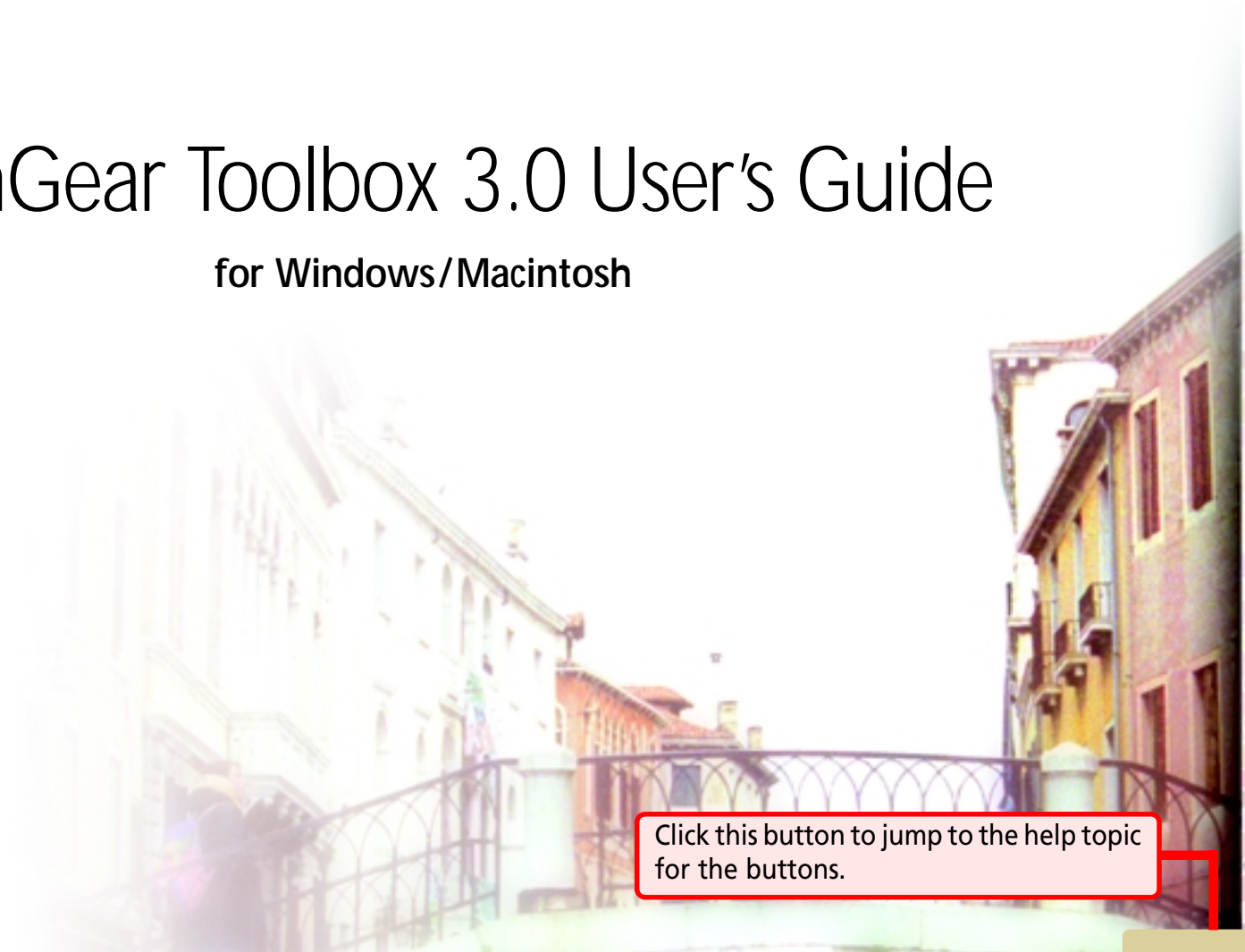


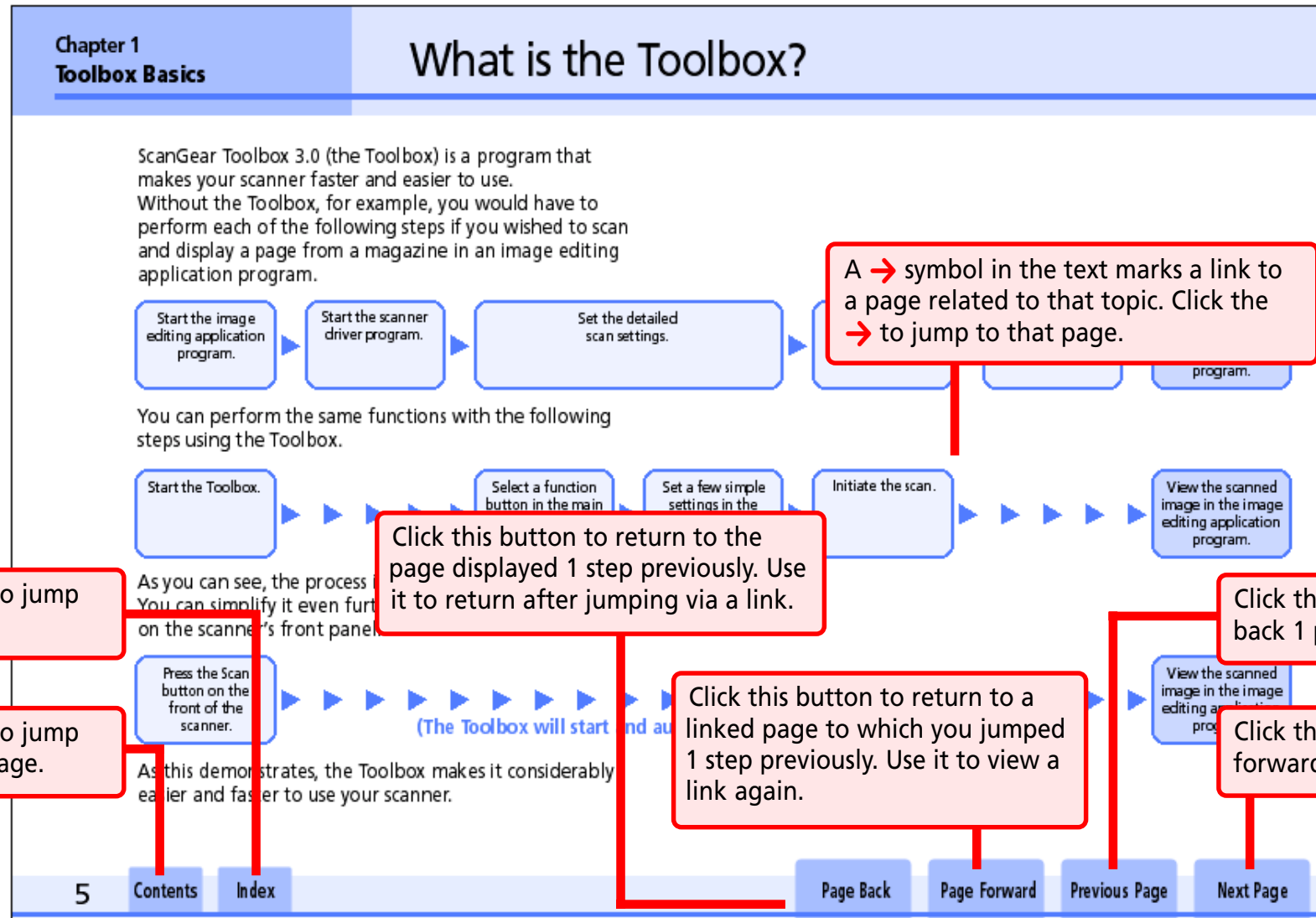
ScanGear Toolbox 3.0 User's Guide

for Windows/Macintosh

A faded, artistic photograph of a European-style street with multi-story buildings and a decorative metal railing in the foreground. The image is positioned behind the main title and the bottom navigation bar.

Click this button to jump to the help topic for the buttons.

How to Use the Buttons in this Guide



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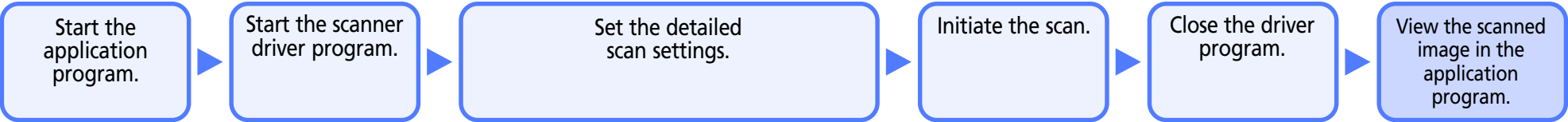
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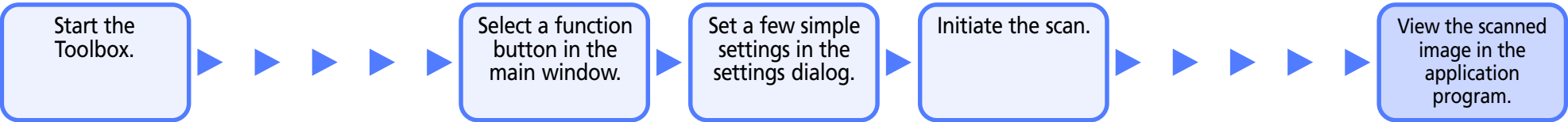
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What is the Toolbox?

ScanGear Toolbox 3.0 (the Toolbox) is a program that makes your scanner faster and easier to use. Without the Toolbox, for example, you would have to perform each of the following steps if you wished to scan and display a page from a magazine in an image editing application program.

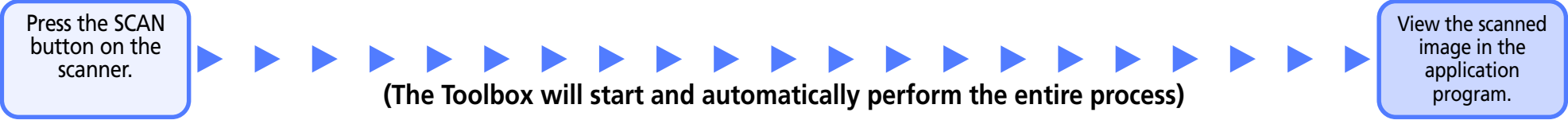


You can perform the same functions with the following steps using the Toolbox.



As you can see, the process is simplified with the Toolbox.

You can simplify it even further by using the Scan button on the scanner's front panel.



As this demonstrates, the Toolbox makes it considerably easier and faster to use your scanner.

Installing the Program

This topic explains how to install the Toolbox program.

System Requirements

The following minimum requirements must be met to install the program.

Windows

Supported System Software: Windows 98
Windows 2000 Professional
Windows Millennium Edition

RAM: 64 MB or more

Free Hard Disk Space: Approximately 10 MB
(before installation)

Display: 800 x 600 pixels
High Color (16 bit) or higher

Macintosh

Supported System Software: Mac OS 8.6, 9.0, 9.1
Mac OS X (Classic Mode only)

RAM: 64 MB or more
(128 MB or more for Mac OS X)

Free Hard Disk Space: Approximately 10 MB
(before installation)

Display: 800 x 600 pixels
32,000 colors or more

Installing the Toolbox

Use the CanoScan Setup CD-ROM that came with your scanner to install the Toolbox program. Please see the separate *Quick Start Guide* for installation instructions.

! Important

- To install the program on Windows 2000 Professional, you must first log on as the Administrator before proceeding.

// Note

- → See the "*Uninstalling the Toolbox*" topic in the *Appendices* for instructions for removing the installed program from your computer.
- Unless there is a need to specify one operating system, the term Windows is used in this guide to refer to Windows 98, Windows 2000 Professional and Windows Millennium Edition (Windows Me) collectively.

Starting/Closing the Toolbox (1/2)

This topic explains how to start and close the Toolbox.

Important

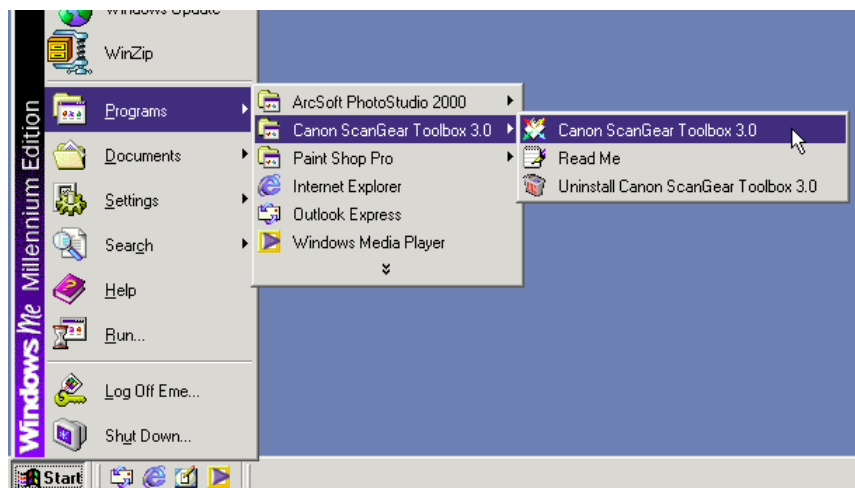
- Before starting the Toolbox program, confirm that ScanGear CS-U has been installed and the scanner correctly connected.

Starting the Toolbox

Use the following procedures to start the Toolbox.

Windows

Click the Windows [Start] menu and select [Programs], [Canon ScanGear Toolbox 3.0] and [Canon ScanGear Toolbox 3.0]. (The screen shot below is from a system running Windows Millennium Edition)



This will start the Toolbox and display its main window, which will appear similar to the example below.



