

How to Digitize Photos

- Step 1:** Turn the CanoScan 9000f on using the ON button located on the top of the scanner.
- Step 2:** Open the scanner and place the photo in the upper right-hand corner. Close the scanner lid.

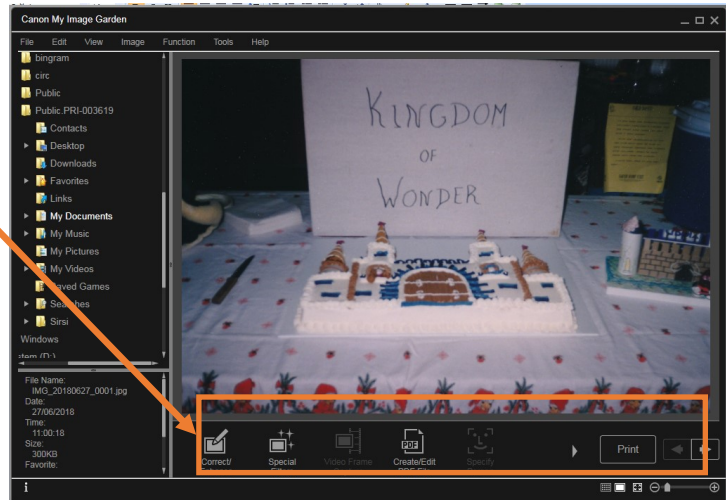
- Step 3: Scan image**

Click the “Auto Scan” button located on the top of the scanner. Scanning will begin. Do not open the lid of the scanner.

- Step 4: View image and edit if necessary**

Canon My Image Garden will open and display your scanned image.

If necessary, utilize the editing features to enhance or correct your image.



- Step 5: Continue scanning**

Repeat steps 2-4 until you have scanned all your images.

- Step 6: Transfer your photo to a USB disc**

Images will save to the “Scanned Photos” file located on the desktop.

Insert USB into the computer tower.

Autoplay will display. Choose “open folder to view files using Windows Explorer.”

On the desktop, right click on the “Scanned Photos” folder and select “Send to” and select your USB from the list.

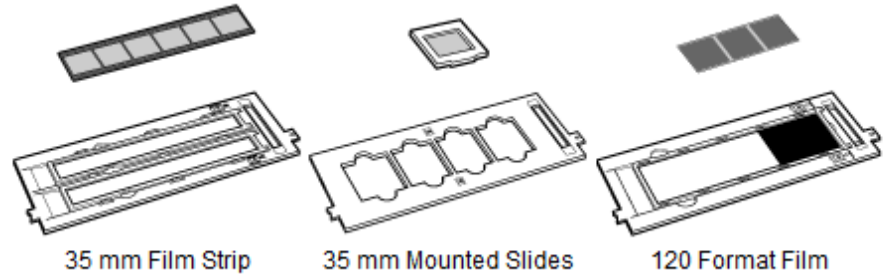
- Step 7: Delete your photos from the computer**

Once your files are successfully transferred over to the USB device, remember to delete your photos from the “Scanned Photos” folder.

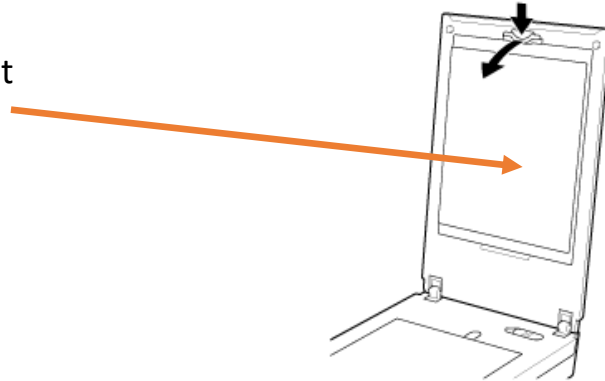
How to Digitize Film Strips

1 Step 1: Ask the library staff for the film strip mounts.

2 Step 2: Select the correct accessory for your film:



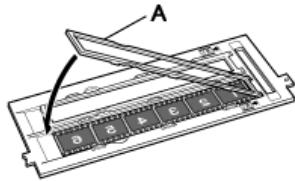
3 Step 3: Remove the protective sheet from the scanner



4 Step 4: Load the film strips

35mm

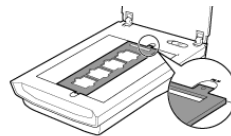
1. Load the film into the Film Guide. Open the Film Holder (A) and place the film on the Film Guide, with the front side of the film (the side on which images appear correctly) facing down.



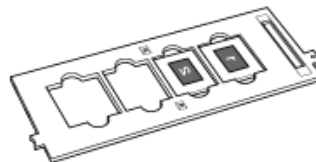
2. Place the Film Guide on the Platen. Align the tabs on the Film Guide with the FILM marks on the Platen.

Mounted Slides

1. Place the Film Guide on the Platen. Align the tabs on the Film Guide with the FILM marks on the Platen. Load the slides so that the film lies flat on the Platen

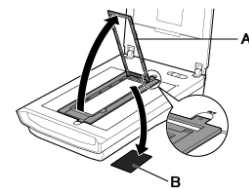


2. Load the film into the Film Guide. Place the film on the Film Guide, with the front side of the film (the side on which images appear correctly) facing down

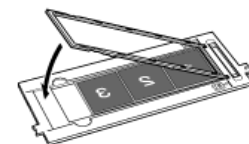


120 Format Film

1. Place the Film Guide on the Platen. Align the tabs on the Film Guide with the FILM marks on the Platen.



2. Load the film into the Film Guide. Load with the front side of the film (the side on which images appear correctly) facing down.



How to Digitize Film Strips

Step 5: