

# **CANON 8800F**

# **SCANNER**

# **INSTRUCTIONS**

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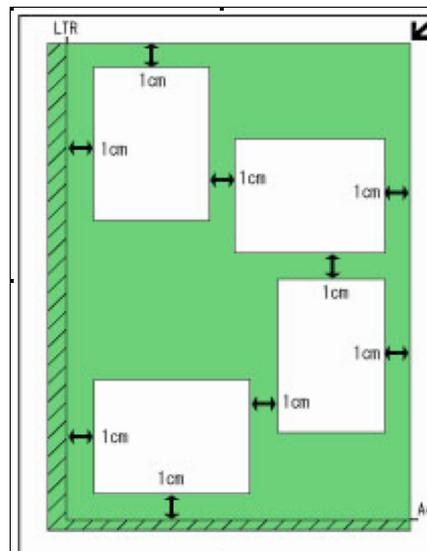
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## Placing the Original Material on the Scanner

1. Lift the scanner cover and place the document face down 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.

The image shows a screenshot of the MP Navigator EX software interface. The main window has a toolbar with icons for Save, Copy, Print, Mail, OCR, Photo-1, Photo-2, and PDF. A 'Save' dialog box is open, showing 'Scan Settings' (Document Type: Document, Color Mode: Color, Document Size: A4, Resolution: 300 dpi) and 'Save Settings' (File name: IMG, Save as type: JPEG/Exif, Save in: C:\Documents and Settings\All Users\Desktop). A 'Scan' button is highlighted in green at the bottom right.

**Step 1.** Click on the **Save Icon** to scan and save photos, pictures, print material etc.

**Step 2.** The **Scan window** opens automatically in front of the MP Navigator EX.

**Step 3.** Leave this box unchecked if you don't need to preview.

**Step 4.** Select from the drop-down menu the format you need to save your images. **JPEG & TIFF** will be smaller files than **BMP**. **TIFF** format are better durable image quality.

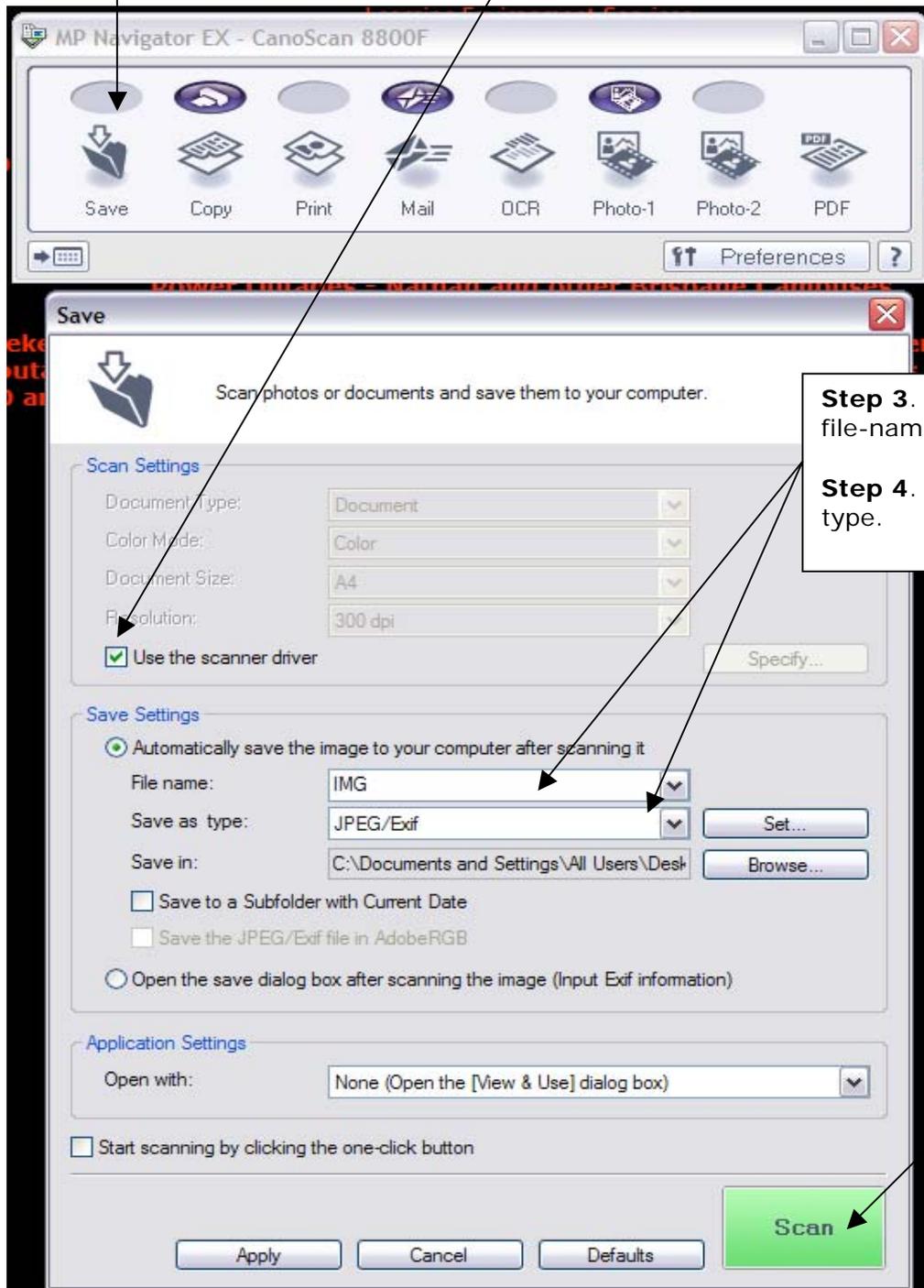
**Step 5.** Click on **Browse** to save the file to a desired location or the default folder is **"My Scanned Items"** on the desktop.

