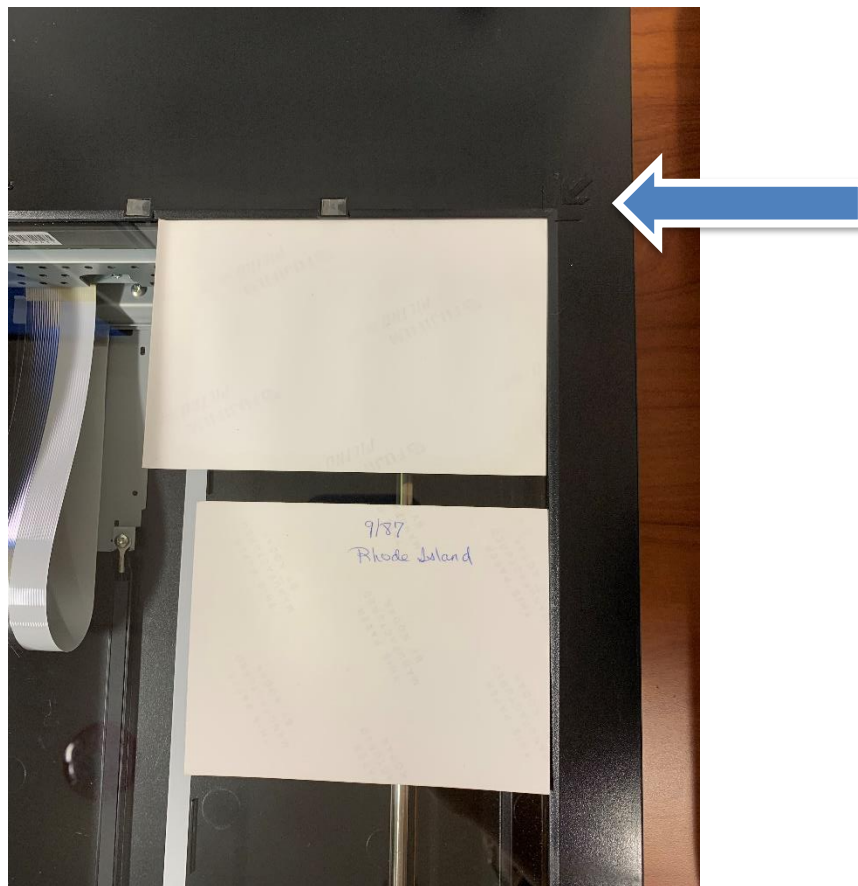




# How to...

## Use the EPSON V550 Scanner

- 1) To scan photos, place them picture side down against the glass and line them up from the top right corner with the arrow.
  - a. You may scan more than one picture at a time, but be sure to leave some space between the photos. If the photos overlap, the computer may not recognize them as separate photos.



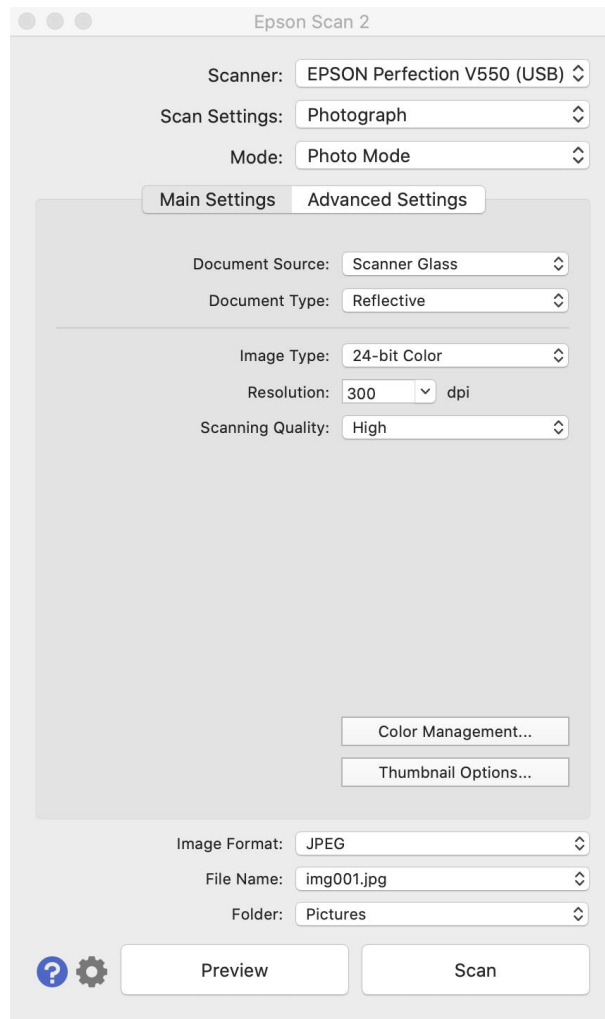


# How to...

2) Click on the EPSON SCAN 2 application from the iMac Dock:



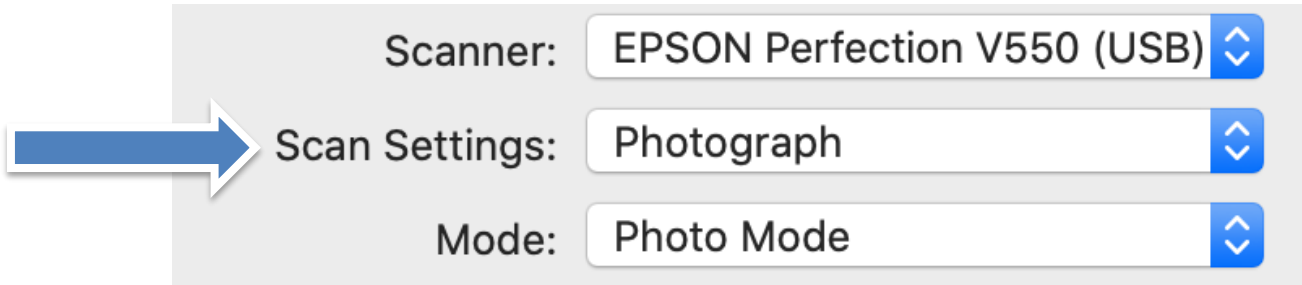
You should see this window:






# How to...

3) Make sure your **Scan Settings** are set to **Photograph**.



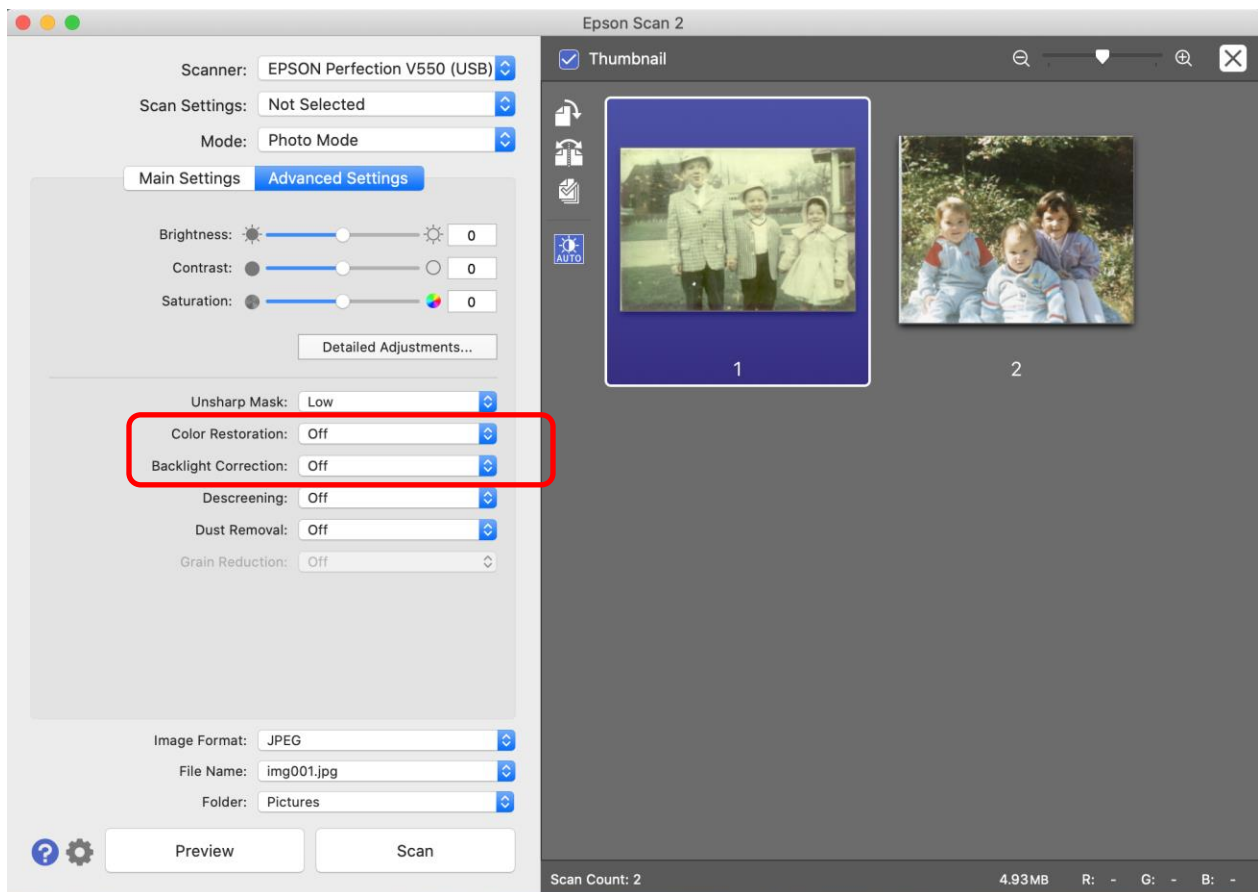
4) Click on **Preview** to see thumbnails of the photos you are scanning.

