User's Guide
ScanGear Toolbox CS
for Windows
for CanoScan Color Image Scanners

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Regarding screen shots
In this manual, most screen shots are taken with Windows 98. When you use other Windows, different screens may appear from this manual.

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About ScanGear Toolbox CS

ScanGear Toolbox CS is a stand-alone utility program that provides a simple way to use a scanner to scan and send images to fax programs or copy them directly to printers without running a TWAIN-compliant program.

ScanGear Toolbox CS can also scan an image, automatically start a program and send the scanned image to that program with the click of a single button.

When you use a scanner with the start button in front of the scanner, the button launches ScanGear Toolbox CS on your computer, providing added convenience.

When you use a Film Adapter Unit, please refer to regarding its settings and usage.

Installing ScanGear Toolbox CS

System Requirements

The system requirements for ScanGear Toolbox CS are the following;
OS: Windows 95, Windows 98, Windows NT Workstation 4.0,
Windows 2000 Professional

Installing/Uninstalling

The descriptions here for the installation are those with using the CanoScan Setup CD-ROM bundled with the scanner.
When you obtain the ScanGear Toolbox CS through the download service, refer to the documents with the service.

With Windows NT Workstation 4.0 and Windows 2000 Professional, ensure that you log on as an Administrator to install/uninstall the software.

Before installing ScanGear Toolbox CS, the TWAIN driver and the printer driver are reccommended to install.
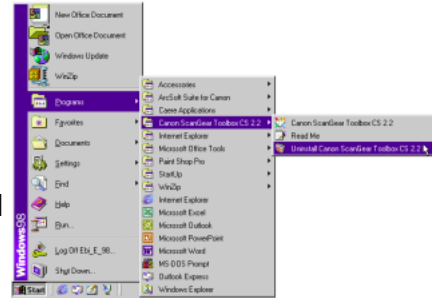
Installing

As described in the Getting Started Guide provided with the scanner, if ScanGear Toolbox CS 2.2 is already installed, the following procedures below are not required.

1. Place the CanoScan Setup Utility CD-ROM in the drive.

2. Click the [Install the Software] button in the CD-ROM's menu window.

3. The Install window will display. Ensure that a check mark appears to the left of ScanGear Toolbox CS 2.2. If there is no check mark, click to insert one.

4. Click the [Start Installation] button. Follow the on-screen instructions to proceed with the installation. After installation, ScanGear Toolbox CS 2.2 will automatically be added to the Windows Start menu.
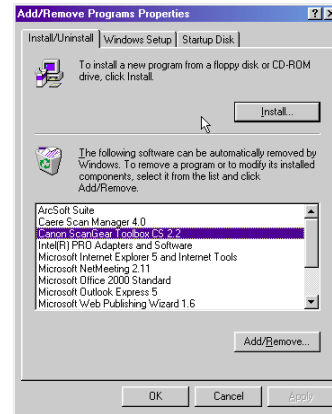
Uninstalling

Uninstalling from the start menu
Click the Windows [Start] button on the taskbar and select [Programs], [Canon ScanGear Toolbox CS 2.2] and [Uninstall Canon ScanGear Toolbox CS 2.2] to uninstall the software.

Uninstalling with Add/Remove Programs Properties

1. Click the Windows [Start] button on the taskbar and select [Settings], [Control Panel] to open the Control Panel.

2. Select Add/Remove Programs.

3. Select [Canon ScanGear Toolbox CS 2.2] from the list and click the [Add/Remove] button (Windows 98 and so on) or [Change/Remove] button (Windows 2000). Follow the on-screen instructions to complete the procedure.

Starting and Closing ScanGear Toolbox CS

Starting

Launching from the Start Button
Press the start button on the front of the scanner. ScanGear Toolbox CS will run on the computer (This method is valid if the setting, described in P.29, "When Scanner Push Button pressed" is set to "Show Toolbox").

Manual Launch from the Start Menu
Click the Windows [Start] button on the taskbar and select [Programs], [Canon ScanGear Toolbox CS 2.2] and [Canon ScanGear Toolbox CS 2.2].
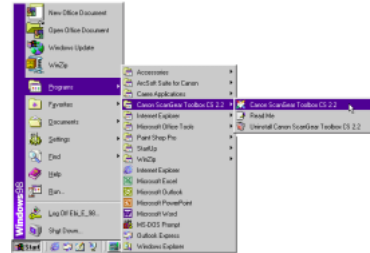
*The ScanGear Toolbox CS toolbar (p. 9) will display no matter which of the above methods is used to start the program. The ScanGear Toolbox CS shortcut button will also display beside the clock display on the Windows taskbar.*
To launch the scanner without the start button, start ScanGear Toolbox CS manually.

