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*.

Custom Scan
Scanner: WIA-hp scanjet 5590
Sides: Front Sides
Color Mode: Black and White
Resolution: 300 DPI
Paper Size: Automatic
Width: Height:
Prompt for scanning more pages
- Output
G New DDE Designed
Ver New PDF Documenc
Multiple files More Options
C Append to existing file or portfolio
Select: Browse
Document
Small Size High Quality Options
Make Searchable (Run OCR) Options
Make PDF/A compliant Add Metadata
Help Defaults Scan Cancel

Once scanning is complete, select *File > Save As* and save to your *My Documents* folder or flash (USB) drive.