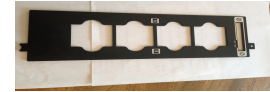# Converting Slides to Digital JPEGs Using the Canon Scanner

This page teaches you how to set things up in order to scan your slides. **These steps only have to be done ONCE at the start of your session.**

Use Mac with attached Canon scanner

Ask the Queset Manager to borrow the 4-slide holder from the locked cabinet.

Carefully remove white protective FOAM FRAME from inside of cover.
It's delicate.

Place 4-slide holder in the center of the glass so that tabs line up properly.

Turn on the scanner by pressing the power button on the top cover.

Insert your flash drive into the USB slot on the back / right side of the monitor.

Place four slides into the slide holder holder, reverse side up, top of slide toward top of scanner.

Close any windows that pop us such as iCloud Password, Avast, Hotspot Authorization Needed, etc.

Click **Finder** on the bottom left of the screen. Next click **Applications**. Scroll to the folder called **Canon Utilities** and click it, and then open **IJ Scan Utility** and then **Canon IJ Scan Utility.**
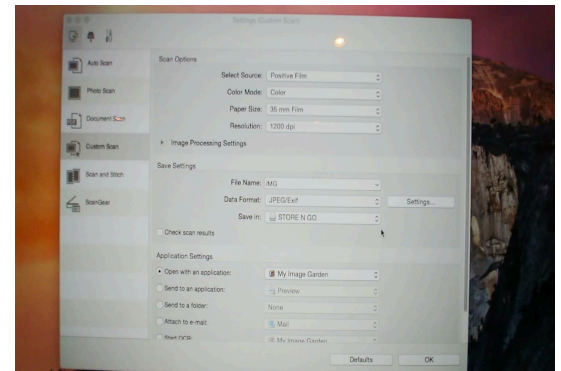
Click on **Settings**, then **Custom Scan** on left menu.
Under **Scan Options**, select:

1. Positive Film
2. Color (default)
3. 35 mm film (default)
4. 1200 dpi (default)   You may select a higher or lower resolution

Under **Save Settings,** select:
1. IMG (default) You may replace with your own name that describes photos
2. JPEG (default)
3. Set your flash drive as the target by clicking the drop down menu called **SAVE IN**. Next click **ADD**. Then click the PLUS (**"+"**) on the window that comes up. On the left column under **DEVICES** choose your flash drive (it should be the second option under devices), then hit **"OPEN"**, then **"OK"** so that your flash drive is where all of your scanned slides will be stored.

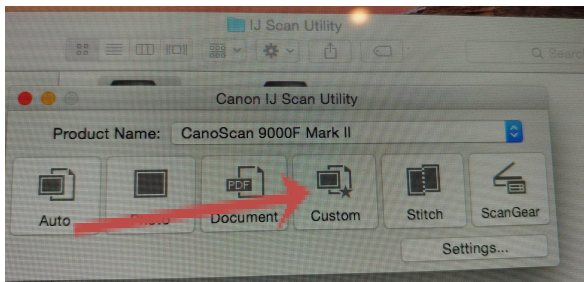Keep closing pop ups that appear.

Under **Application Settings, choose 'Open with an application.'**
1. My Image Garden (default)

Click OK

NOW YOU ARE READY TO SCAN. YOU WILL REPEAT THE STEPS ON THIS PAGE EACH TIME YOU SCAN YOUR SLIDES.
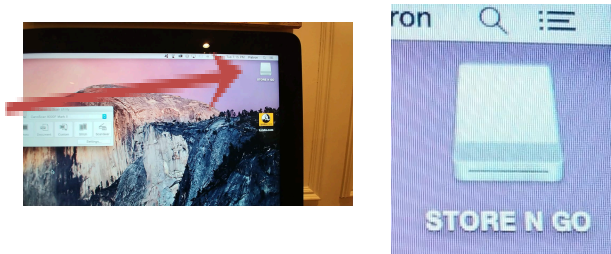
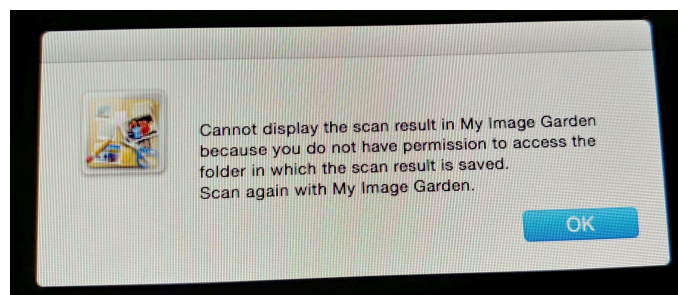On the small window called Canon IJ Scan Utility, there will be six options. Choose CUSTOM.

Allow time for all four slides to scan. Each slide takes approximately 20 seconds.

After your slides have been scanned, they are saved to your flash drive.

To verify that they are there, click on the upper right corner of the monitor where you see the name of your flash drive and an icon. Your converted images are now JPEGs and you will see them there. You don't have to do this step each time.

Click OK on the window that says "Cannot display the scan results in My Image Garden." Close My Image Garden and any other pop-ups.

Remove slides and place four more in the holder, click on **Custom** again. There is no need to go back into Settings unless you want to change the resolution or the file name.

When finished, drag the flash drive icon (see image above) from the upper right of screen into TRASH at the bottom before unplugging your flash drive from the back of the monitor.

Return the slide holder to the Queset Manager.