

Getting Started: Using the Canon CanoScan 8800F Scanner with a Library Laptop for Documents and Photos

IMPORTANT: Items saved to the hard drive will be automatically erased. Make sure that you save your work to your own storage device.

1. Plug in the USB cable to the laptop



2. Turn on the scanner



3. Open Adobe Photoshop Elements—either by:

- Clicking the Photo/Film button on the scanner

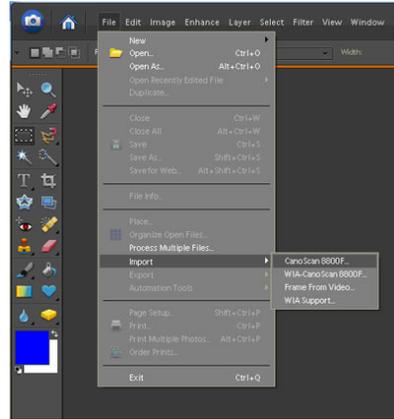


OR

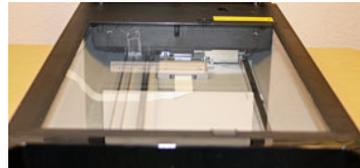
- Selecting the Adobe Photoshop Elements icon on the laptop desktop



4. Once Photoshop Elements is open
File > Import > CanoScan 8800F...



5. Open the scanner
Place the item face down in the scanner
where indicated.



Upside down, top right corner.

6. Close the lid and select the following options:

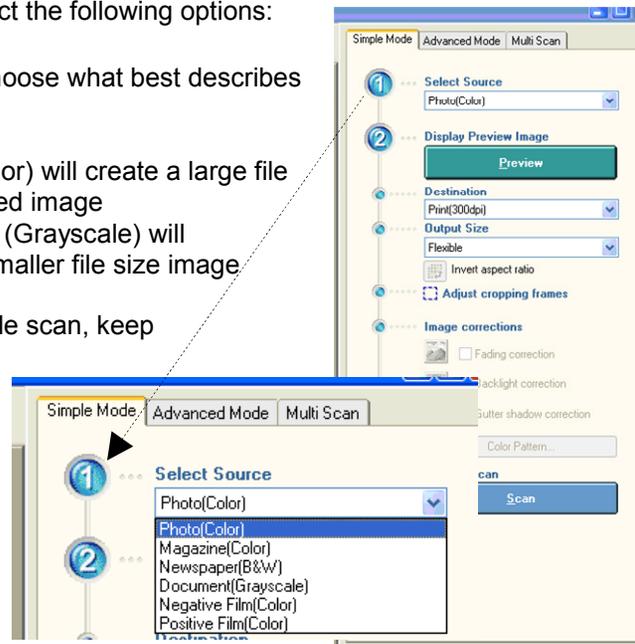
- 1) Select Source—choose what best describes
your item.

HINTS:

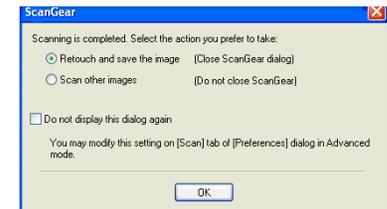
- Photo (Color) will create a large file size detailed image
- Document (Grayscale) will create a smaller file size image

- 2) Preview (for a simple scan, keep
other settings as is)

- 3) Scan



7. The following box will appear
after “Scan” is pressed:



For a single item scan (or last item in a multiple item scan):

Select: Retouch and save the image (Close ScanGear dialog)

OR

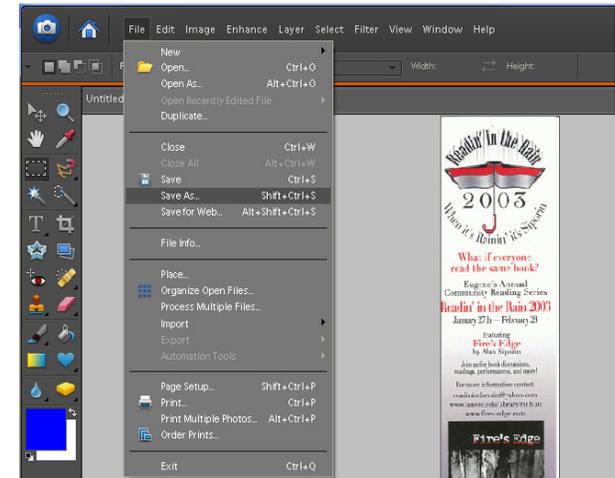
To scan multiple items:

Select: Scan other images (Do not close ScanGear)

Note: you will not be able to edit or save your images until you select “Retouch and save image” (see above - Single Item scan).

8. Once you have selected “Retouch and save your image” you can
edit and/or save your scanned items to your removable drive (thumb
drive, flash drive, etc.)

File > Save As..



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