



# **LiDE 220**

## **Online Manual**

Read Me First  
Useful Functions Available on the Machine  
Overview of the Machine  
Scanning  
Troubleshooting

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# Read Me First

■ [Notes on Online Manual Usage](#)

■ [How to Print](#)

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## How to Print

Use the print function of your Web browser to print this guide.

To set to print background colors and images, follow the steps below.

### ▶▶ Note

- In Windows 8, print in the desktop version.

#### • In Internet Explorer 9, 10, or 11

1. Select  (Tools) > **Print** > **Page setup...**
2. Select the **Print Background Colors and Images** checkbox.

#### • In Internet Explorer 8

1. Press the Alt key to display the menus.  
Alternatively, from **Tools**, select **Toolbars** > **Menu Bar** to display the menus.
2. Select **Page Setup...** from the **File** menu.
3. Select the **Print Background Colors and Images** checkbox.

#### • In Mozilla Firefox

1. Press the Alt key to display the menus.  
Alternatively, click **Firefox**, then select **Menu Bar** from the right arrow of **Options** to display the menus.
2. Select **Page Setup...** from the **File** menu.
3. Select the **Print Background (colors & images)** checkbox in **Format & Options**.

#### • In Google Chrome

1. Select  (Chrome Menu) > **Print...**
2. Select the **Background colors & images** checkbox in **Options**.

# How to Use the Online Manual

## Symbols Used in This Document

### **Warning**

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Caution**

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Important**

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

### **Note**

Instructions including notes for operation and additional explanations.

### **Basic**

Instructions explaining basic operations of your product.

### **Note**

- 
- Icons may vary depending on your product.
- 

## Touch-enabled Device Users

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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### Note

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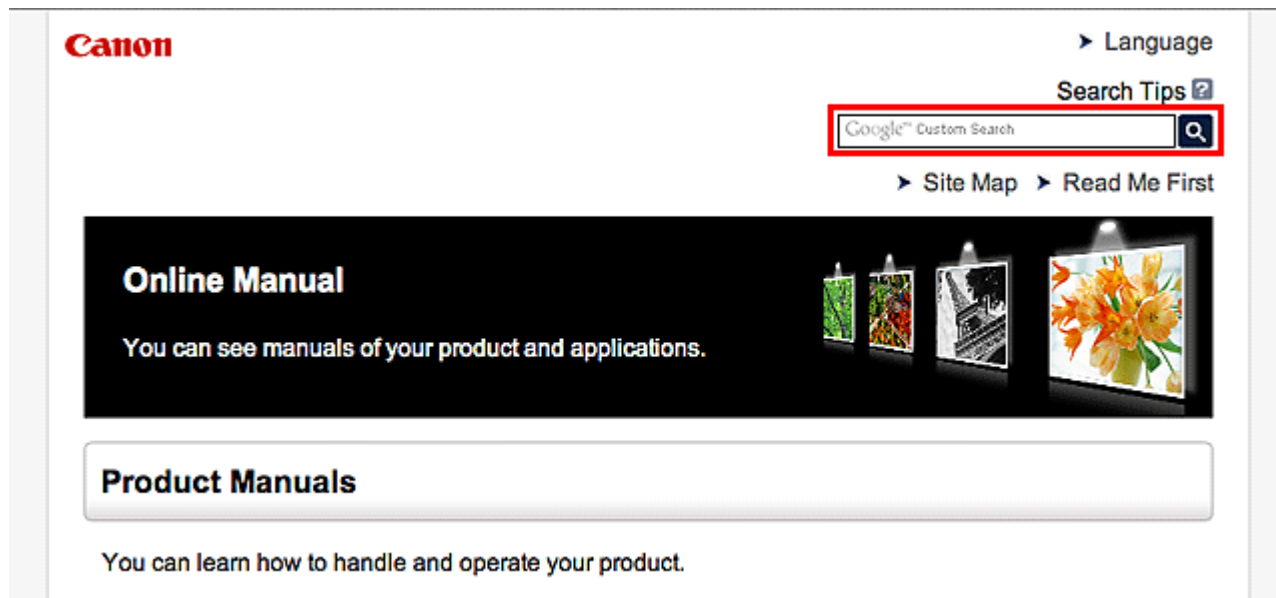
END OF TERMS AND CONDITIONS

Enter keywords in the search window and click  (Search).

You can search for target pages in this guide.

## Search Tips

You can search for target pages by entering keywords in the search window.



### ►► Note

- The displayed screen may vary.
- When searching from this page or the "Home" page without entering your product's model name or your application's name, all products supported by this guide will be considered for the search. If you want to narrow down the search results, add your product's model name or your application's name to the keywords.

#### • Searching for Functions

Enter your product's model name and a keyword for the function you want to learn about

Example: When you want to learn how to load paper

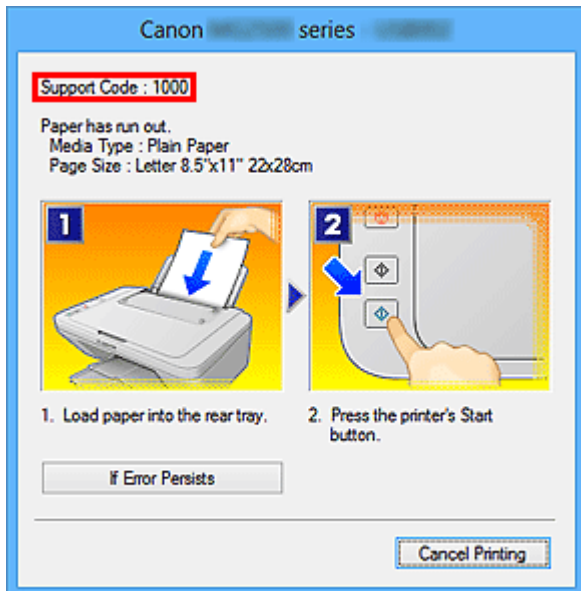
Enter "(your product's model name) load paper" in the search window and perform a search

#### • Troubleshooting Errors

Enter your product's model name and a support code

Example: When the following error screen appears

Enter "(your product's model name) 1000" in the search window and perform a search



### ►► Note

- The displayed screen varies depending on your product.

#### • Searching for Application Functions

Enter your application's name and a keyword for the function you want to learn about

Example: When you want to learn how to print collages with My Image Garden

Enter "My Image Garden collage" in the search window and perform a search

#### • Searching for Reference Pages

Enter your model name and a reference page title\*

\* You can find reference pages more easily by entering the function name as well.

Example: When you want to browse the page referred to by the following sentence on a scanning procedure page

Refer to "Color Settings Tab" for your model from Home of the *Online Manual* for details.

Enter "(your product's model name) scan Color Settings Tab" in the search window and perform a search

## Notes on Operation Explanations

In this guide, most of the operations are described based on the windows displayed when Windows 8.1 operating system (called Windows 8.1 below) or Windows 8 operating system (called Windows 8 below) is used.

## **Useful Functions Available on the Machine**

- **View Photos Easily Using My Image Garden**
- **Connection Methods Available on the Machine**

# View Photos Easily Using My Image Garden

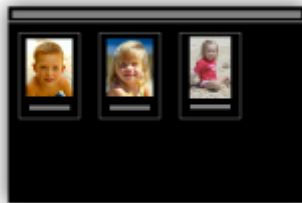
## Organize Images Easily

In My Image Garden, you can register the names of people and events to photos. You can organize photos easily as you can display them not only by folder but also by calendar, event, and person. This also allows you to find the target photos easily when you search for them later on.

<Calendar View>



<People View>



## Display Recommended Items in Slide Shows

Based on the information registered to photos, Quick Menu automatically selects the photos on your computer and creates recommended items such as collages and cards. The created items appear in slide shows.



## Place Photos Automatically

Delightful items are created easily as the selected photos are placed automatically according to the theme.





## **Other Various Functions**

My Image Garden has many other useful functions.

Refer to "What You Can Do with My Image Garden" for details.

## Connection Methods Available on the Machine

The following connection methods are available on the machine.

### USB Connection



### **USB Connection**

Connect the scanner and a computer with a USB cable. Prepare a USB cable.

# Overview of the Machine

## ➤ **Safety Guide**

- Safety Precautions
- Regulatory and Safety Information

## ➤ **Main Components**

## ➤ **Placing Items**

- Place the Item on the Platen
- Items You Can Place & How to Place Items

## ➤ **Maintenance**

## ➤ **Precautions for Safe Transport of the Machine**

## ➤ **Legal Limitations on Use of Your Product and Use of Images**

## ➤ **Specifications**

## **Safety Guide**

- ▶ **Safety Precautions**
- ▶ **Regulatory and Safety Information**

# Safety Precautions

## Choosing a location

- Do not install the machine in a location that is unstable or subject to excessive vibration.
- Do not install the machine in locations that are very humid or dusty, in direct sunlight, outdoors, or close to a heating source.  
To avoid the risk of fire or electric shocks, use the machine under the operating environment specified in the On-screen Manual.
- Do not push the scanner into a narrow cabinet or put a tablecloth on it or place on a thick rug. If the scanner generates heat by doing so, it may cause damage.
- Do not set up in areas where there are excessive fluctuations in temperature. Also do not move the scanner from low-temperature areas to high temperature areas. Condensation may cause image errors. Leave the scanner enough time to gradually adapt to the new conditions before use.
- Do not place the scanner in areas with high humidity, areas subject to direct sunlight, areas with high temperatures and areas near flame sources. Fire or electrical shock may result.
- Leave enough space (approximately 8 in. (20 cm)) around the scanner when setting up.

## Power supply

- When unplugging the USB cable, always pull on the main body. Pulling the cable may damage the wires and lead to fire or electrical shock.
- Do not apply excessive force to plug or unplug USB cable.
- Do not damage or modify the USB cable.
- Do not place heavy objects on, pull or excessively bend, twist or tie the USB cable.
- Do not twist or tie the USB cable.
- Plug the USB cable completely into the connector.

## Working around the machine

- When setting up the stand, read carefully the paper manual for setting up the stand and place the scanner on the stand correctly.
- Keep the document cover closed except when necessary.
- Never put your hands or fingers in the scanner while it is scanning.
- Hold the scanner firmly with both hands at two ends when carrying it.
- Do not place any objects on the scanner, especially paper clips, staples and other metallic part or containers filled with alcohol, thinners or other flammable liquid.
- Always release the scanner lock before connecting the scanner to a computer.  
Running the scanner while it is locked will damage the scanner.
- When loading a thick book on the platen glass, do not press hard on the document cover.  
The platen glass may break.
- Do not release the document cover until it completely opens/closes.
- Do not place items that weigh 2.0 kg (4.4 lbs.) or more on the platen glass. Also, do not press heavily (i.e., more than 2.0 kg (4.4 lbs.)) on the document cover or the platen glass.
- Do not drop heavy books or objects on the scanner. Also do not give a shock to the platen glass. The platen glass may break.
- When not in use for extended periods, unplug the USB cable for safety.

# Regulatory and Safety Information

## For models containing lithium battery

- Dispose of used batteries according to the local regulations.
- Risk of explosion if battery is replaced by an incorrect type.

## Users in the U.S.A.

FCC Notice (U.S.A. Only)

For 120V, 60Hz model

Model Number: K10403

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of a shielded cable is required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

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Melville, New York 11747

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## Only for European Union and EEA (Norway, Iceland and Liechtenstein)



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU) and national legislation. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human

health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Korisnici u Srbiji



Ovaj simbol označava da ovaj proizvod ne sme da se odlaže sa ostalim kućnim otpadom, u skladu sa WEEE Direktivom (2012/19/EU) i nacionalnim zakonima. Ovaj proizvod treba predati određenom centru za prikupljanje, npr. na osnovi "jedan-za-jedan" kada kupujete sličan novi proizvod, ili ovlašćenom centru za prikupljanje za reciklažu istrošene električne i elektronske opreme (EEE). Nepravilno rukovanje ovom vrstom otpada može da ima moguće negativne posledice po životnu sredinu i ljudsko zdravlje usled potencijalno opasnih materijala koji se uglavnom vezuju za EEE. U isto vreme, vaša saradnja na ispravnom odlaganju ovog proizvoda će doprineti efikasnom korišćenju prirodnih resursa. Za više informacija o tome gde možete da predate vašu staru opremu radi recikliranja, vas molimo, da kontaktirate lokalne gradske vlasti, komunalne službe, odobreni plan reciklaže ili Gradsku čistoću. Za više informacija o vraćanju i recikliranju WEEE proizvoda, posetite stranicu [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## India only.



This product is not to be disposed of with your household waste, according to the e-waste (Management and Handling) Rules, 2011.

This product should be handed over to a designated collection point, e.g., to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information regarding return and recycling of WEEE products, please visit <http://www.canon.co.in/environment/>.

Also, this product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 % by weight and 0.01 % by weight for Cadmium, except for the exemptions set in Schedule II of the Rule.

## Environmental Information

Reducing your environmental impact while saving money

### Power Consumption and Activation Time

The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to

Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes. If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

Canon does not recommend extending the Activation Times from the optimum ones set as default.

## **Energy Star®**

The Energy Star® programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.

Products which meet the stringent requirements of the Energy Star® programme for both environmental benefits and the amount of energy consumption will carry the Energy Star® logo accordingly.

## **Paper types**

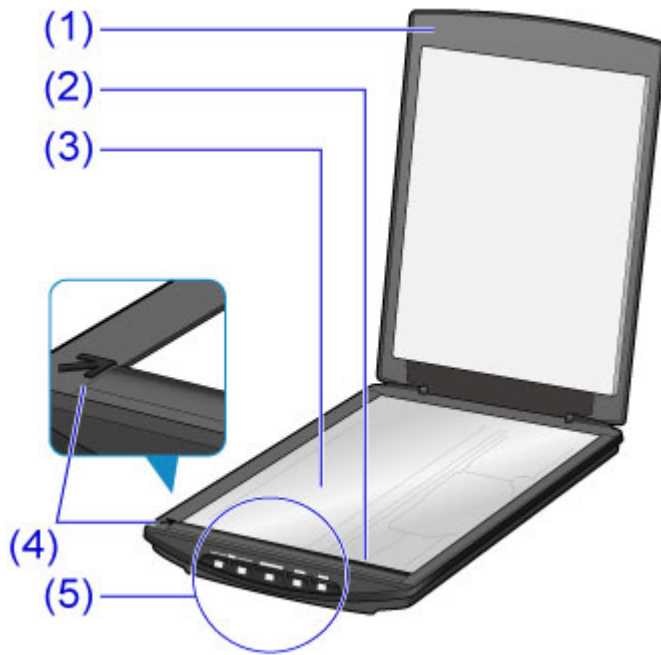
This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m<sup>2</sup>, lighter paper means less resources used and a lower environmental footprint for your printing needs.

Regulatory Model Code (RMC) is for identification and proof that the product complies with the regulations. Please note that RMC is different from the marketing model number of the product.





## Main Components



**(1) document cover**

Presses down the placed item.

**(2) scanning unit**

The main part of the scanner that emits light and scans items.

**(3) platen**

Place the item to be scanned.

**(4) alignment mark**

Align a corner of the item with this mark.

**(5) scanner buttons**

You can scan easily according to your purpose by simply pressing a button.

**PDF buttons**

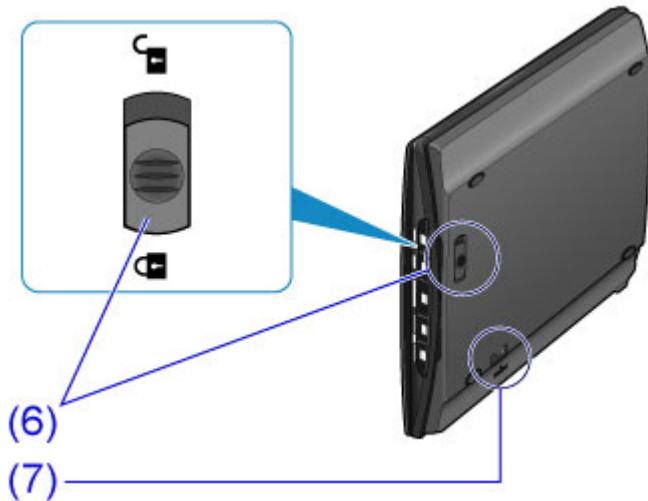
**SCAN START button**

**FINISH button**

**AUTO SCAN button**

**COPY button**

**SEND button**

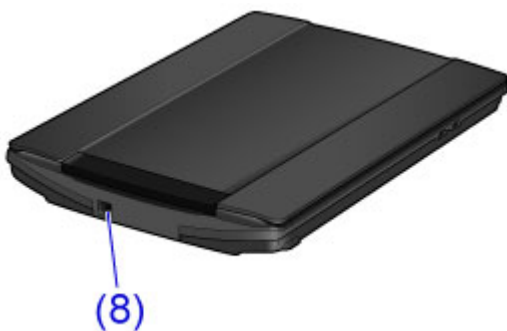


**(6) scanner lock switch**

Lock or unlock the scanning unit.

**(7) stand locking slot**

Insert the hook of the stand when setting the scanner upright.



**(8) USB connector**

Connect the supplied USB cable.

**»» Important**

- There is no power switch or power lamp on this scanner. No AC adapter or power cord is required. When you connect a computer and the scanner with the USB cable and turn on the computer, the scanner also turns on.

## Placing Items

- **Place the Item on the Platen**
- **Items You Can Place & How to Place Items**

## Place the Item on the Platen

Place the item you want to scan on the platen.

### ►►► Note

- To scan by using the stand, refer to "[Using the Stand](#)".

1. Place the item on the platen.

1. Open the document cover.
2. Place the item on the platen with the side to scan facing down.

■ [Items You Can Place & How to Place Items](#)



### ►►► Important

- Be sure to observe the following when placing the item on the platen. The scanner may not work correctly or the glass may break.
  - Do not place any objects weighing 4.4 lb (2 kg) or more on the platen
  - Do not put any pressure of 4.4 lb (2 kg) or more on the platen

2. Close the document cover gently.

### ►►► Important

- After placing the item on the platen, be sure to close the document cover properly before starting to scan.

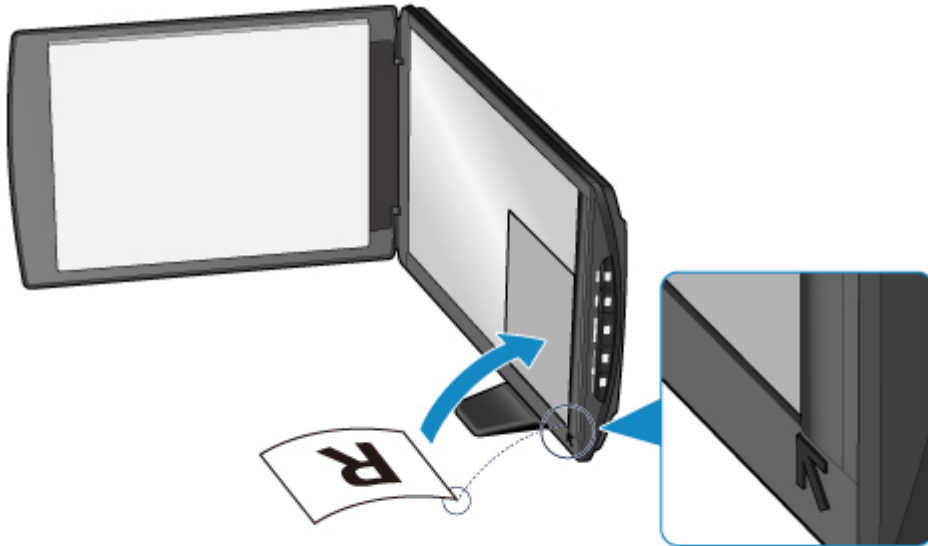
# Using the Stand

1. Place the item on the platen.

1. Open the document cover.

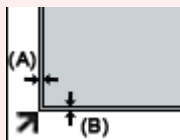
2. Place the item with the side to scan facing the platen and align it with the alignment mark.

■ [Items You Can Place & How to Place Items](#)



**»» Important**

- If you open the document cover wide, the scanner may fall over.
- Portions placed over **(A)** (0.094 inch (2.4 mm) from the left edge of the platen) or **(B)** (0.106 inch (2.7 mm) from the front edge) cannot be scanned.



2. Close the document cover gently.

While scanning, hold the document cover lightly with your hand to keep it closed.



### **»» Important**

- When scanning with the scanner positioned upright, do not subject it to vibration during operation. The correct image results may not be obtained (for example, images blur).
- When using the scanner in the upright position, the item type may not be detected automatically. Specify the item type and scan.

■ [Scanning Documents](#)

■ [Scanning Photos](#)

■ [Scanning with Favorite Settings](#)

## Items You Can Place & How to Place Items

The position to place an item may vary depending on the item to be scanned. Place the item in the correct position according to the item to be scanned. If you do not place the item correctly, it may not be scanned correctly.

The items you can place on the platen are as follows.

Property	Details
Types of items	Document, magazine, or newspaper Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.)
Size (width x height)	Max. 8.5 inches x 11.7 inches (21.6 cm x 29.7 cm)

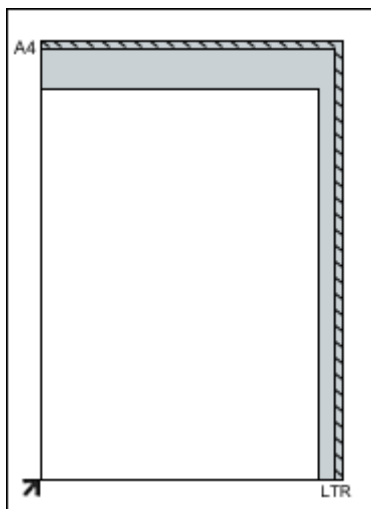
### Placing the Item to Be Aligned with the Alignment Mark (↗)

**When scanning documents, magazines, or newspapers**

**When scanning by specifying a standard size (A4, Letter, etc.)**

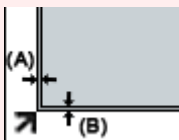
Place the item with the side to scan facing down and align it with the alignment mark (↗).

Portions placed on the diagonally striped area cannot be scanned.



### ▶▶ Important

- Portions placed over **(A)** (0.094 inch (2.4 mm) from the left edge of the platen) or **(B)** (0.106 inch (2.7 mm) from the front edge) cannot be scanned.

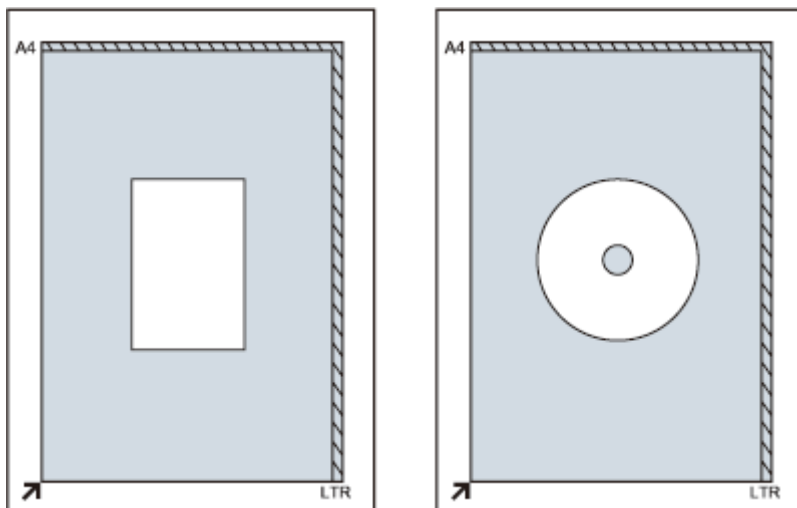


### Placing the Item in the Center of the Platen

**When scanning one printed photo, postcard, business card or BD/DVD/CD**

Place the item at least 0.4 inch (1 cm) away from the edges of the platen, with the side to scan facing down.

Portions placed on the diagonally striped area cannot be scanned.



## Placing Multiple Items

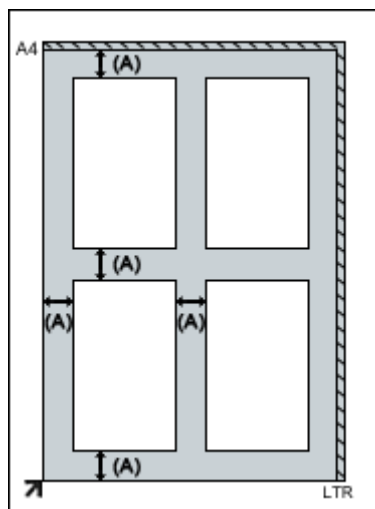
### When scanning multiple printed photos, postcards, or business cards

Place the items at least 0.4 inch (1 cm) away from the edges of the platen, with the side to scan facing down.

Place them at least 0.4 inch (1 cm) apart from each other as well.

You can place up to four E-sized or L-sized items or two 2L-sized or postcard-sized items.

Portions placed on the diagonally striped area cannot be scanned.



(A)0.4 inch (1 cm)

### ►► Note

- Positions of slanted items (up to approximately 10 degrees) are corrected automatically by the Skew Correction function. Slanted photos with a long edge of approximately 7.1 inches (18 cm) or more cannot be corrected.
- Non-rectangular or irregular shaped photos (such as photos that have been cut to various shapes) may not be scanned correctly.

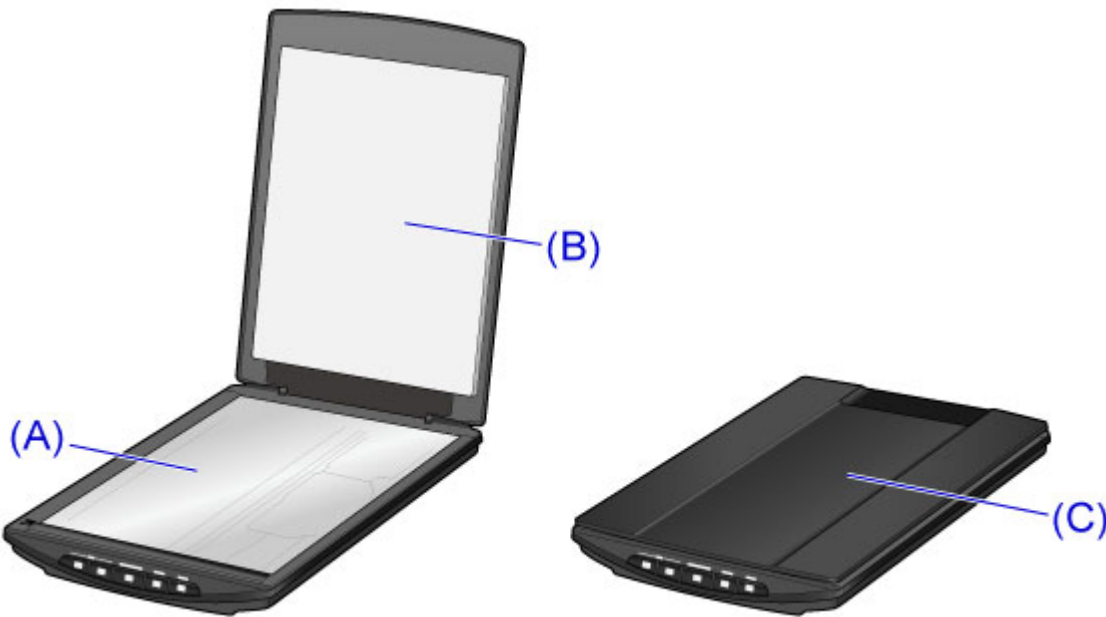


## Maintenance

### ▶▶ Important

- Disconnect the USB cable from the computer before cleaning the machine.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface.
- Never use alcohol, thinner, benzene, etc. The exterior may deform, discolor, or dissolve.

With a soft dry cloth, wipe the platen **(A)**, the inner side of the document cover (white sheet) **(B)**, and the exterior **(C)**. For stubborn dirt, clean with a well wrung damp cloth, then wipe off moisture with a soft dry cloth. Wipe thoroughly, especially the glass surface so as not to leave any residue.



### ▶▶ Important

- Do not press the document cover or platen heavily. The glass may break and cause injury.
- Wipe off moisture thoroughly. Scanning with moisture left on the glass surface and document cover may affect the image.
- Do not wet the connectors or metal parts on the rear side of the machine. If they get wet, wipe them thoroughly with a dry cloth.
- Do not wipe with a wet cloth that has not been wrung well or directly spray water or detergent onto the machine. Moisture may get inside the machine and adhere to the inner side of the platen or sensor, causing an image defect or malfunction.

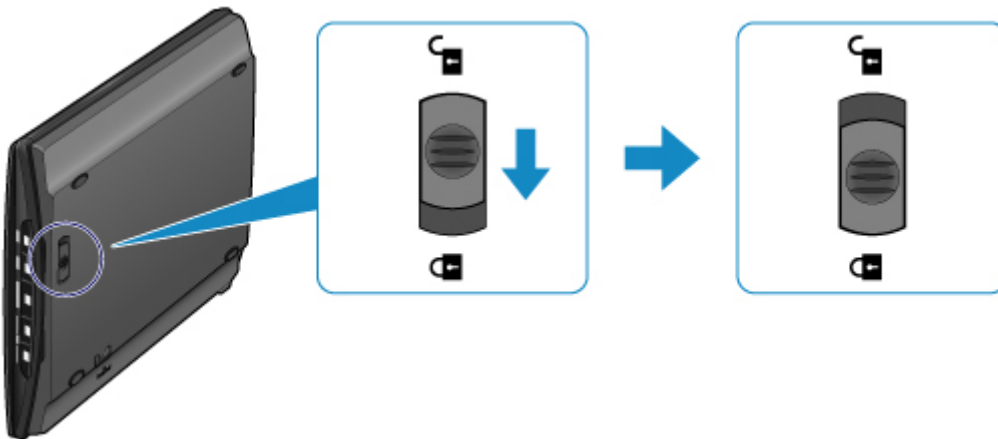
## Precautions for Safe Transport of the Machine

When relocating the machine, make sure of the following.

### ▶▶▶ Important

- Pack the machine in a sturdy box so that it is placed with its bottom facing down, using sufficient protective material to ensure safe transport.
- When a shipping agent is handling transport of the machine, have its box marked "FRAGILE" or "HANDLE WITH CARE" with the bottom of the machine facing down.

1. Disconnect the USB cable.
2. Secure the document cover with adhesive tape to keep it closed.
3. Move the scanner lock switch on the bottom of the machine to the direction of the lock mark (🔒), then pack the machine in the bag.



4. Cover the four sides of the machine with the protective material when packing the machine in the box.

## **Legal Limitations on Use of Your Product and Use of Images**

It may be unlawful to make copies of, scan, print, or use reproductions of the following documents.

The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

# Specifications

## General Specifications

<b>Scanner type</b>	Flatbed
<b>Sensor type</b>	CIS
<b>Light source</b>	3-color (RGB) LED
<b>Optical resolution *</b>	4800 x 4800 dpi * Optical resolution represents the maximum sampling rate based on ISO 14473.
<b>Selectable resolution</b>	25 - 19200 dpi (ScanGear)
<b>Scanning bit depth</b>	<b>Color:</b> 48 bit (16 bit input for each color (RGB))/48 bit or 24 bit output (16 bit or 8 bit output for each color (RGB)) <b>Grayscale:</b> 16 bit or 8 bit output
<b>Interface</b>	Hi-Speed USB * * The fastest speed in Hi-Speed USB mode on Windows PC. Transfer time is not included. Scanning speed varies according to the item types, scan settings, or specifications of the computer.
<b>Maximum document size</b>	A4/Letter (8.5" x 11.7"/216 x 297 mm)
<b>Scanner buttons</b>	5 buttons (PDF x 2, <b>AUTO SCAN</b> , <b>COPY</b> , <b>SEND</b> )
<b>Operating environment</b>	<b>Temperature:</b> 41 to 95 °F (5 to 35 °C) <b>Humidity:</b> 10 - 90 % RH (no condensation)
<b>Power supply</b>	Supplied via USB port (No external adapter required)
<b>Power consumption</b>	<b>In operation:</b> 2.5 W <b>Stand-by:</b> 1.4 W *1 <b>Off:</b> 11 mW *1 *1 USB connection to PC.
<b>External dimensions</b>	Approx. 9.9 (W) x 14.4 (D) x 1.6 (H) inches Approx. 250 (W) x 365 (D) x 39 (H) mm
<b>Weight</b>	Approx. 3.4 lb (1.6 kg.)

## Minimum System Requirements

Conform to the operating system's requirements when higher than those given here.

### Windows

<b>Operating system</b>	Windows 8, Windows 8.1 Windows 7, Windows 7 SP1 Windows Vista SP1, Windows Vista SP2 Windows XP SP3 32-bit only
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<b>Browser</b>	Internet Explorer 8 or later
<b>Hard disk space</b>	3.1 GB Note: For bundled software installation. The necessary amount of hard disk space may be changed without notice.
<b>Display</b>	XGA 1024 x 768

## Mac OS

<b>Operating system</b>	Mac OS X v10.6.8 or later
<b>Browser</b>	Safari 5 or later
<b>Hard disk space</b>	1.5 GB Note: For bundled software installation. The necessary amount of hard disk space may be changed without notice.
<b>Display</b>	XGA 1024 x 768

- An internet connection is required to view the *Online Manual*.
- Windows: .NET Framework 4 or 4.5 must be installed to use the Windows software.
- Windows: A CD-ROM Drive or internet connection is required during software installation.
- Windows: XPS Essentials Pack is required to print on Windows XP.
- Windows: Operation can only be guaranteed on a computer with Windows 8.1, Windows 8, Windows 7, Windows Vista or Windows XP pre-installed.
- Windows: Some functions may not be available with Windows Media Center.
- Mac OS: Hard Disk must be formatted as Mac OS Extended (Journaled) or Mac OS Extended.
- Mac OS: For Mac OS, an internet connection is required during software installation.
- Windows: The TWAIN driver (ScanGear) is based on the TWAIN 1.9 Specification and requires the Data Source Manager bundled with the operating system.

Information in this guide is subject to change without notice.

# Scanning



Scanning from a Computer



Scanning Using the Scanner Buttons

## **Scanning from a Computer**

- ▶ **Scanning with IJ Scan Utility**
- ▶ **Scanning with Application Software that You are Using (ScanGear)**
- ▶ **Useful Information on Scanning**
- ▶ **Other Scanning Methods**
- ▶ **Placing Items (When Scanning from a Computer)**

## Scanning with IJ Scan Utility

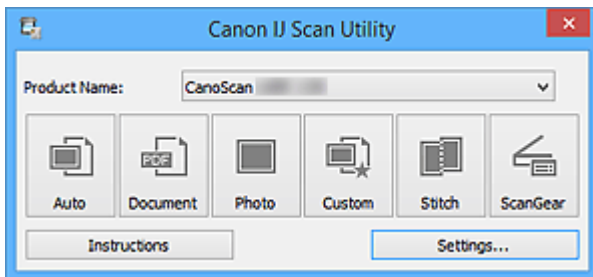
- ▶ **What Is IJ Scan Utility (Scanner Software)?**
- ▶ **Starting IJ Scan Utility**
- ▶ **Easy Scanning with Auto Scan** 📄 **Basic**
- ▶ **Scanning Documents**
- ▶ **Scanning Photos**
- ▶ **Scanning with Favorite Settings**
- ▶ **Scanning Items Larger than the Platen (Image Stitch)**
- ▶ **Scanning Multiple Items at One Time**
- ▶ **Saving after Checking Scan Results**
- ▶ **Sending Scanned Images via E-mail**
- ▶ **Extracting Text from Scanned Images (OCR)**
- ▶ **IJ Scan Utility Screens**



## What Is IJ Scan Utility (Scanner Software)?

IJ Scan Utility is an application that allows you to easily scan documents, photos, etc.

You can complete from scanning to saving at one time by simply clicking the corresponding icon in the IJ Scan Utility main screen.



## What You Can Do with IJ Scan Utility

### Scan Easily according to Purposes

You can scan by simply clicking an icon such as **Auto** to scan easily, **Document** to sharpen text in a document or magazine for better readability, or **Photo** to scan with settings suitable for photos, according to the item type or your purpose.

#### ►► Note

- Refer to "[IJ Scan Utility Main Screen](#)" for details on the IJ Scan Utility main screen.

### Save Scanned Images Automatically

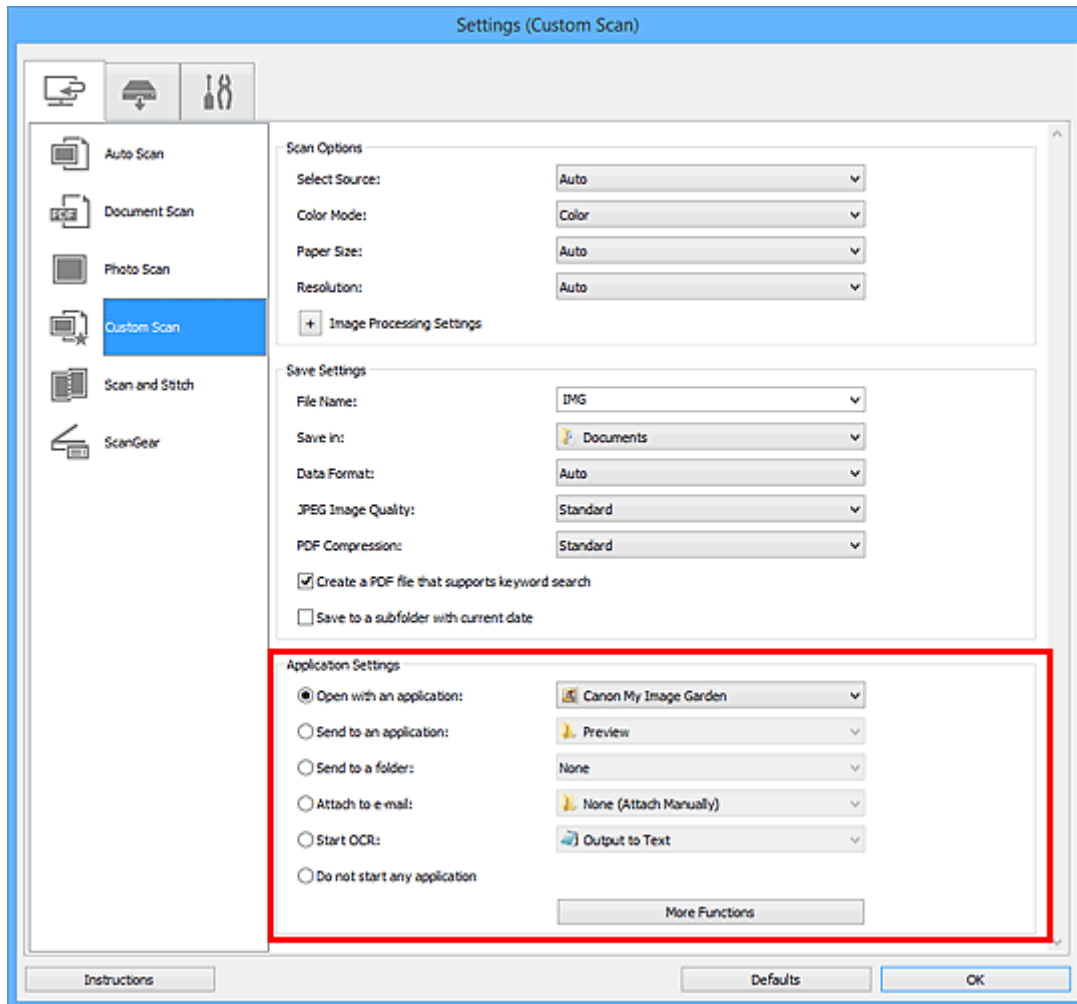
Scanned images are automatically saved in a preset folder. You can change the folder as required.

#### ►► Note

- The default save folders are as follows.
  - Windows 8.1: **Documents** folder
  - Windows 8: **My Documents** folder
  - Windows 7: **My Documents** folder
  - Windows Vista: **Documents** folder
  - Windows XP: **My Documents** folder
- Refer to "[Settings Dialog Box](#)" for how to specify a folder.

### Integrate with Applications

You can utilize scanned images through integration with other applications; display scanned images in your favorite application, attach them to e-mails, extract text from images, and more.



### »»» Important

- Some functions are available only when My Image Garden is installed.

### »»» Note

- Refer to "[Settings Dialog Box](#)" for how to set the applications to integrate with.

# Starting IJ Scan Utility

Follow the steps below to start IJ Scan Utility.

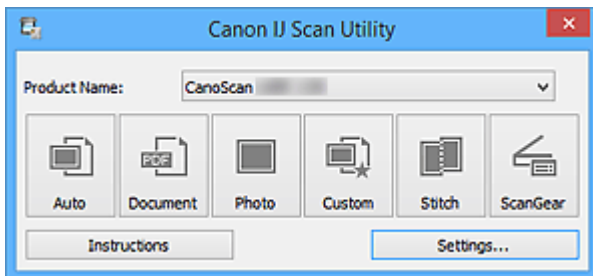
## Windows 8.1/Windows 8:

Select **IJ Scan Utility** on the Start screen to start IJ Scan Utility.

If **IJ Scan Utility** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Scan Utility".

## Windows 7/Windows Vista/Windows XP:

From the **Start** menu, select **All Programs > Canon Utilities > IJ Scan Utility > IJ Scan Utility** to start IJ Scan Utility.



# Easy Scanning with Auto Scan

You can scan easily by automatically detecting the item type.

## ▶▶▶ Important

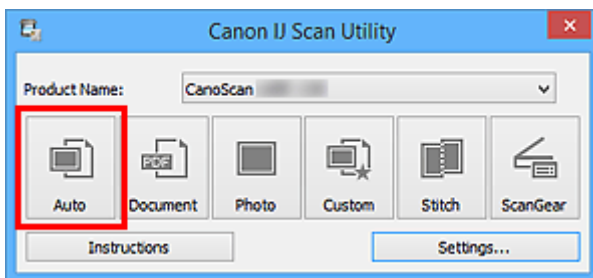
- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver) and scan again.
  - Photos that have a whitish background
  - Items printed on white paper, hand-written documents, business cards, etc.
  - Thin items
  - Thick items

1. Place items on the platen of your scanner.

■ [Placing Items \(When Scanning from a Computer\)](#)

2. [Start IJ Scan Utility.](#)

3. Click **Auto**.



Scanning starts.

## ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- To apply suitable corrections based on the item type, click **Settings...**, then select the **Apply recommended image correction** checkbox in the **Settings (Auto Scan)** dialog box.
- Scanned images are saved in the folder set for **Save in** in the [Settings \(Auto Scan\) dialog box](#) displayed by clicking **Settings...**. In the **Settings (Auto Scan)** dialog box, you can also make advanced scan settings.
- Refer to the following pages to scan by specifying the item type.
  - [Scanning Photos](#)
  - [Scanning Documents](#)
  - [Scanning with Favorite Settings](#)

# Scanning Documents

You can scan items placed on the platen with settings suitable for documents.

1. Place the item on the platen.

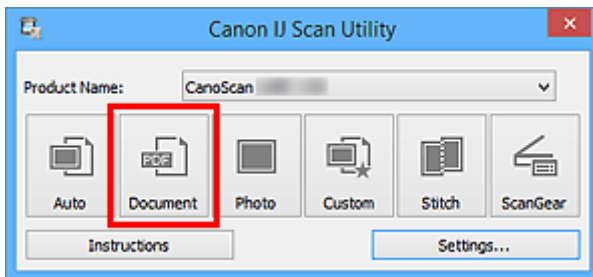
■ [Placing Items \(When Scanning from a Computer\)](#)

2. [Start IJ Scan Utility.](#)

3. Click **Settings...**, then set the paper size, resolution, etc. in the [Settings \(Document Scan\) dialog box](#) as required.

When setting is completed, click **OK**.

4. Click **Document**.



Scanning starts.

## ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the [Settings \(Document Scan\) dialog box](#) displayed by clicking **Settings...**. In the **Settings (Document Scan)** dialog box, you can also make advanced scan settings.

# Scanning Photos

You can scan photos placed on the platen with settings suitable for photos.

1. Place the photo on the platen.

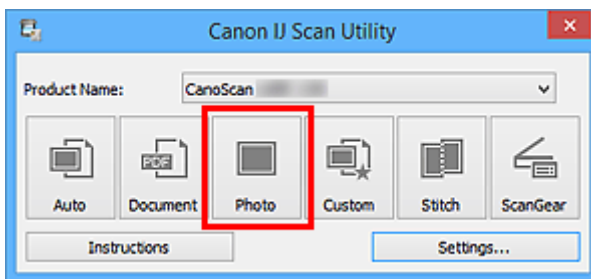
■ [Placing Items \(When Scanning from a Computer\)](#)

2. [Start IJ Scan Utility.](#)

3. Click **Settings...**, then set the paper size, resolution, etc. in the [Settings \(Photo Scan\) dialog box](#) as required.

When setting is completed, click **OK**.

4. Click **Photo**.



Scanning starts.

## ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the [Settings \(Photo Scan\) dialog box](#) displayed by clicking **Settings...**. In the **Settings (Photo Scan)** dialog box, you can also make advanced scan settings.

# Scanning with Favorite Settings

You can scan items placed on the platen with your favorite settings saved beforehand.

This is convenient for saving frequently used settings or when specifying scan settings in detail.

1. [Start IJ Scan Utility.](#)
2. Click **Settings...**, then set the item type, resolution, etc. in the [Settings \(Custom Scan\) dialog box](#) as required.

When setting is completed, click **OK**.

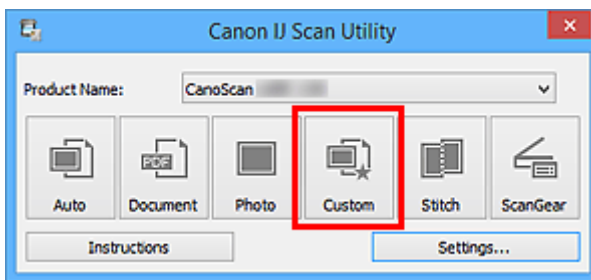
## ▶▶▶ Note

- Once the settings are made, you can scan with the same settings from the next time.

3. Place the item on the platen.

■ [Placing Items \(When Scanning from a Computer\)](#)

4. Click **Custom**.



Scanning starts.

## ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the [Settings \(Custom Scan\) dialog box](#) displayed by clicking **Settings...**. In the **Settings (Custom Scan)** dialog box, you can also make advanced scan settings.

# Scanning Items Larger than the Platen (Image Stitch)

You can scan the left and right halves of an item larger than the platen and combine them back into one image. Items up to approximately twice as large as the platen are supported.

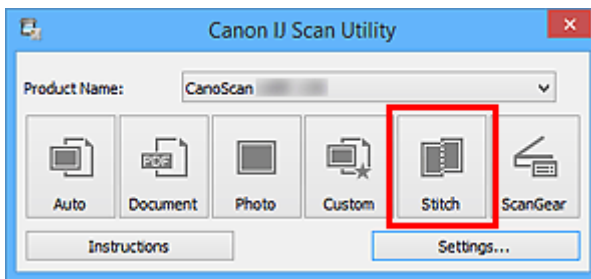
## ▶▶▶ Note

- The following explains how to scan from the item to be placed on the left side.

1. [Start IJ Scan Utility](#).
2. Click **Settings...**, then set the item type, resolution, etc. in the [Settings \(Scan and Stitch\) dialog box](#) as required.

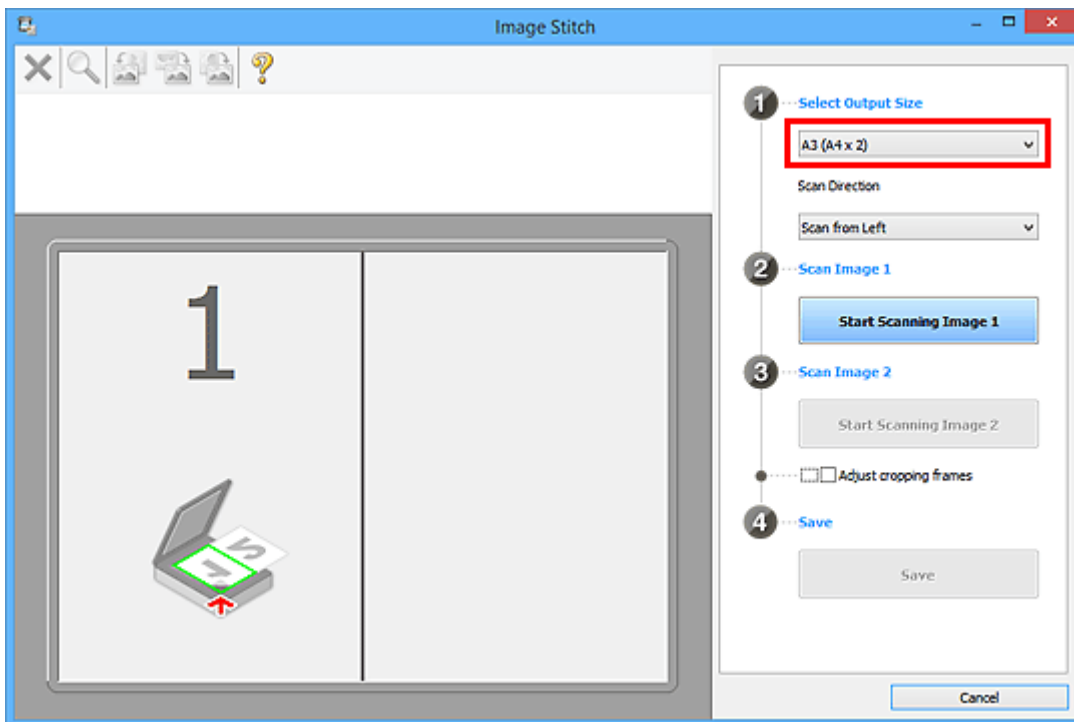
When setting is completed, click **OK**.

3. Click **Stitch**.



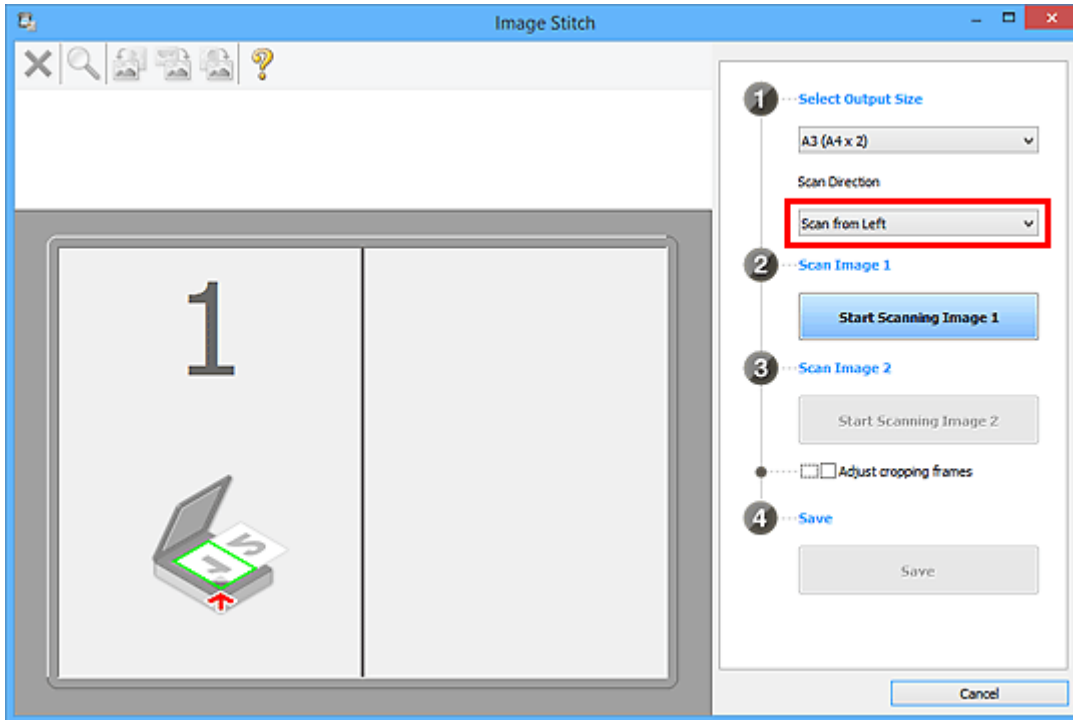
The **Image Stitch** window appears.

