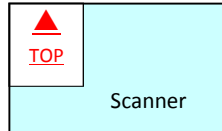


INSTRUCTIONS

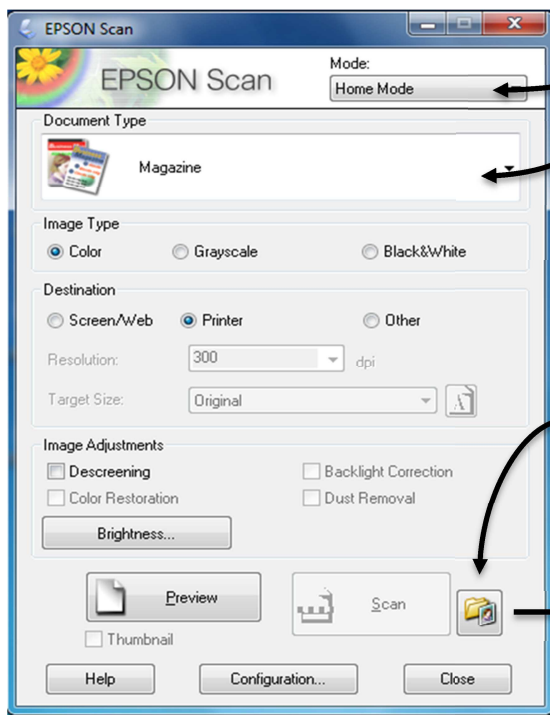
Using the Flatbed Epson GT 15000 and 1640 XL Scanners to...

Create a PDF (good for multi-page items)

Position your document face down on the scanner, aligned with the upper left corner of the glass:

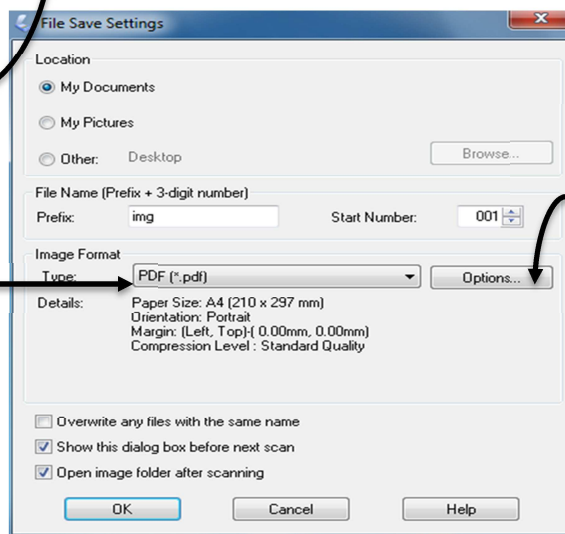


1. From the Desktop, open EPSON Scan and check the settings:



Make the following selections:

- **Mode:** Home Mode
- **Document Type:** select the type of original document you are scanning ("Magazine" is recommended; use "Photograph" only if you intend to place multiple photos on the scanner bed)
- Click the icon next to the "Scan" button and select **PDF** in the Image Format Type dropdown list



- If the item you are scanning is **oversized**, click on "Options" and select **Actual Image Size** in the Paper Size dropdown list

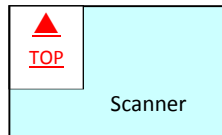
2. Click the **Preview** button. A low resolution preview will appear.
3. Click and drag the mouse to select the area to scan (otherwise the entire scanner glass will be scanned).
4. Click the **Scan** button. Click **OK** to the File Save settings and make note of where you file will be saved.
5. Once your page has scanned, a dialog box will appear and you will have three options:
 - a. Add page (in which case repeat steps 2-4 above)
 - b. Edit page (there are not many editing options in this software)
 - c. Save file (to save your file as is)

Tips for Reducing the Size of your File & for applying OCR (optical character recognition) once item is scanned

