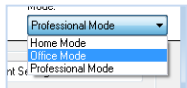


Scanning Images

Position image face down on the glass to the top left of the scanner

Open the Software by double clicking on the EPSON Scan icon on the desktop
Select the Home or Office Mode from the top right of the window

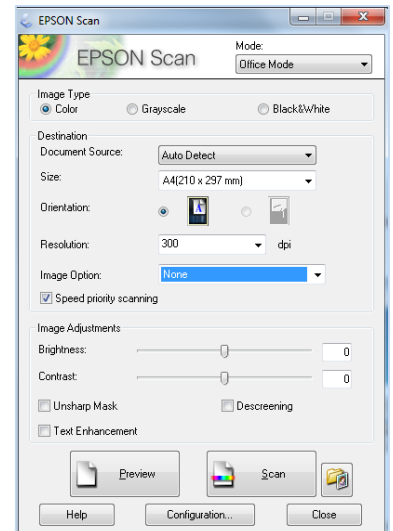


Make sure to set **Image type**, **Size**, and **Orientation** appropriate to how you would like your document to be scanned.

Set document source to **Auto Detect**

Resolution for pictures should be set to 300 dpi

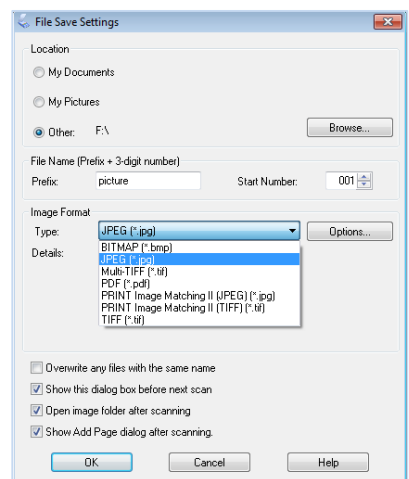
Click the **Scan** button,  the File Save Settings window will open and from here select the save **Location**, **Filename** and **Image Format**



Location section, select My Documents to save into the K: drive or Other: to click and Browse to select the alternative location to save into.

File Name section, type in a prefix for the saved filename, img will be given automatically if not changed, this can be changed to any filename or your choice e.g. picture, scan, bobby, passport etc.

Image Format section, select the Type of file from the dropdown list you want the image to be saved as, e.g. JPEG, TIFF, PDF.




Click **OK**

If only a section of an image or text is required use the **Preview** button.

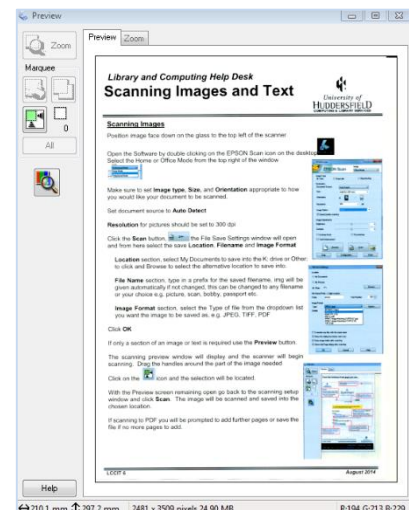
The scanning preview window will display and the scanner will begin scanning. Drag the handles around the part of the image needed.



Click on the  icon and the selection will be located.

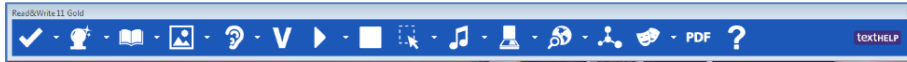
With the Preview screen remaining open go back to the scanning setup window and click **Scan**. The image will be scanned and saved into the chosen location.

If scanning to PDF you will be prompted to add further pages or save the file if no more pages to add.





