

Canon CanoScan 8800F Tutorial

Document version 2.0 public
Dated: 6/13/2008

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About this Document

This document is a tutorial for using the Canon CanoScan 8800F. It gives a step by step procedure to scan photos and/or documents. The tutorial also contains how to scan using standard software such as Microsoft Word and Adobe Acrobat.

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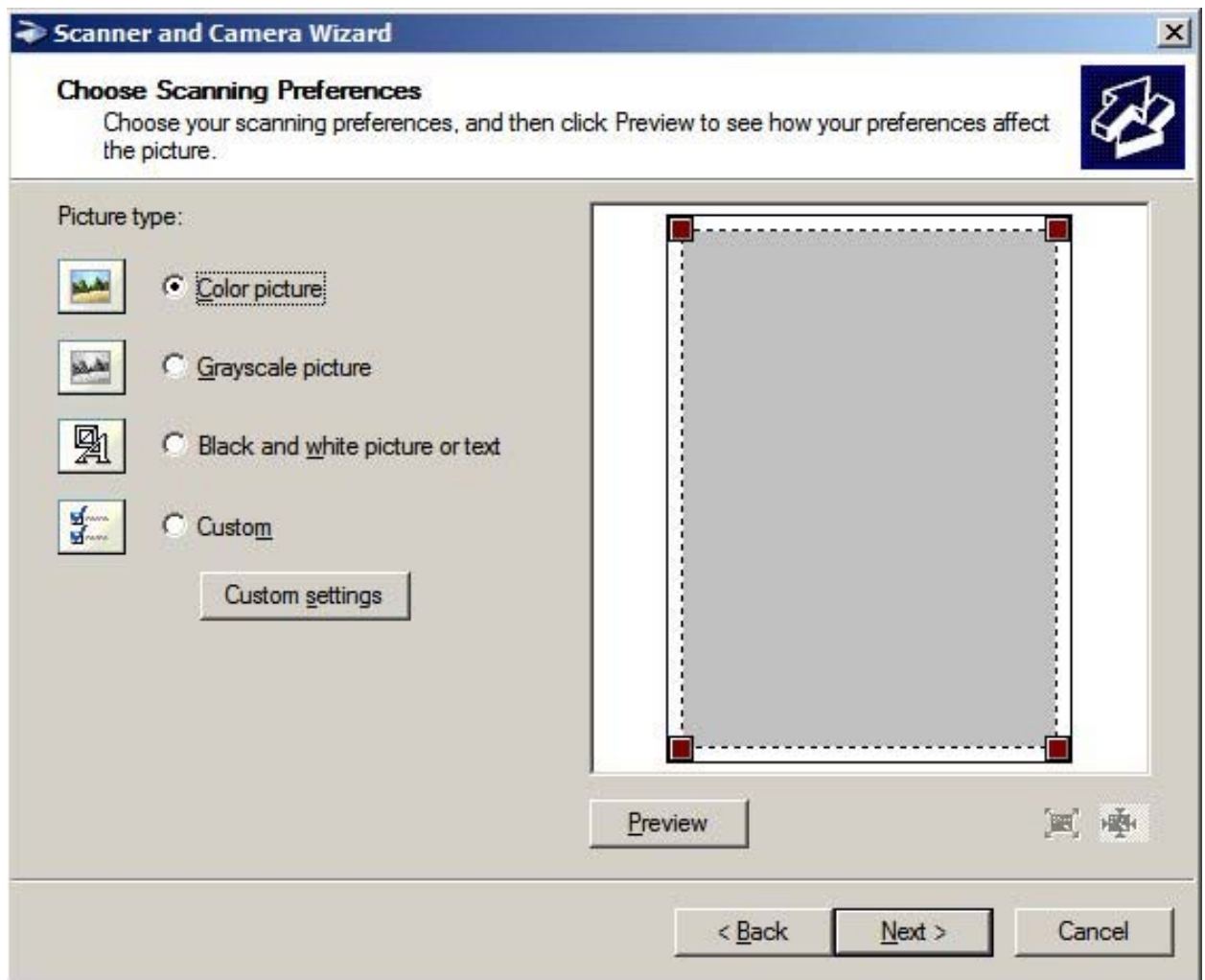
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Starting Up

1. Start the scanner by pressing the ON/OFF button on the front of the scanner. The scanner is all set when the button LED's stop blinking.
2. After you login, wait for the scanner LED lights to stop blinking.
3. Raise the scanner lid, and place the photo to be scanned face down on the scanner glass surface. Position the top end of the photo towards the back of the scanner (Arrow is on the machine to help you.)