**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

**Step 1.**  
Click on the **Save**  
**Icon.**

**Step 2.**  
Tick the **Use**  
**the**  
**Scanner**  
**Driver** box.

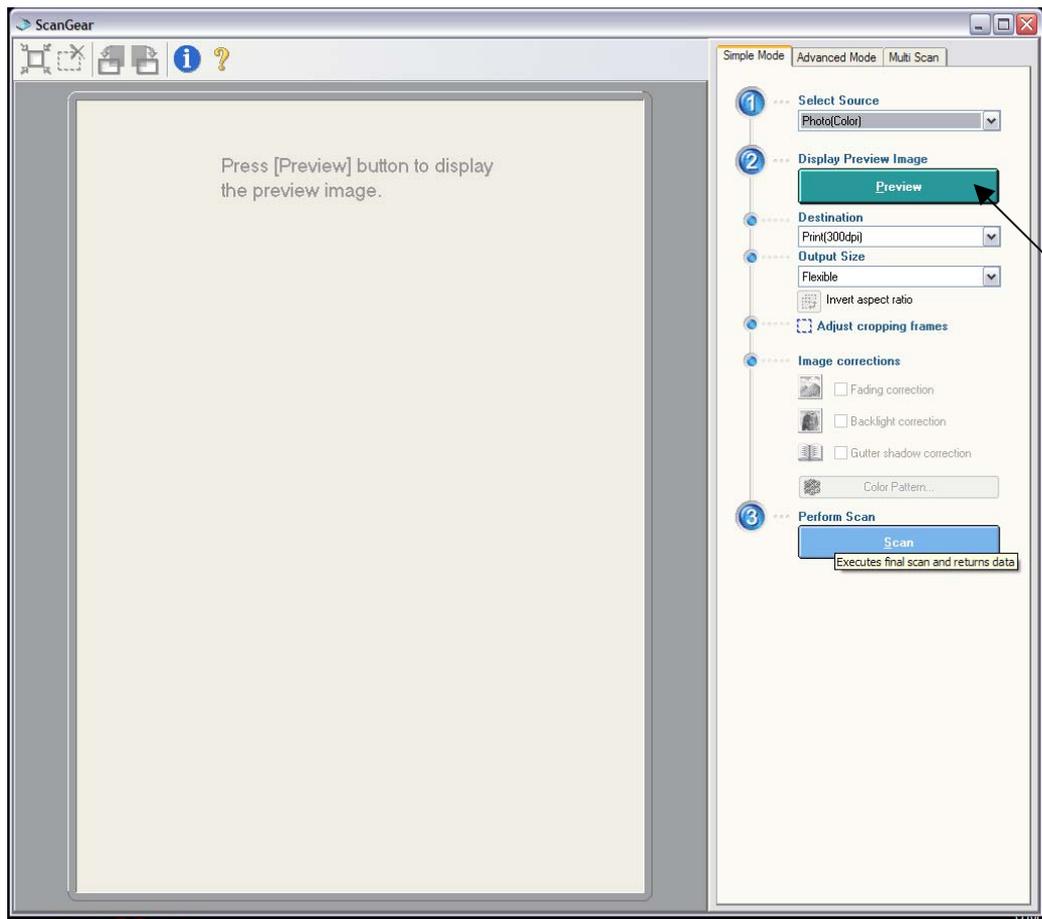


**Step 3.** Type in a new  
file-name if you wish.

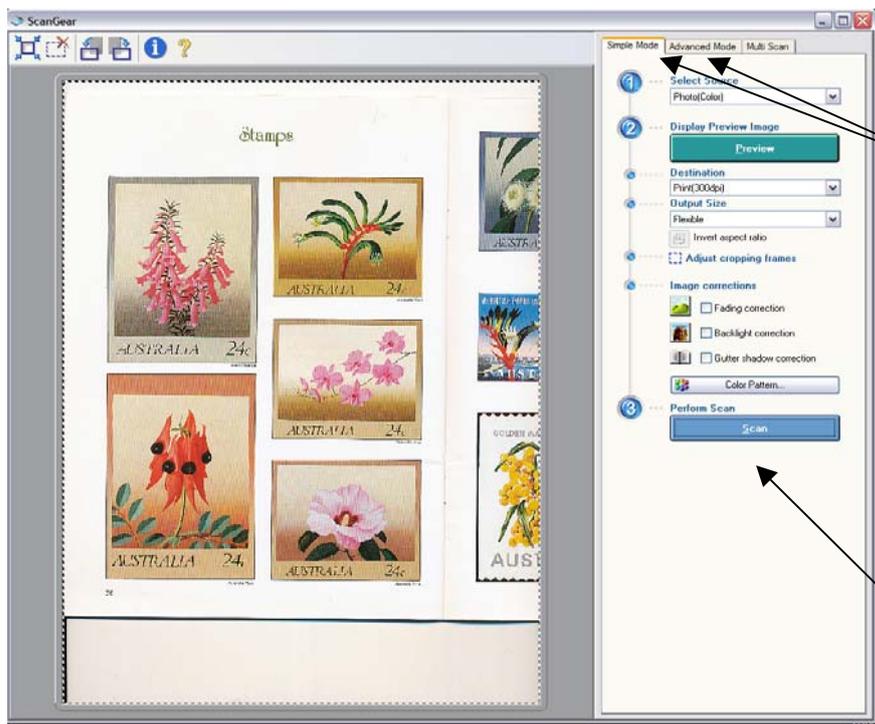
**Step 4.** Select a file  
type.

**Step 5.** Click  
the **Scan**  
button. Do  
not open the  
scanner until  
it has  
completed  
scanning.

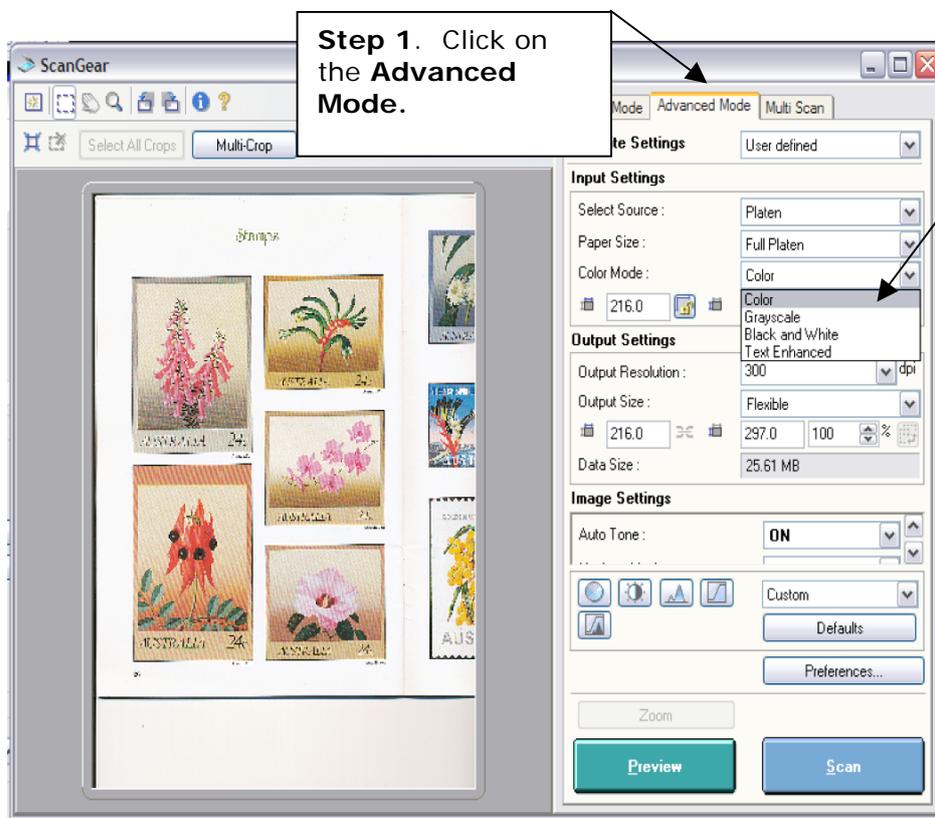
Once you have clicked on the Scan button, a new window should open:



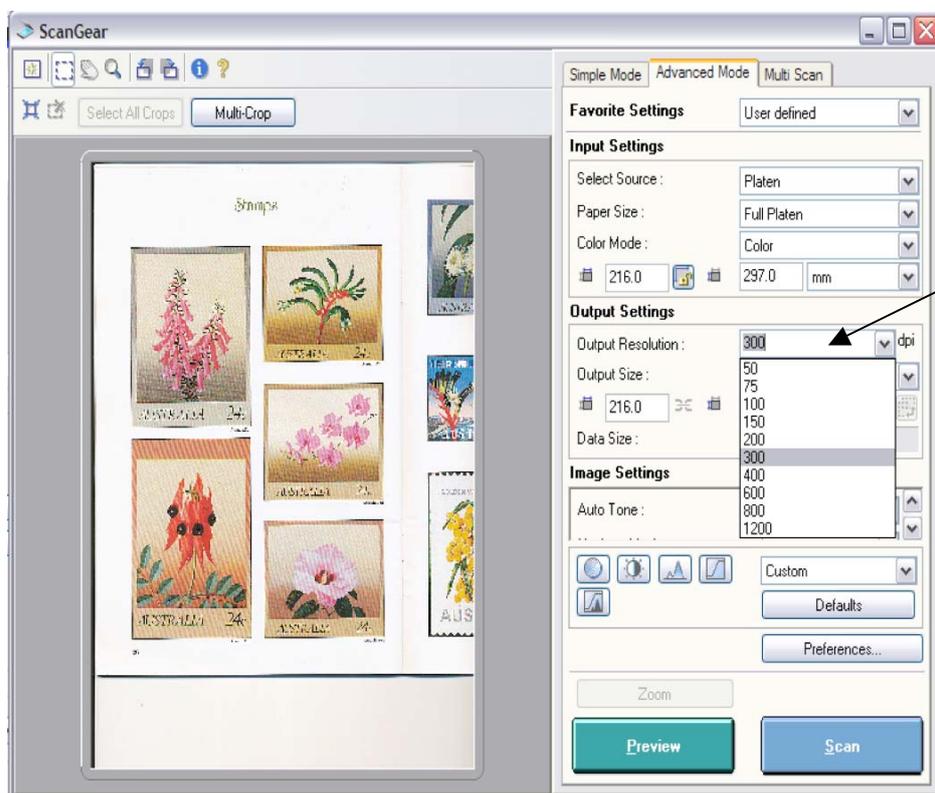
Once you have clicked on the Preview Button, the previewed image should appear:



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



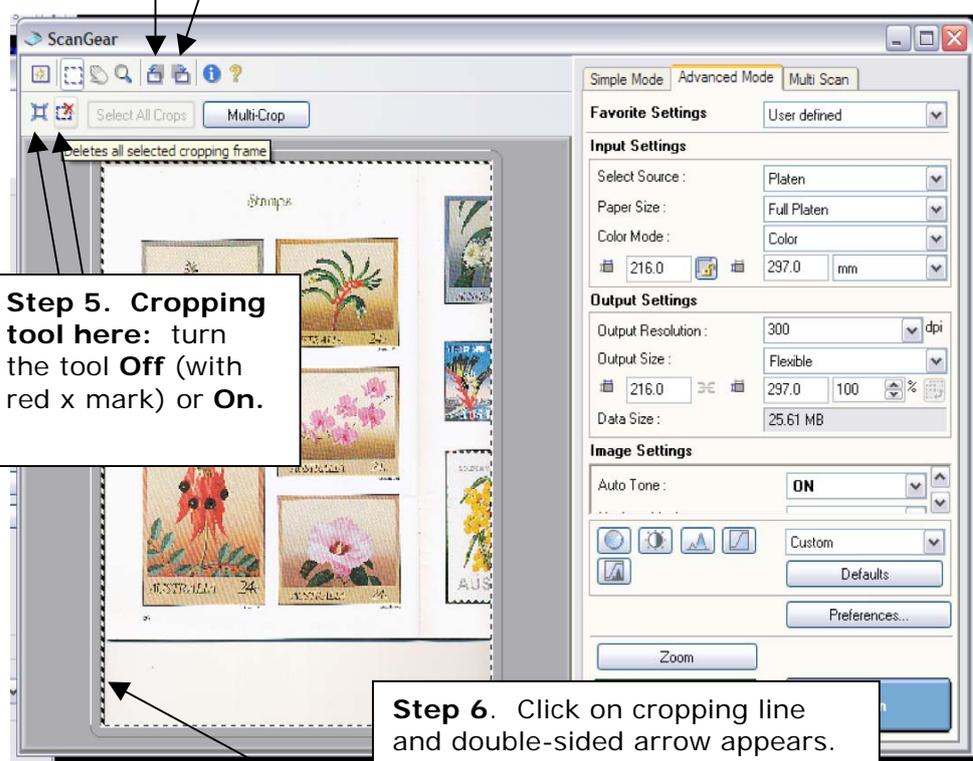
**Step 2.** From the drop-down menu **select** the appropriate **Colour mode**: for **colour, B&W or text enhanced**. **Grayscale** gives better B&W tonal range to documents with images than Black & white or Text Enhanced. **Text Enhanced and B&W** will also decrease file size.



**Step 3.** If required, **change Output Resolution or dpi here**. Range from 75-150 dpi.

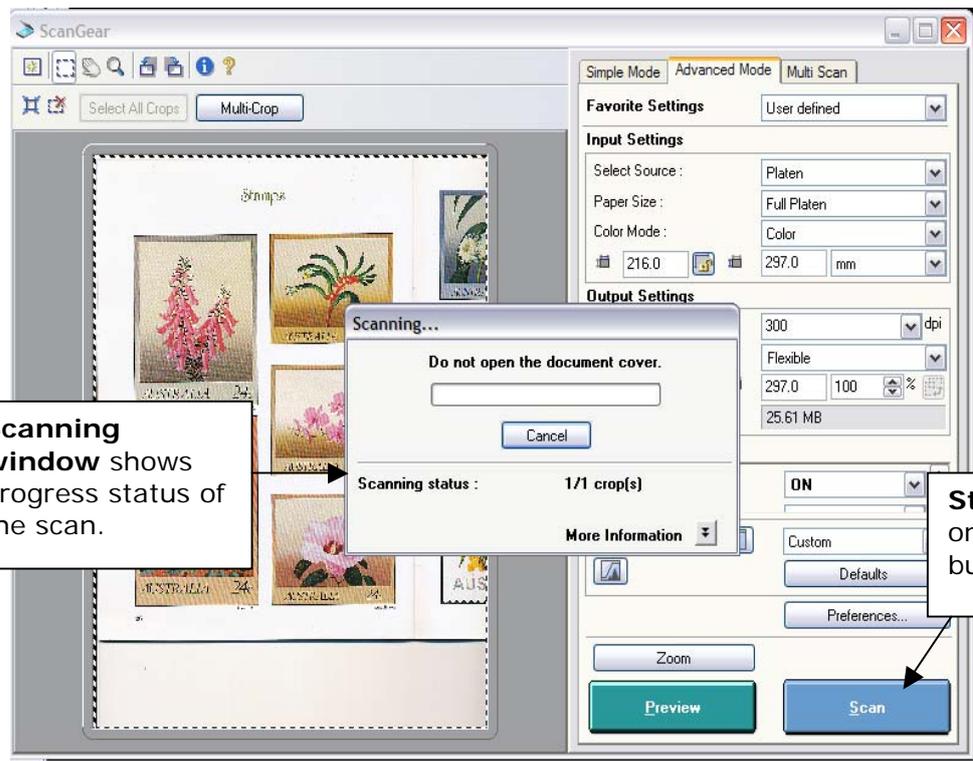
**Small file sizes:** e.g. 75-150 are required if sending files via Student Email or saving to the Student H drive.

