

User's Guide

ScanGear Toolbox CS 2.2

for Windows

for CanoScan Color Image Scanners

English



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Regarding screen shots

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

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About ScanGear Toolbox CS

ScanGear Toolbox CS (and thereafter ScanGear Toolbox) is a stand-alone utility program that provides a simple way to use a scanner to scan and send images to fax programs, attach to an e-mail message or copy them directly to printers.

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

Installing ScanGear Toolbox

System Requirements

OS: Windows Millennium Edition (Me), Windows 98, Windows 2000 Professional

Installing/Uninstalling

The descriptions here for the installation are those with using the CanoScan Setup Utility CD-ROM bundled with the scanner.

When you obtain the ScanGear Toolbox through the download service, refer to the documents with the service.

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

Before installing ScanGear Toolbox, the scanner driver and the printer driver are recommended to install.

Installing

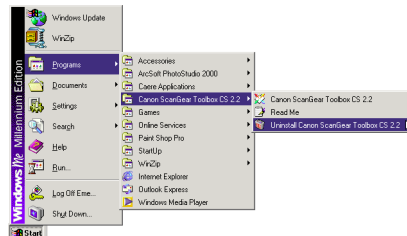
As described in the Getting Started Guide provided with the scanner, if ScanGear Toolbox is already installed, the following procedures below are not required.

1. Place the CanoScan Setup Utility CD-ROM in the drive.
2. Click the [Install the Software] button in the CD-ROM's menu window.
3. The Install window will display. In this window, install ScanGear Toolbox CS and other application software (PhotoStudio 2000, OmniPage Pro) simultaneously.
4. Click the [Start Installation] button. Follow the on-screen instructions to proceed with the installation. After installation, ScanGear Toolbox CS will automatically be added to the Windows Start menu.

Uninstalling

Uninstalling from the start menu

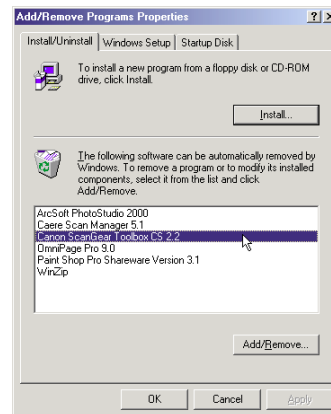
Click the Windows [Start] button on the taskbar and select [Programs], [Canon ScanGear Toolbox CS 2.2] and [Uninstall Canon ScanGear Toolbox CS 2.2] to uninstall the software.



Uninstalling with Add/Remove Programs Properties

1. Click the Windows [Start] button on the taskbar and select [Settings], [Control Panel] to open the Control Panel.
2. Select Add/Remove Programs.

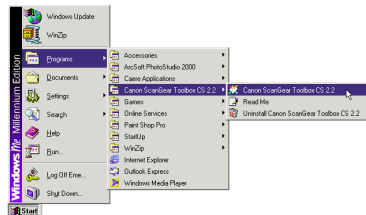
3. Select [Canon ScanGear Toolbox CS 2.2] from the list and click the [Add/Remove] button (Windows Me/98 and so on) or [Change/Remove] button (Windows 2000 Professional). Follow the on-screen instructions to complete the procedure.



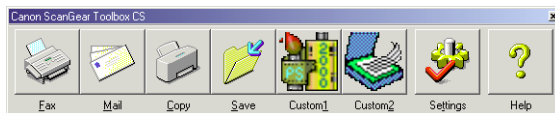
Starting ScanGear Toolbox

Click the Windows [Start] button on the taskbar and select [Programs], [Canon ScanGear Toolbox CS 2.2] and [Canon ScanGear Toolbox CS 2.2].

The ScanGear Toolbox toolbar will be displayed.

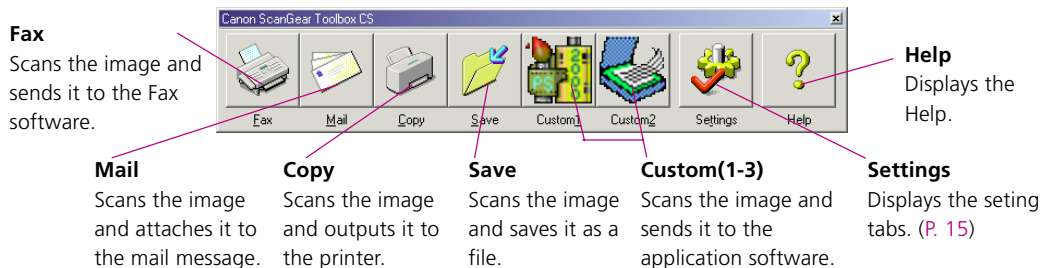


ScanGear Toolbox Toolbar



Using the ScanGear Toolbox Toolbar

Click the button on the toolbar to use the function.



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

Fax: a fax modem is connected to the PC and a fax software is installed.


Mail: an MAPI (p.13) compatible mail software is installed.

Copy: a printer is connected to the PC and an appropriate driver is installed.

Custom(1-3): When all the software programs are installed using the CanoScan Setup Utility CD-ROM, the bundled application software will be registered.

