

SCANNER INSTRUCTIONS (EPSON PERFECTION V300 PHOTO SCANNER)

USING THE EPSON PERFECTION V300 PHOTO SCANNER

The Goodfellow Library offers *Epson Perfection V300 Photo* scanners at several public computer workstations. Check with the Circulation Desk to find out which computers have scanners.

Depending on your needs, the installed software can handle a variety of scanning jobs.

If you need to scan in a single page or a single photograph, you can use the EPSON SCAN software in **FULL AUTO MODE**, which is the default setting of the software.

If you need to scan multiple pages into a single document, the easiest way is to press the PDF button on the scanner to scan the documents into an Adobe Reader (.pdf) document. Adobe Reader (formerly Acrobat Reader) software is free and widely used both in business and the home.

If you need to convert a document into a text file that can be edited in Microsoft Word, you can use the ABBYY FINEREADER software to scan the page and export it into Word. You can find this software on the Start Menu (the Windows icon in the lower left corner of the screen) by selecting **All Programs** and looking in the **Scanner** folder.

The *Epson Perfection V300 Photo* scanner is also capable of scanning in 35mm film negatives. A Negative Feeder is available at the Circulation Desk. Ask for assistance if you would like to scan in photographic negatives.

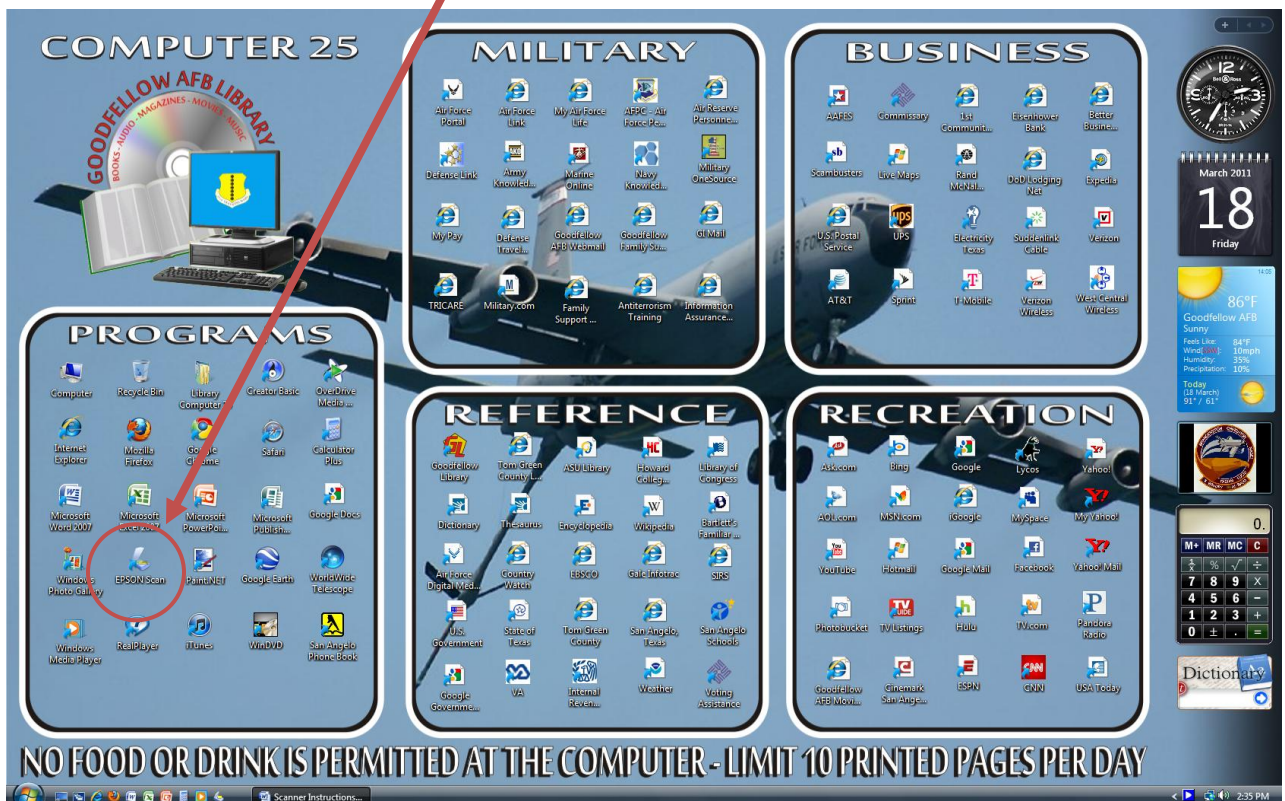
SCANNER INSTRUCTIONS (EPSON PERFECTION V300 PHOTO SCANNER)

SCAN A SINGLE PHOTO OR DOCUMENT PAGE

1. Turn on the Scanner. The Power Button is in the lower right corner and will emit a green/yellow glow when turned on.



2. Place your document or photo face down against the front-left corner of the glass.
3. Double-click on the “Epson Scan” icon.



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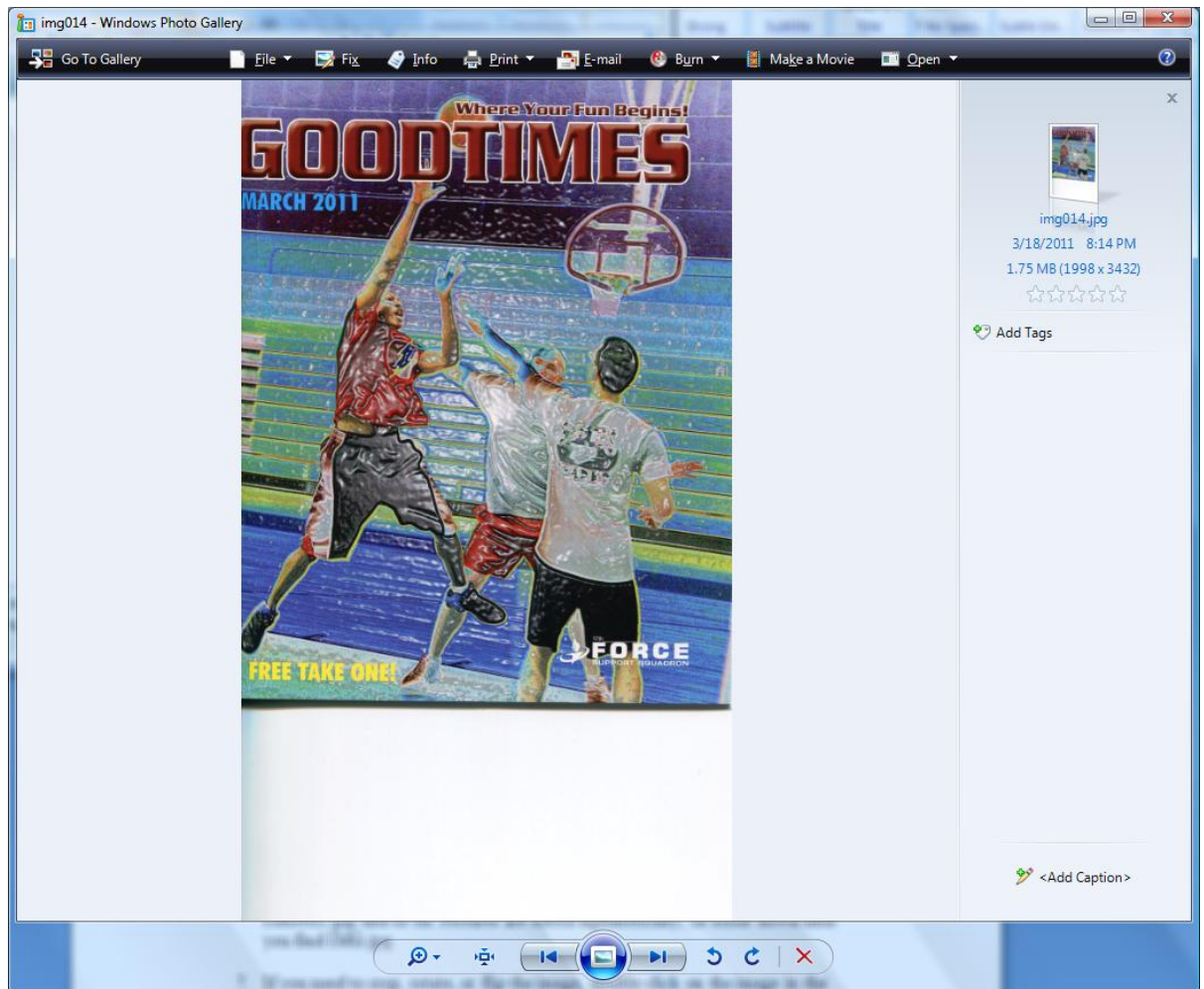
4. If it is not already in **Full Auto Mode**, select the down arrow gadget in the Mode: box at the top of the Epson Scan window to select **Full Auto Mode**.



5. Click on the **Scan** button. This will automatically scan your document and save it to the computer's PICTURES folder (located at C:\Users\Library Computer *n*\Pictures) where *n* is your computer number.
6. The computer will automatically open the Pictures folder. The resulting image will have the name IMG.JPG. Subsequent scans will be named IMG001.jpg, IMG002.jpg, and so on. If someone else has used the scanner that day, your scan might have a higher number added to IMG. Pictures are sorted alphabetically, so scroll down until you find IMG.jpg.

