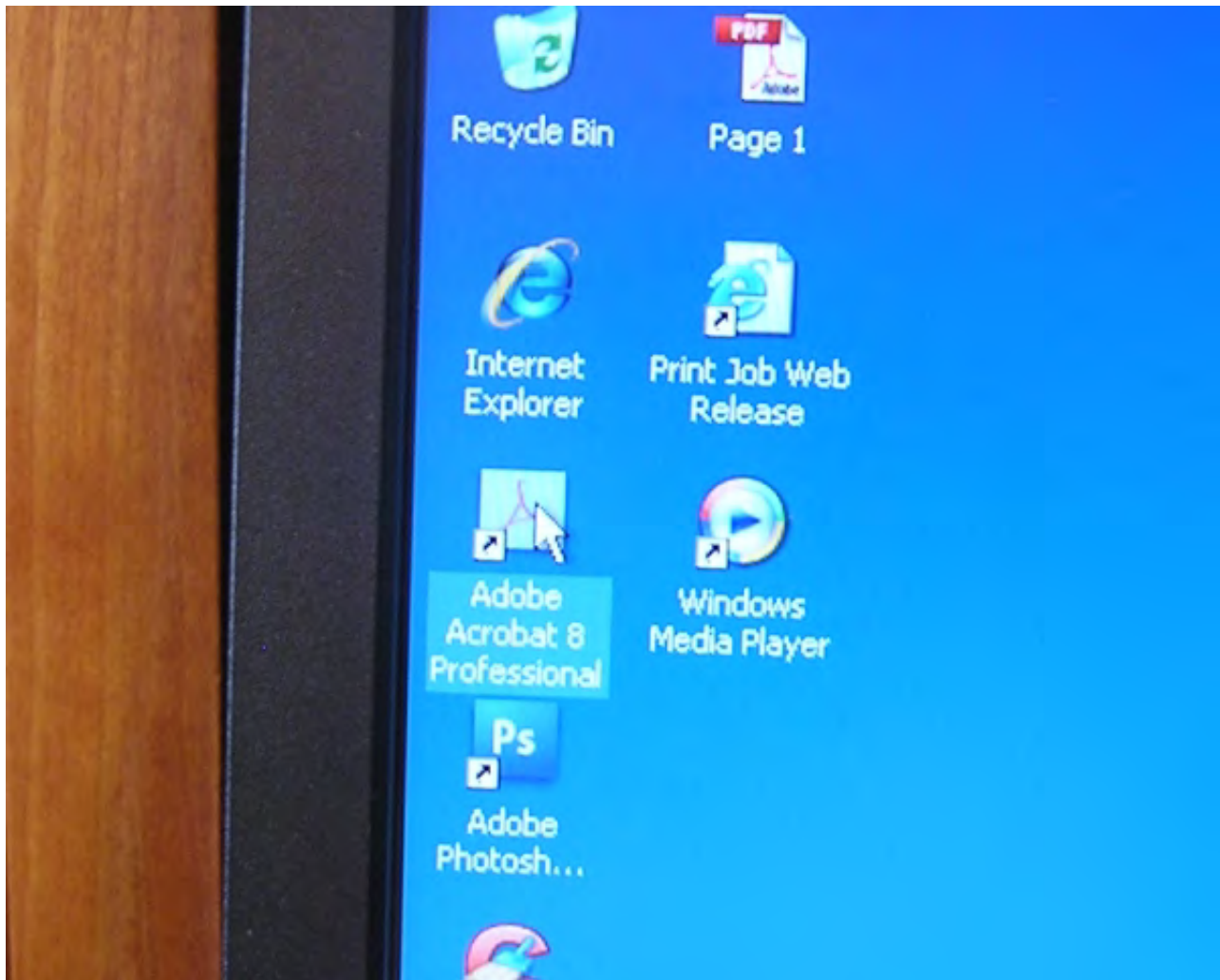
prevent the sheet feeder cover from dropping on to the scanning surface.



The scanner's sheet feeder system should not be loaded with more than 100 pages.

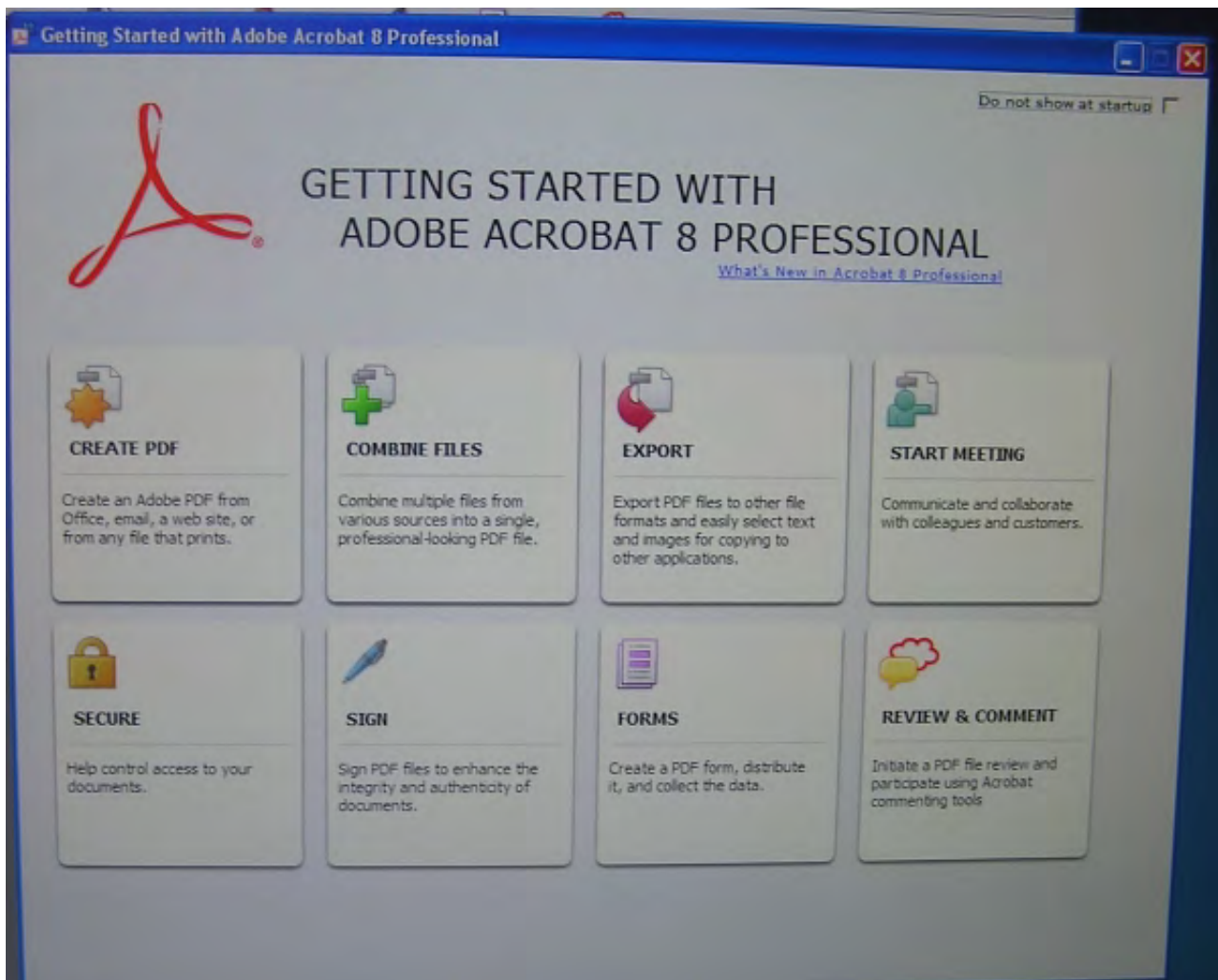


On the desktop, open the Adobe Acrobat Professional program.

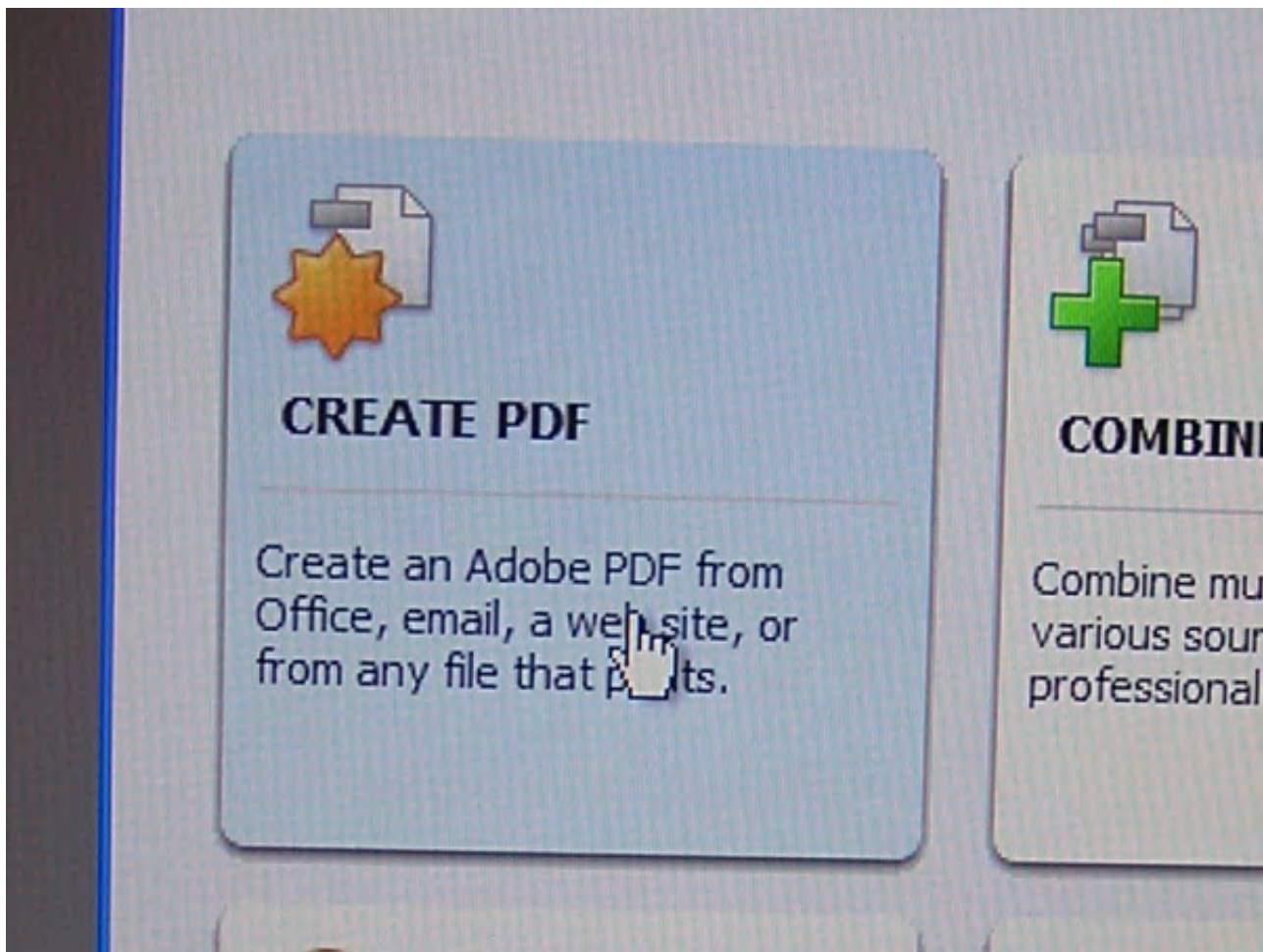


The next paragraph contains helpful links.

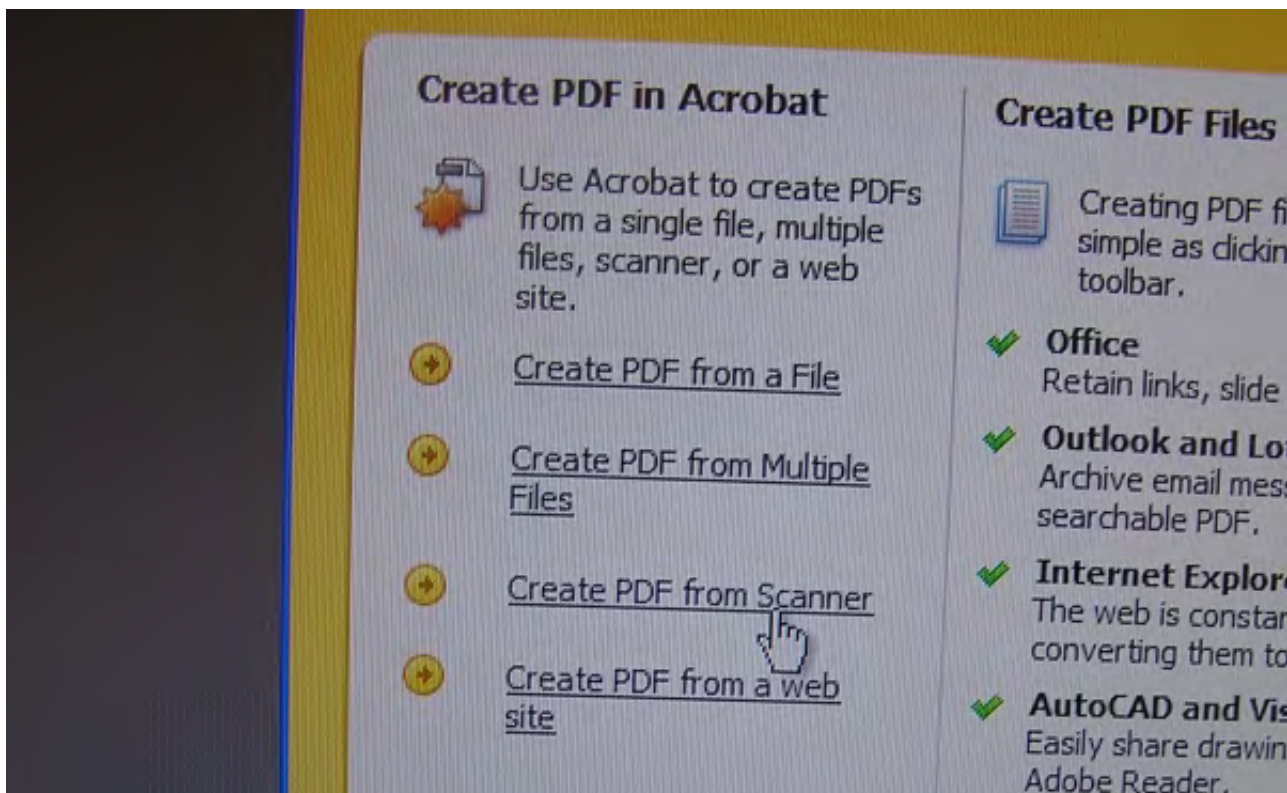
When Adobe has completed loading, it should display this quick link window. For the first example, a pdf will be created from a two sided document. The second example below illustrates the method to [scan one sided](#) documents. The third example illustrates how to combine documents into one PDF file.



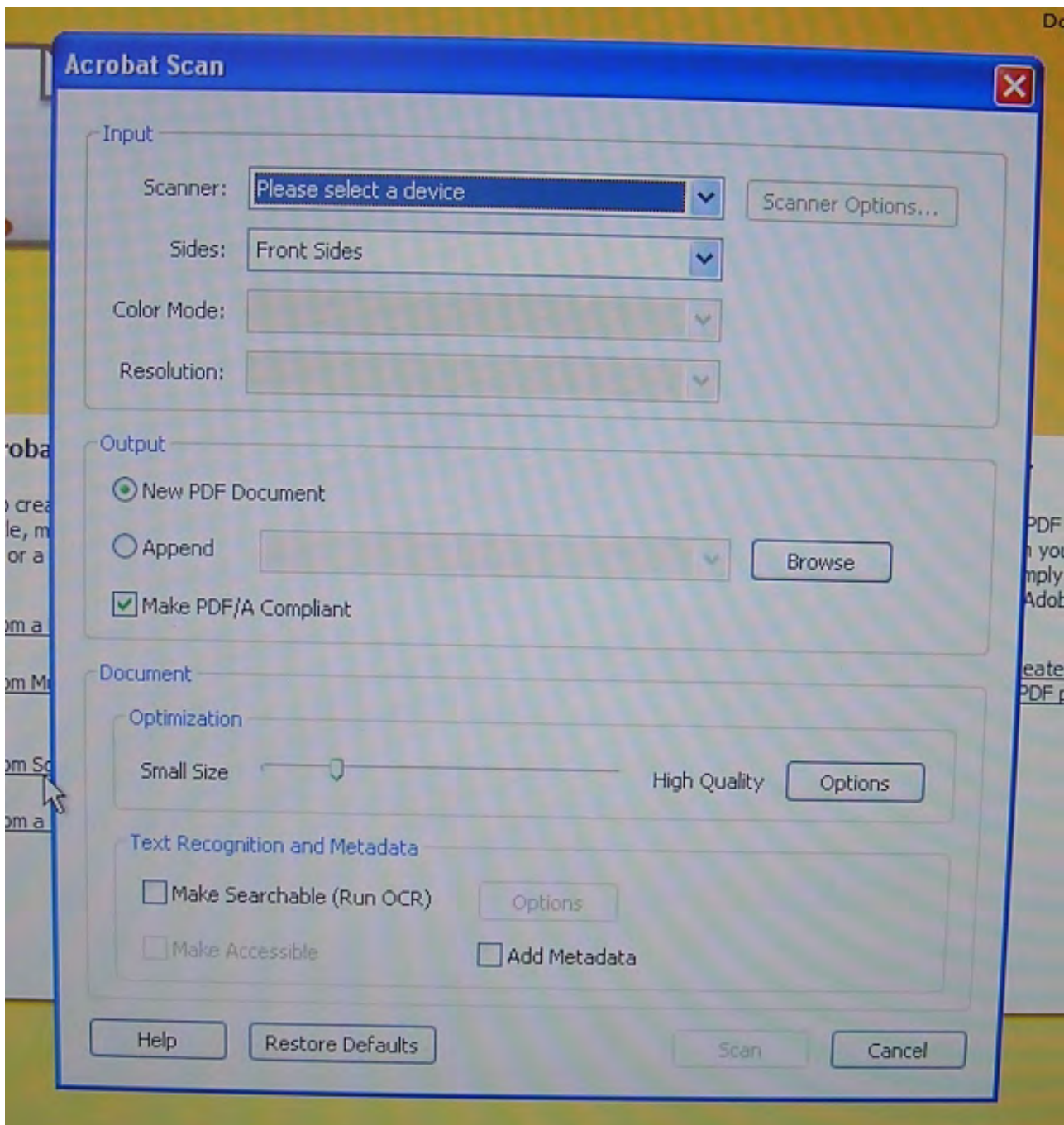
Click the Create PDF button.



