

# Online Guide

## Adobe® Acrobat® Scan

- Using Acrobat Scan
- Setting up a scanner
- Scanning paper documents
- Scanning tips
- Troubleshooting





## Using Acrobat Scan

You use the Scan command in Acrobat Exchange together with a desktop scanner to convert paper documents to **PDF Image Only** files. You can view these files, as is, in Exchange or Acrobat Reader.

The same image file scanned as black and white, grayscale or color will produce different size files when converted to PDF. Before scanning paper documents, see **Comparing PDF file sizes** for an example.

In Exchange, you can use the Capture Pages command to convert PDF Image Only files to more compact documents you can correct, index, and search. Capture Pages performs this conversion with optical character recognition (OCR), which is actually page, font, character, and word recognition.

The Scan plug-in is installed from the Acrobat 3.0 CD-ROM. For details on running the Acrobat installer, see the Acrobat *Getting Started* guide.



## Setting up a scanner

Acrobat Scan comes with ISIS scanner drivers for most popular desktop scanners. Scan also works with many manufacturer-supplied TWAIN drivers. See [About scanner control software](#) for details.

### **To select an ISIS scanner driver:**

- 1** In Acrobat Exchange, choose File > Scan. Click Select.
- 2** From the Select Scanner list, select the name of your scanner and click Select. (ISIS scanner drivers appear in the list as scanner names preceded by an asterisk).

### **To change ISIS scanner settings:**

- 1** In Acrobat Exchange, choose File > Scan. Click Configure.
- 2** Click Settings. The Scanner Settings dialog box for your scanner will appear. ➤



**3** Choose scanner settings, which may include any of the following options:

- **Mode** includes black-and-white as well as several levels of grayscale and color. Scanning in grayscale or color results in larger image files.
- **Resolution** should be at least 200 dpi (300 dpi is preferable) if you plan to use Acrobat Capture to perform OCR on the document. If you do not plan to capture a scanned document, a lower resolution may be sufficient.
- **Page Size** can be up to 14-by-14 inches.
- **Brightness and Contrast** are usually automatic settings; change them only if you are not getting satisfactory images in your scans. See **Scanning tips** for more information.

**4** Click OK to accept the settings, and close the Scanner Settings dialog box. ➤



**5** Click OK to return to the Scan dialog box.

**Note:** *ISIS Scanner Settings dialog box options vary from scanner to scanner. Refer to your scanner documentation or contact the scanner manufacturer for a description of the options available for your scanner.*

### **To select a TWAIN scanner driver:**

**1** In Acrobat Exchange, choose File > Scan. Click Select.

**2** From the Select Scanner list, select the name of your scanner software, and click Select. (TWAIN scanner drivers appear in the list as scanner names without asterisks preceding them.) ■



## About scanner control software

Acrobat Scan is adapted to a number of scanners and scanner drivers.

**Adobe-supplied ISIS scanner software**

**HP AccuPage scanner software**

**Manufacturer-supplied TWAIN scanner software**

**Visioneer PaperPort software**



## Adobe-supplied ISIS scanner software

ISIS (Image and Scanner Interface Standard) scanner drivers provide a number of automatic features, such as automatic brightness and contrast controls. ISIS scanner software will not let you preview a page image, or select part of a page, before scanning it. When you use ISIS scanner software, settings you choose remain in effect until you change them.

In the Select Scanners list, ISIS scanner drivers appear as scanner names preceded by asterisks.

To install additional ISIS scanner drivers, run the Acrobat installer. See the Acrobat Getting Started Guide for installation instructions.



## HP AccuPage scanner software

Some Hewlett-Packard scanners support HP AccuPage technology, which enhances hard-to-read text regions for optimum character recognition. To take advantage of AccuPage enhancement, use the ISIS scanner/HP AccuPage driver.





## Manufacturer-supplied TWAIN scanner software

In most cases, TWAIN scanner software lets you preview the page image and select a portion of the previewed page to scan. You can usually select the scanning mode (such as color, grayscale, or black-and-white), and the resolution of the image in dots per inch (dpi).

When you use TWAIN scanner software, you usually have to set up each scan, because the default settings are restored each time. When you use TWAIN software with Acrobat Scan, the double-sided scanning option is not available.

In the Select Scanners list, TWAIN scanner drivers appear as scanner names without asterisks preceding them. ➤



**Note:** Although the Acrobat Capture plug-in can automatically recognize and use the TWAIN scanner software supplied by most scanner manufacturers, Capture has not been tested with all scanners. If you have problems using your TWAIN scanner software, contact the scanner manufacturer for advice. ■



## Visioneer PaperPort software

If you have Visioneer PaperPort software, you can scan pages to PDF and capture them automatically by using an Acrobat link on the PaperPort desktop. You bypass the Scan and Capture Pages commands entirely.

The Acrobat link you use is created automatically on the PaperPort desktop when you install the Capture plug-in:

- With PaperPort 4.0 or later, two Acrobat links are created, *Acrobat PDF Link - 32* and *Acrobat PDF Link - 16*. Remove Acrobat PDF Link - 16 by choosing Edit > Link Preferences, highlighting the link, and deselecting Display Link Icon. ➤



- With PaperPort 3.5 and earlier, *Acrobat PDF Link - 16* is created.