Using the ScanGear Toolbox CS Toolbar

The ScanGear Toolbox CS toolbar displays when the program is launched. The fax, mail, copy and save buttons are standard items. When you make installations using CanoScan Setup Utility, the application softwares installed simultaneously are automatically registered to the ScanGear Toolbox CS toolbar. The example below also includes customized buttons for ArcSoft PhotoStudio 2000, Caere OmniPage Pro and ArcSoft PhotoBase. You can perform a variety of procedures in a single step simply by clicking one of these buttons.

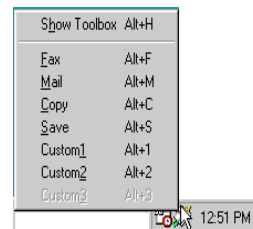Toolbar - Large
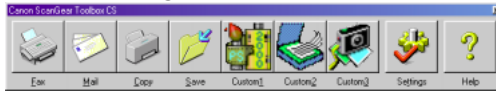
Toolbar - Medium

Toolbar - Small

You can change the size of the Toolbar with Prefs. Tab settings *.*

Using the Shortcut Button
1. Left-Click on Shortcut Button
Left-clicking the shortcut button presents the pop-up menu shown here. Click on any item to start the associated function.

| Show Toolbox	Alt+H
Fax	Alt+F
Mail	Alt+M
Copy	Alt+C
Save	Alt+S
Custom1	Alt+1
Custom2	Alt+2
Custom3	Alt+3

12:51 PM

2. Double Left-Click on Shortcut Button
Double-clicking the shortcut button with the left mouse button shows the ScanGear Toolbox CS toolbar on the desktop.

3. Right-Click on Shortcut Button
Right-clicking the shortcut button presents the pop-up menu shown here.

Settings...	Alt+T
When Scanner Push Button pressed	▶
About...	
Exit Canon ScanGear Toolbox CS	

12:53 PM
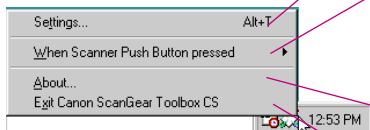
Click here to display the Prefs tab, which can be used to adjust the startup settings for ScanGear Toolbox CS.

Click here to set which function is activated when the start button on a CanoScan is pressed. This function is valid with a scanner with the start button. The available options are Show Toolbox, Fax, Mail, Copy, Save and Custom 1 - 3.

Click here to display ScanGear Toolbox CS version information.

Click here to close ScanGear Toolbox CS.

Closing

Closing the Toolbar

Click the ▣ close box at the upper right of the toolbar to close it. Only the toolbar will close.

ScanGear Toolbox CS continues to run even after the toolbar is closed by the above method.

Closing ScanGear Toolbox CS

Right-click the shortcut icon on the Windows taskbar and select [Exit ScanGear Toolbox] from the pop-up menu. ScanGear Toolbox CS will close. The toolbar will also close at the same time if it was displayed.

Settings...	Alt+T
When Scanner Push Button pressed	▶
About...	
Exit Canon ScanGear Toolbox CS	

12:55 PM
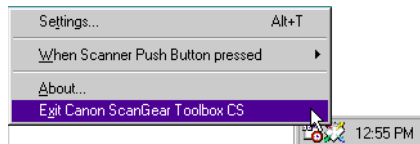
Preparations for Using ScanGear Toolbox CS
Default Settings for the ScanGear Toolbox CS Toolbar
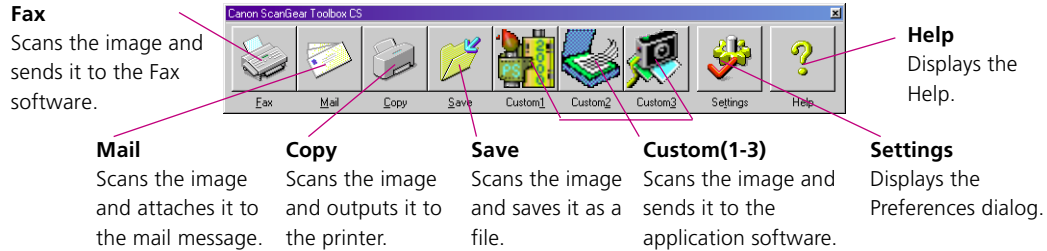
Fax
Scans the image and sends it to the Fax software.

