

***Before using this tutorial, make sure to scan all of your files as 'Image files' and save them in numbered order.**

Quick Scan Guide:

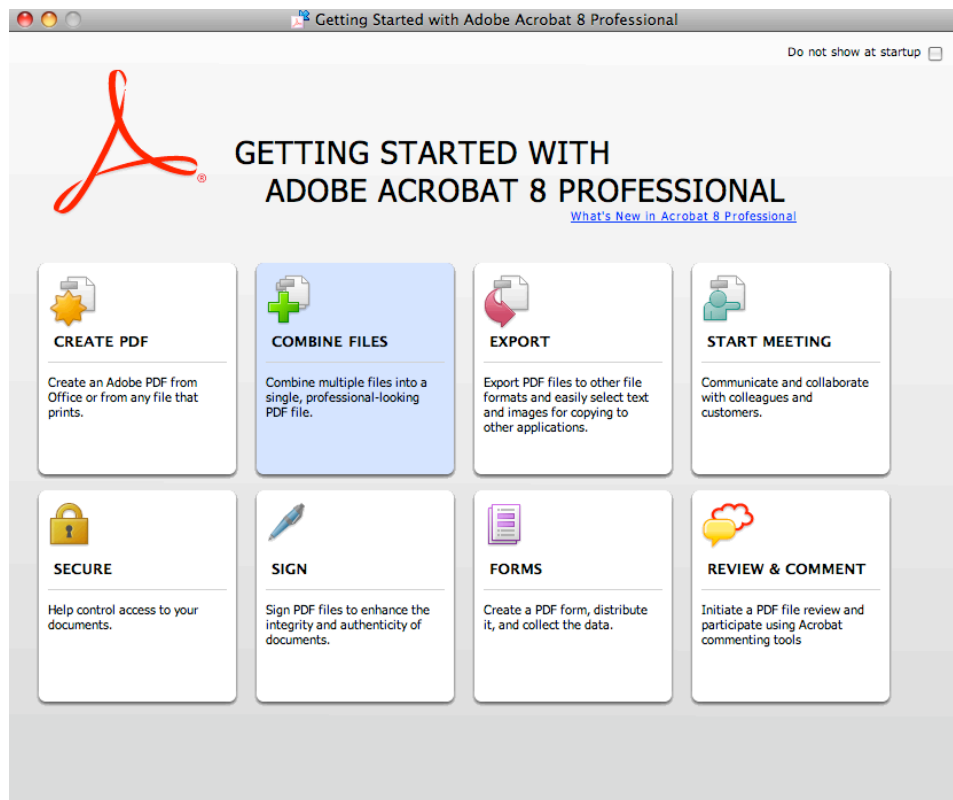
1. Press SCAN on the scanner itself
2. It will perform a quick scan.
3. Adjust the edges of the dotted box to highlight the entire image.
4. Then select scan to: 'Image File' and click 'Accept'.
5. Choose a save name, location and image format (.tif, .jpg, .png, etc).

Create a PDF from multiple files using Acrobat Professional

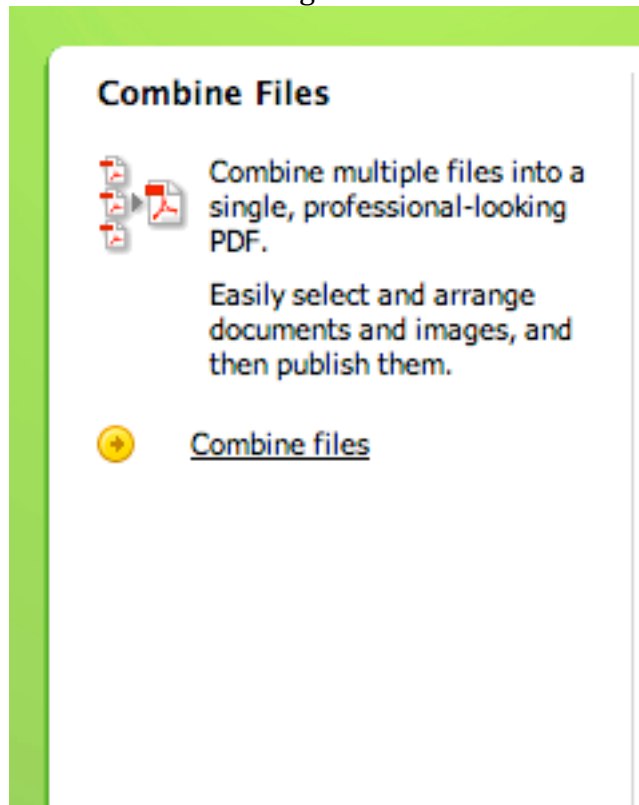
1. Go to 'Applications' & Open 'Adobe Acrobat Professional'.



