CanoScan Toolbox 1.3

User's Guide

for Macintosh

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1. Introduction

This User's Guide describes the features and functions of the CanoScan Toolbox for Macintosh.

About the CanoScan Toolbox

The CanoScan Toolbox provides easy-to-use scanning and image editing functions you can use to scan, edit and integrate digital images into a variety of applications (i.e., email, fax, desktop publishing, word processing, etc.). You can also use the CanoScan Toolbox to instantly fax or copy scanned documents with a click of the mouse. The advanced image enhancement features provided by the CanoScan Toolbox let you adjust the color balance, contrast and brightness, image sharpness and more, so you can create high-quality images.

In addition to the CanoScan Toolbox, the Canon Plug-in Module CS plug-in is also included in the CanoScan Setup CD-ROM. It provides an interface to the scanner. The Canon Plug-in Module CS plug-in launches when you click the Scan button from the CanoScan Toolbox. After the scan process is complete, the plug-in closes and you are returned to the CanoScan Toolbox so you can edit, fax, copy or integrate the image into other applications.

Obtaining Customer Support

If you are having problems setting up or running the CanoScan Toolbox, contact the Canon help desk at one of the following locations:

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku
Tokyo 146-8501, Japan

CANON COMPUTER SYSTEMS, INC.
2995 Redhill Avenue
Costa Mesa, CA 92626, U.S.A.
1-800 OK CANON
http://www.ccsi.canon.com

CANON CANADA INC.
6390 Dixie Road, Mississauga
Ontario L5T 1P7, Canada
1-800 OK CANON
http://www.canon.ca

CANON LATIN AMERICA, INC.
6505 Blue Lagoon Drive, Suite 325
Miami, Florida 33126, U.S.A.

CANON MEXICANA, S. de R.L. de C.V.
Anillo Periferico Sur No. 4124, Torre Zafiro (II) Colonia
Ex-Rancho de Anzaldo, Piso 5 y 6, Mexico D.F.
Tel. (525) 5490-2000

CANON PANAMA, S.A.
Apartado 7022, Panama 5
Rep. de Panama
Tel. (507) 279-8900

CANON CHILE, S.A.
Ave. Manquehue Norte #1337, Piso 3, Casilla 187-9,
Santiago, Chile
Tel. (562) 366-6600

CANON ARGENTINA, S.A.
Ave. Corrientes 420 (1043)
Buenos Aires, Argentina
Tel. (5411) 432-59800

CANON EUROPA N.V.
P.O. Box 2262 1180 EG Amstelveen,
The Netherlands

CANON (UK) LTD.
Woodhatch, Reigate
Surrey RH2 8BF, United Kingdom
For technical support, please contact Canon Helpdesk.
Helpdesk:
P.O. Box 431, Wallington, Surrey SM6 0XU
TEL: (08705) 143 723
FAX: (08705) 143 340
For sales enquiries: (0121) 666-6262

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92414 Courbevoie Cedex, France
Tél.01 4199 7777 Fax.01 4199 7951
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CANON DEUTSCHLAND GmbH
Postfach 528, 47705 Krefeld, Germany
CANON- Hotline-Service
Customer Support: (0 21 51) 349-555
Info-Desk: (0 21 51) 349-566
Mailbox: (0 21 51) 349-577
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CANON ITALIA S.p.A
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20089 Milanofiori-Rozzano (MI), Italy
TEL: 02/8248. 1 FAX: 02/8248. 4604
Pronto Canon 02/8249. 2000
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CANON BENELUX NEDERLAND N.V.
Neptunusstraat 1, 2132 JA Hoofddorp
The Netherlands
Tel: 023-5 670 123 Fax: 023-5 670 124
Helpdesk: 023-5 681 681

CANON BENELUX BELGIUM N.V./S.A.
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Tel: 02 7220411 Fax: 02 7213274
Helpdesk: 02 7220404

CANON GmbH
Zetschegasse 11, 1232 Wien, Austria

CANON (SCHWEIZ) A.G.
Industriestrasse 12, CH-8305 Dietlikon
Switzerland
Tel: (01) 835 61 61 Fax: (01) 835 68 60
Hotline: 157 30 20

