Scanning Instructions
For Specialized Mac Stations 003 and 030

Using Adobe Acrobat:

1. Turn on scanner if it is not already on, and place your document(s) or image(s) on the scanning tray.

2. **Open Adobe Acrobat**, located in the Dock.

3. Click the **Create** icon in the top toolbar, which will open a drop-down menu.

4. Select **PDF from Scanner** and choose the best option for your project – this will usually be **Grayscale/Black-and-white Document** unless you want to retain color from the original items.

5. A message will pop up about choosing the appropriate scanner. The Configure Presets window will open. Choose the appropriate scanner for your station from the drop-down menu: **Epson Expressions 10000XL**.

6. Choose the desired quality and input settings that suit your project from the options.

    Suggested resolutions:
    Black and white – 200 dpi
    Color – 300 dpi
    Professional/academic publishing – 1200 dpi

7. On some stations, the default Paper Size may cause an error message. This can be resolved by changing the Paper Size to **Automatic**.

8. Click **OK**. Your document will begin scanning.

9. If you have additional pages, you will be prompted to select whether your scan is complete or if you would like to scan another page. Load your next page and then select the appropriate option to continue scanning.

10. Once you've scanned all of your pages, select the appropriate option to finish the scan.

    Note: Your file is not automatically saved – save it to a USB drive or to the temporary **Save Here** folder on the desktop and transfer it to your email or another storage location.

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Using Epson Scan:

1. Turn on scanner, if it is not already on, and place your document(s) or image(s) on the scanning tray.

2. Open **Epson Scan** software via the scanner icon on the desktop or in the Dock.

3. Choose model **10000XL** and click **OK**.

4. For most items, change the scanning mode at the top of the software window to **Professional**.

5. Choose your document type in the drop-down menu and select the appropriate quality and destination settings for your project. In most cases, the image adjustments provided by the software will likely not be necessary.

> **Suggested resolutions:**
> **Black and white – 200 dpi**
> **Color – 300 dpi**
> **Professional/academic publishing – 1200 dpi**

6. You can preview your document before scanning by clicking the **Preview** button to see if any adjustments need to be made.

7. Click **Scan**.

   Note: Your file is not automatically saved – save it to a USB drive or to the temporary **Save Here** folder on the desktop and transfer it to your email or another storage location.

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You may be asked to move to another workstation so that others may use the scanner or specialized software.

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Maximum loan period: Two Hours