

Windows

WG Scan Utility

User's Guide

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Introduction

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Introduction

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How to Use the Manual

This explains things that you need to know in order to use this manual.

Notations Used in the Manual(P. 4)

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

In this manual, explanations of items and operations that must be followed while using the software are set forth the symbols that indicate the following.



IMPORTANT

• Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.



NOTE

• Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

About Settings

In this manual, setting names displayed on the computer screen are represented as shown in the following examples.

Example:

[Scan]

[OK]

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What Is the WG Scan Utility?

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What Is the WG Scan Utility?

The WG Scan Utility is software for conveniently scanning photographs, documents, etc.

Main Functions

Easy scanning according to your purpose

By simply clicking an icon button in the WG Scan Utility main screen, you can scan with settings that match your purpose.

Automatic saving of scanned images

Originals are scanned and the scanned images are saved on your computer according to previously configured settings.

By default, images are saved in the [Document]/[My Documents] folder.

Linking to applications

You can display scanned images, attach them to emails, extract characters from scanned images as text, and otherwise utilize scanned images by coordinating with a desired application.

If Evernote or Dropbox is installed in your computer, you can upload scanned images to cloud storage.



Settings(P. 27)

Before Use

1
1

Before Use

- The newest software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software as required.
 - Canon Global Site: http://www.canon.com/
- The functions that you can use may vary according to the following conditions.
 - The device you are using and its settings
 - The firmware version of the device
 - The option structure
 - The version of this software
 - The computer environment you are using
- The screen content, procedures, etc. displayed and described in the manual may differ from those actually displayed.

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What You Can Do

By simply clicking an icon button in the WG Scan Utility main screen, you can scan with settings that match your purpose.

NOTE

- Click [Settings] beforehand, and configure detailed scan settings.
 - [Settings] Dialog Box(P. 28)

Document	Scanning a Document(P. 14)
Photo	Scanning a Photograph(P. 15)
Custom	Scanning with Customized Settings(P. 16)
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Settings(P. 27)

Scanning a Document

You can scan with settings suitable for documents that include text and diagrams.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name].
- **3** If necessary, click [Settings] and configure detailed settings.

[Settings] Dialog Box(P. 28)

4 Click [Document Scan].

Scanning begins.

The scanned image is saved in the previously specified folder.

NOTE

- To set the save destination for images: set [Settings] > [Save Settings] > [Save in].
- To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Scanning a Photograph

You can scan with settings suitable for photographs.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name].
- **3** If necessary, click [Settings] and configure detailed settings.

Click [Photo] in the [\square] (Scanning from a computer) sheet \neg set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] \neg click [OK].

□ [Settings] Dialog Box(P. 28)

Click [Photo Scan].

Scanning begins.

The scanned image is saved in the previously specified folder.

NOTE

- To set the save destination for images: set [Settings] > [Save Settings] > [Save in].
- To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Scanning with Customized Settings

You can register frequently used settings as a "Custom Scan."

- 1 In the main screen of the WG Scan Utility, click [Settings].
- - [Settings] Dialog Box(P. 28)
- 3 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].

The settings are registered in [Custom] in the main screen of the WG Scan Utility.

- 4 Set the original in the device.
- 5 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Custom].

Scanning begins.

The scanned image is saved according to the settings.

NOTE

• To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Scanning Large Originals from the Platen

You can scan originals that are larger than the platen by scanning the right and left halves and combining them into one image. Originals up to about twice the size of the platen are supported.

- In the main screen of the WG Scan Utility, select the device you are using from [Product Name].
- If necessary, click [Settings] and configure detailed settings.

Click [Stitch] in the [\square] (Scanning from a computer) sheet \rightarrow set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] \rightarrow click [OK].

- [Settings] Dialog Box(P. 28)
- **?** Click [Scan and Stitch].
- 4 In the [Image Stitch] dialog box, set [Select Output Size]/[Scan Direction].
 - [Image Stitch] Dialog Box(P. 34)
- 5 Set the first section of the original to be scanned in the device.

