

## How to use the scanner

The scanner is connected to one and only one computer station- it is not networked. Therefore, you will need to use computer station 002 to use the scanner.

NOTE: The following instructions apply to scanning in a document in order to make a PDF file. Other types of documents may require the use of other software or scanner settings.

1. Make sure the scanner is turned ON
2. Log in to the computer
3. Open Adobe Acrobat
4. Go to File >> Create PDF >> From Scanner. the dialogue box that appears should be set to EPSON TWAIN 5 and Front Sides. uncheck the box for Recognize Text Using OCR if selected.
5. Click scan. this will open the scanner driver which will automatically perform a preview scan.
6. Set the color setting to Line Art or Text
7. Set the DPI to at least 240. A resolution of 72 dpi is fine for viewing on a computer screen but PDFs are made to be printed and a higher resolution is needed.
8. Move the cursor over the picture. It should transform into a cross. at one corner of the previewed document; click and hold down mouse button then drag dotted line to select document thus cutting off excess border
9. Click scan
10. Close all EPSON TWAIN windows once the image appears in the window behind the TWAIN driver interface
11. Go to File >> save as and name file [yourlastname]\_SHSL.pdf; make sure to save it to the Desktop (*not* the desktop folder) so you can find it easily

