Canon

Canon Solutions

ScanGear Toolbox 3.1

User's Guide

for Windows

Warning

When you use this product, you should pay attention to the following legal issues.

- Scanning of certain documents, such as bank notes (bank bills), government bonds and public certificates, may be prohibited by law and may result in criminal and/or civil liability.
- You may be required under law to obtain authorization from a person possessing copyrights or other legal rights to the item being scanned.

If you are uncertain of the legality of scanning any particular item, you should consult your legal adviser in advance.

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* Screen shots are taken with Windows XP in this guide.

How to Use the Buttons in this Guide

A → symbol in the text marks a link to a page related to that topic. Click the → to jump to that page.

Toolbox Buttons (1/2)

Toolbox Basics

This topic introduces the buttons contained in the Toolbox's main window. See → *Chapter 2 "Using the Toolbox"* for the instructions to adjust each button's settings.

Mail
After scanning, it starts a linked mail program and creates a new message with the image file attached.

Copy
After scanning, it prints the image on a printer.

OCR
After scanning a document, it starts a linked OCR program (an image-to-text converter) and opens the image file. If you installed the OCR program from the CanoScan Setup CD-ROM, it will already be linked.

Save
After scanning, it saves the image file to disk.

ScanGear Toolbox

Photo   Settings

Scan-1 and Scan-2
After scanning, it starts linked program and transfer the image to it. See → next page for details.

Click here to minimize the window.

Click here and click an object to open its help topic.

Click here to close the Toolbox.

Settings
The Settings button can be used to set the functions performed the scanner button the scanner's from It can also be used to select the scanner if more than one is connected to your computer.

Click this button to jump to the Index.

Click this button to jump to the Contents page.

Click this button to return to the page displayed 1 step previously. Use it to return after jumping via a link.

Click this button to return to a linked page to which you jumped 1 step previously. Use it to view a link again.

Click this button to go back 1 page.

Click this button to go forward 1 page.

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Chapter 4 Useful Hints

Appendices

What is the Toolbox?

ScanGear Toolbox 3.1 (the Toolbox) is a program that makes your scanner faster and easier to use.
Without the Toolbox, for example, you would have to perform each of the following steps if you wished to scan and display a page from a magazine in an image editing application program.

| Start the application program. | ▶ | Start the scanner driver. | ▶ | Set the detailed scan settings. | ▶ | Initiate the scan. | ▶ | Close the scanner driver. | ▶ | View the scanned image in the application program. |
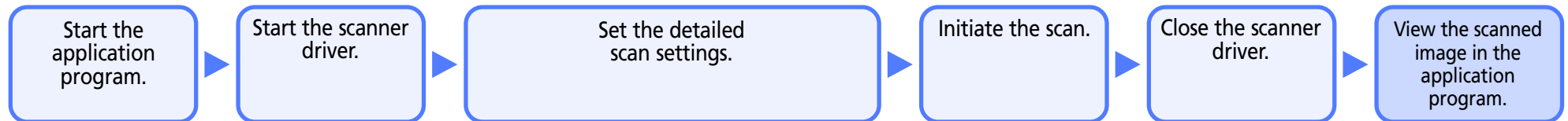
You can perform the same functions with the following steps using the Toolbox.

| Start the Toolbox. | ▶ ▶ ▶ ▶ | Select a function button in the main window. | ▶ | Set a few simple settings in the settings dialog. | ▶ | Initiate the scan. | ▶ ▶ ▶ ▶ | View the scanned image in the application program. |
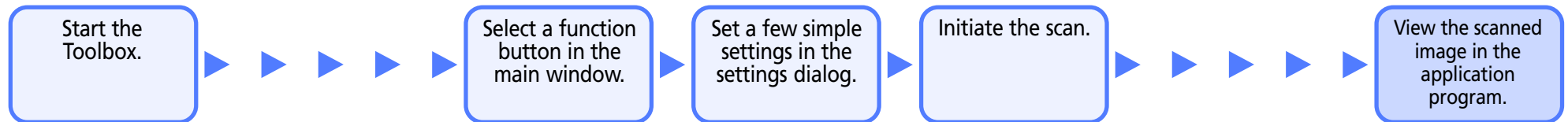
As you can see, the process is simplified with the Toolbox.

You can simplify it even further by using a button on the scanner.

| Press the SCAN button on the scanner. | ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ **(The Toolbox will start and automatically perform the entire process)** | View the scanned image in the application program. |
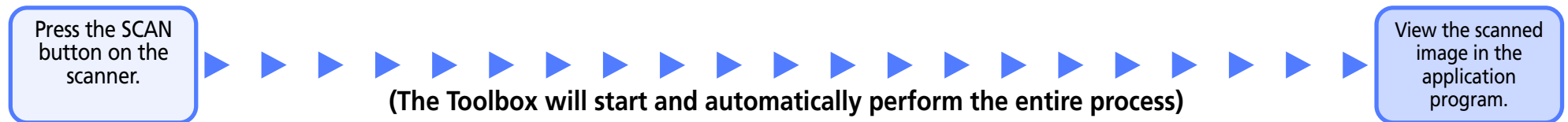
As this demonstrates, the Toolbox makes it considerably easier and faster to use your scanner.

Installing the Program

This topic explains how to install the Toolbox program.

System Requirements

The following minimum requirements must be met to install the program.

Supported System Software:	Windows 98 Windows 2000 Professional Windows Millennium Edition Windows XP Professional Windows XP Home Edition
Free Hard Disk Space:	Approximately 10 MB (before installation)
Display:	800 x 600 pixels Medium (16 bit)/High Color (16 bit) or higher

Installing the Toolbox

Use the CanoScan Setup CD-ROM that came with your scanner to install the Toolbox program. Please see the separate *Quick Start Guide* for installation instructions.

❗ **Important**

• With Windows XP (Professional, Home Edition) and Windows 2000 Professional, you should log on with a user name set to an administrator when you install software programs.

✎ **Note**

• See the ➜ "*Uninstalling the Toolbox*" topic in the *Appendices* for instructions for removing the installed program from your computer.
• Unless there is a need to specify one operating system, the term Windows is used in this guide to refer collectively to Windows 98, Windows 2000 Professional, Windows Millennium Edition (Windows Me), Windows XP Professional and Windows XP Home Edition.

Starting/Closing the Toolbox (1/2)

This topic explains how to start and close the Toolbox.

> ❗ **Important**
>
> • Before starting the Toolbox program, confirm that the scanner driver ScanGear CS-U has been installed and the scanner correctly connected.

Starting the Toolbox

Use the following procedures to start the Toolbox.

Click the Windows [start] menu and select [All Programs] or [Programs], followed by [Canon ScanGear Toolbox 3.1] and [ScanGear Toolbox 3.1].
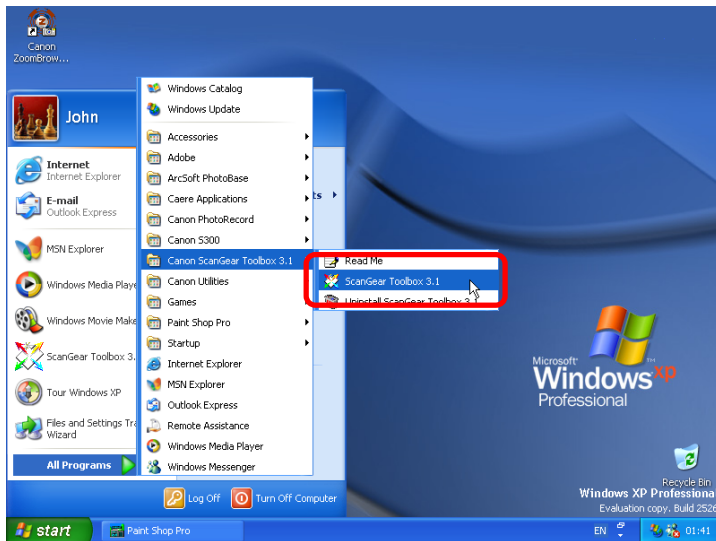
This will start the Toolbox and display its main window, which will appear similar to the example below.

> ✎ **Note**
>
> • Please see ➔Chapter 3 "*Using the Scanner Buttons*" for instructions for using Toolbox with the buttons on the scanner.
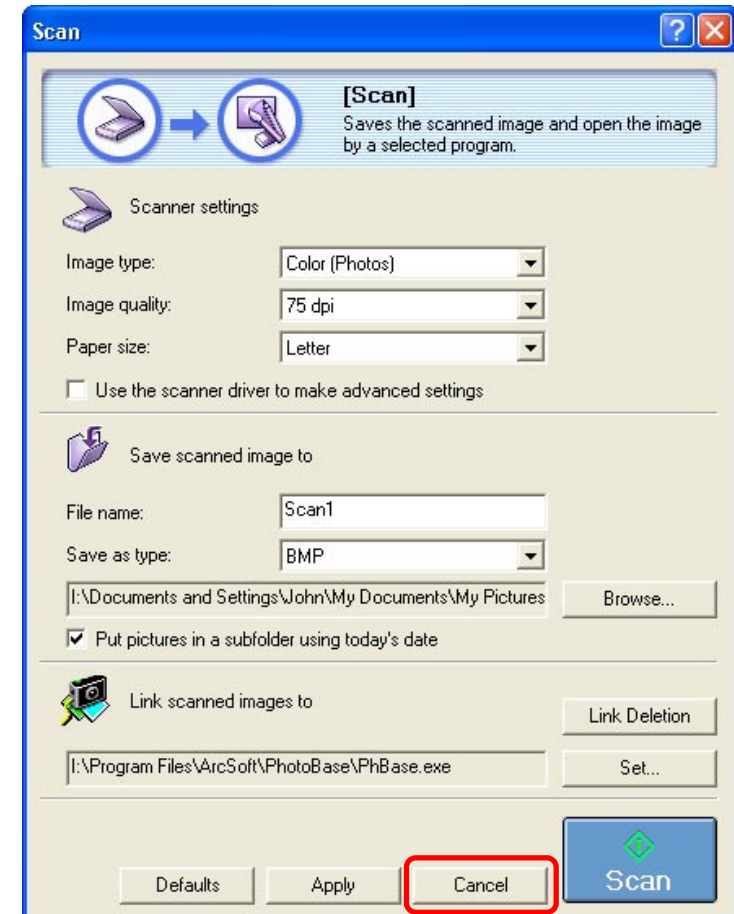
Closing the Toolbox

To close the Toolbox, click the close box on the main window.

To close the program when you have opened a settings dialog, click the dialog's [Cancel] button or close box, and then click the main window's close box.

Toolbox Buttons (1/2)

This topic introduces the buttons contained in the Toolbox's main window. See ➔ *Chapter 2 "Using the Toolbox"* for the instructions to adjust each button's settings.

Mail
After scanning, it starts a linked mail program and creates a new message with the image file attached.

Save
After scanning, it saves the image file to disk.

Click here to minimize the window.

Click here and click an object to open its help topic.

Click here to close the Toolbox.

Copy
After scanning, it prints the image on a printer.

Settings
The Settings button can be used to set the functions performed by the scanner buttons on the scanner's front panel. It can also be used to select the scanner if more than one is connected to your computer.

OCR
After scanning a document, it starts a linked OCR program (an image-to-text converter) and opens the image file. If you installed the OCR program from the CanoScan Setup CD-ROM, it will already be linked.

Scan-1 and Scan-2
After scanning, it starts a linked program and transfers the image to it. See ➔ the next page for details.

Photo
After scanning, it starts a linked program and transfers the image to it. See ➔ the next page for details.

