

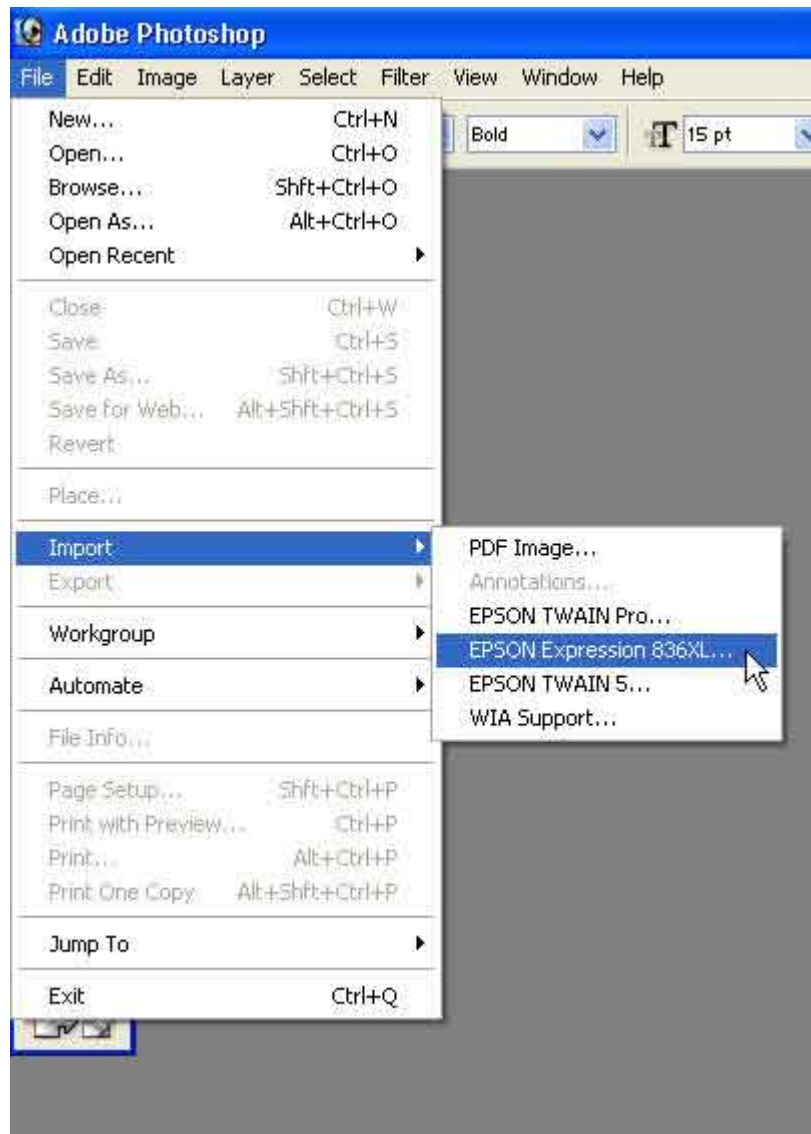
Office Mode Scanning

1.) Make sure to turn on the Scanner before turning on the Computer

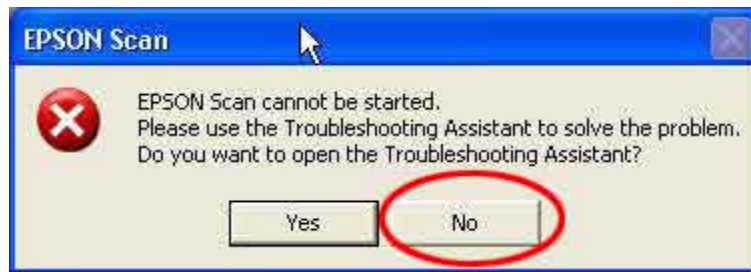
2.) Open Adobe Photoshop (located on the Desktop)



3.) Under **File** select **Import** and then **Epson Expression 836XL**



4a.) If you receive this message:

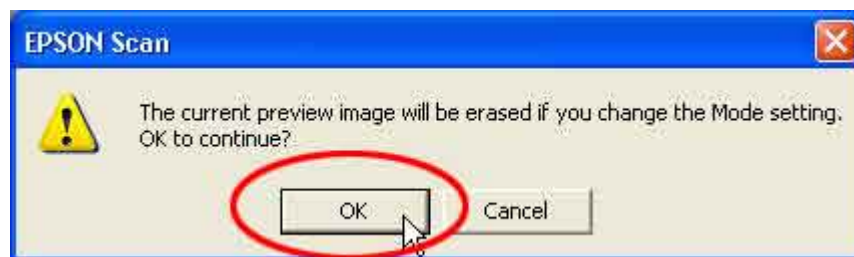


- Click on **No**
- Close Photoshop
- Press the **Reset** button on the front of the scanner
- Restart the Computer
- Start over from Step 2

4b.) If you do not receive the error message; the **Epson Scan Utility** will open

5.) Under **Mode** select **Office Mode**

- If you receive this message, click **Ok**



6.) Under **Image Type** select the color of the Document

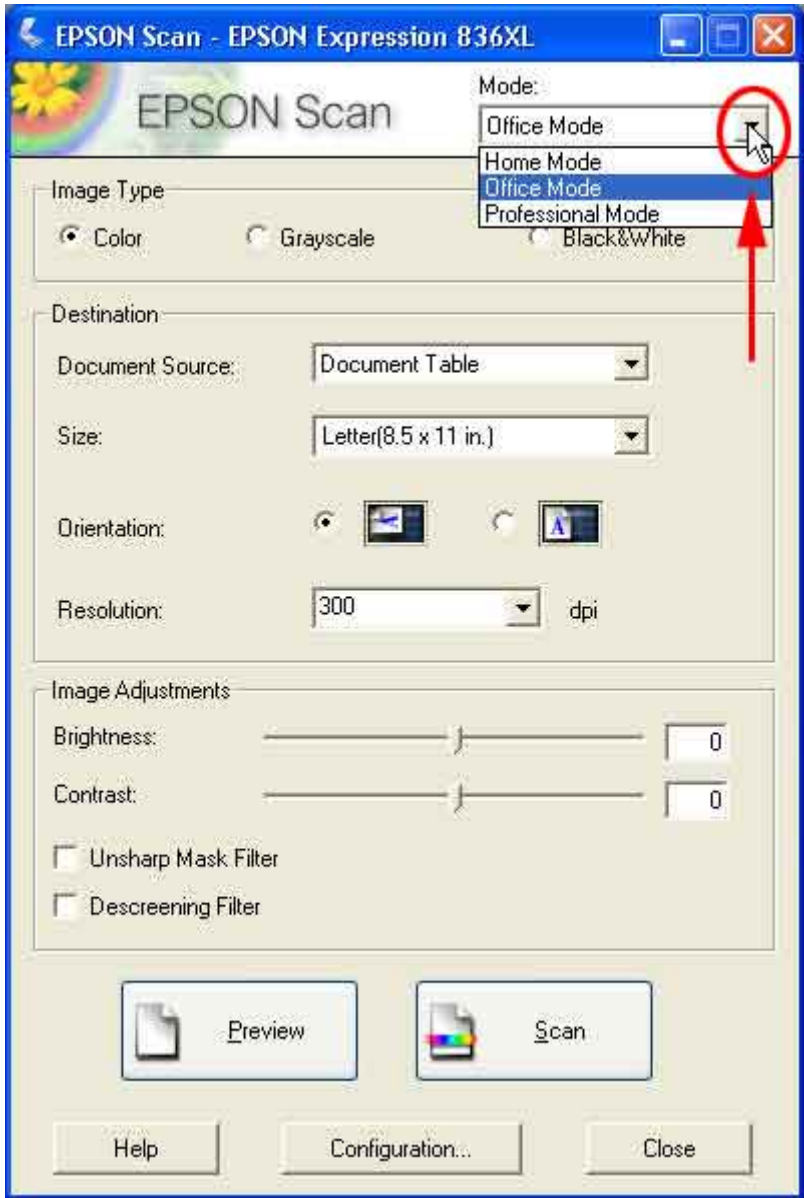
- Color
- Grayscale
- Black & White

7.) Under **Destination**

