

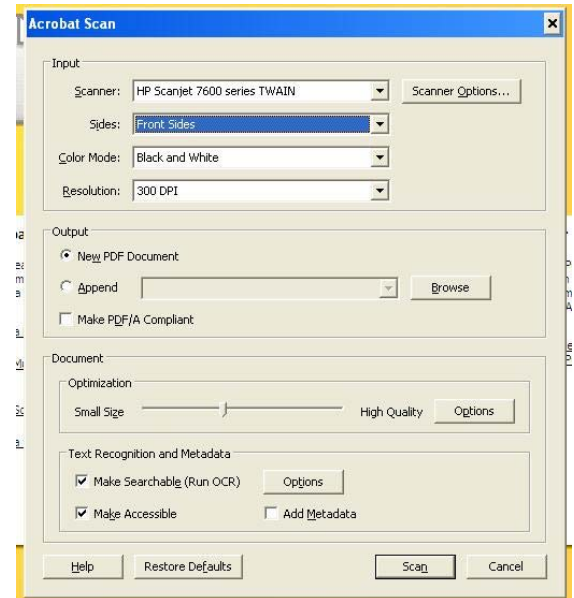


Scanner Station Instructions

1. Log in to the computer and check that scanner is on (power button will have a green light).
2. Place document in scanner. For multiple sheets, use the document feeder. Place a single sheet directly on the glass. The scanner lid can be taken off to handle large or odd-shaped items. Please follow signs for proper placement.
3. To scan documents to PDF use Adobe Acrobat. To scan pictures use Adobe PhotoShop. Both icons are on the desktop.

Scanning a Document to PDF

1. Open Adobe Acrobat.
2. On the “getting started” screen, select the first choice: "Create PDF".
3. Select the third choice "Create PDF from Scanner"
4. Select the first choice under "Select Scanner": “HP ScanJet 7600 Series TWAIN”
5. Decide about scanning double-sided, scanning in color and resolution.
6. The "Make Searchable" checkbox uses Optical Character Recognition (OCR) to make your PDF searchable and enables copy/paste.



Scanning a picture to Photoshop

1. Open Adobe Photoshop
2. Place document in scanner
3. Select File / Import
4. Select HP ScanJet 7600 Series TWAIN

Questions?

Email wic1@pobox.upenn.edu

Call the WIC Desk at 215-746-2660

Call the Media Lab at 215-746-2661