CANON ESPAÑA S.A.
C/Joaquin Costa No 41, 28002
Madrid, Spain
Help Desk: 906.301255
Tel.: 91-5384500 Fax.: 91-4117780

CANON DANMARK
Vasekær 12, DK-2730 Herlev, Denmark
Hotline: 44 88 26 66
http://www.canon.dk

CANON NORGE AS
Hallagerbakken 110, Boks 33, Holmlia, 1210 Oslo 12,
Norway
Tlf: 2262 9321 FAX. 2262 0615

CANON SVENSKA AB
Gustav III:s Boulevard 26, S-169 88 Solna, Sweden
Tel 08-744 85 00
Fax 08-744 64 65
http://www.canon.se

CANON OY AB
Kornetintie, 3, 00380 Helsinki, Finland
Puhelin: 010 544 20
Helpdesk: 0600-0-22606
(maksu 14,80 mk/min)
Fax: 010 544 4571

CANON SINGAPORE PTE. LTD.
79 Anson Road #09-01/06
Singapore 079906
http://www.canon-asia.com

CANON MARKETING SERVICES PTE. LTD.
No. 1, Jalan Kilang Timor
#09-00 Pacific Tech Centre
Singapore 159303
Tel: 65-7998888, Fax: 65-2736786,
Hotline: 65-3342726
http://www.canon.com.sg

CANON MARKETING (MALAYSIA) SDN. BHD.
Block D, Peremba Square
Saujana Resort, Section U2, 40150 Shah Alam
Selangor Darul Ehsan, Malaysia
Tel: 603-7446000, Fax: 603-7446048,
Helpdesk: 603-7446008/9
Enquiry: print&scan@canon.com.my
http://www.canon.com.my

CANON MARKETING (THAILAND) CO. LTD.
179/34-45 Bangkok City Tower, 9th-10th Floor
South Sathorn Road, Thungmahamek,
Sathorn, Bangkok 10120, Thailand
Tel: 662-3449999, Fax: 662-3449968
http://www.canon.co.th

CANON MARKETING (PHILIPPINES) INC.
Marvin Plaza Building, 2153 Don Chino Roces Ave,
Makati City, Metro Manila, Philippines
Tel: 632-8126047, Fax: 632-8120067/8109797

CANON INDIA PVT LTD.
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Mehrauli, New Delhi-110030, India
Tel: 91-11-6806572, Fax: 91-11-6807180

CANON HONGKONG CO., LTD.
9/F, The Hong Kong Club Building
3A Chater Road, Central, Hong Kong
TEL: (852) 2739 0802
FAX: (852) 2739 6428

CANON AUSTRALIA PTY. LTD.
1 Thomas Holt Drive, North Ryde, Sydney N.S.W. 2113,
Australia
Info-Line: (02) 9805 2864

CANON NEW ZEALAND LTD.
Fred Thomas Drive, Takapuna
P.O. Box 33-336, Auckland, New Zealand
Info-Line: 0900-522666

ADOBE SYSTEMS INCORPORATED
http://www.adobe.com

ARCSOFT, INC.
http://www.arcsoft.com

SCANSOFT, INC.
http://www.scansoft.com

2. Installing the CanoScan Toolbox

System Requirements

The following indicates the minimum CanoScan Toolbox system requirements:

Computers: Power Macintosh which standardly equips the proper interface for
connection with the scanner
(Macintosh compatibles are not supported)

System: Mac OS 8.5 - 9

Memory Requirements: 32 MB or more (64 MB or more recommended)

Hard Disk Space: 50 MB (5 MB for the application and 40-50 MB to store scanned images)

Installing the CanoScan Toolbox

Installing the CanoScan Toolbox is very simple.

To install the CanoScan Toolbox:

1. Insert the CanoScan Setup CD-ROM accompanied with the scanner into your CD-ROM drive. Inserting the Setup CD-ROM automatically displays the main menu.