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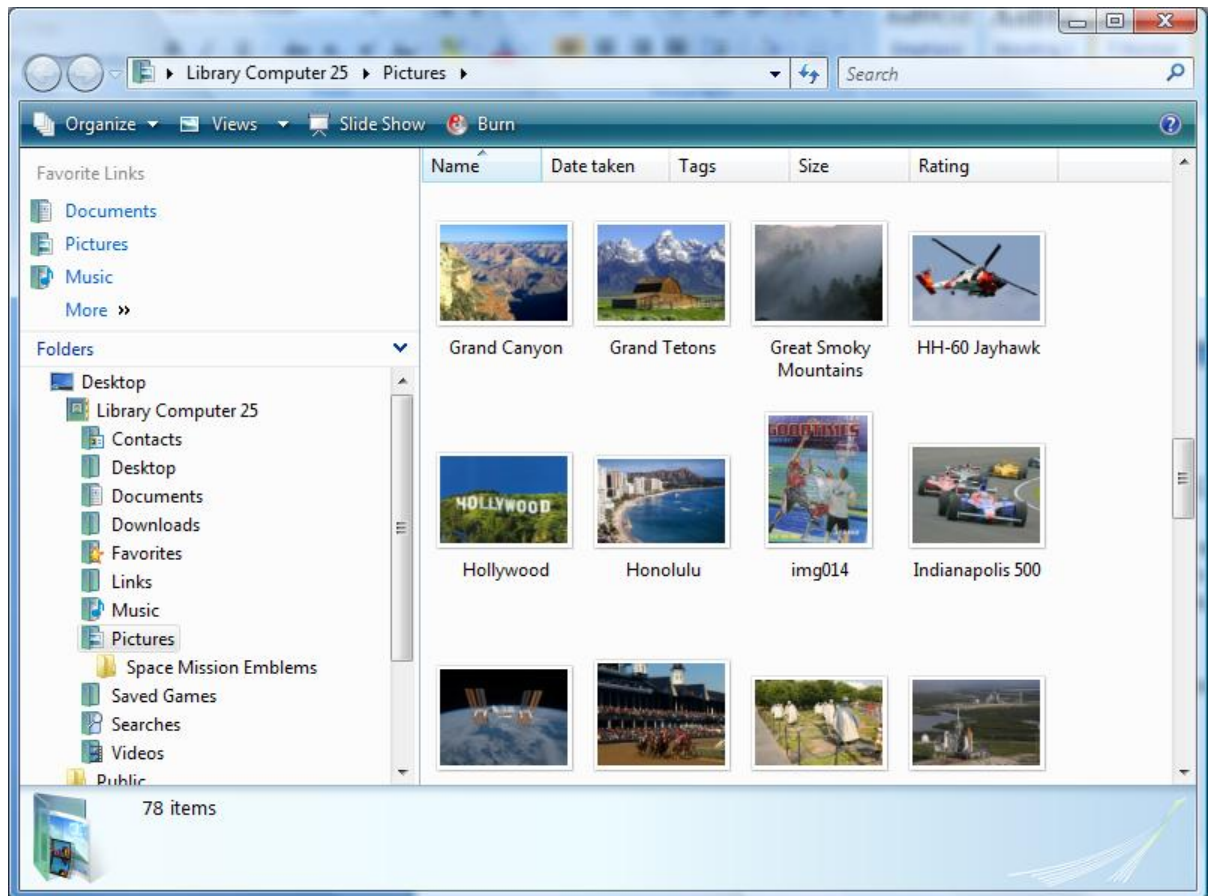
7. If you need to crop, rotate, or flip the image, double-click on the image in the Pictures folder. This will open the *Windows Photo Gallery* software.



8. Rotate Left and Rotate Right are the two gadgets to the left of the red X icon in the toolbar at the bottom of the screen. Click on Fix from the toolbar to adjust color, brightness, or to crop the image. Windows Photo Gallery will automatically save the image when you exit the program.

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9. You can now copy the image to a USB Thumbdrive or email it using any Webmail program, such as Google's Gmail, Microsoft's Hotmail, or Yahoo! Mail. Look for a menu item named "Attachments", "Attach File", or a paperclip symbol in your email web page.
10. Navigate to your image in the C:\Users\Library Computer n\Pictures folder, where *n* is the computer you are using.



