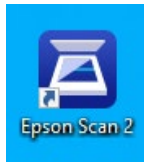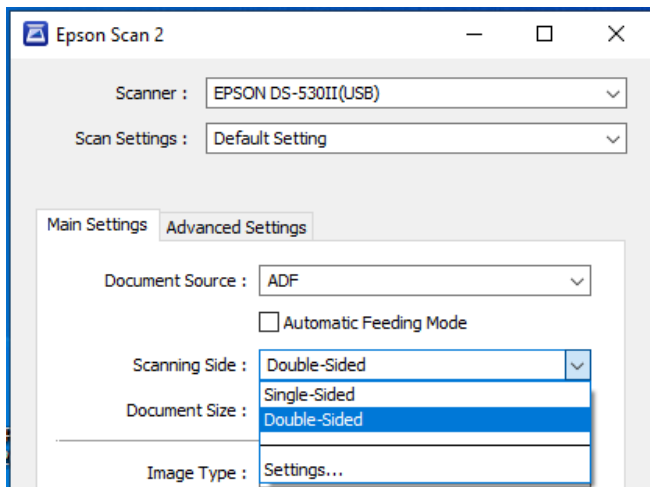# Using the Epson Scan 2 Application to Scan and Save Documents to Your Computer

Opening Epson Scan 2: Double-click the Epson Scan 2 shortcut on your desktop to open the **Epson Scan 2** pop-up menu.
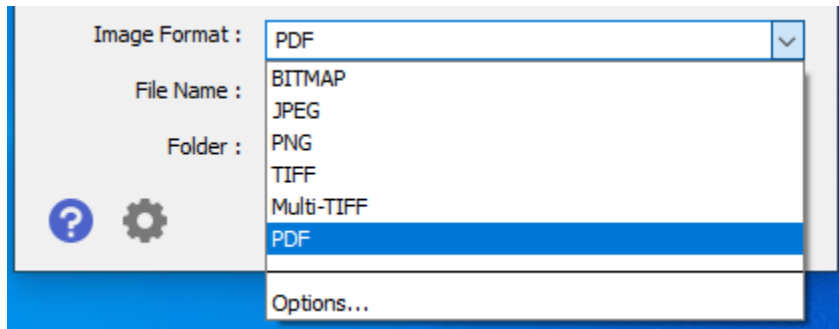
Choosing Scanning Side: In the **Epson Scan 2** pop-up menu, choose between a Double-Sided and Single-Sided scan in the **Scanning Side** drop-down menu.

Choosing Image Type: In the **Epson Scan 2** pop-up menu, choose whether you want the image to scan in color, grayscale, or black & white in the **Image Type** drop-down menu.
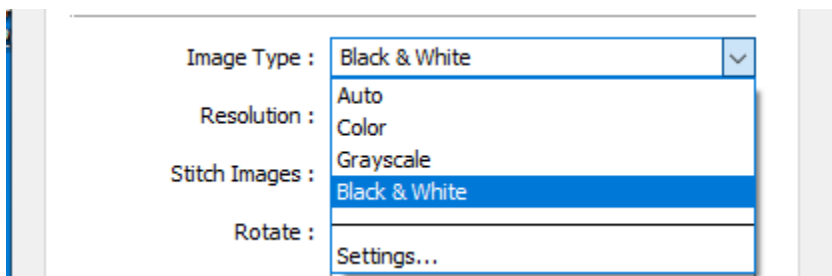
Choosing Image Format: In the **Epson Scan 2** pop-up menu, choose the file format you want the scanned image to be saved as in the **Image Format** drop-down menu.

