

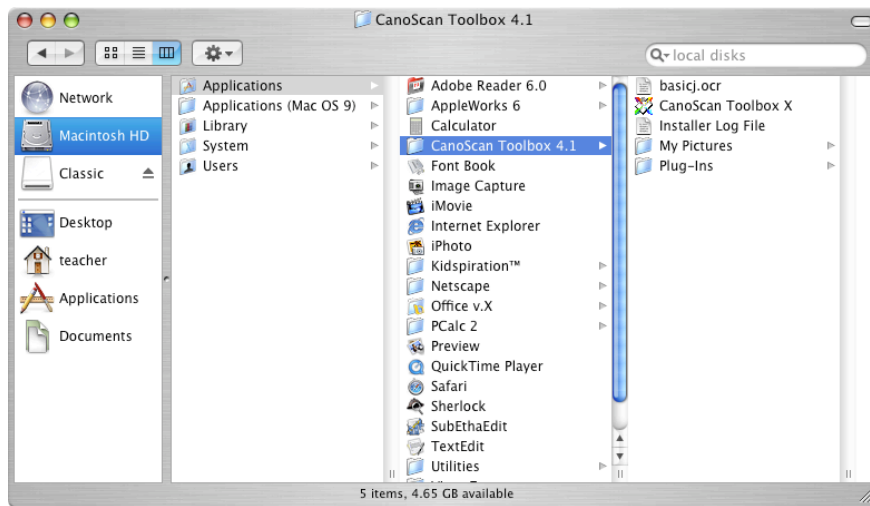
Using CanoScan and the Canon LiDE20 Scanner

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OS X 10.3.x
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The CanoScan application is configured to work with the teacher account on the lab eMacs, the iBooks, and the student iMacs in the classrooms. Please supervise students when scanning, as they will be using a privileged account. There are two scanners available in the lab; they may also be checked out for use in a classroom.

Opening the CanoScan application

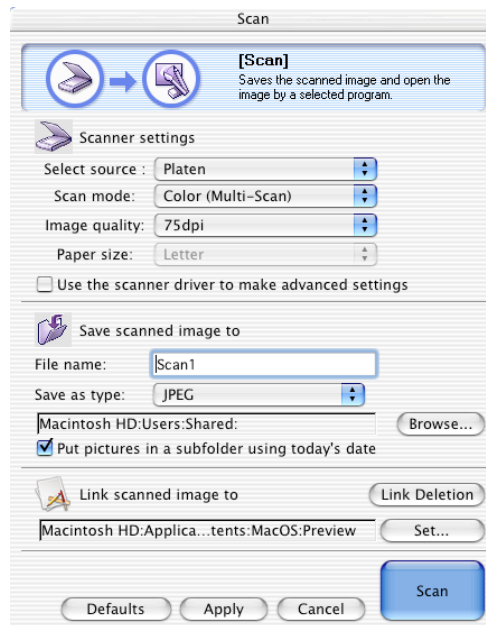
First, you should log into the Teacher account on a Mac that has a scanner connected to it. Open the Applications folder on the hard drive, where you will find the CanoScan folder:



Once opened, you will see a window like this. Click on the **Scan-1** button:

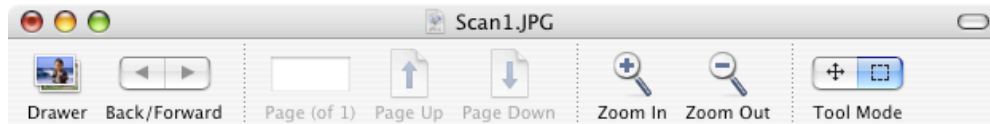


This is the main interface for scanning. While most of the presets are appropriate to use for scanning, you might increase the **Image quality** to 300 dpi if you are planning on printing what you have scanned. Otherwise, the settings can be left alone.



Place your original on the scanner, with the “top” of the document closest to you and face down. Click the **Scan** button.

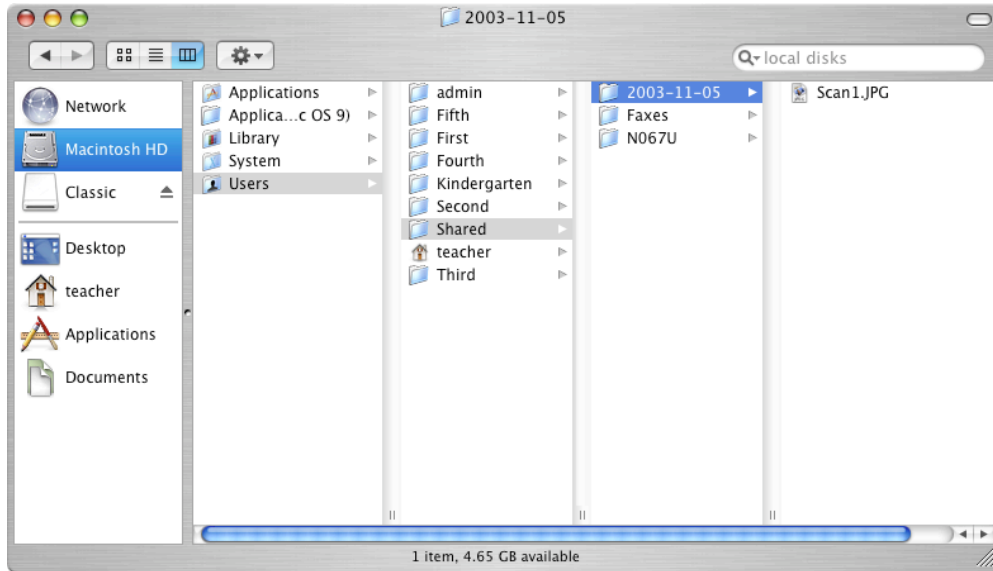
When the document has been scanned, CanoScan will hand off the operations to Preview, which will open with your document displayed:



Saving Your Scan to an Appropriate Location

When you use CanoScan to scan a document, it is automatically saved into a specific folder on the Mac. You should back up the scan to your folder on the file server and remove it from the Mac on which you made the scan.

The scans are saved into a folder time stamped with the date. This folder is located in **/Users/Shared** on the hard drive. Here is an example:



After logging onto the file server and mounting the Lakeridge Staff Folders share, you can simply drag and drop the scan into your folder on the server. Then drag the entire folder in **/Users/Shared** (in the example above, the **2003-11-04** folder) to the trash. Remember to log out of the Teacher account when you are finished.