Macintosh

Open the [ScanGear Toolbox] folder and double-click the [ScanGear Toolbox] icon.



This will start the Toolbox and display its main window, which will appear similar to the example below.



Starting/Closing the Toolbox (2/2)

Note

- Please see *Chapter 3 "Using the Scanner Buttons"* for instructions for using Toolbox with the Scan button on the scanner's front panel.

Closing the Toolbox

To close the Toolbox, click the close box on the main window.

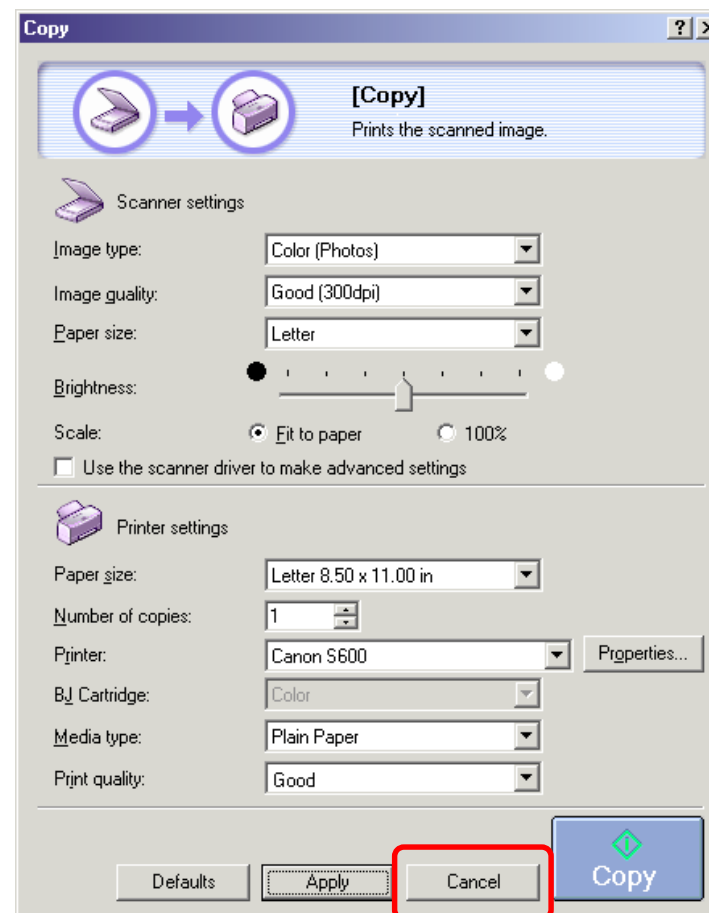
Windows



Macintosh



To close the program when you have opened a settings dialog, click the dialog's [Cancel] button or close box, and then click the main window's close box.



Toolbox Buttons (1/2)

This topic introduces the buttons contained in the Toolbox's main window. → See *Chapter 2 "Using the Toolbox"* for the instructions to adjust each button's settings.

■ Copy



Scans and prints the image on a printer.

■ Mail



After scanning, it starts a linked mail program and creates a new message with the image file attached.

■ OCR



After scanning a document, it starts a linked OCR program (an image-to-text converter) and opens the image file. If you installed the OCR program from the CanoScan Setup CD-ROM, it will already be linked.

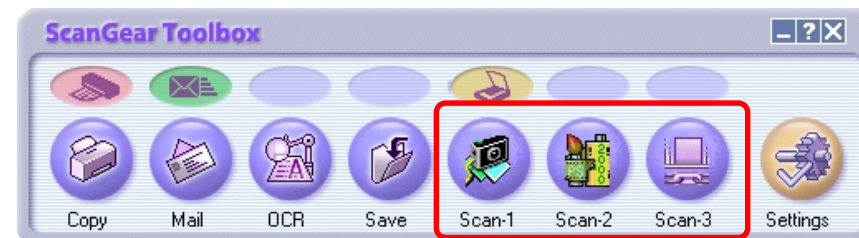
■ Save



Scans and saves the image file to disk.

■ Scan-1 to Scan-3

Windows



Macintosh



The three buttons framed in red are named respectively Scan-1, Scan-2 and Scan-3. If you installed all the programs from the CanoScan Setup CD-ROM, PhotoBase will be linked to Scan-1 and PhotoStudio to Scan-2. The buttons will be shown with the programs' symbol as the button icon.

If you click any one of these buttons, the Toolbox will scan the item, start the linked application program and transfer the image file to that application.

Toolbox Buttons (2/2)

Note

- You can link other programs to the Scan-1, Scan-2 and Scan-3 buttons. → See *“Linking to Other Application Programs”* topic in Chapter 4.

Settings

The Settings button can be used to set the functions performed by the Scan button on the scanner's front panel. It can also be used to select the scanner if more than one is connected to your computer.



Other Buttons (Windows)

Click here to close the Toolbox.

Click here and click an object to open its help topic.

Click here to minimize the window.



Other Buttons (Macintosh)

Click here to conceal all but the title bar. (Click again to restore the full window.)

Click here to turn on the balloon help function and then position the mouse cursor over an object.

Click here to close the Toolbox.



Windows and Macintosh

Since the Windows and Macintosh versions of the Toolbox's windows were designed to be virtually identical and are operated in similar ways, only the Windows version is shown in the detailed explanations of the Toolbox functions, which start from the next chapter.

A separate explanation is provided for Macintosh users in the rare cases where the Macintosh settings differ from those shown for Windows. Macintosh users should be able to view the Windows examples without experiencing any confusion.

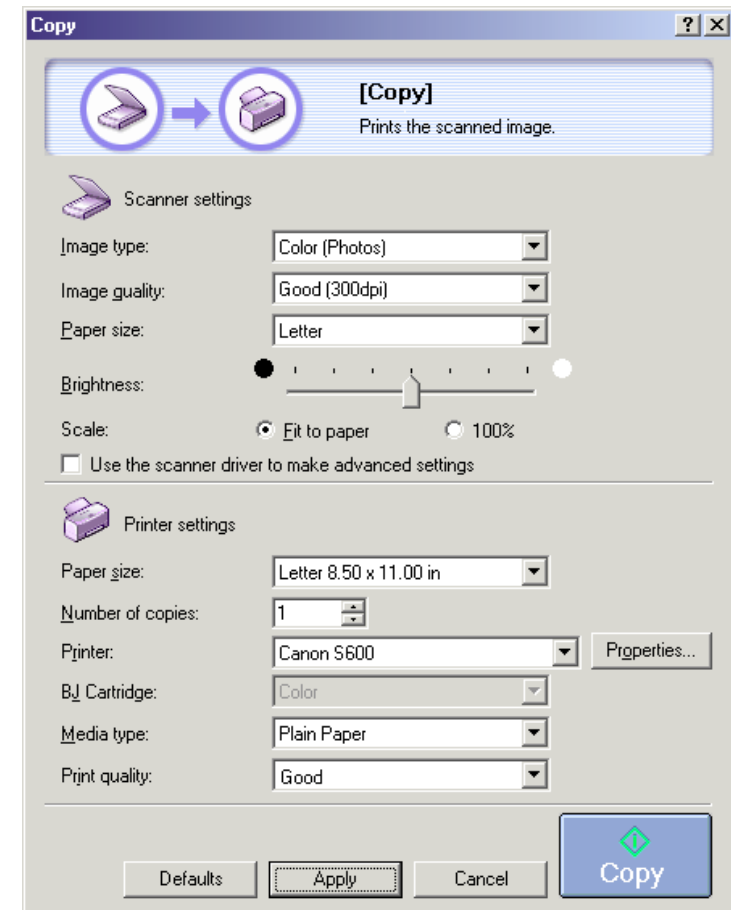
Copying (Printing)

This function scans and prints the image in a single integrated step. Follow the procedures below to start copying an image.

- Start the Toolbox and click the [Copy] button.



A dialog like the one below will display.



The settings in this dialog are explained on the following pages.

Copy Settings (1/5)

This topic explains the settings in the Copy dialog.

Scanner Settings - Image Type

Select a scanning mode.

Black and White:

Scans and expresses the image in two colors, black and white.

Grayscale:

Scans and expresses the image in black and white and various shades of gray between these two colors. The result is similar to a monochrome image.

Color (Magazine):

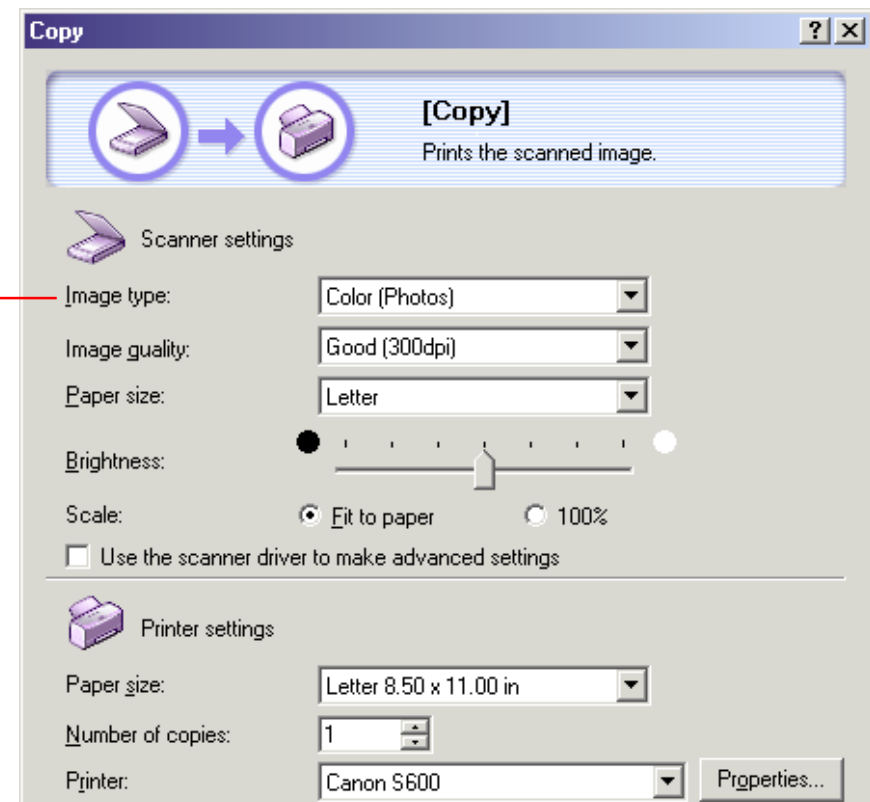
Scans with the Descreen function turned on (see the Note on this page) and expresses the image in color.

Color (Photos):

Scans with the Descreen function turned off (see the Note on this page) and expresses the image in color.

Color (Auto crop): (Windows only)

Automatically sets the paper size, sets the Image Quality to 300 dpi and expresses the image in color.



Note

- Moiré patterns (striations or a wavy effect) can appear when some printed items are scanned. The Descreen function reduces this effect. Scanning takes longer with the Descreen function on.

Copy Settings (2/5)

Scanner Settings - Image Quality

This setting determines the resolution (fineness) at which a scanned image is reproduced.

Draft (150 dpi/75 dpi):

Scans at 150 dpi when Black and White or Grayscale mode is selected. Scans at 75 dpi in Color mode.

Standard (300 dpi/150 dpi):

Scans at 300 dpi when Black and White or Grayscale mode is selected. Scans at 150 dpi in Color mode.

Good (600 dpi/300 dpi):

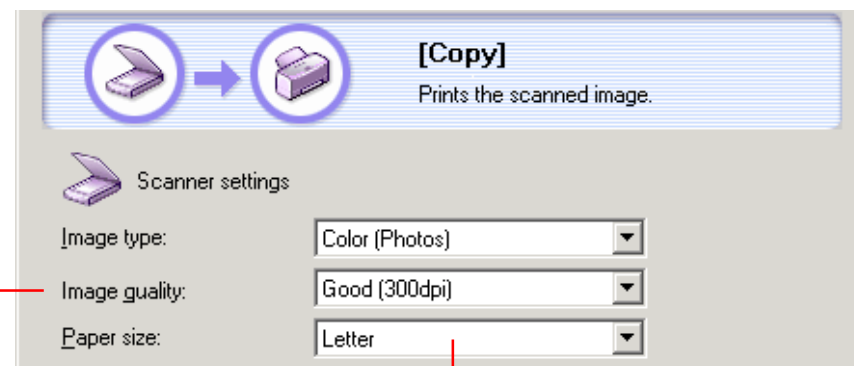
Scans at 600 dpi when Black and White or Grayscale mode is selected. Scans at 300 dpi in Color mode.

Expansion Printing (600 dpi):

Scans at 600 dpi in Color mode. (This option is not available in Black and White or Grayscale mode.)

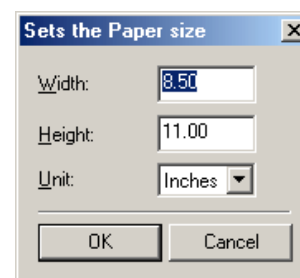
! Important

- The Image quality may change automatically if the Fit to Page option in the Scale category is selected.
- This setting is not available when the Color (Auto crop) option is selected in the Image type category. (Windows only)



Scanner Settings - Paper Size

You can select from among the following paper sizes: A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape and Custom.



When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.

