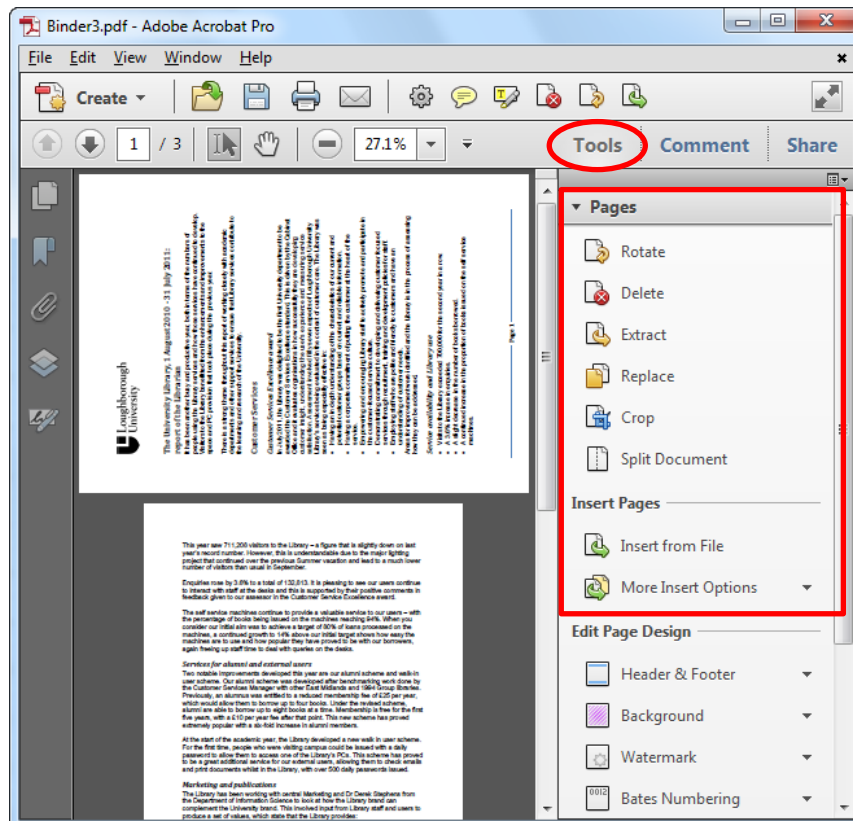


Manipulating scanned PDFs

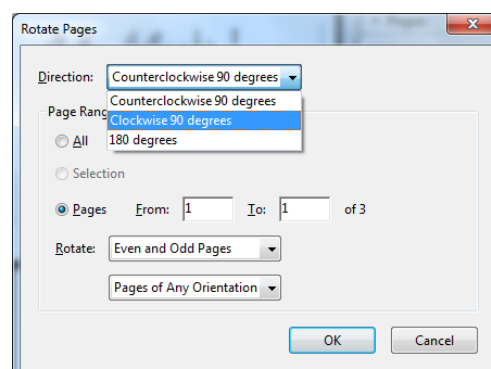
Adjusting pages with Adobe Acrobat X Pro

Adobe Acrobat X Pro has a number of useful features for adjusting pages in a PDF file, such as an item scanned for the e-reserve. For example, you can rotate, delete, and insert pages into your file. To access these features click the 'Tools' tab and you will see the 'Tools pane'.



Rotating pages

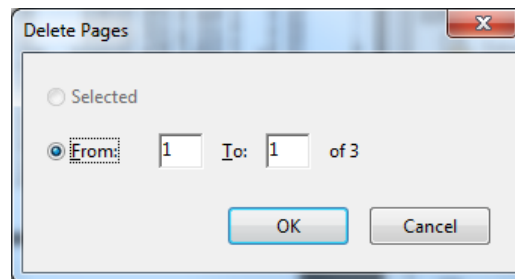
To rotate a page click on the page, select 'Rotate' from the 'Tools pane'. From the 'Rotate Pages' properties box, select the direction and degree to which you want to rotate the select page, or all pages in the file.



