

South Asia Scholarships Program

TIPS - Scanning Documents

Q 1. How do I scan a document?

Answer:

1. You need a printer with SCAN function capability or a scanner.
2. Place the document you wish to scan face-down on the glass surface. Make sure the surface is clean.
3. If your printer/scanner allows you to select a format to scan a document (e.g. PDF, JPEG, etc), choose PDF.
4. If your printer/scanner does not allow this, complete the scan to PDF, right click on the name of the document and select **Rename** to make changes. You can also go to the file and select **Rename**.
5. When the document is scanned to your computer, a folder named My Scans is automatically set up. Anything you scan will go automatically to this folder.

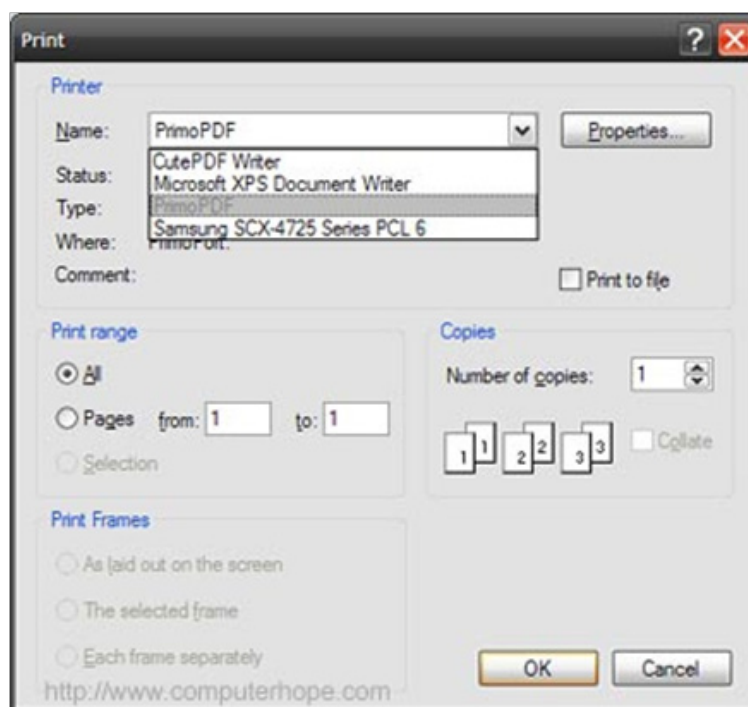
Q 2. How do I convert files into PDF?

Answer:

Free programs such as CutePDF or PrimoPDF allow you to create a PDF of any file, including images. Download either of these programs to your computer:

- PrimoPDF: <http://www.primopdf.com/>
- CutePDF page: <http://www.cutepdf.com/>

After downloading and installing one of these onto your computer, open the image you plan to scan in any image editor or viewer and print the file. When the print window opens, as shown in the picture below, select either CutePDF or PrimoPDF as your printer and click **OK**. This will send the image to a .PDF file rather than your printer.



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Q 3. How can I convert files into PDF without installing software?

Answer:

You can convert files (e.g. image, doc, excel etc.) into PDF format using PrimoPDF's free web-based PDF converter, PrimoOnline without installing anything in your computer (<http://www.primopdf.com/online.aspx>). You upload a file or enter a URL, provide your email address, and PrimoPDF will convert it and deliver the PDF to your inbox.

Q 4. How do I scan a multi-page document into a single file?

Answer:

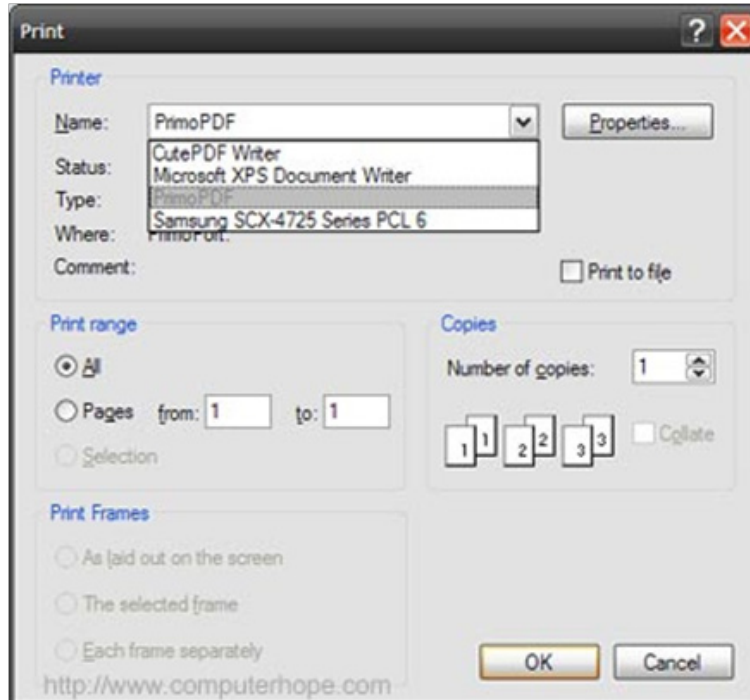
To scan a multi-page document into a single file, configure the scan to use a file type that supports multi-page documents. You can either use the ADF (automatic document feeder) or the Flatbed scanner glass to do this depending on the scanner model.

Q 5. How do I combine multiple PDF files into a single PDF file?

Answer:

You can use the free version of PrimoPDF to combine multiple documents into a single PDF, using its *Append to Existing* feature.

1. Download and install PrimoPDF from <http://www.primopdf.com/>
2. Open a document to convert to PDF and select Print; select the PrimoPDF printer and click OK.

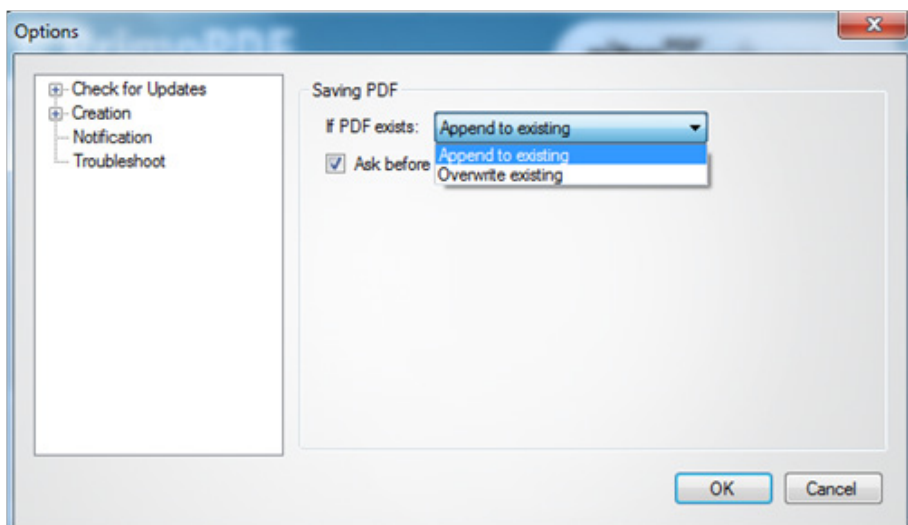


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3. From the PrimoPDF window, click *Options*.

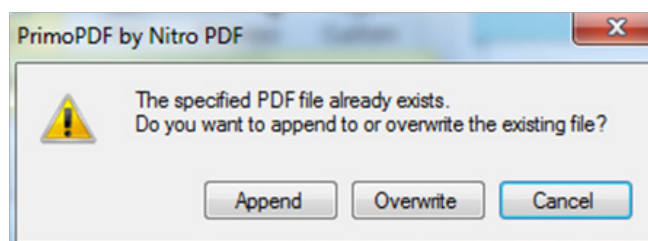


4. Under *Saving PDF*, choose *Append to Existing* and click *OK*.



5. Click on *Create PDF* and select the file with which you wish to append your file.

6. The Printed PDF file will combine with the selected file.



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Q 6. How can I reduce/shrink PDF file size?

Answer:

A handy trick to reduce PDF file size is to re-create or re-fry your PDF. By creating the PDF again you strip out unwanted objects, remove tags and compress images. You can do this with any tool with print to PDF functionality. One tool is the free PrimoPDF print driver available at <http://www.primopdf.com/>

Instructions

1. Open your PDF file using Adobe Acrobat Reader;
2. Open the Print dialog;
3. Select PrimoPDF from the list of printers;
4. On the PrimoPDF dialog, click eBooks (or choose Custom to control the level of down-sampling manually);
5. Click Create PDF
6. Save the file

