

# Adobe Acrobat Professional

## Scanning a Document to PDF

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### WHAT

You can use Adobe Acrobat Professional to scan documents, images and articles to share with your users. It can also recognize the text in your document to make it accessible to a variety of users.

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### WHY

Adobe PDF (Portable Document Format) is a file format that preserves the content and layout of the original document. Faculty and staff create Adobe PDF documents to distribute so that users do not need to own the software used to create the original document in order to view it.

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### WHEN

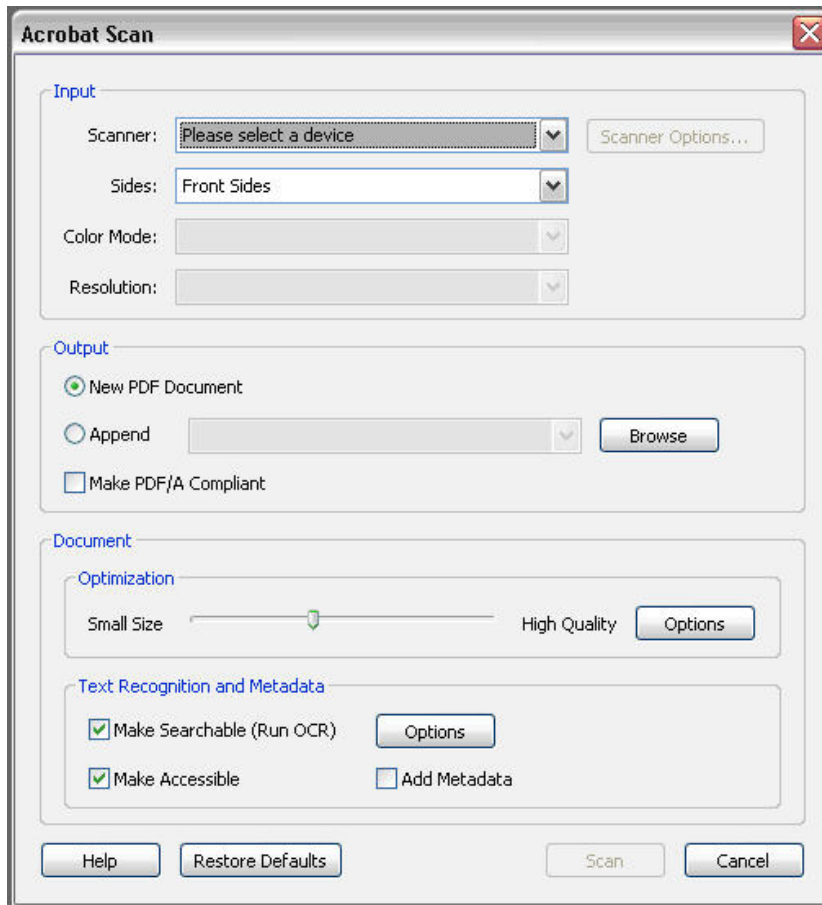
- A printed article you have is not available electronically.
- You want to share a printed illustration or image with your users.
- A document you created and printed is no longer available in an electronic format.
- You want to scan a text document to make an accessible PDF file and have the text be searchable.

## HOW

To get started scanning a document to PDF, follow these steps:

### Scan a Document

- step 1.* Start Adobe Acrobat Professional.
- step 2.* On the startup screen, click **Create PDF**.
- step 3.* Click **Create PDF from Scanner**.
- step 4.* Select scanner from the drop-down menu.
- step 5.* Choose scanner options, if desired.
- step 6.* Click **Scan**.
- step 7.* Enter a file name and location for your new PDF.
- step 8.* Select **Scan more pages** or **Scanning complete**.
- step 9.* Click **OK**.



For a detailed explanation on scanning documents, see the workshop handout [Adobe Acrobat 8](http://www.csus.edu/training/handouts/workshops/intro_to_acrobat.pdf) ([http://www.csus.edu/training/handouts/workshops/intro\\_to\\_acrobat.pdf](http://www.csus.edu/training/handouts/workshops/intro_to_acrobat.pdf)).