2. Choose the **Install the Software** command from the main menu and select the CanoScan Toolbox option.

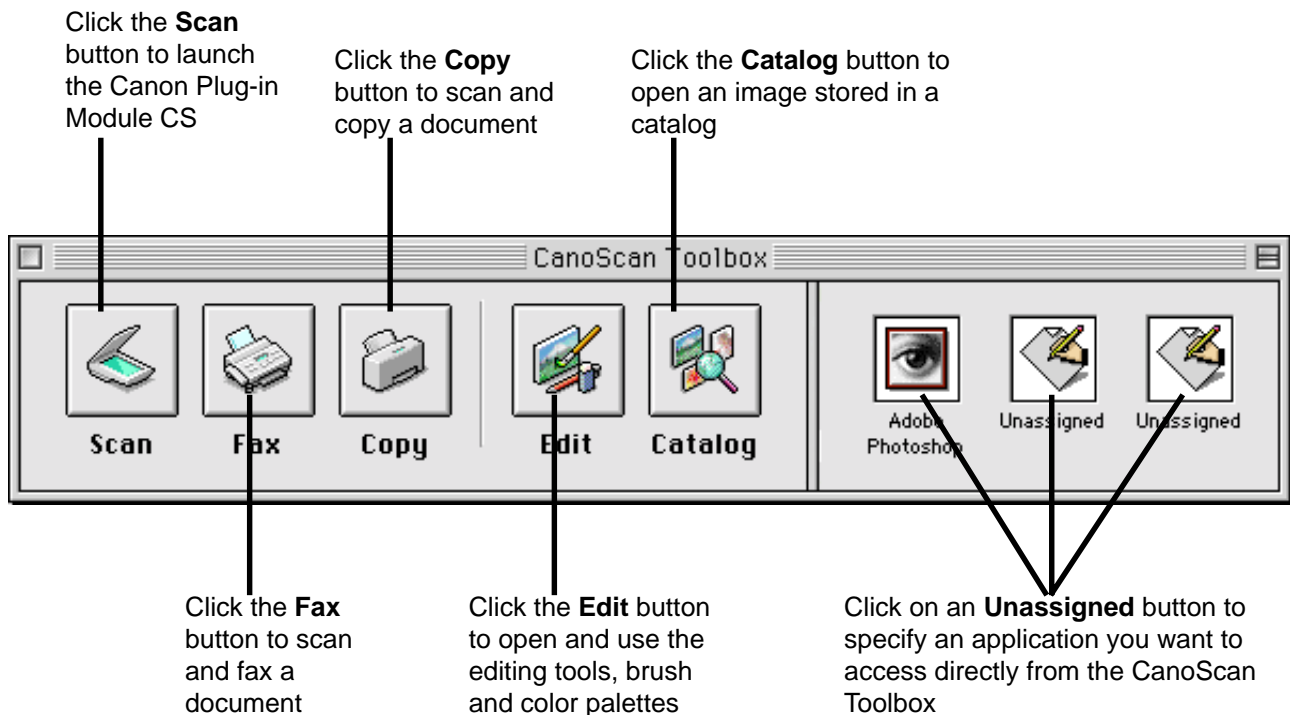3. Follow the on-screen instructions to complete the installation.

Where to locate the plug-in

You should locate the plug-in in the same folder where the CanoScan Toolbox locates.
When you install the plug-in with the CanoScan Setup CD-ROM, you should specify the folder name to the place where the CanoScan Toolbox locates (usually CanoScan Toolbox).

3. The CanoScan Toolbox Main Window

The first time you launch the CanoScan Toolbox, the CanoScan Toolbox Main window appears on the desktop. You can hide the Main window by clicking the close box on the left-top of the window and show it by using the **CanoScan Toolbox** command from the **Window** menu. The CanoScan Toolbox Main window contains buttons you can use to control the CanoScan Toolbox features.

