

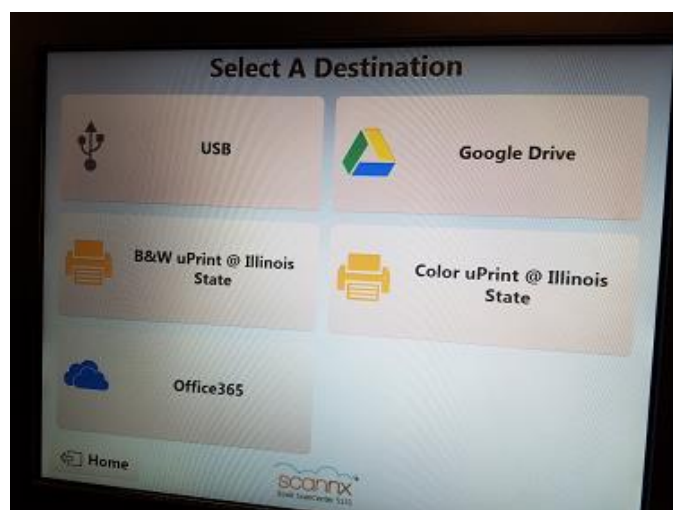
Scanning materials into accessible and searchable PDF files

Having accessible and searchable PDF files is critical when assigning course readings to your students, especially those who have visual or reading disabilities. Doing so not only accommodates students, but also meets legal requirements for Illinois State University's accessibility standards. In addition, having searchable PDF files (as opposed to inaccessible image PDF files) moves your course one more step towards being universally designed with all learners in mind. Where can you scan documents into Searchable PDF files?

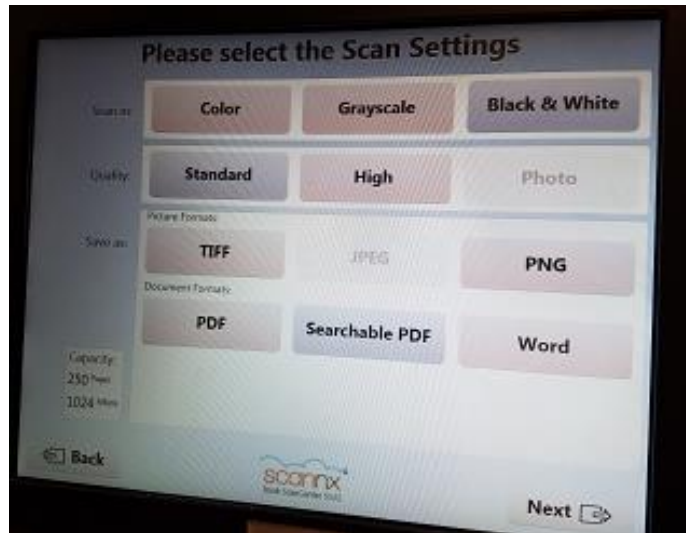
Milner Library has Touch Screen scanning stations on the Floors 2-6. These stations allow you to quickly scan loose leaf papers with a sheet feeder as well as bound books with the flat-bed scanner.



To begin, touch the screen and then select how you will save your scans.



You then have the option of selecting your settings for the document. The most important setting is SAVE AS: Searchable PDF. (“Scan In” options as well as “Quality” options are your choice.)



After scanning each document/file, the system prompts you to save it to your desired location (Office 365 folder and USB options shown below).



Thank you!



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