




INSTRUCTIONS FOR CREATING PDFs

- Place document on scanner
- Open Adobe Acrobat Standard
 - Use desktop icon  Adobe Acrobat 6.0 Standard.Ink
 - Or go to Start > Programs > Adobe Acrobat 6 > Adobe Acrobat 6.0 Standard
- From the Adobe toolbar, select “Create PDF” then choose “From Scanner”
- In “Create PDF From Scanner” dialog box select
 - Device: Epson Perfection Scanner 3170
 - Destination: Open New PDF Document
 - Options: Keep default selection
- Press Scan
- Epson Scan dialog box will appear.
- Choose “Preview”
- Select information to be scanned.
- Hit “Scan.”
- If other pages need to be scanned, select “Next,” if not select “Done.”
- Go to File > Save As
- Choose the destination
- If you need to email the PDF, save it to the desktop and then send as an attachment.