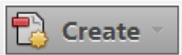


## Using Adobe Acrobat Pro for Scanning

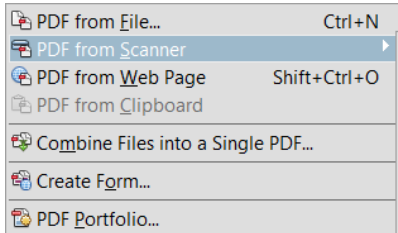
### Dell B3456dnf

For first time scan (new \rebuilt PC or new login):

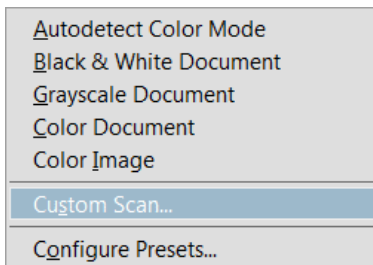
1. Click the **Create** button.



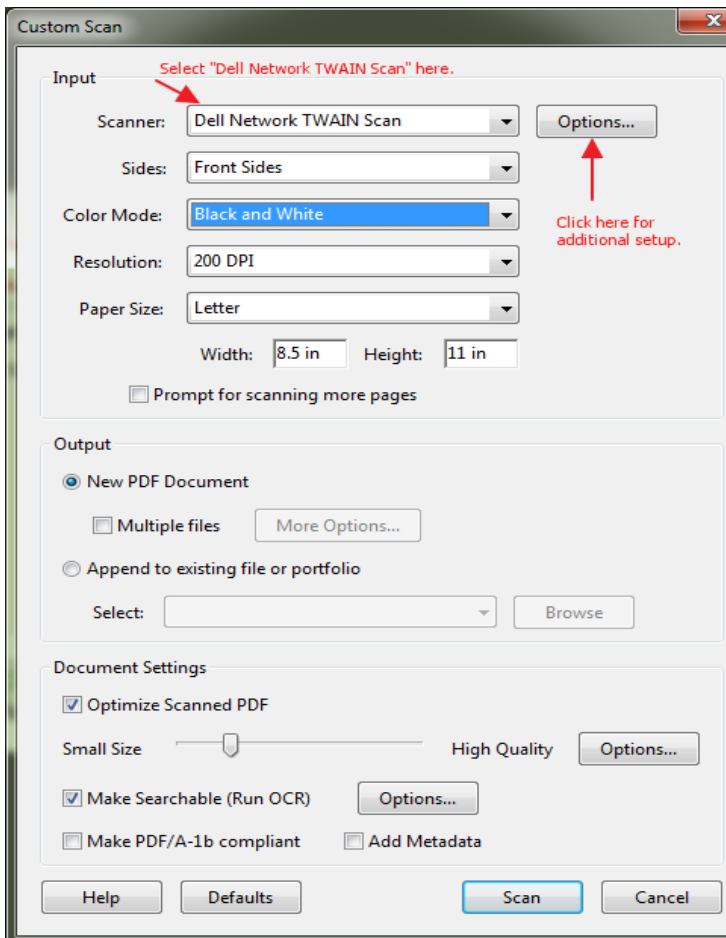
2. Then click **PDF from Scanner**.



