

# How to use a scanner

Scanner is available in computer room C, E and F.

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Sophia University Media Center

# Chapter1. Preparation

## 1. 1 Overview of Using Scanner.

There are 4 steps to import documents or photos into a computer.

1. Placing documents : Set a document to a document table in proper direction.
2. Select scanning area: Select area that you want to scan.
3. Adjust setting : Adjust the brightness or depth of the color.  
You can also use function of OCR (\*) in this step.
4. Save data : Save documents as data.

\* OCR is function for import character of documents as electric data.

## 1. 2 Before Placing Documents

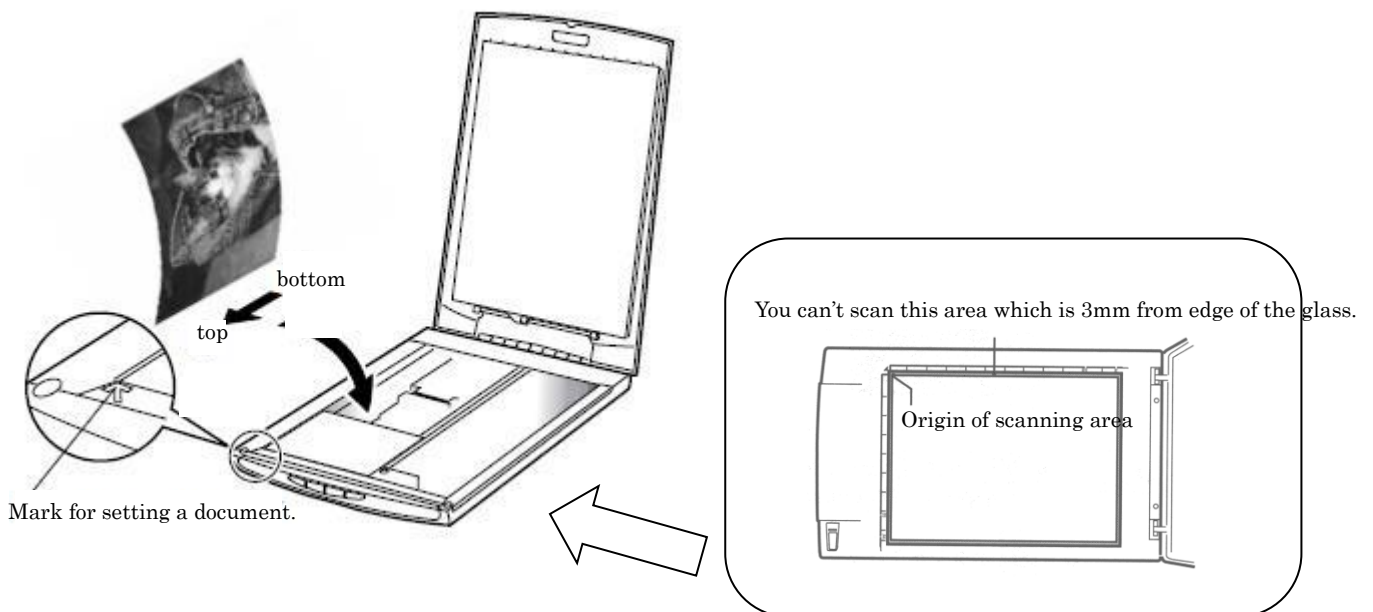
Before setting a document to the document table, please confirm the power is on. Power of a scanner in the computer room enable automatically. If it was off, please ask the staff about it or visit to Media Center.

## 1. 3 How to Set a Document

- (1) Set a document or a photo face-down on the document table.

**Set upper side of a document on your side.** Size of document table is A4.

- (2) If the document was smaller than A4, make sure the document is placing at left corner of on your side, next to the mark for setting a document. 3mm from edge of glass of the document table, it is not scanning area.
- (3) If the glass was not clean, please wipe it gently by using tissue paper. Please be careful with the glass. If the glass had scratch, the scanner doesn't work properly.



## 1. 4 Saving Format of Images

### (1) Recommended saving format

You can choose saving format as BMP, GIF, TIFF, JPEG and PDF. You should select these format by purpose. JPEG is general format. By using this format, you can save the file to data storage device and attach the file to E-mail easily. You can open the file even if you were using different Operating System. By using PDF you can combine plural pages into one file.

### (2) Using data storage device

You should save your file in USB memory or CD-R/RW. Generally size of image file (ex. BMP, JPG) is larger than documentation file (ex. TXT, DOC).