Click the **Scan** button to launch the Canon Plug-in Module CS

Click the **Copy** button to scan and copy a document

Click the **Catalog** button to open an image stored in a catalog

Click the **Fax** button to scan and fax a document

Click the **Edit** button to open and use the editing tools, brush and color palettes

Click on an **Unassigned** button to specify an application you want to access directly from the CanoScan Toolbox

4. Using the Scanner Button

If your scanner equips the Start Button on the front of the scanner, you can instantly access the CanoScan Toolbox from the scanner itself by pressing the button.
If the CanoScan Toolbox is closed, pressing the start button on the front of the scanner launches the CanoScan Toolbox.

5. Selecting the Scanner

When one or more scanners are connected to your computer, you can select which scanner to use with the CanoScan Toolbox.
Select the scanner in the submenu of the **Select Scanner** command from the **File** menu.

6. Scanning

Once the scanner is connected and the software is installed you are ready to scan. The scanning process is very simple.

To scan a document:
1.   Place the photo or document on the scanner as indicated in the scanner documentation.

2.   Click on the **Scan** button from the Main window, or choose the **New Scan** command from the **File** menu.

3.   The Canon Plug-in Module CS opens so you can select your scan settings.

4.   Click the **Preview** button to preview the scanning area.

5.   Click the **Scan** button to scan the document. The plug-in closes and the scanned image appears in a new CanoScan Toolbox Image window.

6.   Choose the **Save** command from the **File** menu to save the scanned image.

7. Saving Scanned Images

You can save an image that you scan and/or edit in the CanoScan Toolbox.

To save an image for the first time:
1.   Choose **Save** from the **File** menu.

2.   Enter a file name and select the folder and drive in which you want to save the image.

3.   Specify the image format. When you choose JPEG or TIFF formats, an Options dialog box appears so you can specify the compression level.
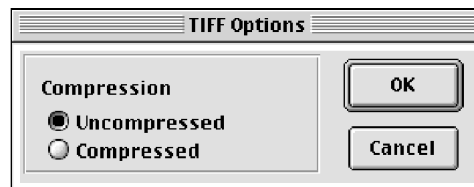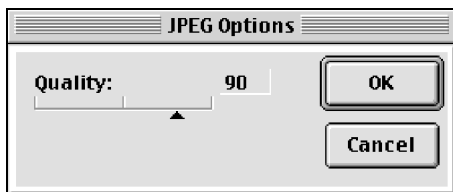
4.   Click **OK**.

To save changes to an image that has already been saved on your computer, choose the **Save** command from the **File** menu.
To save a file with a different name, to a different location or in a different file format, use the **Save As** command.

8. Opening Files

Opening a Stored File

You can store image files that you have scanned as well as other image files using the CanoScan Toolbox.

To open a stored file:

1. Choose the **Open Image** command from the **File** menu, or click the **Edit** button in the CanoScan Toolbox Main window. The Open Image dialog box appears.

2. Select the desired file and click the **Open** button. The selected file opens in an image window.

Opening a New Image Window

When you choose the **New Image** command from the **File** menu, an empty image window appears. You can create a new image by pasting data into or drawing directly in the image window. The image window remains Untitled until you save the data to a file.

9. Faxing a Scanned Image

Using the CanoScan Toolbox, your scanner and a computer-based fax application, you can fax virtually anything from your computer.

Setting the Fax Preferences

To set the optimum scanning preferences for faxing:

1.   Choose **Scan Preferences** from the **Edit** menu.

2.   Click the **Text/Line art** button in the **Fax Settings** area to fax text and line art documents, or click the **Photograph** button to fax photos. Click **OK**.

Selecting the Fax Print Driver

To select the fax driver (only required the first time you fax from the CanoScan Toolbox):

1.   Click on the **Fax** button from the CanoScan Toolbox Main window.

2.   Locate the fax driver in the Driver dialog box, click to highlight the driver and click **Open**.

To change the fax driver, delete the **CanoScan Toolbox Prefs** file in the **Preferences** folder in the **System Folder**. Then set the new driver with the method above. Here, all other settings will be initialized.

Scanning and Faxing a Document

To scan and fax a document:

1.   Place the document you want to fax in the scanner.

2.   Click on the **Fax** button from the CanoScan Toolbox Main window.

3.   The document is scanned. The selected fax driver launches the fax application so you can fax the scanned document.

10. Printing Copies of a Scanned Image

You can use your scanner and printer to make black and white or color copies of any scanned image.

