Click on Adobe Acrobat 5.0 for scanning a file with more than one page.

Use the arrow(s) at the bottom the text boxes to move forward (or backward) a page. So, to advance to the next page, click on the arrow.
Adobe Acrobat 5.0 opened up.
Click on File, Import, scan.
This window opens up and the scanner begins scanning.
Your scanned copy is to the left.

Output type: Millions of Colors
Output dimensions: 8.36 x 13.95 inches
File Size: 13.66MB
Resolution: 200dpi
Scale: 100%
Adjust the size by dragging the edge near the boxed so that everything shows.
Click on Accept if the image looks good.

Output type: Millions of Colors
Output dimensions: 8.51 x 10.81 inches
File Size: 10.77MB
Resolution: 200dpi
Scale: 100%
Scanner is rescanning for final copy.
It is still scanning.

Scanning to Adobe Acrobat Scan...

Output type: Millions of Colors
Output dimensions: 8.51 x 10.81 inches
File Size: 10.77MB
Resolution: 200dpi
Scale: 100%
Click on Next to scan another page.
Warming up the lamp...

Output type: Millions of Colors
Output dimensions: 8.51 x 14.00 inches
File Size: 13.96MB
Resolution: 200dpi
Scale: 100%
Adjust image so it shows everything you want it to. Then click on Accept.
It is scanning the next page.
Click on Next if you have another page to scan for the same file.
Adjust image again and click on Accept.
Scanning to Adobe Acrobat Scan...

Output type: Millions of Colors
Output dimensions: 0.36 x 13.95 inches
File Size: 13.66MB
Resolution: 200dpi
Scale: 100%

Image scans.
Scanner is finished with all the pages for this file so we are done. Click on Done.
A guide to finding information in the Instructional Resources Center

POSTER PRINTER
“PAGE SET UP”

- CLICK ON START
- CLICK ON “MICROSOFT OFFICE”
- CLICK ON “MICROSOFT PUBLISHER 2003”
- UNDER “NEW” SELECT BLANK PUBLICATION; IF YOU WANT A BORDER SELECT ONE FROM THE QUICK PUBLICATIONS
- CLICK ON FILE
- CLICK ON “PAGE SET UP”
- UNDER LAYOUT TAB SLECT “FULL PAGE”
- SELECT “PORTRAIT” OR “LANDSCAPE”
- CLICK ON “PRINTER & PAPER” TAB SELECT POSTER PRINTER BY USING THE DOWN BOX
- CLICK ON “PROPERTIES”
- UNDER “PAPER SIZE” DESELECTING “ANSIA 8 ½ BY 11 “BY USING THE DOWN BOX AND SELECT “EDIT PAPER LIST” AT THE BOTTOM
This Computer automatically restarts after 30 minutes of idle time. All saved documents and files on this computer are automatically deleted!
$6.00 for a 3 foot poster and $2.00 for each additional foot

Examples:
2 foot poster $6.00
3 foot poster $6.00
4 foot poster $8.00
5 foot poster $10.00
6 foot poster $12.00
7 foot poster $14.00
8 foot poster $16.00
9 foot poster $18.00

using the length for measuring not the 24 inch width for measuring.

To print:
Click on File
Click on Print
Make sure the correct printer is still selected, Ro127hp1 for the poster printer.
Click on OK

When the Pharos screen appears, name your print job.
Then a message appears telling you to pay for this poster at the IRC desk.
Click on File, Save As.

3 foot poster $6.00
4 foot poster $8.00
5 foot poster $10.00
6 foot poster $12.00
7 foot poster $14.00
8 foot poster $16.00
9 foot poster $18.00

The width should be measured not the 24 inch width for measuring.

Click on the printer and make sure the correct printer is still selected, R0127hp1 for the poster printer.

Click on OK

When the Pharos screen appears, name your print job.

Then a message appears telling you to pay for this poster at the IRC desk.
Click on My Documents. You really should choose your own media to save to.

When the Pharos screen appears, name your print job.
Then a message appears telling you to pay for this poster at the IRC desk.
Now you are in the My Documents folder, name your file. This project the file name is **scanning_test2**.

Click on Save.

When the Pharos screen appears, name your print job. Then a message appears telling you to pay for this poster at the IRC desk.
Removing unused objects and saving

When the Pharos screen appears, name your print job. Then a message appears telling you to pay for this poster at the IRC desk.
$6.00 for a 3 foot poster and $2.00 for each additional.

Example:

5 foot poster $10.00
6 foot poster $12.00
7 foot poster $14.00
8 foot poster $16.00
9 foot poster $18.00

using the length for measuring not the 24 inch width for measuring.

To print:
Click on File
Click on Print
Make sure the correct printer is still selected, Ro127hp1 for the poster printer.
Click on OK

When the Pharos screen appears, name your print job.

You are now finished and the file is saved. Congratulations!
Click on the red x in the upper right to close this tutorial.