ScanGear Toolbox

Copy Mail OCR Save Scan-1 Scan-2 Photo Settings

■ Scan-1 and Scan-2 Buttons

The Scan-1 button will be linked to PhotoBase and the Scan-2 button to Photoshop Elements (or PhotoStudio 2000) if you installed all the software according to the "*Install the Software*" section of the *Quick Start Guide*. The respective program icons will appear as the button icons.

If you click any one of these buttons, the Toolbox will scan the item, start the linked application program and transfer the image file to that application.

✎ **Note**

• You can link other programs to the Scan-1 and Scan-2 buttons. See the ➔ "*Linking to Other Application Programs*" topic in Chapter 4.

■ Photo Button

With CanoScan D1250U2F, the Photo button will be linked to PhotoRecord if you installed all the software according to the "*Install the Software*" section of the *Quick Start Guide*. When you click this button, the Toolbox will scan the item, start PhotoRecord and transfer the image file to it.

With CanoScan D1250U2F, the Photo button is the only one that can be used to start scanning a film directly without adjusting settings.

✎ **Note**

• The Photo button can also be linked to other application programs. The method is described in the ➔ "*Linking to Other Application Programs*" topic in Chapter 4.
• To scan a film with the other buttons, you have to place a check mark beside the [Use the scanner driver to make advanced settings] option and use the ScanGear CS-U window to set up the scan. See ➔ "*Settings Common to the Dialogs*".

Clicking a Button to Start an Action

To start a Toolbox function, click the button in the main window. When you click the button, the corresponding settings dialog appears.

For example, when you click the Scan-1 button, a Scan settings dialog appears.
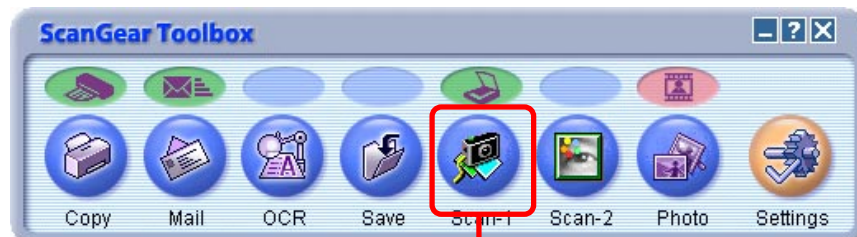
The explanation starting on the next page discusses the settings common to each dialog. The unique features of each dialog are then explained in the following section.
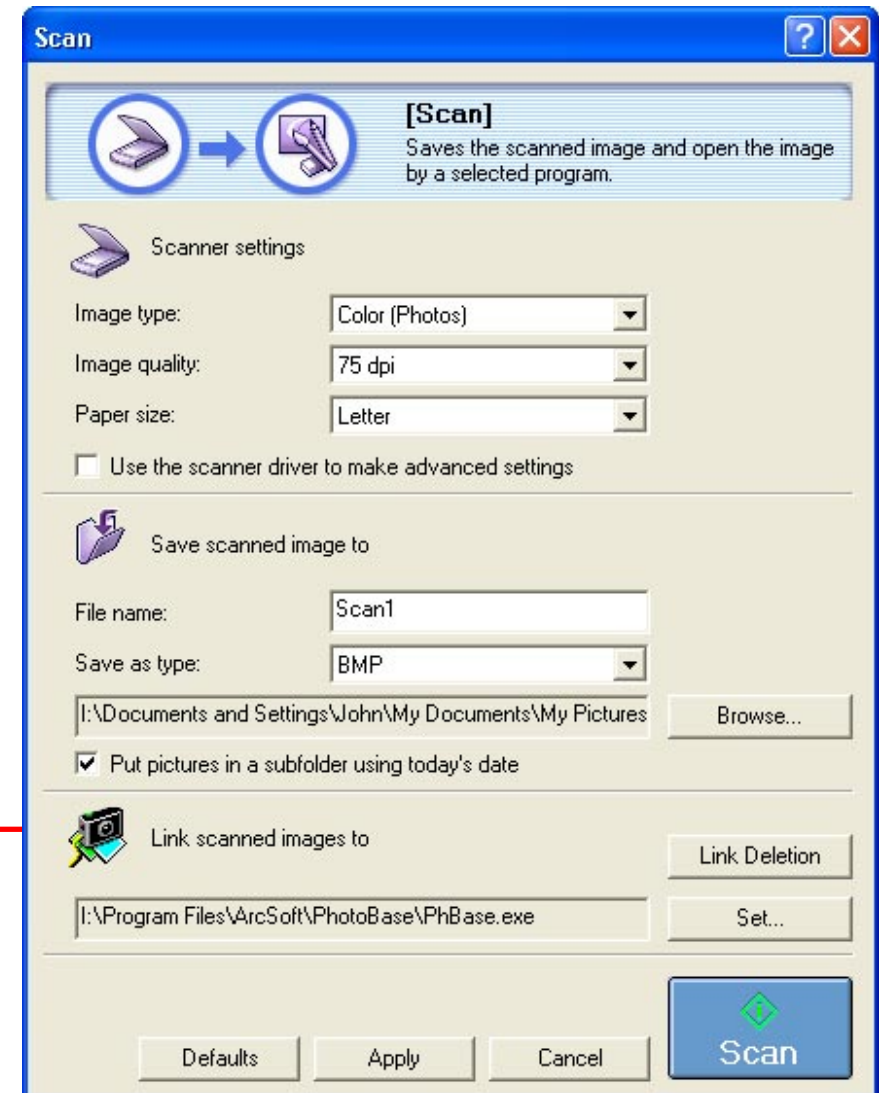
Settings Common to the Dialogs (1/6)

This topic explains the settings common to the settings dialogs for all the functions using the Scan-1 button settings as the example. The same settings can be found on virtually all the other settings dialogs too.

The details of each setting common to virtually all the dialogs are explained starting from the next page.

➔ **Image type**

Sets the scanning mode.

➔ **Image quality**

Sets the resolution (fineness) for the scan.

➔ **Paper size**

Sets the size of the item to be scanned.

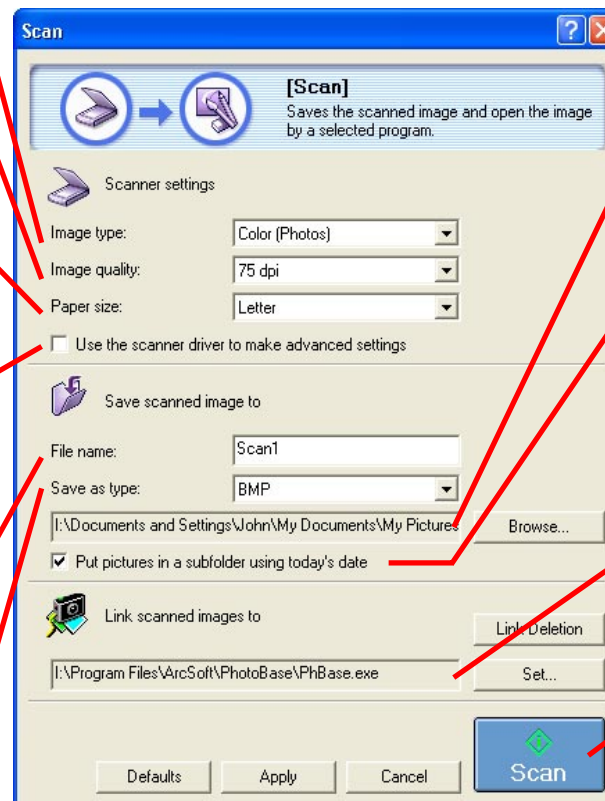➔ **Use the scanner driver to make advanced settings**

Sets whether or not the ScanGear CS-U scanner driver is used to adjust the settings.

➔ **File name**

Sets the root of the file name assigned to image files.

➔ **Save as type**

Sets the file format for saved images.

➔ **Folder**

Sets the folder in which images are saved.

➔ **Put pictures in a subfolder using today's date**

Sets whether or not a subfolder bearing the scanning date is created and the scanned images for that day are placed in it.

➔ **Link scanned images to**

Sets the application program linked to the button.

➔ **Scan/Copy Button**

Starts the scan when clicked (this button is called the Copy button in the Copy settings dialog).

Scan

[Scan]
Saves the scanned image and open the image by a selected program.

Scanner settings

Image type: Color (Photos)
Image quality: 75 dpi
Paper size: Letter

☐ Use the scanner driver to make advanced settings

Save scanned image to

File name: Scan1
Save as type: BMP

I:\Documents and Settings\John\My Documents\My Pictures   Browse...
☑ Put pictures in a subfolder using today's date

Link scanned images to   Link Deletion

I:\Program Files\ArcSoft\PhotoBase\PhBase.exe   Set...

Defaults   Apply   Cancel   Scan

Scanner settings - Image type

Select a scanning mode.

Black and White:

Scans and expresses images in two colors: black and white.

Black and White (OCR):

Produces sharper results than a standard black and white scan. (See the Note on this page)

Grayscale:

Scans and expresses images in black and white and various shades of gray between these two colors. The result is similar to a monochrome photo.

Color (Magazine):

Scans with the Descreen function turned on and expresses images in color. (See the Note on this page)

Color (Photos):

Scans with the Descreen function turned off and expresses images in color.

Color (Multi-Photo Mode):

Scans at 300 dpi and expresses images in color. When more than one image is placed on the document glass, their individual sizes are automatically detected and each image is scanned as a separate file.

Color (Auto crop):
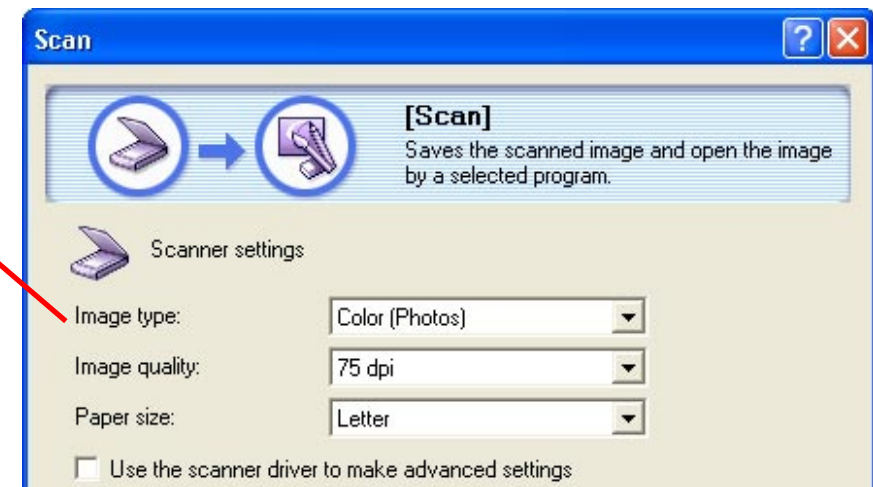
Scans at 300 dpi, automatically crops images, and expresses them in color. Even when multiple images are placed on the document glass, only one composite image is created.

✎ **Note**

- Black and White (OCR) can only be selected in the OCR settings dialog.
- Regarding the selectable options in the OCR settings dialog, see ➔ *"OCR Settings Dialog"*.
- In the Photo settings dialog, the Image type category is replaced by Original. See the ➔ *"Photo Settings Dialog"* topic in this chapter.
- Moiré patterns (striations or a wavy effect) can appear when some printed items are scanned. The Descreen function reduces this effect, but takes longer to scan.

Settings Common to the Dialogs (3/6)

Scanner settings - Image quality

Select the resolution (fineness) at which images are scanned. See more detail about this category in the explanation for each settings dialog.