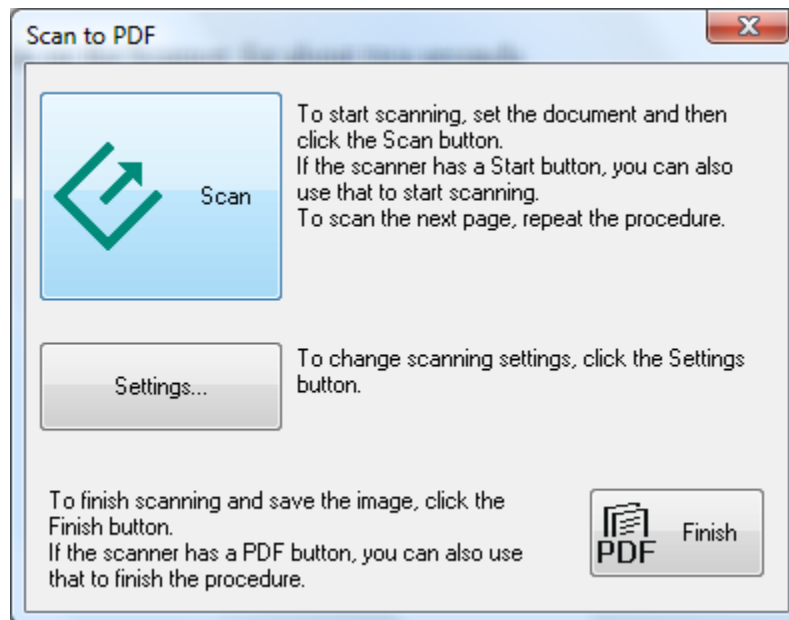
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SCAN A MULTIPLE PAGE DOCUMENT INTO A SINGLE FILE

1. Turn on the Scanner. The Power Button is in the lower right corner and will emit a green/yellow glow when turned on.

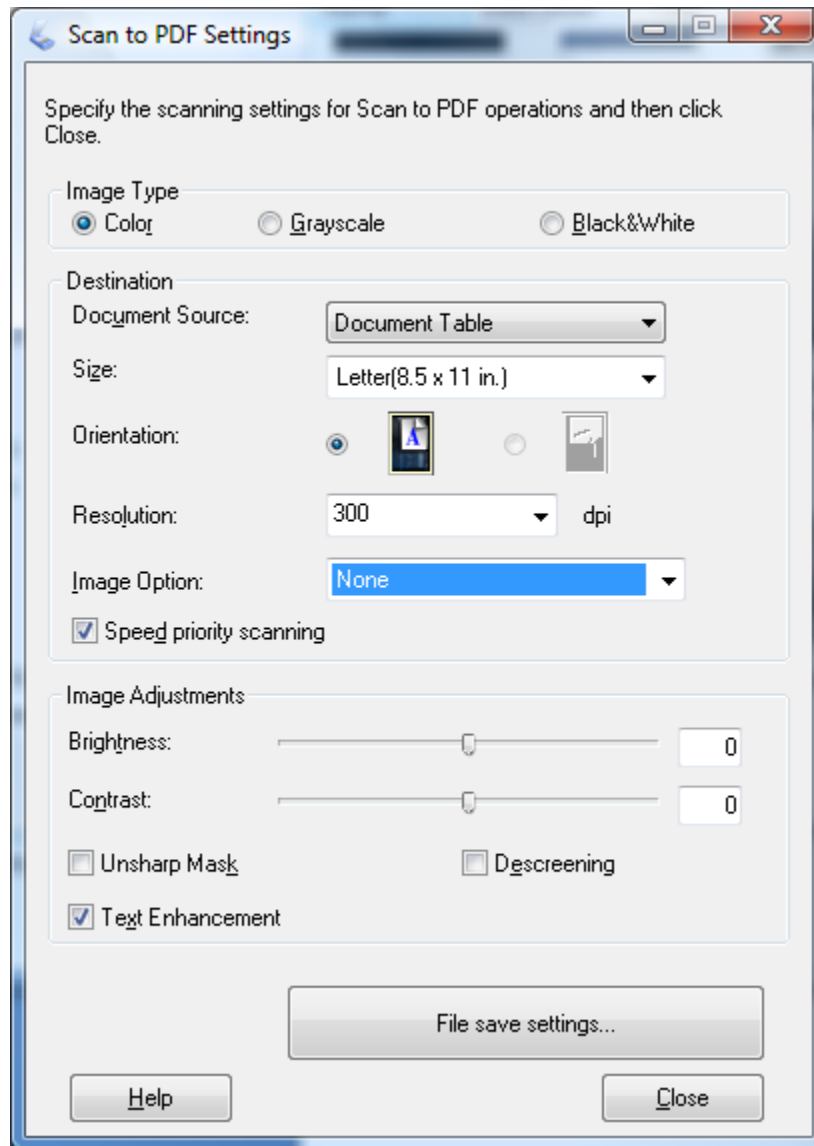


2. Place the first page of your document face down against the front-left corner of the glass. The top of the document should be closest to the front of the scanner.
3. Press the **PDF** button on the Scanner for about two seconds. This will activate the SCAN TO PDF software.

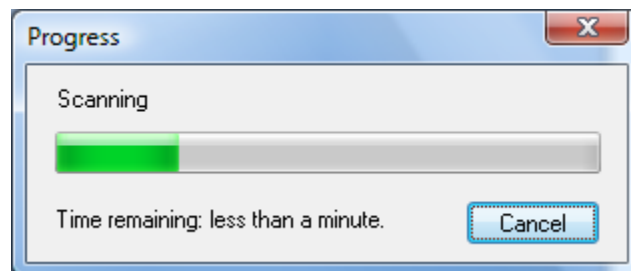


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- Depending on what you are scanning, you may need to adjust the settings. Click the Settings button to adjust the SCAN TO PDF settings.

