

Creating an accessible document starts at early stages of file creation. If you are scanning a large, loose leaf, document the High Speed Scanner at the Hale Library MDC is your best choice for a well formatted, accessible document. If this is your first time using the scanner, have a MDC staff help you through the process.



HIGH SPEED SCANNER DIRECTIONS FOR ACCESSIBLE TEXT FILES

1. Use the MDC computers connected and next to the **HP Scanjet N9120**
2. Open the software : **HP Smart Document Scan Software**
3. Select "**Send an editable RTF file to word Processor**" if you want to create and edit the document as a text file **-OR-** "**Create a searchable grayscale PDF file**" if you want to create an accessible PDF.
4. Check the radio button for "**Duplex (2-sided from feeder)**"
5. **Place document** in scanner as shown on scanning tray.
6. Click or the "**Scan**" button to start **[Note: If any misfeeds occur, use the window to see which pages were scanned and prepare document with the next page on top and click "scan more pages" on the scanning window.]**
7. When document is done, click the "**Done Scanning**" button
8. **If you created an RTF**, text, file: Tell the computer where to save your file, give it a name, and click save
9. **If you created a PDF** the file will automatically save to the folder on the desktop "**to this computer**" with the title "**Create a searchable grayscale PDF file**".
10. **Rename** the file and **move** it according to your needs.