## Chapter2 Document Scanning and Saving

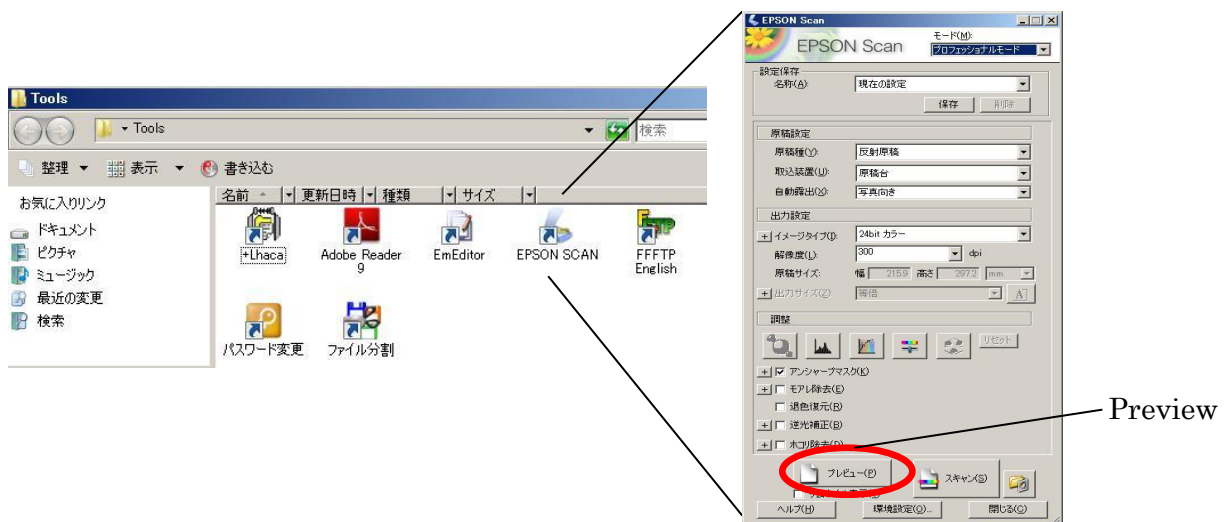
### 2. 1 Document Scanning

#### (1) Open “Tools” folder on your desktop and launch “EPSON Scan”.

If you want to select scanning area accurately, click “プレビュー” (Preview) button.

(--> go to (2) )

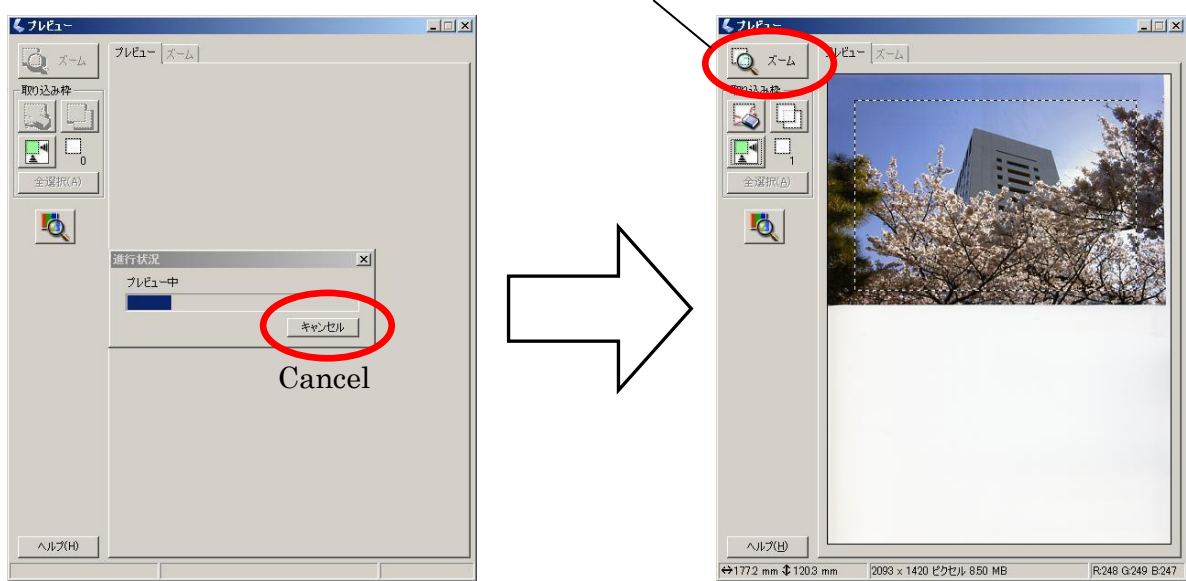
For start scanning immediately click “スキャン” (Scan) button.( --> go to (3) )



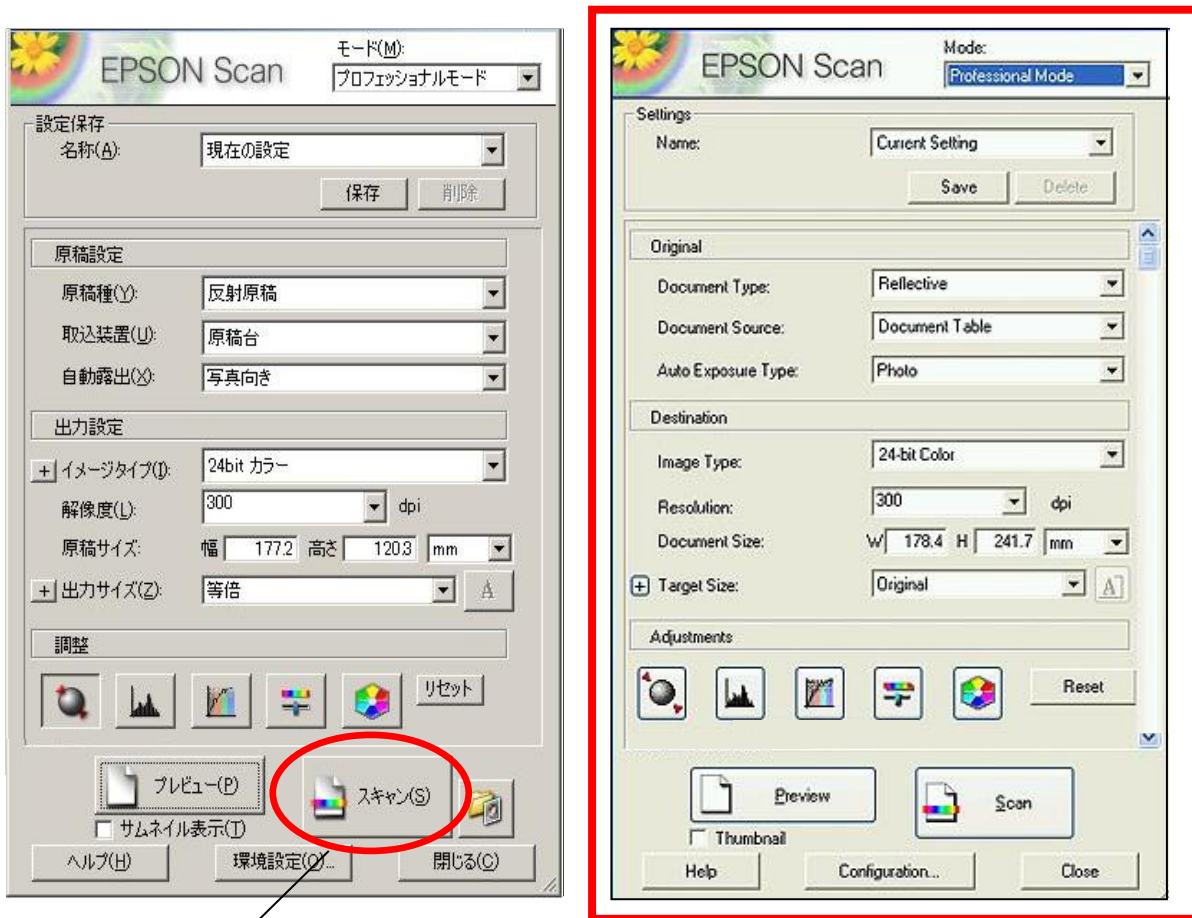
#### (2) Preview will start and following window will appear. If you want to cancel it, click “キャンセル” (Cancel) button. Shape of a cursor will change to ( + ) when it is on the image which has previewed. You can choose area where you want to scan by dragging the cursor.

\*It takes time for initiate preview. Please hold on it.

Click zoom button and choose area which you want to scan.



(3) "Setting for Save File" window will open when you click "スキャン" (Scan) button.



