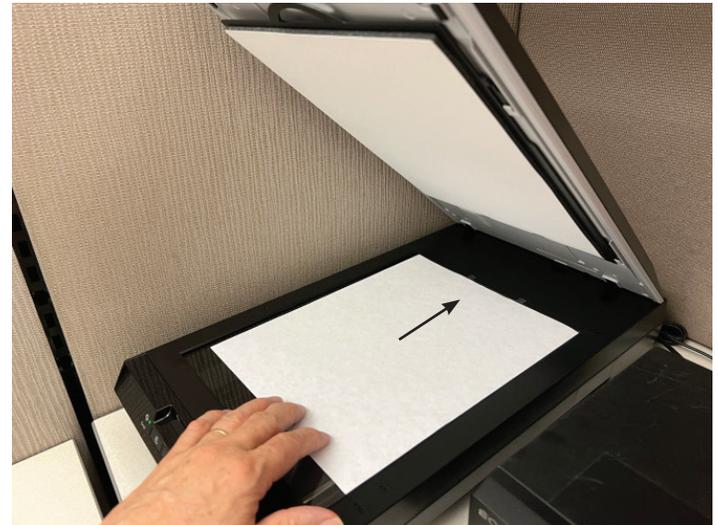
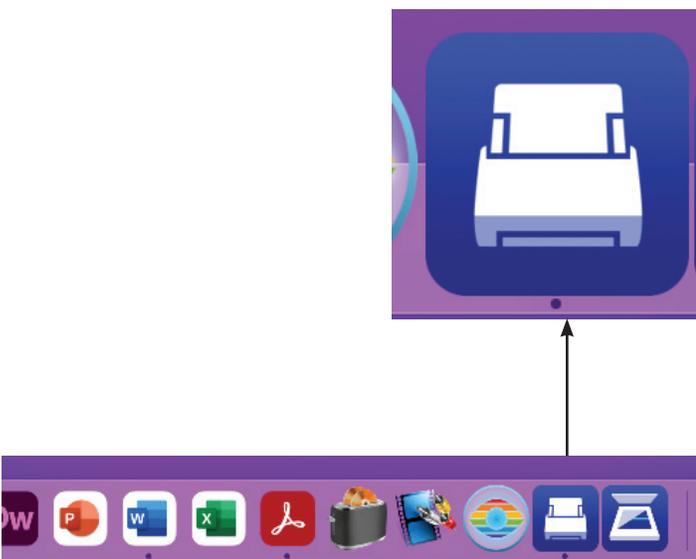