4. In **Select Output Size**, select an output size according to the paper size.



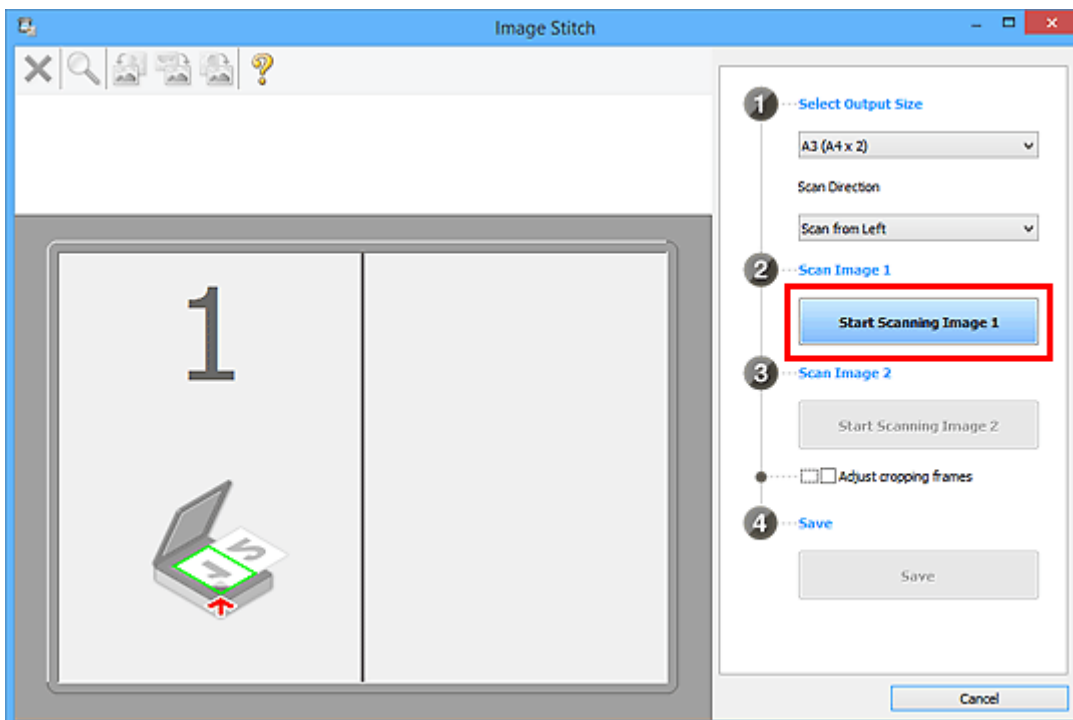
5. Make sure that **Scan from Left** is selected in **Scan Direction**.





6. Place the item that is to be displayed on the left side of the screen face-down on the platen.

7. Click **Start Scanning Image 1**.



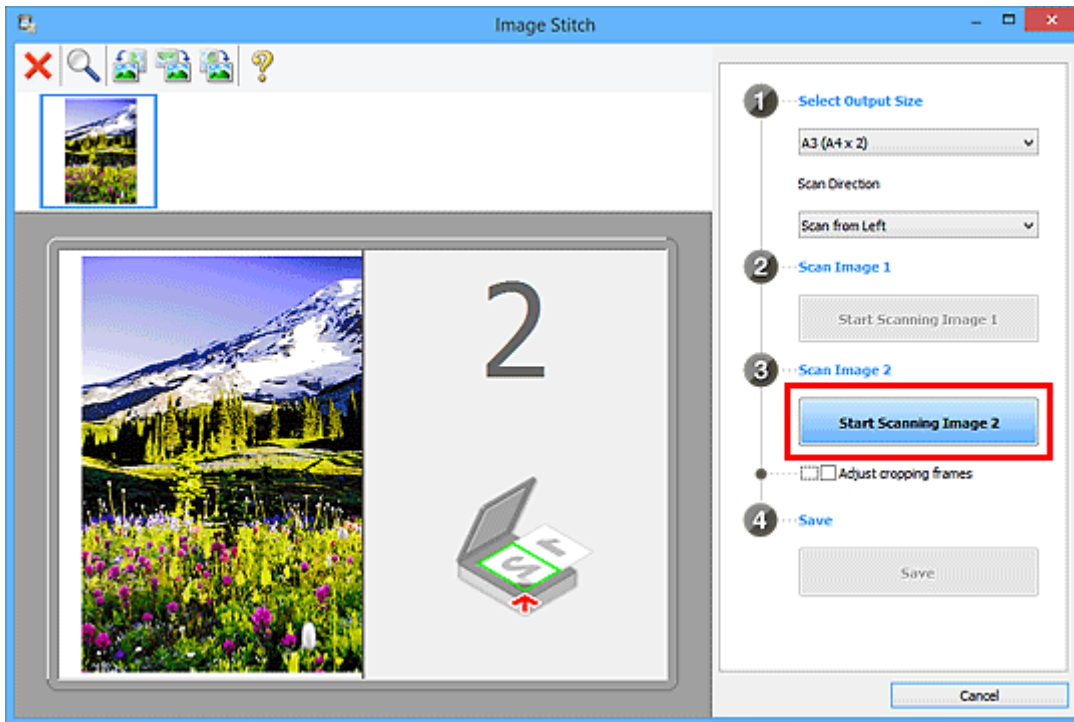
The first item is scanned and appears in 1.

**▶▶▶ Note**

- Click **Cancel** to cancel the scan.

8. Place the item that is to be displayed on the right side of the screen face-down on the platen.

9. Click **Start Scanning Image 2**.



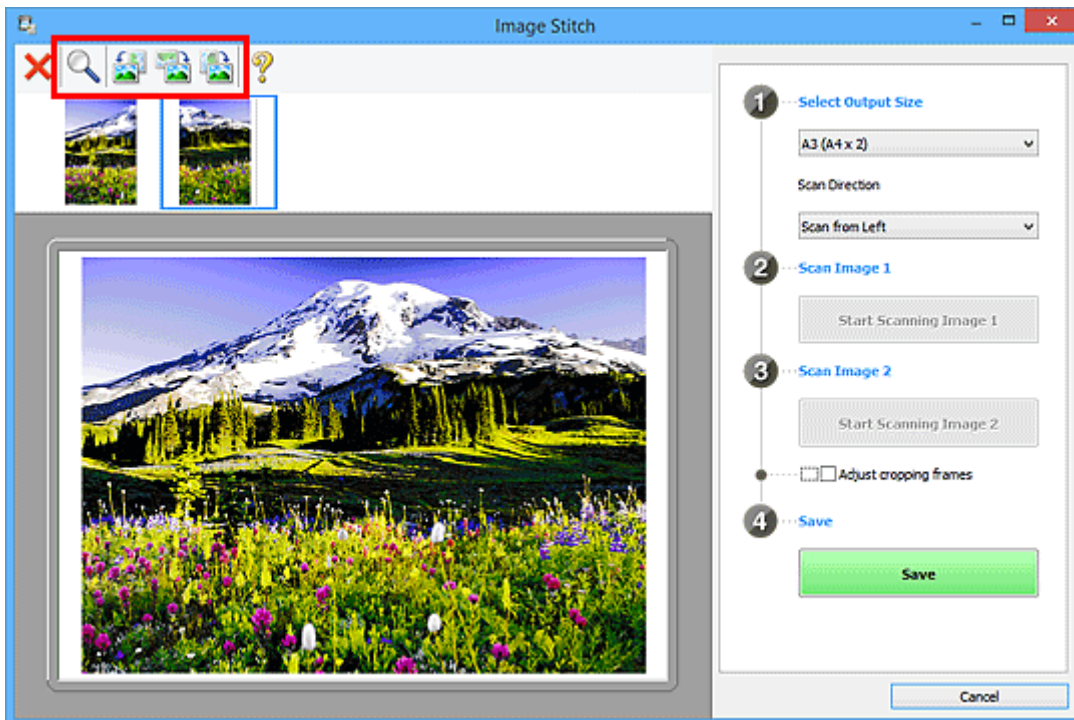
The second item is scanned and appears in 2.

►►► **Note**

- Click **Cancel** to cancel the scan.

10. Adjust the scanned images as required.


Use the Toolbar to rotate or zoom in/out, or drag the images to adjust their positions.



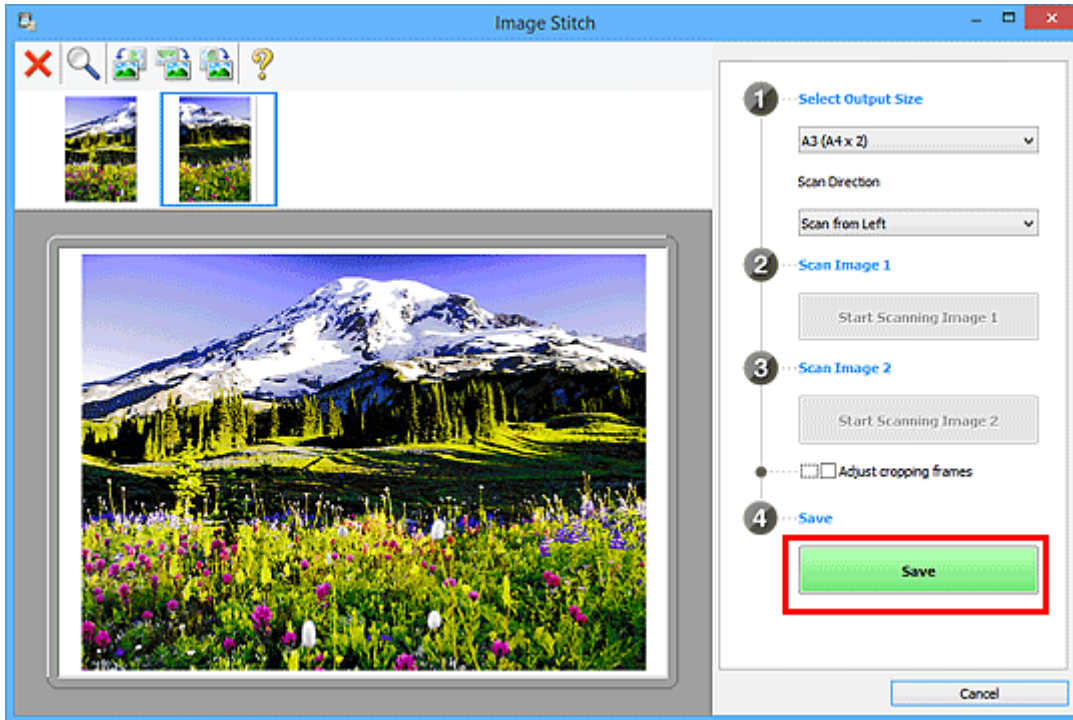
►►► **Note**

- Select the **Adjust cropping frames** checkbox to specify the area to be saved.

### ■ [Adjusting Cropping Frames in the Image Stitch Window](#)

- To scan an item again, select the image in the Preview area or the thumbnail at the top of the screen, then click  (Delete). The selected image is deleted, allowing you to scan the item again.

11. Click **Save**.



The combined image is saved.

### »» Note

- Refer to "[Image Stitch Window](#)" for details on the **Image Stitch** window.
- You can make advanced scan settings in the [Settings \(Scan and Stitch\) dialog box](#) displayed by clicking **Settings....**

## Scanning Multiple Items at One Time

You can scan two or more photos (small items) placed on the platen at one time and save each image individually.

### ►►► Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver) and scan again.
  - Photos that have a whitish background
  - Items printed on white paper, hand-written documents, business cards, etc.
  - Thin items
  - Thick items

Refer to "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" for your model from Home of the *Online Manual* for details.

### Using Auto Scan:

Whether there are multiple items or not is detected automatically. Click **Auto** and scan.

- [Easy Scanning with Auto Scan](#)

### Not Using Auto Scan:

In the Settings dialog box, set **Paper Size** to **Auto scan** and scan.

### ►►► Note

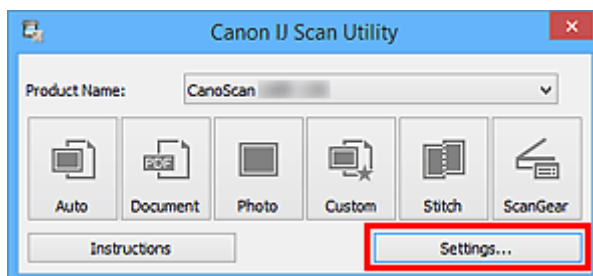
- The screens for scanning with favorite settings are used as examples in the following descriptions.

1. Place the items on the platen.

- [Placing Items \(When Scanning from a Computer\)](#)

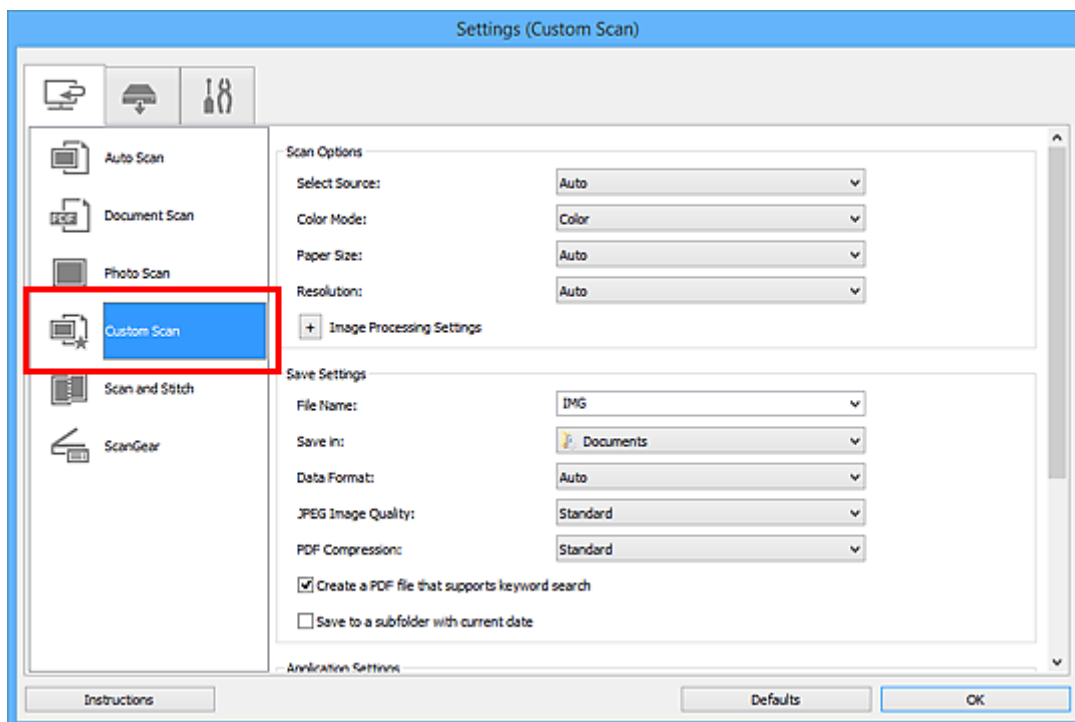
2. [Start IJ Scan Utility.](#)

3. Click **Settings....**

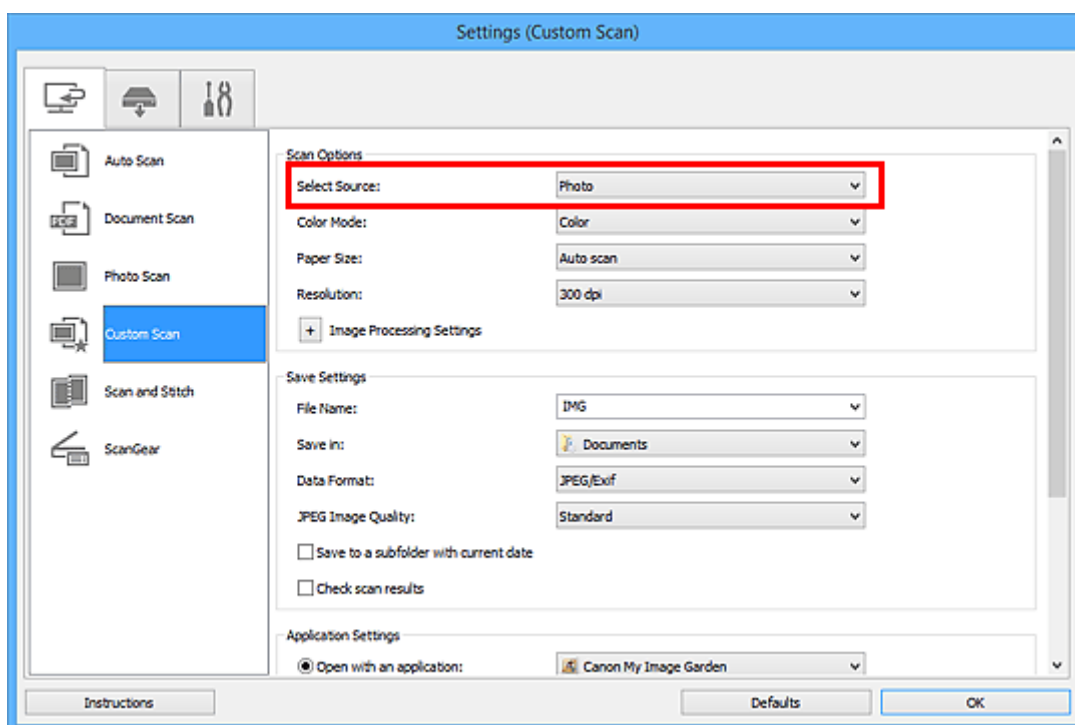


The Settings dialog box appears.

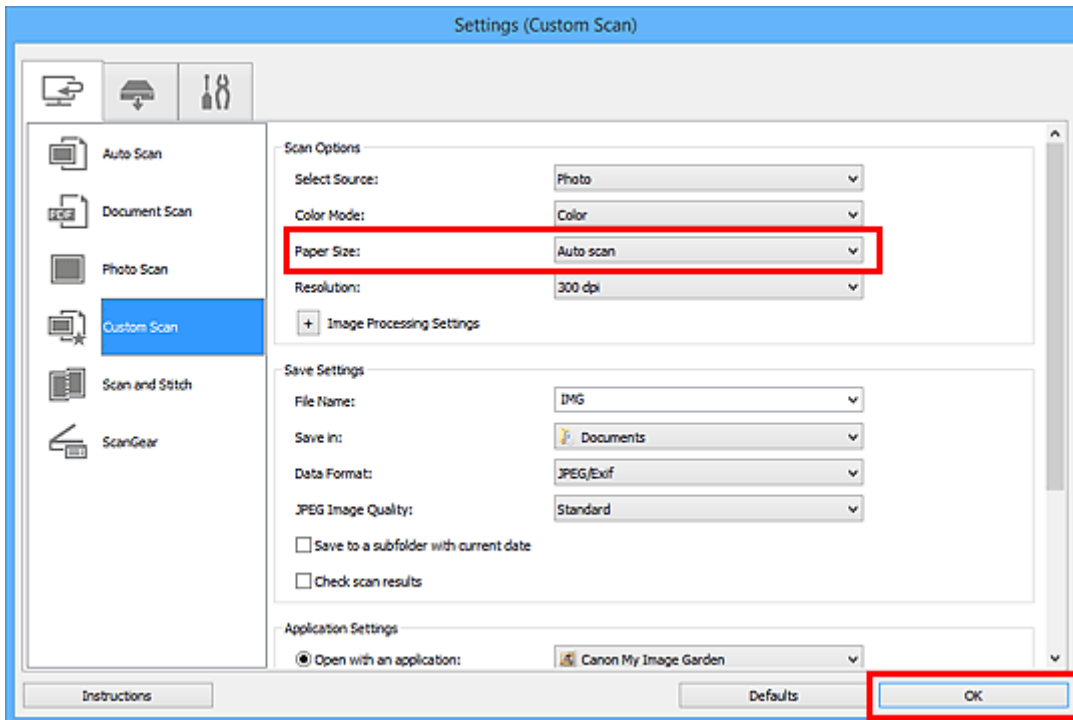
4. Click **Custom Scan.**



5. Select **Select Source** according to the items to be scanned.



6. Select **Auto scan** for **Paper Size**, then click **OK**.



The IJ Scan Utility main screen appears.

### ►►► Note

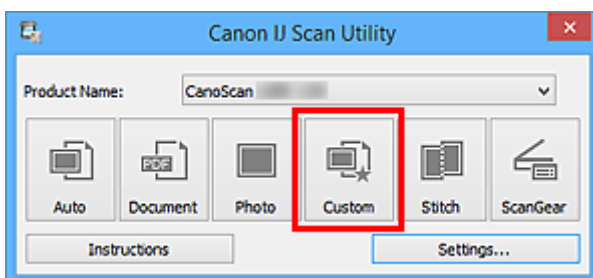
- Refer to the following pages for details on the setting items in the Settings dialog box.

■ [Settings \(Document Scan\) Dialog Box](#)

■ [Settings \(Photo Scan\) Dialog Box](#)

■ [Settings \(Custom Scan\) Dialog Box](#)

## 7. Click **Custom**.



Multiple items are scanned at one time.

### ►►► Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the corresponding Settings dialog box displayed by clicking **Settings...**. In each Settings dialog box, you can also make advanced scan settings.

# Saving after Checking Scan Results

You can check the scan results, then save the images to a computer.

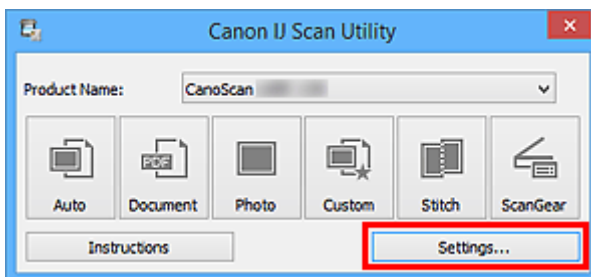
## Important

- You cannot check the scan results before saving when scanned using **Auto** scan or the scanner buttons.

## Note

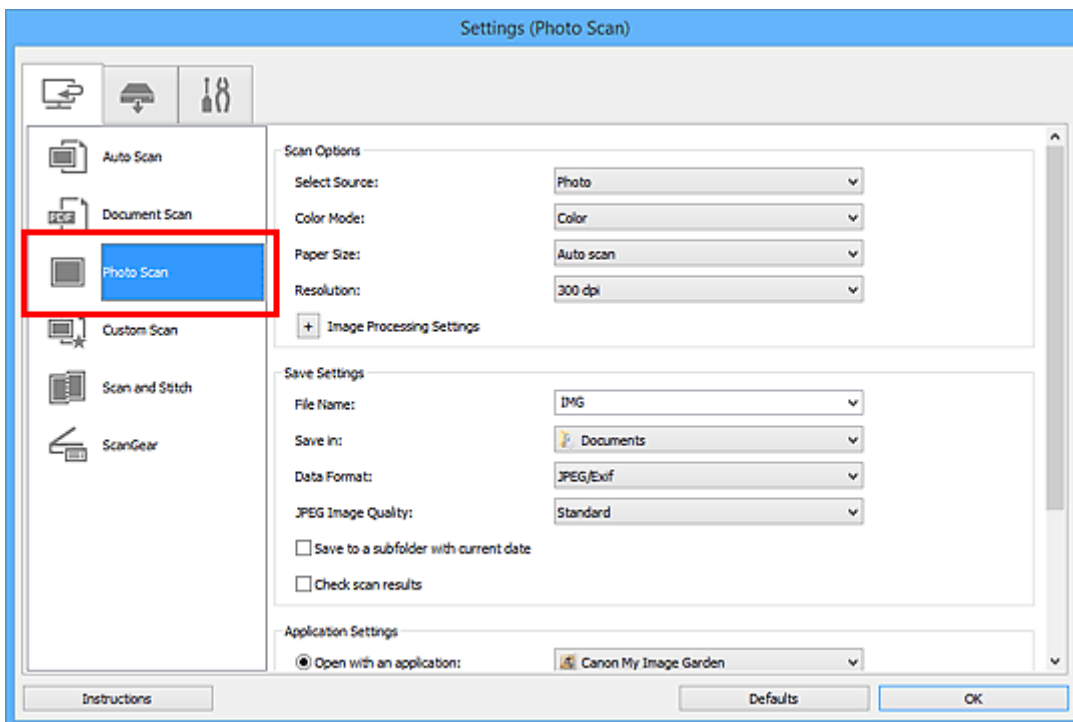
- The screens for scanning photos are used as examples in the following descriptions.

1. [Start IJ Scan Utility](#).
2. Click **Settings...**

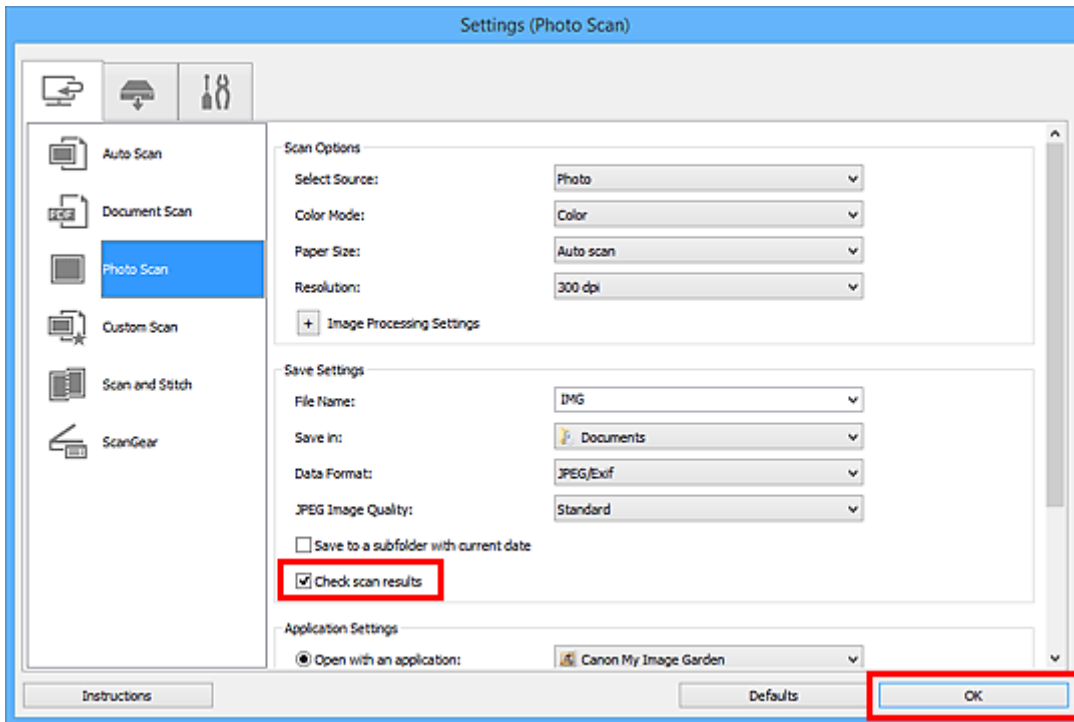


The [Settings dialog box](#) appears.

