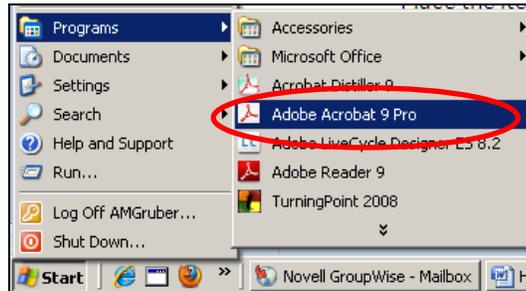**Scanning computers are available in the library in the following locations:**
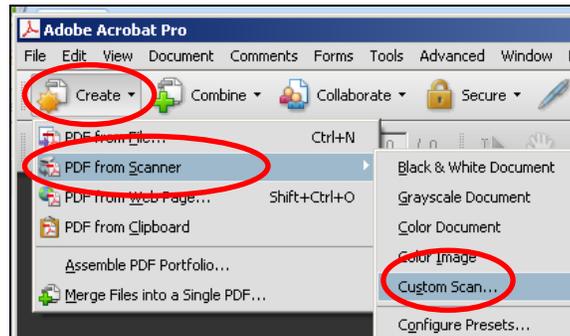- Public area near Sylvia's (computers WSLIB110 & WSLIB111)
- Library 106 (computer L106-22)
- Lower level (computer near elevator)

Instructions for scanning:

Log in to the computer next to the scanner. From the *Start* menu, choose *Programs > Adobe Acrobat Pro.*

Select *Create > PDF from Scanner > Custom Scan*.

Place the item you wish to scan on the scanner glass, lined up to the front right corner. From the *Custom Scan* box, select the scanner and the appropriate settings for *Sides*, *Color mode*, etc. If you have multiple pages, select *Prompt for scanning more pages*. Choose *Scan*.
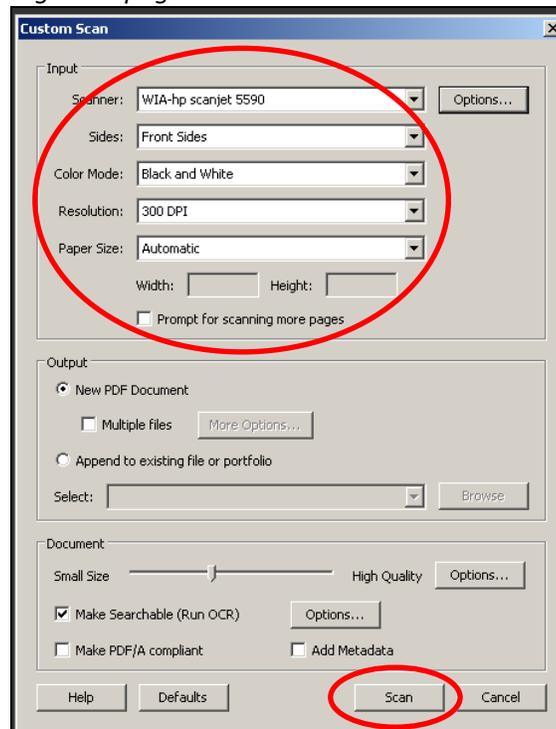
Once scanning is complete, select *File > Save As* and save to your *My Documents* folder or flash (USB) drive.