

Scan documents with Epson Scanners



Note: If you encounter an error message when attempting a scan using any uCreate scanner, please consult the Troubleshooting section on page 6.

1 If using the Epson Photo V500 scanner to scan documents, make sure the cover which fits under the scanner lid is in place. If you need to replace the cover, do so **very carefully** (white side out) by sliding it downwards into the plastic holders as they are fragile.



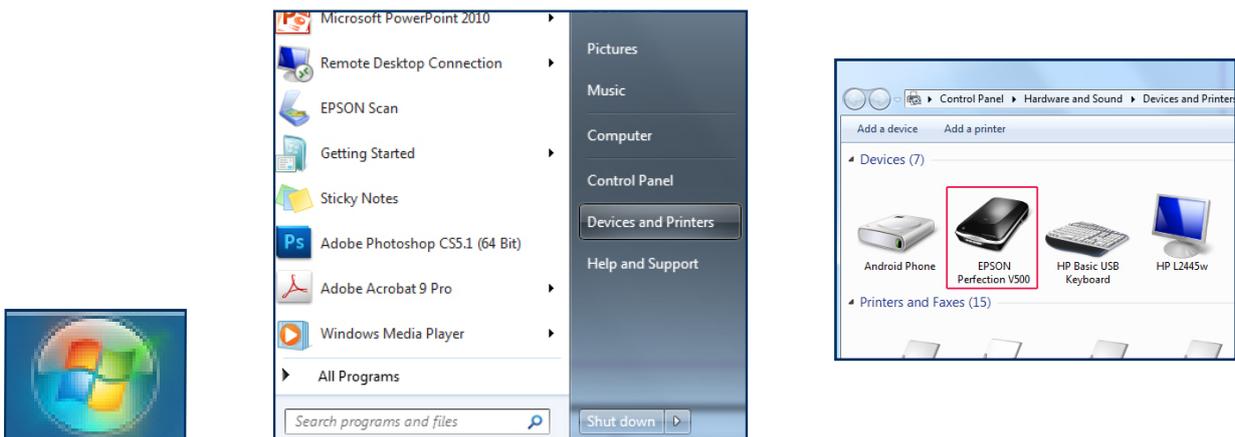
2 Place your document face down on the scanner glass. Position the document so that the corner touches the point of the embossed arrow on the scanner bed. Close the scanner lid.

3 Selecting a scanning method:

- Windows Scanning Wizard — simple scanning to image files (go to **step 4**, on this page)
- Adobe Acrobat Pro — scan directly to PDF (go to **step 5** on page 3)
- Epson Scan — more control over scan settings and image output (go to **step 6** on page 4)

4 Using the Scanning Wizard

- Click the **Start** button, select **Devices and Printers** from the menu and double click the scanner icon in the **Devices** section at the top of the window.

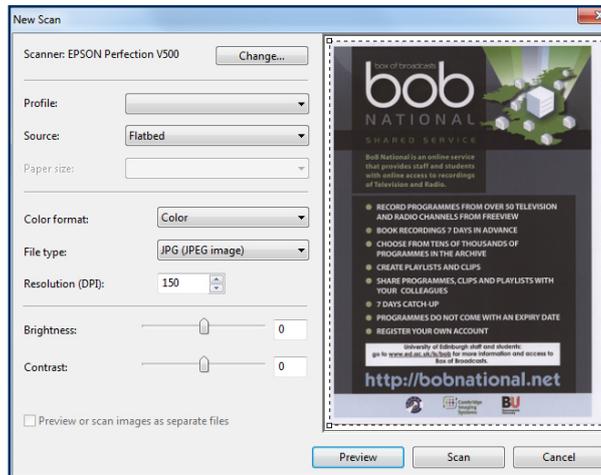


Opening the Windows scanning wizard

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- Enter your preferred settings in the **New Scan** panel and click the **Preview** button.

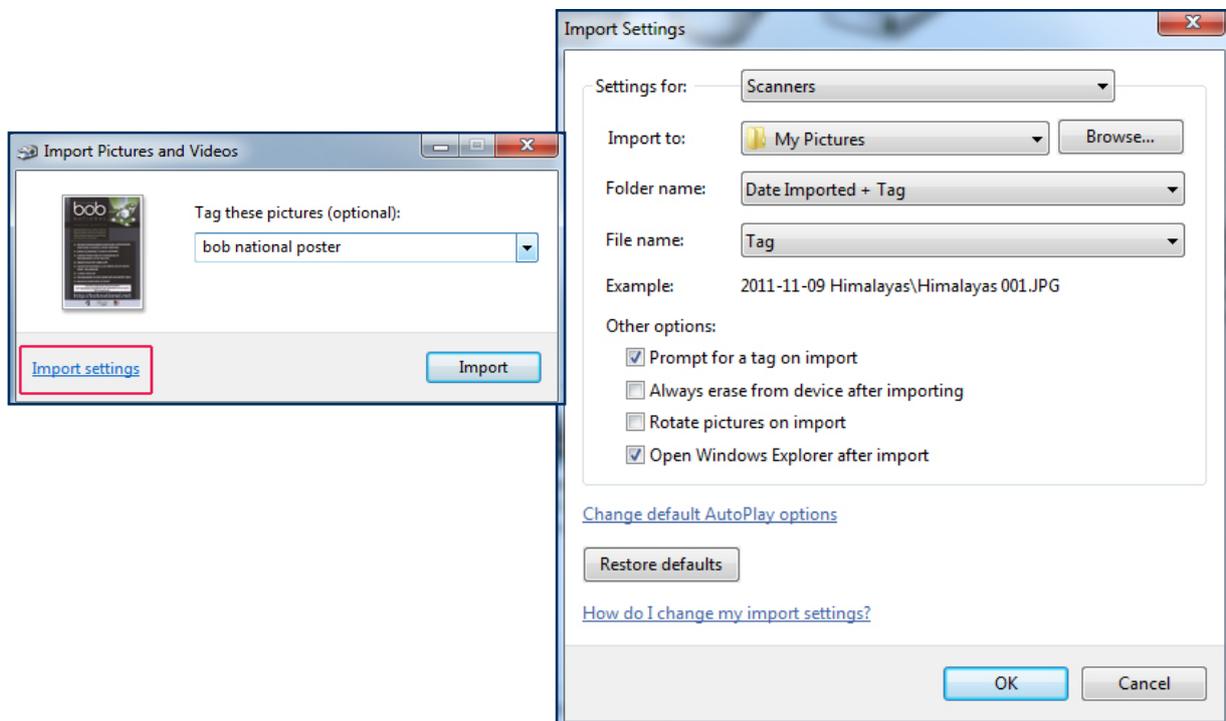
Note: The Windows wizard creates image files only. Choose from four image formats.



Wizard New Scan panel with preview

You can move or re-size the cropping marquee (the dotted line around the preview image) to define a more precise scan area.

- Click the **Scan** button. When scanning is complete, the **Import Pictures and Videos** panel will open. At this point, you can change the image import settings by clicking the **Import settings** link in the bottom left corner of the panel. For example, you may wish to save your scanned images at a location other than your Home drive, which is the default location.



Wizard Import and Import Settings panels

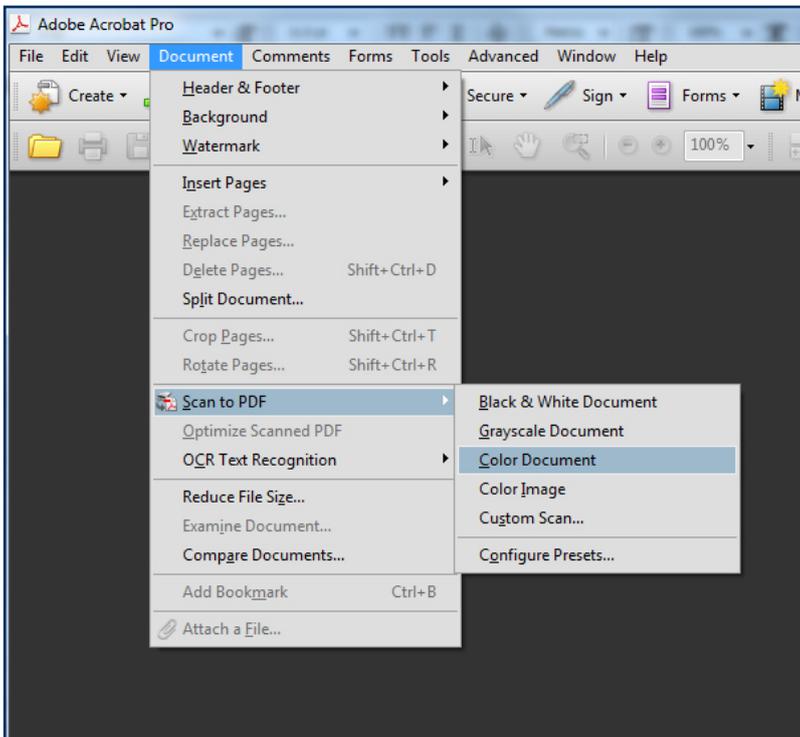
Note: If you change the **Import Settings**, the application will reset, the **New Scan** panel will re-open and you will have to re-enter your initial settings.

- When you are satisfied with the settings and have clicked the **Import** button, your scanned image will be saved to the default or set location. An Explorer window containing a thumbnail of your scanned image will open automatically.

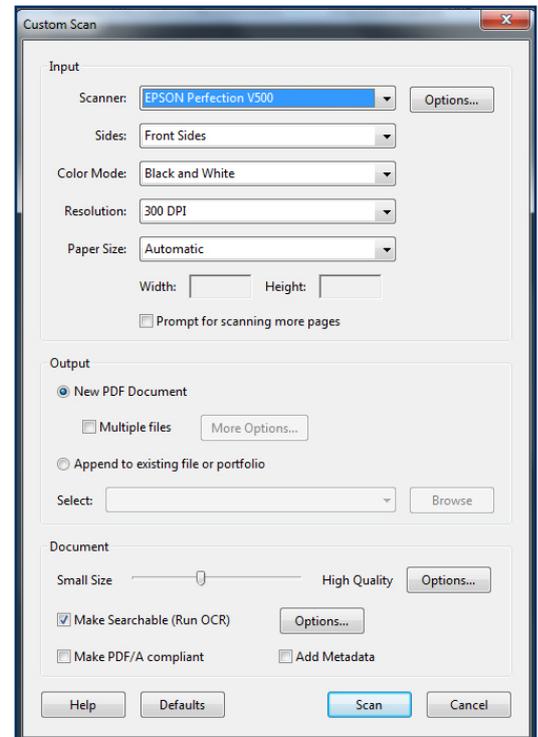
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5 Scan to PDF using Adobe Acrobat Pro

- Click the **Start** button, select **All Programs > Adobe Acrobat Pro**.
- From the menu, select **Document > Scan to PDF** then select either the type of PDF document you want to output to (for example, **Colour**) or select **Custom Scan** to enter your preferred settings before scanning.