Help
Displays the Help.

Mail
Scans the image and attaches it to the mail message.

Copy
Scans the image and outputs it to the printer.

Save
Scans the image and saves it as a file.

Custom(1-3)
Scans the image and sends it to the application software.

Settings
Displays the Preferences dialog.

The conditions to make buttons visible as above and to use the function are as following;

Fax: a fax modem is connected to the PC and a fax software is installed.
Mail: an MAPI (p.13) compatible mail software is installed.
Copy: a printer is connected to the PC and an appropriate driver is installed.
Custom(1-3): When all the software programs are installed using the CanoScan Setup Utility CD-ROM, the bundled application software will be registered.

Linkable Drivers and Programs

The drivers and programs linked to the fax, copy and mail buttons can be changed. In addition, the three custom buttons can be linked to other drivers or programs, which must meet the following criteria.

Faxing
The fax button can be linked to printer drivers and faxing softwares such as Microsoft Outlook 98 or Microsoft Outlook 2000.

Mail
Mail programs must be MAPI compatible to be linked to ScanGear Toolbox CS. This button can be linked to mailing softwares such as Microsoft Outlook or Microsoft Exchange.

MAPI(Messaing Application Programming Interface) is the industry standard interface for e-mail programs.

Copying

The copy button can be linked to printer drivers that appear in the [Printers] folder, found by clicking the Windows [Start] button and selecting [Settings] and [Printers]. If two or more printers are connected to your computer, ScanGear Toolbox CS can switch between them. Both local and network printers can be linked to ScanGear Toolbox CS.

Custom Buttons 1-3

TWAIN-compatible programs can be linked to the three customizable buttons in ScanGear Toolbox CS. With this feature, an image can be scanned, the program started and the scanned image loaded into the program with a single click of a button.

When you make installations using CanoScan Setup Utility, the application softwares installed simultaneously are automatically registered to the ScanGear Toolbox CS toolbar (Custom 1 to 3).

The Image Types which can be transferred to the linked drivers and programs are only Color(24-bit), Grayscale(8-bit) and Black and White(1-bit). Color(36-bit / 42-bit) and Grayscale(12-bit / 14-bit) are not supported.

Tab Settings

Clicking the [Settings] button opens the Canon ScanGear Toolbox CS Settings window, which features a tab for each button. These tabs are used to specify the button settings, such as the driver or program to which it is linked. The tabs can also be used to adjust settings for scanned images.

Fax Settings Tab
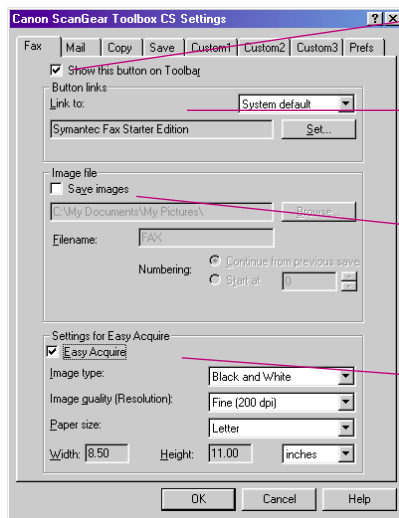
The short-cut [Alt]+[F] displays this tab.

• **Show this button on Toolbar**
Place a check in this box to display the button for this function on the ScanGear Toolbox CS toolbar.

• **Button links**
Click the arrow of the [Link to:] list box. Select [System default] to register the printer driver "Set as Default" for your computer.
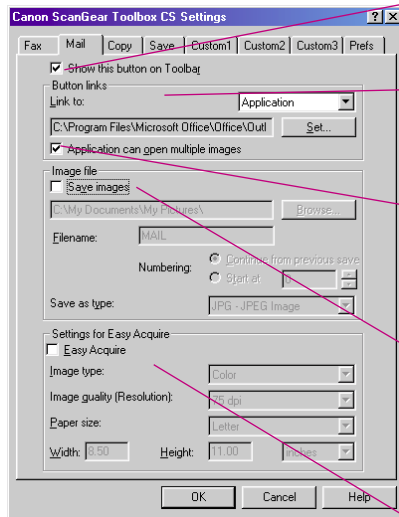
• **Save images**
Place a check in this box to save the scanned image to a file in addition to sending it to the fax driver. The save folder, and root filename and numbering options can be set when a check is present in this box.