Set the left or right side of the original on the platen according to the direction you set for [Scan Direction] (the direction displayed as "1" in the preview area).

6 Click [Start Scanning Image 1].

Scanned image 1 is displayed in the preview.

- 7 Set the next section of the original to be scanned in the device.
- **R** Click [Start Scanning Image 2].

Scanned image 2 is displayed in the preview.

9 If necessary, adjust the scanned images.

To adjust the area to save: select [Adjust cropping frames], then drag the cropping frame (the dotted-line border) in the preview.

To adjust the layout: drag the image.

To rotate and enlarge/reduce the image: click [🔍 🛃 📸 鶰] in the tool bar

To re-scan: click [X] in the tool bar.

10 Click [Save].

The combined image is saved.

NOTE

• To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Scanning with ScanGear WG

You can display the ScanGear WG (scanner driver) screen, and configure more detailed scan settings. You can also adjust the scan area and set image correction functions while viewing a preview.

1 Set the original in the device.

If you want to display a preview, set the original on the platen.

- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name].
- If necessary, click [Settings] and configure detailed settings.

Click [ScanGear] in the [\Box] (Scanning from a computer) sheet \rightarrow set the relevant items in [Save Settings]/ [Application Settings] \rightarrow click [OK].

[Settings] Dialog Box(P. 28)

NOTE

- You can only set the items in [Save Settings]/[Application Settings] from the [Settings] dialog box. You can configure the scan settings in the ScanGear WG screen.
- Click [ScanGear].
- 5 Set the items in the ScanGear WG screen where necessary.

For details about the how to configure the settings, refer to ScanGear WG Help.

6 Click [Scan].

Scanning begins.

The scanned image is saved according to the settings.

NOTE

• To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Extracting Character Strings from Scanned Images

You can open a scanned image in a specified OCR application and extract character strings.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- **3** Click [OCR] in the [🔛] (Scanning from a computer) sheet of the [Settings] dialog box.
 - [Settings] Dialog Box(P. 28)
- 4 Select an application in [OCR Application] of [Application Settings].

If you select [Output to Text], the extracted character strings are saved in a text file.

- 5 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].
- 6 In the main screen of the WG Scan Utility, click [OCR].

Scanning begins.

Start the specified OCR application to display the extracted character strings.

NOTE

- To extract character strings when scanning with [Document Scan]/[Custom Scan]/[ScanGear]: set [Settings] > [Application Settings] > [Start OCR].
- To set the product name beforehand: set [Settings] > [General Settings] > [Product Name].

Attaching a Scanned Image to an E-mail

You can attach a scanned image to a specified e-mail.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- Click [E-mail] in the [] (Scanning from a computer) sheet of the [Settings] dialog box.
 - [Settings] Dialog Box(P. 28)
- 4 Select a mail client in [E-mail Client] of [Application Settings].

You can add e-mail software by selecting [Add].

- 5 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].
- In the main screen of the WG Scan Utility, click [E-mail].

Scanning begins.

The scanned image is saved in the previously specified folder.

Also, the specified e-mail software is started and the image is attached to a new e-mail.

NOTE

- To attach an image to an e-mail when scanning with [Document Scan]/[Photo Scan]/[Custom Scan]/ [ScanGear]: set [Settings] > [Application Settings] > [Attach to e-mail].
- To limit the data size to attach: set [Settings] > [General Settings] > [E-mail Attachment Size].
- To set the save destination for images: set [Settings] > [Save Settings] > [Save in].
- To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Checking Scan Results before Saving

You can specify data format, order of images, save destination, etc. while checking thumbnail images of the scan results.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- Click the icon button of an objective in the [] (Scanning from a computer) sheet of the [Settings] dialog box.

 Click one of [Document Scan]/[Photo Scan]/[Custom Scan]/[Scan and Stitch]/[ScanGear]/[OCR]/[E-mail].

[Settings] Dialog Box(P. 28)

- 4 Select [Check scan results] in [Save Settings] → click [OK].
- 5 In the main screen of the WG Scan Utility, click the icon button of an objective.