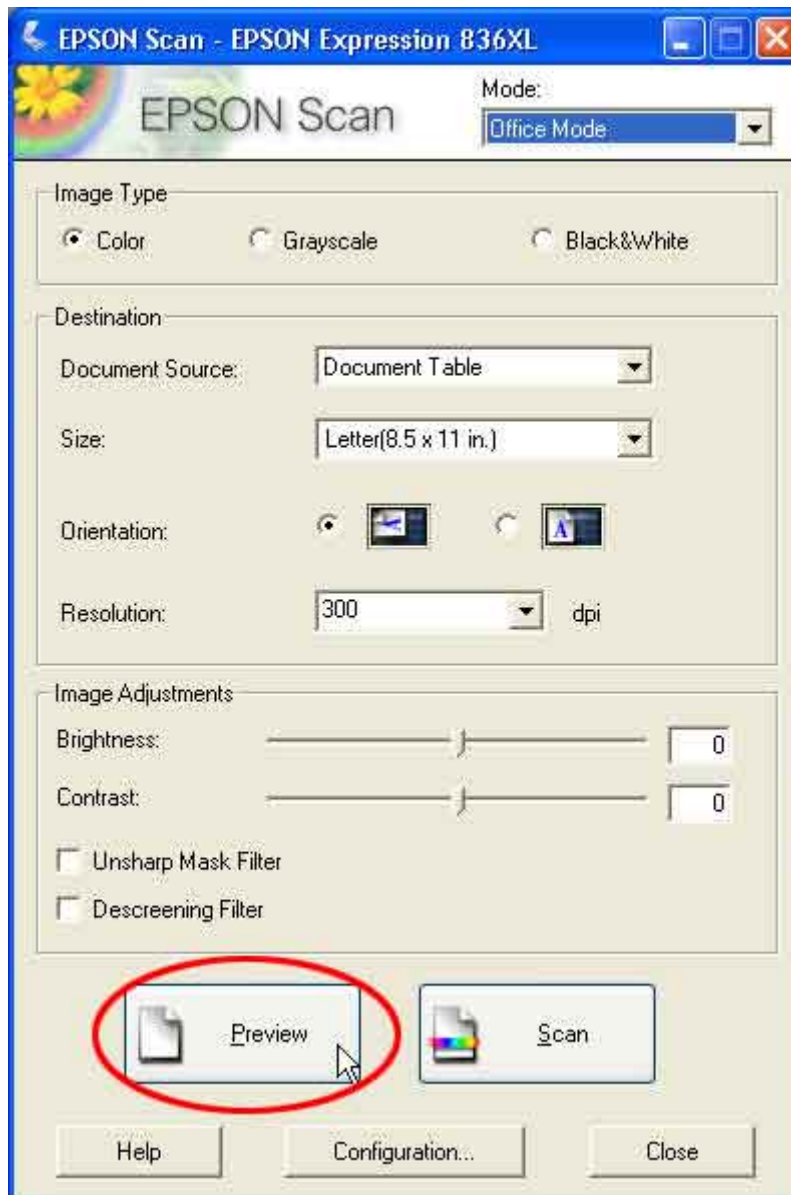
- Document Source - select **Document Table**
- Size - select the size you would like the document to be
- Orientation - select Landscape (Horizontal) or Portrait (Vertical)
- Resolution - set the level (300 dpi recommended)

8.) Under **Image Adjustments**

- Brightness - Color or Grayscale scanning
- Contrast - Color or Grayscale scanning
- Threshold - Black & White scanning
- Unsharp Mask Filter - To Learn More See The Unsharp Mask Page
- Descreening Filter - To Learn More See the Descreening Page