• **Settings for Easy Acquire**
Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (p. 31) for a list of the options for these settings.

Mail Settings Tab

The short-cut [Alt]+[M] displays this tab.

• **Show this button on Toolbar**
Place a check in this box to display the button for this function on the ScanGear Toolbox CS toolbar.

• **Button links**
Click the arrow of the [Link to:] list box and select [System default] to register the default MAPI mail program for your computer.

• **Application can open multiple images**
Place a check in this box if the application can open more than two images. When an ADF is equipped, the application opens more than two images at a time. When no ADF is equipped, this check is invalid.

• **Save images**
Place a check in this box to save the scanned image to a file in addition to sending it to the mail program. The save folder, root filename and numbering options, and file format can be set when a check is present in this box.

• **Settings for Easy Acquire**
Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart () for a list of the options for these settings.

Copy Settings Tab

The short-cut [Alt]+[C] displays this tab.
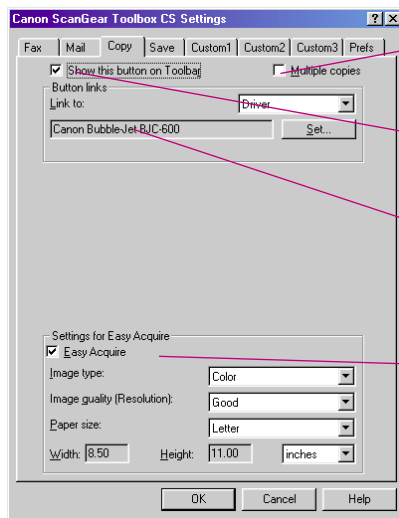
• **Multiple copies**
Place a check in this box to specify the number of copies when copying.

• **Show this button on Toolbar**
Place a check in this box to display the button for this function on the ScanGear Toolbox CS toolbar.
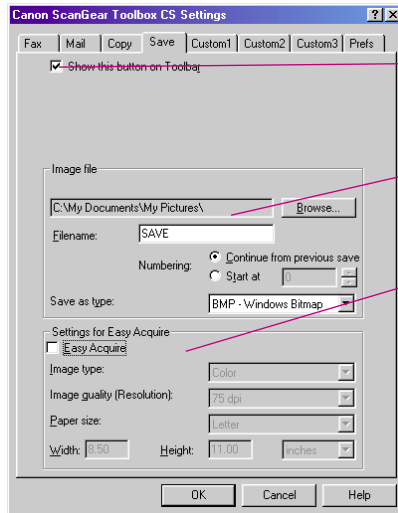
• **Button links**
Click the arrow of the [Link to:] list box. Select [System default] to register the printer driver "Set as Default" for your computer.

• **Settings for Easy Acquire**
Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (p. 31) for a list of the options for these settings.

Save Settings Tab

• **Show this button on Toolbar**
Place a check in this box to display the button for this function on the ScanGear Toolbox CS toolbar.

• **Image file**
The save folder, root filename and numbering options, and file format can be set in this section.

• **Settings for Easy Acquire**
Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (p. 31) for a list of the options for these settings.

The short-cut [Alt]+[S] displays this tab.

Custom (1, 2, 3) Settings Tab
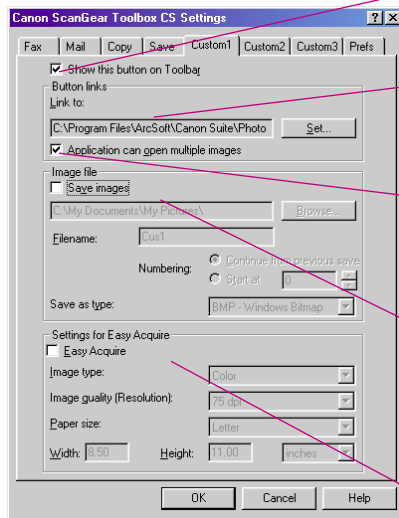
The short-cut [Alt]+[1(/2/3)] displays
Custom1(/2/3) tab respectively.

• Show this button on Toolbar
Place a check in this box to display the button for this function on the ScanGear Toolbox CS toolbar.

• Button links
Click the [Set] button to register an application program, which is selected with the next dialog, to a custom button.

