

## **Scanning for the electronic reserve**

### **Setting up the scanner**

- Plug the scanner USB cable into a free USB slot on the PC base – the scanner will automatically power up
- Lift the lid of the scanner
- Place the item to be scanned face down - the top corner of the item needs to be lined up with the arrow to the left corner of the scan bed
- Close the scanner cover
- Press the 'PDF' button on the front of the scanner

### **Scanning**

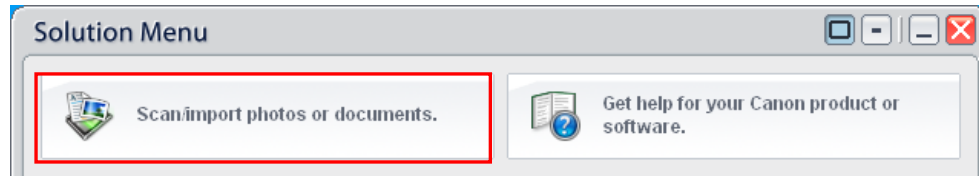
- From the popup window select MP Navigator EX Ver2.0 and click OK
- The first page will scan – if you have a bulky item you may want to scan and save just one page as a test to make sure that you have all the text in view and that it is legible
- If you have more pages to scan get the next page ready on the scan bed. To scan another page select 'Scan' from the 'Scan Complete' popup
- When you have scanned the final page select 'Exit' from the 'Scan Complete' popup
- The PDF will automatically be saved for you
- Close the MP Navigator EX View and Use window
- If you have no more documents to scan you can also close the MP Navigator EX Scan/ import View & Use window

### **Locating and checking the PDF**

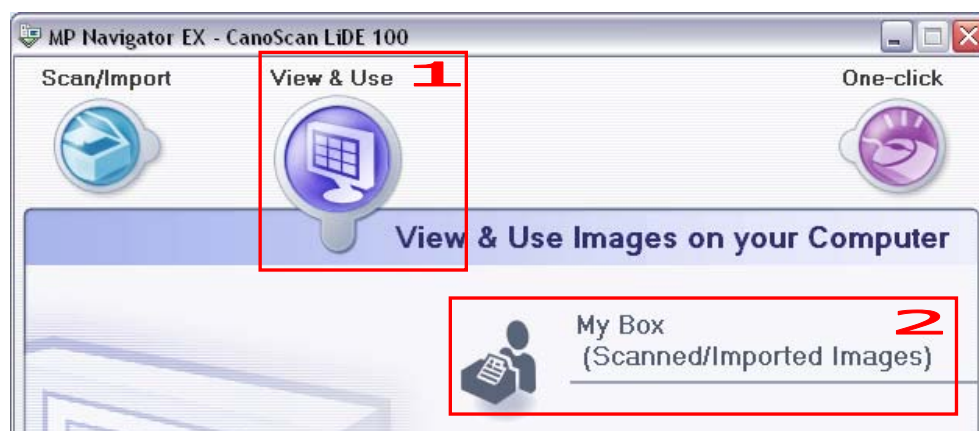
- By default scanned files are saved in a folder dated with the date the scan was made in My Documents\My Pictures\MP Navigator EX\
- Open the appropriate folder and your PDF will be titled IMG.pdf – subsequent files scanned on the same date will be named IMG\_001.pdf (and so on)
- Open your file and check to make sure that the pages have the correct orientation (portrait/ landscape), are rotated correctly (top of page always at top), the page sequence is intact and that the text/ images/ tables are all visible
- Close the PDF and return to the folder it is located in. Rename the file to a more appropriate title. Copy the file to your preferred location and delete the original
- The date stamped folder can also be deleted when you have completed all your scanning

## Correcting pdf files

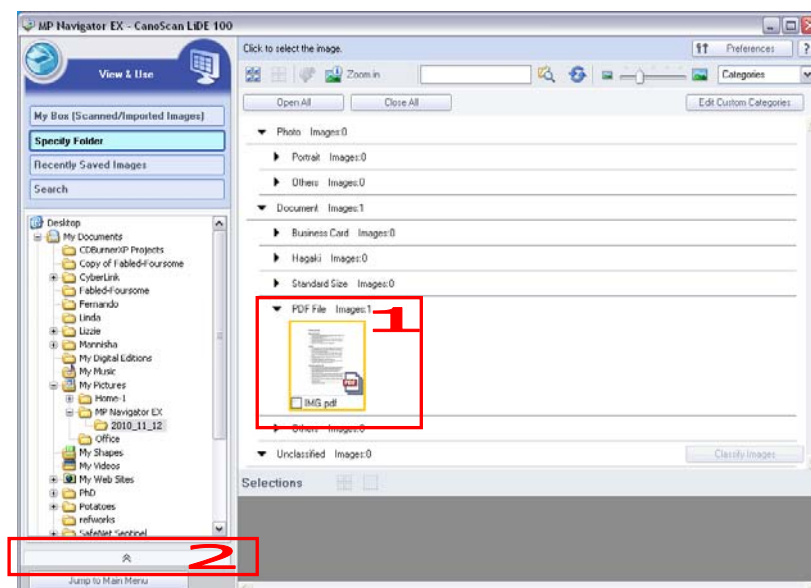
You can correct some of the problems with your scanned file using the scanner software. For example, you can rotate pages, change the page order, add files and delete pages. The following instructions may help you with these options.



