

CIT Lab How-To: Batch Scan Multiple Pages as a PDF File

This guide will demonstrate how to directly convert multiple documents into an Adobe Acrobat PDF. This guide assumes the user has obtained the necessary permissions to reproduce and distribute copyrighted materials. To learn more about scanning text and images, see the various Scanning How-to guides available in the CIT Lab and at the CIT web site (<http://cit.ucsf.edu>).

To batch-scan text as a PDF document:

1. Launch **HP Precisionscan Pro** from the **Applications** folder.
2. Place the pages you wish to scan face up on the document feeder of the HP ScanJet flatbed scanner.
3. A window should open automatically, as shown in **Figure 1**. Select **Text and Image** as the Output Type, and leave the output resolution at 300 (dpi). The Paper Size should be left as **Letter** in most cases.
4. Click the **Scan** button. Select the location and name of the file, leaving PDF as the file type, as shown in **Figure 2**. Then click **Save**.
5. Once the pages have been scanned, a window will appear, as in **Figure 3**, that will ask whether or not you wish to add more pages to the current PDF document that will be generated. Since the automatic document feeder can only handle 25 pages at a time, you will need to load subsequent pages if your document is greater than 25 pages. If this is the case, click **Scan** to add the subsequent pages to the current PDF document. Click **Done** once all pages of the current document have been scanned.

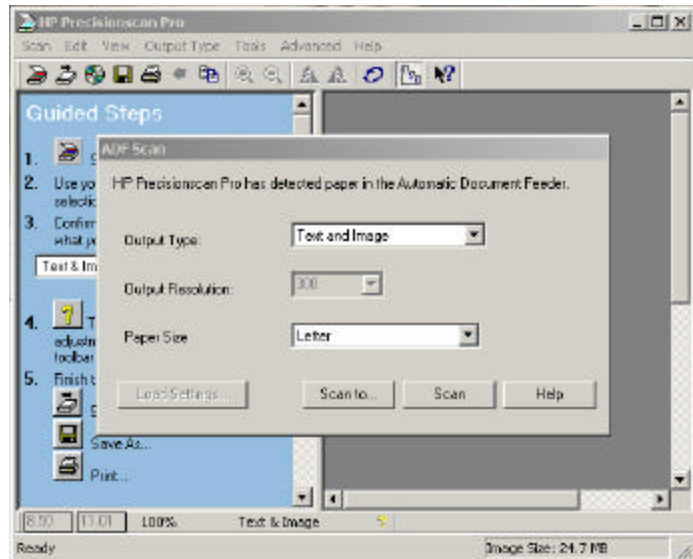


Figure 1: Automatic detection of document in scanner feeder.

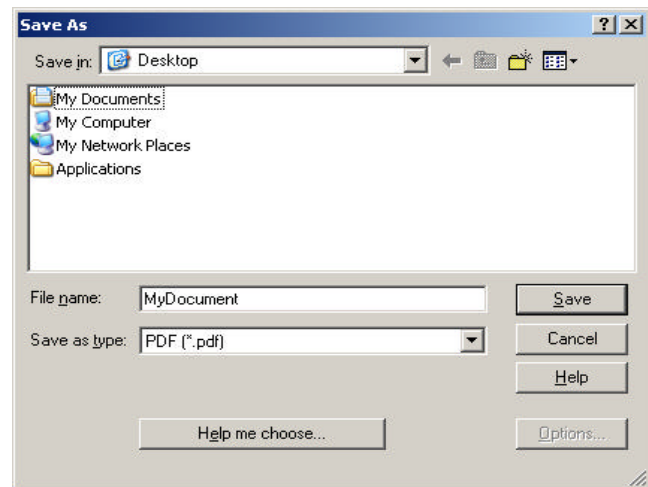


Figure 2: Specify the file location, name and type (PDF).

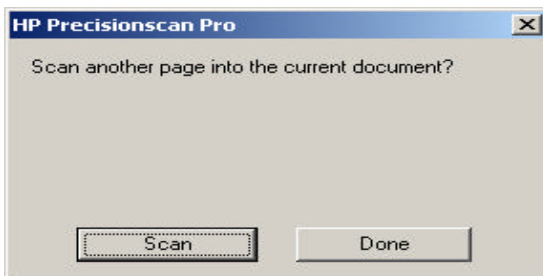


Figure 3: Click Scan for more pages, or click Done

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