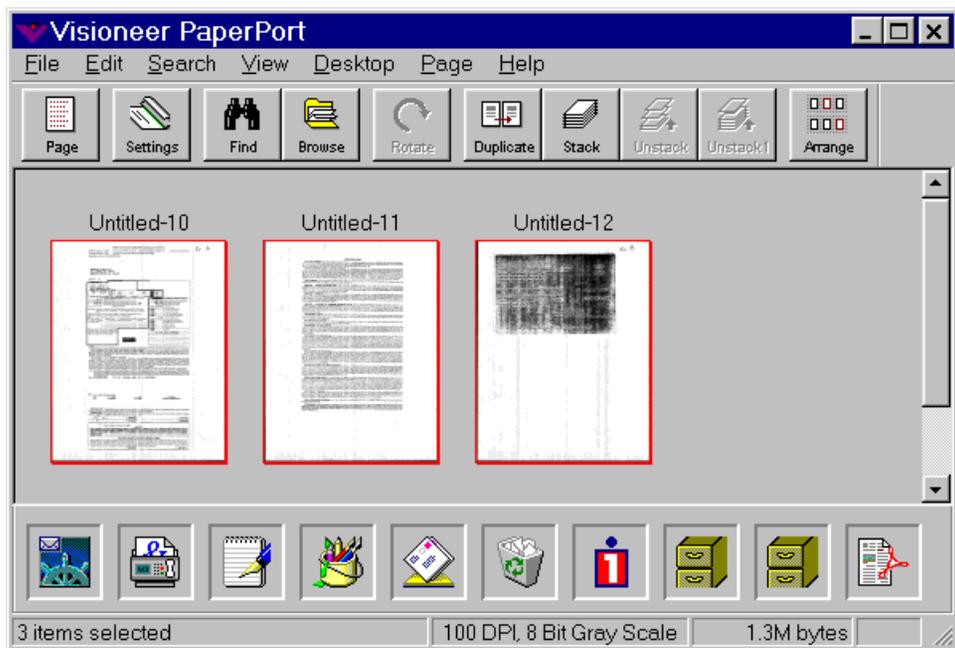


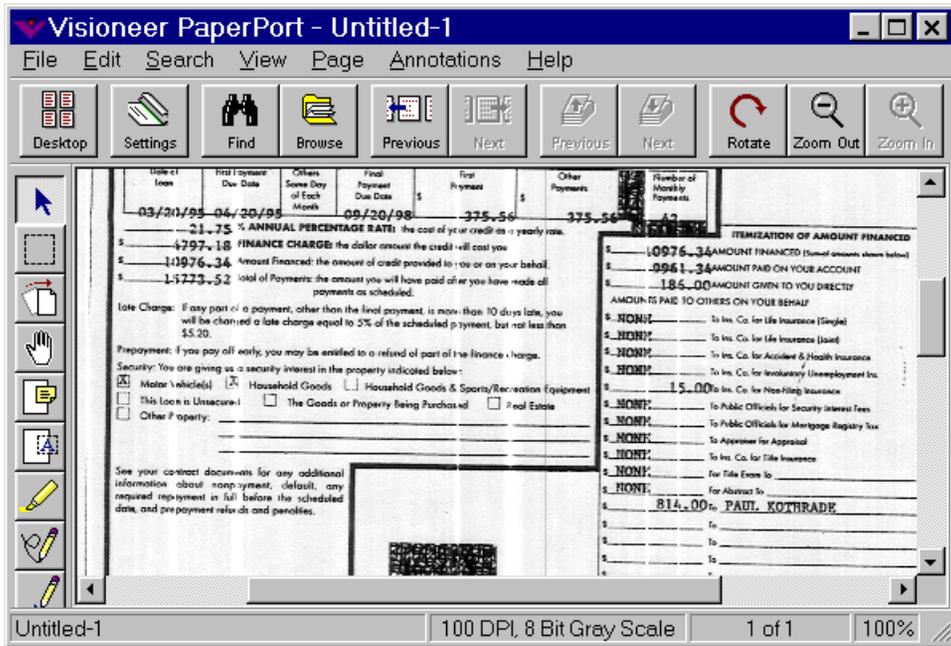
Creating PDF Files from Scanned Images



Our objectives are that by the end of this session, you will be able to:

