



# Online Manual

My Image Garden Guide

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# Using This Online Manual

- [Symbols Used in This Document](#)
- [Touch-enabled Device Users \(Windows\)](#)

## Symbols Used in This Document

### **Warning**

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Caution**

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Important**

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

### **Note**

Instructions including notes for operation and additional explanations.

### **Basics**

Instructions explaining basic operations of your product.

### **Note**

- Icons may vary depending on your product.

## Touch-enabled Device Users (Windows)

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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## **My Image Garden Guide**

## What Is My Image Garden?

- **My Image Garden Features**
  - Selecting Images, PDF Files, and Videos
- **Starting My Image Garden**

# My Image Garden Features

My Image Garden is an application for utilizing photos taken with digital cameras and other images saved on your computer.

## Features at Glance

- [Getting Layout Suggestions from My Image Garden](#)
- [Automatically Organize Photos](#)
- [Print Photos and Documents Easily](#)
- [Print Personalized Items](#)
- [Print Disc Labels \(CD/DVD/BD\)](#)
- [Capture and Print Still Images from Videos](#)
- [Scan Photos and Documents Easily](#)
- [Correct/Enhance Photos](#)

### ➤➤➤ Note

- File formats available in My Image Garden vary by function. For details, see File Formats.

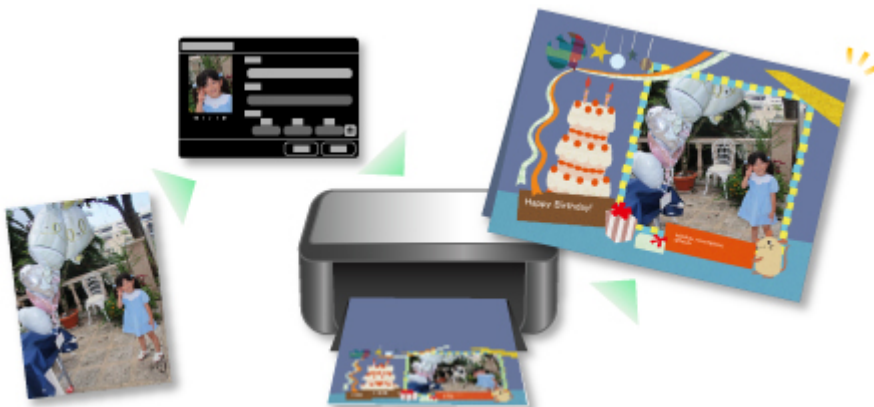
## Getting Layout Suggestions from My Image Garden

My Image Garden employs a technology called "Image Assorting Technology" that provides the following functions.

- An image analysis function to group images by person by detecting faces in photos, and to register images and videos to a calendar automatically based on the shooting date and time.
- An item recommendation function that automatically recommends layouts for analyzed images.

This technology makes it easy to create and print various items such as collages and cards.

- Utilizing the Item Recommendation Function

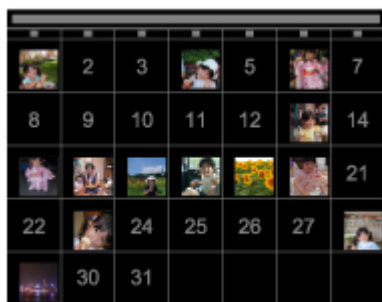
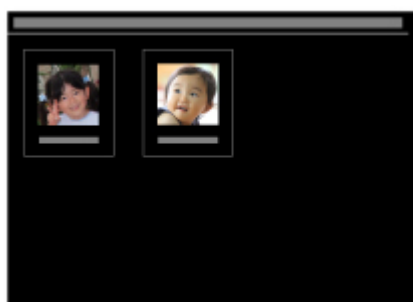


## Automatically Organize Photos

Images analyzed in My Image Garden appear in the **Unregistered People** view or grouped by person in the **People** view. They also appear in the **Calendar** view based on the shooting date and time. Register people's profiles or event information to organize a large number of images or to search quickly for the images you want.

■ Registering People

■ Registering Events



## Print Photos and Documents

Preview your favorite photos easily before you print. Documents saved as PDF files can also be printed.

■ [Printing Photos and Documents](#)



## Print Personalized Items

Combine your favorite photos with preset templates to create and print personalized items such as collages and cards.

■ [Creating and Printing Items](#)



## Print Disc Labels (CD/DVD/BD)

Create and print personalized disc labels (CD/DVD/BD) from your favorite photos.

### ■ [Printing Disc Labels \(CD/DVD/BD\)](#)



## Capture and Print Still Images from Videos

Select your favorite scenes from videos and print them as still images.

### ■ Capturing and Printing Still Images from Videos



## Scan Photos and Documents

Scan photos and documents easily by automatically detecting the item type.

### ■ [Easy Scanning with Auto Scan](#)



## Correct/Enhance Photos

Correct red eye or adjust the brightness and contrast of images.

### ■ [Correcting/Enhancing Photos](#)



### ➤➤➤ Note

- In My Image Garden, there are many methods for selecting images, PDF files, and videos. For details, see [Selecting Images, PDF Files, and Videos](#).

## Selecting Images, PDF Files, and Videos

In My Image Garden, there are many screens for selecting images, PDF files, and videos. You can select images, PDF files, or videos by clicking the thumbnails displayed in the screens. White frames appear around the selected files.

- [Searching by date of shooting or creation \(\*\*Calendar\*\* view\)](#)
- [Selecting files of registered events \(\*\*Event\*\* view\)](#)
- [Selecting files of registered people \(\*\*People\*\* view\)](#)
- [Searching for photos containing people \(\*\*Unregistered People\*\* view\)](#)
- [Selecting files saved in specific folders \(folder view\)](#)

### ▶▶▶ Important

- For PDF files, only those created in My Image Garden or IJ Scan Utility are supported. PDF files created or edited in other applications are not supported.
- You cannot print images and PDF files at the same time. Print images and PDF files separately.
- To select multiple files in the same folder at the same time, click the thumbnails of images, PDF files, or videos while pressing the Ctrl key or Shift key. You cannot select images in different folders or views at the same time.

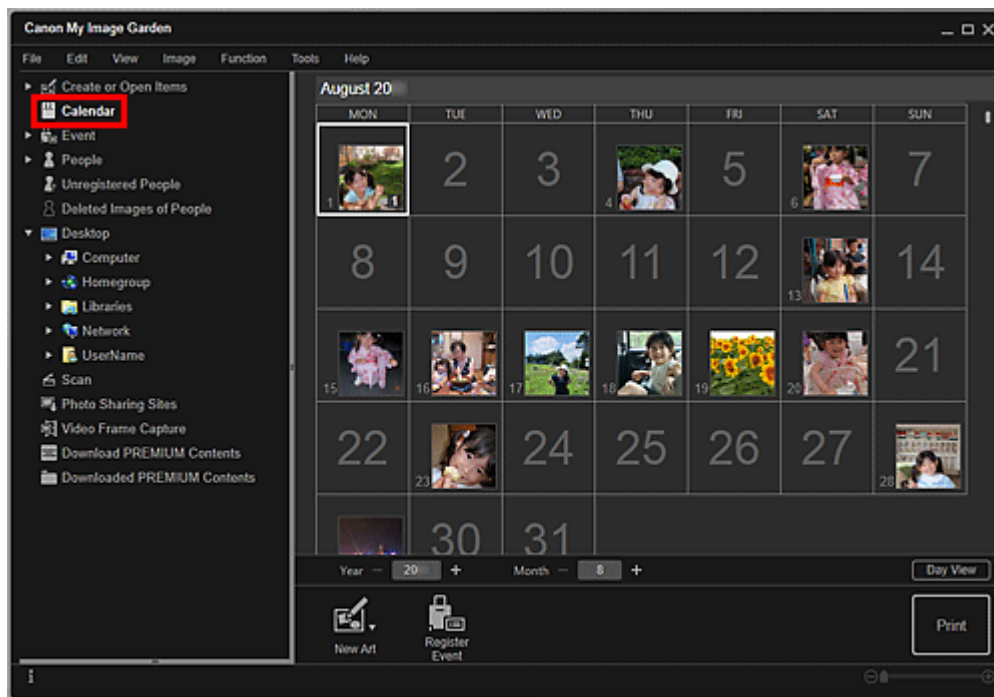
### ▶▶▶ Note

- You can also select still images by capturing them from videos.
  - Capturing and Printing Still Images from Videos
- You can also select images downloaded from photo sharing sites on the Internet.
  - Downloading Images from Photo Sharing Sites
- For videos, only MOV or MP4 format videos recorded with Canon digital cameras or digital camcorders appear.

## Calendar View (Images, PDF Files, and Videos)

### In Month View:

When you click **Calendar**, the view switches to **Calendar** set to Month View and a thumbnail of one of the images or PDF files registered to the date appears for each date. When you click a thumbnail, all images, PDF files, and videos contained in the date will be selected.

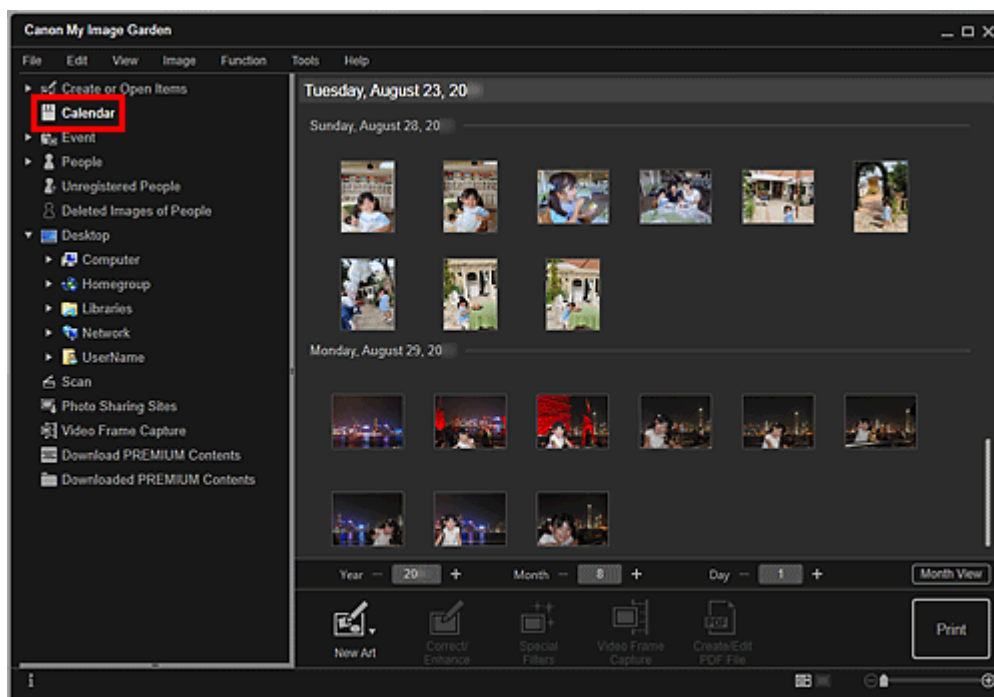


## »»» Note

- Click a date and select **Select All** from the **Edit** menu to select all dates of the month.

## In Day View:

When you click **Day View** in the **Calendar** view set to Month View, the view switches to **Calendar** set to Day View, and images, PDF files, and videos appear as thumbnails by date.

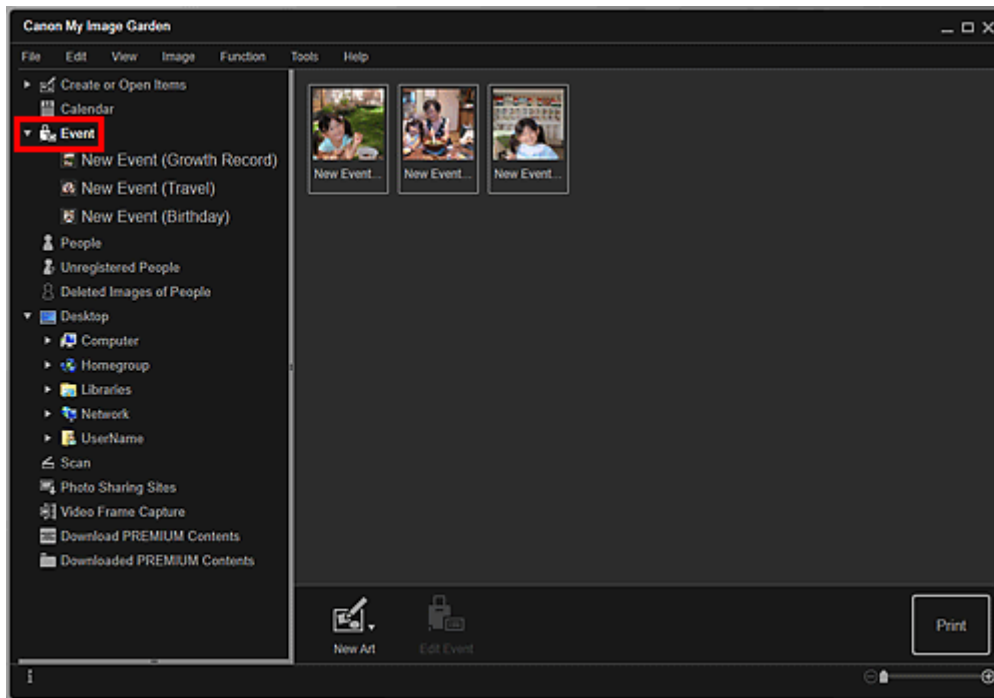


## »» Note

- Click a thumbnail of an image or PDF file and select **Select All** from the **Edit** menu to select all images, PDF files, and videos of the date.

