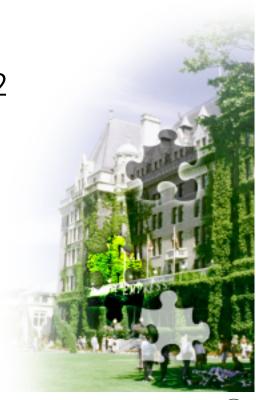
# User's Guide ScanGear Toolbox CS 2.2 for Windows

for CanoScan Color Image Scanners





# Table of Contents

About ScanGear Toolbox CS	4
Installing ScanGear Toolbox	5
System Requirements	5
Installing/Uninstalling	
Starting ScanGear Toolbox	
Closing ScanGear Toolbox	12
Settings for Each Function	13
Linkable Drivers and Programs	
Tab Settings	
Easy Acquire	22
What is Easy Acquire?	22
How to specify Easy Acquire?	
Scanning Procedures	23
Appendices	24
ScanGear Toolbox CS Settings Categories/ Settings Chart	
Index	



#### **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 reccommended 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.

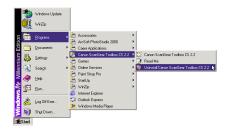
- 1. Place the CanoScan Setup Utility CD-ROM in the drive.
- 2. Click the [Install the Software] button in the CD-ROM's menu window.
- 3. The Install window will display. In this window, install ScanGear Toolbox CS and other application software (PhotoStudio 2000, OmniPage Pro) simultaneously.
- 4. Click 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.

Add/Remo	ove Programs Properties	? ×
Install/Un	install   Windows Setup   Startup Disk	
2	To install a new program from a floppy disk or CD-RO drive, click Install.	м
	Install	
3	The following software can be automatically remover Windows. To remove a program or to modify its instai components, select it from the list and click Add/Remove.	
	PhotoStudio 2000 Scan Manager 5,1	_
Canon OmniPa	ScanGear Toolbox CS 2.2 age Pro 9.0 hop Pro Shareware Version 3.1	
	Add/ <u>R</u> emove	
	OK Cancel Ap	ply



## **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.



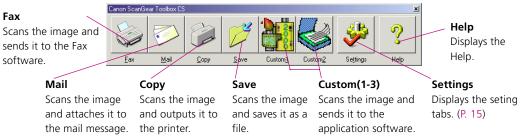
### ScanGear Toolbox Toolbar





## 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 Toollbox, the ScanGear Toolbox shortcut icon 2 1700 is displayed in the right part of the taskbar.

## 1. Left-Click on Shortcut Icon

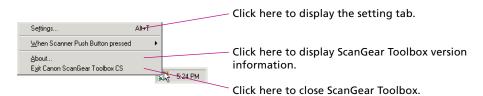
Left-clicking the shortcut icon presents the pop-up menu shown here. Click on any item to start the associated function.

## 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  $\mathbf{x}$  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 ( 21730) 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	Alt+T
When Scanner Push Button pressed	•
About	
E <u>x</u> it Canon ScanGear Toolbox CS	



# 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.

Canon ScanGear Toolbo		9 Lustom2	Settings Help	ScanGear Toolbox Toolbar
Canon ScanGe Fax Mail Fax Show Button Iini Link to:	ar Toolbox CS Sel Copy   Save   C	ttings iustom1   Custom2   Cu § System defaul	? X	Setting Tabs



### Setting Tabs of ScanGear Toolbox

### Fax Settings Tab

Canon ScanGear Toolbox CS Settings	? ×
Fex Mail Copy Save_LowtomT_Couton2 Cuntor Fibrow this button on Toolbag Button Inks Link to: System default Canon Bubble-Jet BJC-600 Set	
Image file I Saye images CMy Documents My Pictures Elemane: FAX	e
Numbering: C Continue from previou	15 SDVC
Image space     Black and White       Image space     Black and White       Image space     Black and White       Bage size     Letter       Width (0.50     Height (11.00)	<b>v</b> <b>v</b> <b>v</b>
OK Cancel	Help

#### - • 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

Canon ScanGear Too	lbox CS Setting:		2 ×
Show this but Button links		nt Custom2 Cus	tom3 Prefs
Link to:		System default	- I
MAPI Mail _			
Image file Save images			
C:\My Document	s\My Pictures\	Broy	498
Eilename:	MAIL		
		Continue from prev Start at	ious save
Save as type:	JPG - JP	Eðilmage	V
Settings for Easy	Acquire	$\sim$	
Image type:	Co	olor	
Image guality (Re	solution): 75	i dpi	
Paper size:		itter	
<u>₩</u> idth: 8.50	Height 1	.00 inches	<u>_</u>
	OK	Cancel	Help