Scanning Photos using Scanners and Camera wizard

1. Double click the **Scanners and Cameras** icon on your desktop, and then the **WIA CanoScan 8800F** icon to launch the Scanner and Cameras Wizard.
2. Click **next**, and then the **Preview** button. The scan wizard performs a fast preview and displays it in the preview area.



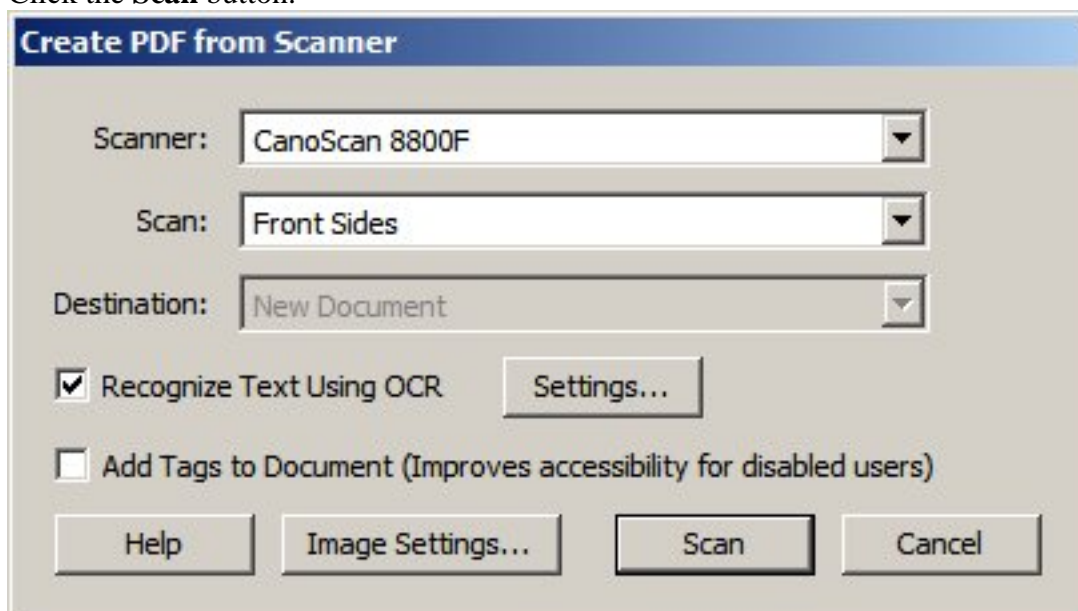
3. You can resize the scan frame around the image by dragging the dotted line to determine the final size of the actual scan. This is helpful if you want to scan a part of an original photo.
4. Click the **Next** button, and type a name for the picture.
5. Choose a place to save the picture, for example, your PSU home directory (H drive)
6. Click the **Next** button to scan the image and save it.
7. Finally, click the **Next** button and then **Finish**.

Scanning a document using Microsoft Word

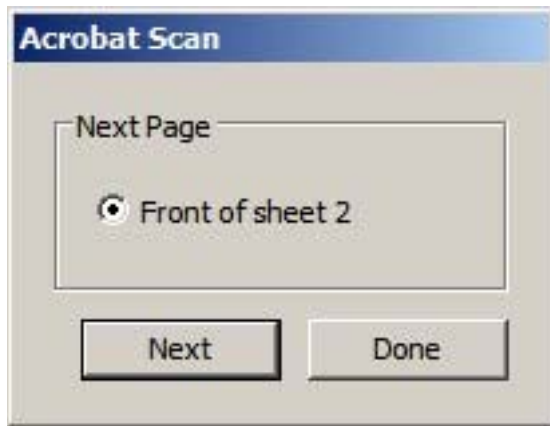
1. Click **Start** on the Windows Taskbar, then **Programs > Microsoft Office > Microsoft Word**.
2. Open an existing document or start a new one from the File menu.
3. Select **Insert – Picture -- From Scanner or Camera**
4. Select CanoScan 8800F
5. Click **Insert** or **Custom Insert**.

Scanning a document to PDF using Adobe Acrobat

1. Click **Start** on the Windows Taskbar, then **Programs > Adobe Acrobat 7.0 Professional**.
2. Select **File > Create PDF > From Scanner**. See figure below.
3. A panel appears as shown below. If document being scanned is two-sided, change the option under the *Scan* drop-down menu to “Both Sides”.
4. Make sure “Recognize Text Using OCR” is checked.
5. Click the **Scan** button.