You can change the size of the Toolbar with Prefs Tab settings (P. 21).

Using the Shortcut Icon

When you start ScanGear Toolbox, the ScanGear Toolbox shortcut icon  17:30 is displayed in the right part of the taskbar.

1. Left-Click on Shortcut Icon

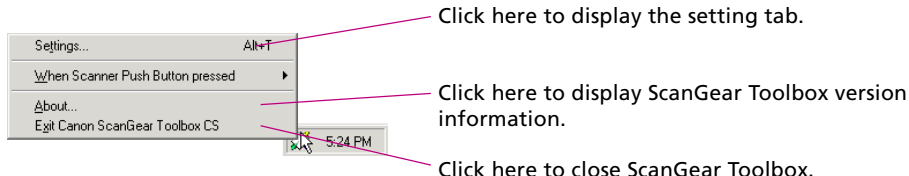
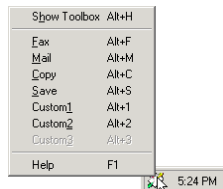
Left-clicking the shortcut icon presents the pop-up menu shown here. Click on any item to start the associated function.

2. Double Left-Click on Shortcut Icon

Double-clicking the shortcut icon with the left mouse button shows the ScanGear Toolbox toolbar on the desktop.


3. Right-Click on Shortcut Icon

Right-clicking the shortcut icon presents the pop-up menu shown here.




Closing ScanGear Toolbox

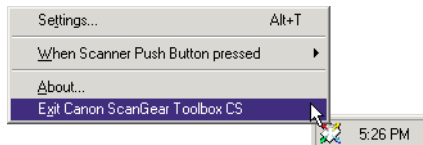
Closing the Toolbar

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

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

Closing ScanGear Toolbox

Right-click the shortcut icon ( 17:30) on the Windows taskbar and select [Exit Canon ScanGear Toolbox CS] from the pop-up menu. ScanGear Toolbox will close. The toolbar will also close at the same time if it was displayed.



Settings for Each Function

Linkable Drivers and Programs

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

Faxing

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

Mail

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

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

Copying

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

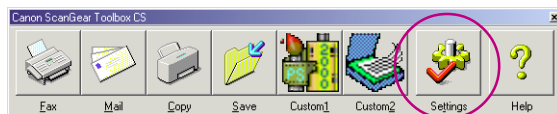
Custom Buttons 1-3

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

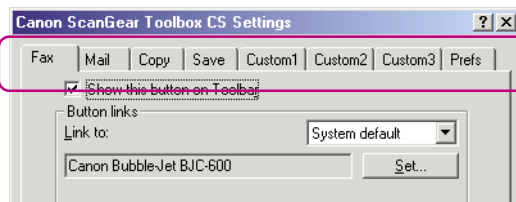
When you make installations using CanoScan Setup Utility CD-ROM, the application softwares installed simultaneously are automatically registered to the ScanGear Toolbox toolbar (Custom 1 to 3).

Tab Settings

Clicking the [Settings] button opens the Canon ScanGear Toolbox Settings window, which features a tab for each button. These tabs are used to specify the button settings, such as the driver or program to which it is linked. The tabs can also be used to adjust settings for scanned images when Easy Acquire (P. 22) is on.



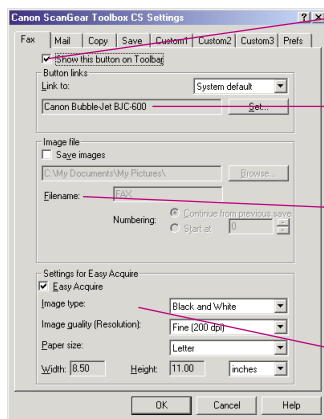
ScanGear Toolbox Toolbar



Setting Tabs

Setting Tabs of ScanGear Toolbox

Fax Settings Tab



- **Show this button on Toolbar**

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

- **Button links**

Click the arrow of the [Link to:] list box. Select [System default] to register the printer driver "Set as Default" for your computer.

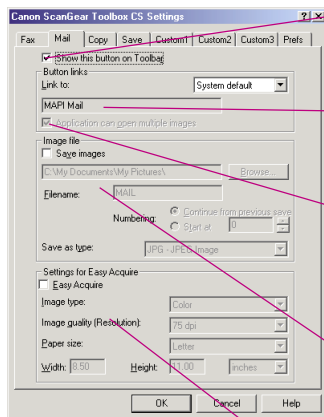
- **Save images**

Place a check in this box to save the scanned image to a file in addition to sending it to the fax driver. The save folder, and root filename and numbering options can be set when a check is present in this box.

- **Settings for Easy Acquire**

Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (P. 24) for a list of the options for these settings.

Mail Settings Tab



- **Show this button on Toolbar**

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

- **Button links**

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

- **Application can open multiple images**

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

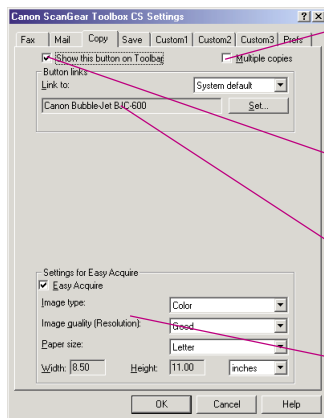
- **Save images**

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

- **Settings for Easy Acquire**

Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (P. 24) for a list of the options for these settings.

