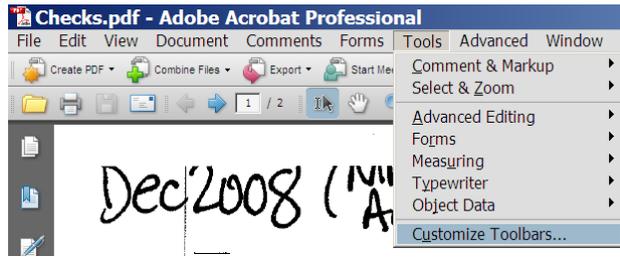
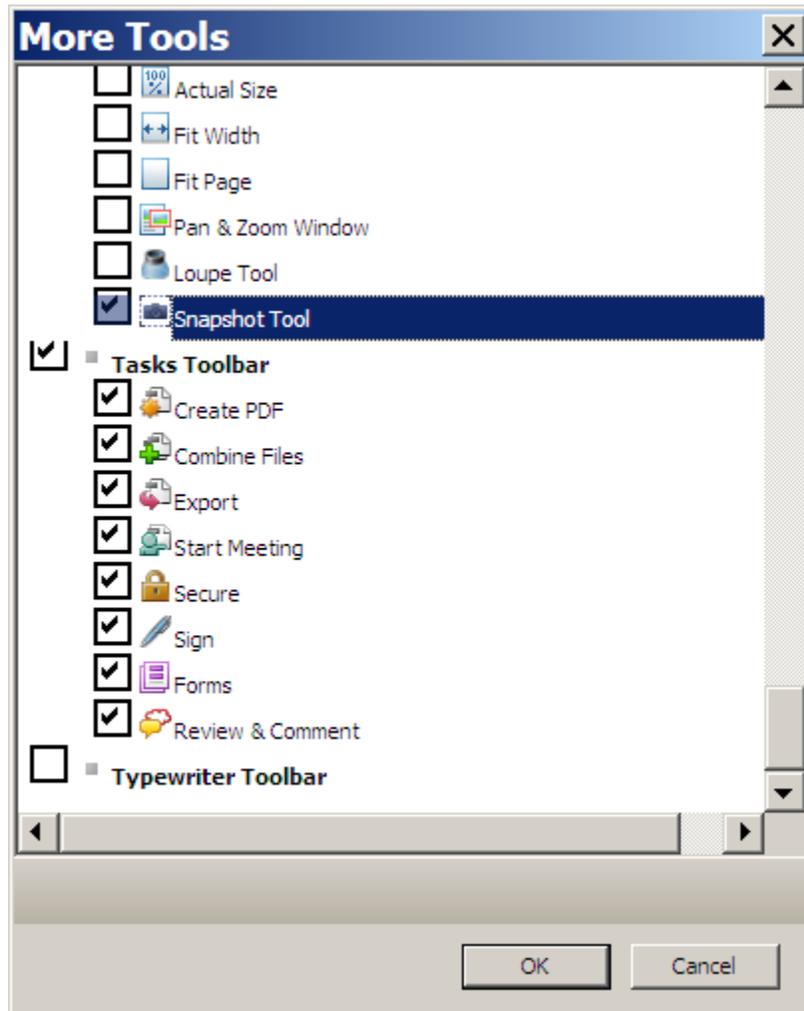


1) Add the snapshot icon to your Adobe Toolbar.

a. Select Tools from the menu bar, then select Customize Toolbars



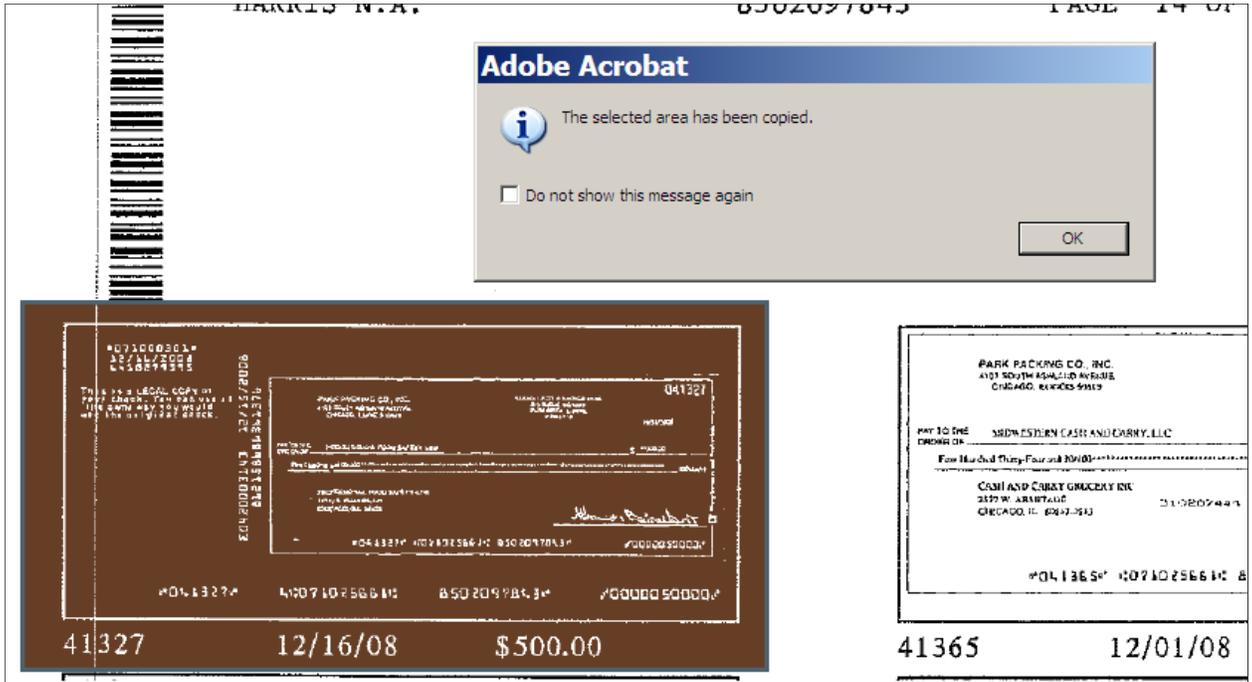
b. Scroll to the bottom of the list. Find Snapshot Tool, and select. Select OK