3. Click **Photo Scan**.



4. Select the **Check scan results** checkbox, then click **OK**.



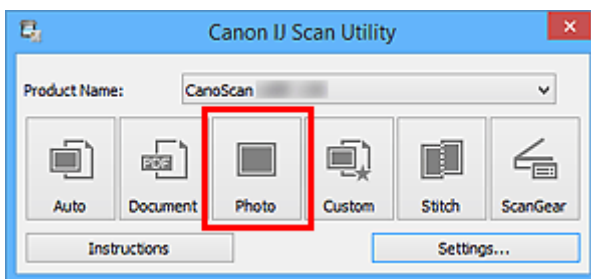
The IJ Scan Utility main screen appears.

### ►►► Note

- Refer to the following pages for details on the setting items in the Settings dialog box.

- [Settings \(Document Scan\) Dialog Box](#)
- [Settings \(Photo Scan\) Dialog Box](#)
- [Settings \(Custom Scan\) Dialog Box](#)
- [Settings \(Scan and Stitch\) Dialog Box](#)
- [Settings \(ScanGear\) Dialog Box](#)

5. Click **Photo**.



Scanning starts.

When scanning is completed, the **Save Settings** dialog box appears.

### ►►► Note

- Click **Cancel** to cancel the scan.

6. Change the image order or file save options as required.

You can change the image order or file save options in the [Save Settings dialog box](#).



## »» Note

- The default save folders are as follows.
  - Windows 8.1: **Documents** folder
  - Windows 8: **My Documents** folder
  - Windows 7: **My Documents** folder
  - Windows Vista: **Documents** folder
  - Windows XP: **My Documents** folder

7. Click **OK**.

Scanned images are saved according to the settings.

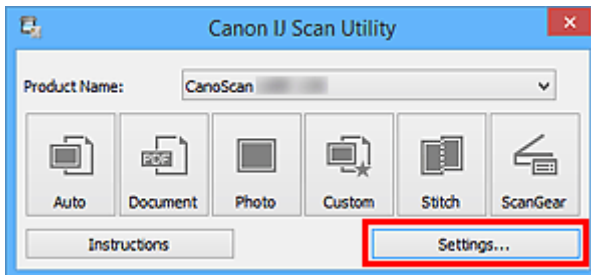
# Sending Scanned Images via E-mail

You can send scanned images via e-mail.

## ►►► Note

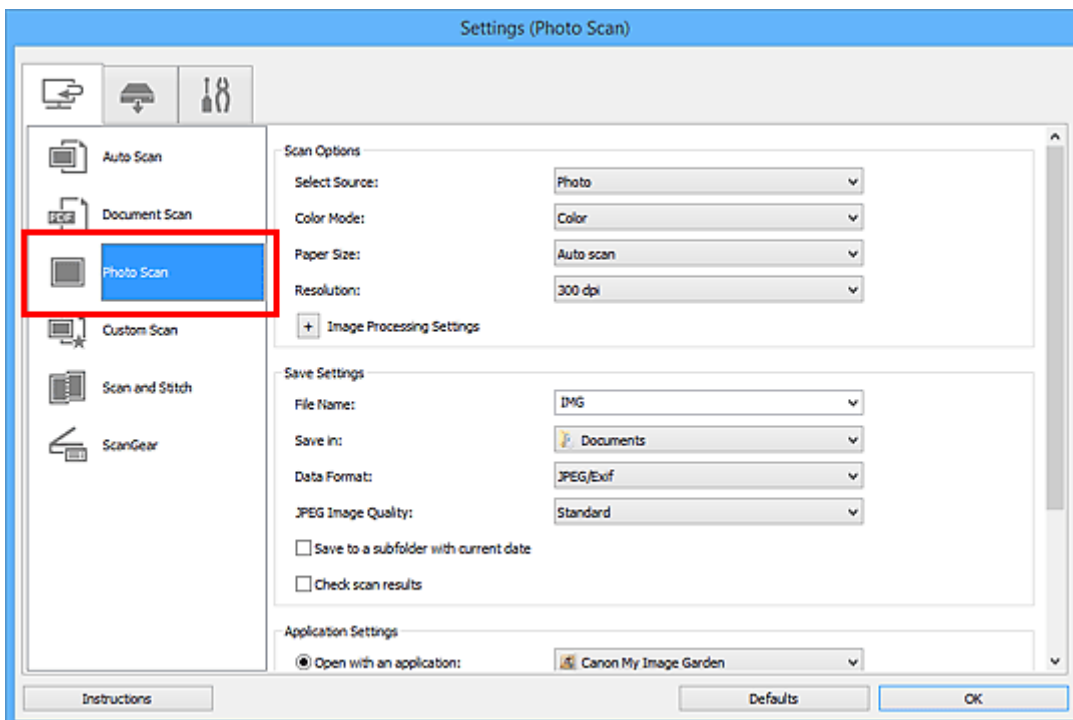
- The screens for scanning photos are used as examples in the following descriptions.

1. [Start IJ Scan Utility](#).
2. Click **Settings...**

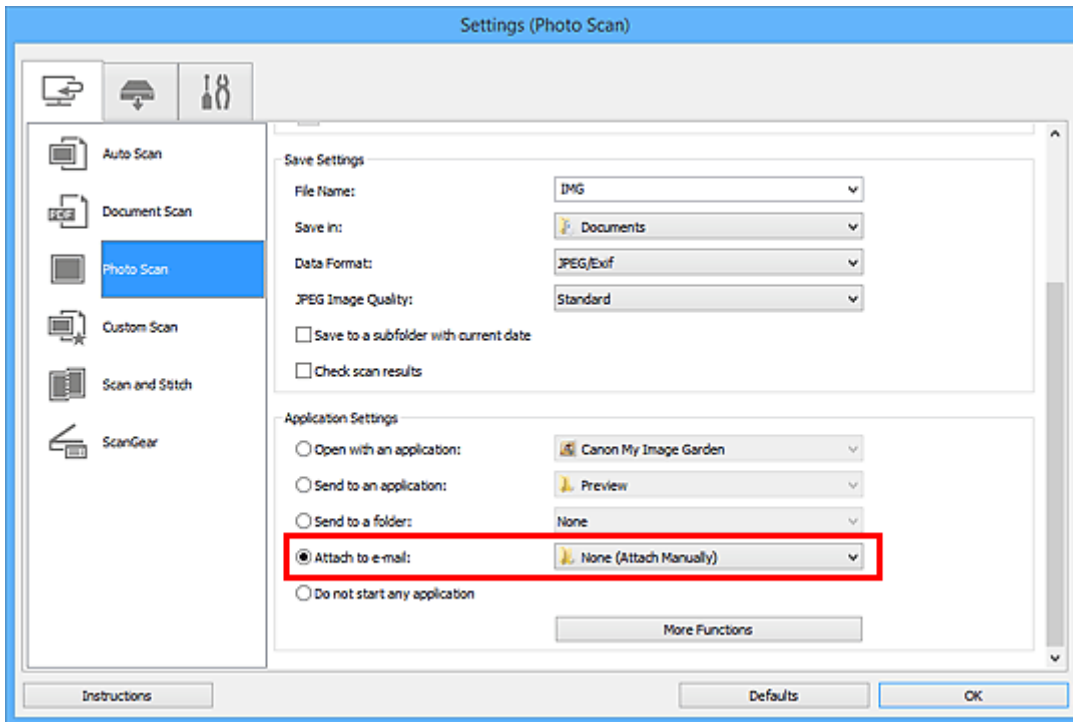


The [Settings dialog box](#) appears.

3. Click **Photo Scan**.



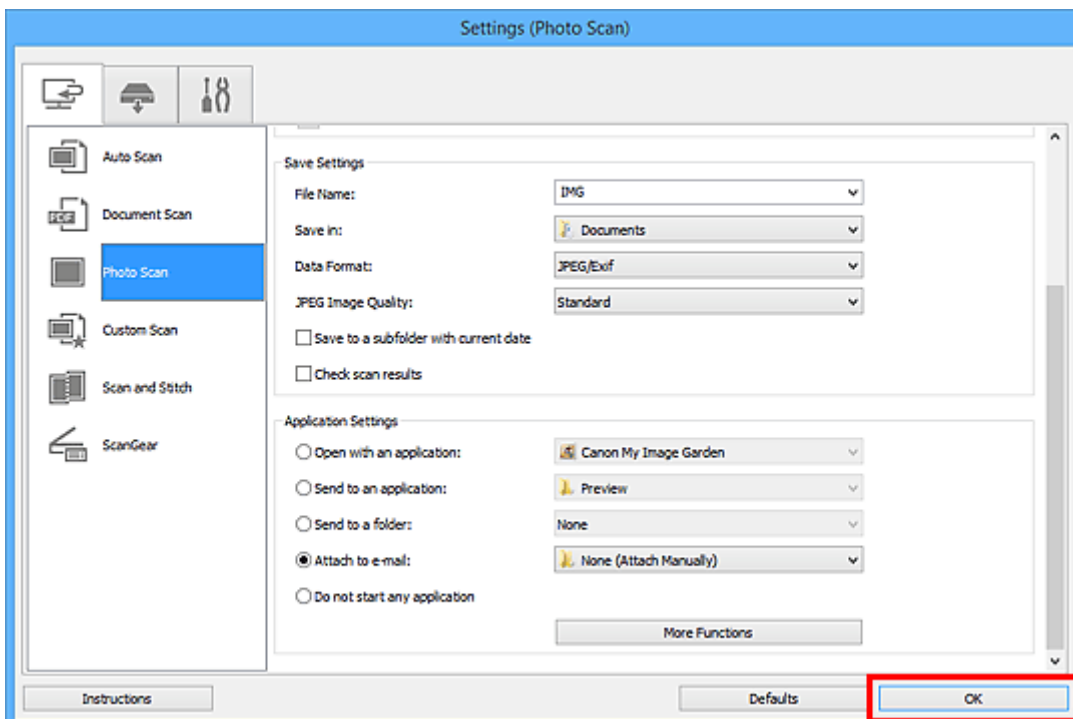
4. Select **Attach to e-mail** in **Application Settings**, then select an e-mail client.



### ►►► Note

- You can add e-mail clients to use for attachments from the pull-down menu.
- If **None (Attach Manually)** is selected, manually attach scanned and saved images to e-mail.

5. Click **OK**.



The IJ Scan Utility main screen appears.

### ►►► Note

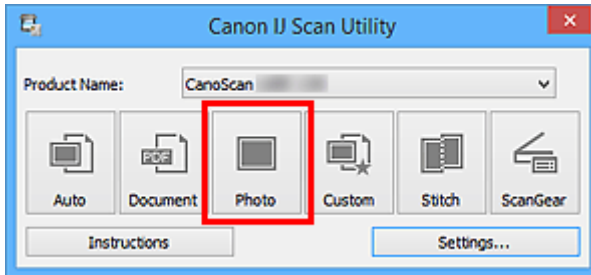
- Refer to the following pages for details on the setting items in the Settings dialog box.

■ [Settings \(Auto Scan\) Dialog Box](#)

■ [Settings \(Document Scan\) Dialog Box](#)

- [Settings \(Photo Scan\) Dialog Box](#)
- [Settings \(Custom Scan\) Dialog Box](#)
- [Settings \(ScanGear\) Dialog Box](#)

6. Click **Photo**.



Scanning starts.

When scanning is completed, the specified e-mail client starts and the images will be attached to a new message.

#### ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- The scanned images are saved according to the settings made in the Settings dialog box.
- When the **Check scan results** checkbox is selected in the Settings dialog box, the [Save Settings dialog box](#) appears. After you set the save options and click **OK**, the scanned images are saved and automatically attached to a new message of the specified e-mail client.

7. Specify the recipient, enter the subject and message, then send e-mail.

Refer to the manual of your e-mail client for e-mail settings.

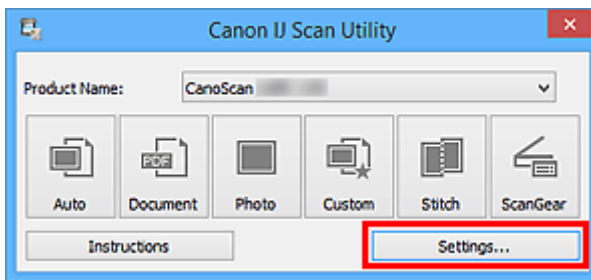
# Extracting Text from Scanned Images (OCR)

Scan text in scanned magazines and newspapers and display it in your text editor.

## ►►► Note

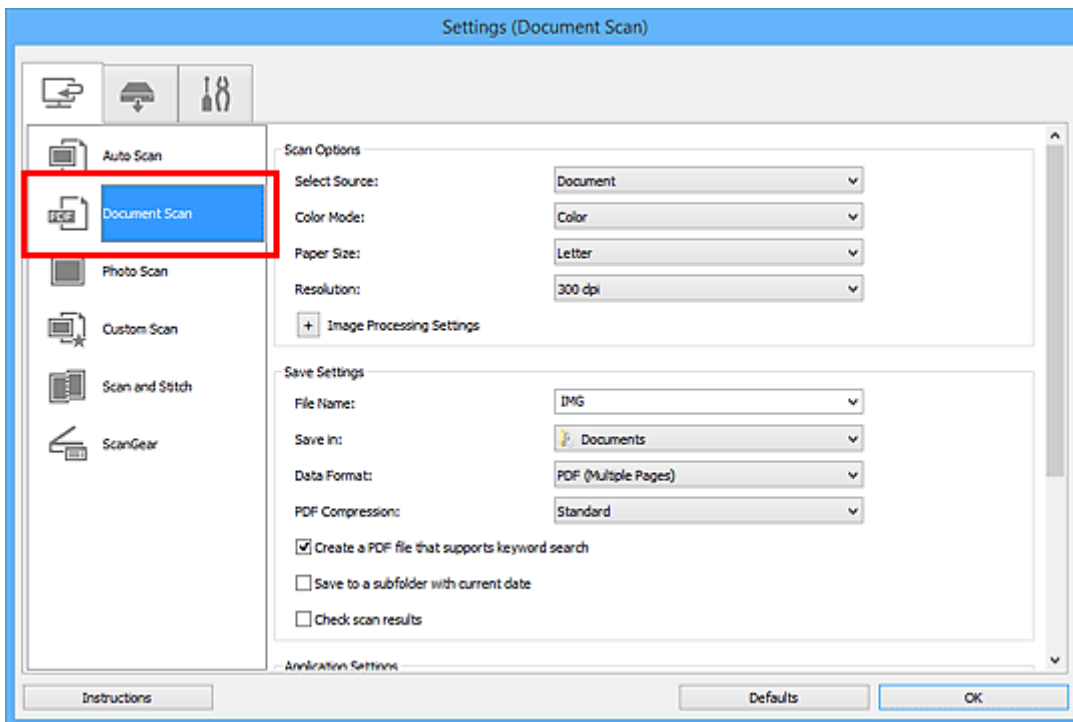
- You can extract text when scanning via **Document**, **Custom**, or **ScanGear**.
- The screens for scanning documents are used as examples in the following descriptions.

1. [Start IJ Scan Utility](#).
2. Click **Settings....**



The [Settings dialog box](#) appears.

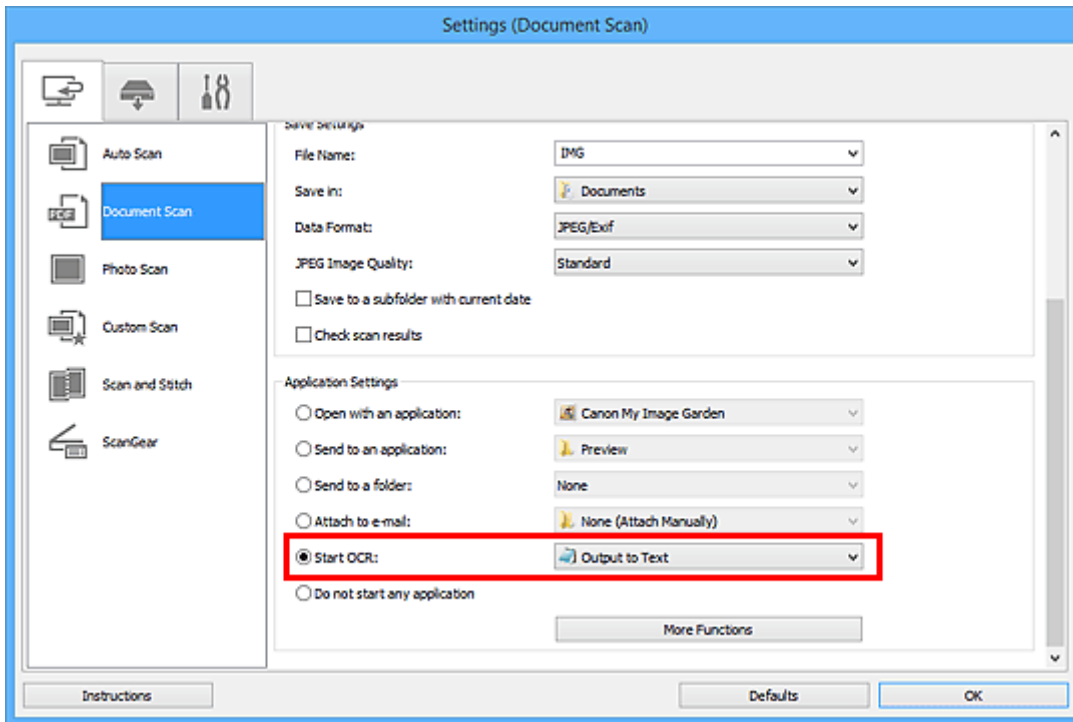
3. Click **Document Scan**.



## ►►► Note

- For **Resolution**, only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

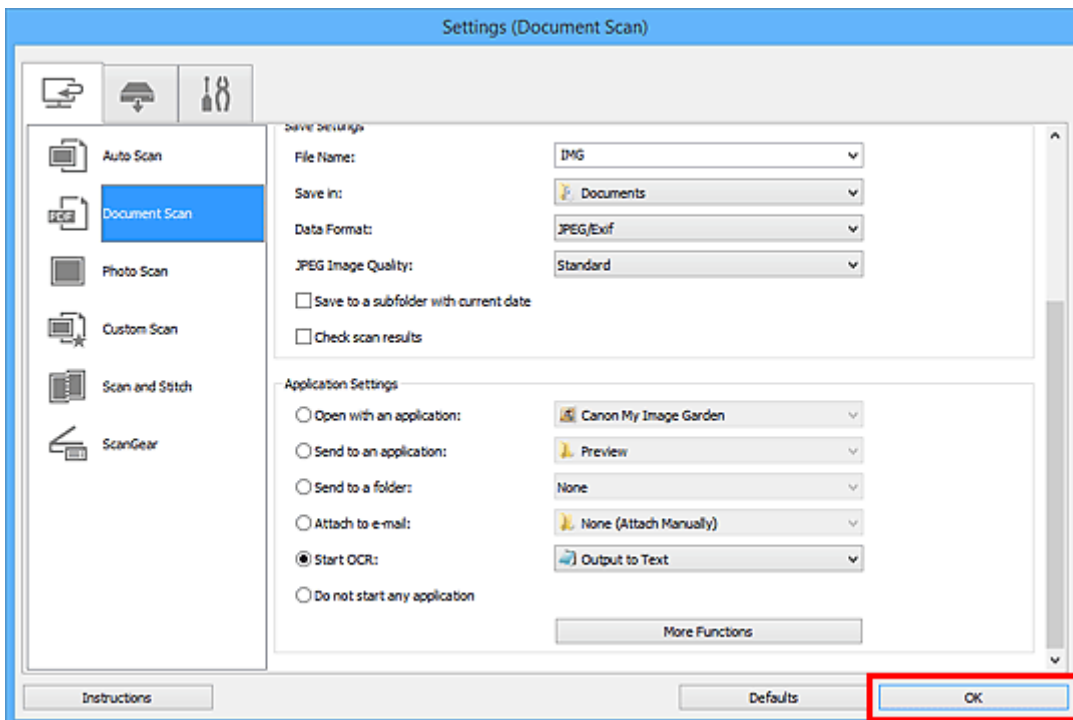
4. Select **Start OCR** for **Application Settings**, then select the application in which you want to display the result.



### »» Note

- If a compatible application is not installed, the text in the image is extracted and appears in your text editor.  
Text to be displayed is based on **Document Language** in the [Settings \(General Settings\) dialog box](#). Select the language you want to extract in **Document Language** and scan.
- You can add the application from the pull-down menu.

5. Click **OK**.



The IJ Scan Utility main screen appears.

## ▶▶▶ Note

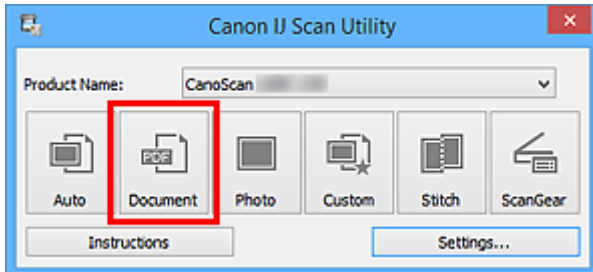
- Refer to the following pages for details on the setting items in the Settings dialog box.

■ [Settings \(Document Scan\) Dialog Box](#)

■ [Settings \(Custom Scan\) Dialog Box](#)

■ [Settings \(ScanGear\) Dialog Box](#)

## 6. Click **Document**.



Scanning starts.

When scanning is completed, the scanned images are saved according to the settings, and the extracted text appears in the specified application.

## ▶▶▶ Note

- Click **Cancel** to cancel the scan.
- Text displayed in your text editor is for guidance only. Text in the image of the following types of documents may not be detected correctly.
  - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
  - Slanted documents
  - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with narrow line spacing
  - Documents with colors in the background of text
  - Documents containing multiple languages

## IJ Scan Utility Screens

- ▶ **IJ Scan Utility Main Screen**
- ▶ **Settings Dialog Box**
  - **Settings (Auto Scan)** Dialog Box
  - **Settings (Document Scan)** Dialog Box
  - **Settings (Photo Scan)** Dialog Box
  - **Settings (Custom Scan)** Dialog Box
  - **Settings (Scan and Stitch)** Dialog Box
  - **Settings (ScanGear)** Dialog Box
  - **Settings (AUTO SCAN)** Dialog Box
  - **Settings (PDF)** Dialog Box
  - **Settings (COPY)** Dialog Box
  - **Settings (SEND)** Dialog Box
  - **Settings (General Settings)** Dialog Box
- ▶ **Save Settings Dialog Box**
- ▶ **Image Stitch Window**



# IJ Scan Utility Main Screen

Follow the steps below to start IJ Scan Utility.

## Windows 8.1 / Windows 8:

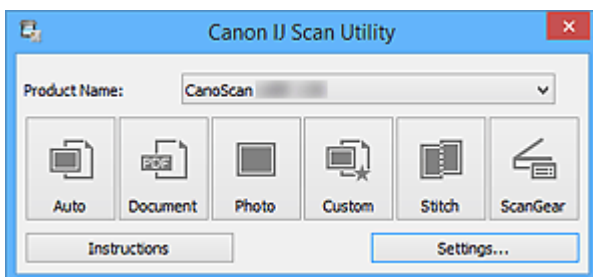
Select **IJ Scan Utility** on the Start screen to start IJ Scan Utility.

If **IJ Scan Utility** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Scan Utility".

## Windows 7/Windows Vista/Windows XP:

From the **Start** menu, select **All Programs > Canon Utilities > IJ Scan Utility > IJ Scan Utility** to start IJ Scan Utility.

You can complete from scanning to saving at one time by simply clicking the corresponding icon.



### Product Name

Displays the name of the product that IJ Scan Utility is currently set to use.

If the displayed product is not the one you want to use, select the desired product from the list.

### Auto

Detects the item type automatically and saves them to a computer. The data format for saving will also be set automatically.

Save settings and the response after scanning can be specified in the [Settings \(Auto Scan\) dialog box](#).

### Document

Scans items as documents and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the [Settings \(Document Scan\) dialog box](#).

### Photo

Scans items as photos and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the [Settings \(Photo Scan\) dialog box](#).

### Custom

Scans items with your favorite settings and saves the images to a computer. The item type can be automatically detected.

Scan/save settings and the response after scanning can be specified in the [Settings \(Custom Scan\) dialog box](#).

### Stitch

Displays the **Image Stitch** window in which you can scan the left and right halves of an item larger than the platen and combine the scanned images back into one image.

Scan/save settings and the response after scanning can be specified in the [Settings \(Scan and Stitch\) dialog box](#).

### **ScanGear**

Starts ScanGear (scanner driver) in which you can make image corrections and color adjustments when scanning.

Scan/save settings and applications can be specified in the [Settings \(ScanGear\) dialog box](#).




