

Multi-Page Scanning Using the Fi-5110C Scanner

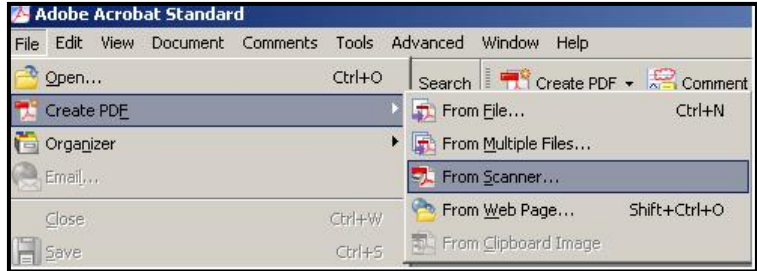
Scanning Paper Documents

1. Turn on the scanner (bottom button).
2. After making certain that the documents to be scanned are level, insert documents with the **tops** of the documents **facing the bottom of the document feeder** and the **front** of the documents facing the **ADF Paper Chute**.

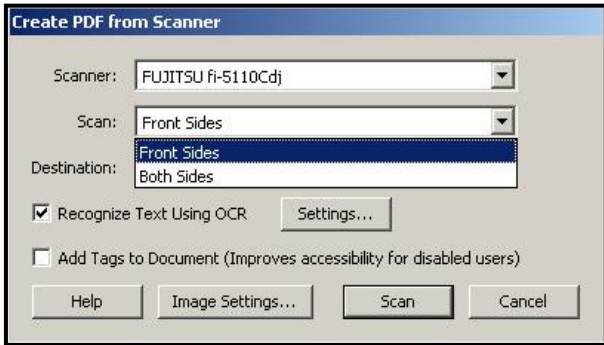
3. Select **Start>Programs>Adobe Acrobat 7.0 Standard**.

Adobe Acrobat opens and displays.

4. Select **File>Create PDF from Scanner**.



The Create PDF from Scanner dialog box displays.



5. In the Create PDF from Scanner dialog box:

- a. Beside **Scanner**: select **Fujitsu Fi-5110Cdj** from the drop-down menu.
- b. Beside **Scan**: select either **Front Sides** or **Both Sides** depending on whether you want single-sided or duplex scanning.

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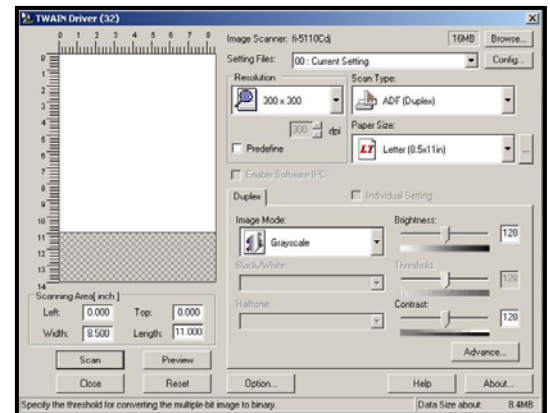
6. Click the **Scan** button.

The Twain Driver (32) dialog displays.

7. Click the **Scan** button to proceed with the scan or **Preview** to see how the document will look when scanned (This helps to see if the document is aligned well).

If you Preview the document, you will need to insert previewed pages back into the ADF Paper Chute before proceeding with the scan.

After pages are scanned, the Acrobat Scan dialog box displays.



8. If you need to insert additional pages, insert pages into the paper chute and click **Next**. If all of the pages have been scanned, click **Done**.

9. After the document has been scanned to a .pdf document, choose **File>Save** to save the file to a **folder on the Desktop** or another desired location.

For Best Practices, determine a naming convention for all of the types of files you plan to scan and/or save to disk.

10. Turn **Off** the scanner.

