

# MX920 series Online Manual

Scanning

English

## Scanning

- Scanning from a Computer
  - Scanning with IJ Scan Utility
  - Scanning with Application Software that You are Using (ScanGear)
  - Useful Information on Scanning
  - IJ Network Scanner Selector EX Menu and Setting Screen
  - Other Scanning Methods
  - Placing Items (When Scanning from a Computer)
- Scanning from the Operation Panel of the Machine
  - Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine Basic
  - Attaching the Scanned Data to E-mail Using the Operation Panel of the Machine
  - Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
  - Deleting Scanned Data on USB Flash Drive
  - Setting Items on the Operation Panel of the Machine
  - Network Scan Settings
  - Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

## Scanning from a Computer

- Scanning with IJ Scan Utility
- Scanning with Application Software that You are Using (ScanGear)
- Useful Information on Scanning
- IJ Network Scanner Selector EX Menu and Setting Screen
- Other Scanning Methods
- Placing Items (When Scanning from a Computer)

## Scanning from the Operation Panel of the Machine

- Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine Basic
- Attaching the Scanned Data to E-mail Using the Operation Panel of the Machine
- Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
- Deleting Scanned Data on USB Flash Drive
- Setting Items on the Operation Panel of the Machine
- Network Scan Settings
- Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

### Scanning with IJ Scan Utility

- What Is IJ Scan Utility (Scanner Software)?
- Starting IJ Scan Utility
- Easy Scanning with Auto Scan Basic
- Scanning Photos
- Scanning Documents
- Scanning with Favorite Settings
- Scanning Items Larger than the Platen (Image Stitch)
- Scanning Multiple Items at One Time
- Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
- Scanning Both Sides of Each Document at One Time
- Saving after Checking Scan Results
- Sending Scanned Images via E-mail
- Extracting Text from Scanned Images (OCR)
- IJ Scan Utility Screens

## What Is IJ Scan Utility (Scanner Software)?

IJ Scan Utility is an application that allows you to easily scan photos, documents, etc.

You can complete from scanning to saving at one time by simply clicking the corresponding icon in the IJ Scan Utility main screen.

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Product Name	Car	non ser	es		•
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

### What You Can Do with IJ Scan Utility

### Scan Easily according to Purposes

You can scan by simply clicking an icon such as **Auto** to scan easily, **Photo** to scan with settings suitable for photos, or **Document** to sharpen text in a document or magazine for better readability, according to the item type or your purpose.

### Note

See "IJ Scan Utility Main Screen" for details on the IJ Scan Utility main screen.

### Save Scanned Images Automatically

Scanned images are automatically saved in a preset folder. You can change the folder as required.

### >>>> Note

The default save folders are as follows.
 Windows 7: My Documents folder
 Windows Vista: Documents folder
 Windows XP: My Documents folder
 See "Settings Dialog Box" for how to specify a folder.

### Integrate with Applications

You can utilize scanned images through integration with other applications; display scanned images in your favorite application, attach them to e-mails, extract text from images, and more.

Settings (Custom Scan)			
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Auto Scan	Scan Options	(	
	Select Source:	Auto	
Photo Scan	Color Mode:	Color	-
Document Scan	Paper Size:	Auto	-
	Resolution:	Auto	•
Custom Scan	* <b>¤</b>	Document Scan Orientation Settings	
Scan and Stitch		Document Output Setting	
	Scan both sides when scanning from the	ADF	
ScanGear	+ Image Processing Settings		
	Save Settings		
	File Name:	DMG	•
	Data Format:	Auto	▼ Settings
	Save in:	👔 My Documents	-
	Application Settings		
	Open with an application:	Canon My Image Garden	-
	Send to an application:	🔚 Preview	Y
	Send to a folder:	None	Y
	Attach to e-mail:	🗼 None (Attach Manually)	¥.
	Start OCR:	Canon My Image Garden	Y
	O not start any application		
		More Functions	
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### Important

Some functions are available only when My Image Garden is installed.

### Note

See "Settings Dialog Box" for how to set the applications to integrate with.

## **Starting IJ Scan Utility**

### >>>> Note

If you have more than one scanner or have changed the connection from USB connection to network connection, set up the network environment from IJ Scan Utility.
 Network Scan Settings

From the Start menu, select All Programs > Canon Utilities > IJ Scan Utility > IJ Scan Utility to start IJ Scan Utility.

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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings				s	

## Easy Scanning with Auto Scan

You can scan easily by automatically detecting the item type.



- 2. Place items on the platen or ADF of your scanner or printer.
  - Placing Items (When Scanning from a Computer)
- 3. Start IJ Scan Utility.
  - Starting IJ Scan Utility
- 4. Click Auto.

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Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

Scanning starts.

### Note

- Click **Cancel** to cancel the scan.
- To apply suitable corrections based on the item type, click Settings..., then select the Apply recommended image correction checkbox in the Settings (Auto Scan) dialog box.
- To scan both sides of the documents automatically, click Settings..., then select the Scan both sides when scanning from the ADF checkbox in the Settings (Auto Scan) dialog box.
- Scanned images are saved in the folder set for Save in in the Settings (Auto Scan) dialog box displayed by clicking Settings.... In the Settings (Auto Scan) dialog box, you can also make advanced scan settings.
- Settings (Auto Scan) Dialog Box
- Refer to the following pages to scan by specifying the item type.
- Scanning Photos
- Scanning Documents
- Scanning with Favorite Settings
- Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

## **Scanning Photos**

You can scan photos placed on the platen with settings suitable for photos.

- Place the photo on the platen.
   Placing Items (When Scanning from a Computer)
- Start IJ Scan Utility.
   ➡ Starting IJ Scan Utility
- **3.** Click **Settings...**, select the **Settings (Photo Scan)** dialog box, then set the paper size, resolution, etc. as required.

Settings (Photo Scan) Dialog Box When setting is completed, click **OK**.

### 4. Click Photo.

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Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

Scanning starts.

### >>>> Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for Save in in the Settings (Photo Scan) dialog box displayed by clicking Settings.... In the Settings (Photo Scan) dialog box, you can also make advanced scan settings.

Settings (Photo Scan) Dialog Box

## **Scanning Documents**

You can scan items placed on the platen with settings suitable for documents.

- Place the item on the platen.
   Placing Items (When Scanning from a Computer)
- Start IJ Scan Utility.
   ➡ Starting IJ Scan Utility
- 3. Click Settings..., select the Settings (Document Scan) dialog box, then set the paper size, resolution, etc. as required.

Settings (Document Scan) Dialog Box When setting is completed, click **OK**.

### 4. Click Document.

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Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings			s		

Scanning starts.

### Note

- Click Cancel to cancel the scan.
- Scanned images are saved in the folder set for Save in in the Settings (Document Scan) dialog box displayed by clicking Settings.... In the Settings (Document Scan) dialog box, you can also make advanced scan settings.

Settings (Document Scan) Dialog Box

## **Scanning with Favorite Settings**

You can scan items placed on the platen with your favorite settings saved beforehand. This is convenient for saving frequently used settings or when specifying scan settings in detail.

- 1. Start IJ Scan Utility.
  - Starting IJ Scan Utility
- 2. Click Settings..., select the Settings (Custom Scan) dialog box, then set the select source, resolution, etc.

Settings (Custom Scan) Dialog Box When setting is completed, click **OK**.



Once the settings are made, you can scan with the same settings from the next time.

3. Place the item on the platen.

Placing Items (When Scanning from a Computer)

4. Click Custom.



Scanning starts.



- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for Save in in the Settings (Custom Scan) dialog box displayed by clicking Settings.... In the Settings (Custom Scan) dialog box, you can also make advanced scan settings.

Settings (Custom Scan) Dialog Box

## Scanning Items Larger than the Platen (Image Stitch)

You can scan the left and right halves of an item larger than the platen and combine them back into one image. Items up to approximately twice as large as the platen are supported.

### >>>> Note

The following explains how to scan from the item to be placed on the left side.

1. Start IJ Scan Utility.

Starting IJ Scan Utility

2. Click Settings..., select the Settings (Scan and Stitch) dialog box, then set the item type, resolution, etc. as required.

Settings (Scan and Stitch) Dialog Box

When setting is completed, click **OK**.

3. Click Stitch.

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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

The Image Stitch window appears.

4. In Select Output Size, select an output size according to the paper size.



5. Make sure that Scan from Left is selected in Scan Direction.



- 6. Place the item that is to be displayed on the left side of the screen face-down on the platen.
- 7. Click Start Scanning Image 1.

El Image Stitch	- 0 💌
X Q 台灣語 ?	
	Scan from Left
1	2Scan Image 1 Start Scanning Image 1 3Scan Image 2 Start Scanning Image 2
	Adjust cropping frames

The first item is scanned and appears in 1.

### Note

Click Cancel to cancel the scan.

8. Place the item that is to be displayed on the right side of the screen face-down on the platen.

9. Click Start Scanning Image 2.



The second item is scanned and appears in 2.

### Note

■ Click **Cancel** to cancel the scan.

### **10.** Adjust the scanned images as required.

Use the Toolbar to rotate or zoom in/out, or drag the images to adjust their positions.



### Note

Select the **Adjust cropping frames** checkbox to specify the area to be saved.

Adjusting Cropping Frames (IJ Scan Utility)

To scan an item again, select the image in the Preview area or the thumbnail at the top of the screen, then click (Delete). The selected image is deleted, allowing you to scan the item again.

### 11. Click Save.



The combined image is saved.

### Note

- See "Image Stitch Window" for details on the Image Stitch window.
- You can make advanced scan settings in the Settings (Scan and Stitch) dialog box displayed by clicking Settings....

Settings (Scan and Stitch) Dialog Box

## Scanning Multiple Items at One Time

You can scan two or more photos (small items) placed on the platen at one time and save each image individually.

### Important

The following types of items may not be cropped correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver) and scan again.

- Photos that have a whitish background
- Items printed on white paper, hand-written documents, business cards, etc.
- Thin items
- Thick items

Refer to "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" for your model from Home of the *Online Manual* for details.

### **Using Auto Scan**

Whether there are multiple items or not is detected automatically. Click Auto and scan.

Easy Scanning with Auto Scan

### **Not Using Auto Scan**

In the Settings dialog box, set Paper Size to Auto scan and scan.

### Note

The screens for scanning with favorite settings are used as examples in the following descriptions.

### 1. Place the items on the platen.

Placing Items (When Scanning from a Computer)

- 2. Start IJ Scan Utility.
  - Starting IJ Scan Utility
- 3. Click Settings....



The Settings dialog box appears.

4. Click Custom Scan.

Settings (Custom Scan)				
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Auto Scan	Scan Options	[		Â
Photo Scan	Select Source: Color Mode:	Auto	* *	
	Paper Size:	Auto	•	
Document Scan	Resolution:	Auto	•	
Custon Scan	< <u> </u>	Document Scan Orientation Settings		Е
Scan and Stitch	Scan both sides when scanning from the	Document Output Setting		
ScanGear	+ Image Processing Settings			
	Save Settings			L.
	File Name:	IMG	•	
	Data Format:	Auto	▼ Settings	
	Save in:	My Documents	•	
	Application Settings			
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Instructions		Defaults	ок	

5. Select Select Source according to the items to be scanned.

Settings (Custom Scan)		
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Auto Scan	Scan Onliner Select Source:	Photo
Photo Scan	Color Mode:	Color
Document Scan	Paper Size: Resolution:	Auto scan v
Custom Scan	Compress scanned images upon transf	
Scan and Stitch	Image Processing Settings     Save Settings	
ScanGear	File Name:	IMG -
	Data Format: Save in:	PEG/Exif v Settings
	Check scan results	
	Application Settings Open with an application:	Canon My Image Garden
	Send to an application:	🔊 Preview 👻 👻
Instructions		Defaults OK

6. Select Auto scan for Paper Size, then click OK.

Settings (Custom Scan)					
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Auto Scan	Scan Options Select Source:	Photo	•		ń
Photo Scan	Color Mode:	Color	v)		
Document Scan	Paper Size: Resolution:	Auto scan 300 dpi	•	J	
Ouston Scan	Compress scanned images upon transfe				E
Scan and Stitch	Image Processing Settings Save Settings				
ScanGear	File Name:	IMG	•		
	Data Format: Save in:	JPEG/Exif	• •	Settings	
	Check scan results				J
	Application Settings Open with an application:	Canon My Image Garde	n •		
	Send to an application:	E Preview	٣		
Instructions			Defaults	ОК	

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Photo Scan) Dialog Box
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box

### 7. Click Custom.

Canon U S	Scan Utility				
Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

Multiple items are scanned at one time.

### Note

■ Click **Cancel** to cancel the scan.

Scanned images are saved in the folder set for Save in in the corresponding Settings dialog box displayed by clicking Settings.... In each Settings dialog box, you can also make advanced scan settings.

# Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.

This section explains how to scan one side of the documents at a time. To scan both sides of the documents automatically, see Scanning Both Sides of Each Document at One Time.

### Note

You can scan multiple documents at one time from the ADF when scanning via Auto, Document, Custom, or ScanGear.
See "Scanning with Application Software that You are Using (ScanGear)" for your model from Home of the Online Manual for how to scan using ScanGear (scanner driver).

### **Using Auto Scan**

The item type is detected automatically. Click Auto and scan.

Easy Scanning with Auto Scan

### **Not Using Auto Scan**

In the Settings dialog box, set Select Source to ADF or Auto, and scan.

### Note

The screens for scanning documents are used as examples in the following descriptions.

1. Place the documents on the ADF.

Placing Documents (ADF (Auto Document Feeder))

- 2. Start IJ Scan Utility.
  - Starting IJ Scan Utility
- 3. Click Settings....



The Settings dialog box appears.

4. Click Document Scan.

Settings (Document Scan)			
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Auto Scan	Scan Options Select Source:	Document (ADF,Platen)	T Î
Photo Scan	Color Mode:	Color	•
Decument Scan	Paper Size:	Letter	•
	Resolution:	300 dpi	-
Custom Scan	4 <u>m</u>	Document Scan Orientation Settings	
Scan and Stitch	Scan both sides when scanning from the	Document Output Setting	
ScanGear	Compress scanned images upon transfe	,	
	+ Image Processing Settings		
	Save Settings		
	File Name:	IMG	•
	Data Format:	PDF	✓ Settings
	Save in:	Hy Documents	*
	Check scan results		
Instructions		Defaults	ок

5. Select Source according to the documents to be scanned.

To scan only the front side of each document, select **Document (ADF/Platen)** or **Document (ADF Simplex)**.

To scan the front side then the back side of each document, select Document (ADF Manual Duplex).

Settings (Document Scan)			
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Auto Scan	Scan Options		- Î
Photo Scan	Select Source: Color Mode:	Document (ADF/Platen) Color	•
Egg Document Scan	Paper Size:	Letter	•
Custon Scan	Resolution:	300 dpi Document Scan Orientation Settings	• •
Scan and Stitch		Document Output Setting	
ScanGear	Scan both sides when scanning from th		
ScanGear	Compress scanned images upon transf  Image Processing Settings	e.	
	Save Settings		
	File Name:	IMG	-
	Data Format: Save in:	PDF	Settings
	Check scan results		
Instructions		Defaults	ок

6. Set the color mode, document size, and scanning resolution as required.

Click **Document Scan Orientation Settings...** to specify the orientation of the documents to be scanned. In the displayed dialog box, you can specify the **Orientation** and **Binding Side**. How to place the documents when scanning the back sides depends on the **Binding Side**.

When setting is completed, click  $\ensuremath{\text{OK}}.$ 

Settings (Document Scan)			
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Auto Scan	Scan Options Select Source:	Document (ADF/Platen)	, î
Photo Scan	Color Mode:	Color	-
ISTER Document Scan	Paper Size:	Letter	•
Document Scan	Resolution:	300 dpi	•
Custom Scan	< <u> 1</u>	Document Scan Orientation Settings	
Scan and Stitch	Scan both sides when scanning from the	Document Output Setting	
ScanGear	Compress scanned images upon transfe	r	
	+ Image Processing Settings		
	Save Settings		
	File Name:	DMG	·
	Data Format: Save in:	PDF	Settings
	Check scan results	E OT MARIENS	
Instructions		Defaults	x

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box

### 7. Click Document.



Scanning starts.

### Note

Click **Cancel** to cancel the scan.

When Document (ADF Manual Duplex) is selected for Select Source, proceed to Step 8.

### Note

When Document (ADF Auto Duplex) is selected for Select Source, the Manual Duplex Scanning dialog box does not appear; both sides of the documents are scanned automatically. See "Scanning Both Sides of Each Document at One Time" for details.

8. Follow the on-screen instructions to place the documents.

#### Note

The screens for scanning with Orientation set to Portrait are used as examples in the following descriptions.

## When Long edge is Selected for Binding Side in Document Scan Orientation Settings...

Place the documents after rotating the output documents 180 degrees.



## When Short edge is Selected for Binding Side in Document Scan Orientation Settings...

Place the documents without changing the orientation of the output documents.



### 9. Click OK.

Scanning starts.

### Note

- Click Cancel to cancel the scan.
- Scanned images are saved in the folder set for Save in in the corresponding Settings dialog box displayed by clicking Settings.... In each Settings dialog box, you can also make advanced scan settings.

## Scanning Both Sides of Each Document at One Time

Scan both sides of each document at one time using the ADF (Auto Document Feeder).

### Note

You can scan multiple documents at one time from the ADF when scanning via Auto, Document, Custom, or ScanGear.

See "Scanning with Application Software that You are Using (ScanGear)" for your model from Home of the *Online Manual* for how to scan using ScanGear (scanner driver).

### **Using Auto Scan**

Select the Scan both sides when scanning from the ADF checkbox in the Settings dialog box, then click Auto to scan.

Easy Scanning with Auto Scan

### Not Using Auto Scan

In the Settings dialog box, set **Select Source** to **Document (ADF/Platen)** or **Document (ADF Auto Duplex)** and scan.

### Note

The screens for scanning documents are used as examples in the following descriptions.

1. Place the documents on the ADF.

Placing Documents (ADF (Auto Document Feeder))

2. Start IJ Scan Utility.

Starting IJ Scan Utility

3. Click Settings....



The Settings dialog box appears.

4. Click Document Scan.

Settings (Document Scan)				
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Auto Scan	Scan Options			ŕ.
Photo Scan	Select Source: Color Mode:	Document (ADF)Platen)	•	
	Paper Size:	Letter	•	
Document Scan	Resolution:	300 dpi	•	в
Custom Scan	<b>←</b> ≝	Document Scan Orientation Settings		
Scan and Stitch	Scan both sides when scanning from the	Document Output Setting		
ScanGear	Compress scanned images upon transfe  Image Processing Settings	r		L
	Save Settings			
	File Name:	DMG	•	
	Data Format: Save in:	PDF	Settings	
	Save in:	[1] By ocuments	_	
Instructions		Defaults	ОК	

5. Select Document (ADF/Platen) or Document (ADF Auto Duplex) for Select Source.

Settings (Document Scan)				
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Auto Scan	Scan Onlines Select Source:	Document (ADF Auto Duplex)	-	Â
Photo Scan	Color Mode:	Color	-	
Document Scan	Paper Size:	Letter	•	
Custom Scan	Resolution:	300 dpi Document Scan Orientation Settings		в
Scan and Stitch	Compress scanned images upon transfer	Document Output Setting		
ScanGear	+ Image Processing Settings			
	Save Settings File Name:	DMG	•	
	Data Format:	PDF	• Settings	
	Save in:	My Documents	•	
Instructions		Defaults	OK	•
Instructions		Defaults		

### >>>> Note

Select the Scan both sides when scanning from the ADF checkbox in Scan Options when scanning via Document (ADF/Platen).

6. Set the color mode, document size, and scanning resolution as required.

Click **Document Scan Orientation Settings...** to specify the orientation of the documents to be scanned. In the displayed dialog box, you can specify the **Orientation** and **Binding Side**. How to place the documents when scanning the back sides depends on the **Binding Side**.

Click **Document Output Setting...** to specify how to output scanned documents. In the displayed dialog box, you can specify the output setting.

When setting is completed, click **OK**.

Settings (Document Scan)			
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Auto Scan	Scan Options Select Source:	Document (ADF Auto Duplex)	•
Photo Scan	Color Mode:	Color	•
EEE Document Scan	Paper Size: Resolution:	Letter 300 dpi	•
Custom Scan	<u>جع</u>	Document Scan Orientation Settings	
Scan and Stitch	Compress scanned images upon transfer	Document Output Setting	
ScanGear	<ul> <li>Image Processing Settings</li> </ul>		
	Save Settings		
	File Name:	IMG	•
	Data Format:	POF	✓ Settings
	Save in:	Hy Documents	-
	Check scan results		
Instructions	• • • • •	Defaults	ск

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box

### 7. Click Document.

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Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions				Setting	s

The back side of each document is scanned automatically after scanning the front side.

### Note

Click **Cancel** to cancel the scan.

Scanned images are saved in the folder set for Save in in the corresponding Settings dialog box displayed by clicking Settings.... In each Settings dialog box, you can also make advanced scan settings.

## Saving after Checking Scan Results

You can check the scan results, then save the images to a computer.

### Important

You cannot check the scan results before saving when scanned using Auto scan or the operation panel.

### Note

The screens for scanning photos are used as examples in the following descriptions.

### 1. Start IJ Scan Utility.

Starting IJ Scan Utility

### 2. Click Settings....

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Product Name	: Ca	non seri	es		•
					4
Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

The Settings dialog box appears.