- a. When thumbnails appear, you can use the  icon to rotate the images if they are not right-side up.



# How to...

- 5) Click on **Advanced Settings** to make adjustments to the images before you scan them.
  - a. **Color Restoration** will improve the color of older or faded photographs.
  - b. **Backlight Correction** is helpful for indoor photos with shadows in the foreground.

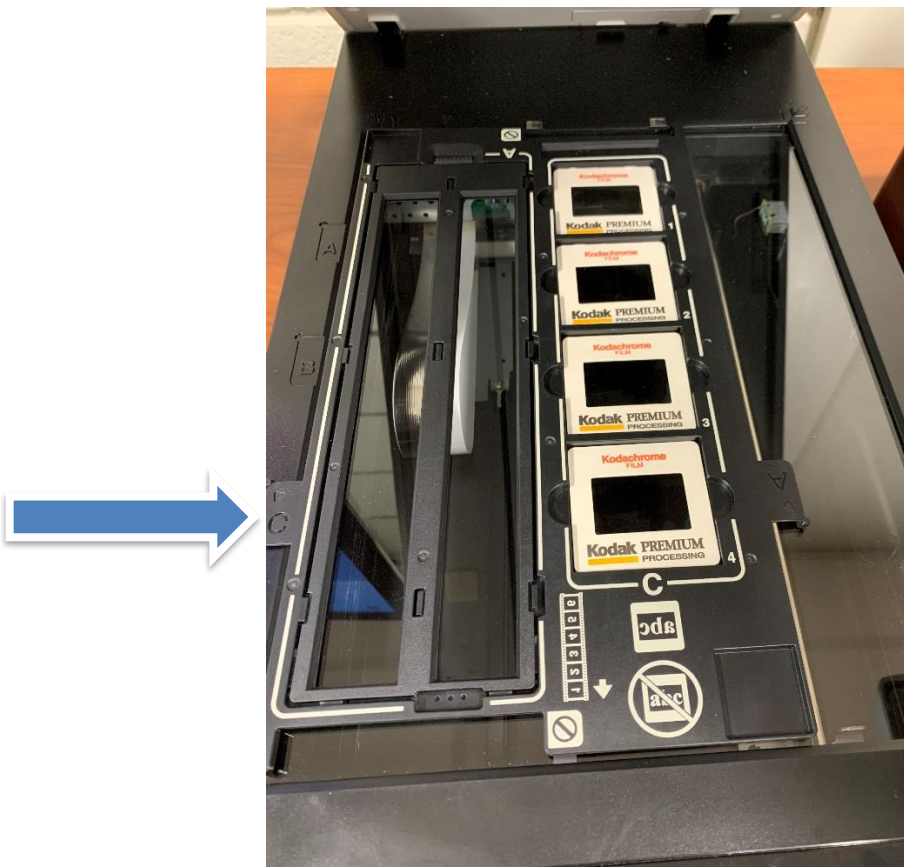


- 6) When you are finished making adjustments to the thumbnails, click **Scan**.
- 7) Your final scanned images will be saved to the **Pictures** folder on the hard drive.