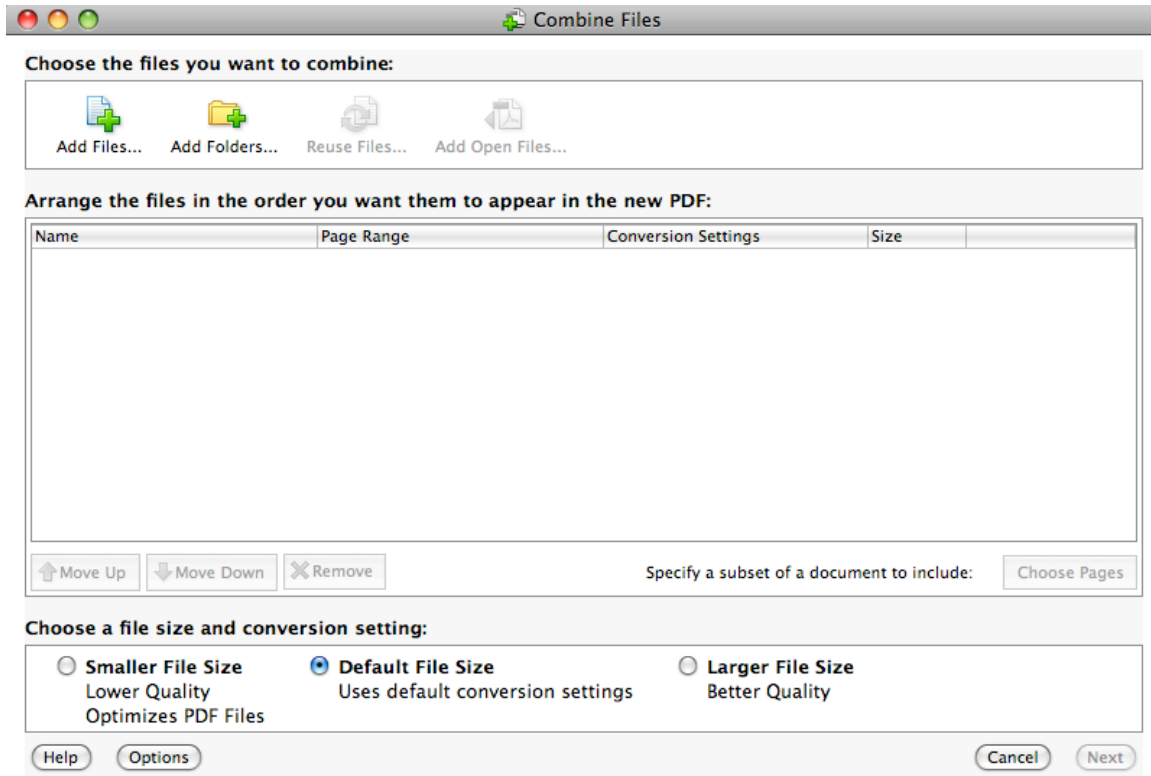
2. Choose 'Combine Files' at the start screen.