Scanner settings - Paper size

Select the size of the item to be scanned from among the following:
A4, A5 Portrait, A5 Landscape, B5, Letter, Executive, Statement Portrait, Statement Landscape, Business Card, L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape, Custom.
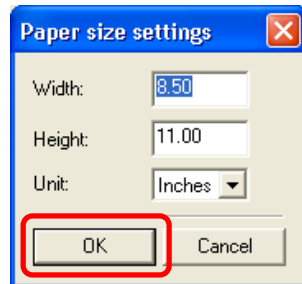
When Custom is selected, a dialog allowing you to specify the dimensions will appear. After selecting the units of choice, input the dimensions and click the [OK] button.

❗ Important

- The Paper size cannot be selected when the Image type is set to [Color (Multi-Photo Mode)] or [Color (Auto crop)].
- Regarding the Paper size options in the Photo settings dialog, see ➔ *"Photo Settings Dialog (2/2)"*.

Settings Common to the Dialogs (4/6)

Scanner settings - Use the scanner driver to make advanced settings

If a check mark is placed beside it, when you click the [Scan] button (or the [Copy] button in the Copy function) in the down right of the dialog, the ScanGear CS-U window will open to allow you to set the various scanning options. You can also scan films using function buttons other than Photo if you specify [Film] in the [Image source] menu of the ScanGear CS-U. Refer to the *ScanGear CS-U User's Guide* for details.

✎ **Note**

• This setting is not available in the OCR settings dialog.
• Some of the settings, including the Image type, Image quality, and Paper size cannot be set when this option is checked. You must set them in the ScanGear CS-U window.

Settings Common to the Dialogs (5/6)
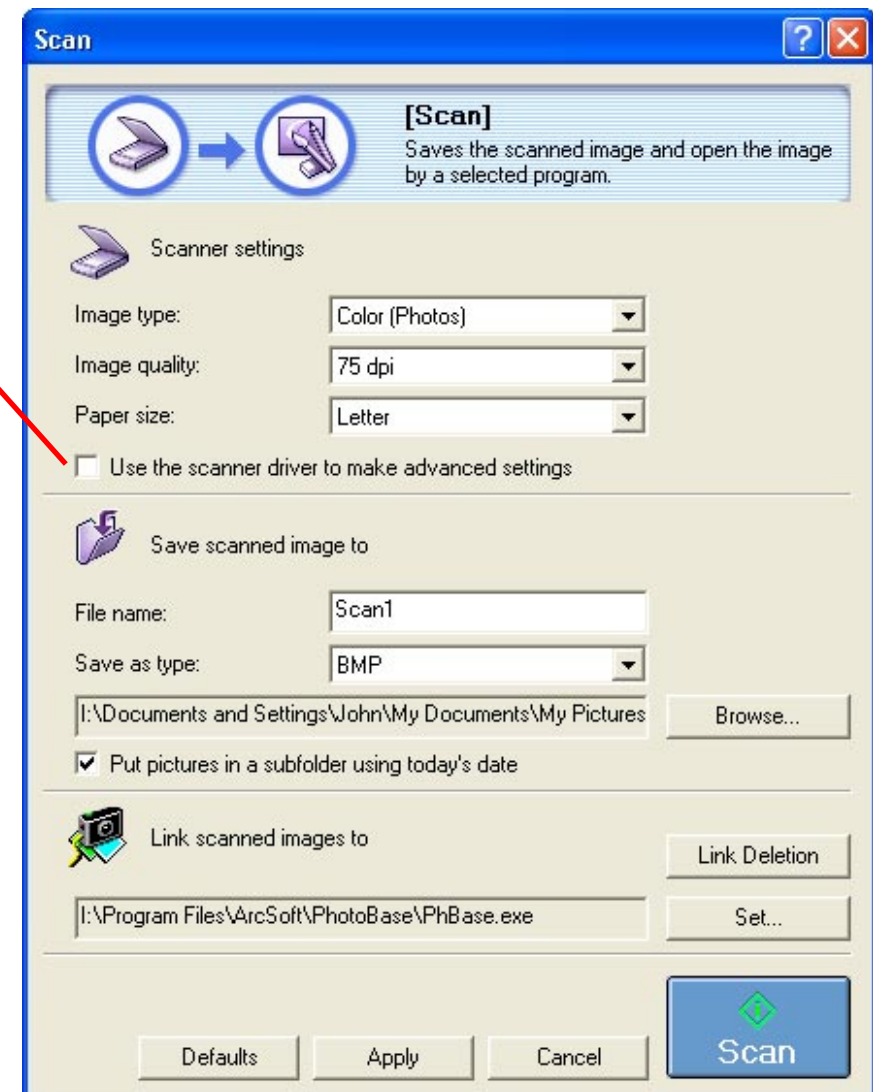
Save scanned image to - File name

Input a root name for the scanned image.

✎ Note

- This category is not available in the Copy settings dialog.
- The first scanned image is saved with the root name. From the second, the file is saved under the same root name, successive four-digit numbers are added to the root.
- The file name extension, such as [.bmp], is automatically added.

Save scanned image to - Save as type

Select the file format for the saved image file.

✎ Note

- This category is not available in the Copy and Mail settings dialogs.
- See the ➜ "*File Formats*" topic in the *Appendices* for more information about file formats.

Save scanned image to - Folder

The scanned images are saved to the folder appearing here. To change the folder, click the [Browse] button, select a folder and click the [OK] button.

Image type:	Color (Photos)
Image quality:	75 dpi
Paper size:	Letter

☐ Use the scanner driver to make advanced settings

Save scanned image to

| File name: | Scan1 |
| Save as type: | BMP |

I:\Documents and Settings\John\My Documents\My Pictures   [Browse...]

☑ Put pictures in a subfolder using today's date

Link scanned images to   [Link Deletion]

❗ Important

- If you are using ScanGear Toolbox with Windows XP, the "Unable to open file" error message may display and you may be unable to scan. Click [OK] on the error message, return to the currently selected ScanGear Toolbox settings dialog, and click the [Browse] button in the "Save scanned image to" category. Set the save location to the folder bearing the user name with which you log onto Windows XP.

✎ Note

- This category is not available in the Copy settings dialog.

Settings Common to the Dialogs (6/6)

Save scanned image to - Put pictures in a subfolder using today's date

If this setting has a check mark beside it, a subfolder bearing the scanning date (2001-05-03, for example) is automatically created within the selected folder and the scanned images are saved to the subfolder.

Link scanned images to

Select the application program linked to the button.

The name of the linked program appears in the box in this category.

To link to another program, click [Set...], select the program, and click the [OK] button. This procedure is explained in detail in ➔"*Linking to Other Application Programs*" in Chapter 4.

✎ **Note**

- See the ➔*"Mail Settings Dialog"* section in this chapter for setting this category in the Mail settings dialog.
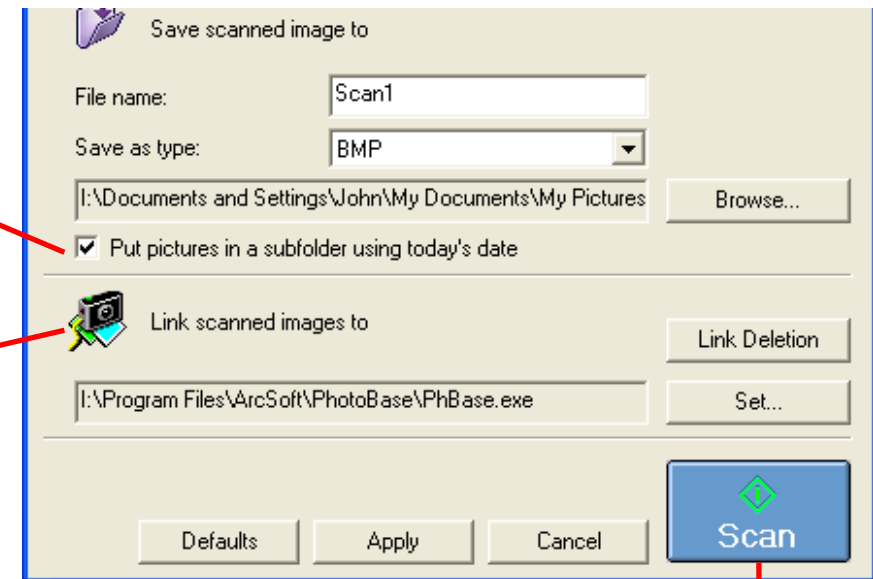
Scan Button

Click the [Scan] button to start scanning. In the Copy settings dialog, this button is called the Copy button. The selected action will automatically take place once the scan is complete.

✎ **Note**

- Click the [Defaults] button to reset all the categories to the default settings.
- Click the [Apply] button to save the selected settings.
- Click the [Cancel] button to return to the Toolbox's main window.

Copy Settings Dialog (1/3)

This topic explains the categories available on the Copy settings dialog.

✎ **Note**

- For an explanation of the settings not included here, see
  ➜ *"Settings Common to the Dialogs"* in this chapter.

Scanner settings - Image quality

This setting determines the resolution (fineness) at which a scanned image is reproduced.

Draft :
 Scans at 150 dpi when the Black and White or Grayscale mode is selected. Scans at 75 dpi in Color mode.

Standard :
 Scans at 300 dpi when the Black and White or Grayscale mode is selected. Scans at 150 dpi in Color mode.

Good :
 Scans at 600 dpi when the Black and White or Grayscale mode is selected. Scans at 300 dpi in Color mode.

Enlarged Printing :
 Scans at 600 dpi in Color mode. (This option is not available in the Black and White or Grayscale mode.)
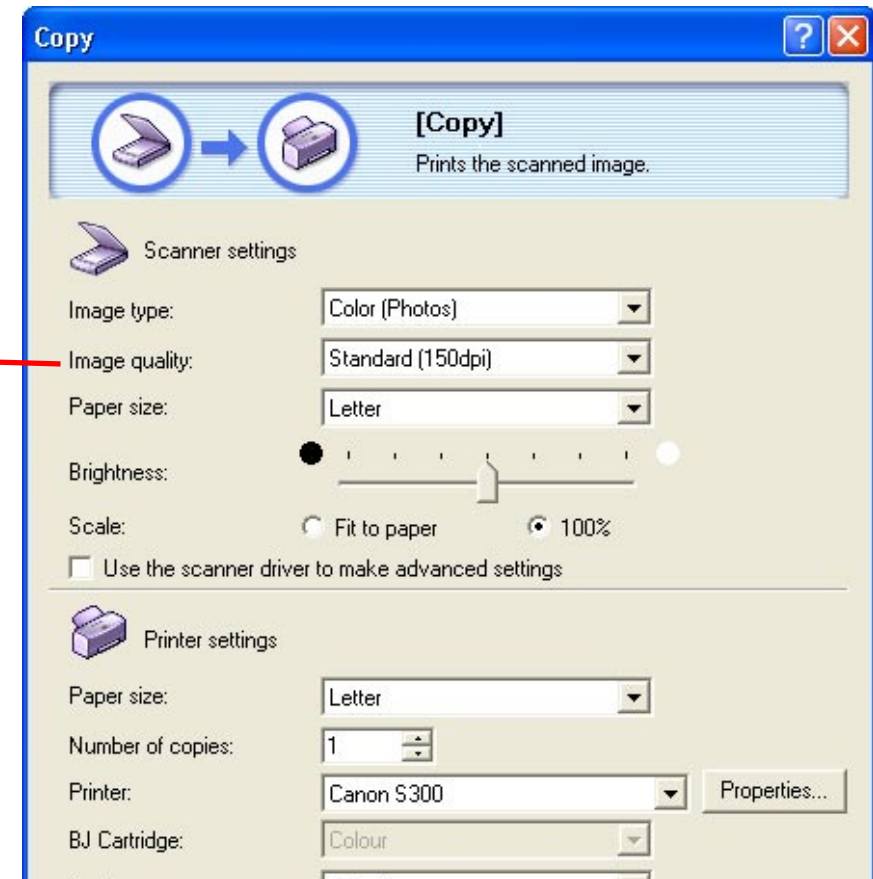
❗ **Important**

- The Image quality may change automatically if the Fit to Paper option in the Scale category is selected.
- The Image quality cannot be set when the Image type is set to [Color (Multi-Photo Mode)] or [Color (Auto crop)].

