

## Guide for converting paper copies to PDF's (Library A4 Scanners)

- Open Scan Wizard DI program on desktop
- Place paper in Document Feeder face-up – single side only
- Change **Scan Source** to ADF (Simplex)
- Change **Resolution** to 200 DPI
- Click **Scan To**
- Select Folder to save document to (Desktop is preferred)
- Choose File Name
- Save as Type: Portable Document Format (.pdf)
- If scanning multiple pages – check **Save Multiple Images as a Single File** box
- Click Save

Program will now scan document to Desktop, once complete open the .pdf file.

- Once opened in Adobe Acrobat Professional select

Tools > Print Production > PDF Optimizer

Select OK

Rename File and Save

Note: Optimizing the PDF is an important step as it compresses the file size to a manageable one.