

# Scanning Documents

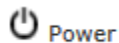


## Step 1: Prepare scanner

- 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 of the front of the scanner.



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

## Step 2: Make a save folder and open Epson Scan

- On the **desktop**, either select **File** → **New Folder** or right-click on an empty space and choose “New Folder.”
  - Give the folder a recognizable name, such as “Scanned Documents.”
- Select the **Epson Scan** software from the dock at the bottom of the screen.
- **Epson Scan** will open the window shown here.

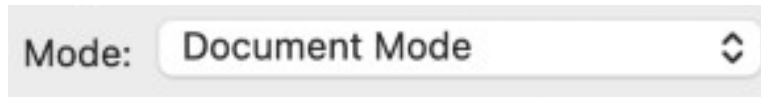


## Step 3: Place your document on the scanner

- Handle your documents by the edges only to avoid fingerprints.
- Place your document face down on the scanner bed, being careful not to scratch the glass.
- You can place more than one document on the scanning bed at once, just make sure there is at least 3/4” between their edges so the scanner can differentiate them. Do not overload the scanning bed, however, or the program will not recognize all your images.
- Close the lid.

## Step 4: Settings and preview

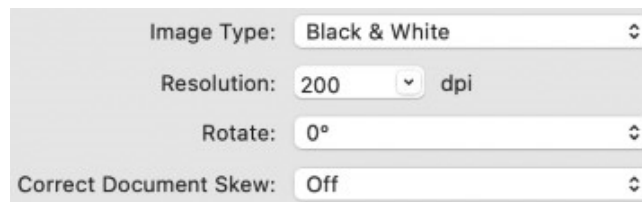
- In **Epson Scan**, leave **Scan Settings** at “Not Selected.”
- **Mode** should be set to “Document Mode.”



- *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.”

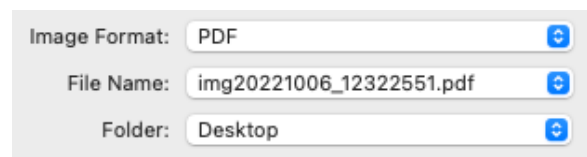


- For documents, we recommend leaving **Resolution** at 200 DPI (Dots Per Inch) or setting it no higher than 300 DPI.
- If necessary, use **Rotate** and **Correct Document Skew** to adjust the angle of your image.
- Choose your **Image Format**. We recommend PDF for scanned documents.

- Use **File Name** to give your document a unique name that describes what it is, e.g. “1979meetingagenda”.
- Use **Folder** to select the “Scanned documents” folder on the desktop you created so that your 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.
  - **Note:** If you do not select the **Thumbnail** option, you will have to manually select the area within the **Preview** image to be scanned.
- 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. This can take a few minutes.
- 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: Copy files to your drive and finish up

- Connect your USB storage device to the USB hub.
- Drag the “Scanned documents” folder you created on the desktop onto your storage device to copy your scanned images.
  - Wait until they have finished copying.
- 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**.



**Don't forget your documents and storage device!**

