

# Flatbed Scanning Instructions

For quick scanning...

- Press the button on the scanner to start scanning
- A scanning program will open.
- If it doesn't automatically generate a preview of your document, go to the Devices menu and choose SANE
- Name the file, choose the files type, and hit Scan
- Remember to back-up the file, because it will be deleted from this computer as soon as the computer is re-started!

## Scanning from Photoshop

- Open Photoshop
- Go to File > Import > SANE
- Make sure the "Image Source" is set for the Epson scanner (Nikon is the slide scanner)
- Hit Scan
- Save your scan. (Remember, files saved on this computer will be deleted when the computer is restarted, so back-up your work!)

## Scanning to a PDF

- Open Adobe Acrobat Professional
- Go to File > Create PDF > From Scanner...
- Where it says “Please select a device” choose SANE
- Hit Scan, then choose where to save the file
- Another box will pop up; make sure the “Image Source” is set for the Epson scanner (Nikon is the slide scanner)
- Hit scan, when it is done it will ask if you have another page, proceed accordingly

# Slide Scanning Instructions

## Basic Slide Scanning

- Open Nikon Scan from the applications folder
- Change settings as desired
- Hit Preview
- Select the area to scan
- Hit Scan
- Save your scan. (Remember, files saved on this computer will be deleted when the computer is restarted, so back-up your work!)

## Scanning from Photoshop

- Open Photoshop
- Go to File > Import > SANE
- Make sure the “Image Source” is set for the Nikon scanner (Epson is the flatbed scanner)
- Hit Scan
- Save your scan. (Remember, files saved on this computer will be deleted when the computer is restarted, so back-up your work!)