Setting the Copy Preferences

To set the optimum scanning preferences for copying:
1.   Choose **Scan Preferences** from the **Edit** menu.

2.   Click the **Text/Line art** button in the **Print Settings** area to copy text and line art documents, or **Photograph** button to copy photos. Click **OK**.

Copying a Document

To copy documents using your scanner and printer:
1.   Place the image you want to copy in the scanner.

2.   Click the **Copy** button in the CanoScan Toolbox Main window. The Printer driver dialog box opens.

3.   Enter the number of copies you want to print in the Copies field.

4.   Specify a page range.

5.   Choose the paper source to print from a different source.

6.   Click the **Print** button. The image is scanned and the number specified copies are printed.

NOTE: The information you enter in steps 3 through 5 above varies depending on the type of printer you are using.

11. Enhancing a Scanned Image

The CanoScan Toolbox provides a wide variety of imaging tools you can use to modify and enhance images you scan.

Cropping a Scanned Image

To crop an image:

1.   Open the image you want to crop by choosing **Open Image** from the **File** menu, or click the **Scan** button from the CanoScan Toolbox Main window.

2.   Select either the **Rectangle Select** tool (to select regular shapes) or the **Lasso** tool (to select irregular shapes) from the editing toolbox and move the cursor over the image window.

3.   Click and drag the cursor over the image, so the portion of the image you want to keep is contained inside the selection area.

4.   Choose **Crop** from the **Image** menu. The area outside of the selected portion of the image is discarded.

Changing the Image Viewing Size

To change the image viewing size:

1.   Open the image you want to view using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2.   Choose the **Zoom In** or **Zoom Out** command from the **Image** menu, or click the **Magnifier** tool in the Editing toolbox.

3.   Position the cursor over the image window and click to enlarge the view (Zoom In) or press the Option key and click the mouse to reduce the view (Zoom Out).

Zoom in on an image when you want to see more details in the image. Use the **Zoom Out** feature to see more of the image.

NOTE: Changing the image viewing size does NOT alter the actual image size. The zoom capabilities only modify the image display.

Inverting Image Tones

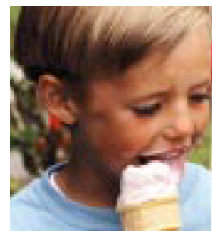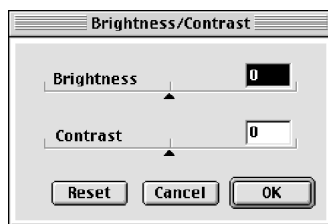Inverting image tones makes a negative of the image.

To invert the tones in an image:

1. Open the image you want to invert using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2. Choose the **Invert** command from the **Image** menu.

Adjusting the Contrast and Brightness Settings

To adjust the contrast and brightness:

1. Open the image you want to adjust using the **Open Image** command from the File menu, or scan a new image by clicking on the **Scan** button.

2. Choose **Brightness/Contrast** from the **Image** menu. The Brightness/Contrast dialog box displays.
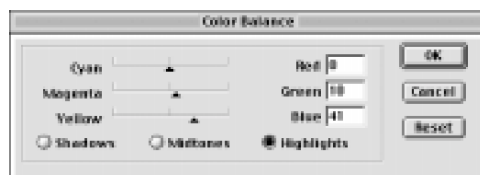

3. Adjust the settings by moving the slider to the left or right, or by entering a number. Brightness values range from -100 (dark) to 100 (light). Contrast values range from -100 (little contrast) to 100 (more contrast).

4. Click **OK** when you are finished, or **Reset** to return to the default image brightness and contrast settings.

Adjusting the Color Balance

You can use the Color Balance feature to adjust the colors in an image.

To adjust the color balance of an image:

1. Open the image you want to adjust using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button from CanoScan Toolbox Main window.

2. Choose the **Color Balance** command from the **Image** menu.

3. You can adjust the blue, red and yellow colors by moving the applicable slider to the left (to decrease) or the right (to increase).

