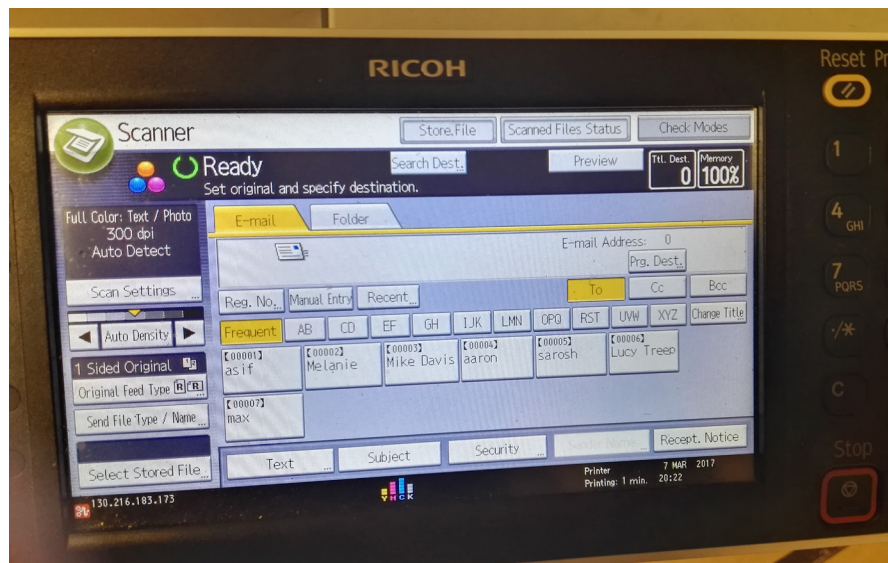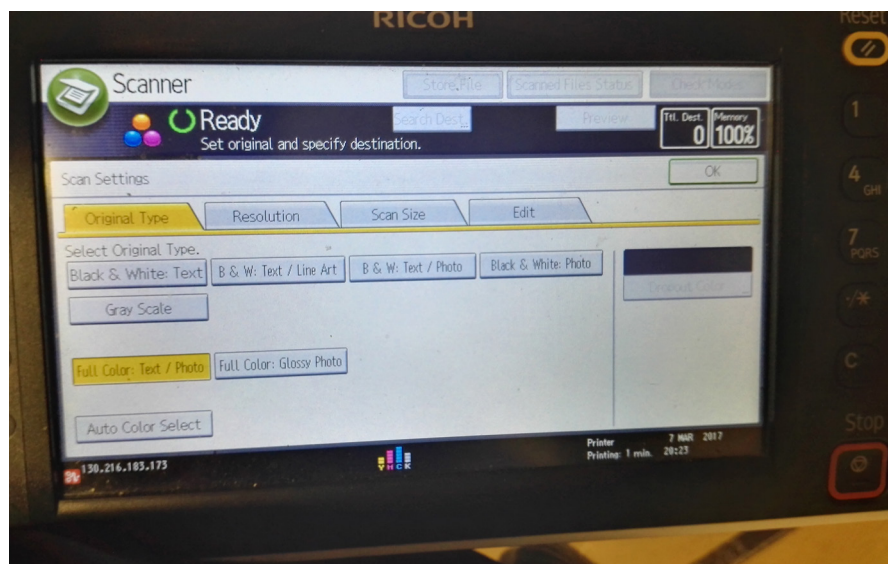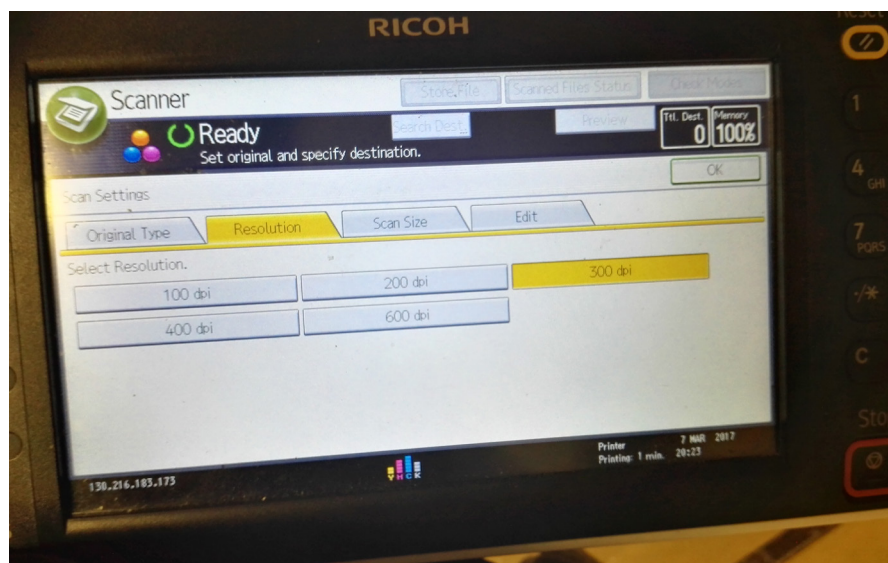# Scan Setting Guide to Create Smaller PDFs

