

# Scanning (using Canon EX) and create a JPG file

A friend of mine wanted to scan in a picture to publish it onto Facebook. The all-in-one used was a Canon MG2100.

As each of the “Canon Solution Menu EX” works slightly different so I had to listen to what they were doing at the other end of the phone and hope that I could talk them through some sort of solution (without having the User Guide).

1. We managed to scan using auto scan
2. Then I was told that there was only a “Save as PDF” available (not quite correct but as always – we only see what we want to see)
3. So we saved the scan as PDF – oops where did it get saved to?
4. My instructions were:
  - click the Windows (Start) icon ->
  - click “Recent Items” on the left ->
  - find and click on the “just saved PDF file”.
5. So now we have the file open – what next?
  - Use the “Snipping Tool” – (which can be found by click the Windows (Start) icon ->
  - Click “All Programs” ->
  - find and click “Accessories” ->
  - and approximately in the middle of that list select and click “Snipping Tool”).
6. When started it automatically is ready to snipe i.e. what you had on the screen is slightly greyed out
  - so now it’s just a matter of selecting the area you want to snipe –
  - click top left and drag the cursor to the down right end position –
  - let go of the mouse and your selection is now placed on the clipboard and visible in the

“Snipping Tool” window.

7. You can now either save the image directly from the “Snipping Tool” or paste it into any applications – like Word, eMail or an image manipulation program.

That’s it – I am not telling you how to post/publish on Facebook.

I downloaded the Canon MG2100 user manual and saw that we could have skipped the PDF file and the snipping, but as I like the “Snipping Tool” I am only glad to pass that information on as well.