


Instructions for Scanning in pictures using the CanonScan Toolbox:

1. Log on
2. Open **My Computer** and then **Open [your] personal directory**
3. Go to FILE and **Create a folder** named **Sovel Pictures**
4. Lift the lid of the scanner and place picture face down on the surface;
Be sure to keep the *top* of the picture closest to the front of the scanner;
close the lid [cover]
5. Go to START and highlight **CanoScan Toolbox 4.1** 
6. Click the **Scan-1 button** on the CanoScan Toolbox
7. Look at the **Scan mode setting window**;
for black and white photo, set at **Grayscale**
for color photos, set at **Color (Photos)**
for a colored drawing, set at **Color (Multi-Scan)**
8. Look at the **Image quality setting window**;
set at **150 dpi**
9. Look at the **File name setting window**;
Use the appropriate name, unless the photo is already labeled
10. Look at the **Save as type setting window**;
Use **BMP**
11. At the next window, browse to the location
> Your Directory on diego
> Sovel Pictures

The new words in the browse window will be

H:\Sovel Pictures

This is where a new folder, with today's date will place the scanned images

12. PRESS SCAN
13. Repeat this process for the next picture; BE SURE TO CHECK:
Instruction 6: **Scan mode setting window**
Instruction 8: **File name setting window**
14. When you have finished, EXIT the SCAN window and the CanonScan Toolbox