! Important

- This setting is not available when the Color (Auto crop) option is selected in the Image type category. (Windows only)

Copy Settings (3/5)

Scanner Settings - Brightness

You can adjust the brightness by dragging the tab left or right. Moving it left darkens the image and moving it right brightens it.

Note

- This category sets the threshold value for black and white when the Black and White option is selected in the Image type category.

Scanner Settings - Scale

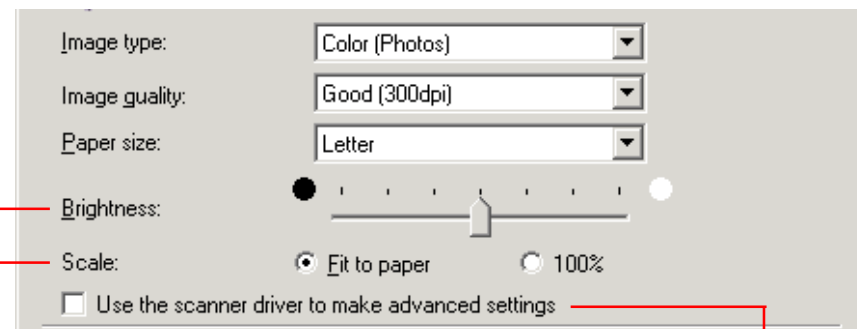
This setting allows you to expand or reduce the size of an image for printing to fit the paper specified in the Paper size category.

Fit to paper:

Automatically adjusts the size of the entire printed image to fit the size of paper specified for printing. Since it cannot change the width-to-height ratio, it may leave a white space on the sides or top and bottom of an image if the original item and the printing paper have different shapes.

100%:

Prints the image at the original size of the item.



Scanner Settings - Use the Scanner Driver to Make Advanced Settings

If this setting is left unchecked, clicking the [Copy] button at the dialog's bottom right starts the scan immediately. If a check mark is placed beside the setting, clicking the [Copy] button displays the ScanGear CS-U window, allowing you to adjust various settings in detail. The Image type, Image quality, Paper size, and Brightness settings cannot be set via the Toolbox when a check mark is placed beside this setting. Set these settings in the ScanGear CS-U window.

Note

- If you place multiple photos on the document glass and use the Multi-Photo Mode setting in the ScanGear CS-U window, the images will be scanned as a single composite image by the Toolbox Copy function.

Copy Settings (4/5)

Printer Settings (Windows)

These categories control the settings used to print the image on a printer. (See the next page for the Macintosh settings.)

Paper size:

Sets the size of paper on which the image will be printed.

Number of copies:

Sets the number of copies to print (up to a maximum of 99).

Printer:

Sets the printer used for printing. Click the [Properties] button to open a dialog allowing you to set detailed printer settings.

BJ Cartridge:

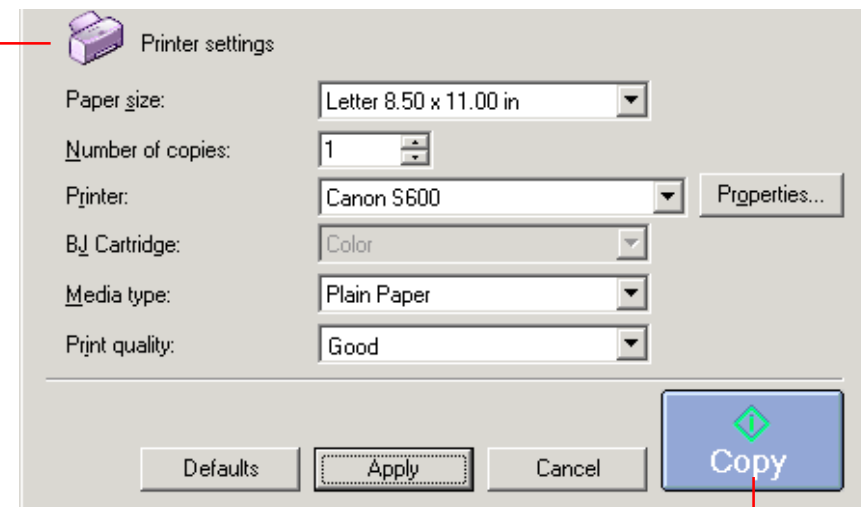
Sets the cartridge for use in the selected printer. (This category may not be available for some printers.)

Media type:

Sets the type of paper used in the printer. (This category may not be available for some printers.)

Print quality:

Sets the printing quality. (This category may not be available for some printers.)



Copy Button

When you click the [Copy] button on the Copy dialog, the scanner begins to scan with the selected settings. When the scan is complete, the image will automatically be sent to the printer for printing.

Note

- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

Copy Settings (5/5)

Printer Settings (Macintosh)

These categories control the settings used to print the image on a printer. (See the previous page for the Windows settings.)

Number of copies:

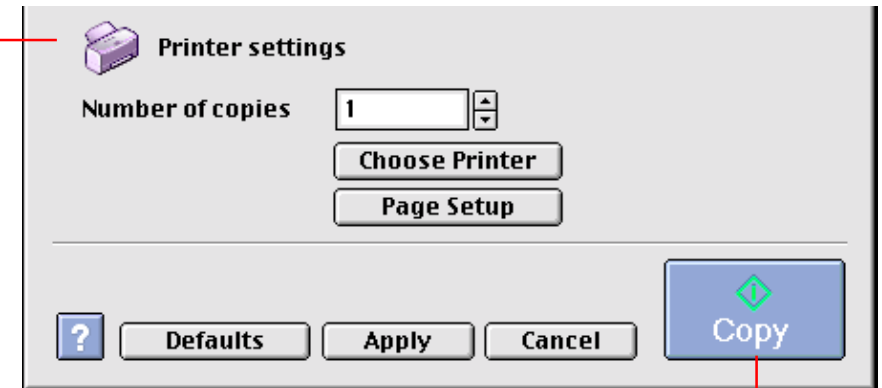
Sets the number of copies to print (up to a maximum of 99).

Choose Printer:

Opens the Chooser window and allows you to select a printer.

Page Setup:

Opens the paper settings dialog, which allows you to select paper options, such as the paper size and orientation.



Copy Button

When you click the [Copy] button on the Copy dialog, the scanner will begin to scan with the selected settings. When the scan is complete, the image will automatically be sent to the printer for printing.

Note

- Click the [?] symbol to turn on the balloon help.
- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

Sending Mail

This function scans an item and sends it as an image file attachment to a mail program. Follow the procedures below to start mailing an image.

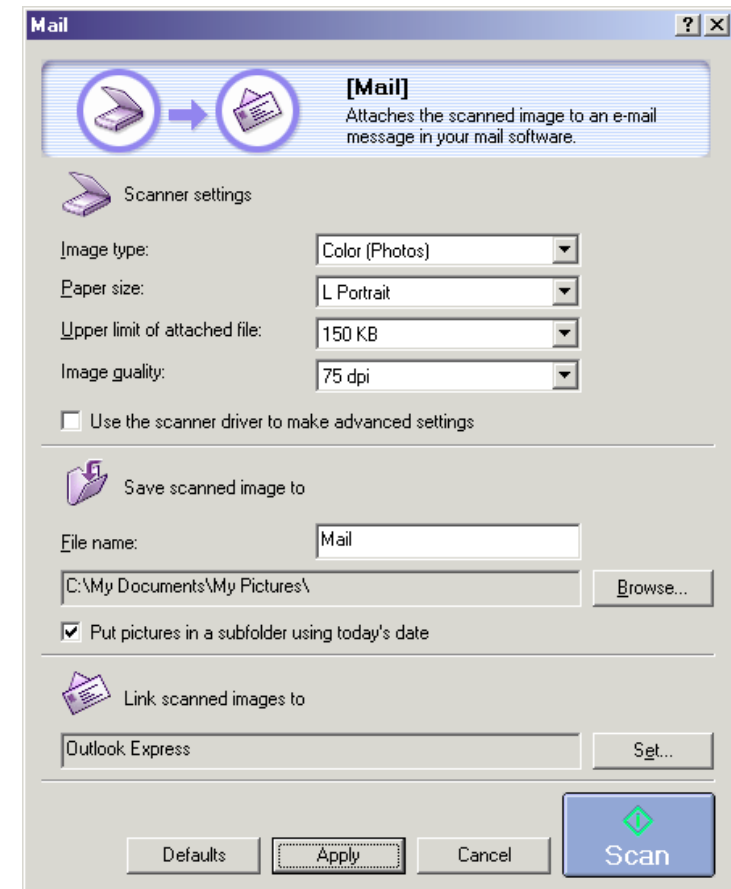
- Start the Toolbox and click the [Mail] button.



! Important

- With Windows and some mail programs, you may be required to enable the “MAPI” settings in the program itself.

A dialog like the one below will display.



The settings in this dialog are explained on the following pages.

This topic explains the settings in the Mail dialog.

Scanner Settings - Image Type (Windows)

Select a scanning mode.

Black and White:

Scans and expresses the image in two colors, black and white.

Grayscale:

Scans and expresses the image in black and white and various shades of gray between these two colors. The result is similar to a monochrome image.

Color (Magazine):

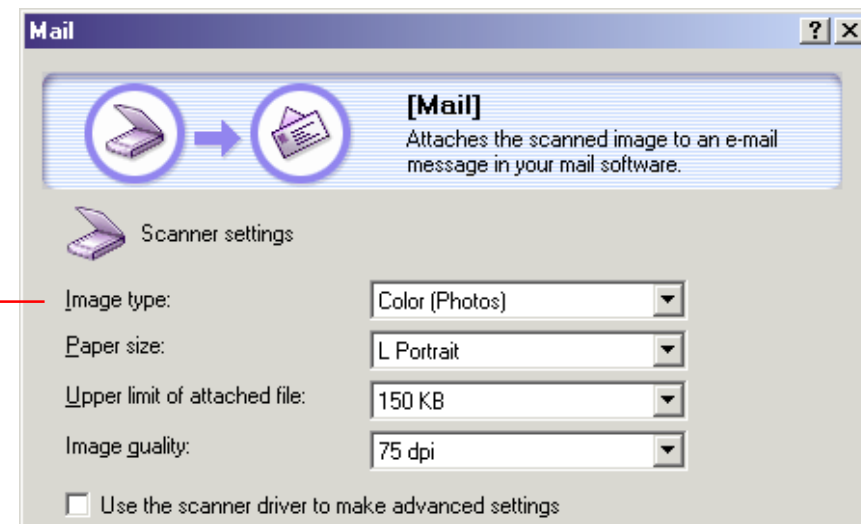
Scans with the Descreen function turned on (see the Note on this page) and expresses the image in color.

Color (Photos):

Scans with the Descreen function turned off (see the Note on this page) and expresses the image in color.

Color (Auto crop):

Automatically detects the document size, scans and expresses the image in color. The image is saved in the JPEG file format.



Note

- Moiré patterns (striations or a wavy effect) can appear when some printed items are scanned. The Descreen function reduces this effect. Scanning takes longer with the Descreen function on.

Scanner Settings - Image Type (Macintosh)

Select a scanning mode.

Black and White/Grayscale:

Scans and expresses the image in black and white and various shades of gray between these two colors. The result is similar to a monochrome image.

Color (Magazine):

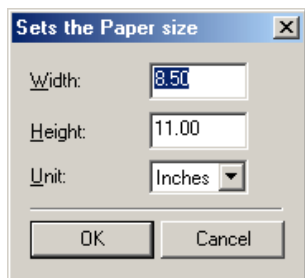
Scans with the Descreen function turned on (see the Note on this page) and expresses the image in color.

Color (Photos):

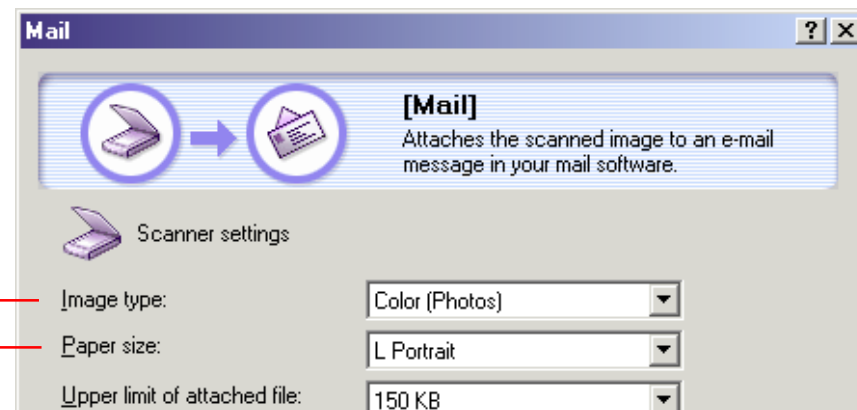
Scans with the Descreen function turned off (see the Note on this page) and expresses the image in color.

Scanner Settings - Paper Size

You can select from among the following paper sizes: A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape and Custom.



When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.