### **Instructions**

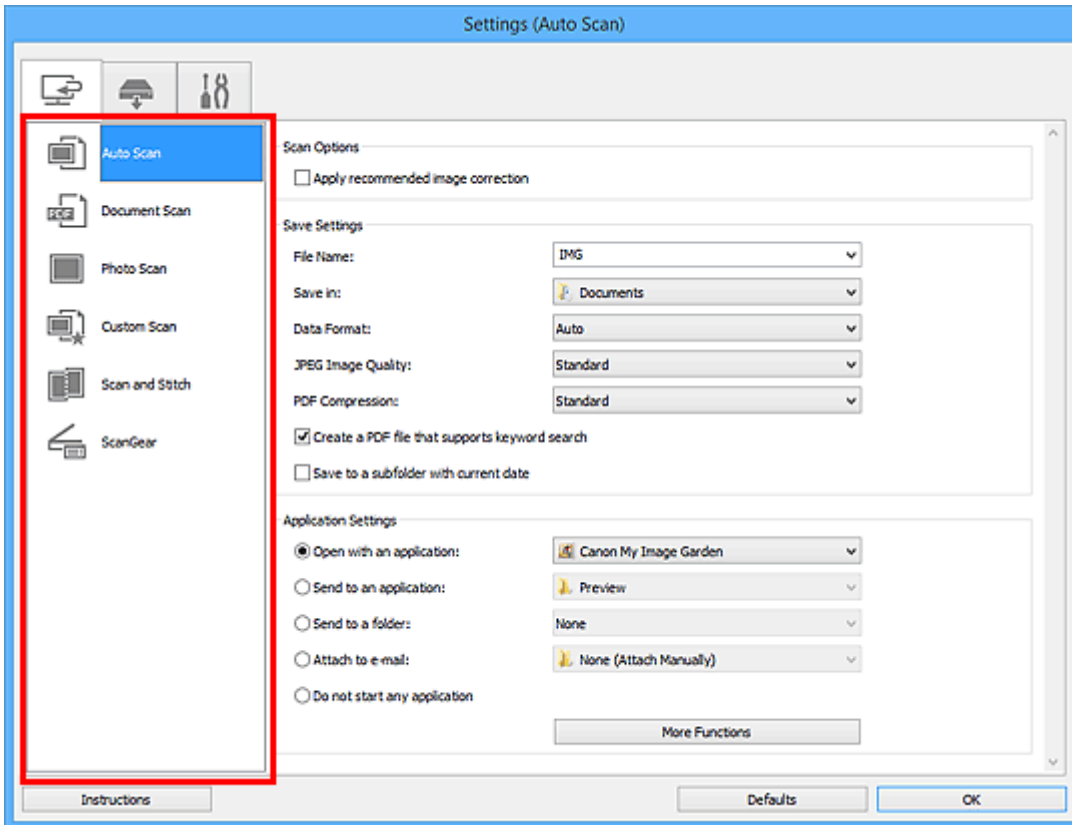
Opens this guide.

### **Settings...**

Displays the [Settings dialog box](#) in which you can specify the scan/save settings and the response after scanning.

# Settings Dialog Box

There are three tabs in the Settings dialog box:  (Scanning from a Computer),  (Scanning Using the Scanner Buttons), and  (General Settings). When you click a tab, the view in the red frame switches and you can make advanced settings to functions on each tab.



## (Scanning from a Computer) Tab

You can specify how to respond when scanning from IJ Scan Utility or My Image Garden.


- [Settings \(Auto Scan\) Dialog Box](#)
- [Settings \(Document Scan\) Dialog Box](#)
- [Settings \(Photo Scan\) Dialog Box](#)
- [Settings \(Custom Scan\) Dialog Box](#)
- [Settings \(Scan and Stitch\) Dialog Box](#)
- [Settings \(ScanGear\) Dialog Box](#)

## (Scanning Using the Scanner Buttons) Tab

You can specify how to respond when scanning using the scanner buttons.

- [Settings \(AUTO SCAN\) Dialog Box](#)
- [Settings \(PDF\) Dialog Box](#)
- [Settings \(COPY\) Dialog Box](#)
- [Settings \(SEND\) Dialog Box](#)

## **»» Important**

- When the Settings dialog box is displayed from My Image Garden, the  (Scanning Using the Scanner Buttons) tab does not appear.




### **(General Settings) Tab**

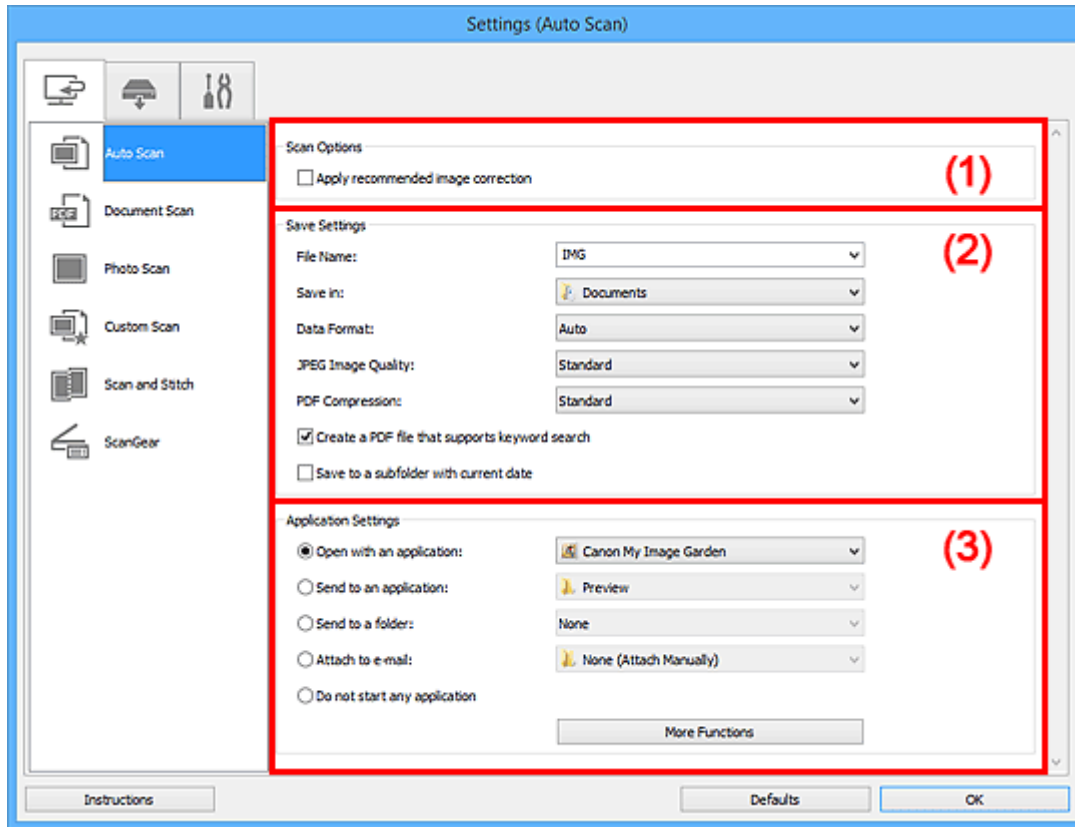
You can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

- [Settings \(General Settings\) Dialog Box](#)

# Settings (Auto Scan) Dialog Box

Click **Auto Scan** on the  (Scanning from a Computer) tab to display the **Settings (Auto Scan)** dialog box.

In the **Settings (Auto Scan)** dialog box, you can make advanced scan settings to scan by automatically detecting the item type.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## »»» Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

## Supported Items

Photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

## »»» Important

- To scan the following types of items, specify the item type and size in the **Settings (Document Scan)** dialog box, **Settings (Photo Scan)** dialog box, or **Settings (Custom Scan)** dialog box, then click **Photo**, **Document**, or **Custom** in the IJ Scan Utility main screen. You cannot scan correctly with **Auto**.
  - A4 size photos
  - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
  - Items printed on thin white paper
  - Long narrow items such as panoramic photos

- Reflective disc labels may not be scanned as expected.
  - Place items to be scanned on the platen correctly. Otherwise, items may not be scanned correctly.
- Refer to "[Placing Items \(When Scanning from a Computer\)](#)" for how to place items.

## ►► Note

- To reduce moire in scans, set **Select Source** to **Magazine** in the **Settings (Document Scan)** dialog box or **Settings (Custom Scan)** dialog box, then click **Document** or **Custom** in the IJ Scan Utility main screen.

## (1) Scan Options Area

### Apply recommended image correction

Applies suitable corrections automatically based on the item type.

### ►► Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### ►► Note

- Scanning takes longer than usual when you enable this function.

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

### ►► Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

### ►► Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Data Format

**Auto** is selected. The following data formats are automatically applied according to the item type when saving.

- Photos, postcards, BD/DVD/CD, and business cards: JPEG

- Magazines, newspapers, and documents: PDF

### »» Important

- The save format may differ depending on how you place the item.
  - [Placing Items \(When Scanning from a Computer\)](#)

#### JPEG Image Quality

You can specify the image quality of JPEG files.

#### PDF Compression

Select the compression type for saving PDF files.

##### Standard

It is recommended that you normally select this setting.


##### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

#### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

### »» Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

#### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

## (3) Application Settings Area

#### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

#### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### **Do not start any application**

Saves to the folder specified in **Save in**.

### **»» Note**

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

### **Instructions**


Opens this guide.

### **Defaults**

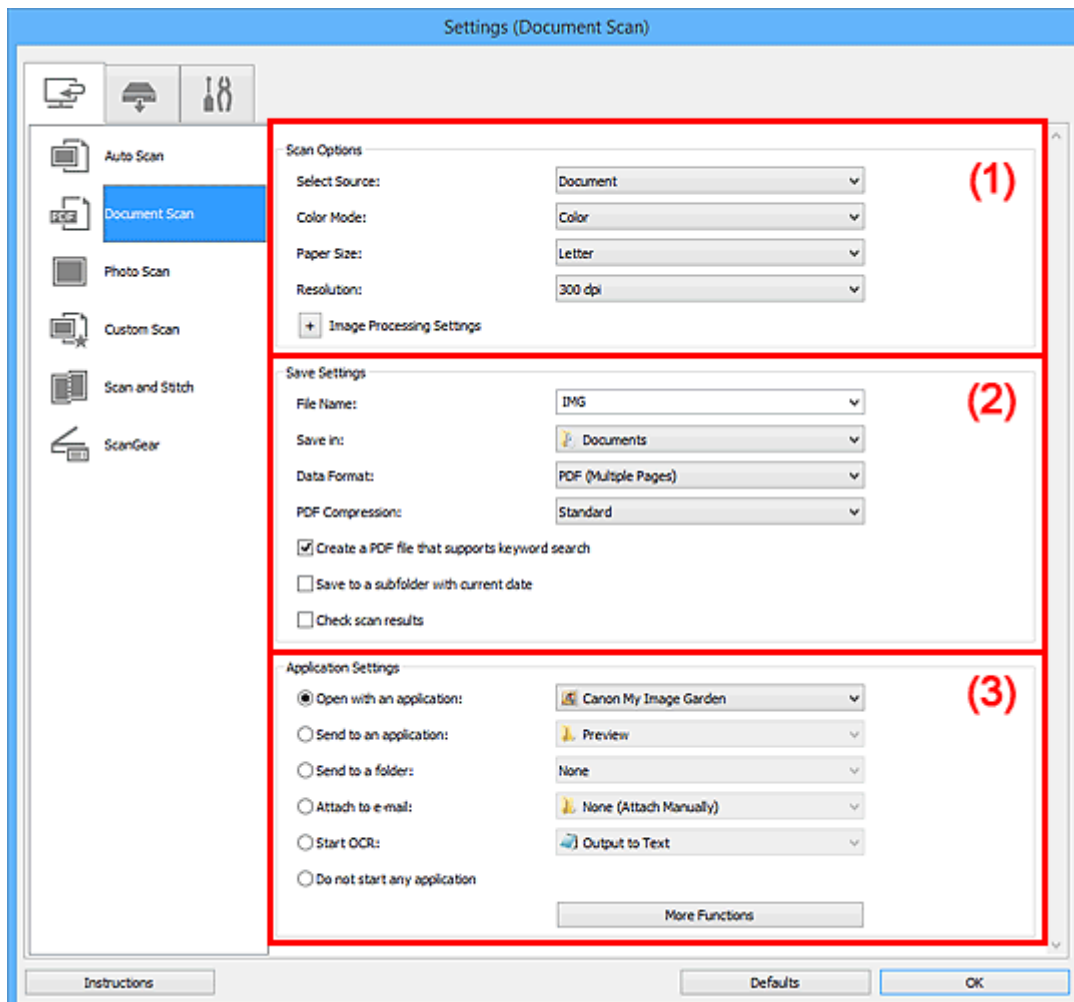
You can restore the settings in the displayed screen to the default settings.



# Settings (Document Scan) Dialog Box

Click **Document Scan** on the  (Scanning from a Computer) tab to display the **Settings (Document Scan)** dialog box.

In the **Settings (Document Scan)** dialog box, you can make advanced scan settings to scan items as documents.



■ (1) [Scan Options Area](#)

■ (2) [Save Settings Area](#)

■ (3) [Application Settings Area](#)

## ►►► Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

## (1) Scan Options Area

### Select Source

Select the type of item to be scanned.

- Scanning documents: **Document**
- Scanning magazines: **Magazine**

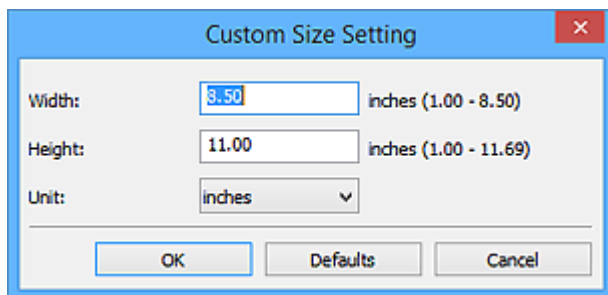
### Color Mode

Select the color mode in which to scan the item.

## Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



### ►►► Note

- Click **Defaults** to restore the specified settings to the default settings.

## Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

### ■ [Resolution](#)

### ►►► Note

- Only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

## Image Processing Settings

Click  (Plus) to set the following.

### ►►► Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

## Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

### ►►► Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### ►►► Note

- Scanning takes longer than usual when you enable this function.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

## Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

## Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Reduce moire**.

### Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

### ▶▶▶ Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.  
Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

### ▶▶▶ Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

### Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

### ▶▶▶ Important

- Only text documents written in languages that can be selected from **Document Language** in the [Settings \(General Settings\) dialog box](#) are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the [Save Settings dialog box](#).

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### ▶▶▶ Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

#### ▶▶▶ Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

#### ▶▶▶ Important

- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.
- When **Start OCR** is selected in **Application Settings**, you cannot select **PDF** or **PDF (Multiple Pages)**.

### PDF Compression

Select the compression type for saving PDF files.

#### Standard

It is recommended that you normally select this setting.

#### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

#### ▶▶▶ Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.

### JPEG Image Quality

You can specify the image quality of JPEG files.

#### ▶▶▶ Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.


### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

#### ▶▶▶ Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

#### ▶▶▶ Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

### Check scan results

Displays the [Save Settings dialog box](#) after scanning.

#### ▶▶▶ Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

## (3) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### Start OCR

Select this when you want to convert text in the scanned image into text data.

You can specify the application from the pull-down menu.

### Do not start any application

Saves to the folder specified in **Save in**.

## »» Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


### Instructions

Opens this guide.

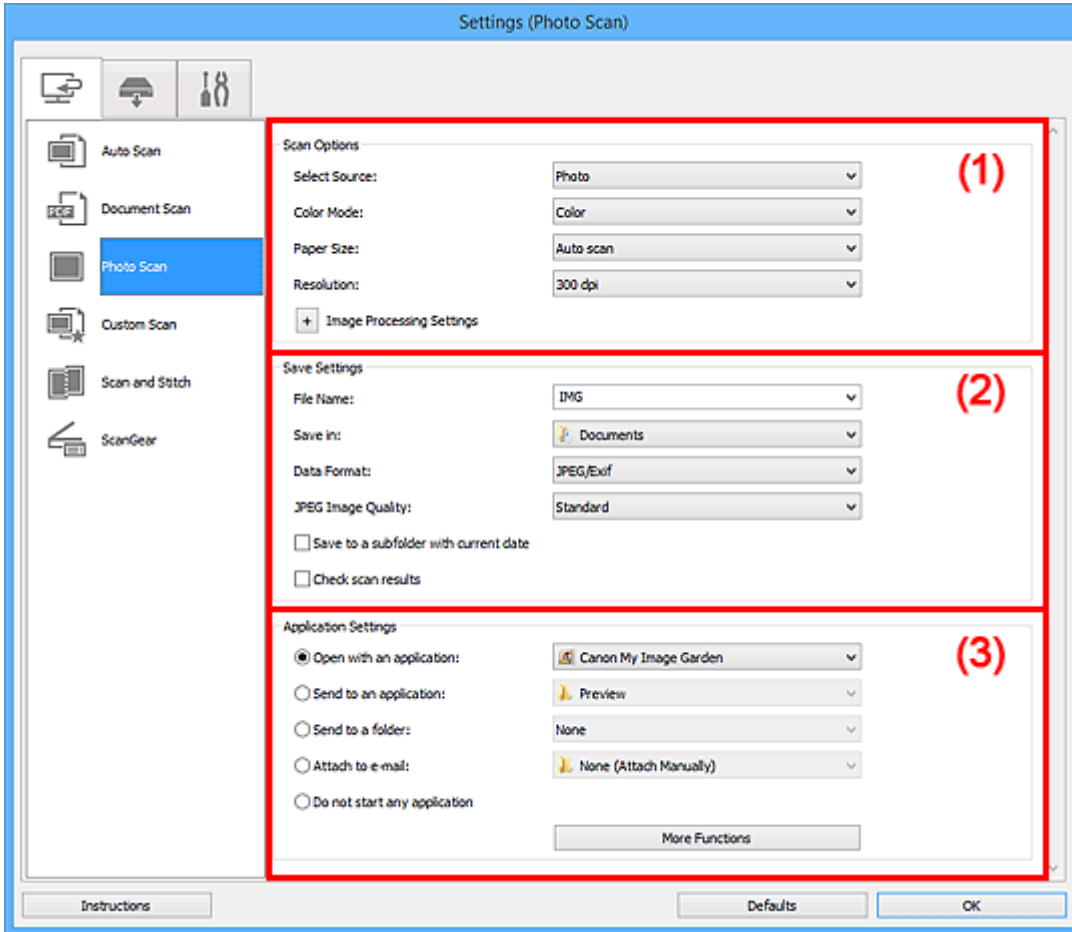
### Defaults

You can restore the settings in the displayed screen to the default settings.

# Settings (Photo Scan) Dialog Box

Click **Photo Scan** on the  (Scanning from a Computer) tab to display the **Settings (Photo Scan)** dialog box.

In the **Settings (Photo Scan)** dialog box, you can make advanced scan settings to scan items as photos.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## »»» Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

### (1) Scan Options Area

#### Select Source

**Photo** is selected.

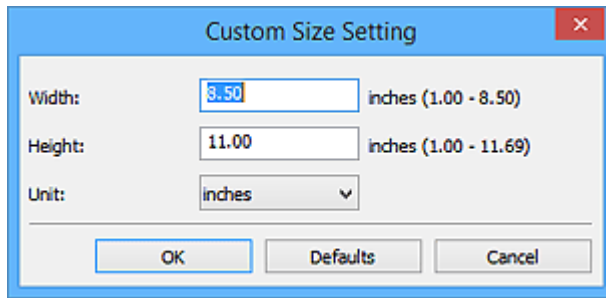
#### Color Mode

Select the color mode in which to scan the item.

#### Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



### ►►► Note

- Click **Defaults** to restore the specified settings to the default settings.


### Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

#### ■ [Resolution](#)

### Image Processing Settings

Click  (Plus) to set the following.

### ►►► Important

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

### ►►► Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

### ►►► Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.



## Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, or **PNG**.

### »»» Important

- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

## JPEG Image Quality

You can specify the image quality of JPEG files.

### »»» Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

## Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

## Check scan results

Displays the [Save Settings dialog box](#) after scanning.

### »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

## (3) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### Do not start any application

Saves to the folder specified in **Save in**.

### »»» Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


**Instructions**

Opens this guide.

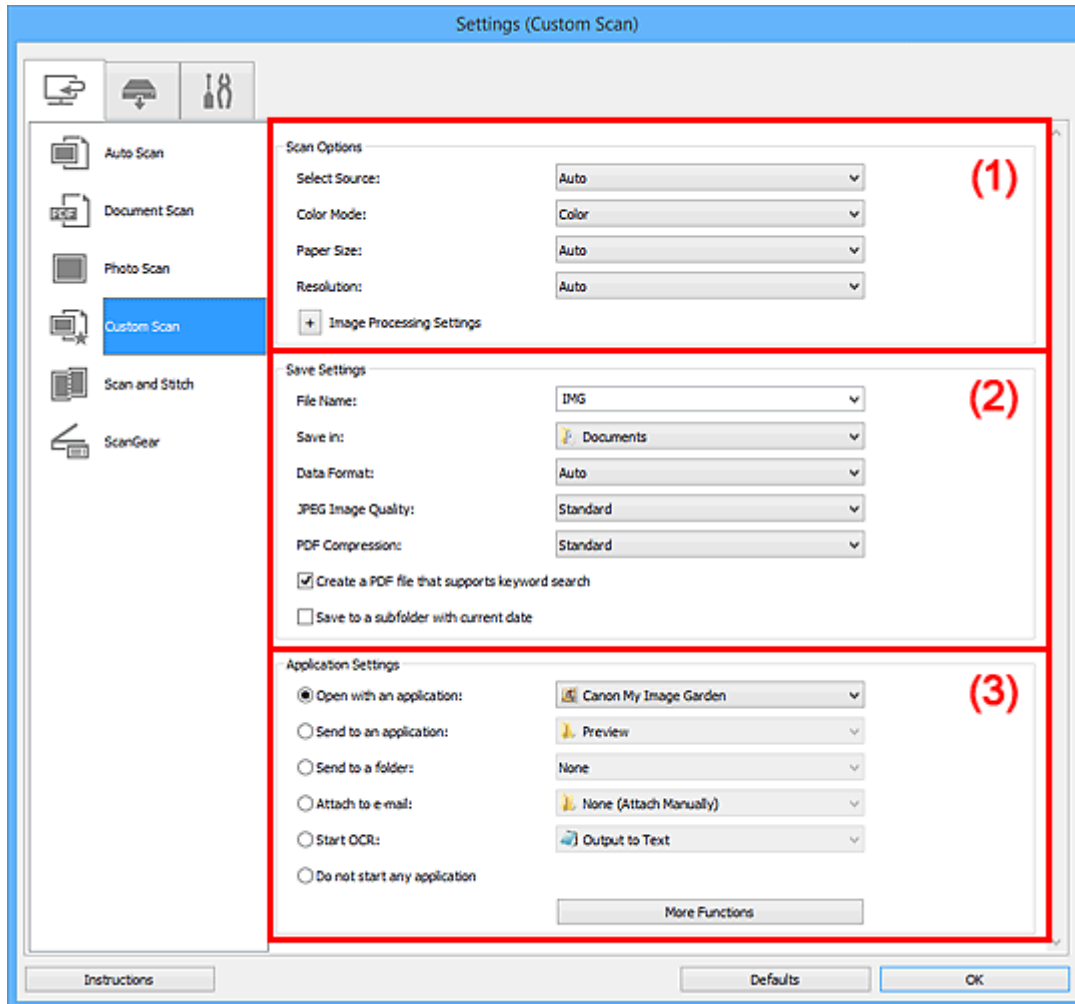
**Defaults**

You can restore the settings in the displayed screen to the default settings.

# Settings (Custom Scan) Dialog Box

Click **Custom Scan** on the  (Scanning from a Computer) tab to display the **Settings (Custom Scan)** dialog box.

In the **Settings (Custom Scan)** dialog box, you can make advanced scan settings to scan according to your preference.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

## (1) Scan Options Area

### Select Source

Select the type of item to be scanned. Select **Auto** to detect the item type automatically and to set **Color Mode**, **Paper Size**, and **Resolution** automatically as well.

## Important

- Item types supported by **Auto** are photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

- To scan the following types of items, specify the item type or size. You cannot scan correctly with **Auto**.
    - A4 size photos
    - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
    - Items printed on thin white paper
    - Long narrow items such as panoramic photos
  - Reflective disc labels may not be scanned as expected.
  - Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.
- Refer to "[Placing Items \(When Scanning from a Computer\)](#)" for how to place items.

### ►►► Note

- To convert text in the image into text data after scanning, specify **Select Source** instead of selecting **Auto**.
- To reduce moire, set **Select Source** to **Magazine**.

### Color Mode

Select the color mode in which to scan the item.

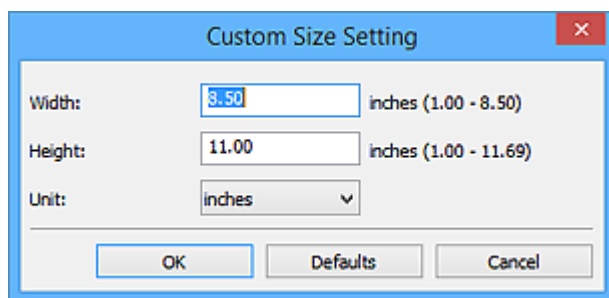
### ►►► Note

- Only **Color** is available when **Select Source** is **Auto**.

### Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



### ►►► Note

- Only **Auto** is available when **Select Source** is **Auto**.
- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

### Resolution

Select the resolution of the item to be scanned.


The higher the resolution (value), the more detail in your image.

#### ■ [Resolution](#)

### ►►► Note

- Only **Auto** is available when **Select Source** is **Auto**.
- Only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

## Image Processing Settings

Click  (Plus) to set the following. Available setting items vary by **Select Source**.

- **When Select Source is Auto:**

### Apply recommended image correction

Applies suitable corrections automatically based on the item type.

#### ▶▶▶ Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

#### ▶▶▶ Note

- Scanning takes longer than usual when you enable this function.

- **When Select Source is Photo:**

#### ▶▶▶ Important

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

- **When Select Source is Magazine or Document:**

#### ▶▶▶ Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

### Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

#### ▶▶▶ Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

#### ▶▶▶ Note

- Scanning takes longer than usual when you enable this function.

### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

### Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

### Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

#### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Reduce moire**.

### Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

#### ▶▶▶ Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.  
Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

#### ▶▶▶ Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

#### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

### Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

#### ▶▶▶ Important

- Only text documents written in languages that can be selected from **Document Language** in the [Settings \(General Settings\) dialog box](#) are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the [Save Settings dialog box](#).

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

## »»» Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

## »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, **PDF (Multiple Pages)**, or **Auto**.

## »»» Important

- When **Auto** is selected, the save format may differ depending on how you place the item.
  - [Placing Items \(When Scanning from a Computer\)](#)
- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.
- When **Start OCR** is selected in **Application Settings**, you cannot select **PDF**, **PDF (Multiple Pages)**, or **Auto**.

## »»» Note

- **Auto** appears only when **Auto** is selected for **Select Source**.

### JPEG Image Quality

You can specify the image quality of JPEG files.

## »»» Important

- This appears only when **JPEG/Exif** or **Auto** is selected in **Data Format**.

### PDF Compression

Select the compression type for saving PDF files.

#### Standard

It is recommended that you normally select this setting.

#### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

## »»» Important

- This appears only when **PDF**, **PDF (Multiple Pages)**, or **Auto** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.


### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

#### ▶▶▶ Important

- This appears only when **PDF**, **PDF (Multiple Pages)**, or **Auto** is selected in **Data Format**.