Copy Settings Dialog (2/3)

Scanner settings - Brightness

You can adjust the brightness by dragging the tab left or right. Moving it left darkens the image and moving it right brightens it.

✎ Note

• This category sets the threshold value for black and white when the Black and White option is selected in the Image type category.

Scanner settings - Scale

This setting allows you to expand or reduce the size of an image for printing to fit the paper specified in the Paper size category.

Fit to paper:
Automatically adjusts the size of the entire printed image to fit the size of paper specified for printing. Since it cannot change the width-to-height ratio, it may leave a white space on the sides or top and bottom of an image if the original item and the printing paper have different shapes.

100%:
Prints the image at the original size of the item.

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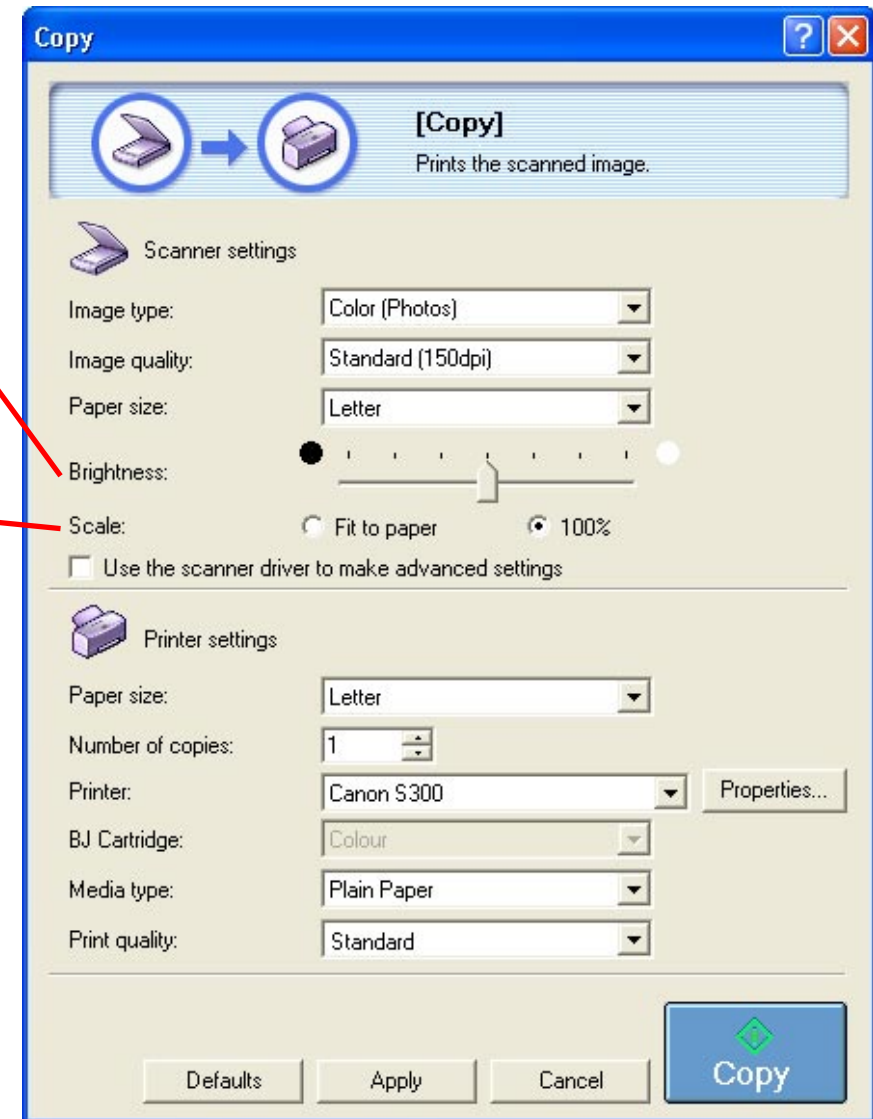
Copy Settings Dialog (3/3)

Printer settings

These categories control the settings used to print the image on a printer.

Paper size:

Sets the size of paper on which the image will be printed.

Number of copies:

Sets the number of copies to print (up to a maximum of 99).

Printer:

Sets the printer used for printing. Click the [Properties] button to open a dialog allowing you to set detailed printer settings.

BJ Cartridge:

Sets the cartridge for use in the selected printer. (This category may not be available for some printers.)

Media type:

Sets the type of paper used in the printer. (This category may not be available for some printers.)

Print quality:

Sets the printing quality. (This category may not be available for some printers.)

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Mail Settings Dialog (1/2)
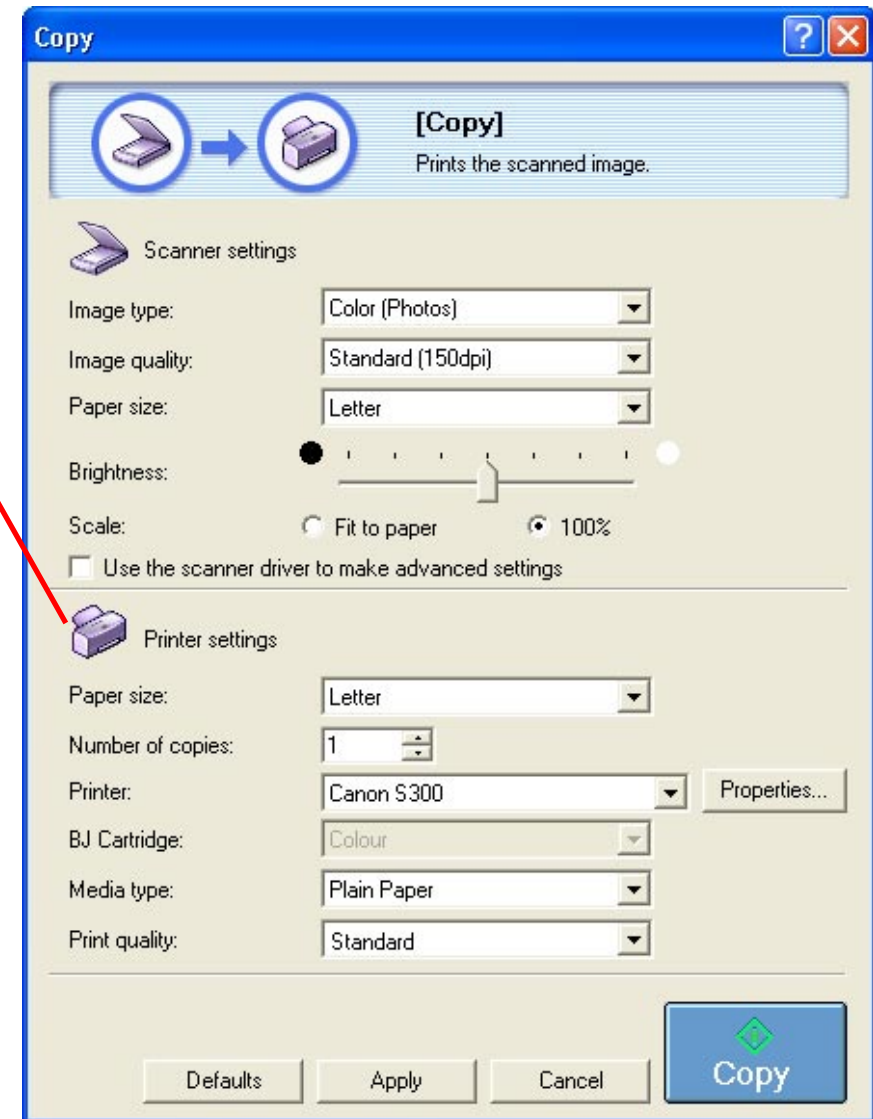
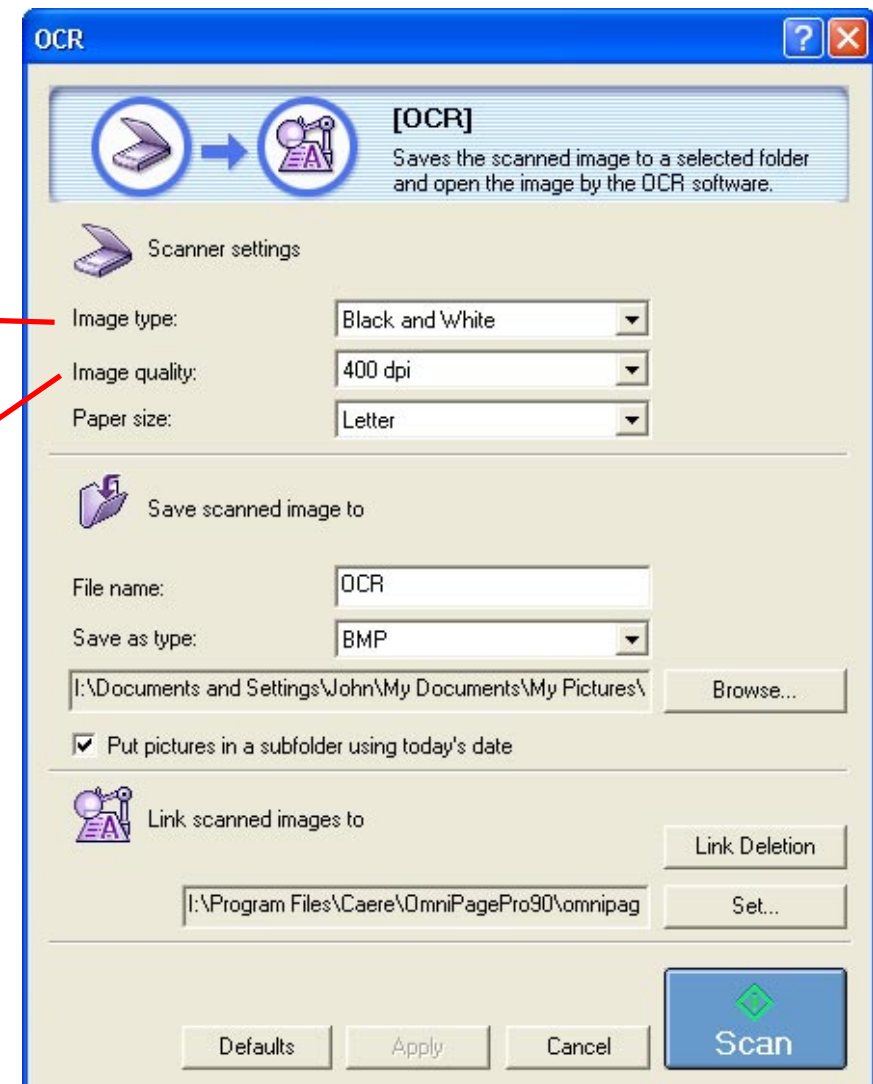This topic explains the categories available on the Mail settings dialog.

> ✎ **Note**
> - For an explanation of the settings not included here, see ➜ *"Settings Common to the Dialogs"* in this chapter.

Scanner settings - Upper limit of attached file

Large image files may take a long time to exchange over e-mail and place a burden on the mail server or the network. To lower the file size, you must set the Image quality to a low setting (a smaller number). If you specify the file size with the [Upper limit of attached file] category, the selection of Image quality settings changes so that the upper limit is not exceeded. The file size will diminish the lower you set the Image quality, and the image size itself may also shrink.