**Step 4.** If required, change orientation of image here: flip right, left, vertical or horizontal.



**Step 5.** Cropping tool here: turn the tool Off (with red x mark) or On.

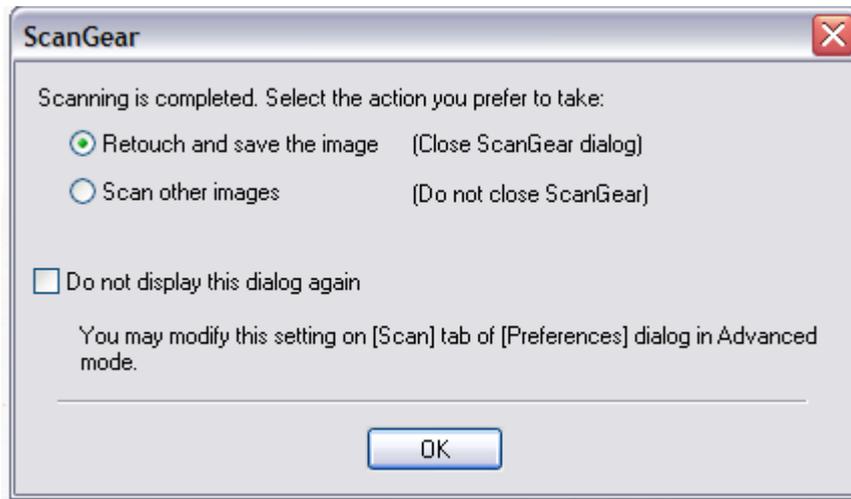
**Step 6.** Click on cropping line and double-sided arrow appears. Click and drag mouse to move the arrow vertically or horizontally to desired size.



**Scanning window** shows progress status of the scan.

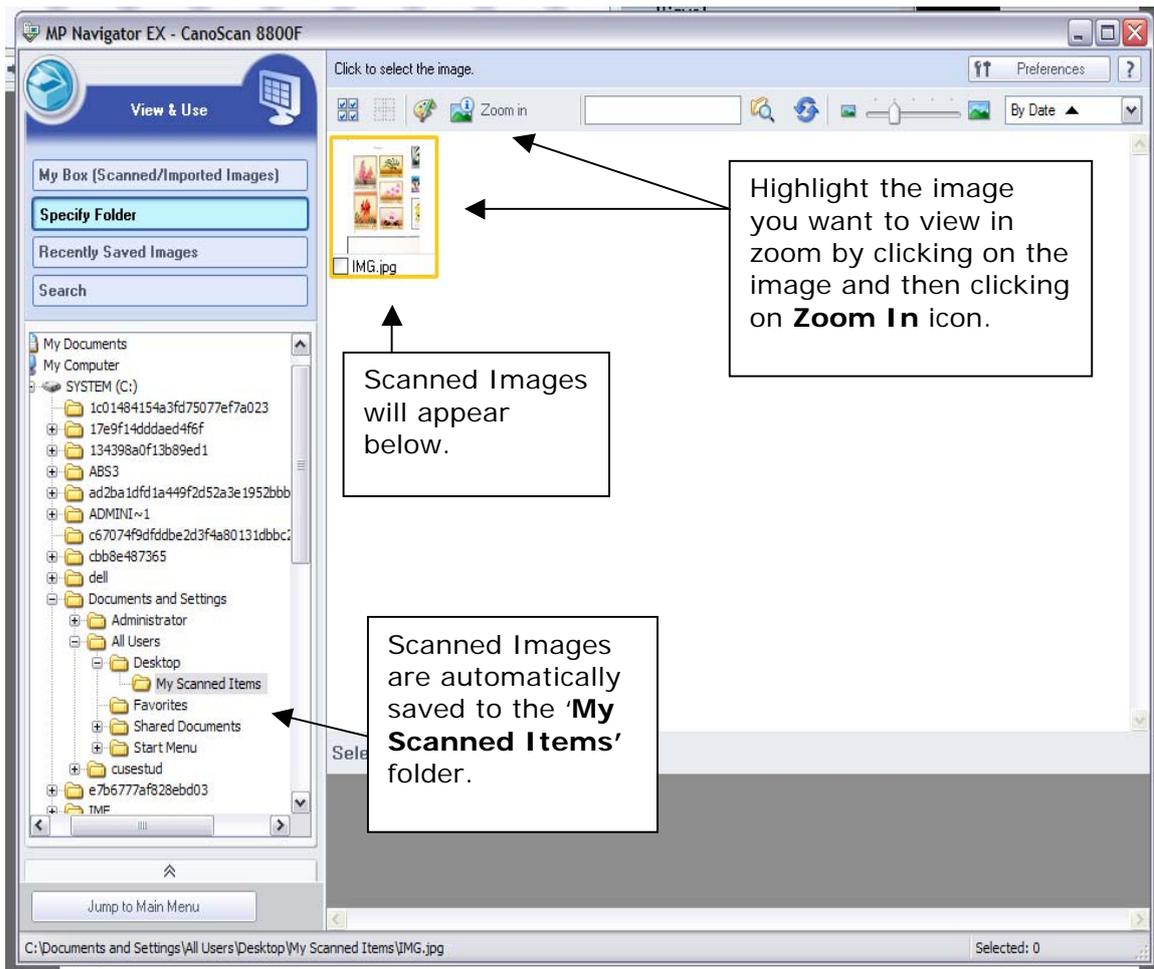
**Step 7.** Click on Scan button here.

Once **Scan** has been selected a new window will open:

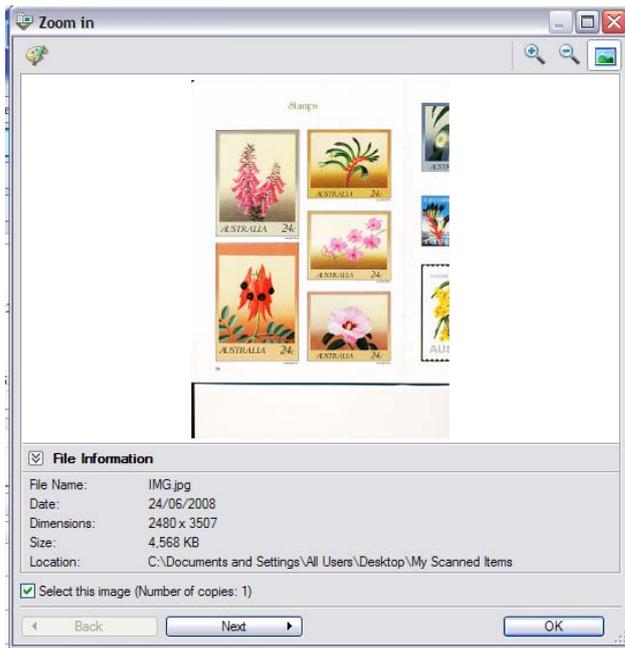


Select either **Retouch and save the image** or **Scan other images** and click **OK**.