4. You adjust the color balance for specific color groups (i.e., modify the blue tones in the shadows of an image) by clicking on one of the radio buttons and then moving the **Cyan** slider.

5. Click **OK** when you are finished, or **Reset** to return to the default color balance settings.


Sharpening an Image

The CanoScan Toolbox Sharpen command has three options: **A Little**, **A Lot** and **Unsharp Masking**.

To sharpen an image or a selected portion of an image:

1. Open the image you want to sharpen using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2. Click and hold the **Sharpen** command from the **Image** menu. Choose **A Little** from the **Sharpen** submenu for a slight change, or choose **A Lot** for a significant change. The Sharpen filter is automatically applied to the image.
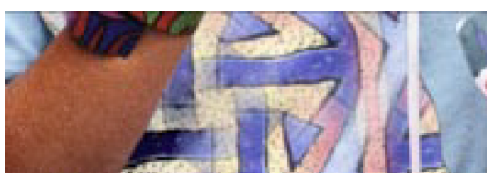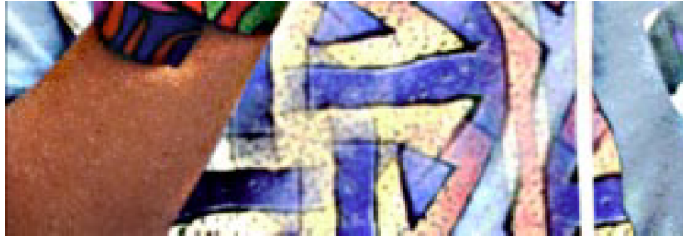

Sharpened - A Little
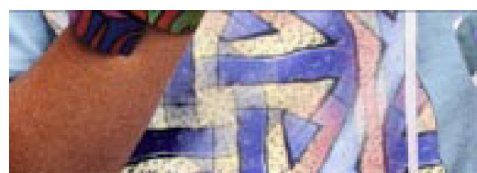
Sharpened - A Lot

To use the **Unsharp Masking** command:

1. Open the image you want to sharpen using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2. Click and hold the **Sharpen** command from the **Image menu**. Choose the **Unsharp Masking** selection from the **Sharpen** submenu.

3. Specify the percentage of sharpening you want in the **Amount** field.

4. Enter a number in the **Radius** field to specify the distance (in pixels) from an edge you want to sharpen. A low number indicates sharpening close to the image edges, and a higher number indicates sharpening farther away.

5. Enter a number in the **Threshold** field to specify the level at which pixels are sharpened.

6. Click **OK** to sharpen the image.

12. Editing a Scanned Image

CanoScan Toolbox provides a wide variety of editing commands and tools you can use to modify images.

Resizing a Scanned Image

Resizing an image changes the actual image size.

To resize an image:
1.   Open the image you want to resize using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2.   Choose **Resize** from the **Image** menu.

3.   Choose the **units type** (pixels, inches or centimeters).

4.   Type the desired size in the **New Size** section of the dialog box. Check **Preserve Aspect Ratio** to maintain the original image **width** and **height** ratio.

5.   Click **OK** to resize the image.

Rotating an Image

You can use the **Rotate** commands to rotate all or part of an image 90º, 180º or specify the degree of rotation.

To rotate an image:
1.   Open the image you want to rotate using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2.   Choose the **Rotate** command from the **Image** menu. Select one of the following rotation options:

    90º Left
    90º Right
    180º
    Arbitrary Rotate (rotates the image to a specified setting)

Flipping a Scanned Image

To flip an image or a selected portion of an image:

1. Open the image you want to flip using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2. Choose **Flip** from the **Image** menu, then select **Vertical** or **Horizontal** from the **Flip** submenu.

3. The image is automatically flipped.

Changing the Image Depth

You can change the actual image file size by changing the image depth.

NOTE: Changing the image depth does NOT change the image dimensions. It changes the saved file size.

To change the image depth:

1. Open the image you want to change using the **Open Image** command from the **File** menu, or scan a new image by clicking on the **Scan** button.