First select an upper limit from one of the following: 150 KB, 300 KB, 600 KB or 900 KB; and then set the Image quality.

You are recommended to select the 150 KB option for most images.

> ❗ **Important**
> - Please consider the values of the upper limits to be approximate. With some images, the actual file size may exceed the upper limit.
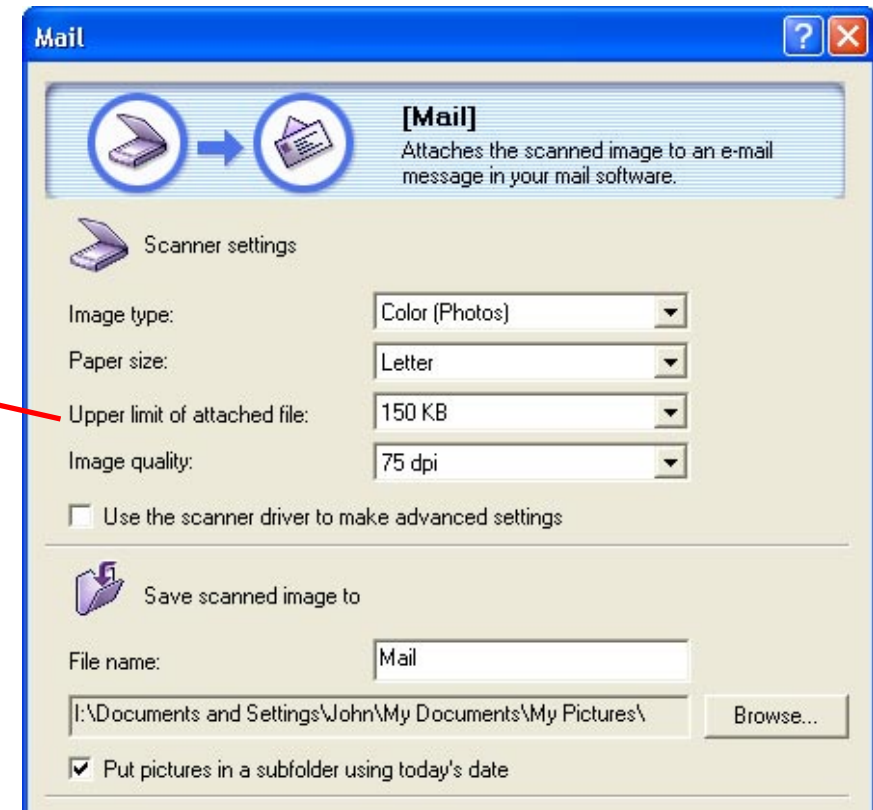
> ✎ **Note**
> - Grayscale and color images are saved in the JPEG file format. Black and white images are saved in the PNG file format.

Mail Settings Dialog (2/2)

Scanner settings - Image quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. The options will change according to the maximum file size set for attachments.

❗ Important

- The Image quality cannot be set when the Image type is set to [Color (Multi-Photo Mode)] or [Color (Auto crop)]. The Image quality will automatically be set to match the setting selected for the [Upper limit of attached file] category.

Link scanned images to

This setting selects the mail program to which the image files are sent. The name of the mail program in use will appear in the box. Click the [Set...] button if your mail program does not appear in the list box or you wish to use another program.

Select the mail program you wish to use from the dialog and click the [OK] button.
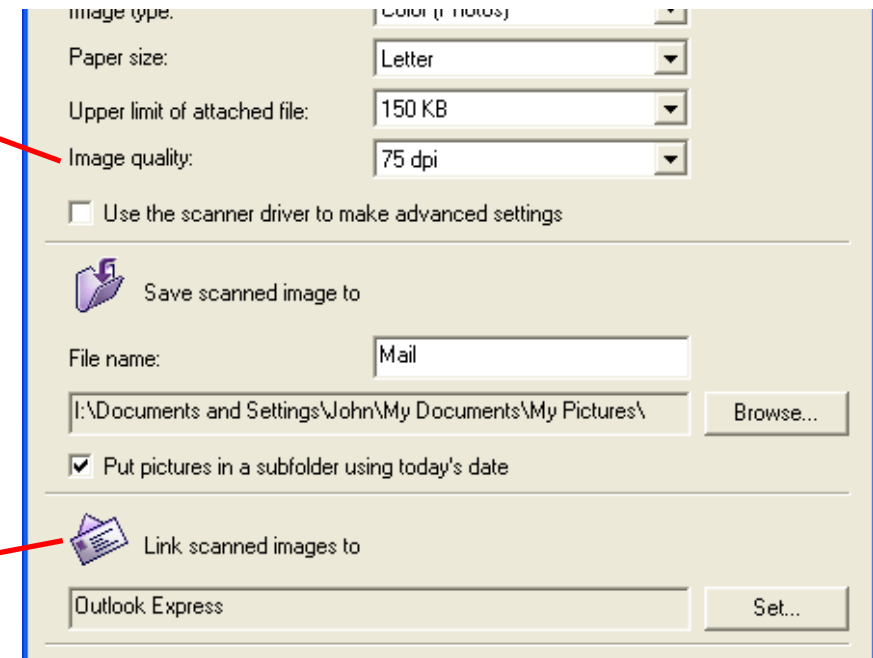
If the program you wish to use does not appear in the list box, select [None (Attach manually)]. With this setting, you must manually attach image files to your messages.

❗ Important

- The mail programs you link to Toolbox must be MAPI-compliant. Microsoft Outlook Express, Microsoft Outlook, EUDORA and Netscape Messenger can be linked. You may also have to adjust the settings of the mail software to enable the MAPI function.

OCR Settings Dialog

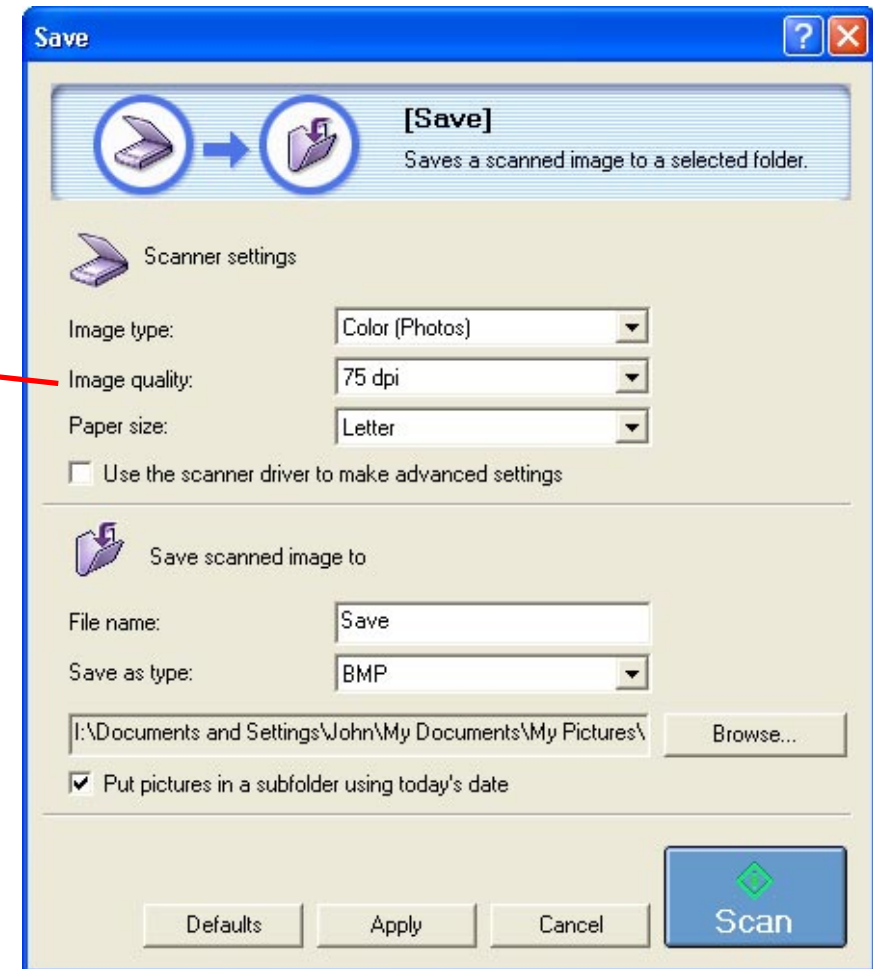This topic explains the categories available on the OCR settings dialog.

> ✎ **Note**
> - For an explanation of the settings not included here, see ➜ *"Settings Common to the Dialogs"* in this chapter.

Scanner settings - Image type

Only the Black and White, Black and White (OCR) and Grayscale modes are available. None of the color modes can be selected. Some OCR programs cannot accept Grayscale images. In this case, select [Black and White] or [Black and White (OCR)].

Scanner settings - Image quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. You can select between 300, 400 and 600 dpi.

Save Settings Dialog

This topic explains the categories available on the Save settings dialog.

> 🖋 **Note**
>
> • For an explanation of the settings not included here, see
> ➔ *"Settings Common to the Dialogs"* in this chapter.

Scanner settings - Image quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. Resolutions from 75 to 1200 dpi are available with this setting.

> 💡 **Important**
>
> • The Image quality cannot be set when the Image type is set to [Color (Multi-Photo Mode)] or [Color (Auto crop)].

Scan-1 and Scan-2 Settings Dialogs

This topic explains the categories available on the Scan-1 and Scan-2 settings dialogs.

The Scan-1 button will be linked to PhotoBase and the Scan-2 button to Photoshop Elements (or PhotoStudio 2000) if you installed all the software according to the "*Install the Software*" section of the *Quick Start Guide*. The respective program icons will appear as the button icons.

🖉 Note

- For an explanation of the settings not included here, see ➔ "*Settings Common to the Dialogs*" in this chapter.
- If you would like to link different programs to the Scan-1 or Scan-2 button, see ➔ "*Linking to Other Application Programs*" in Chapter 4.

Scanner settings - Image quality

This setting determines the resolution (fineness) at which a scanned image is reproduced. Resolutions from 75 to 1200 dpi are available with this setting.

❗ Important

- The Image quality cannot be set when the Image type is set to [Color Multi-Photo] or [Color (Auto crop)].
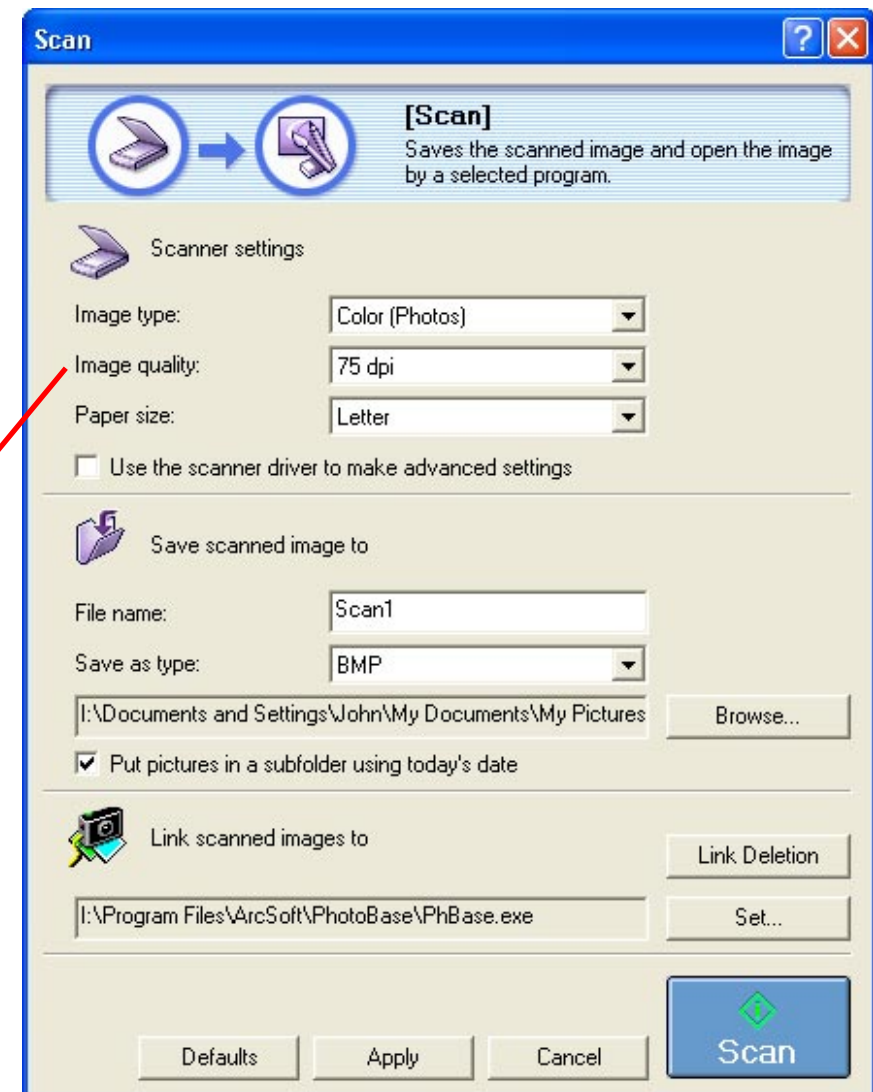
This topic explains the categories available on the Photo settings dialog.

