

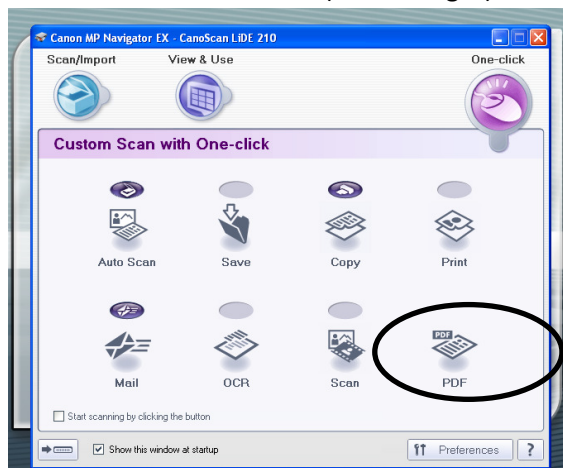
How to Scan a Document as a PDF. (Lodi Library 2013)

1. Use the 3rd computer from the left in the meeting room. Turn computer on if necessary.

STEP 1 Click Start Application

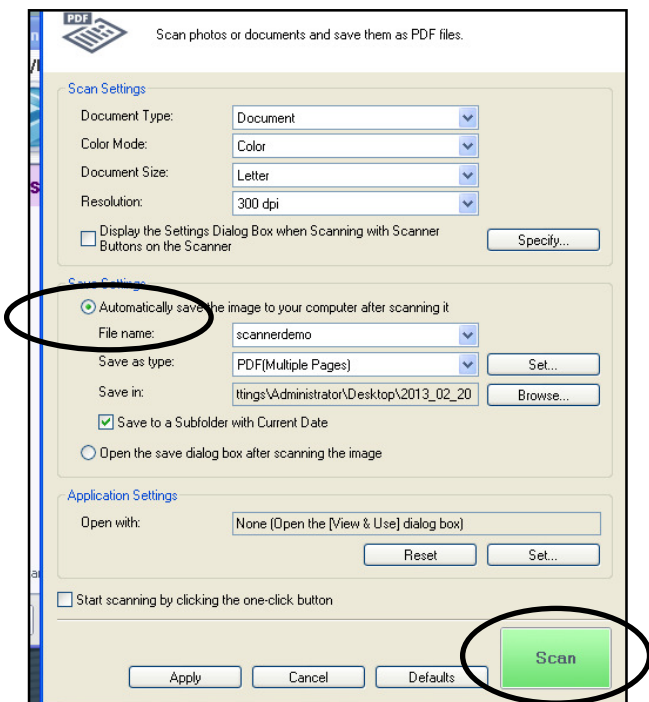


STEP 2 Click PDF (bottom right)

