# Scanning Documents

## Step 1: Prepare scanner

- Put on gloves. This will help keep the scanner and material clean
- Lift the scanner's lid
- Using an anti-static cloth gently wipe the scanner's glass

## Step 2: Prepare documents

- Clean documents carefully
- Place face-down on the scanning bed
- Be careful not to scratch the scanning bed
- Close Scanning bed lid

## Step 3: Open Epson Scan

- Make sure the scanner is powered on.
- Connect your external hard drive or USB to the computer
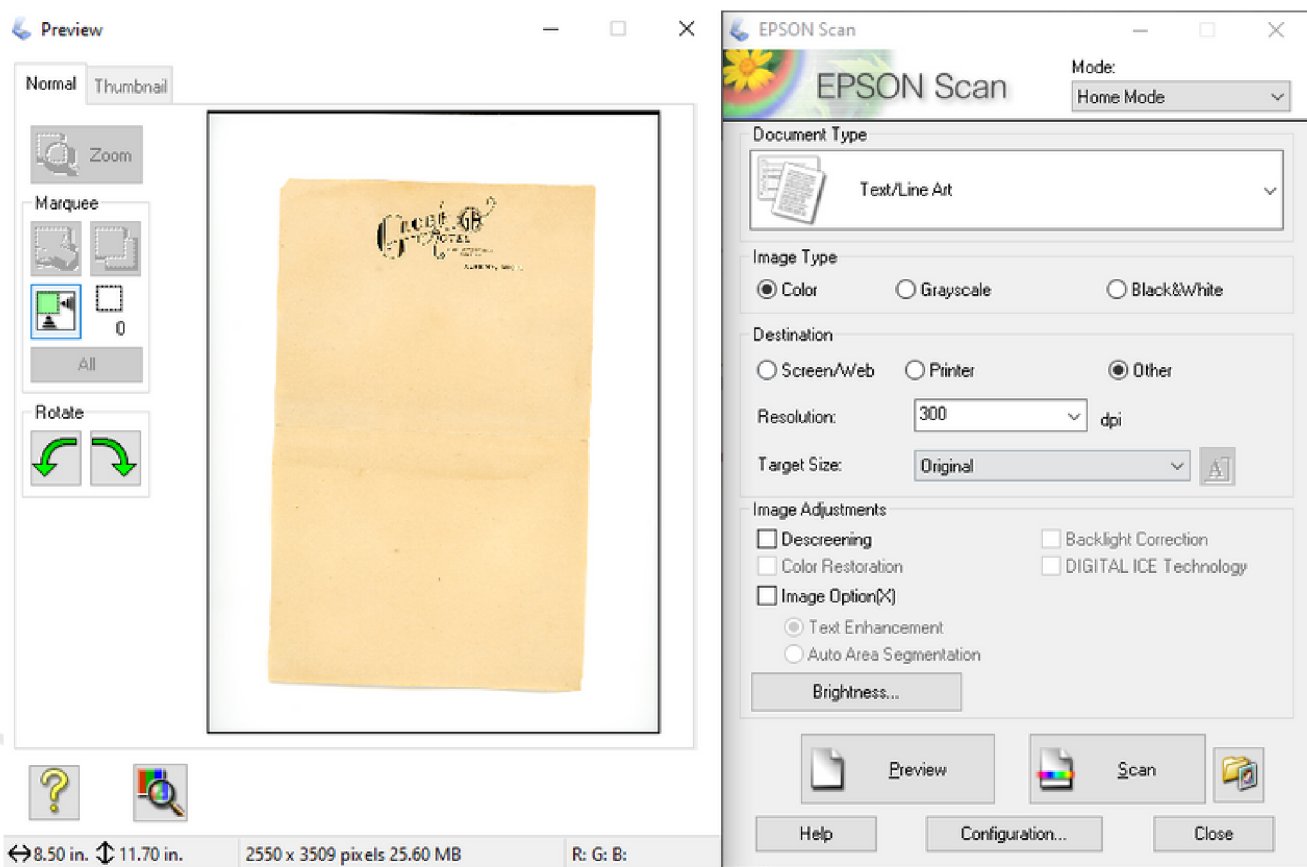
# Scanning Documents

