

Question:

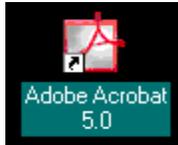
How to scan a document to PDF format?

Answer:

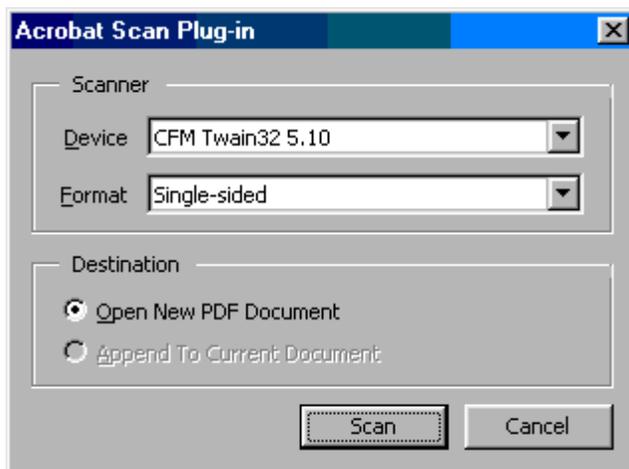
Complete the following instructions:

NOTE: CM/ECF accepts PDF files with a maximum of 50 pages. Please divide files with more than 50 pages in separate volumes with a maximum of 50 pages each.

1. Insert the document, face up, top first, in the scanner document feeder.
2. Double-click on the Adobe Acrobat 5 icon.

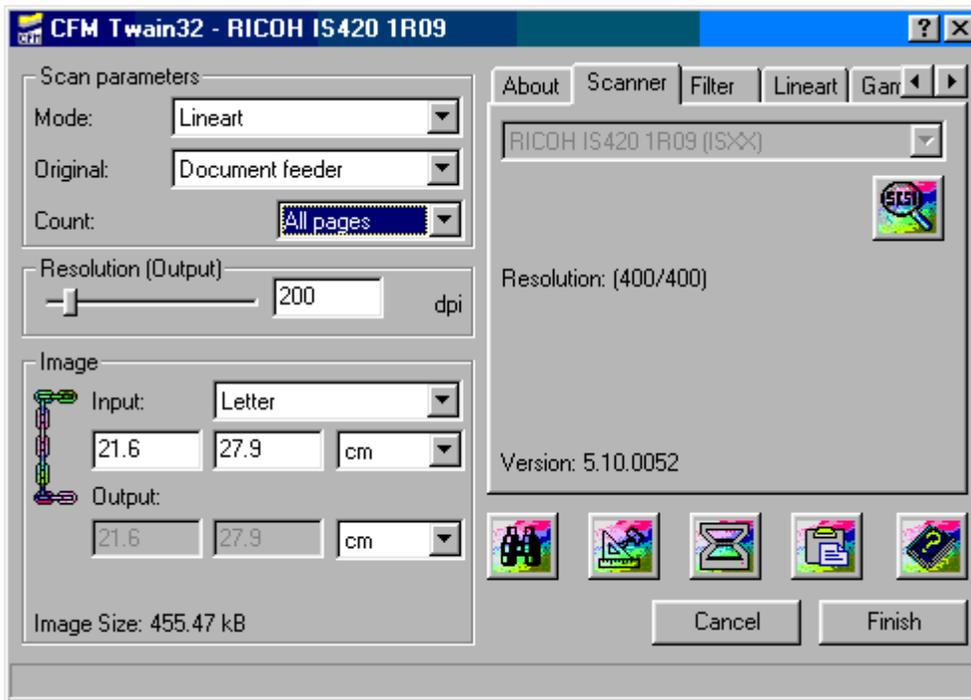


3. Click on the File menu option:
 - C Click on the Import submenu.
 - C Click on the Scan... menu option.
4. Set the following parameters in the Acrobat Scan Plug-in screen:



- C Device: CFM Twain32 5.10
 - C Format:
 - i. Single-sided: Original is printed on one side of the page only.
 - ii. Double-sided: Original is printed on both sides of the page.
5. Press the [Scan] button.

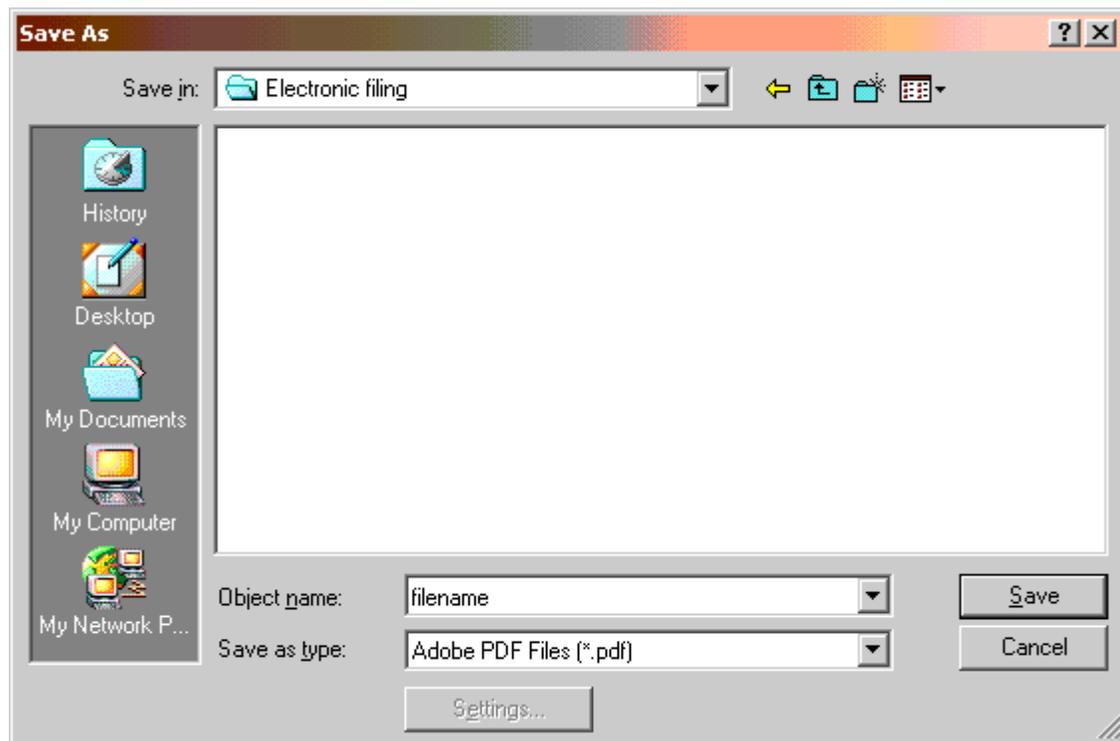
- Set the following parameters in the CFM Twain32 screen:



- C Mode: Lineart
 - C Original: Document feeder
 - C Count: All pages
 - C Resolution: 200 dpi
 - C Input: Letter
- Press the [Finescan] button.



- Click on the File | Save menu option.



9. Double-click on the Electronic Filing folder.
10. Write the file name on the Object Name field.
11. Press the [Save] button.
12. Click on the File | Exit menu option.