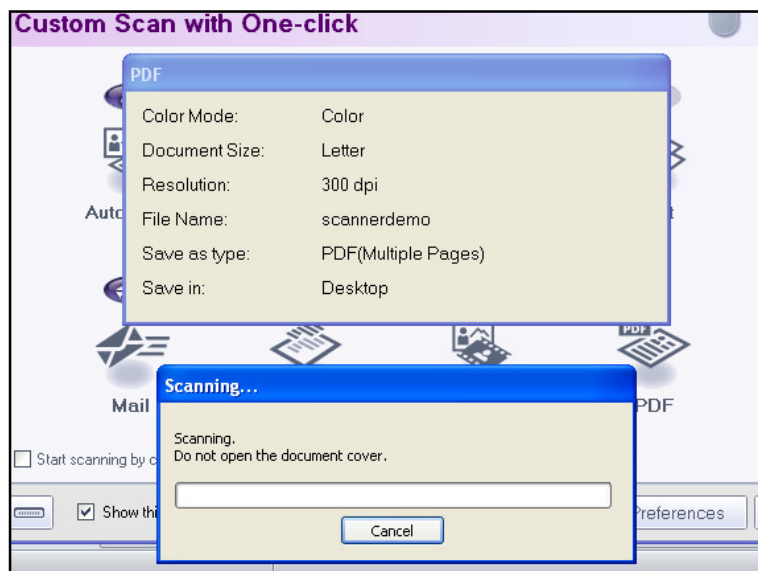


STEP 3 Insert 1st Page in Scanner. CHECK PAPER POSITION

STEP 4 Name File and Click SCAN



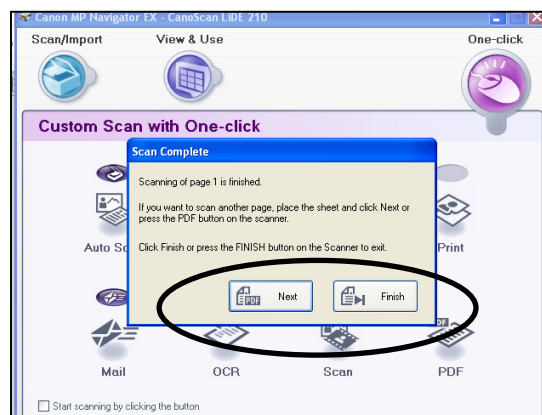
STEP 5 Wait as 1st Page is Scanned.



STEP 6 When you see this screen, remove scanned

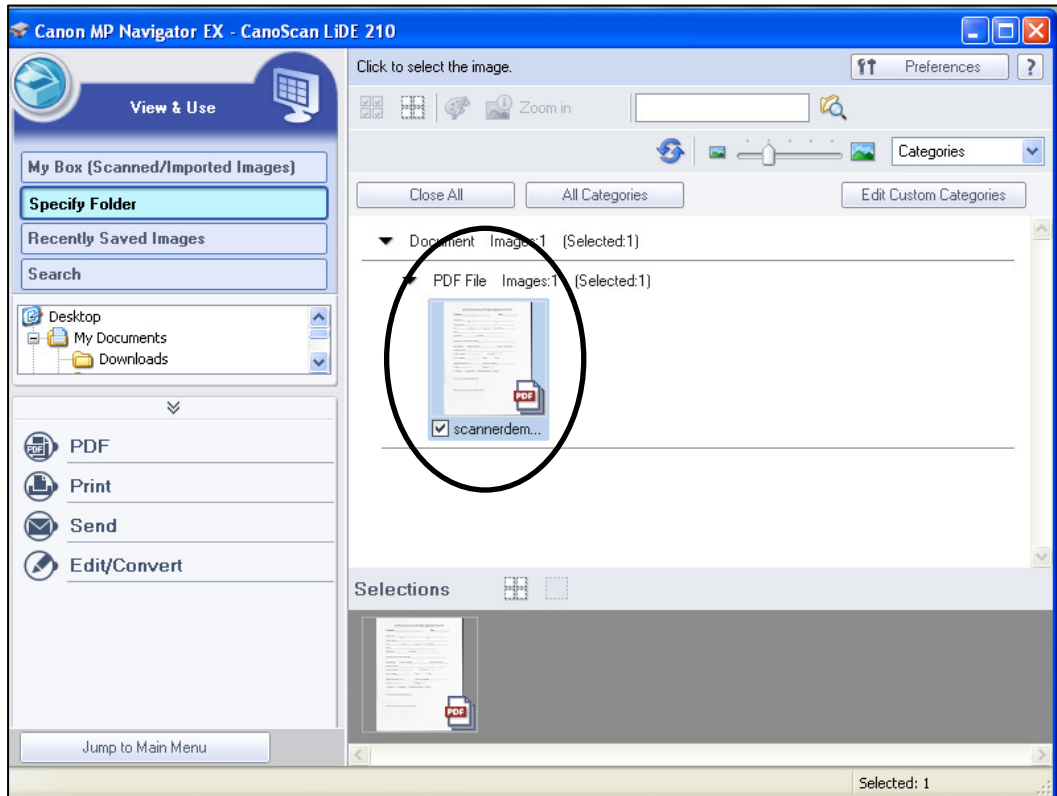
Page, insert next page to scan and click NEXT.

STEP 7 Click FINISH when all pages are scanned.

