

PDF Files

Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to <http://www.adobe.com/products/acrobat/matrix.html> to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages

If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is not necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings

Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):

- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
- Resolution: 300dpi or less