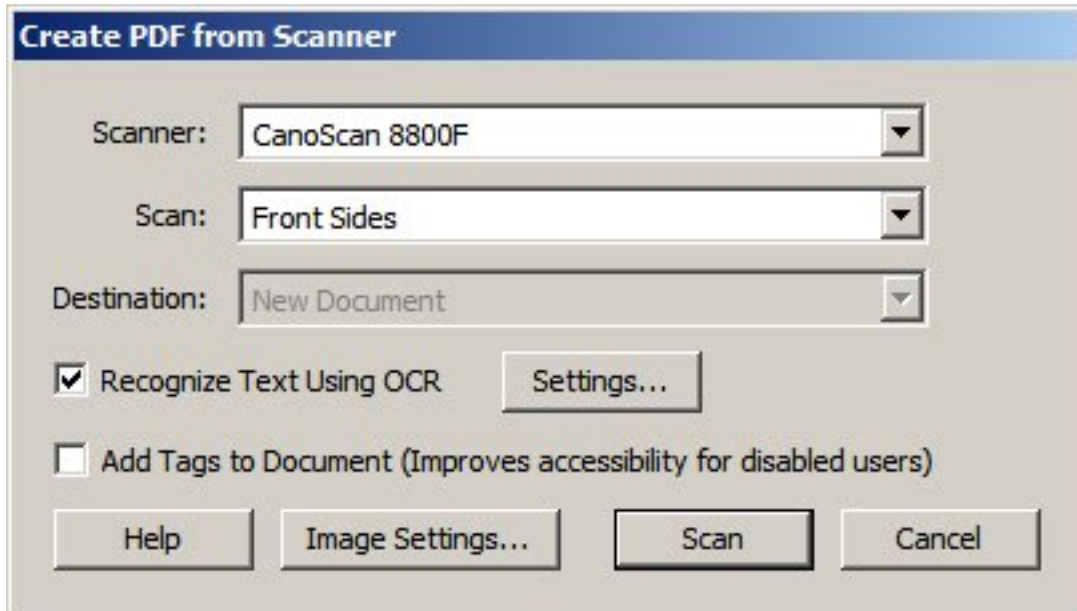
6. This brings up “ScanGear” control panel, which should be used in the Simple Mode.
7. If you are scanning a part of the document, adjust the dotted marquee to cover the part of the document you want to convert to PDF.
8. Click Scan.
9. Click the **Next** or **Done** button on the Acrobat Scan Panel. Click **Next** if you are converting more than one document or **Done** if you are finished.



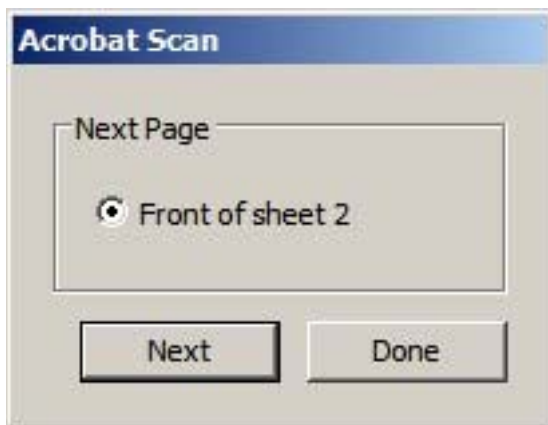
10. The scanner converts your document into a PDF and opens it in Adobe Acrobat.
11. Save the PDF document to your desired location, for example, your PSU home directory (H drive), USB Key, or burnable CD drive by selecting **File > Save**.

Scanning a PDF as an Editable Text File

1. Click **Start** on the Windows Taskbar, then **Programs > Adobe Acrobat 7.0 Professional**.
2. Select **File > Create PDF > From Scanner**. See figure below.
3. A panel appears as shown below. If document being scanned is two sided, change the option under *Scan* to “**Both Sides**”.
4. Make sure “**Recognize Text Using OCR**” is checked.
5. Click the **Settings** button.
6. For the PDF Output File, select “**Formatted Text & Graphics**” from the drop-down option.
7. For the “DownSampleImage” field, select “Low (300) dpi” from the drop down menu.
8. Click the **Scan** button.



9. This brings up “ScanGear” control panel, which should be used in the Simple Mode.
10. Adjust the dotted marquee to cover the part of the document you want to convert to editable text.
11. Click **Scan**.
12. Click the **Next** or **Done** button on the Acrobat Scan Panel. Click **Next** if you are converting more than one document or **Done** if you are finished.



13. The scanner converts your document into a PDF and opens it in Adobe Acrobat.
14. Save the PDF document to your desired location, for example, your PSU home directory (H drive), USB Key, or burnable CD drive by selecting **File > Save**
15. For the **Save as Type**, select **text (plain) (*.txt)**.
16. Open the document from your saved location in a text editor like Microsoft Word, WordPad, or Notepad.