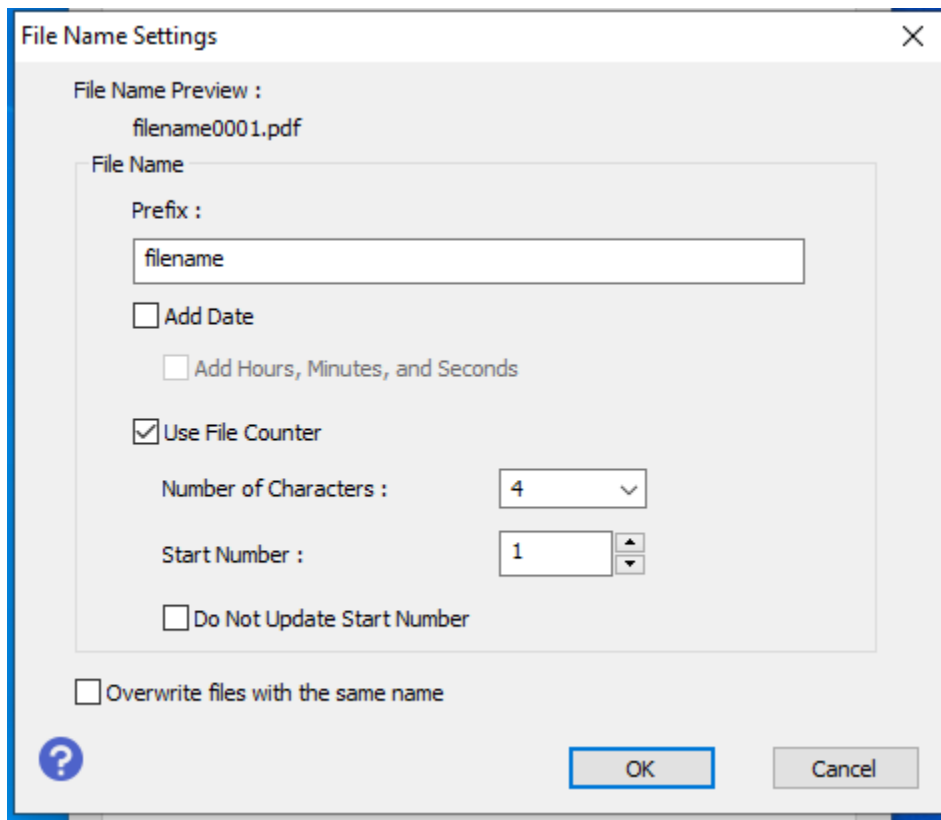**Choosing File Name:** In the **Epson Scan 2** pop-up menu, choose the **File Name** drop-down menu and click **Settings…**
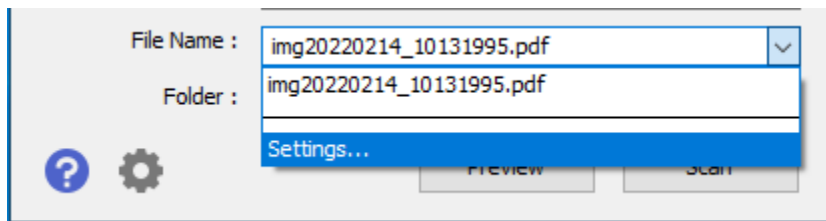

