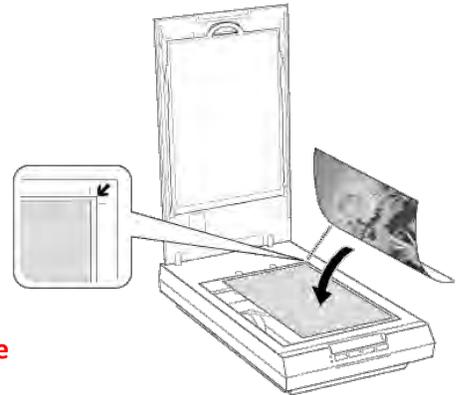


# Epson Scanner Quick Start Guide

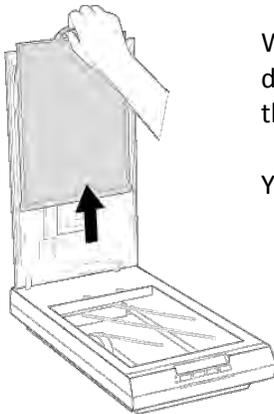
## 1) Place the item you want to scan on the scanner:

### Scanning a document or photo:

Place your document or photo face-down on the scanner. Make sure the upper left corner of the document or photo is touching the rear right corner of the scanner, next to the arrow mark. Close the scanner cover gently so your original does not move.



### Scanning slides or film (NOTE: Please ask at the Reference Desk for the slide and film holders.)



When scanning slides or film, you first must remove the document mat. Open the scanner cover and gently slide the mat up to remove it.

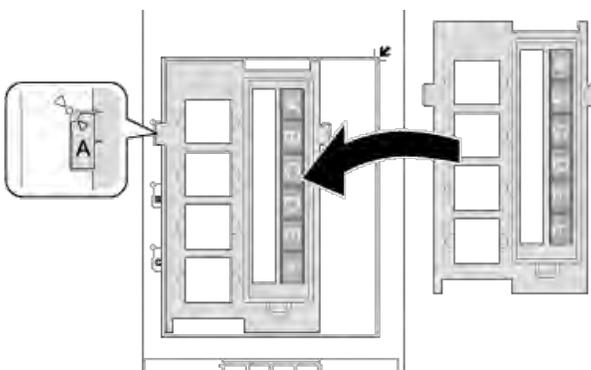
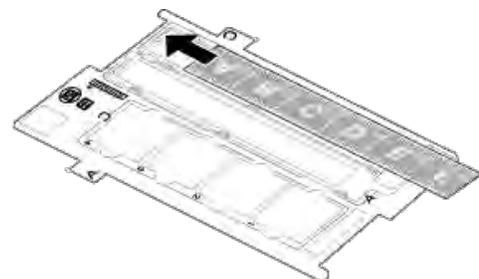
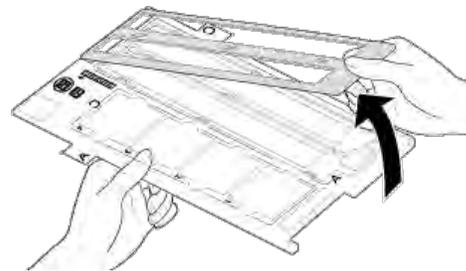
You will then place the film or slides in the film and slide holder.

### Placing 35 mm Film:

Open the cover of the 35 mm film strip holder.

Slide one or two film strips all the way into the film holder with the shiny base side facing down. Your images and any wording on the film strips should appear backwards on the side that faces up.

Close the cover and press it down until you hear a click. Then press down on all the edges of the cover to secure it.

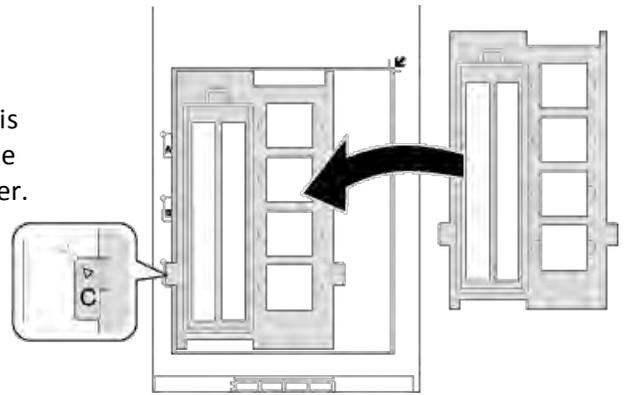
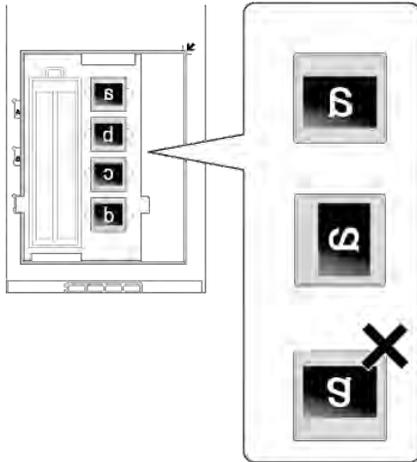


Place the film holder on the document table so that it is aligned with the upper left corner. Make sure the tab labeled "A" on the film holder fits into the area labeled "A" on the scanner.

Close the scanner cover.