1. Selecting the 'scanner' option, this interface will be presented.

Press 'Scan Settings'

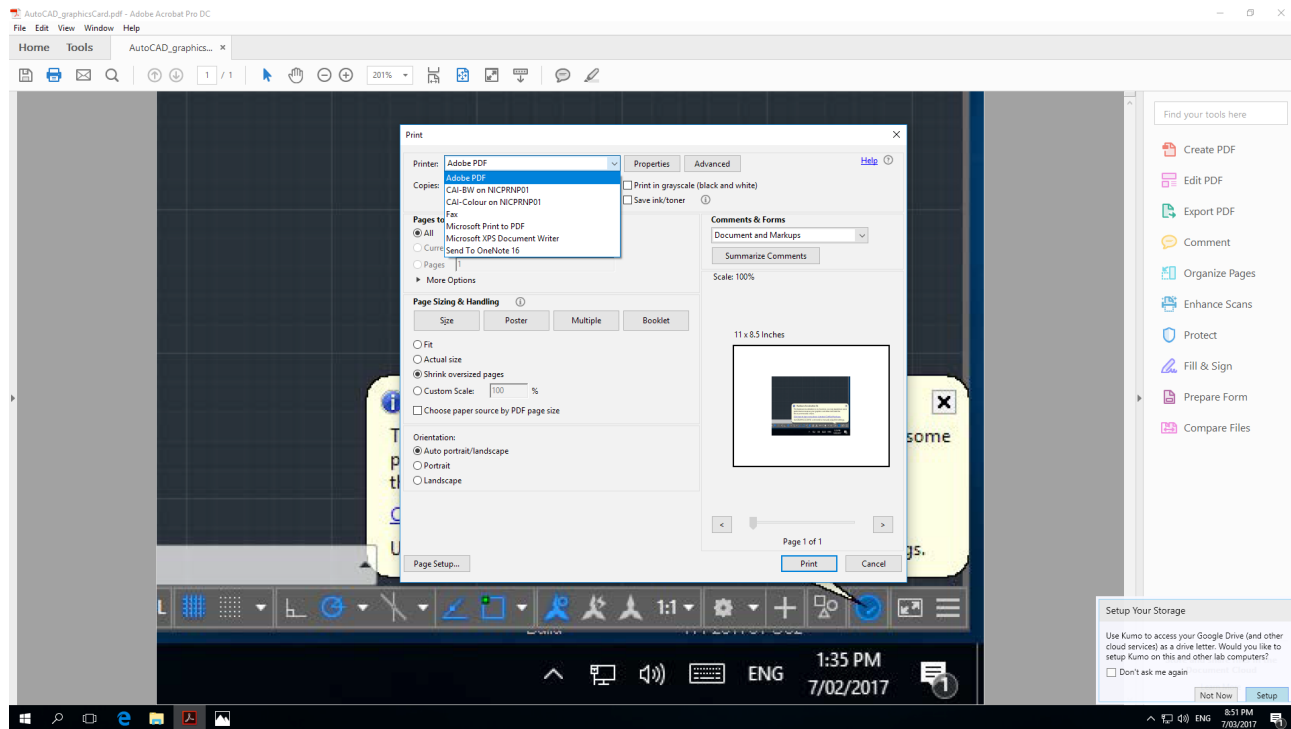2. If it is just line work or drawings that are not coloured, choose 'B & W Text/Line Art'.

Otherwise keep 'Full Colour Text/ Photo'

3. The default settings are at 300 dpi for some scanners, change to 100 dpi.

Press ok to continue scanning your image

Guide to Downsizing PDFs

1. Select 'Print'

2. Select 'Adobe PDF' as the printer option

3. Press print.

This should be able to flatten the images and create a smaller PDF for you.