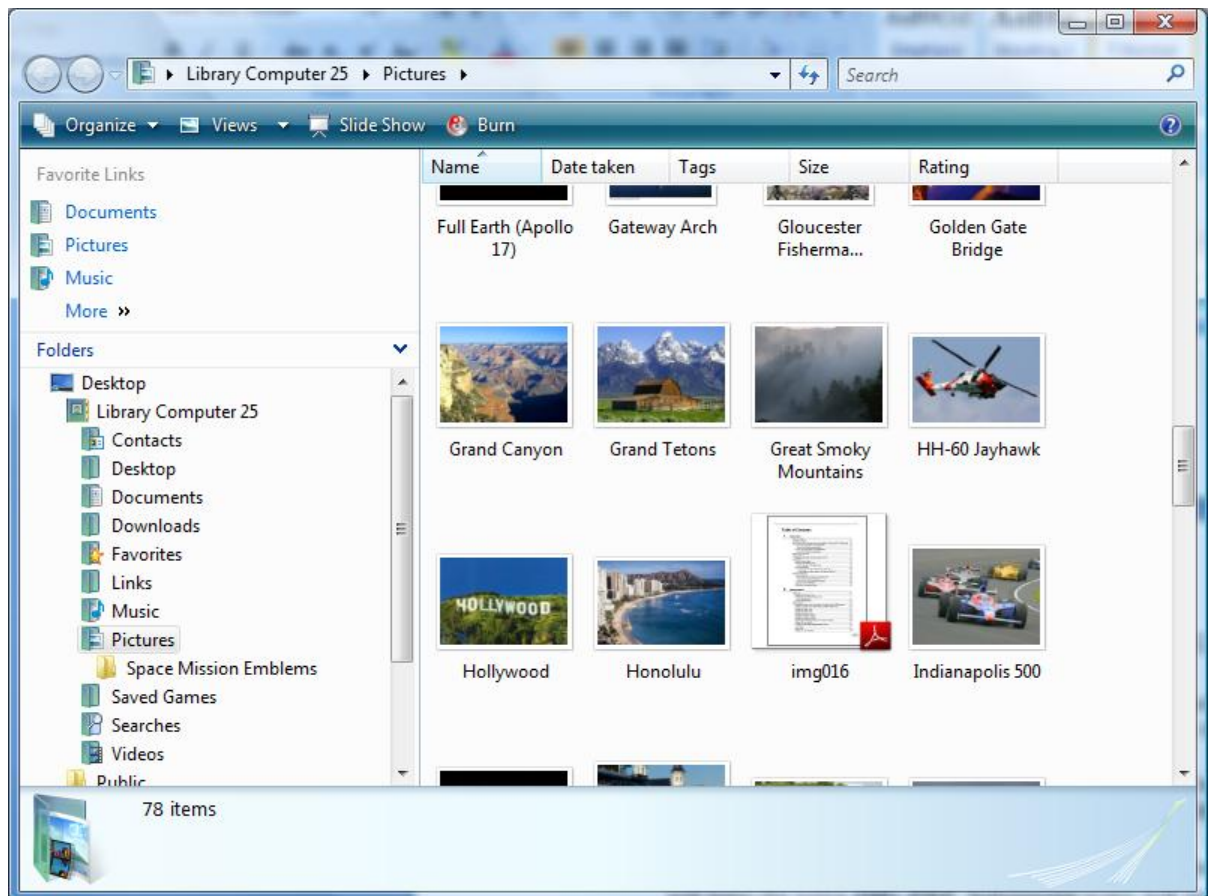


- Click the **Scan** button. The computer will scan the first page of your document and you will see the Scanning Progress window appear.