3. Click 'Combine files' again.

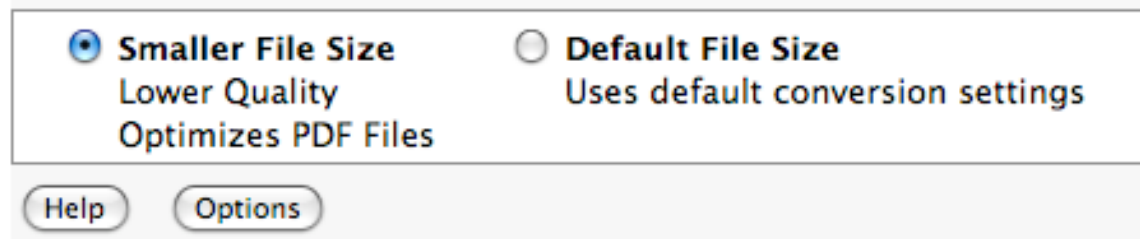


4. At the next screen we can change the conversion quality settings.



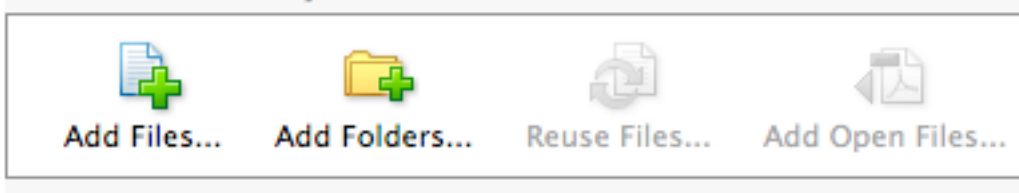
5. Choose 'Smaller File Size' if you desire.

Choose a file size and conversion setting:

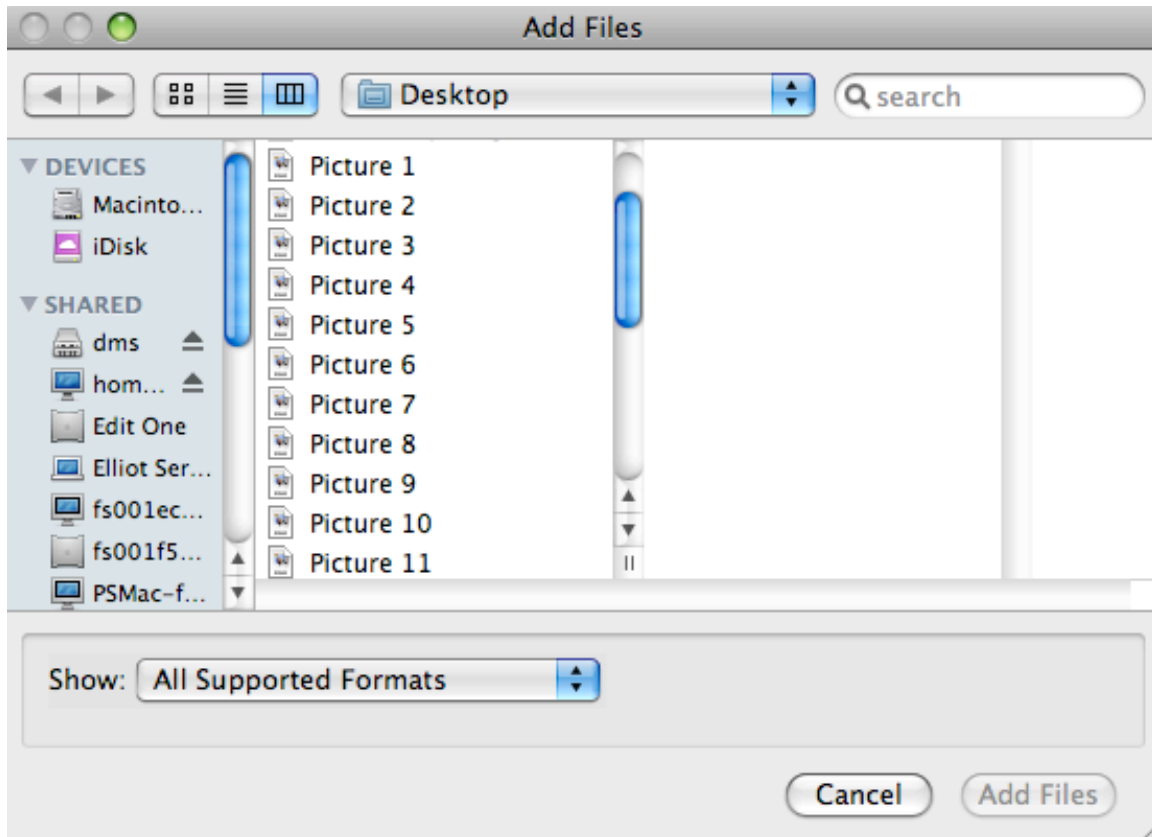


6. Then at the top and 'Add Files'

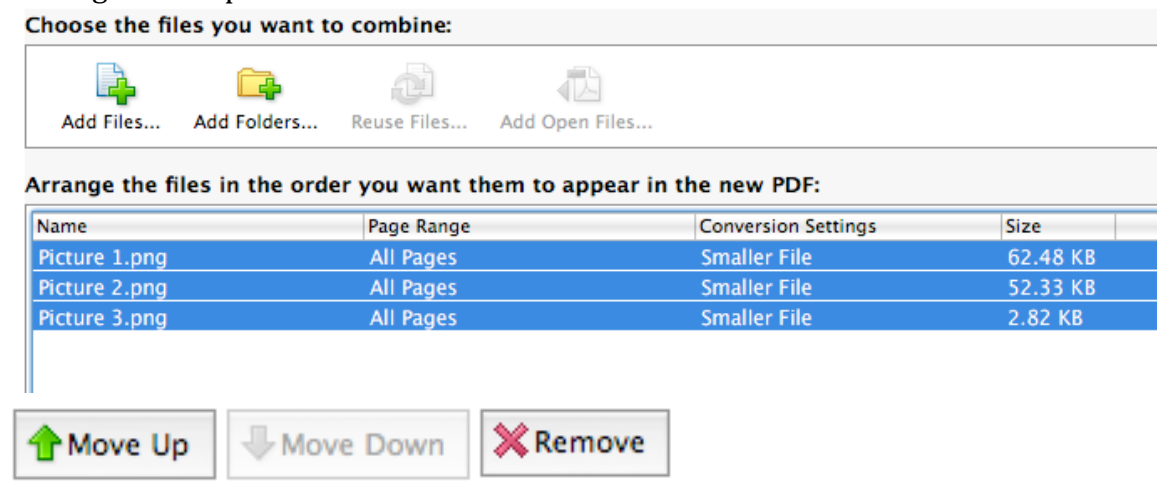
Choose the files you want to combine:



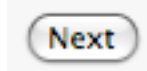
7. Highlight the files you wish to add and click 'Add Files'



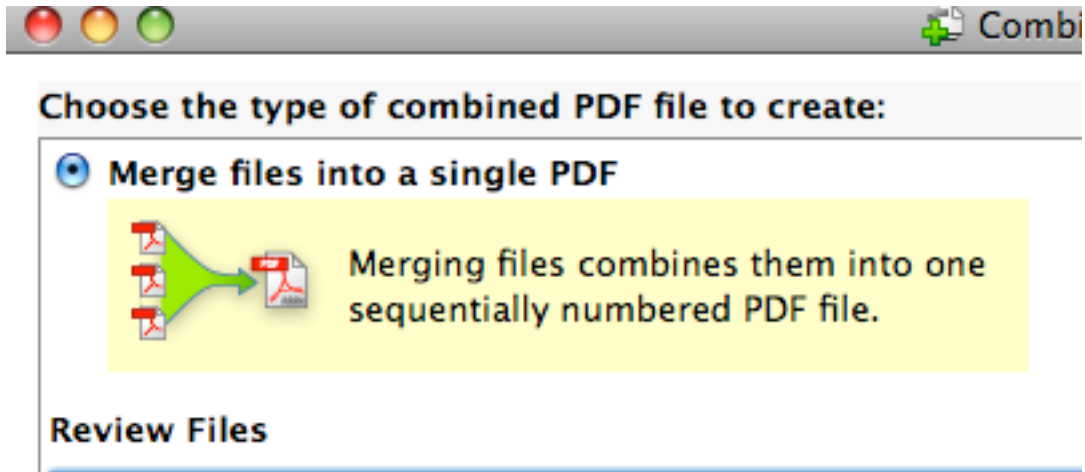
- Place your files in order (top to bottom) by highlighting one at a time and clicking 'Move Up' or 'Move Down'.