## Step 4: Settings

- Set Mode to **Home Mode**
- Document Type**:** Select **Text/ Line Art**
- Image Type: **B/W** for typed document, **Color** for a handwritten letter
- Click **Other** for Destination
- Resolution: Set to **300** dpi
- Target Size: **Original**
- You can set the settings differently if you are comfortable with the equipment
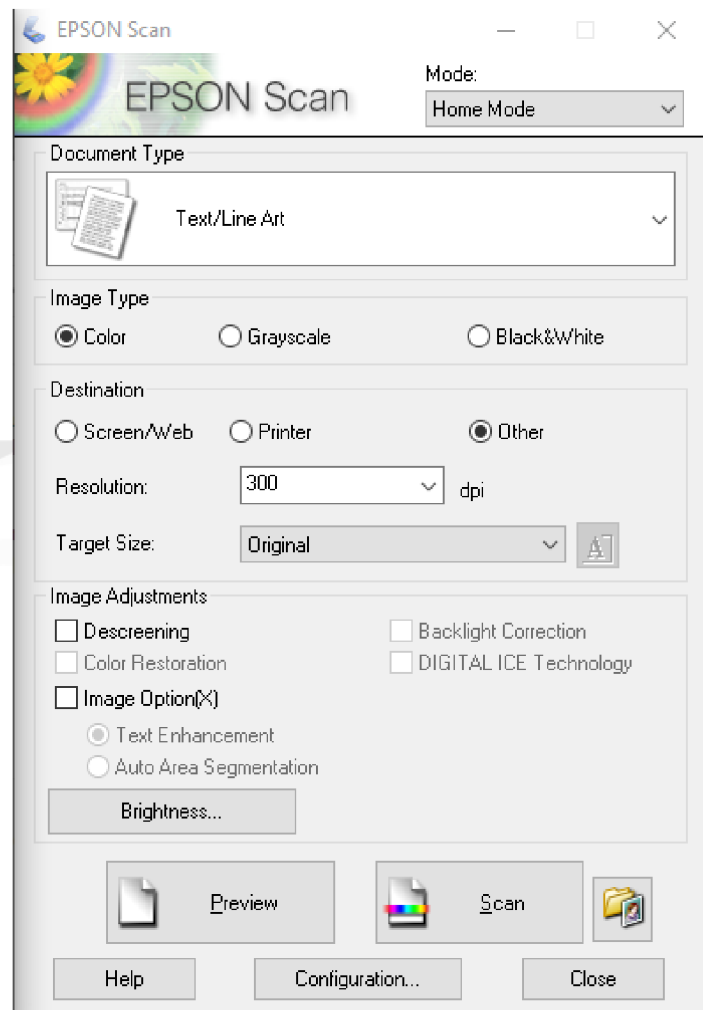
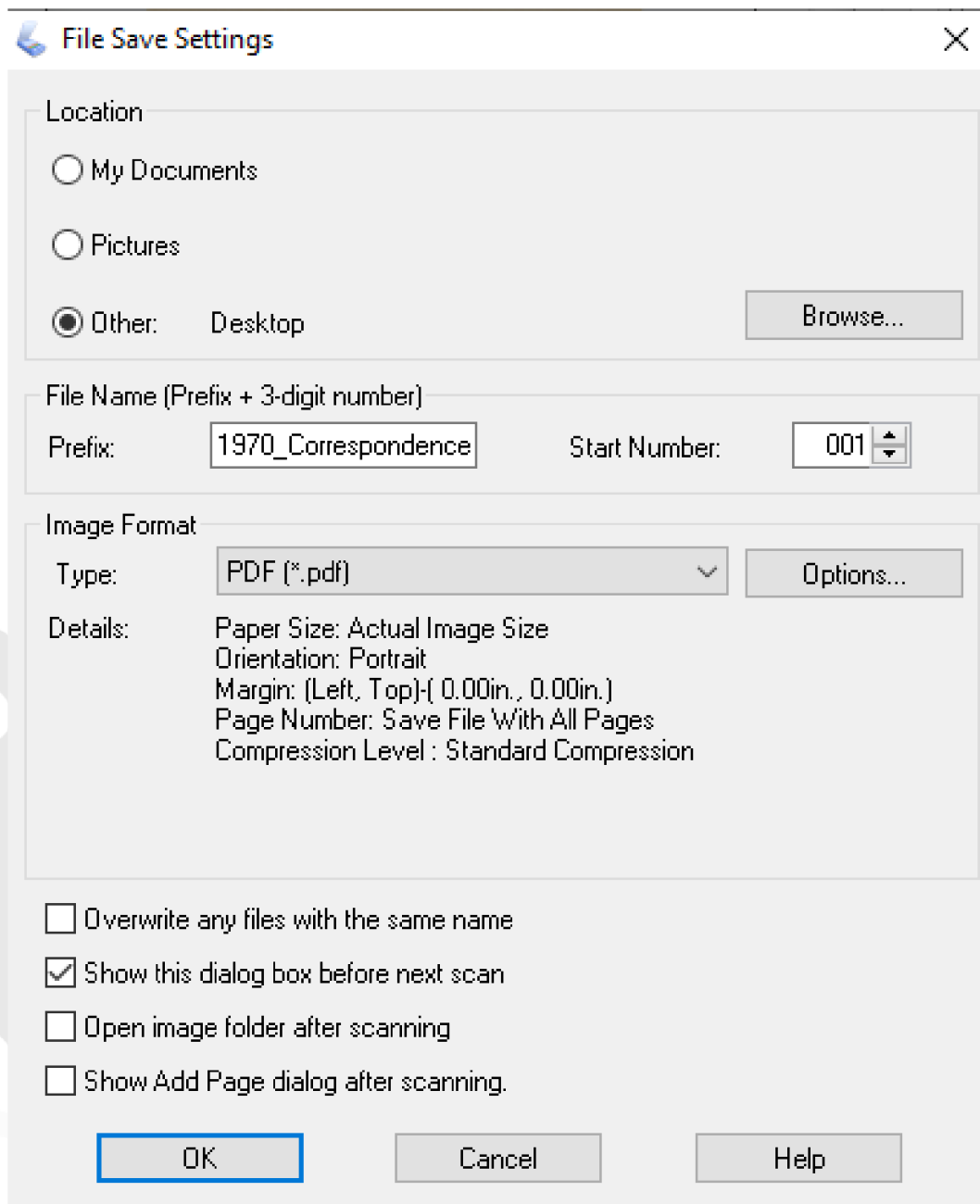# Scanning Documents