# Mac Studio Quick Start Steps: Scanning Documents

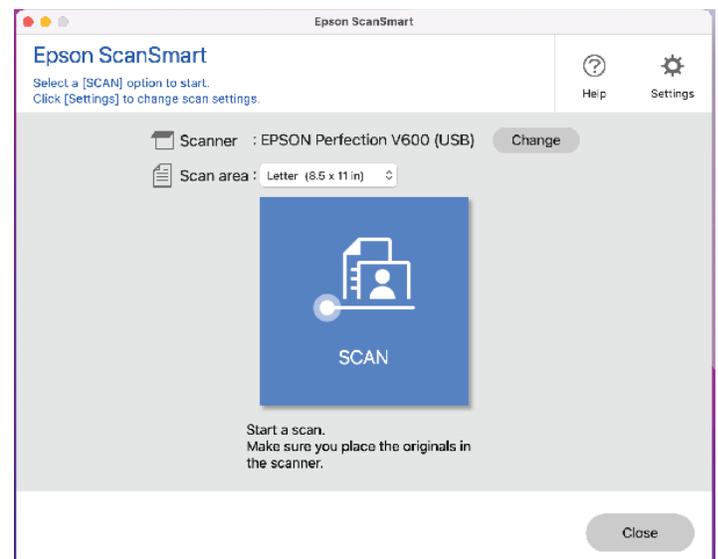


**Step 1:** Touch the power button on the side of the scanner to turn it on.

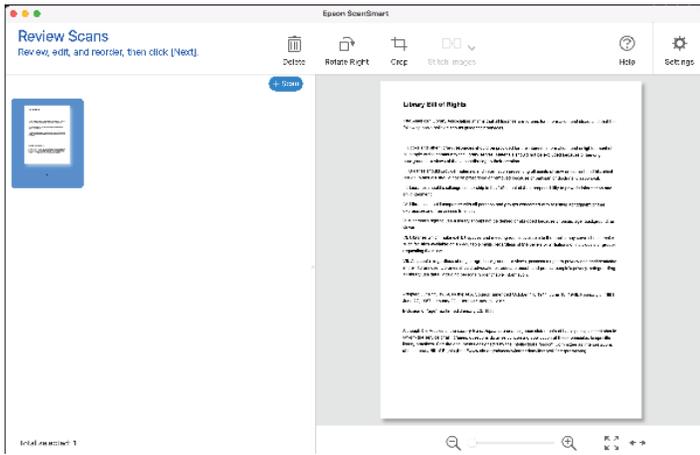
**Step 2:** Place your document face down on the glass with the top of the document toward the back of the scanner.



**Step 3:** Open the Epson ScanSmart application by double clicking on the icon in the dock.

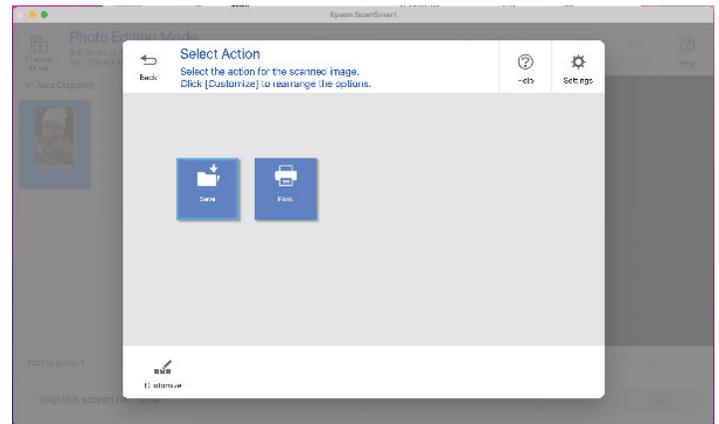


**Step 4:** Click the blue "SCAN" button to begin your scan.

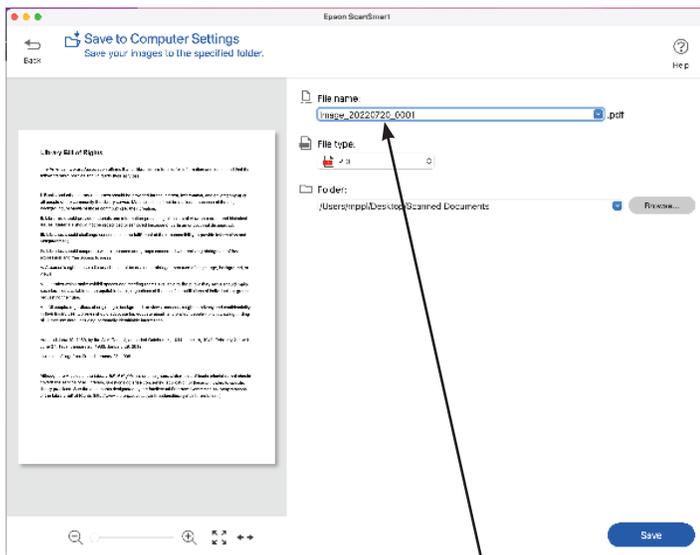


**Step 5:** Confirm that your scan looks correct. You may rotate or crop your image.

Select "Next."

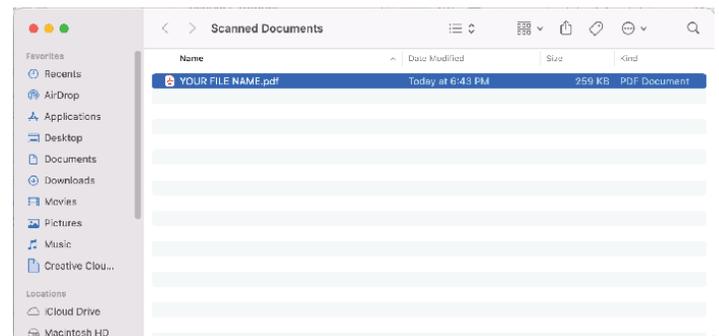


**Step 6:** Select the "Save" option.



**Step 7:** Next you will see a preview of your document. You can accept the assigned name for your file or choose another.

Select "Save."