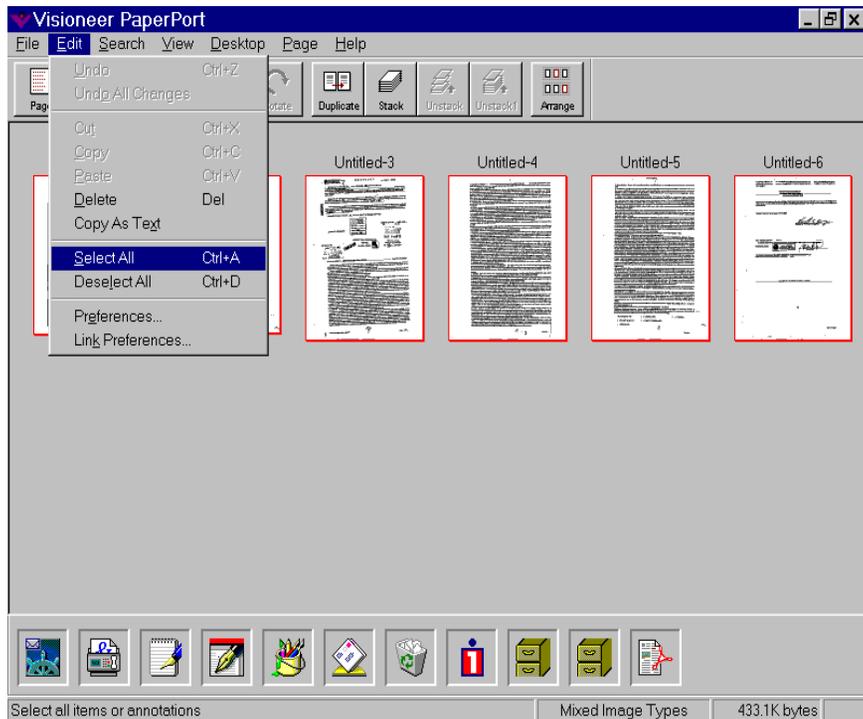
- ✓ operate the Visioneer PaperPort Strobe scanner
- ✓ view scanned images on PaperPort software
- ✓ save images as *.PDF documents
- ✓ define the difference between PDF text and image files.

1. The scanners used for this section are Visioneer PaperPort Strobe scanners. PaperPort is the software the Court uses to scan documents. *Other scanning software is acceptable to the Court as long as the result is usable by our Electronic Records System. However, the Court cannot offer technical support for other scanning software.*
2. Find the scanner's paper entrance and exit ports. To begin a scan, insert the document into the scanner, face up and top first. The back of the scanner can be adjusted to allow paper to curl around and exit in the front, or to exit straight out the back. It is best for heavy paper, such as business cards, to exit out the back.
3. There is no switch on the scanner. Scanning begins when you insert a piece of paper. PaperPort software opens automatically.
4. PaperPort has two ways of viewing images, the **Desktop** and the **Page**. Each has its uses. The **Desktop** view appears automatically when a document is scanned. It allows you to stack, save, or retrieve documents as if they were arranged on your desk. Documents are presented in "thumbnail" format, so you can see several documents at the same time. (See the example to the left.)
5. Move to the **Page** view by double-clicking a document. (See the example on page 31.) This view allows you to read and modify images. Zoom in to see the image better. Add notes or highlighting to an image.

