## STEPS FOR HOW TO SCAN PDF FILES USING CANNON LIDE 110 SCANNER

**STEP 1** : Click on Short cut icon of **Canon Mp Navigator Ex- CanoScan Lide 110** on desktop or you will find it in All Program Files->Cannon Utilites->MP Navigator Ex 4.0->MP Navigator Ex 4.0. Then below screen will display.

🛫 Canon MP Navigator	EX - CanoScan LiDE 110	-	
Scan/Import	View & Use		One-click
		Scan/Import Do	cuments or Images
		Auto Sc Photos/	an Documents (Platen)
Show thi	s window at startup		11 Preferences ?

STEP 2: Click on Photos/Documents (Platen) , below screen will display



**STEP 3**: Click on **Specify** below screen will display here you can change the document type, Documnet Size and Scanning Resolution.

Note: By default Scanning Resolution will be 200dpi set it as **100dpi** to reduce the file size. (Lesser size will be good for uploading to software or sending through mail)

	Follow the procedure below to se	can photos or documents.	<b>§†</b> Preference	s
Scan/Import		ちゅ =-)	By Date 🔺	
uto Scan			cuments	
Photos/Documents (Platen)		Open the doc	ument cover and place the	e photo (
cument Type:	Scan Settings	and and a second s	23	n
Color Document				1
ocument Size: A4 esolution:	Specify a	dvanced settings for scanning photos a	nd documents.	)ocum
200 dpi	Document Type:	Color Document	•	
use the scanner driver	Document Size:	A4	•	
Scan	Scanning Resolution:	100 dpi	•	
Clear	Auto Document Fix	Descreen		
	Unsharp Mask	Remove gutter s	hadow	
	Reduce Show-through			
	Correct slanted docume	ent		
	Detect the orientation of	f text documents and rotate images		
	Document Language:	English		
	E C	OK Cancel	Defaults	
to the second				
Jump to Main Menu				

If you click on **Scanning Resolution** you can set Resolution.

**STEP 4:** Click on OK below screen will display, here click on **SCAN** for further process.

Canon MP Navigator EX - CanoScan LiDE 1	10	
Scan/Import	Follow the procedure below to scan photos or de	bocuments.
Auto Scan Photos/Documents (Platen) Document Type:	5	Place Documents Open the document cover and place the photo or document on the platen.
Color Document  Color Document  Color Document  Color A4  Document Size: A4		Select [Document Type] Select the type of photo/document from [Document Type].
200 dpi Specify Use the scanner trian Scan		Click [Scan] Scanning starts.
Jump to Main Menu		

**STEP 5:** After SCANING below screen will display. Here if you have more than one PDF file to scan change the PDF file which you have given before and **place another document to scan** and then click on SCAN else click on EXIT.

Canon MP Navigator EX - CanoScan LiDE 1		
	Click to select the image.	Preferences ?
Scan/Import 🤎	器 語 哲 语 心 th 🔐 Zoom in	By Date 🔺 👻
Auto Scan Photos/Documents (Platen)		*
Document Type:		
Color Document 👻	unsaved_1	
Document Size: A4 Resolution: 100 dpi Specify Use the scanner driver Scan Clear	Scan Complete Scan completed. Click [Ext] to end. To continue scanning, load the next document and click [Scan]. Scan Ext	
Save Save as PDP File Jump to Main Menu	Selections	Selected: 1

Canon MP Navigator EX - CanoScan LiDE	110		- 0	X
	Click to select the image.		ft Preferences	
Scan/Import	部 🏢 智 哈 小 与 🔮 Zoom in		By Date 🔺	
Auto Scan Photos/Documents (Platen)				
ocument Type:				
Color Document	, ✓ unsaved_1 ✓ unsaved_2			
Document Size: A4 Resolution: 100 dni Specify				
Use the scanner driver	Scan Complete			
Scan	Scan completed.			
Clear	Click [Exit] to end.			
	Scan Ext			
	Selections			
		_		
Save as FUT me				
Jump to Main Menu	*		Lange of the	_

If you again click on **EXIT** below screen will display. Here Click on **SAVE AS PDF FILE** to save scanned documents to PDF files as Shown in STEP 6. Click on **SAVE** to save scanned documents to JPGE or to any image format as shown in STEP 6.

Canon MP Navigator EX - CanoScan Li	DE 110	
	Click to select the image.	Preferences ?
Scan/Import	🕙 🖽 🎛 🔁 🐴 🛝 🛱 🔐 Zoom in	🖙 🔤 By Date 🔺 👻
Auto Scan		
Photos/Documents (Platen)		
Document Type:	Hits Hits	
Color Document	unsaved_1	
Document Size: A4 Resolution: 100 dni Specify		
Use the scanner driver		
Scan		
Clear		
	Polosting CD	
Save		
Save as PDF file		
Jump to Main Menu	4	
		Selected: 2

**STEP 6:** <u>TO SAVE SCANNED DOCUMENTS TO PDF FILES</u>: Click on Save as PDF File below screen will display. Here if you have more than 1 PDF file dynamically it will show PDF (Multiple Pages).

Canon MP Navigator EX - CanoScan LiDE 11	10	and the set	
	Click to select the image.		Image: Preferences         Image:
Scan/Import		🖁 Zoom in 🔤 🚐	👌 🔤 By Date 🔺 👻
Auto Scan		Save as PDF file	
Photos/Documents (Platen) Document Tupe:		Save the image to the specified folder as a PDE file	
Color Document 🗸	✓ unsaved_1 ✓ unsaved_2		
Document Size: A4 Resolution: 100 dpi Specify		Save as type: PDF(Multiple Pages) Password security settings You can save multiple images to one PDE fi	Set
Use the scanner driver			
		page 1 page 2	
			F.
		Urag the image to rearrange the pages.	-
	Selections	File name: Pdf FileName	
1	ansenter.	Save in: C:\Users\Dell\Desktop\2014_03_14	Browse
Save Save as PDF file			Save
Jump to Main Menu	4		1
			Selected: 2

**STEP 6: TO SAVE SCANNED DOCUEMNTS TO JPGE OR ANY IMAGE FILE:** Click on **Save** below screen will display. Here give File Name and click on Browse and save the file.

Canon MP Navigator EX - CanoScan LiDE 11				23
	Click to select the image.	ŶŤ	Preferences	?
Scan/Import	🚟 🗄 🚰 🖪 🕼 🛱 🔐 Zoom in	🖷() 🔤	By Date 🔺	•
Auto Scan				*
Photos/Documents (Platen)				
Document Type:				
Color Document	unsaved_1  unsaved_2	N		
Document Size: A4 Resolution: 100 dpi Specify Use the scanner driver Clear	Save the image to the specified folder. Save in: NUtsers/Del/NDesktop/STEPS TO SCAN CANON LIDE/2014_03_14 Browse File name: IMG Save as type: JPEG/Exf  Save to a Subfolder with Current Date Save to a Subfolder with Current Date Cancel			
	Selections			
Save Save as PDF file				
Jump to Main Menu	*			÷.
		Sel	ected: 2	rie

**STEP 7:** Click on **Save**, below screen will display and give message as shown in below fig.

Canon MP Navigator EX - CanoScan LiDE 1.				
	Click to select the image.		<b>11</b> Preferences	?
Scan/Import	🖼 🔢 🔁 🐴 🛄 🔛 Zoom in	= - <u>)</u>	🔜 By Date 🔺	
Auto Scan Photos/Documents (Platen) Document Type: Color Document Cocument Size: A4 Resolution: 100 dpi Specify Use the scanner driver Clear	Save Complete Save has been completed.			
Save Save as PDF file	Selections			
Jump to Main Menu	4			÷
			Selected: 0	

**STEP 8:** If you click On **Open saved location** below screen will display the path dynamically as shown.

Canon MP Navigator EX - CanoScan LiDE 11	10			
	Click to select the image.			ft Preferences ?
View & Use 関	The second secon	R	S = −)	Categories 👻
My Box (Scanned/Imported Images)	Close All All Categories			Edit Custom Categories
Specify Folder	<ul> <li>Document Images:2 (Selected:2)</li> </ul>			(*
Recently Saved Images	▼ PDF File Images:2 (Selected:2)			
Search	to -			
Computer      A	the set of			
Control Panel				
Here 14 02 RO PHOTOS - MYSORE ZONE				
2014_03_13				
Backup RO By Pushpa				
PDF				
Print				
Send				
Edit/Convert				14
	Selections III			
	in a			
Jump to Main Menu				
C:\Users\Dell\Desktop\2014_03_13\IMG.pdf				Selected: 2