2. Choose the **Image Depth** command from the **Image** menu. Select one of the following image depth options from the **Image Depth** submenu:

Millions of Colors
Thousand of Colors
256 System Colors
256 Custom Colors
256 Shades of Gray
16 Shades of Gray
Black and white

Image depth reduced to 256 System Colors

3. The image depth is automatically changed to reflect your selection.

Using Plug-in

You can utilize CanoScan Toolbox effectively by using various image adjusting and enhancing functions of Plug-in Module CS. Refer to the Plug-in Module CS User's Guide bundled with your scanner for its installation and functions.

Using the Editing Commands

The commands on the **Edit** menu allow you to cut, copy, paste, clear, select all, deselect, and set scanning preferences for images.

Undo

To reverse the effects of a command you have selected, choose the Undo command.

Cut

To cut a portion of the image:

1.   Select an area to cut using the select tool.

2.   Choose the **Cut** command.

Copy

To copy a portion of the image:

1.   Select an area to copy using the select tool.

2.   Choose the **Copy** command.

Paste

To paste a selection onto the image:

1.   Place the cursor where you want to put the selection.

2.   Choose the **Paste** command.

Clear

To delete a portion of the image:

1.   Select an area to delete by using the select tool.

2.   Choose the **Clear** command.

Select All

To select everything in the image, choose the **Select All** command.

None

To deselect items you have selected using either the Lasso or Select tools, choose the **None** command.

Using the Editing Tools

The CanoScan Toolbox editing tools appear when you open an image. You can also control the palette display by using the **Show/Hide Tools** command from the **Window** menu.

To use an editing tool, click on the desired tool and then move your cursor over the image window. Notice that the cursor changes shape to reflect the tool you have selected.

The image editing tools included with the CanoScan Toolbox are described below:

Rectangle Select Tool: defines a rectangular area.

Lasso Tool: defines an irregular area.

Hand Tool: moves a picture in window.

Magnify/Zoom Tool: changes magnification level. Choosing Actual Size from the Image menu resets the image to the original image size.

Fill Tool: fills an area with color or a tile pattern.

Eraser Tool: erases to the background color.

Text Tool: adds text to annotate the picture.

Air Brush Tool: sprays smooth color.

Pencil Tool: draws freehand.

Clone Tool: paints with pixels from another area.

Paint Tool: paints freehand.

Foreground/Background Color Tool: replaces the foreground color with the background color.
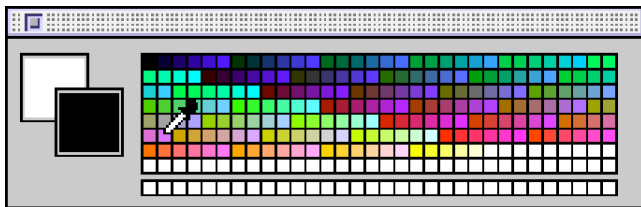
Smudge Tool: smears colors.

Using the Color Pallet

The CanoScan Toolbox color pallet appears when you open an image. You can also control the palette display by using the **Show/Hide Colors** command from the **Window** menu.

To select a color from the color pallet to use with the **Fill**, **Air Brush**, **Freehand Paint** or **Pencil** tools:

1.   Move your cursor over the desired color block and click.

2.   Select the desired editing tool and start editing with the selected color.

Note that the selected color appears in the **Foreground/Background Color** tool.

Selecting a Brush Size

The CanoScan Toolbox Brush Size window appears when you open an image. You can also control the palette display by using the **Show/Hide Brushes** command from the **Window** menu. The brush size controls the width of the selected editing tool.

To select a different brush size, click on the desired size and then on the tool you want to use.
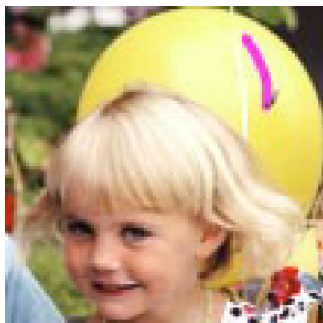
Small brush   Larger brush

Brush palette

13. Working with Catalogs

Creating a Catalog

CanoScan Toolbox Catalogs are designed to let you look through many image files as you use a photo album. When you open the catalog it displays all the images stored in the catalog in thumbnail form.

