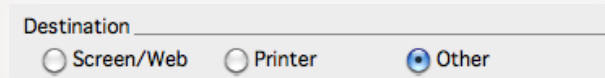# Epson Perfection V500
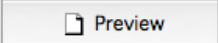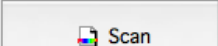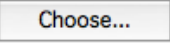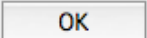
Scanning Photos & Documents

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

1. Launch the Epson Scanner utility by double-clicking the icon in the dock.

2. In the EPSON Scan window, set the Mode drop-down menu to **Home Mode**.

3. Select the **document type** (e.g. for scanning text, choose Text/Line Art).

4. Set **Destination** to **Other**.

   Destination
   ○ Screen/Web   ○ Printer   ◉ Other

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, 72 dpi is sufficient. See the **Scanning Images: Resolution & File Type** quick reference for more detailed information.

6. Click the ⬚ Preview button.

7. In the Preview window, 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. Click the 🖼 Scan button in the EPSON Scan window.

9. In the File Save Settings window, click the Choose... button to specify the **location** in which you want to save your scanned images.

10. Type the **file name** in the Prefix box and set **Start Number** to 001.

11. Choose **file format** from the Type drop-down menu. See the **Scanning Images: Resolution & File Type** quick reference for more information.

    Location
    ○ Documents
    ○ Pictures
    ◉ Other: Oscars3   Choose...

    File Name (Prefix + 3-digit number)
    Prefix: prefix   Start Number: 001

    Image Format
    Type: Multi-TIFF (*.tif)   Options...

12. Click the OK button.

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