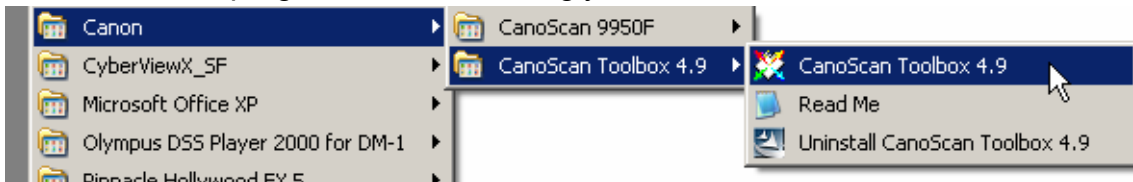
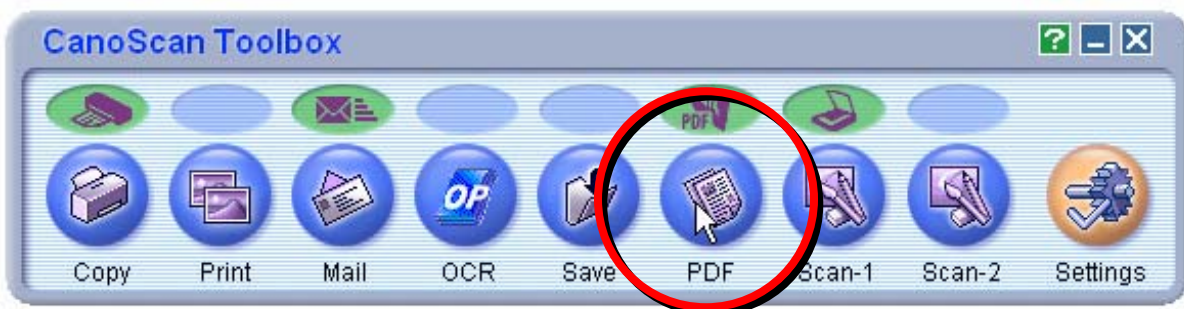


How to scan a document into .PDF with the Canon Scanner

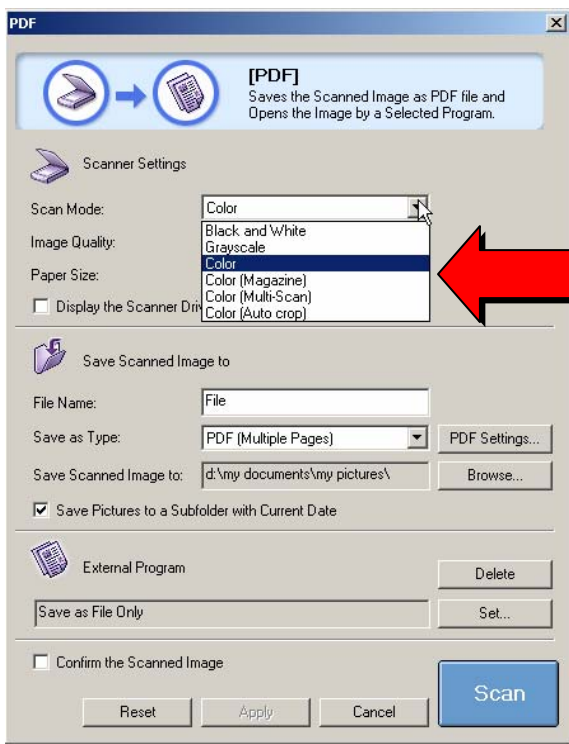
1. Make sure the scanner is on (blue light on front).
2. Place your document face-down on the scanner glass (note arrow for location)
3. Launch **CanoScan Toolbox** from the START menu (Do not use the buttons on front of scanner. The buttons are best suited for home users who can program them accordingly.)