! Important

- This setting is not available when the Color (Auto crop) option is selected in the Image type category. (Windows only)

Scanner Settings - Upper Limit of Attached File

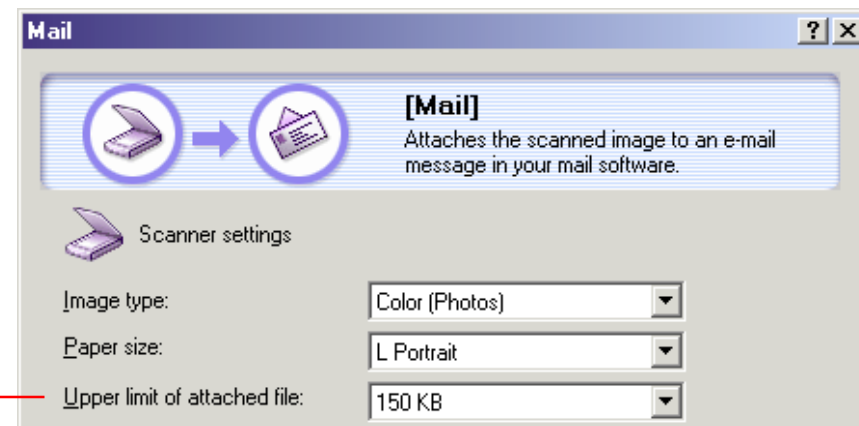
When image files are exchanged by email, it is important to constrain the image file size to a certain extent to reduce the time required to send and receive the file and alleviate the burden on the mail server and network. This category sets the upper file size for image file attachments (after compression) to one of the following options: 150 KB, 300 KB, 600 KB or 900 KB. You are recommended to set it to 150 KB for most images.

! Important

- The Image quality options will change according to the maximum size selected for file attachments.
- Please consider the maximum size for file attachments to be approximate. With some images, the actual file size may exceed the maximum after compression.

// Note

- With the Windows Toolbox version, grayscale and color images are saved in the JPEG file format. Black and white images are saved in the PNG file format. With the Macintosh version, all images are saved in the JPEG file format.



Scanner Settings - Image Quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. The options will change according to the maximum file size set for attachments.

! Important

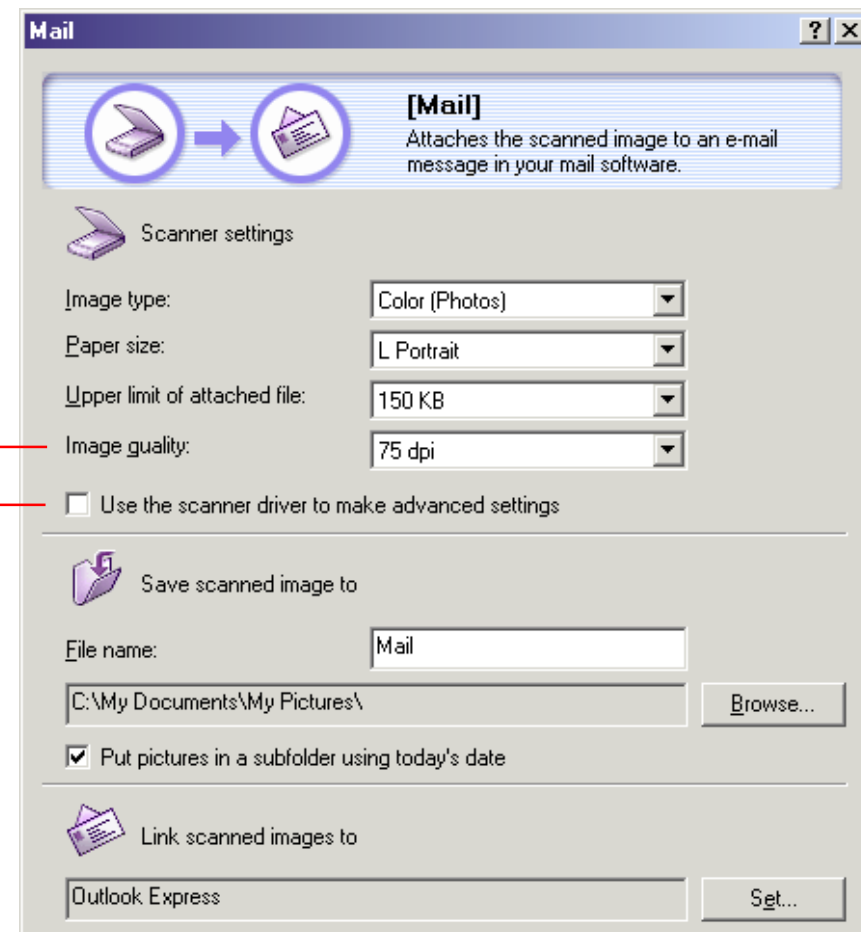
- This setting is not available when the Color (Auto crop) option is selected in the Image type category. The scan resolution will also be automatically adjusted to suit the maximum file size set for attachments. (Windows only)

Scanner Settings - Use the Scanner Driver to Make Advanced Settings

If this setting is left unchecked, clicking the [Scan] button at the dialog's bottom right starts the scan and mailing process (Scan → Start mail program → Display new message with attachment) immediately. If a check mark is placed beside the setting, clicking the [Scan] button displays the ScanGear CS-U window, allowing you to adjust various settings in detail.

✎ Note

- If you place multiple photos on the document glass and use the Multi-Photo Mode setting in the ScanGear CS-U window, the images will be scanned as a single composite image by the Toolbox Mail function.



Mail Settings (5/6)

Saving Scanned Images - File name

This setting allows you to set the root of the file name assigned to image files.

Note

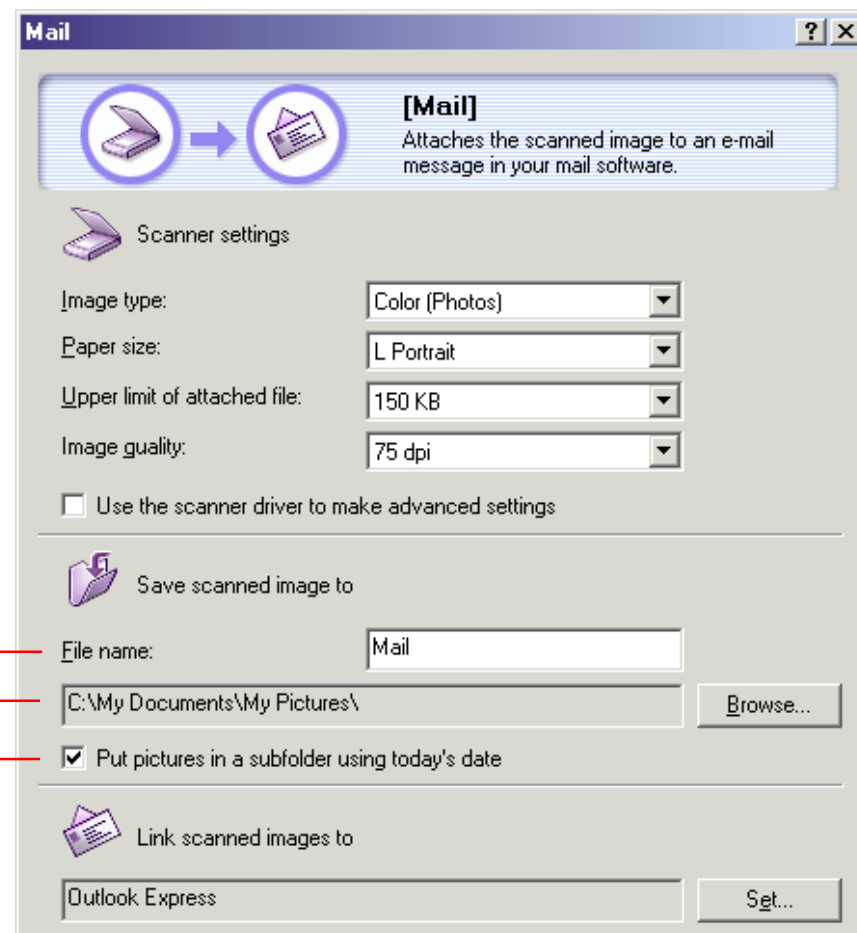
- The first scanned image is saved with the root name. From the second, the file is saved under the same root name, successive four-digit numbers are added to the root, starting from 0001.
- The file name extension (.jpg or .png) is added automatically.

Saving Scanned Images - Folder

After the scanned image is saved to the folder specified in this setting, it is sent as an attachment to the mail program. To change the folder, click the [Browse] button, select a folder and click the [OK] button.

Saving Scanned Images - Put Pictures in a Subfolder Using Today's Date

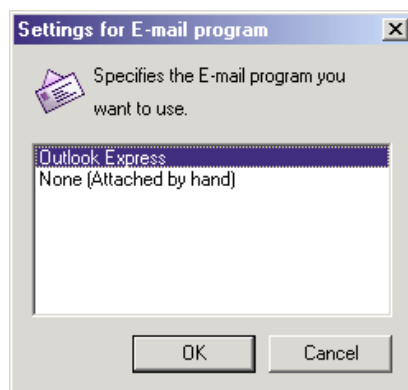
If this setting has a check mark beside it, a subfolder bearing the scanning date (2001-05-03, for example) is automatically created within the selected folder and the scanned images are saved to the subfolder.



Mail Settings (6/6)

Link Scanned Images to

This setting selects the mail program to which the image files are sent. The name of the mail program in use will appear in the box. If no mail program is displayed or you wish to select a different program, click the [Set...] button

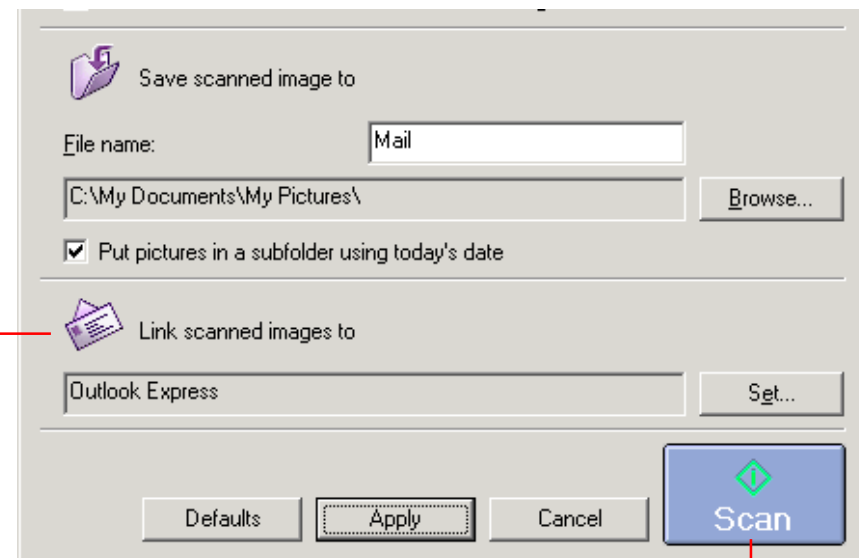


Select the mail program you wish to use from the dialog and click the [OK] button.

If your mail program does not appear in the list, select the None (Attached by hand) option. With this option, you must follow the standard procedure for your mail program for attaching an image file to a message.

! Important

- With Windows, the mail programs that you link to the Toolbox must be MAPI-compliant. You can link widely distributed programs, such as Microsoft Outlook Express, Microsoft Outlook and Eudora. With some mail programs, you may also be required to enable the "MAPI" settings in the program itself.



Scan Button

When you click the [Scan] button on the Mail dialog, the scanner will begin to scan. When the scan is complete, the mail program will open automatically and display a new mail message with the image file attached.

// Note

- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

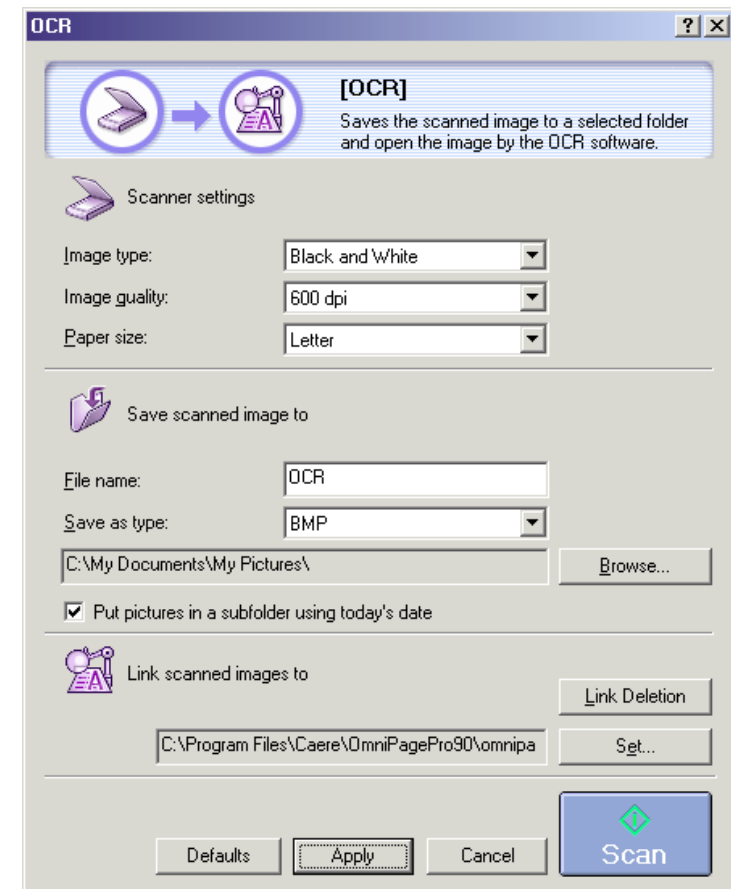
Using the OCR Function

This function scans an item, starts the OCR program and sends the image file to the OCR program. Follow the procedure below to start the OCR function.

- Start the Toolbox and click the [OCR] button.



A dialog like the one below will display.



The settings in this dialog are explained on the following pages.

OCR Settings (1/3)

This topic explains the settings in the OCR dialog.

Scanner Settings - Image Type

Select a scanning mode.

Black and White:

Scans and expresses the image in two colors, black and white.