**Note:** *You can use the Scan command in Exchange with version 4.0 or later of Visioneer PaperPort software, by selecting the Visioneer PaperPort driver from the Select Scanner list. For earlier versions, you must scan pages to the PaperPort desktop and use the Acrobat Link to capture them.*

### **To create a PDF document using the Acrobat link on the Paperport desktop:**

- 1 From the PaperPort desktop, choose Edit > Link Preferences and select the Acrobat PDF link in the Category menu.
- 2 Select the style of PDF document you want to create from the available options. See [About PDF document styles](#) for information.
- 3 Choose the Capture settings you want to use, and click OK. ➤



#### 4 Drag the scanned pages to the Acrobat link.

Refer to your Visioneer PaperPort software documentation for details on scanning pages to the PaperPort desktop, changing link preferences, and establishing links to other products. ■



## Scanning paper documents

Scan has options for scanning single- or double-sided pages. The maximum page size is 14-by-14 inches. In addition, if your scanner has an automatic document feeder, you can scan a stack of pages automatically.

### **To scan one page at a time:**

- 1** Place a page in the scanner.
- 2** Choose File > Scan.
- 3** Select Single-Sided Page or Double-Sided Page, as needed.
- 4** Click Scan. ➤



**5** Follow the on-screen instructions for placing any additional pages in the scanner.

**Note:** *You can add scanned pages to any existing document by scanning while the document is open in Exchange. The new pages are added to the end of the document.*

**To scan a stack of pages (ISIS scanner drivers only):**

**1** Place a stack of pages in the automatic document feeder.

**2** Choose File > Scan.

**3** Select Single-Sided Stack or the Double-Sided Stack, as needed.

**4** Click Scan.

**5** If necessary, follow the on-screen instructions for placing additional documents in the feeder. ■



## Scanning tips

The scanning tips that follow will help you produce clear PDF Image Only files, save time, and minimize recognition errors when you use the Capture plugin to perform OCR on them.

### Preparing to scan

#### Scanning text for best results with the Capture Pages command

#### Scanning line art and photographs





## Preparing to scan

- Clean the scan bed glass frequently.
- If you scan a page in a bound book or magazine, place something heavy, such as a large dictionary, on the lid of the scanner to flatten the page.
- Cut out pages from magazines or newspapers, and clip the articles or parts of the page you want to scan. Use a paper cutter or a straightedge to keep cut edges vertical and horizontal.
- Make sure that the edges of the page are aligned correctly in the scan bed. Although the Capture plug-in can convert pages rotated as much as 7 degrees, processing can be less accurate with incorrectly aligned pages.
- When scanning a document printed on glossy paper, try lowering the brightness setting with your scanner control software, if possible. Alternatively, photocopy the glossy page, and scan the photocopy.



## Scanning text for best results with the Capture Pages command

- For normal text, set up the scanner to create black-and-white (or 1-bit) images.
- See Comparing PDF file sizes before scanning grayscale or color text.
- For color or grayscale documents with large type, consider scanning at 200 dpi for faster processing.
- Do not use dithering or halftone scanner settings. These settings can improve the appearance of photographic images, but they make it impossible to recognize text.
- For most pages, scanning at 300 dpi produces the best captures. However, if a page has many unrecognized words or very small text (9pt or below), try scanning at a higher resolution such as 400 dpi. ➤



- For low- or variable-contrast pages (such as black text on a shaded background, or a page with handwriting on it ), try scanning in grayscale mode. This is most effective if your scanner includes image enhancement or dynamic threshold features.
- For text printed on colored paper, try increasing the brightness and contrast by about 10%. If your scanner has color-filtering capability, consider using a filter or lamp that drops out the background color.
- If your scanner has a manual brightness control, adjust it so that characters are clean and well formed. If characters are touching because they are too thick, use a higher (brighter) setting. If lines in characters are separated because the characters are too light, use a lower (darker) setting. ■



## Scanning line art and photographs

- For line art, set up your scanner to create a black-and-white (line art or 1-bit) image.
- For pages containing black-and-white photos, set up your scanner to create a grayscale image. Remember that a grayscale scan will result in a much larger file size than will a black-and-white scan.
- For pages containing color photos, set up your scanner to create a color image. Color scans result in the largest file sizes.

See [Comparing PDF file sizes](#) for more information.

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## Adobe Acrobat 3.0 Scan Online Guide

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(9/96)



## How to use this online guide



Page back or page forward.



Undoes a change of page or view, or redoes a change (Go Back/Go Forward).



Go to the Contents.



Go to the Index.



Go to the how-to page (this page).



Go to the “parent” of the current topic.

**text**

Go to the indicated topic.



Go to the next page of a continued topic.



End of a continued topic.

For instructions on printing this guide, go to the next page.



## How to print this online guide

You can print separate topics or the entire guide. Since the pages of the guide have been made small for online viewing, Windows and Macintosh users may prefer to print them two to a page of paper—"two up."

### **To print pages two up:**

**1** Choose File > Print Setup (Windows) or File > Page Setup (Macintosh).

**2** Follow the instructions for your platform:

- In Windows, click Options, select 2 up on the Paper tab, click OK to return to the Print Setup dialog box, and click OK again to close it. ➤



- On a Macintosh, choose 2 Up from the Layout menu and click OK.

**Note:** *If you can't perform step 2, you may not be using an Adobe or PostScript printer driver. If you are and you still can't perform the step, install the Adobe printer driver on the Acrobat CD-ROM. See the Acrobat Getting Started guide for installation instructions.*

**3** Choose File > Print.

**4** Indicate the page range.

Click OK (Windows) or Print (Macintosh). ■