## Step 5: Preview and scan
- Click **Preview**
- Use the selection tool on the left side of the window to select the area you want to scan. You can select multiple areas by pressing the Ctrl key simultaneously.
- Click **Scan**

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## Step 5 continued: Preview and scan

- Location: Click O**ther** and set destination to USB or hard drive
- File Name: Date_Event_Start Number
- Image Format: Set to **PDF**
- Click **OK**

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**File Save Settings**                                        ✕

**Location**

- ◯ My Documents
- ◯ Pictures
- ⦿ Other:       Desktop                                  [ Browse... ]

**File Name (Prefix + 3-digit number)**

Prefix:  [ 1970_Correspondence ]        Start Number:  [ 001 ▲▼ ]

**Image Format**

Type:  [ PDF (*.pdf)                          ▽ ]      [ Options... ]

Details:      Paper Size: Actual Image Size
              Orientation: Portrait
              Margin: (Left, Top)-( 0.00in., 0.00in.)
              Page Number: Save File With All Pages
              Compression Level : Standard Compression

☐ Overwrite any files with the same name

☑ Show this dialog box before next scan

☐ Open image folder after scanning

☐ Show Add Page dialog after scanning.

[ OK ]          [ Cancel ]          [ Help ]

## Step 6: Add metadata

- Right-click on one of your finished files and select **properties**
- In the Comments section, add your file's Who, What, Where, and When.
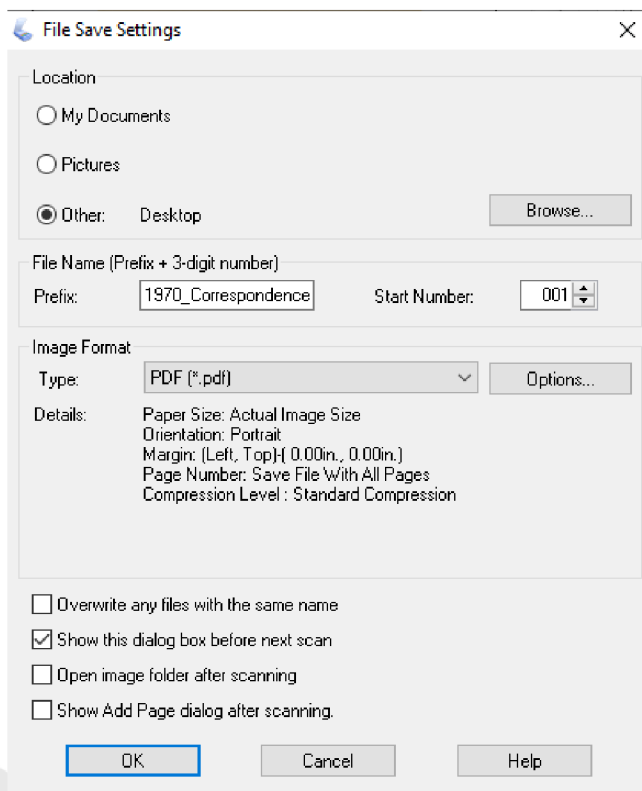


## Step 7: You are done!

- Clean the scanning bed with an anti-static cloth.
- Make sure the scanner is powered off and closed
- Don not forget to eject your USB or hard drive and your materials