4. Click on the **PDF** button as shown below.



5. Choose the **Scan Mode**:



Scan Mode:

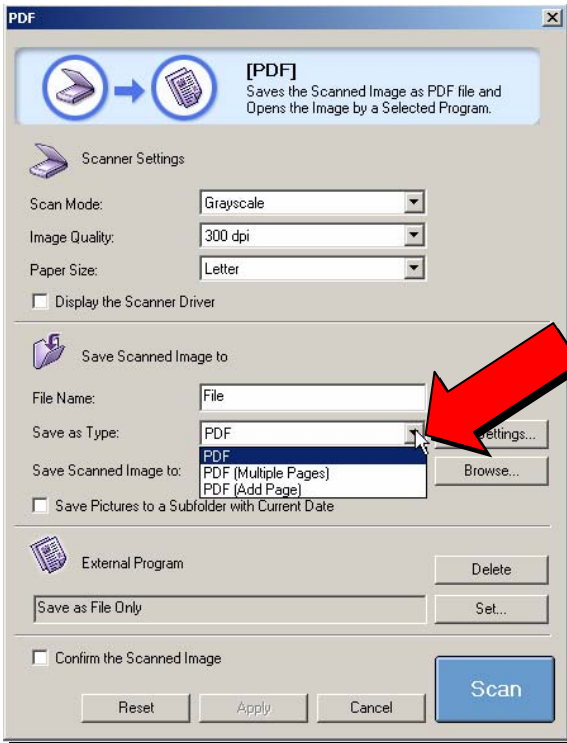
Choose **Black and White** if you have just type with no “screened” areas or variations in tone.

Choose **Grayscale** if you have “grey or “screened” areas.

Choose **Color** if your document is in color and you want it to reproduce in color.

Choose **Color (Magazine)** if you are scanning color pages from previously printed materials.

Continued...