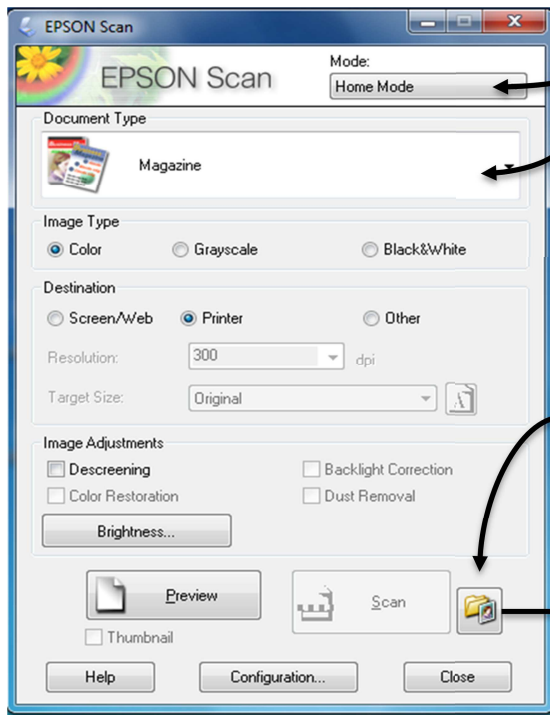
- If high resolution is not important, then on the main "Epson Scan" page (see screen shot above) under "Destination", select "Screen/Web"
- If colour is not important, then under "Image Type", select "Grayscale" instead of colour
- Ensure that "Descreening" is checked
- To apply **OCR** open your scanned document in Adobe Acrobat 9 pro available on the Graphic Workstation, select your document, right-click on it and choose "Recognize Text using OCR".

Create a JPEG (only one image can be saved per file)

Position your document face down on the scanner, aligned with the upper left corner of the glass:

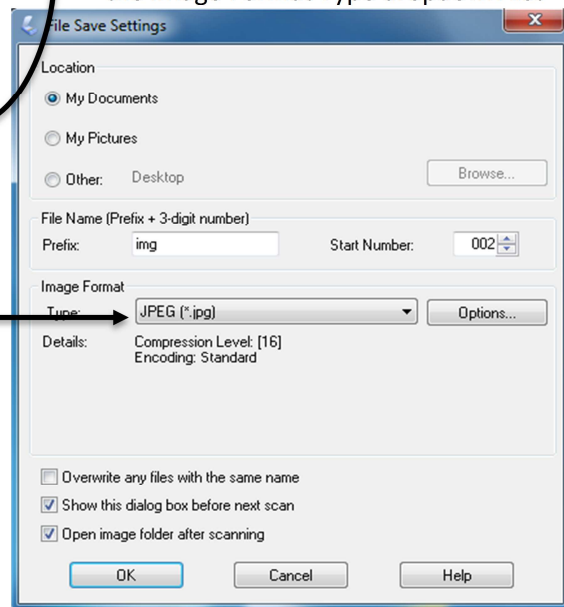


1. From the Desktop, open EPSON Scan and check the settings:



Make the following selections:

- **Mode:** Home Mode
- **Document Type:** select the type of original document you are scanning (“Magazine” is recommended; use “Photograph” only if you intend to place multiple photos on the scanner bed)
- Click the icon next to the “Scan” button and select **JPEG** in the Image Format Type dropdown list



2. Click the **Preview** button. A low resolution preview will appear.
3. Click and drag the mouse to **select** the area to scan (otherwise the entire scanner glass will be scanned).
4. Click the **Scan** button. Click **OK** to the File Save settings and make note of where your file will be saved.
5. Once your page has scanned, My Documents (or My Pictures, wherever your file was saved) will open. You cannot scan additional pages to this file.

To Scan an Oversized Item

- It is preferable to scan as a JPEG rather than a PDF
- In the “Target Size” dropdown menu (see “Epson Scan” screenshot, above) make sure that “Original” is selected if you want to scan something large that takes up most of the scanning bed. The resulting JPEG file will print in landscape; if you want your file to print in portrait, then, under “Target Size”, select “Letter (8 ½ x 11 in)” and ensure that the paper icon with the “A” next to the drop down is oriented in portrait position; the size of the area you select will be limited to 8 ½ x 11, however, so you may need to scan your item as two separate images
- You may also want to use “Professional Mode” for more scanning options. The Help button at the bottom of the screen will provide details on all the settings in that mode
- When printing, ensure that the “Fit to Picture Frame” option in Windows Photo Viewer is unchecked