Note: the page numbers refer to the sequence of pages in your file and not the page numbers from the original document.

Deleting pages

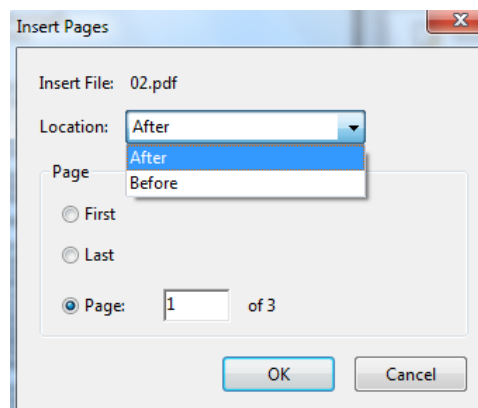
Click on the page before the one you want to delete (you can't delete a page which is selected, i.e., where your cursor is clicked and flashing. Click on the 'Delete' option in the 'Tools pane' and either delete the 'Selected' page or page range by entering page numbers in the boxes provided.



Note: the page numbers refer to the sequence of pages in your file and not the page numbers from the original document.

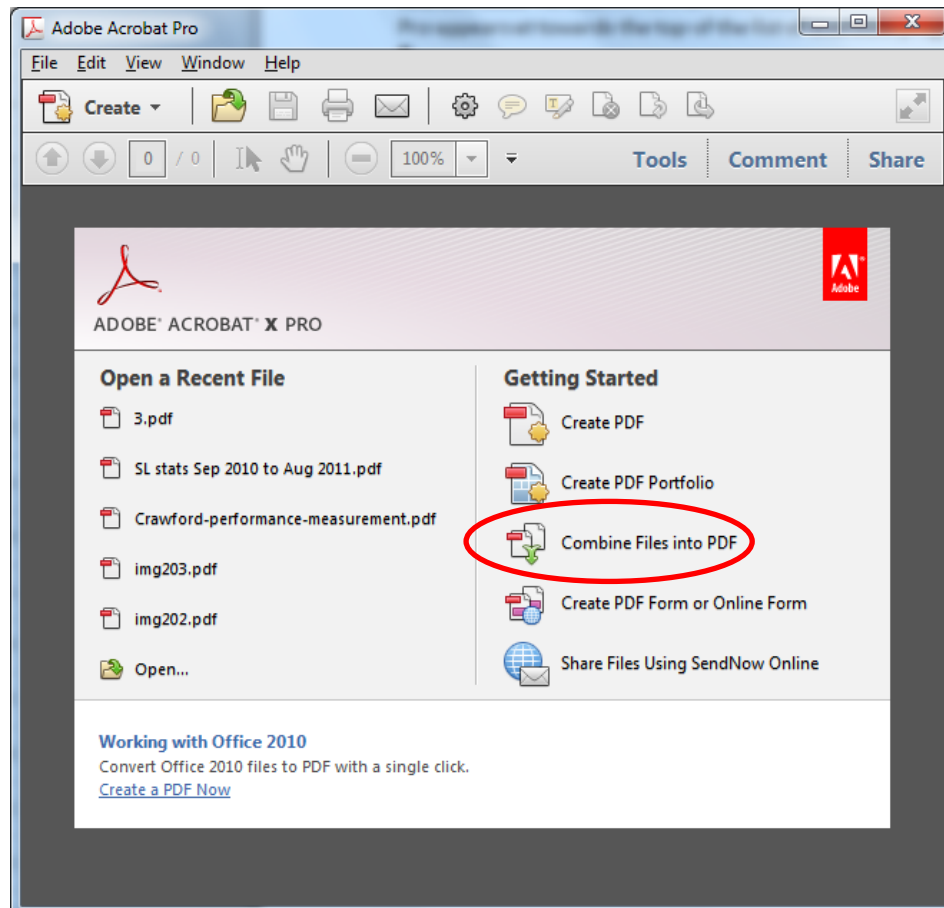
Inserting pages

If you missed a page out just rescan it, save it and use the 'Insert from File' feature in the 'Tools pane'. Click on the page before your missing page, click 'Insert from File', click and 'Select' the file you want to insert. You will be given the option to choose where to insert the page.



