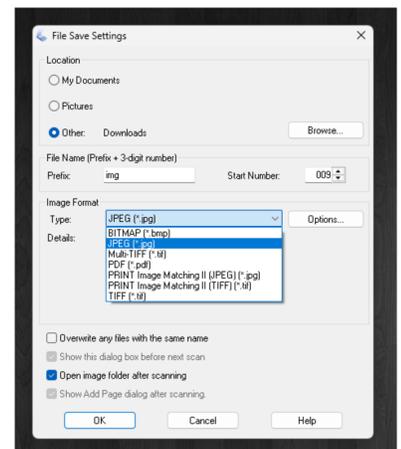
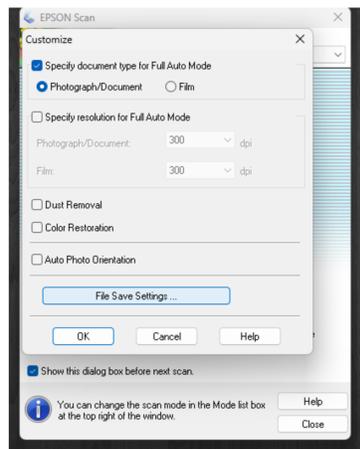


# FREE SCANNING

- Note: These instructions are for simple scans. If you're looking to scan a long document with many pages, please come in during the PRC's office hours.

1. Login to the desktop computer at the Print Prep Station with your **NetID** and **Password**
2. Open the **EPSON Scan** program on the desktop
3. To choose the file type, click the 'Customize...' button, and then 'File Save Settings...'
4. Select which image format you want from the dropdown. If you'll be printing your document afterwards, select the PDF option. You can save your changes by clicking OK on both popups.



5. Load your document into the scanner. Lift the lid up, and line your document against the back edge of the scan area.

*When scanning anything with rounded corners (driver's license, Wiscard, etc.), grab a piece of white scrap paper and place it on top of the document, leaving some space from the top edge.*

6. Close the scanner, and click the scan button inside the EPSON Scan program on the computer.



7. If not printing, make sure to save your file by sending it from the computer to yourself through Outlook. If printing, open the file in Adobe Acrobat and follow the printing instructions.

