

Using the Canonscan Scanner

1. Plug the scanner into a power outlet and plug the scanner into a USB port on the iMac
2. Turn the scanner on by pressing the "On" switch on the top of the scanner
3. Launch the Canon IJ Scan Utility from the dock on the iMac
4. The Scan Utility gives you preset scanning modes for different types of media. Click on "ScanGear" to access both basic and advanced scanning modes. Advanced Mode gives you control over scanning resolution and image correction features while Basic Mode provides a basic scan with limited image correction features.
5. Place the photo, document or negative on the scanner glass. If it is a photo or document, line up a corner of the material with the arrow in the top-right hand corner of the scanner glass.
6. **If you wish to scan a negative or slide**, you will need to change the source to "Negative Film" for negatives and "Positive Film" for slides. You will also need to insert the negative film slide mount. To do so, determine which of the three film mounts included with the Canon are appropriate for the negative size.

For 35 mm film, choose the film mount with the two tracks running parallel. Insert the 35 mm film into the tracks using the guide channels on the film mount.

For slides, choose the mount with four squares (which will fit four slides). Take the film mount and place it on the scanner glass ensuring that the "pin" at the top of the glass is aligned with the hole on the film mount (there's only one way to get this mount attached).
7. Once the film has been inserted, remove the white protective sheet on the scanner lid by pulling on the clip at the top of the white sheet. This will allow light to shine through to capture the negative or slide properly.
8. Once you've attached the mount and removed the backing on the lid, close the lid and click "Preview". If the images appear upside-down after the Preview scan, remove the film from the mount and flip the film over before inserting back into the mount. You can also rotate and flip any of the images by using the controls on the top-left of the software window without having to re-insert the film, just make sure each photo you wish to flip or rotate has a blue border around the thumbnail preview. Click the checkbox beneath each frame that you wish to scan. Then click "Scan" to finish the complete scan.
9. When the scanning is complete, you will be prompted to choose between retouching and saving the photos, and scanning other images. If you're finished scanning, choose "Retouch and save the image". This will close the ScanGear utility and launch the Canon "My Image Garden" program, where you can retouch and save the scanned photos to a storage drive.
10. Select the photo you wish to retouch and click "Correct/Enhance". Once you are finished enhancing or correcting the image, click "Save selected image" in the bottom left-hand corner to save the image to your storage media.
11. All images scanned to the computer are saved in the Documents folder, no matter what they are. This can be accessed via the Finder, where the files can be transferred to a removable storage device.