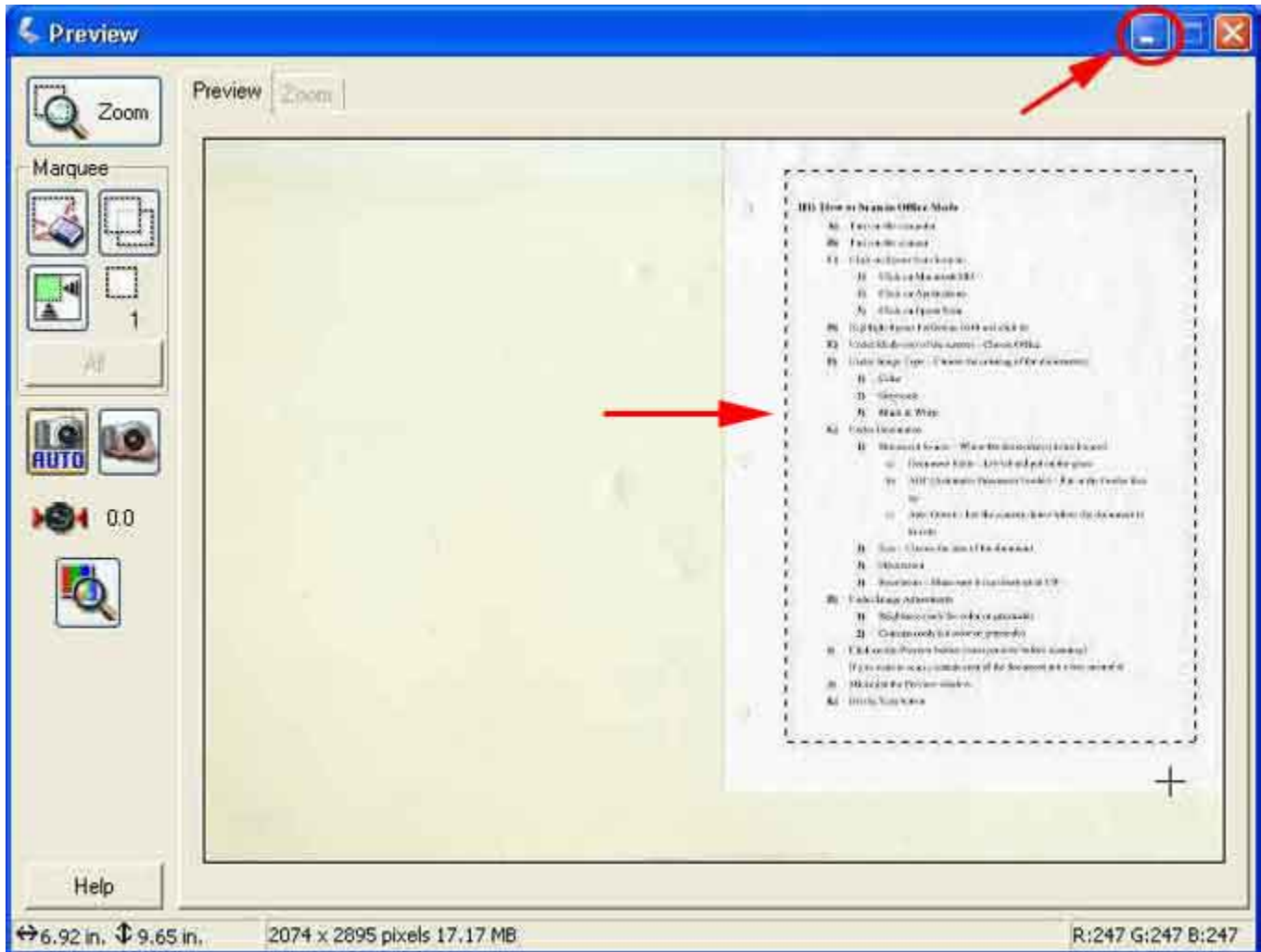


9.) Click on the **Preview** button

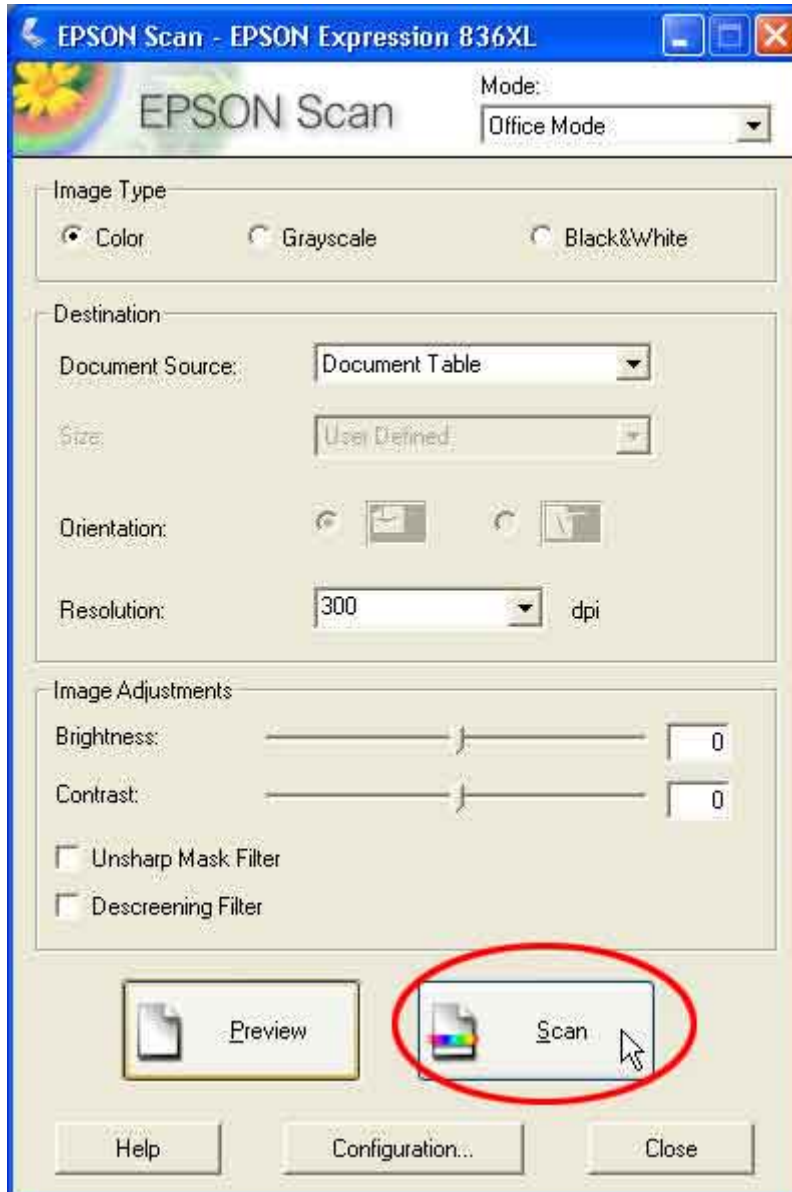


10.) A Preview of the document will open, if you want to highlight a certain area to scan; make a box around the area you want to focus on

