

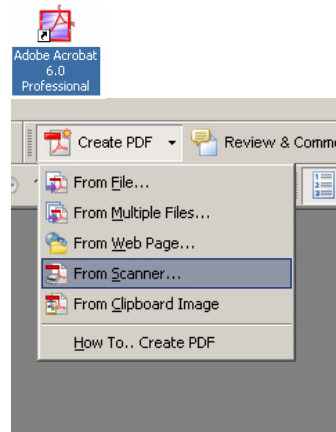
Scanning with Acrobat and publishing to Frontpage

We often create handwritten handouts we would like to make available to our students. The purpose of today's workshop is to scan a hand-written document into Acrobat and then publish it on your FrontPage account. This workshop adds to Walter Lara's FrontPage workshop.

At the FRC there is one scanner attached to one computer. Because we share this computer, I recommend that you create a folder with your name to put your stuff in. Make sure you know where it is.

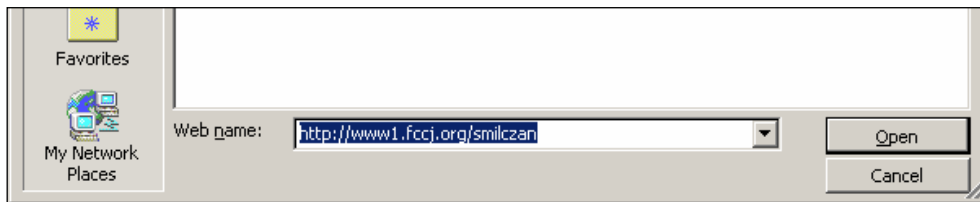
Scan multiple pages into Acrobat.

1. Click on the Acrobat Icon.
2. From Acrobat, select Create PDF ... From Scanner.
3. Scan away using the Epson Perfection 3170 scanner.
4. When finished, save in your folder.



Login on FrontPage.

1. Double-click on FrontPage to start FrontPage.
2. Click "File" and "Open Web". The web name is "http://www1.fccj.org/username" where **username** is your FCCJ username.



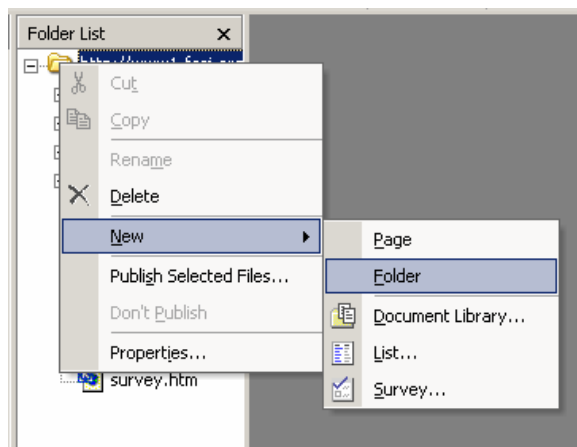
3. When prompted for a username & password, be sure to include the domain name. For username, type fccj\username.
4. Now you see all your files on the left.



Create a Folder in FrontPage.

I create a folder for each of my classes. If you want to create a folder within an existing folder, select the existing folder before using this procedure. In this case I select the main folder.

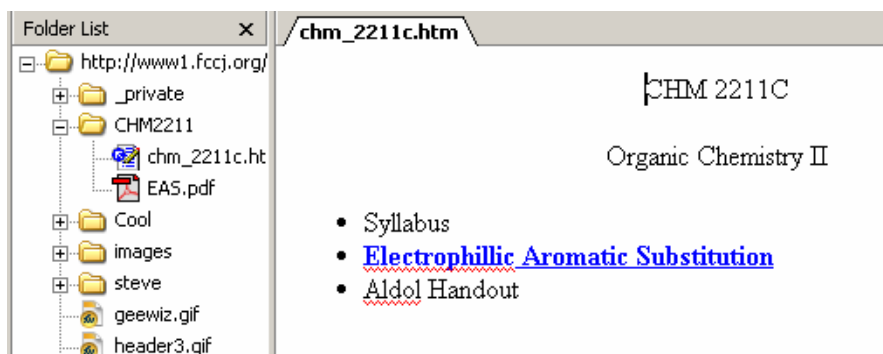
1. Right-click the **Folder List**. On the shortcut menu, point to **New**, and then click **Folder**.



2. Type the name of the new folder, and then press ENTER. I called mine CHM 2211.

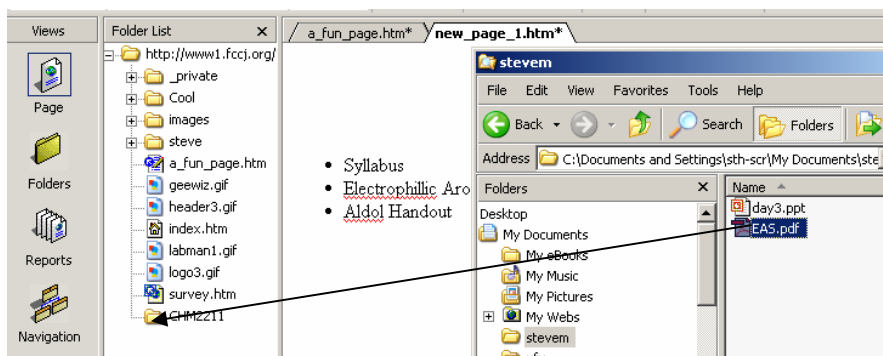
Create a page for the class.

1. Right-click the **Folder List**. On the shortcut menu, point to **New**, and then click **page**.
2. Create your page then save it. My page contains the class name and a list of things for the students such as the syllabus and handouts. I saved mine in the CHM2211 folder.




Transfer the scanned PDF to the FrontPage Server.

1. Open Windows Explorer. Open your folder. Drag and drop your pdf file to your FrontPage folder.



Create a link to your scanned file:

1. Highlight the text you want to use for the link and hit the hyperlink button. 
2. Choose your new file.
3. Save your file. "File" "Save"

Create a link from your index page to your class page.

1. Bring up your index page and highlight the text for the class and hit the hyperlink button.
2. Choose your class.
3. Save your file. "File" "Save"