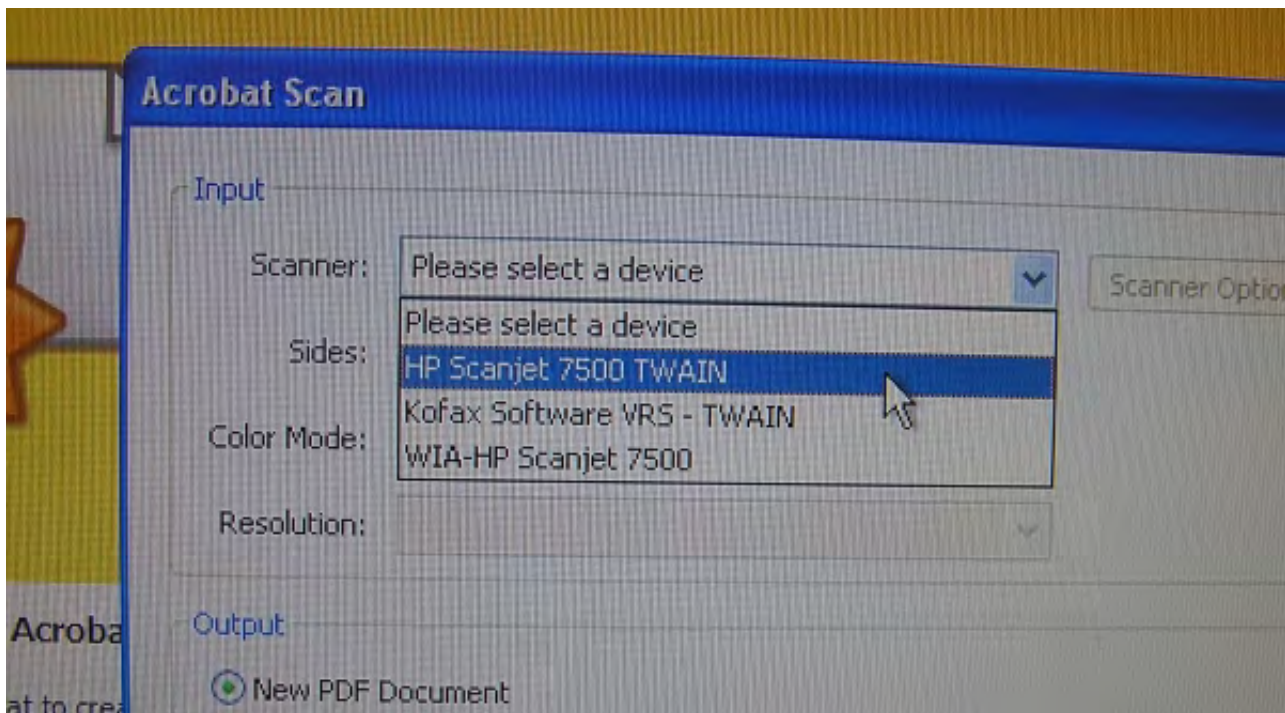
Click the "Create PDF from Scanner" link on the left side of the pop up window.



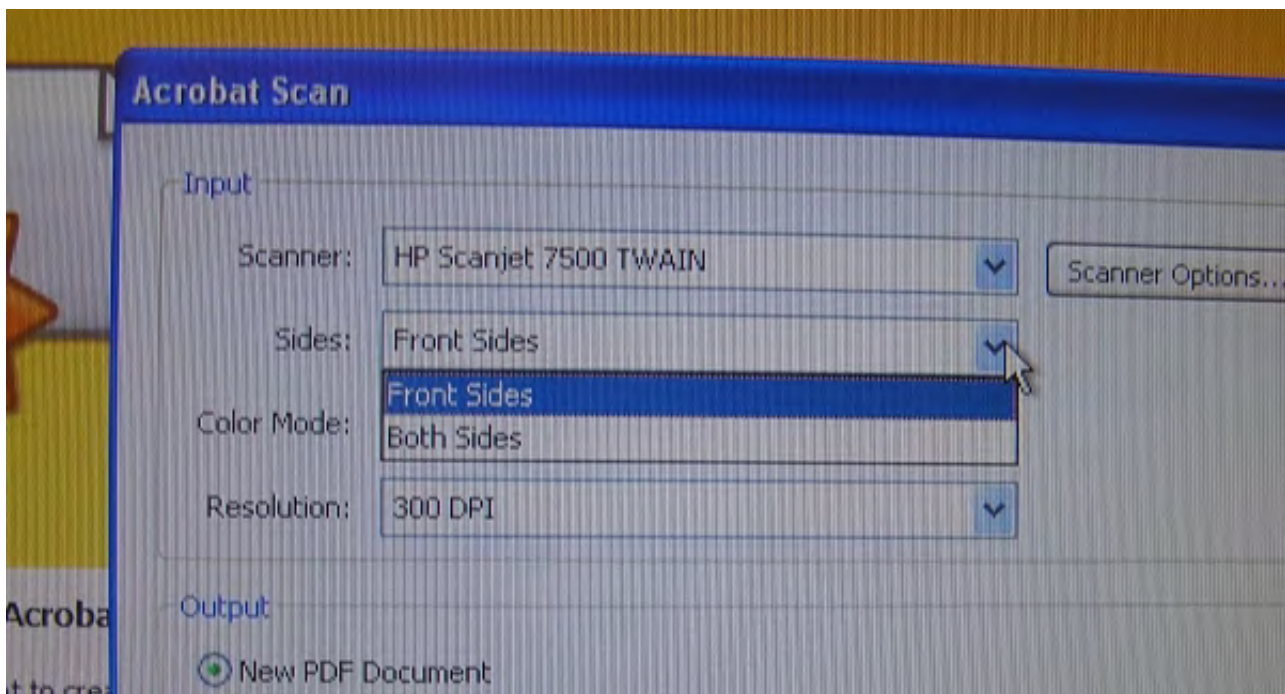
The Scan options window will open.



Click the drop down button to the right of "Scanner" at the top and select "HP Scanjet 7500 TWAIN".



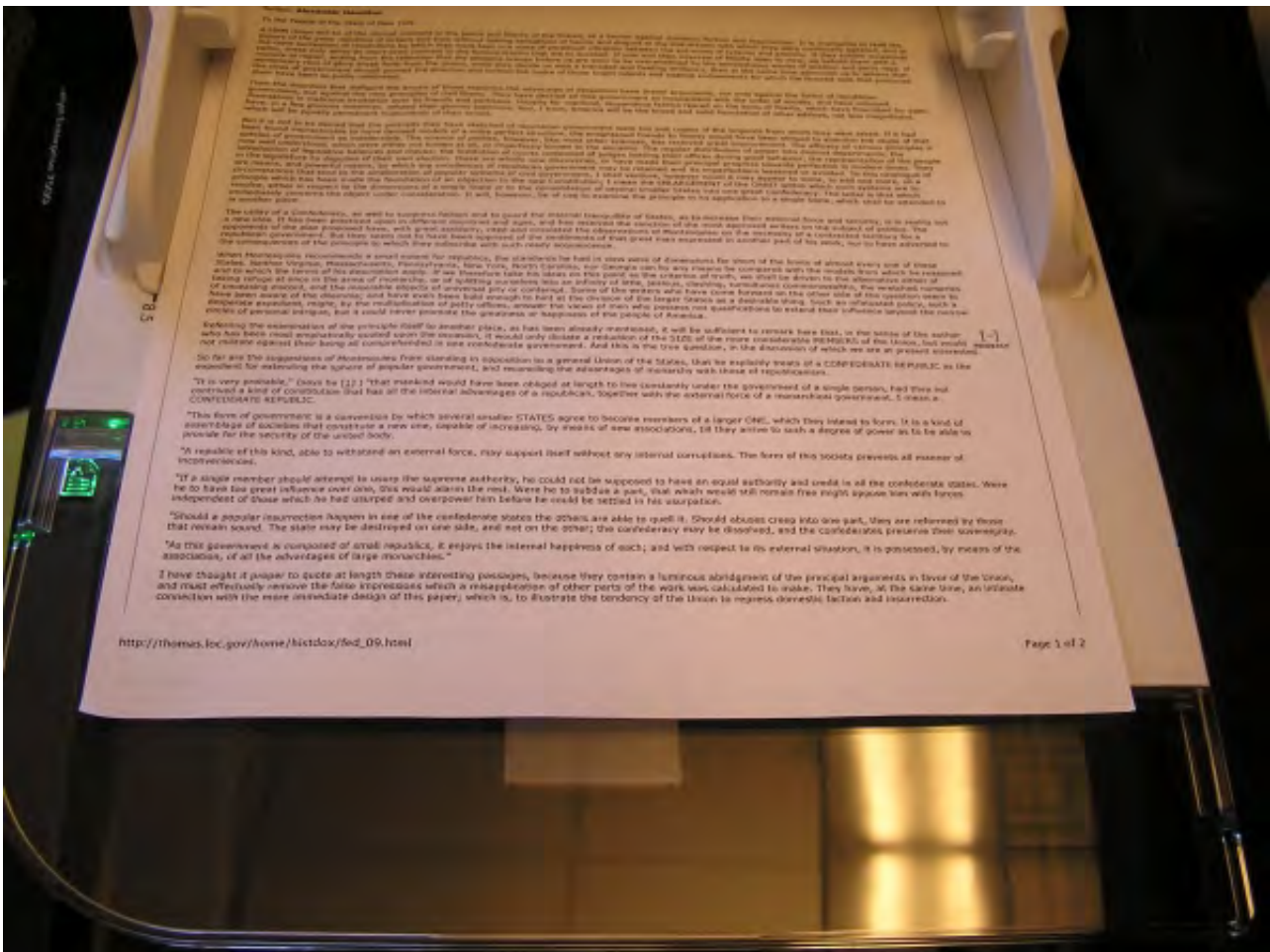
Click the drop down button to the right of "Sides" and select "Both Sides".



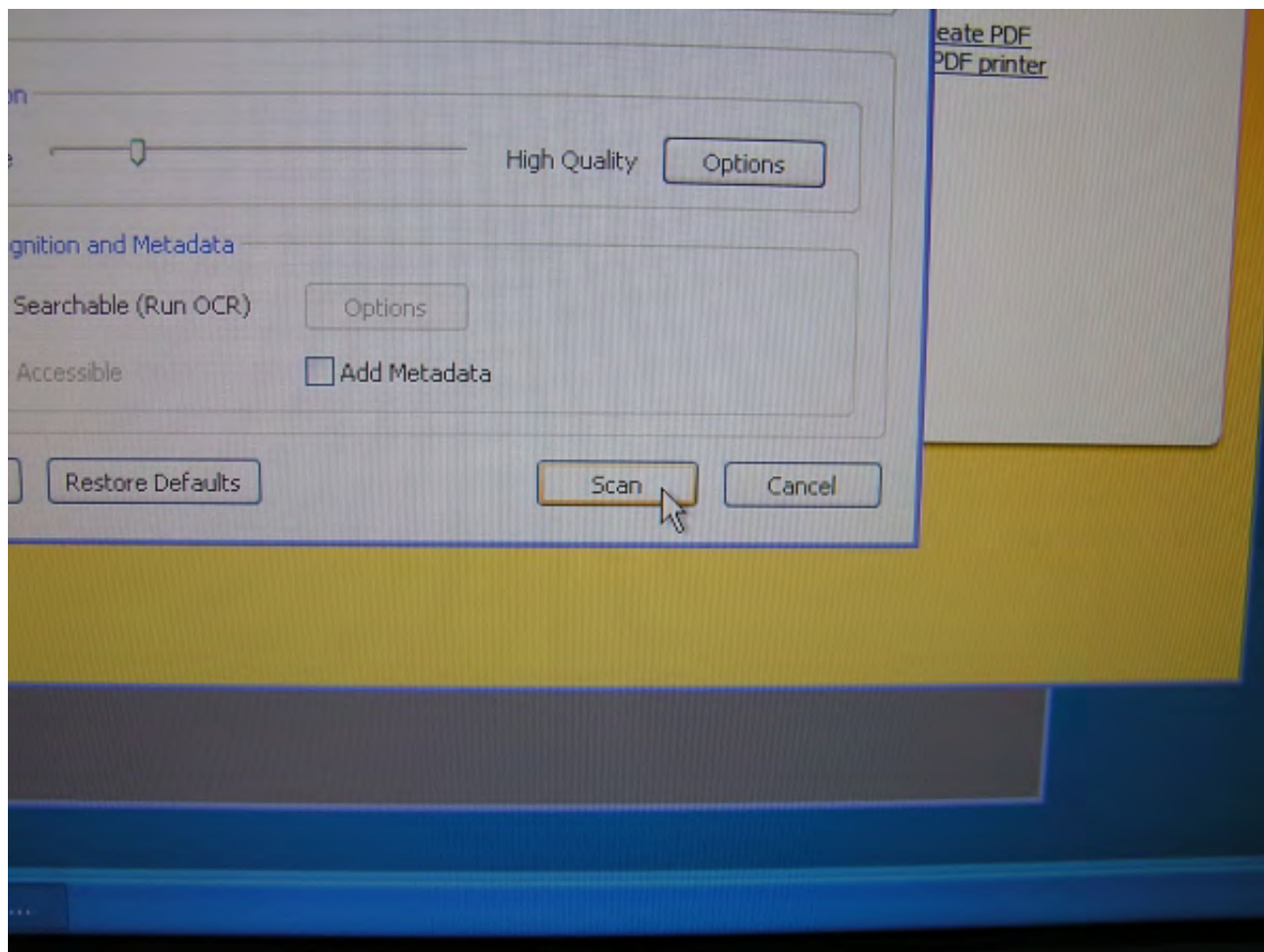
On the sheet feeder the illustrations show that the papers should not have staples or paperclips, and that the document should be face up, with the top edge positioned at the sheet feeder input. It shows that the adjustable guides should be set to the width of the document being scanned. Setting the guides at 8.5 inches is typical.



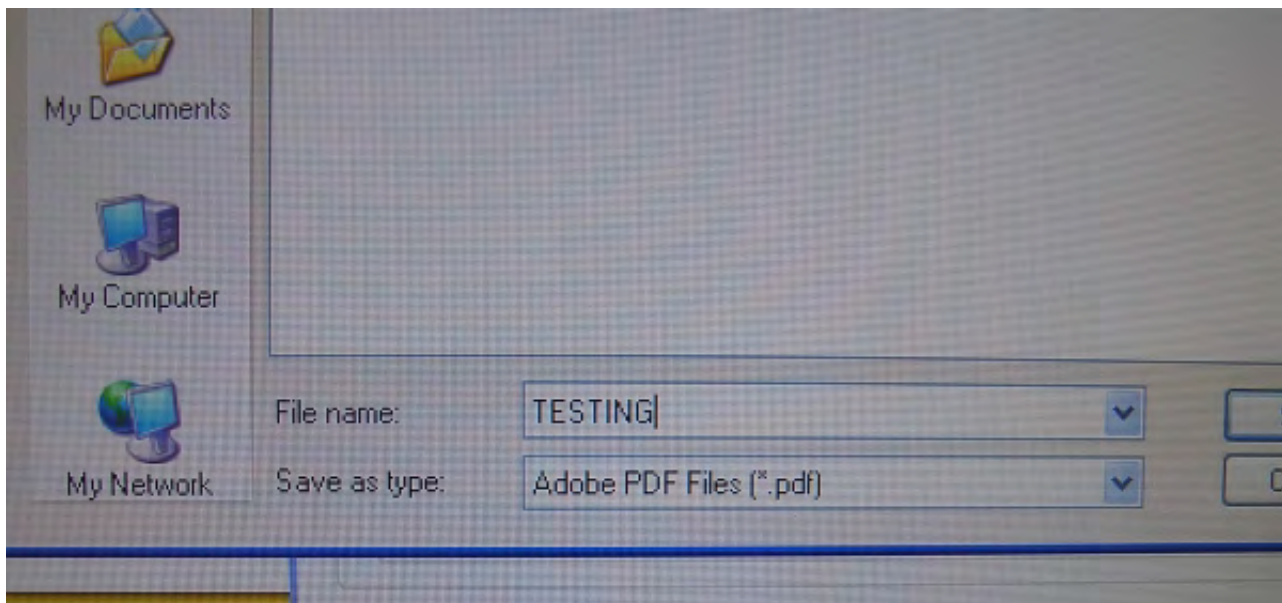
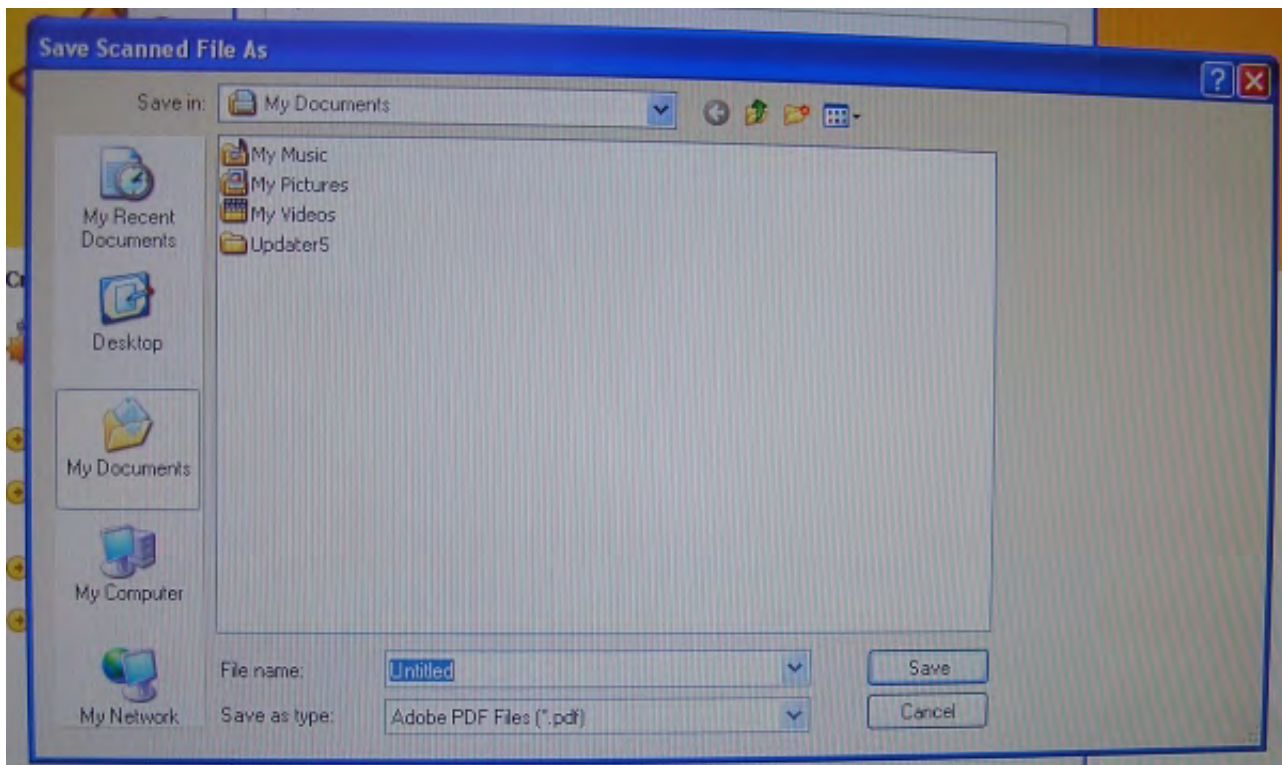
When the document has been placed into the sheet feeder, the green light will illuminate on the left side of the sheet feeder tray, as seen on the left side of this image.