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



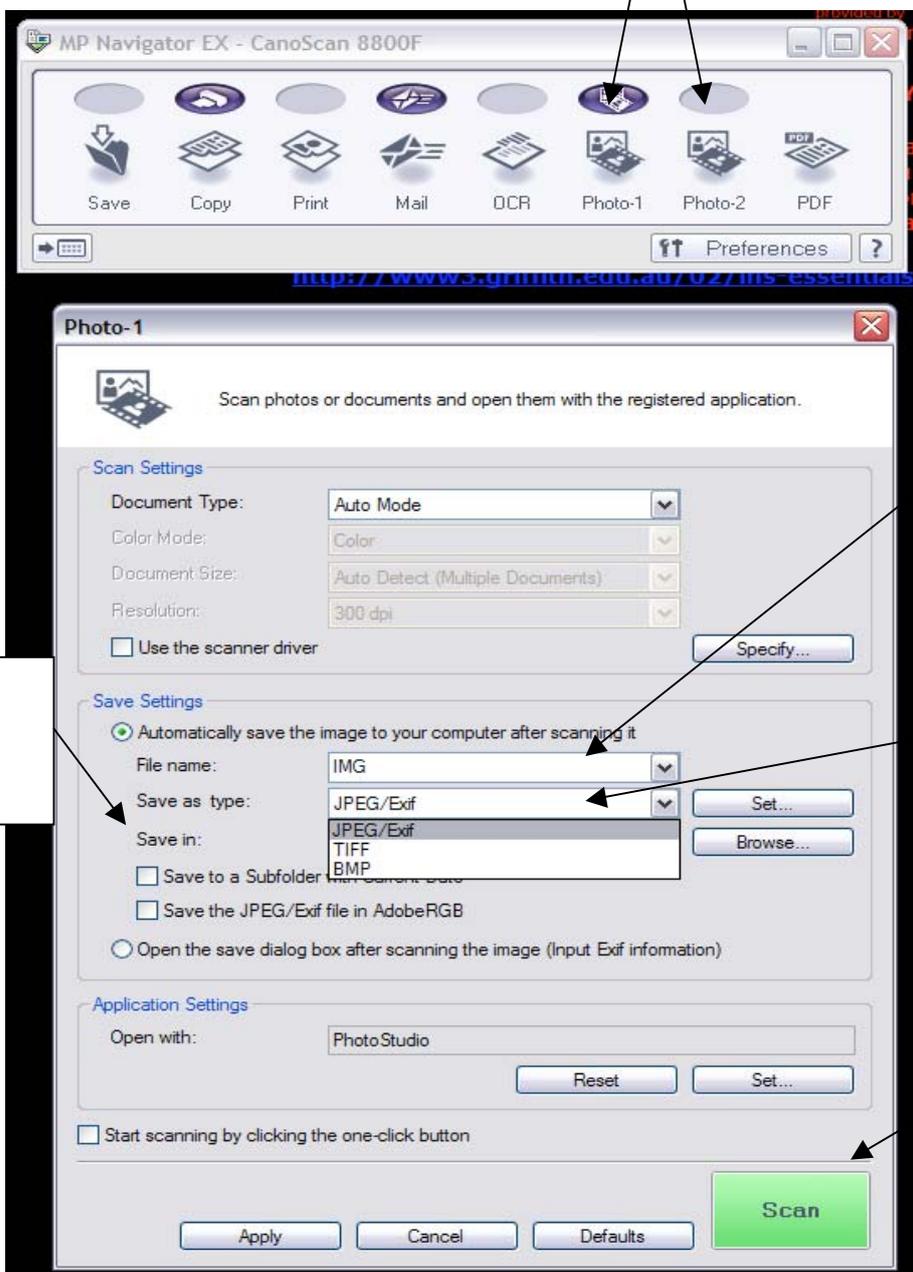
Once you have clicked on the Zoom In icon, a new window should open:



## 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.

**Step 1.** Click on **Photo-1** or **Photo-2** icon.



**Step 2.** Type in a new name here if you wish.

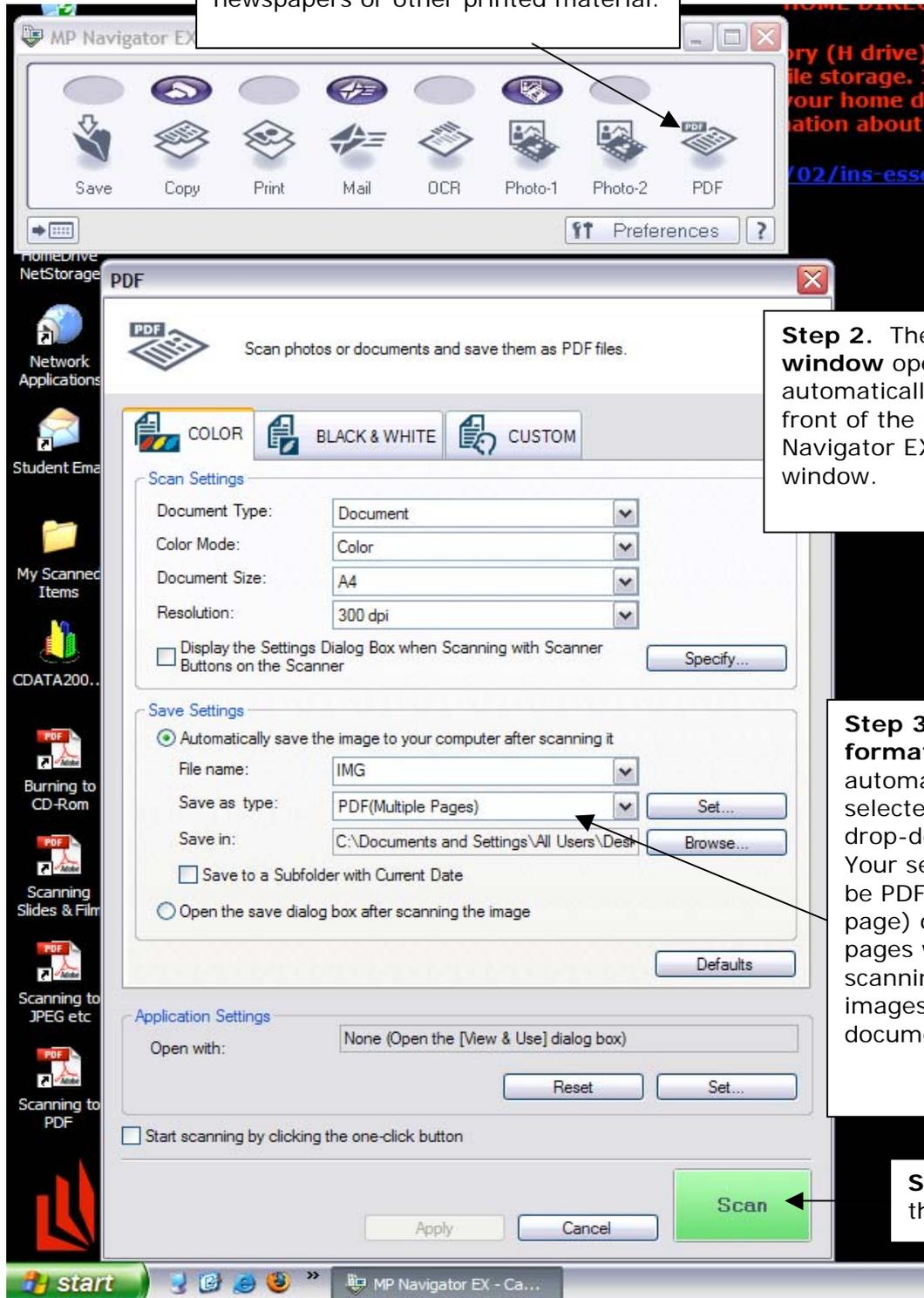
**Step 3.** Select a file format.