To create a catalog:
1.   Choose **New Catalog** from the **File** menu, the **New Archive** dialog appears.

2.   Enter a catalog name.

3.   Click the **Create** button. An empty catalog window opens. Now you can save related images to the new catalog.

Saving an Image to a Catalog

To save an image to a catalog:
1.   Create a new catalog.

2.   Scan a new image or open a saved image.

3.   Choose **Save As** from the **File** menu. Locate the catalog you created (catalogs appear as folders).

4.   Double click to save the image in the catalog.

Viewing an Image Catalog

You can open a catalog so you can view and access the stored images.

To open a catalog window:
1.   Choose **Open Catalog** from the **File** menu. The **New Archive** dialog box appears.

2.   Select the desired catalog from the list box.

3.   The selected catalog window opens displaying the images you have stored in the catalog in thumbnail form.

4.   Choose the **View By** command from the **Image** menu to sort the thumbnails by **name**, **type**, **date** or **size**.

Printing the Catalog View

You can print the open Catalog window to see all of the stored images in thumbnail format similar to a traditional photographic contact sheet.

To print a catalog view:

1.   Open the desired catalog window.

2.   Choose the **Print Catalog View** command from the **File** menu.

3.   Specify the number of copies to print and click the **Print** button.

Opening a Scanned Image from the Catalog

To open an image file you have stored in a catalog:

1.   Open the catalog that contains the image you want to modify by choosing **Open Catalog** from the File menu.

2.   Double-click on the desired image to open the Image window. The Editing toolbox, Brush Size pallet and Color Pallet windows open.

14. Linking Applications to the CanoScan Toolbox

You can link frequently used applications such as Optical Character Recognition (OCR), photo retouching and Email applications to the CanoScan Toolbox Main window so you can access them from the CanoScan Toolbox.

To link an application:

1.   Click on one of the **Unassigned** buttons in the CanoScan Toolbox Main window.
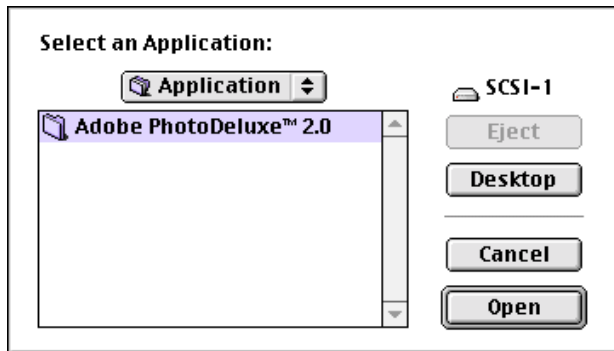
2.   Select the executable file for the application you want to include in the CanoScan Toolbox Main window.

3.   Click **Select** to add the application to the CanoScan Toolbox Main window.

The icon for the assigned application appears as a button in the CanoScan Toolbox Main window.
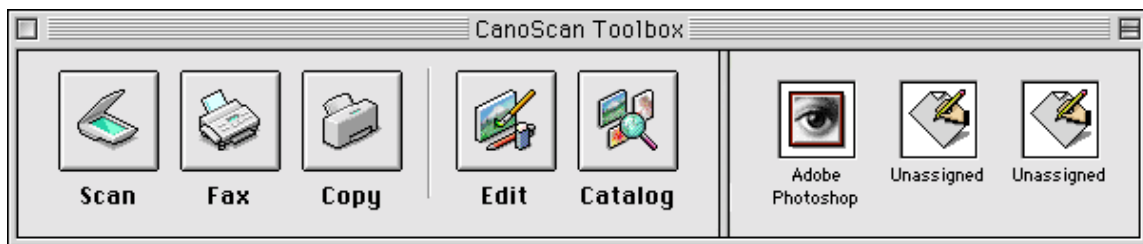
To access the application you assigned to the Main window button, drag an image in the album onto the application icon.
The application launches so you can work with the image.