11.) Minimize the Preview Window

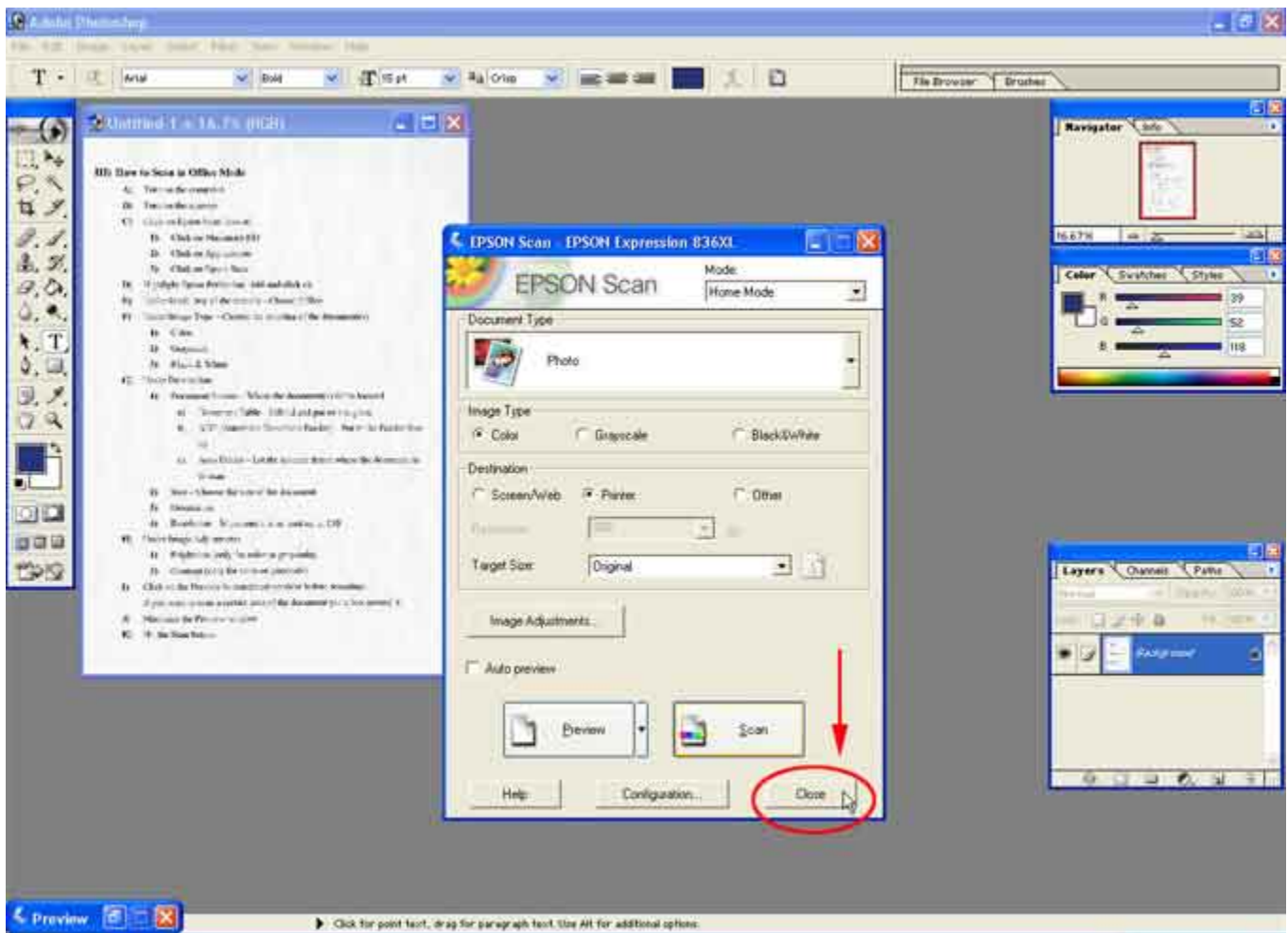


12.) Click on the **Scan** button



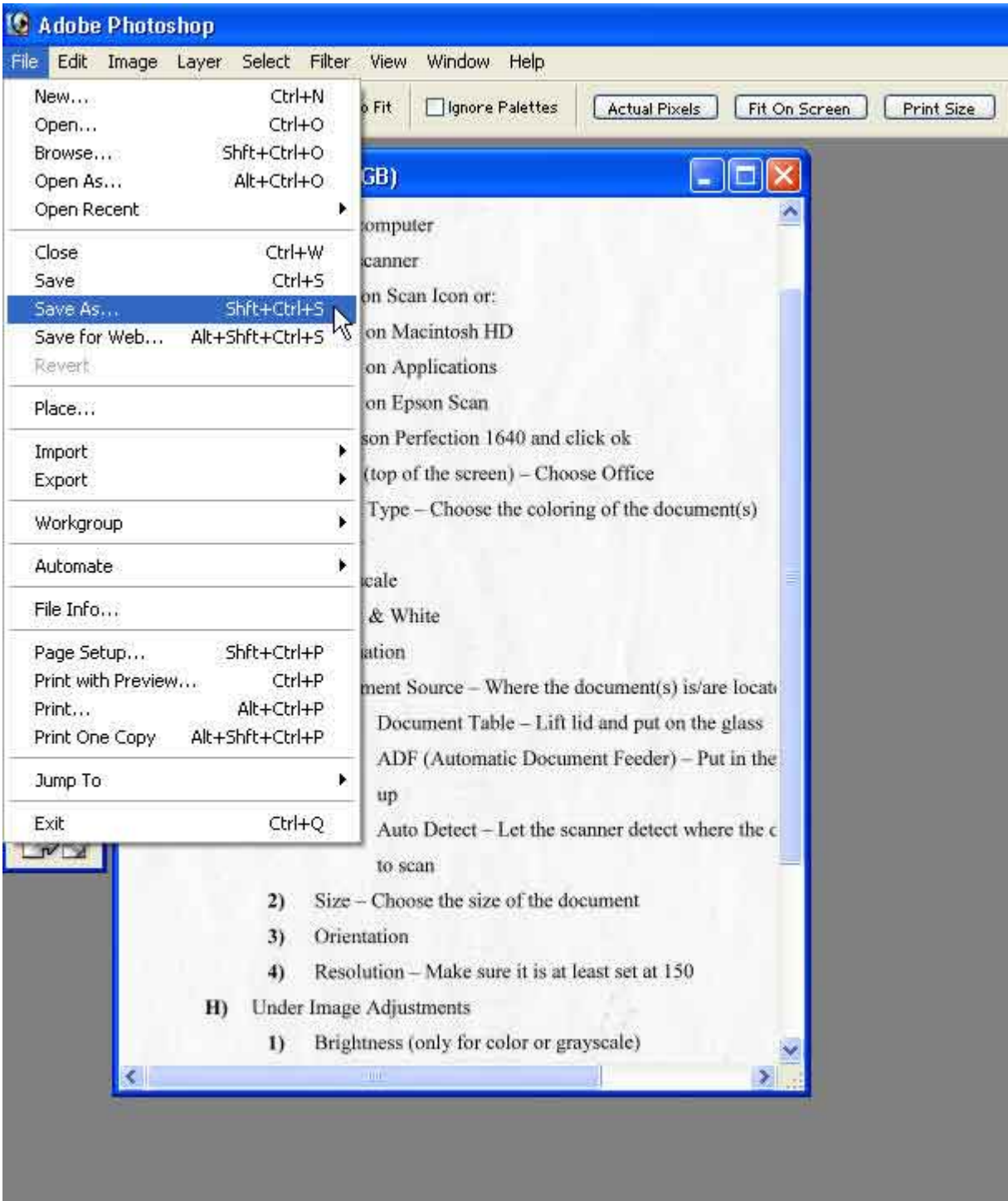
13.) Your scanned document will appear in Photoshop - if you like the way it looks you can save it; if not re-scan your document (return to step 6)

14.) Close the Scan window (if you have more documents to scan, it's best to scan them all first and then close the Scan window; if so return to step 6)



15.) Make any desired changes to the image

16.) To save the document - Click on **File** and select **Save As**



17.) In the Save As window that opens up:

- **Save in:** Where you want to save the file
- **File name:** Name the file
- **Format:** Select the type of file you'd like to save the document as

18.) Click on **Save**