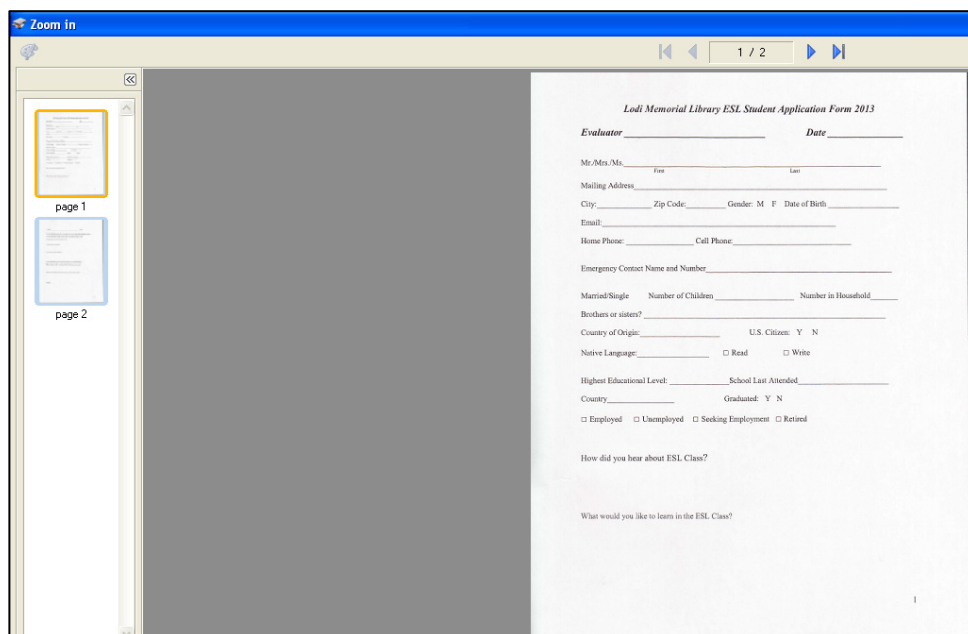


STEP 8 Open PDF Document to check that all pages are there, readable and not upside down.

If not, return to Main Menu and Start Over (Click PDF button).

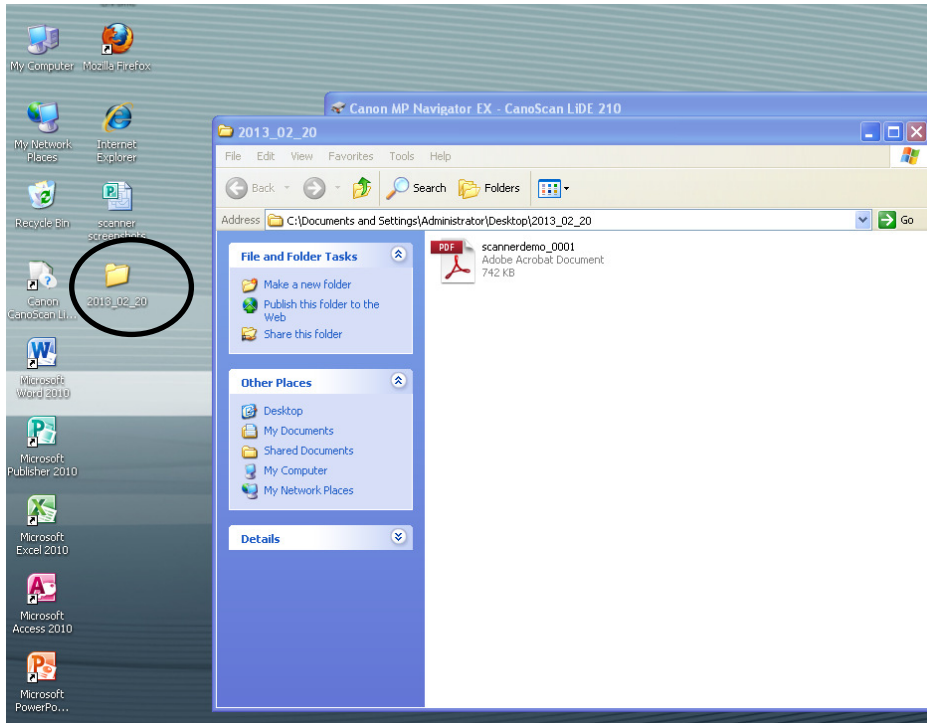


Check Left side of Open Document to confirm all pages were scanned –Here, a 2 page PDF was created.