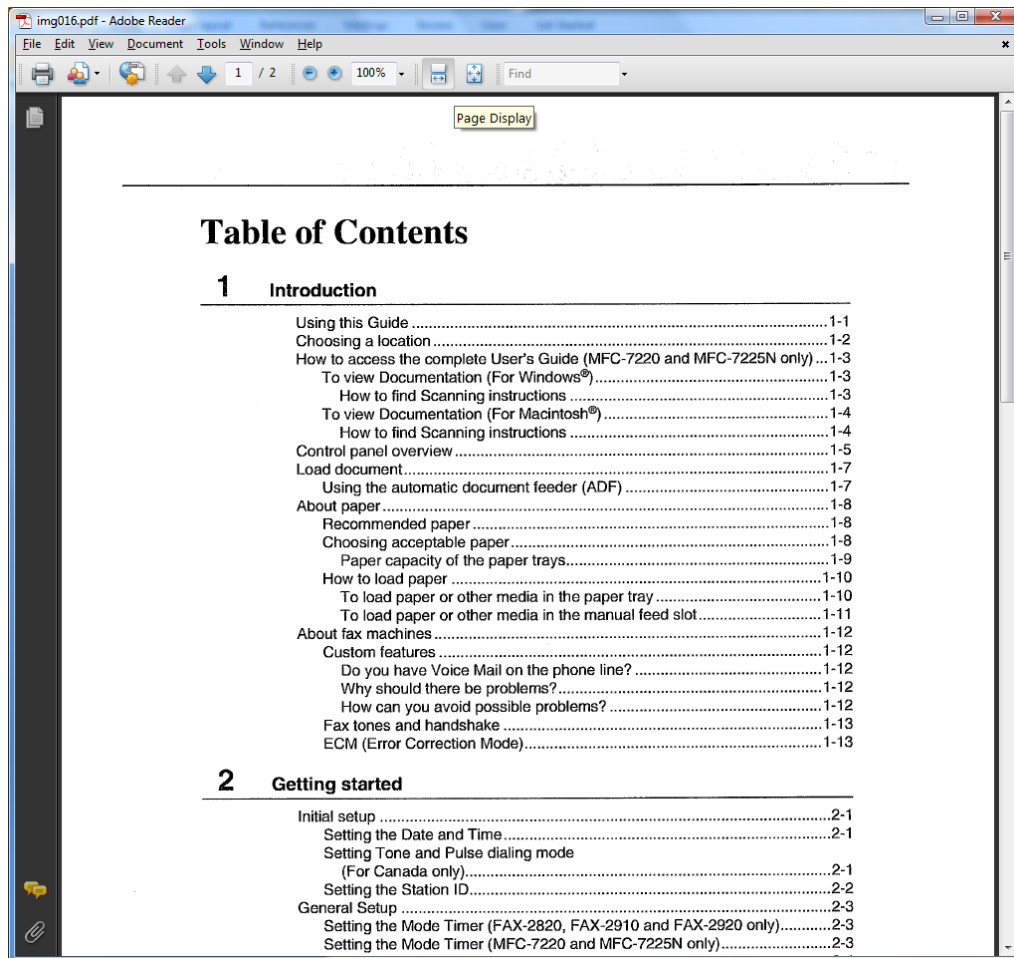
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6. When the first page is finished, the SCAN TO PDF window will reappear. Put the second page you need scanned in the scanner and press the **Scan** button again.
7. Repeat until all pages are scanned, then press the Finish button. This will save all the scanned pages as a single Adobe Reader file in the Pictures folder.
8. The computer will automatically open the Pictures folder. The resulting image will have the name **IMG.PDF**. Subsequent scans will be named IMG001.pdf, IMG002.pdf, and so on. If someone else has used the scanner that day, your scan might have a higher number added to IMG. Files are sorted alphabetically, so scroll down until you find IMG.pdf.



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9. Double-click on the img.pdf icon to open your scanned document in Adobe Reader.



10. You can now copy the image to a USB Thumbdrive or email it using any Webmail program, such as Google's Gmail, Microsoft's Hotmail, or Yahoo! Mail. Look for a menu item named "Attachments", "Attach File", or a paperclip symbol in your email web page.
11. Navigate to your image in the C:\Users\Library Computer *n*\Pictures folder, where *n* is the computer you are using.

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SCAN AN IMAGE INTO A DOCUMENT YOU CAN EDIT

1. The computers equipped with scanners are loaded with ABBYY Finereader 6.0 Sprint software that can convert an image (such as a typed letter or memo) into a document that you can edit with Microsoft Word or another text editor. This program can handle simple documents and letterhead quite well, but the more complex the original document (forms, clipart, etc.) the less likely you are to get good results.
2. Turn on the Scanner. The Power Button is in the lower right corner and will emit a green/yellow glow when turned on.