The Photo button will be linked to PhotoRecord if you installed all the software according to the "*Install the Software*" section of the *Quick Start Guide*. (CanoScan D1250U2F only)

❗ Important

- With the CanoScan D1250U2, film cannot be scanned using this button.

✎ Note

- For an explanation of the settings not included here, see ➔ *"Settings Common to the Dialogs"* in this chapter.
- If you would like to link a different program to the Photo button, see ➔ "*Linking to Other Application Programs*" in Chapter 4.

Scanner settings - Original

Select the type of original you are scanning.

■ Photographs

Color Multi-Photos:

Scans at an Image quality of 300 dpi and expresses the image in color. When more than one image is placed on the document glass, their individual sizes are automatically detected and each image is created as a separate file.
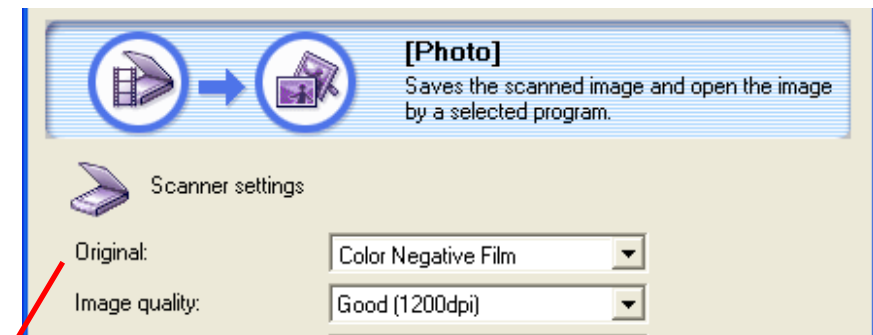
Color (Auto crop):

Scans at 300 dpi, automatically crops images, and expresses them in color. Even when multiple images are placed on the document glass, only one composite image is created.

Color Photo:

Scans color photos.

Monochrome Photo:

Scans monochrome (black and white) photos.

■ Films (CanoScan D1250U2F only)

Color Negative Film:

Scans color negatives.

Color Positive Film:

Scans color positives (slide film).

Monochrome Negative Film:

Scans monochrome negatives.

Monochrome Positive Film:

Scans monochrome positives (slide film).

Photo Settings Dialog (2/2)

✏ **Note** ─────────────────

- The [Monochrome Photo], [Monochrome Negative Film], and [Monochrome Positive Film] settings all produce grayscale images.
- The Descreen function is turned off when you select the [Color Photo] or [Monochrome Photo] settings.
- Please see the *Quick Start Guide* for instructions for placing film on the document glass.

Scanner settings - Image quality

Select a scanning resolution (fineness) from 75 to 600 dpi (300 to 2400 dpi for film).

❗ **Important** ─────────────────

- The Image quality cannot be set when the Original is set to [Color Multi-Photos] or [Color (Auto crop)].

Scanner settings - Paper size

The Paper size cannot be selected when the Original is set to [Color Multi-Photo] or [Color (Auto crop)]. When it is set to [Color Photo] or [Monochrome Photo], you can select from among the following Paper sizes: L Portrait, L Landscape, LL Portrait, LL Landscape, Postcard Portrait, Postcard Landscape, Custom. The Paper size also cannot be selected when the Original is set to film (35 mm film is automatically selected).
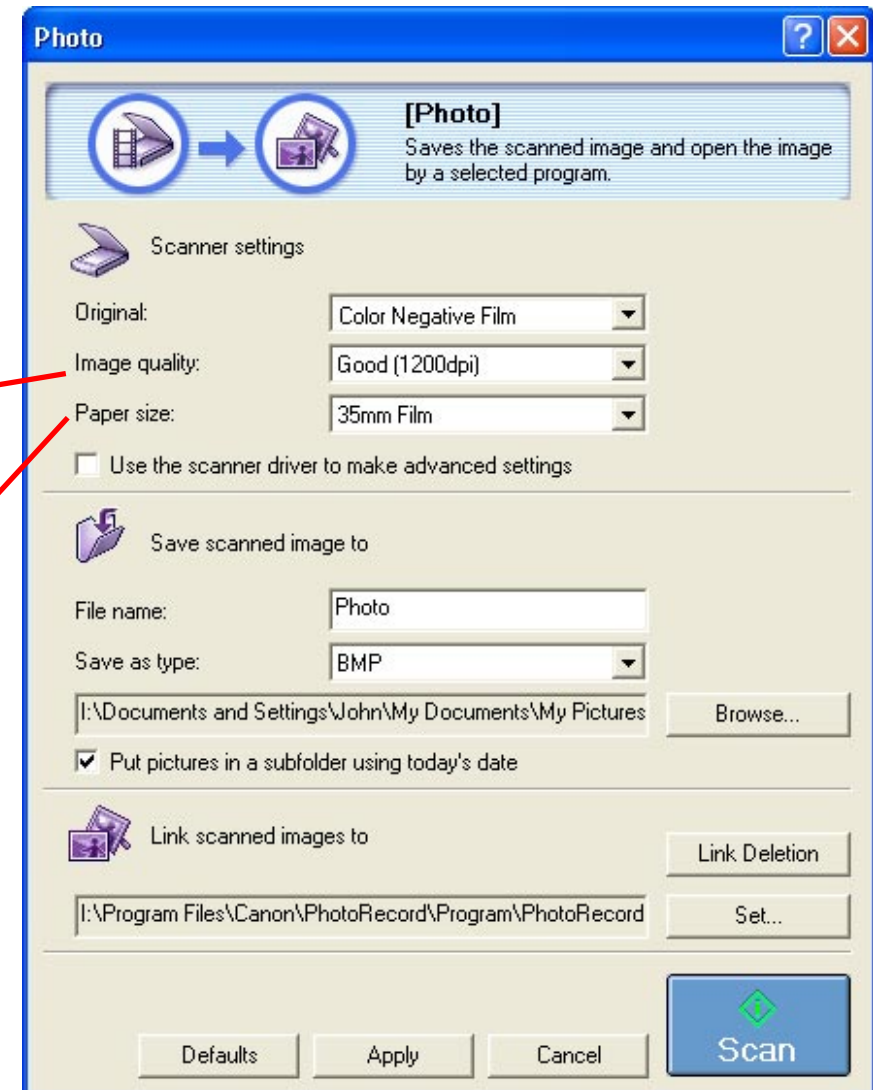
Using the Scanner Buttons (1/3)

There are three buttons at the front of the scanner.
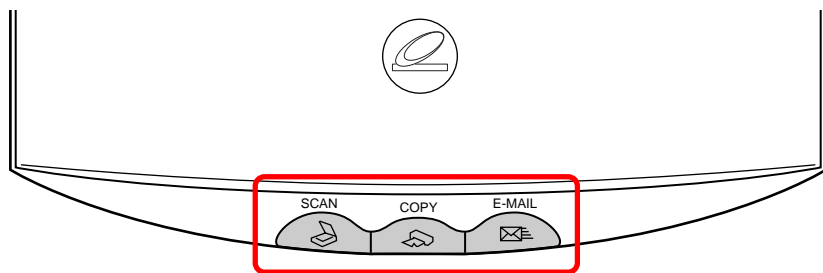
The CanoScan D1250U2F also has another button on its document cover.
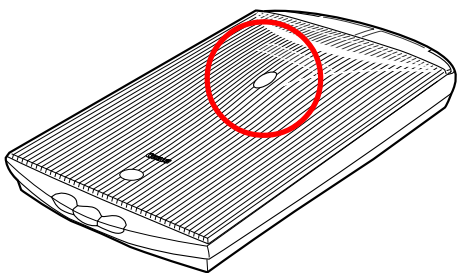
Pressing any one of these buttons starts the Toolbox, opens the dialog associated with the action linked to the respective button and starts to scan immediately.

You can quickly and effortlessly start an entire scanning procedure with the simple "push of a button."

Confirming Scanner Button Settings

Please examine the row of symbols above the buttons in the Toolbox's main window.

The symbols in this space show which scanner button is assigned to which Toolbox function. The examples above indicate the following assignments.

	SCAN Button	▶	Scan-1 Function
	COPY Button	▶	Copy (Printing) Function
	E-MAIL Button	▶	E-Mail Function
	PHOTO Button	▶	Photo Function

✏ **Note**
- The CanoScan D1250U2 is not equipped with a PHOTO button.

What Happens when a Scanner Button is Pressed?

The following complete procedure is carried out when you press any one of the scanner buttons even if the Toolbox is not running yet.

> A scanner button is pressed.

▼

> Toolbox starts.

▼

> The main window opens.

▼

> The settings dialog for the assigned function appears.

▼

> The scan is initiated.

▼

> The function assigned to the button is executed.
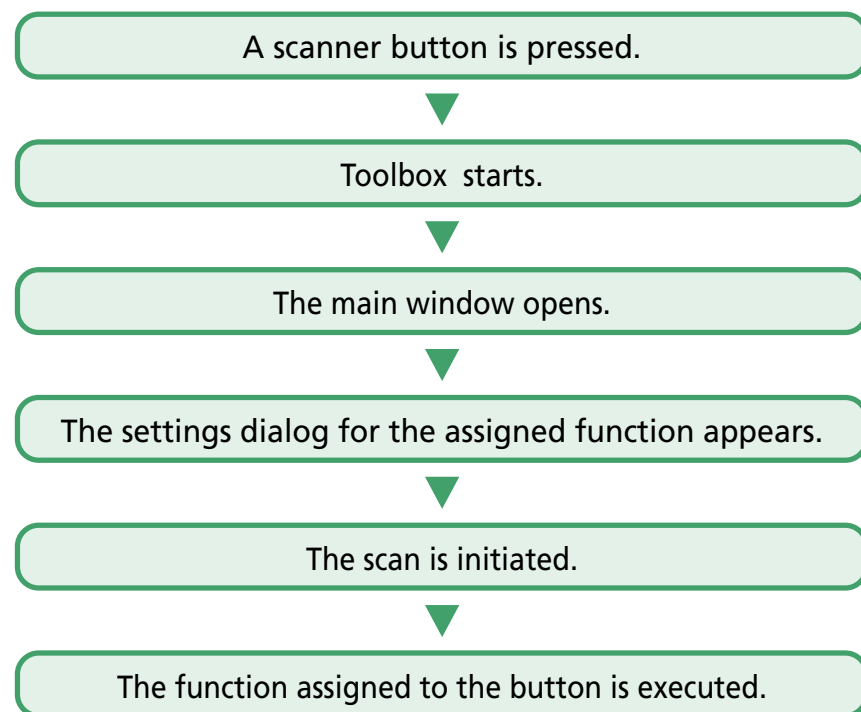
🖉 Note

• If the Toolbox is already running, the settings dialog for the assigned function will display and the scan will initiate.