STEP 9 The Scanned PDF File is in a Folder on the Computer Desktop labeled with current date.

Click on Folder to open it and confirm PDF file is in it.

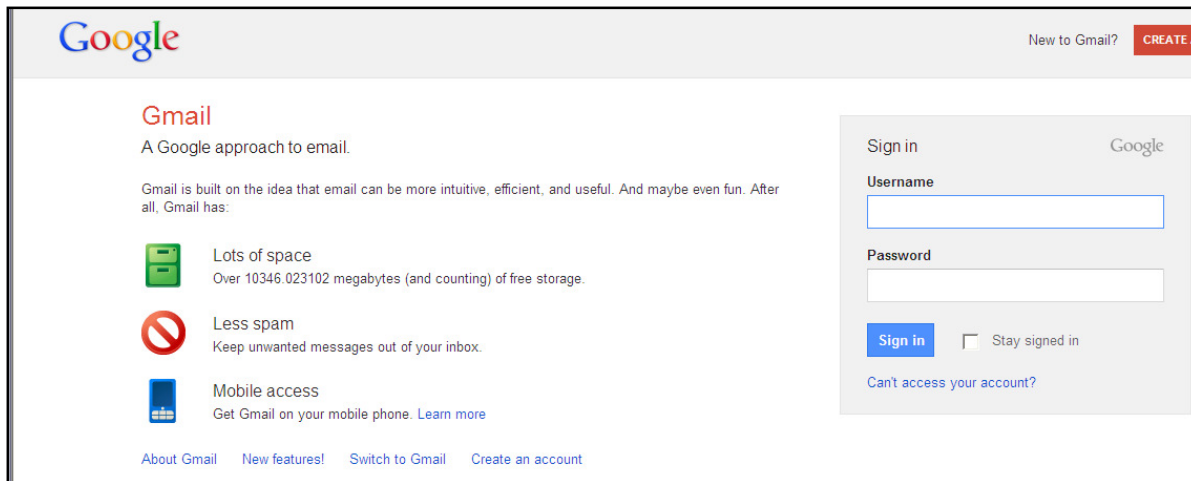


Click on the PDF file (red and white icon above) to check the document (optional).

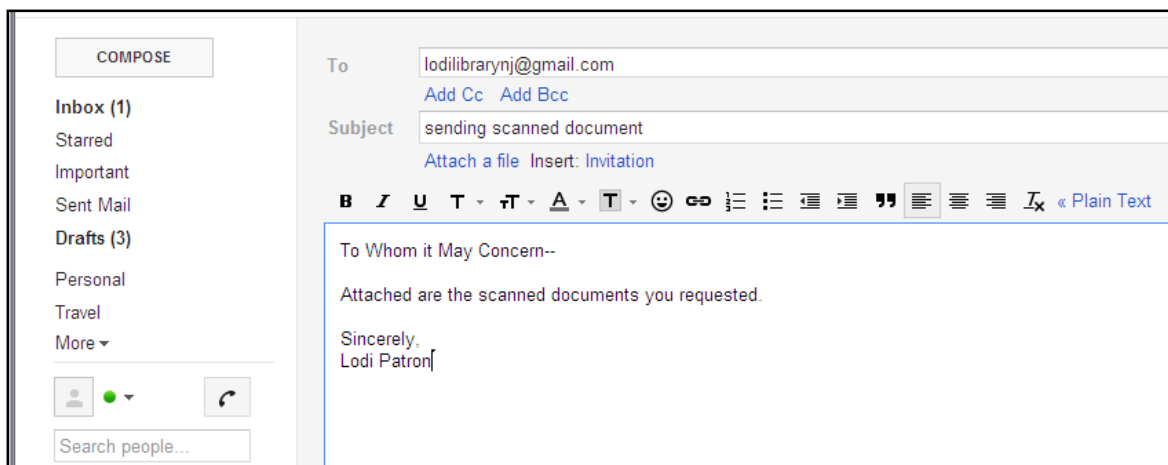
A screenshot of the Adobe Reader application window. The title bar reads 'scannerdemo_0001.pdf - Adobe Reader'. The document is a form titled 'Lodi Memorial Library ESL Student Application Form 2013'. The form contains various fields for personal and contact information, including 'Evaluator', 'Date', 'Mr./Mrs./Ms.', 'Mailing Address', 'City', 'Zip Code', 'Gender', 'Date of Birth', 'Email', 'Home Phone', 'Cell Phone', 'Emergency Contact Name and Number', 'Married/Single', 'Number of Children', 'Number in Household', 'Brothers or sisters?', 'Country of Origin', 'U.S. Citizen', 'Native Language', 'Highest Educational Level', 'School Last Attended', 'Country', and 'Graduated'. There are checkboxes for 'Read' and 'Write' under 'Native Language'. A small tooltip in the top right corner says 'Click on Sign to add text and place signature on a PDF File.'