Steps  
1. 2. 3.

# How to...

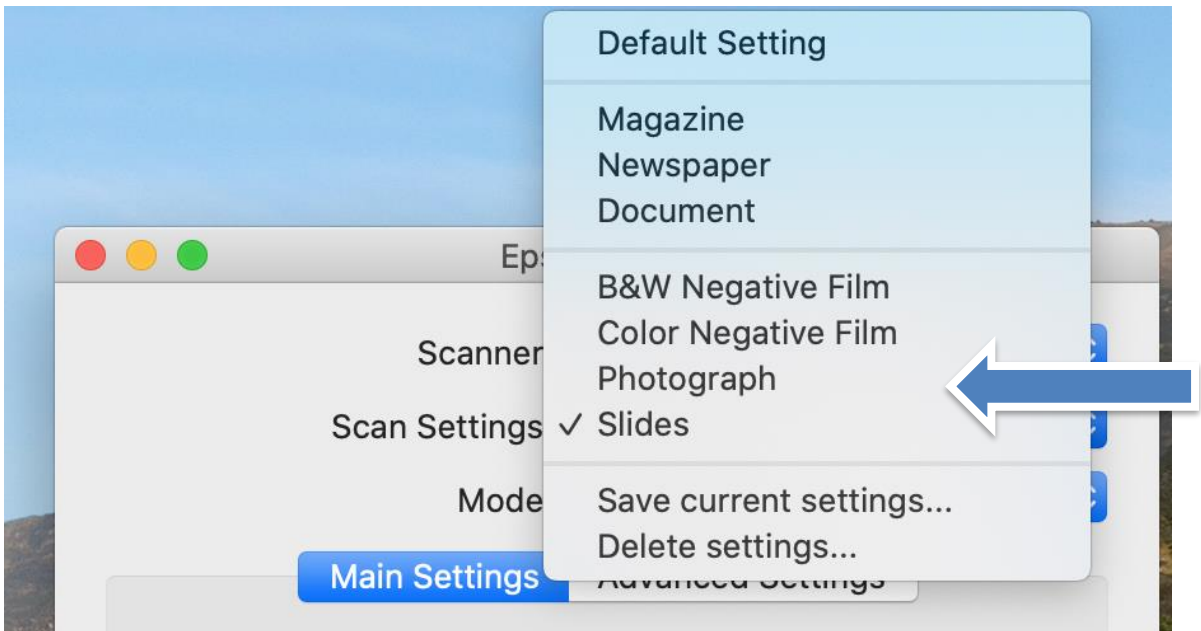
- 8) To scan slides or negatives, remove the document mat from the top of the scanner.
  - a. When scanning film strips, place the film in the template (the image and any words on the film should appear backwards as you look down at it) and place the template on the scanner glass. Make sure the tab labelled "A" on the template fits into the area labelled "A" on the scanner. This will align the film in the center of the scanner glass, under the transparency unit window.
  - b. When scanning slides, make sure the tab labelled "C" on the template fits into the area labelled "C" on the scanner. This will align the slides in the center of the scanner glass. Place the slides in the template shiny side down on the scanner glass.





# How to...

9) Set scan settings to **Slides**, **B&W Negative Film**, or **Color Negative Film** based on what you are scanning.

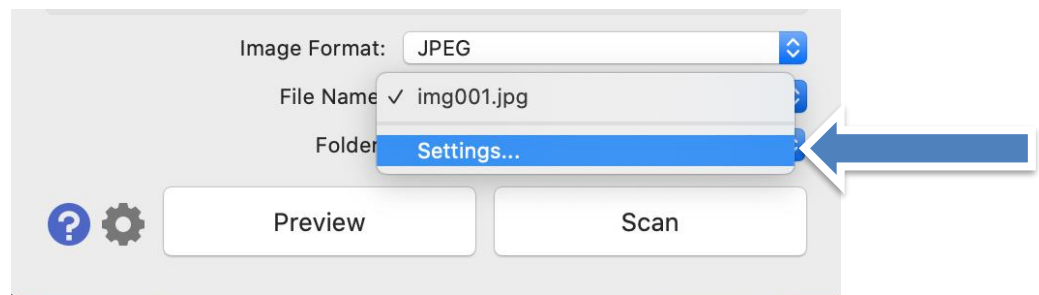


10) Click **Preview** and follow steps 5 – 7 to adjust, scan, and save your images.

