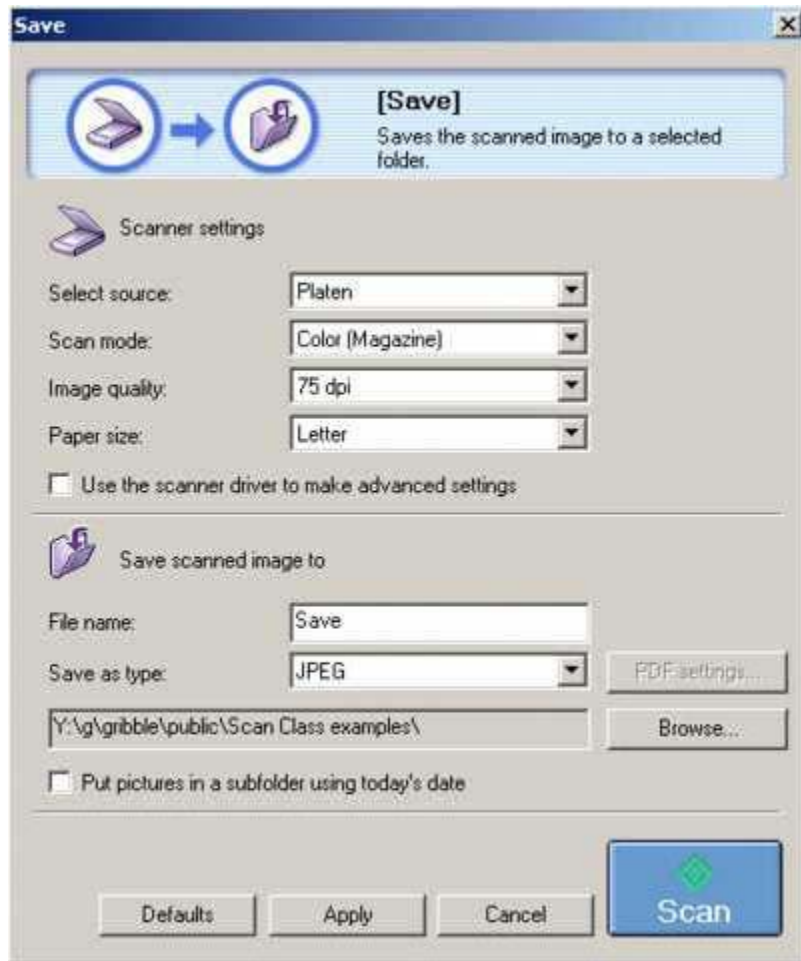


Scanning Pictures for Web Publishing Using the Canon Scan Program

- 1 Open scanner and while you are looking at the picture lay it face down.
- 2 Click on **Start, Programs, Canon, Canon Toolbox, CanoScan Toolbox**.
- 3 The **CanoScan Toolbox** appears. Click on the **Save** button
- 4 When the **Save** dialog box (below) appears choose the Scan Mode that fits the item you are scanning. Choose the image quality of 75 dpi. This should work for most scanned items.
- 5 Put in a file name (be sure to use lowercase, no special characters and keep it short).
- 6 Choose file **Save as type** as jpg.
- 7 Click on the **Browse** button to find the folder that you want to save the scanned file into. Example: Your “Y” drive folder on the network..
- 8 Uncheck the box for **Put pictures in subfolder**.
- 9 Click on (blue) **Scan** button.
- 10 A **Select Source** dialog box appears (below) asking for the source; click **Select**, there is only one scanner on these computers. The scanner will start scanning. (it takes a minute or two).





11. Once the scanning is done your file will be saved and ready for your use.