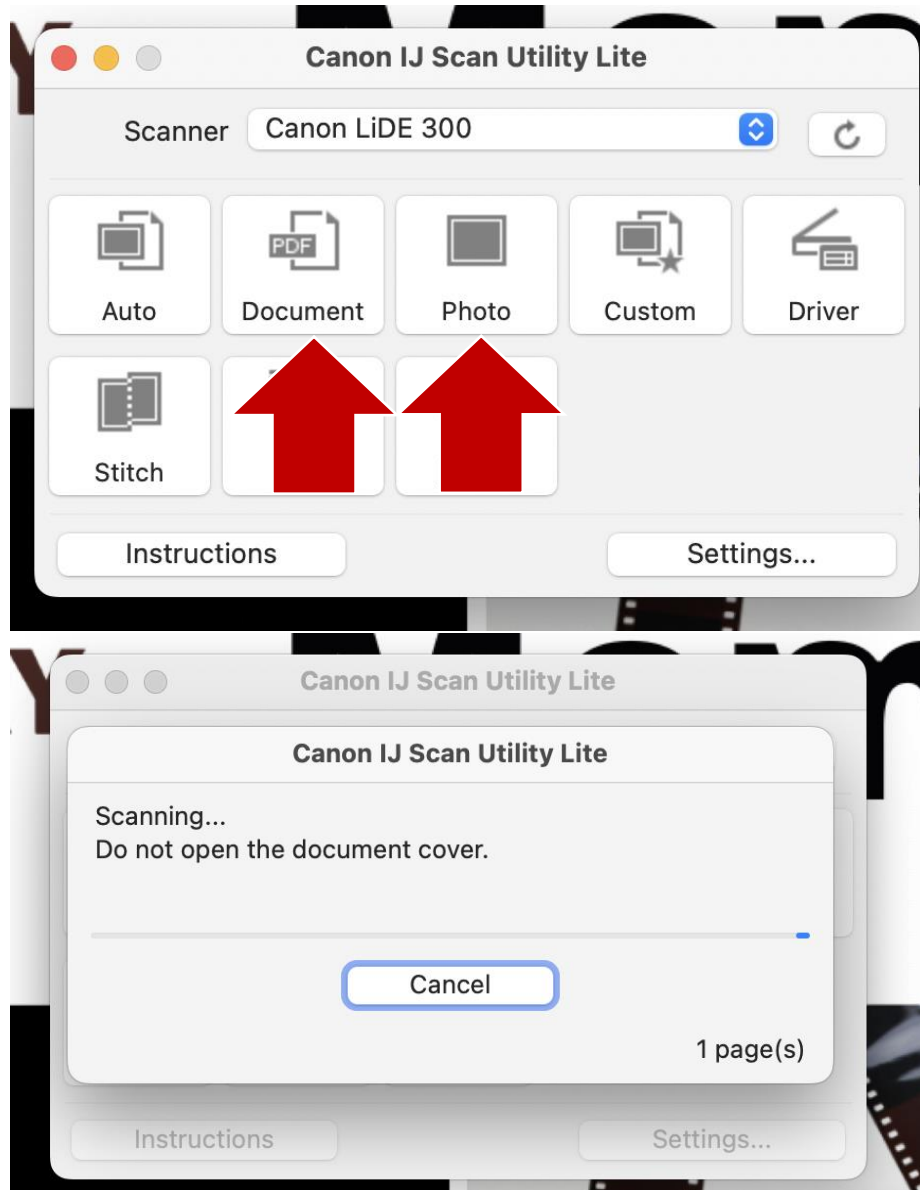## Flatbed Scanner: CanoScan 300

1. Connect scanner to computer with USB cable. Open application **Canon IJ Scan Utility**.

2. Place the document/picture face down on scanning plate and align it to the guide arrow in the lower left corner. Close the document cover gently.

3. Click **Document** icon—for items with readable text—or **Photo**—for high image quality. Wait for scanner to complete the scan.

4. When scanner stops, open document cover and remove item. Repeat steps 2-4 for remaining items.

5. After scanning is finished, copy scanned items to a USB drive, cloud drive, or email. Images are saved to **Pictures** and PDFs are saved to **Documents**. Select and drag scanned files to the

Trash icon on the taskbar; empty trash before leaving.