

CREATING ACROBAT PDF FILES IN NS218A GEOLOGY LAB

Option 1 - Scanning Hard-Copy Paper Documents Using Acrobat Professional and the EPSON DS6500 Scanner in NS218A

1. Open Acrobat Professional Software
2. Make sure Epson Scanner is on, awake and the green “ready” light is illuminated
3. Place individual pages on flatbed scanner, or place stack of multiple page documents in the Automatic Document Feeder (ADF), text side up. Make sure pages in documents are not stapled, are loose, straight, and not tangled together.
4. In Acrobat Pro use the following pull-down menu sequence
 - a. File>Create PDF*From Scanner
 - i. Choose appropriate document format, e.g. Black and White, Color, Image, etc.
 - ii. Multiple-page document will be passed through the ADF, PDF file will be rendered in Acrobat Pro Software
 - iii. “File-Save As” save your *. pdf document to your personal folder on the “H:\” network drive, or on your local USB flash drive.

Option 2 - Creating PDF Files from Native Software Environments Using the “Adobe PDF” Print Driver

1. Compile work in any native software format available in the NS218A Lab (e.g. MS Word, MS Excel, MS Powerpoint, Surfer, Grapher, etc.)
2. From the native software pull-down menu
 - a. File-Print
 - i. Pull-down the printer list, and choose the “Adobe PDF” print driver.
 - ii. “OK”, Print to file, save the *.pdf file your creating to your personal folder on the H:\ network drive, or on your local USB flash drive.

Option 3 Creating PDF Files of ESRI ArcGIS Map Documents

1. Compile work in ArcGIS software environment (e.g. ArcMap 10.1)
2. Toggle to the “Display” mode windows tab in ArcGIS
3. File-Export-
 - a. Choose the PDF option, save to your H:\ drive or local flash drive.

Combining Multiple PDF Documents into Digital Lab Report

1. Using Adobe Acrobat Professional Software, Open the first PDF file to appear at the beginning of the digital lab report.
 - a. Use Tools-Document-“Insert Pages” or alternatively use the “Create PDF” combine multiple files tool. See attached for directions from the Acrobat help menu.
 - i. sequentially combine each of your PDF documents together, in the proper order, into one single PDF. Organize your documents according to the lab check list.
 - ii. **DO NOT USE THE CREATE “PORTFOLIO TOOL”**, that tool does not create a single PDF, but appends multiple documents together.



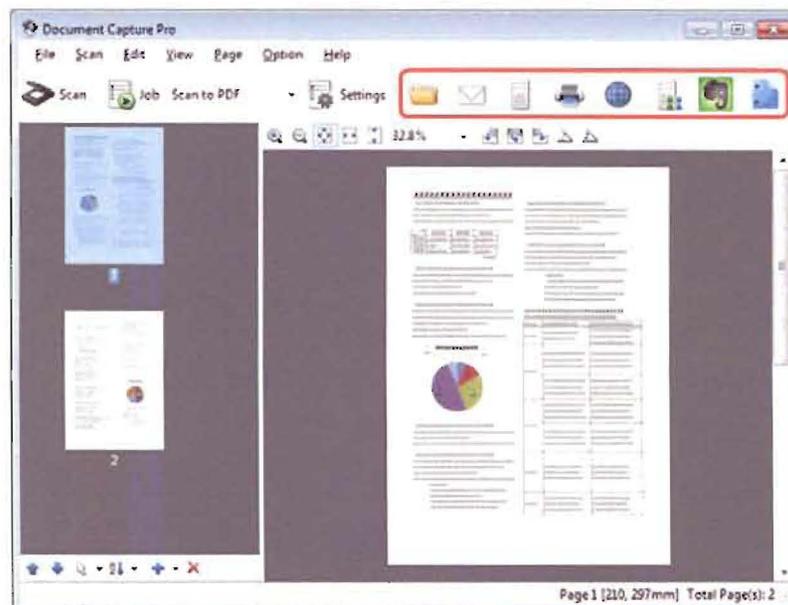
Home > How to Scan

Scanning Using Document Capture Pro (for Windows)

This section explains basic scanning procedures using Document Capture Pro.

See help for details on Document Capture Pro.

- 1 Place your original(s).
 - ☞ [Loading Documents in the Automatic Document Feeder \(ADF\)](#)
 - ☞ [Placing Documents on the Scanner Glass](#)
 - ☞ [Placing Large or Thick Documents on the Scanner Glass](#)
- 2 Start Document Capture Pro.
 - ☞ [Document Capture Pro \(for Windows\)](#)
- 3 Click **Scan**.
- 4 Adjust settings in the Main Settings window as necessary, and then click **Scan**.
Click **Detailed Settings** if you want to make more detailed adjustments using the EPSON Scan window.
The document is scanned and displayed as an image in Document Capture Pro.
- 5 Check the scanned images (pages), and then edit as needed.
- 6 When you have finished checking the image, click the destination icon.



- 7 Adjust settings in the Save As window or the Print Settings window as necessary, and then click **OK**.

 **Note:**

Selecting **Apply job separation** on the Save As window activates the function to sort the documents into separate files by detecting blank pages or barcodes in your scanned images.

The scanned image is saved or uploaded to the location you specified.

