

Using the High Speed Document Scanner (Templeton Terminal 1)

There is a Kodak High Speed Document scanner connected to Terminal 1 in the stuart computer lab. This scanner had the ability to create a single PDF document from multiple pages.

To Create a PDF at Scanning Station:

- Sign into the Windows partition of the machine
- Open Adobe Acrobat Pro from Desktop
- From Menu Select "Create"
- From Drop Down, choose "PDF from Scanner"
- Choose black and white, greyscale or color
- Load Intended document into scanner (upper tray)
- Document will automatically be created
- Be sure to SAVE your document