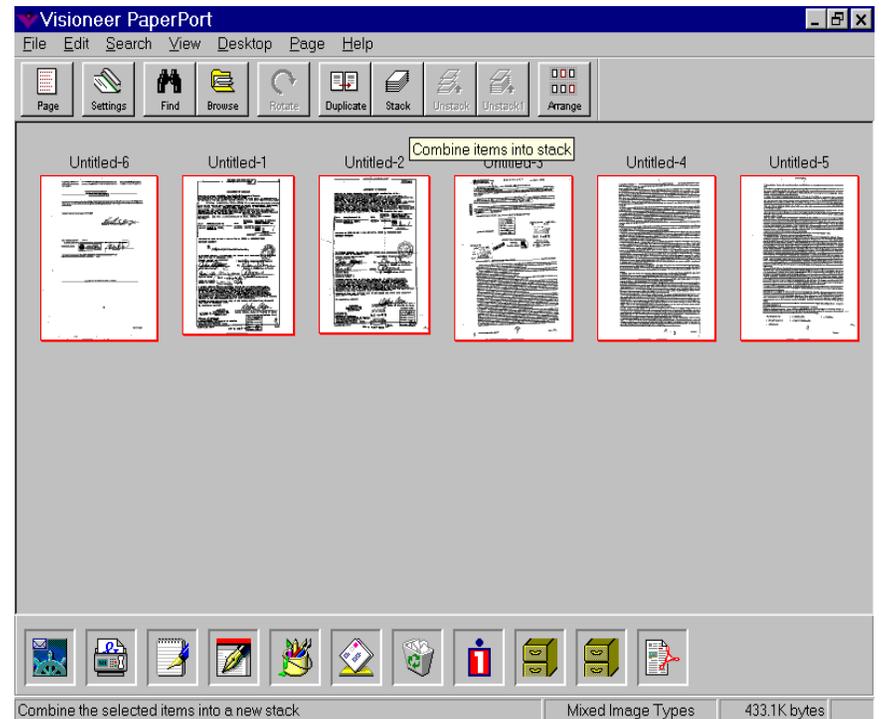


- The scanner can take only one page at a time. You must wait until PaperPort has accepted one page before you can begin another page.
- Your scanner can jam just like any copier. Be sure to insert pages straight. If the paper jams, it should back out by itself, or else use the button on the left. If that doesn't work, *gently* pull the page out. You must redo that page.

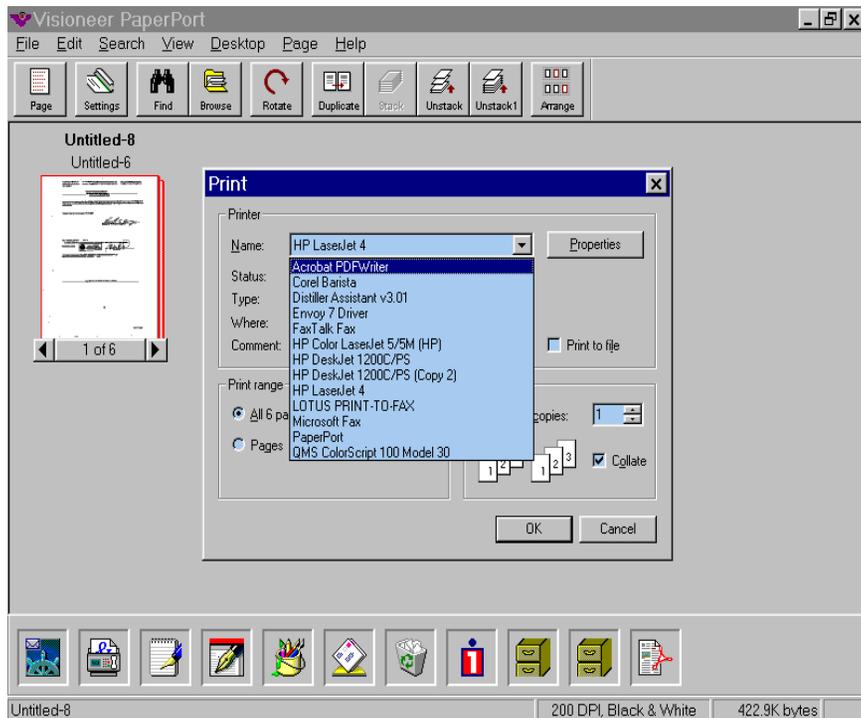
- When the first page has been scanned, scan any additional pages one at a time. All the pages appear on the desktop. The scanners all accept undersized papers, such as some checks or receipts, and paper up to 11½" by 17".
- Selected documents — those you can stack or save as *.PDF files — are highlighted in red. Documents are automatically selected after you complete the scanning; clicking the mouse anywhere outside a document deselects them. To select a document, click it with the mouse; to select more than one page, hold the "Ctrl" key on the keyboard while you click the all the pages.
- Images that are going to be saved in *.PDF format must first be stacked. Select all of the pages of the document by clicking them with the mouse; hold the **Ctrl** key to that you can select more than one at a time. Or choose **Select All** from the **Edit** menu. Click **Stack** to combine the pages into one document. (See the examples on the following pages.)