Settings Dialog Box

### 3. Click Photo Scan.

Settings (Photo Scan)				
🖙 🗭 18				
Auto Scan	Scan Options		_	Â.
	Select Source:	Photo	*	
Photo Scan	Color Mode:	Color	•	
Document Scan	Paper Size:	Auto scan	•	
Document Scan	Resolution:	300 dpi	•	
Custom Scan	Compress scanned images upon transfe	f		
-*	+ Image Processing Settings			
Scan and Stitch	Save Settings			
ScanGear	File Name:	IMG	•	
Scansear	Data Format:	IPEG/Ewf	Settings	
	Save in:	My Documents	• <u> </u>	
	Check scan results	1 Hy boomena		ш
	C) Check scan results			
	Application Settings		_	
	Open with an application:	Canon My Image Garden	*	
	Send to an application:	The Preview	¥	•
Instructions		Defaults	ок	

4. Select the Check scan results checkbox, then click OK.

Settings (Photo Scan)					
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Auto Scan	Scan Options				Ê.
	Select Source:	Photo	*		
Photo Scan	Color Mode:	Color	•		
Document Scan	Paper Size:	Auto scan	•		
Document Scan	Resolution:	300 dpi	•		
Custom Scan	Compress scanned images upon transfe	f			
	Image Processing Settings				
Scan and Stitch	Save Settings				
ScanGear	File Name:	IMG	•		
	Data Format:	JPEG/Exif	•	Settings	
	Save in:	Hy Documents	•		
	Check scan results				
	Application Settings				
	Open with an application:	Canon My Image Garden	•		
	Send to an application:	🔊 Preview	* ]		-
Instructions		Defaults		ок	

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Photo Scan) Dialog Box
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box
- Settings (Scan and Stitch) Dialog Box
- Settings (ScanGear) Dialog Box

### 5. Click Photo.

🗄 Canon IJ Scan Utility 🗾					
Product Name: Canon series					
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Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

### Scanning starts.

When scanning is completed, the **Save Settings** dialog box appears.

### Note

Click Cancel to cancel the scan.

6. Change the image order or file save options as required.

You can change the image order or file save options in the Save Settings dialog box.

Save Settings Dialog Box

### Note

The default save folders are as follows. Windows 7: My Documents folder Windows Vista: Documents folder Windows XP: My Documents folder

### 7. Click OK.

Scanned images are saved according to the settings.

## Sending Scanned Images via E-mail

You can send scanned images via e-mail.

### Note

The screens for scanning photos are used as examples in the following descriptions.

1. Start IJ Scan Utility.

Starting IJ Scan Utility

2. Click Settings....



The Settings dialog box appears.

Settings Dialog Box

### 3. Click Photo Scan.

Settings (Photo Scan)				
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Auto Scan	Scan Options			
	Select Source:	Photo	Ŧ	
Photo Scan	Color Mode:	Color	-	
Document Scan	Paper Size:	Auto scan	w.	
Document Scan	Resolution:	300 dpi	•	
Custom Scan	Compress scanned images upon transfe	f		=
	+ Image Processing Settings			
Scan and Stitch	Save Settings			
ScanGear	File Name:	IMG	-	
	Data Format:	JPEG/Exif	▼ Set	ings
	Save in:	Hy Documents	*	
	Check scan results			
	Application Settings			
	Open with an application:	Canon My Image Garden	•	
	Send to an application:	The Preview	* )	•
Instructions		Defaults		ок

4. Select Attach to e-mail in Application Settings, then select an e-mail client.

Settings (Photo Scan)			
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Auto Scan Photo Scan	Compress scanned images upon trans		
Document Scan	File Name: Data Format:	DMG ♥ JPEG/Exif ♥ Settings	= [
Scan and Stitch	Save in:	🧞 My Documents 🔹	
ScanGear	Application Settings     Open with an application:     Send to an application:	Canon My Image Garden v	Е
	Send to a folder:	None v	
	Attach to e-mail:	🗼 None (Attach Manually) 🔹	
	Do not start any application	More Functions	
Instructions		Defaults OK	

### Note

- You can add e-mail clients to use for attachments from the pull-down menu.
- If None (Attach Manually) is selected, manually attach scanned and saved images to e-mail.

### 5. Click OK.

Settings (Photo Scan)				
🖻 🗢 18				
Auto Scan	Compress scanned images upon tran	sitt		_
Document Scan	- Save Settings File Name: Data Format:	DMG JPEG/Exif	v Settinos	
Custom Scan	Save in:	PES/EXIT	▼ Settings	J
Scan and Stitch	Application Settings			
	<ul> <li>Open with an application:</li> <li>Send to an application:</li> </ul>	Canon My Image Garden     Preview	v v	Е
	Send to a folder:  Attach to e-mail:	None           None         (Attach Manually)	v v	
	Do not start any application	More Functions		ļ
Instructions	1	Defaults	CK CK	

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Auto Scan) Dialog Box
- Settings (Photo Scan) Dialog Box
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box
- Settings (ScanGear) Dialog Box

### 6. Click Photo.



Scanning starts.

When scanning is completed, the specified e-mail client starts and the images will be attached to a new message.

### Note

- Click **Cancel** to cancel the scan.
- The scanned images are saved according to the settings made in the Settings dialog box.
- When the Check scan results checkbox is selected in the Settings dialog box, the Save Settings dialog box appears. After you set the save options and click OK, the scanned images are saved and automatically attached to a new message of the specified e-mail client.
   Save Settings Dialog Box
- 7. Specify the recipient, enter the subject and message, then send e-mail.

For details, see the manual of your e-mail client.

## **Extracting Text from Scanned Images (OCR)**

Scan text in scanned magazines and newspapers and display it in Notepad (included with Windows).

### Note

- Vou can extract text when scanning via **Document**, **Custom**, or **ScanGear**.
- The screens for scanning documents are used as examples in the following descriptions.

### 1. Start IJ Scan Utility.

Starting IJ Scan Utility

### 2. Click Settings....

🗄 Canon IJ Scan Utility 🎫					
Product Name: Canon series					
					4
Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions			Setting	s	

The Settings dialog box appears.

Settings Dialog Box

### 3. Click Document Scan.

Settings (Document Scan)			
🖙 🖨 18			
Auto Scan	Scan Options Select Source:	Document (ADF/Platen)	, î
Photo Scan	Color Mode:	Color	•
Document Scan	Paper Size:	Letter	•
	Resolution:	300 dpi	• E
Custom Scan	+ <u></u>	Document Scan Orientation Settings	
Scan and Stitch	Scan both sides when scanning from the	Document Output Setting	
ScanGear	Compress scanned images upon transfe	e	L
	Save Settings		
	File Name:	IMG	•
	Data Format:	POF	✓ Settings
	Save in:	My Documents	•
Instructions		Defaults	ок

4. Select **Start OCR** for **Application Settings**, then select the application in which you want to display the result.

Settings (Document Scan)			
🖻 🗢 18			
Auto Scan	+ Image Processing Settings		^
Photo Scan	- Save Settings File Name:	DMG v	
Document Scan	Data Format:	JPEG/Exif	
Custom Scan	Save in:	👔 My Documents 💌	
Scan and Stitch	Application Settings		
	Open with an application:	📓 Canon My Image Garden 🔹	
ScanGear	Send to an application:	Preview *	
	Send to a folder:	None v	E
	Attach to e-mail:	🗼 None (Attach Manualiy) 🔹	
	Start OCR:	🔏 Canon My Image Garden 🔹	
	Do not start any application		
		More Functions	Ļ
Instructions		Defaults OK	

### Note

When My Image Garden is specified, after the image is scanned, the text in the image is extracted and appears in Notepad (included with Windows).

### 5. Click OK.

Settings (Document Scan)			
🖻 🌩 18			
Auto Scan	+ Image Processing Settings		^
Photo Scan	Save Settings File Name:	DMG 👻	
Document Scan	Data Format:	JPEG/Evf	Settings
Custom Scan	Save in:	🤾 My Documents 🔹	
Scan and Stitch	Application Settings		
ScanGear	<ul> <li>Open with an application:</li> <li>Send to an application:</li> </ul>	Canon My Image Garden v           Preview         v	
	Send to a folder:	None	E
	O Attach to e-mail:	📜 None (Attach Manually) 👻	
	Start OCR:	📶 Canon My Image Garden 🔹 🔻	
	O not start any application		
		More Functions	<b>.</b>
Instructions	,	Defaults	ок

The IJ Scan Utility main screen appears.

### Note

- See the following pages for details on the setting items in the Settings dialog box.
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box
- Settings (ScanGear) Dialog Box
- 6. Click Document.



#### Scanning starts.

When scanning is completed, the scanned images are saved according to the settings, and the extracted text appears in the specified application.

### >>>> Note

- Click Cancel to cancel the scan.
- Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
  - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
  - Slanted documents
  - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with narrow line spacing
  - Documents with colors in the background of text
  - Documents containing multiple languages

### IJ Scan Utility Screens

- IJ Scan Utility Main Screen
- Settings Dialog Box
  - Settings (Auto Scan) Dialog Box
  - Settings (Photo Scan) Dialog Box
  - Settings (Document Scan) Dialog Box
  - Settings (Custom Scan) Dialog Box
  - Settings (Scan and Stitch) Dialog Box
  - Settings (ScanGear) Dialog Box
  - Settings (Save to PC (Auto)) Dialog Box
  - Settings (Save to PC (Photo)) Dialog Box
  - Settings (Save to PC (Document)) Dialog Box
  - Settings (Attach to E-mail (Photo)) Dialog Box
  - Settings (Attach to E-mail (Document)) Dialog Box
  - Settings (General Settings) Dialog Box
- Data Format Settings Dialog Box
- Save Settings Dialog Box
- Image Stitch Window
# IJ Scan Utility Main Screen

From the Start menu, select All Programs > Canon Utilities > IJ Scan Utility > IJ Scan Utility to start IJ Scan Utility.

You can complete from scanning to saving at one time by simply clicking the corresponding icon.

다. Canon D	ican Utility				×
Product Name	: Car	non ser	es		•
			I)		4
Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions Settings					

#### Product Name

Displays the name of the product that IJ Scan Utility is currently set to use. If the displayed product is not the one you want to use, select the desired product from the list. In addition, for network connection, select one with "Network" after the product name.

# >>>> Note

See "Network Scan Settings" for how to set up a network environment.

# • Auto

Detects the type of items automatically and saves them to a computer. The data format for saving will also be set automatically.

Save settings and the response after scanning can be specified in the **Settings (Auto Scan)** dialog box. Settings (Auto Scan) Dialog Box

#### Photo

Scans items as photos and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the **Settings (Photo Scan)** dialog box.

Settings (Photo Scan) Dialog Box

Document

Scans items as documents and saves them to a computer. Scan/save settings and the response after scanning can be specified in the **Se** 

Scan/save settings and the response after scanning can be specified in the **Settings (Document Scan)** dialog box.

Settings (Document Scan) Dialog Box

Custom

Scans items with your favorite settings and saves the images to a computer. The item type can be automatically detected.

Scan/save settings and the response after scanning can be specified in the **Settings (Custom Scan)** dialog box.

Settings (Custom Scan) Dialog Box

Stitch

Displays the **Image Stitch** window in which you can scan the left and right halves of an item larger than the platen and combine the scanned images back into one image.

Scan/save settings and the response after scanning can be specified in the **Settings (Scan and Stitch)** dialog box.

Settings (Scan and Stitch) Dialog Box

ScanGear

Starts ScanGear (scanner driver) in which you can make image corrections and color adjustments when scanning.

Scan/save settings and applications can be specified in the **Settings (ScanGear)** dialog box. Settings (ScanGear) Dialog Box

Instructions

Opens this guide.

Settings...

Displays the Settings dialog box in which you can specify the scan/save settings and the response after scanning. ➡ Settings Dialog Box

# **Settings Dialog Box**

There are three tabs in the Settings dialog box: (Scanning from a Computer), (Scanning from

the Operation Panel), and  $\mathbf{\hat{h}}\Omega$  (General Settings). When you click a tab, the view in the red frame switches and you can make advanced settings to functions on each tab.

Settings (Auto Scan)				
🖻 🌩 🔢				
Auto Scan Photo Scan	Scan Options			
Document Scan	Save Settings File Name:	IMG	•	
Custom Scan	Data Format: Save in:	Auto	Setting	<u>¤</u>
ScanGear	Application Settings © Open with an application:	Canon My Image Garden	•	
	<ul> <li>Send to an application:</li> <li>Send to a folder:</li> <li>Attach to e-mail:</li> </ul>	None None (Attach Manually)	*	
	Do not start any application	More Functions		
Instructions		Defaults		т ОК

# (Scanning from a Computer) Tab

You can specify how to respond when scanning from IJ Scan Utility or My Image Garden.

- Settings (Auto Scan) Dialog Box
- Settings (Photo Scan) Dialog Box
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box
- Settings (Scan and Stitch) Dialog Box
- Settings (ScanGear) Dialog Box

# (Scanning from the Operation Panel) Tab

You can specify how to respond when scanning from the operation panel.

- Settings (Save to PC (Auto)) Dialog Box
- Settings (Save to PC (Photo)) Dialog Box
- Settings (Save to PC (Document)) Dialog Box
- Settings (Attach to E-mail (Photo)) Dialog Box
- Settings (Attach to E-mail (Document)) Dialog Box

# Important

When the Settings dialog box is displayed from My Image Garden, the Operation Panel) tab does not appear.

(Scanning from the

When using your scanner or printer with network connection, the Settings (Save to PC (Auto)) dialog box does not appear.

# General Settings) Tab

You can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

Settings (General Settings) Dialog Box

# Settings (Auto Scan) Dialog Box

Click Auto Scan on the (Scanning from a Computer) tab to display the Settings (Auto Scan) dialog box.

In the **Settings (Auto Scan)** dialog box, you can make advanced scan settings to scan by automatically detecting the item type.

Settings (Auto Scan)			
🖙 🖨 18			
Auto Scan Photo Scan	Scan Options Apply recommended image correction Scan both sides when scanning from the	e ADF	(1)
E Document Scan	Save Settings File Name:	IMG	- (2)
Custom Scan	Data Format: Save in:	Auto	Settings
Scan and Stitch	Application Settings		
ScanGear	Open with an application: Send to an application:	Canon My Image Garden	• (3)
	Send to a folder:	None	-
	<ul> <li>Attach to e-mail:</li> <li>Do not start any application</li> </ul>	1. None (Attach Manually)	Ÿ
		More Functions	
Instructions	, 	Defaults	ок

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

# Important

When the Settings dialog box is displayed from My Image Garden, the setting items for Application Settings do not appear.

#### Supported Items

Photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

# Important

To scan the following types of items, specify the item type and size in the Settings (Photo Scan) dialog box, Settings (Document Scan) dialog box, or Settings (Custom Scan) dialog box, then click Photo, Document, or Custom in the IJ Scan Utility main screen. You cannot scan correctly with Auto.

- A4 size photos
- Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
- Items printed on thin white paper
- Long narrow items such as panoramic photos
- Reflective disc labels may not be scanned as expected.
- Place items to be scanned on the platen correctly. Otherwise, items may not be scanned correctly. See "Placing Items (When Scanning from a Computer)" for details on how to place items.
- When scanning both sides of the documents from the ADF (Auto Document Feeder), you can scan A4 or Letter size documents.
- When scanning two or more documents from the ADF, place documents of the same size.



To reduce moire in scans, set Select Source to Magazine in the Settings (Document Scan) dialog box or Settings (Custom Scan) dialog box, then click Document or Custom in the IJ Scan Utility main screen.

# (1) Scan Options Area

#### · Apply recommended image correction

Applies suitable corrections automatically based on the item type.

# Important

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# Note

Scanning takes longer than usual when you enable this function.

#### · Scan both sides when scanning from the ADF

Scans both sides of the documents placed on the ADF. Documents are scanned in the long-edge binding format, with the end inserted to the ADF being the upper end. The scanned documents are output in the back-to-front order.

# (2) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### Data Format

Auto is selected. The following data formats are automatically applied according to the item type when saving.

- Photos, postcards, BD/DVD/CD, and business cards: JPEG
- Magazines, newspapers, and documents: PDF

# Important

The save format may differ depending on how you place the item. See "Placing Items (When Scanning from a Computer)" for details on how to place items.

# Note

You can change the data format from Settings....

#### · Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (3) Application Settings Area

#### · Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### · Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

# • Attach to e-mail

Select this when you want to send e-mails with the scanned images attached. You can specify the e-mail client you want to start from the pull-down menu.

#### · Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

# Instructions

Opens this guide.

#### • Defaults

# Settings (Photo Scan) Dialog Box

Click **Photo Scan** on the (Scanning from a Computer) tab to display the **Settings (Photo Scan)** dialog box.

In the Settings (Photo Scan) dialog box, you can make advanced scan settings to scan items as photos.

Settings (Photo Scan)				
🖙 🌩 18				
Auto Scan Photo Scan Custom Scan	Scan Options Select Source: Color Mode: Paper Size: Resolution: Compress scanned images upon transfe Image Processing Settings	Photo Color Auto scan 300 dpi	• • •	(1)
Scan and Stitch	Save Settings File Name: Data Format: Save in: Check scan results	IMG IPEG/Exif	▼ ▼ Setting ▼	(2)
	Application Settings Open with an application: Send to an application: Send to a folder: Attach to e-mail: Do not start any application	Canon My Image Garden  Preview None None None (Attach Manually) More Functions		(3)
Instructions		Defaults		ок

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

# Important

When the Settings dialog box is displayed from My Image Garden, the setting items for Application Settings do not appear.

# (1) Scan Options Area

Select Source

Photo is selected.

Color Mode

Select the color mode in which to scan the item.

# Important

To select **Black and White**, deselect the **Compress scanned images upon transfer** checkbox.

• Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.

Custom Size Setting	)		-
Width:	8.50	inches (1.00 - 8.50)	
Height:	11.00	inches (1.00 - 11.69)	
Unit:	inches 💌	]	
ОК	Defau	lts Cancel	

# Note

Click **Defaults** to restore the specified settings to the default settings.

#### Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution

#### Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

# Image Processing Settings

Click (Plus) to set the following.

# Important

When Color Mode is Black and White, Image Processing Settings is not available.

# • Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

# (2) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

# Data Format

Select the data format in which to save the scanned images. You can select **JPEG/Exif**, **TIFF**, or **PNG**.

# Important

■ You cannot select JPEG/Exif when Color Mode is Black and White.

Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Check scan results

Displays the Save Settings dialog box after scanning.

# Save Settings Dialog Box

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (3) Application Settings Area

#### • Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

# Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### · Attach to e-mail

Select this when you want to send e-mails with the scanned images attached. You can specify the e-mail client you want to start from the pull-down menu.

#### · Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

#### • Instructions

Opens this guide.

#### Defaults

# Settings (Document Scan) Dialog Box

Click **Document Scan** on the Granning from a Computer) tab to display the **Settings (Document Scan)** dialog box.

In the **Settings (Document Scan)** dialog box, you can make advanced scan settings to scan items as documents.

Settings (Document Scan)			
🖻 🌩 🔢			
Auto Scan	Scan Options		
	Select Source:	Document (ADF/Platen)	
Photo Scan	Color Mode:	Color	•
BEE Document Scan	Paper Size:	Letter	•
BEE Document Scan	Resolution:	300 dpi	•
Custom Scan	< <u> </u>	Document Scan Orientation Settings	
Scan and Stitch		Document Output Setting	
	Scan both sides when scanning from the	ADF	
ScanGear	Compress scanned images upon transfer	r	
	+ Image Processing Settings		
	Save Settings		(2)
	File Name:	IMG	. (2)
	Data Format:	POF	▼ Settings
	Save in:	My Documents	•
	Check scan results		
	Application Settings		
	Open with an application:	🔏 Canon My Image Garden	
	Send to an application:	🔚 Preview	v
	Send to a folder:	None	¥
	Attach to e-mail:	🗼 None (Attach Manually)	¥
	Start OCR:	Zanon My Image Garden	¥.
	O Do not start any application		
		More Functions	
Instructions		Defaults	ок

(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

# Important

■ When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

# (1) Scan Options Area

# Select Source

Select the type of item to be scanned. Scanning documents: **Document** or **Document (ADF/Platen)** Scanning magazines: **Magazine** Scanning documents from the ADF (Auto Document Feeder): **Document (ADF Simplex)**, **Document (ADF Manual Duplex)**, **Document (ADF Auto Duplex)**, or **Document (ADF/Platen)** 



When Document (ADF/Platen) is selected and documents are placed both on the platen and ADF, those placed on the ADF will be scanned.

# Color Mode

Select the color mode in which to scan the item.

#### Important

To select Black and White, deselect the Compress scanned images upon transfer checkbox.

#### • Paper Size

Select the size of the item to be scanned.

When scanning both sides of the documents automatically from the ADF, select **A4** or **Letter**. When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.

Custom Size Setting		<b>—</b> ×-
Width:	8.50	inches (1.00 - 8.50)
Height:	11.00	inches (1.00 - 11.69)
Unit:	inches 💌	]
ОК	Defau	ts Cancel

# Note

Click Defaults to restore the specified settings to the default settings.

#### Resolution

Select the resolution of the item to be scanned. The higher the resolution (value), the more detail in your image.

- Resolution
- Document Scan Orientation Settings...

This appears when you select ADF for **Select Source**. Click to display the **Document Scan Orientation Settings** dialog box in which you can set the orientation and binding side of the documents to be scanned from the ADF.

Document Scan Ori	entation Settings	x
Orientation:		
<b>4</b>	Portrait	
€ <mark>R</mark>	🔿 Landscape	
Binding Side:		
RR	O Long edge	
R	Short edge	
ОК	Defaults Cancel	

#### Important

- Binding Side cannot be specified when scanning only the front side of each document.
- Document Output Setting...

This appears when you select **Document (ADF/Platen)** for **Select Source** and select the **Scan both sides when scanning from the ADF** checkbox, or when you select **Document (ADF Auto Duplex)**. Click to display the **Document Output Setting** dialog box in which you can specify how to output the paper when scanning from the ADF.

You can select Output with front and back reversed (Fast) or Output in the page order.

Document Output Setting	-×-
ADF Duplex Output Setting:	
<ul> <li>Output with front and back reversed (Fast)</li> </ul>	
Output in the page order	
OK Defaults Ca	incel

# Scan both sides when scanning from the ADF

This appears when you select **Document (ADF/Platen)** for **Select Source**. Scans both sides of the documents placed on the ADF.

#### · Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

# Image Processing Settings

Click (Plus) to set the following.

# Note

The displayed items vary by Select Source and Color Mode.

# Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

# Important

Available only when the Compress scanned images upon transfer checkbox is not selected.

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# Note

Scanning takes longer than usual when you enable this function.

#### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

# Note

Scanning takes longer than usual when you enable **Reduce moire**.

# • Reduce gutter shadow/Reduce gutter shadow (platen)

Reduces gutter shadows that appear between pages when scanning open booklets.

# Important

This function is available only when scanning from the platen.

Available only when the **Compress scanned images upon transfer** checkbox is not selected.

# Note

Use ScanGear (scanner driver)'s Advanced Mode tab to correct gutter shadows when scanning non-standard size items or specified areas.

Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

#### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

# Important

The following types of documents may not be corrected properly since the text cannot be detected correctly.

- Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
- Documents containing both vertical and horizontal text
- Documents with extremely large or small fonts
- Documents with small amount of text
- Documents containing figures/images
- Hand-written text
- Documents containing both vertical and horizontal lines (tables)

# >>>> Note

Scanning takes longer than usual when you enable Correct slanted text document.

#### · Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

# Important

Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.

Settings (General Settings) Dialog Box

The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.

- Resolution is outside the range of 300 dpi to 600 dpi
- Font size is outside the range of 8 points to 48 points
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog box.

Save Settings Dialog Box

# (2) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### Data Format

Select the data format in which to save the scanned images. You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

# Important

- You cannot select JPEG/Exif when Color Mode is Black and White.
- When Start OCR is selected in Application Settings, you cannot select PDF or PDF (Multiple Pages).
- Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan. Data Format Settings Dialog Box

#### · Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder

#### Windows XP: My Documents folder

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# Check scan results

Displays the **Save Settings** dialog box after scanning. ➡ Save Settings Dialog Box

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (3) Application Settings Area

#### · Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### · Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### · Attach to e-mail

Select this when you want to send e-mails with the scanned images attached. You can specify the e-mail client you want to start from the pull-down menu.

#### Start OCR

Select this when you want to convert text in the image into text data using specified OCR software. You can specify the application from the pull-down menu.

#### · Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

# Instructions

Opens this guide.

# Defaults

# Settings (Custom Scan) Dialog Box

Click **Custom Scan** on the (Scanning from a Computer) tab to display the **Settings (Custom Scan)** dialog box.

In the **Settings (Custom Scan)** dialog box, you can make advanced scan settings to scan according to your preference.

Settings (Custom Scan)				
🖙 🖨 18				
Auto Scan	Scan Options			(A) ^
	Select Source:	Auto	-	(1)
Photo Scan	Color Mode:	Color	-	
Document Scan	Paper Size:	Auto	•	
Document Scan	Resolution:	Auto	-	
Custom Scan	* <b>¤</b>	Document Scan Orientation Settings		
Scan and Stitch		Document Output Setting		
	Scan both sides when scanning from the	ADF		
ScanGear	+ Image Processing Settings			
	Save Settings			
	File Name:	DMG		(2)
	Data Format:	Auto		ettings
	Save in:	My Documents	*	
	Application Settings			
	Open with an application:	📓 Canon My Image Garden	*	(3)
	Send to an application:	🔛 Preview	¥	
	Send to a folder:	None	¥	
	Attach to e-mail:	🗼 None (Attach Manually)	Ŧ	
	Start OCR:	📕 Canon My Image Garden	Ŧ	
	O not start any application			
		More Functions		
Instructions		Defaults		OK

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

# Important

When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for Application Settings do not appear.

# (1) Scan Options Area

#### Select Source

Select the type of item to be scanned. When **Auto** is selected, the item type is automatically detected. **Color Mode**, **Paper Size**, and **Resolution** are automatically set as well.

# Important

Item types supported by Auto are photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

To scan the following types of items, specify the item type or size. You cannot scan correctly with **Auto**.

A4 size photos

- Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
- Items printed on thin white paper
- Long narrow items such as panoramic photos
- Reflective disc labels may not be scanned as expected.
- Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.
- See "Placing Items (When Scanning from a Computer)" for details on how to place items.
- When scanning both sides of the documents from the ADF (Auto Document Feeder), you can scan A4 or Letter size documents.
- When scanning two or more documents from the ADF, place documents of the same size even if Auto is set.

# Note

- To convert text in the image into text data after scanning, specify Select Source instead of selecting Auto.
- To reduce moire, set **Select Source** to **Magazine**.

#### Color Mode

Select the color mode in which to scan the item.

# Important

To select Black and White, deselect the Compress scanned images upon transfer checkbox.

#### Note

Only Color is available when Select Source is Auto.

#### Paper Size

Select the size of the item to be scanned.

When scanning both sides of the documents automatically from the ADF, select **A4** or **Letter**. When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.

Custom Size Settin	g	<b>—</b>
Width:	8.50	inches (1.00 - 8.50)
Height:	11.00	inches (1.00 - 11.69)
Unit:	inches 💌	]
ОК	Defa <u>u</u>	lts Cancel

#### Note

- Only Auto is available when Select Source is Auto.
- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

#### Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution

# Note

Only Auto is available when Select Source is Auto.

#### Document Scan Orientation Settings...

This appears when you select ADF or **Auto** for **Select Source**. Click to display the **Document Scan Orientation Settings** dialog box in which you can set the orientation and binding side of the documents to be scanned from the ADF.

Document Scan Orie	entation Settings 🛛 😹
Orientation:	
<b>4</b>	Portrait
←R	C Landscape
Binding Side:	
RR	O Long edge
R	○ Short edge
ОК	Defaults Cancel

# Important

- Binding Side cannot be specified when scanning only the front side of each document.
- Document Output Setting...

This appears when you select **Auto** for **Select Source** and select the **Scan both sides when scanning from the ADF** checkbox, or when you select **Document (ADF Auto Duplex)**. Click to display the **Document Output Setting** dialog box in which you can specify how to output the paper when scanning from the ADF.

You can select Output with front and back reversed (Fast) or Output in the page order.

Document Output Setting	<b>-X</b>
ADF Duplex Output Setting:	
<ul> <li>Output with front and back reversed (Fast)</li> </ul>	
Output in the page order	
OK Defaults Ca	ancel

#### · Scan both sides when scanning from the ADF

This appears when you select **Auto** for **Select Source**. Scans both sides of the documents placed on the ADF.

#### Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

# Important

This does not appear when **Select Source** is **Auto**.

# Image Processing Settings

Click 💾 (Plus) to set the following. Available setting items vary by Select Source.

#### When Select Source is Auto

#### Apply recommended image correction

Applies suitable corrections automatically based on the item type.

#### Important

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# Note

Scanning takes longer than usual when you enable this function.

When Select Source is Photo



#### When Color Mode is Black and White, Image Processing Settings is not available.

#### • Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

# When Select Source is Magazine or Document

# Note

The displayed items vary by **Select Source** and **Color Mode**.

#### Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

# Important

Available only when the Compress scanned images upon transfer checkbox is not selected.

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# Note Note

Scanning takes longer than usual when you enable this function.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

# Note

Scanning takes longer than usual when you enable Reduce moire.

#### Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

# Important

- This function is available only when scanning from the platen.
- Available only when the Compress scanned images upon transfer checkbox is not selected.

# Note

 Use ScanGear (scanner driver)'s Advanced Mode tab to correct gutter shadows when scanning non-standard size items or specified areas.
 Refer to "Gutter Shadow Correction" for your model from Home of the Online Manual for details.

#### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

# Important

The following types of documents may not be corrected properly since the text cannot be detected correctly.

Documents in which the text lines are inclined more than 10 degrees or the angles vary by line

- Documents containing both vertical and horizontal text
- Documents with extremely large or small fonts
- Documents with small amount of text
- Documents containing figures/images
- Hand-written text
- Documents containing both vertical and horizontal lines (tables)



Scanning takes longer than usual when you enable Correct slanted text document.

#### · Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

# Important

Only text documents written in languages that can be selected from Document Language in the Settings (General Settings) dialog box are supported.

Settings (General Settings) Dialog Box

The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.

- Resolution is outside the range of 300 dpi to 600 dpi
- Font size is outside the range of 8 points to 48 points
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog box.

Save Settings Dialog Box

# (2) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

### Data Format

Select the data format in which to save the scanned images. You can select JPEG/Exif, TIFF, PNG, PDF, PDF (Multiple Pages), or Auto.

# Important

- When **Auto** is selected, the save format may differ depending on how you place the item.
- See "Placing Items (When Scanning from a Computer)" for details on how to place items.
- You cannot select JPEG/Exif when Color Mode is Black and White.
- When Start OCR is selected in Application Settings, you cannot select PDF, PDF (Multiple Pages), or Auto.

# Note

Auto appears only when Auto is selected for Select Source.

• Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder



When the Settings dialog box is displayed from My Image Garden, this option does not appear.

Check scan results

Displays the **Save Settings** dialog box after scanning. ➡ Save Settings Dialog Box

>>>> Important

#### This does not appear when **Select Source** is **Auto**.

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (3) Application Settings Area

#### • Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### · Attach to e-mail

Select this when you want to send e-mails with the scanned images attached. You can specify the e-mail client you want to start from the pull-down menu.

#### Start OCR

Select this when you want to convert text in the image into text data using specified OCR software. You can specify the application from the pull-down menu.

# Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

#### Instructions

Opens this guide.

### Defaults

# Settings (Scan and Stitch) Dialog Box

Click Scan and Stitch on the (Scanning from a Computer) tab to display the Settings (Scan and Stitch) dialog box.

In the **Settings (Scan and Stitch)** dialog box, you can make advanced scan settings for scanning items larger than the platen.

Settings (Scan and Stitch)			
🖙 🌩 18			
Auto Scan	Scan Options Select Source:	Document v	(1)
Photo Scan	Color Mode:	Color	(1)
Document Scan	Resolution:      Image Processing Settings	300 dpi 👻	
Custom Scan	Save Settings		(0)
Scan and Sötch	File Name: Data Format:	POF v	(2) Settings
ScanGear	Save in:	👔 My Documents 👻	
	Application Settings		(3)
	Open with an application:     Send to an application:	Canon My Image Garden	(3)
	<ul> <li>Send to a folder:</li> <li>Do not start any application</li> </ul>	None v	
		More Functions	
Instructions	1	Defaults	ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

# Important

When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for Application Settings do not appear.

# (1) Scan Options Area

### Select Source

Select the type of item to be scanned. Scanning photos: **Photo** Scanning documents: **Document** Scanning magazines: **Magazine** 

# Note

To reduce moire, set Select Source to Magazine.

# Color Mode

Select the color mode in which to scan the item.

#### Resolution

Select the resolution of the item to be scanned. The higher the resolution (value), the more detail in your image. ➡ Resolution

#### Image Processing Settings

Click (Plus) to set the following. Available setting items vary by **Select Source**.

# Important

When Color Mode is Black and White, Image Processing Settings is not available.

#### When Select Source is Photo

#### • Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

#### When Select Source is Magazine or Document

#### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

#### Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

#### Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

# Note

Scanning takes longer than usual when you enable Reduce moire.

# (2) Save Settings Area

#### File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### Data Format

Select the data format in which to save the scanned images. You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

# Important

■ You cannot select JPEG/Exif when Color Mode is Black and White.

Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan. Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### Check scan results

Displays the **Save Settings** dialog box after scanning. ➡ Save Settings Dialog Box

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (3) Application Settings Area

# • Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

# · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

# · Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

# · Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

# Instructions

Opens this guide.

# Defaults

# Settings (ScanGear) Dialog Box

Click **ScanGear** on the Computer (Scanning from a Computer) tab to display the **Settings (ScanGear)** dialog box.

In the **Settings (ScanGear)** dialog box, you can specify how to save images when scanning items using ScanGear (scanner driver) and how to respond after saving them.

Settings (ScanGear)			
🖻 🌩 18			
Auto Scan Photo Scan Comment Scan Custom Scan	Save Settings File Name: Data Format: Save in: Enable large image scans Check scan results	DMG JPEG/Exif P My Documents	<ul> <li>✓ (1)</li> <li>✓ Settings</li> <li>✓</li> </ul>
Scan and Stitch	Application Settings	Canon My Image Garden	• (2)
	Attach to e-mail:     Start OCR:     Do not start any application	None (Attach Manualy) Canon My Image Garden More Functions	
Instructions		Defaults	ОК

- (1) Save Settings Area
- (2) Application Settings Area

# Important

When the Settings dialog box is displayed from My Image Garden, the setting items for Application Settings do not appear.

# (1) Save Settings Area

• File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

• Data Format

Select the data format in which to save the scanned images. You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

# Note

■ When **PDF** or **PDF (Multiple Pages)** is selected, images up to 9600 pixels x 9600 pixels can be scanned.

When the Enable large image scans checkbox is selected in Save Settings, or when Start OCR is selected in Application Settings, you can select JPEG/Exif, TIFF, or PNG.

• Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### Enable large image scans

Select this checkbox to scan images up to 21000 pixels x 30000 pixels and 1.8 GB.

# Important

- When this checkbox is selected, you cannot select Send to an application, Send to a folder, Attach to e-mail, or Start OCR.
- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# Note

When this checkbox is not selected, images up to 10208 pixels x 14032 pixels can be scanned.

# Check scan results

Displays the **Save Settings** dialog box after scanning. ➡ Save Settings Dialog Box

# Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

# (2) Application Settings Area

#### · Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

# Attach to e-mail

Select this when you want to send e-mails with the scanned images attached. You can specify the e-mail client you want to start from the pull-down menu.

Start OCR

Select this when you want to convert text in the image into text data using specified OCR software. You can specify the application from the pull-down menu.

# Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

#### Instructions

Opens this guide.

Defaults

# Settings (Save to PC (Auto)) Dialog Box

Click Save to PC (Auto) on the (Save to PC (Auto)) dialog box.

(Scanning from the Operation Panel) tab to display the Settings

In the **Settings (Save to PC (Auto))** dialog box, you can specify how to respond when saving images to a computer after scanning them from the operation panel by automatically detecting the item type.

Settings (Save to PC (Auto))			
🖙 🗢 18			
(Auto) Save to PC (Auto) Save to PC (Photo) Save to PC	Scan Options Paper Size: Resolution: Image Processing Settings	Auto	(1)
(Document)	Save Settings File Name: Data Format: Save in:	IMG   Auto   Ky Documents	<b>(2)</b> Settings
	Application Settings     Open with an application:     Send to an application:     Send to a folder:     Do not start any application	Canon My Image Garden	(3)
Instructions		More Functions Defaults	ок

(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

# (1) Scan Options Area

Paper Size

Auto is selected.

Resolution

Auto is selected.

Image Processing Settings

Click + (Plus) to set the following.

Apply recommended image correction

Applies suitable corrections automatically based on the item type.

Important

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# Note

Scanning takes longer than usual when you enable this function.

# (2) Save Settings Area

# • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### Data Format

Auto is selected. The following data formats are automatically applied according to the item type when saving.

- Photos, postcards, BD/DVD/CD, and business cards: JPEG
- Magazines, newspapers, and documents: PDF

# Important

The save format may differ depending on how you place the item. See "Placing Items (When Scanning from a Computer)" for details on how to place items.

# >>>> Note

You can change the data format from Settings....

# • Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# (3) Application Settings Area

# · Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### · Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

#### Instructions

Opens this guide.

Defaults

# Settings (Save to PC (Photo)) Dialog Box

Click Save to PC (Photo) on the (Save to PC (Photo)) dialog box.

(Scanning from the Operation Panel) tab to display the Settings

In the **Settings (Save to PC (Photo))** dialog box, you can specify how to respond when saving images to a computer as photos after scanning them from the operation panel.

Settings (Save to PC (Photo))			
🖙 🗢 18			
소대의 Save to PC (Auto) 슈퍼 Save to PC (Photo) Save to PC (Concent)	Scan Options Paper Size: Resolution: Compress scanned images upon transfe	Use Device Setting  Use Device Setting	
Cocument)	Save Settings File Name: Data Format: Save in:	IMG  Use Device Setting	Settings
	Application Settings Open with an application: Send to an application: Send to a folder: Do not start any application	Image Garden     •       Image Garden     •       Image Garden     •       None     •	(3)
Instructions		More Functions Defaults	)

(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

# (1) Scan Options Area

#### Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

# (2) Save Settings Area

# • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

Data Format

Set from the operation panel.

• Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# (3) Application Settings Area

# Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

#### · Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### Do not start any application

Saves to the folder specified in Save in.

# Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

#### • Instructions

Opens this guide.

Defaults

# Settings (Save to PC (Document)) Dialog Box

Click Save to PC (Document) on the **T** (Scanning from the Operation Panel) tab to display the Settings (Save to PC (Document)) dialog box.

In the Settings (Save to PC (Document)) dialog box, you can specify how to respond when saving images to a computer as documents after scanning them from the operation panel.

Settings (Save to PC (Document))			
🖙 🗢 18			
Save to PC (Auto) Save to PC (Photo) Save to PC (Photo)	Scan Options Paper Size: Resolution: Compress scanned images upon trans Image Processing Settings	Use Device Setting Use Device Setting ofer	• (1) •
Attach to E-mail (Photo)	Save Settings File Name: Data Format: Save in:	IMG Use Device Setting P My Documents	• (2) • Settings •
	Application Settings Open with an application: Send to an application: Send to a folder: Do not start any application	Canon My Image Garden Preview None More Functions	• (3) •
Instructions		Defaults	- ox

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

# (1) Scan Options Area

Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

· Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Image Processing Settings

Click (Plus) to set the following.

Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

# Important

Available only when the Compress scanned images upon transfer checkbox is not selected.

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

# >>>> Note

Scanning takes longer than usual when you enable this function.

#### Reduce gutter shadow (platen)

Reduces gutter shadows that appear between pages when scanning open booklets.

# Important

- This function is available only when scanning from the platen.
- Available only when the **Compress scanned images upon transfer** checkbox is not selected.

#### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

# Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

# Note

Scanning takes longer than usual when you enable Correct slanted text document.

#### · Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

# Important

- Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.
- Settings (General Settings) Dialog Box

The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.

- Resolution is outside the range of 300 dpi to 600 dpi
- Font size is outside the range of 8 points to 48 points
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with patterned backgrounds

# (2) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

Data Format

Set from the operation panel.

Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# (3) Application Settings Area

# • Open with an application

Select this when you want to enhance or correct the scanned images. You can specify the application from the pull-down menu.

# Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

# · Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

# · Do not start any application

Saves to the folder specified in Save in.

# >>>> Note

Specify the application or folder in the Select Application or Select Destination Folder dialog box displayed by selecting Add... from the pull-down menu.

# Instructions

Opens this guide.

# Defaults

# Settings (Attach to E-mail (Photo)) Dialog Box

Click Attach to E-mail (Photo) on the (Scanning from the Operation Panel) tab to display the Settings (Attach to E-mail (Photo)) dialog box.

In the **Settings (Attach to E-mail (Photo))** dialog box, you can specify how to respond when attaching images to an e-mail as photos after scanning them from the operation panel.

Settings (Attach to E-mail (Photo))		
🖙 🗢 18		
Save to PC (Auto)		ice Setting
Attach to E-mail (Photo)		← (2) ice Setting ↓ Settings Vocuments ↓
	Application Settings E-mail Client:	e (Attach Manually) • (3)
Instructions		Defaults OK

(1) Scan Options Area

- (2) Save Settings Area
- (3) Application Settings Area

# (1) Scan Options Area

• Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

· Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

# (2) Save Settings Area

# • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

Data Format

Set from the operation panel.

Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

#### · Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder Windows Vista: **Documents** folder Windows XP: **My Documents** folder

# (3) Application Settings Area

# • E-mail Client

Specify the e-mail client to use for attaching scanned images. You can specify the e-mail client you want to start from the pull-down menu.

# Note

Specify the e-mail client in the **Select Application** dialog box displayed by selecting **Add...** from the pull-down menu.

# • Instructions

Opens this guide.

Defaults
# Settings (Attach to E-mail (Document)) Dialog Box

Click Attach to E-mail (Document) on the (Scanning from the Operation Panel) tab to display the Settings (Attach to E-mail (Document)) dialog box.

In the **Settings (Attach to E-mail (Document))** dialog box, you can specify how to respond when attaching images to an e-mail as documents after scanning them from the operation panel.

Settings (Attach to E-mail (Document))		
🖙 🗢 18		
Save to PC (Auto) Save to PC (Photo) Save to PC (Countent)	Scan Options Paper Size: Use Device Setting  Resolution: Use Device Setting Compress scanned images upon transfer  Image Processing Settings (1)	
Attach to E-mai (Photo) Attach to E-mai (Document)	Save Settings File Name: IMG  (2) Data Format: Use Device Setting Save in:  My Documents	
	Application Settings E-trail Client: It None (Attach Manually) (3)	
Instructions	Defaults OK	-

(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

## (1) Scan Options Area

#### • Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

#### · Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

#### • Image Processing Settings

Click (Plus) to set the following.

#### Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

#### Important

Available only when the Compress scanned images upon transfer checkbox is not selected.

The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

#### Note

Scanning takes longer than usual when you enable this function.

#### Reduce gutter shadow (platen)

Reduces gutter shadows that appear between pages when scanning open booklets.

#### Important

- This function is available only when scanning from the platen.
- Available only when the Compress scanned images upon transfer checkbox is not selected.

#### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

#### Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

#### Note

Scanning takes longer than usual when you enable Correct slanted text document.

#### · Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

#### Important

- Only text documents written in languages that can be selected from Document Language in the Settings (General Settings) dialog box are supported.
- Settings (General Settings) Dialog Box

The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.

- Resolution is outside the range of 300 dpi to 600 dpi
- Font size is outside the range of 8 points to 48 points
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with patterned backgrounds

## (2) Save Settings Area

#### File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

Data Format

Set from the operation panel.

Settings...

Click to display the Data Format Settings dialog box in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

Save in

Displays the folder in which to save the scanned images. To change the folder, click Add..., then specify the destination folder in the Select Destination Folder dialog box. The default save folders are as follows. Windows 7: My Documents folder

## (3) Application Settings Area

#### • E-mail Client

Specify the e-mail client to use for attaching scanned images. You can specify the e-mail client you want to start from the pull-down menu.

#### Note

Specify the e-mail client in the **Select Application** dialog box displayed by selecting **Add...** from the pull-down menu.

#### Instructions

Opens this guide.

#### Defaults

You can restore the settings in the displayed screen to the default settings.

