



Scanning Photos, Slides & Negatives

Using Canon Scanner Quick Menu

You will be using the Canon scanner and the Canon Scanner Quick Menu application to digitally preserve your photos, slides and/or negatives. In a two-hour Hub session, you can expect to digitize up to 100-200 slides or 50 photos/negatives. Please allow time near the end of your session to save your work.

STEP ONE: SETTING UP THE SCANNER

If you are working with film slides or negatives:

1. Open the scanner lid. Remove the white protective cover from the top of the scanner.
2. Find the appropriate scanner film guide, stored in the Hub equipment closet.
3. Place plastic film guide into scanner bed.
4. Place clean slides or negatives into plastic film guide.

If you are working with photos:

1. Place photo (photo side down) on the upper right hand corner of the scanner bed.



Tip: You must remove the white cover before scanning slides/negatives. To remove, press the plastic latch at the top of the cover while pulling.

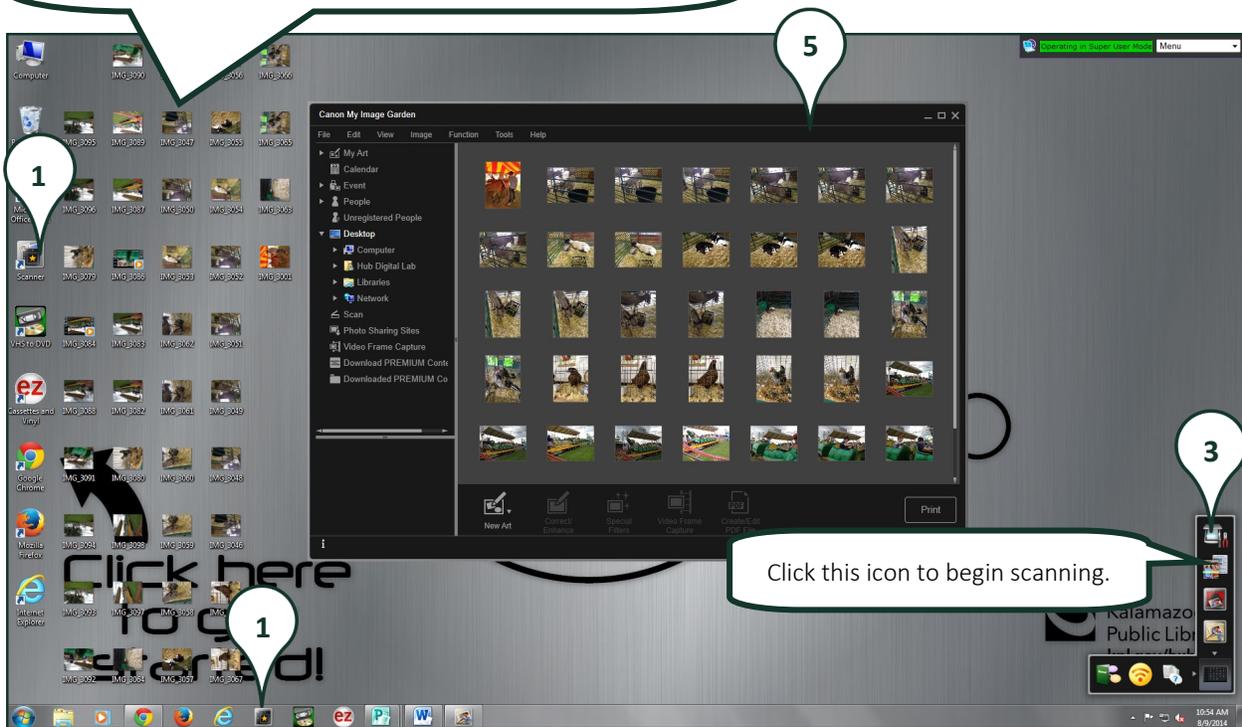
You can find scanner film guides in the bottom drawer of the Hub equipment closet. This guide seats four film slides.



STEP TWO: USING CANON SCANNER QUICK MENU

1. Click on the **Scanner** icon on the Desktop or Taskbar.
2. On the bottom right-hand corner of your screen, you will see a backwards 'L' shaped toolbar with eight icons. . This is the **Canon Scanner Quick Menu** application.
3. *Optional:* To customize your scanner, storage, or application Click on the **Settings** icon.
4. To begin scanning, click on the Scan icon or press the **AUTO SCAN** button  located on the lid of the scanner.
5. Your images will automatically save to the computer's Desktop. You can preview and edit your scanned images using Canon My Image Garden. Any changes you make to your photos in My Image Garden will be saved.
6. When you are finished scanning, save the images onto a blank CD, blank DVD, USB flash drive, or cloud storage service like Google Drive, Flickr, or Dropbox.

Thumbnails of your scanned images will appear here on the desktop. They are saved here and in the Desktop folder.



Glossary

Icon: A small picture that symbolizes a computer function. Most computer programs (like Microsoft Word, Internet Explorer) have icons that you can click to start the program. Other icons perform a function like turning on/off, muting volume, ejecting a USB drive, or burning a CD/DVD.

Desktop: A central location on the computer where you can find useful program icons and store files.

