

Scanner Quick Guide

First attach the scanner to the laptop:

1. The scanner is next to computer help desk.



2. Plug the scanner's USB into the laptop.



3. Turn on the power.



Now, what would you like to do with the scanner?



Quick Scanning

Scan and save an image or a document using the Scanner & Camera Wizard
See **pink box below** for instructions.



OCR: (Optical Character Recognition) Scanning

Scan text to Microsoft Word using Document Scanning
See **blue box below** for instructions.



Extensive Graphic and OCR editing

Scan to Adobe Photoshop Elements 6.
See **green box below** for instructions.



Quick Scanning

1. Make sure that both the laptop and the scanner are turned on, and that the scanner's USB is plugged into the laptop. Put the photo or document you want to scan face down in the scanner, in the upper right-hand corner.
2. At the top of the laptop's desktop is a camera icon, called the "**Scanner and Camera Wizard**." Double-click on it, then click on the "**Next**" button.
3. Choose your picture type (color, grayscale, or black and white), then click on the "**Preview**" button. Using the preview button, you can get an idea of what your picture will look like before you actually scan it. Readjust and repeat until it looks like it will work, then click on the "**Next**" button.
4. Type in a name for your picture and choose what type of file format you want to save it as. We recommend you save it as a JPG or a BMP file. Also choose where you want to save it: to the laptop desktop if you just want to email it, or to your USB drive. To scan, click on "**Next**."
5. Your image can be used in most documents and on websites.



OCR (Optical Character Recognition, used to strip out text from a scanned document)

1. Make sure that both the laptop and the scanner are turned on, and that the scanner's USB is plugged into the laptop. Put the photo or document you want to scan face down in the scanner, in the upper right-hand corner.
2. At the top of the laptop's desktop is a scanner icon, called "**Document Scanning.**" Double-click on it.
3. Choose the type of document you want to scan, and then click on the large square "**Scan**" button on the right.
4. If you have more pages to scan, change pages and click on the "**Continue**" or the "**Scan Side 2**" button. When you are done scanning pages, click on the "**Done**" button.
5. The image will open in Microsoft Office Document Imaging as a TIF file. Click on the "**Tools**" menu, then click on "**Send text to Word.**"
6. If you want to keep handwriting or other images intact, put a check in the "**Maintain pictures in output**" checkbox. Click on the "**Okay**" button.
7. In Word, click on the "**View**" tab, then click on the "**Print Layout**" button (the first button on the left). Then click on the "**100%**" button (in the Zoom group in the center).
8. The results in Word may look different than your originally scanned page. If OCR didn't recognize some text, spell check should help clean it up.
9. For more help, look on the laptop's desktop for a document called "How to Scan."



Extensive (Graphic and OCR editing with Adobe Photoshop Elements)

1. Make sure that both the laptop and the scanner are turned on, and that the scanner's USB is plugged into the laptop. Put the photo or document you want to scan face down in the scanner, in the upper right-hand corner.
2. At the top of the laptop's desktop is a round blue "**Adobe Photoshop Elements 6.0**" icon. Double-click on it.
3. Click on the "**File**" menu, and then, under "**Import,**" select "**CanoScan 8800F.**"
4. Select source and click on the "**Preview**" button to make sure all is well. Make adjustments as necessary, then click on the "**Scan**" button.
5. Once it has finished scanning, close the "**ScanGear**" window. The scanned document or picture will appear in Photoshop's workspace and bin, where you can modify it and work with it.
6. For more help using Photoshop Elements, go to Google.com and search for help using Photoshop Elements 6.