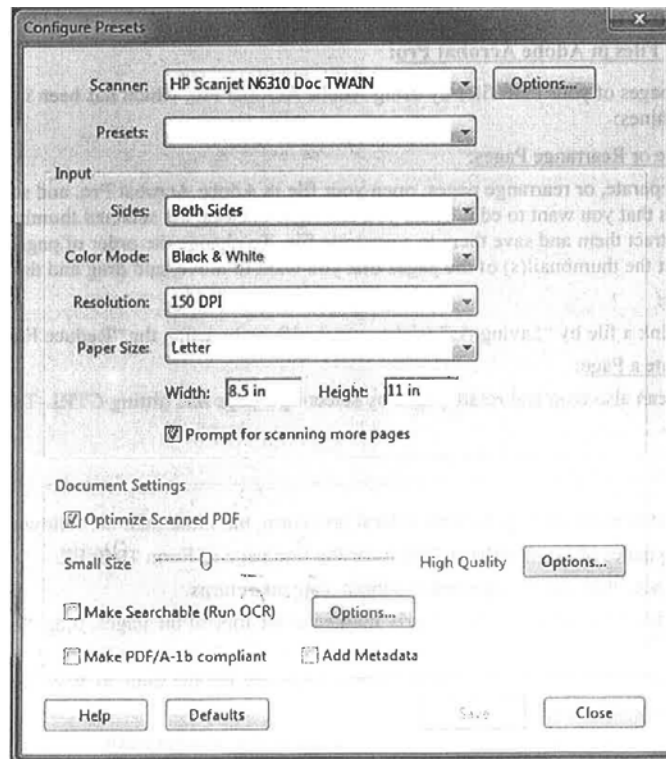




Scanning Your Paper Document into a PDF

1. Login with your Brown user name and password.
2. Place you first form and corresponding pages face up on the scanner, top of the page in first.
3. Open Adobe Acrobat Pro.
4. Go to File > Create > PDF from scanner > Black and white document.
5. Prompt will appear- Multiple scanner drivers detected. Please choose scanner HP Scanjet N6310 Doc TWAIN.
6. When prompted to configure presets, window should appear as follows:



7. Set resolution to 150 DPI.
8. Deselect *Make Searchable (Run OCR)*
9. Click prompt for scanning more pages.
10. Click Save- Scanning will commence.
11. After scan is complete, you will have an Untitled.pdf.
12. Go to file, select Save As > PDF.
13. Save in Desktop > System Folder > My Documents.
14. Create a filename. Filename should not have any periods, besides the one that immediately precedes the file extension (for example: myFile.pdf or my_file.pdf).

Your document is now ready to be uploaded to SSB. *(If you would like to upload from a different computer at a later time, you have the option to store your pdf documents to your email, the Cloud or data storage device to work from a location where you have internet access).*

Please go to <https://selfservice.brown.edu> to begin the upload process. If you need more help uploading, please feel free to visit our Navigating Self-Service Banner webpage.

Regardless the workstation you choose to upload, please remember to secure your personal documents and take them with you.