

Adobe Studio on Adobe Acrobat 6.0

Paper or pixels?

Wouldn't it be nice to convert all your paper-based documents to Adobe® PDF files? Then you could archive those documents electronically and distribute them by email or CD-ROM. Adobe Acrobat® includes a plug-in that helps you do just this.

In this tutorial, we'll show you how to scan in documents that contain images, text, columns, and more, while retaining links, images, colors, fonts, and other elements.

Get started

To turn a paper document into a PDF file, you first have to create an image of it in your computer. The most direct way is by scanning the document. You can have Acrobat control the scanning process by using the Import command.

Use scanning software

In general, when you install the software that came with your scanner, the installation program will find scanner-capable programs on your computer and install the software that operates the scanner (usually, in the form of a plug-in) in each of those programs.

Scan images and text

When you are scanning documents, you must keep in mind that the higher the quality of the scan, the larger the resulting image file will be. The trick is getting the best scan for your purposes without creating a file that's bigger than you need, which takes up space on your hard disk and is slow to manipulate.

Before starting to scan, think carefully about two parameters in your scanning software: color mode and resolution. For the color-mode setting, you'll normally choose grayscale or color. If the document you're scanning was printed in full color, use color (Figure 1). If your document was printed in black ink, choose the grayscale option. Scan color images in grayscale mode if you want to keep down the file size or if the PDF file will be printed only on ordinary laser printers.



Figure 1: Choose the color mode that matches your needs.

Resolution is the fineness of detail in the scan, measured in dots per inch (dpi). Choose a resolution based on the content of the document and how you plan to use the PDF file. If the document consists only of images that people will read onscreen, a resolution of around 75 dpi is fine. If your document contains text, and you intend to convert the scan into searchable text (capture it, in Acrobat jargon), you need to scan at a much higher resolution—say, 300 dpi. Line art requires a resolution of approximately 600 dpi.

To scan an image to be captured:

- 1 Place the document to be scanned face-down on the scanner.

2 Choose File > Create PDF > From Scanner (Figure 2), or click the Create PDF button and choose From Scanner from the pop-up menu.

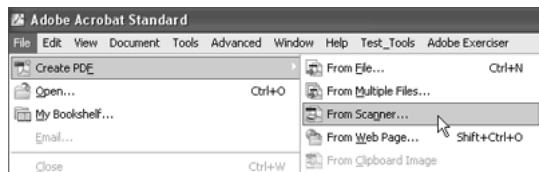


Figure 2: You can create a PDF file from a Scanner.

The Create PDF from Scanner dialog box appears.

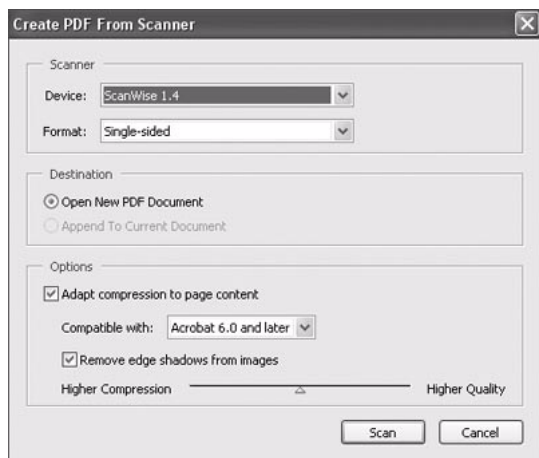


Figure 3: The Create PDF from Scanner dialog box appears for you to choose your scanner.

3 From the Device pop-up menu, choose your scanner.

4 Choose Single-Sided or Double-Sided from the Format menu, depending on the nature of your original.

5 In the Destination section, specify whether you want to create a new PDF file from the scanned material or add the material to the currently active PDF file. You can also choose several other options (adapt compression to page content, compatibility versions, remove edge shadows from images, and set higher compression or higher quality).

6 Click Scan. Your scanner's software launches (Figure 4).



7 Enter your settings for type of image or color mode, destination (where to save the file), and resolution.

8 Click the Scan button to start the scan into Acrobat. You'll see the progress of the scan (Figure 5).

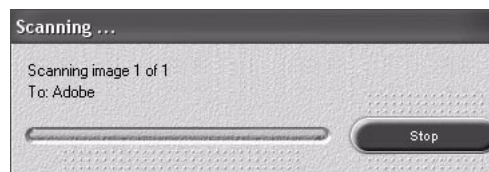


Figure 5: Watch the progress of your scan.

9 If you are scanning more documents, click the Next button in the Acrobat Scan Plug-in dialog box (Figure 6), and keep scanning.



Figure 6: Click Next to scan another document.

10 Click the Done button when you finish scanning documents. Acrobat converts the image to an untitled PDF document (Figure 7).

<u>Week #9 Workout. Cardio with weights:</u>			
<u>Day #1: Legs:</u>			
Squat w/ Side Raise		25reps	3sets
Traveling Lunges (Varying type)	8lbs		6sets
Side Lunges	8lbs		4sets
<u>Day #2: Chest and Back:</u>			
Pectoral Fly	5-8lbs	25reps	4sets
Push Ups		25reps	4sets
Lat Pull	Band	25reps	4sets
Overhead Pull	8lbs	15reps	4sets
<u>Day #3: Biceps, Triceps and Shoulders:</u>			
Close Grip Curl	8lbs	15reps	4sets
Hammer Curls	8lbs	15reps	4sets
Overhead Ext.	8lbs	15reps	4sets
Dips		until failure!!!!!!!	
Incline Lat Raise	8-10lbs	15-20reps	3sets
Upright Row	8lbs	15reps	3sets
ENJOY!!!!!!			

Figure 7: The scanned image opens as a PDF in Acrobat.

11 Save and name the new PDF file.

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