Kilburn Library, 12-22 Kilburn High Road, London, NW6 5UH

LEGO ROBOTICS CLUB!

[AGE 6-11]

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Join us for an exciting 10-week course to learn coding using LEGO! Spark endless creativity, build your problem-solving skills, and most importantly: have fun!!

> For enquiries: libraries@camden.gov.uk

Scanner Instructions

1. Put your document inside the scanner, make your document face down on the glass and close the lid and sit on the computer next to it.



3. If you want to have the file as a PDF file then click on **Document** if photo then click on **Photo**



4. File Explorer will automatically open where you can view your document or image.



Special Cases

A. To Scan multiple documents

a. In Step 3 go to **Settings**. Click on to **Document Scan** and on the **Data format: PDF** and click on **PDF** (**multiple pages**) from the drop-down menu. Then click **OK**.



b. Proceed to scan as per regular instructions, after the first document is done, put the new page onto the scanner and click on Scan as per need.



B. To scan just specific portion of the document

a. In Step 3 go to Scan Gear	🚉 Canon IJ Scan Utility					×
	Product Name:	Product Name: CanoScan 9000F Mark II			~	
						4
	Auto	Photo	Document	Custom	Stitch	canGear
					Setting	IS

- b. Click **Preview** and adjust the dashed rectangle around the part of the image you wish to scan.
- c. Click **Scan** to scan the selected the area.

