Scanning with Canon CanoScan 9000F Mark II

Changing the Settings

- Click on **Start My Image Garden** located at the bottom right hand corner of the screen
- A **Welcome** window appears, click **OK**
- The default Calendar in Canon My Image Garden opens
- Click **Scan** located on the left menu bar
- Press **ON** button on the Canon scanner
- Position your photograph, facing down, on the top right hand side corner of the scanner glass
- Click on **Settings** located on the top menu bar
- Click **Photo Scan** to adjust the Scan Options and Save Settings
- Adjust the following:
  - Paper Size – select the correct size for your photograph, e.g., 4" x 6" (Portrait)
  - Resolution – select 600dpi for TIFF files, or select 300dpi for JPEG files
  - Data format – Select TIFF for your master copy, select JPEG for your derivative file
  
  **Note:** you will need to scan your photograph separately to obtain a TIFF and a JPEG file
- Click OK

**Begin Scanning**

- Click on **Photo** located on the top menu
  - A scanning window will appear with an automated message “scanning…”,
  - Click twice (2) on your scanned image to open
- On the bottom left hand corner you will see that the scanner has created information about your image, e.g.,:
  - File Name, e.g., IMG_20161024_0001.tif
  - Date: 24/10/2016
  - Time: 16:40:16
  - Size: 25341KB
To crop, click on **Crop** located at the bottom menu bar.

- Crop sides by placing your pointer on the small square corners.
- Once finished cropping, click **Apply**
- Click **Close**
- To save your file, click on **File** located on the top menu
- Click **Save**
- Click **Browse**
- Select the file where your image will be saved in
- Click **OK**
- Click **Save**
- Click on **Display Thumbnails**, located on the bottom right corner, to continue scanning.