# Settings (General Settings) Dialog Box

Click Click

In the **Settings (General Settings)** dialog box, you can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

Settings (General Settings)			
18			
Ceneral Settings	Product Name: E-mail Attachment Size: Document Language: Folder to Save Temporary Files	Canon series No Change English	T T Browse
Instructions		Defaults	ок

#### Product Name

Displays the name of the product that IJ Scan Utility is currently set to use. If the displayed product is not the one you want to use, select the desired product from the list. For network connection, select one with "Network" after the product name.

#### Note

With network connection, Select appears on the right side of the product name. Click Select to display IJ Network Scanner Selector EX from which you can change the scanner to use. See "Network Scan Settings" for the setting procedure.

#### • E-mail Attachment Size

You can restrict the size of scanned images to be attached to an e-mail. You can select Small (Suitable for 640 x 480 Windows), Medium (Suitable for 800 x 600 Windows), Large (Suitable for 1024 x 768 Windows) or No Change.

#### Important

When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### Document Language

Select the language for detecting text in images.

#### Folder to Save Temporary Files

Displays the folder in which to save images temporarily. Click Browse... to specify the destination folder.

Instructions

Opens this guide.

Defaults

You can restore the settings in the displayed screen to the default settings.

# Data Format Settings Dialog Box

Display the Data Format Settings dialog box by one of the following operations.

- · Click Settings... of Save Settings on each tab of the Settings dialog box
- Click Settings... of Save Settings in the Save Settings dialog box that appears after scanning with the Check scan results checkbox selected in the Settings dialog box

In the Data Format Settings dialog box, you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings	<b>E</b>
JPEG Image Quality:	Standard 👻
Create a PDF file that supports keyword search	
PDF Compression:	Standard 👻
Format for Item Detected as Document in Auto Scan:	PDF •
Format for Item Detected as Photo in Auto Scan:	JPEG/Exif •
ОК	Defaults Cancel

#### JPEG Image Quality

You can specify the image quality of JPEG files.

#### Important

Available only when the Compress scanned images upon transfer checkbox is not selected in Scan Options of the Settings dialog box.

#### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

#### PDF Compression

Select the compression type for saving PDF files.

#### Standard

It is recommended that you normally select this setting.

#### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

#### Important

This option does not appear when Data Format on the tab of the Settings dialog box is Use Device Setting.

# (Scanning from the Operation Panel)

#### Note

(Scanning from a Computer) tab of the When Black and White is set for Color Mode on the Settings dialog box, PDF files will be saved in Standard even if High is set.

#### · Format for Item Detected as Document in Auto Scan

You can specify the data format for automatically saving items detected as documents in Auto Scan.

#### · Format for Item Detected as Photo in Auto Scan

You can specify the data format for automatically saving items detected as photos in Auto Scan.

#### Defaults

You can restore the settings in the displayed screen to the default settings.

## Save Settings Dialog Box

Select the **Check scan results** checkbox in **Save Settings** of the Settings dialog box to display the **Save Settings** dialog box after scanning.

You can specify the data format and destination while viewing the thumbnails of scan results.

## Important

After scanning from My Image Garden or the operation panel, the **Save Settings** dialog box does not appear.

Save Settings		
		(1) 🔮 🔮
IMG_	IMG_	(2)
Save Settings		(0)
File Name:	IMG	- (3)
Data Format:	JPEG/Exif	Settings
Save in:	My Documents	-
		OK Cancel

(1) Preview Operation Buttons

(2) Scan Results Area

(3) Save Settings Area

## (1) Preview Operation Buttons



#### / 12 (Rotate Left 90°)/(Rotate Right 90°)

Rotates scanned images 90 degrees counter-clockwise or clockwise.

Select the image you want to rotate, then click <sup>20</sup> (Rotate Left 90°) or <sup>20</sup> (Rotate Right 90°).

#### Important

The preview operation buttons do not appear when the Enable large image scans checkbox is selected in the Settings (ScanGear) dialog box.

## (2) Scan Results Area

Displays the thumbnails of the scanned images. You can change the save order of images via drag-anddrop. The file names for saving appear below the thumbnails.

## (3) Save Settings Area

#### • File Name

Enter the file name of the image to be saved. When you save a file, the date and 4 digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### Data Format

Select the data format in which to save the scanned images. You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

## Important

■ You cannot select **PDF** or **PDF (Multiple Pages)** in the following cases.

- When scanned by clicking **Photo** in the IJ Scan Utility main screen
- The Enable large image scans checkbox is selected in Save Settings of the Settings (ScanGear) dialog box
- Start OCR is selected in Application Settings of the Settings (Document Scan), Settings (Custom Scan), or Settings (ScanGear) dialog box
- You cannot select JPEG/Exif when Color Mode is Black and White.

#### Settings...

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Data Format Settings Dialog Box

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows. Windows 7: **My Documents** folder

Windows Vista: Documents folder

Windows XP: My Documents folder

## **Image Stitch Window**

Click Stitch in the IJ Scan Utility main screen to display the Image Stitch window.

You can scan the left and right halves of an item larger than the platen and combine the images back into one image. You can scan items up to approximately twice as large as the platen.

C Image Stitch		- C ×
× Q \$ \$ \$ \$ ?	(2)	Select Output Size (1)
	(3)	A3 (A4 x 2) v Scan Direction
		Scan from Left 💌
		2 Scan Image 1
1		Start Scanning Image 1
	(4)	Start Scanning Image 2
		Save
<u> </u>	<u> </u>	Cancel

- (1) Settings and Operation Buttons
- (2) Toolbar
- (3) Thumbnail View Area
- (4) Preview Area

## Note

The displayed items vary depending on the select source and view.

## (1) Settings and Operation Buttons

## Select Output Size

• B4 (B5 x 2)

Scans the left and right halves of a B4 size item separately.

• A3 (A4 x 2)

Scans the left and right halves of an A3 size item separately.

• 11 x 17 (Letter x 2)

Scans the left and right halves of an item twice as large as Letter size separately.

• Full Platen x 2

Scans the left and right halves of an item twice as large as the platen separately.

- Scan Direction
  - Scan from Left

Displays the first scanned image on the left side.

Scan from Right

Displays the first scanned image on the right side.

#### Scan Image 1

• Start Scanning Image 1

Scans the first item.



- Scan Image 2
  - Start Scanning Image 2



#### Adjust cropping frames

You can adjust the scan area in preview.

If no area is specified, the image of the size selected in **Select Output Size** will be saved. If an area is specified, only the image in the cropping frame will be scanned and saved. Adjusting Cropping Frames (IJ Scan Utility)

- Save
  - Save

Saves the two scanned images as one image.

Cancel

Cancels Stitch scan.

## (2) Toolbar

#### Toolbar

You can delete the scanned images or adjust the previewed images.

## (Delete)

Deletes the scanned image.

## (Enlarge/Reduce)

Allows you to enlarge or reduce the preview image. Left-clicking the Preview area enlarges the displayed image. Right-clicking the Preview area reduces the displayed image.



Rotates the preview image 90 degrees counter-clockwise.



(Invert Vertically)

Rotates the preview image 180 degrees.

## (Rotate Right)

Rotates the preview image 90 degrees clockwise.



Opens this page.

## (3) Thumbnail View Area

#### • Thumbnail View Area

Displays the thumbnails of the scanned images. Appears blank if none has been scanned.

## (4) Preview Area

#### Preview Area

Displays the scanned images. You can adjust the layout by dragging the scanned image or check the results of the settings made in "Settings and Operation Buttons."

#### · When no image has been scanned



After scanning the first item by clicking Start Scanning Image 1



The image is scanned in the direction specified in Scan Direction, and 2 appears next to it.



After scanning the second item by clicking Start Scanning Image 2

The two scanned images appear.

## **Related Topic**

Scanning Items Larger than the Platen (Image Stitch)

# Scanning with Application Software that You are Using (ScanGear)

- What Is ScanGear (Scanner Driver)?
- Scanning with Advanced Settings Using ScanGear (Scanner Driver)
- Starting ScanGear (Scanner Driver)
- Scanning in Basic Mode
- Scanning in Advanced Mode
- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode
- Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)
- Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)
- ScanGear (Scanner Driver) Screens
- Placing Items (When Scanning from a Computer)
- Adjusting Cropping Frames (ScanGear)
- General Notes (Scanner Driver)

# What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. It enables you to specify the output size and make image corrections when scanning.

ScanGear can be started from My Image Garden or IJ Scan Utility. It can be also started from other applications that are compatible with a standard interface called TWAIN. (ScanGear is a TWAIN-compatible driver.)

## What You Can Do with This Software

This software enables you to preview scan results or set document type and output size, etc. when scanning documents. It is useful when you want to scan in a specific color tone, as it allows you to make various corrections and adjust brightness, contrast, etc.

#### **Screens**

There are two modes: Basic Mode and Advanced Mode. Switch modes by clicking a tab on the upper right of the screen.



#### Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch modes.

#### **Basic Mode**

Use the **Basic Mode** tab to scan easily by following three simple on-screen steps ( 10, 20, and 3).



#### **Advanced Mode**

Use the **Advanced Mode** tab to specify the color mode, output resolution, image brightness, color tone, etc. when scanning.



# Scanning with Advanced Settings Using ScanGear (Scanner Driver)

- Starting ScanGear (scanner driver)
  - Starting ScanGear (Scanner Driver)
- Scanning documents after making simple image corrections
  - Scanning in Basic Mode

Scanning documents after making advanced image corrections and brightness/color adjustments

Scanning in Advanced Mode

Scanning multiple documents placed on the ADF (Auto Document Feeder) after making advanced image corrections and brightness/color adjustments

- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode
- Scanning multiple documents at one time after making image corrections and color adjustments
  - Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

# **Starting ScanGear (Scanner Driver)**

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. ScanGear can be started from My Image Garden or an application.

## Note

Set up the network environment if you have more than one scanner or have a network compatible model and changed the connection from USB connection to network connection.

### Starting from My Image Garden

Follow these steps to start ScanGear from My Image Garden.

**1.** Start My Image Garden.

For how to start My Image Garden, refer to My Image Garden Guide.

 Click the ScanGear icon in the Scan screen of My Image Garden. The ScanGear screen appears.

#### **Starting from an Application**

Follow these steps (example) to start ScanGear from an application. The procedure varies depending on the application. For details, refer to the application's manual.

- 1. Start the application.
- 2. On the menu of the application, select the machine.

#### Note

When you want to use a network compatible model by connecting to a network, select one with "Network" displayed after the product name.

3. Select the command to scan a document.

The ScanGear screen appears.

## Scanning in Basic Mode

Use the Basic Mode tab to scan easily by following the on-screen steps.

See "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" to scan multiple documents at one time from the Platen.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.

## Important

- The following types of documents may not be scanned correctly. In that case, click (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

#### Note

When using a model equipped with Auto Duplex ADF, you can scan both sides of the documents automatically from the ADF.

- 1. Place the document on the Platen or ADF, then start ScanGear (scanner driver).
  - Placing Items (When Scanning from a Computer)
  - Starting ScanGear (Scanner Driver)
- 2. Set Select Source according to the document placed on the Platen or ADF.



#### >>>> Important

Some applications do not support continuous scanning from the ADF. For details, refer to the application's manual.

#### Note

- To scan magazines containing many color photos, select Magazine (Color).
- When using a model equipped with Auto Duplex ADF, you can specify how to output the paper upon scanning both sides from the ADF in ADF Duplex Paper Output Settings on the Scan tab of the Preferences dialog box.

#### 3. Click Preview.

Preview image appears in the Preview area.



#### Important

Preview is not displayed when an ADF type is selected for Select Source.

#### Note

Colors are adjusted based on the document type selected in Select Source.

## 4. Set Destination.

#### Note

Skip ahead to Step 7 when an ADF type is selected for Select Source.

#### 5. Set Output Size according to purpose.

Output size options vary by the item selected in Destination.

- 6. Adjust the cropping frames (scan areas) as required.
  Adjust the size and position of the cropping frames on the preview image.
  ➡ Adjusting Cropping Frames (ScanGear)
- 7. Set Image corrections as required.
- 8. Click Scan.

Scanning starts.

## Note

Click Cli

A response of ScanGear after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
 Scan Tab

## **Related Topic**

Basic Mode Tab

# Scanning in Advanced Mode

Use the **Advanced Mode** tab to specify the color mode, output resolution, image brightness, color tone, etc. when scanning.

See "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" to scan multiple documents at one time.

See "Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode" to scan multiple documents placed on the ADF (Auto Document Feeder).

## >>>> Important

- The following types of documents may not be scanned correctly. In that case, click (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes
- 1. Place the document on the Platen, then start ScanGear (scanner driver).
  - ➡ Placing Items (When Scanning from a Computer)
  - Starting ScanGear (Scanner Driver)
- 2. Click the Advanced Mode tab.

The tab switches to Advanced Mode.



## Note

Settings are not retained when you switch modes.

3. Set Input Settings according to the document or purpose.

Input Settings

4. Click Preview.

Preview image appears in the Preview area.

ScanGear	Basic Mode Advanced Mode	
	Favorite Settings	User defined
	Input Settings         Select Source I         Paper Site I         Color Mode :         Image Settings         Output Settings         Output Settings         Data Size I         Image Settings         Image Settings         Image Adjustment I         Unsharp Mask :         Descreen :         Image Adjustment I         Image Adjustment I         Unsharp Mask :         Descreen :	Platen         •           Pull Platen         •           Color         •           2.41         inches           300         •           Mate         •           3.43         100%           4.32 MB         •           ORI         •           ORI         •           OFF         •           Defaults         •
Ø1	Zeon Preview	Scan
	Preferences	Qose

## 5. Set Output Settings.

#### Output Settings

- 6. Adjust the cropping frame (scan area), correct image, and adjust colors as required.
  - Adjusting Cropping Frames (ScanGear)
  - ➡ Image Settings
  - Color Adjustment Buttons

#### 7. Click Scan.

Scanning starts.



Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
 A response of ScanGear after scanning can be specified in Status of ScanGear dialog after

A response of ScanGear after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
 Scan Tab

#### **Related Topic**

Advanced Mode Tab

# Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

Use the **Advanced Mode** tab to specify the image brightness, color tone, etc. and scan multiple documents placed on the ADF (Auto Document Feeder) at one time. When using a model equipped with Auto Duplex ADF, you can scan both sides of the documents automatically from the ADF.

When scanning from the ADF, documents are scanned without preview.

- 1. Place the documents on the ADF of the machine, then start ScanGear (scanner driver).
  - Placing Documents (ADF (Auto Document Feeder))
  - Starting ScanGear (Scanner Driver)
- 2. Click the Advanced Mode tab and select Document (ADF Simplex) or Document (ADF Duplex) for Select Source.



#### Note

- Settings are not retained when you switch modes.
- You can select **Document (ADF Duplex)** when using a model equipped with Auto Duplex ADF.
- 3. Set Input Settings according to the document or purpose.

#### Input Settings

#### Note

- When using a model equipped with Auto Duplex ADF, you can specify how to output the paper upon scanning both sides from the ADF in ADF Duplex Paper Output Settings on the Scan tab of the Preferences dialog box.
   Scan Tab

#### 4. Set Output Settings.

- Output Settings
- 5. Make image corrections and color adjustments as required.

#### ➡ Image Settings

Color Adjustment Buttons

#### 6. Click Scan.

Scanning starts.



Click Cli

A response of ScanGear after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.

Scan Tab

## **Related Topic**

Advanced Mode Tab

# Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

You can scan two or more photos (small documents) on the Platen at one time on the **Basic Mode** tab and **Advanced Mode** tab.

This section explains how to scan multiple documents from the **Basic Mode** tab.

## Important

- To scan multiple documents as a single image, scan in whole image view.
- The following types of documents may not be cropped correctly. In that case, adjust the cropping frames (scan areas) in whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- Scanning Multiple Documents in Whole Image View
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

## Note

You can also scan multiple documents at one time from the Advanced Mode tab. Use the Advanced Mode tab to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.

- See the corresponding sections below for details on the **Basic Mode** tab and **Advanced Mode** tab.
- Basic Mode Tab
- Advanced Mode Tab
- 1. Place the document on the Platen, then start ScanGear (scanner driver).
  - Placing Items (When Scanning from a Computer)
  - Starting ScanGear (Scanner Driver)
- 2. Set Select Source according to the document placed on the Platen.



#### 3. Click Preview.

Thumbnails of the preview images appear in the Preview area. Cropping frames are specified automatically according to the document size.



- 4. Set Destination.
- 5. Set Output Size according to purpose.
- 6. Adjust the cropping frames and set Image corrections as required.



- You can correct each image separately. Select the frame you want to correct.
- In thumbnail view, you can only create one cropping frame per image. To create multiple cropping frames in an image, scan in whole image view.

Scanning Multiple Documents in Whole Image View

7. Select the images you want to scan.

Select the checkboxes of the images you want to scan.

8. Click Scan.

## Scanning Multiple Documents in Whole Image View

Follow these steps if thumbnails are not displayed correctly when previewed or if you want to scan multiple documents as a single image.



- Positions of slanted documents are not corrected in whole image view.
- **1.** After previewing images, click <sup>1</sup> (Thumbnail) on the Toolbar.

Switch to whole image view.





#### >>>> Note



#### 2. Set Destination.

#### 3. Set Output Size according to purpose.

**Invert aspect ratio** will be enabled when **Output Size** is set to anything but **Flexible**. Click this button to rotate the cropping frame. Click again to return it to the original orientation.

#### 4. Adjust the cropping frames.

Adjust the size and position of the cropping frames on the preview image. You can also create two or more cropping frames.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the specified area will be scanned.

Adjusting Cropping Frames (ScanGear)

#### 5. Set Image corrections as required.

#### 6. Click Scan.

Areas framed by broken lines are scanned.

#### Note

A response of ScanGear after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
 Scan Tab

# **Correcting Images and Adjusting Colors with ScanGear** (Scanner Driver)

- Sharpening out-of-focus photos, reducing dust and scratches, and correcting faded colors
   Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)
- Previewing and changing the color tone of the entire image to scan
   Adjusting Colors Using a Color Pattern
- Brightening colors that have faded with time or due to colorcast
   Adjusting Saturation and Color Balance
- Adjusting images that are too dark or bright, or too flat due to lack of contrast
   Adjusting Brightness and Contrast
- Adjusting the color tone using histogram (a graph showing brightness distribution)
   Adjusting Histogram
- Adjusting the image brightness using tone curve (a graph of brightness balance)
   Adjusting Tone Curve
- Sharpening characters in text documents or reducing show-through effects
  - Setting Threshold

# Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

The **Image Settings** functions on the **Advanced Mode** tab of ScanGear (scanner driver) allow you to enhance the outline of the subjects, reduce dust/scratches, and correct faded colors when scanning images.



## **Setting Items**

Click (Arrow) of a function and select an item from the pull-down menu.

Reduce Dust and Scratches : Fading Correction : Grain Correction :

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#### Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- See "Image Settings" for details and precautions on each function.

## Note

See "Scanning in Advanced Mode" to start the Advanced Mode tab of ScanGear and scan.

#### Adjusting the image brightness and color tone

Set Image Adjustment to Auto, Photo, Magazine, or Document according to the document type.

None Auto



Reducing show-through in text documents or lightening the base color in recycled paper, newspapers, etc. when scanning documents

Set Reduce Show-through to ON.



#### Sharpening slightly out-of-focus images

Set Unsharp Mask to ON.



#### **Reducing gradations and stripe patterns**

Set **Descreen** to **ON**.



#### Note

Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

#### **Reducing dust and scratches**

Set **Reduce Dust and Scratches** to **Low**, **Medium**, or **High** according to the degree of dust and scratches.

None	Medium
------	--------



## Correcting photos that have faded with time or due to colorcast

Set Fading Correction to Low, Medium, or High according to the degree of fading or colorcast.



#### **Reducing graininess**

Set Grain Correction to Low, Medium, or High according to the degree of graininess.



## Correcting shadows that appear between pages when scanning open booklets

Set Gutter Shadow Correction to Low, Medium, or High according to the degree of shadows.



# **Adjusting Colors Using a Color Pattern**

You can preview color changes and reproduce natural colors by using the color pattern function in ScanGear (scanner driver)'s **Basic Mode** tab.



## **Color Adjustment**

\*\*

Correct colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

ų

**Disa** 

OK Cancel

Cyan

Color Balance

Green

- No.

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n

Click an arrow in Color Adjustment to emphasize the corresponding color.

Cyan & red, magenta & green, and yellow & blue are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is recommended that you find a portion in the image where it should be white, and adjust the colors so that the portion turns white.

Preview image appears in the center. Preview image colors change as you adjust them.

Color Ac	justment Yellow	
Green		Red
		1
	<b>*</b>	
Cyan		Magenta
	Blue	

Below is an example of correcting a bluish image. Since **Blue** and **Green** are too strong, click the **Yellow** and **Magenta** arrows to correct.



## Note

Color adjustments are applied only to the cropping frames (scan areas) or the frame selected in thumbnail view.

You can select multiple frames or cropping frames by clicking them while pressing the Ctrl key.

■ You can also select a color tone from the color pattern displayed on the left of the **Color Pattern** screen.

You can also use this function to add a specific tint to an image. Increase the magenta to add a warm tint, and increase the blue to add a cool tint.

# **Adjusting Saturation and Color Balance**

age Settings		Saturation/Color Balance
image Adjustment :	Auto 👻 👘	Saturation :
insharp Mask :	ON -	Low High
Descreen :	011 -	
	Custom 👻	× • • •
	Defaults	Color Balance :
(LAR)		Cyan Red
		0
		Magenta Green
		0 1
		Yelow Blue
		Defaults Close

## Saturation

Adjust the image's saturation (vividness). You can brighten colors that have faded with time, etc. Move (Slider) under **Saturation** to the left to decrease the saturation (darken the image), and to the right to increase the saturation (brighten the image). You can also enter a value (-127 to 127).



#### Note

The natural color tone of the original image may be lost if you increase saturation too much.

#### **Color Balance**

Adjust images that have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Move (Slider) under **Color Balance** to the left or right to emphasize the corresponding color. Cyan & Red Magenta & Green Yellow & Blue These are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is usually difficult to correct the image completely by adjusting only one color pair. It is recommended that you find a portion in the image where it should be white, and adjust all three color pairs so that the portion turns white.

You can also enter a value (-127 to 127).

Below is an example of an image in which the "Cyan & Red" pair has been adjusted.