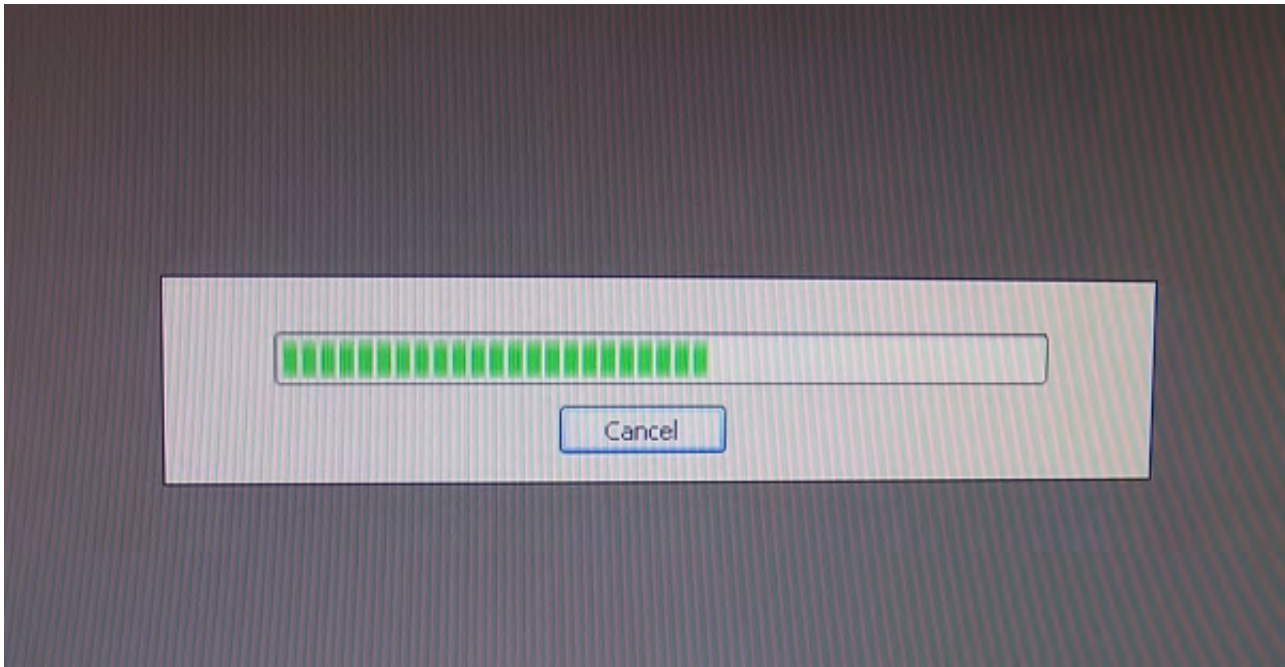
At the bottom of the Scan options window, click the "Scan" button.



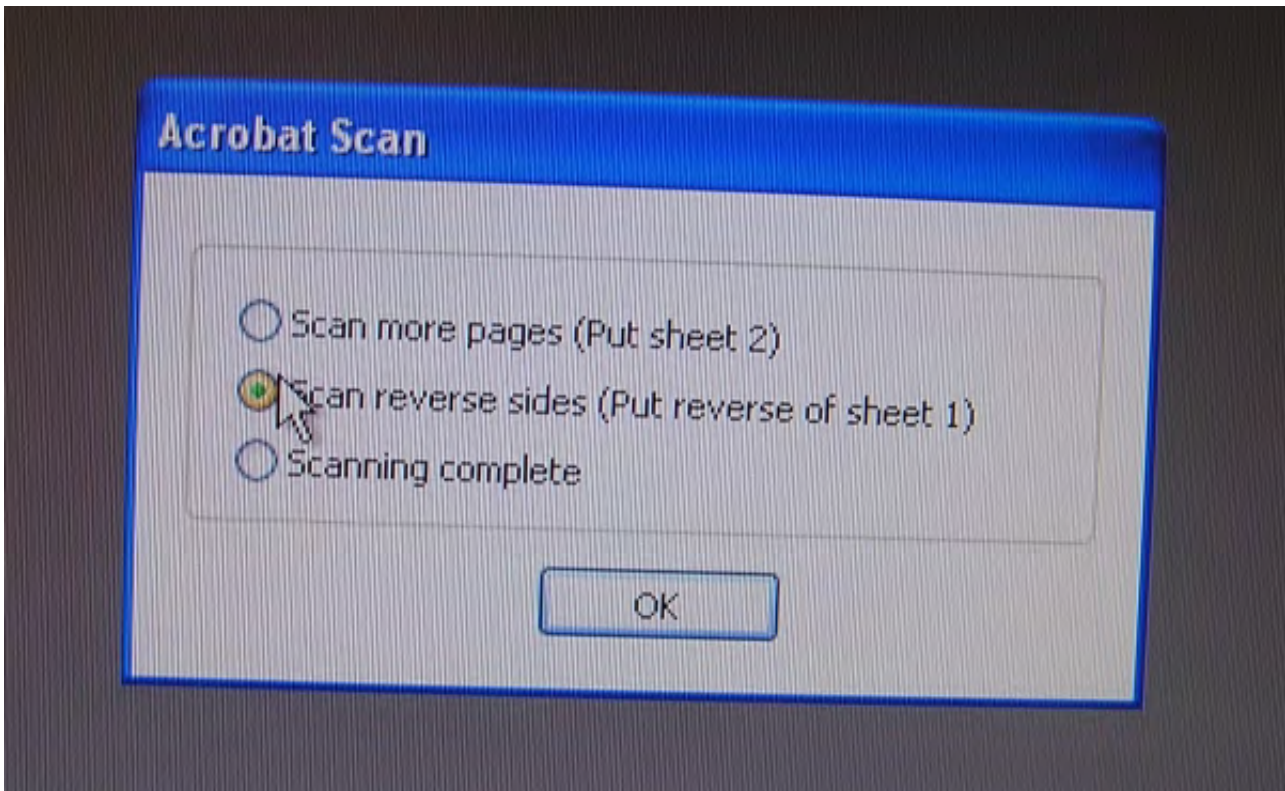
The "Save Scanned File As" window will pop-up. It is recommended that you change the "Save in:" field from "My Documents" to "Desktop". Remember that after a restart of the computer lab machines, all documents, changes, etc., will be purged from the machine and will no longer be available. You can save to the Desktop and then transfer to a USB memory stick or email it to yourself. You may also save directly to a USB memory stick.



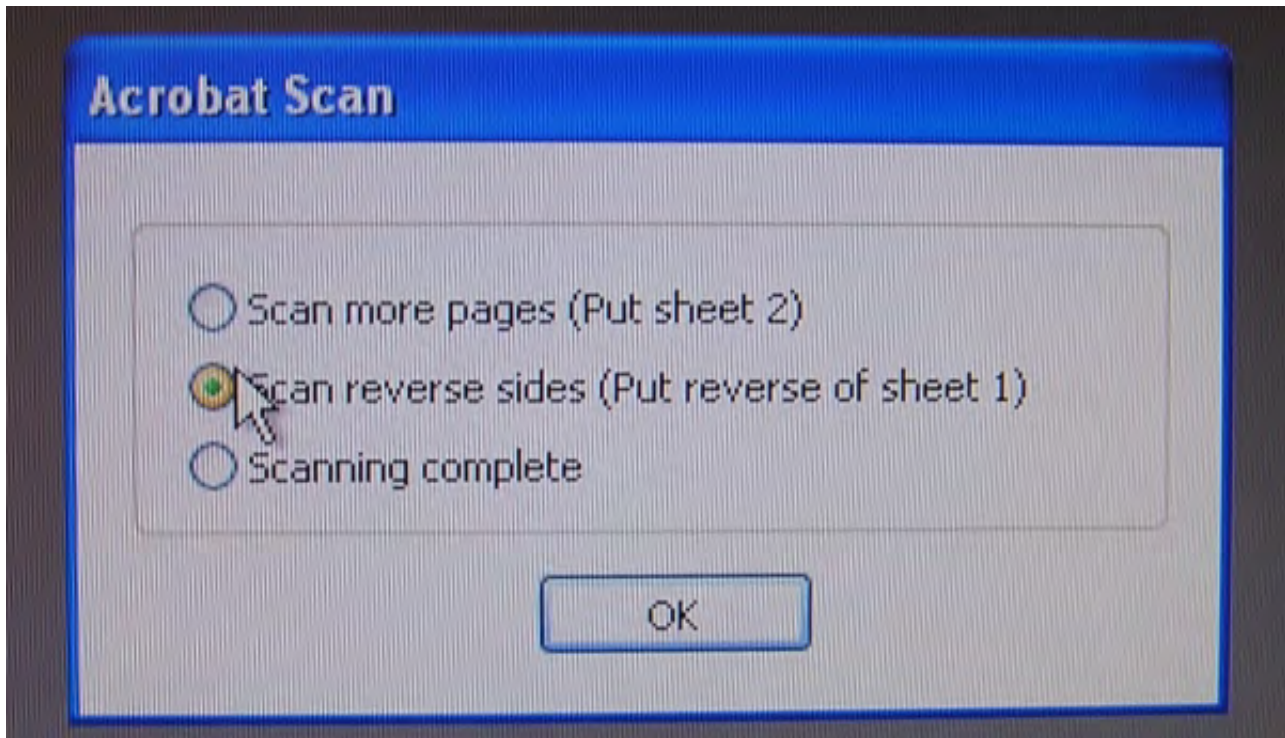
Enter the file name into the "File name:" field at the bottom and click the "Save" button.



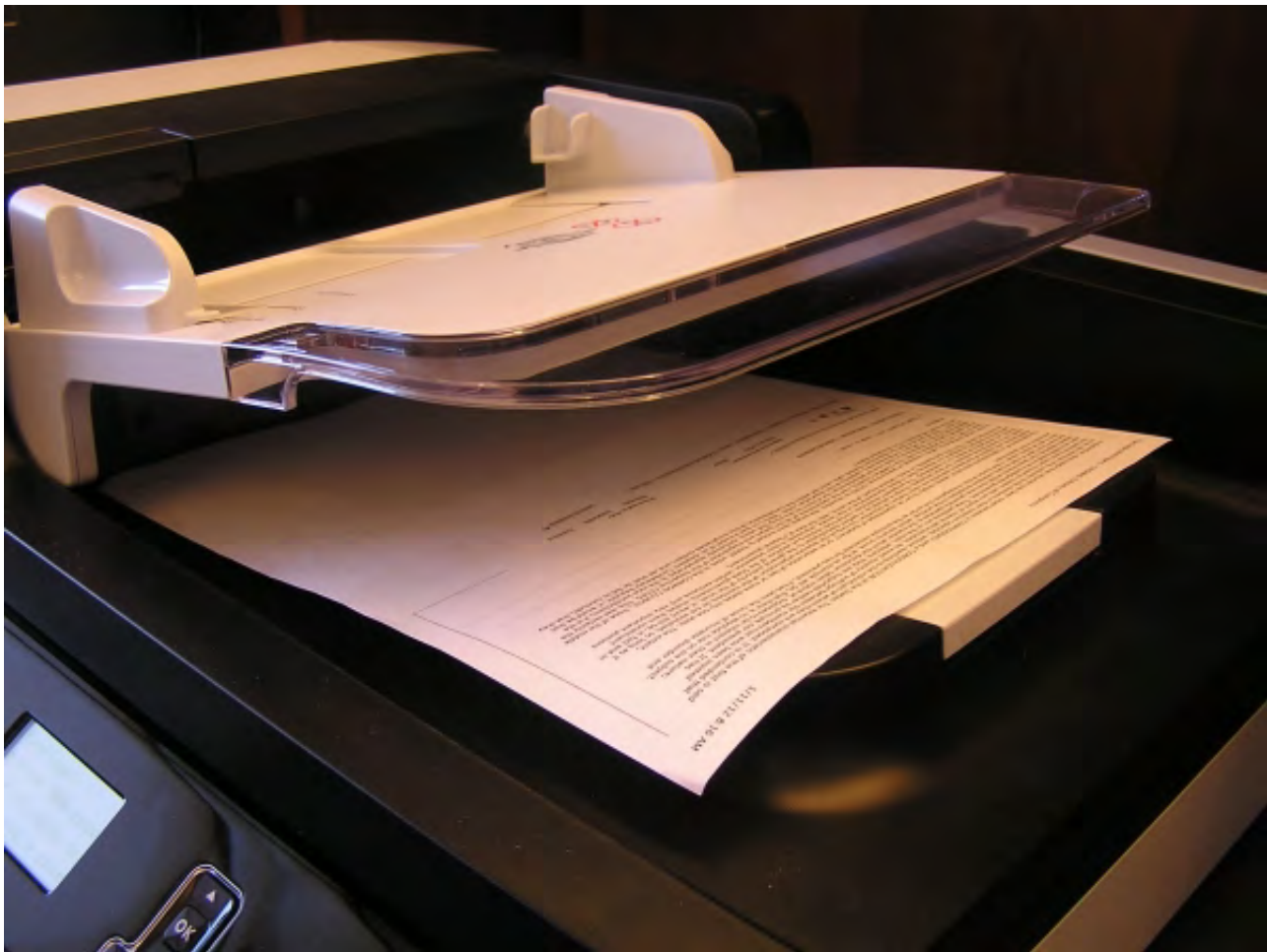
Depending on the number of pages, progress will vary.



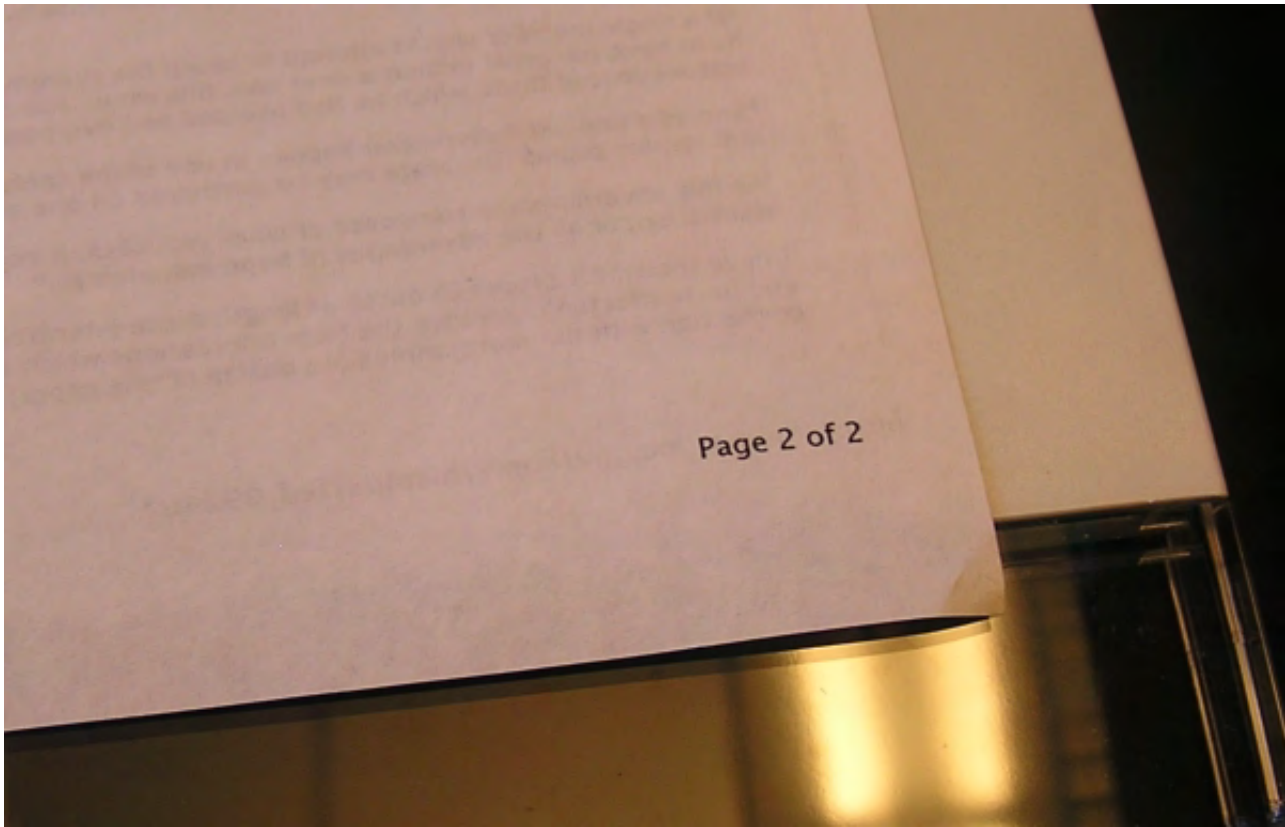
Once the first side of the document has been scanned, a pop up window will ask you to indicate if you wish to scan more pages (in the case that the document has exceeded 100 pages), scan the other side of the document, or if scanning is complete. Select the "Scan reverse sides" BUT DO NOT PRESS THE "OK" BUTTON YET.