## Event View (Images, PDF Files, and Videos)

When you click **Event**, the view switches to **Event** and the registered events with their representative images appear as thumbnails. When you click a thumbnail, all images contained in the event will be selected.

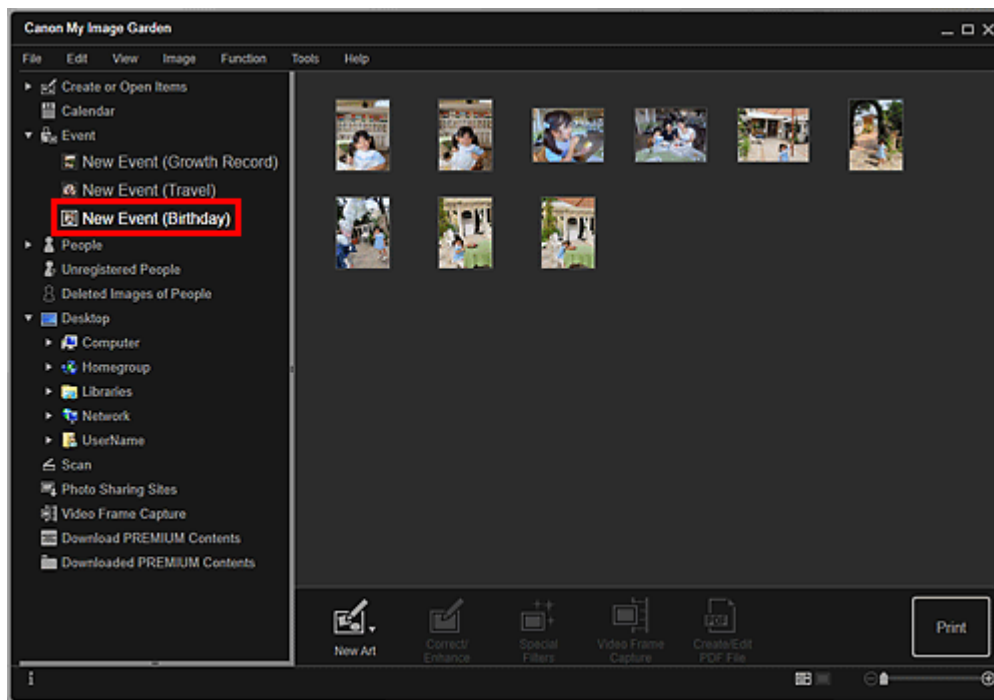


## »» Note

- Select **Select All** from the **Edit** menu to select all events.

### In Expanded display:

When you click an event name displayed below **Event**, or double-click an event in the **Event** view, images, PDF files, and videos contained in the event appear as thumbnails.

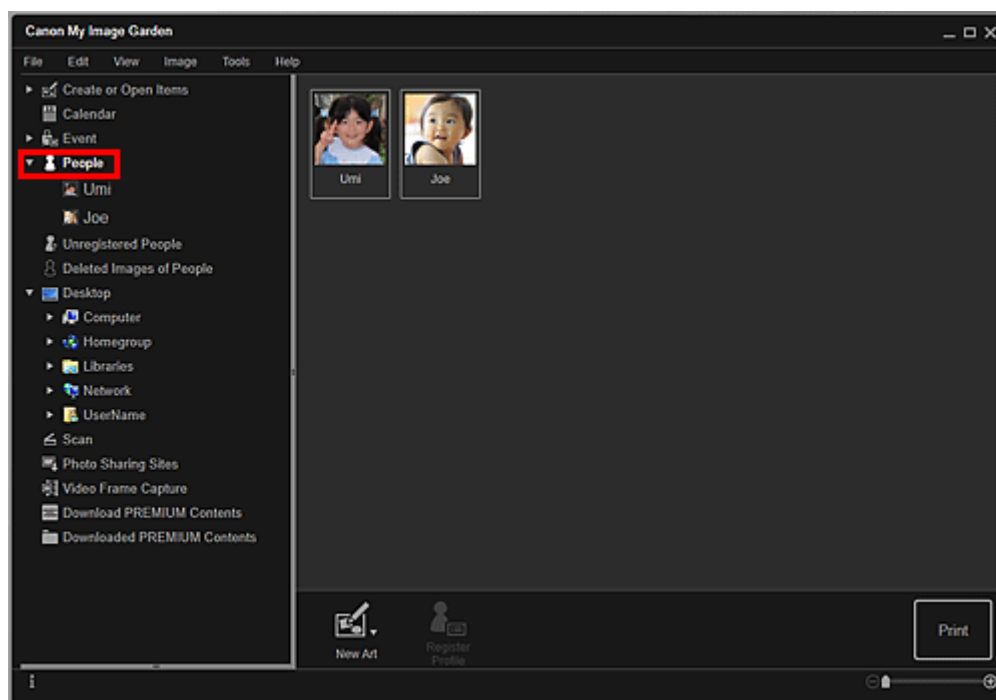


## ➤➤➤ Note

- Double-clicking an event label in the Month View calendar also displays images, PDF files, and videos contained in the event as thumbnails.
- Select **Select All** from the **Edit** menu to select all images, PDF files, and videos.

## People View (Images)

When you click **People**, the view switches to **People** and the images of registered people appear as thumbnails. When you click a thumbnail, all images contained in the person will be selected.

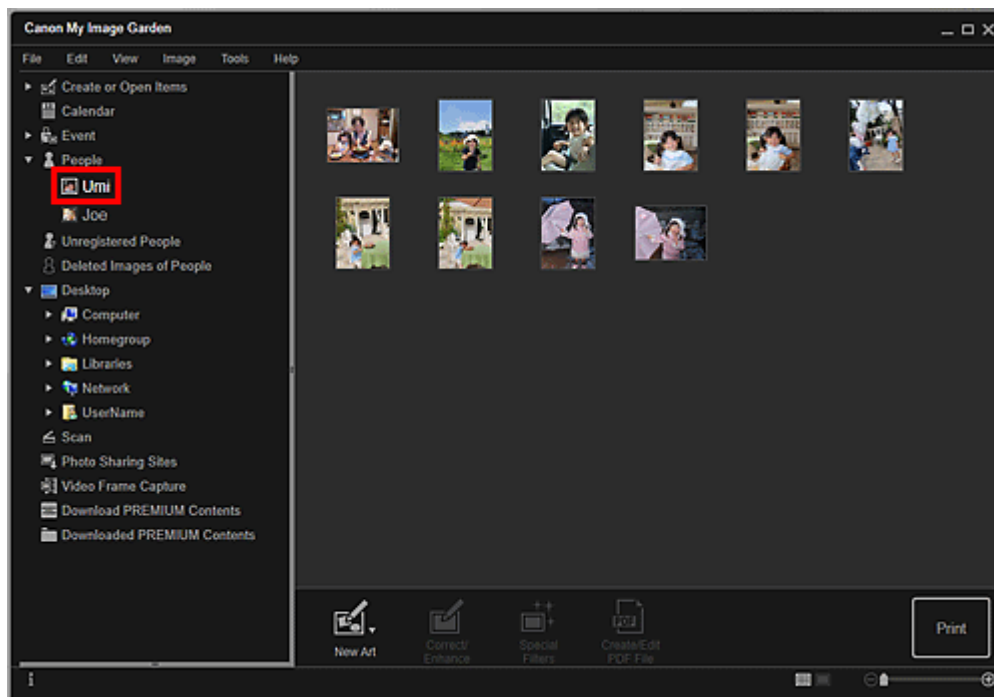


## ►► Note

- Select **Select All** from the **Edit** menu to select all people.

### In Expanded display:

When you click a name displayed below **People**, or double-click a person in the **People** view, the view switches to the expanded display of **People** and the images registered to the person appear as thumbnails.

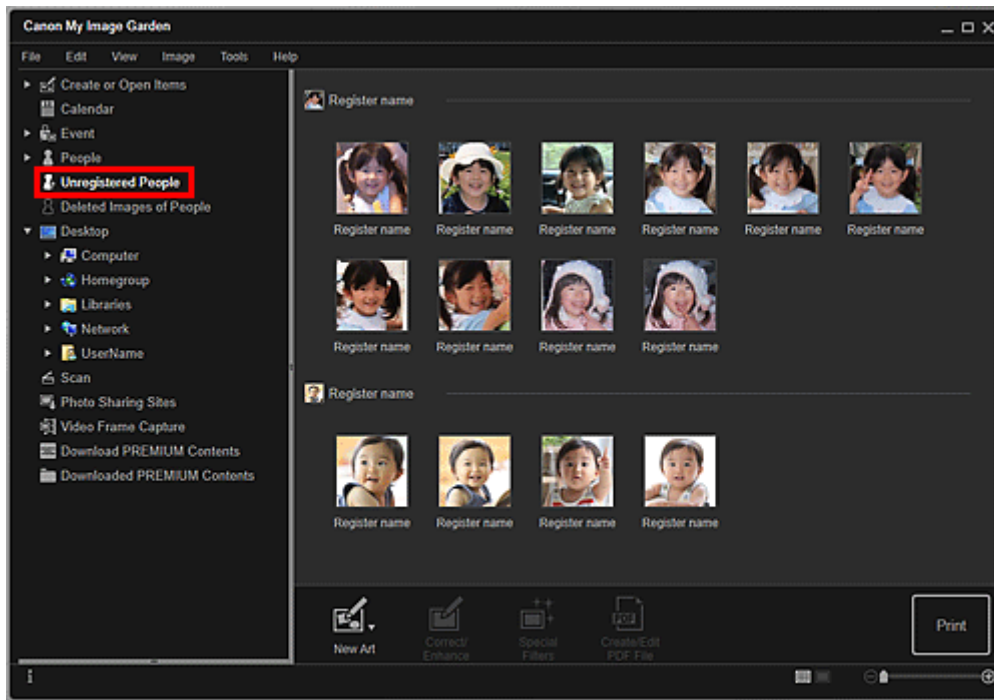


## ►► Note

- Select **Select All** from the **Edit** menu to select all images.

### Unregistered People View (Images)

When you click **Unregistered People**, the view switches to **Unregistered People** and images detected as a result of image analysis appear as thumbnails.

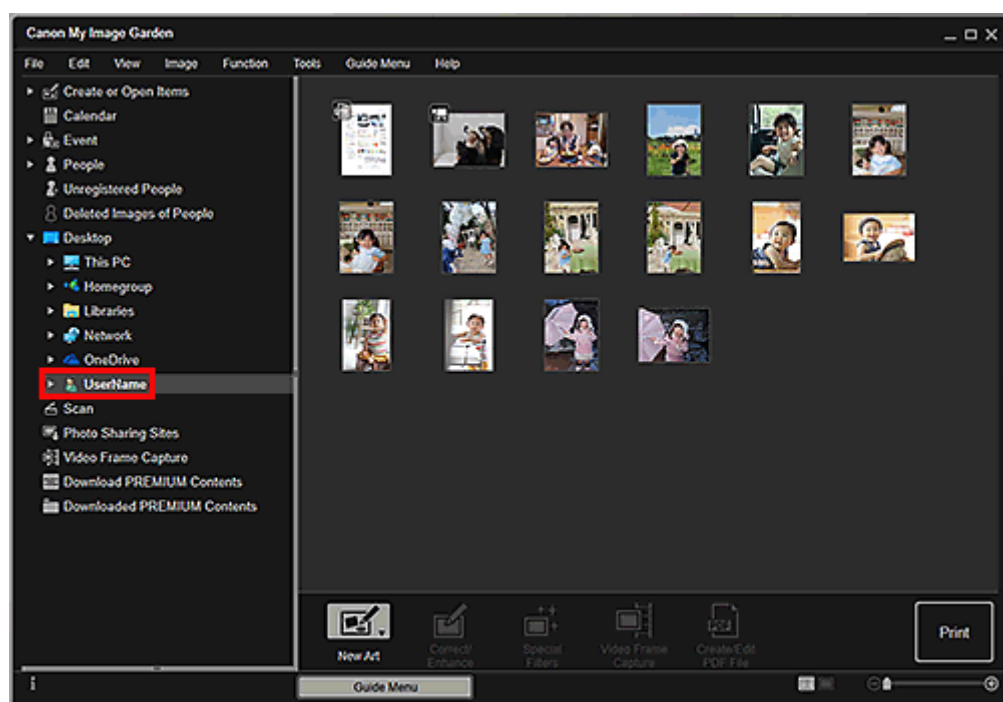


## »»» Note

- Click a smaller thumbnail to select all images that are automatically organized as those of the same person.
- Click a thumbnail of an image and select **Select All** from the **Edit** menu to select all images that are automatically organized as those of the same person.
- **Identifying people** appears at **Unregistered People** in Global Menu on the left side of the screen during image analysis.



## Folder View (Images, PDF Files, and Videos)

When you select a folder in the folder tree, images, PDF files, and videos in the folder appear as thumbnails.



# Starting My Image Garden

My Image Garden can be started in the following ways.

- Click  (Start My Image Garden) on Quick Menu
- Double-click  **Canon My Image Garden** on the desktop
- Start from the Programs folder

## Windows 10:

From **Start** menu, select **All apps** > Canon Utilities > My Image Garden.

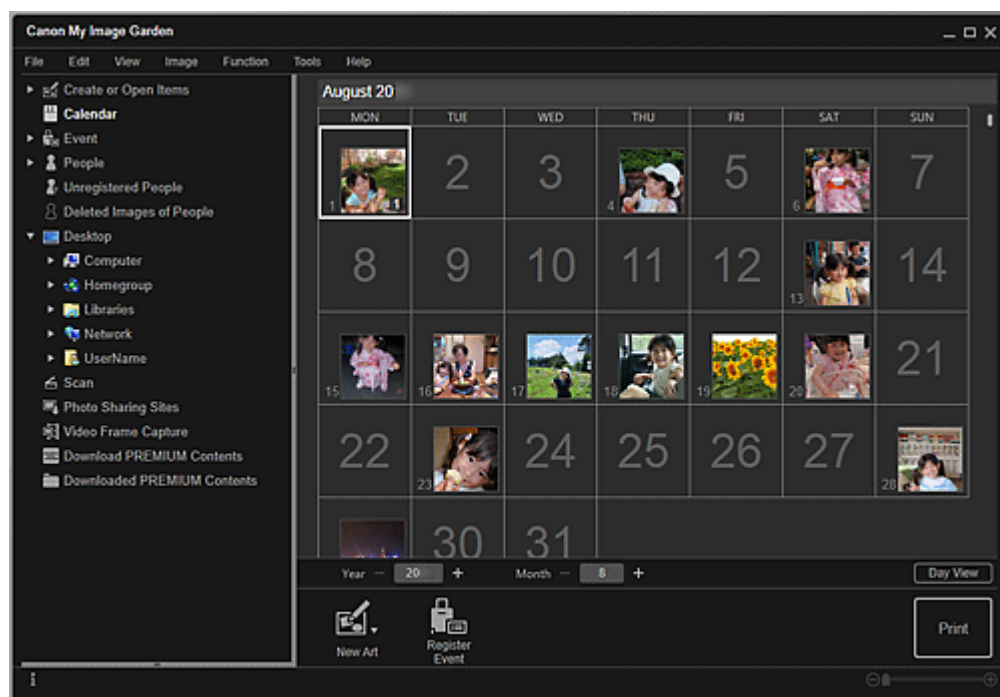
## Windows 8.1/Windows 8:

Select **My Image Garden** on the Start screen to start My Image Garden.

If **My Image Garden** is not displayed on the Start screen, select the **Search** charm, and then search for "My Image Garden".

## Windows 7/Windows Vista:

From **Start** menu, select **All Programs** > Canon Utilities > My Image Garden > My Image Garden.



## Note

- My Image Garden analyzes the images in the registered folders and displays them in the **Calendar** view, **Unregistered People** view, or **People** view, or uses them in recommended layouts that appear in Image Display.
- Folders can be registered in the screen that appears when starting My Image Garden for the first time or in the **Preferences** dialog box. The Pictures folder is selected by default.
- To change the folders that are subject to image analysis, see Image Analysis Settings Tab.

- If you are using ImageBrowser EX Ver.1.2.1 or later, My Image Garden can be started from ImageBrowser EX.
-

## Printing

- **Printing Photos and Documents**
- **Printing Disc Labels (CD/DVD/BD)**
- **Creating and Printing Items**
  - Printing Photos in a Variety of Layouts

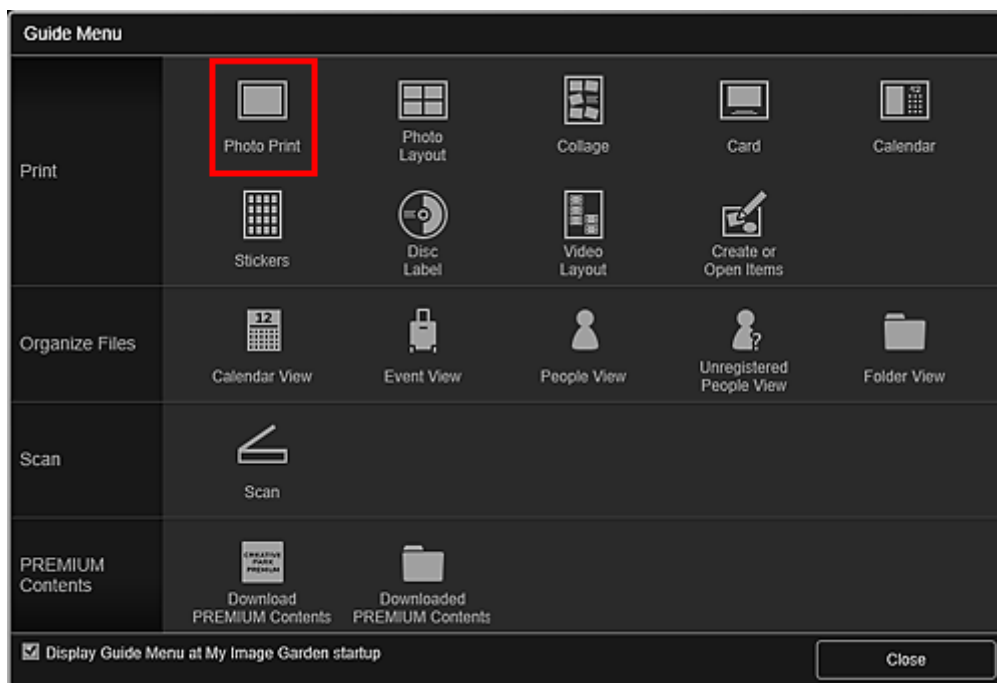
## Printing Photos and Documents

Print your favorite photos easily.

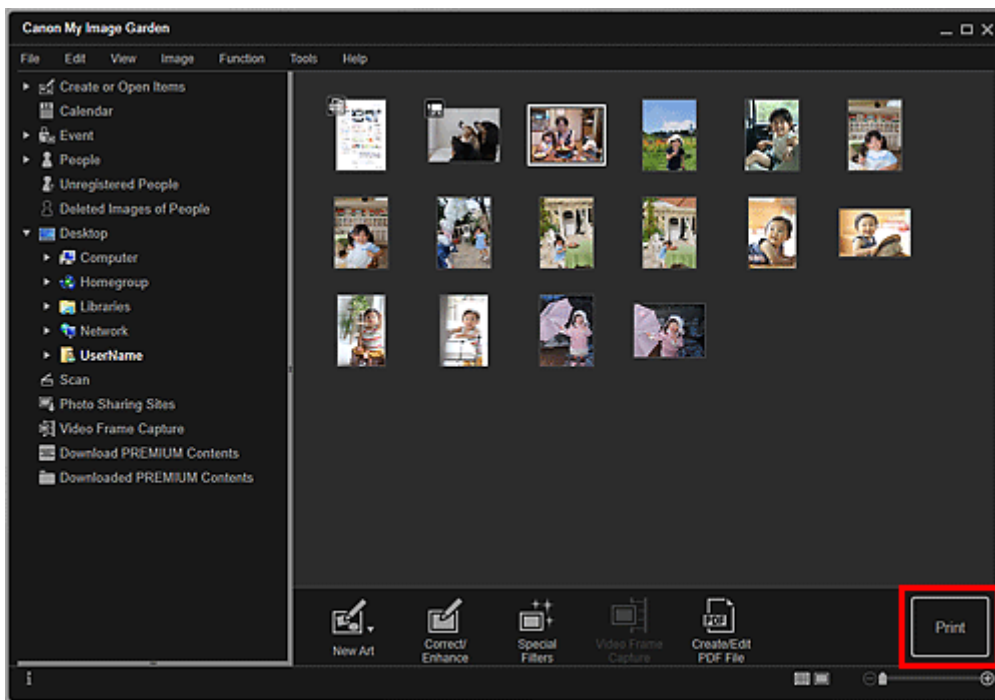
Documents (PDF files) created in My Image Garden can also be printed.



1. Make sure printer is turned on.
2. [Start My Image Garden.](#)
3. From **Guide Menu** screen, click **Photo Print**.



4. [Select image\(s\) or PDF file\(s\) you want to print.](#)
5. Click **Print**.



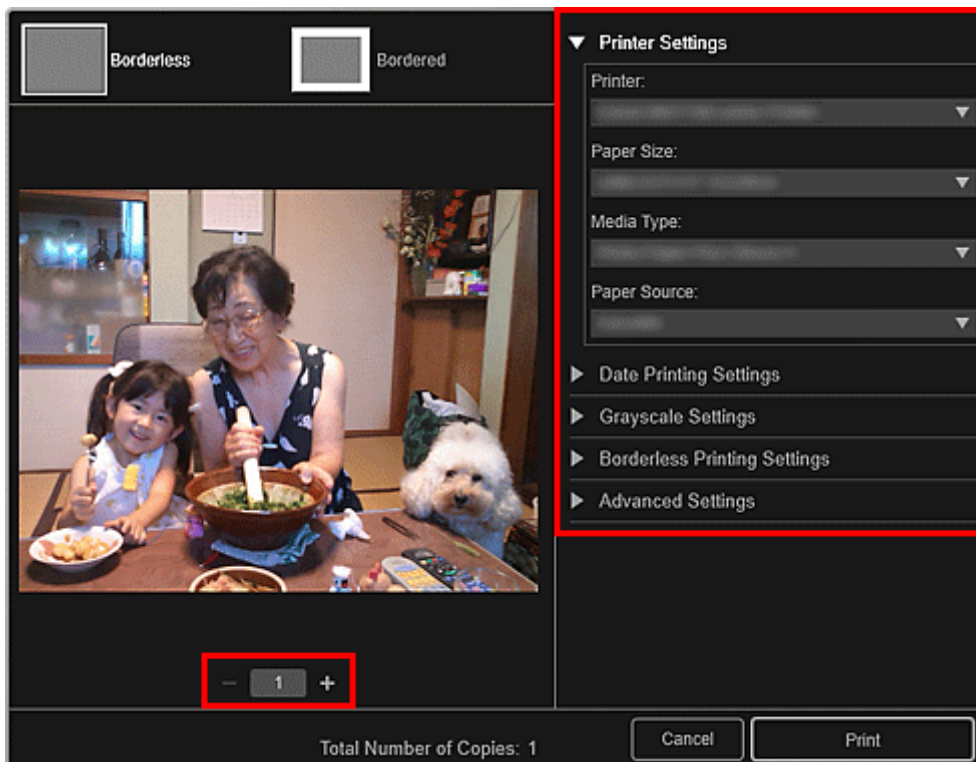
The Print Settings dialog box appears.

### ►►► Note

- An example of printing from the folder view.
- When printing a password-protected PDF file, you need to enter the password.

■ Opening/Editing Password-protected PDF Files

6. Specify number of copies to print, printer and paper to use, and other settings.



## »» Note

- For details on the Print Settings dialog box, see Print Settings Dialog Box.

7. Load paper.

8. Click **Print**.

## »» Important

- If you print a large number of high resolution images at one time, printing may pause halfway through.
- If you print in a bordered layout, the margins on the left and right or the top and bottom may not be evenly sized.

## »» Note

- Images can be corrected or enhanced before printing as needed.
  - [Correcting/Enhancing Photos](#)
  - Enhancing Photos Using Special Filters
- Colors may fade with time if the printed paper is left for a long period of time.

After printing, dry the paper sufficiently, and then store or display indoors at room temperature and normal humidity, avoiding high temperatures, high humidity, and direct sunlight.

To avoid direct exposure to air, we recommend that you store the paper in an album, plastic folder, photo frame, or other container.

## Printing Disc Labels (CD/DVD/BD)

Create and print personalized disc labels (CD/DVD/BD) from your favorite photos.

### ▶▶▶ Note

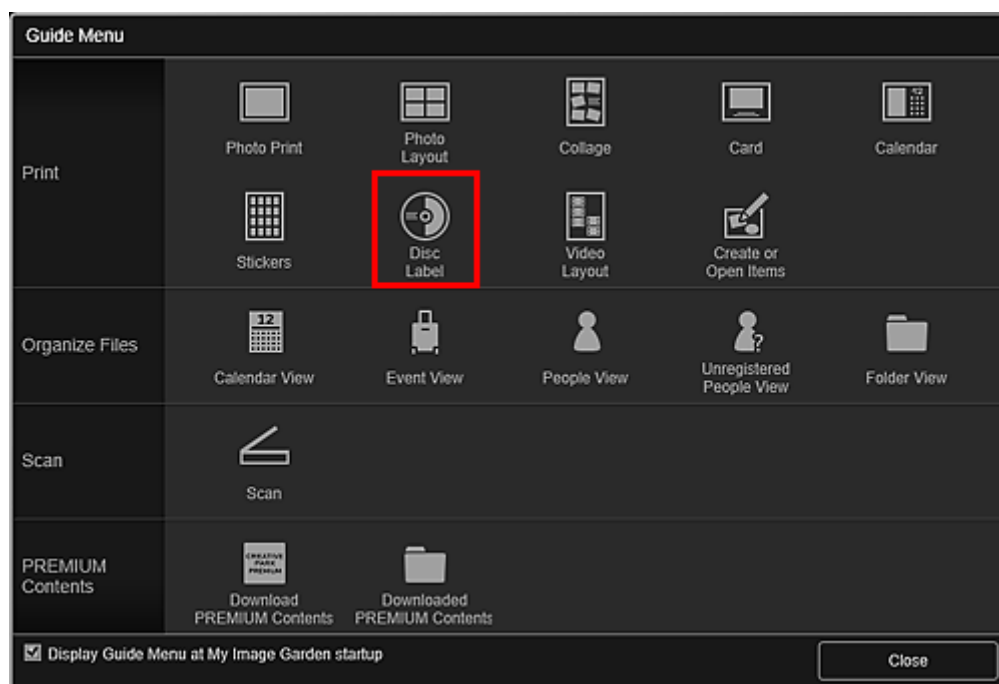
- This function is available on supported models only.



### ▶▶▶ Important

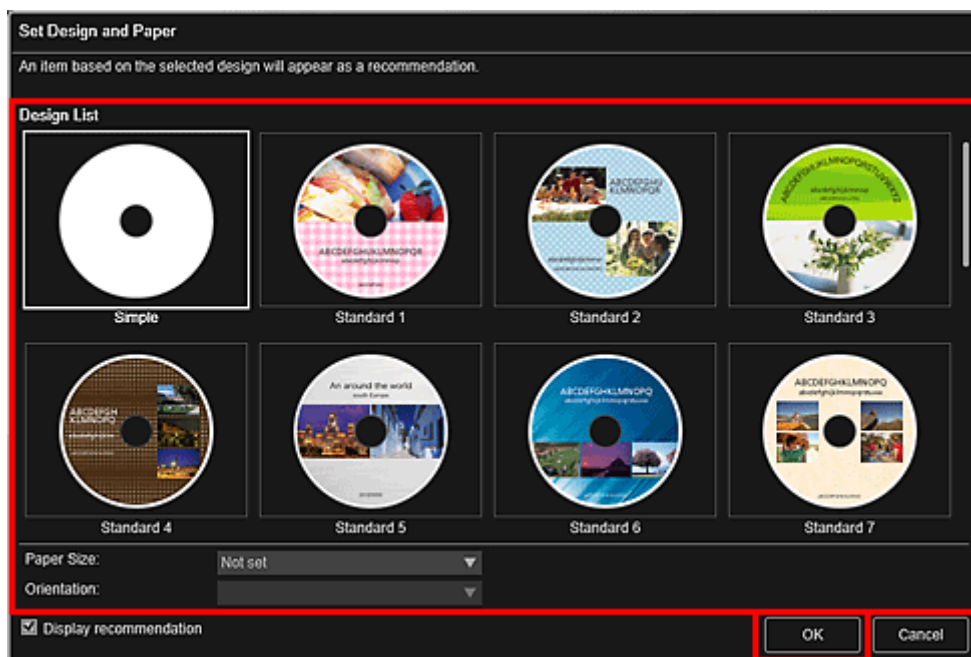
- Do not set the disc tray until a message prompting you to load a printable disc appears. Loading a printable disc while the printer is in operation may damage the printer.
- To set or remove the disc tray, see the "Placing a Printable Disc" page by searching for it from the top page of the Online Manual for your model.

1. [Start My Image Garden.](#)
2. From **Guide Menu** screen, click **Disc Label**.



The **Set Design and Paper** dialog box appears.

3. Specify settings such as design and Paper Size, and then click OK.



The disc label (CD/DVD/BD) appears in the Item edit screen.

#### ▶▶▶ Note

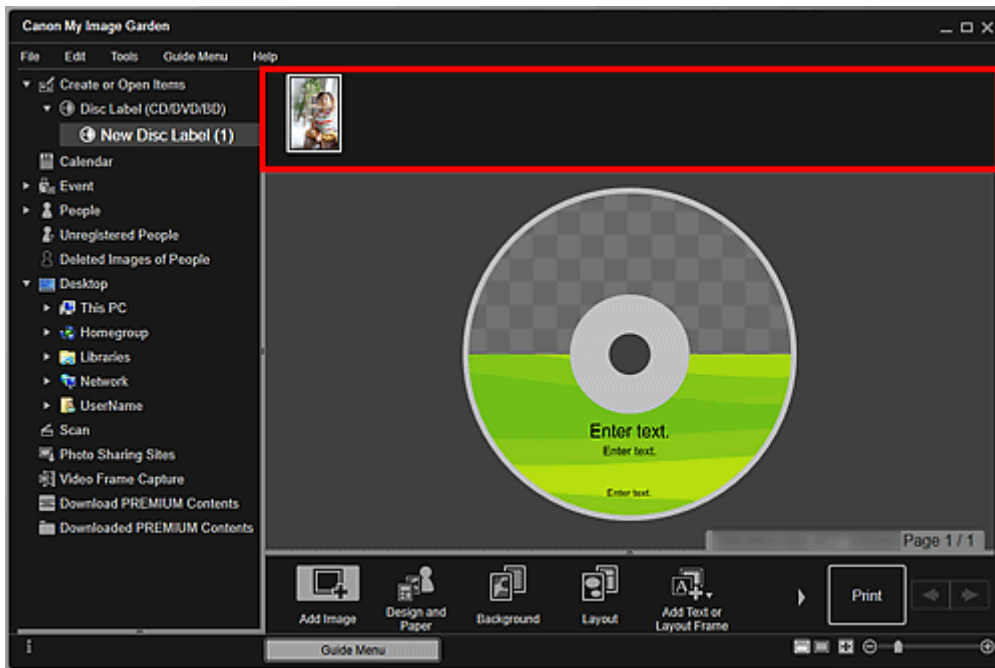
- The layout may not be as expected depending on the photo information or analysis results of the selected images.

4. From **Add Image**, select image(s) you want to use for disc label (CD/DVD/BD).

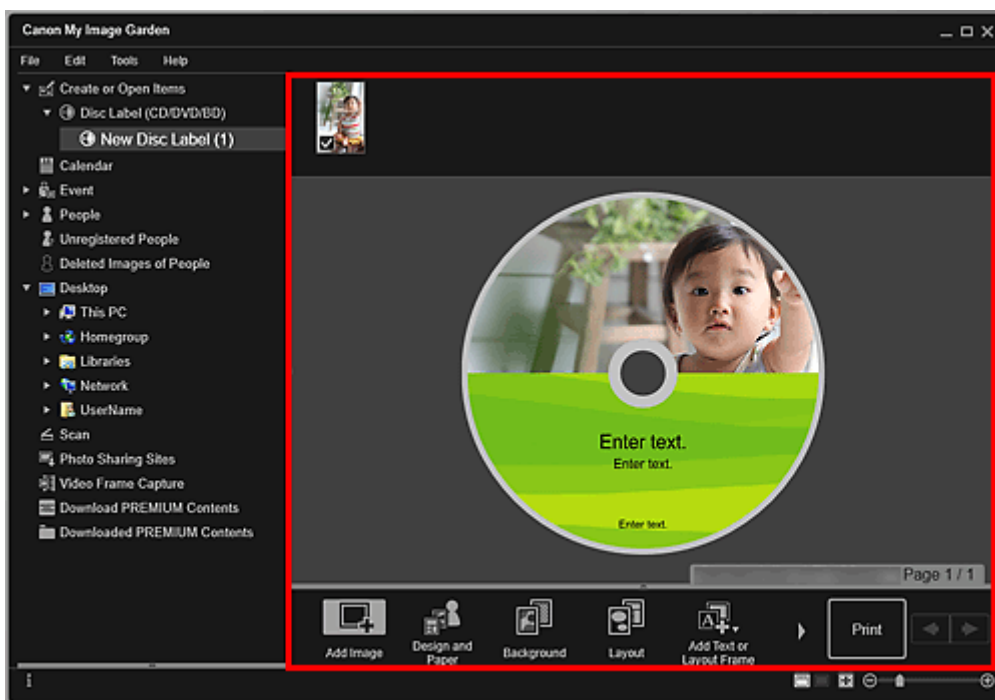
The image(s) appear in the Materials area.

5. Drag image from Materials area, and drop it to desired layout frame.


When you move an image to a layout frame, an arrow icon appears on the image.



6. Edit item according to preference.



### ➤➤➤ Note

- The print area can be set in the Advanced Settings dialog box displayed by clicking **Advanced...** at the bottom of the screen. If **Advanced...** is not displayed, click  (Right Scroll).
- In cases such as when **Identifying people** appears at **Unregistered People** in Global Menu on the left side of the screen, the result may not be as expected since automatic placement does not apply to images for which analysis has not been completed.
- To swap automatically placed images, see Inserting Images.

7. Click **Print** at bottom right of screen.

The Print Settings dialog box appears.

8. Specify number of copies to print, printer and paper to use, and other settings.

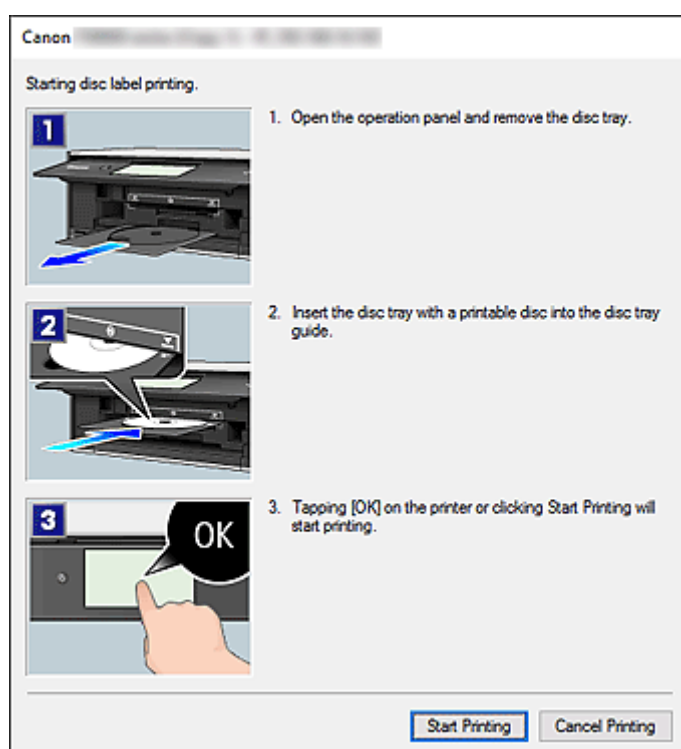


#### »» Note

- For details on the Print Settings dialog box, see Print Settings Dialog Box.

9. Click **Print**.

When a message appears, set the disc tray.



## ▶▶▶ Note

- The displayed screen varies depending on your model.

## Related Topic

- Item Edit Screen

## Creating and Printing Items

You can easily create personalized items using your favorite photos and print them.

Select an image or images in the **Calendar** view, **Event** view, **People** view, **Unregistered People** view, or folder view, then click **New Art** at the bottom of the screen to select the item you want to create.

### »» Note

- You can also insert images by selecting the type and design of your item from the Create or Open Items view.

You can create and print items such as the following.

### Printing Photos in a Variety of Layouts

You can print your favorite photos with dates or in a variety of layouts.



### Printing Collages

You can create collages using your favorite photos and print them.



### Printing Cards

You can create cards for anniversaries and annual events using your favorite photos and print them.



## Printing Calendars

You can create personalized calendars using your memorable photos and print them.



## Printing Stickers

You can create personalized stickers by printing your favorite photos on sticker sheets.



## Printing in a Cinematic Layout

You can print your favorite photos in a layout that resembles a film or theater.



## Printing Paper Crafts

You can print downloaded PREMIUM Contents (paper crafts) and create three-dimensional art.

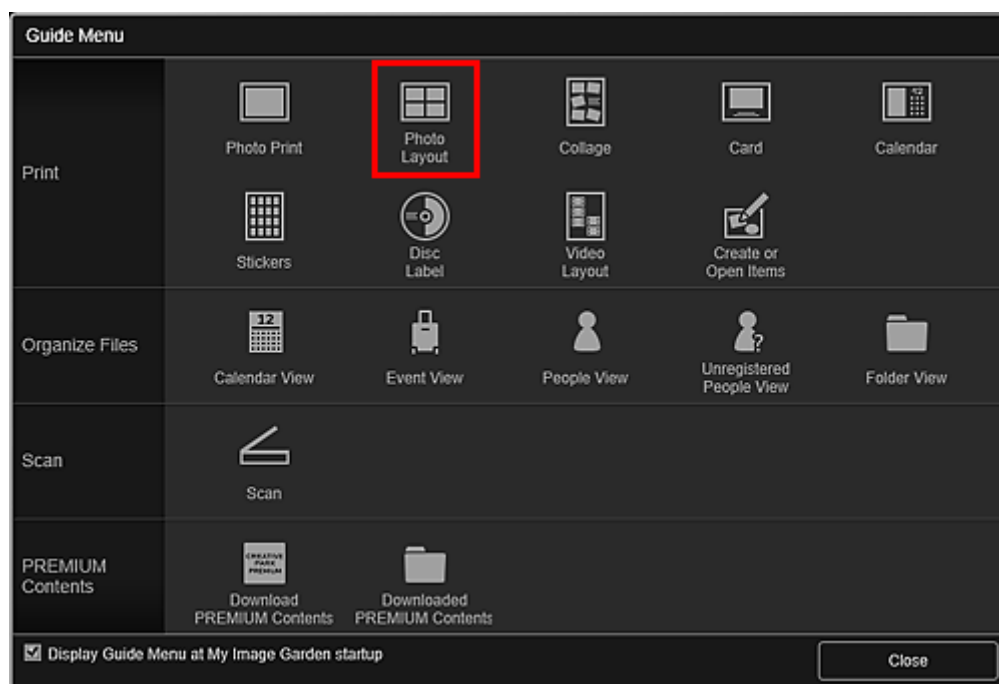


## Printing Photos in a Variety of Layouts

You can print your favorite photos with dates or in a variety of layouts.

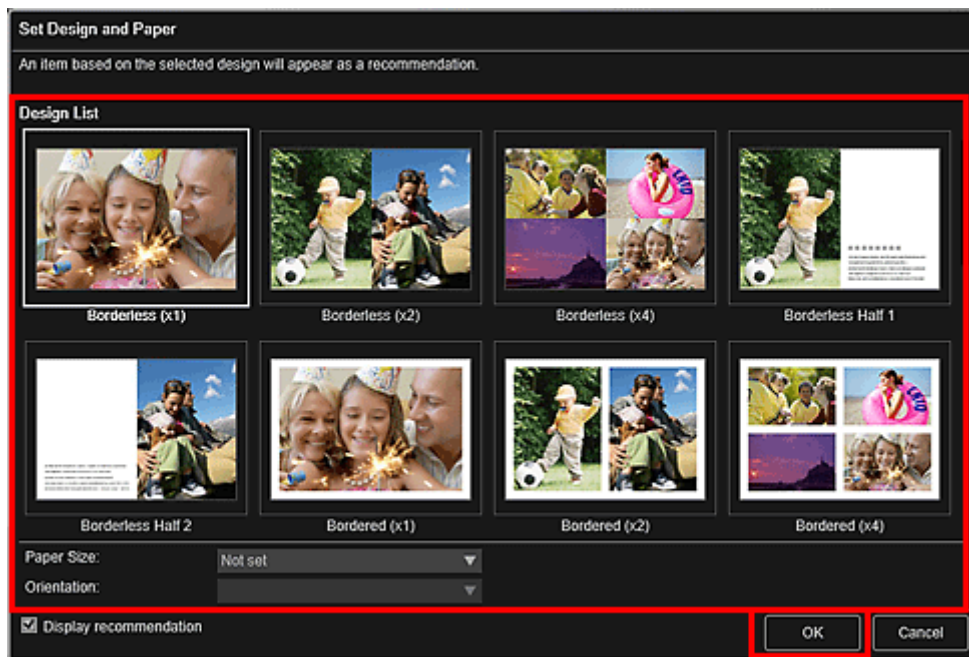


1. [Start My Image Garden.](#)
2. Click **Photo Layout** from the **Guide Menu** screen.



The **Set Design and Paper** dialog box appears.

3. Specify settings such as design and Paper Size, and then click OK.



The selected design appears in the Item edit screen.

### ►► Note

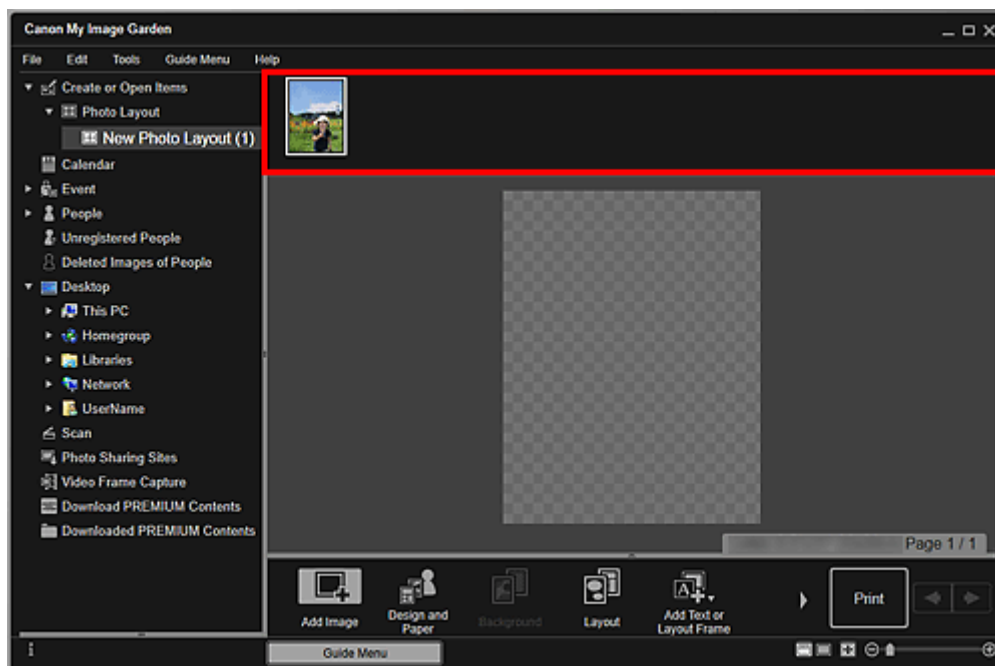
- The layout may not be as expected depending on the photo information or analysis results of the selected images.

4. Select the image(s) you want to print from **Add Image**.

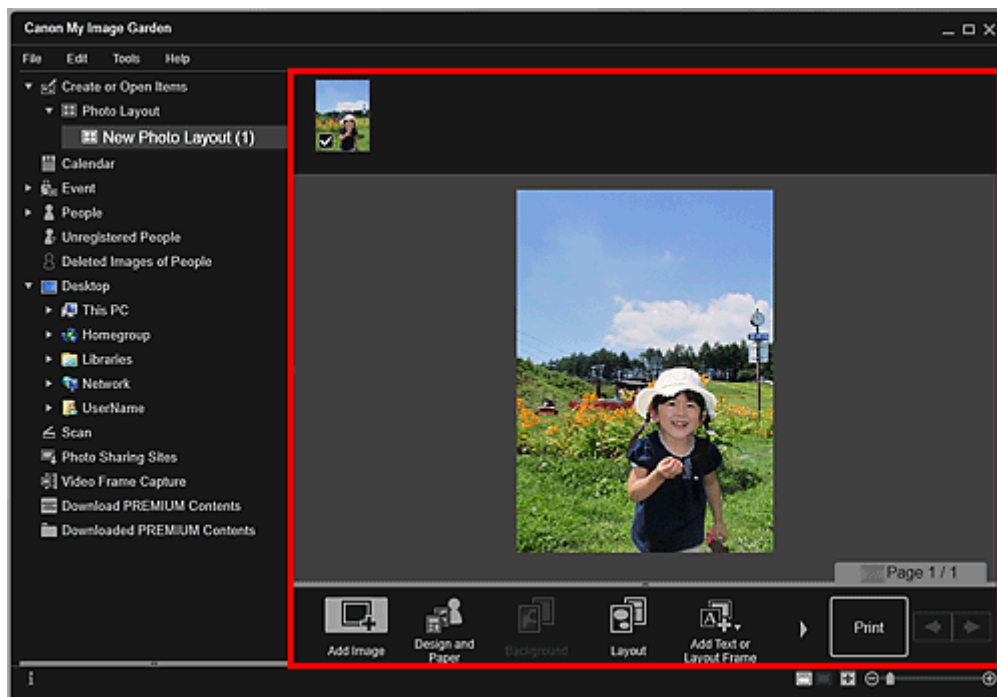
The image(s) appear in the Materials area.

5. Drag image in Materials area, and then drop it to layout frame of item.

When you move an image to a layout frame, an arrow icon appears on the image.



6. Edit item according to preference.

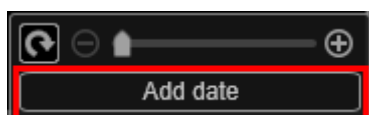


►►► Note


- In cases such as when **Identifying people** appears at **Unregistered People** in Global Menu on the left side of the screen, the result may not be as expected since automatic placement does not apply to images for which analysis has not been completed.
- To swap automatically placed images, see Inserting Images.

7. Add the date according to your preference.

Select the image to which you want to add the date to display the image editing tool. Click **Add date** to place a checkmark; the date is added to the image.



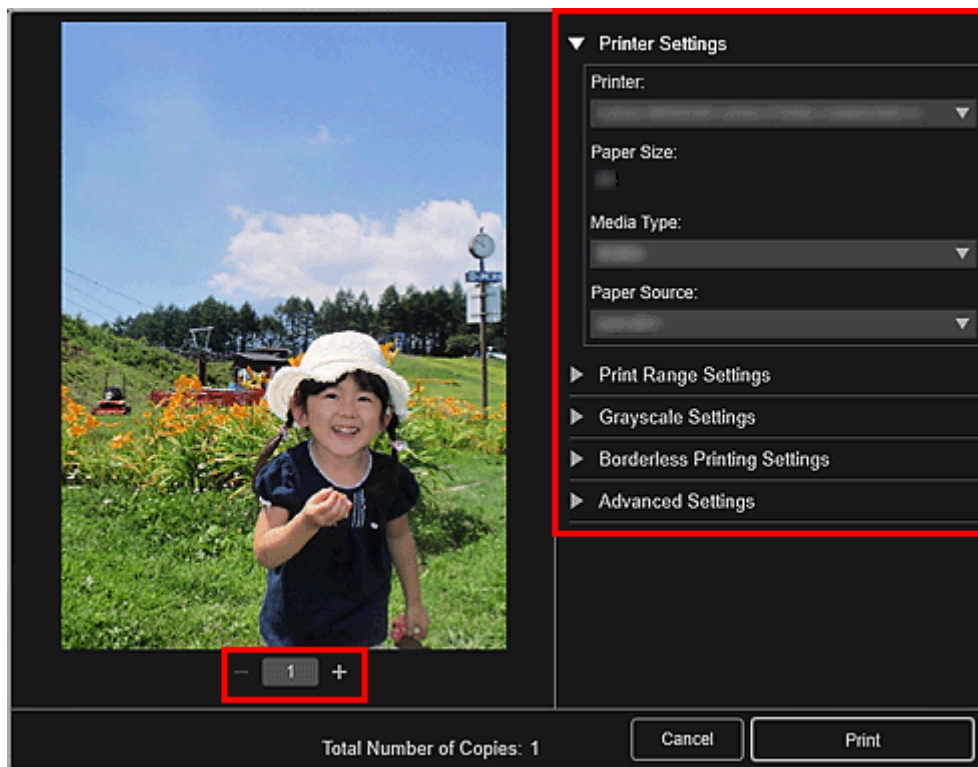
►►► Note

- In the Advanced Settings dialog box displayed by clicking **Advanced...** at the bottom of the screen, you can make advanced settings to the text of the date to be printed or set to print dates on all images. When using an ID photo design, you can also add the same image to all frames within the page or apply the angle and size set to an image to all copies of the same image within the page. If **Advanced...** is not displayed, click  (Right Scroll).

8. Click **Print** at bottom right of screen.

The Print Settings dialog box appears.

9. Specify number of copies to print, printer and paper to use, and other settings.



### ►►► Note

- For details on the Print Settings dialog box, see Print Settings Dialog Box.

10. Click **Print**.

## Related Topic

■ Item Edit Screen

## Using Various Functions

### ➤ Scanning Photos and Documents

- Easy Scanning with Auto Scan
- Scanning Photos
- Scanning Documents

### ➤ Editing Items

- Setting the Design and Main People
- Inserting Images

### ➤ Correcting/Enhancing Photos

### ➤ Cropping Photos

### ➤ Creating/Editing PDF Files

### ➤ Extracting Text from Images (OCR Function)

# Scanning Photos and Documents

Use My Image Garden to scan photos, documents, and other items easily.

- [Easy Scanning with Auto Scan](#)
- [Scanning Photos](#)
- [Scanning Documents](#)
- Scanning with Favorite Settings
- Cropping Scanned Images

## ▶▶▶ Note

- Use the **Stitch** function from the **Scan** view to scan the left and right halves of an item larger than the platen and combine the scanned images back into one image. Search for "Scanning Items Larger than the Platen (Image Stitch)" from the top page of the Online Manual for your model for more information.
- Click **Driver** in the **Scan** view to start ScanGear (scanner driver) and scan by specifying the output size, image corrections, and other settings. For details, see the "Scanning Using Application Software (ScanGear)" page by searching for it from the top page of the Online Manual for your model for more information..