In the **File Name** Settings pop-up menu, the default settings use **img** as a prefix and append the date and time the file is scanned. Checking certain boxes below the prefix allows you to scan multiple documents to a single folder without having to change the file name each time you scan.
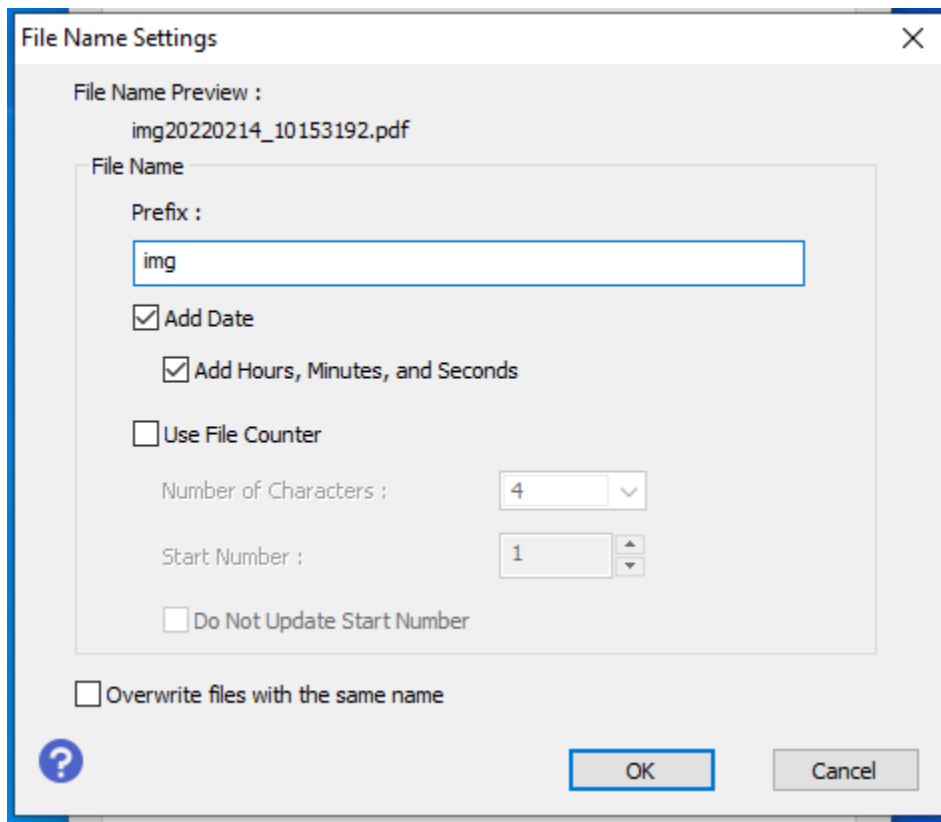
If you do not wish to use the default settings, but still wish to scan multiple documents to a single folder without having to change the file name each time you scan, check the box for **Use File Counter** instead. When using the file counter, every document you scan will be saved with the prefix name followed by the number in the sequence they were scanned. For example, if your prefix is **filename** with the number of characters set to **4** and the start number set to **1**, the first scanned document will save as **filename0001**. The second document will save as **filename0002**.

File Name Settings

File Name Preview :
filename0001.pdf

File Name

Prefix :

filename

☐ Add Date

☐ Add Hours, Minutes, and Seconds

☑ Use File Counter

Number of Characters :   4

Start Number :   1

☐ Do Not Update Start Number

☐ Overwrite files with the same name

OK   Cancel

If you would like to change the file name manually each time you scan a document, you can uncheck all the boxes below the prefix. This will allow you save the document as whatever you named the prefix.
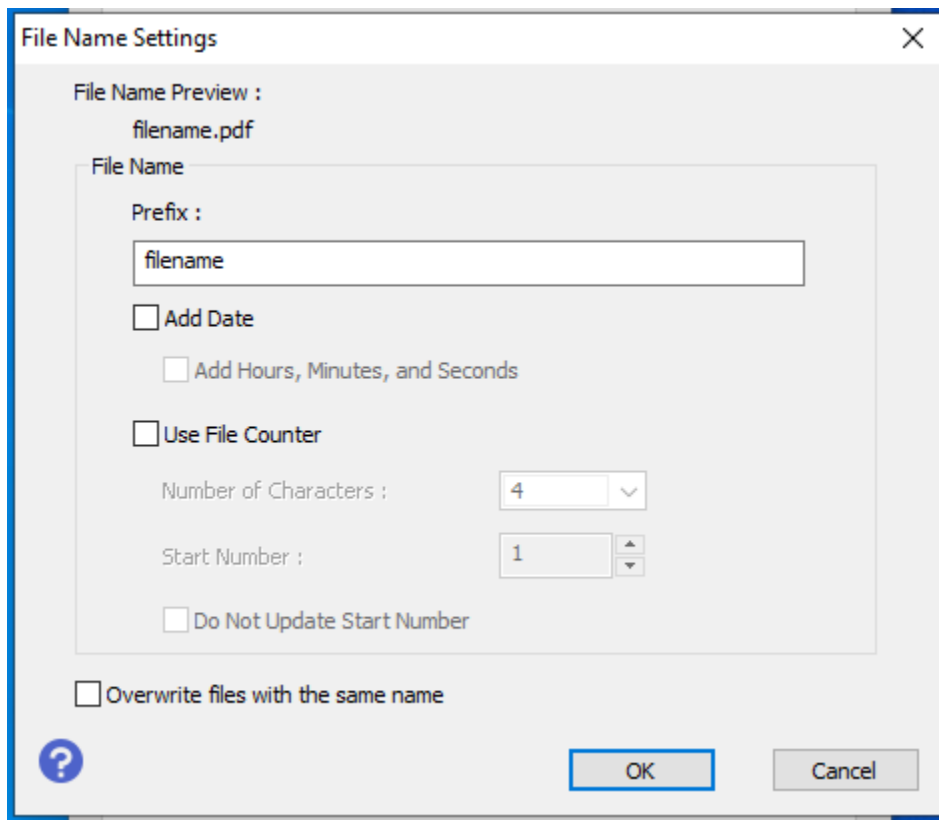
Click **OK** in **File Name Settings** when you've made your decision on which naming convention you would like to use.