[Home](#) [Contents](#) [Index](#) [Help](#)

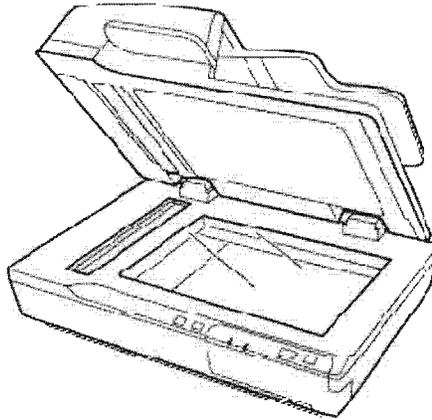
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Loading documents in the ADF

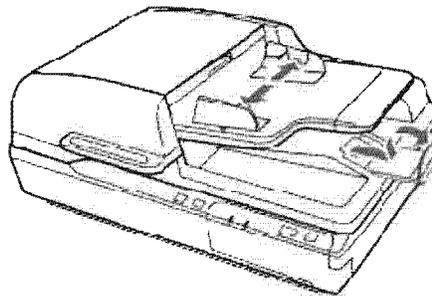
Important:

Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan these documents on the scanner glass instead.

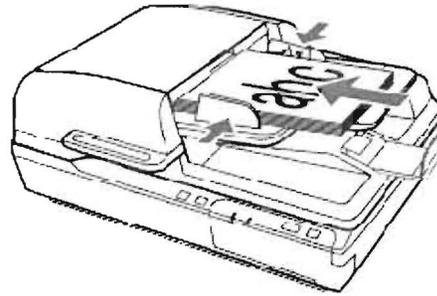
Remove any documents from the scanner glass. Make sure there is no dust on the glass before loading documents in the ADF.



-  Slide the edge guides on the ADF input tray all the way outward.



-  Place the first page of your document in the ADF input tray with the printed side up and the top edge first. Slide the paper into the feeder until it meets resistance. Then slide the edge guides to the edges of the paper.



Important:

Do not load paper past the line just under the ▼ arrow mark on the edge guides.

When loading a stack of paper, fan the paper to remove any paper powder, tap the edges of the paper on a flat surface to align the sheets, and then load it correctly.

Do not load additional documents while the current document is being scanned.

[Document Capture Pro \(for Windows\)](#)

[EPSON Scan](#)

[Top](#)

[Home](#) [Contents](#) [Index](#) [Help](#)

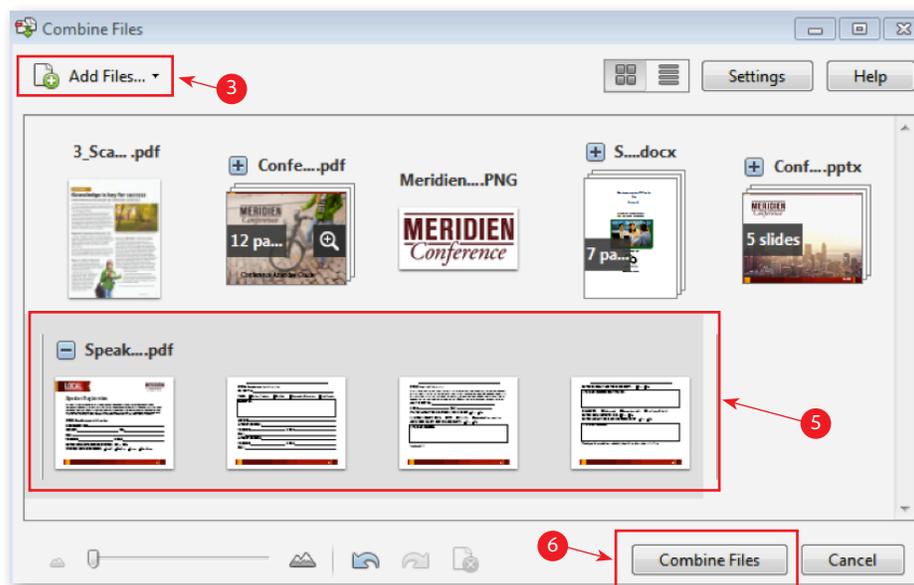
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Merge multiple files into one PDF file with Adobe® Acrobat® XI



Merge content from multiple sources—including text files, spreadsheets, emails, web pages, scanned paper, and images—into a single PDF file that brings all your information together in one place. Use the new Thumbnail view to preview, drag and drop, and arrange documents or individual pages before combining them into a PDF file—just like sorting presentation slides.

1. Click the Create button on the left side of the task bar and select Combine Files Into A Single PDF.
2. At the top left of the Combine Files dialog box, click Add Files and choose the files to include. The files do not have to be in PDF format.
3. Hold down the Control key (Windows®) or Command key (Mac OS) to add more than one file at a time. Click Open.
 - To add files from cloud-based storage, click the Open from Online Account button of the open files dialog box.
4. In the Thumbnail view, drag and drop files and pages into the desired order.
5. If your file has multiple pages, double-click the file to expand it. Rearrange or delete pages. Double-click to collapse the file.
6. When you are done, click Combine Files. Your new PDF file is created.



For more information
www.adobe.com/products/acrobat

Tip: In the Thumbnail view, drag the zoom slider in the bottom left to make the thumbnails larger or smaller.



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