 Scanning begins.
- 6 If necessary, change the settings in the [Save Settings] dialog box.
 - [Save Settings] Dialog Box(P. 36)

7 Click [OK].

The scanned image is saved according to the settings.

NOTE

To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Coordinating with a Cloud App

If Evernote or Dropbox is installed in your computer, you can upload scanned images to cloud storage.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- 3 Click the icon button of an objective in the [] (Scanning from a computer) sheet of the [Settings] dialog box.

Click one of [Document Scan]/[Photo Scan]/[Custom Scan]/[Scan and Stitch]/[ScanGear].

[Settings] Dialog Box(P. 28)

4 Specify the transmission destination in [Application Settings] → click [OK].

For Evernote: select [Send to an application] \rightarrow [Evernote].

For Dropbox: select [Send to a folder] → [Dropbox].

5 In the main screen of the WG Scan Utility, click the icon button of an objective.

Scanning begins.

The scanned image is uploaded to the specified cloud storage.

NOTE

To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Opening a Scanner Image with Adobe DC

If Adobe Acrobat DC or Adobe Reader DC is installed in your computer, you can view scanned images as PDFs.

- 1 Set the original in the device.
- 2 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- 3 Click the icon button of an objective in the [] (Scanning from a computer) sheet of the [Settings] dialog box.

Click one of [Document Scan]/[Photo Scan]/[Custom Scan]/[Scan and Stitch]/[ScanGear].

- [Settings] Dialog Box(P. 28)
- 4 Select [Send to an application] > [Adobe Acrobat DC / Reader DC] in [Application Settings] → click [OK].
- 5 In the main screen of the WG Scan Utility, click the icon button of an objective.

Scanning begins.

The scanned image is displayed in PDF format in Adobe Acrobat DC or Adobe Reader DC. If necessary, you can perform operations such as saving, editing, printing, etc. on the PDF file.

NOTE

• To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Configuring Settings When Scanning from the Control Panel

You can configure settings when scanning from the control panel of a device. By using the WG Scan Utility, you can configure more detailed scan settings.

- 1 In the main screen of the WG Scan Utility, select the device you are using from [Product Name] → click [Settings].
- 2 Click the icon button of an objective in the [] (Scanning from a device) sheet of the [Settings] dialog box.

Click one of [Color Scan]/[B&W Scan]/[Custom 1]/[Custom 2].

[Settings] Dialog Box(P. 28)

3 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].

The settings are registered

NOTE

- For details about the scanning procedure from the control panel, refer to the manual of the device.
- To set the device to use beforehand: set [Settings] > [General Settings] > [Product Name].

Settings

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[Settings] Dialog Box	28
[Scan Options]	29
[Save Settings]	31
[Application Settings]	
[General Settings]	
[Image Stitch] Dialog Box	34
[Save Settings] Dialog Box	

Settings

[Settings] Dialog Box(P. 28)

This is displayed when you click [Settings] in the main screen of the WG Scan Utility.

Configure detailed scan settings before scanning.

[Image Stitch] Dialog Box(P. 34)

This is displayed when you click [Stitch] in the main screen of the WG Scan Utility.

You can scan originals that are larger than the platen by scanning the right and left halves and combining them into one image.

[Save Settings] Dialog Box(P. 36)

This is displayed when checking and saving the scan result.

You can specify data format, order of images, save destination, etc. while checking thumbnail images of the scan results.



[Settings] Dialog Box

You can configure detailed scan settings before scanning.

] (Scanning from a computer) Sheet

You can configure settings when scanning using the WG Scan Utility from a computer.

Click the icon button of an objective ([Document]/[Photo]/[Custom]/[Stitch]/[ScanGear]/[OCR]/[E-mail]), then configure detailed scan settings. The settings are applied when you click the icon button for each objective and scan in the main screen of the WG Scan Utility.

- Scan Options (P. 29)
- Save Settings](P. 31)
- [Application Settings](P. 32)

🚍] (Scanning from a device) Sheet

You can configure settings when scanning from the control panel of a device.