Black and White (OCR): (Windows only)

Scans with optimal settings for text that produces a sharper image than the standard black and white mode.

Grayscale: (Windows only)

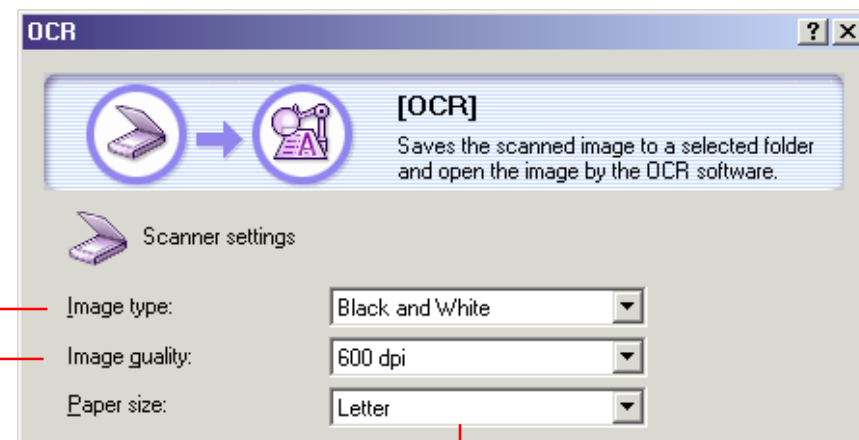
Scans and expresses the image in black and white and various shades of gray between these two colors.

! Important

- Some OCR programs do not support grayscale images. Use the Black and White or Black and White (OCR) mode with these programs.

Scanner Settings - Image Quality

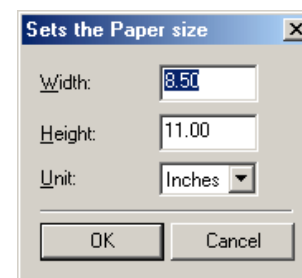
This setting determines the resolution (fineness) at which a scanned image is reproduced. You can select between 300, 400 and 600 dpi for Windows, 300 and 400 dpi for Macintosh.



Scanner Settings - Paper Size

You can select from among the following paper sizes: A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape and Custom.

When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.



Saving Scanned Images - File name

This setting allows you to set the root of the file name assigned to image files.

Note

- The first scanned image is saved with the root name. From the second, the file is saved under the same root name, successive four-digit numbers are added to the root, starting from 0001.
- The file name extension is added automatically. (Windows only)

Saving Scanned Images - Save as Type

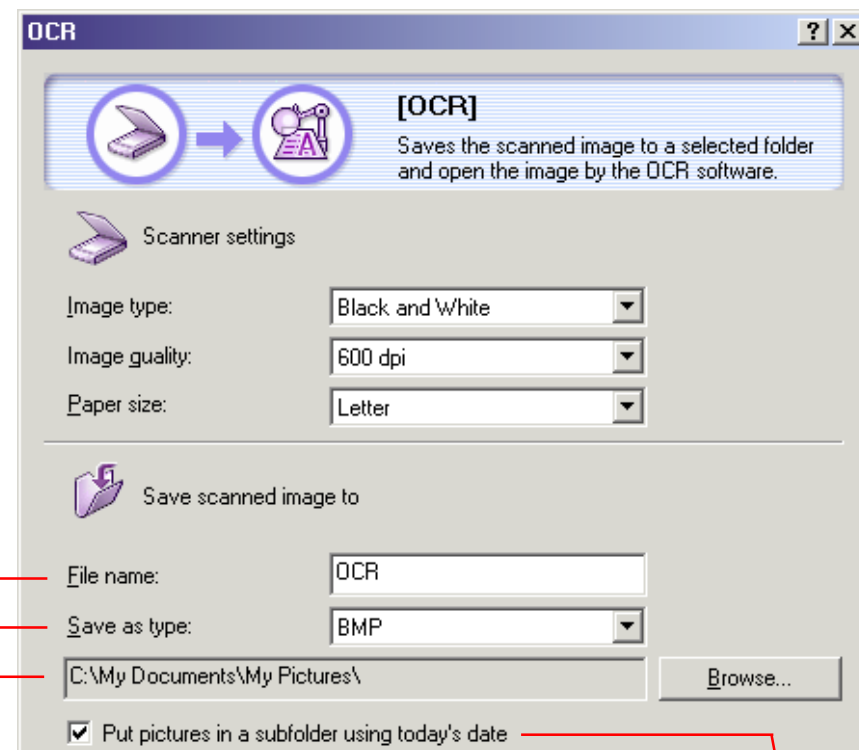
This setting allows you to set the file format for the image being saved.

Note

- See the "File Formats" topic in the *Appendices* for more information about file formats.

Saving Scanned Images - Folder

After the scanned image is saved to the folder specified in this setting, it is sent to the OCR program. To change the folder, click the [Browse] button, select a folder and click the [OK] button.



Saving Scanned Images - Put Pictures in a Subfolder Using Today's Date

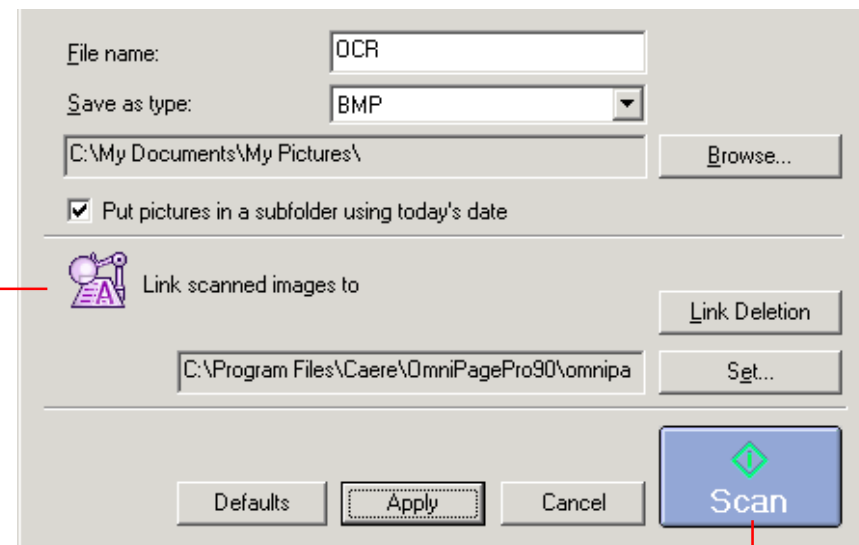
If this setting has a check mark beside it, a subfolder bearing the scanning date (2001-05-03, for example) is automatically created within the selected folder and the scanned images are saved to the subfolder.

OCR Settings (3/3)

Link Scanned Images To

This setting allows you to select the OCR program used to convert the images to text. The name of the OCR program in use will appear in the box. If you installed the OCR program from the CanoScan Setup CD-ROM, its name will appear here.

If you wish to select a different program, click the [Set...] button. Select your OCR program from the dialog that appears and click the [OK] button.



Scan Button

When you click the [Scan] button on the OCR dialog, the scanner will begin to scan. When the scan is complete, the OCR program will start automatically and open the image file.

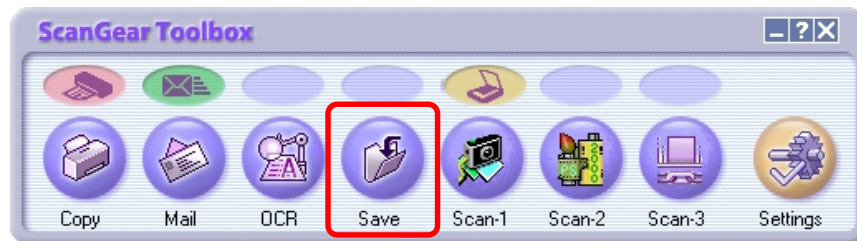
Note

- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

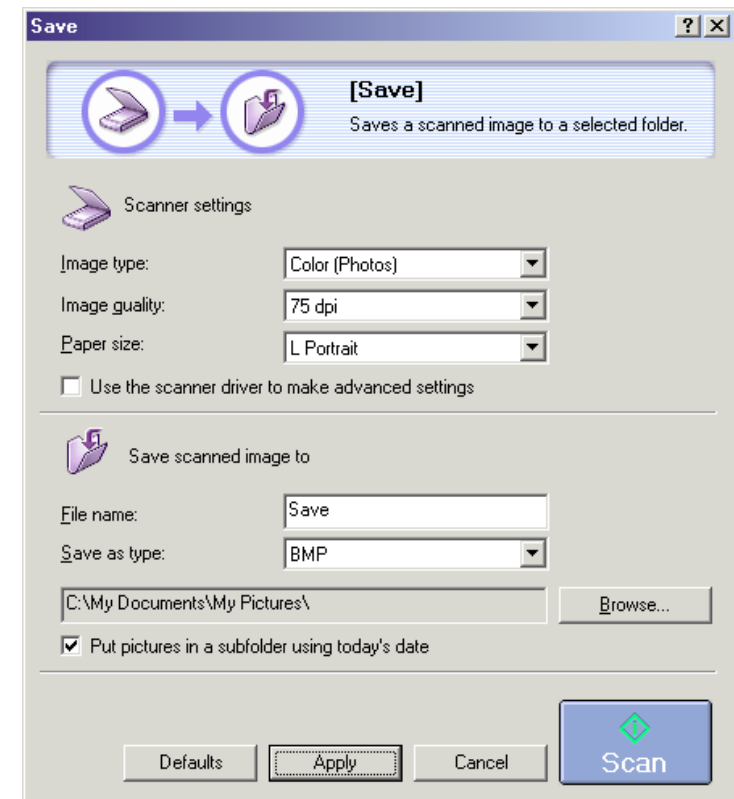
Saving to a File

This function scans and saves the image file to disk. Follow the procedures below to start saving an image.

- Start the Toolbox and click the [Save] button.



A dialog like the one below will display.



The settings in this dialog are explained on the following pages.

Save Settings (1/4)

This topic explains the settings in the Save dialog.

Scanner Settings - Image Type

Select a scanning mode.

Black and White:

Scans and expresses the image in two colors, black and white.

Grayscale:

Scans and expresses the image in black and white and various shades of gray between these two colors. The result is similar to a monochrome image.

Color (Magazine):

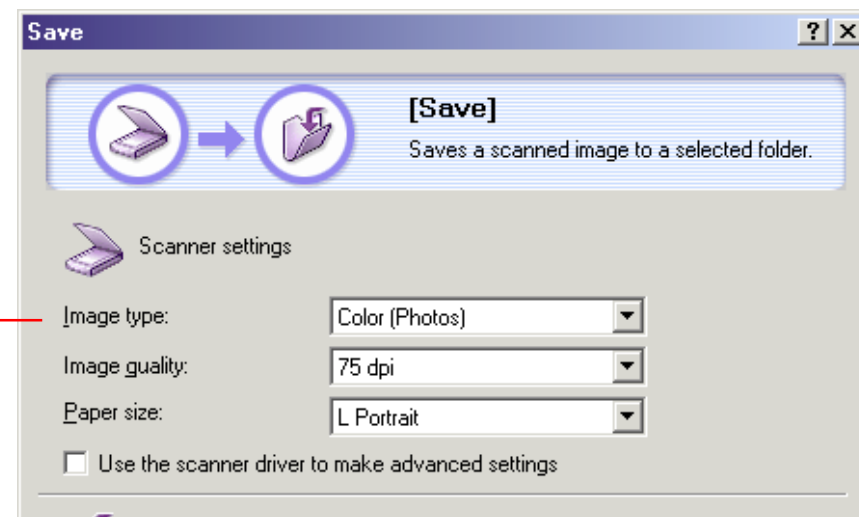
Scans with the Descreen function turned on (see the Note on this page) and expresses the image in color.

Color (Photos):

Scans with the Descreen function turned off (see the Note on this page) and expresses the image in color.

Color (Multi-Photo Mode): (Windows only)

Sets the Image quality to 300 dpi and expresses the image in color. If multiple photos are placed on the document glass, it automatically reads the individual photo sizes and creates individual image files.



Note

- Moiré patterns (striations or a wavy effect) can appear when some printed items are scanned. The Descreen function reduces this effect. Scanning takes longer with the Descreen function on.

Save Settings (2/4)

Scanner Settings - Image Quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. Resolutions from 75 to 1200 dpi are available with this setting.

! Important

- This setting is not available when the Color (Multi-Photo Mode) is selected in the Image type category. (Windows only)

Scanner Settings - Paper Size

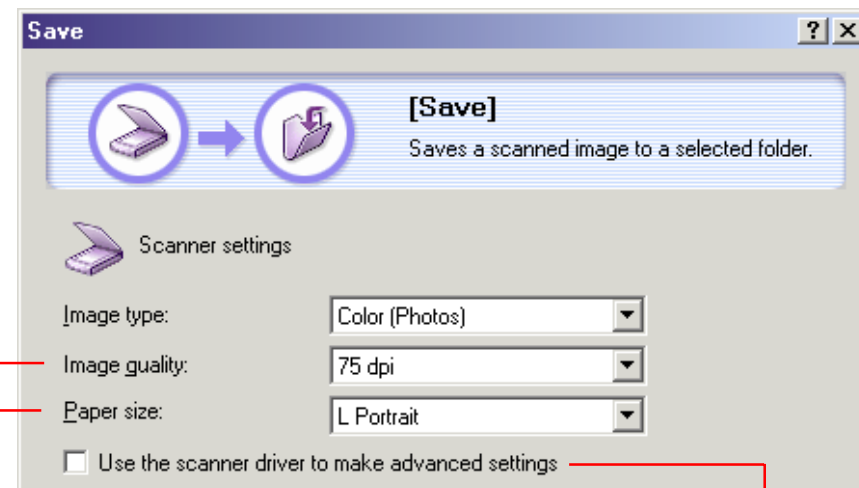
You can select from among the following paper sizes: A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape and Custom.