How to Send a Scanned Document (PDF) as an Email Attachment. (Lodi Library 2013)

STEP 1 Go to internet and sign on to your email account. This example shows a gmail account.



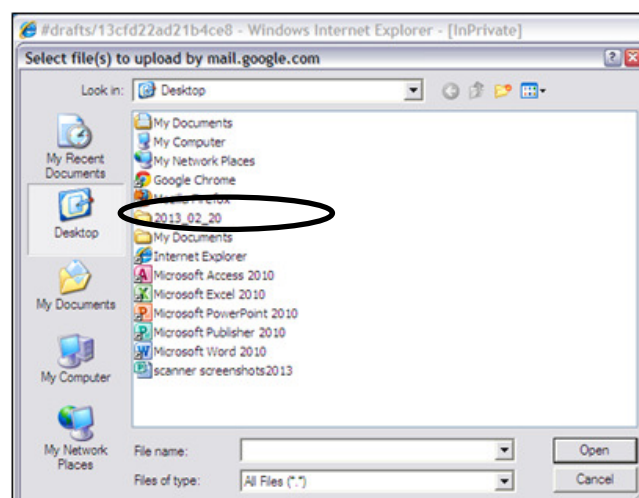
STEP 2 Compose a new Email. Send it to yourself or to recipient for scanned PDF

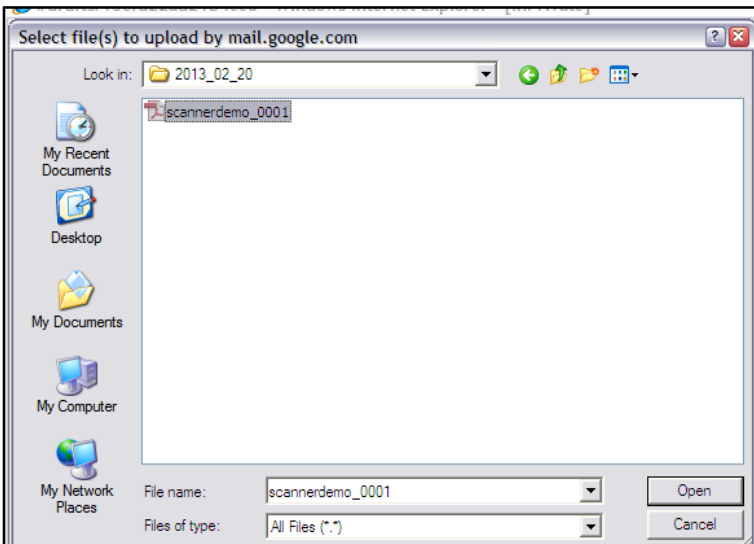


STEP 3 Attach the scanned PDF as a file to the email .

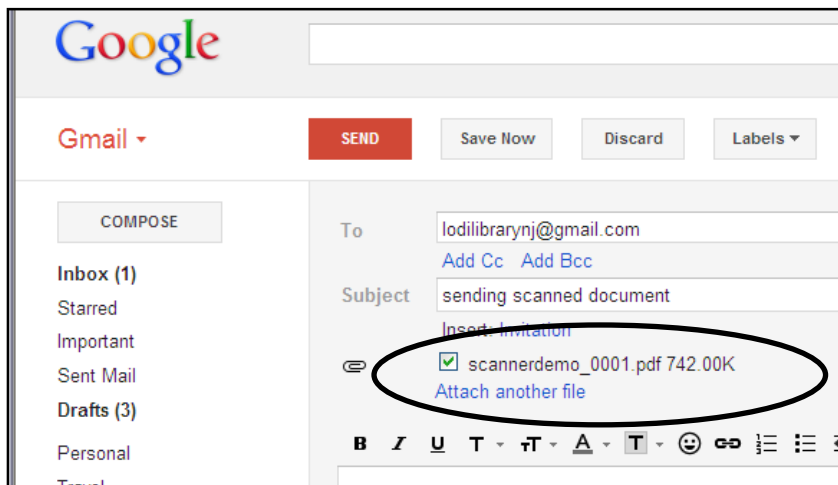
Look in Desktop to find the Folder with the date

