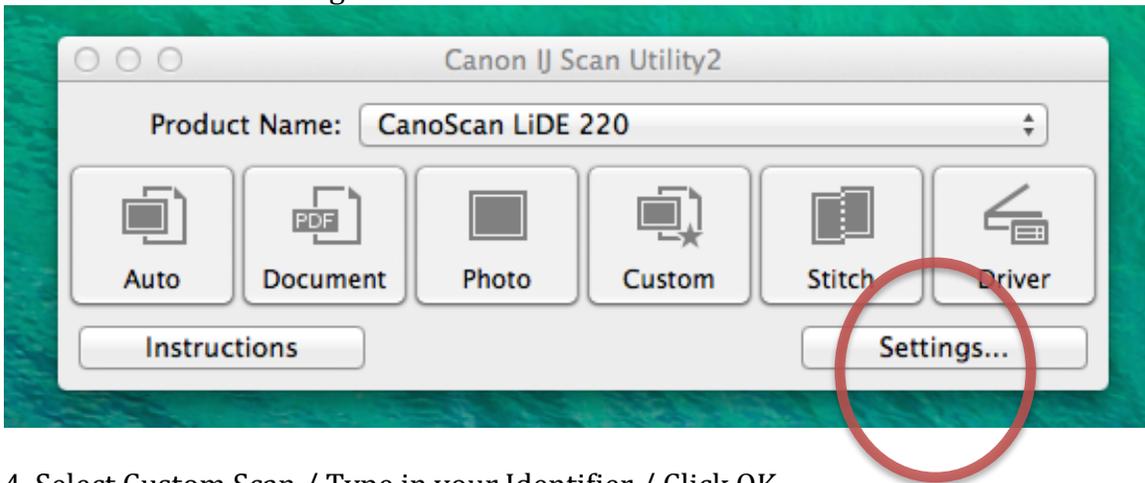


## How to Scan papers

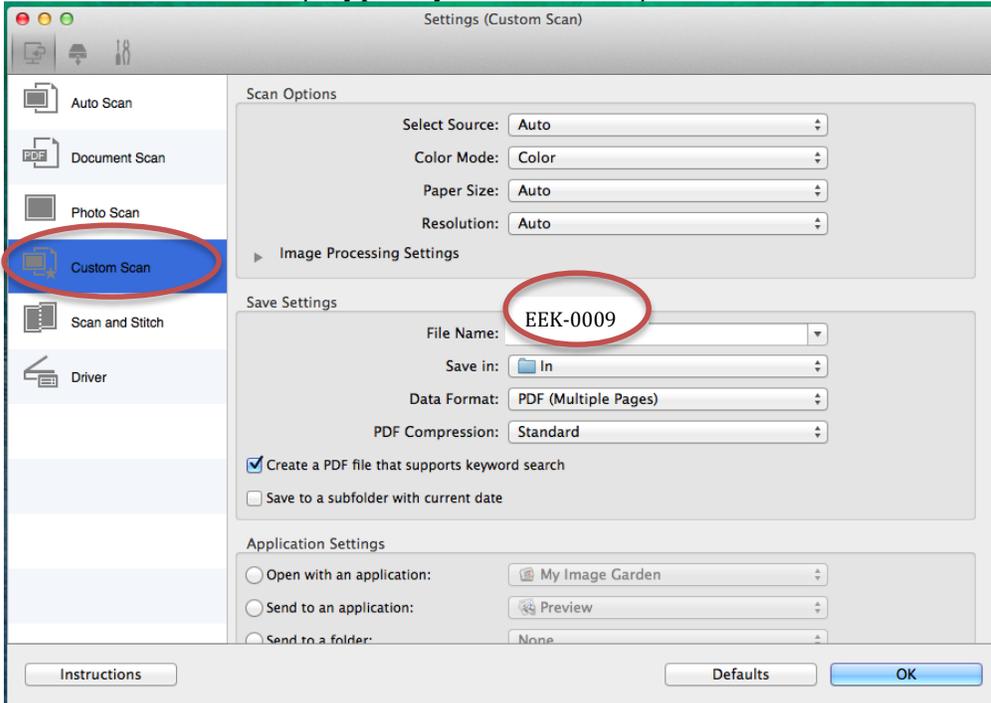
1. Plug the scanner into your computer.
2. Click on the Canon IJ Utility 2 icon in the dock at the bottom of the screen:



3. Double click on Settings:

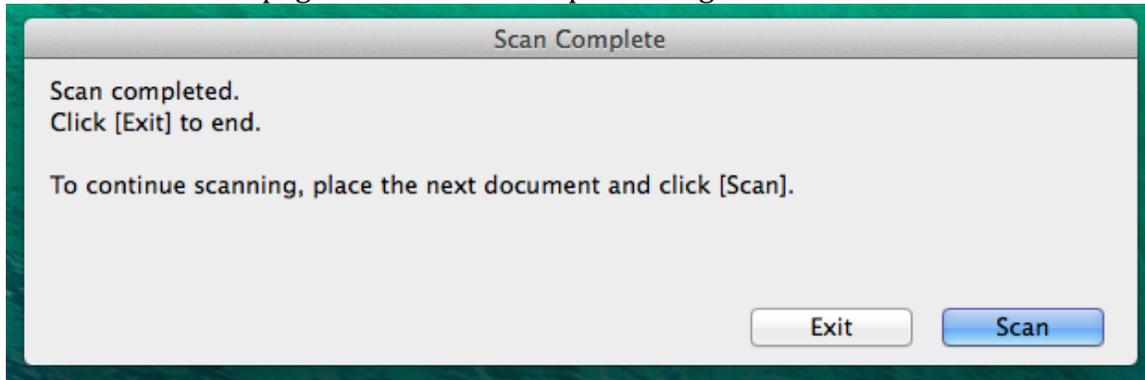


4. Select Custom Scan / Type in your Identifier / Click OK



Click CUSTOM SCAN to scan your paper.

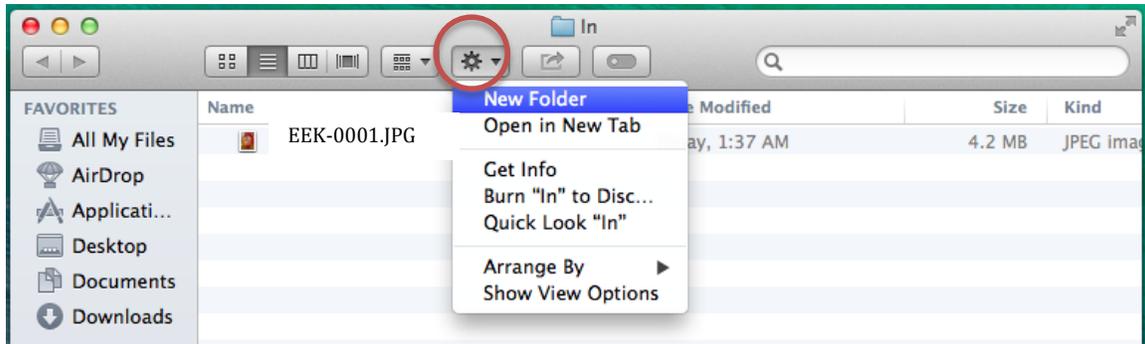
5. To scan another page click **Scan**. To stop scanning click **Exit**.



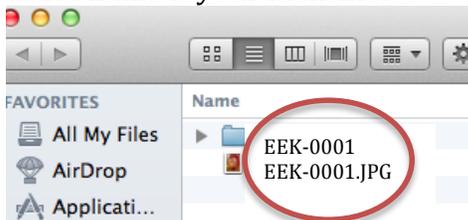
6. Click to open your **In** folder on the desktop



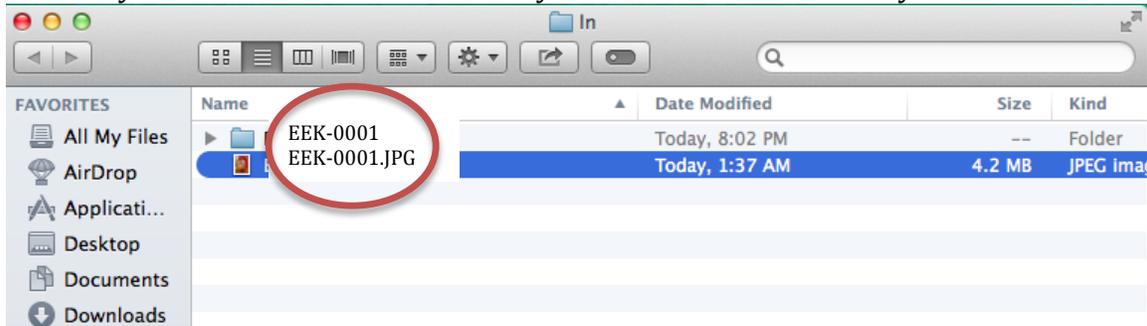
7. Make a new folder within the **In** folder.



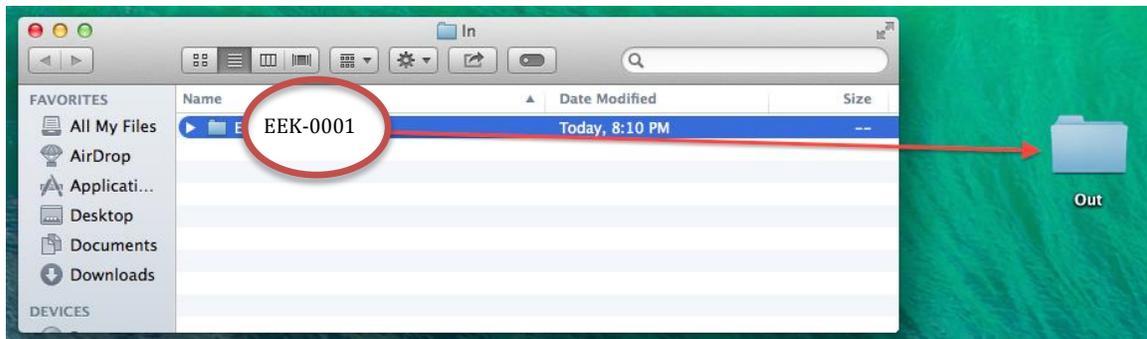
...and name it your identifier



8. Move your scans into the new folder you have labeled to match your identifier.



The only thing in your In folder should be a folder labeled EEK-0001 (actually your identifier)



9 Move this folder to your Out Folder on your desktop.

Your In folder should be empty.  
You are done with this item!