

Scanning Tips

This computer is primarily for scanning. If you are not using the scanner, you may be asked to move.

To Scan a Book or Journal Article: Create a PDF using the Scanner

1. Place the document you want to scan onto the scanner bed. Make sure the right corner of the document is in the right, top corner of the scanner bed.
2. Open Adobe Acrobat Professional.
3. Click on **File -> Create PDF** from the menu screen.
 - a. Choose Create PDF from Scanner.
 - b. Select Scanner: Epson Perfection 4490.
 - c. Sides: Front Sides
 - d. Check **Prompt for scanning more pages** if you'll be scanning multiple pages into a single PDF
 - e. Output:
 - i. New PDF Document or Append (add pages to an existing PDF).
 - ii. Make PDF /A Compliant: Select this option to make the PDF conform to ISO standards for PDF/A-1b.
 - f. Text recognition:
 - i. Make Searchable (Run OCR): Select this option to make text and images in the PDF searchable and selectable. This option takes longer to scan.
 - ii. Make Accessible: Select this option to add tags to the document, which improve accessibility for disabled users.
 - iii. Add Metadata: Select this if you want to add information about the scanned document to the PDF file.
 - g. Click Scan. Epson Scan window opens, click the Scan button.
4. After the document is scanned, you can select **Scan more pages** to add more pages to the document or **Scanning complete** to finish the PDF.
5. **Remember to Save your document to your H: Drive when you are finished.**

Creating a Word Document using the Scanner

1. Follow the PDF instructions above.
2. After creating your PDF, choose **File -> Export -> Word Document**.
3. Save the created Word document to your H: Drive.

Scanning Images

1. Place the document you want to scan onto the scanner bed. Make sure the right corner of the document is in the right, top corner of the scanner bed.
2. Open Photoshop (from the CS4 folder), then File -> Import -> Epson Perfection 4490
3. Change the mode in the Epson software to Professional Mode if not already selected (near the top of the screen).
4. Resolution
 - a. 300 dpi if you are going to print the image
 - b. 72 dpi if you are going to use the image on the web
5. Descreening: Check if you are scanning a printed image from a newspaper, magazine, book, etc.
6. You can click Preview to preview the scan. Using the preview screen window, you can select a part of the image to scan only. Otherwise,
7. Click Scan.
8. **Remember to save your image to your H: Drive.**

Need Help? Ask at the Reference Desk