#### ▶▶▶ Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

### Check scan results

Displays the [Save Settings dialog box](#) after scanning.

#### ▶▶▶ Important

- This does not appear when **Select Source** is **Auto**.
- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

## (3) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### Start OCR

Select this when you want to convert text in the scanned image into text data.

You can specify the application from the pull-down menu.

### Do not start any application

Saves to the folder specified in **Save in**.



## »» Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


### Instructions

Opens this guide.

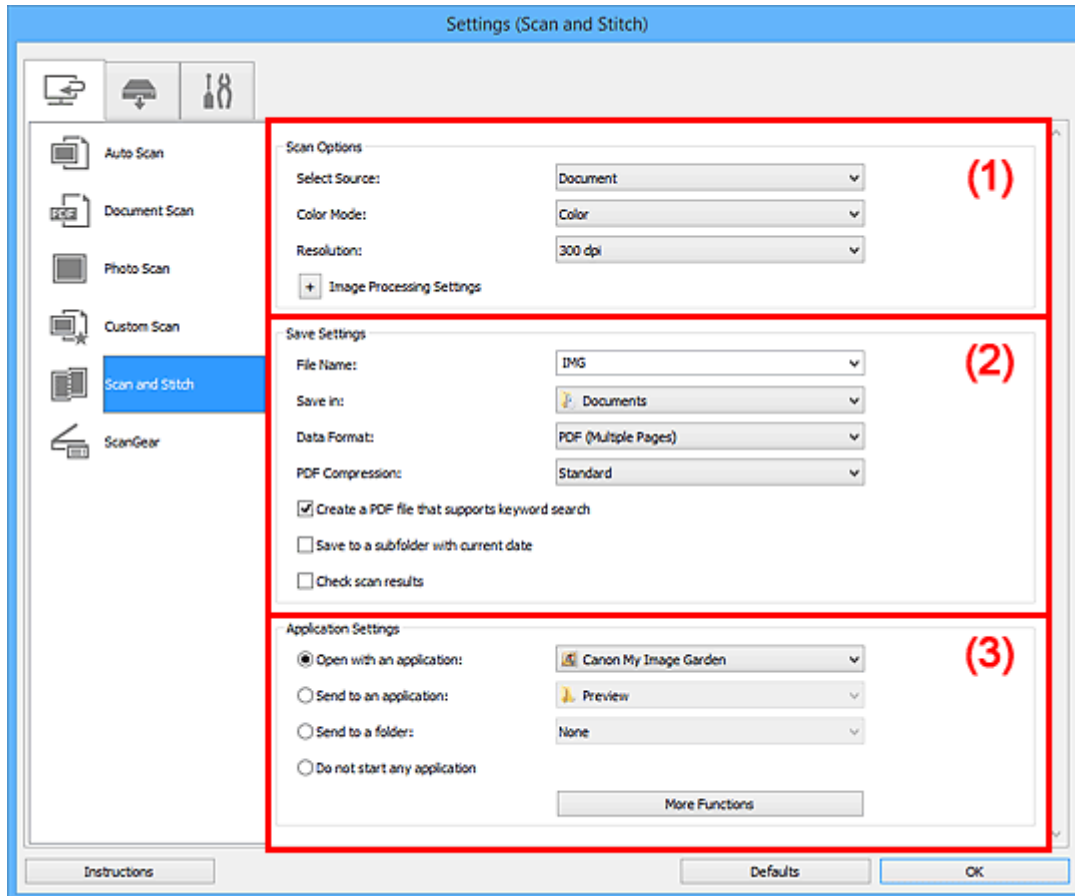
### Defaults

You can restore the settings in the displayed screen to the default settings.

# Settings (Scan and Stitch) Dialog Box

Click **Scan and Stitch** on the  (Scanning from a Computer) tab to display the **Settings (Scan and Stitch)** dialog box.

In the **Settings (Scan and Stitch)** dialog box, you can make advanced scan settings for scanning items larger than the platen.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## »»» Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

## (1) Scan Options Area

### Select Source

Select the type of item to be scanned.

- Scanning photos: **Photo**
- Scanning documents: **Document**
- Scanning magazines: **Magazine**

### »»» Note

- To reduce moire, set **Select Source** to **Magazine**.

## Color Mode

Select the color mode in which to scan the item.


## Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

■ [Resolution](#)

## Image Processing Settings

Click  (Plus) to set the following. Available setting items vary by **Select Source**.

### ▶▶▶ Important

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

- **When Select Source is Photo:**

#### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

- **When Select Source is Magazine or Document:**

#### Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

#### Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

#### Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Reduce moire**.

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

### ▶▶▶ Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder

- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

### »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

### »»» Important

- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

#### PDF Compression

Select the compression type for saving PDF files.

##### Standard

It is recommended that you normally select this setting.

##### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

### »»» Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.


#### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

### »»» Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

### »»» Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

#### JPEG Image Quality

You can specify the image quality of JPEG files.

### »»» Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

#### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

#### Check scan results

Displays the [Save Settings dialog box](#) after scanning.

## »» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### (3) Application Settings Area

#### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

#### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

#### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

#### Do not start any application

Saves to the folder specified in **Save in**.

## »» Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


#### Instructions

Opens this guide.

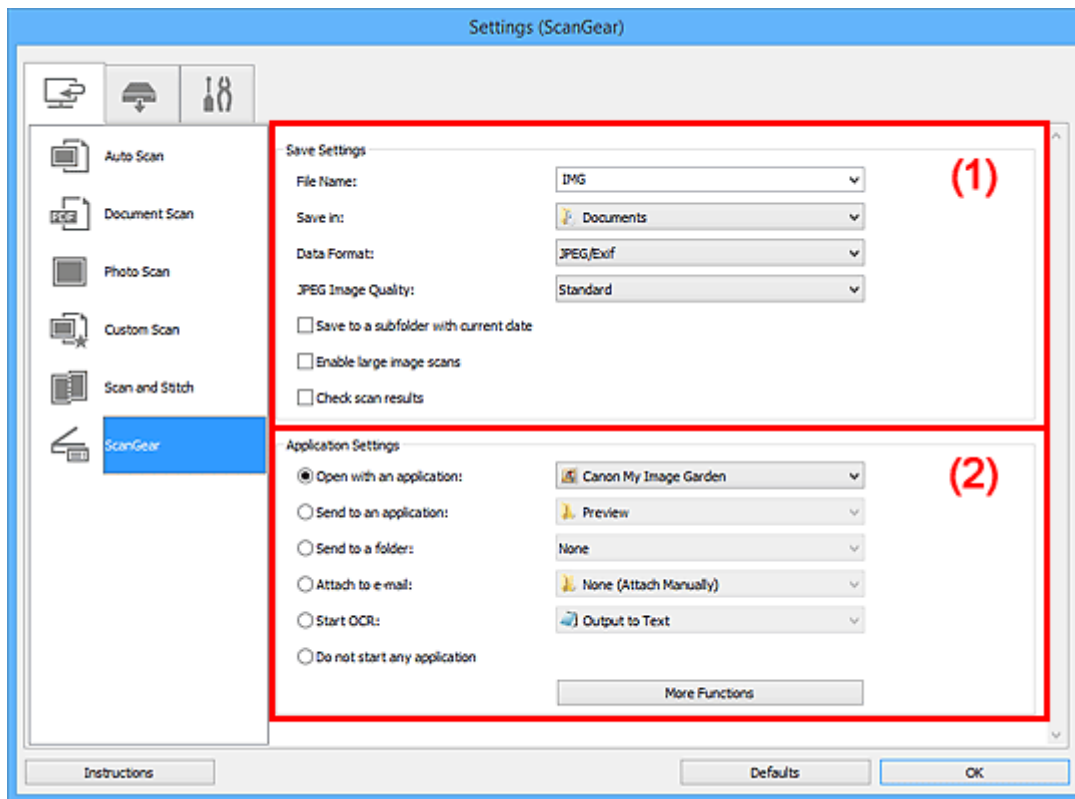
#### Defaults

You can restore the settings in the displayed screen to the default settings.

# Settings (ScanGear) Dialog Box

Click **ScanGear** on the  (Scanning from a Computer) tab to display the **Settings (ScanGear)** dialog box.

In the **Settings (ScanGear)** dialog box, you can specify how to save images when scanning items by starting ScanGear (scanner driver) and how to respond after saving them.



■ [\(1\) Save Settings Area](#)

■ [\(2\) Application Settings Area](#)

## ▶▶▶ Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

## (1) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

### ▶▶▶ Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

### »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

### »»» Note

- When **PDF** or **PDF (Multiple Pages)** is selected, images up to 9600 pixels x 9600 pixels can be scanned.
- When the **Enable large image scans** checkbox is selected in **Save Settings**, or when **Start OCR** is selected in **Application Settings**, you can select **JPEG/Exif**, **TIFF**, or **PNG**.

#### JPEG Image Quality

You can specify the image quality of JPEG files.

### »»» Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

#### PDF Compression

Select the compression type for saving PDF files.

##### Standard

It is recommended that you normally select this setting.

##### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

### »»» Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.


#### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

### »»» Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

### »»» Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

#### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

### Enable large image scans

Select this checkbox to scan images up to 50000 pixels x 50000 pixels and 4.0 GB.

#### »»» Important

- When this checkbox is selected, you cannot select **Send to an application**, **Send to a folder**, **Attach to e-mail**, or **Start OCR**.
- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

#### »»» Note

- When this checkbox is not selected, images up to 10208 pixels x 14032 pixels can be scanned.

### Check scan results

Displays the [Save Settings](#) dialog box after scanning.

#### »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

## (2) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### Start OCR

Select this when you want to convert text in the scanned image into text data.

You can specify the application from the pull-down menu.

### Do not start any application

Saves to the folder specified in **Save in**.

#### »»» Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

### Instructions


Opens this guide.



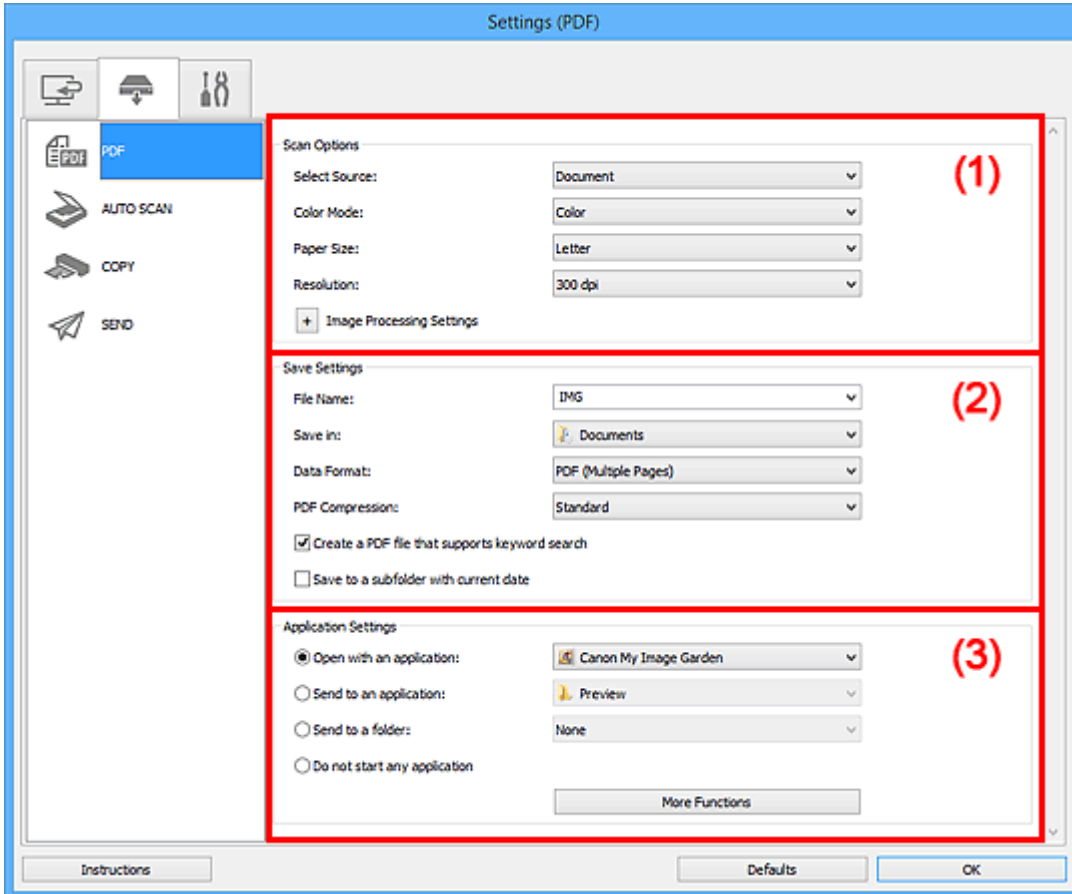
**Defaults**

You can restore the settings in the displayed screen to the default settings.

# Settings (PDF) Dialog Box

Click **PDF** on the  (Scanning Using the Scanner Buttons) tab to display the **Settings (PDF)** dialog box.

In the **Settings (PDF)** dialog box, you can specify how to respond when saving images to a computer as PDF files after scanning them using the scanner button.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## (1) Scan Options Area

### Select Source

**Document** is selected.

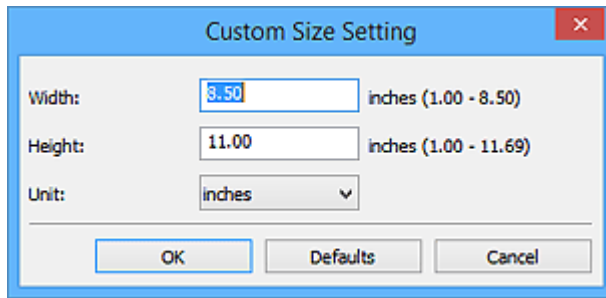
### Color Mode

Select the color mode in which to scan the item.

### Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



### ►►► Note

- Click **Defaults** to restore the specified settings to the default settings.


## Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

### ■ [Resolution](#)

## Image Processing Settings

Click  (Plus) to set the following.

### ►►► Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

## Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

### ►►► Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### ►►► Note

- Scanning takes longer than usual when you enable this function.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

## Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

## Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

### ►►► Note

- Scanning takes longer than usual when you enable **Reduce moire**.

## Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

## »» Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.  
Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

## »» Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

## »» Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

### Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

## »» Important

- Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.
  - [Settings \(General Settings\) Dialog Box](#)
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

## »»» Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

## »»» Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Data Format

You can select **PDF** or **PDF (Multiple Pages)**.

### PDF Compression

Select the compression type for saving PDF files.

#### Standard

It is recommended that you normally select this setting.

#### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.


## »»» Important

- When **Black and White** is selected in **Color Mode**, this option does not appear.

### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

## »»» Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

## (3) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### **Send to an application**

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### **Send to a folder**

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### **Do not start any application**

Saves to the folder specified in **Save in**.

### **▶▶ Note**

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


### **Instructions**

Opens this guide.

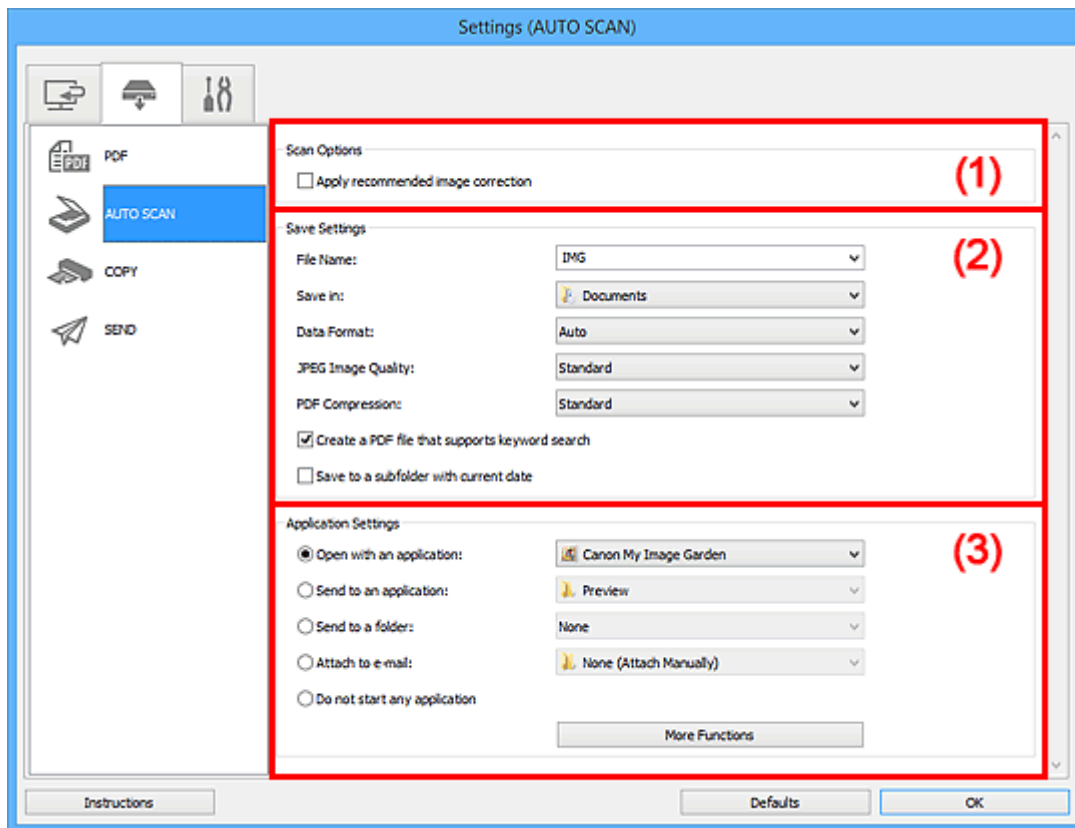
### **Defaults**

You can restore the settings in the displayed screen to the default settings.

# Settings (AUTO SCAN) Dialog Box

Click **AUTO SCAN** on the  (Scanning Using the Scanner Buttons) tab to display the **Settings (AUTO SCAN)** dialog box.

In the **Settings (AUTO SCAN)** dialog box, you can specify how to respond when saving images to a computer after scanning them using the scanner button by automatically detecting the item.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## Supported Items

Photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

## ►►► Important

- To scan the following types of items, specify the item type and size in the **Settings (Document Scan)** dialog box or **Settings (Photo Scan)** dialog box, then click **Document** or **Photo** in the IJ Scan Utility main screen. You cannot scan correctly with **Auto**.
  - A4 size photos
  - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
  - Items printed on thin white paper
  - Long narrow items such as panoramic photos
- Reflective disc labels may not be scanned as expected.
- Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

Refer to "[Placing Items \(When Scanning from a Computer\)](#)" for how to place items.

## »» Note

- To reduce moire, set **Select Source** to **Magazine** in the **Settings (Document Scan)** dialog box, then click **Document** in the IJ Scan Utility main screen.

## (1) Scan Options Area

### Apply recommended image correction

Applies suitable corrections automatically based on the item type.

### »» Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### »» Note

- Scanning takes longer than usual when you enable this function.

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

### »» Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

### Data Format

**Auto** is selected. The following data formats are automatically applied according to the item type when saving.

- Photos, postcards, BD/DVD/CD, and business cards: JPEG
- Magazines, newspapers, and documents: PDF

### »» Important

- The save format may differ depending on how you place the item.  
Refer to "[Placing Items \(When Scanning from a Computer\)](#)" for how to place items.

### JPEG Image Quality

You can specify the image quality of JPEG files.



## PDF Compression

Select the compression type for saving PDF files.

### Standard

It is recommended that you normally select this setting.


### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

## Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

### ►►► Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

## Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

## (3) Application Settings Area

### Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pull-down menu.

### Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pull-down menu.

### Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pull-down menu.

### Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

### Do not start any application

Saves to the folder specified in **Save in**.

### ►►► Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.


## Instructions

Opens this guide.

**Defaults**

You can restore the settings in the displayed screen to the default settings.

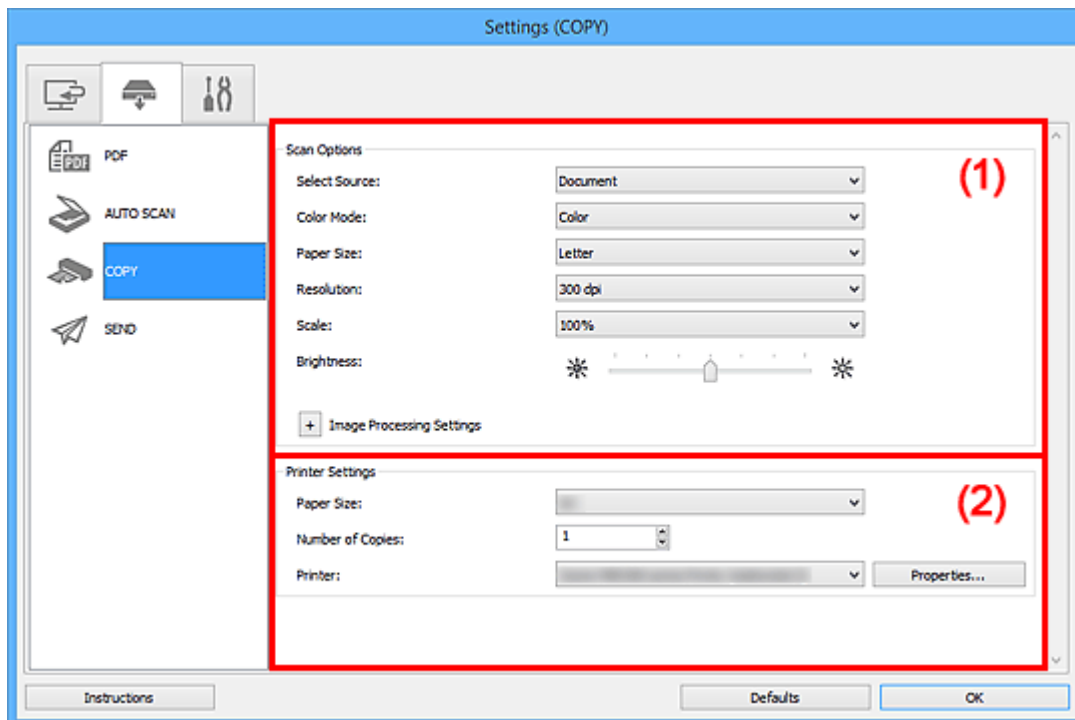
# Settings (COPY) Dialog Box

Click **COPY** on the  (Scanning Using the Scanner Buttons) tab to display the **Settings (COPY)** dialog box.

In the **Settings (COPY)** dialog box, you can specify how to respond when printing images on a printer after scanning them using the scanner button.

## ►►► Note

- Selectable paper sizes and types vary by printer.
- When multiple items are placed on the platen and **Auto** is selected for **Select Source**, each item is scanned individually and printed on a separate sheet of paper. To print multiple items on one sheet of paper, select an option other than **Auto** and select a standard size (A4, Letter, etc.) for **Paper Size**.



■ (1) [Scan Options Area](#)

■ (2) [Printer Settings Area](#)

## (1) Scan Options Area

### Select Source

Select the type of item to be scanned. Select **Auto** to detect the item type automatically and to set **Color Mode**, **Paper Size**, and **Resolution** automatically as well.

### ►►► Important

- Item types supported by **Auto** are photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.
- To scan the following types of items, specify the item type or size. You cannot scan correctly with **Auto**.
  - A4 size photos
  - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off

- Items printed on thin white paper
  - Long narrow items such as panoramic photos
  - Reflective disc labels may not be scanned as expected.
  - Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.
- Refer to "[Placing Items \(When Scanning from a Computer\)](#)" for how to place items.

### ►►► Note

- To reduce moire, set **Select Source** to **Magazine**.

### Color Mode

Select the color mode in which to scan the item.

### Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.

### ►►► Note

- Only **Auto** is available when **Select Source** is **Auto**.
- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

### Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

- [Resolution](#)

### ►►► Note

- Only **Auto** is available when **Select Source** is **Auto**.

### Scale

Select a scale according to the paper to print on and purpose of use.

Select **Fit to Paper** to resize the scanned image automatically to fit the paper to print on. Since the image's aspect ratio is maintained, margins may appear at the top and bottom or on the left and right depending on the size of the item and paper.

Select **Custom** to enter a value in **Scale Setting**. Enter a percentage (25 % to 400 %) and click **OK**.

### ►►► Note

- Scanned images are printed on paper of the size specified on your printer.

Refer to the manual of your printer for details.

## Brightness

Adjust the image brightness.

Move the slider to the left to darken and right to brighten the image.

### ▶▶▶ Important

- This function is available only when **Magazine** or **Document** is selected for **Select Source**.
- This function is not available when **Auto scan** is selected for **Paper Size**.

## Image Processing Settings

Click  (Plus) to set the following. Available setting items vary by **Select Source**.

- **When Select Source is Photo:**

### ▶▶▶ Note

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

- **When Select Source is Magazine or Document:**

### ▶▶▶ Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow** appears.

## Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

### ▶▶▶ Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### ▶▶▶ Note

- Scanning takes longer than usual when you enable this function.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

## Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

## Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Reduce moire**.

## Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

### »» Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.  
Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

#### • When Select Source is Auto:

##### Apply recommended image correction

Applies suitable corrections automatically based on the item type.

### »» Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### »» Note

- Scanning takes longer than usual when you enable this function.

## (2) Printer Settings Area

### Paper Size


Select the size of the paper to print on.

### »» Note

- Selectable paper sizes depend on the selected printer.

### Number of Copies

Specify the number of copies to print.

Click  (up and down buttons) to the right of the value or enter a value.  
Specify up to 99 copies.

### Printer

Select a printer to use when multiple printers are connected.

Click **Properties...** to open a dialog box to configure the printer settings.


### Instructions

Opens this guide.

