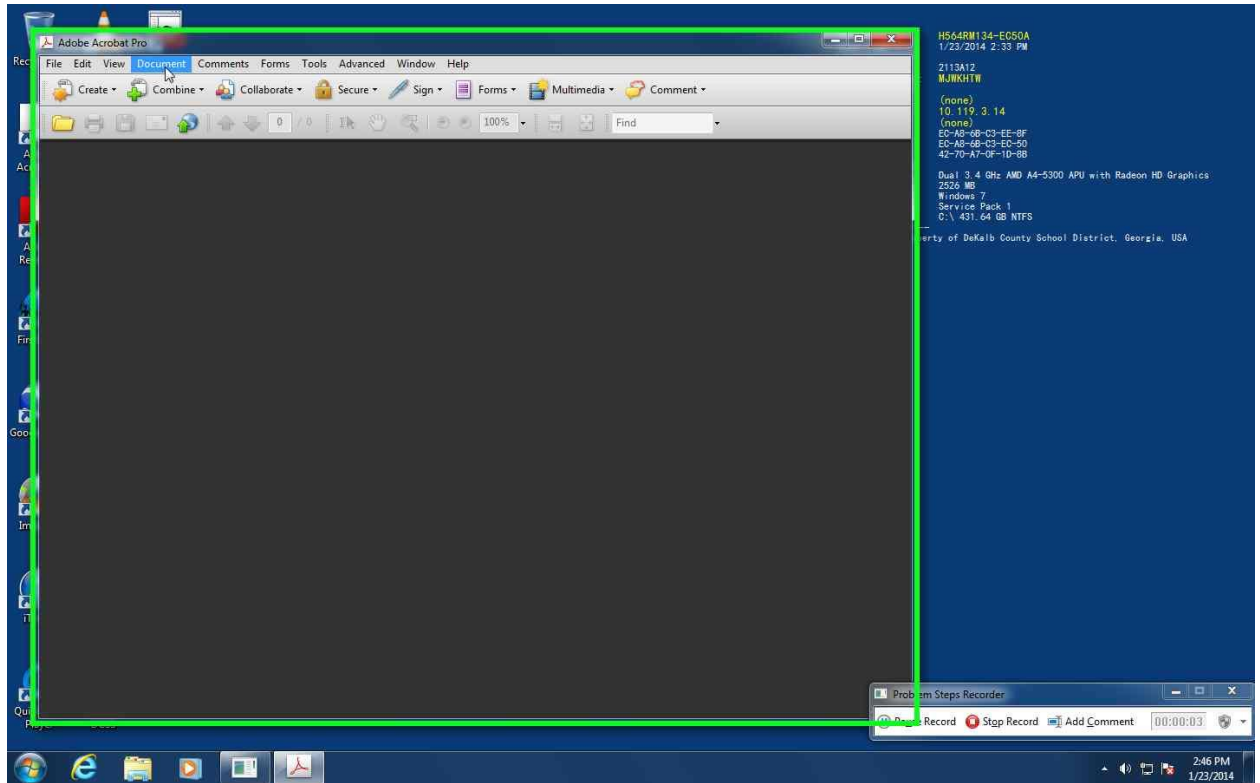


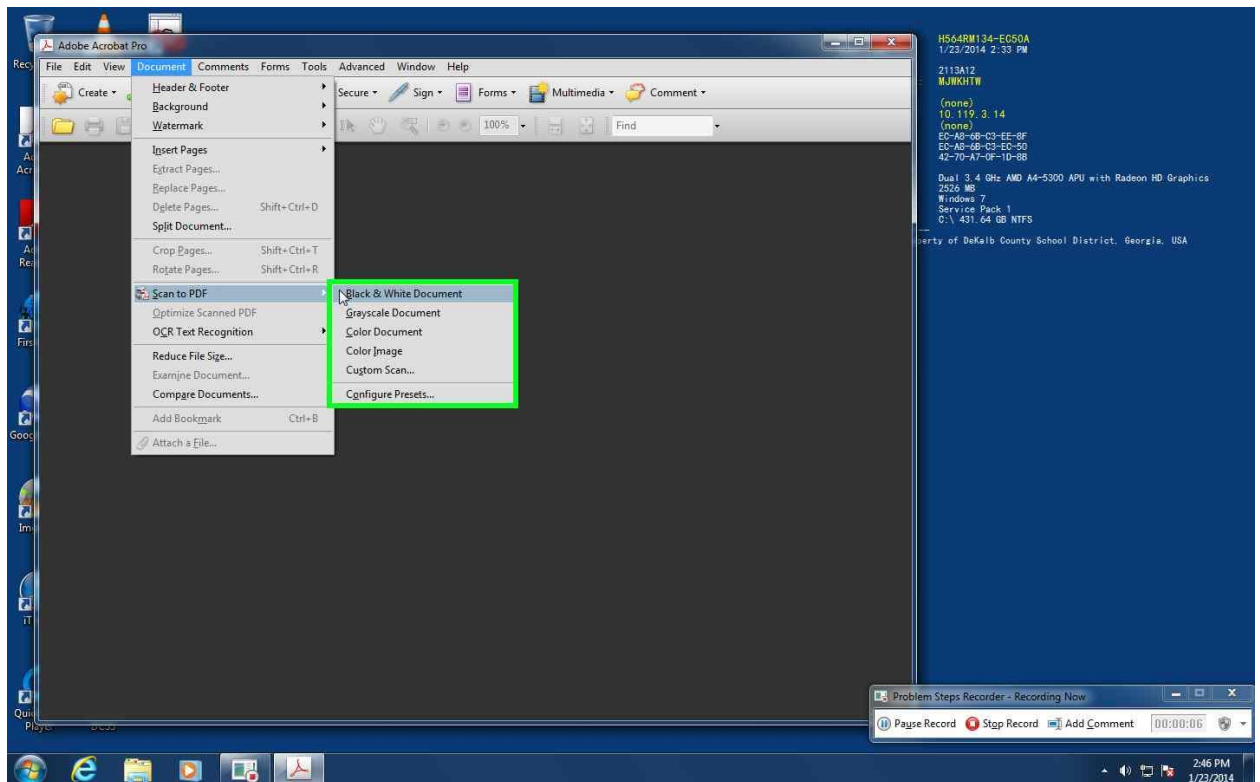
Steps to Scan a PDF Document using the HP Scanjet 5550c Scanner.

1. Load your Document or Documents into the Automatic Feeder. Place your document Face up.
2. Open Adobe Acrobat Pro. Version 9.
3. Click on the Documents (Menu Item) as show below.



4. Click the Menu Item that says "Scan to PDF"

5. Click on Black & White Document as shown below.



6. Once clicked the document should begin to scan, once all pages are scanned it will ask if you have finished scanning, click yes or no and add more pages if needed.
7. Once scan is complete the document will open in Adobe Acrobat Pro and you will need to save the file to your designated folder.
8. To save the file just click "File" "Save As" and save.
9. Once the document or documents have been saved as a PDF you can email, or upload the documents as needed.