## Easy Scanning with Auto Scan

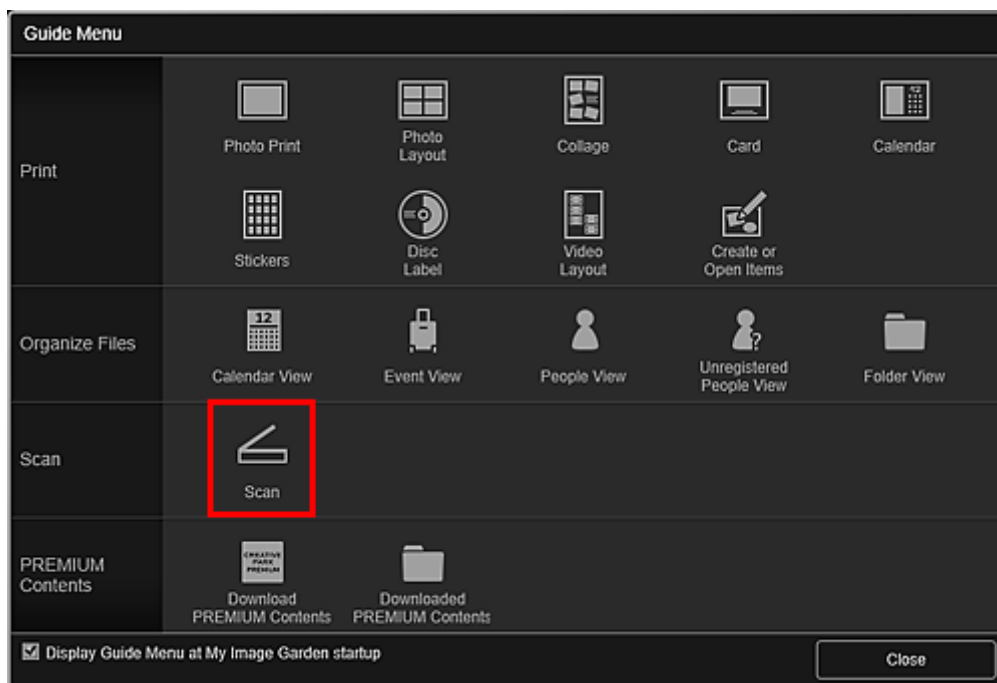
You can scan easily by automatically detecting the item type.

1. Make sure that your scanner or printer is turned on.
2. Place the item on the platen or ADF (Auto Document Feeder) of your scanner or printer.

### »»» Note

- For how to place items, see the "Placing Items (When Scanning from a Computer)" page by searching for it from the top page of the Online Manual for your model.

3. [Start My Image Garden.](#)
4. Click **Scan** from the **Guide Menu** screen.

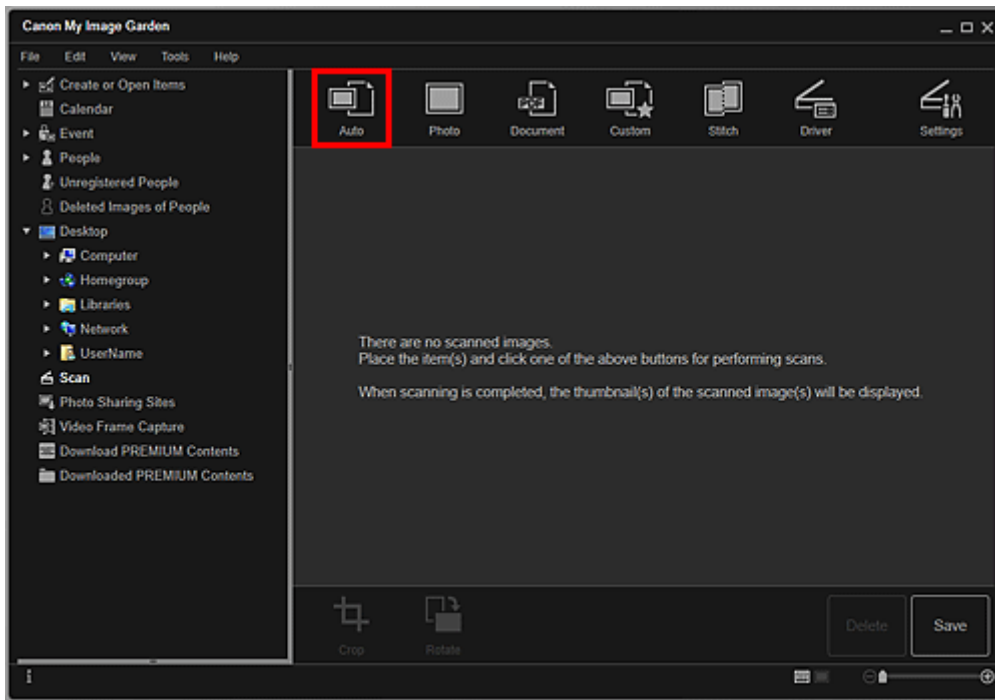


The view switches to **Scan**.

### »»» Note

- Clicking **Scan** from the Global Menu in the Main Screen also switches the view to **Scan**.

5. Click **Auto**.

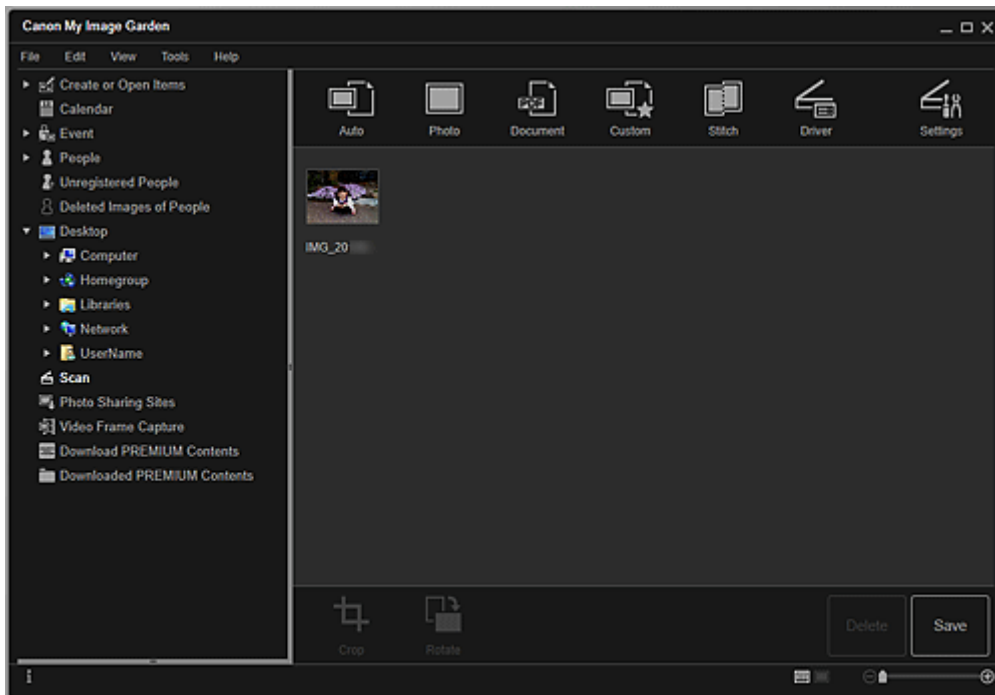


Scanning starts.

### ►►► Note

- To specify the scan settings, see the "Settings (Auto Scan) Dialog Box" page by searching for it from the top page of the Online Manual for your model.
- Click **Cancel** to cancel the scan.

When scanning is completed, the image appears as a thumbnail.



### ►►► Note

- You can rotate the selected image 90 degrees clockwise each time you click **Rotate**.

- You can crop images.
  - Cropping Scanned Images
- Click **Save** to save rotated or cropped scanned images.
  - Save Dialog Box (Scan View)
- You can set the save location for scanned images on the **Advanced Settings** tab of the **Preferences** dialog box displayed by selecting **Preferences...** from the **Tools** menu. Refer to "Advanced Settings Tab" for details on the setting procedure.

## »» Note

- You can also print scanned images. Right-click a thumbnail and select **Print...** from the displayed menu to display the Print Settings dialog box. Select the printer and paper to use, then click **Print**.

## Related Topic

- Scan View

# Scanning Photos

You can scan with settings suitable for photos.

## »»» Note

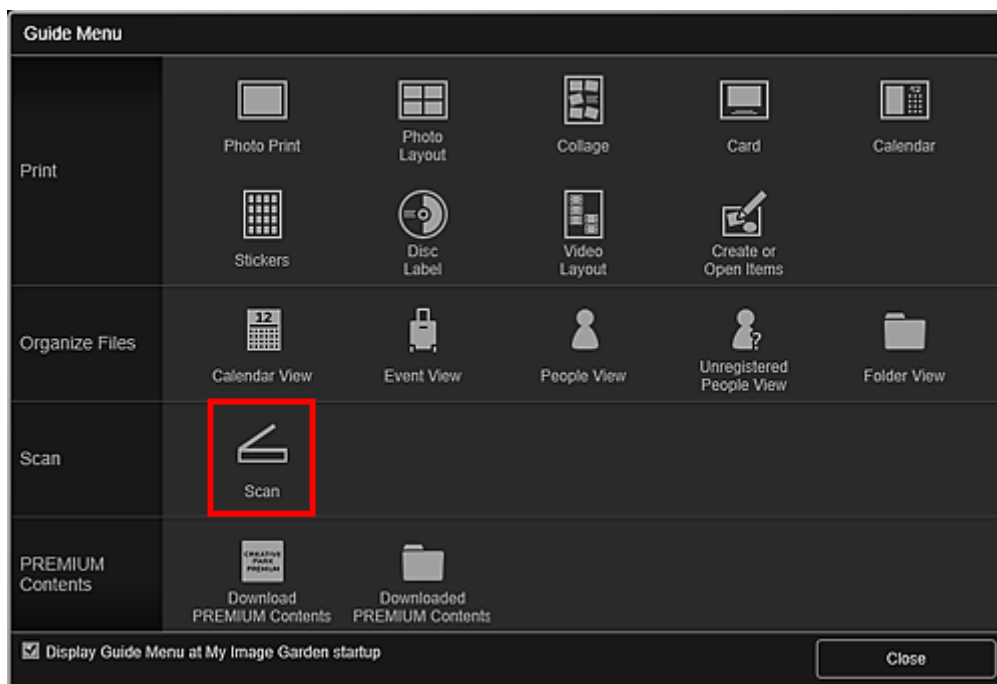
- You can even scan two or more photos (small items) at one time. For details, see the "Scanning Multiple Items at One Time" page by searching for it from the top page of the Online Manual for your model.

1. Place the item on the platen.

## »»» Note

- For how to place items, see the "Placing Items (When Scanning from a Computer)" page by searching for it from the top page of the Online Manual for your model.

2. [Start My Image Garden.](#)
3. Click **Scan** from the **Guide Menu** screen.

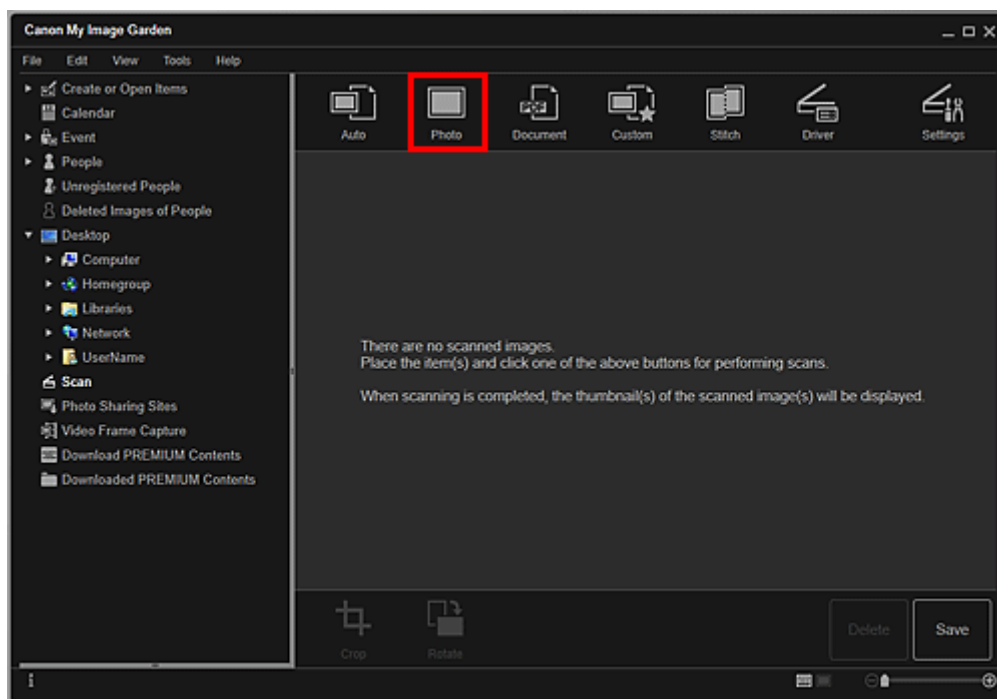


The view switches to **Scan**.

## »»» Note

- Clicking **Scan** from the Global Menu in the Main Screen also switches the view to **Scan**.

