Scanning Instructions

Scanning with Adobe

1. From the start menu (PC) or application list (Mac), select the Adobe Acrobat DC program. Your UNT Login may be required.
2. Place the document face down, top forward, on the scanner.
3. To scan as a PDF file, click File, then select Create, and then the PDF from Scanner option before choosing your color mode.
4. Select the scanner drive if prompted and adjust other scan properties as needed.
5. Click Scan.
6. A prompt will ask if the scan is complete, or if you would like to scan more pages before creating the file. Make your selection and click OK.
7. To save the file once scanning is finished, click File, go to Save As, and select where to save from the Choose a Different Folder option.

Scanning with VueScan

1. From the desktop or start menu, locate the VueScan program and open.
2. Place the document face down, top forward, on the scanner.
3. Adjust the settings as needed in the input menu on the left. For multiple document scans, select PDF as the file type.
4. Select the option to preview or scan and wait for the scan to be completed. Scan, crop, or use the Scan + option to add pages if needed.
5. Click Save when finished and choose a location to save the file.