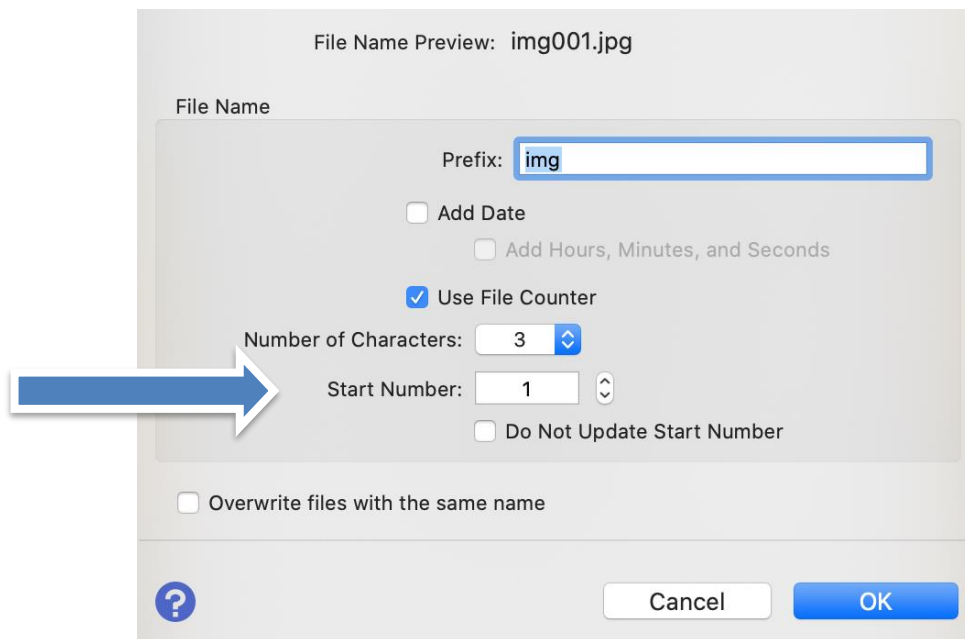


# How to...

**A note on naming your images:** The scanner software will name your images in the format img001.jpg. The images you scan will automatically be named in the order you scan them (img002, img003, img004). If you need to change the file name, click on the drop down menu next to **File Name** and select **Settings**. This may be helpful if you are starting a second session of image scanning and want to pick up at the number where you left off.



You can change the number in the file name by entering it in the **Start Number** field.





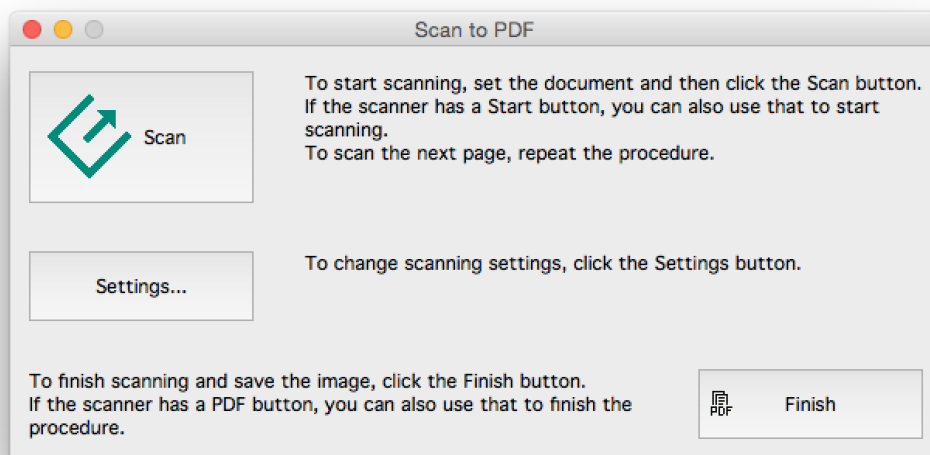


# How to...

11) To scan PDFs, press the PDF button on the scanner.



You should see this window open:







# How to...

12) Click **Scan** to scan the document.

Note: If your document has more than one page, take the first page out and put the next one on the scanner glass and click **Scan** again. Keep repeating this process to scan multiple pages into one PDF file.

13) Once all documents are scanned, click on **Finish**. The PDF will be saved in the **Documents** folder on the hard drive.

14) Repeat steps 11 – 13 to scan additional documents.