**Step 4.** Note the 'Save in' location.

**Step 5.** When happy with your settings, click **Scan** and save the document.

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

**Step 1.** Click on the **PDF icon** to scan text, documents, magazines, newspapers or other printed material.

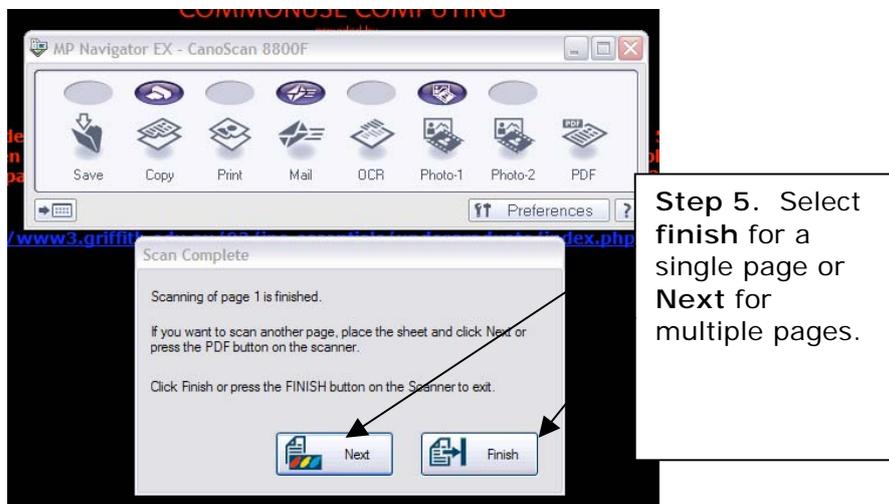


**Step 2.** The **Scan window** opens automatically in front of the MP Navigator EX window.

**Step 3.** **PDF format** is automatically selected in the drop-down menu. Your selection will be **PDF (single page)** or **multiple pages** when scanning large images or documents.

**Step 4.** Click on the **Scan button**.

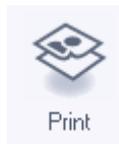
Once **Scan** has been selected, a new window will open.



## 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.**

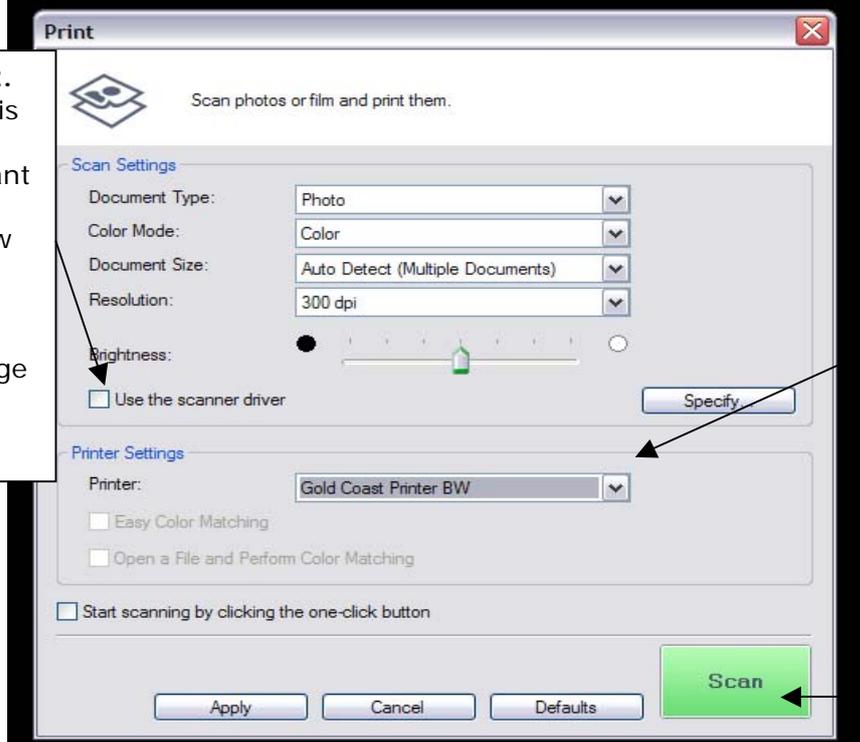


This function allows adjustments in Scan Mode and Image Quality before sending the scanned to the printer. **The scanned image is not saved to file.**

**Step 1.** Click on the **Copy** or **Print** Icon.



**Step 2.** Tick this box if you want to preview the image. Please see page 5.

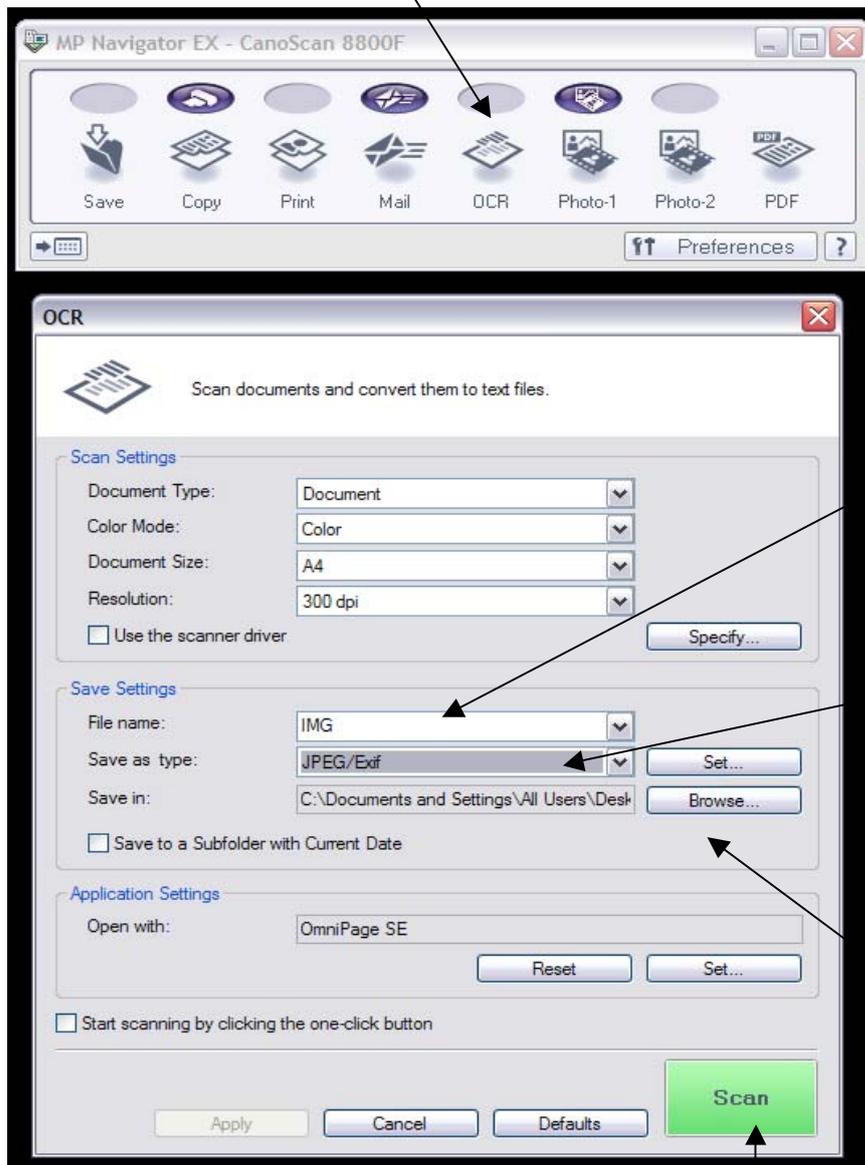


**Step 3.** Select which printer you want to send the image to.

**Step 4.** Click on the **Scan** button.

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

**Step 1.** Click on the **OCR** icon. This function starts an OCR program (default is OmniPage) that converts image data to editable text data.



