



## Creating a PDF from a Paper Document

Although you may find it easier to create your PDF natively on your computer, there will be instances where the only place the document exists is on paper. In this case that paper document must be scanned into PDF format before it can be uploaded to eDCA.

Fortunately, because of the widespread acceptance of the PDF format many convenient options exist for achieving this step:

- Many modern copy machines also act as scanning devices with PDF capabilities. If you are unsure of your machines capabilities speak to your IT staff or your copy machine lease provider.
- Many multi-function copier, fax, printer, scanners offer full PDF creation capabilities. Review your device literature for details about PDF scanning.
- Most business centers (Fedex Office, etc.) will scan documents to PDF at a modest fee.