• Application can open multiple images
Place a check in this box if the application can open more than two images. When an ADF is equipped, the application opens more than two images at a time. When no ADF is equipped, this check is invalid.

• Save images
Place a check in this box to save the scanned image to a file in addition to sending it to the registered program. The save folder, root filename and number-ing options, and file format can be set when a check is present in this box.

• Settings for Easy Acquire
Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Catego-ries/Settings Chart (p. 31) for a list of the options for these settings.

When registering an OCR program that does not support color data, set the [Image type:] setting in the Settings for Easy Acquire section to [Black and White].

Default Settings on the Prefs Tab

The Prefs tab can be used to adjust settings that affect all ScanGear Toolbox CS functions, no matter which tab or button is selected.

The short-cut [Alt]+[T] displays this tab.
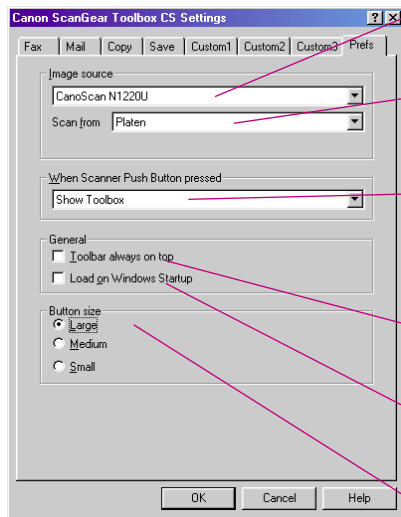
• Image source
Click the arrow on the image source list box to specify which scanner you will use if two or more scanners are connected to your computer.

• Scan from
Click the arrow on the "scan from" list box to specify the optional device when Automatic Document Feeder (ADF) is equipped.

• When Scanner Push Button pressed
The option selected in this list box determines what happens when the push button on the scanner is pressed. This function is valid with a scanner with the start button. The available options are Show Toolbox, Fax, Mail, Copy, Save and Custom 1-3.

• Toolbar always on top
Place a check in this box to have the toolbar display on top of other windows on the desktop. Remove it to turn this function off.

• Load on Windows Startup
Place a check in this box to have ScanGear Toolbox CS automatically start when Windows is run. Remove it to turn this function off.

• Button size
Place a check in one of the [Large], [Medium] or [Small] box to control the relative size of the toolbar as it appears on the desktop.

Selecting the Film Adapter Unit

The *Scan from* setting in the Prefs. tab cannot be used to select the Film Adapter Unit as an image source. Follow the procedure below to select the Film Adapter Unit for use with your system.

1. For [Scan from] in the Prefs. tab, select [Platen].

2. Click the [Easy Scan] check box off.

3. Start ScanGear Toolbox CS and click the button such as Copy or Custom to open the TWAIN driver display. For any setting other than when [Show Toolbox] is selected under [When Scanner Push Button pressed], you open the TWAIN driver display by pressing the Start button on the front of the scanner.

4. In the TWAIN driver, select the Film Adapter Unit for the image source. If you are using ScanGear CS, click the Scanner tab (the tab with the name of the Scanner) and select the image source on the Scanner sheet in the Advanced Mode. You can select the image source also in the Simple Mode.

5. Use the TWAIN driver to execute previewing or scanning images.

Using ScanGear Toolbox CS

Using ScanGear Toolbox CS is as easy as clicking the appropriate button on the toolbar or selecting the appropriate option from the shortcut button pop-up menus.

ScanGear Toolbox CS can only be closed by right-clicking the shortcut button and selecting [Exit ScanGear Toolbox] from the pop-up menu.

When a scan is initiated, the image is loaded into the registered driver or program. The TWAIN driver such as ScanGear CS or CanoCraft CS can be automatically launched at this point, allowing the image to be previewed and adjusted, depending on whether Easy Acquire has been turned on or off in the setting tab of each function.

Scanning with Easy Acquire On

When Easy Acquire is on, the registered program is launched directly and the TWAIN driver is not launched at all. Whenever a toolbar button is clicked (or shortcut button pop-up menu option selected), the final scan of the image is initiated, the progress dialog displays and the functions of the button are carried out as specified in the tab.
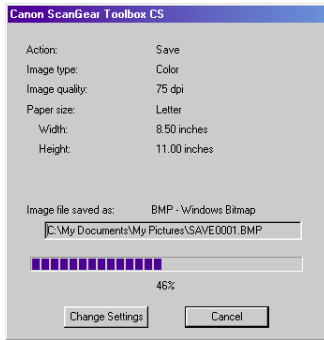
Progress Dialog

The progress dialog shows the selected settings while the progress bar at the bottom shows how far the scan has progressed. If the [Cancel] button on this dialog is pressed, the scan stops and the remainder of the function is canceled. If the [Change Settings] button on this dialog is pressed, the scan stops, the remainder of the function is canceled, and Prefs. tab will appear.