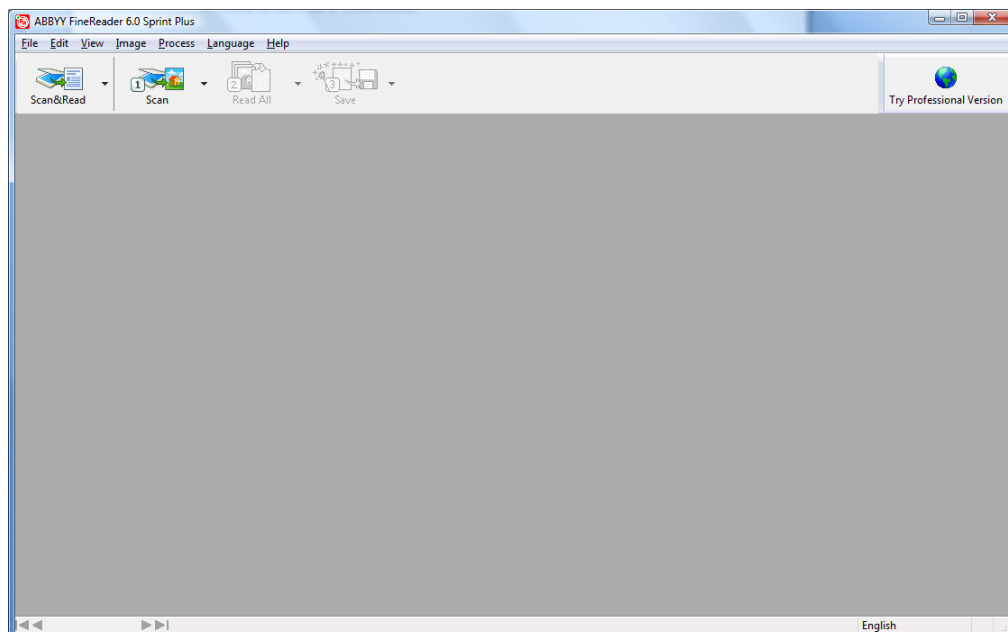
3. Place the first page of your document face down against the front-left corner of the glass. The top of the document should be closest to the front of the scanner.

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4. Run the *ABBYY FineReader 6.0 Sprint* software. Click on the Start Menu (the Windows icon in the lower left corner of the screen.) Select All Programs. Select Scanner. Select *ABBYY FineReader*, and then click on the *ABBYY Finereader 6.0 Sprint* icon.



5. Click on the **Scan & Read** button in the toolbar at the top of the screen.



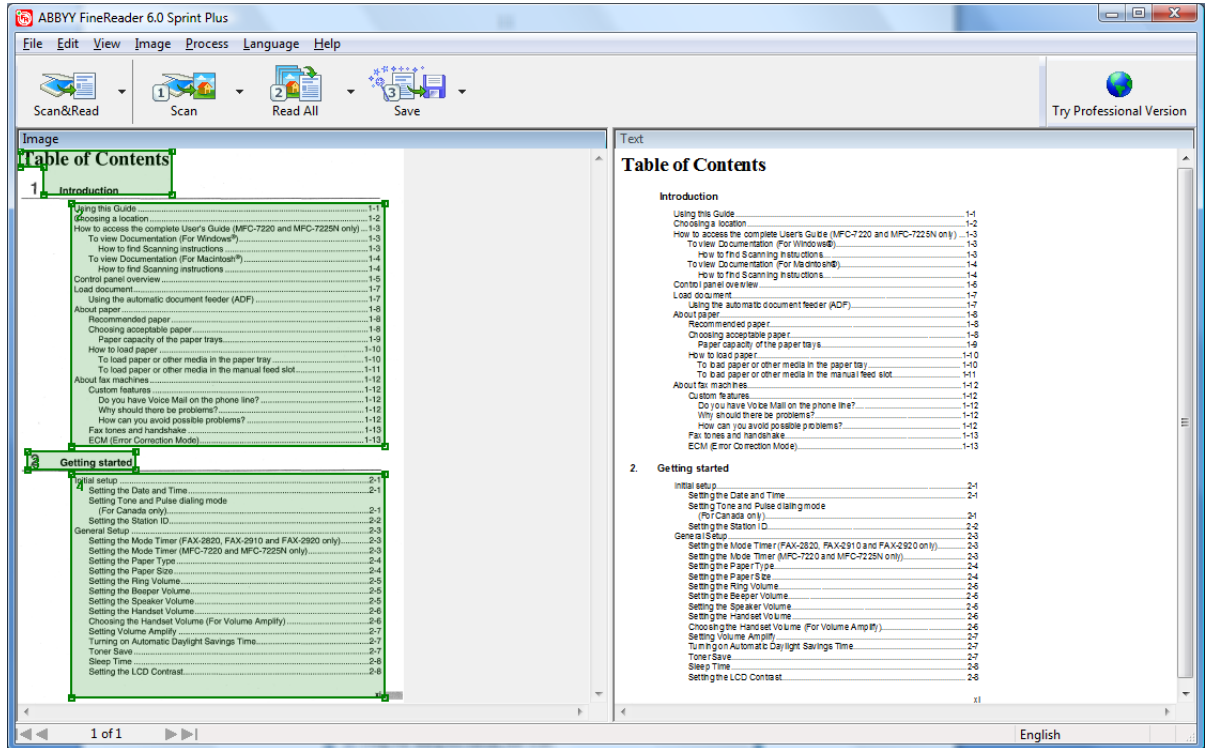
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6. This will automatically open the Epson Scan software. Click on the **Scan** button.