**Step 2.** Type in a new filename here if you wish.

**Step 3.** Select a file format.

**Step 4.** Click on **Browse** to save the file to a desired location.

**Step 5.** Click on the **Scan** button.

## Saving Multiple Images into Separate Files

**Step 1.** Click on the **Save** icon.

**Step 2.** Tick the **Use the Scanner Driver** box.

**Step 3.** Type in a new file-name if you wish.

**Step 4.** Select a file type.

**Step 5.** Click the **Scan** button.

**Step 6.** Click the **preview** button. The scanned image will appear.

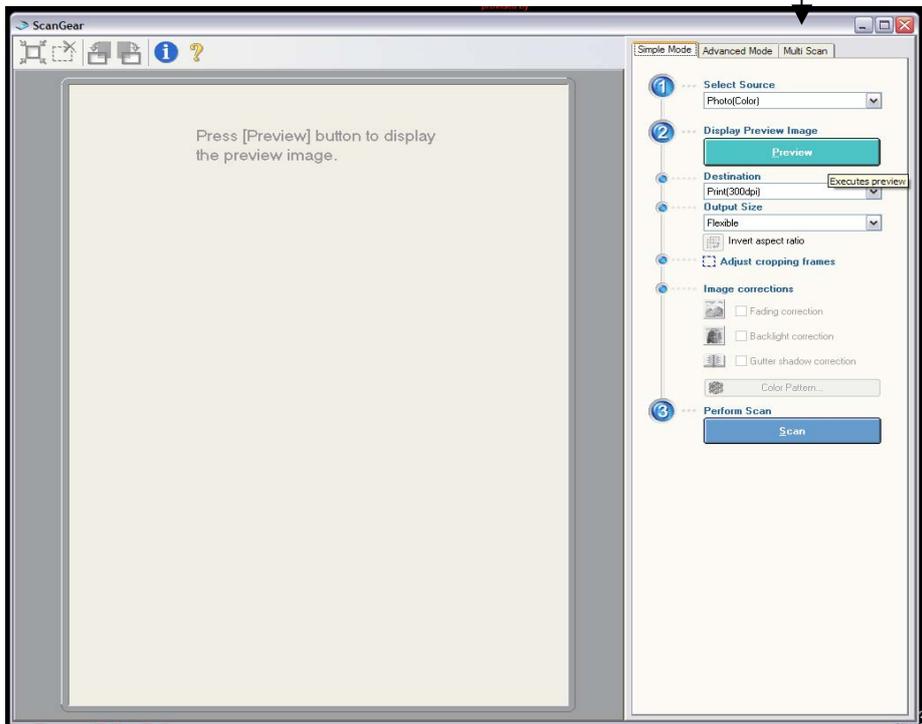
**Step 7.** Select **Simple Mode or Advanced Mode**. If choosing advanced mode, please go to the next page.

**Step 8.** Click the **Scan** button.

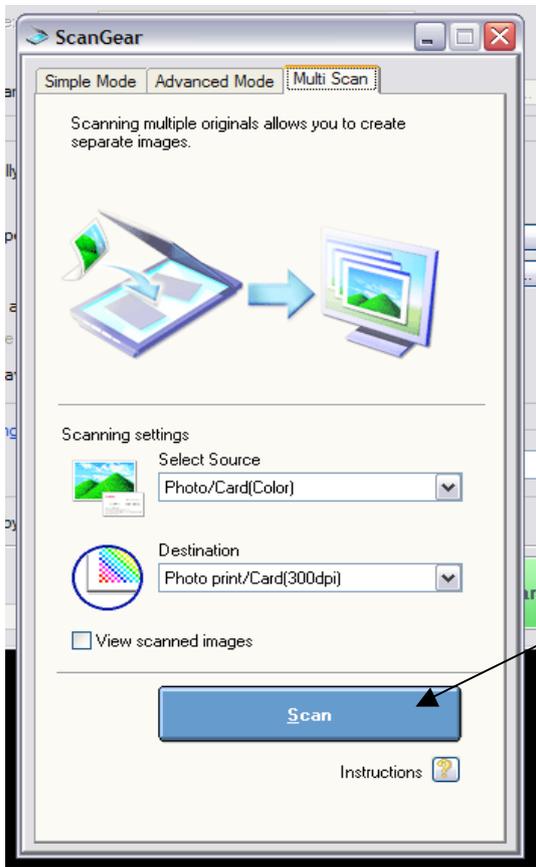
Scanning is completed. Select the action you prefer to take:

- Retouch and save the image (Close ScanGear dialog)
- Scan other images (Do not close ScanGear)