Scanning with Easy Acquire Off

When Easy Acquire is off, the TWAIN driver is first launched to allow a preview scan and adjustments. After the TWAIN driver is used to complete the final scan, the registered driver or program is launched and the scanned image is loaded into it.

Sending Faxes

Sending Faxes When Easy Acquire is On

1. Click the [Fax] button. The scan will initiate and display the progress dialog.

2. The scanned image will be sent to the registered fax program.

Sending Faxes When Easy Acquire is Off

1. Click the [Fax] button. The TWAIN driver's control panel will display.

2. Click the [Preview] button, check the preview image and adjust as required.

3. Click the [Scan] button. The scanned image will be sent to the fax program and prepared for transmission.

Sending Mail

Sending Mail When Easy Acquire is On

1. Click the [Mail] button. The scan will initiate and display the progress dialog.

2. When the scan is complete, a new message window is opened in the mail program and the scanned image is included as an attachment. The message is ready to send after you specify the address and subject.
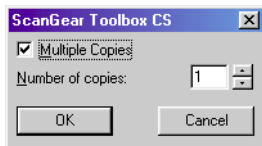
Sending Mail When Easy Acquire is Off

1. Click the [Mail] button. The TWAIN driver's control panel will display.

2. Click the [Preview] button, check the preview image and adjust as required.

3. Click the [Scan] button. When the scan is complete, a new message window is opened in the mail program and the scanned image is included as an attachment. The message is ready to send after you specify the address and subject.

Copying

Copying When Easy Acquire is On

1. Click the [Copy] button. When [Multiple Copies] is on, the following dialog appears. Specify the number of copies to print and click [OK]. The scan will initiate and display the progress dialog.
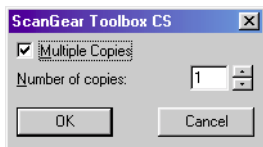
ScanGear Toolbox CS

☑ Multiple Copies

Number of copies: [1]

[OK]   [Cancel]

2. When the scan is complete, it will print out on the registered printer.

Copying When Easy Acquire is Off

1. Click the [Copy] button. When [Multiple Copies] is on, the following dialog appears. Specify the number of copies to print and click [OK].

ScanGear Toolbox CS

☑ Multiple Copies

Number of copies: [1]

[OK]   [Cancel]

TheTWAIN driver's main panel will display.

2. Click the [Preview] button, check the preview image and adjust as required.

3. Click the [Scan] button. When the scan is complete, it will print out on the registered printer.

Saving

Saving When Easy Acquire is On

1. Click the [Save] button. The scan will initiate and display the progress dialog.

2. When the scan is complete, the image will be saved with the root name and numbering system specified in the Prefs tab.

Saving When Easy Acquire is Off

1. Click the [Save] button. The TWAIN driver's control panel will display.

2. Click the [Preview] button, check the preview image and adjust as required.

3. Click the [Scan] button. When the scan is complete, the image will be saved with the root name and numbering system specified in the Prefs tab.

Custom Functions 1-3

When Easy Acquire is On

1. Click the [Custom 1 (2 or 3)] button. The scan will initiate and display the progress dialog.

2. When the scan is complete, the program registered with the button will launch and display the scanned image.

### When Easy Acquire is Off

1. Click the [Custom 1 (2 or 3)] button. The TWAIN driver's control panel will display.

2. Click the [Preview] button, check the preview image and adjust as required.

3. Click the [Scan] button. When the scan is complete, the program registered with the button will launch and display the scanned image.

## Using ScanGear Toolbox CS without Displaying a Toolbar

You can set the ScanGear Toolbox CS to launch a function of the ScanGear Toolbox CS, such as Copy or Fax immediately without displaying a toolbar, by pressing the start button in front of the scanner.

The function described here is not valid with a scanner which does not have the start button.