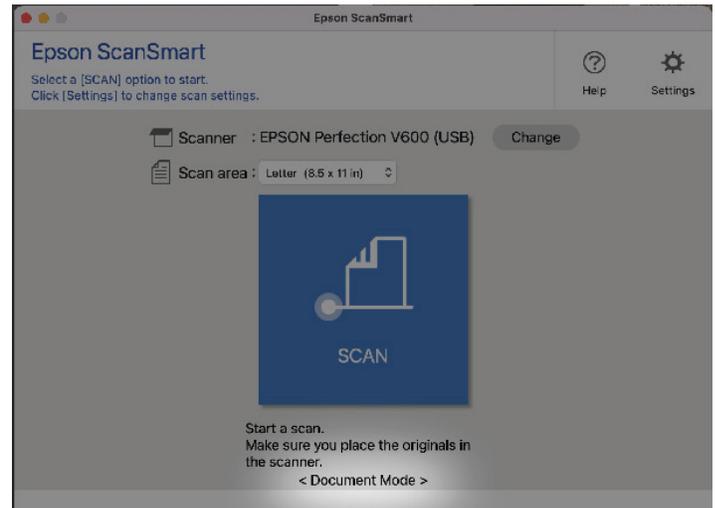
**Step 8:** The Scanned Documents folder on the desktop should open automatically and the ScanSmart application will return to the start screen to scan another document.

**For more information on saving or emailing files, see the FAQ document "What should I do with my files?"**

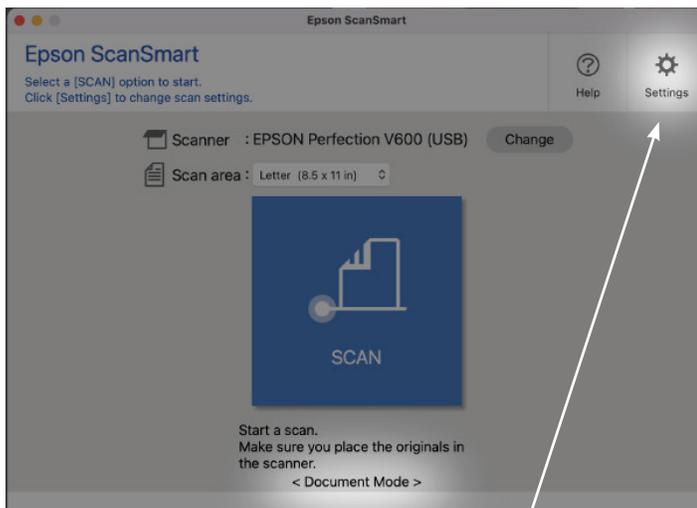
## Trouble Shooting Tip:

The Auto scan feature is able to identify text vs. a photo as long as it is enabled.

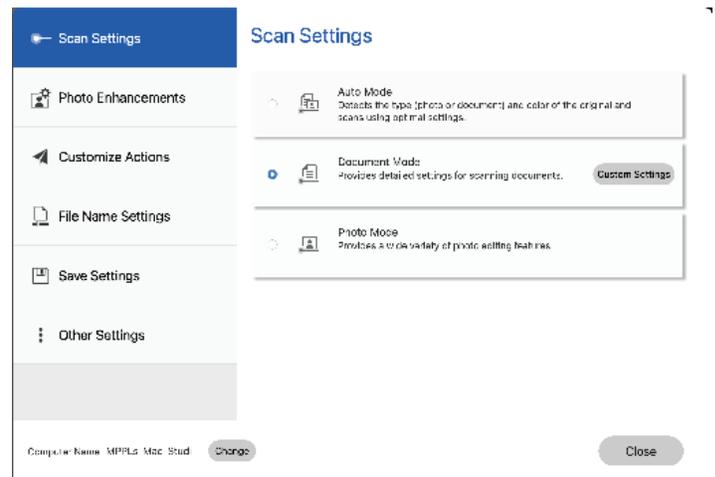
It's possible for this setting to be overwritten by the Epson Scan 2 application if it was used for slides or more advanced scanning.



If you see either Document or Photo mode listed below the scan button you can reset the mode to Auto by doing the following:



Select the Settings icon in the upper right.



Select the Auto Mode option and close the window to return to the scan button screen. You should not see anything listed for the mode under the blue button. You can go ahead with your scan.

*Funding for this grant was awarded by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the American Rescue Plan Act of 2021 (ARPA).*