



# Technology Leadership Cadre

<http://www.uwlax.edu/student/TLC>

[tlc@uwlax.edu](mailto:tlc@uwlax.edu)

608-785-8799

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## Creating a PDF from Scanner

1. Place document to be scanned in the upper right hand corner of the scanner.
2. Open Adobe Acrobat 7.0 Professional (white Adobe icon on the desktop).
3. From toolbar across the top click the Create PDF icon, then select from scanner.
4. On the scanner drop-down menu select the first scanner in the list and click scan.
5. After preview appears select the area you would like to scan, if a box already appears on the page simply resize it to fit your document.
6. Click the accept icon.
7. After the first page is scanned you have the option to scan additional pages to the same file.
  - a. Click done if your document is only one page.
  - b. If you have multiple pages place the second page in the scanner and click next.
8. If the scanned document looks correct simply save it to your portfolio folder.
  - a. **\*\*\*NOTE\*\*\*** if you do not save it to your portfolio folder you will not be able to hyperlink to the file.

