

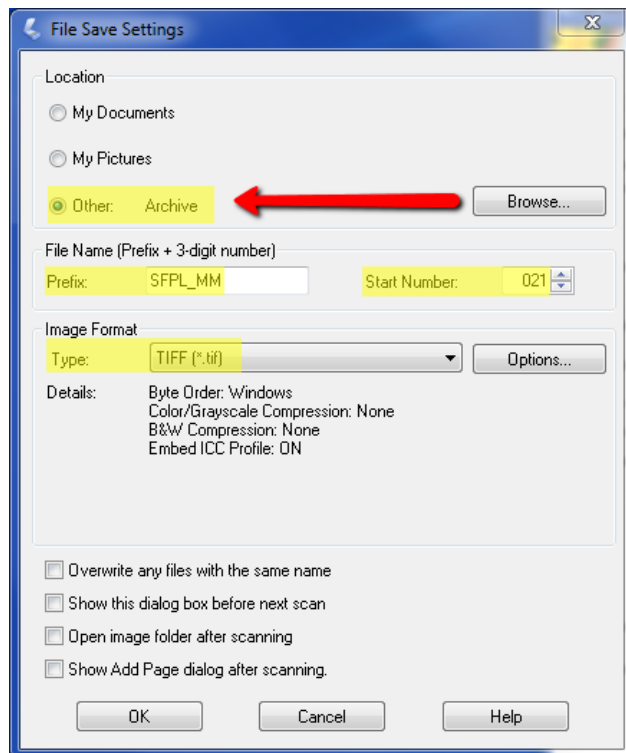
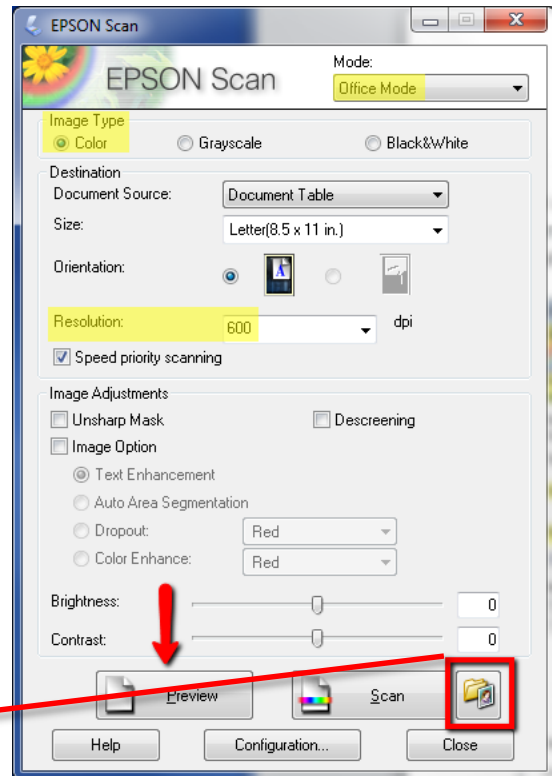
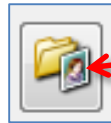
Scanning Text documents with Epson Perfection V700

Place the document face down on the scanner's glass platen, near the corner with the arrow. The top of the document should be closest to the hinge. Keep it as straight as possible!

Click on the Epson Scan desktop icon to open the EPSON Scan window. Verify that it is in **Office Mode** and that the **Image Type** is **Color** (even if the original is black and white). Select the **Resolution** for each scan from the KSHS standards document, based on the type and size of the item you are scanning.

Upon completion of a scan, the image will automatically be saved according to your settings. It is important to check the File Save Settings at the beginning of each session.

Click the icon at lower right of the scan window and verify...



To change the file location, click on **Location – Browse** to and select the **Text > Archive** folder on your external hard drive

File Name Prefix – based on the file naming conventions for your project (this may be edited later) and the **Start Number**, which will increment upwards with each scan.

Image Format – TIFF (*.tif)

In most cases, the boxes at the bottom of this box will be unchecked.

Click OK to close and save these settings.

Back at the main EPSON Scan window, click the **Preview** button; a low-resolution scan will run, and the image will display in a preview screen.



Click the icon to locate the edges and select the image.

Drag the dotted selection outline OUTSIDE of the document – in good archival scans, the edges of an object will be visible; a wider margin in the archival scan is preferable to a narrower margin.

If needed, reposition the document on the scanner platen to straighten it, and preview again.

When satisfied with the preview, click the **Scan** button.

The file will be scanned and saved at your selected location with the automatically-assigned filename. With the first scan of each session, open the Archive folder to verify that the file is in the expected location and is a .tif file type.