6. Choose Paper Size, File name, and File Type:

Leave **Image Quality** at 300 dpi

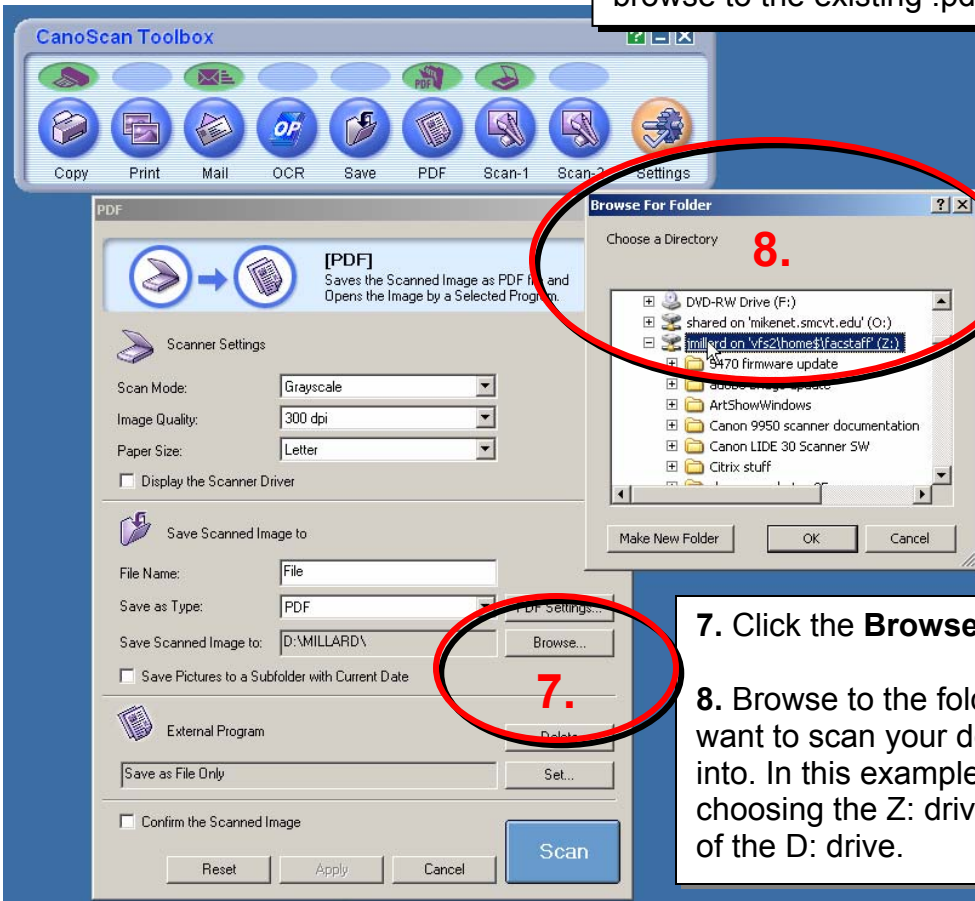
Choose **Paper Size** as appropriate

If you want to name your file enter it into the **File Name** field

Save as Type: Choose **PDF** if you have a one page document.

Choose **PDF (Multiple Pages)** if you will be scanning several pages into the same document.

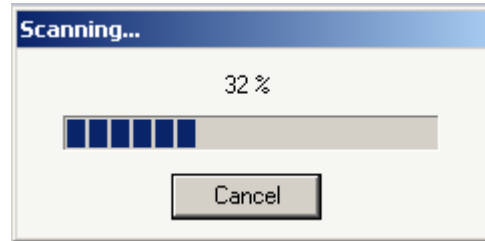
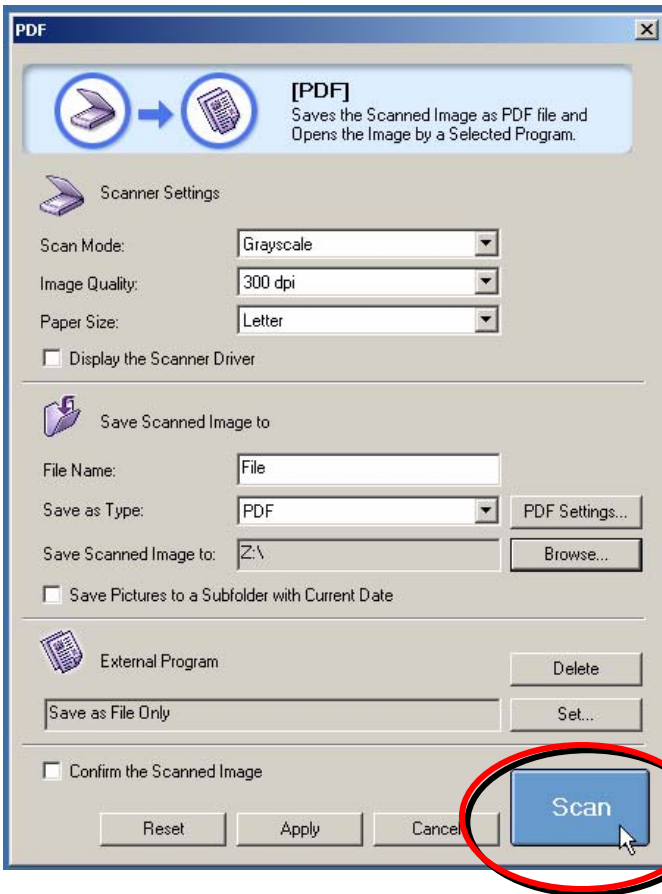
Choose **PDF (Add Page)** if you want to scan a new page into an existing document. You will be asked to browse to the existing .pdf file.



7. Click the Browse button.

8. Browse to the folder you want to scan your document into. In this example, we are choosing the Z: drive instead of the D: drive.

Continued...

