

# Rockaway Township Library Scanner Instructions

## Flatbed Scanner: Canon Canoscan 8800

- ✓ Copies text, images and 3-D objects up to 14" legal
- ✓ Saves in multiple formats PDF, JPG, OCR, Word
- ✓ Image editing via Office Picture Manager or Adobe Photoshop
- ✓ Save documents to email or print to fax



### When would I use the scanner? A few ideas

- ✓ Save documents and images for Email attachments
- ✓ Make a document into a PDF or OCR format
- ✓ Copy and edit an image from a book or magazine for a school project
- ✓ Free alternative to a fax
- ✓ Send a signature authorization facsimile as email attachment
- ✓ Send a newspaper clipping or map
- ✓ Create templates with logos (letterhead, brochures)

### Where is the Scanner?

Scanner is behind Circulation Desk to the right of HP Color Laser Jet 2600 printer.

***It can only be used with one Public Computer labeled***

***"Computer Linked to Scanner" to the right of HP2600 printer.***

### OPERATING INSTRUCTIONS

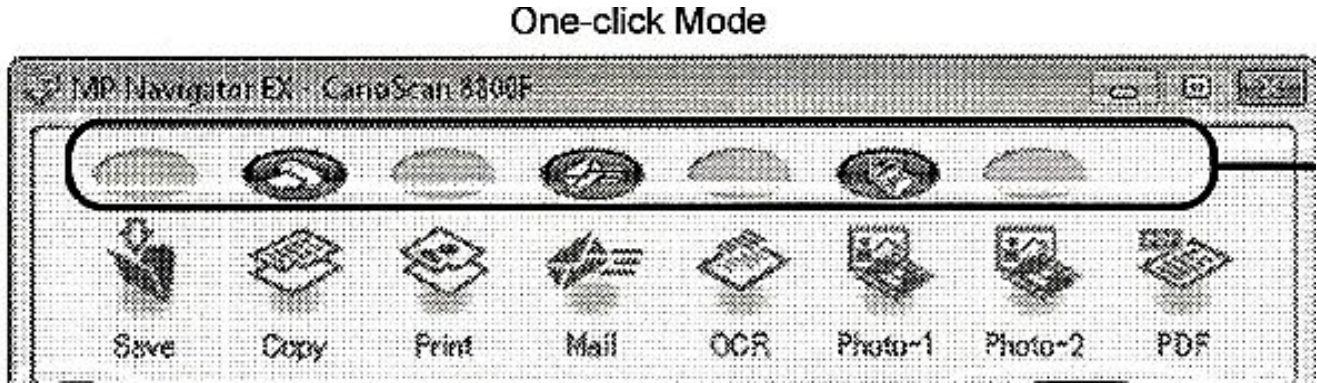
1. **TURN ON SCANNER** (push round silver button on far left of front panel)  
 Button glows blue when on (no glow? Check to see if scanner is plugged in)
  
2. **PLACE DOCUMENT ON SCANNER SURFACE & CLOSE COVER**  
 Align document edge with arrow by top right edge of glass surface

Place the document according to its type. Refer to the table below.	
Document Type	How to place the document
Color Photo	Allow 3/8 inches (1 cm) or more space between the edges of the platen and the document.
Black and White Photo	
Color Document	Align a corner of the document with the corner at the arrow of the platen.
Black and White Document	
Magazine(Color)	
Text(OCR)	

### 3. OPEN SCANNER PROGRAM

Move cursor to green Start button at bottom left of screen  
 [Start] - [All Programs]-[Canon Utilities] -  
 [MP Navigator EX 1.0] -[[MP Navigator EX 1.0]] in left menu  
 The screen below should now be visible

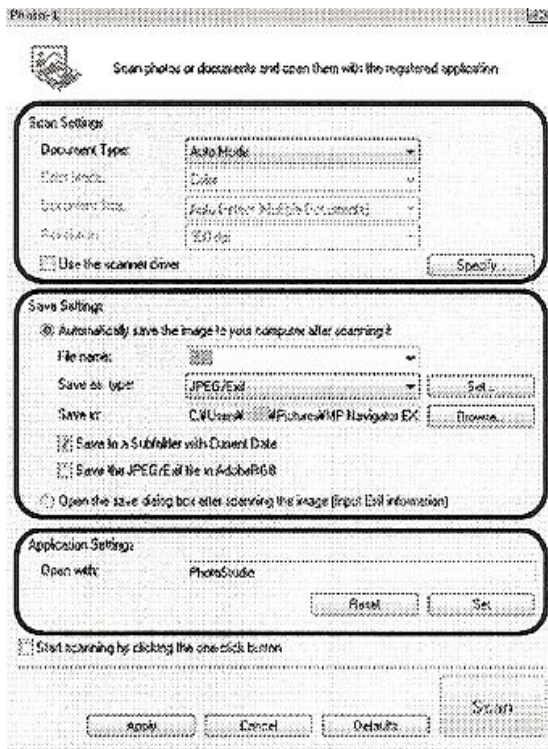
**NOTE**  
 [ ] means Left Click  
 program name once  
 [[ ]] means  
 Left Click twice



