

OC Memory Lab – Scanning Documents

1. Prepare the scanner

- Put on gloves to prevent fingerprints on your photographs and scanner.
- Gently lift the scanner's lid.
- Clean the scanner's surface with an anti-static cloth and air puffer.

2. Prepare your documents

- Gently clean your documents with an anti-static cloth and air puffer.
- Place the document face-down on the scanning bed.
 - Note: When scanning newspaper, place black cardstock behind the page to prevent bleed-through.
- Be careful not to scratch the scanning bed.
- Close the scanning bed lid.

3. Open Epson Scan

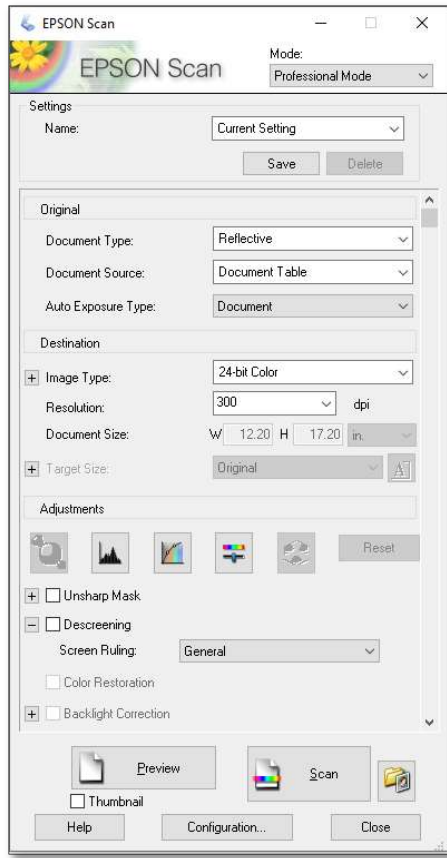
- Make sure the scanner is on and connected to the computer.
- Connect your external hard drive or USB to the computer.
- Open the **Epson Scan** application by clicking the icon on the desktop.
 - Note: If the icon is not there, search for **Epson Scan** and click the icon.



Epson Scan

4. Settings and Preview

- Make sure you are in Professional Mode. This mode gives you complete control of your scanning settings and allows you to preview your images.
- Set the Document Type to Reflective.
- Set the Auto Exposure Type to Document.
- You can adjust other settings if you want. If you're not sure, we suggest the following:
 - Image Type: 24-bit color
 - Resolution: at least 300 for photos



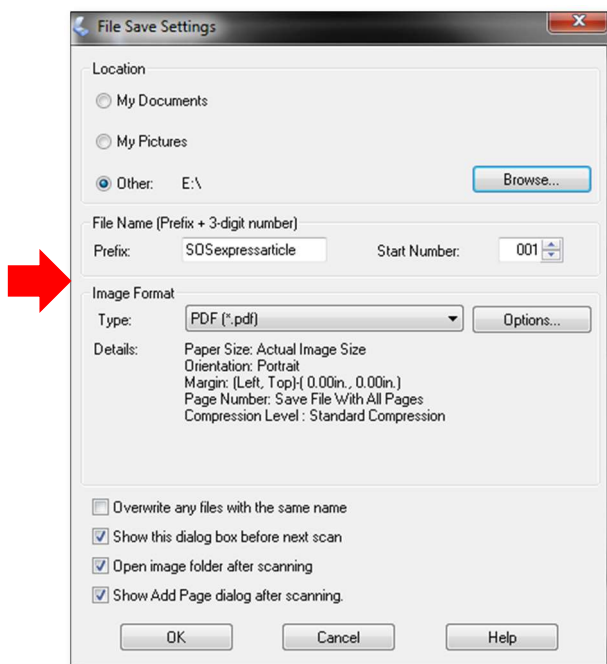
5. Preview

- Click the **Preview** button at the bottom of the settings window.
- Use the **Marquee** tool to select the area you want to scan. You can select multiple areas by pressing the **Ctrl** key simultaneously.



6. Scan

- When you click scan, the **File Save Settings** window will appear.
- Create a file naming convention and start with 001. We recommend using the event and year.
 - Example: 001birthday2020, 002birthday2020, etc.
- Choose **PDF** under **Image Format**.



7. Complete!

- Clean scanning bed with anti-static wipes.
- Make sure the scanner is powered off and closed.
- Make sure your files are saved on your USB or hard drive, then **Eject** from computer.
- Don't forget to take your documents.