### Placing Slides in the Holder:

Place the film holder on the document table so that it is aligned as shown. Make sure the tab labeled "C" on the film holder fits into the area labelled "C" on the scanner.



Place up to four slides in the film holder with the shiny base side facing down. Your images should appear backwards on the side that faces up. Your images should be oriented as shown.

Close the scanner cover.

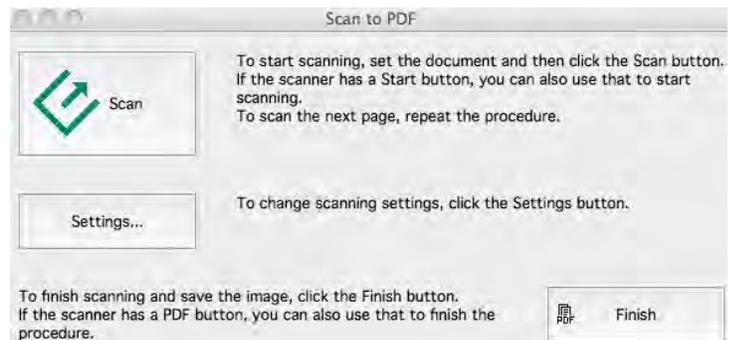
## 2) Scan your item:

**Scan to PDF:** If you are scanning a text document, you will generally want to scan to PDF.

Place your document and press the Scan to PDF button  on the front of the scanner. The Scan to PDF window will appear on your screen.

Click the Scan button on the screen, or press the Start button  on the front of the scanner. If you have additional pages, place each of them and click Scan or press Start. When you have scanned all of the pages, click the Finish button on the screen or press the PDF button  on the front of the scanner.

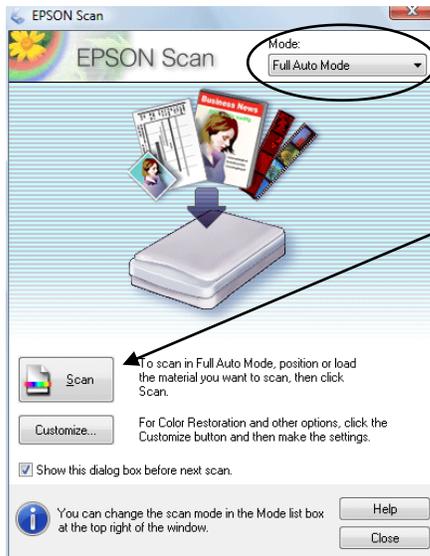
Your PDFs will automatically be saved to the Pictures folder with the names img001, img002, etc. You can rename them if desired, and save them to a flash drive, e-mail them to yourself, or save them to a cloud server service like Dropbox ([www.dropbox.com](http://www.dropbox.com)) or Skydrive ([skydrive.live.com](http://skydrive.live.com)).



### Scan an image:

If you are scanning a photo, film, slides, or other image, place your item in the scanner and then press the Start Button  on the front of the scanner. You can also click the Epson Scan Icon at the bottom of the computer desktop if you prefer.



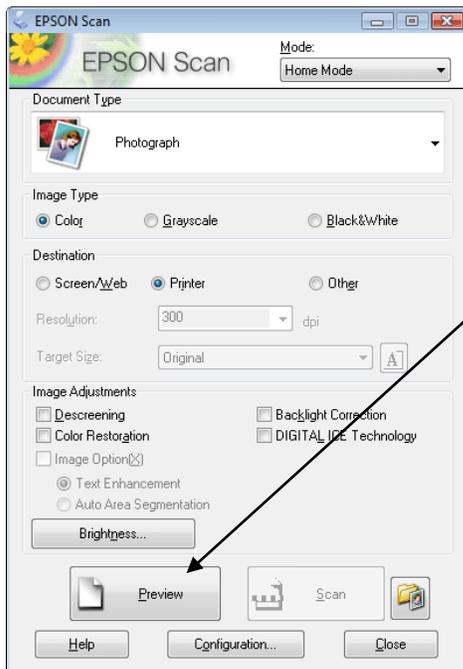


The Epson Scan dialog box will appear on your screen. It will default to Full Auto Mode, which will recognize your image type (color photo, negatives, etc.). It is generally quite accurate.

Click Scan to scan your image.

Your images will automatically be saved to the Pictures folder as JPEG files with the names img001, img002, etc.

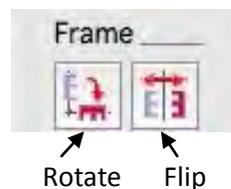
It is recommended that you scan in Full Auto Mode for ease of use. However, you can change the scan mode if necessary. "Office Mode" is designed for scanning business text documents, and "Professional Mode" has options geared toward professional photographers and graphic artists. "Home Mode" is the simplest to use and has the best options for an everyday user.



When scanning in Home Mode, you will have to choose the document type. (Note: for slides, use Positive Film.) You can specify if you want your scan in color or black and white, and can change the scan resolution if desired.

Before you can scan, you must view a preview by clicking on the "Preview" button.

This will bring up a preview in a separate window. You rotate and flip your image if needed.



Once you have viewed your preview, click "Scan" in the Epson Scan dialog box. Your image will automatically be saved to the Pictures folder as a JPEG file with the names img001, img002, etc.