# **Adjusting Brightness and Contrast**



### Note

- Click 🖄 (Down arrow) to switch to detailed view. Click 🖄 (Up arrow) to return to the previous view.
- Click **Defaults** to reset all adjustments in the current window.

#### Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

Master

Adjust the Red, Green, and Blue combined.

• Red

Adjust the Red channel.

Green

Adjust the Green channel.

• Blue

Adjust the Blue channel.

#### Note

Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

## **Brightness**

Adjust the image brightness. Move (Slider) under **Brightness** to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).





#### Note

Highlights may be lost if you brighten the image too much, and shadows may be lost if you darken the image too much.

#### Contrast

"Contrast" is the degree of difference between the brighter and darker parts of an image. Increasing contrast will increase the difference, thus sharpening the image. Decreasing contrast will decrease the difference, thus softening the image.

Move (Slider) under **Contrast** to the left to decrease and right to increase the contrast of the image. You can also enter a value (-127 to 127).





### Note

Increasing the contrast is effective in adding a three-dimensional feel to soft images. However, shadows and highlights may be lost if you increase the contrast too much.
# **Adjusting Histogram**

In ScanGear (scanner driver)'s Advanced Mode tab, click (Histogram). Image Settings Histogram • • Auto Image Adjustment : E Channel: Master ON Unsharp Mask : • OFF • Descreen : Custom -0 -OF 6 Defaults 128 1255 1 0 Gray B 1 G: в: R: 1 Defaults Close

# Note

Click **Defaults** to reset all adjustments in the current window.

# Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

# • Master

Adjust the Red, Green, and Blue combined.

• Red

Adjust the Red channel.

• Green

Adjust the Green channel.

• Blue

Adjust the Blue channel.

# Note

Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

# **Reading Histograms**

You can see the histogram of a specified area for each **Channel**. The higher the histogram peak, the more data is distributed to that level.



(1) Bright area	(2) Dark area	(3) Whole image







More data is distributed to the highlight side.

More data is distributed to the shadow side.

Data is widely distributed between the highlight and shadow.

# Adjusting Histograms (Using the Slider)

Select a **Channel**, then move (Black-point Slider) or (White-point Slider) to specify the level to be set as the shadow or highlight.



- All parts to the left of 🔺 (Black-point Slider) will be black (level 0).

- The parts at (Mid-point Slider) will turn to the color exactly between the black-point and white-point.

- All parts to the right of (White-point Slider) will turn white (level 255).

When **Image Adjustment** is set to anything but **None**, the adjustments shown below are performed automatically.

# Moving the Black-point and White-point Sliders

Move the Black-point Slider or White-point Slider to adjust brightness.

# Images with more data distributed to the highlight side

Move the Black-point Slider toward the highlight side.



# Images with more data distributed to the shadow side

Move the White-point Slider toward the shadow side.



# Images with widely distributed data

Move the Black-point Slider toward the highlight side, and White-point Slider toward the shadow side.



# Moving the Mid-point Slider

Move the Mid-point Slider to specify the level to be set as the middle of the tonal range.

#### Images with more data distributed to the highlight side

Move the Mid-point Slider toward the highlight side.



#### Images with more data distributed to the shadow side

Move the Mid-point Slider toward the shadow side.



# Adjusting Histograms (Using the Droppers)

When you select a **Channel** and click the Black-point, Mid-point, or White-point Dropper, the mouse pointer on the preview image changes to a dropper. Click a Dropper displayed below the histogram to change the setting.



- The point clicked with (Black-point Dropper) will be the darkest point. You can also enter a value (0 to 245).

- The point clicked with (Mid-point Dropper) will be the middle of the tonal range. You can also enter a value (5 to 250).

- The point clicked with (White-point Dropper) will be the brightest point. You can also enter a value (10 to 255).

- Click (Dropper) for **Gray Balance** and click the area you want to adjust the color in the preview image.

The clicked point will be set as the achromatic color reference, and the rest of the image is adjusted accordingly. For instance, if snow in a photo appears bluish, click the bluish part to adjust the whole image and reproduce natural colors.

# **Adjusting Tone Curve**

In ScanGear (scanner driver)'s Advanced Mode tab, click (Tone Curve Settings). Image Settings **Tone Curve Settings** x ٠ Auto ¥ Image Adjustment : E Channel: Master ON Unsharp Mask : OFF -Descreen : -0 Custom -O-4 6 Defaults Select Tone Curve : No correction • Defaults Close

# Note

Click **Defaults** to reset all adjustments in the current window.

# Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

# • Master

Adjust the Red, Green, and Blue combined.

• Red

Adjust the Red channel.

• Green

Adjust the Green channel.

• Blue

Adjust the Blue channel.

# Note

Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

# **Reading Tone Curves**

With ScanGear, scanning images via a scanner is the input, and displaying to a monitor is the output. "Tone Curve" shows the balance of tone input and output for each **Channel**.



# **Adjusting Tone Curve**

In Select Tone Curve, select a tone curve from No correction, Overexposure, Underexposure, High contrast, Reverse the negative/positive image, and Edit custom curve.

# No correction (No adjustment)



# **Overexposure (Convex curve)**

The midtone data of the input side is stretched toward the highlight of the output side, resulting in a brighttoned image when viewed on a monitor.



# Underexposure (Concave curve)

The midtone data of the input side is stretched toward the shadow of the output side, resulting in a darktoned image when viewed on a monitor.



# High contrast (S curve)

The highlight and shadow of the input side are enhanced, resulting in a high-contrast image.





# Reverse the negative/positive image (Downward-sloping line)

The input and output sides are reversed, resulting in a negative-positive inverted image.



# Edit custom curve

You can drag specific points on the Tone Curve to freely adjust the brightness of the corresponding areas.

# **Setting Threshold**

The brightness of color and grayscale images is expressed in a value between 0 and 255. However, in creating black and white images, all colors are mapped to either black (0) or white (255). "Threshold" is the borderline value that determines a color as black or white. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.

This function is available when Color Mode is Black and White.



# Note

Click **Defaults** to reset all adjustments in the current window.

# **Adjusting Threshold**

Move (Slider) to the right to increase the threshold value and thus increase the black areas. Move the slider to the left to decrease the value and thus increase the white areas. You can also enter a value (0 to 255).



# ScanGear (Scanner Driver) Screens

Basic Mode Tab

- Advanced Mode Tab
  - Input Settings
  - Output Settings
  - Image Settings
  - Color Adjustment Buttons
- Preferences Dialog Box
  - Scanner Tab
  - Preview Tab
  - Scan Tab
  - Color Settings Tab

# **Basic Mode Tab**

This mode allows you to scan easily by following the on-screen steps.

This section describes the settings and functions available on the Basic Mode tab.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.



(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

# Note

The displayed items vary by document type and view.

# (1) Settings and Operation Buttons

#### Select Source

• Photo (Color)

Scan color photos.

• Magazine (Color)

Scan color magazines.

• Document (Color)

Scan documents in color.

• Document (Grayscale)

Scan documents in black and white.

- Document (Color) ADF Simplex Scan documents from the ADF in color.
- Document (Grayscale) ADF Simplex

Scan documents from the ADF in black and white.

• Document (Color) ADF Duplex (Auto Duplex ADF models only)

Scan both sides of documents from the ADF in color. Documents are scanned in the long-edge binding format, with the end inserted to the ADF being the upper end.

• Document (Grayscale) ADF Duplex (Auto Duplex ADF models only)

Scan both sides of documents from the ADF in black and white.

Documents are scanned in the long-edge binding format, with the end inserted to the ADF being the upper end.

# Important

Some applications do not support continuous scanning from the ADF. For details, refer to the application's manual.

# Note

- When you select a document type, the unsharp mask function will be active.
- When you select an option other than the ADF types, the image adjustment function which adjusts images based on the document type will also be active.
- If you select Magazine (Color), the descreen function will be active.

#### • Display Preview Image

#### Preview

Performs a trial scan.

I ScanGear	
	Basic Mode Advanced Mode
	Photo (Color)
	2 Display Preview Image
	Preview
	Destination
	Print *
	Output Size
	Flexible •
Contraction of the second s	Ep Invert aspect ratio
	Adjust cropping frames
V 1 V 2	Image corrections
TRANSFORM TO A DECIMAL	Correct fading
	Color Pattern
	3 Perform Scan
	Şcan
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	Preferences Qose

# >>>> Note

When using the machine for the first time, scanner calibration starts automatically. Wait a while until the preview image appears.

#### Destination

Select what you want to do with the scanned image.

• Print

Select this to print the scanned image on a printer.

Image display

Select this to view the scanned image on a monitor.

• OCR

Select this to use the scanned image with OCR software. "OCR software" is software that converts text scanned as an image into text data that can be edited in word processors and other programs.

### • Output Size

Select an output size.

Output size options vary by the item selected in **Destination**.

• Flexible

Allows you to freely adjust the cropping frames (scan areas).

#### In thumbnail view

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

#### In whole image view

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

Paper Size (L, A4, etc.)

Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

• Monitor Size (1024 x 768 pixels, etc.)

Select an output size in pixels. A cropping frame of the selected monitor size will be displayed and the portion within the cropping frame will be scanned. You can drag the cropping frame to enlarge/ reduce it while maintaining the aspect ratio.

### Add/Delete...

Opens the Add/Delete the Output Size dialog box, in which you can specify custom output sizes. You can select this option when **Destination** is **Print** or **Image display**.

he Output Size		-
Name :	Output Size List :	_
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4.00		
inches •		
	Save Carrel	_
	tting 6.00 4.00 inches	ting 6.00 4.00 inches

In the Add/Delete the Output Size dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the Output Size list and can be selected, along with the predefined items.

#### Add

To add a size, enter Output Size Name, Width, and Height, then click Add. For Unit, you can select inches or mm when Destination is Print but you can only select pixels when Destination is Image display. The name of the added size appears in Output Size List. Click Save to save the items listed in Output Size List.

#### Delete

To delete an item, select it in Output Size List and click Delete. Click Save to save the items listed in Output Size List.

# Important

You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

# Note

- Save up to 10 items.
- An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

#### Note

For details on whether or how the cropping frame is initially displayed on a preview image, see Cropping Frame on Previewed Images in "Preview Tab" (Preferences dialog box).

# Invert aspect ratio

Available when **Output Size** is set to anything but **Flexible**. Click this button to rotate the cropping frame. Click again to return it to the original orientation.

#### · Adjust cropping frames

You can adjust the scan area within the Preview area. If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned. Adjusting Cropping Frames (ScanGear)

#### Image corrections

Allows you to apply corrections to images.



Apply Auto Document Fix and Correct fading are available when Recommended is selected on the Color Settings tab of the Preferences dialog box.

# Note

Available functions vary by the document type selected in Select Source.

#### • Apply Auto Document Fix

Sharpens text in a document or magazine for better readability.

#### Important

- Scanning may take longer than usual when this checkbox is selected.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.
- Correction may not be applied properly if the scan area is too small.

#### Correct fading

Corrects and scans photos that have faded with time or have a colorcast.

#### Reduce gutter shadow

Corrects shadows that appear between pages when scanning open booklets.

# Important

For precautions on using this function, see "Gutter Shadow Correction."

Color Pattern...

Allows you to adjust the image's overall color. You can correct colors that have faded due to colorcast, etc. and reproduce natural colors while previewing color changes. Adjusting Colors Using a Color Pattern

# Important

This setting is not available when you select Color Matching on the Color Settings tab of the Preferences dialog box.

#### • Perform Scan

Scan

Starts scanning.

# Note

When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.

#### Preferences...

Opens the **Preferences** dialog box in which you can make scan/preview settings. **Preferences** Dialog Box

Close

Closes ScanGear (scanner driver).

# (2) Toolbar

Toolbar

You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

#### In thumbnail view



# In whole image view





I) / 💳 (Whole Image)

Switches the view in the Preview area.

Preview Area

# IRotate Left)

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



# (Rotate Right)

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.

Auto Crop)

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.

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# • Mail (Check All Frames)

Available when two or more frames are displayed. Selects the checkboxes of the image in thumbnail view.

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# (Uncheck All Frames)

Available when two or more frames are displayed. Deselects the checkboxes of the image in thumbnail view.

1	
1	

# (Select All Frames)

Available when two or more frames are displayed. Selects the images in thumbnail view and outlines them in blue.

# (Select All Cropping Frames)

Available when two or more cropping frames are specified. Turns the cropping frames into thick broken lines and applies the settings to all of them.

# (Remove Cropping Frame)

Removes the selected cropping frame.

# (Information)

Displays the version of ScanGear and the current scan settings (document type, etc.).



Opens this page.

# (3) Preview Area

# Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "Settings and Operation Buttons."



# Thumbnail) is displayed on the Toolbar (

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. Only the images with the checkbox selected will be scanned.



# Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.
- Double-click a frame to zoom in on the image. Click (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the frame again to return the display to its non-magnified state.

# When (Whole Image) is displayed on the Toolbar

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.



# Note

You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.
 Adjusting Cropping Frames (ScanGear)

# **Related Topic**

Scanning in Basic Mode

# **Advanced Mode Tab**

This mode allows you to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.

This section describes the settings and functions available on the Advanced Mode tab.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.

ScanGear		
a 🛯 🔄 👌 👬 👬 🕄 🕦 🦿 (2)	Basic Mode Advanced Mode	
	Favorite Settings	User defined ·
	Input Settings Select Source :	Platen •
	Paper Size :	Ful Platen *
	Color Mode :	Color •
	10 0.50 G i0	
	Output Settings	11/17 10/05 *
	Output Resolution :	300 <del>-</del> dpi
	Output Size :	Flexble *
	ස් 8.50 ම ස්	11.69 100% 🕀 😳
	Data Size :	25.61 M0
	Image Settings	
	Image Adjustment :	None 💌 ^
(3)	Unsharp Mask :	01 -
(-)	Descreen :	099 -
	Reduce Dust and Scratches :	None 👻
	Fading Correction :	None *
	Grain Correction :	None 💌
	Gutter Shadow Correction :	None 💌 🗸
		Custom •
		Defaults
	Zoom	
	Preview	Scan
	Preferences	Que

(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

# Note

The displayed items vary by document type and view.

# (1) Settings and Operation Buttons

# • Favorite Settings

You can name and save a group of settings (Input Settings, Output Settings, Image Settings, and Color Adjustment Buttons) on the **Advanced Mode** tab, and load it as required. It is convenient to save a group of settings if you will be using it repeatedly. You can also use this to reload the default settings.

Select Add/Delete... from the pull-down menu to open the Add/Delete Favorite Settings dialog box.



Enter Setting Name and click Add; the name appears in Favorite Settings List.

When you click **Save**, the item appears in the **Favorite Settings** list and can be selected, along with the predefined items.

To delete an item, select it in Favorite Settings List and click Delete. Click Save to save the settings displayed in Favorite Settings List.

#### Note

- Vou can set Add/Delete... in Favorite Settings after preview.
- Save up to 10 items.

#### Input Settings

Specify the input settings such as the document type and size. Input Settings

# Output Settings

Specify the output settings such as the output resolution and size.

#### Image Settings

Enable/disable various image correction functions. Image Settings

#### · Color Adjustment Buttons

Fine corrections to the image brightness and color tones can be made including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).

Color Adjustment Buttons

#### • Zoom

Zooms in on a frame, or zooms in on the image in the area specified with a cropping frame (scan area). When zoomed in, **Zoom** changes to **Undo**. Click **Undo** to return the display to its non-magnified state.

#### In thumbnail view

When multiple images are displayed in thumbnail view, clicking this button zooms in on the selected

frame. Click (Frame Advance) at the bottom of the screen to display the previous or next frame.

#### Note

You can also zoom in on an image by double-clicking the frame. Double-click the frame again to return the display to its non-magnified state.

#### In whole image view

Rescans the image in the area specified with a cropping frame at higher magnification.

# Note

**Zoom** rescans the document and displays high-resolution image in Preview.

Enlarge/Reduce) on the Toolbar zooms in on the preview image quickly. However, the resolution of the displayed image will be low.

# Preview

Performs a trial scan.



#### Scan

Starts scanning.

# Note

- When scanning starts, the progress will be displayed. Click **Cancel** to cancel the scan.
- When scanning is completed, a dialog box prompting you to select the next action may appear. Follow the prompt to complete. For details, see **Status of ScanGear dialog after scanning** in "Scan Tab" (**Preferences** dialog box).

It will take time to process the images if the total size of the scanned images exceeds a certain size. In that case, a warning message appears; it is recommended that you reduce the total size. To continue, scan in whole image view.

#### • Preferences...

Opens the **Preferences** dialog box in which you can make scan/preview settings. Preferences Dialog Box

Close

Closes ScanGear (scanner driver).

# (2) Toolbar

• Toolbar

You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

# In thumbnail view



# In whole image view



Deletes the preview image from the Preview area. It also resets the Toolbar and color adjustment settings.

(Crop)

Allows you to specify the scan area by dragging the mouse.

# (Move Image)

Allows you to drag the image until the part you want to see is displayed when an image enlarged in the Preview area does not fit in the screen. You can also move the image using the scroll bars.

# (Enlarge/Reduce)

Allows you to zoom in on the Preview area by clicking the image. Right-click the image to zoom out.

# (Rotate Left)

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



# (Rotate Right)

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.

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#### 📇 (Auto Crop)

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.

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-		

# Check All Frames)

Available when two or more frames are displayed. Selects the checkboxes of the image in thumbnail view.

	Г	
	IL.	

# (Uncheck All Frames)

Available when two or more frames are displayed. Deselects the checkboxes of the image in thumbnail view.



# Iselect All Frames)

Available when two or more frames are displayed. Selects the images in thumbnail view and outlines them in blue.



# (Select All Cropping Frames)

Available when two or more cropping frames are specified. Turns the cropping frames into thick broken lines and applies the settings to all of them.



# (Remove Cropping Frame)

Removes the selected cropping frame.

# (Information)

Displays the version of ScanGear and the current scan settings (document type, etc.).



# 🧯 (Open Guide)

Opens this page.

# (3) Preview Area

#### • Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "Settings and Operation Buttons."

# When

# (Thumbnail) is displayed on the Toolbar

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. Only the images with the checkbox selected will be scanned.



# Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.



Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.



# Note

You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.
 Adjusting Cropping Frames (ScanGear)

# **Related Topic**

Scanning in Advanced Mode

Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

# **Input Settings**



Input Settings allows you to set the following items:

#### Select Source

The type of document to be scanned is displayed. To scan from the Platen, select **Platen**; to scan from the ADF (Auto Document Feeder), select **Document (ADF Simplex)** or **Document (ADF Duplex)**.

# Important

Some applications do not support continuous scanning from the ADF. For details, refer to the application's manual.

# Note

You can select Document (ADF Duplex) when using a model equipped with Auto Duplex ADF.

### Paper Size

Select the size of the document to be scanned. This setting is available in whole image view only. When scanning both sides of the documents automatically from the ADF, select **A4** or **Letter**. When you select a size, the Preview area size changes accordingly.

# Important

Some applications have a limit to the amount of scan data they can receive. Available scan range is as follows.

- 21000 pixels x 30000 pixels or less
- If you change Paper Size after previewing, the preview image will be deleted.

# Note

If you are not sure which size you should select for Paper Size, set Paper Size to Full Platen, then

measure the size of the document and enter the values into i = (Width) and i = (Height).

#### Original Orientation

Set the orientation and stapling side of the documents to scan from the ADF. Click **Settings...** to open the **Orientation** dialog box.

Orientation
Original Orientation :
Portrait
Candscape
Binding Location :
R R Stong Edge
R R Short Edge
OK Cancel

# **Important**

The Orientation dialog box can only be opened when Select Source is Document (ADF Simplex) or Document (ADF Duplex).

Binding Location cannot be specified when Select Source is Document (ADF Simplex).

# Color Mode

Select how to scan the document.

Color

Select this mode to scan color documents or to create color images. This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

Grayscale

Select this mode to scan black and white photos or to create black and white images. This mode renders the image in 256 levels (8 bit) of black and white.

· Black and White

Select this mode to scan photos and documents in black and white. This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and

white and is rendered in two colors. The threshold level can be set with [1] (Threshold).

#### Input Size

In thumbnail view, the cropped document size is displayed after preview. In whole image view, the **Paper Size** is displayed before preview, and the cropping frame (scan area) size is displayed after preview.

You can adjust the cropping frame size by entering the values into  $\frac{1}{10}$  (Width) and  $\frac{1}{10}$  (Height).

Click (Change Aspect Ratio) and change it to (Keep Aspect Ratio) to maintain the aspect ratio when you specify the cropping frame size.

# Important

Input size settings are available only when Output Size in Output Settings is Flexible. If you select a size other than Flexible, a cropping frame calculated from Output Size and Output Resolution is displayed, and its aspect ratio is fixed.

# Note

The values you can enter will be within the range of the selected document size. The minimum size is 96 pixels x 96 pixels when **Output Resolution** is 600 dpi, scaled at 100 %.

When Auto Crop is performed in whole image view, the aspect ratio will not be maintained since the size will be prioritized.

See "Adjusting Cropping Frames (ScanGear)" for details on cropping frames.

# **Output Settings**



Output Settings allows you to set the following items:

#### Output Resolution

Select the resolution to scan at.

The higher the resolution (value), the more detail in your image.

Select a resolution from the options displayed by clicking the button, or enter a value in 1 dpi increments. Refer to "Resolution" for your model from Home of the *Online Manual* for details.

#### When Select Source is Platen

You can enter a value within the range of 25 dpi to 19200 dpi.

# • When Select Source is Document (ADF Simplex) or Document (ADF Duplex)

You can enter a value within the range of 25 dpi to 600 dpi.



Vou can select **Document (ADF Duplex)** when using a model equipped with Auto Duplex ADF.

# Output Size

Select an output size.

Select **Flexible** to set custom sizes or select a size for printing or displaying. Select **Add/Delete...** to set custom size and save it as a new output size option.

#### • Flexible

You can specify the output resolution and scale, and adjust the cropping frames (scan areas).

# In thumbnail view

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

# In whole image view

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.