4. Click **Photo**.

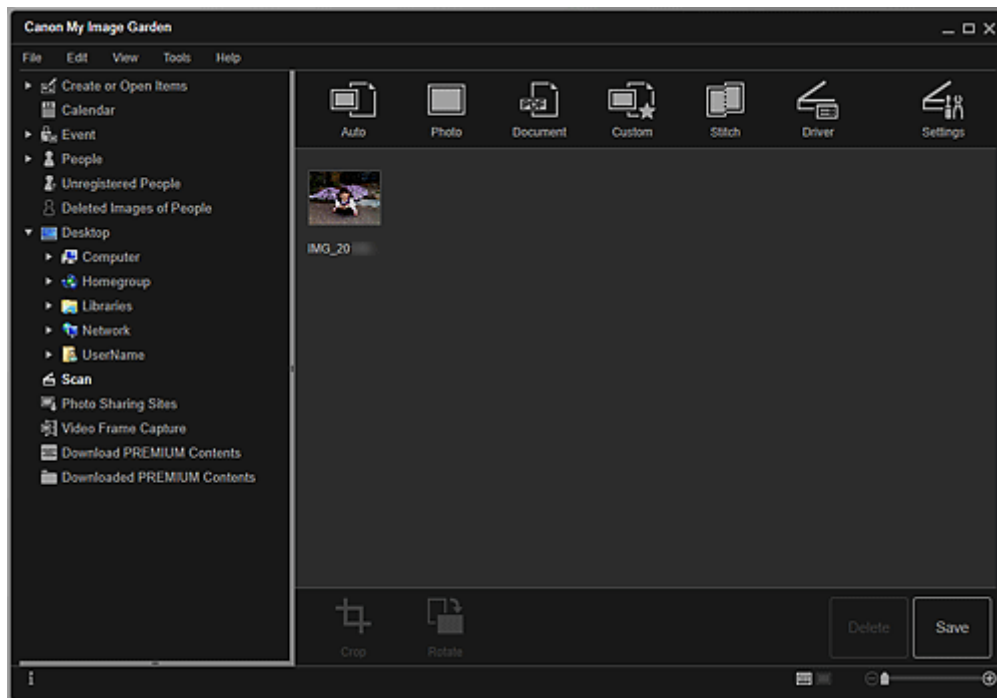


Scanning starts.

### ►►► Note

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

When scanning is completed, the image appears as a thumbnail.



### ►►► Note

- You can rotate the selected image 90 degrees clockwise each time you click **Rotate**.
- You can crop images.

#### ■ Cropping Scanned Images

- Click **Save** to save rotated or cropped scanned images.

#### ■ Save Dialog Box (Scan View)

- You can set the save location for scanned images on the **Advanced Settings** tab of the **Preferences** dialog box displayed by selecting **Preferences...** from the **Tools** menu. Refer to "Advanced Settings Tab" for details on the setting procedure.

### »» Note

- You can also print scanned images. Right-click a thumbnail and select **Print...** from the displayed menu to display the Print Settings dialog box. Select the printer and paper to use, then click **Print**.

## Related Topic

#### ■ Scan View

# Scanning Documents

You can scan with settings suitable for documents.

## »»» Note

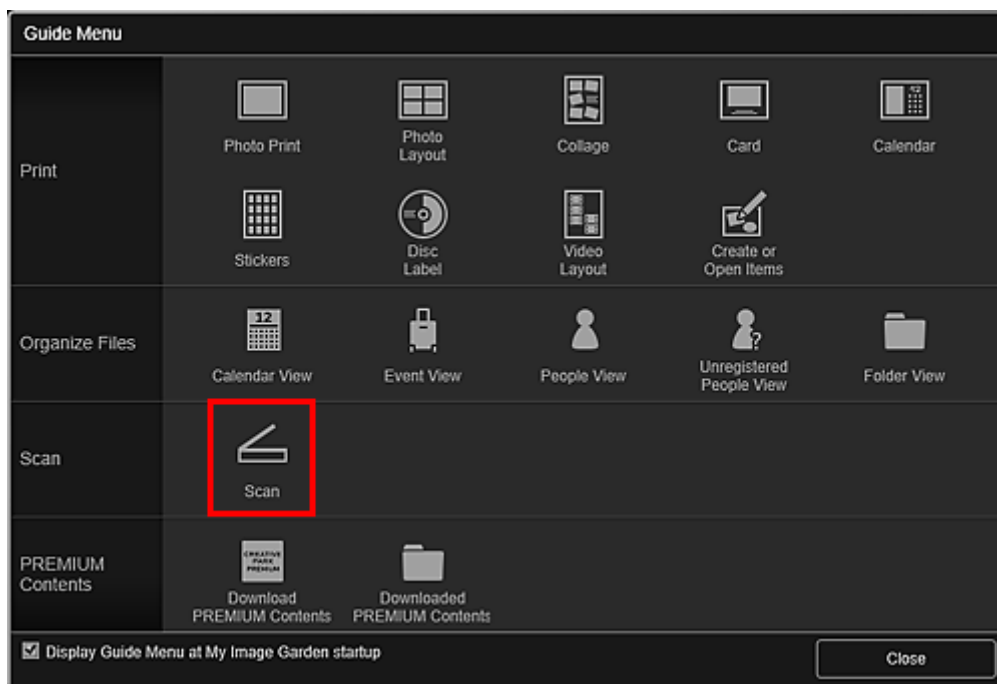
- You can even scan two or more small items at one time. For details, see the "Scanning Multiple Items at One Time" page by searching for it from the top page of the Online Manual for your model.

1. Place the item on the platen or ADF (Auto Document Feeder).

## »»» Note

- For how to place items, see the "Placing Items (When Scanning from a Computer)" page by searching for it from the top page of the Online Manual for your model.

2. [Start My Image Garden.](#)
3. Click **Scan** from the **Guide Menu** screen.

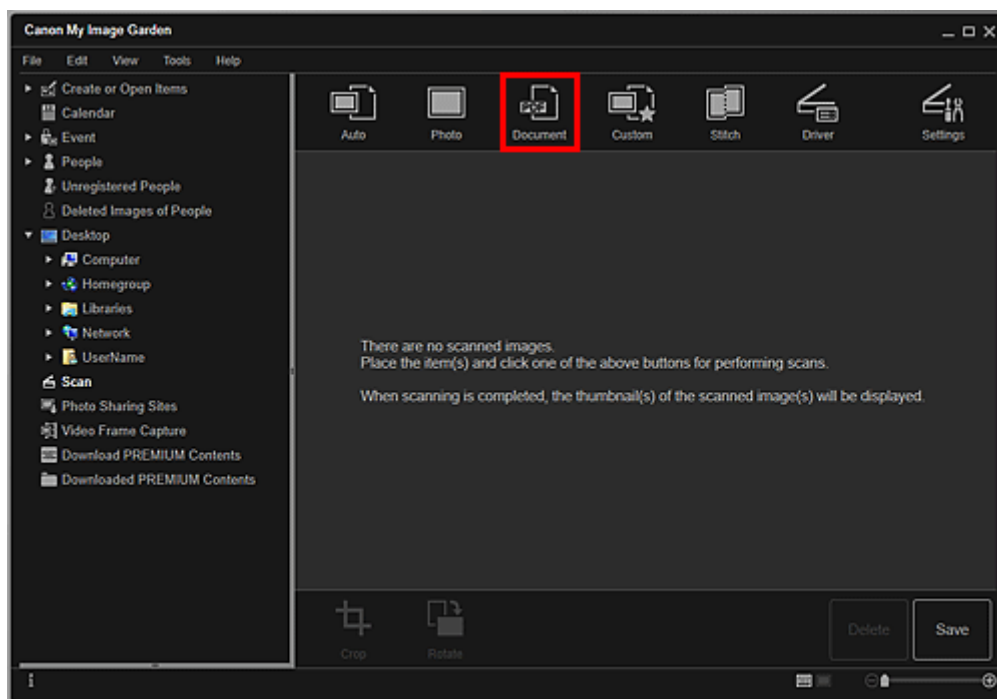


The view switches to **Scan**.

## »»» Note

- Clicking **Scan** from the Global Menu in the Main Screen also switches the view to **Scan**.

4. Click **Document**.

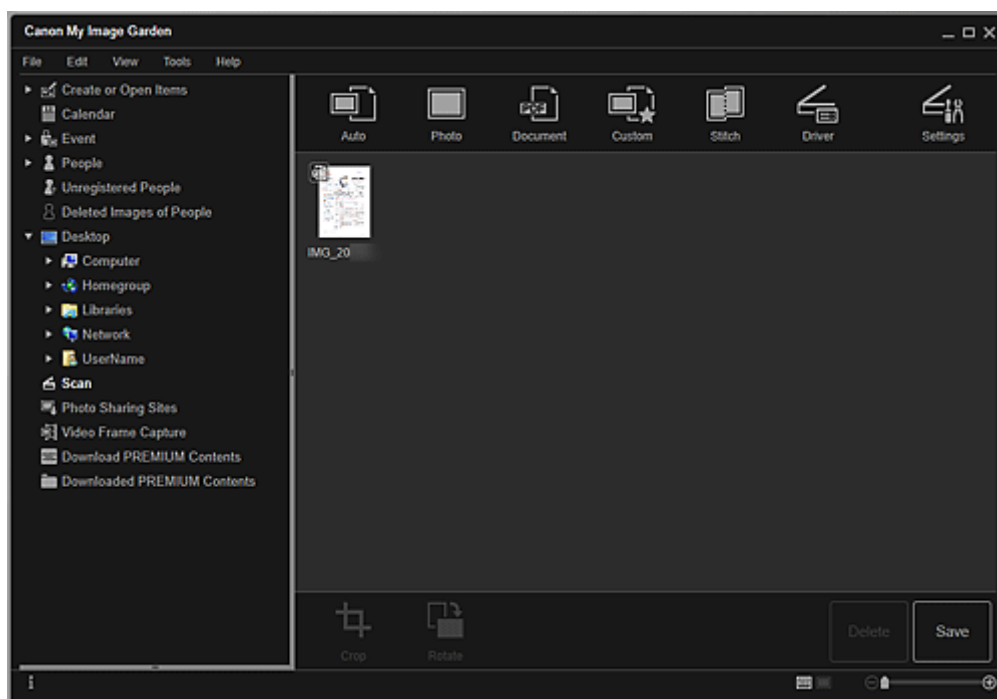


Scanning starts.

### ►►► Note

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

When scanning is completed, the image appears as a thumbnail.



### ►►► Note

- Click **Save** to save scanned images.

■ Save Dialog Box (Scan View)

- You can set the save location for scanned images on the **Advanced Settings** tab of the **Preferences** dialog box displayed by selecting **Preferences...** from the **Tools** menu. Refer to "Advanced Settings Tab" for details on the setting procedure.

## »» Note

- You can also print scanned images. Right-click a thumbnail and select **Print...** from the displayed menu to display the Print Settings dialog box. Select the printer and paper to use, then click **Print**.

## Related Topic

- Scan View

## Correcting/Enhancing Photos

You can correct red eyes or adjust the brightness and contrast of images.

Select an image or images in the Edit area of the Item edit screen, the **Calendar** view set to **Day View**, the expanded display of the **Event** view, the expanded display of the **People** view, the **Unregistered People** view, or folder view, then click **Correct/Enhance** at the bottom of the screen to display the **Correct/Enhance Images** window. You can make the following corrections and enhancements in the **Correct/Enhance Images** window.

### »» Important

- This function is not available when a PDF file is selected.
- Correction/enhancement may not be possible due to insufficient memory depending on the size of the selected image.

### Auto Photo Fix

You can automatically apply corrections suitable for photos based on the analysis of the shot scene.

#### ■ Using Auto Photo Fix



### Red-Eye Correction

You can reduce red eye caused by a camera flash.

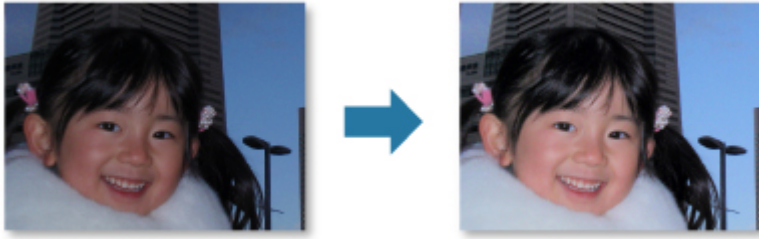
#### ■ Using Red-Eye Correction



### Face Brightener

You can brighten dark faces caused by bright background.

#### ■ Using Face Brightener



## Face Sharpener

You can sharpen out-of-focus faces.

■ Using Face Sharpener



## Digital Face Smoothing

You can enhance skin beautifully by reducing blemishes and wrinkles.

■ Using Digital Face Smoothing



## Blemish Remover

You can reduce moles.

■ Using Blemish Remover



## Image Adjustment

You can adjust brightness and contrast, sharpen the entire image, etc.

You can also blur the outline of the subjects or remove the base color.

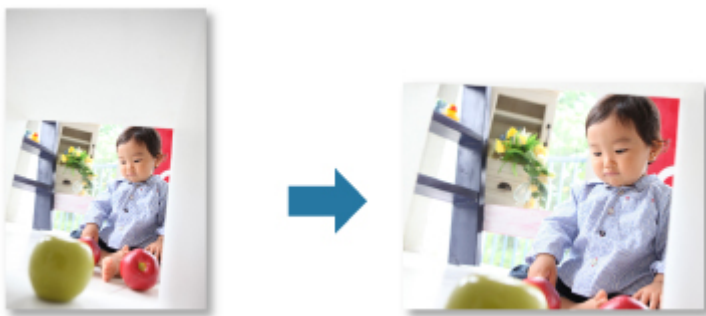
#### ■ Adjusting Images



## Crop

You can select the area you want to keep in an image and discard the rest.