Scanning Text for Editing in Word (Commonly called OCR Optical Character Recognition)

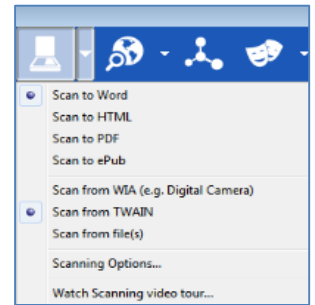
Open Read & Write 11




Use the **Scan from Twain** option to scan pages of text to edit in Word.


From the scan icon  use the pull down arrow and choose the **Scan to Word** and **Scan from Twain** options.

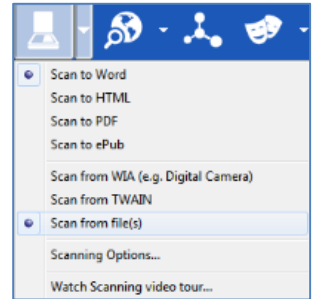
Click the Scan Icon  scanning will begin and then a Save As window will display, save the file as .rtf in a chosen location.




Use the **Scan from File** option to ocr an existing text image, saved as format .jpg or .tif.


From the scan icon  use the pull down arrow and choose the **Scan to Word** and **Scan from File** options.

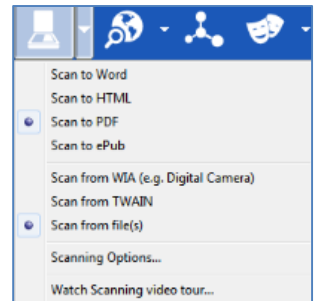
Click the Scan Icon.  Scanning will begin and then a Save As window will display, save the file as .rtf in a chosen location.



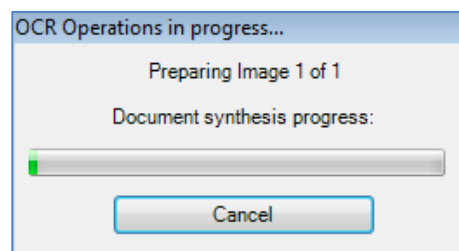
Use the **Scan from File** option if the document or image already exists and requires saving as PDF.

From the scan icon  use the pull down arrow and choose the **Scan to PDF** and **Scan from File** option.

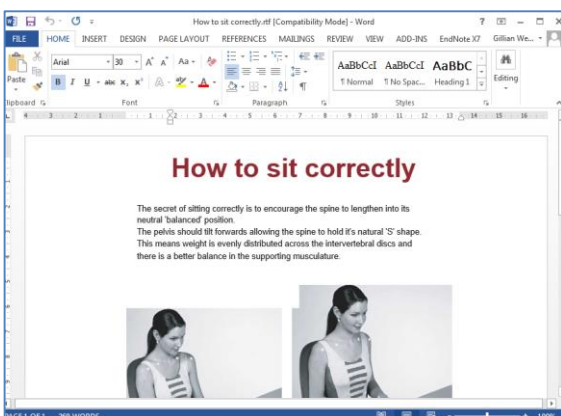
Click the Scan Icon  Scanning will begin and then a Save As window will display, save the file as .pdf in a chosen location.



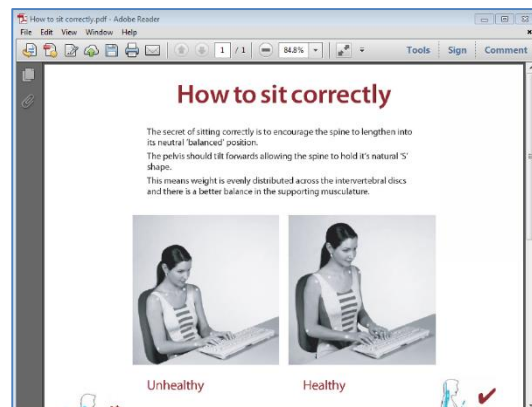
For all scenarios after the Save As window has been accepted the OCR progress bar will display.



Once the OCR process has finished the Application that the work has been saved to, i.e. Word or PDF will open and the work can now be edited and resaved.



Sample Word file



Sample Acrobat Reader file pdf