**Step 9.** Click on the Multi Scan icon.



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

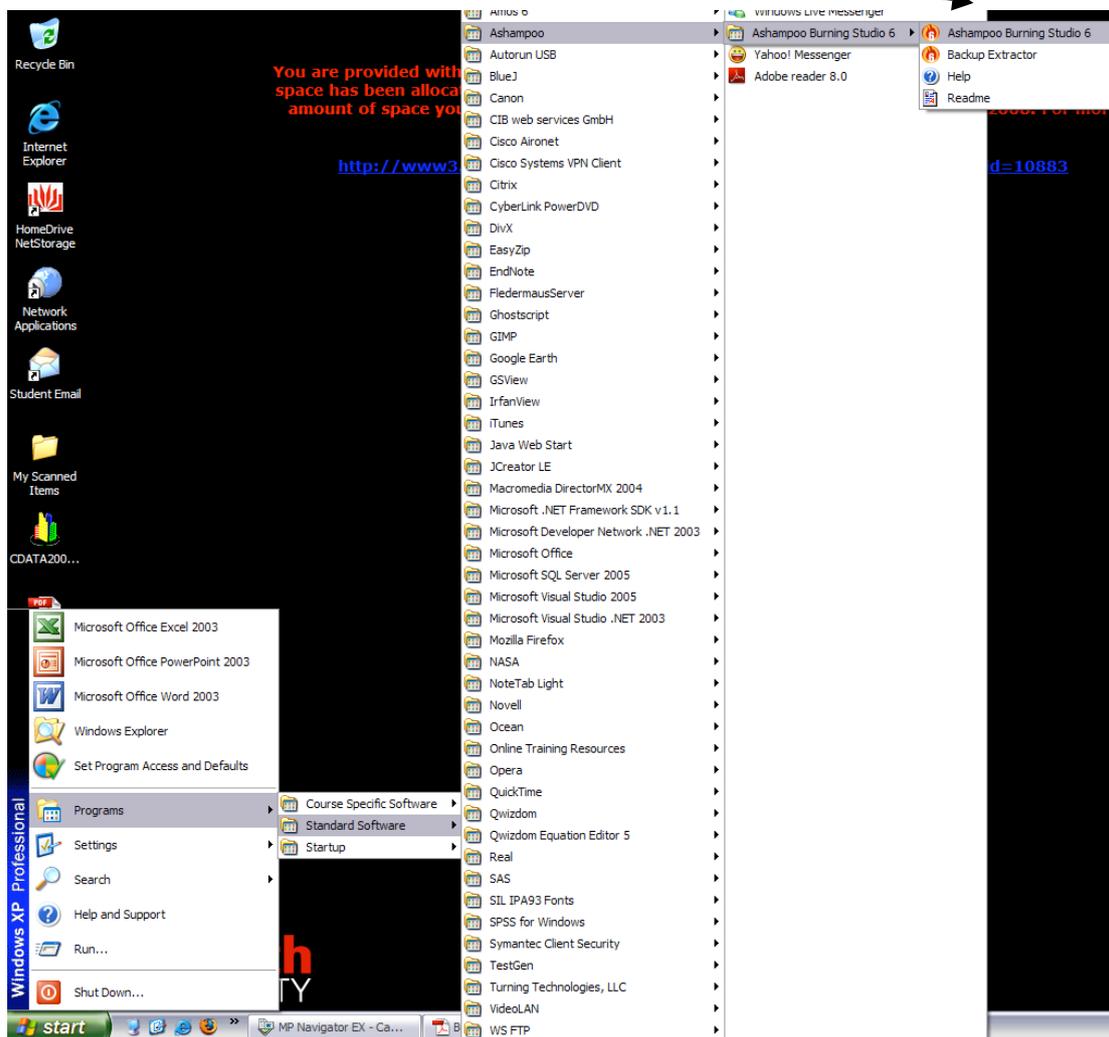


**Step 10.** Click on Scan.

# 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

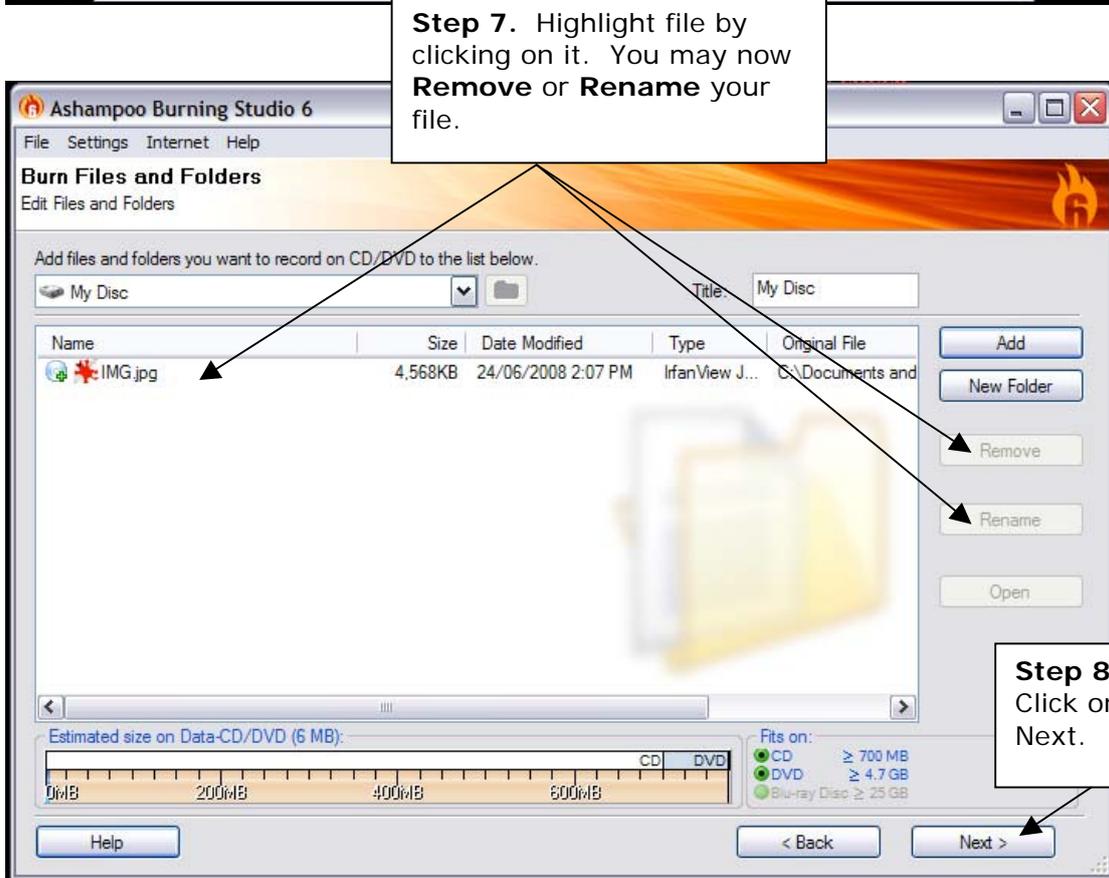
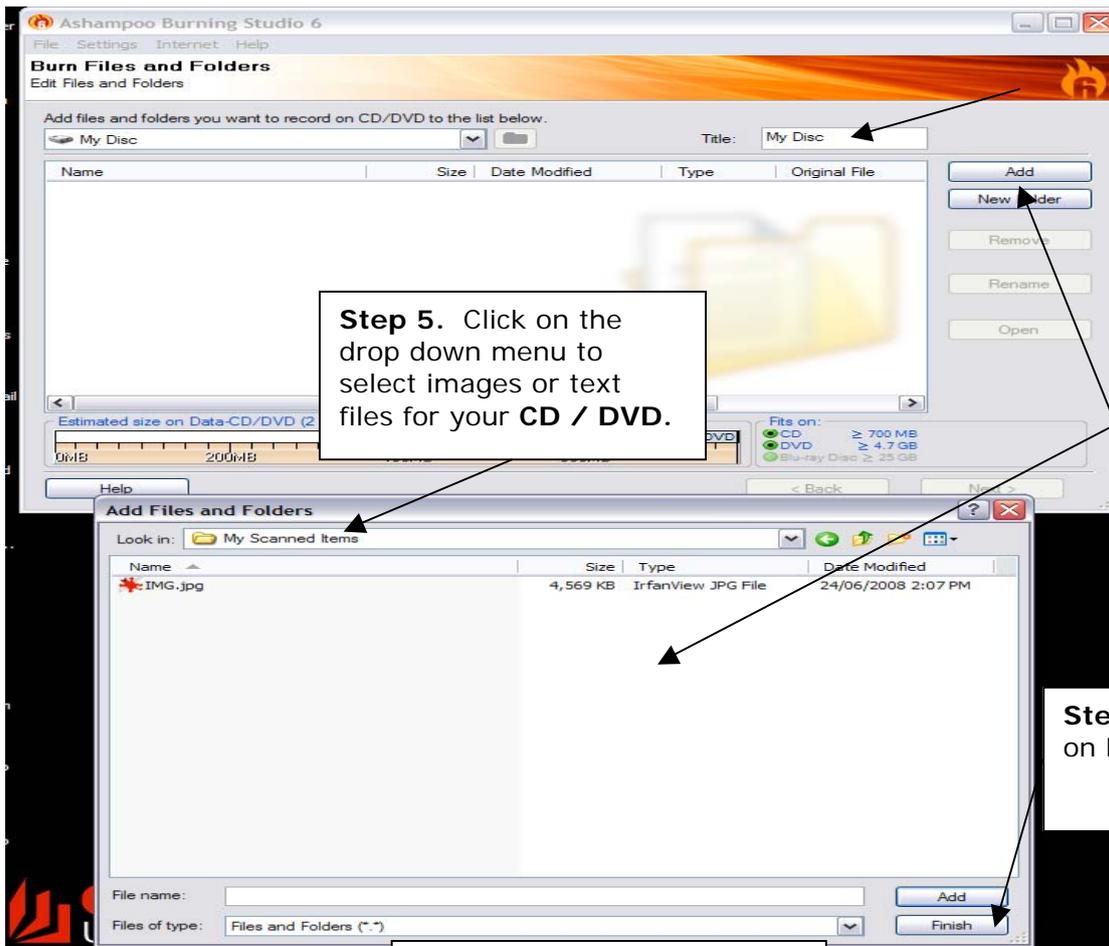


The Ashampoo Burning Software should now open in a new window:



**Step 2.** Click and select the appropriate project type. Either **'Create a New CD / DVD** or **'Update an existing CD / DVD for Text and Image files.**

**Step 3.** Name your project using the Title window.



Once you have clicked on **Next**, the CD / DVD will be initialised and the following window should open:

