How to Scan papers

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



3. Double click on Settings:

Product Names ConeScen LiDE 220	
Product Name: Canoscan LIDE 220	\$
Auto Document Photo Custom S	titch Driver
Instructions	Settings

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

00	Settings (Custom Scan)								
18									
Auto Scan	Scan Options								
	Select Source:	Auto	‡						
Document Scan	Color Mode:	Color	\$						
	Paper Size:	Auto	\$						
Photo Scan	Resolution:	Auto	\$						
Custom Scan	Image Processing Settings	\frown							
F	Save Settings								
Scan and Stitch	File Name:	EEK-0009	T						
Driver	Save in:	🗀 In	\$						
	Data Format: PDF (Multiple Pages) +								
	PDF Compression:	Standard	\$						
	Create a PDF file that supports keyword search								
	Save to a subfolder with current date								
	Application Settings								
	Open with an application:	🙆 My Image Garden	*						
	O Send to an application:	Neview	÷						
	Send to a folder:	None	*						
Instructions		Defaults	ОК						

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.

00		/	n 📄 In			R _M
			* 🖻 💿	Q		
FAVORITES	Name		New Folder	e Modified	Size	Kind
📃 All My Files	E	EEK-0001.JPG	Open in New Tab	ay, 1:37 AM	4.2 MB	JPEG imag
🖤 AirDrop			Get Info			
Applicati			Burn "In" to Disc			
🔜 Desktop			Quick LOOK III	_		
Documents			Arrange By	•		
Downloads	-		Show view Options			

...and name it your identifier



00 🔲 In Q FAVORITES Date Modified Name ٠ Size Kind EEK-0001 All My Files ▶ 🚞 Today, 8:02 PM Folder EEK-0001.JPG Today, 1:37 AM 4.2 MB JPEG ima AirDrop Applicati... Desktop Documents Ownloads

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!

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