Remove the document from the lower tray of the sheet feeder.



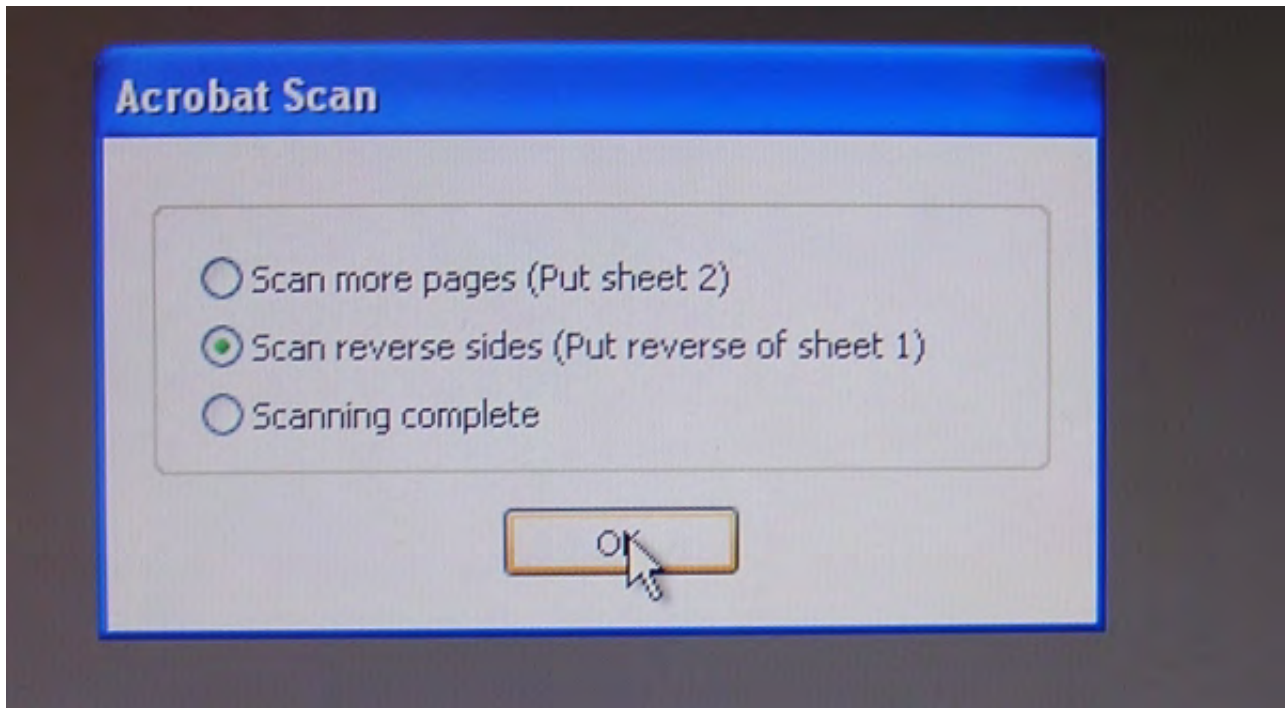
Place the document FACE DOWN in the upper feed tray.



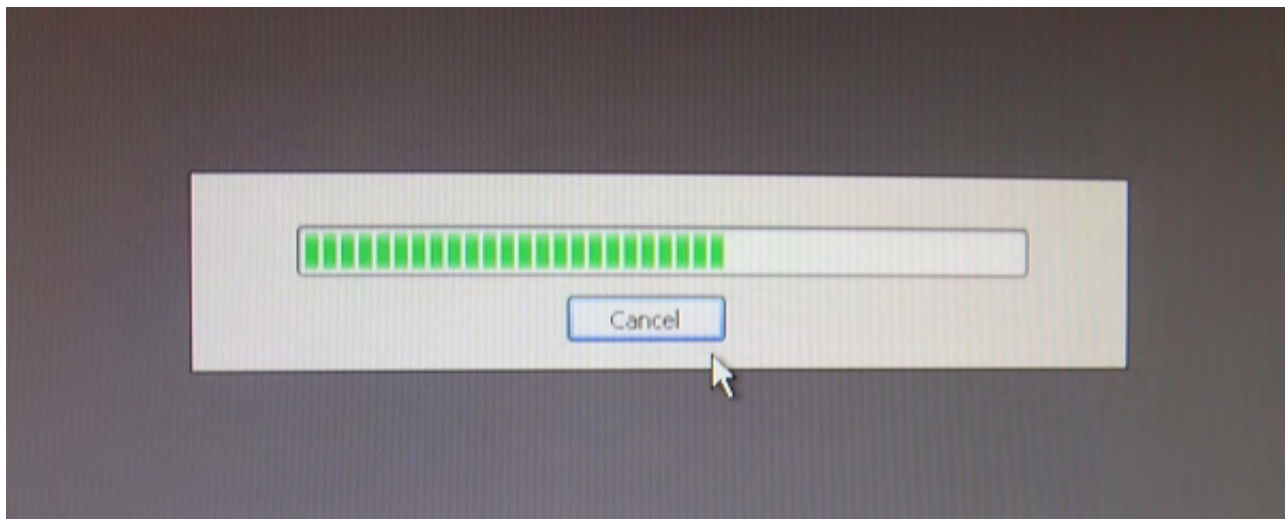
Be sure to check for the green light.



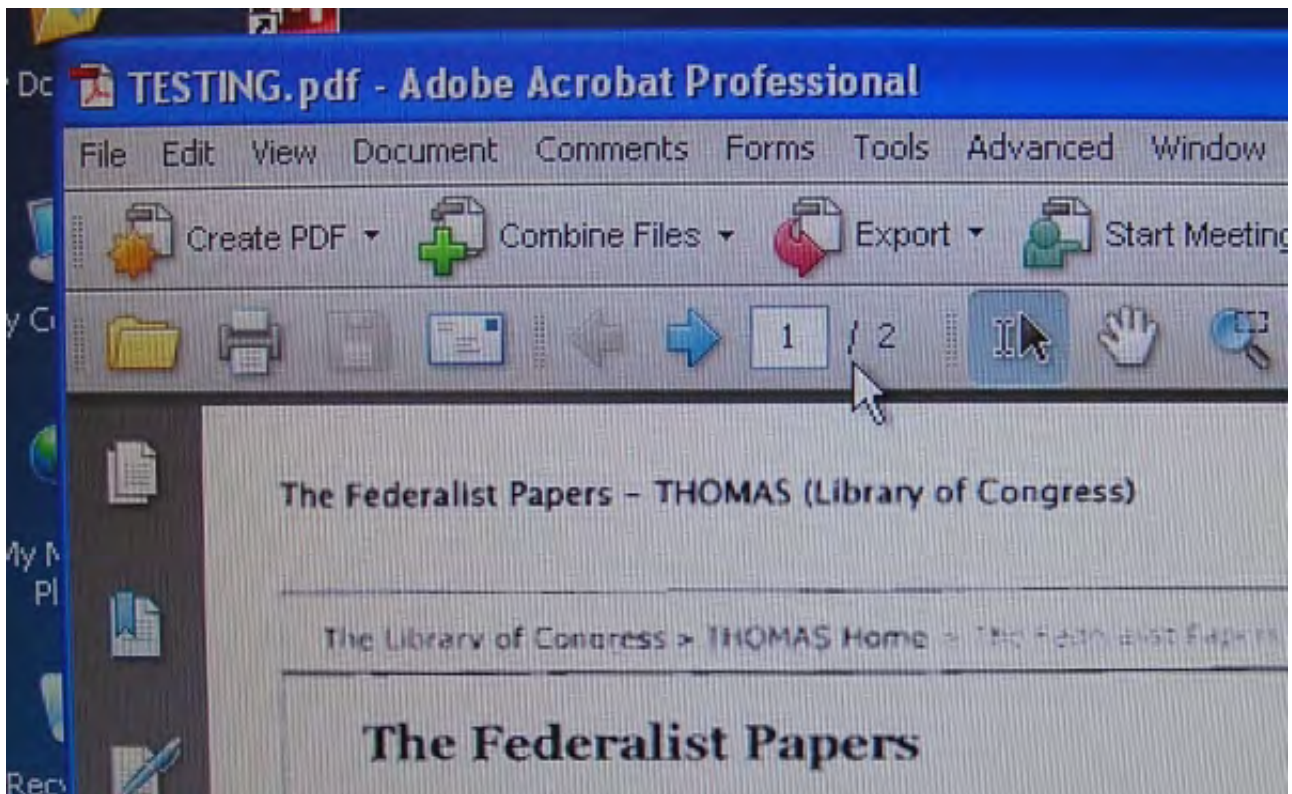
Click the "OK" button on the scanning pop up window.



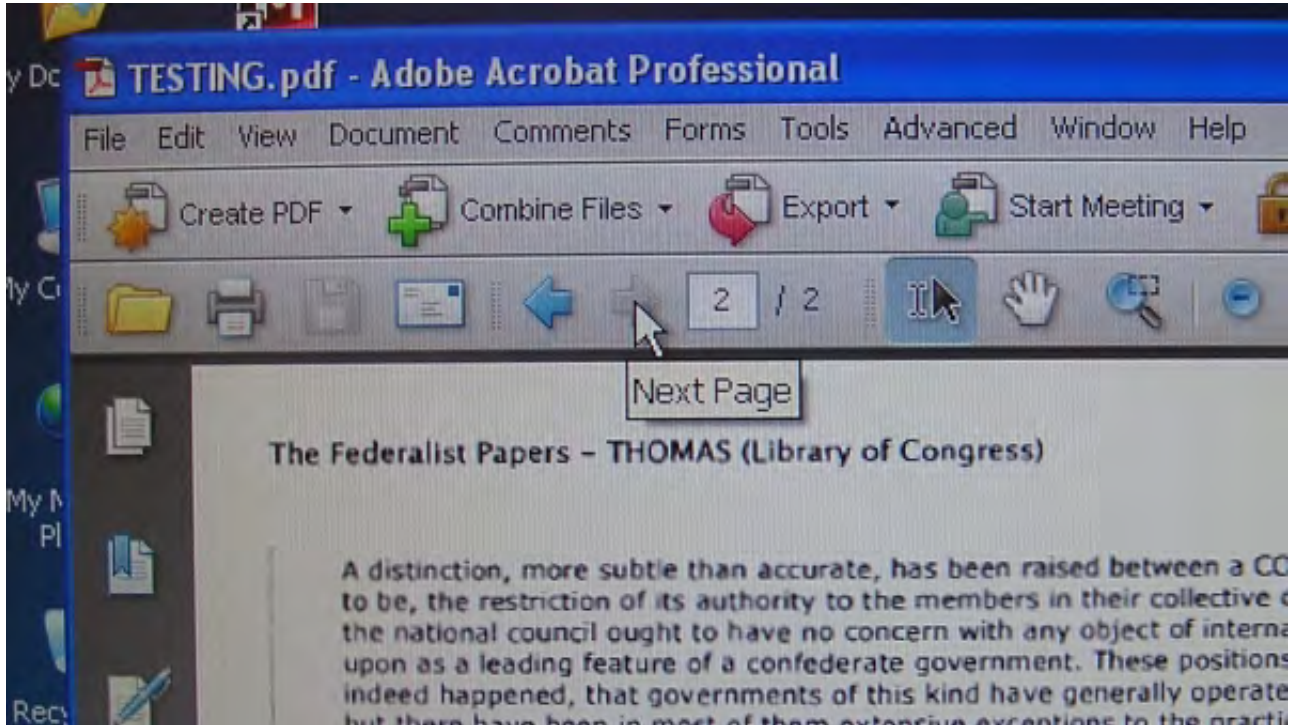
The progress for the scanning of the reverse side of the document will not necessarily be the same as the progress for the scanning of the first side.



Once the scan is complete, the completed PDF should open in Acrobat.



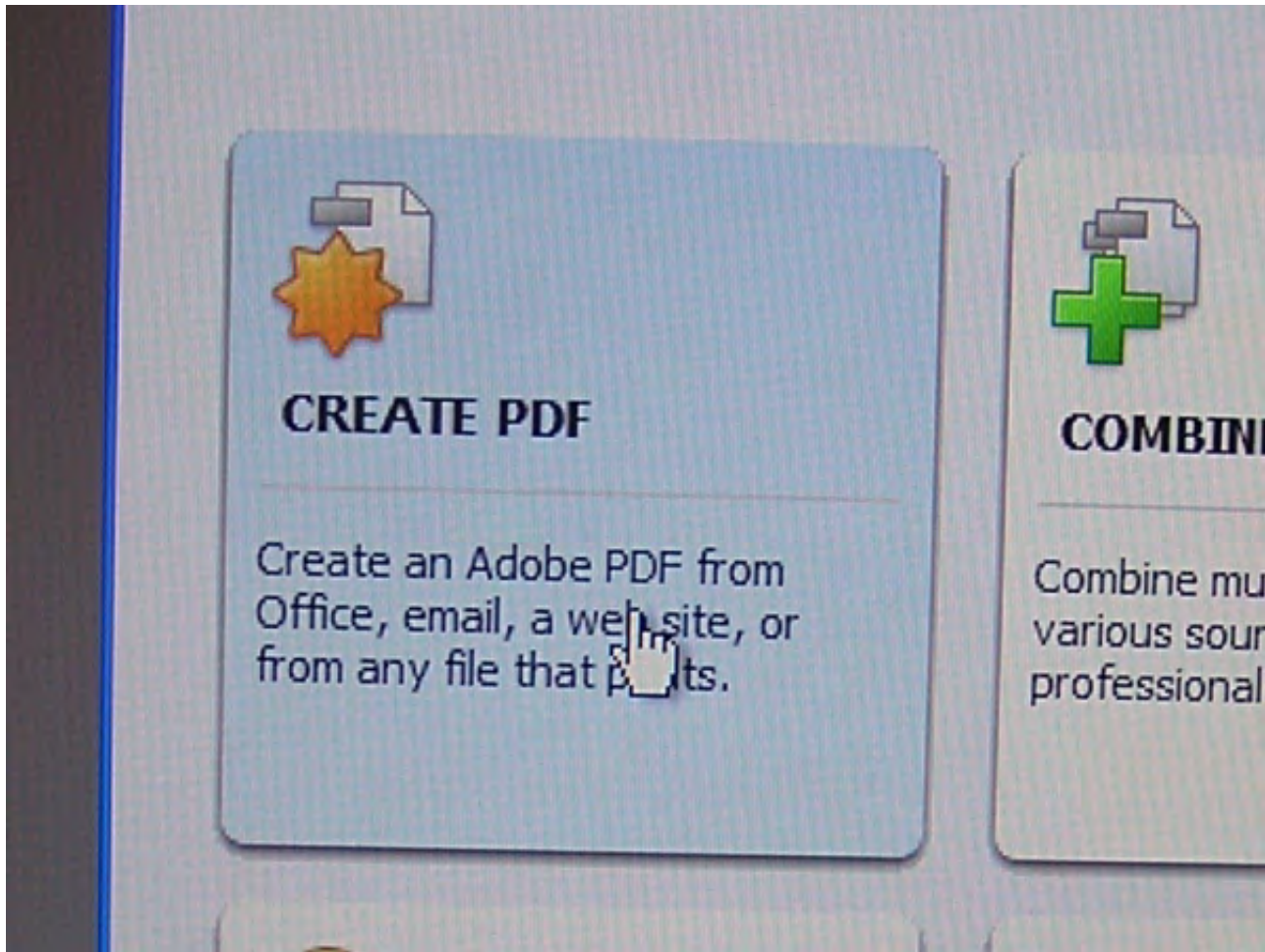
It is highly recommended that you review the document completely to ensure that all pages are scanned, in order and correctly oriented (right side up). Once you have verified that the document has scanned correctly and completely, CLOSE Adobe Acrobat.