For example, if you have not made any changes to the settings after installing all the software according to the "*Install the Software*" section of the *Quick Start Guide*, the following actions should take place when you press the respective scanner button.

Pressing the scanner's (SCAN) button will start the Toolbox and display its main window and the Scan settings dialog. The scanner will scan the image and the linked application program, PhotoBase, will start and display it.

Pressing the scanner's (COPY) button will start the Toolbox and display its main window and the Copy settings dialog. The scanner will scan the image and the printer will print it.

Pressing the scanner's (E-MAIL) button will start the Toolbox and display its main window and the Mail settings dialog. After the image is scanned, the mail program will start and display a new e-mail message with the image file attached. (If the mail software has yet to be selected, link it in the "Settings for E-mail Program" dialog that will appear.)

Pressing the scanner's (PHOTO) button will start the Toolbox and display its main window and the Photo settings dialog. After the image is scanned, the linked application program, PhotoRecord, will start and display that image. (Only CanoScan D1250U2F is equipped with a PHOTO button on the document cover.)

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What Scan Settings Are Used?

You may wish to know what settings are used when a scan is initiated by simply pressing a scanner button. What image type is selected? What are the Image quality and paper size settings?

The answer is the latest settings that have been specified.

For example, if you start the Toolbox you can click the [Copy] button in the main window and set the Image type to Grayscale, the Image quality to Standard, and the Paper size to A5 Portrait in the settings dialog. When you press the Copy button on the dialog, the scan will start and transfer the image to the printer. The next time you press the scanner's (COPY) button, the item will be scanned and copied with the latest settings. Namely, the Image type will be set to Grayscale, the Image quality to Standard, and the Paper size to A5 Portrait.

✏ Note

• If you want to adjust the scan settings without initiating a scan, please perform the following procedure in advance.
  1. Start the Toolbox and click the desired button in the main window.
  2. Adjust the settings in the settings dialog.
  3. Click the [Apply] button, then click the [Cancel] button.

Changing Settings after a Button Has Been Pressed

If you decide to change the scan settings after a scanner button has been pressed, click the [Cancel] button on the Scanning progress dialog before the scan finishes.
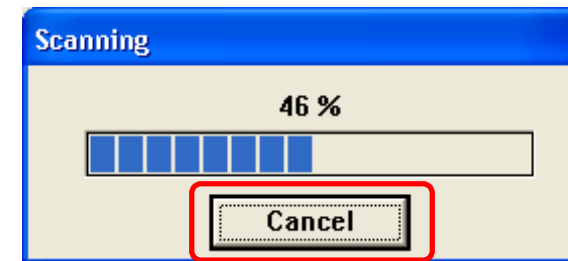
Clicking the [Cancel] button will terminate the scan and display the settings dialog. You can then adjust the settings and restart the scan.

The buttons at the front of the scanner can be assigned to a different Toolbox function.

For example, people that find themselves needing to scan numerous items and save them as image files to a particular folder may wish to assign the Save function to the ⬙ (SCAN) button.

This topic explains how to assign a different function to a scanner button.

❗ **Important**

• The PHOTO button on the CanoScan D1250U2F's document cover is permanently assigned to the Photo function and cannot be reassigned.

1. Start the Toolbox. Its main window will display.

2. Click the [Settings] button.

3. Click the arrow of the list box under the Scan button to which you wish to assign the function and select the desired function from the list.
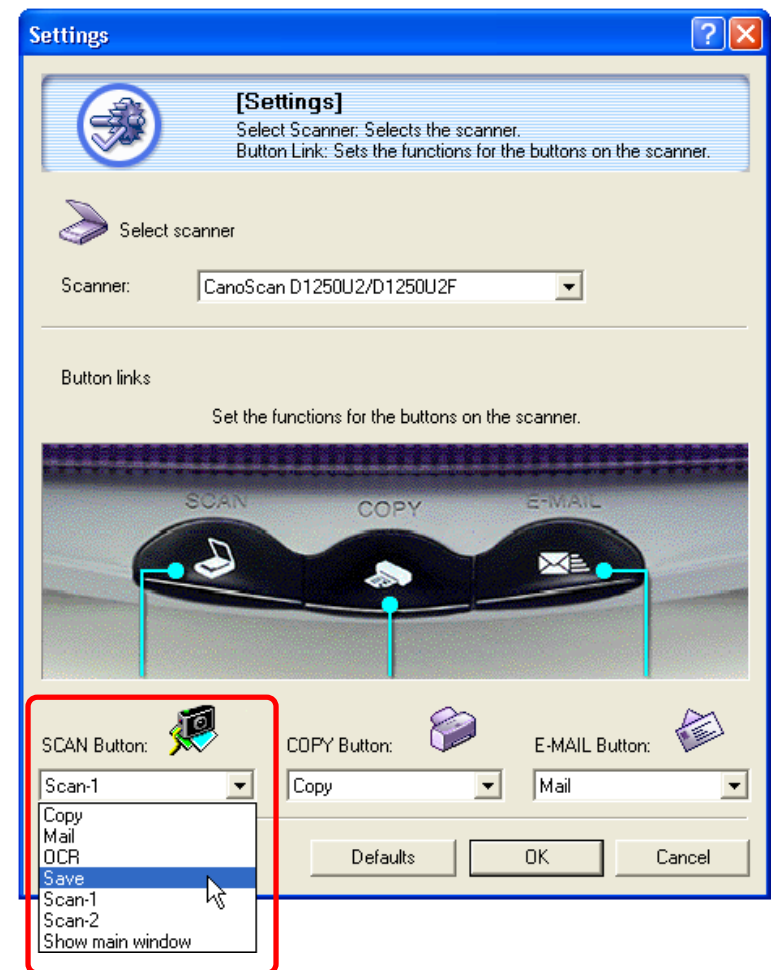
4. Click the [OK] button.
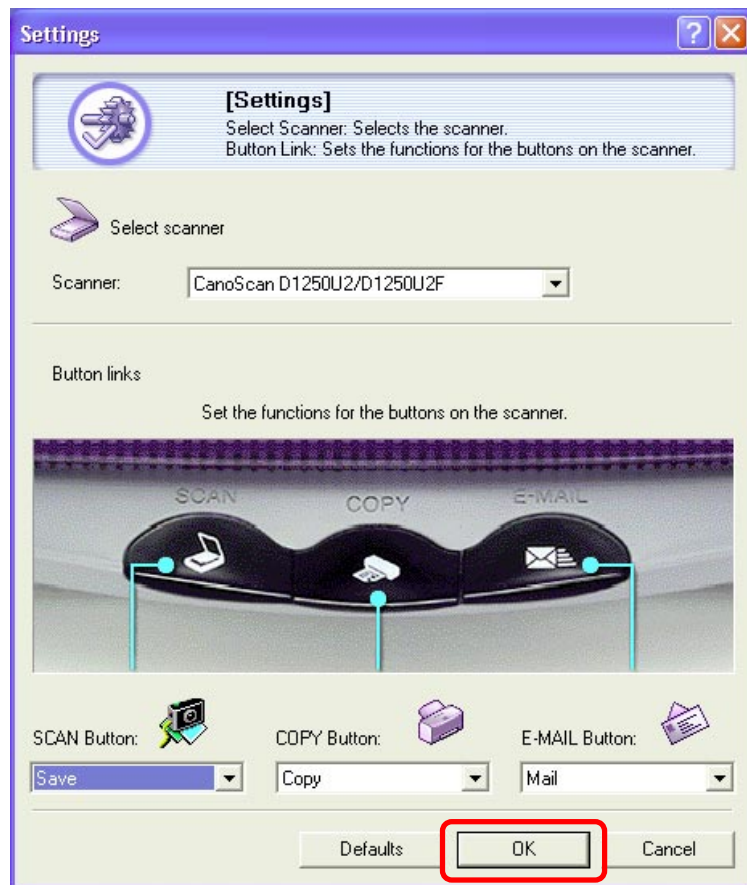
This will change the button's function.
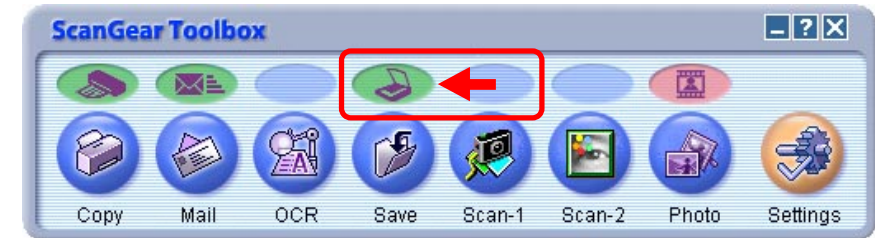
✎ **Note**

- Selecting the [Show main window] option in the list box under the Scanner button causes the Toolbox main window (the window shown above) to display when that button is pressed.
- Click the [Defaults] button to restore the settings to the default options.

Selecting a Scanner

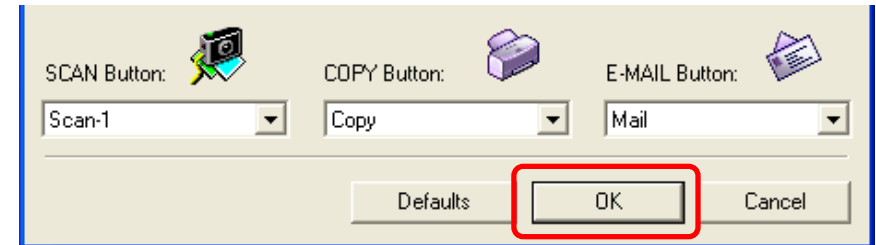This topic explains how to select a scanner if more than one scanner associated with the Toolbox is connected to the computer.

1. Start the Toolbox. The main window will display.

2. Click the [Settings] button.

3. Click the arrow button in the list box at the right of the Scanner category and select the scanner.
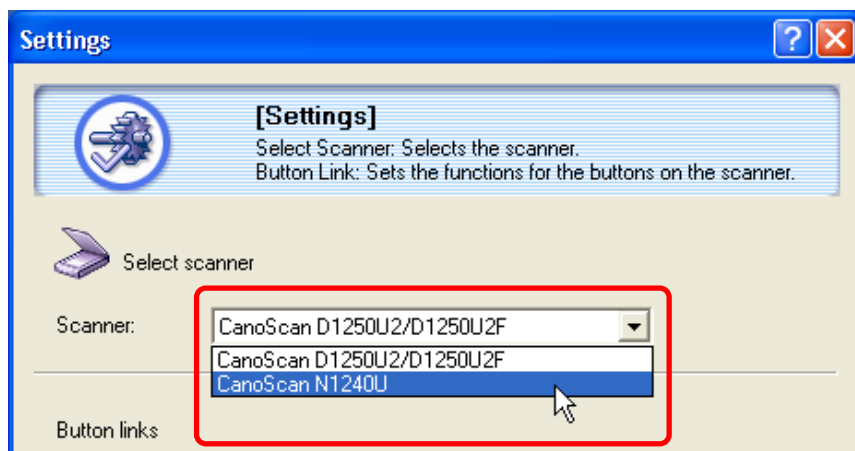
4. Click the [OK] button.

