

# SCANNER GUIDE for EPSON SCAN

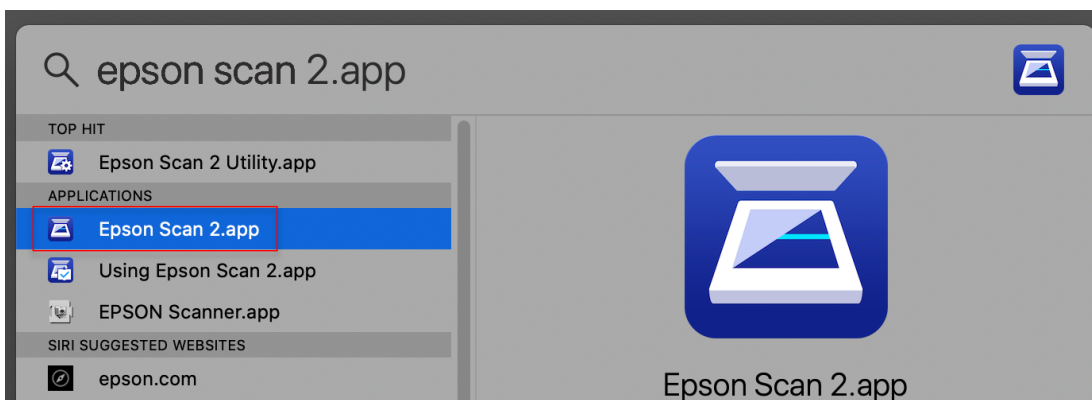
1. Turn the scanner on by pressing the power button on the lower left-hand side (a green LED over the power button indicates that the scanner is already on). Make sure the scanner USB cable is plugged in to the computer.
2. Put your item(s) to scan on the Epson scanner bed.  
*NOTE: if you are using the film functions you will need to remove the white insert on the lid of the scanner. For all other scanning, please leave the white lid insert.*
3. Go to the top menu bar on the computer desktop and click on the magnification icon on the right-hand side of the menu bar. This will open the search function, called "Spotlight Search"



4. Type: **Epson Scan 2** into the search field.



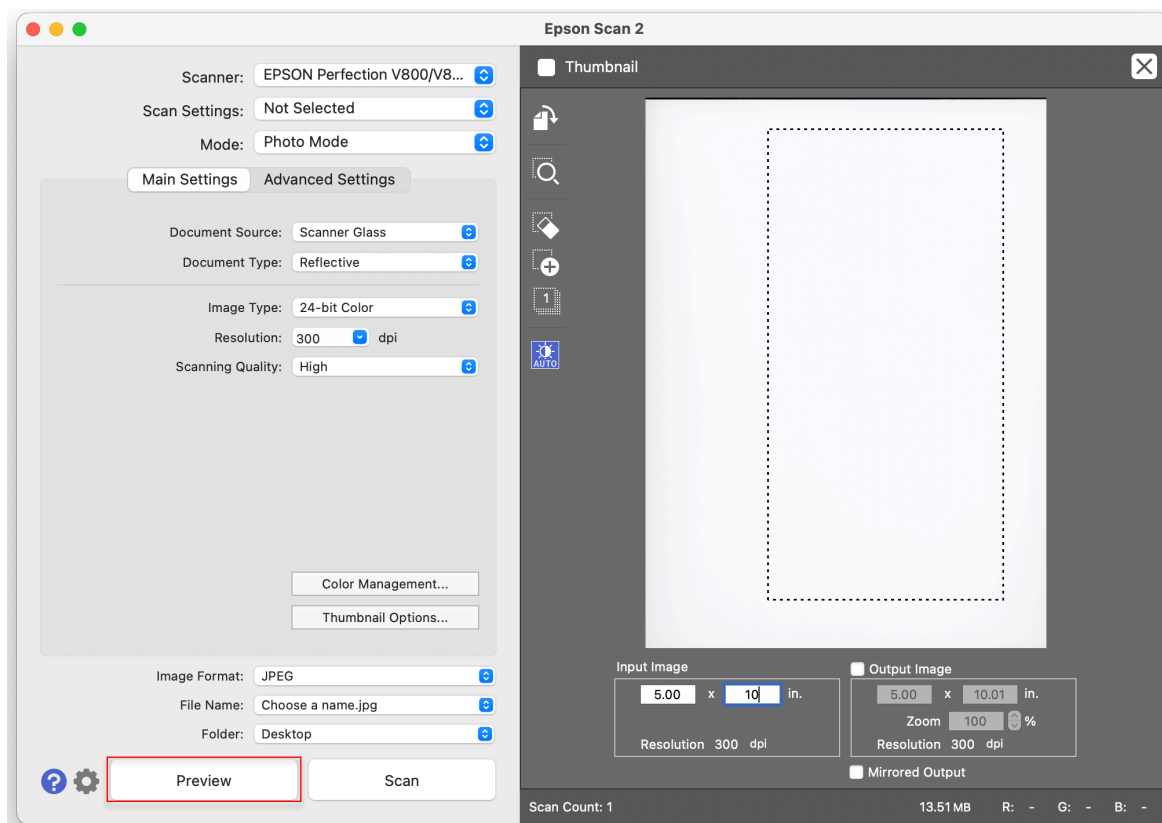
5. Choose the Epson Scan 2 App



*NOTE: If there is a notification that the scanner is not connected, go back to step #1.*

6. The MAIN TAB of the Epson Scan 2 Software will open.  
*NOTE: The scanner bed preview will not be visible until you hit the PREVIEW button.*

Follow the information below for the basic art scan settings:



LEFT: Epson Scan 2 software menu

RIGHT: Scanner bed preview appears after the PREVIEW button is clicked.

Scanner:	<b>Epson</b>
Scan Settings:	<b>Not Selected</b>
Mode:	<b>Photo Mode</b>
Document Source:	<b>Scanner Glass</b> <i>(unless using the film functions)</i>
Document Type:	<b>Reflective</b> <i>(unless using the film functions)</i>
Image Type:	<b>Color</b> <i>(24-bit, etc.)</i>
Resolution:	<b>300 dpi</b> <i>if you will use the image at its original size.</i> <i>Higher dpi (600, 900, 1200, etc.) if you need to use it at a larger size.</i>
Scanning Quality:	<b>High</b>
Image Format:	<b>JPG</b>
File Name:	<i>Name it something descriptive so it doesn't get lost in a sea of files!</i>
Folder:	<b>Desktop</b> <i>(due to large size, do not save directly to USB or cloud)</i>

7. Hit the **PREVIEW BUTTON** to begin the scan process.
8. Once the preview appears, uncheck the THUMBNAIL box in the upper right of the menu.
9. Use the cursor to draw a box around the item(s) to be scanned.  
*NOTE: The icons on the left-hand side help select more or fewer items and other functions.*
10. Double check the scan size (under INPUT IMAGE) and scan resolution (dpi).
11. Hit the **SCAN BUTTON**.  
Then wait for your scan to complete.  
Remember to take your item(s) off the scanner bed before you leave!