

Information Services

CANON 8800F

SCANNER INSTRUCTIONS

Table of Contents

The MP Navigator EX	2
Placing the material on the scanner	3
How to scan and save a file	4
How to preview, scan and save a file	5
How to scan, save the file and open the scanned image in an image editing program	11
How to scan and save the file in PDF format	12
How to scan and send the file to a printer	14
How to scan, save the file and open the image in an OCR program	15
Saving multiple images into separate files	16
Burning Images and Files to CD / DVD using Ashampoo Software	18

It is recommended that you use the MP Navigator EX when scanning with the Canon 8800F.



If the MP Navigator EX window does not appear on the Desktop, open it by navigating to the application as shown below:

Start > Programs > Standard Software > Canon > Canon Utilities > MP Navigator EX 1.0 > MP Navigator EX 1.0



Placing the Original Material on the Scanner

1. Lift the scanner cover and place the document <u>face down</u> on the platen glass.

- a) If scanning a single document, position the document against the upper right corner of the glass, indicated by an arrow.
- b) If scanning several small documents (for example photos), leave at least 1cm from the edges of the glass and between documents. Refer to pages 5 and 11 on how to scan and save the images separately.



- 2. Carefully place the cover back down.
- 3. Proceed with scanning using the MP Navigator EX.

How to scan and save the file in JPEG, Tiff, Bmp, or PDF format to a selected location

If you want to scan the document without previewing it first, click on the **Save** icon on the MP Navigator EX window.

MP Naviga	ator EX - CanoScan 8000	Step 1. Click on the Icon to scan and sampictures, print mater	e Save ve photos, rial etc.	
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Items" on the	anning by clicking the one-click '	button	Select an appli	cation to
	Apply C	ancel Defaults	Scan	Step 6. Click on the Scan button.

How to preview, scan and save the file in JPEG, Tiff, Bmp, or PDF format to a selected location





Once you have clicked on the Scan button, a new window should open:

Once you have clicked on the Preview Button, the previewed image should appear:



Once Scan has been selected a new window – ScanGear will open. Scan Gear will automatically open in Simple Mode.







Once Scan has been selected a new window will open:



Once OK has been selected a new window – View and Use will open:

WP Navigator EX - CanoScan 8800F		
	Click to select the image.	Image: Preferences
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Once you have clicked on the Zoom In icon, a new window should open:

How to scan, save the file in JPEG/Tiff/Bmp and automatically open the scanned image in an image editing program

On the MP Navigator EX, select either Photo-1 or Photo-2. The scanned image is saved to a selected location and opens in **PhotoStudio**, an image editing program.



How to Scan Print Materials and / or Images in PDF Format

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Once Scan has been selected, a new window will open.



How to Scan and Send the Image to a Printer



This function sends the scanned image to the printer using default settings. The scanned image is not saved to file.



This function allows adjustments in Scan Mode and Image Quality before sending the scanned to the printer. **The scanned image is not saved to file.**



How to Scan and Save the File in JPEG/Tiff/Bmp and open the scanned image in an OCR (Optical Character Recognition) Program



Saving Multiple Images into Separate Files





Once you have clicked on the Multi Scan icon, a new window will open:



Burning Images and Files to CD / DVD using Ashampoo Software

Step 1. Open Ashampoo software using the start menu:

Programs > Standard Software > Ashampoo > Ashampoo Burning Studio 6 > Ashampoo Burning Studio 6





The Ashmpoo Burning Software should now open in a new window:

Step 3. Name your project using the Title window.



Once you have clicked on ${\bf Next},$ the CD / DVD will be initialised and the following window should open:

🕐 Ashampoo Burning Studio 6		
File Settings Internet Help Burn Files and Folders Insert CD/DVD/Blu-ray Disc - You can also adjust the write options here. CD/DVD-Writer	Step 9. Open tray and insert CD / DVD.	4
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Current Write-Options (depend on the inserted CD/DVD/Blu-ray Disc):	Change Op	Step 10. Click on write CD.
Help	< Back	Write >