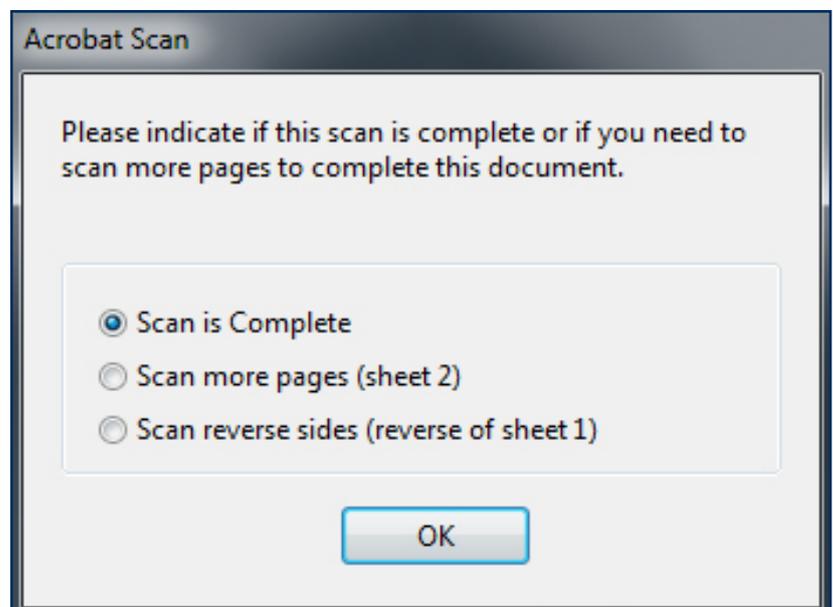
Select Scan to PDF in Acrobat



Acrobat Custom Scan

Note: If an error message appears as you attempt to scan directly to PDF when using one of the first four menu options, then close the message and open the **Custom Scan** panel (**Document > Scan to PDF > Custom Scan**). Ensure that the scanner make and model details appear in the first drop-down field.

- When using the **Custom Scan** panel, tick the **Prompt for scanning more pages** option if you want to create a multi-page PDF. Click the **Scan** button at the bottom of this panel when you have completed your settings.
- When the initial scan is complete, a small **Acrobat Scan** panel will appear. This allows you to continue scanning pages to a single PDF document. Once you have scanned all the pages you want to include within a single PDF, select **Scan is complete** in this panel.
- Save the PDF to your preferred location.



Acrobat Scan continuation panel

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6 Scan using Epson Scan

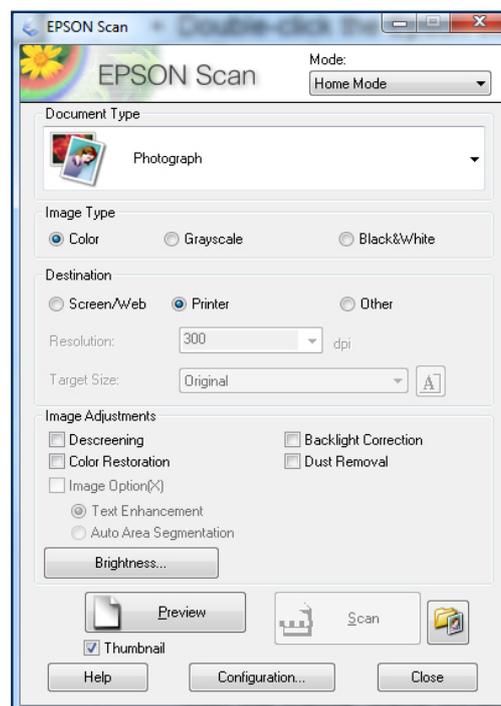
- Launch the Epson Scan software: **Start Menu > All Programmes > Epson Scan folder > Epson Scan**. The **Epson Scan** panel will most likely open in **Full Auto** mode, which is the default mode.
- There can be up to four modes available in Epson Scan:

Full Auto Mode — **scan anything**: Scan without preview directly to jpeg. The file is named and saved to your home directory automatically. The application closes after each scan. Customisation options are available by accessing sub panels (**Customize** button).



Epson Scan Full Auto Mode

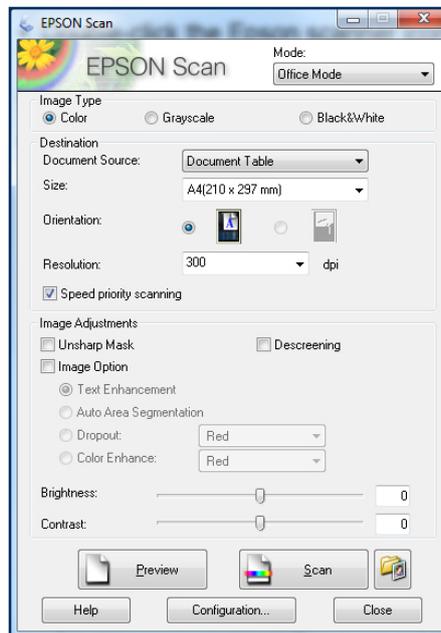
Home Mode — **suitable for photographs**: Basic image adjustment and preview options. The **Scan** button opens a **File Save Options** panel with file name, save location and format options. Click the OK button on this panel to complete the scan. The application remains open after scanning.



Epson Scan Home Mode

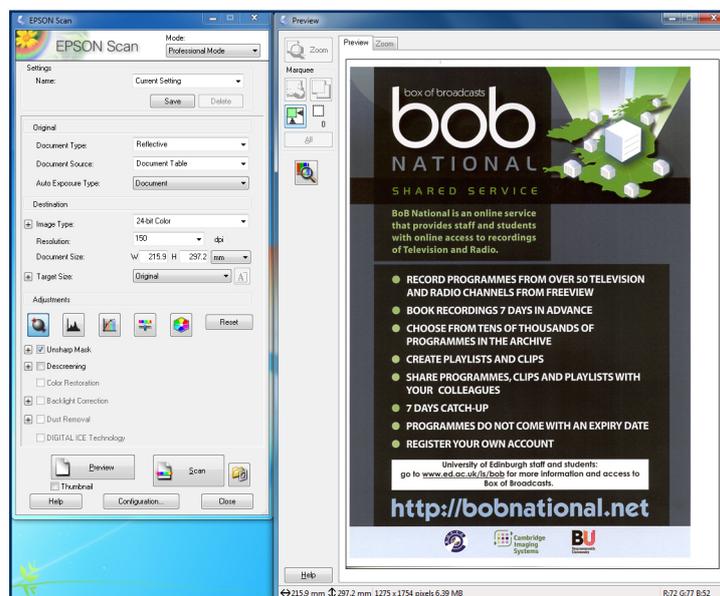
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Office Mode — suitable for documents: Scan speed priority, preview, document size and orientation options. The **Scan** button opens a **File Save Options** panel with file name, save location and format options. Click the OK button on this panel to complete the scan. The application remains open after scanning.



Epson Scan Office Mode

Professional Mode — scan anything, including film (film scanning available on the Epson V500 model only): Preview, advanced colour and image adjustment options. The **Scan** button opens a **File Save Options** panel with file name, save location and format options. Click the OK button on this panel to complete the scan. The application remains open after scanning.



Epson Scan Professional Mode with Preview

- Clicking the **Preview** button (except in Full Auto Mode) will open a thumbnail preview image of your document. You can use the cropping marquee button to place a dotted frame around the preview image. The marquee can be moved and re-sized to define a more precise scan area.
- When you are satisfied with the scan settings, click the **Scan** button.
- When the scan is complete, an Explorer window containing a thumbnail of your scanned image will open automatically.

Troubleshoot scanning



Note: The majority of scanning problems are caused by a lack of space in your home drive (M:) to store the scanned image. Your home drive is the default save location if you haven't set another prior to scanning. See the first solution on this page to find out more about file storage.

Problem: 'Restart scanner' or similar error message after initiating a scan. An error message at this stage almost always means that your Home drive (M: drive) is full. Unless you have designated a different save location for your scanned images, the system will automatically attempt to save it to your Home drive by default.

Solution: There are a few things you can do to resolve this problem:

- Clear out some space in your Home drive and attempt the scan again
- Save your scanned image to a portable storage device, such as a memory stick
- Save your scanned image temporarily to the uCreate 'share' drive

Note: The uCreate 'share' drive should only be used as a temporary solution for file storage. The 'share' drive is a public space and files can be accessed by any uCreate user. Please also be aware that files stored in the 'share' drive will usually be removed within a month.

Problem: 'Cannot find a document...' error message when using **Epson Scan Auto** or **Home** modes.

Solution: Relaunch the software using the Epson Scan desktop icon and then either select **Home** or **Professional** Mode from the drop-down menu on the top right of the panel.

This should allow you to scan without the same error occurring and will also allow you to make adjustments to the settings before scanning, if you wish.

Problem: 'Cannot connect to scanner...' error message when launching the scanner software from the **Start Menu**

Solution: Some scanners enter **Sleep Mode** when not in use. Press the scanner's power button briefly to wake it up, wait for a few seconds for the scanner to initialise then relaunch the software from the **Start Menu**.

Problem: 'Selected folder is not writable' (or similar) error message when using an Epson A3 scanner attached to an iMac may appear if you selected **Documents**, **Pictures** or **Desktop** when setting a save location before beginning a scan.

Solution: Select **Other** instead. You can now navigate to a preferred saved location or choose from the original **Document**, **Pictures** and **Desktop** options (though this time they should be selected from the **Finder** sidebar). You should now be able to scan successfully.
