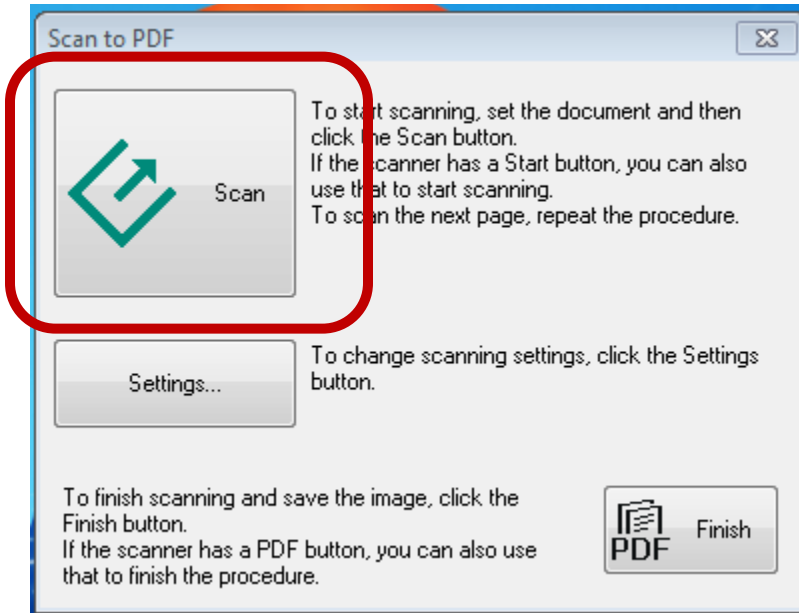


Creating a PDF from the Scanner

1. Place your paper or book face down on the scanner bed.
2. Press the PDF button on the front of the scanner.
3. The defaults have been set to scan in Black&White, if you wish to scan in Color or Grayscale, click the Settings.. button in the **Scan to PDF** box and make the appropriate changes.
4. Click the big **Scan** button in the Scan to PDF box.



If you have more pages to scan, switch the page on the scanner bed and press scan again. When you are finished scanning all pages, click on the **PDF Finish** button. After your file has been formatted, a window will launch displaying your PDF. Look for the file titled img00# created most recently.

Please delete your files when you are finished.

Scanning an image using the EPSON Software

1. Place your image face down on the scanner bed.
2. Press the large Scan button on the right side of the scanners front panel.
3. In the EPSON Scan box that pops-up, click on the Scan button.
4. When the scan is finished, the My Pictures folder will open. Your image will start with img followed by three digits.
5. If you need to edit the image, open it in Adobe Photoshop Elements. Rotating, resizing, and cropping the image can all be done through the **Image** menu of Adobe Photoshop Elements.

Instructions for scanning a photo with Adobe Photoshop Elements and Creating a Microsoft Word document with ABBYY FineReader 6.0 Sprint are located on the opposite side of this sign.

Scanning a photo with Adobe Photoshop Elements

1. Place your photograph face down on the scanner bed.
2. Launch Adobe Photoshop Elements from the Start Menu and close the opening splash screen.
3. From the **File** menu, select **Import >WIA Support...** In the pop-up box click **Start**. In the next pop-up box click **OK**.
4. In the pop-up box titled Scan Using EPSON Perfection V500, choose the type of scan you wish to make (i.e., color, grayscale, black & white.) You may also adjust the scan resolution by clicking on the Adjust the quality of the scanned picture link.
5. If you click on the Preview button, the software will automatically crop the image for you. Click on Scan and the image will be scanned and imported into Adobe Photoshop Elements.
6. Rotating, resizing, and cropping the image can all be done through the **Image** menu.
7. When you are satisfied with the image, click on **File > Save As...** We recommend you change the format of the image to JPEG.
8. After saving your image, you will be able to locate it in the **My Pictures** folder in a subfolder with today's date. Please delete your images when you are finished.

Creating a Microsoft Word document with ABBYY FineReader 6.0 Sprint

1. Place your page face down on the scanner bed.
2. Launch ABBYY FineReader 6.0 Sprint from the Start Menu.
3. Click **Scan&Read** in the upper left corner of the ABBY FineReader toolbar.
4. In the EPSON Scan box that pops-up, click **Scan**.
5. After your document appears in the window, click on the **Save** button. In the Save Wizard pop-up box, choose the option to Send to Microsoft Word and click OK.
6. You will have to scan pages in multi-page documents separately, and there will be multiple errors to correct.

Instructions for Creating a PDF from the scanner and Scanning a photo with the EPSON software are located on the opposite side of this sign.