Copy Settings Tab



- **Multiple copies**

Place a check in this box to specify the number of copies when copying. When this check is on, [Number of copies] dialog will be displayed while copying, specify the number of copies to print.

- **Show this button on Toolbar**

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

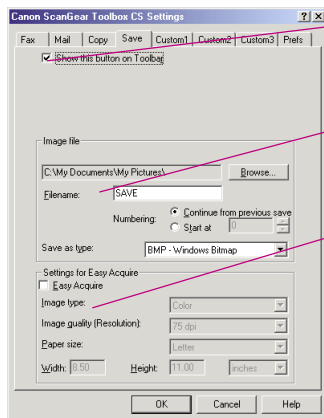
- **Button links**

Click the arrow of the [Link to:] list box. Select [System default] to register the printer driver "Set as Default" for your computer.

- **Settings for Easy Acquire**

Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (P. 24) for a list of the options for these settings.

Save Settings Tab



- **Show this button on Toolbar**

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

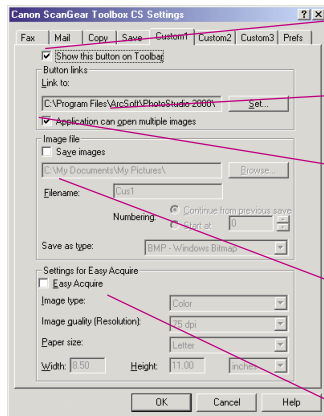
- **Image file**

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

- **Settings for Easy Acquire**

Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (P. 24) for a list of the options for these settings.

Custom (1, 2, 3) Settings Tab



- **Show this button on Toolbar**

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

- **Button links**

The application software installed from CanoScan Setup Utility CD-ROM are registered in Custom 1 and 2. You can add or change to another application.

- **Application can open multiple images**

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

- **Save images**

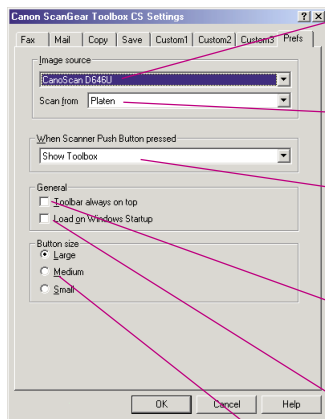
Place a check in this box to save the scanned image to a file in addition to sending it to the registered program. The save folder, root filename and numbering options, and file format can be set when a check is present in this box.

- **Settings for Easy Acquire**

Place a check in the box to turn Easy Acquire on. And specify the settings (image type, image quality, paper size (scan area)) used when Easy Acquire is turned on from the lists. Custom Setting is performed for the paper size. See ScanGear Toolbox CS Settings Categories/Settings Chart (P.24) for a list of the options for these settings.

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

Prefs Tab



- **Image source**

Click the arrow on the image source list box to specify which scanner you will use if two or more scanners are connected to your computer.

- **Scan from**

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

- **When Scanner Push Button pressed**

This item is valid only when the scanner equips the start button. The option selected in this list box determines what happens when the push button on the scanner is pressed. The available options are Show Toolbox, Fax, Mail, Copy, Save and Custom 1-3.

- **Toolbar always on top**

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

- **Load on Windows Startup**

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

- **Button size**

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

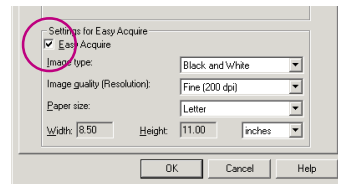
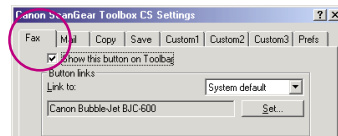
Easy Acquire

What is Easy Acquire?

“Easy Acquire” is a function that sends the scanned image to the objective function without displaying the driver software “ScanGear CS-U”.

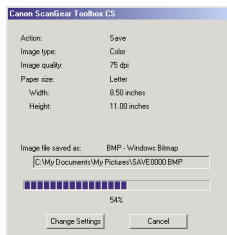
How to specify Easy Acquire?

1. Click the Settings button on the toolbar.
2. Select the function which you want to set for the Easy Acquire.
3. Click the Easy Acquire check box to set the check mark on. Fax, Mail and Copy are initially set to On.
4. You can set the Image Type or Resolution.
Scan the image after you have made above settings.



Scanning Procedures

1. Click the appropriate button on the toolbar. The scan will initiate and display the progress dialog.

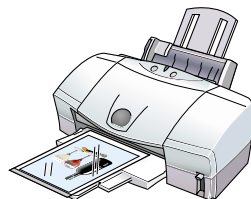


Progress Dialog

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

2. The scanned image will be processed for the selected function.

example : [Copy]



Appendices

ScanGear Toolbox CS Settings Categories/ Settings Chart

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

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

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