

Scan Documents and Create PDF Files in the Shapiro Science Library

You can scan to create multipage PDF files at computer stations T3 and T8, behind the Reference Desk. Both of these workstations require UM login and are available for use whenever the library is open. The workstations each include a Canon DR 1210C scanner with a top feeder and Capture Perfect software. You can use these workstations for tasks like scanning handwritten problem sets to post to CTools. Priority for these workstations is given to users needing the scanner.

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To Create a Multi Page PDF file:

- **Open Capture Perfect 3.0:** Double click the icon on the desktop. Use the onscreen menus; you can ignore all buttons on the scanner.
- Place your original in feeder or on flatbed.
- If you want OCR, select **Options – PDF File –Apply OCR**
- Select **Scan**, then **Scan Batch to File**
- Select **Save in – Desktop**
- Select **File Type - PDF**
- Choose **Scanner Settings:**
 - Mode: Black & White, Color, etc.
 - Page Size: default is Letter (8 ½ x 11) – change if applicable
 - Dots Per Inch: default is 300 – change if desired
 - Page Source: choose Feeder (for multipage documents) or Flatbed
- Select **Multi Page (All Pages)**, name your file and click **Save**. Wait a minute while the lamp warms up, and watch the scanner work. Choose **Continue Scanning** to add more pages, and **Stop Scanning** when finished.

If you have a double sided original, you can scan front(s) select **Continue Scanning**, and then turn page(s) over to scan back(s.) To add pages after you have selected **Stop Scanning**, choose **Page – Insert/Add Pages – from scanner** and use the dialog box to choose where the added pages should go.

To reorder pages in your pdf document, choose **View – Thumbnail** and then drag the small images to where you want them. (You may wish to number pages in your original before scanning.)

For more information, and more options, see the online help.

Before you leave: Doublecheck that your file is saved correctly, remove your original from the scanner, logout of the workstation and take your CD or USB with you. Do not turn off the scanner.

scilib/reference/handouts/scanning/scantopdf.doc 8-19-2010 bw