This topic explains the procedure for linking or changing the application program started by the Scan-1, Scan-2 or Photo buttons.

❗ Important

• Application programs that do not support image files cannot be linked.

✎ Note

• Only Color (24 bit), Grayscale (8 bit), and Black and White (1 bit) image files can be transferred from the Toolbox to an application program. Images created with other bit counts cannot be transferred.
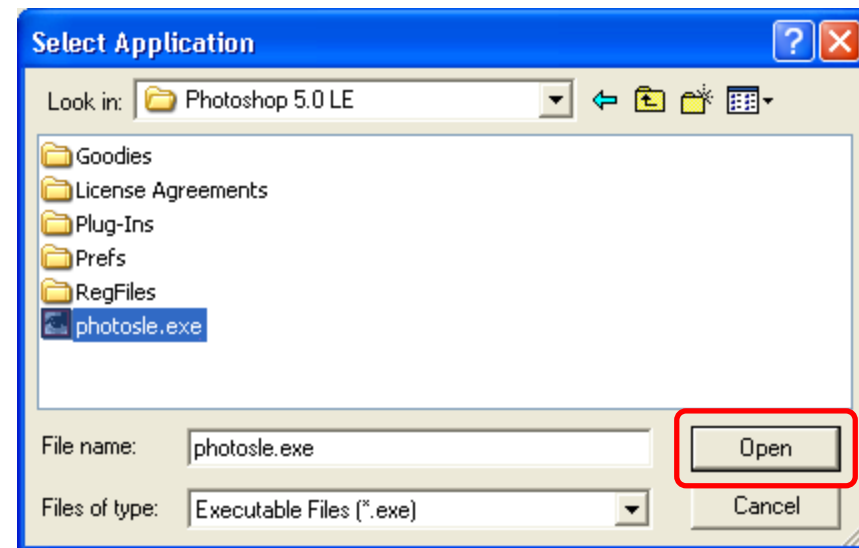
1. Start the Toolbox. The main window will display.

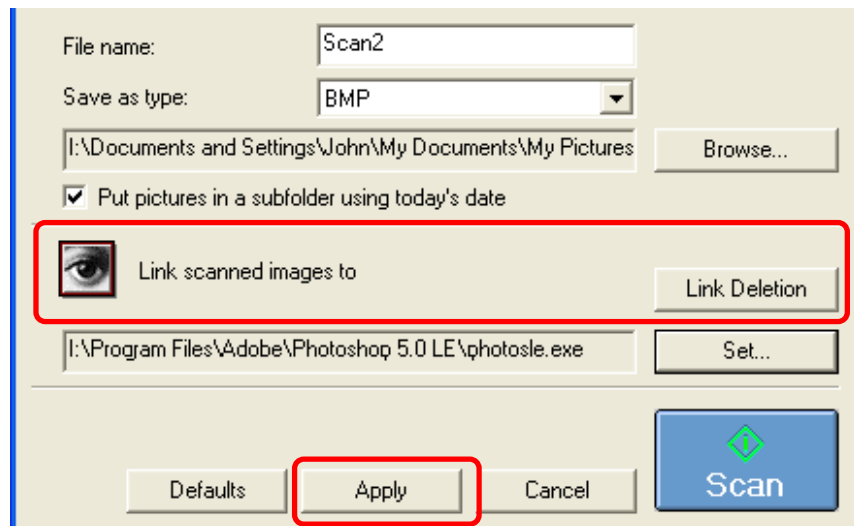*2.* Click the desired button among the Scan-1, Scan-2 or Photo buttons.
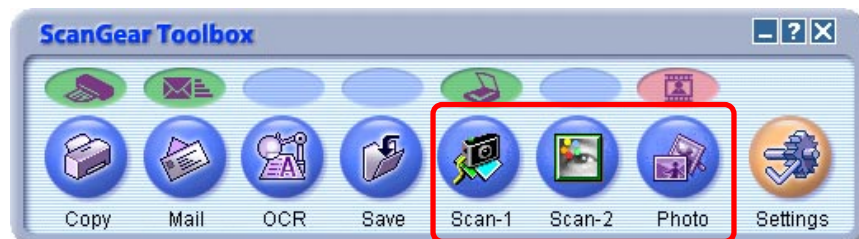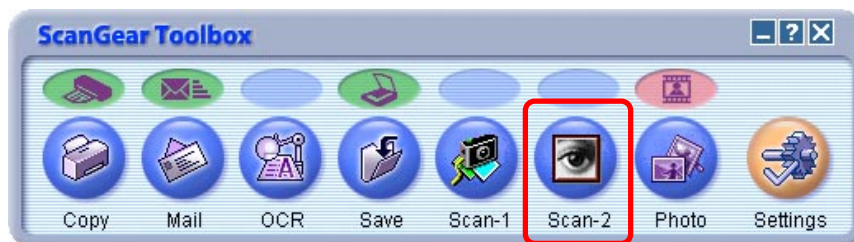

3. Click the [Set...] button.
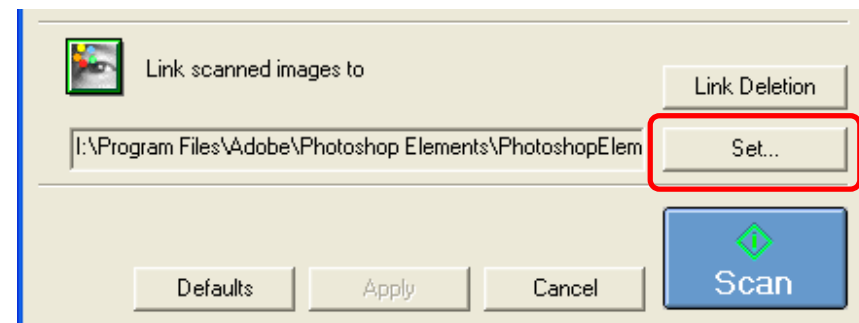
4. Select the desired application program and click the [Open] button.

Linking to Other Application Programs (2/2)

5. Confirm that the desired application program is displayed and click the [Apply] button.


The application program's icon will appear as the Toolbox's button. (Please note that the Photo button icon will not change.) This concludes the procedure for linking an application program.

✎ **Note**

• You can label the Scan-1 or Scan-2 button with the name of the linked application program. Click the Scan-1 or Scan-2 name under the button and use the keyboard to input a name up to 8 characters long.
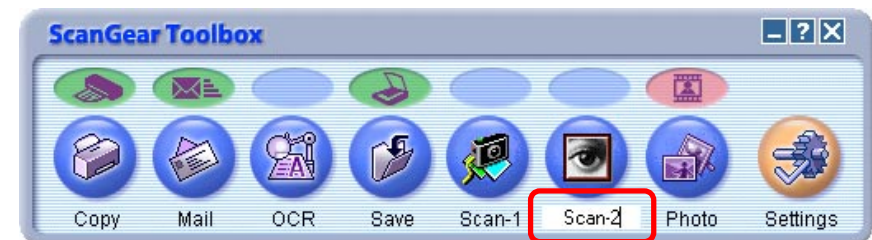
You can select the format of the files in which scanned images are saved by the Toolbox. This topic explains the various characteristics of the different file formats.

■ BMP File
This is the standard Windows bitmap file format. It is supported by most Windows application programs. This format is frequently selected when an image file will only be used in a Windows environment. The ".bmp" file name extension is generally assigned to this format.

■ JPEG File
This is the image format specified by the International Organization for Standardization's (ISO's) Joint Photographic Experts Group (JPEG). This format's compression ratio is its outstanding feature. It can compress data anywhere from 1/10 to 1/50 its original volume. However, it utilizes an irreversible "lossy" compression technique that loses part of the data during compression. Thus, the file cannot be restored to its original state and is slightly degraded in quality. If you repeatedly open, edit and save a JPEG file, the loss of quality will become more noticeable. The ".jpg" file name extension is generally assigned to this format. This format cannot be selected when the Image Type is set to Black and White.

■ PNG File
The Portable Network Graphics (PNG) format is gradually gaining wide acceptance as an image file format for web sites (Internet). Images are saved in a compressed state, but it is a reversible compression so that the image quality remains unchanged when files are repeatedly opened, edited and saved. The ".png" file name extension is generally assigned to this format.

■ TIFF File
The Tagged Image File Format (TIFF) features a high degree of compatibility between the various computer platforms and application programs. Data called a tag is added to the start of the file, which allows the file to be expanded. However, this characteristic sometimes causes the file to contain incompatible data. The ".tif" file name extension is generally assigned to this format.

Uninstalling the Toolbox

Please use the following procedures if you ever need to remove the Toolbox program from your computer.

> ❗ **Important** ─────────────────────────
> • With Windows XP (Professional, Home Edition) and Windows 2000 Professional, you should log on with a user name set to an administrator when you uninstall software programs.

1. Click the Windows [Start] menu and select [All Programs] or [Programs], followed by [Canon ScanGear Toolbox 3.1] and [Uninstall ScanGear Toolbox 3.1].

Follow the onscreen instructions to complete the procedure.

> ✎ **Note** ─────────────────────────
> • If you cannot find Uninstall ScanGear Toolbox 3.1 on the Start menu, use the following procedures to remove the program.
>
>   1. Click the Windows [Start] menu and select [Settings] and [Control Panel].
>   2. Double-click the [Add/Remove Programs] icon.
>   3. Select [Canon ScanGear Toolbox 3.1] and click the [Add/Remove] or [Change/Remove] button.
>   Follow the onscreen instructions to complete the procedure.

List of Default Settings

The table below shows the default settings of each settings dialogs. ("−" means that the item cannot be selected.)

✎ **Note**

• Click the [Defaults] button in each dialog to return to the default status. The information about the application program linked with the function will also return to the initial status.

Item	Copy	Mail	OCR	Save	Scan-1, -2	Photo*2
Image type	Color (Photos)	Color (Auto crop)	Black and White	Color (Photos)	Color (Photos)	Original: Color Negative Film
Image quality	Standard (150dpi)	−	400dpi	75dpi	75dpi	Good (1200dpi)
Paper size	Letter/A4	−	Letter/A4	Letter/A4	Letter/A4	35mm Film
Use the scanner driver to make advanced settings	Off	Off	−	Off	Off	Off
File name	−	Mail	OCR	Save	Scan1 or Scan2	Photo
Save as type	−	− (JPEG or PNG)	BMP	BMP	BMP	BMP
Save scanned image to*1	−	"My Pictures" folder in "My Documents" folder	"My Pictures" folder in "My Documents" folder	"My Pictures" folder in "My Documents" folder	"My Pictures" folder in "My Documents" folder	"My Pictures" folder in "My Documents" folder
Put picture in a subfolder using today's date	−	On	On	On	On	On
Others	Brightness: Center Scale: 100% Printer settings: Default settings of the selected printer	Upper limit of attached file: 150KB	Link scanned images to*3: OmniPage Pro	−	Link scanned images to*3: PhotoBase (Scan-1), Photoshop Elements or PhotoStudio 2000 (Scan-2)	Link scanned images to*3: PhotoRecord (CanoScan D1250U2F only)

*1 With Windows 2000 Professional or Windows XP (Professional, Home Edition), the actual folder location is "\Documents and Settings\USER_NAME_FOLDER\My Documents\My Pictures", while with other Windows, it is "\My Documents\My Pictures".

*2 The Photo settings are of the case the D1250U2F scanner is used. With the D1250U2 scanner, the settings are; Image type: Color Photo, Image quality: 300dpi, Paper size: L Landscape.

*3 The application programs linked to ScanGear Toolbox when you install the software according to *Quick Start Guide*.

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