### 4. SELECT ACTIVITY-THREE OPTIONS AVAILABLE

**CLICK Save :** Scan and save your document to computer or flash drive  
**CLICK Print:** Scan and make a quick print (no preview) of your document  
**Click PDF:** Scan and turn your document into PDF format

### 5. HOW TO SAVE A SCAN



**Check ALL Settings BEFORE You Scan**

*Default Options Okay for Documents and Photographs*

- Type (Document)
- Image Resolution: 300 dpi
- File Type: JPEG (images), Word (text)

*Select "multi-page PDF" if scanning several document pages into one PDF*

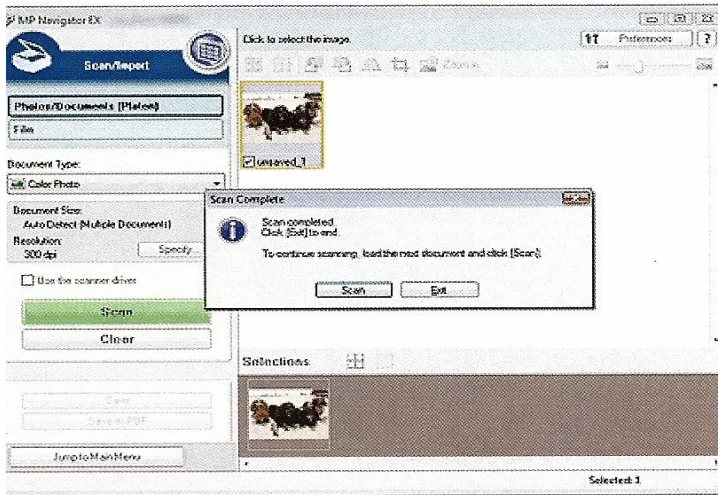
*Type in File Name (Default is IMG001..)*

**Select Save as: File Drive Location**  
**C: My Documents**  
**E: Removable Drive (best to email) \***

**Done? [Scan] green button lower right**

## Scans are Pictures-Default Save is in a My Pictures Folder, C Drive

*\*Need to borrow a Removable (Flash) Drive? -- Ask a Librarian for Help*



**Double click on image to  
enlarge and preview it  
Image OK?  
Click EXIT button**

## 6. HOW TO FIND A SAVED SCAN FILE

### OPTION 1: on C: Drive

Move cursor to green Start button at bottom left of screen

**Right click [Start] -Right Click [Explore] - [Library]- [My Documents]-  
[[My Pictures]]-[MP Navigator EX] -Open Manila folder with today's  
date (format mm/dd/yy)**

### OPTION 2: on Removable Drive

Move cursor to green Start button at bottom left of screen

**Right click [Start] -Right Click [Open] - [My Computer]- [Removable E  
Drive]- [Folder with Scans]**

## 7. HOW TO EMAIL A SCANNED DOCUMENT WITH A FLASH DRIVE

***Do Not Use Scanner "Mail" Option- only works with Outlook Express***

- Follow Step 5: HOW TO SAVE A SCAN (Do Removable E Drive)
- Minimize your Screens
- Go to the Internet and sign-on to your email account
- Compose email message
- [Attach] [Browse] to find saved scan file on Removable E Drive
- [Attach file] [Send email]
- Check your Sent Messages to confirm message sent with attachment

## 8. HOW TO SCAN AND PRINT DOCUMENTS

DO STEP 4--OPEN SCANNER PROGRAM

Move cursor to green Start button bottom left of screen

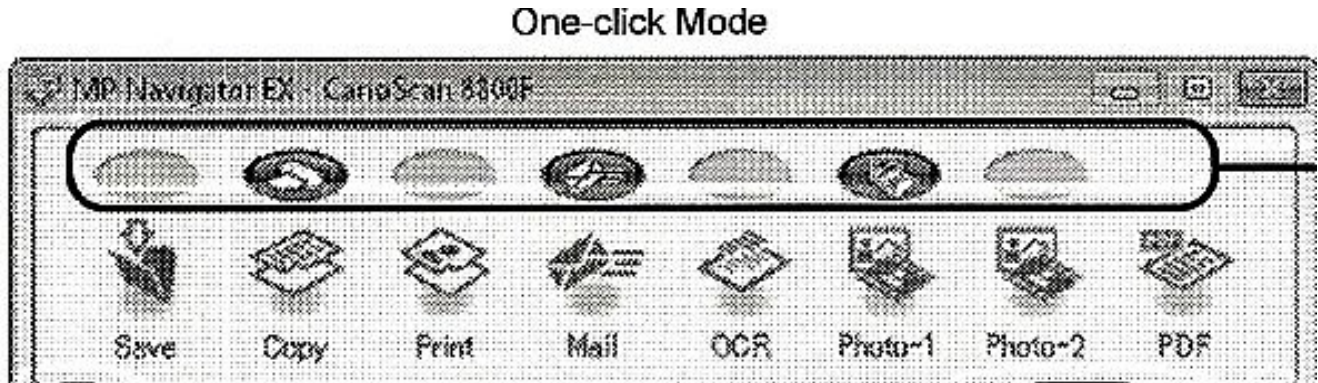
[Start] - [All Programs]-[Canon Utilities] -