Containing the PDF scanned.

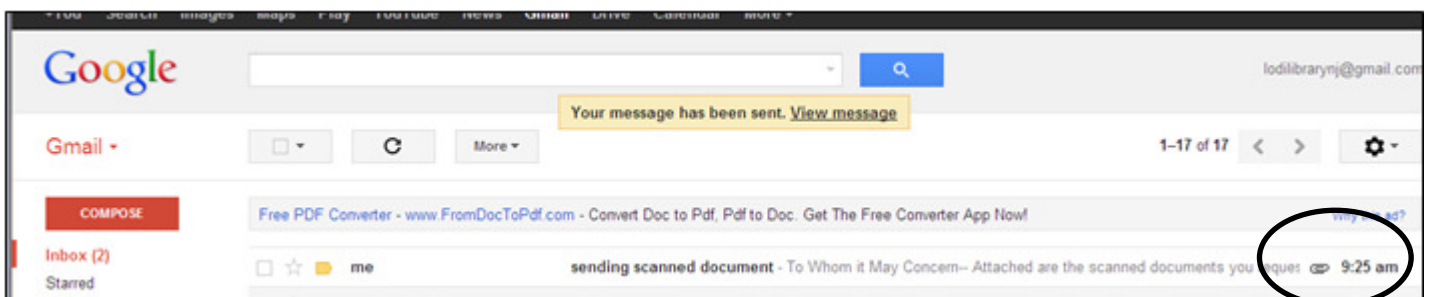




STEP 4 Confirm that file is attached and SEND email.

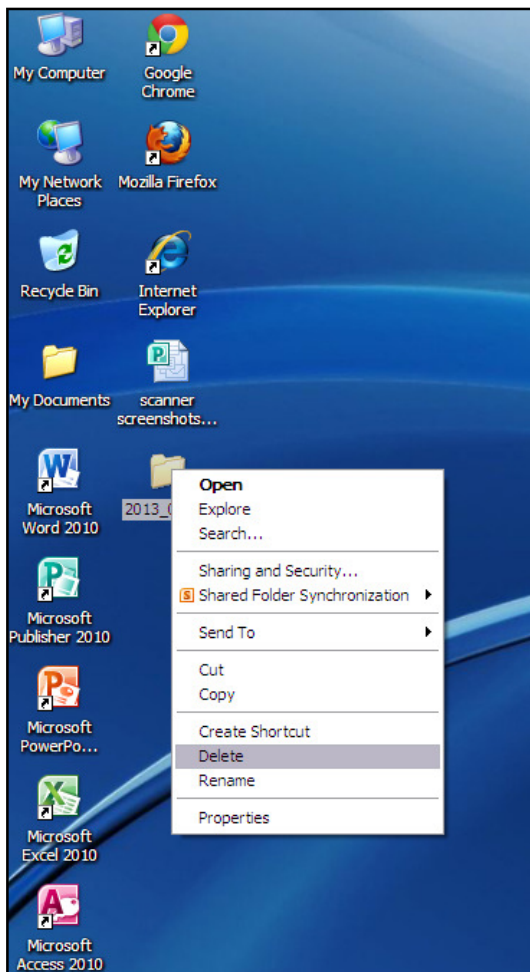


STEP 4 Check your Sent Mail for email and open it. NOTE—paper clip symbol shows that file is attached



How to Delete the Scanned file to Protect Privacy.

STEP 1 Right Click on Scanned PDF Folder to Delete file



STEP 2 Click Yes to delete folder.



STEP 3 Empty Recycle Bin for Privacy