Choosing a Folder: If you want to save your scanned files to a different folder than **Documents**, choose the **Folder** drop-down menu and click **Select…** in the **Epson Scan 2** pop-up menu.
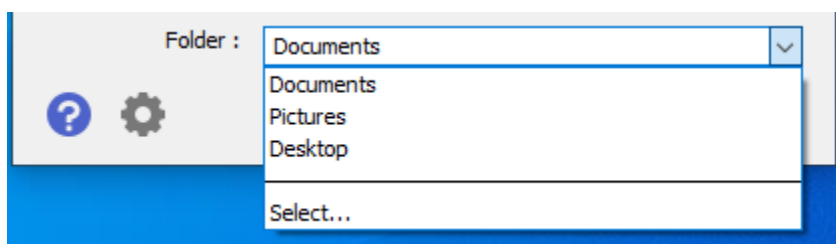
In the **Browse For Folder** pop-up window, you can either select a folder or make a new folder to save the file to.
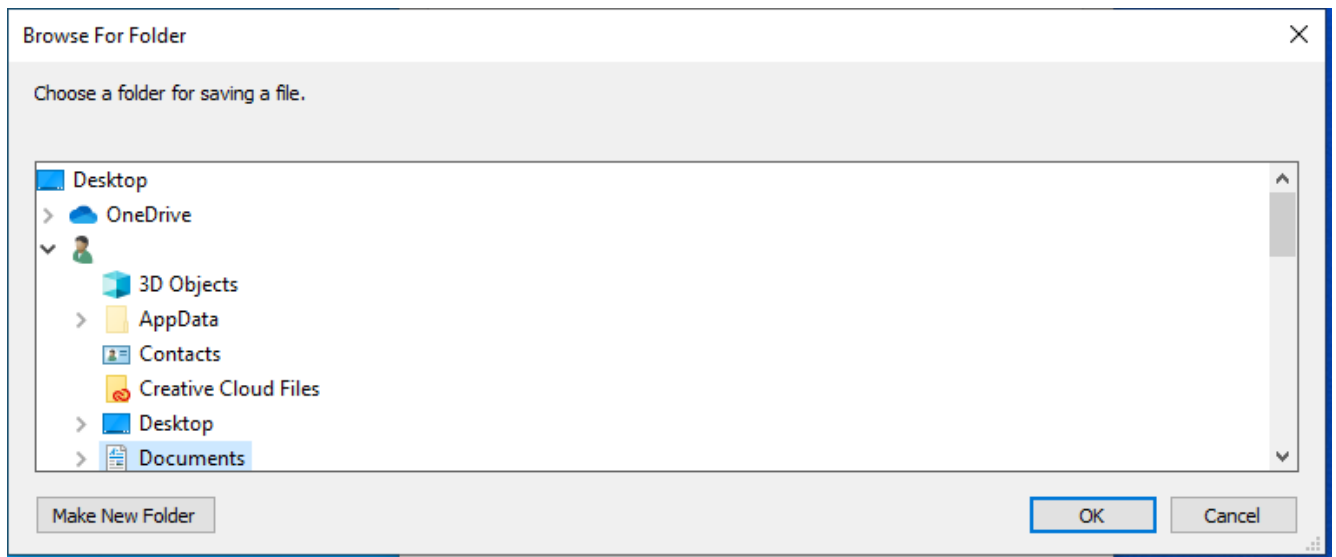
Select **OK** when you've chosen the folder location.

Scanning your document: In the **Epson Scan 2** pop-up menu, choose **Scan**. Once your document finishes scanning, the folder with the scanned file will open.