

CanoScan – How to Scan a Document

The procedures for using any CanoScan Toolbox button are more or less the same, with the exception of the Settings button. The example below explains how to scan a text document using a Windows computer in the lab and the PDF button in the CanoScan software.

1. Start CanoScan Toolbox.

Windows



Double-click on the CanoScan icon on the Windows Desktop.

Or...

Click the [Start] menu and select [All Programs] followed by [Canon], [CanoScan Toolbox 4.9] and [CanoScan Toolbox 4.9].

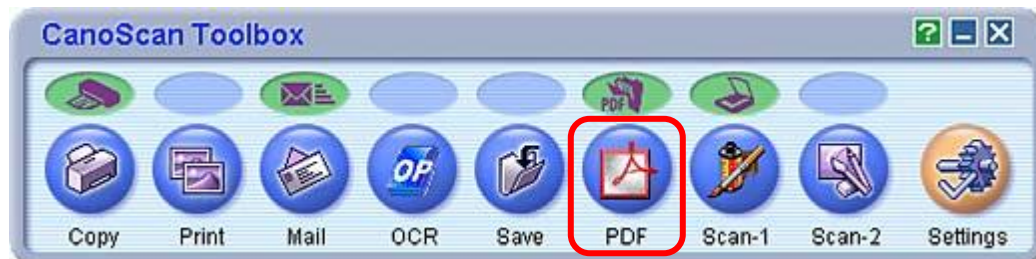
Macintosh

Open the [Applications] folder, and double-click the [CanoScan Toolbox 4.9] folder, followed by the [CanoScan Toolbox X] icon.

The Toolbox's main window will display.

2. Click a button.

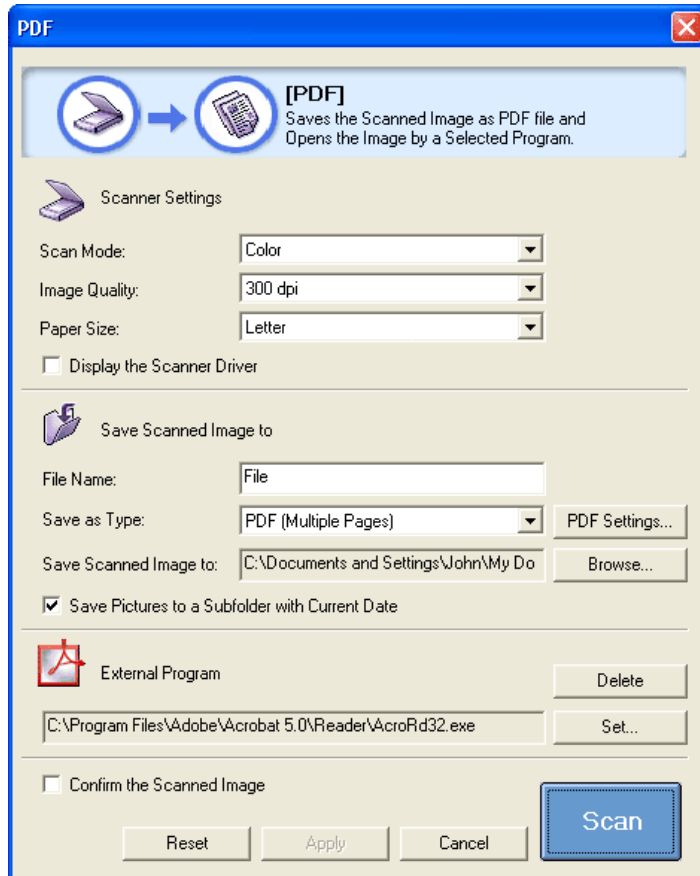
In this example, the PDF button is clicked. The PDF button saves the scanned image as an Adobe Acrobat PDF file. This is best used when scanning a text document. For pictures, see the instructions labeled: How to Scan a Picture/Image



The button's settings window will display.

3. **Adjust the settings as necessary**, such as the Image Quality and save folder settings.

Example PDF Settings:



Scan Mode: **Black and White** (or chose Color to scan an item as a color image)

Image Quality: **300 dpi** (the higher the dpi, the higher the quality and file size)

Page Size: **Letter**

File Name: **Input a file name here** (When you use the default file name to scan two or more images (i.e. selecting Color (Multi-Scan) as the Scan Mode) and store the files in a folder, a sequential four-digit number such as "0001" is appended to the end of each file name starting from the first image (i.e. File0001, File0002, File0003...)

Scan as Type: **PDF** You can select from the PDF, PDF (Multiple Pages) and PDF (Add Page) options. Selecting PDF (Multiple Pages) inserts a multiple-page document into a single PDF file.

Save Scanned Image to: **Desktop** (or select a different location such as a USB drive)

Save Pictures to a Subfolder with Current Date: This setting will create a folder on the Desktop with the current date.

4. **Click the [Scan] button in the window.**

The scanner will begin to scan using the specified settings.



If you used the suggested settings, you will find your scanned image in a folder with the current date on the Desktop.