When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.

! Important

- The Paper size setting is not available when the Color (Multi-Photo Mode) option is selected in the Image type category. (Windows only)



Scanner Settings - Use the Scanner Driver to Make Advanced Settings

If this setting is left unchecked, clicking the [Scan] button at the dialog's bottom right starts the scan process (Scan → Save) immediately. If a check mark is placed beside the setting, clicking the [Scan] button displays the ScanGear CS-U window, allowing you to adjust various settings in detail.

Note

- When the Multi-Photo Mode is selected in the ScanGear CS-U window, the Toolbox will save the number of individual files corresponding to the number of photos on the document glass.

Save Settings (3/4)

Saving Scanned Images - File name

This setting allows you to set the root of the file name assigned to image files.

Note

- The first scanned image is saved with the root name. From the second, the file is saved under the same root name, successive four-digit numbers are added to the root, starting from 0001.
- The file name extension is added automatically.

Saving Scanned Images - Save as Type

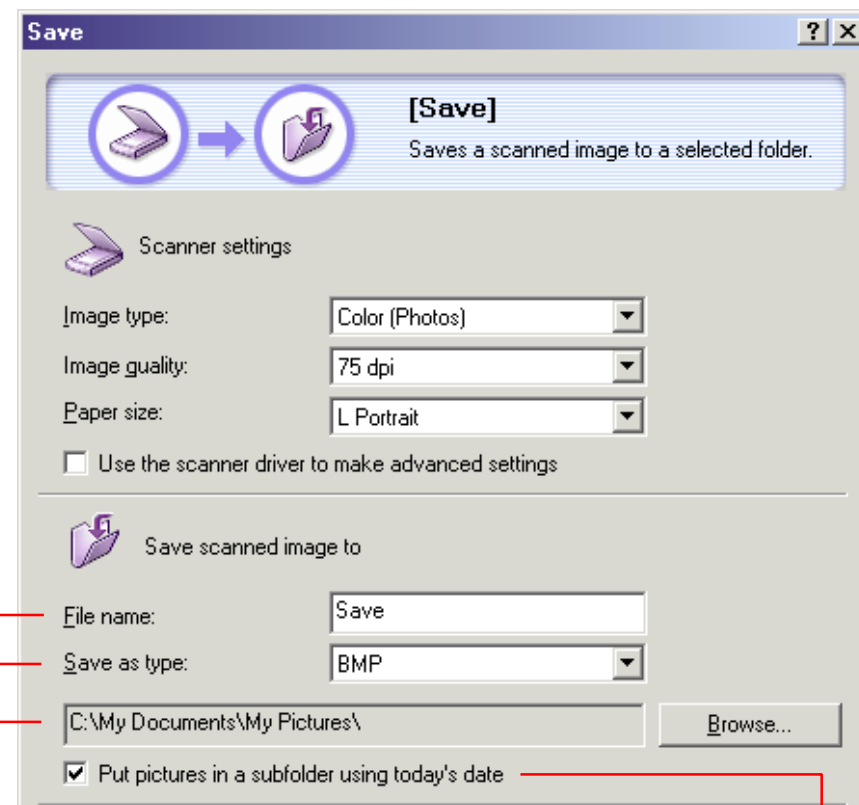
This setting allows you to set the file format for the image being saved.

Note

- See the "*File Formats*" topic in the *Appendices* for more information about file formats.

Saving Scanned Images - Folder

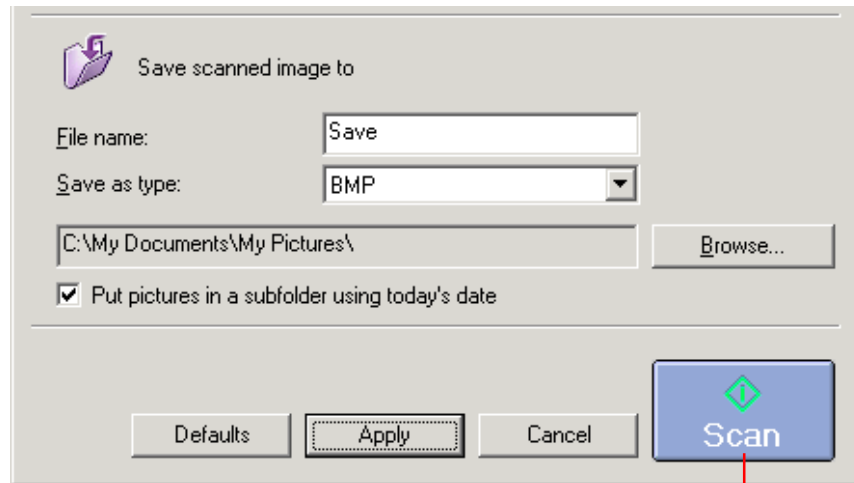
The scanned image(s) is saved to the folder specified in this setting. To change the folder, click the [Browse] button, select a folder and click the [OK] button.



Saving Scanned Images - Put Pictures in a Subfolder Using Today's Date

If this setting has a check mark beside it, a subfolder bearing the scanning date (2001-05-03, for example) is automatically created within the selected folder and the scanned images are saved to the subfolder.

Save Settings (4/4)



Scan Button

When you click the [Scan] button on the Save dialog, the scanner will begin to scan and save the image file to disk.

Note

- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

Using the Scan-1 – Scan-3 Buttons

These functions scan and send the scanned image to a linked application program. If you installed all the programs on the CanoScan Setup CD-ROM, the Scan-1 button will already be linked to PhotoBase and the Scan-2 button to PhotoStudio. Follow the procedures below to start using one of the linked functions.

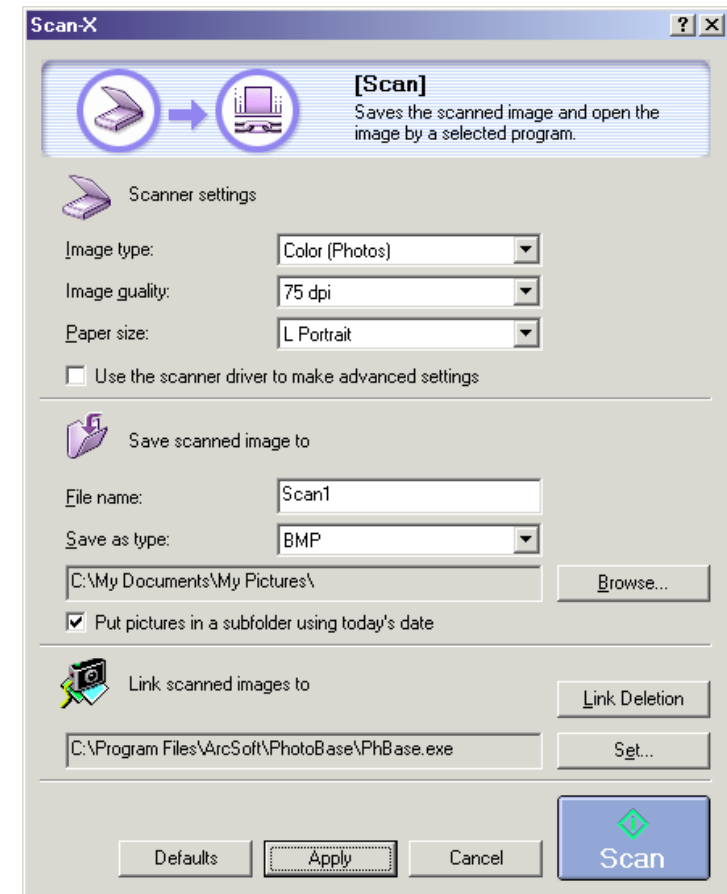
- Start the Toolbox and click the appropriate button.



Note

- → Please see the "Linking to Other Application Programs" topic in Chapter 4 if you wish to link other programs to the Scan-1 – Scan-3 buttons.
- The Scan-3 button is not linked to any program when the Toolbox is first installed. You can link a program to it to suit your requirements.

A dialog like the one below will display.



The settings in this dialog are explained on the following pages.

This topic explains the settings in the dialogs for the Scan-1 – Scan-3 buttons.

Scanner Settings - Image Type

Select a scanning mode.

Black and White:

Scans and expresses the image in two colors, black and white.

Grayscale:

Scans and expresses the image in black and white and various shades of gray between these two colors. The result is similar to a monochrome image.

Color (Magazine):

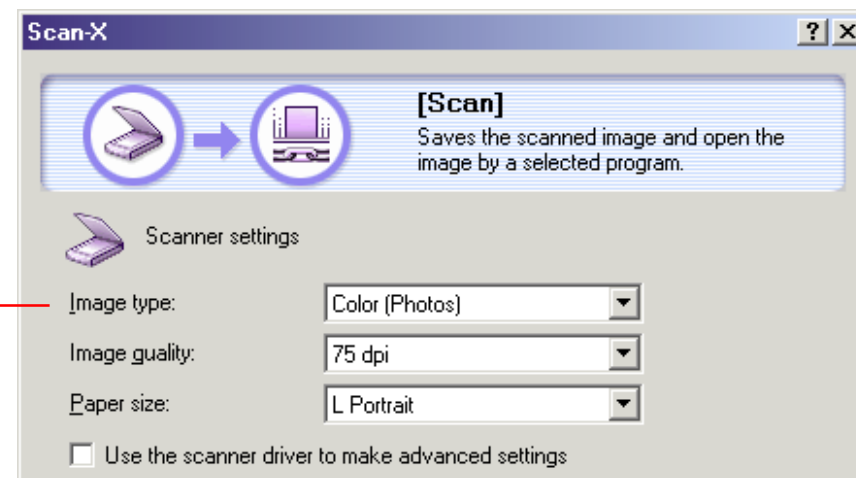
Scans with the Descreen function turned on (see the Note on this page) and expresses the image in color.

Color (Photos):

Scans with the Descreen function turned off (see the Note on this page) and expresses the image in color.

Color (Multi-Photo Mode): (Windows only)

Sets the Image quality to 300 dpi and expresses the image in color. If multiple photos are placed on the document glass, it automatically reads the individual photo sizes and creates individual image files.



Note

- Moiré patterns (striations or a wavy effect) can appear when some printed items are scanned. The Descreen function reduces this effect. Scanning takes longer with the Descreen function on.

Scanner Settings - Image Quality

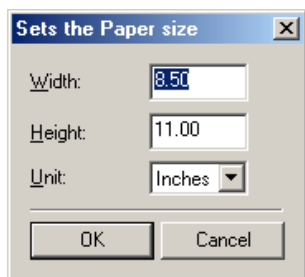
This setting determines the resolution (fineness) at which a scanned image is reproduced. Resolutions from 75 to 1200 dpi are available with this setting.

! Important

- This setting is not available when the Color (Multi-Photo Mode) is selected in the Image type category. (Windows only)

Scanner Settings - Paper Size

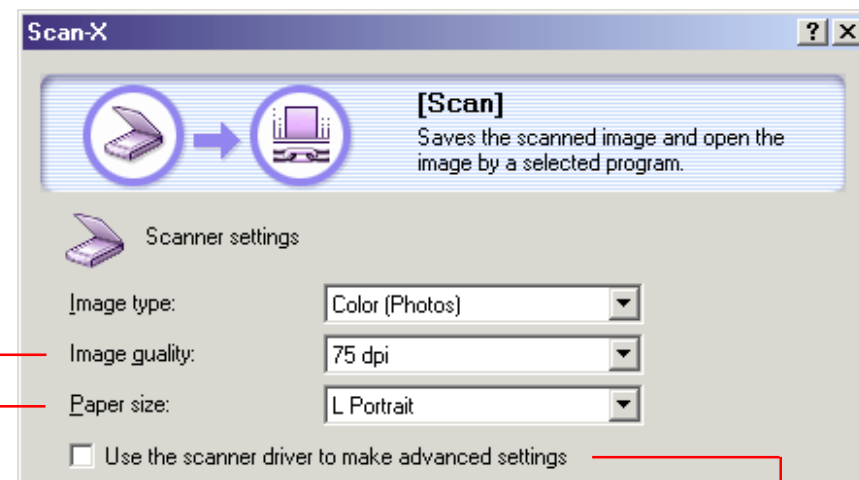
You can select from among the following paper sizes: A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape and Custom.



When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.

! Important

- The paper size setting is not available when the Color (Multi-Photo Mode) option is selected in the Image type category. (Windows only)



Scanner Settings - Use the Scanner Driver to Make Advanced Settings

If this setting is left unchecked, clicking the [Scan] button at the dialog's bottom right starts the scan process (Scan → Start linked application → Transfer image file to application) immediately. If a check mark is placed beside the setting, clicking the [Scan] button displays the ScanGear CS-U window, allowing you to adjust various settings in detail.

// Note

- When the Multi-Photo Mode is selected in the ScanGear CS-U window, the Toolbox will transfer to the application program the number of individual files corresponding to the number of photos on the document glass.

Saving Scanned Images - File name

This setting allows you to set the root of the file name assigned to image files.

Note

- The first scanned image is saved with the root name. From the second, the file is saved under the same root name, successive four-digit numbers are added to the root, starting from 0001.
- The file name extension is added automatically.