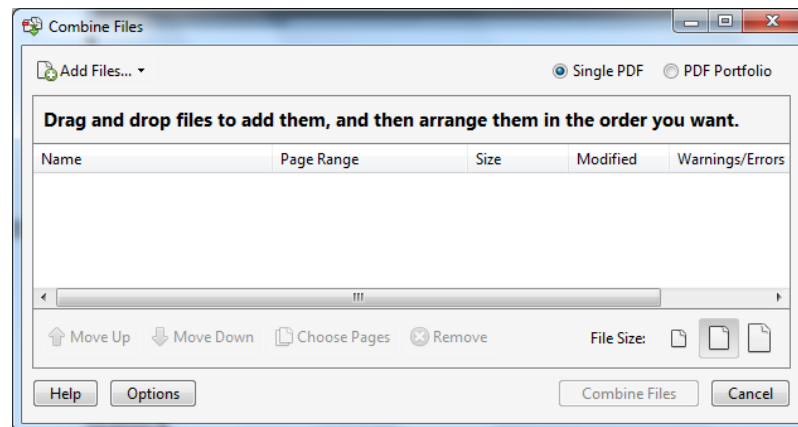
Compile PDFs into a single PDF file

Each page scanned on the Photocopier/Printers will result in an individual PDF file attached to an email. These will need to be saved to your 'My Documents' folder (or memory stick), preferably named in sequence for ease of combining with Adobe Acrobat X Pro software. When your files are saved, launch Adobe Acrobat X Pro from Microsoft Button (Start), All Programs. Adobe Acrobat X Pro appears towards the top of the list of available programs.

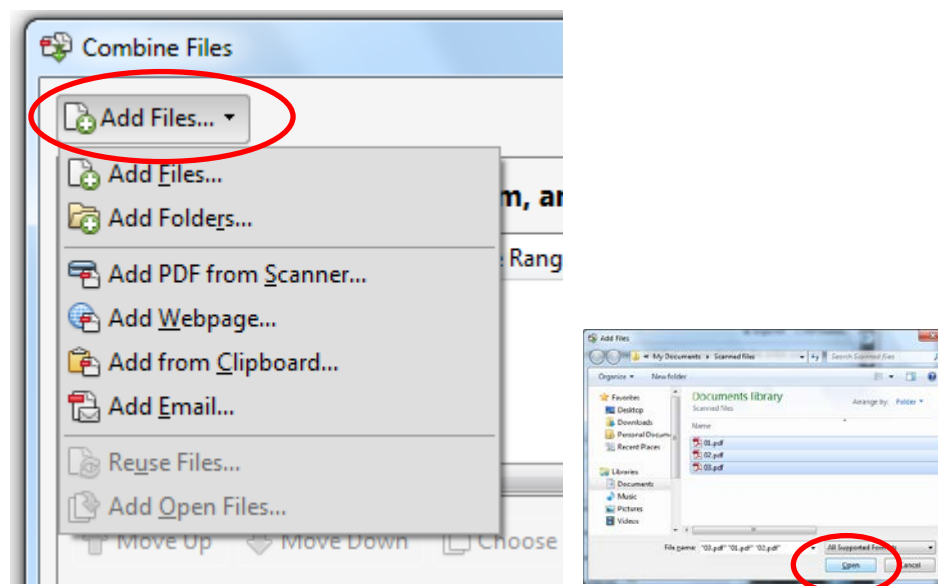


From the 'Getting Started' list, select 'Combine Files into PDF'. The 'Combine Files' properties box appears which lets you add files by selecting from the saved location, or by dragging and dropping files from the saved location.

