Scanning documents using Epson Scan

1. Place your document in the scanner and open the Epson Scan application

2. Select “Home Mode” from the drop down menu in the upper right corner of the application window

3. Choose which type of document you would like to scan

4. Choose your output image type (color, greyscale, black & white)

5. Select “other” as your destination

6. Click the preview button

7. In the image preview window, click the “normal” tab and then click the auto locate button (This will limit the scan to the size of the document)
8. Click the scan button in the main application window

9. In the file destination window, choose your output destination and file name, then click “ok” to finish the process