#### ■ [Cropping Photos](#)



## Related Topic

#### ■ Correct/Enhance Images Window

## Cropping Photos

Cropping is the act of selecting the area you want to keep in an image and discarding the rest.

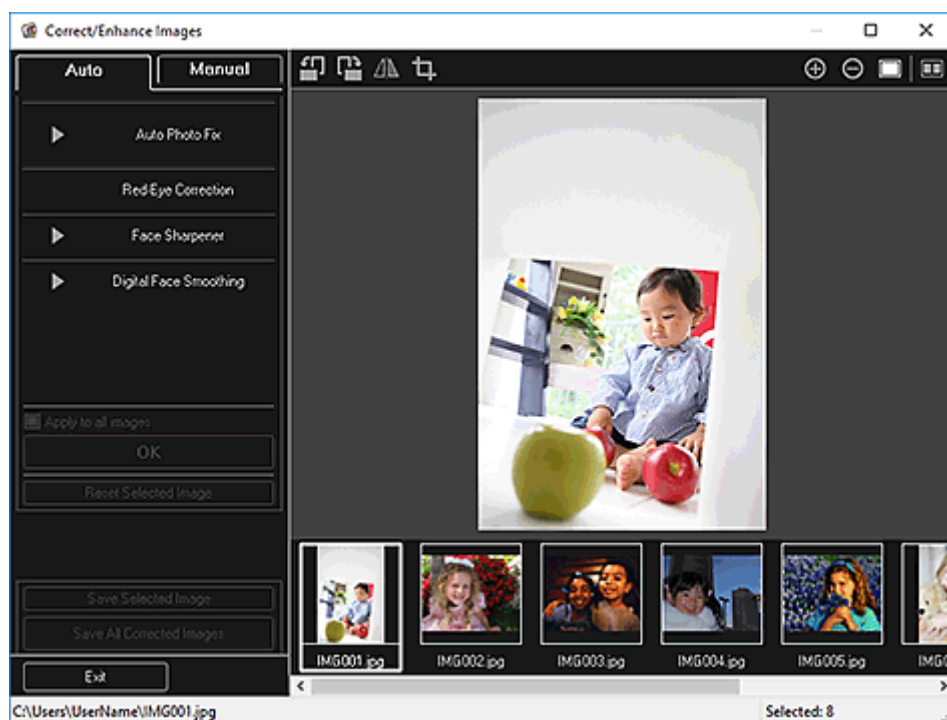


### »» Important

- This function may not be available when PREMIUM Contents are used.
- Images cannot be cropped while editing items.

1. [Select the image\(s\)](#) you want to crop.
2. Click **Correct/Enhance** at the bottom of the screen.

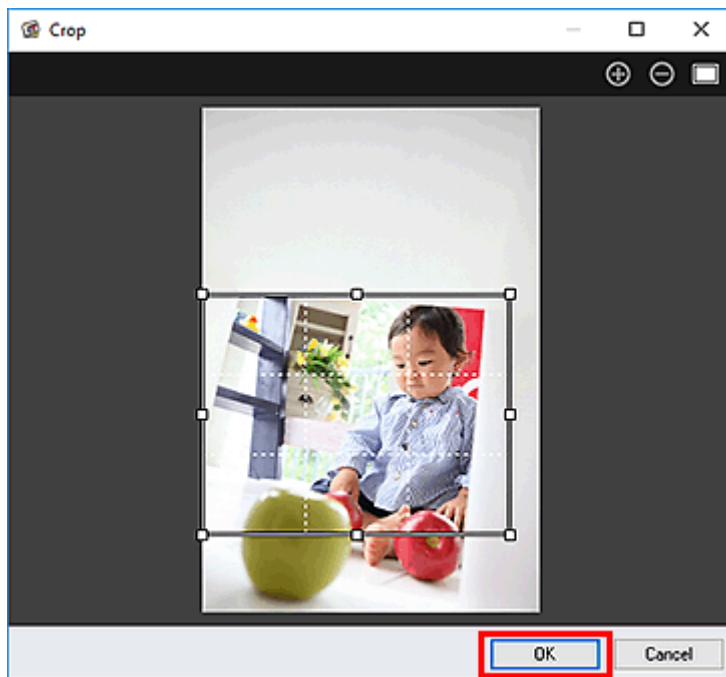
The **Correct/Enhance Images** window appears.



3. Click  (Crop).

The **Crop** window appears.

4. Drag the white squares on the image to specify the area to be cropped, then click **OK**.



### »» Note

- Click **Reset Selected Image** in the **Correct/Enhance Images** window to undo all enhancements.

## Related Topic

- Crop Window

## Creating/Editing PDF Files

You can create PDF files from images saved on a computer. You can also add pages to or delete pages from the created PDF files and rearrange pages.

### Important

- You can create or edit up to 99 pages of a PDF file at one time.
- For PDF files, only those created in My Image Garden or IJ Scan Utility are supported. PDF files created or edited in other applications are not supported.

### Note

- File formats that can be selected are PDF, JPEG, TIFF, and PNG.
- When a password-protected PDF file is selected, you need to enter the password.

#### ■ Opening/Editing Password-protected PDF Files

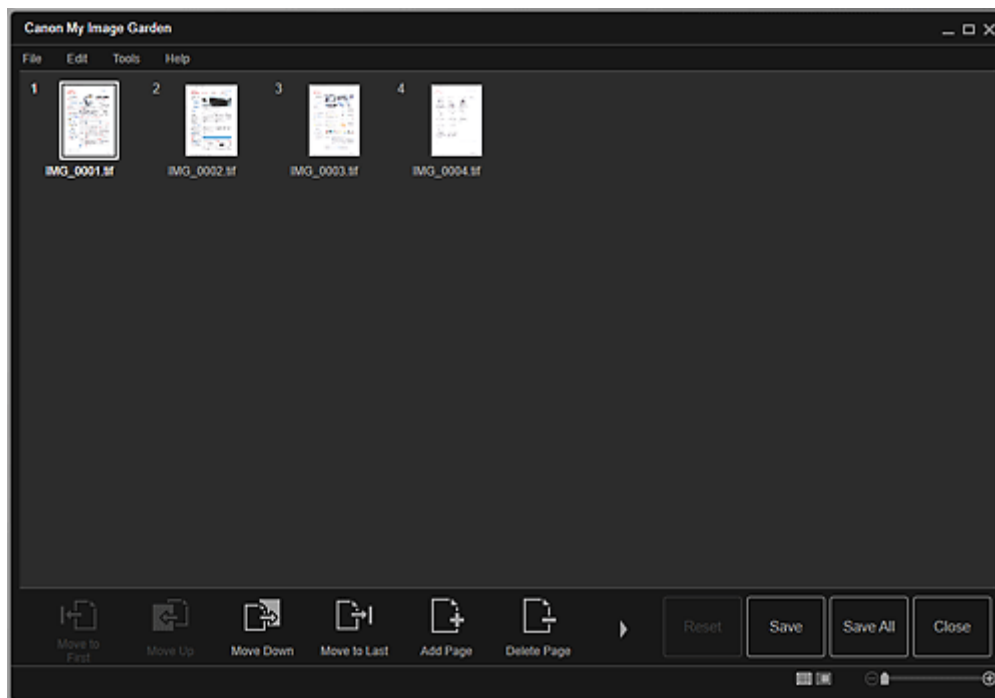
1. [Select the image\(s\) from which you want to create \(a\) PDF file\(s\), or the PDF file\(s\) you want to edit.](#)

### Important

- You cannot use images whose number of pixels in the vertical or horizontal direction is 10501 or more.

2. Click **Create/Edit PDF File** at the bottom of the screen.

The view switches to **Create/Edit PDF File**.



3. Add or delete pages as required.

**When adding existing images or PDF files:**

Click **Add Page** at the bottom of the screen. After the **Open** dialog box appears, select the image(s) or PDF file(s) you want to add, then click **Open**.

**When deleting pages:**

Select the image(s), then click **Delete Page** at the bottom of the screen.

**4. Change the page order as required.**

You can change the page order by clicking a page then using **Move to First**, **Move Up**, **Move Down**, or **Move to Last** at the bottom left of the screen.

You can also change the page order by dragging and dropping a page to the target location.

**5. Click **Save** or **Save All**.****When saving only the selected page(s):**

Click **Save** to display the **Save** dialog box.

**When saving all pages:**

Click **Save All** to display the **Save** dialog box.

**6. Specify the save settings.**

■ Save Dialog Box (Create/Edit PDF File View)

**»» Important**

- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords in the **Save** dialog box.

■ Setting Passwords for PDF Files

**7. Click **Save**.**

The PDF file(s) is (are) saved, and the **Create/Edit PDF File** view reappears.

**8. Click **Close**.**

The **Create/Edit PDF File** view closes.

The  (PDF) mark appears on the upper left of the thumbnails of saved PDF files.

**Related Topic**

■ Create/Edit PDF File View

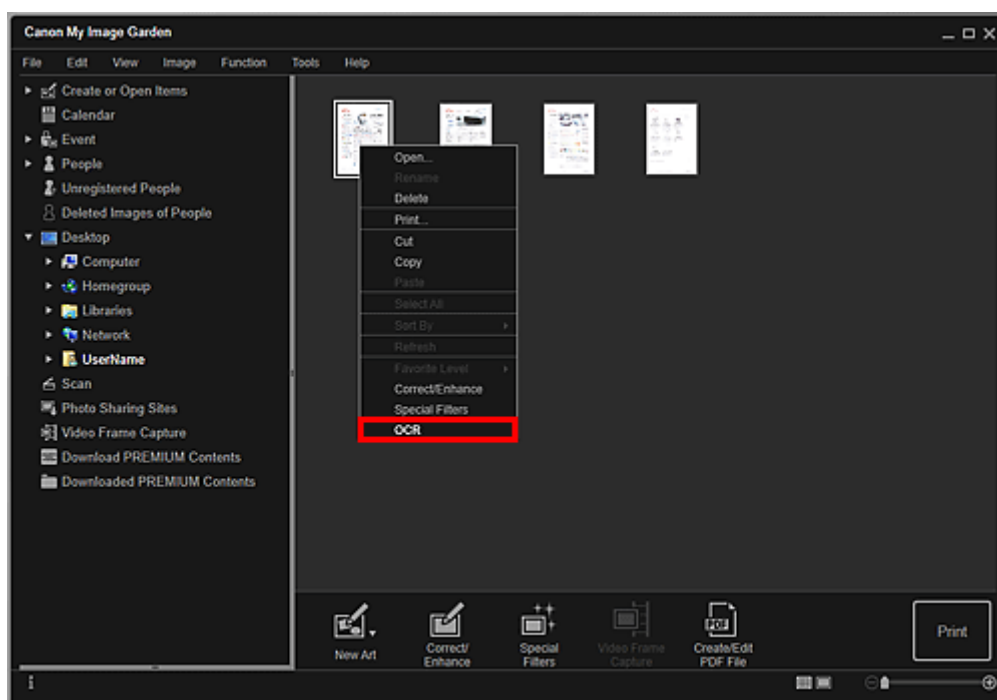
## Extracting Text from Images (OCR Function)

Scan text in images and display it in Notepad (included with Windows).

### ►►► Important

- PDF files cannot be converted to text.
- Text conversion may not be possible depending on the size of the selected image.

1. [Display the image](#) you want to convert into text.
2. Right-click the image you want to convert into text, then click **OCR** from the displayed menu.



Notepad (included with Windows) starts and editable text appears.

### ►►► Note

- Only text written in languages that can be selected in the Advanced Settings tab of the **Preferences** dialog box can be extracted to Notepad (included with Windows). Click **Settings...** on the Advanced Settings tab and specify the language according to the language of the document to be scanned.  
When scanning multiple documents, you can collect the extracted text into one file.
- 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
-

## Troubleshooting

### How Can I Change the Settings of My Image Garden?

You can change the settings of My Image Garden in the Preferences dialog box.

### Images Do Not Appear

Image analysis is performed immediately after installation. Therefore, images may not appear in the **Calendar** view or **Unregistered People** view until the image analysis is completed.

#### ▶▶▶ Note

- **Identifying people** appears at **Unregistered People** in Global Menu on the left side of the screen during image analysis.

To display images in the **Calendar** view, **Unregistered People** view or **People** view, or to use the item recommendation function, the folders in which the images are saved need to be subject to image analysis. Make sure that the folders in which the images are saved are subject to image analysis on the Image Analysis Settings tab of the **Preferences** dialog box.

### Image Analysis (Face Identification) Fails

Adjust the face identification rate and other settings on the Image Analysis Settings tab of the **Preferences** dialog box.

### Cannot Scan Properly

For details, see the "Problems with Scanning" page by searching for it from the top page of the Online Manual for your model.

### Cannot Use PREMIUM Contents

Refer to "Cannot Use PREMIUM Contents" for details.