■ To enlarge/reduce the scanned image, enter values into <sup>1</sup> (Width) and <sup>1</sup> (Height) in **Output Settings** or specify a value (by 1 %) for %. Although the maximum value available for % depends on the **Output Resolution**, it can be specified for up to 19200 dpi (the maximum available output resolution).

#### • Paper Size (L, A4, etc.) & Monitor Size (1024 x 768 pixels, etc.)

(Width), <sup>‡</sup> (Height), and scale cannot be specified. The preview image will be cropped according to the selected output size and resolution. The portion within the cropping frame will be scanned at the size of the selected paper/monitor size. You can drag the cropping frame to enlarge, reduce, or move it while maintaining the aspect ratio.

#### Add/Delete...

Opens the Add/Delete the Output Size dialog box, in which you can specify custom output sizes.

Add/Delete	the Output Size	×
Destination	1:	Output Size List :
Print	•	
Output Siz	e Name :	
New 3	Setting	
Width :	6.00	
Height :	4.00	
Unit :	inches •	
Add	Delete	
		Save Cancel

In the **Add/Delete the Output Size** dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

#### Add

To add a size, select **Print** or **Image display** for **Destination**, then enter **Output Size Name**, **Width**, and **Height** then click **Add**. For **Unit**, you can select **inches** or **mm** when **Destination** is **Print** but you can only select **pixels** when **Destination** is **Image display**. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

### Delete

To delete an item, select it in **Output Size List** and click **Delete**. Click **Save** to save the items listed in **Output Size List**.

# Important

You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

# Note

- Save up to 10 items for each destination.
- An error message appears when you enter a value outside the setting range. Enter a value within the range displayed in the message.

# Note

- See "Adjusting Cropping Frames (ScanGear)" for details on cropping frames.
- For details on whether or how the cropping frame is initially displayed on a preview image, see **Cropping Frame on Previewed Images** in "Preview Tab" (**Preferences** dialog box).

Iswitch Aspect Ratio)

Available when Output Size is set to anything but Flexible.

Click this button to rotate the cropping frame. Click again to return it to the original orientation.

Data Size

The file size of the preview image when saved is displayed.

# >>>> Note

When the file size exceeds a certain size, the value appears in red. In that case, a warning message appears when you click Scan. It is recommended that you adjust the settings to reduce Data Size. To continue, scan in whole image view.

# **Image Settings**



# Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- Image correction results may not be reflected in the preview image.

# Note

- Selectable settings depend on Color Mode settings.
- Scanning may take longer than usual when you use Image Settings.

Image Settings allows you to set the following items:

#### Image Adjustment

When Image Adjustment is set, the brightness of the specified portion of the image is optimized. Images can be adjusted according to the automatically detected document type or the specified document type. The result of the adjustment will be reflected in the entire image.

#### None

Image Adjustment will not be applied.

• Auto

Applies Image Adjustment by automatically detecting the document type. It is recommended that you normally select this setting.

Photo

Applies Image Adjustment suitable for photos.

Magazine

Applies Image Adjustment suitable for magazines.

Document

Applies Image Adjustment suitable for text documents.

# **Important**

- You can set Image Adjustment after preview.
- You can set this setting when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.



- If the image is not adjusted properly with **Auto**, specify the document type.
- The color tone may change from the source image due to the Image Adjustment. In that case, set **Image Adjustment** to **None**.

#### Reduce Show-through

Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning documents.

#### • OFF

Show-through will not be reduced.

• ON

Select this to reduce show-through in duplex documents or lighten the base color. It is recommended that you normally select this setting.

# Important

Reduce Show-through can be set when Recommended is selected on the Color Settings tab of the Preferences dialog box and Document or Magazine is selected for Image Adjustment.

#### Unsharp Mask

Emphasizes the outline of the subjects to sharpen the image when scanning photos.

#### • OFF

Unsharp Mask will not be applied.

#### • ON

Emphasizes the outline of the subjects to sharpen the image. It is recommended that you normally select this setting.

#### Descreen

Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

• OFF

Moire will not be reduced.

• ON

Reduces moire. It is recommended that you normally select this setting.

# Note

Even if **Descreen** is set to **ON**, some moire effects may remain if **Unsharp Mask** is set to **ON**. In that case, set **Unsharp Mask** to **OFF**.

# Reduce Dust and Scratches

Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise.

#### None

Dust and scratches will not be reduced.

• Low

Select this to reduce small dust particles and scratches. Large ones may remain.

Medium

It is recommended that you normally select this setting.

• High

Select this to reduce large dust particles and scratches; however, evidence of the reduction process may remain or delicate parts of the image may be removed.

Important

This function may not be effective for some types of photos.



It is recommended that you select None when scanning printed materials.

#### Fading Correction

Use this function to correct photos that have faded with time or have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

None

Fading Correction will not be applied.

Low

Select this to correct a small amount of fading and colorcast.

Medium

It is recommended that you normally select this setting.

• High

Select this to correct a large amount of fading and colorcast. This can affect the tone of the image.

# Important

- You can set Fading Correction after preview.
- You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
- Correction may not be applied properly if the scan area is too small.

#### Grain Correction

Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film.

• None

Graininess will not be reduced.

• Low

Select this when the photo is slightly grainy.

Medium

It is recommended that you normally select this setting.

• High

Select this when the photo is very grainy. This can affect the gradation and sharpness of the image.

# Important

Correction may not be applied properly if the scan area is too small.

# Gutter Shadow Correction

Use this function to correct shadows that appear between pages when scanning open booklets. When you set the **Gutter Shadow Correction** setting in the preview image, the result will be reflected. Preview the effects before scanning, as results vary depending on the type of document and how it is pressed.

Unclear or blurred text/lines caused by curved pages are not corrected.

None

Gutter shadow will not be corrected.

• Low

Select this when the effect level is too strong with the medium setting.

• Medium

It is recommended that you normally select this setting.

• High

Select this when the effect level is too weak with the medium setting.

# **Important**

Do not place items that weigh 4.4 lbs (2.0 kg) or more on the Platen. Also, do not press on the document with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.

Align the document with the edge of the Platen. If not, the shadow will not be corrected properly.



Shadows may not be corrected properly depending on the document. If the page background is not white, shadows may not be detected correctly or may not be detected at all.

While scanning, press down on the spine with the same amount of pressure you used to preview the scan. If the binding part is not even, the shadow will not be corrected properly.



How to place the document depends on your model and the document to be scanned.

# >>>> Note

Cover the document with black cloth if white spots, streaks, or colored patterns appear in scan results due to ambient light entering between the document and the Platen.

If the shadow is not corrected properly, adjust the cropping frame (scan area) on the preview image.

Adjusting Cropping Frames (ScanGear)

# **Color Adjustment Buttons**

The Color Adjustment Buttons allow you to make fine corrections to the image brightness and color tones including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).



# Important

The Color Adjustment Buttons are not available when you select Color Matching on the Color Settings tab of the Preferences dialog box.

# >>>> Note

- Selectable settings depend on **Color Mode** settings.
- When you adjust the image via the Color Adjustment Buttons, the results will be reflected in the preview image.

Click a Color Adjustment Button to set the following items:

# (Saturation/Color Balance)

Adjust the saturation (vividness) and color tone of the image. Use this function to brighten colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Adjusting Saturation and Color Balance

# (Brightness/Contrast)

Adjust the brightness and contrast of the image. If the image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast. Adjusting Brightness and Contrast

(Histogram)

0

A histogram allows you to see the data concentration at each brightness level of an image. You can specify the brightest level (highlight) and darkest level (shadow) within an image, cut the levels and expand the middle of the tonal range of the image.

Adjusting Histogram



Adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output. You can make fine adjustments to the brightness of a specific area. Adjusting Tone Curve

# (Final Review)

Make a final check of color adjustments. The final synthesized tone curve and the histogram derived from the subsequent image processing will be displayed. There are no settings to make in this screen.



- For a color image, select a color in **Channel** to check either **Red**, **Green**, or **Blue**, or select **Master** to check three colors together.
- If you place the cursor on the preview image, the portion will be enlarged and its RGB values (only L when **Color Mode** is **Grayscale**) before and after the adjustments will be displayed.

# (Threshold)

Set the boundary (threshold) at which black and white are divided. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers. Setting Threshold

#### Custom

You can name and save a set of tone curve and threshold settings of the Color Adjustment Buttons. Select Add/Delete... from the pull-down menu; when Color Mode is set to anything but Black and White, the Add/Delete Tone Curve Settings dialog box opens; when Color Mode is Black and White, the Add/Delete Threshold Settings dialog box opens.

Add/Delete Tone Curve Settin	gs 🛃
Setting Name :	Tone Curve Settings List :
New Setting	
Add Delete	
	Save Cancel

Enter Setting Name and click Add; the name appears in Tone Curve Settings List or Threshold Settings List. Click Save to save.

To delete an item, select it in **Tone Curve Settings List** or **Threshold Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Tone Curve Settings List** or **Threshold Settings List**. You can load and apply the saved tone curve/threshold settings to a preview image. To load the settings, select the saved item from the pull-down menu.



■ Save up to 20 items.

Defaults

Reset all adjustments (saturation/color balance, brightness/contrast, histogram, and tone curve).

# **Preferences Dialog Box**

Click **Preferences...** in the ScanGear (scanner driver) screen to open the **Preferences** dialog box. In the **Preferences** dialog box, you can make advanced settings to ScanGear functions via the **Scanner**, **Preview**, **Scan**, and **Color Settings** tabs.

reference	s			<b></b>
Scanner	Preview	Scan	Color Settings	
Quiet Si	ttings			Settings
Select P	older Whe	re Temp	orary Files are S	laved
C:\Use	rs/UserNa	те (АррС	Datal,\Temp\	Browse
Sound S	ettings			
🗌 Play	Music Duri	ng Scanr	ning	
C:\Wir	dows∖Med	ia\CSSA	MP1.MID	Browse
🗌 Play	Sound Wh	en Scan	ning is Complete	d
				Browse
	on Setting oute at Evi		:	OFF
		_		
			OK	Cancel

#### Scanner Tab

Allows you to set the quiet mode, folder in which to save images temporarily, and music file to play during or at the end of a scan.

# Scanner Tab

#### **Preview Tab**

Allows you to select what to do with Preview when ScanGear is started, how to display cropping frames after previewing images, and the cropping size for thumbnails of scanned documents. Preview Tab

# Scan Tab

Allows you to select what to do with ScanGear after scanning image. 
➡ Scan Tab

#### **Color Settings Tab**

Allows you to select how to adjust color, and specify the monitor gamma value. Color Settings Tab

# **Scanner Tab**

On the Scanner tab, you can specify the following settings.

eference	5			<b>E</b>
icanner	Preview	Scan	Color Settings	
Quiet Si	ettings			Settings
Select P	older Whe	re Temp	orary Files are \$	laved
C:\Use	ers\UserNa	те (Арр(	Data)(Temp)	Browse
Sound S	iettings			
🗌 Play	Music Duri	ng Scan	ning	
C:\Wr	ndows (Med	ia\CSSA	MP1.MID	Browse
🗌 Play	Sound Wh	en Scan	ning is Complete	rd.
				Browse
	ion Setting oute at Evi		:	OFF -

#### • Quiet Settings

The silent function allows you to reduce the operating noise of this machine. Use this when you wish to reduce the operating noise such as when scanning or printing at nights. Click **Settings...** to set the quiet mode.

# Note

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear.
- No matter how the setting is made, it applies to operations from the operation panel of the machine or when printing/scanning from a computer, etc.
- Scanning or printing may take longer than usual when this function is used.

Do not use quiet m	ode		
Aways use quiet n	ode		
Use quiet mode du	ring specified ho	urs	
Start time :	21:00	1	
End time :	07:00	101	

#### • Do not use quiet mode

Select this option when you wish to use the machine with volume of normal operating noise.

Always use quiet mode

Select this option when you wish to reduce the operating noise of the machine.

· Use quiet mode during specified hours

Select this option when you wish to reduce the operating noise of the machine during a specified period of time.

Set the Start time and End time during which quiet mode is to be activated.

#### Important

The time specified in Start time and in End time must be different.

# • Select Folder Where Temporary Files are Saved

Displays the folder in which to save images temporarily. To change the folder, click **Browse...** to specify another one.

#### • Sound Settings

You can set the machine to play music during/at the end of a scan.

Select the Play Music During Scanning or Play Sound When Scanning is Completed checkbox, then click Browse... and specify a sound file.

You can specify the following files.

- MIDI file (\*.mid, \*.rmi, \*.midi)
- Audio file (\*.wav, \*.aif, \*.aiff)
- MP3 file (\*.mp3)

# Calibration Settings

When you set **Execute at Every Scan** to **ON**, the scanner will be calibrated every time before previewing and scanning, to reproduce correct color tones in scanned images.

# Note

- Even when **Execute at Every Scan** is set to **OFF**, the scanner may be calibrated automatically in some cases (such as immediately after you turn the machine on).
- Calibration may take time depending on your computer.

# **Preview Tab**

On the Preview tab, you can specify the following settings.



#### · Preview at Start of ScanGear

Select what to do with Preview when ScanGear (scanner driver) is started.

• Automatically Execute Preview

ScanGear will automatically start previewing at startup.

• Display Saved Preview Image

The previously previewed image will be displayed. The Color Adjustment Button settings, the Toolbar settings, and the **Advanced Mode** tab settings are also saved.

None

No preview image will be displayed at startup.

#### Note

Select None if you do not want to save the preview image.

# Cropping Frame on Previewed Images

Select how to display cropping frames after previewing images.

• Execute Auto Cropping on Previewed Images

The cropping frame (scan area) will automatically be displayed in the document size after previewing.

#### • Display the Last Frame on Previewed Images

A cropping frame of the same size as the last used cropping frame will be displayed after previewing.

• None

No cropping frame will be displayed after previewing.

#### • Cropping Size for Thumbnail View

Select the cropping size for thumbnails of scanned documents.

Larger

Displays 105 % (in width and height) of the area displayed for the standard size.

# Standard

The standard size.

# Smaller

Displays 95 % (in width and height) of the area displayed for the standard size.

# Note

■ When you change the **Cropping Size for Thumbnail View** setting, the preview images will be refreshed and cropped to the new size. As the preview images are refreshed, the color adjustments and other settings applied to them are reset.
# Scan Tab

On the Scan tab, you can specify the following settings.



### · Status of ScanGear dialog after scanning

Select what to do with ScanGear (scanner driver) after scanning images.

Close ScanGear automatically

Select this to return to the original application when scanning is completed.

- Do not close ScanGear automatically Select this to return to the ScanGear screen for another scan when scanning is completed.
- · Display the dialog to select next action

Select this to open a screen and select what to do when scanning is completed.



# Note

Even if Do not close ScanGear automatically or Display the dialog to select next action is set, some applications may not support it.

### • ADF Duplex Paper Output Settings (Auto Duplex ADF models only)

Specify how to output the paper when scanning both sides of multiple documents at one time from the ADF (Auto Document Feeder).

Output by back/front(Fast) is set when scanning into applications such as OCR software that do not open the ScanGear screen.

### Output by back/front(Fast)

This is preferred when speed is required, as the scanned documents are output fast. However, the documents are not output in the correct page order.

# • Output by page

Outputs the scanned documents in the correct page order.

# **Color Settings Tab**

On the Color Settings tab, you can specify the following settings.

references		
Scanner Preview Scan	Color Settings	
Recommended		
Color Matching		
Source(Scanner) :		Ŧ
Target :		Ŧ
V Monitor		Defaults
None		
Monitor Gamma :	2.20 ≑	Defaults
	OK I	Cancel

#### Color Adjustment

Select one of the following. You can select one when **Color Mode** is **Color** or **Grayscale**.

#### Recommended

Select this to vividly reproduce the tone of a document on the screen. It is recommended that you normally select this setting.

#### Color Matching

Select this to automatically match the scanner, monitor, and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.

Color Adjustment Buttons will be disabled.

- This function is available when **Color Mode** is **Color**.
- Source(Scanner): Select scanner profile.
- Target: Select target profile.
- Monitor: Select this checkbox to display preview image with optimum correction for monitor.
- Defaults: Returns to the default Color Matching settings.
- None

Select this to disable color correction provided by ScanGear (scanner driver).

# Note

Color Matching is available when ScanGear, monitor, color management-compliant application (such as Adobe Photoshop), and printer are set up correctly.

Refer to the corresponding manual for the monitor, printer, and application settings.

Monitor Gamma

By setting the gamma value of a monitor, you can adjust the input data to the brightness characteristics of the monitor. Adjust the value if your monitor's gamma value does not match the default value set in ScanGear, and the colors of the original image are not accurately reflected in the monitor. Click **Defaults** to return to the default Monitor Gamma value (2.20).

### Note

Refer to the manual of your monitor to check its gamma value. If it is not written in the manual, contact the manufacturer.

# Placing Items (When Scanning from a Computer)

Learn how to place items on the platen or ADF (Auto Document Feeder) of your scanner or printer. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

# Important

- Do not place objects on the document cover. When you open the document cover, the objects may fall into your scanner or printer, resulting in malfunction.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.

Placing Items (Platen)

Placing Documents (ADF (Auto Document Feeder))

# Placing Items (Platen)

Place items as described below to scan by detecting the item type or size automatically.

**Important** 

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.



# Important

TRAZZZ

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.
- Refer to "Loading Originals" for your model from Home of the Online Manual for details on the portions in which documents cannot be scanned.

Important

### **Placing Multiple Items**

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



# Placing Documents (ADF (Auto Document Feeder))

### Important

- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- Refer to "Originals You Can Load" for your model from Home of the Online Manual for details on supported document sizes when scanning from the ADF.
- 1. Open the document tray



2. Place the documents on the ADF, then adjust the document guides to the width of the documents.

Insert the documents face-up until a beep sounds.

Place the documents face-up to scan both sides of the documents.



# **Adjusting Cropping Frames (ScanGear)**

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

On the **Basic Mode** tab and **Advanced Mode** tab, you can specify cropping frames (scan areas) on the image(s) displayed in the Preview area of the screen.

When you perform a scan, each area specified with a cropping frame will be scanned as a separate image.

# Note

- In whole image view, you can specify multiple cropping frames on the preview image.
- See "Adjusting Cropping Frames (IJ Scan Utility)" for your model from Home of the Online Manual for how to adjust cropping frames with IJ Scan Utility.

### **Initial Cropping Frame**

#### In thumbnail view

No cropping frame is specified. You can drag the mouse over a thumbnail to specify a cropping frame.

### In whole image view

An active cropping frame is automatically specified around the preview image. You can drag the cropping frame in the Preview area to specify the area.

### Note

You can change the auto crop setting in the Preferences dialog box. See Cropping Frame on Previewed Images in "Preview Tab" for details.

### **Cropping Frame Types**



### (1) Thick cropping frame (rotating or stationary)

Represents a selected cropping frame. Appears only in whole image view. You can select multiple cropping frames by clicking them while pressing the Ctrl key. Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied to all the selected cropping frames.

### (2) Thin cropping frame

In thumbnail view

Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied.

In whole image view

Represents an unselected cropping frame. The settings on the **Basic Mode** tab or **Advanced Mode** tab will not be applied.

### **Adjusting a Cropping Frame**

The cursor will change into  $\leftrightarrow \downarrow \uparrow \checkmark$  (Arrow) when it is positioned over a cropping frame. If you click and drag the mouse in the direction of the arrow, the cropping frame will expand or contract accordingly.



The cursor will change into (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.



# >>>> Note

- On the Advanced Mode tab, you can specify the cropping frame size by entering the values into
- (Width) and <sup>‡</sup> (Height) in **Input Settings**. ➡ Input Settings
- You can rotate a cropping frame 90 degrees by clicking (Switch Aspect Ratio). However, (Switch Aspect Ratio) is not available when **Output Size** is **Flexible**.

### **Creating Multiple Cropping Frames**

### In thumbnail view

You can only create one cropping frame per image.



### In whole image view

Click and drag the mouse in a space outside the existing cropping frame to create a new cropping frame in the Preview area. The new cropping frame will be the active cropping frame, and the old cropping frame will be the unselected cropping frame.



You can create multiple cropping frames and apply different scan settings to each cropping frame. You can also select multiple cropping frames by clicking them while pressing the Ctrl key. If you select multiple cropping frames and change the settings on a tab at the right of ScanGear, the settings will be applied to all the selected cropping frames.

When you create a new cropping frame, it retains the settings of the latest cropping frame.

# Note Note

- Create up to 12 cropping frames.
- Scanning takes longer than usual when multiple cropping frames are selected.

# **Deleting Cropping Frames**

### In thumbnail view

To delete a cropping frame, click an area outside the cropping frame on an image.

### In whole image view



(Remove Cropping Frame) on the Toolbar.

To delete a cropping frame, select it and click Alternatively, press the Delete key.

When there are multiple cropping frames, all the selected cropping frames (active cropping frame and selected cropping frames) are deleted simultaneously.

# **General Notes (Scanner Driver)**

ScanGear (scanner driver) is subject to the following restrictions. Keep these points in mind when using it.

# **Scanner Driver Restrictions**

- When using the NTFS file system, the TWAIN data source may not be invoked. This is because the TWAIN module cannot be written to the winnt folder for security reasons. Contact the computer's administrator for help.
- Some computers (including laptops) connected to the machine may not resume correctly from standby mode. In that case, restart the computer.
- Do not connect two or more scanner or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the operation panel of the machine and also may experience errors while accessing the devices.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.
  - 1. Turn off the machine.
  - 2. Exit ScanGear, then disconnect the USB cable from the computer and reconnect it.
  - 3. Turn on the machine.
- ScanGear cannot be opened in multiple applications at the same time. Within an application, ScanGear cannot be opened for the second time when it is already open.
- Be sure to close the ScanGear window before closing the application.
- When using a network compatible model by connecting to a network, the machine cannot be accessed from multiple computers at the same time.
- When using a network compatible model by connecting to a network, scanning takes longer than usual.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- ScanGear and WIA driver cannot be used at the same time.
- Do not enter the computer into sleep or hibernate state during scanning.