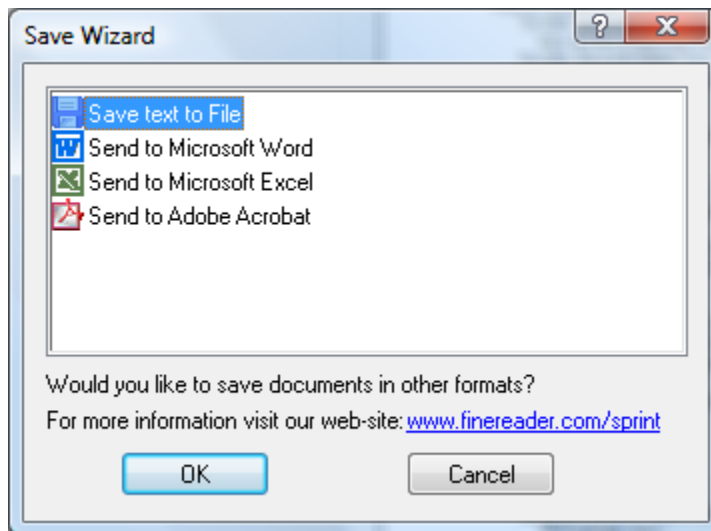


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7. ABBYY FineReader will scan your document and read the text, In the resulting window, the scanned document is in the left window pane, and the editable text is in the right window pane.

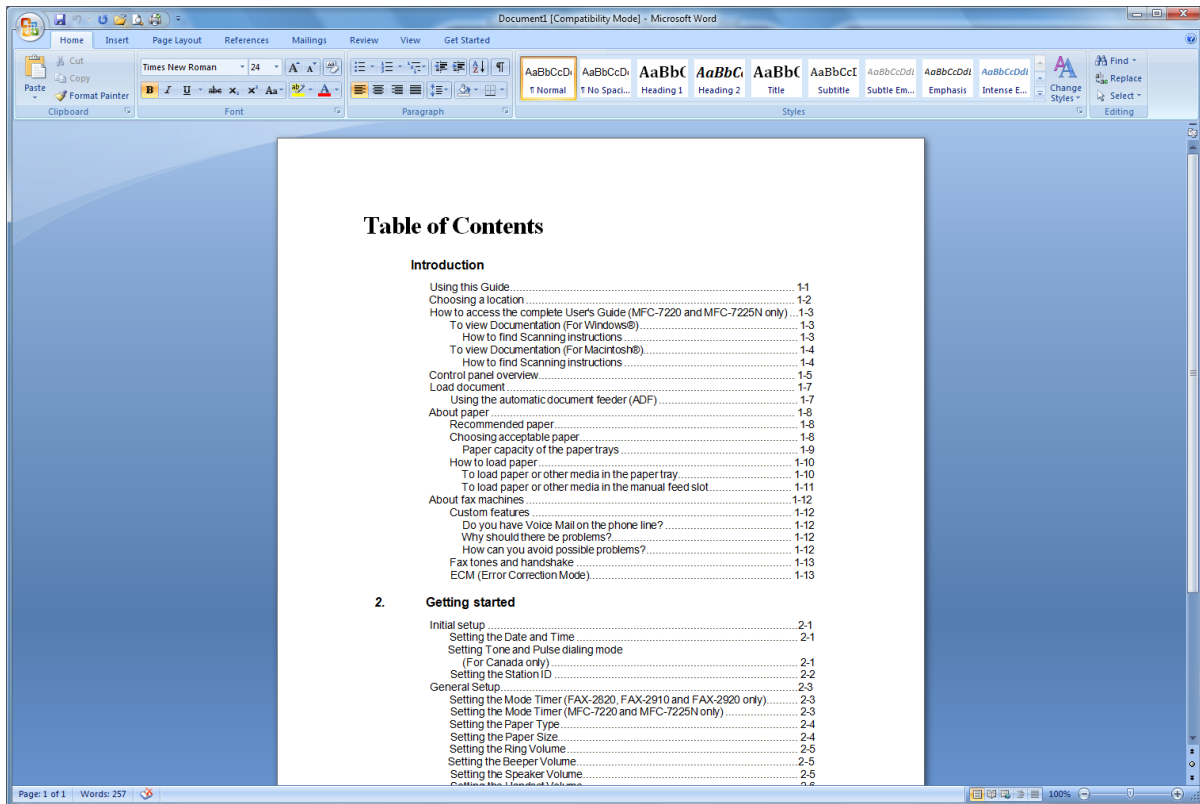


8. Click on the **Save** icon in the toolbar at the top of the screen. This will give you several optional ways to save the document. If you need to edit or change text in the resulting document, click on **Send to Microsoft Word**.



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9. This will open your resulting scanned document in Microsoft Word.



10. You can now edit and save the document in Microsoft Word. By default, the document will be saved to the Documents folder.

11. You can now copy the document to a USB Thumbdrive or email it using any Webmail program, such as Google's Gmail, Microsoft's Hotmail, or Yahoo! Mail. Look for a menu item named "Attachments", "Attach File", or a paperclip symbol in your email web page.

12. Navigate to your image in the C:\Users\Library Computer *n*\Documents folder, where *n* is the computer you are using.