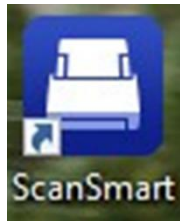
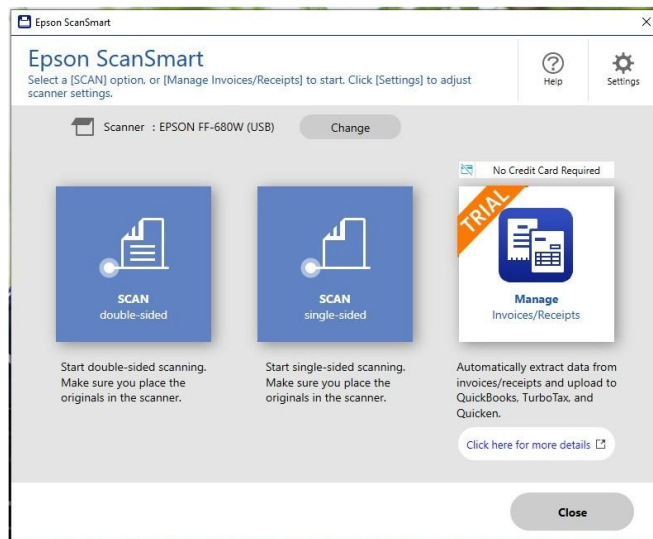


## Scanning Documents with the Epson FastFoto Scanner using ScanSmart Software

The Epson FastFoto Scanners can scan printed documents quickly and easily. This is the best option for scanning a typed document into a pdf file in the Meridian East FamilySearch Center.



For scanning documents to pdf, choose the “ScanSmart” icon (not the “Epson FastFoto”). Both are pictured to the left. When the ScanSmart software starts, a warning is displayed that this mode is not useful for scanning photos. In fact, this mode only scans black and white and will not recover colors in the scanned document. Scanning documents that include color photos are best done on a flatbed scanner. Acceptable results may be obtained using the Book and Document Scanner.



Loading capacity depends on paper type. For plain paper letter-sized documents, the manual states up to 100 sheets can be loaded into the scanner input tray. Load the document upright with page 1 facing the scanner bed. Make sure the edge guides are set correctly and output tray stopper arm is fully extended to avoid jamming the automatic document feeder.

You can choose to scan either single or double sided pages by choosing the appropriate icon. (The Trial Manage

Invoices/ Receipts” option is not supported.) Selecting either icon starts the scanner.

When scanning is completed, the “Review Scans” page opens with an icon for each scanned page. You can select a page to delete, rotate right, or crop. Once you are satisfied with the results, select “Next” in the right bottom corner. The “Select Action” page opens with 12 options. The only usable option is “Save” at the top left corner, which should be selected next. The “Save to Computer Settings” window opens. Enter a File Name in the “File Name:” field, for “File Type” retain the default “PDF”, “Browse...” to select a “Folder:” where you want your file saved. Then press “Save” to complete the operation.

Stewart Wyatt, Meridian East Stake FamilySearch Center, 5 December 2025.