Scanner Quick Start Guide

Getting Started with the Scanner

The scanner does not have a power switch. It will turn on when you connect its USB cable to your computer.

There are two ways to download the scanner's utility software – online and using the provided Setup CD-ROM (Windows only)

Online

1. Go to the Canon website on your computer: *http://ij.start.canon*
2. Select **Set Up (Start Here)**
3. Enter the scanner's model name "**CanoScan LiDE 300**" in the search bar and click **Go**
4. Select your country or region
5. Click the large, grey **Download** icon
6. Run the downloaded file and follow the on-screen instructions

Supplied CD-ROM

1. Insert the CD-ROM into your computer's disc drive
2. If prompted, select **Run Msetup4.exe**
3. When the startup wizard launches, select **Start Setup**
4. Follow the on-screen instructions

In-depth versions of the following basic instructions can be found in the *online user manual* **at:**

> *http://ij.start.canon -> Read Online Manual -> Getting The Most From Your Scanner*
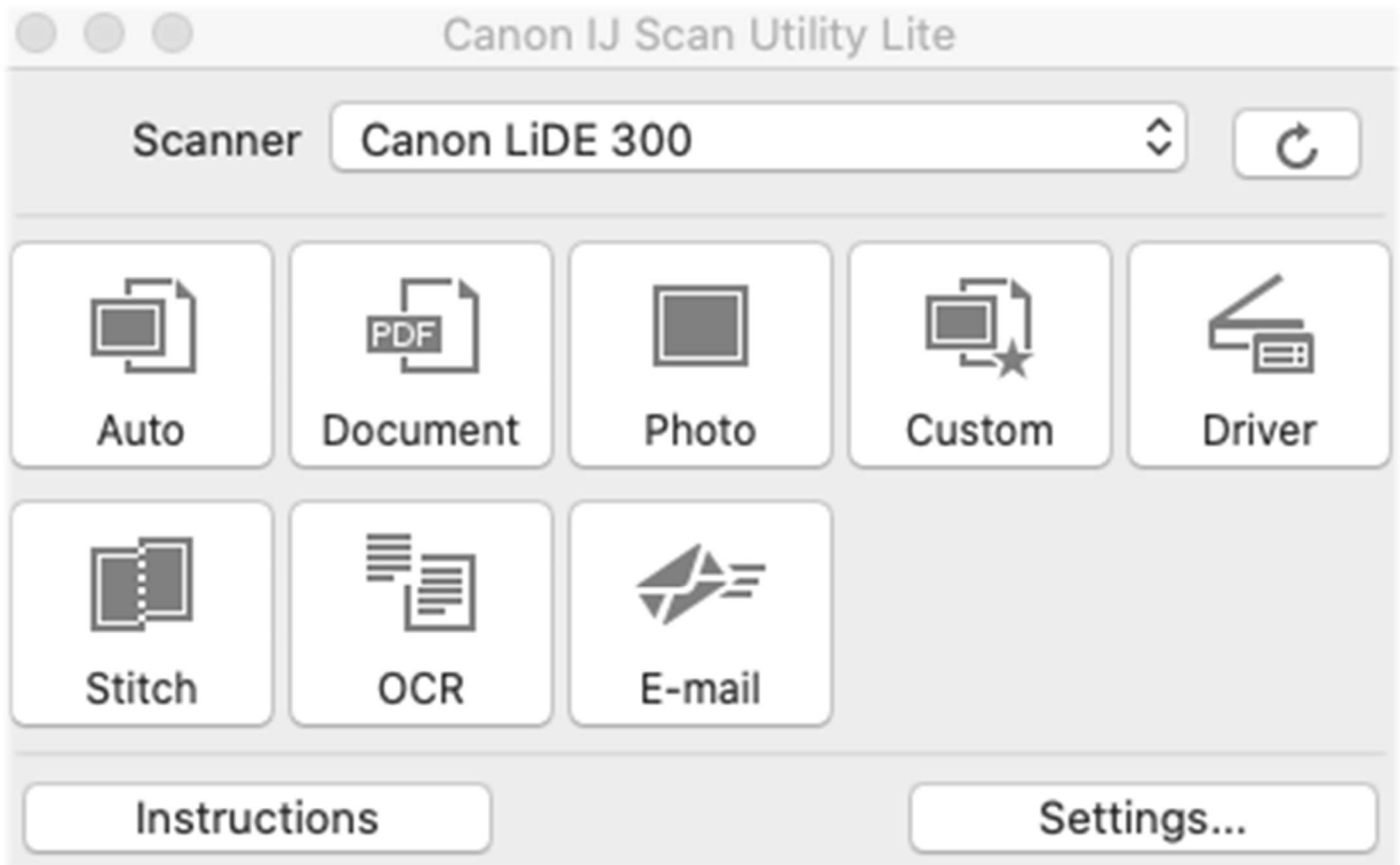
Once you have the *Canon IJ Scan Utility* software installed and open, place your first document/photo on the scanner platter, then press one of the scanning icons in the software or on the scanner itself. Here is a brief description of the core scanning functions:

Auto: scan photos and documents with automatic size detection

Document: scan a document and save it as a .PDF file

Photo: scan a photo and save it as a .JPG file (NOTE: If you scan multiple photos as once, the scanner will automatically detect the individual photos and save them as separate files)

Custom: scan according to settings you have set in the "***Settings…***" section (lower right corner of *Canon IJ Scan Utility* menu). To set where your scanned files will save, click on the "***Settings…***" menu. Navigate to which type of scan you would like to change the scan destination (perhaps you want .PDF Document scans to save to *the My Documents* folder, or .JPG Photo scans to save to the *My Pictures* folder, etc.) and change the destination in the field labeled "***Save in***".

Stitch: this feature allows you to either scan separate items and combine them into one image/file, or scan an item that is larger than the scanning platter into a single image/file. **Please refer to the online manual (under the section titled *Getting The Most From Your Scanner*) for an in-depth step-by-step of how to use this feature.**

OCR: this is a text extract setting that will scan a document for text and save the text as a file on the computer (be sure to specify document size, file scan destination, and the program you would like to open the extracted text with in "***Settings…***" > "***OCR***" before you scan)

Note: OCR scanning will NOT work on the following:
- Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
- Slanted documents
- Documents placed upside down or documents with text in the wrong orientation (rotated characters)
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with narrow line spacing
- Documents with colors in the background of text
- Documents containing multiple languages

Scanner Buttons (on the front side of the scanner):

PDF Button

Scans items and easily creates PDF files, then saves them.

AUTO SCAN Button

Detects the item type automatically and saves them to a computer.

COPY Button

Scans items and prints them on a printer.

SEND Button

Scans items and attaches the scanned images to an e-mail or sends them to an application.