Scanner Directions

1. Double click on the *Scan*! Icon on the desktop.
2. Epson GT-15000 should be highlighted. Click *OK*.
3. Scanner will turn on. Place item on the scanner bed.
4. In the Epson Scan command box, click *preview*.
5. The scanner will create an initial scan of the entire bed. Use the selection tool in the preview pane to select only the area you want to be scanned.
6. If you want the item scanned as a color copy, 8 bit grey tone, resolution, and scanning quality, etc you can select at this time from the command box. If you have any questions about these options, please feel free to come down and get a librarian to help you.
7. Click on the tall thin button to the right of the scan button with arrows pointing up and down. File save information will appear. This is where you tell the scanner what you want to call the document, and where you want it to be saved.
8. Hit *scan*.
9. Repeat as necessary.

Creating a multiple page PDF out of scanned images

1. Scan all the individual pages or items as described as above. It is highly recommended that you utilize the number feature so you can keep the scans in order as you go.
2. Open up Adobe Acrobat. If it is not on the desktop or in the program bar, search for it using Finder.
3. In the upper left of the tool bar is the option *Create PDF*. When you click on it a series of options present themselves. Select *From multiple files*.
4. A box will appear prompting you to select the files you want in the PDF. PLEASE select them in the order in which you want them displayed in the PDF. It is very difficult to reorder them later.
5. Once you are done press *OK*. Acrobat will cycle through and create a PDF. It will appear along with a save as dialogue box. Type in a name for your PDF as well as a destination for it to be saved.