



CanoScan 4400f Instructions

To Scan as a PDF:

1. Open the CanoScan Toolbox on the dock. 
2. Click the button labeled as “PDF” (second button from the right). A dialogue box will open.
3. Along the top, select either “Color” or “Black & White”, depending on what is being scanned.
4. Set the image quality. 300 dpi is the recommended default – a higher DPI will give a higher quality image, but will also produce a larger file.
5. Select the size of the page being scanned (a standard letter page is 8.5” x 11”).
6. In the box next to “File Name”, enter the file name that you would like the scanned image to be saved as.
7. For “Save as Type”, select one of the 3 options:
 - a. PDF for a single scanned image
 - b. PDF (Multiple Pages) if there are multiple images to be scanned. All images will be saved in one PDF file.
 - c. Do not select PDF (Add Page) – this option does not work.
8. Place the item to be scanned in the upper right corner of the scanning bed.
9. Click “Scan” in the bottom right corner of the window.
 - a. If “PDF (Multiple Pages)” was selected, a window will pop up after each scan. When the window pops up, place the next page to be scanned on the flatbed, and hit “Next”. When all pages have been scanned, click “Finish”.
10. The PDF file should now be present in the the “My Scans” folder on the desktop (by default). You may now wish to transfer the file(s) onto a USB stick, e-mail them to yourself, or upload them to a file hosting service. **Note that all images will be deleted once the computer is logged out.**

To Scan as Searchable and Editable (OCR):

1. Open the CanoScan Toolbox located on the dock 
2. Click the button labeled “OCR”.
3. Select the scan mode (Black and White for text documents).
4. Select the image quality (300dpi is the recommended default).
5. Select the size of the paper (Letter for standard 8.5”x11” paper).
6. In the box next to “File Name”, enter in a name for the scanned file.
7. Under “External Program”, it should say “OmniPage SE”. If it does not:
 - a. Click “Set” button next to the text box.

- b. In “Applications”, select the folder labeled as “Omnipage SE” (**not** Omnipage_SE_Director).
 - c. In that folder, select the file named “Omnipage SE”.
 - d. Click “Choose” in the bottom right corner of the window.
 8. Place the document in the scanning bed in the top right corner.
 9. Click “Scan” in the bottom right corner of the window. Once the document is scanned, it will open in OmniPage, and the “OCR toolbar” will pop up.
 10. On the OCR toolbar, click the button above “Perform OCR”.
 11. Once the OCR is complete, Click the button above “To file” to save the text. A dialogue box will appear.
 - a. Enter a file name next to “Save As”
 - b. Select the save location (either a USB stick or “Desktop” is recommended).
 - c. Select a save format (‘ASCII Text’ will save as a .txt file, ‘Word 98, 2001, X’ will save as a .doc file)
 - d. Click “Save” in the bottom right corner. Your file will now be saved in the selected location.
 12. The file should now be present in the chosen save location. You may now want to transfer the file(s) onto a USB stick, e-mail them to yourself, or upload them to a file hosting service. **Note that all images will be deleted once the computer is logged out.**

To Scan an Image:

1. Place the image in the flatbed scanner in the top left corner.
 - a. For film scanning, open the scanner, and remove the white panel that is on the top part of the inside – there is a small arrow that indicates where you should slide the panel off. After sliding the white panel off, there is a black piece that you can remove and insert the film into. Please refer to the diagram located on the machine (under the white panel).
2. Open the CanoScan Toolbox located on the dock.
3. Click the button labeled “Photo-1” on the toolbar.
4. Select the image Source: “Platen” for scanning on the glass pane, or “Film” if you are scanning a section of film.
5. Select a Scan Mode: Color or Color Multi-Scan (for multiple images)
 - a. For film, select “Scan all frames”.
6. Select an image quality. 300dpi is the recommended default. Selecting a higher dpi will produce a better image quality, but also a larger file size.
7. Select a paper size.
8. Enter the desired file name in the text box next to “File Name”.

9. Select a file type to save the image as next to “Save as Type”. JPEG is recommended.
 - a. TIFF is higher quality, but produces a much larger file size, and may not be supported by all sharing websites.
10. If no program is selected under “External Program”, click “Set”, and set to “Preview” and click “Choose”.
11. Click “Scan” in the bottom right corner of the window.
12. The file should now be present in the “My Scans” folder on the desktop (by default). You may now want to transfer the file(s) onto a USB stick, e-mail them to yourself, or upload them to a file hosting service. **Note that all images will be deleted once the computer is logged out.**