

1. Make sure your copies are **single-sided**.
2. Go to computer lab on the second floor of College Library. Sit at the first computer on the left (in the scanners section). It is the one with the document feeder on top of the scanner.
3. Put originals **face-up** in the document feeder
4. Click on the **desktop**
5. Hit **SHIFT+⌘+N**
  - a. A new folder should appear on the desktop. Call it “scan.”
6. On the desktop click the **Scan Images** icon.
  - a. Epson Scan should open up.
7. Make sure of the following settings in the window (listed from top to bottom):
  - a. **Mode:** professional
  - b. **Name:** current setting
  - c. **Document type:** reflective
  - d. **Document source:** ADF – Single-sided
  - e. **Auto Exposure Type:** Document
  - f. **Image Type:** 16-bit Grayscale (\*note, if your document is more than 20 pages, i.e. 10 pieces of paper, change this to 8-bit grayscale to reduce the file size).<sup>1</sup>
  - g. **Resolution:** 96
  - h. **Document Size:** *ignore this for now*
8. Click **Preview**
  - a. The scanner should process the first two pages of your document.
  - b. It should present a scanned image of just the first page.
9. Take the two (or however many pages went through the feeder) and put them in order back on top of your originals and put the whole thing back in the document feeder (as it originally was before pushing **preview**).
10. Click and drag the marquee (a dotted line) around the preview of the first page. You are telling the scanner which part of your pages to scan. *Remember that all of your pages may not be exactly alike so you should have the marquee surround the outside of the page not just the text.*
11. Click **Scan** (do not close the preview window).
12. Check the settings in the window that appears
  - a. **Location (you’ll need to click choose and select the new folder you just made):** Software:Users:mac:Desktop:Scan
  - b. **Prefix:** this will be the prefix for your files. I recommend “aaa.”
  - c. **Start Number:** 001
  - d. **Type:** TIFF (\*.tif)
  - e. **Overwrite any files with the same name:** not checked
  - f. **Show this dialog box before next scan:** checked
  - g. **Open image folder after scanning:** not checked
13. Click **OK**

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<sup>1</sup> If you have a very long essay to scan, make multiple PDFs of about 20 pages (or less) each.

- a. Everything should disappear and small windows saying “Progress” Scanning Page X should appear.
  - b. After the scanning is done, the windows should reappear.
14. Minimize the preview window (yellow button at the top)
15. At the bottom of the screen, click on the **Acrobat 6.0.1 Professional** icon *not Adobe Reader*
16. When Acrobat opens (if you aren't sure if it has click on the icon at the bottom again), click on the word **File** at the top of the screen (in the menu bar). In the menu that opens hold the pointer over **Create PDF** and then select **From Multiple Files** from the menu that appears to the right.
17. Under **Add Files** click choose.
18. Click on **Desktop** from the list on the left side of the window that opens.
19. Select the folder **Scan**
20. Click on one of the files in the folder and hit **⌘+A** to select them all (or use the select all feature from the menu bar).
21. Click **Add**
22. Make sure the files are in the order you want them in the PDF (you can drag them within the window or use the buttons to the left).
23. Click **OK**
24. Once the document opens use the button (next to Zoom) in the toolbar to rotate the document counterclockwise.
25. Check the pages and make sure nothing was cut off.
26. Click on **File** from the menu bar
27. Select **Reduce File Size**
28. Select **Acrobat 5.0 and later** from the window
29. Click **Ok**
30. Under **Save As** name your pdf. I recommend the last name of the author.
31. Take note of the location to which you are saving it.
32. Make sure the format is **Adobe PDF Files**
33. Click **Save**.
34. You now have a PDF document that you can email to the person in charge of the website.
35. Remember to delete your **Scan Folder** and logout.