#### 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

Mail Show th utton link nk to: anon But	nis button	on Toolb	Custom1		Multiple o	-	+
utton link nk.to:		~	99			copies	
nik to:				System de	fault	-	
	blevlet B	_					
anon But			~			-	
		JC-600	_	$\sim$	<u>S</u> et		
		$\sim$	<u> </u>		<u> </u>		
			$\sim$				$ \square$
							T
				$\sim$			
					$\sim$		
						$\sim$	
							Y
ettings fo	r Easy Ac	quire					
Easy Ac	quire						
age type			Color			•	
age gual	ity (Resoli	tion	- lend			-	
						-	
iper size:			Letter		_	-	-
				_		_	
idth: 8.5	0	<u>H</u> eight	: 11.00	ļ	nches	-	
	Easy Ac age type	Easy Acquire age type: age guality (Resolu	age type: age guality (Resolution)	Easy Acquire age type: Color age guality (Resolution): Geod	Easy Acquire age type: Color age guality (Resolution) Good	Easy Acquire age type: Color age guality (Resolution) Geed	Easy Acquire age type: Color v age guality (Resolution): Greed v

#### • 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

Canon ScanGear Toolbox CS Settings	<u>?</u> ×	
Fax Mail Copy Save Custom1 Custom2 Custom3 Pr	efs	
Key Show this button on Toolbag		
r Image file		-
image ne		
C:\My Documents\My Pictures\ Browse		
Eilename: SAVE		
Numbering: Continue from previous save		
Save as type: BMP - Windows Bitmap	$\neg$	
Settings for Easy Acquire		
Image type:		
Image guality (Resolution): 75 dpi		
Paper size:		
Width: 8.50 Height: 11.00 inches 💌		
OK Cancel He	sp	

#### 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

non ScanGear Toolbox CS Settings	<u>? ×</u>
ax Mail Copy Save Custom1 Dustom2	Custom3 Prefs
C:\Program Files\ArcSoft\PhotoStudio 2000\	Set
Application can open multiple images	
Image file Save images	
C:\My Documents\My Pictures\	Browse
Filename: Cus1	
Save as type: BMP - Windows Bitmap	previous solve
Settings for Easy Acquire	
Image type: Color	<b>Y</b>
Image guality (Resolution): 25 dpi	~
Paper size:	
Width: [8.50 Height 11.00 in	iches
OK Cance	H Help

#### 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 Utilitiy 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

Canon ScanGear Toolbox CS Settings	? X
Fax Mail Copy Save Custom1 Custom2 Custem3 Pr Image source CarroScan D618J	efs
Scan from Platen	
When Scarner Push Button pressed	
defined       Image: solution of the so	
OK Capcel He	dp

#### 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.



Canor	n SeanGear Toolbox CS Settings
Fax	Mail Copy Save Custom1 Custom2 Custom3 Prefs
	Now this button on Toolbag
	Button links Link to: System default
	Canon Bubble-Jet BJC-600 Set

(	Settings for Easy Ac Easy Acquire Image type:	quire	Black and	//hite	<b>-</b>
	Image guality (Resolution): Paper size:		Fine (200 d		
	<u>W</u> idth: 8.50	<u>H</u> eight	11.00	inches	
_		0		Cancel	Help



## **Scanning Procedures**

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

Canon ScanGear Toolb	iox CS			
Action:	Save			
Image type:	Color			
Image quality.	75 dpi			
Paper size:	Letter			
Width:	8.50 inches			
Height:	11.00 inches			
Image file saved as:	BMP - Windows Bitmap			
C: VMy Documents VMy Pictures \SAVE0000.BMP				
54%				
Change Settings Cancel				

## **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
<b>Image Quality</b> (Resolution)	Standard Fine	100 dpi 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
<b>Output File</b> Formats			Windows Bitmap (*.bmp) JPEG Image (*.jpg) PC PaintBrush Image (*.pcx) Portable Network Graphics (*.png) Tagged Image File Format (*.tif)
<b>Unit for</b> Scanning Area	millimeter, inch		millimeter, inch, pixel



	Сору	Save / Custom 1-3	
<b>Image Quality</b> (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		
<b>Output File</b> Formats		Windows Bitmap (*.bmp) JPEG Image (*.jpg) PC PaintBrush Image (*.pcx) Portable Network Graphics (*.png) Tagged Image File Format (*.tif)	
<b>Unit for</b> Scanning Area	millimeter, inch	millimeter, inch, pixel	



# Index

Closing 12	2
Copy Setting Tab 18	3
Custom 1-3 Setting Tab 20	)
Easy Acquire 22	2
Fax Setting Tab 16	5
Installing	5
Linkable Drivers and Programs13	3
Mail Setting Tab1	7
MAPI 13	3
OCR program 20	
Prefs Tab 2	1
Progress Dialog 23	3
Save Setting Tab 19	9
Settings Categories/Chart 24	1
Shortcut Icon 1	1
Starting	9
System Requirements	5
Tab Settings 15	5
Toolbar	
Uninstalling	7







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