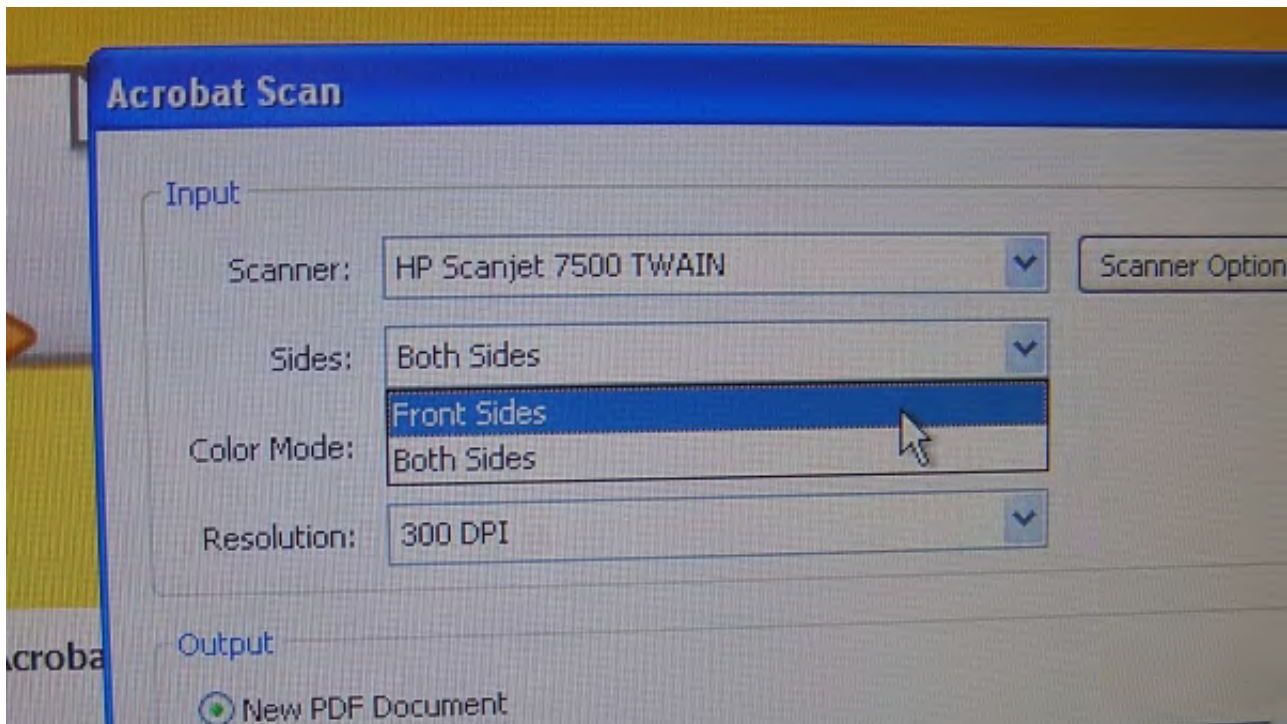
SCANNING ONE SIDED DOCUMENTS

Open Adobe Acrobat Professional from the desktop and click the "Create PDF" button on the left of the

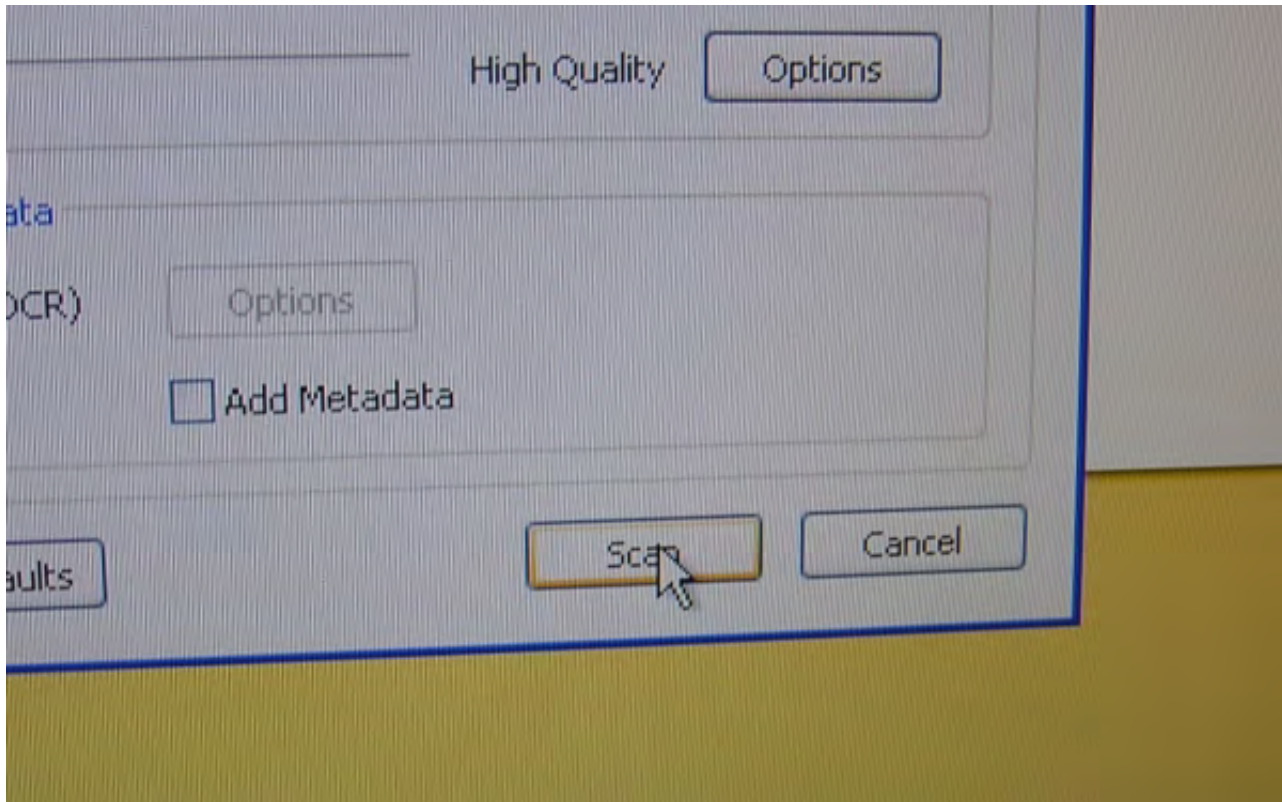
pop-up window.



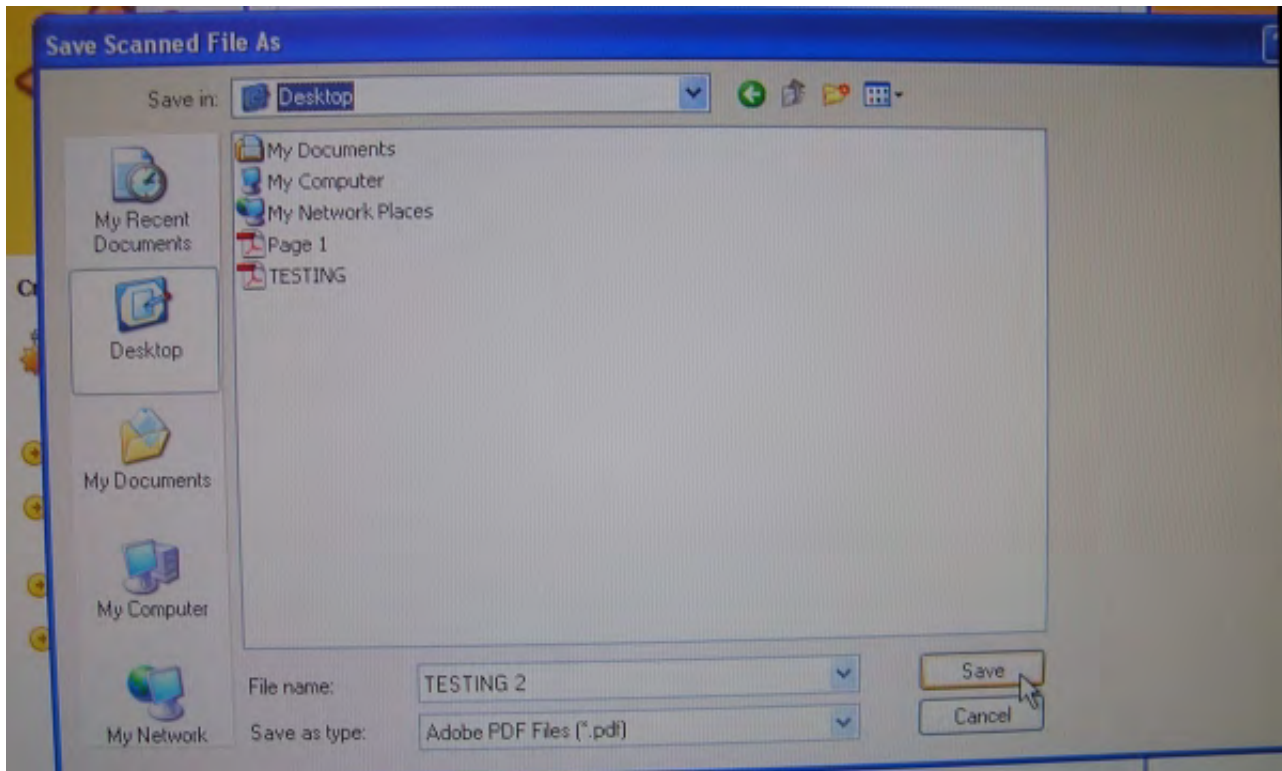
If this is the first scan you have done, please change "Scanner:" to "HP Scanjet 7500 TWAIN". Change "Sides:" to "Front Sides".



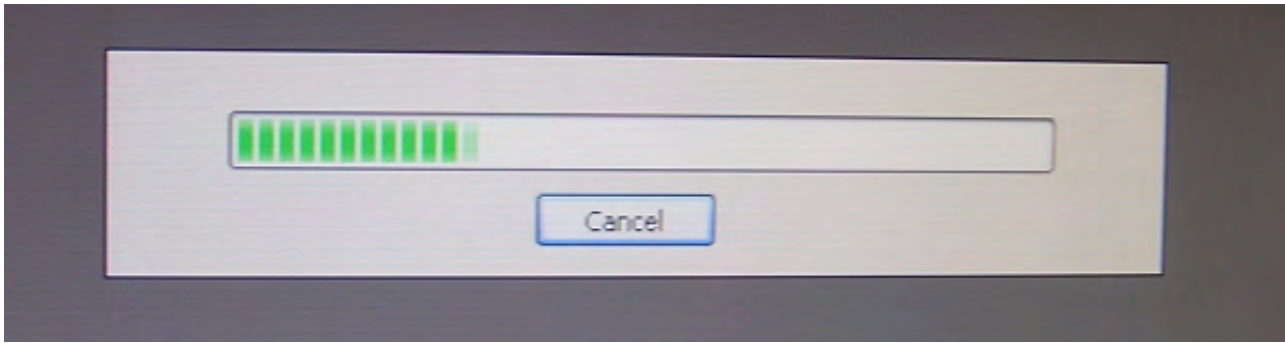
Click the "Scan" button in the lower right of that window.



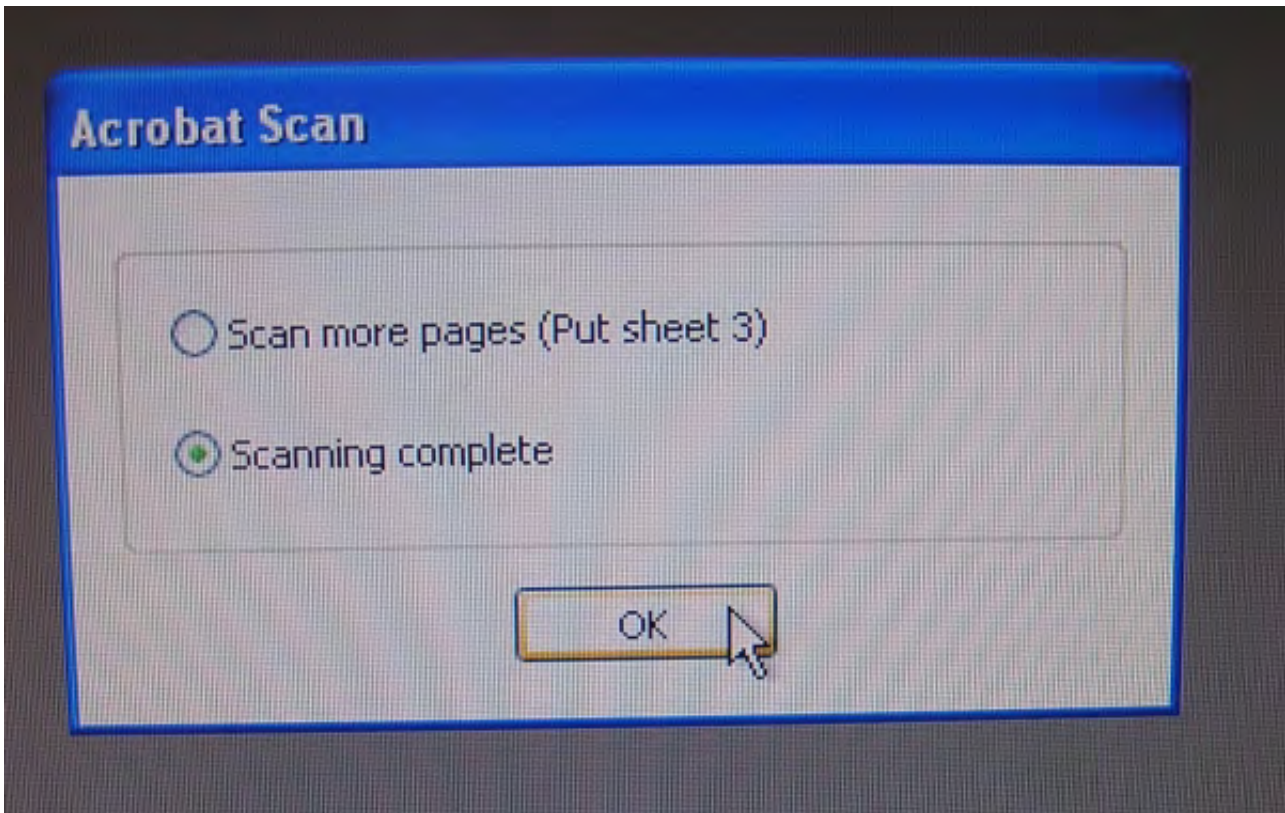
Change the "Save in:" field at the top to Desktop and enter the file name in the "File name:" field at the bottom. Click the "Save" button.



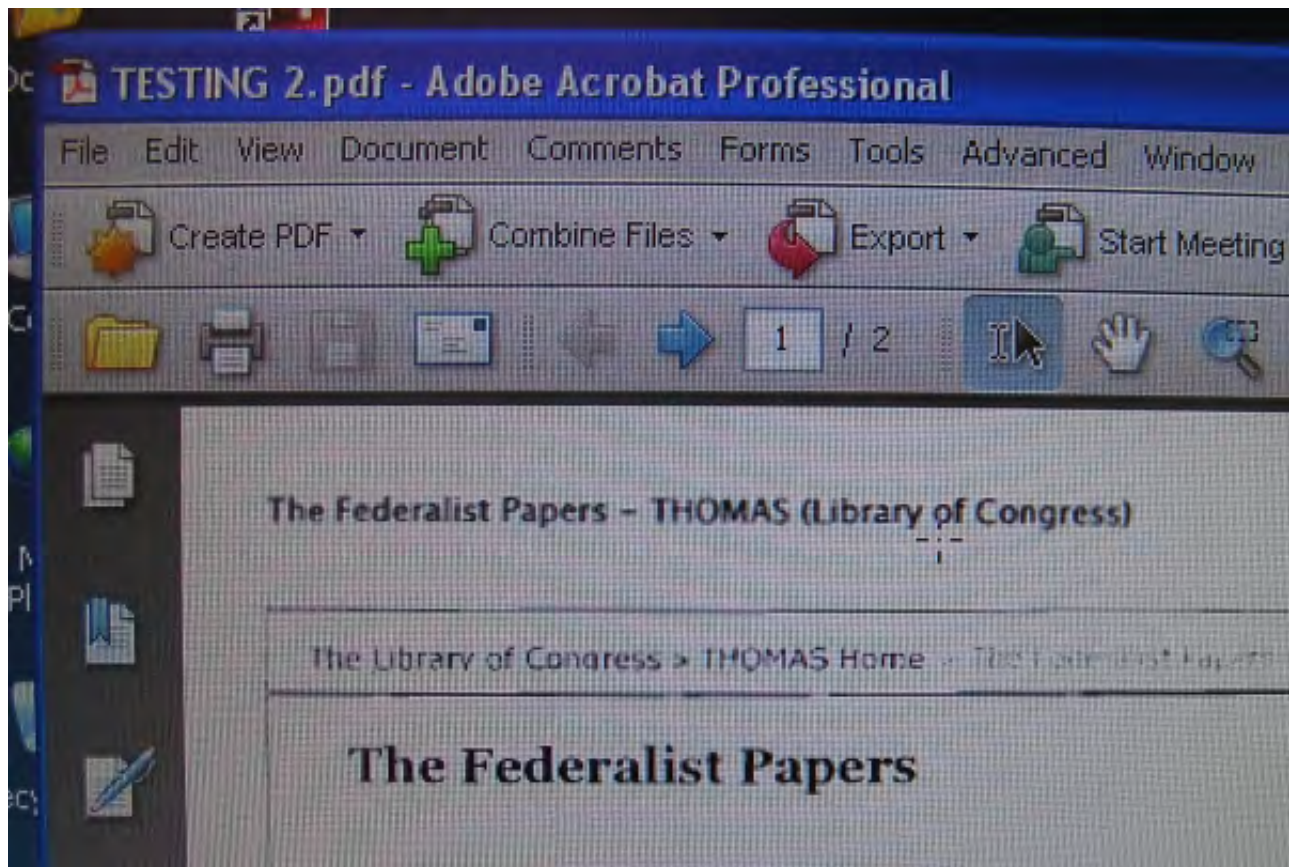
Scanning progress may or may not be the same as previous or subsequent scans.



