

Instructions for the Epson Scanner

1. Place the document in the scanner face down.
2. Press the large gray button with the green box and arrow.
3. A window will pop up with a list of programs to use. Select EPSON Scan.
4. The Epson Scan window will open, change the settings as desired and click on scan.
5. When it is done scanning, a folder will open with the document you scanned; right-click on it and choose “Open with.”
6. Select “Paint” from the “Open with” menu, and your document will be displayed.
7. You can resize the document, do simple editing features, and print from here.
8. If you need to save the document, go to “File” then “Save as.” Type in a name to save it as and add **.jpg** at the end of it (jpeg file).