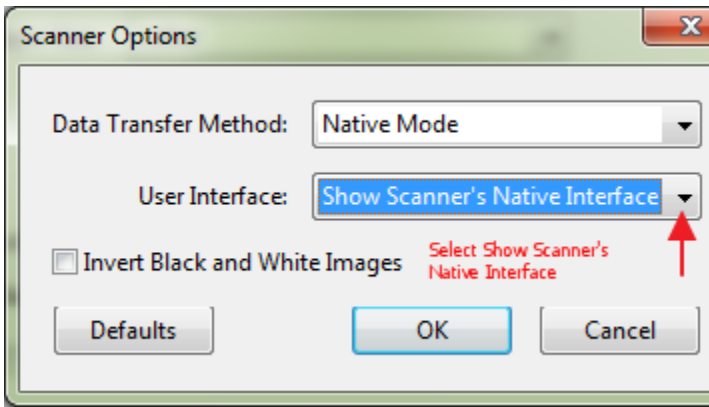
3. Then click **Custom Scan**



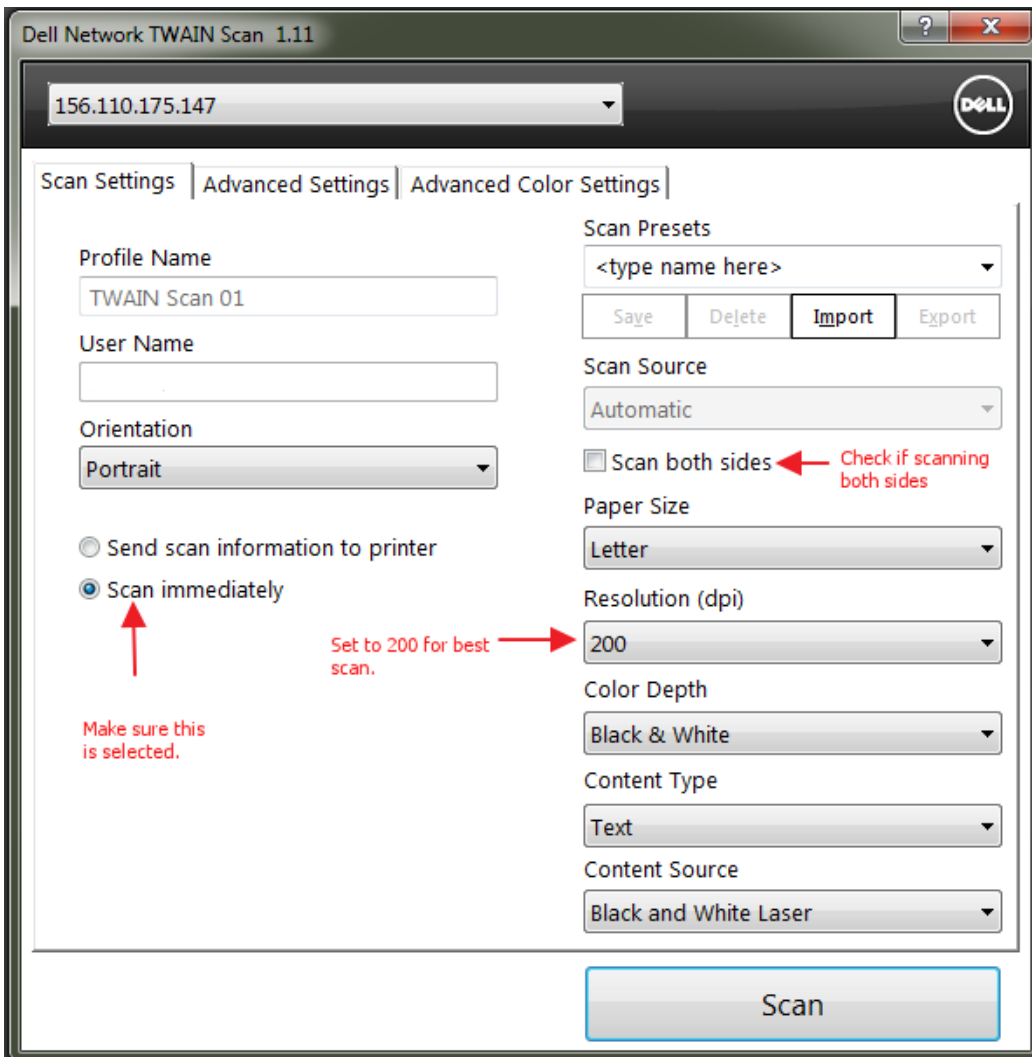
4. A dialog box should open up. Select your scanner (**Dell Network TWAIN Scan**) then click **Options**.



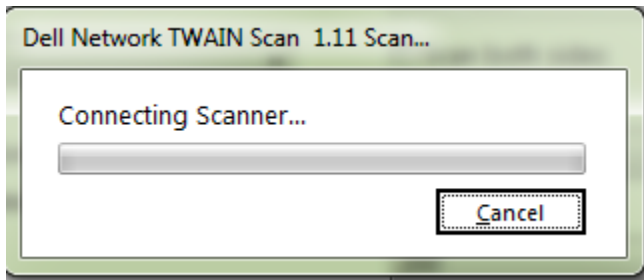
5. The following dialog box opens:



6. Under **User interface**, select “**Show Scanner’s Native Interface**”.
7. Click **OK**.
8. You should be back on the previous scan screen. Click **Scan**.
9. The following screen will open up. Set your resolution, color depth, etc.
  - a. Resolution: 200 dpi.
  - b. Color Depth: Black and White
  - c. Content type: Text
  - d. Can select two-sided scanning if needed.



10. Make sure you select **Scan immediately**.
11. Click **Scan**.
12. The following will display during the scanning process.



13. Once scanning is complete, Adobe Acrobat Pro will open, showing you your scan.
14. Once you are finished with your document, save to the P: drive
  - a. Click File-Save As
  - b. Make sure the location is pointed to your P: drive
  - c. Name file and click Save.