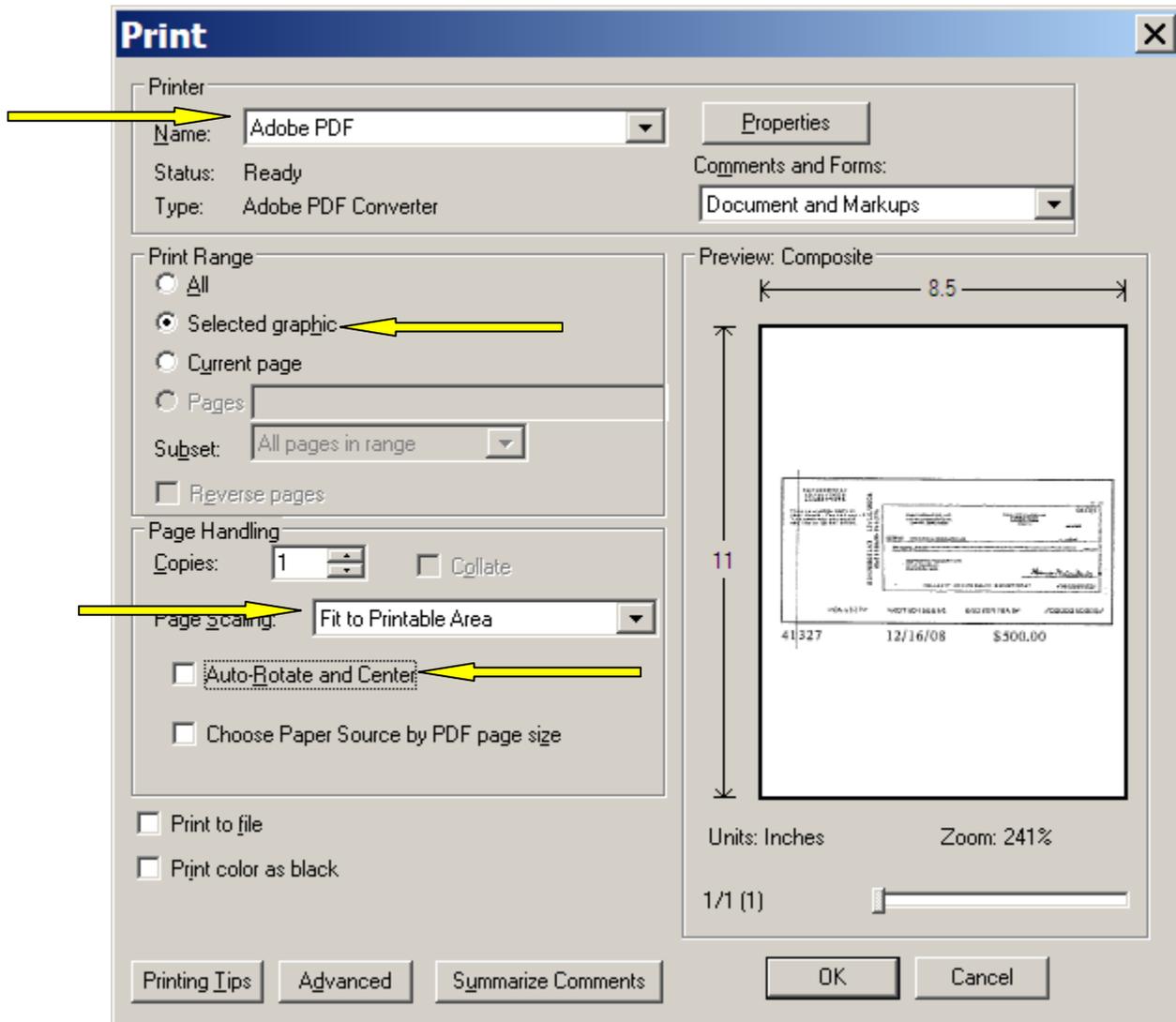
c. See the Snapshot Tool icon in your toolbar.



- 2) Select the Snapshot Tool. Once selected, it will remain active until you select another tool.
- 3) Select the image of the check you want to enlarge. A popup message will tell you that the area has been copied. Select OK to clear the popup message. You may chose to not have the message appear by checking the "Do not show this message again" box.



- 4) From the File Menu, select Print.
 - a. Choose Adobe PDF as the Printer.
 - b. Verify the Print Range is Selected Graphic.
 - c. In the Page Scaling dropdown, select Fit to Printable Area
 - d. To have the check print without rotating, unselect Autorotate and Center. If you leave this box checked, the resulting print will be oriented as landscape.



- 5) Select OK, and then choose a name and location for the resulting file.
- 6) Quality of the enlarged check will depend on the quality of the original scan. This technique will work for enlarging any area of a PDF documents.
- 7) To incorporate the image back into the case file document, display thumbnails for both documents. Drag the thumbnail from the enlarged check into the case file and place in proper order. (See instructions for creating digital case files for more information.)