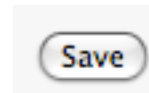
- Click 'Next' after all files are in order.



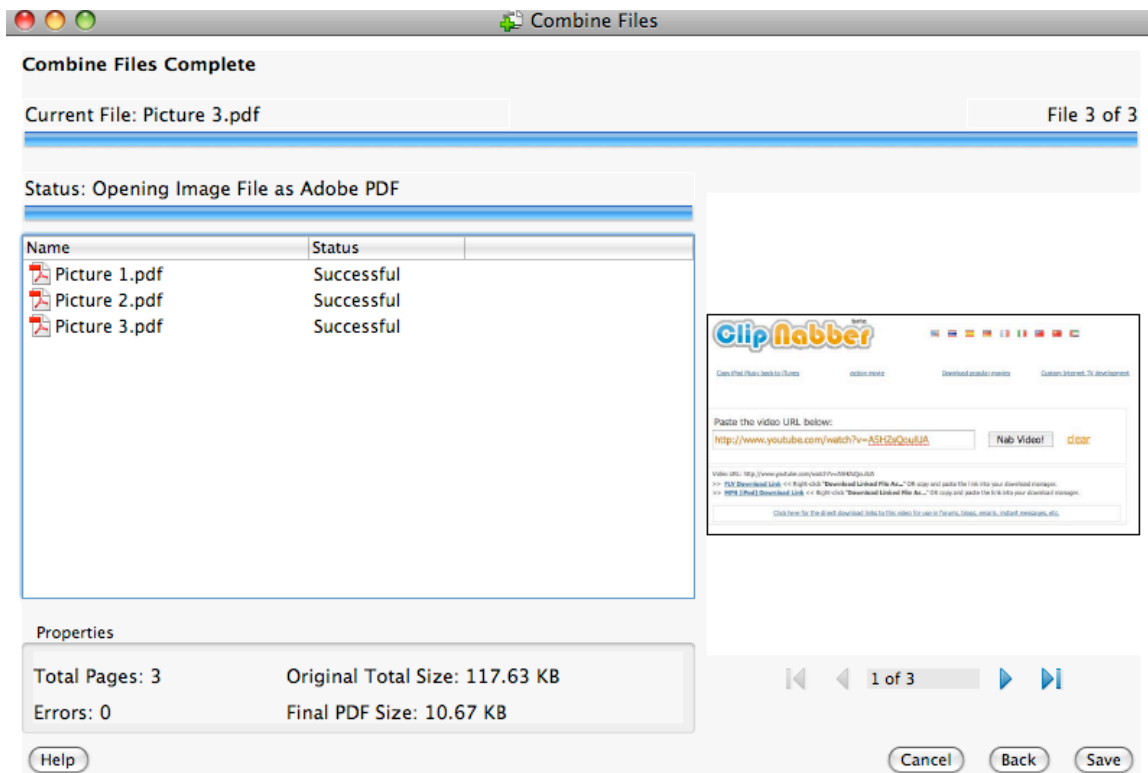
- Choose 'Merge files into a single PDF'.



11. And click 'Create'



12. The files should be combined successfully then click 'Save'



13. Give the PDF file a name and click 'Save'