Scan

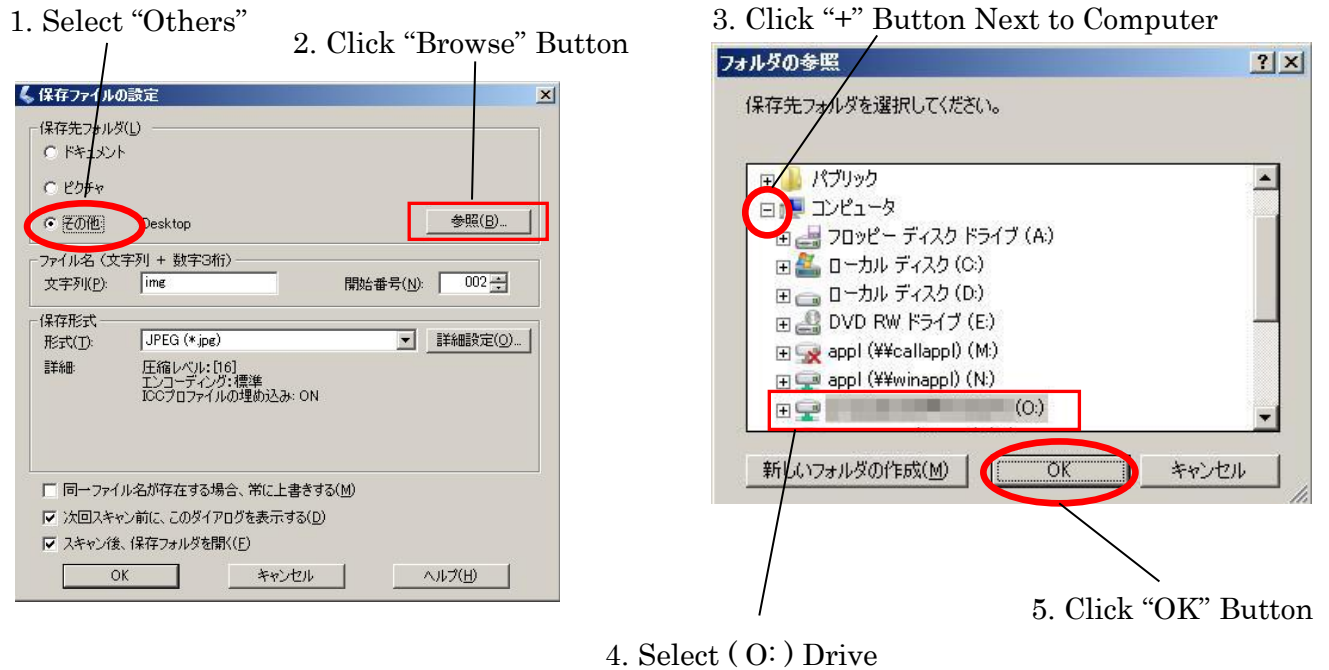
Please confirm meaning of settings by checking this picture.

- (4) Select saving folder. After logged off, **your file is deleted except in Network User's Folder (O drive)**. Please be careful.

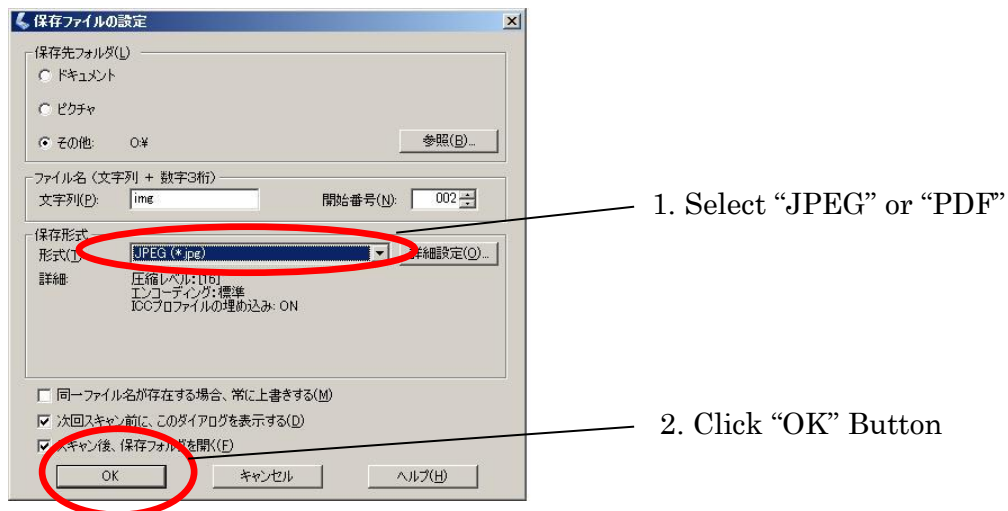
How to select Network User's Folder?

Select "Others" and click "Browse" button. "Browse for Folder" will open and click by following order.

"+" button next to computer --> "(O :)" --> "OK button"



- (5) JPEG or PDF is recommended format for save data. (It is default setting). Click "OK" button when you have finished all setting and scanning will start. After scanning please confirm you could save the file properly.



## How to use a Scanner

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