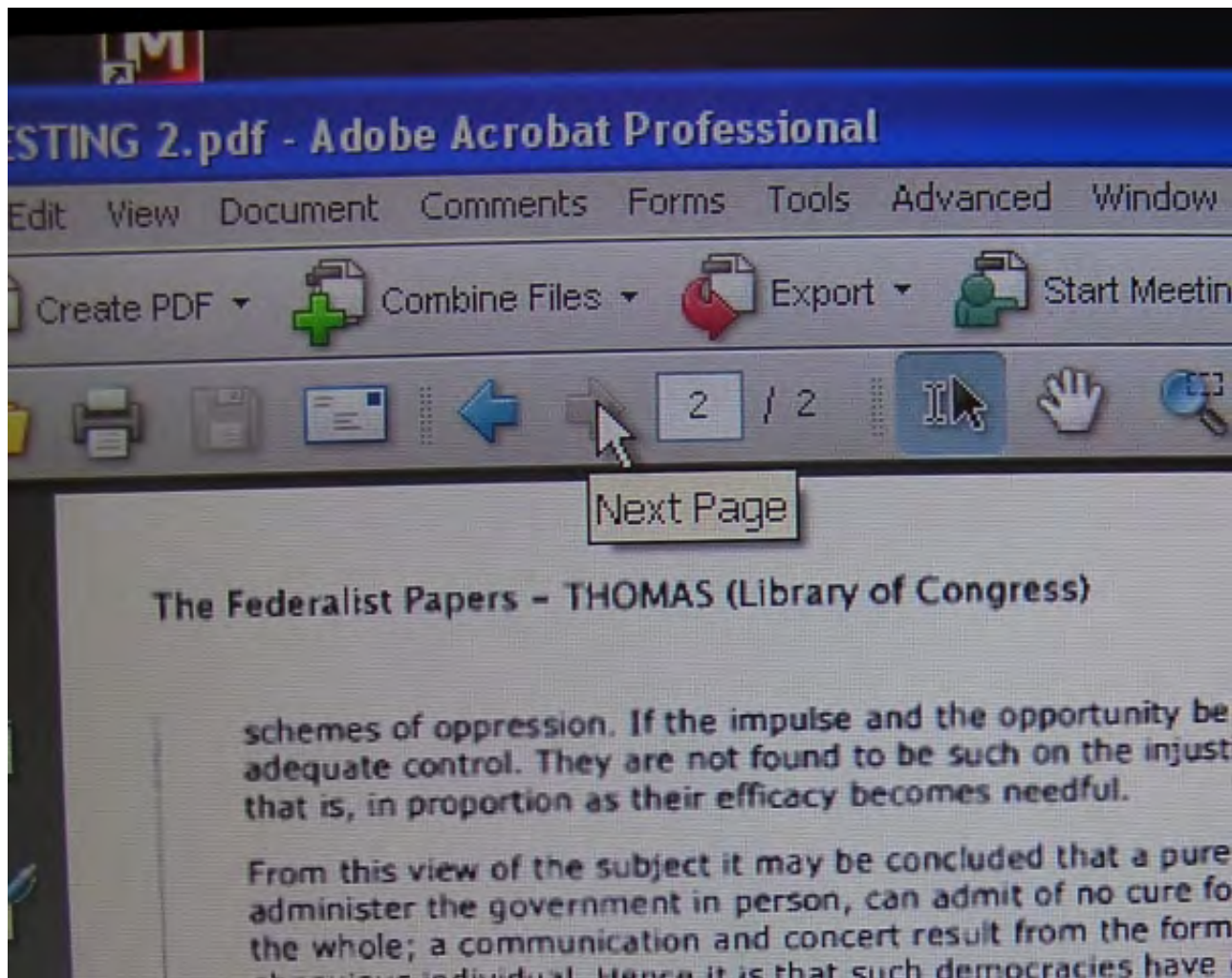
If your document is more than 100 pages, please select "Scan more pages" and load the next set of papers into the top paper tray. If your scan is complete, select "Scanning complete" and click the "OK" button.



It is recommended that you check all pages of the pdf document created for correct page number sequence and page positioning (none upside down).



Be sure that the pdf page numbers match the document page count. This will help insure that all pages were scanned. Close Adobe Acrobat.

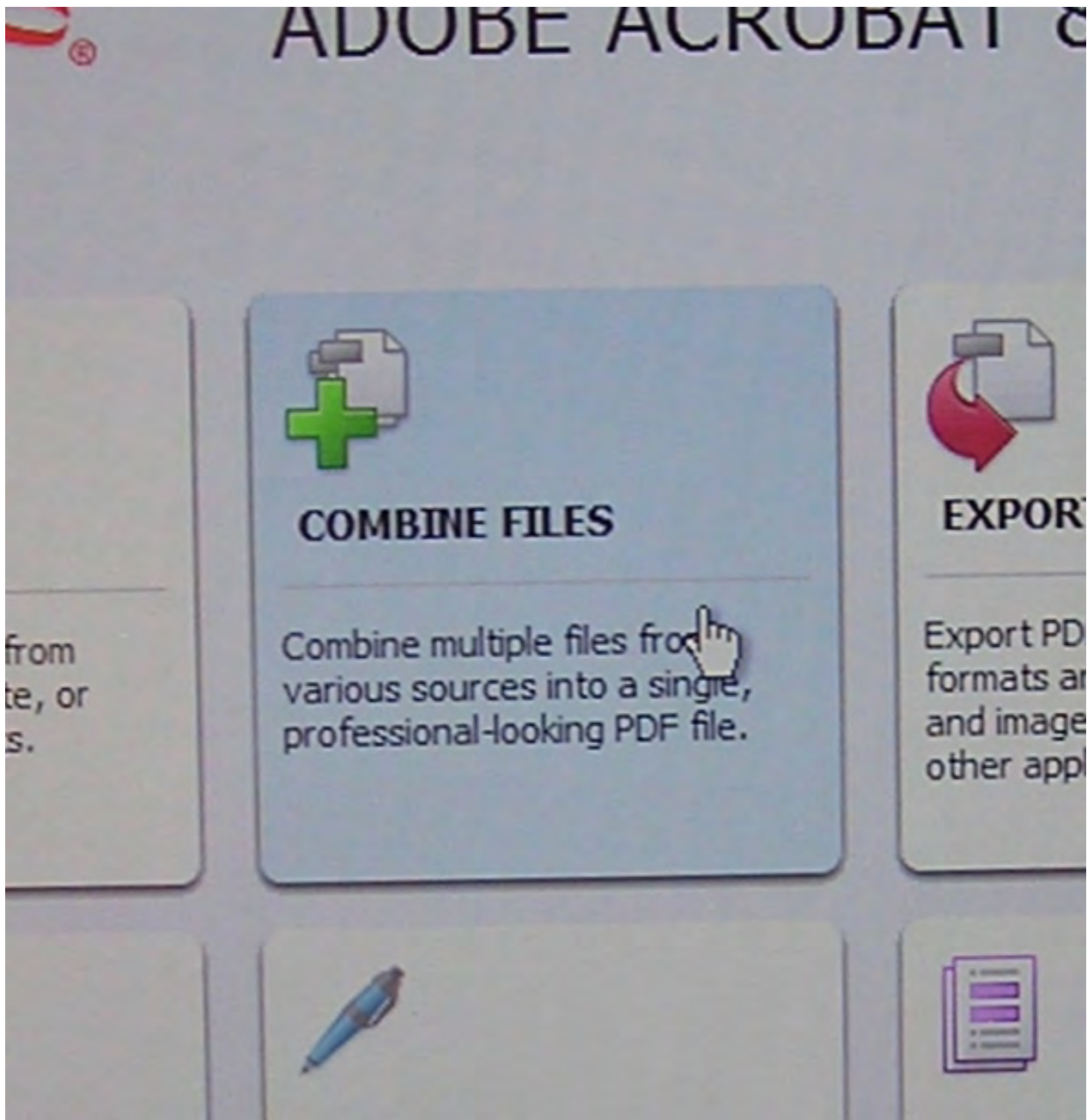


COMBINING PDF DOCUMENTS

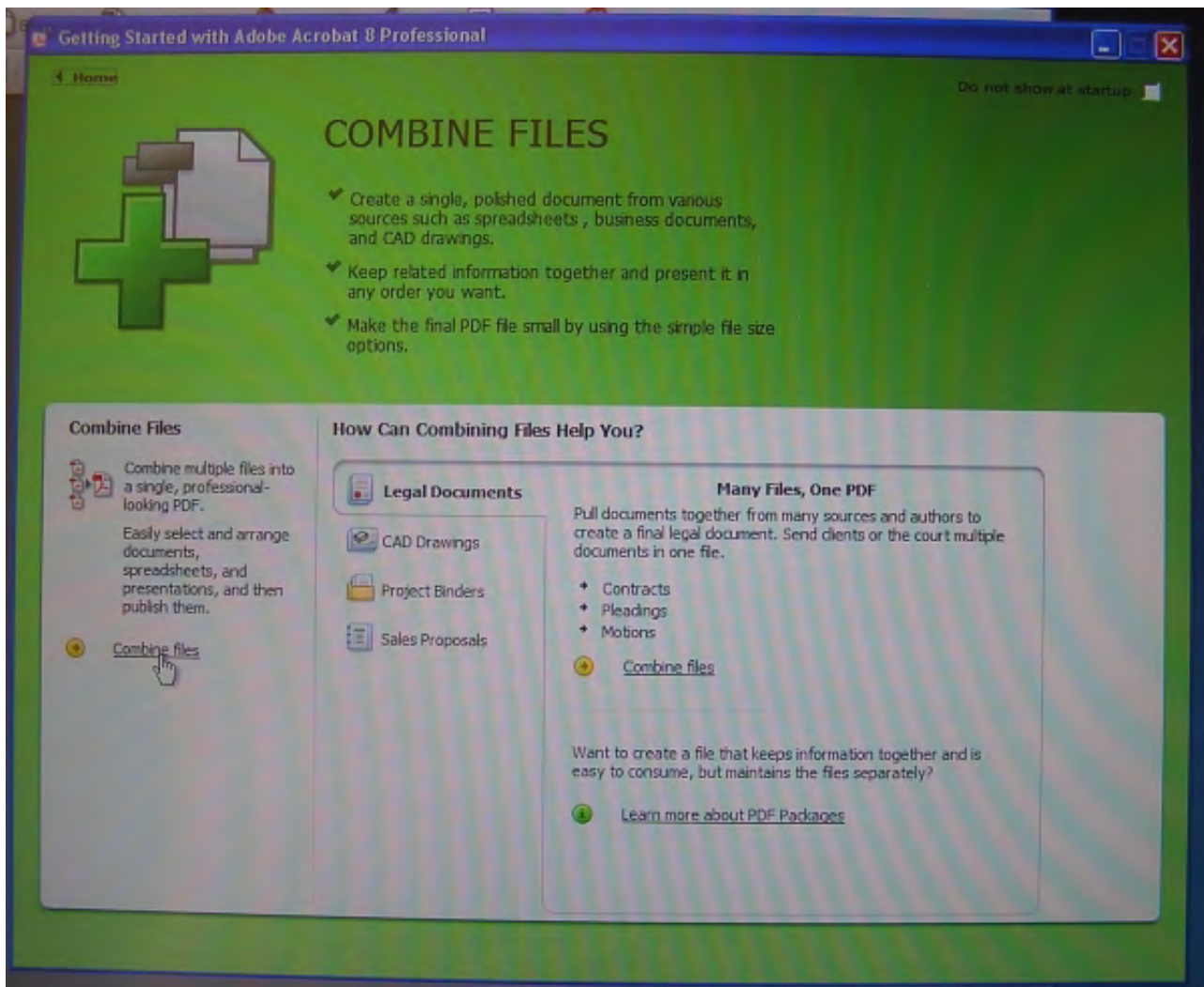
Locate the files to be combined on the desktop. Files can be combined directly from a USB memory stick if preferred.



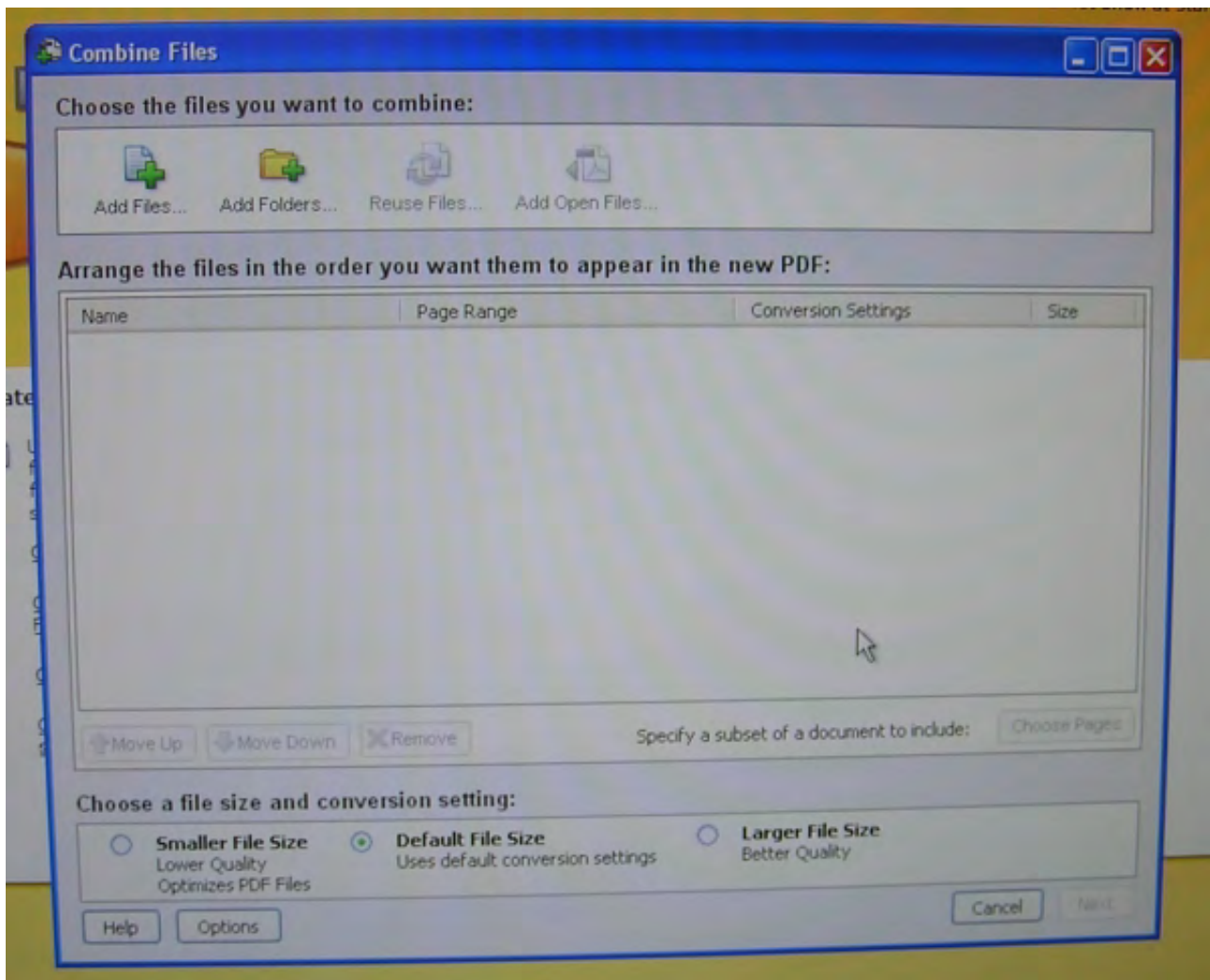
Open Adobe Acrobat Professional and click the "Combine Files" button (1st row, 2nd column).



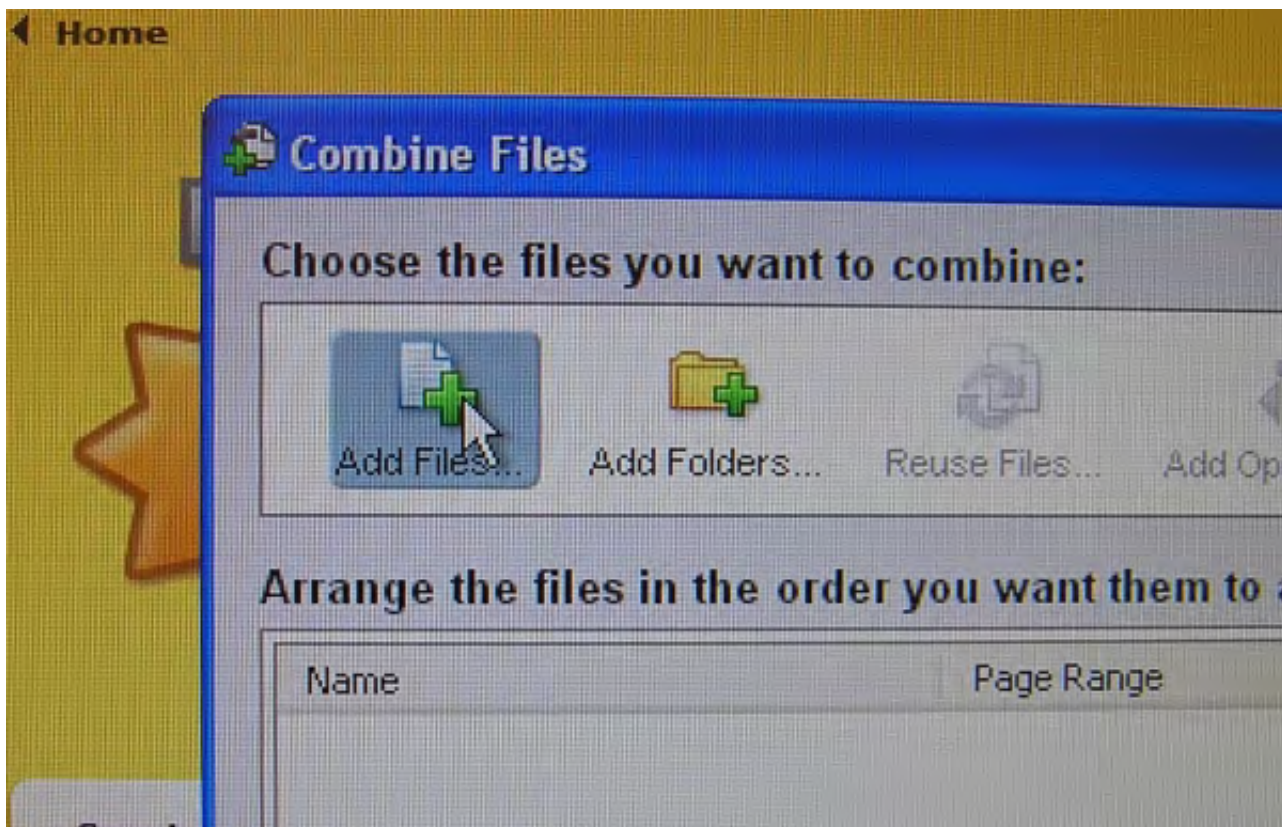
The Combine Files options windows will open. Please click the "Combine Files" link on the lower left of this window.



