

Scanning Documents



Step 1: Prepare scanner

- Make sure that the scanner is powered on. If the light near the silver “Start” button is green, the scanner is on.



- If there is no power light, press the grey power button once. The power button is located on the lower left-hand side on the front of the scanner.



- Lift the lid and gently clean the scanner’s bed with an anti-static cloth.

Step 2: Open Epson Scan

- Connect your USB storage device to the Anker USB hub.
- Select the **Epson Scan** software from the dock at the bottom of the screen.



- **Epson Scan** will open to the window shown here. →

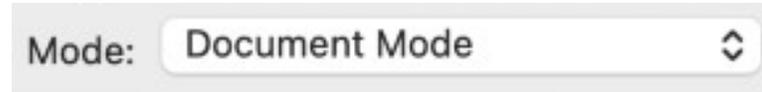


Step 3: Place your document

- Handle your documents by the edges only to avoid fingerprints.
- Place your document face down on the scanner bed in the top left corner with the arrow, being careful not to scratch the scanning bed.
- You can place more than one document on the scanning bed at once, just make sure there is enough space between their edges so the scanner can differentiate them.
- Close the lid.

Step 4: Settings and preview

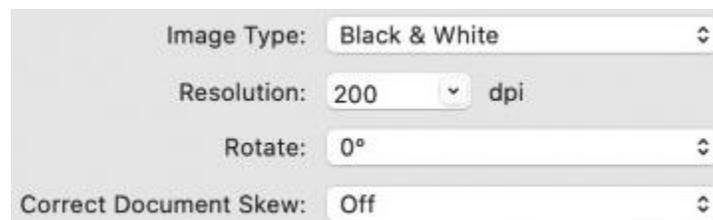
- In **Epson Scan**, leave **Scan Settings** at “Not Selected.”
- **Mode** should be set to “Document Mode.”



- *Optional:* You can select **Advanced Settings** to make more detailed decisions about your image. If you are unfamiliar with scanning software, we recommend leaving these settings alone.
- Leave **Document Source** set at “Scanner Glass.”
- Use **Document Size** to select the appropriate size and orientation of your document. For standard 8.5” x 11” pages, use “Letter.”



- Under **Image Type**, choose the option that best fits your document.
 - For business documents and papers, select “Black & White.”
 - For newspapers, select “Grayscale.”
 - For documents in color, or documents that have highlighting or other annotation you wish to preserve, select “Color.”
- For documents, we recommend leaving **Resolution** at 200 DPI (Dots Per Inch) or setting it no higher than 300 DPI.
- If necessary, use **Rotate** and **Correct Document Skew** to adjust the angle of your image.



- Choose your **Image Format**. We recommend PDF for scanned documents.



- Use **File Name** to give your document a unique name that describes what it is, e.g. “1979meetingagenda”.

Image Format: PDF
File Name: img20221006_12322551.pdf
Folder: Desktop

- Use **Folder** to select your storage device so that scanned images will be saved there.
- Finally, select **Preview** to create a preliminary scan of your image. You should hear the scanner working. Give it a few seconds.
- A preview of your scanned document will appear on the screen.
- To see a thumbnail of your image, make sure the box is checked next to the **Thumbnail** option at the top of the window.
- If the edges of your documents get cut off by the auto-generated thumbnail previews, unselect the **Thumbnail** option.
 - Click Yes on the pop-up window.
 - If necessary, use the rotate tool (just under **Thumbnail**) to adjust the orientation of your documents.
 - Use the cursor to manually select the edges of your documents.



Step 5: Scan

- If you wish to change anything, go back to the start of **Step 4** to adjust the settings, then select **Preview** again to review your image before finalizing the scan. If the preview of your document appears correct, select **Scan** to finalize your image.
- Be patient until the scanner has completed its task.
- A window with the folder where you saved your image will pop up. You can select your file and rename it at this point if you did not do that previously.
- **Remove your document from the scanner bed.**
- If you have more documents to scan, return to **Epson Scan** and start over at **Step 3**.

Step 6: Finish up and check out

- Make sure your files are saved to your USB storage device.
- Safely eject your device from the computer by dragging its disk image to the eject icon (trash can) on the bottom of the desktop. Or you can click on the drive and select **File → Eject**.
- **Notify a staff member to be checked out of the DIY Digi Lab.**
 - **IMPORTANT:** If you are not checked out of the DIY Digi Lab by a library staff member, **you will not be allowed back.**

Don't forget your documents and storage device!

