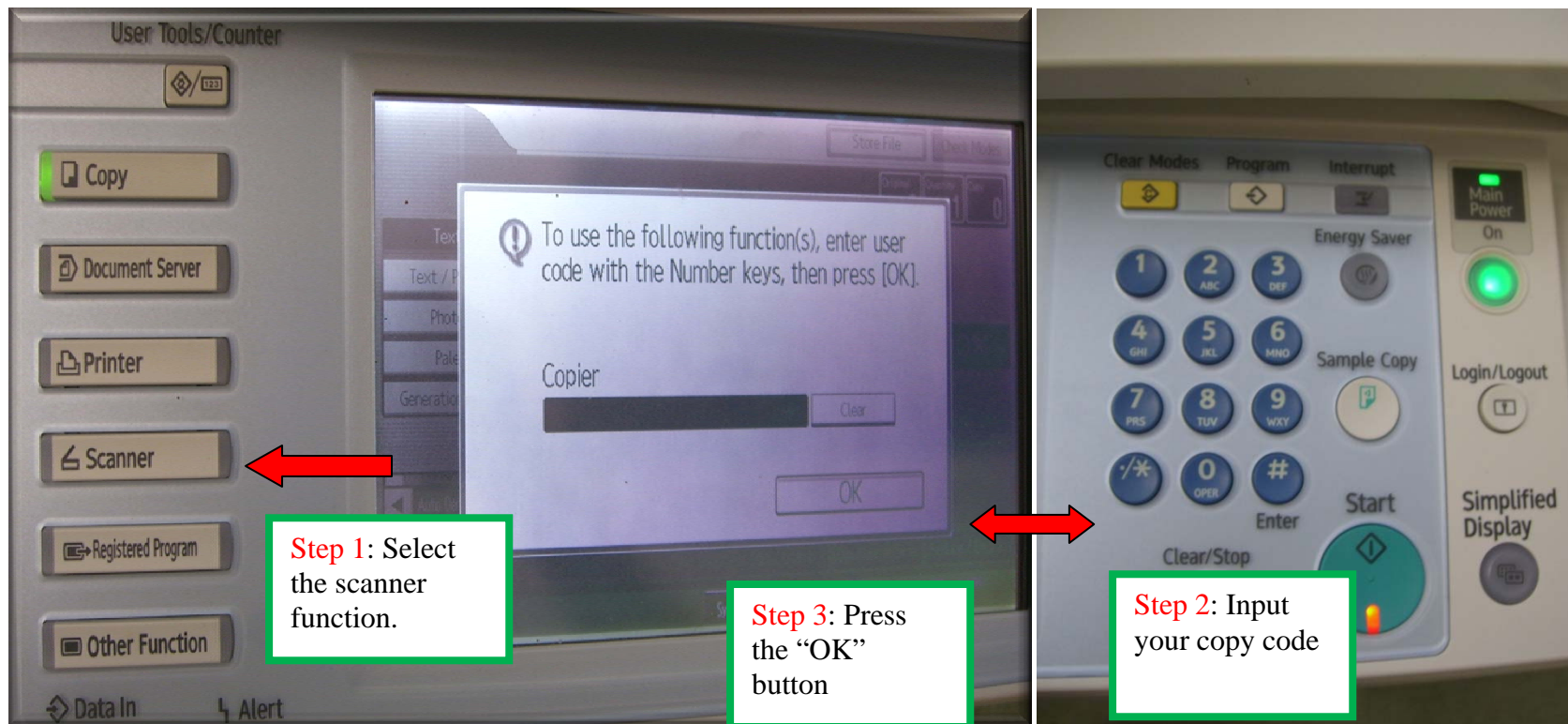


Scanning PDF Files with the UWP Copier: A Brief Orientation

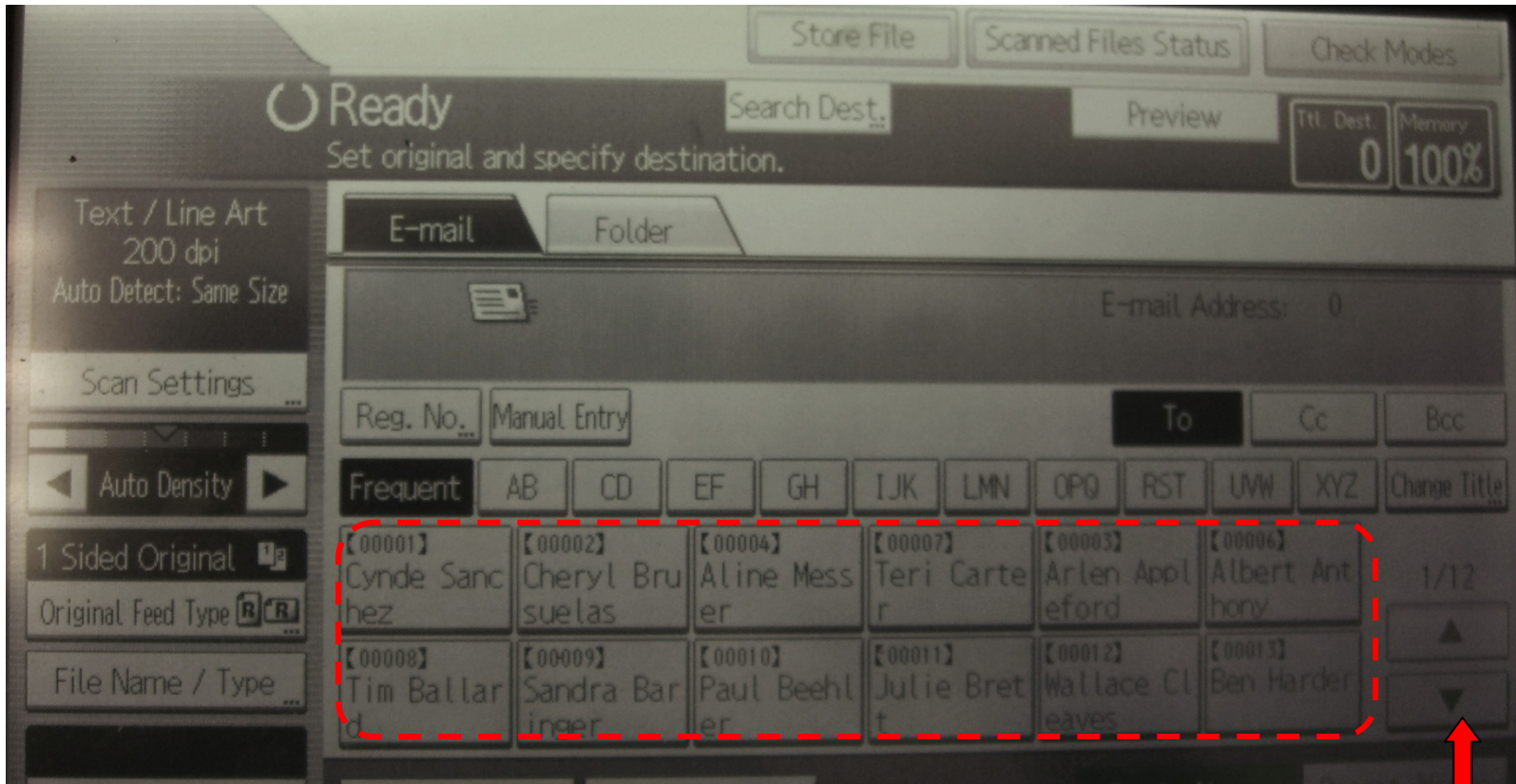
University Writing Program, UC Riverside

Many of you have asked how to scan/create .pdf files (i.e. the Adobe Acrobat files) that are virtual photocopies. The University Writing Program (UWP) has a photocopier that does just this, and the process is easy. Just follow these steps:

Steps 1-3: Select the Scanning Function and Insert your Copy Code

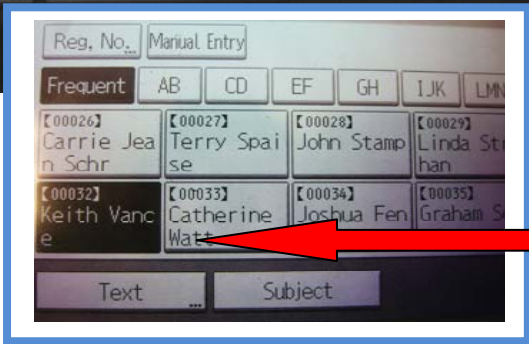


Steps 4-5: Use Arrows to Select Your Name (Email Address); Adjust Scan Settings if Desired



Step 5: Adjust any scan settings you wish (two-sided copies, scan dpi, density levels, etc).

Generally, a setting of 200 dpi is sufficient for text.



Step 4: Scroll down to find your name using the arrow buttons.

Select your name with your finger. For an example, see the call-out left.

Your name and email address were automatically included on the machine's roster by UWP personnel when they setup your account.

Steps 6-7: Copy/Scan Material as Normal; Exit Machine



Step 6: Press the start button to begin your scan.

You can scan one page or many pages just like you can copy. For many pages, you can place them in the feeder tray on top of the machine. For one page, you can place the page on the copier glass—just like making a photocopy.

Where will the .PDF go?

The material you want to scan will be automatically sent to the email address that you previously selected. It will not have a file name, so it will show up as a long number (indicating the date and time it was scanned). You may want to rename the file once you download from your email account.

Step 7: Exit your account by holding down on the Clear/Stop button and the Clear Modes button at the same time. This will log you out of the machine.