[MP Navigator EX 1.0] -

[[MP Navigator EX 1.0]] in left dropdown menu

The screen below should now be visible

<p><b>NOTE</b></p> <p>[ ] means Left Click program name once</p> <p>[[ ]] means Left Click twice</p>
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- **[Print] button above and Settings Box opens** (box shown in Step 5)
- Select Color or Black & White Document
- Select Printer Option--Leave Default HPLaserJet for black & white text

**Select HPColor 2600 Printer for color** (printer to right of scanner)

- Scan document
- Preview scanned image
- [Print] button

**Where to pickup printed documents:**

HP Color Printer located between scanner and computer

HPLaserJet Printer 5 on left end of stand-up public computer area

## 8. EDITING SCANNED IMAGES

DO Step 6--Open SAVED SCAN File

To Edit a Scanned Image,

**Right Click [Open with] -[Office Picture Manager]**

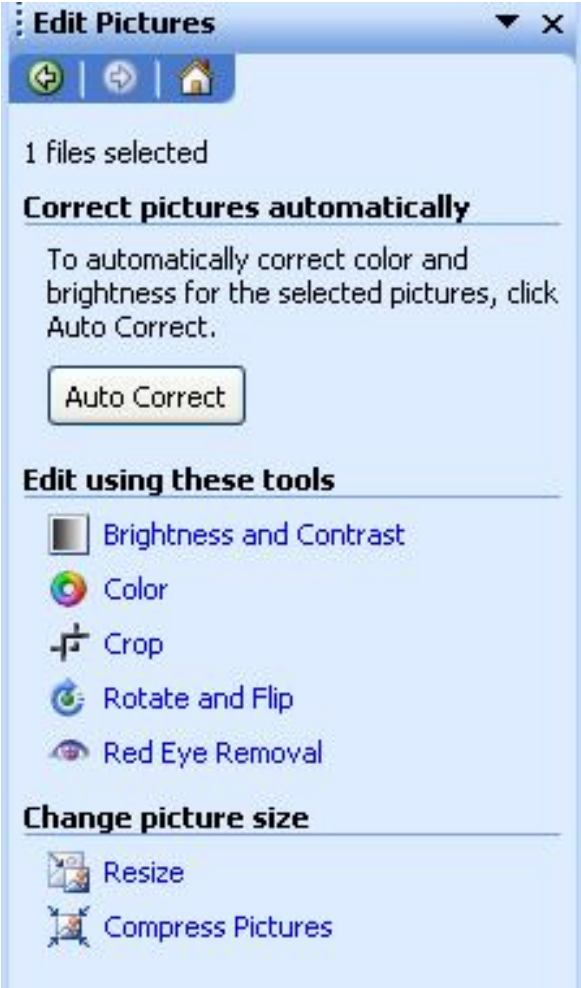


**TIP**  
**Make a copy of a scanned image before you start editing**

**-Sometimes AUTO CORRECT and Resized Images are not better than the Original**

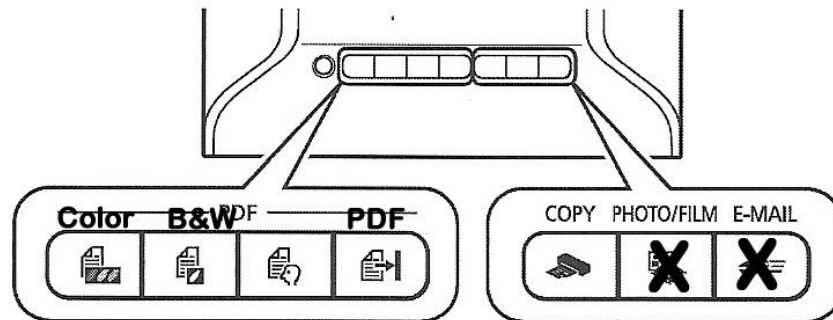
**Main Menu of Photo Editing Options in Microsoft Office Picture Manager**

- Click [Auto Correct] for quick photo fix
- Manually adjust brightness, color, crop
- Compress Image Size for Website or Email



## Do Not Use Scanner Buttons to Save or Email Scans

Simply place your document on the scanner, and then press the scanner button for the required function. |



**For One Click Printing without a Print Preview**

**Place Document on Scanner, Close Cover and  
Click [B&W] button on left**

Scans and Prints to HP LaserJet black & white printer

Does not Save copy of scanned document

***Need More Help?*** Check Canon OnLine Manual on this computer  
[Start]-[All Programs]-[Canon Utilities] -[OnScreen Manual]

Go to [www.rtlibrary.org/policies.html](http://www.rtlibrary.org/policies.html) for pdf copy of these instructions