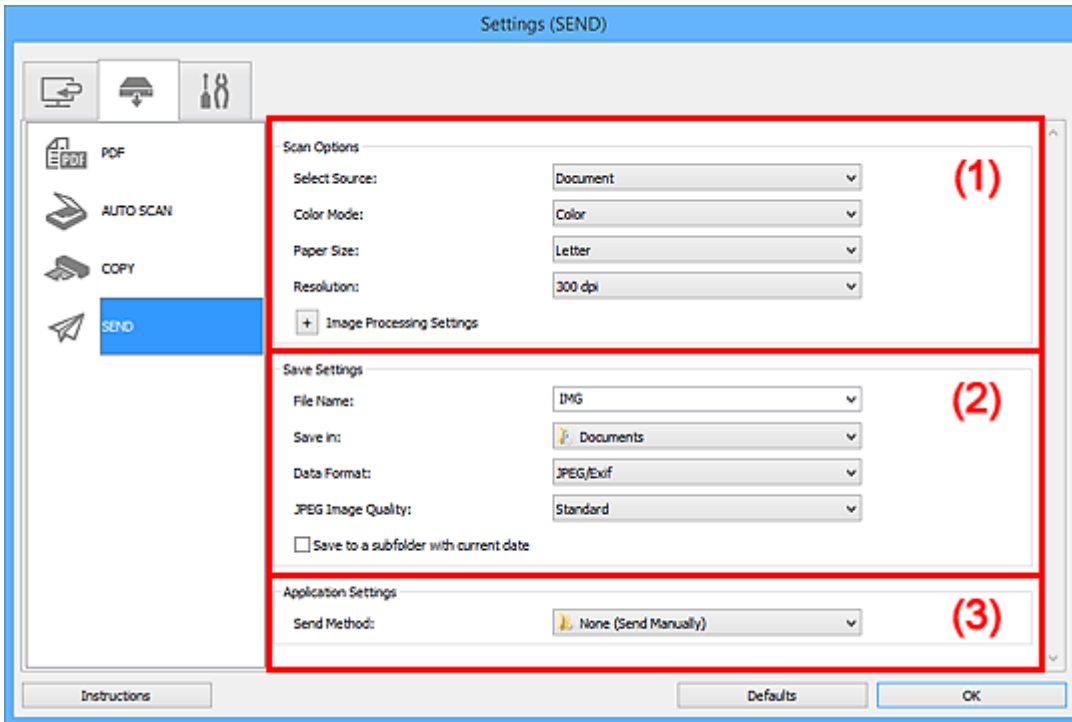
### Defaults

You can restore the settings in the displayed screen to the default settings.

# Settings (SEND) Dialog Box

Click **SEND** on the  (Scanning Using the Scanner Buttons) tab to display the **Settings (SEND)** dialog box.

In the **Settings (SEND)** dialog box, you can specify how to respond when attaching images to an e-mail, sending them to an application, or saving them to a folder after scanning them using the scanner button.



- [\(1\) Scan Options Area](#)
- [\(2\) Save Settings Area](#)
- [\(3\) Application Settings Area](#)

## (1) Scan Options Area

### Select Source

Select the type of item to be scanned.

### ►►► Note

- To reduce moire, set **Select Source** to **Magazine**.

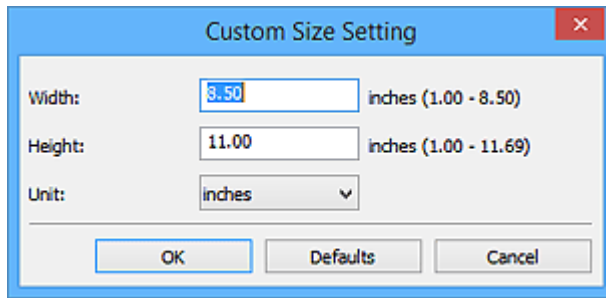
### Color Mode

Select the color mode in which to scan the item.

### Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



### ►►► Note

- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

## Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

### ■ Resolution

## Image Processing Settings

Click  (Plus) to set the following. Available setting items vary by **Select Source**.

- **When Select Source is Photo:**

### ►►► Note

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

- **When Select Source is Magazine or Document:**

### ►►► Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

## Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

### ►►► Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

### ►►► Note

- Scanning takes longer than usual when you enable this function.

## Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

## Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

## Reduce moire

Reduces moire patterns.



Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Reduce moire**.

### Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

### ▶▶▶ Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.  
Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

### Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

### ▶▶▶ Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

### ▶▶▶ Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

### Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

### ▶▶▶ Important

- Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.
  - [Settings \(General Settings\) Dialog Box](#)
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

## (2) Save Settings Area

### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### ▶▶▶ Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

#### ▶▶▶ Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

#### ▶▶▶ Important

- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

### JPEG Image Quality

You can specify the image quality of JPEG files.

#### ▶▶▶ Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

### PDF Compression

Select the compression type for saving PDF files.

#### Standard

It is recommended that you normally select this setting.

#### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

#### ▶▶▶ Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.


### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

## »» Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

## »» Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

### Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

## (3) Application Settings Area

### Send Method

Specify the e-mail client to use for attaching scanned images, application to which to send them, or folder in which to save them.

## »» Note

- Specify the e-mail client, application, or folder in the **Select Send Method** dialog box displayed by selecting **Add...** from the pull-down menu.


### Instructions

Opens this guide.

### Defaults

You can restore the settings in the displayed screen to the default settings.

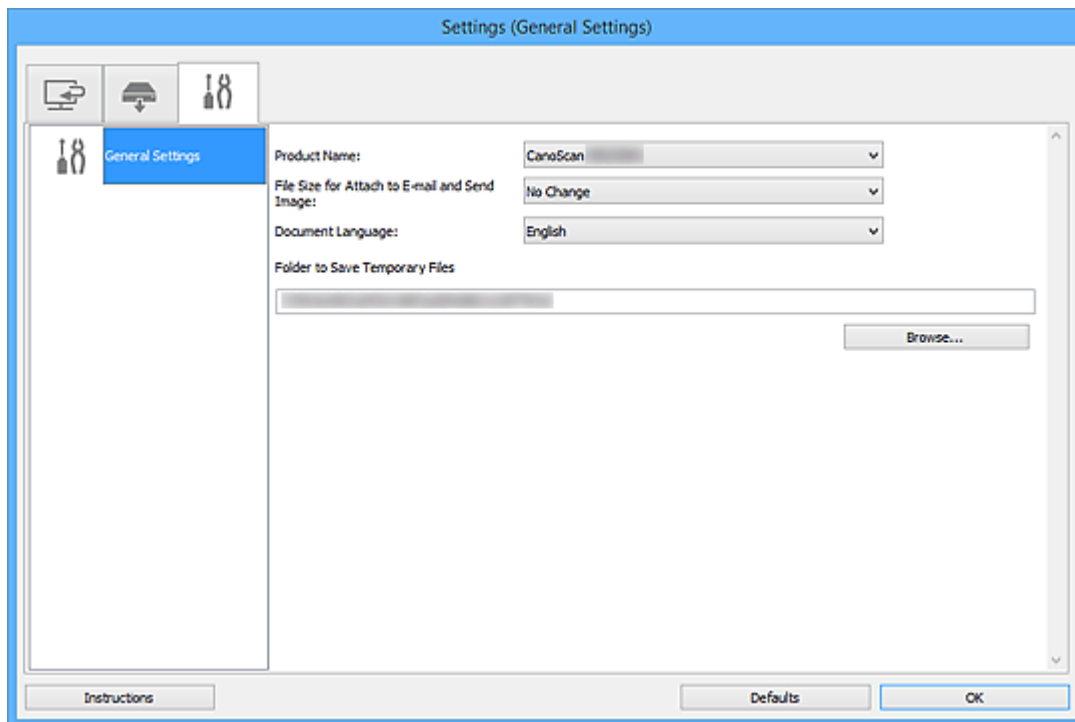
## Settings (General Settings) Dialog Box

Click the  (General Settings) tab to display the **Settings (General Settings)** dialog box.

In the **Settings (General Settings)** dialog box, you can set the product to use, file size restriction on images to be attached to an e-mail or to be sent, language to detect text in images, and folder in which to save images temporarily.

### »»» Important

- When the Settings dialog box is displayed from My Image Garden, some options may not appear.



#### Product Name

Displays the name of the product that IJ Scan Utility is currently set to use.

If the displayed product is not the one you want to use, select the desired product from the list.

#### File Size for Attach to E-mail and Send Image

You can restrict the size of scanned images to be attached to an e-mail or to be sent.

You can select **Small (Suitable for 640 x 480 Windows)**, **Medium (Suitable for 800 x 600 Windows)**, **Large (Suitable for 1024 x 768 Windows)**, or **No Change**.

#### Document Language

Select the language for detecting text in images.

#### Folder to Save Temporary Files

Displays the folder in which to save images temporarily. Click **Browse...** to specify the destination folder.

#### Instructions

Opens this guide.

#### Defaults

You can restore the settings in the displayed screen to the default settings.

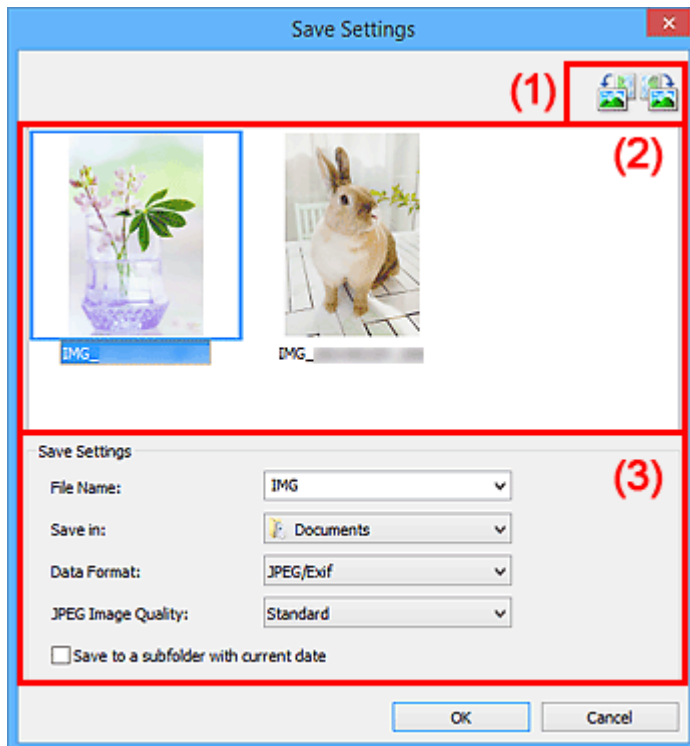
## Save Settings Dialog Box

Select the **Check scan results** checkbox in **Save Settings** of the Settings dialog box to display the **Save Settings** dialog box after scanning.

You can specify the data format and destination while viewing the thumbnails of scan results.

### ►►► Important

- After scanning from My Image Garden or scanning using the scanner buttons, the **Save Settings** dialog box does not appear.



- [\(1\) Preview Operation Buttons](#)
- [\(2\) Scan Results Area](#)
- [\(3\) Save Settings Area](#)

### (1) Preview Operation Buttons

 /  (Rotate Left 90°)/(Rotate Right 90°)

Rotates scanned images 90 degrees counter-clockwise or clockwise.

Select the image you want to rotate, then click  (Rotate Left 90°) or  (Rotate Right 90°).

### ►►► Important

- The preview operation buttons do not appear when the **Enable large image scans** checkbox is selected in the **Settings (ScanGear)** dialog box.

### (2) Scan Results Area

Displays the thumbnails of the scanned images. You can change the save order of images via drag-and-drop. The file names for saving appear below the thumbnails.

### (3) Save Settings Area

#### File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "\_20XX0101\_0001" format.

#### ▶▶▶ Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

#### Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

The default save folders are as follows.

- Windows 8.1: **Documents** folder
- Windows 8: **My Documents** folder
- Windows 7: **My Documents** folder
- Windows Vista: **Documents** folder
- Windows XP: **My Documents** folder

#### Data Format

Select the data format in which to save the scanned images.

You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

#### ▶▶▶ Important

- You cannot select **PDF** or **PDF (Multiple Pages)** in the following cases.
  - When scanned by clicking **Photo** in the IJ Scan Utility main screen
  - The **Enable large image scans** checkbox is selected in **Save Settings** of the **Settings (ScanGear)** dialog box
  - **Start OCR** is selected in **Application Settings** of the **Settings (Document Scan)**, **Settings (Custom Scan)**, or **Settings (ScanGear)** dialog box
- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

#### JPEG Image Quality

You can specify the image quality of JPEG files.

#### ▶▶▶ Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

#### PDF Compression

Select the compression type for saving PDF files.

##### Standard

It is recommended that you normally select this setting.

##### High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

#### ▶▶▶ Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.


### Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

#### ▶▶▶ Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

#### ▶▶▶ Note

- PDF files that are searchable in the language selected in **Document Language** on the  (General Settings) tab of the Settings dialog box are created.

### Save to a subfolder with current date

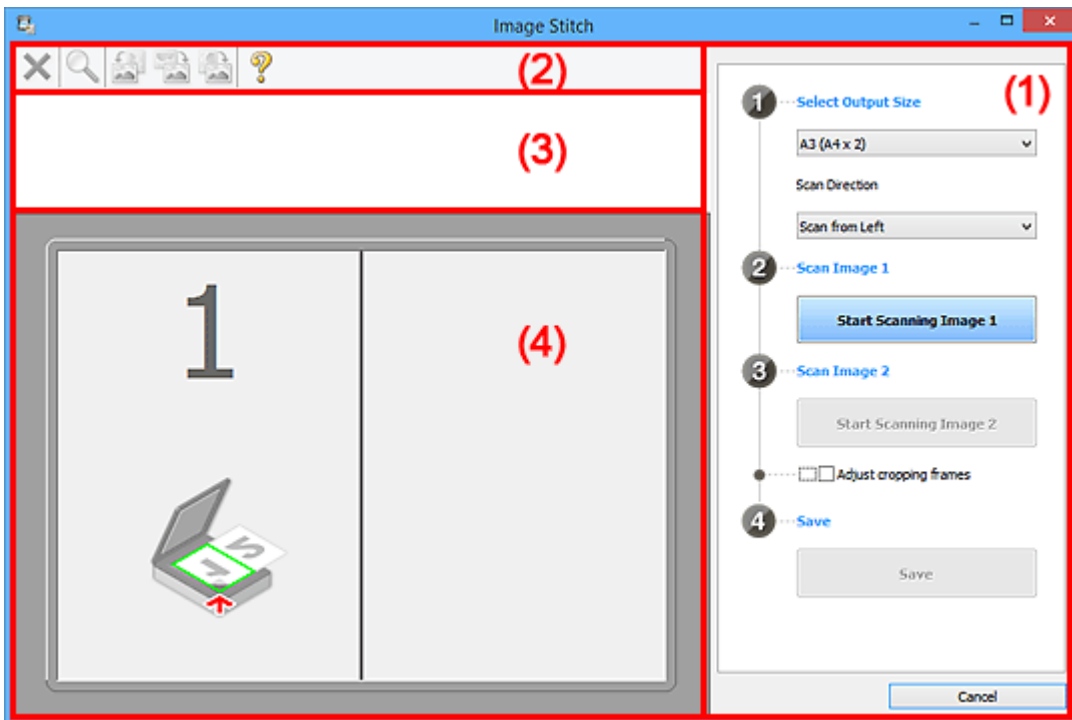
Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX\_01\_01" (Year\_Month\_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

# Image Stitch Window

Click **Stitch** in the IJ Scan Utility main screen to display the **Image Stitch** window.

You can scan the left and right halves of an item larger than the platen and combine them back into one image. You can scan items up to approximately twice as large as the platen.



- [\(1\) Settings and Operation Buttons](#)
- [\(2\) Toolbar](#)
- [\(3\) Thumbnail View Area](#)
- [\(4\) Preview Area](#)

## ▶▶▶ Note

- The displayed items vary depending on the select source and view.

## (1) Settings and Operation Buttons

### Select Output Size

#### B4 (B5 x 2)

Scans the left and right halves of a B4 size item separately.

#### A3 (A4 x 2)

Scans the left and right halves of an A3 size item separately.

#### 11 x 17 (Letter x 2)

Scans the left and right halves of an item twice as large as Letter size separately.

#### Full Platen x 2

Scans the left and right halves of an item twice as large as the platen separately.

### Scan Direction

#### Scan from Left

Displays the first scanned image on the left side.

#### Scan from Right

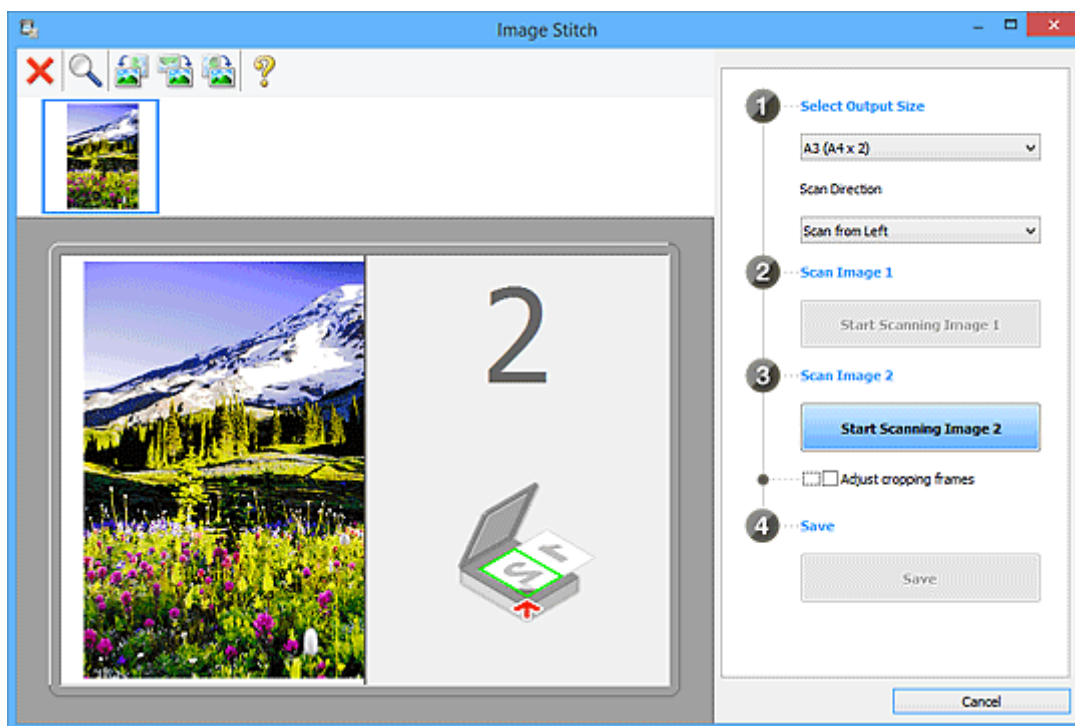
Displays the first scanned image on the right side.



## Scan Image 1

### Start Scanning Image 1

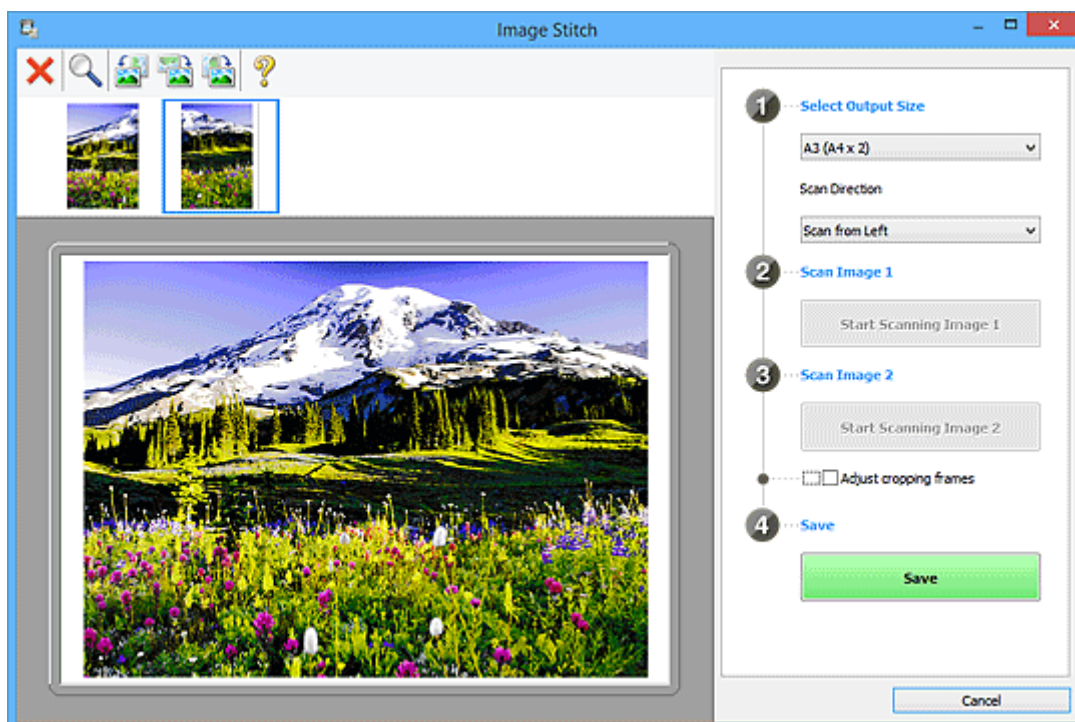
Scans the first item.



## Scan Image 2

### Start Scanning Image 2

Scans the second item.



## Adjust cropping frames

You can adjust the scan area in preview.

If no area is specified, the image of the size selected in **Select Output Size** will be saved. If an area is specified, only the image in the cropping frame will be scanned and saved.

■ [Adjusting Cropping Frames in the Image Stitch Window](#)

## Save

### Save

Saves the two scanned images as one image.

## Cancel

Cancels **Stitch** scan.

## (2) Toolbar

You can delete the scanned images or adjust the previewed images.



### (Delete)

Deletes the scanned image.



### (Enlarge/Reduce)

Allows you to enlarge or reduce the preview image.

Left-clicking the Preview area enlarges the displayed image.

Right-clicking the Preview area reduces the displayed image.



### (Rotate Left)

Rotates the preview image 90 degrees counter-clockwise.



### (Invert Vertically)

Rotates the preview image 180 degrees.



### (Rotate Right)

Rotates the preview image 90 degrees clockwise.



### (Open Guide)

Opens this page.

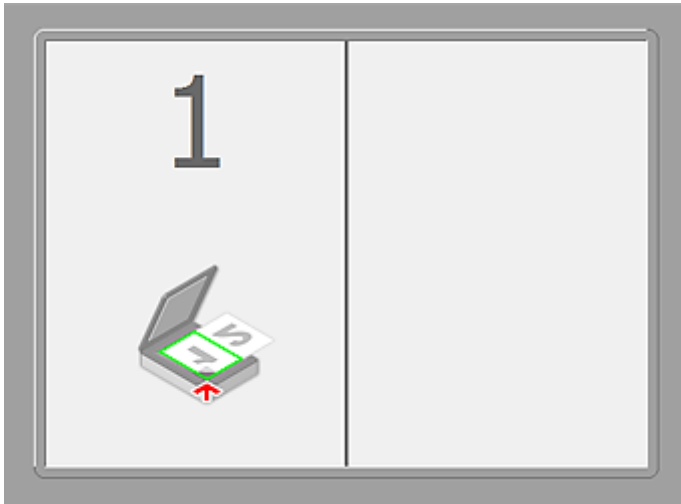
## (3) Thumbnail View Area

Displays the thumbnails of the scanned images. Appears blank if none has been scanned.

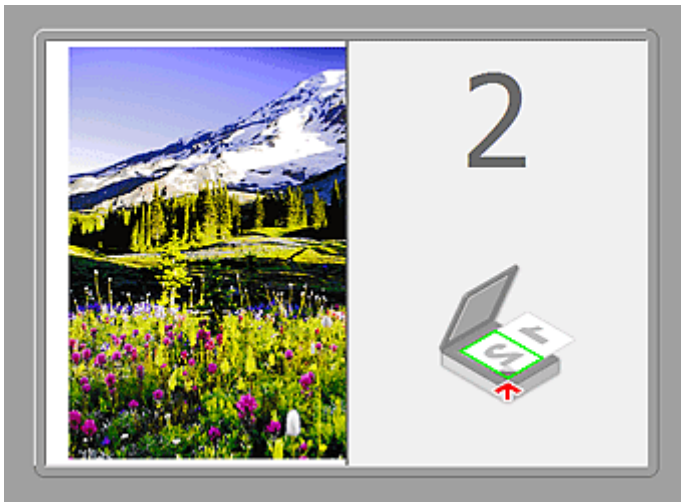
## (4) Preview Area

Displays the scanned images. You can adjust the layout by dragging the scanned image or check the results of the settings made in "[\(1\) Settings and Operation Buttons.](#)"

When no image has been scanned:



After scanning the first item by clicking Start Scanning Image 1:



The image is scanned in the direction specified in **Scan Direction**, and **2** appears next to it.

After scanning the second item by clicking Start Scanning Image 2:



The two scanned images appear.

## Related Topic

- [Scanning Items Larger than the Platen \(Image Stitch\)](#)

## **Scanning with Application Software that You are Using (ScanGear)**

- **What Is ScanGear (Scanner Driver)?**
- **Scanning with Advanced Settings Using ScanGear (Scanner Driver)**
- **Starting ScanGear (Scanner Driver)**
- **Scanning in Basic Mode**
- **Scanning in Advanced Mode**
- **Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)**
- **Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)**
- **ScanGear (Scanner Driver) Screens**
- **Placing Items (When Scanning from a Computer)**
- **Adjusting Cropping Frames (ScanGear)**
- **General Notes (Scanner Driver)**
- **Updating the ScanGear (Scanner Driver)**

# What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. It enables you to specify the output size and make image corrections when scanning.

ScanGear can be started from IJ Scan Utility or applications that are compatible with a standard interface called TWAIN. (ScanGear is a TWAIN-compatible driver.)

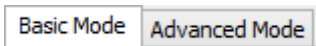
## What You Can Do with This Software

This software enables you to preview scan results or set document type and output size, etc. when scanning documents. It is useful when you want to scan in a specific color tone, as it allows you to make various corrections and adjust brightness, contrast, etc.

## Screens

There are two modes: Basic Mode and Advanced Mode.

Switch modes by clicking a tab on the upper right of the screen.