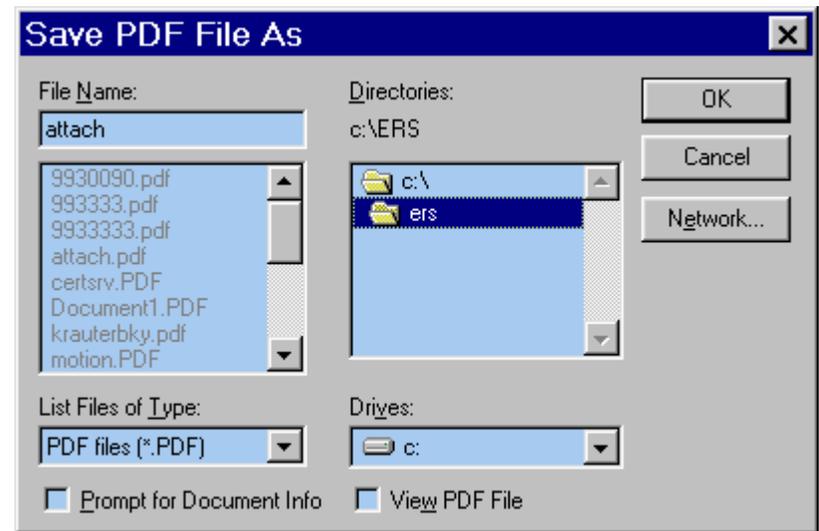
Pages must be selected (highlighted in red) to stack, print, or save them. If they are not all selected, chose Select All from the File menu.



With all of the pages selected, click the Stack button.



*To create a *.PDF file for the scanned attachments, open the Print screen and choose the Acrobat PDFWriter.*



*Name and save the attachments' *.PDF file in a convenient directory. When you have completed your work with the scanned images, delete them from your PaperPort desktop. Select them all, then click the wastebasket icon at the bottom of the screen, or simply press the **Delete** key. If you do not delete these images, they will display on your PaperPort desktop every time you open the program.*

Important: PDF Text and Image Files

PDF files can be created from text, such as in WordPerfect or Word, or they can be created from scanned images. It is important to understand the differences between PDF text and image files.

- ✓ PDF files created from text are recognized by your computer as text; it is possible to cut, copy, and paste PDF text. PDF files created from images are similar to photographs. Text in those images cannot be cut, copied, or pasted.
- ✓ PDF text files are *much smaller computer files* than PDF image files. It takes a lot longer to upload, download, save, or print PDF image files.
- ✓ PDF image files look like faxed documents when displayed or printed, while PDF text files retain their original clarity.

For these reasons, create PDF text files from a word processor or other computer application whenever possible. Only create PDF image files for documents that must be scanned, such as exhibits or signatures. Do not scan entire documents or petitions to create PDF files. Those files will be unacceptably large, and will be more difficult to upload, download, store, or view.

Important: Scanned Image File Size

PDF image files differ greatly in size based upon the setting used to create the image. The setting used for a color photo, for example, creates a much larger file size than the setting for a simple black and white text document.

Familiarize yourself with your scanner and choose an appropriate scanning setting. If the setting is too high, the file size will be needlessly large and difficult to submit over an Internet connection. If the setting is too low, the image may lack clarity, or handwritten marginalia may not show up. For submission to the Court, documents should be scanned at a setting of **300 dpi (dots per inch)**, or in a mode suitable for editing text.