



## Canon Scanner

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### Setup & Saving

1. Turn on the scanner, "On" button will be blue
2. Open the Canon IJ Scan Utility software – located on the bottom dock of screen
3. Insert your external USB drive into a port. If you do not have your own USB drive, the library has devices to check out to you. After the USB drive is inserted, an icon will appear on the desktop.
4. In Canon IJ Scan Utility, click "Settings" in the lower right corner
5. If scanning photos, choose "Photo Scan", if scanning slides or negatives, choose "Custom Scan"
6. Under "Save Settings" click the "Save In" drop-down menu and choose "Add"
7. Click the "+"
8. Choose your external hard drive from the left side of the window, and choose a specific folder within your drive if desired. Then click "Open" and "OK" twice. Now your scanned files will automatically go to your external hard drive.
9. If you do not select your hard drive before you start scanning, your files will be scanned to the "Pictures" folder on the computer's hard drive. You can copy the files from the "Pictures" folder to your external hard drive by clicking and dragging the desired files.
10. After saving the files, eject the flash drive by dragging it to the trash (located in the Dock), or right click on the icon and choosing "Eject".

## Scanning

After you position the materials:

- On the computer, click the Canon IJ Scan Utility application (icon shown on page 1)
- The Guide Menu will appear when the software opens. Click on the document type you would like to scan
- The scanner uses JPG as a default file format when images are scanned. The format can be changed in the Settings area, in the bottom right corner of the scan utility

To begin scanning:

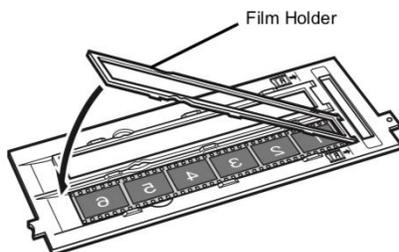
- Click the document type in the top menu bar. This will automatically scan materials
- When the scan is complete, the images will appear in a preview window
- Remove the materials from the scanner and replace them with the next batch
- Repeat this process until all your documents have been scanned
- Unless another save location was selected, all scanned images will appear in the Pictures folder (Finder > Pictures)

## Slides and Negatives

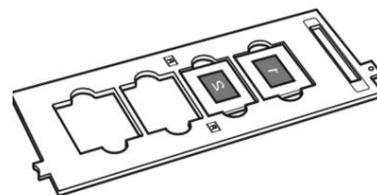
If you are scanning slides or negatives:

- Lift the lid of the scanner and press down the tab to remove the white protective backing from the lid
- Choose the appropriate film holder and insert your materials (face down). For film negatives, be sure to place the material at the top of the film holder at the white line.
- Align the tab on the film holder with the FILM symbol on the scanner.

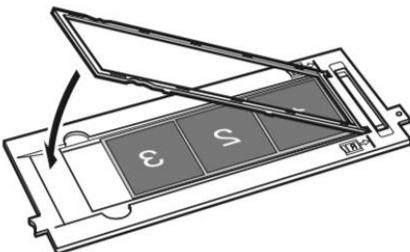
35mm Film Strips:



35mm Slides:



120 Format Films:



## Paper Photographs

Leave the white protective backing on the lid and place the photo(s) on the scanner bed. To scan multiple photos at once, leave a one-inch gap in between each photo on the bed. The software will automatically separate them into individual files.

## Large Format Slides

For regular sized slides, negatives, and paper photographs, proceed to the Scan section without changing the settings below.

For large format slides, remove the white protecting backing from the scanner, place the 120 format tray on the scanner, and place the 3 adaptors in the trays, then follow these instructions to scan your images:

- Go to the computer and open the Canon IJ Scan Utility (icon shown on page 1)
- The guide menu will appear when the software is launched
- Go to Settings in the lower right
- Choose Custom
- Under Scan Options
  - Select Source: Positive Film
  - Color Mode: Select Color or Grayscale
  - Paper Size: 35MM Film
  - Resolution: 1200 DPI
- Click Ok, then click Custom to scan the first set of slides