# **Applications with Restrictions on Use**

- If you start Media Center included in Windows XP Media Center Edition 2005, you may not be able to scan using the operation panel of the machine. In that case, restart the computer.
- You cannot scan images with Media Center included in Windows 7, Windows Vista, and Windows XP Media Center Edition 2005. Scan with other applications such as IJ Scan Utility.
- Some applications may not display the TWAIN user interface. In that case, refer to the application's manual and change the settings accordingly.
- Some applications do not support continuous scanning of multiple documents. In some cases, only the first scanned image is accepted, or multiple images are scanned as one image. For such applications, do not scan multiple documents from the ADF (Auto Document Feeder).
- To import scanned images into Microsoft Office 2000, first save them using IJ Scan Utility, then import the saved files from the **Insert** menu.
- When scanning Platen size images into Microsoft Office 2003 (Word, Excel, PowerPoint, etc.), click **Custom Insert** in the **Insert Picture from Scanner or Camera** screen. Otherwise, images may not be scanned correctly.
- When scanning images into Microsoft Office 2007/Microsoft Office 2010 (Word, Excel, PowerPoint, etc.), use Microsoft Clip Organizer.

- Images may not be scanned correctly in some applications. In that case, increase the operating system's virtual memory and retry.
- When image size is too large (such as when scanning large images at high resolution), your computer may not respond or the progress bar may remain at 0 % depending on the application. In that case, cancel the action (for example by clicking **Cancel** on the progress bar), then increase the operating system's virtual memory or reduce the image size/resolution and retry. Alternatively, scan the image via IJ Scan Utility first, then save and import it into the application.

# **Useful Information on Scanning**

- Adjusting Cropping Frames (IJ Scan Utility)
- Resolution
- Data Formats
- Color Matching

# **Adjusting Cropping Frames (IJ Scan Utility)**

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

In the Image Stitch window, you can specify a cropping frame on the image displayed in the Preview area.

# Note

See "Adjusting Cropping Frames (ScanGear)" for your model from Home of the Online Manual for how to adjust cropping frames with ScanGear (scanner driver).

### **Initial Cropping Frame**

No cropping frame is specified. When you select the **Adjust cropping frames** checkbox, an active cropping frame is automatically specified around the image in the Preview area. You can drag the cropping frame to specify the area.

When you perform a scan, the image in the area specified with the cropping frame will be scanned.

### **Adjusting a Cropping Frame**

The cursor will change into  $\Leftrightarrow \hat{\downarrow} \ subseteq a$  (Arrow) when it is positioned over a cropping frame. Click and drag the mouse to expand or contract the cropping frame.



The cursor will change into (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.



### **Deleting Cropping Frames**

To delete the cropping frame, deselect the Adjust cropping frames checkbox.

# Resolution

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per inch (2.5 cm).

The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.



# How to Set the Resolution

You can set the resolution in the following screens.

• IJ Scan Utility

**Resolution** on the Granning from a Computer) tab of the Settings dialog box

• ScanGear (Scanner Driver) Output Resolution in Output Settings on the Advanced Mode tab

# **Appropriate Resolution Settings**

Set the resolution according to the use of the scanned image.

Item Type	Use	Color Mode	Appropriate Resolution
Color photo	Copying (Printing)	Color	300 dpi
	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	300 dpi
	Using on a website or attaching to e-mail	Color	150 dpi
Black and white photo	Saving to a computer	Grayscale	300 dpi
	Using on a website or attaching to e-mail	Grayscale	150 dpi
Text document (document or magazine)	Copying	Color, Grayscale, or Black and White	300 dpi
	Attaching to e-mail	Color, Grayscale, or Black and White	150 dpi
	Scanning text using OCR	Color or Grayscale	300 dpi

# Important

If you double the resolution, the data size of the scanned image quadruples. If the file is too large, the processing speed will slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.



When you will be printing the scanned image by enlarging it, scan by setting a higher resolution than the recommended one above.

# **Data Formats**

You can select a data format when saving scanned images. You should specify the most suitable data format according to how you want to use the image on which application.

Available data formats vary by application and operating system (Windows or Mac OS).

See below for the characteristics of each image data format.

# PNG (Standard File Extension: .png)

A data format often used on websites. PNG is suitable for editing saved images.

# JPEG (Standard File Extension: .jpg)

A data format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

# TIFF (Standard File Extension: .tif)

A data format featuring a relatively high compatibility between various computers and applications. TIFF is suitable for editing saved images.

# >>>> Note

- Some TIFF files are incompatible.
- IJ Scan Utility supports the following TIFF file formats.
  - Uncompressed, black and white binary
  - Uncompressed, RGB (8 bits per channel)
  - Uncompressed, Grayscale

# PDF (Standard File Extension: .pdf)

A data format for electronic documents, developed by Adobe Systems Incorporated.

It can be used on various computers and operating systems, and fonts can be embedded as well; therefore, people in different environments can exchange the files without being aware of the differences.

# **Color Matching**

"Color Matching" is the act of making adjustments so that the color tones match between the original item, the monitor display, and the color printout. On your scanner or printer, the color tones are adjusted as shown below.



### Example: When sRGB is selected as the output profile (target)

The image's color space is converted from the scanner's color space to sRGB by ScanGear. When displaying on a monitor, the image's color space is converted from sRGB to the monitor's color space based on the operating system's monitor settings and the application's working space settings. When printing, the image's color space is converted from sRGB to the printer's color space based on the application's print settings and the printer driver's settings.

# IJ Network Scanner Selector EX Menu and Setting Screen

IJ Network Scanner Selector EX allows you to select the scanners or printers to be used for scanning or printing over a network from your computer or the operation panel.

After installation, IJ Network Scanner Selector EX appears in the notification area of the taskbar.

# Important

- If you cannot scan over a network, download and upgrade to the latest MP Drivers from our website.
- While IJ Network Scanner Selector EX is enabled, it periodically transmits packets to check whether it can communicate with your scanner or printer over the network. When using the computer in a network environment other than the one used to set up your scanner or printer, disable IJ Network Scanner Selector EX.

### Note

If 2 (Enabled) is not displayed in the notification area of the taskbar, from the Start menu, select All Programs > Canon Utilities > IJ Network Scanner Selector EX > IJ Network Scanner Selector EX.

### Menu

Displays a menu when you right-click the IJ Network Scanner Selector EX icon in the notification area of the taskbar.

	Disable Ca	non IJ Network Scann	er Selector EX
	Settings		
	About		
	Exit		
		🤍 hii 🌌	
		Customize	
		🔤 📶 🖻	•

Disable Canon IJ Network Scanner Selector EX / Enable Canon IJ Network Scanner Selector EX

Enables or disables IJ Network Scanner Selector EX. When you select **Disable Canon IJ Network Scanner Selector EX**, you will not be able to scan over a network from the operation panel.

Enabled: 2. Disabled: 3

# Important

When using a model with which you cannot scan over a network from the operation panel, you cannot scan using the operation panel even if this setting is enabled.

Settings...

The Scan-from-PC Settings screen appears. You can select the model you want to use.

About

Displays the version information.

• Exit

Exits IJ Network Scanner Selector EX; 🜌 (Enabled) or 🕸 (Disabled) disappears from the notification area of the taskbar.

# Scan-from-PC Settings Screen

Your scanner or printer must be selected with IJ Network Scanner Selector EX before scanning over a network.

Right-click the icon from the notification area of the taskbar, then select **Settings...** to display the Scanfrom-PC Settings screen.

🧭 Canon D Network Scanner Selector EX 🛛 🔤
Select the scanners you want to use from this computer. It will also enable scanning from the operation panel if selected scanner is supported.
Scanners:
🗟 💐 series
0
Instructions Scan-from-Operation-Panel Settings OK

#### Scanners

MAC addresses of the scanners or printers that can be used over the network are displayed. You can select one scanner or printer per model. Selecting a scanner or printer automatically enables scanning from the operation panel.

#### Instructions

Opens this guide.

### • Scan-from-Operation-Panel Settings

The Scan-from-Operation-Panel Settings screen appears. You can select up to three scanners and printers in total for scanning from the operation panel. You can scan items using the operation panel of the selected scanner or printer, and send the scanned images to your computer over a network.

### Important

When using a model with which you cannot scan over a network from the operation panel, that model does not appear in **Scanners** and the setting is not available.

### Scan-from-Operation-Panel Settings Screen

Click **Scan-from-Operation-Panel Settings** in the Scan-from-PC Settings screen to display the Scan-from-Operation-Panel Settings screen.

S Canon IJ Network Scanner Selector EX	
If you plan to scan images into this computer using the operation panel via the network, select the check boxes of the devices you want to use, and then click [OK].	
Scanners:	
ି 👷 series	
[Instructions]	

#### Scanners

MAC addresses of the scanners or printers that can be used over the network are displayed. You can select up to three scanners and printers in total at the same time. Selecting a scanner or printer automatically enables scanning from the operation panel.

#### Instructions

Opens this guide.

### Important

When using a model with which you cannot scan over a network from the operation panel, Scanfrom-Operation-Panel Settings may appear in the Scan-from-PC Settings screen; however, the setting is not available.



If your scanner or printer does not appear, check the following, click **OK** to close the screen, then reopen it and try selecting again.

MP Drivers is installed

Network settings of your scanner or printer is completed after installing the MP Drivers

Network communication between your scanner or printer and computer is enabled

If your scanner or printer still does not appear, see "Problems with Network Communication" for your model from Home of the *Online Manual*.

You do not need to use this software when scanning via USB. See "Uninstalling IJ Network Scanner Selector EX" to delete it. You can scan via USB even if it is not deleted.

# **Uninstalling IJ Network Scanner Selector EX**

Follow the procedure below to uninstall IJ Network Scanner Selector EX from your computer.

# Important

- Vou cannot scan over a network after uninstalling IJ Network Scanner Selector EX.
- Log into a user account with administrator privilege.

# 1. Uninstall IJ Network Scanner Selector EX.

- In Windows 7 or Windows Vista:
  - 1. Click Start > Control Panel > Programs > Programs and Features.
  - 2. Select Canon IJ Network Scanner Selector EX from the program list, then click Uninstall/Change.

Note

If the User Account Control screen appears, click Continue.

- In Windows XP:
  - 1. Click Start > Control Panel > Add or Remove Programs.
  - 2. Select Canon IJ Network Scanner Selector EX from the program list, then click Change/ Remove.
- 2. Click Yes when the confirmation message appears.
- 3. When uninstallation is complete, click OK.

# Note

■ When the message prompting you to restart your computer appears, click **OK** to restart your computer.

# **Other Scanning Methods**

Scanning with WIA Driver

Scanning Using the Control Panel (Windows XP Only)

# Scanning with WIA Driver

You can scan an item from a WIA (Windows Image Acquisition)-compliant application.

WIA is a driver model implemented in Windows XP or later. It allows you to scan items without using an application.

The procedure varies depending on the application. The following procedures are examples only. For details, see the application's manual.

# Important

- In Windows XP, you cannot scan using the WIA driver via a network connection.
- Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.
- Complete the following settings to enable scanning over a network.
- 1. From the **Start** menu, select **Computer** > **Network**.

2. Right-click **XXX\_MAC address** (where "XXX" is the model name) in the displayed screen, then select **Install**.

### Scanning with WIA Driver 2.0

The following is an example of scanning using "Windows Fax and Scan."

- 1. Place the item on the platen or ADF.
  - Placing Items (When Scanning from a Computer)
- 2. Select New on the File menu of "Windows Fax and Scan," then click Scan....

The scan setting screen appears.

### Note

 If you have more than one scanner or printer, a scanner selection screen may appear. Doubleclick the scanner you want to use.
 For USB connection: Canon XXX series (where "XXX" is the model name)
 For network connection: XXX series\_MAC address (where "XXX" is the model name)

3. Specify the settings.

Profile:	Photo (Default)	•		
Source	Flatbed	•		
Paper size:	[	-		
Color format:	Color	•		
File type:	JPG (JPEG image)	•		
Resolution (DPD:	300			
Brightness:		•		
Contrast:		•		
Preview or scan	images as separate files			

#### Scanner

The currently set product name is displayed. To change the scanner, click **Change...** and select the product you want to use.

Profile

Select **Photo (Default)** or **Documents** according to the item to be scanned. To save a new **Profile**, select **Add profile...** You can specify the details in the **Add New Profile** dialog box.

Source

Select a scanner type. To scan from the platen, select **Flatbed**. To scan from the ADF, select **Feeder (Scan one side)** or **Feeder (Scan both sides)**.

• Paper size

Select the paper size. **Paper size** can be set only when **Source** is **Feeder (Scan one side)** or **Feeder (Scan both sides)**. When scanning both sides of the document automatically, the supported paper sizes are A4 and Letter.

Color format

Select the color mode in which to scan the item.

• File type

Select a data format from JPEG, BMP, PNG, and TIFF.

• Resolution (DPI)

Enter the resolution. Specify a value between 50 dpi and 600 dpi. ➡ Resolution

#### Note

When using the scanner or printer with network connection, the following resolutions can be specified.

150 dpi / 300 dpi / 600 dpi

### • Brightness

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-100 to 100).

Contrast

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-100 to 100).

#### · Preview or scan images as separate files

Select this checkbox to preview or scan multiple images as separate files.

### Important

When using the scanner or printer with network connection, you cannot specify Brightness, Contrast, and Preview or scan images as separate files.

#### Click Preview to preview the image.

The preview image appears on the right.

### Important

With network connection, scan without preview when scanning documents from the ADF. If you preview, place the document again and scan.

If there is document left in the ADF after previewing, press the **OK** button on the operation panel and remove the document.

#### 5. Click Scan.

When scanning is completed, the scanned image appears in the application.

### Scanning with WIA Driver 1.0

The following is an example of scanning using "Paint."

- 1. Place the item on the platen or ADF.
  - Placing Items (When Scanning from a Computer)

- (Select the command to scan an
- 2. Click From scanner or camera from item in the application.)
- 3. Select a type of picture according to the item to be scanned.

To scan from the platen, select **Flatbed** for **Paper source**. To scan from the ADF, select **Document Feeder**.

18 -

> Scan using Canon series	<b>*</b>
What do you want to scan? Paper source	<b></b>
Ratbed ·	
Select an option below for the type of picture you want to scan.	
Color picture	
Grayscale picture	
Black and white picture or text	
Sustom Settings	
You can also:	
Adjust the quality of the scanned picture	i 
Page size: Legal 8.5 x 14 inches (216 x 356 v	Preview Scan Cancel

### Note

- When using the scanner or printer with network connection, the options for the type of picture may differ from those displayed with USB connection.
- To scan with the values previously set in Adjust the quality of the scanned picture, select Custom Settings.
- Selecting **Document Feeder** for **Paper source** enables you to select **Page size**.
- 4. Click Adjust the quality of the scanned picture and set the preferences as required.



#### • Brightness

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

Contrast

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

• Resolution (DPI)

Enter the resolution. Specify a value between 50 dpi and 600 dpi. ➡ Resolution



When using the scanner or printer with network connection, the following resolutions can be specified.

150 dpi / 300 dpi / 600 dpi

### Picture type

Select the type of scan you want for your item.

Reset

Click to restore the original settings.

### Important

When using the scanner or printer with network connection, you cannot specify Brightness and Contrast.

### 5. Click **Preview** to preview the image.

The preview image appears on the right. Drag  $\Box$  to specify the scan area.

### Important

With network connection, scan without preview when scanning documents from the ADF. If you preview, place the document again and scan.
If there is document left in the ADF after previewing, press the **OK** button on the operation panel and remove the document.

# 6. Click Scan.

When scanning is completed, the scanned image appears in the application.

# Scanning Using the Control Panel (Windows XP Only)

You can scan images via the Control Panel of Windows XP using the WIA driver.

# Important

When using the scanner or printer with network connection, you cannot scan using the WIA driver.

- 1. From the Start menu, select Control Panel.
- Click Printers and Other Hardware > Scanners and Cameras, then double-click Canon XXX series (where "XXX" is the model name). The Scanner and Camera Wizard dialog box appears.
- 3. Click Next.
- 4. Select **Picture type** according to the item to be scanned.

To scan from the platen, select **Flatbed** for **Paper source**. To scan from the ADF (Auto Document Feeder), select **Document Feeder**.



# Note Note

- To scan with the values previously set in Custom settings, select Custom.
- Selecting Document Feeder for Paper source enables you to select Page size.
- 5. Click Custom settings to set the preferences as required.

Properties	
Advanced Properties	
	Bighness: Coghast
Besolution (DPI):	Picture type:
150	🗧 Color picture 🔽
	Rgset OK Cancel

• Brightness

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

Contrast

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

Resolution (DPI)

Enter the resolution. Specify a value between 50 dpi and 600 dpi. ➡ Resolution

Picture type

Select the type of scan you want for your item.

Reset

Click to restore the original settings.

# 6. Click **Preview** to preview the image.

The preview image appears on the right. Drag I to specify the scan area.

7. Click Next and follow the instructions.

# Placing Items (When Scanning from a Computer)

Learn how to place items on the platen or ADF (Auto Document Feeder) of your scanner or printer. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

# Important

- Do not place objects on the document cover. When you open the document cover, the objects may fall into your scanner or printer, resulting in malfunction.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.

Placing Items (Platen)

Placing Documents (ADF (Auto Document Feeder))

# Placing Items (Platen)

Place items as described below to scan by detecting the item type or size automatically.

**Important** 

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.



# Important

TRAZZZ

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.
- Refer to "Loading Originals" for your model from Home of the Online Manual for details on the portions in which documents cannot be scanned.

Important

### **Placing Multiple Items**

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



# Placing Documents (ADF (Auto Document Feeder))

# Important

- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- Refer to "Originals You Can Load" for your model from Home of the Online Manual for details on supported document sizes when scanning from the ADF.
- 1. Open the document tray.



2. Place the documents on the ADF, then adjust the document guides to the width of the documents.

Insert the documents face-up until a beep sounds.

Place the documents face-up to scan both sides of the documents.



# Scanning from the Operation Panel of the Machine

- Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine Basic
- Attaching the Scanned Data to E-mail Using the Operation Panel of the Machine
- Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
- Deleting Scanned Data on USB Flash Drive
- Setting Items on the Operation Panel of the Machine
- Network Scan Settings
- Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

# Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine

You can forward the scanned data to the computer using the operation panel of the machine. Before forwarding scanned data to the computer, confirm the following:

# • MP Drivers are installed.

If MP Drivers are not yet installed, insert the Setup CD-ROM into the computer's disc drive, then install MP Drivers.

# • The machine is connected to a computer correctly.

Make sure that the machine is connected to the computer correctly.

Do not plug in or unplug the USB cable or LAN cable while the machine is in operation, or when the computer is in the sleep or standby mode.

If you perform scanning via a network connection, make sure that all the required settings have been specified.

Network Scan Settings

# • The destination and the file name are specified in Canon IJ Scan Utility.

You can specify the destination and the file name in Canon IJ Scan Utility. For details on settings of Canon IJ Scan Utility:

Settings Dialog Box

### 1. Make sure that the machine is turned on.

- Confirming that the Power Is On
- 2. Press the SCAN button.

If you forward the data to the USB-connected computer: The Scan standby screen is displayed.



Go to step 3.

### Note

If the screen for selecting to which you save the data is displayed, select PC and press the OK button, then select Local (USB) and press the OK button. The Scan standby screen is displayed.

If you forward the data to the network-connected computer: The screen for selecting to which you save the data is displayed.



### >>>> Note

If the Scan standby screen for forwarding the data to the USB-connected computer is displayed on the LCD, press the left **Function** button to display the screen for selecting to which you save the data.

Select the computer to forward the scanned data following the procedure below.



2. Use the ▲▼ button to select the computer to forward the scanned data, then press the OK button.

Select PC
Local (USB)
PC001
PC002
Search again

The Scan standby screen is displayed.

### Note

- If you select Local (USB) on the Select PC screen, the data is forwarded to the USBconnected computer.
- When you forward the scanned data to the computer using WSD (one of the network protocols supported in Windows 7 and Windows Vista), select Enable for WSD scan from this device on WSD setting on Other settings in LAN settings under Device settings.
   WSD setting

If you press the left **Function** button, the machine starts searching for the connected computers again.

3. Use the **◄**► button to select the document type.

### Note

When you forward the scanned data to the computer searched using WSD, you cannot select the document type.

### Auto scan

This item is available only when the machine is connected to the computer using a USB cable. The machine detects the type of the originals automatically and the image is forwarded in the optimized size, resolution and data format.

### Important

You can select Auto scan only when you forward the scanned data to the USB-connected computer.

- Load originals properly according to their type; otherwise, some originals may not be scanned properly.
- For details on how to load the original:
- Loading Originals
- The following items can be scanned:
- Photos, postcards, visiting cards, magazines, newspapers, documents, BD/DVD/CDs
- The following items cannot be scanned properly.
  - A4 sized photos
  - Documents smaller than 5 inches x 7 inches (127 mm x 178 mm) such as a paperback with its backbone cut off
  - Originals on thin white paper
  - Long and narrow originals such as panoramic photographs
- When you scan originals from the ADF, it may take longer to scan the first page.

### Document

Scans the original on the platen glass or in the ADF as a document data applying the settings specified in **Scan settings**.

#### Photo

Scans the original on the platen glass as a photo data applying the settings specified in **Scan settings**.

- 4. Press the right Function button to adjust the settings as necessary.
  - Setting Items on the Operation Panel of the Machine
- 5. Load the original document on the platen glass or in the ADF.
  - Loading Originals

### Note

■ You can confirm the procedure to load the original by pressing the center Function button.

6. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

### Note

- When you forward the scanned data to the computer using WSD, press the **Color** button.
- If the original is not loaded properly, a message is displayed on the LCD. Load the original on the platen glass or in the ADF according to the scan settings.

# • If you load the original in the ADF:

The machine starts scanning and scanned data is forwarded to the computer.

### • If you load the original on the platen glass:

- When you select **JPEG** or **TIFF** for **Format** on the scan setting screen, the machine starts scanning and scanned data is forwarded to the computer.
- When you select **PDF** or **Compact PDF** for **Format** on the scan setting screen, the confirmation screen asking you if you continue scanning is displayed after scanning is complete.

If you continue scanning, load the original on the platen glass and start scanning. If you do not continue scanning, press the left **Function** button. The scanned data is forwarded to the computer.

Scanned data is forwarded to the computer according to the settings specified in Canon IJ Scan Utility. Remove the original on the platen glass or from the document output slot after scanning is complete.