Saving Scanned Images - Save as Type

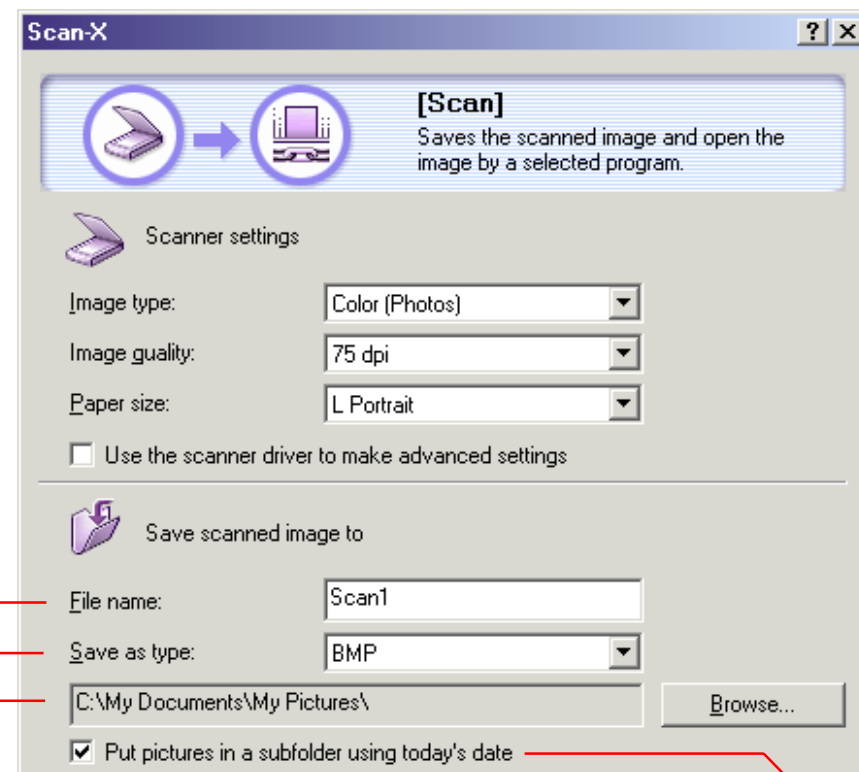
This setting allows you to set the file format for the image.

Note

- → See the "File Formats" topic in the *Appendices* for more information about file formats.

Saving Scanned Images - Folder

The scanned image(s) is saved to the folder specified in this setting and then transferred to the linked application program. To change the folder, click the [Browse] button, select a folder and click the [OK] button.



Saving Scanned Images - Put Pictures in a Subfolder Using Today's Date

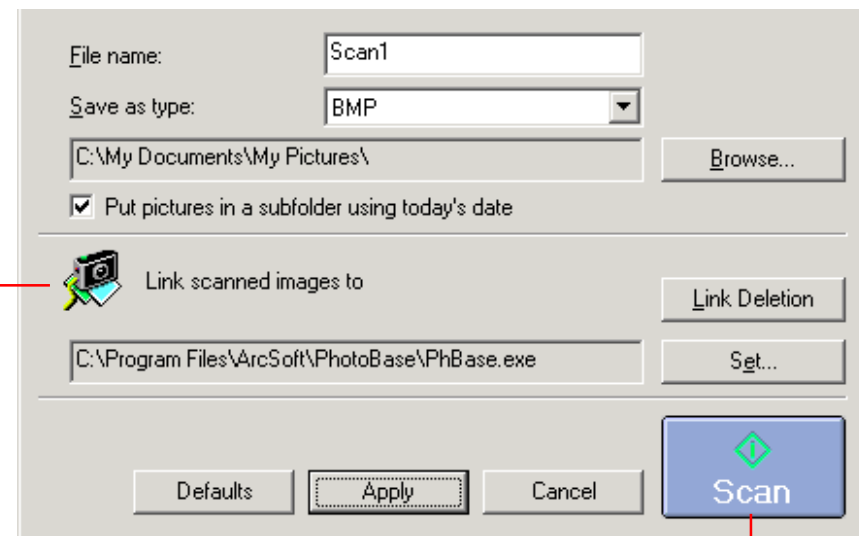
If this setting has a check mark beside it, a subfolder bearing the scanning date (2001-05-03, for example) is automatically created within the selected folder and the scanned images are saved to the subfolder.

Settings for the Scan-1 – Scan-3 Buttons (4/4)

Link Scanned Images To

This setting allows you to set the application program associated with the button. The name of the application program in use will appear in the box.

If you wish to link a different program, click the [Set...] button. Select the application program and click the [OK] button. → For details, see the “*Linking to Other Application Programs*” topic in Chapter 4 .



Scan Button

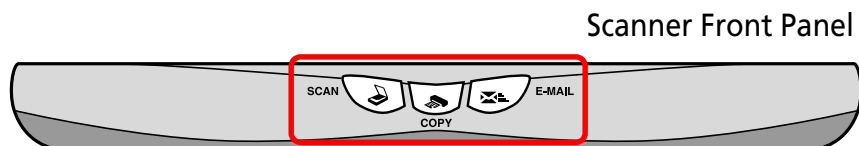
When you click the [Scan] button on the dialog, the scanner will begin to scan. When the scan is complete, the application program will start automatically and open the image file.

Note

- Click the [Defaults] button to restore all the categories to the default options.
- Click the [Apply] button to save the settings.
- Click the [Cancel] button to return to the Toolbox's main window.

Using the Scanner Buttons (1/3)

Pressing any one of the three buttons on the scanner's front panel will start the Toolbox, display the settings dialog associated with that button and immediately initiate the scan.

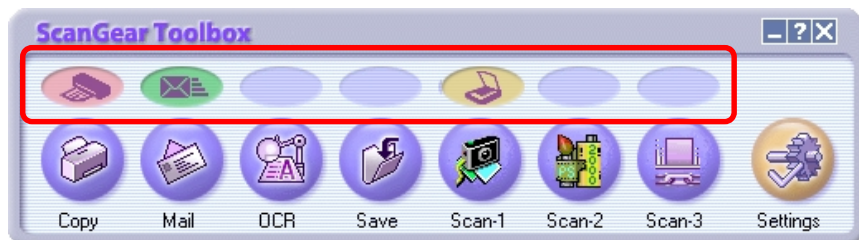


With a simple "push of a button," you can quickly and effortlessly start an entire scanning procedure.

Confirming Scanner Button Settings

Please examine the row of symbols above the buttons in the Toolbox's main window.




Windows



Macintosh

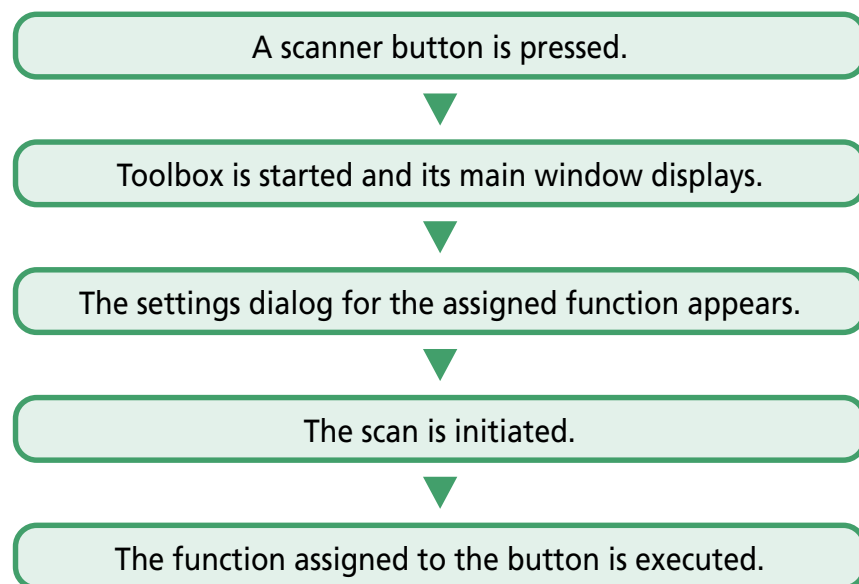


The symbols in this space show which scanner button is assigned to which Toolbox function. The examples above indicate the following assignments.

- | | | | |
|--|---------------|---|--------------------------|
|  | SCAN Button | ▶ | Scan-1 Function |
|  | COPY Button | ▶ | Copy (Printing) Function |
|  | E-MAIL Button | ▶ | E-Mail Function |

What Happens when a Scanner Button is Pressed?


The following complete procedure is carried out when you press any one of the scanner buttons even if the Toolbox is not running yet.





Note

- If the Toolbox is already running, the settings dialog for the assigned function will display and the scan will initiate.

For example, if you have not made any changes to the settings after installing all the programs from the CanoScan Setup CD-ROM, pressing each scanner button will initiate the corresponding procedure below.

Pressing the scanner's  (Scan) button will start the Toolbox and display its main window and the Scan-1 settings dialog. The scanner will scan the image and the linked application program, PhotoBase, will start and display it.


Pressing the scanner's  (Copy) button will start the Toolbox and display its main window and the Copy settings dialog. The scanner will scan the image and the printer will print it.

Pressing the scanner's  (E-Mail) button will start the Toolbox and display its main window and the Mail settings dialog. The scanner will scan the image and the mail program will start and display a new message with the image file attached. If the mail program has not been linked, the E-Mail program selection dialog will display, allowing you to specify the program to use. (With Windows and some mail programs, you may be required to enable the "MAPI" settings in the program itself.)

What Scan Settings Are Used?

You may wish to know what settings are used when a scan is initiated by simply pressing a scanner button. What image type is selected? What are the Image quality and Paper size settings?

The answer is the latest settings that have been specified.

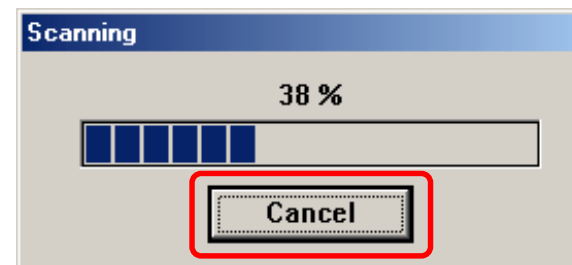
For example, if you start the Toolbox you can click the [Copy] button in the main window and set the Image type to Grayscale, the Image quality to Standard, and the Paper size to A5 Portrait in the settings dialog. When you press the Copy button on the dialog, the scan will start and transfer the image to the printer. The next time you press the scanner's  (Copy) button, the item will be scanned and copied with the latest settings. Namely, the Image type will be set to Grayscale, the Image quality to Standard, and the Paper size to A5 Portrait.

Note

- If you want to adjust the scan settings without initiating a scan, please perform the following procedure in advance.
 1. Start the Toolbox and click the desired button in its main window.
 2. Adjust the settings in the settings dialog.
 3. Click the [Apply] button, then click the [Cancel] button.


Changing Settings after a Button Has Been Pressed

If you decide to change the scan settings after a scanner button has been pressed, click the [Cancel] button on the Scanning progress dialog before the scan finishes.



Clicking the [Cancel] button will terminate the scan and display the settings dialog. You can then adjust the settings and restart the scan.

Changing the Functions of Scanner Buttons (1/2)

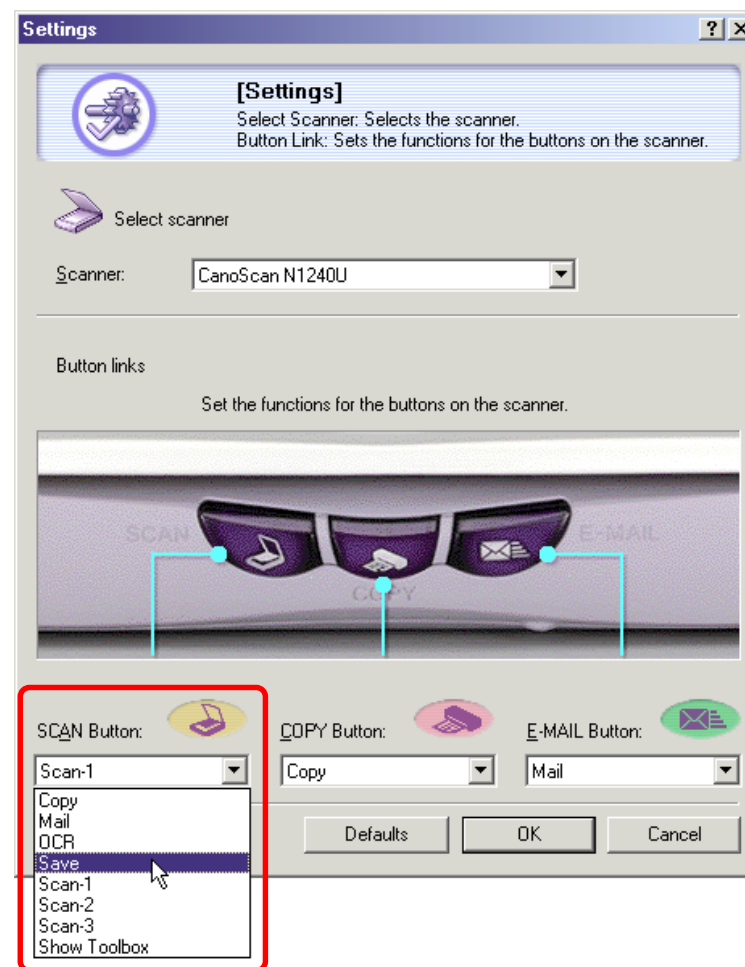
The scanner buttons can be assigned to a different Toolbox function. For example, people that find themselves needing to scan numerous items and save them as image files to a particular folder may wish to assign the Save function to the  (Scan) button.

