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## Scanning a Document into TIF Format

### I. Introduction

The first step in creating an accessible PDF document is to scan the paper into the computer as a high resolution image format (TIF).

### II. Procedure

1. Open the scanner and place the document face down in the upper-right corner of the scanner bed.
2. Close the scanner and press the Green button on the face of the machine to start the scan configuration software. (This may take a few moments)
3. Ensure that the options match those seen on Figure 1. Scan Options.

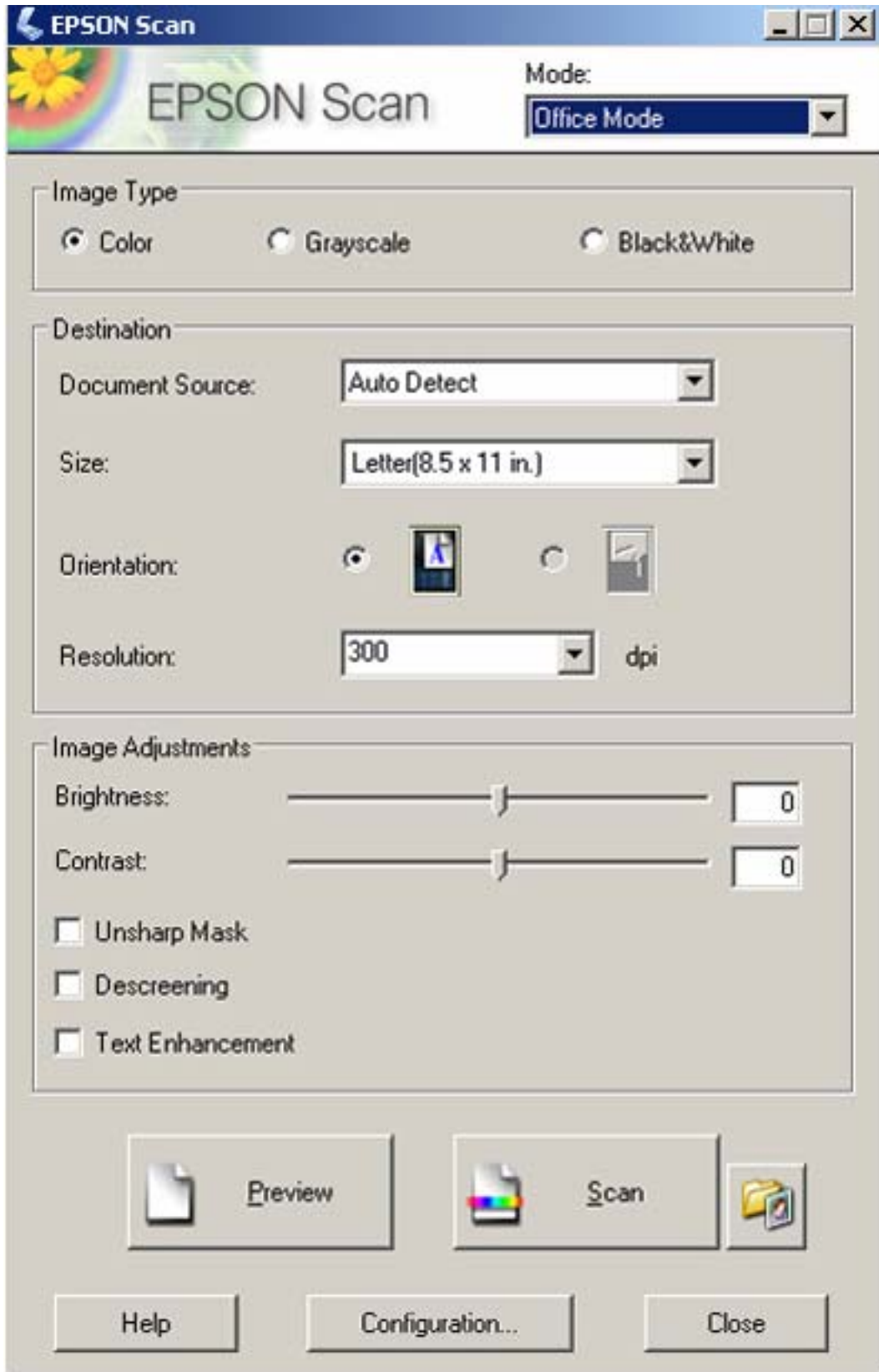


Figure 1. Scan Options

4. Press the Scan button.
5. Save the images to My Documents
6. Choose a meaningful prefix for each page.
7. Ensure that the Image Type is TIFF (\*.tif)
8. Click the OK button (see Figure 2. Save Settings).

