

How to Scan a Document or Image

- 1) Open scanner and lay item on the scanner bed. Close the scanner lid.
- 2) Do ONE of the following to start the scanning software:
 - EITHER push the green button on the front of the scanner,
 - OR:
 - ⇒ If you are on the Windows 7 side:
 - Go to Start → All Programs → Scanner Software → double-click on the "Epson Scanner"
 - A window will pop up with 3 different choices.
 - Scroll down to choose Epson Perfection V500.
 - Click OK.
 - ⇒ If you are on the Mac side
 - Click on the OSX icon → Applications → Epson Scanner. Double click on that icon.
 - A window will pop up with 3 different choices.
 - Scroll down to choose Epson Perfection V500.
 - Click OK.
- 3) In the "Epson Scan" Window that pops up,
 - CLICK on the "Scan" button.
- 4) In the "File Save Settings" Window,
 - CLICK in the "Prefix:" box and
 - TYPE the name of the file you want to save. Also
 - CLICK the down arrow by "Type:" and
 - SELECT FORMAT type,
usually JPEG (*.jpg) to create a picture, or PDF (*.pdf) to create a PDF.

Important Note:

- If you do not select the type of format, the scanner will, by default, produce a *.jpg document.
 - If you do not type a name for your document, the scanner will, by default, name it "image 001.jpeg"
- 5) CLICK the "Ok" button.
 - 6) The scanner will scan the item and place it on the "my pictures" folder, which will open automatically after each scan is completed.

If you are done scanning, close any windows that pop up or remain open.

- 7) Save your scanned document onto a USB thumb drive, upload it to my webspace, or e-mail to yourself. Documents saved on the LSS Infolab computers will be deleted after log off.
- 8) Photo and slide scanner brackets are available from the lab attendant.