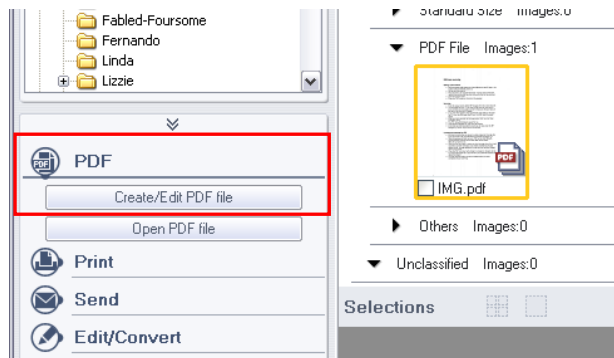
- Launch the 'Canon Solution Menu'
- Select 'Scan/ import photos or documents'



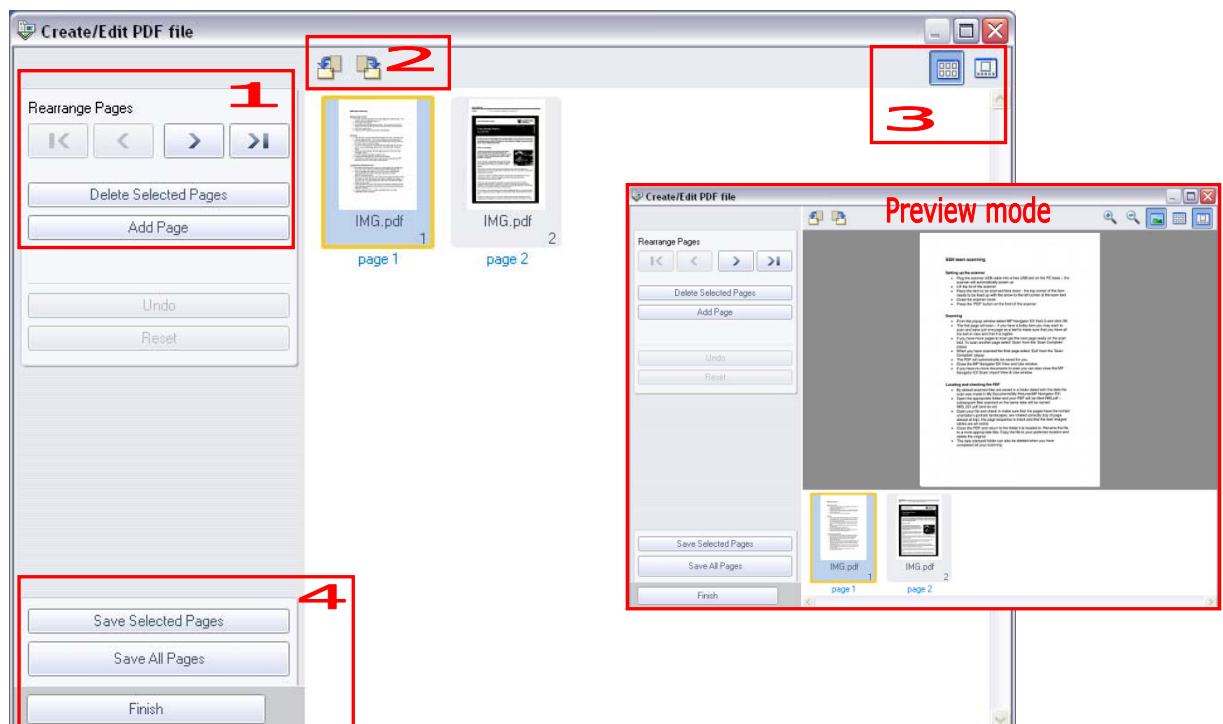
1. On the popup box select 'View & Use'
2. Select 'My box (Scanned/ Imported Images)'



1. Click on the file you want to edit
2. Open the 'Task Menu' by clicking on the 'Up Arrows'



- Click on the PDF option and select 'Create/ Edit PDF file'



There are a number of options available to you from the PDF Editor. Select a page to work on by clicking on it.

1. Page order
  - Select a page and use the right or left arrow to adjust the order as appropriate.
  - Use the 'Add a Page' button to insert a file you have already saved (navigate to your file, select it and click the 'Open' button)
  - To delete a page click on it and press the 'Delete' key on your keyboard (To select a page range click on the first page, hold down the shift key, and click on the last page. To select odd pages select on, hold down the control key and select any other page.)
2. Rotate page – Select the page and rotate clockwise or counter-clockwise
3. View options – use these to show your pages in a list or preview mode
4. Saving – make sure you save your changes

If you want Systems to make any changes to you file please save it in:  
Y:\lb\Store - Interim\Scanned articles for turning and email Sue and Jenni with  
you request.

These instructions are also located in: Y:\lb\Store - Interim\Scanned articles  
for turning\instructions\CanoScan-user.docx.