

# Epson Perfection V800

## Scanning Photos & Documents



**P**lace your document or photo face down on the scanner table with its upper right corner against the rear right corner of the scanner (near the arrow mark). Close the scanner cover carefully so that your original does not move.



1. Launch the Epson Scanner utility by clicking the icon in the dock.
2. In the EPSON Scan Window, use the **Scan Settings** drop-down menu to select the document type. Note: **Selecting Photograph** will automatically set the **Mode** to **Photo Mode**, while selecting **Magazine, Newspaper, or Document** will automatically set the **Mode** to **Document Mode**.
3. Ensure that **Document Source** is set to **Scanner Glass**, and choose the size of your document in the **Document Size** drop-down menu.
4. Use the **Image Type** drop-down menu to select between **Color, Black and White, and Greyscale** color options.
5. The resolution setting depends on the intended use of the scanned image. For printing, the suggested resolution is 300 dpi; for Web and on-screen use, 75 dpi is sufficient. See the Scanning Images: Resolution & File Type quick reference for more detailed information.
6. Click the  Button.
7. In the **Preview Window**, for photos, click the **Thumbnail** Box to automatically crop the scan to the size of the image. For an image uploaded in **Document Mode**, you can adjust the scan area by moving/resizing the marquee (moving dotted line). To draw a marquee, hold down the mouse button and move the cursor over the preview image.
8. In the File Save Settings at the bottom of the EPSON Scan window, use the **Folder** drop-down menu to specify the location in which you want to save your scanned images. Click **Settings** within that window to further specify the folder.
9. Use the **File Name** drop-down menu to click **Settings**. Within the Settings Window, type the file name into the **Prefix** Box. To help organize, click the boxes **Add Date** and **Add Hours, Minutes, and Seconds** to automatically add date and time to your file name. With multiple files of the same name, click the box next to **Use File Counter** and set the **Start Number** to **1**. Click **OK**.
10. Choose the file format from the **Image Format** drop-down menu. A larger file (such as a **TIFF**) will retain more information if you need to edit it later. A smaller file (such as a **JPEG**) is easier to send.
11. Click the  Button in the Epson Scan Window, and the file will appear in the selected folder.