

Microform Digitizing Instructions Canon MS 300

[Saving Microfilm or Microfiche Images to a File Using the Canon Microfilm Scanner 300]

- Turn on the Canon Microfilm Scanner 300 and printer. Insert microfilm/microfiche and center it.
- Turn on the PC next to the Scanner. If it is already on, Restart it.
- Click on Start, All Programs and open Capture Perfect 1.0
- If you wish to save your scan on a Jump/Thumb/USB drive, insert it into the pc
If you do not have a Jump/Thumb/USB drive, you can email your scan – see below
- Click File, Scan to Batch
 1. When prompted, name your file and save in to your USB drive if you have one, or to “My Documents” if you want to email your scan
 2. Save
 3. Click “Start Scanning”
 4. The “Prescan” box will appear. Adjust the image brightness as desired
 5. Click the green “Scan” button
 6. After the image appears, advance the film or fiche and click “Continue Scanning” until all images are scanned
Note: You will need to adjust the brightness for each scan
 7. When through, click “Stop Scanning”
 8. File will be on your USB drive or in My Documents, whichever you have chosen in Step 1

Emailing your Scanned Image

- Open your web-based email account, attach the file of scanned images in the My Documents folder, and email them to yourself.
Please note that the email function from within Capture Perfect does not work