

## Scanning Images

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1. Place your item face down on the scanner glass and lined up with the edges.
2. Select Photoshop under Graphics in the start Menu to open.
3. Click File from the toolbar and scroll down to Import, Epson TWAIN.
4. The scanner will automatically start scanning and recognize the image. For additional scanning features, click the cancel button while scanning to switch to manual mode.
5. The image will open within Photoshop.
6. Use the tools to make any needed adjustments to the image.
7. Click Save from the File menu to save your image.

**\*\* To scan additional images, repeat steps 3-7.**

## Scanning Text with OCR

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You can scan the text of a document using OCR (Optical Character Recognition). The printed characters are converted into text for use in word processing packages. From this converted file, you can review, edit, proof, and print your text.

1. Place your item face down on the scanner glass and lined up with the edges.
2. Click TextBridge OCR on a scanner station only in the Utilities menu under Start
3. Click Auto from the toolbar
4. Click More Pages until you are done scanning. You will not see this window until the first page is complete.
5. Click Done.
6. Type a filename and a location for the document.
7. Change the Save as type. (if you do not want the default MS Word format)
8. Check Open file when done to automatically open your new document.
9. Click Save.

**\*\* You will need to proof your text for errors. OCR is never 100% accurate!**