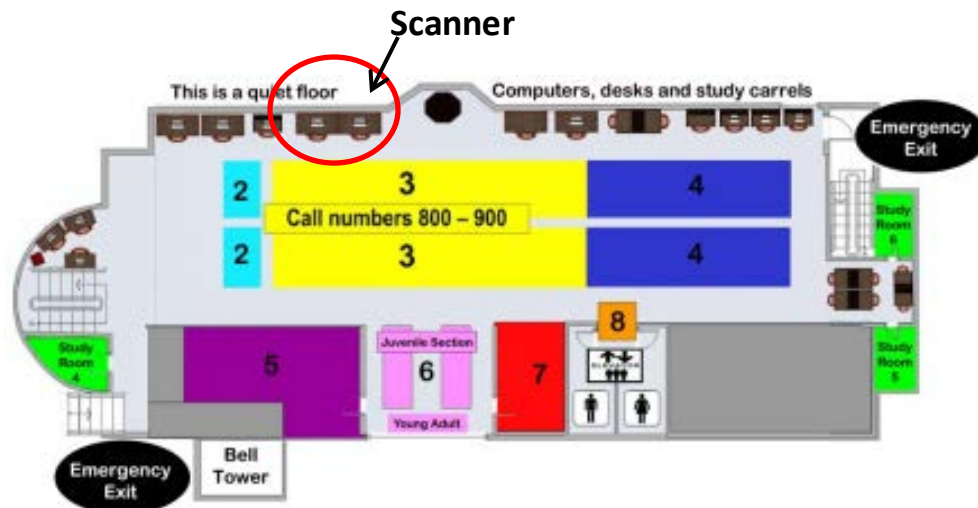


Scanning Multiple Pages into One Document

The scanner is located on the upper level on the back wall by the windows.



1. Sign into the computer.
2. Hit the START button.
3. Choose "All Programs".
4. Choose "Canon Utilities".
5. Choose "MP Navigator EX 1.0" (there may be a shortcut icon on the desktop).
6. Click the "SAVE" icon.
7. Place the first page on the scanner and hit SCAN.
8. Minimize the pop-up window, replace the first page with the second page, and hit SCAN again (repeat for all pages in the document).
9. In the pop-up window, check the box next to all the images.
10. Click PDF on the left-hand side, then "Create/Edit PDF".
11. Click "Save All Pages" on the left-hand side.
12. Specify where you want to save the pdf (e.g. the Desktop) and hit "Save".
13. You may now print or email the document to yourself as an attachment.