

# TIPS – Scanning Documents

You are required to load scanned versions of documents into OASIS (DFAT's online application system) as part of your application for an Award.

Only documents less than 2MB can be uploaded to OASIS. We recommend keeping documents as small as possible to speed up the loading process.

We suggest all documents be in Portable Document Format (PDF).

Only scan documents you can read easily in their hard copies. Poor quality original documents do not scan clearly.

**Upload only one file for each document type.** For example, if an academic transcript is more than one page, scan all pages and combine them into a single file before uploading it to OASIS. Do not upload pages of the same document separately.

Name the file clearly based on the type of document it is.

This document provides tips on how to scan, convert, append and resize your documents to PDF.

## Q1. How do I scan a document?

### Answer:

You need a printer with SCAN function capability or a scanner.

Place the document you wish to scan face-down on the glass surface. Make sure the surface is clean.

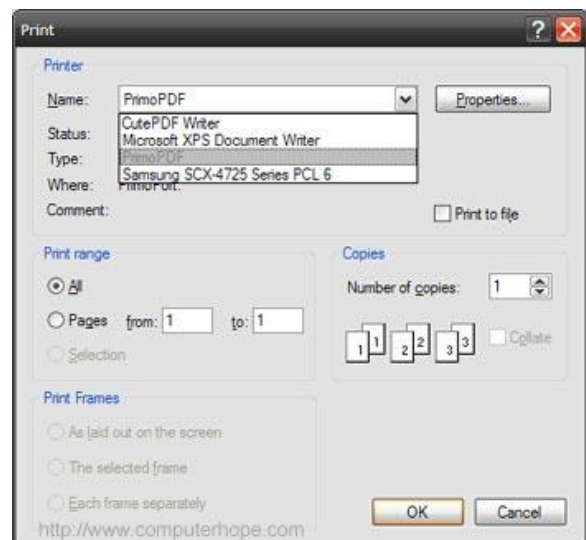
Choose PDF as the file type to scan the document, name the file and complete the scan.

When the document is scanned to some computers, a folder named *My Scans* is automatically set up. If not, create and name your own folder. Anything you scan will go automatically to this folder.

## Q2. How do I convert images into PDF?

### Answer:

1. Installing either program to your computer.
2. After installation, open the image you plan to convert in any image editor or viewer and click print.
3. When the print window opens, as shown in the picture on the right, select either CutePDF or PrimoPDF as your printer and click *OK*. This will send the image to a .PDF file rather than your printer.
4. Name the PDF file.



### Q3. How do I scan a multi-page document into one PDF file?

**Answer:**

If you have a scanner/printer with a document feeder:

1. Select file type PDF as in Step 3 in Question 1.
2. Scan all pages using the Automatic Document Feeder. This will save all pages as a single PDF file.

If your scanner/printer does not have a document feeder:

1. Select file type PDF as in Step 3 in Question 1.
2. After scanning the first page, select the option to add more pages to the document. Do this before scanning each new page. Each new page is added to the PDF after it is scanned.

### Q4. How do I combine multiple PDF files into a single PDF file?

**Answer:**

You can use the free version of PrimoPDF to combine multiple PDF file into one PDF file, using its *Append to Existing* feature.

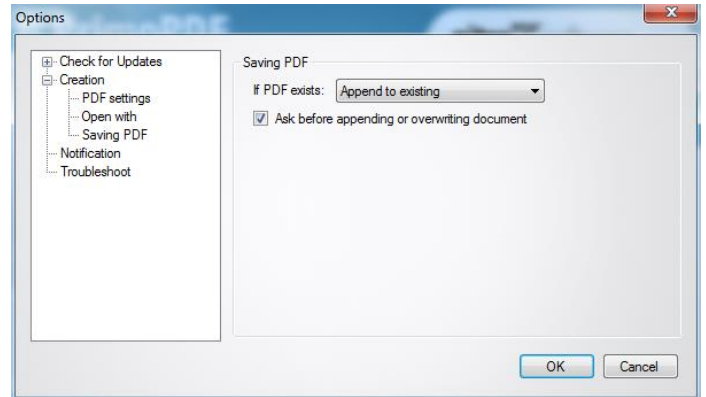
Download and install PrimoPDF from <http://www.primopdf.com/>

To append **File 2** to **File 1**, Open **File 2** and click Print; select the PrimoPDF printer and click OK, as in Step 3 in Question 2.

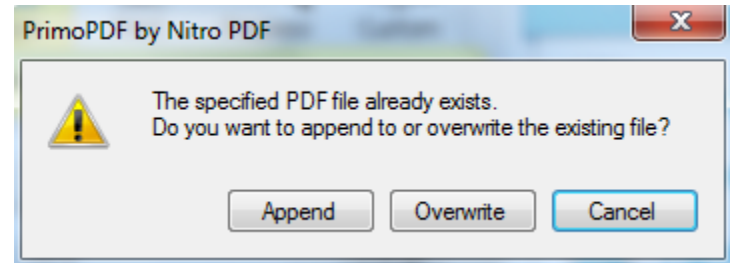
The PrimoPDF window will appear. Select the **eBook** icon and click *Options*.



Under **Creation >> Saving PDF >> If PDF exists**, choose **Append to Existing** and click **OK**.



The PrimoPDF window will appear. Click on **Create PDF**. Windows explorer will open. Select **File 1**. Click **Save**. You will be prompted with the following message. Click on **Append**.



**File 1** will open automatically after **File 2** is appended to **File 1**.

Repeat the process to append more files to **File 1**.

## Q5. How can I reduce/shrink PDF file size?

### Answer:

A handy trick to reduce PDF file size is to re-create an existing PDF. By creating a PDF, you compress images. You can do this with any program with a 'print to PDF' function. One program is the free PrimoPDF print driver.

1. Install PrimoPDF from <http://www.primopdf.com/>
2. Open your PDF file using **Adobe Acrobat Reader**.
3. Open the **Print** dialog.
4. Select **PrimoPDF** from the list of printers.
5. On the PrimoPDF dialog, click eBooks.
6. Click **Create PDF**
7. Name the file and **Save** it.