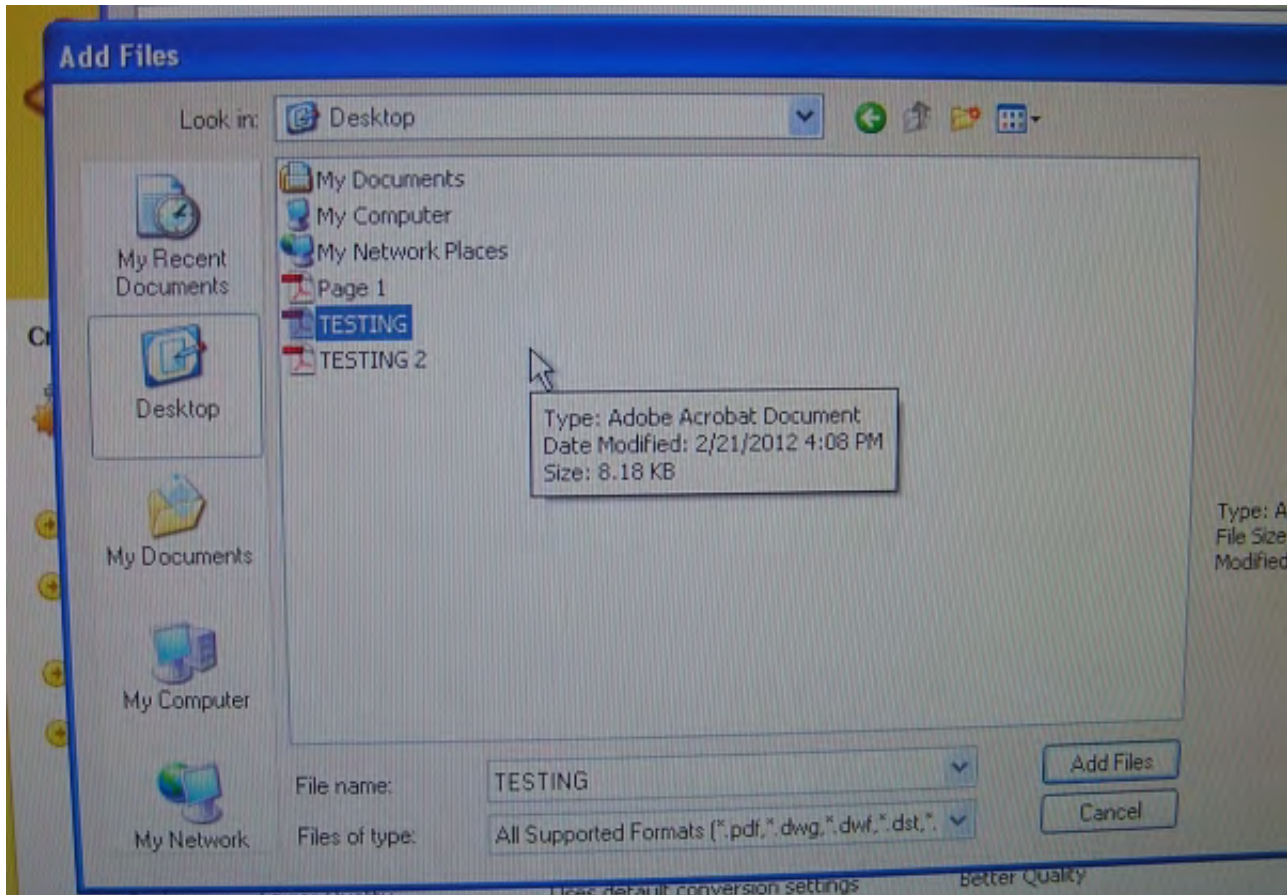
The Combine Files window will open.



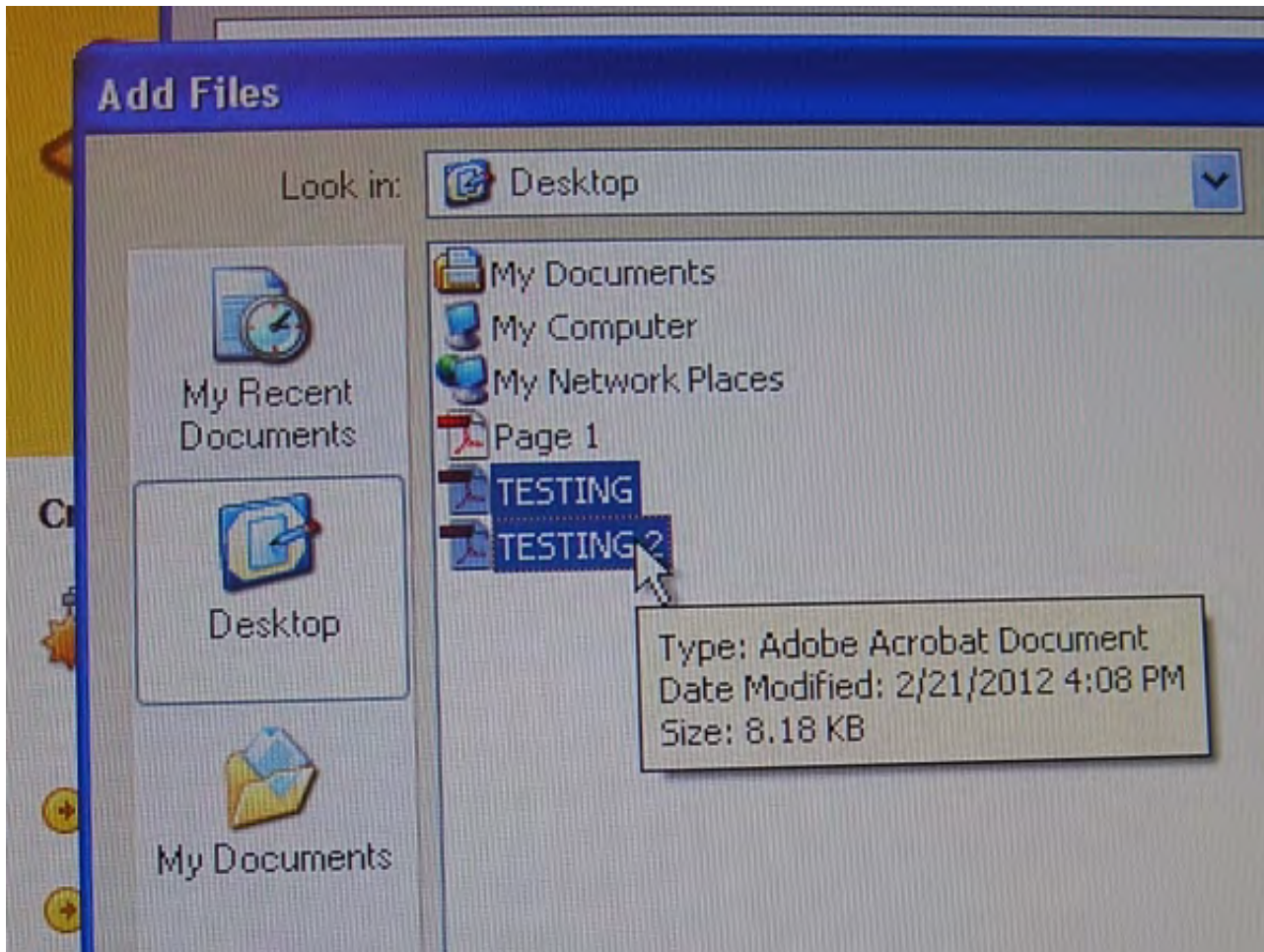
In the upper left, click the "Add Files" button.



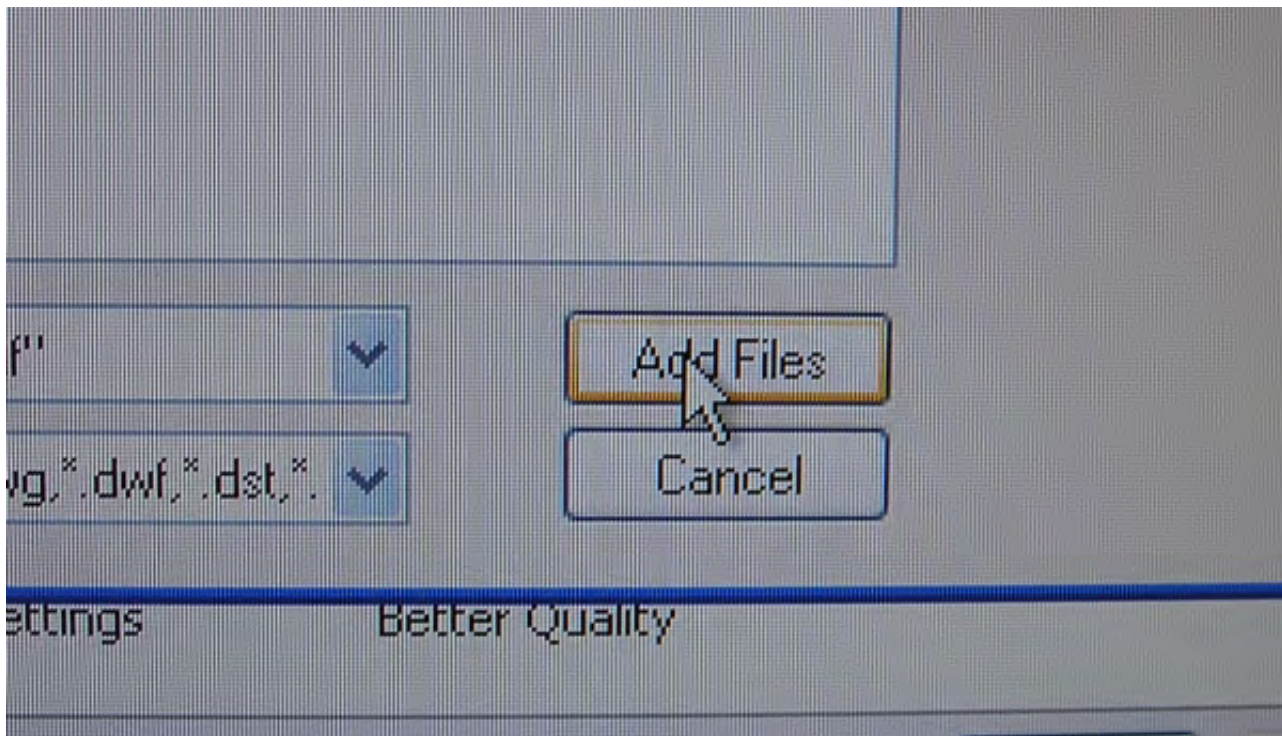
The Add Files window will open. At that top, change the "Look in:" field to the appropriate folder or drive. In this example, the files are on the desktop.



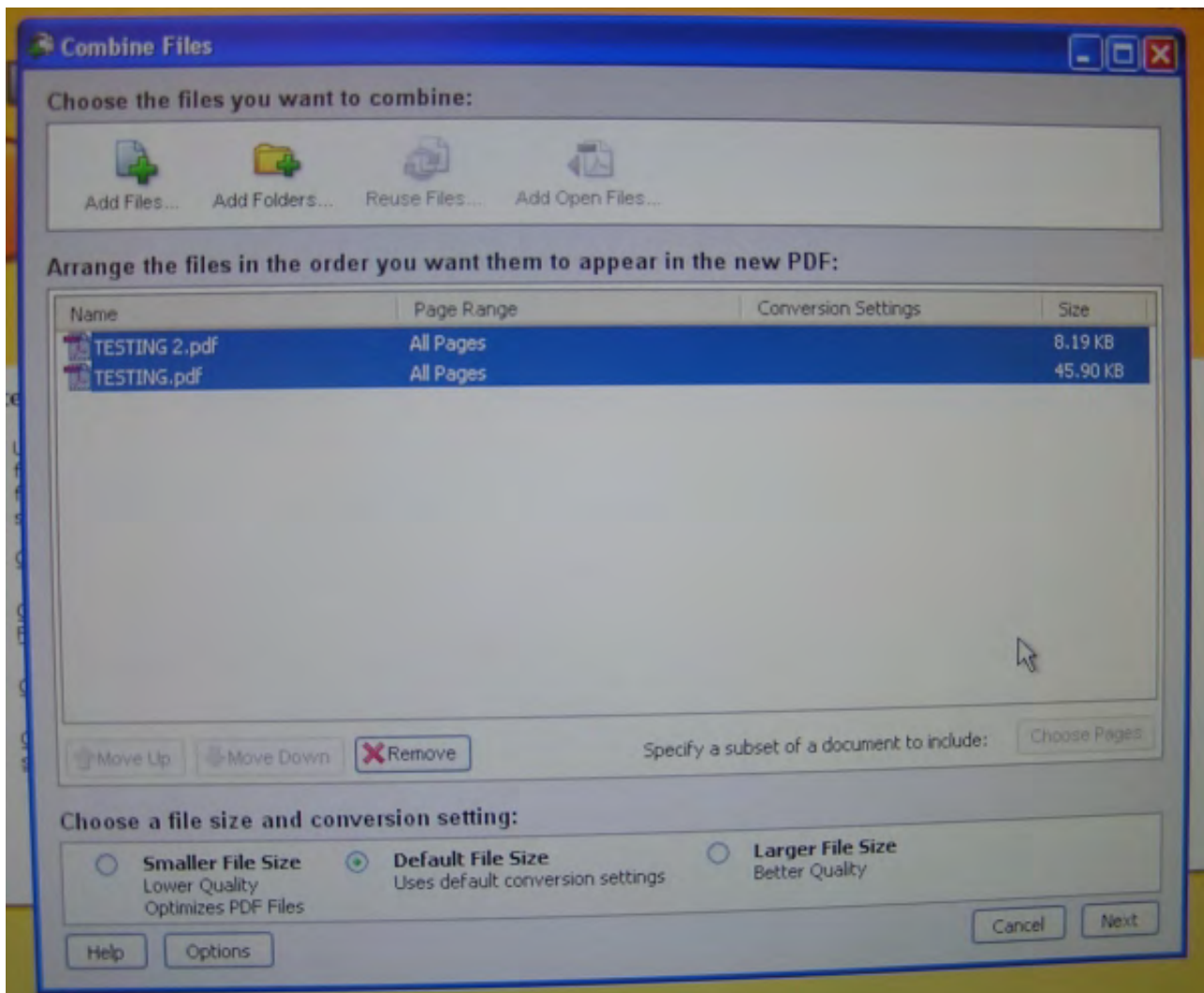
You can select multiple documents by using the control button while left clicking documents. You can select the documents one at a time as well.



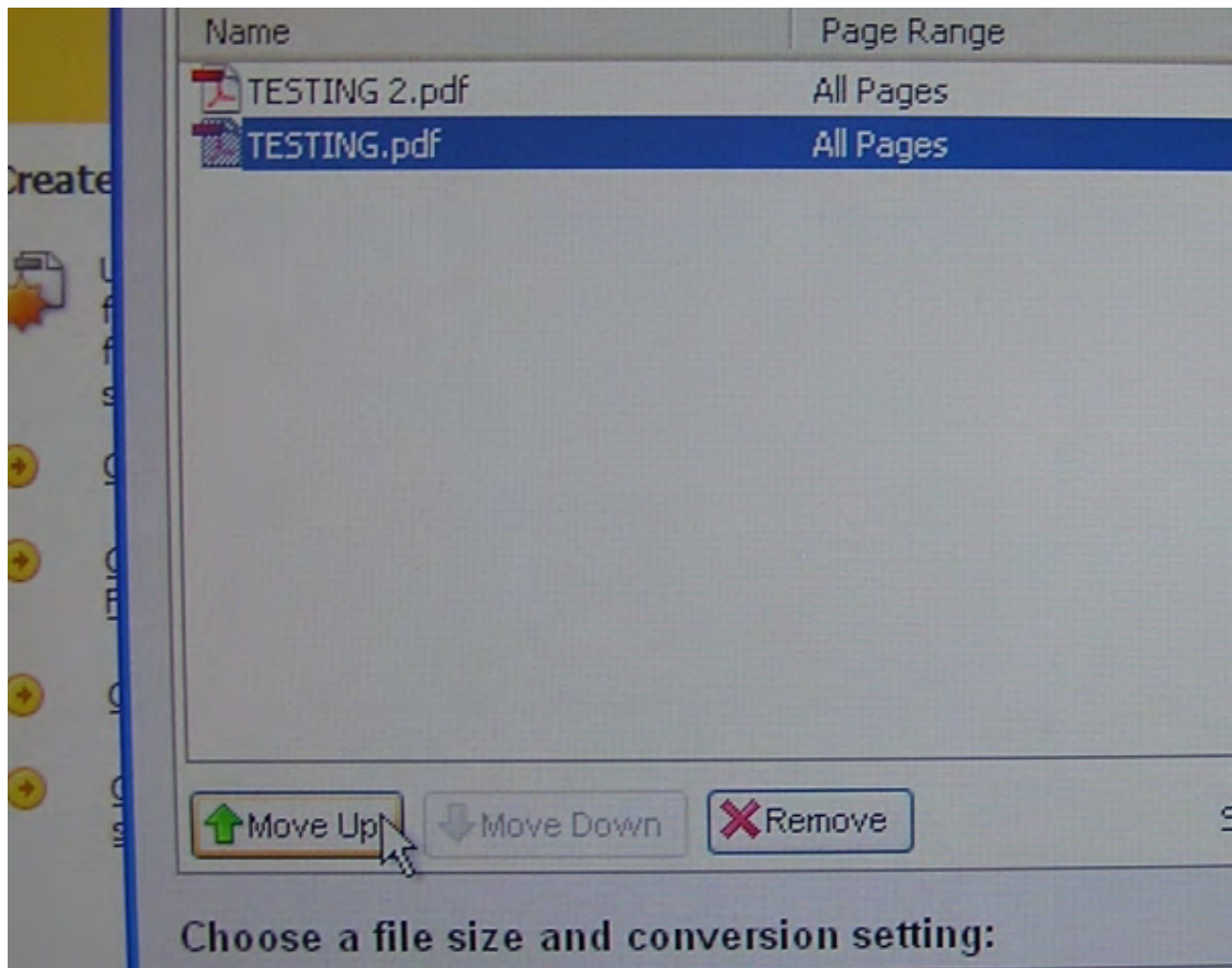
Click the "Add Files" button in the lower right of the Add Files window.



