

ADOBE FILE - CREATE FROM COPIER SCANNER

1. On copiers 1, 2 or 3 in the Copy Center, press the Image Send button on the control panel.
2. Press address book on the list of choices on the screen.
3. Then press Global Address Search.
4. Type in the first 3 letters of your first name.
5. Press Search.
6. Scroll through the list of names shown and select your name by pressing it.
7. Confirm that **your** e-mail address is shown on the screen.
8. Place the original to be scanned face up in the feeder tray.
9. Press the large Start button.

-Scan additional files by placing each original set face up on the feeder tray. Then press Start. If you want individual files, scan each set of originals separately.

-If additional files are scanned one after another, you should not have to search for your name again. Just make sure it still shows in the Control Panel.

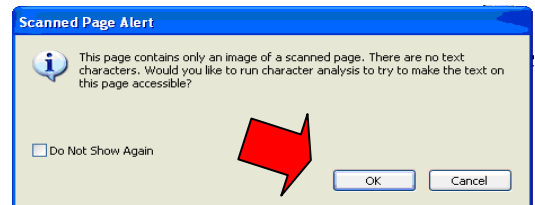
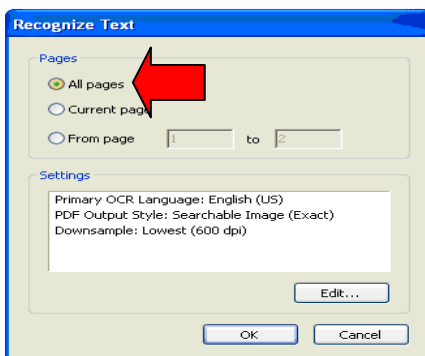
10. Finally, press the Copy button on the control panel to return it to the copier mode for the next user.

Each scanned file will be e-mailed separately to your Fontbonne e-mail address. The e-mail will be from the richocopycenter@fontbonne.edu and will include the pdf file as an attachment.

When you receive the e-mail(s), right click the attachment(s), and choose Save As. Choose the directory/folder where you want the file to be saved, and give it an appropriate name with a .pdf extension. If you scanned multiple files, you may need to open each attachment to see the subject matter and then do the Save As.

If you have Adobe Acrobat Standard installed on your computer, you can make a scanned file searchable by doing the following:

1. Open the Standard program.
2. Open the file.
3. Click the Search button (binocular icon).
4. Type in a word to search for, and click the Search button.
5. Click OK on the Scanned Page Alert dialogue box.



6. Choose the All pages radio button on the Recognize Text dialogue box, and click OK.
7. Resave the file.