# Important

If the scanning result with Auto scan is not satisfactory, select Document or Photo according to the original in step 3, then specify the scan size or other setting items in step 4.

# When the program selection screen is displayed:

### • If you are using Windows 7 or Windows Vista:

The program selection screen may be displayed after pressing the **Color** or **Black** button. In this case, select **Canon IJ Scan Utility** and click **OK**.

You can set My Image Garden to launch whenever pressing the Color or Black button.

### • If you are using Windows XP:

The program selection screen may be displayed after pressing the **Color** or **Black** button for the first time. In this case, specify **Canon IJ Scan Utility** as the application software to use, select **Always use this program for this action**, then click **OK**. From the next time, Canon IJ Scan Utility is automatically started.

# If you want to scan originals with advanced settings, or if you want to edit or print the scanned images:

If you scan originals from a computer using My Image Garden, My Image Garden enables you to edit the scanned images, such as optimizing or trimming.

In addition, you can edit or print the scanned images using the compatible application software to make better use of them.

Scanning Photos and Documents

### Note

You can use a WIA-compliant application software and the Control Panel (Windows XP only) to scan originals with this machine.

For details:

Other Scanning Methods

- If you want to convert a scanned document to text:
- Extracting Text from Scanned Images (OCR)
# Attaching the Scanned Data to E-mail Using the Operation Panel of the Machine

You can attach scanned data to an e-mail using the operation panel of the machine. Before attaching scanned data to an e-mail, confirm the following:

#### • MP Drivers are installed.

If MP Drivers are not yet installed, insert the Setup CD-ROM into the computer's disc drive, then install MP Drivers.

#### • The machine is connected to a computer correctly.

Make sure that the machine is connected to the computer correctly.

Do not plug in or unplug the USB or LAN cable while the machine is in operation, or when the computer is in the sleep or standby mode.

If you perform scanning via a network connection, make sure that all the required settings have been specified.

Network Scan Settings

### The mail software and the file name are specified in Canon IJ Scan Utility.

You can specify the destination and the file name in Canon IJ Scan Utility. For details on settings of Canon IJ Scan Utility:

Settings Dialog Box

1. Make sure that the machine is turned on.

Confirming that the Power Is On

#### 2. Press the SCAN button.

The screen for selecting to which you save the data is displayed.



#### Note

If the Scan standby screen for forwarding the data to the USB-connected computer is displayed on the LCD, press the left **Function** button to display the screen for selecting to which you save the data.



Attach to E-mail, then press the OK button.

4. Use the ▲▼ button to select the computer to forward the scanned data, then press the OK button.

Select PC	
Local (USB)	
PC001	
PC002	
Search again	

Select **Local (USB)** for a USB-connected computer, or select the computer to forward the scanned data for a network-connected computer.

The Scan standby screen is displayed.

•
/300 dpi )
Scan settings

5. Use the **I** button to select the document type.

#### Document

Scans the original on the platen glass or in the ADF as a document data applying the settings specified in **Scan settings**.

Photo

Scans the original on the platen glass as a photo data applying the settings specified in **Scan settings**.

- 6. Press the right Function button to specify the settings as necessary.
  - Setting Items on the Operation Panel of the Machine
- 7. Load the original document on the platen glass or in the ADF.
  - ➡ Loading Originals

#### Note

■ You can confirm the procedure to load the original by pressing the center **Function** button.

8. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

#### Note

If the original is not loaded properly, a message is displayed on the LCD. Load the original on the platen glass or in the ADF according to the scan settings.

#### • If you load the original in the ADF:

The machine starts scanning and scanned data is forwarded to the computer and attached to an e-mail.

• If you load the original on the platen glass:

- When you select **JPEG** for **Format** on the scan setting screen, the machine starts scanning and scanned data is forwarded to the computer and attached to an e-mail.
- When you select PDF or Compact PDF for Format on the scan setting screen, the confirmation screen asking you if you continue scanning is displayed after scanning is complete.

If you continue scanning, load the original on the platen glass and start scanning. If you do not continue scanning, press the left **Function** button. The scanned data is forwarded to the computer and attached to an e-mail.

Scanned data is forwarded to the computer and attached to an e-mail according to the settings specified in Canon IJ Scan Utility.

For the settings or how to send an e-mail, refer to the mail software's instruction manual.

Remove the original on the platen glass or from the document output slot after scanning is complete.

#### When the program selection screen is displayed:

#### • If you are using Windows 7 or Windows Vista:

The program selection screen may be displayed after pressing the **Color** or **Black** button. In this case, select **Canon IJ Scan Utility** and click **OK**.

You can set My Image Garden to launch whenever pressing the Color or Black button.

#### • If you are using Windows XP:

The program selection screen may be displayed after pressing the **Color** or **Black** button for the first time. In this case, specify **Canon IJ Scan Utility** as the application software to use, select **Always use this program for this action**, then click **OK**. From the next time, Canon IJ Scan Utility is automatically started.

# Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

You can save scanned data on the USB flash drive using the operation panel of the machine.

#### Important

- Do not remove the USB flash drive from the machine under the following conditions:
  - While scanning is in progress
  - Before saving the scanned data
- For safety reasons, we recommend backing up the scanned data saved on a USB flash drive to another media periodically to avoid unexpected accidents.
- We assume no responsibility for damage to or loss of data for whatever reason even within the warranty period.
- 1. Make sure that the machine is turned on.
  - Confirming that the Power Is On
- 2. Insert the USB flash drive into the USB flash drive port.
  - ➡ Inserting the USB Flash Drive
- 3. Press the SCAN button.

The screen for selecting to which you save the data is displayed.



#### Note

- If the Scan standby screen for forwarding the data to the USB-connected computer is displayed on the LCD, press the left **Function** button to display the screen for selecting to which you save the data.
- 4. Select

USB flash drive, then press the OK button.



The Scan standby screen is displayed.



6. Use the **I** button to select the document type.

#### Document

Scans the original on the platen glass or the ADF as a document data applying the settings specified in **Scan settings**.

#### Photo

Scans the original on the platen glass as a photo data applying the settings specified in **Scan settings**.

- 7. Press the right Function button to adjust the settings as necessary.
  - Setting Items on the Operation Panel of the Machine
- 8. Load the original document on the platen glass or in the ADF.
  - Loading Originals

#### Note

You can confirm the procedure to load the original by pressing the center Function button.

9. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

#### Note

If the original is not loaded properly, a message is displayed on the LCD. Load the original on the platen glass or in the ADF according to the scan settings.

If **ON** is selected for **Preview** on the scan settings screen, the preview screen is displayed on the LCD after scanning. To rescan the original, press the left **Function** button. If you select **PDF** or **Compact PDF** for **Format** on the scan setting screen, you can rotate the scanning image on the preview screen by pressing the right **Function** button. To start saving, press the **OK** button.

#### • If you load the original in the ADF:

The machine starts scanning and scanned data is saved on the USB flash drive.

#### • If you load the original on the platen glass:

- When you select **JPEG** for **Format** on the scan settings screen, the machine starts scanning and scanned data is saved on the USB flash drive.
- When you select PDF or Compact PDF for Format on the scan settings screen, the confirmation screen asking you if you continue scanning is displayed after scanning is complete.

If you continue scanning, load the original on the platen glass and start scanning. If you do not continue scanning, press the left **Function** button. The scanned data is saved on the USB flash drive in one PDF file.

When you scan the originals continuously, you can save up to 100 pages of images in one PDF file.

Remove the original on the platen glass or from the document output slot after scanning is complete.



- If the USB flash drive becomes full while scanning images is in progress, only the images already scanned can be saved.
- Vou can save up to 2000 files of scanned data in both PDF and JPEG data format.
- The folder and file name of scanned data saved on the USB flash drive is as follows:
  - Folder name: (file extension: PDF): CANON\_SC\DOCUMENT\0001
    - Folder name: (file extension: JPG): CANON\_SC\IMAGE\0001
    - File name: Running numbers, starting from SCN\_0001
    - File date: The date and time of saving as set in the machine.
    - For details on how to set the date and time:
    - Setting the Sender Information

• Importing the Scanned Data Saved on a USB Flash Drive to the Computer

You can import the scanned data saved on a USB flash drive to the computer. After scanning the data, connect the USB flash drive to the computer, then import the data.

## **Deleting Scanned Data on USB Flash Drive**

You can delete scanned data on the USB flash drive using the operation panel.

- 1. Make sure that the machine is turned on.
  - Confirming that the Power Is On
- 2. Insert the USB flash drive into the USB flash drive port.

Inserting the USB Flash Drive

3. Press the SCAN button.

The screen for selecting to which you save the data is displayed.



4. Select

If the Scan standby screen for forwarding the data to the USB-connected computer is displayed on the LCD, press the left **Function** button to display the screen for selecting to which you save the data.



USB flash drive, then press the OK button.



5. Select **Delete scanned data**, then press the **OK** button.

The file list is displayed.

#### Note

• You can preview the file to delete or switch the file list between PDF and JPEG.

PDF	1/10
SCN_0010. PDF	
SCN_0009. PDF	
SCN_0008. PDF	
SCN_0007. PDF	
SCN_0006. PDF	
SCN_0005. PDF	
Switch format	
1 2	

#### Switch format

By pressing the left **Function** button, you can switch the display between the PDF data list and the JPEG data list.

Change display

By pressing the center **Function** button, you can switch the display between the list and the preview.

When the format for PDF data is selected, only the first page of the PDF data is displayed on the LCD.

6. Use the ▲▼ button to select the file to delete, then press the OK button.

7. Use the ▲▼ button to select **Yes** on the confirmation screen, then press the **OK** button.

The machine starts deleting the file.

## Setting Items on the Operation Panel of the Machine

You can change the scan settings such as the scan size, resolution, or data format.

When the Scan standby screen is displayed, press the right **Function** button to select the setting item. Use the  $\blacktriangle$  button to select the setting item, use the  $\checkmark$  button to specify the setting, then press the **OK** button.

#### Note

- The scan setting cannot be specified under the following conditions:
  - When Auto scan is selected for Doc.type to forward the scanned data to the computer (except for ADF orientation and ADF duplex scan)
  - When you forward the scanned data to the computer using WSD (one of the network protocols supported in Windows 7 and Windows Vista)
- Depending on the destination, some setting items cannot be selected. This section describes the setting items when you select USB flash drive on the screen for selecting to which you save the data. The setting item which cannot be selected is displayed grayed out.
- Some settings cannot be specified in combination with the setting of other setting item, the document type selected for **Doc.type**, or the scan menu on the screen for selecting to which you save the data. If the setting which cannot be specified in combination is selected, **Error details** is displayed on the LCD. In this case, press the left **Function** button to confirm the message, then change the setting.
- The specified scan settings other than **ADF orientation** and **ADF duplex scan** such as the scan size, resolution, and data format are retained even if the machine is turned off.
- When scanning starts in the scan menu that is not available with the specified setting, The specified function is not available with current settings. is displayed on the LCD. Change the setting, following the on-screen instructions.
- When you forward the scanned data to the computer or attach the data to an e-mail, you can specify the destination and file name using Canon IJ Scan Utility.
- Settings Dialog Box
- If you scan originals from the computer, you can scan with advanced settings. For details on scanning from the computer:
- Scanning Photos and Documents





SB flash driv	/e		
ADF duplex scan	Simplex		
Reduce show-thru	OFF		
Descreen	OFF		
Unsharp mask	I ON	금	-9
OK End setup			

#### 1. Scan size

Select the size of the original.



```
When Legal is selected, load the original in the ADF.
```

When 4"x6"(10x15cm), 5"x7"(13x18cm), or Auto scan is selected, load the original on the platen glass.

#### 2. Format

Select the data format of the scanned data.

#### 3. Scan res (Scan resolution)

Select the resolution for scanning.

#### 4. Preview

Select to preview the scanned data or not when saving the data on a USB flash drive.

#### 5. ADF orientation

Select the orientation of the original document. This setting item is not available when Photo is selected for Doc.type.

#### 6. ADF duplex scan

Select the scanning method when using ADF. When you select Duplex, press the right Function button to select the stapling side.

This setting item is not available when Photo is selected for Doc.type.

#### 7. Reduce show-thru (Reducing show-through)

Characters on the back may show through when scanning a thin document such as a newspaper. Select ON if characters seem to show through on the scanned document. This setting item is not available when Photo is selected for Doc.type.

#### 8. Descreen

A printout consists of minute dots to make characters or graphs. Interfering with each dot may result in uneven shades or a striped pattern. Select ON if you notice any uneven shades or a striped pattern on the scanned image.

This setting item is not available when Photo is selected for Doc.type.

#### Note

Even if **ON** is selected for this setting, some moire effects may remain if **Unsharp mask** is set to ON. In that case, select OFF for Unsharp mask.

#### 9. Unsharp mask

The outline of small characters or thin objects such as a hair or leaves on a photo can be accentuated. Select **ON** if you want to accentuate the outline of the scanned data.

## **Network Scan Settings**

You can connect your scanner or printer to a network to share it among multiple computers or scan images into a specified computer.



Multiple users cannot scan at the same time.

#### Note

Complete the network settings of your scanner or printer beforehand using the Setup CD-ROM.
 With network connection, scanning takes longer than USB connection.

Complete the following settings to enable scanning over a network.

#### **Specifying Your Scanner or Printer**

Use IJ Network Scanner Selector EX to specify the scanner you want to use. By specifying the scanner, you can scan over a network from your computer or the operation panel.

Important

If the product you want to use is changed with IJ Network Scanner Selector EX, the product used for scanning with IJ Scan Utility changes as well. The product for scanning from the operation panel also changes.

If your scanner or printer is not selected in IJ Scan Utility, check that it is selected with IJ Network Scanner Selector EX.

Refer to "IJ Network Scanner Selector EX Menu and Setting Screen" for your model from Home of the Online Manual for details.

- To scan from the operation panel, specify your scanner or printer with IJ Network Scanner Selector EX beforehand.
- 1. Check that IJ Network Scanner Selector EX is running.

If IJ Network Scanner Selector EX is running, its icon appears in the notification area of the taskbar.



Note

If the icon is not displayed in the notification area of the taskbar, from the Start menu, select All Programs > Canon Utilities > IJ Network Scanner Selector EX > IJ Network Scanner Selector EX.

The icon appears in the notification area of the taskbar, and the Scan-from-PC Settings screen appears. In that case, skip ahead to Step 3.

2. In the notification area of the taskbar, right-click the IJ Network Scanner Selector EX icon and select **Settings...**.

	Disable Canon JJ Network Scanner Selector EX			
	Settings			
	About			
	Exit			
		🤍 hii 🜌		
		Customize		
🗢 л Þ 🍈				

The Scan-from-PC Settings screen appears.

#### 3. Select your scanner or printer from Scanners.

Normally, the MAC address of your scanner or printer is already selected after the network setup. In that case, you do not need to select it again.

Second UNetwork S	canner Selector EX	-×-
	want to use from this computer. It wild if selected scanner is supported.	I also enable scanning
Scanners:		
ि के <u>क</u>		
Instructions	Scan-from-Operation-Panel Se	ttings OK

#### Important

If multiple scanners exist on the network, multiple model names appear. In that case, you can select one scanner per model.

#### 4. Click OK.

#### >>>> Note

The scanner selected in the Scan-from-PC Settings screen will be automatically selected in the Scanfrom-Operation-Panel Settings screen as well.

#### Setting for Scanning with IJ Scan Utility

To scan from IJ Scan Utility using a scanner or printer connected to a network, specify your scanner or printer with IJ Network Scanner Selector EX, then follow the steps below to change the connection status between it and the computer.

- 1. Start IJ Scan Utility.
  - Starting IJ Scan Utility
- 2. Select "Canon XXX series Network" (where "XXX" is the model name) for **Product** Name.

🗄 Canon IJ Scan Utility 🗾 🐱					
Product Name: Canon series Network					
					4
Auto	Photo	Document	Custom	Stitch	ScanGear
Inst	Instructions Settings			s	

#### Note

For USB connection, select "Canon XXX series" (where "XXX" is the model name) for **Product Name**.

- 3. Click Settings... to use another scanner connected to a network.
- 4. Click (General Settings), then click Select in Product Name.

Settings (General Settings)				
18				
General Settings	Product Name: E-mail Attachment Size: Document Language: Holder to Save Temporary Files	Canon series Networ No Change English	*k 	Select
Instructions		(	Defaults	ок

The Scan-from-PC Settings screen of IJ Network Scanner Selector EX appears. Select the scanner you want to use and click **OK**.

#### 5. In the Settings (General Settings) dialog box, click OK.

The IJ Scan Utility main screen reappears. You can scan via a network connection.

#### Setting for Scanning from the Operation Panel

You can make the setting for scanning from the operation panel.

#### Important

Set IJ Scan Utility to use your scanner or printer via a network connection beforehand.
 Setting for Scanning with IJ Scan Utility

#### 1. Check that IJ Network Scanner Selector EX is running.

If IJ Network Scanner Selector EX is running, its icon appears in the notification area of the taskbar.



Note

If the icon is not displayed in the notification area of the taskbar, from the Start menu, select All Programs > Canon Utilities > IJ Network Scanner Selector EX > IJ Network Scanner Selector EX.
The icon appears in the notification area of the taskbar, and the Scan-from-PC Settings screen

2. In the notification area of the taskbar, right-click the IJ Network Scanner Selector EX icon and select **Settings...**.

Disable Ca	non IJ Network Scann	er Selector EX
Settings		
About		
Exit		
	🤍 hi 🌌	
	Customize	
	🔤 л 🖻	•

appears. In that case, skip ahead to Step 3.

The Scan-from-PC Settings screen appears.

3. Click Scan-from-Operation-Panel Settings.

S Canon IJ Network Scanner Selector EX
Select the scanners you want to use from this computer. It will also enable scanning from the operation panel if selected scanner is supported.
Scanners:
C 2 Series
[Instructions Scan-from Queration Panel Settings OK

The Scan-from-Operation-Panel Settings screen appears.

4. Select your scanner or printer from Scanners and click OK.

Select the MAC address of your scanner or printer.

S Canon D Network Scanner Selector EX	
If you plan to scan images into this computer using the operation panel via the network, select the check boxes of the devices you want to use, and then click [OK].	
§canners:	
[Instructions]	

#### Note

When multiple scanners are connected via a network, you can select up to three scanners.

5. Return to the Scan-from-PC Settings screen and click OK.

S Canon D Network	canner Selector EX	
	u want to use from this computer. It w el if selected scanner is supported.	il also enable scanning
Scanners:		
Instructions	Scan-from-Operation-Panel Se	ttings OK

### Note

If your scanner or printer does not appear, check the following, click OK to close the screen, then reopen it and try selecting again.

- MP Drivers is installed
- Network settings of your scanner or printer is completed after installing the MP Drivers

■ Network communication between your scanner or printer and computer is enabled If your scanner or printer still does not appear, see "Problems with Network Communication" for your model from Home of the *Online Manual*.

# Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

IJ Scan Utility allows you to specify how to respond when scanning from the operation panel.

#### Note

The screens for specifying the responses when performing Auto Scan from the operation panel are used as examples in the following descriptions.

1. Start IJ Scan Utility.

Starting IJ Scan Utility

2. Click Settings....

[[] Canon IJ	Scan Utility				<b>-X</b>
Product Name	Product Name: Canon series			•	
					4
Auto	Photo	Document	Custom	Stitch	ScanGear
Instructions				Setting	s

The Settings dialog box appears.

3. Select a scan mode on the 🐨 (Scanning from the Operation Panel) tab.

Settings (Save to PC (Auto))			
🖙 🜩 18			
Save to PC (Auto) Save to PC (Poto) Save to PC (Poto) Attach to E-mail (Photo)	Scan Options Paper Size: Resolution: Image Processing Settings Save Settings File Name: Data Format:	Auto Auto IMG Auto	v v v Settings
Attach to E-mai (Document)	Save in:	Not Wy Documents	v seturgs
	Application Settings  © Open with an application:  Send to an application:  Send to a folder:  Do not start any application	Canon My Image Garden  Preview None More Functions	
Instructions		Defaults	ок

- Note
  - See the section below for details.
  - Settings (Save to PC (Auto)) Dialog Box
  - Settings (Save to PC (Photo)) Dialog Box
  - Settings (Save to PC (Document)) Dialog Box
  - Settings (Attach to E-mail (Photo)) Dialog Box

4. Specify image corrections in Scan Options.

Settings (Save to PC (Auto))				
🖙 🗢 18				
Save to PC (Auto) Save to PC (Photo) Save to PC (Document)	Scan Options Paper Size: Resolution: Image Processing Settings Apply recommended image correction	Auto Auto	•	
Attach to E-mail (Photo)	Save Settings File Name: Data Format: Save in:	IMG Auto P. My Documents	▼ Settings	E.
	Application Settings © Open with an application: © Send to an application: © Send to a folder: © Do not start any application	Canon My Image Garden  Preview None More Functions	<b>v</b> v	•
Instructions		Defaults	ок	5

5. Specify the file name and other settings in Save Settings.

Settings (Save to PC (Auto))			
🖙 🗢 18			
Save to PC (Auto) (Auto) (Photo) (Photo) (Save to PC (Sourcent)	Scan Options Paper Size: Resolution: Image Processing Settings	Auto v Auto v	*
Attach to E-mail (Photo) Attach to E-mail (Document)	Save Settings File Name: Data Format: Save in:	DMG   Auto  Auto  Settings  My Documents	
	Application Settings Open with an application: Send to an application: Send to a folder: Do not start any application	Canon My Image Garden	
Instructions		Defaults OK	

6. Select the application you want to start after scanning in Application Settings.

Settings (Save to PC (Auto))		
🖙 🗭 18		
Save to PC (Auto) Save to PC (Photo) Save to PC (Document) Attach to E-mail (Photo) Attach to E-mail (Document)	Scan Options Paper Size: Resolution: Image Processing Settings Save Settings File Name: Data Format: Save in:	Auto
	Application Settings Open with an application: Send to an application: Send to a folder: Do not start any application	Canon My Image Garden
Instructions		Defaults OK

### 7. Click OK.

The responses will be executed according to the specified settings when you start scanning from the operation panel.