This topic explains how to assign a different function to a scanner button.

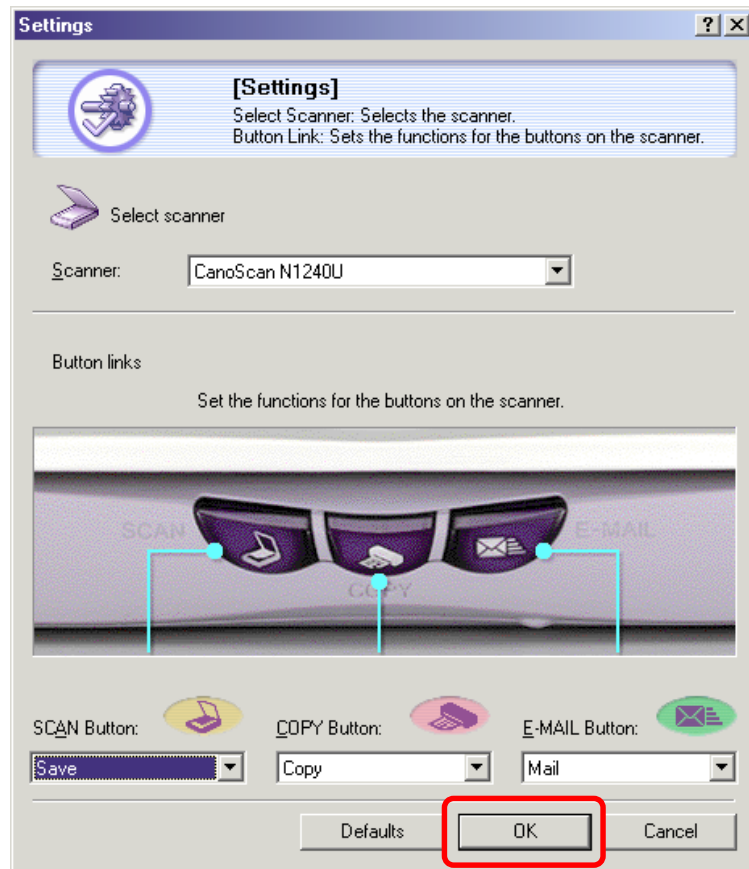
1. Start the Toolbox. Its main window will display.
2. Click the [Settings] button.



3. Click the arrow of the list box under the scanner button to which you wish to assign the function and select the desired function from the list.



4. Click the [OK] button.



This will change the button's function.



Note

- Selecting the [Show Toolbox] option as the button function causes the Toolbox main window (the window shown above) to display when that button is pressed.
- Click the [Defaults] button to restore the settings to the default options.

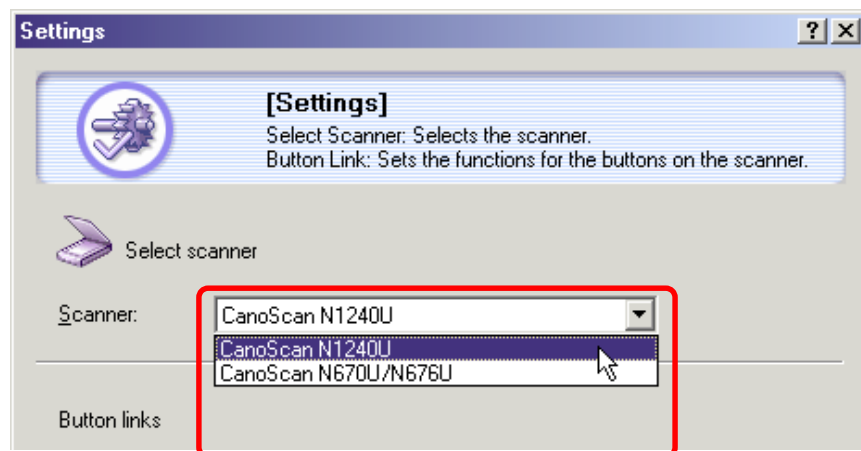
Selecting a Scanner

This topic explains how to select a scanner if more than one scanner associated with the Toolbox is connected to the computer.

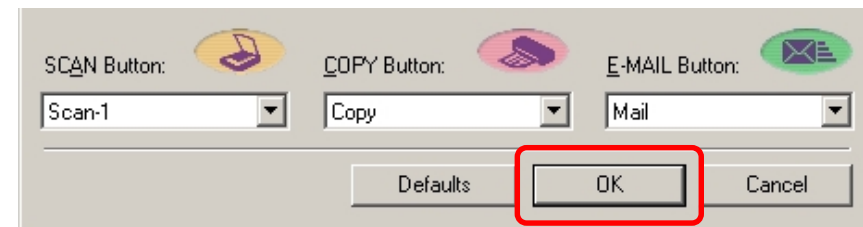
1. Start the Toolbox. The main window will display.
2. Click the [Settings] button.



3. Click the arrow button in the list box at the right of the Scanner category (for Macintosh, it is the Driver category) and select the scanner.



4. Click the [OK] button.



Linking to Other Application Programs (1/2)

This topic explains the procedure for linking or changing the application program started by the Scan-1 – Scan-3 buttons.

! Important

- Application programs that do not support image files cannot be linked.

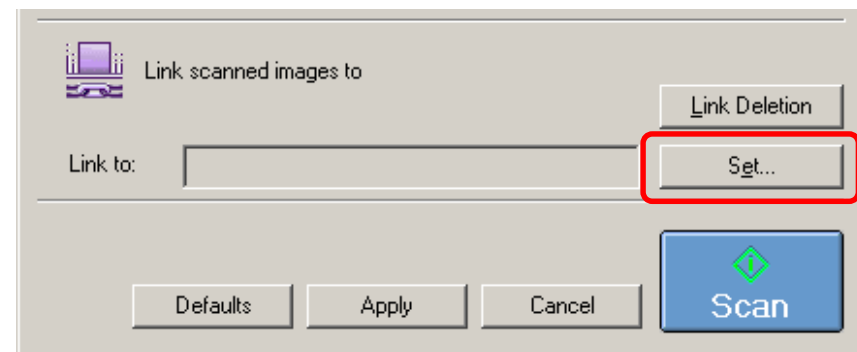
✎ Note

- Only Color (24 bit), Grayscale (8 bit), and Black and White (1 bit) image files can be transferred from the Toolbox to an application program. Images created with other bit counts cannot be transferred.

1. Start the Toolbox. The main window will display.
2. Click the desired button among the Scan-1, Scan-2 or Scan-3 buttons.

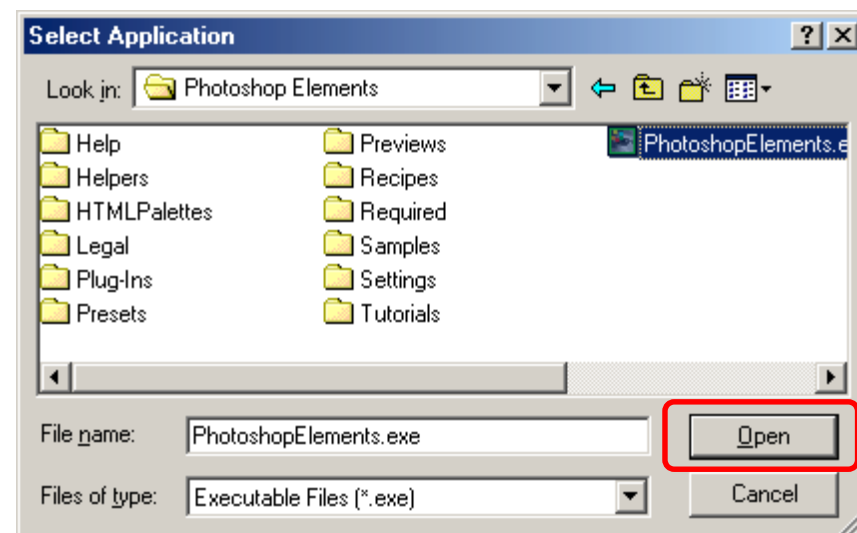


3. Click the [Set...] button.



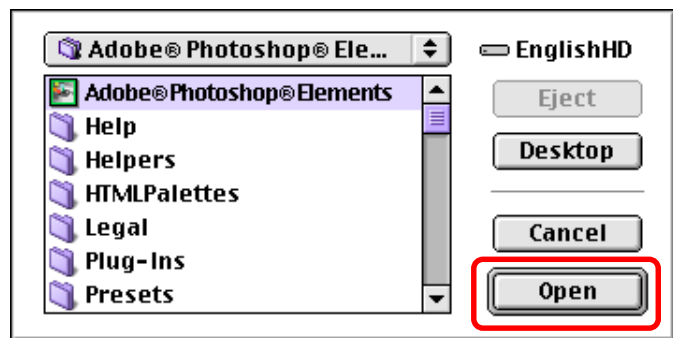
4. Select the desired application program and click the [Open] button.

Windows

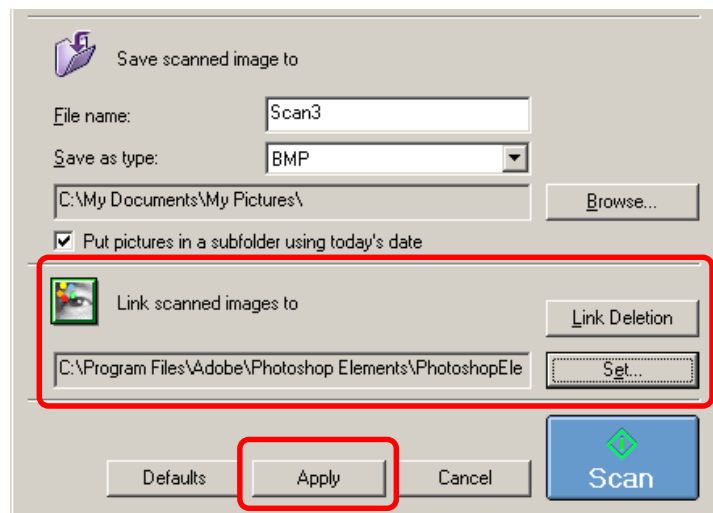


Linking to Other Application Programs (2/2)

Macintosh



5. Confirm that the desired application program is displayed and click the [Apply] button.



The application program's icon will appear as the Toolbox's button.



Note

- You can input a custom name if you click the name area beneath the button of a linked application program. You can type the name from the keyboard up to eight letters. Press the [Enter] or [return] key after inputting the name.



You can select the format of the files in which scanned images are saved by the Toolbox. This topic explains the various characteristics of the different file formats.

■ BMP File

This is the standard Windows bitmap file format. It is supported by most Windows application programs. This format is frequently selected when an image file will only be used in a Windows environment. The “.bmp” file name extension is generally assigned to this format. Please note that this format cannot be selected in the Macintosh version of the Toolbox.

■ PICT File

This is the standard Macintosh graphic file format. It is supported by most Macintosh application programs. This format is suitable when an image file will only be used in a Macintosh environment. Please note that this format cannot be selected in the Windows version of the Toolbox.

■ JPEG File

This is the image format specified by the International Organization for Standardization’s (ISO’s) Joint Photographic Experts Group (JPEG). This format’s compression ratio is its outstanding feature. It can compress data anywhere from 1/10 to 1/50 its original volume. However, it utilizes an irreversible “lossy” compression technique that loses part of the data during compression. Thus, the file cannot be restored to its

original state and is slightly degraded in quality. If you repeatedly open, edit and save a JPEG file, the loss of quality will become more noticeable. The “.jpg” file name extension is generally assigned to this format. This format cannot be selected when the Image Type is set to Black and White.

■ PNG File

The Portable Network Graphics (PNG) format is gradually gaining wide acceptance as an image file format for web sites (Internet). This file format is used only for black and white images. Images are saved in a compressed state, but it is a reversible compression so that the image quality remains unchanged when files are repeatedly opened, edited and saved. The “.png” file name extension is generally assigned to this format. This format cannot be selected in the Macintosh version of the Toolbox.

■ TIFF File

The Tagged Image File Format (TIFF) features a high degree of compatibility between the various computer platforms and application programs. Data called a tag is added to the start of the file, which allows the file to be expanded. However, this characteristic sometimes causes the file to contain incompatible data. The “.tif” file name extension is generally assigned to this format.

Please use the following procedures if you ever need to remove the Toolbox program from your computer.

Windows

Important

- You must log in as the Administrator in Windows 2000 Professional in order to uninstall a program.

1. Click the Windows [Start] button and select [Programs], [Canon ScanGear Toolbox 3.0] and [Uninstall Canon ScanGear Toolbox 3.0].

Follow the onscreen messages to complete the procedure.

Note

- If you cannot find Uninstall Canon ScanGear Toolbox 3.0 in the Start menu, use the following procedures to remove the program.
 1. Click the Windows [Start] menu and select [Settings] and [Control Panel].
 2. Double-click the [Add/Remove Programs] icon.
 3. Select [Canon ScanGear Toolbox 3.0] from the list and click the [Add/Remove] button (in Windows 2000 Professional, it is the [Change/Remove] button). Follow the onscreen messages to complete the procedure.

Macintosh

1. Drag the [ScanGear Toolbox] folder and drop it onto the Trash icon.

This is all that is required to uninstall the Toolbox program. Empty the Trash as required and restart your Macintosh.

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