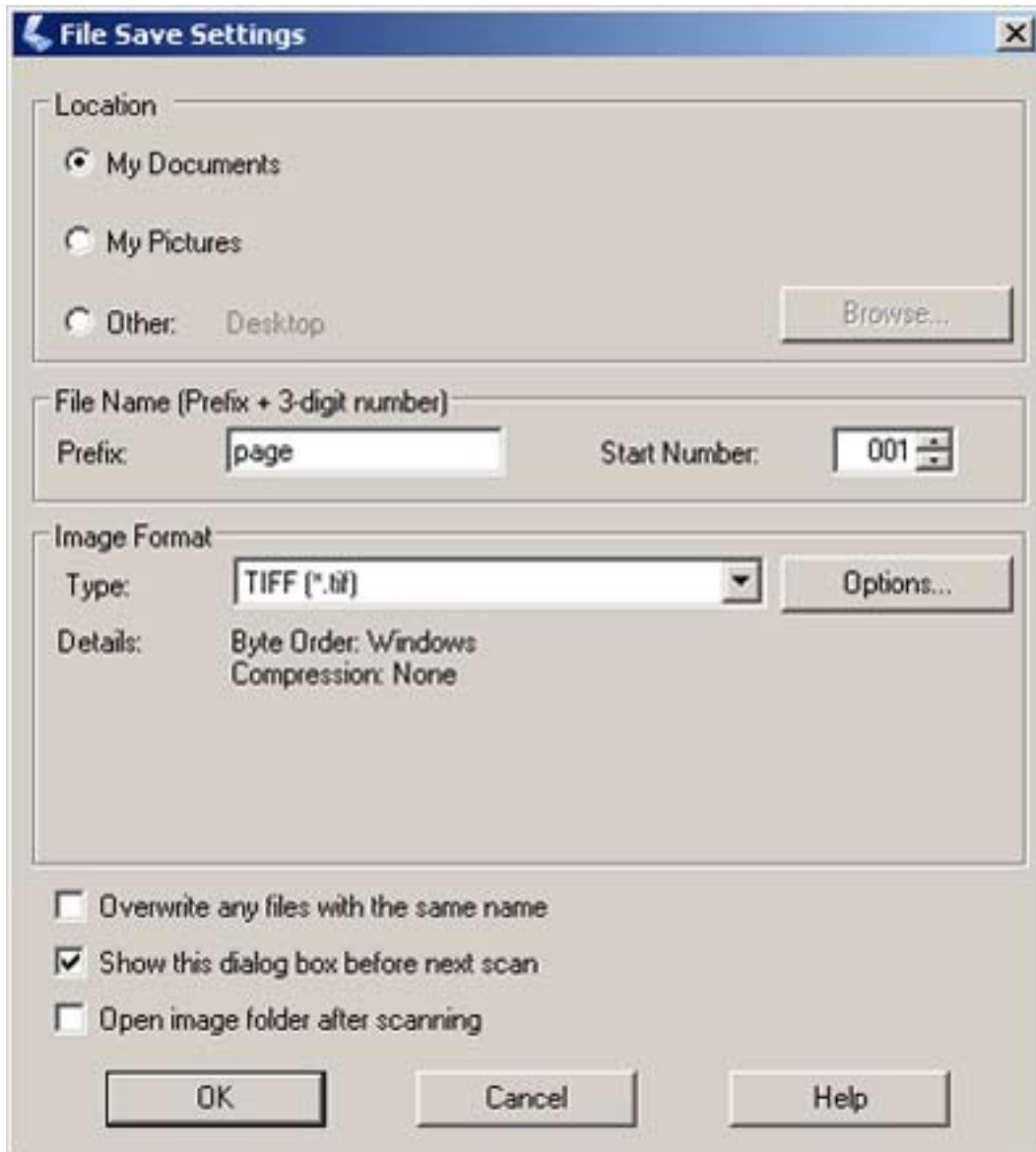


Figure 2. Save Settings

The scanning process will now begin; this will usually take between 10-30 seconds. Once it is finished scanning you may adjust the paper inside the scanner and repeat the process above to scan additional pages.

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## References Cited

2007

“Scanning a Document into TIF Format.” Center for Teaching & Learning. California Polytechnic State University, SLO.  
<http://ctl.calpoly.edu/tech/tutorials/ScanningTIFF/scanningTIFF.html>.