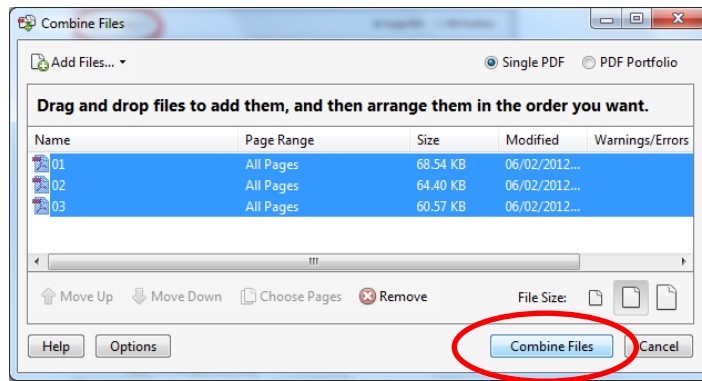
1. Add Files method:



Click the 'Add Files' button then select 'Add Files'. Navigate to the location where your files are saved. Select a file and click the 'Open' button, repeat this for each file. If you want to open a number of files in a sequence, click on the first file in the list, hold down the 'Shift' key, and then click on the last file in the list. If the files are mixed in with other files then you will need to hold down the 'Ctrl' key to select files out of sequence.

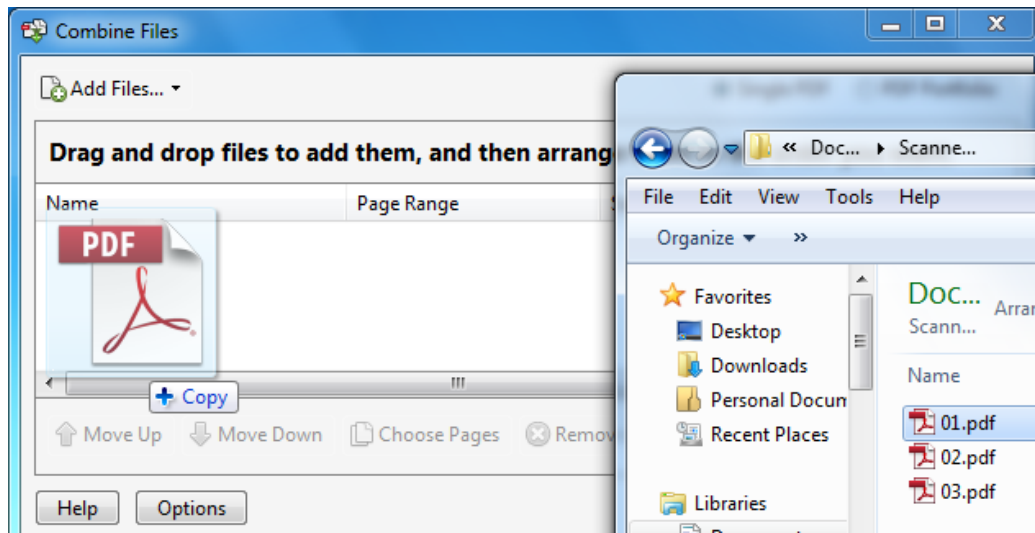


Once your files are added to the 'Combine Files' properties box you can adjust their order by selecting a file and using the 'Move Up' or 'Move Down' buttons. You can also delete a file by selecting it and clicking on the 'Delete' button.



When you are happy that all your pages are in the correct order, click on the 'Combine Files' button. Processing the pages into a single file takes a while but it will eventually show all the pages in Adobe Acrobat X Pro. At this point, save the document ('File', 'Save') and name it appropriately.

2. Drag and Drop method:



Open the folder where your files are saved ('My Documents' or on your memory stick) and position the folder window alongside the 'Combine Files' properties box. Click on one of the files, hold down the left mouse button and move your mouse to position the file over the 'Combine Files' properties box. When the file is positioned below the 'Name' column, release the left mouse button. A copy of the file should now appear in the 'Combine Files' properties box. Repeat this with other files in turn, or use the shift click method described above to move multiple files. Make sure your pages are in the correct order and then click the 'Combine Files' button. Don't forget to save the file as soon as it opens in Adobe Acrobat X Pro.

Once you have combined your individual files into a single PDF you can use Adobe Acrobat X Pros features to adjust the pages as required.