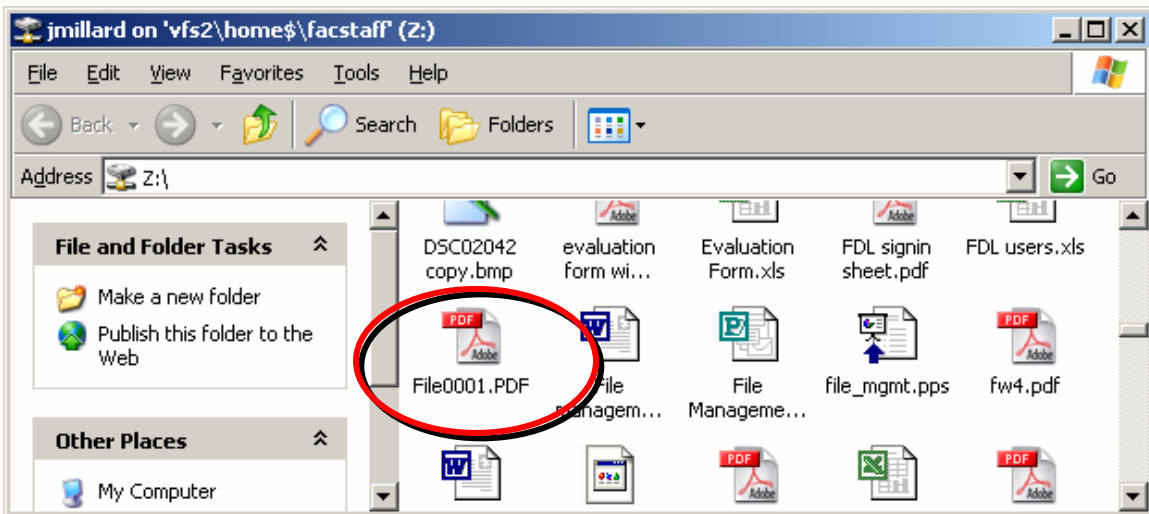


9. Click the **Scan** button.

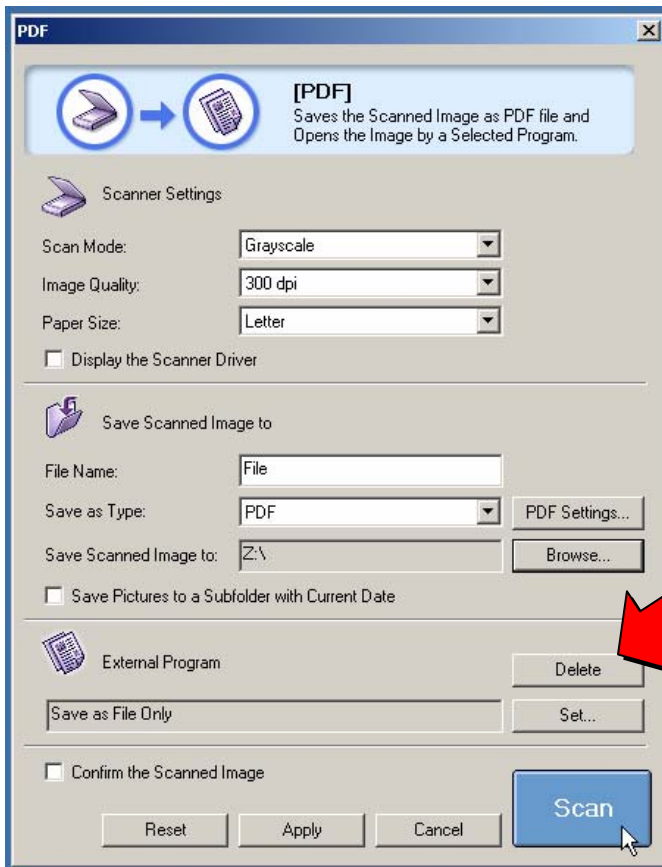
Scanning will begin as shown above.

When finished, the folder you have saved your scan into will open as shown below.

You can double-click on your file to view it.



Troubleshooting Tip



If, after scanning a document, you are presented with an **unable to open file** or **selected application invalid** error message*, do the following:

Follow steps 1-4 again.

When presented with the window shown at left, note if the **External Program** field states **Save as File Only**.

If it does not, click the Delete button as indicated to reset the software to **Save as File Only**.

*This may occur if you modify the CanoScan software settings on one computer and then try scanning on another computer that does not have the same software. If you scan on more than one computer it is not recommended to change any settings from the default.