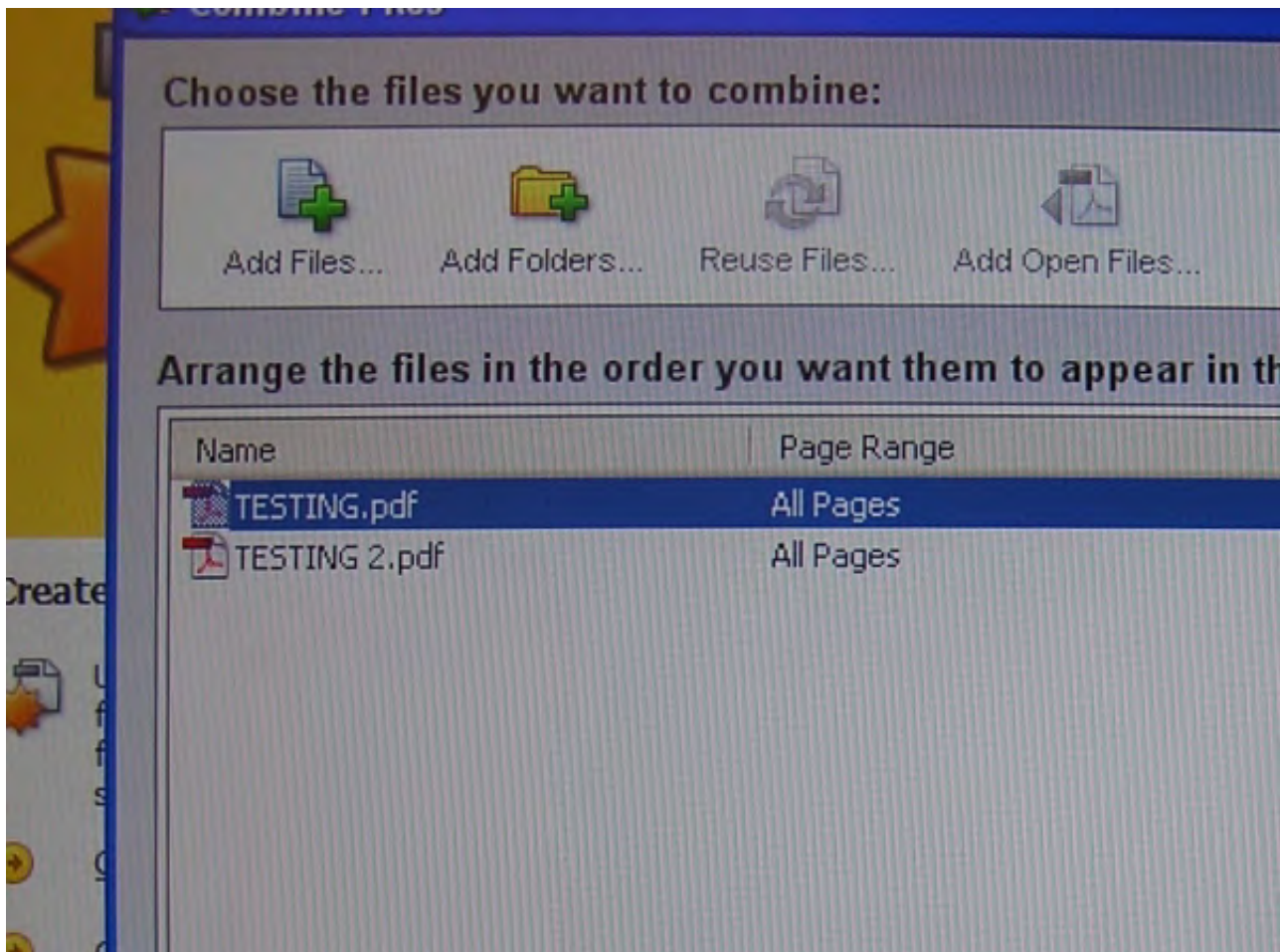
Verify that all the documents you wish to combine are listed in the Combine Files window.



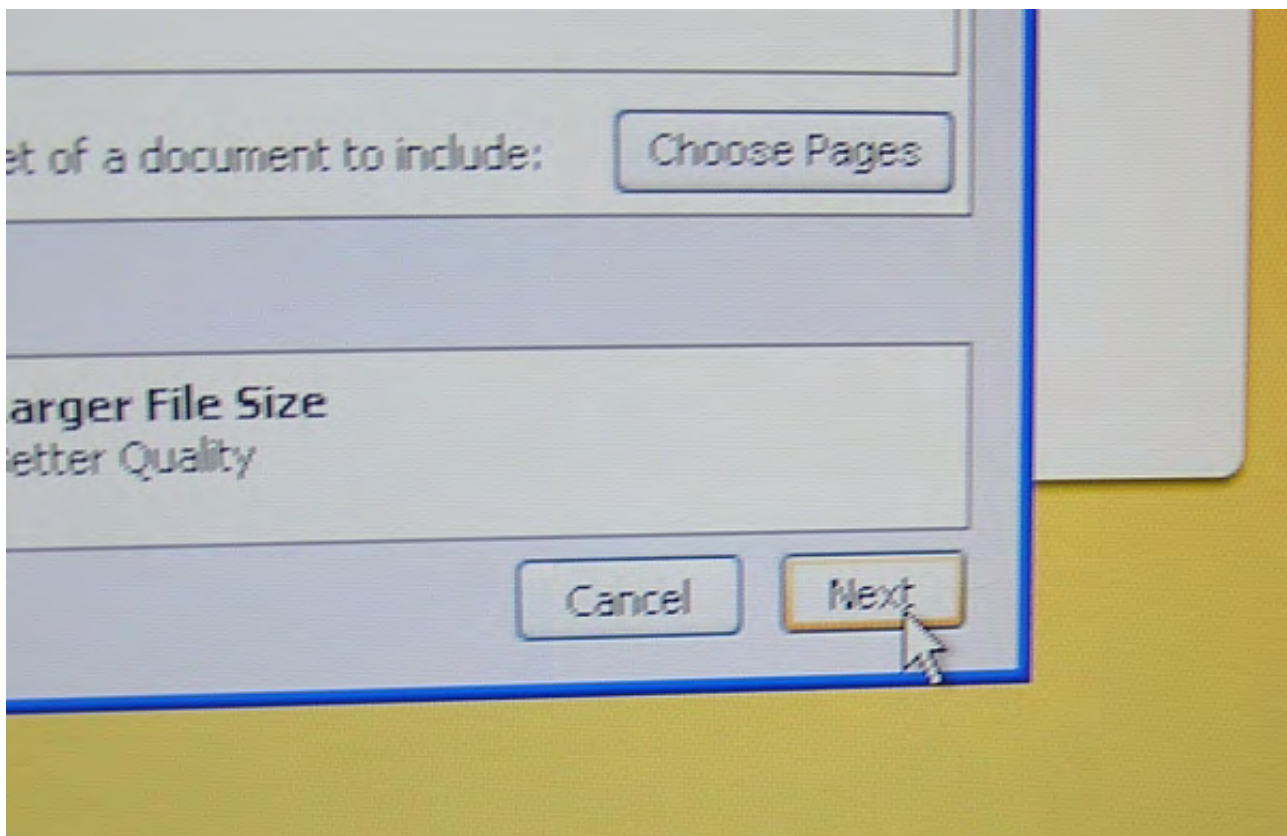
By selecting with the mouse any file that is out of sequence, you can use the "Move Up" and "Move Down" buttons at the bottom left of the window to make the sequence of documents correct.



Verify that all the documents are in the sequence desired.

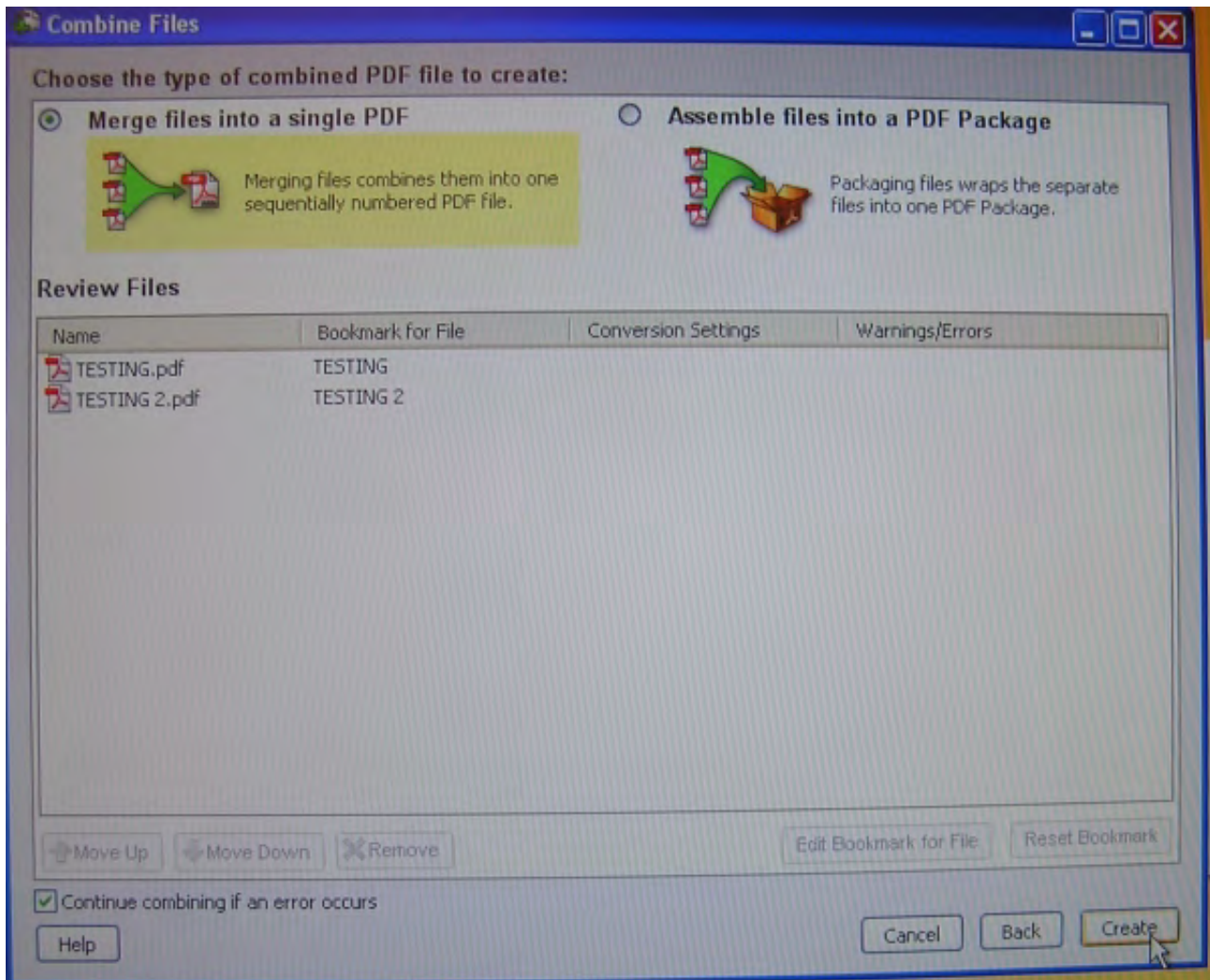


In the lower right corner of the window, click the "Next" button.

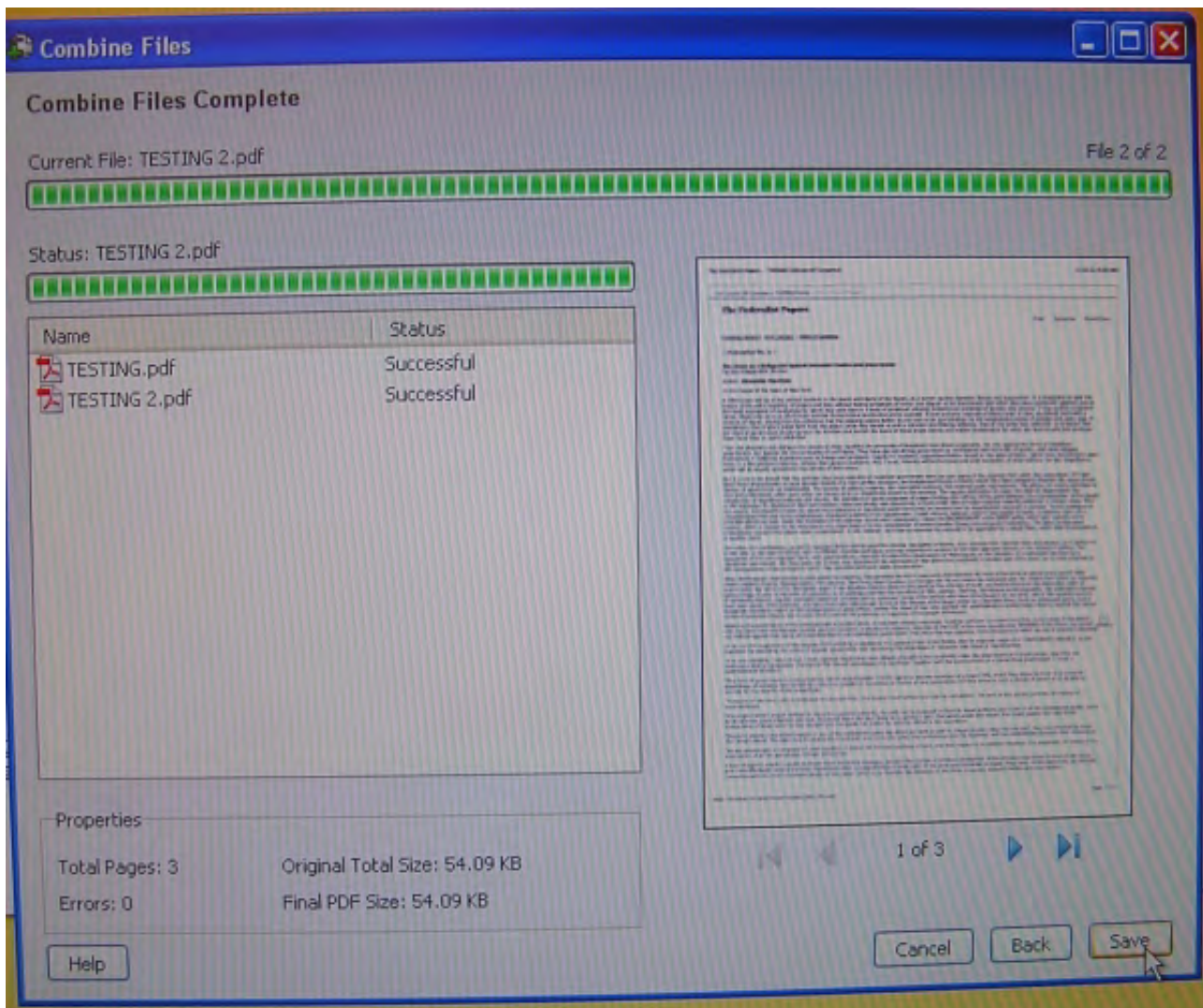


Select whether you want to create a single PDF document or if you want to create a package of

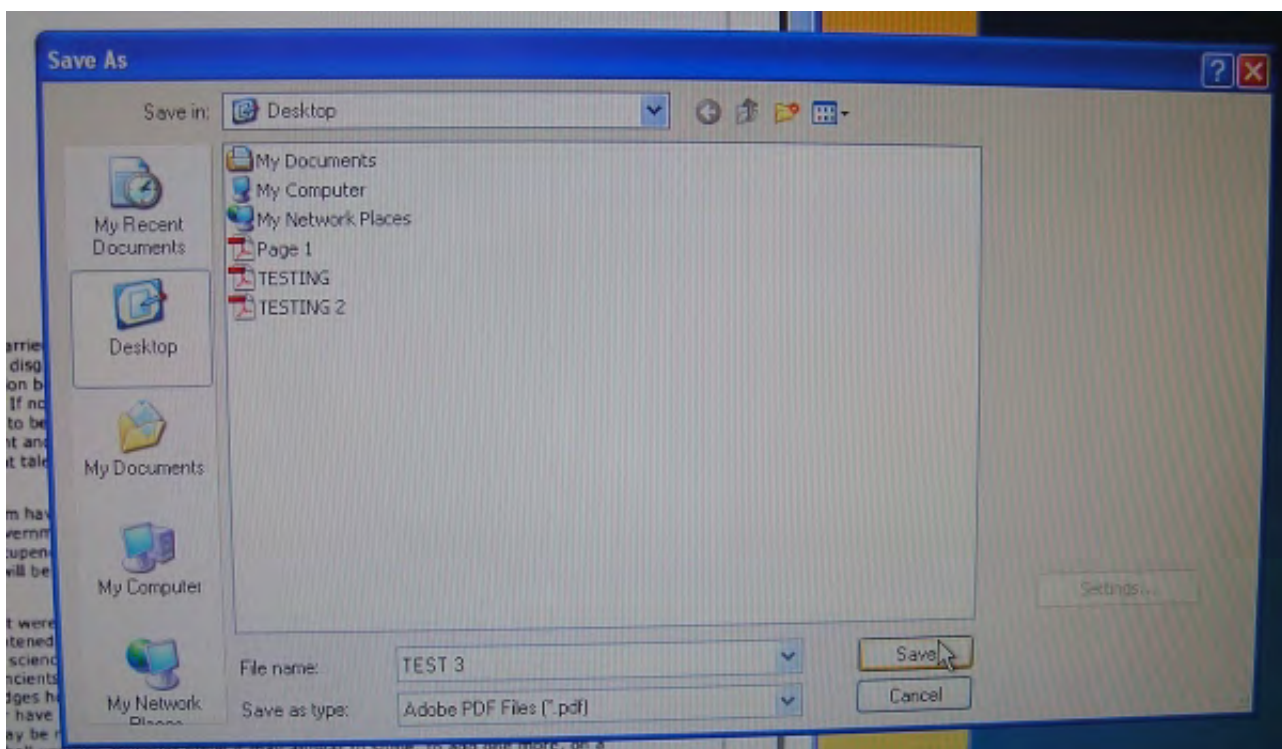
separate documents, then click the "Create" button in the lower right corner of the window.



Depending on the length, number of documents and amount of graphics with the collection of documents, the scanning process may be lengthy. Once the process is complete, click the "Save" button in the lower right corner of the window.



The Save As window will open. Set the "Save in:" field as desired, (in this case the desktop), provide a file name in the "File name:" field, and click the "Save" button in the lower right corner of the window.



The file should open and allow you to verify all pages from all documents were combined correctly.