Click the icon button of an objective ([Color Scan]/[B&W Scan]/[Custom 1]/[Custom 2]), then configure detailed scan settings.

- Scan Options](P. 29)
- Save Settings (P. 31)
- [Application Settings](P. 32)



] (General Settings) Sheet

You can configure basic settings such as the product name to use with the WG Scan Utility, mail attachment data size, destination folder for saving temporary files, etc.

[General Settings](P. 33)

[Scan Options]

- [Scanning Method](P. 29)
- [Color Mode](P. 29)
- [Paper Size](P. 29)
- [Resolution](P. 29)
- [Document Scan Orientation Settings](P. 29)
- [Scan both sides when scanning from the feeder](P. 29)
- [Image Processing Settings](P. 29)
- [Settings] Dialog Box(P. 28)

NOTE

Descriptions of Settings

[Scanning Method]

Select where to set the original.

If you select [Auto Mode], the original will be scanned from the feeder if it is set in the feeder, and from the platen if not.

[Color Mode]

Select colors when scanning.

[Black and White] scans in black and white. This is suitable for originals that have a lot of text and line drawings.

[Grayscale] scans in 256 gradations of halftones from white to black. This is suitable for photographs etc.

[Paper Size]

Select the size of the original to be scanned.

If you select [Custom], you can set any desired original size.

[Resolution]

Select a resolution when scanning.

[Document Scan Orientation Settings]

Set a scan direction for an original set in the feeder.

[Scan both sides when scanning from the feeder]

Select this when scanning both sides of an original set in the feeder.

[Image Processing Settings]

If you click [+], you can set the following items.

[Sharpen outline]

Emphasizes the contours of images to give them a sharp effect.

[Correct black text]

Clarifies the contours of black text.

[Reduce moire]

Reduces halftone moire and striping.

[Save Settings]

- [File Name](P. 31)
- [Save in](P. 31)
- [Data Format](P. 31)
- [JPEG Image Quality](P. 31)
- [PDF Compression](P. 31)
- [Create a PDF file that supports keyword search](P. 31)
- [Save to a subfolder with current date](P. 31)
- [Check scan results](P. 31)
- [Settings] Dialog Box(P. 28)

Descriptions of Settings

[File Name]

Enter the file name of an image to save. The date and a four-digit number similar to "_20XX0101_0001" are added after the set file name.

[Save in]

Specify the save destination for the scanned image.

By default, images are saved in the [Document]/[My Documents] folder.

[Data Format]

Select the data format when saving an image.

[JPEG Image Quality]

If you select [JPEG/Exif] for [Data Format], select image quality.

[PDF Compression]

If you select [PDF (Divide into Single-Page Files)]/[PDF] for [Data Format], select a compression ratio.

[Create a PDF file that supports keyword search]

If you select [PDF (Divide into Single-Page Files)]/[PDF] for [Data Format], a PDF file is created in which characters in the image are converted to text data, enabling keyword searches.

[Save to a subfolder with current date]

A folder named after the scan date is created in the save destination specified in [Save in], and the image is saved therein.

[Check scan results]

You can specify data format, order of images, save destination, etc. while checking thumbnail images of the scan results

- Checking Scan Results before Saving(P. 22)
- □ [Save Settings] Dialog Box(P. 36)

[Application Settings]

- [Open with an application](P. 32)
- [Send to an application](P. 32)
- [Send to a folder](P. 32)
- (P. 32) [Attach to e-mail]/[E-mail Client]
- [Start OCR]/[OCR Application](P. 32)
- (P. 32) [Do not start any application]
- [Settings] Dialog Box(P. 28)

NOTE

• If you select [Add] from the drop down list, you can add an application or folder.

Descriptions of Settings

[Open with an application]

If you want to process or correct a scanned image, specify the application to open the image in.

[Send to an application]

If you want to send a scanned image to an application that can browse or manage images, specify an application to send to.

© Coordinating with a Cloud App(P. 23)

[Send to a folder]

If you want to save a scanned image in a folder other than that specified in [Settings] > [General Settings] > [Save in], specify the save destination folder.