In the item "When Scanner Push Button pressed" from the pop-up menu displayed by right-clicking the short-cut icon or in the Prefs. tab, specify which function will launch by pressing the start button on the scanner.
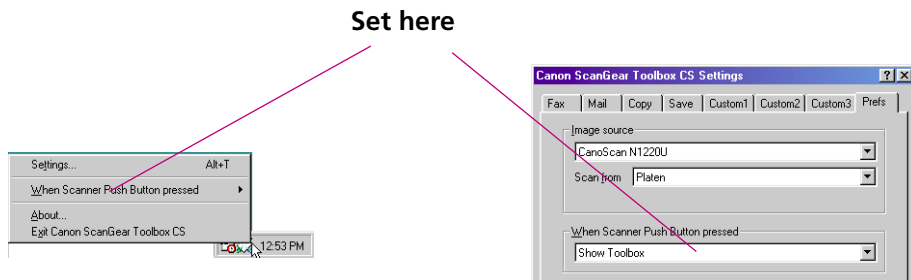
Set here

You can specify a function from Show Toolbox/Fax/Mail/Copy/Save/Custom1 (2, 3).
When [Show Toolbox] is specified, the toolbar appears when you press the start button.
Otherwise, the specified function will launch immediately when you press the start button
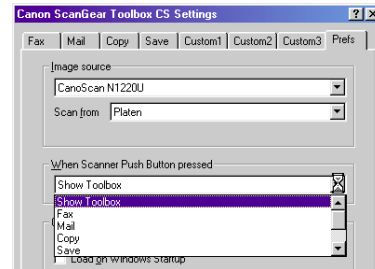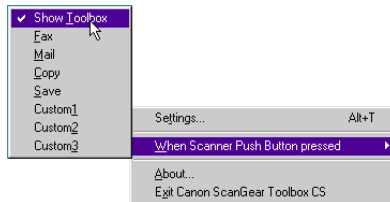
ScanGear Toolbox CS
Settings Categories/ Settings Chart

	Fax	**Mail**
Image Quality (Resolution)	Standard 100 dpi Fine 200 dpi	75, 100, 150, 180, 200, 300, 360, 400, 600, 720, 1200 dpi
Image Type	Color Grayscale Black and White	24 bit 8 bit 1 bit Threshold 128
Paper Size	A4, B5, Letter	A4, A5 (Portrait), A5 (Landscape), B5, Letter, Executive, Statement (Portrait), Statement (Landscape), Business Card, Custom
Output File Formats		Windows Bitmap (*.bmp) JPEG Image (*.jpg) PC PaintBrush Image (*.pcx) Portable Network Graphics (*.png) Tagged Image File Format (*.tif)
Unit for Scanning Area	millimeter, inch	millimeter, inch, pixel

	Copy	Save / Custom 1-3
Image Quality (Resolution)	Draft (Color 75 / B&W, Grayscale 150), Good (150 / 300), High (300 / 600), Super high (600 / 1200) dpi	75, 100, 150, 180, 200, 300, 360, 400, 600, 720, 1200 dpi
Image Type	Color Grayscale Black and White	24 bit 8 bit 1 bit Threshold 128
Paper Size	A4, A5 (Portrait), A5 (Landscape), B5, Letter, Executive, Statement (Portrait), Statement (Landscape), Business Card, Custom	
Output File Formats		Windows Bitmap (*.bmp) JPEG Image (*.jpg) PC PaintBrush Image (*.pcx) Portable Network Graphics (*.png) Tagged Image File Format (*.tif)
Unit for Scanning Area	millimeter, inch	millimeter, inch, pixel

Appendix
Setting the Start Button on the Scanner

The description here is valid if you use the scanner with the start button in the Windows 98 or Windows 2000 environment.

When you install WDM/STI compliant TWAIN driver on Windows 98, the icon [Scanners and Cameras] will appear in the [Control Panel] (With Windows 2000, this icon always appears).

With this icon, you can specify the application software to launch immediately by pressing the start button. You may specify the software other than ScanGear Toolbox CS.

1. Open the [Scanner and Cameras] icon in [Start]-[Settings]-[Control Panel].

   Scanners and Cameras

2. Select the Canon Scanner you are using in the [Devices] tab, and click [Properties].

3. Open the [Events] tab.

4. Confirm that [Canon Push Button] is set in [Scanner events], then check the unique launching software with the start button from the [Send to this application] list box.

   When ScanGear Toolbox CS is installed, it appears in this box.

5. Close the [Control Panel].

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