Coordinating with a Cloud App(P. 23)

[Attach to e-mail]/[E-mail Client]

If you want to attach a scanned image to an e-mail, specify the mail software.

Attaching a Scanned Image to an E-mail(P. 21)

[Start OCR]/[OCR Application]

If you want to extract character strings from a scanned image, specify an OCR application.

If you select [Output to Text], the extracted character strings are saved in a text file.

Extracting Character Strings from Scanned Images(P. 20)

[Do not start any application]

The scanned image is saved in the folder specified in [Settings] > [General Settings] > [Save in] without another application being opened.

[General Settings]

- [Product Name](P. 33)
- [E-mail Attachment Size](P. 33)
- [Document Language](P. 33)
- [Folder for Temporary Files](P. 33)
- [Settings] Dialog Box(P. 28)

Descriptions of Settings

[Product Name]

Select the device to use. If connected to a network, select a device whose product name is displayed with "ser_<Mac address name>" at the end.

If you click [Select], you can select the device to scan with from the control panel.

[E-mail Attachment Size]

If you want to limit the data size of an image to be attached to an e-mail, select the size.

[Document Language]

If you want to select a language when identifying character strings in an image, select the language.

[Folder for Temporary Files]

Click [Browse] and specify the folder where images will be temporarily saved.

[Image Stitch] Dialog Box

You can scan originals that are larger than the platen by scanning the right and left halves and combining them into one image. Originals up to about twice the size of the platen are supported.

Toolbars

1. Select Output Size

- [Select Output Size](P. 35)
- [Scan Direction](P. 35)

2. Scan Image 1

[Start Scanning Image 1](P. 35)

3. Scan Image 2

- [Start Scanning Image 2](P. 35)
- (P. 35) [Adjust cropping frames]

4. Save Image

- [Save](P. 35)
- Scanning Large Originals from the Platen(P. 17)

Descriptions of Settings

[X] (Delete)

Deletes the selected image.

[] (Scaling)

Left-clicking the image in the preview enlarges the display, right-clicking it reduces the display.



Rotates the image in the preview.

[Select Output Size]

Select an output size after combining the images.

[Scan Direction]

Select the direction in which the images will be combined.

[Start Scanning Image 1]

Scans the part of the original to be scanned first (the part displayed as "1" in the preview area) and displays it in a preview.

[Start Scanning Image 2]

Scans the part of the original to be scanned next (the part displayed as "2" in the preview area) and displays it in a preview.

[Adjust cropping frames]

If you want to adjust the area to be saved, drag the cropping frame (the dotted-line border) displayed in the preview area.

[Save]

Saves the combined image.

[Save Settings] Dialog Box

You can specify data format, order of images, save destination, etc. while checking thumbnail images of the scan results.

- Thumbnail Images(P. 36)
- (P. 36) [File Name]
- [Save in](P. 36)
- [Data Format](P. 36)
- [JPEG Image Quality](P. 36)
- [PDF Compression](P. 36)
- (P. 36) [Create a PDF file that supports keyword search]
- (P. 36) [Save to a subfolder with current date]
- Checking Scan Results before Saving(P. 22)

Descriptions of Settings

Thumbnail Images

To change the save order: drag and drop the images.

To rotate an image: select an image, then click [



[File Name]

Enter the file name of an image to save. The date and a four-digit number similar to "_20XX0101_0001" are added after the set file name.

[Save in]

Specify the save destination for the scanned image.

By default, images are saved in the [Document]/[My Documents] folder.

[Data Format]

Select the data format when saving an image.

[JPEG Image Quality]

If you select [JPEG/Exif] for [Data Format], select image quality.

[PDF Compression]

If you select [PDF (Divide into Single-Page Files)]/[PDF] for [Data Format], select a compression ratio.

[Create a PDF file that supports keyword search]

If you select [PDF (Divide into Single-Page Files)]/[PDF] for [Data Format], a PDF file is created in which characters in the image are converted to text data, enabling keyword searches.

[Save to a subfolder with current date]

A folder named after the scan date is created in the save destination specified in [Save in], and the image is saved therein.

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