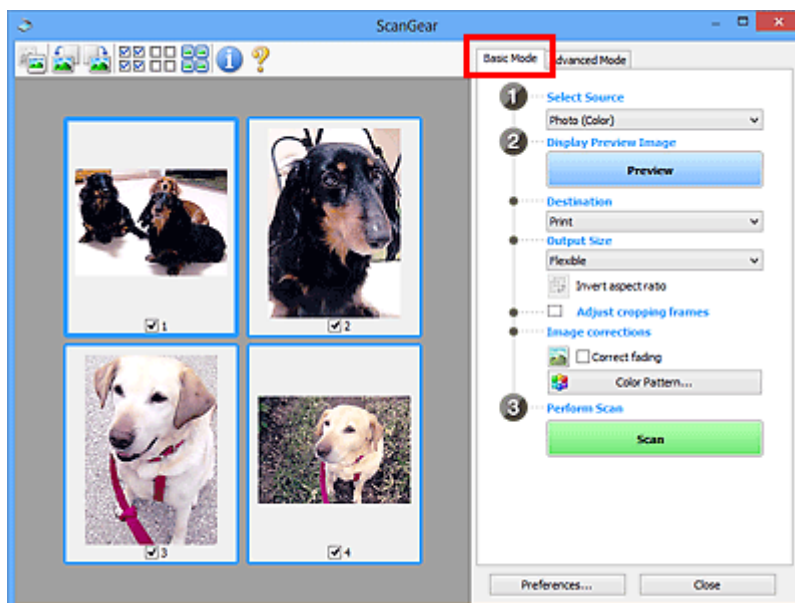


### ►► Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch modes.

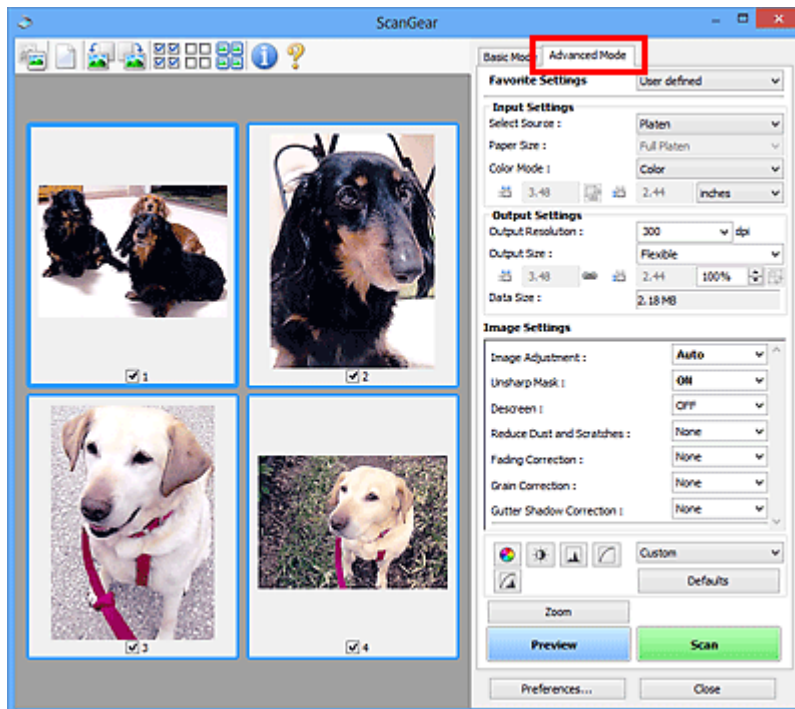
## Basic Mode

Use the **Basic Mode** tab to scan easily by following three simple on-screen steps ( **1** , **2** , and **3** ).



## Advanced Mode

Use the **Advanced Mode** tab to specify the color mode, output resolution, image brightness, color tone, etc. when scanning.



## **Scanning with Advanced Settings Using ScanGear (Scanner Driver)**

- ▶ **Starting ScanGear (Scanner Driver)**
- ▶ **Scanning in Basic Mode**
- ▶ **Scanning in Advanced Mode**
- ▶ **Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)**

## Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. ScanGear can be started from IJ Scan Utility or other applications.

### Starting IJ Scan Utility

Follow these steps to start ScanGear from IJ Scan Utility.

1. Start IJ Scan Utility.

Refer to "Starting IJ Scan Utility" for your model from Home of the *Online Manual* for how to start IJ Scan Utility.

2. Click ScanGear in the IJ Scan Utility main screen.

The ScanGear screen appears.

### Starting from an Application

Follow these steps (example) to start ScanGear from an application.

The procedure varies depending on the application. For details, refer to the application's manual.

1. Start the application.
2. On the menu of the application, select the machine.
3. Select the command to scan a document.

The ScanGear screen appears.




# Scanning in Basic Mode

Use the **Basic Mode** tab to scan easily by following the on-screen steps.

Refer to "[Scanning Multiple Documents at One Time with ScanGear \(Scanner Driver\)](#)" to scan multiple documents at one time.

## ▶▶▶ Important

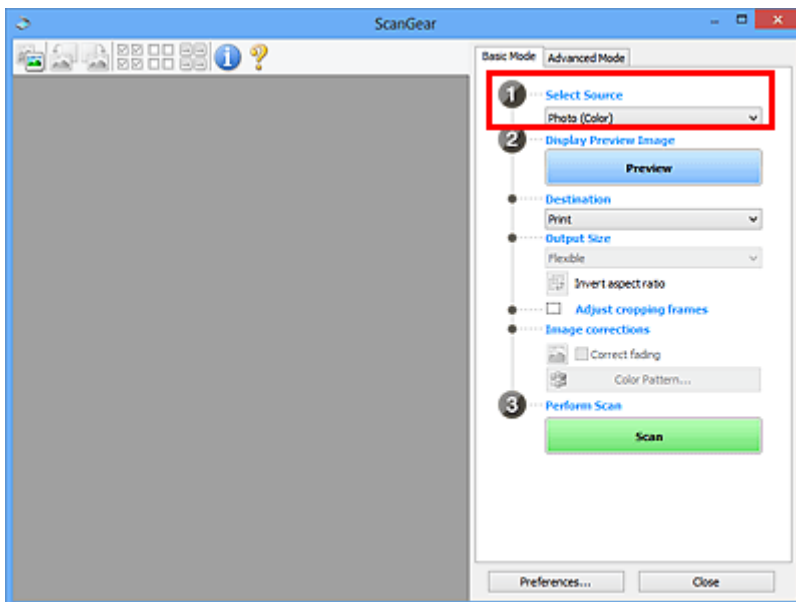
- The following types of documents may not be scanned correctly. In that case, click  (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

1. Place the document on the Platen, then start ScanGear (scanner driver).

■ [Placing Items \(When Scanning from a Computer\)](#)

■ [Starting ScanGear \(Scanner Driver\)](#)

2. Set **Select Source** according to the document placed on the Platen .

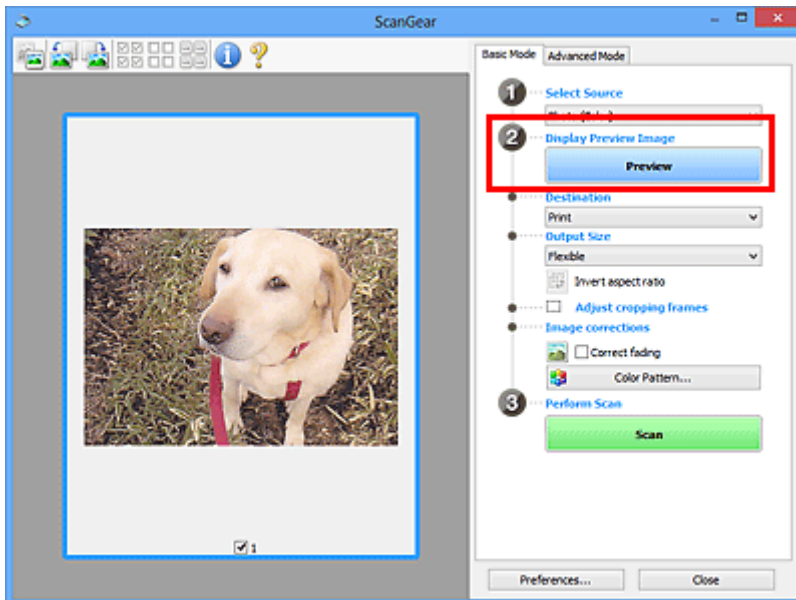


## ▶▶▶ Note

- To scan magazines containing many color photos, select **Magazine (Color)**.

3. Click **Preview**.

Preview image appears in the Preview area.



### ►►► Note

- Colors are adjusted based on the document type selected in **Select Source**.

#### 4. Set **Destination**.

#### 5. Set **Output Size** according to purpose.

Output size options vary by the item selected in **Destination**.

#### 6. Adjust the cropping frames (scan areas) as required.

Adjust the size and position of the cropping frames on the preview image.


#### ■ [Adjusting Cropping Frames \(ScanGear\)](#)

#### 7. Set **Image corrections** as required.

#### 8. Click **Scan**.

Scanning starts.

### ►►► Note

- Click  (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the [Scan tab](#) of the **Preferences** dialog box.

## Related Topic


### ■ [Basic Mode Tab](#)

# Scanning in Advanced Mode

Use the **Advanced Mode** tab to specify the color mode, output resolution, image brightness, color tone, etc. when scanning.

Refer to "[Scanning Multiple Documents at One Time with ScanGear \(Scanner Driver\)](#)" to scan multiple documents at one time.

## ►►► Important

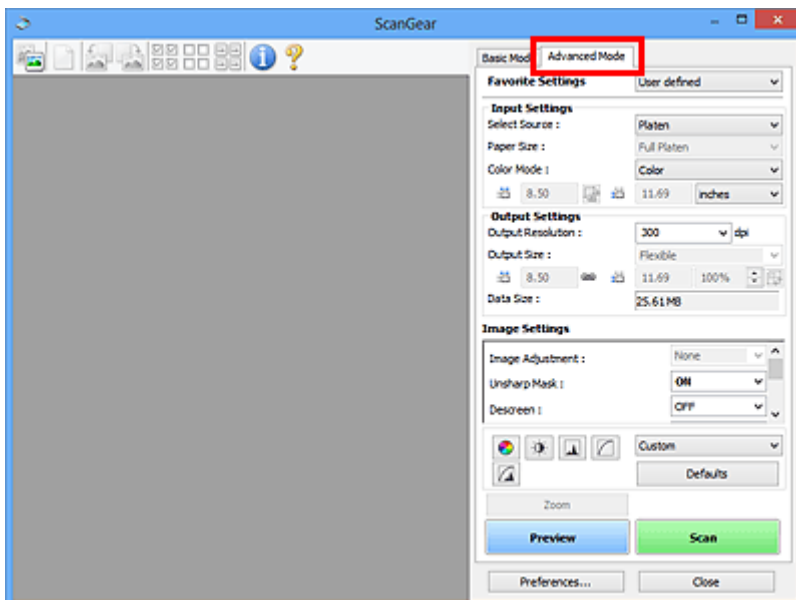
- The following types of documents may not be scanned correctly. In that case, click  (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

1. Place the document on the Platen, then start ScanGear (scanner driver).

- [Placing Items \(When Scanning from a Computer\)](#)
- [Starting ScanGear \(Scanner Driver\)](#)

2. Click the **Advanced Mode** tab.

The tab switches to **Advanced Mode**.



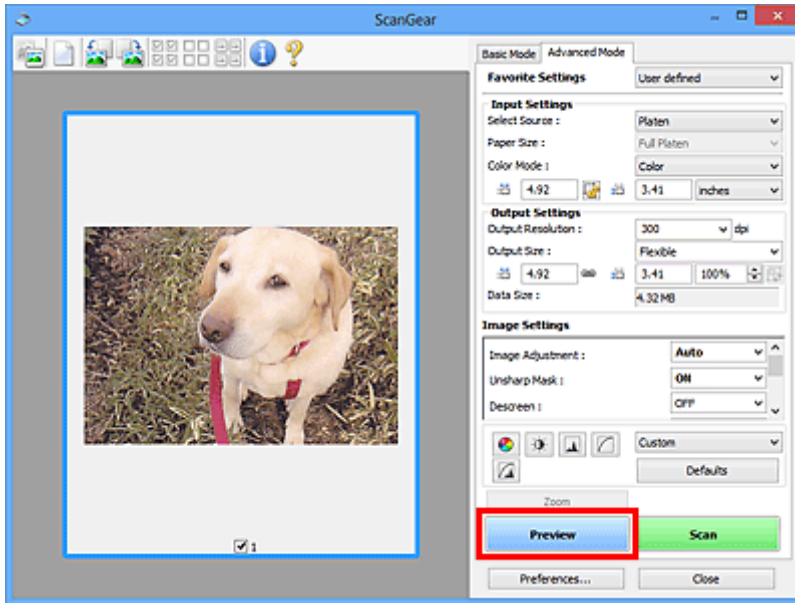
## ►►► Note

- Settings are not retained when you switch modes.

3. Set [Input Settings](#) according to the document or purpose.

4. Click **Preview**.

Preview images appear in the Preview area.



5. Set **Output Settings**.


6. Adjust the cropping frame (scan area), correct image, and adjust colors as required.

- [Adjusting Cropping Frames \(ScanGear\)](#)
- [Image Settings](#)
- [Color Adjustment Buttons](#)

7. Click **Scan**.

Scanning starts.

►►► **Note**

- Click  (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the [Scan tab](#) of the **Preferences** dialog box.

**Related Topic**

- [Advanced Mode Tab](#)

# Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

You can scan two or more photos (small documents) on the Platen at one time on the **Basic Mode** tab and **Advanced Mode** tab.

This section explains how to scan multiple documents from the **Basic Mode** tab.

## ▶▶▶ Important

- To scan multiple documents as a single image, scan in whole image view.
- The following types of documents may not be cropped correctly. In that case, adjust the cropping frames (scan areas) in whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- [Scanning Multiple Documents in Whole Image View](#)
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

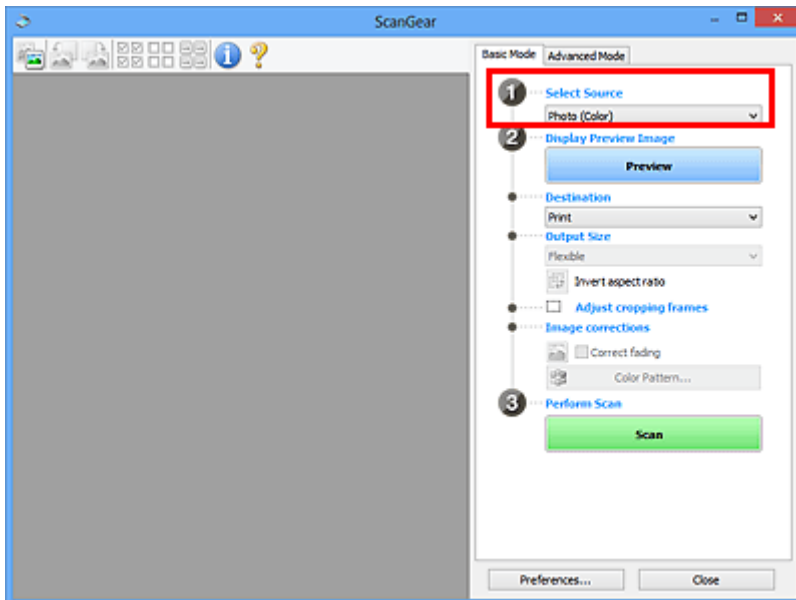
## ▶▶▶ Note

- You can also scan multiple documents at one time from the **Advanced Mode** tab. Use the **Advanced Mode** tab to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.
- Refer to the corresponding sections below for details on the **Basic Mode** tab and **Advanced Mode** tab.
  - [Basic Mode Tab](#)
  - [Advanced Mode Tab](#)

1. Place the document on the Platen, then start ScanGear (scanner driver).

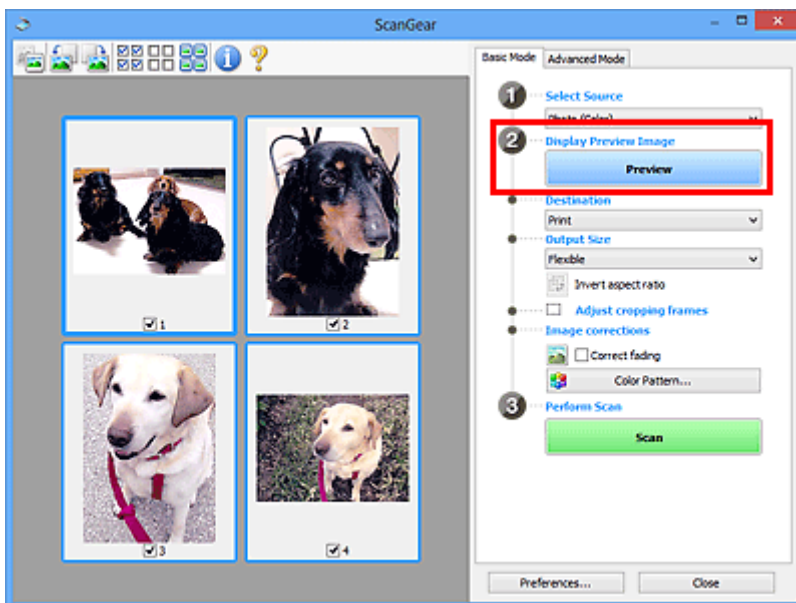
- [Placing Items \(When Scanning from a Computer\)](#)
- [Starting ScanGear \(Scanner Driver\)](#)

2. Set **Select Source** according to the document placed on the Platen.



3. Click **Preview**.

Thumbnails of the preview images appear in the Preview area. Cropping frames are specified automatically according to the document size.



4. Set **Destination**.

5. Set **Output Size** according to purpose.

6. Adjust the cropping frames and set **Image corrections** as required.

►►► **Note**

- You can correct each image separately. Select the frame you want to correct.
- In thumbnail view, you can only create one cropping frame per image. To create multiple cropping frames in an image, scan in whole image view.

■ [Scanning Multiple Documents in Whole Image View](#)

7. Select the images you want to scan.

Select the checkboxes of the images you want to scan.

8. Click **Scan**.

## Scanning Multiple Documents in Whole Image View

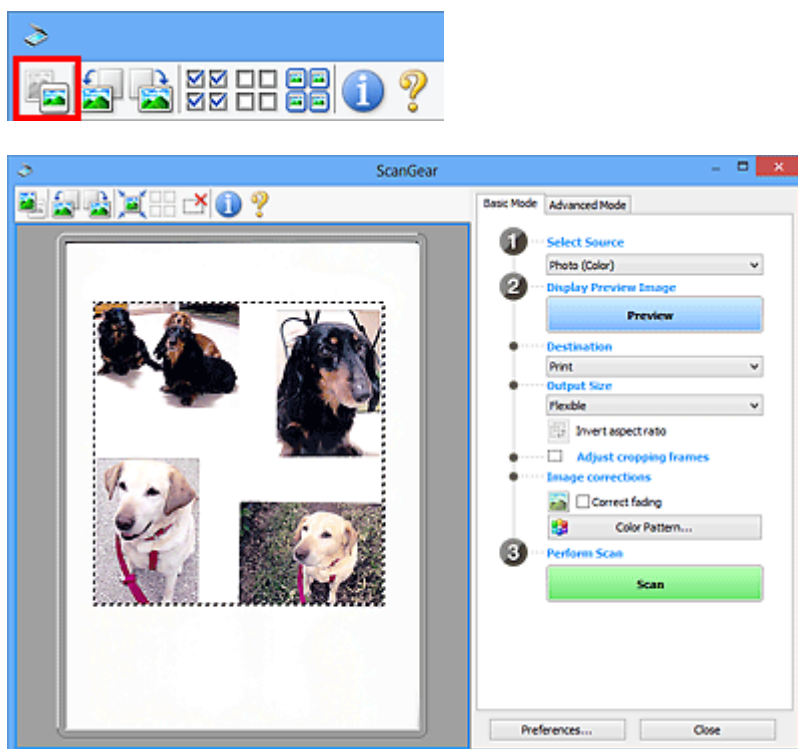
Follow these steps if thumbnails are not displayed correctly when previewed or if you want to scan multiple documents as a single image.

### ►► Note


- Positions of slanted documents are not corrected in whole image view.

1. After previewing images, click  (Thumbnail) on the Toolbar.

Switch to whole image view.



### ►► Note

- When the whole image is displayed, the icon changes to  (Whole Image).

2. Set **Destination**.

3. Set **Output Size** according to purpose.

**Invert aspect ratio** will be enabled when **Output Size** is set to anything but **Flexible**. Click this button to rotate the cropping frame. Click again to return it to the original orientation.

4. Adjust the cropping frames.

Adjust the size and position of the cropping frames on the preview image. You can also create two or more cropping frames.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the specified area will be scanned.

■ [Adjusting Cropping Frames \(ScanGear\)](#)

5. Set **Image corrections** as required.

6. Click **Scan**.

Areas framed by broken lines are scanned.

▶▶ **Note**

- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the [Scan tab](#) of the **Preferences** dialog box.

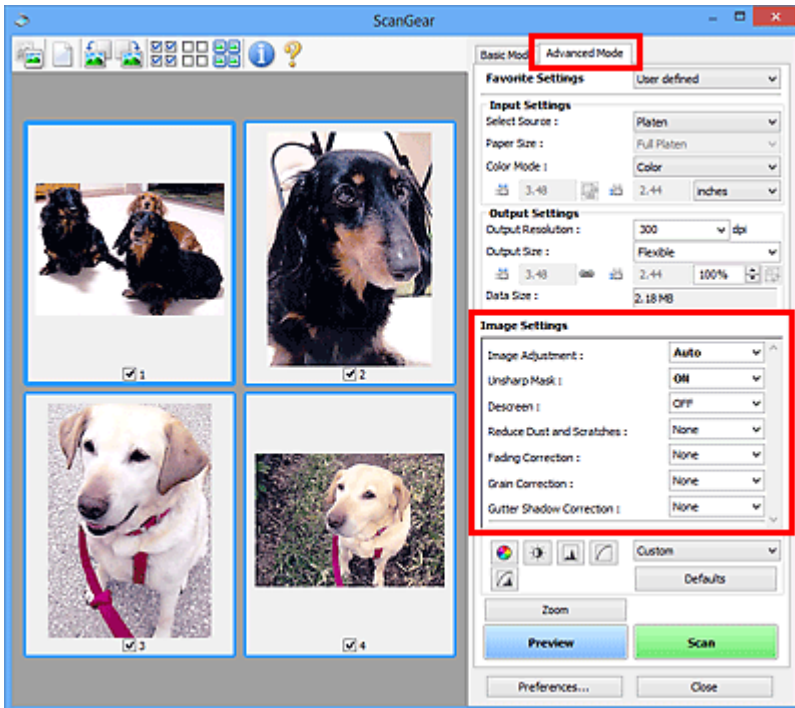


## **Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)**


- ▶ **Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)**
- ▶ **Adjusting Colors Using a Color Pattern**
- ▶ **Adjusting Saturation and Color Balance**
- ▶ **Adjusting Brightness and Contrast**
- ▶ **Adjusting Histogram**
- ▶ **Adjusting Tone Curve**
- ▶ **Setting Threshold**

# Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

The **Image Settings** functions on the **Advanced Mode** tab of ScanGear (scanner driver) allow you to enhance the outline of the subjects, reduce dust/scratches, and correct faded colors when scanning images.



## Setting Items

Click  (Arrow) of a function and select an item from the pull-down menu.



### ►►► Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- Refer to "[Image Settings](#)" for details and precautions on each function.

### ►►► Note

- Refer to "[Scanning in Advanced Mode](#)" to start the **Advanced Mode** tab of ScanGear and scan.

## Adjusting the image brightness and color tone

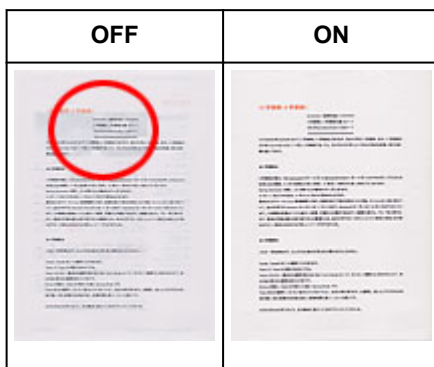
Set **Image Adjustment** to **Auto**, **Photo**, **Magazine**, or **Document** according to the document type.

None	Auto
------	------



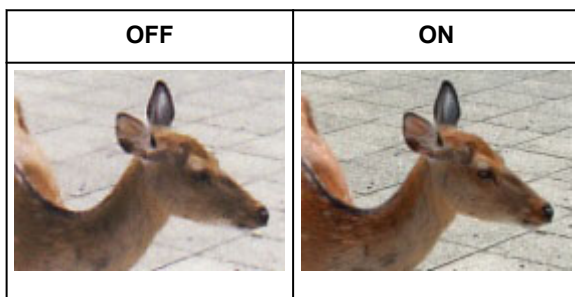
**Reducing show-through in text documents or lightening the base color in recycled paper, newspapers, etc. when scanning documents**

Set **Reduce Show-through** to **ON**.



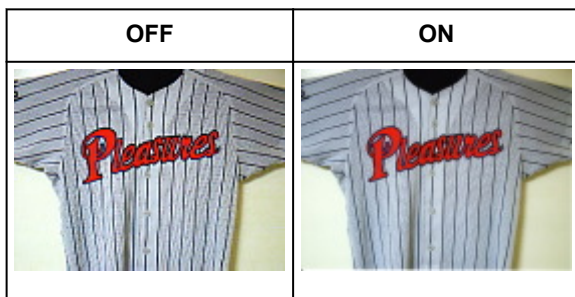
**Sharpening slightly out-of-focus images**

Set **Unsharp Mask** to **ON**.



**Reducing gradations and stripe patterns**

Set **Descreen** to **ON**.

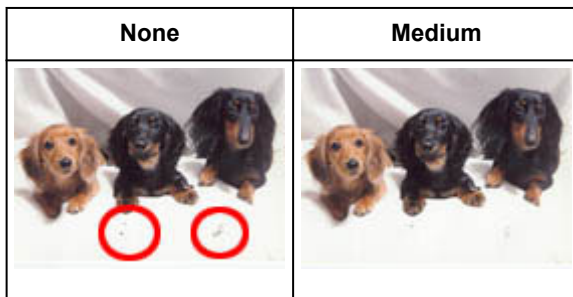


## ►► Note

- Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

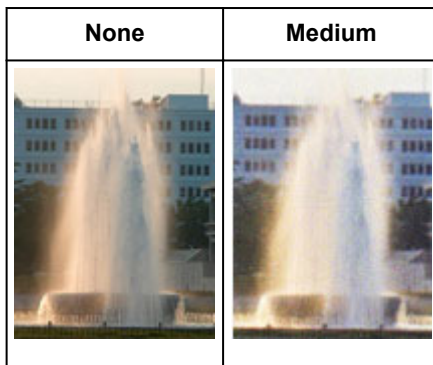
### Reducing dust and scratches

Set **Reduce Dust and Scratches** to **Low**, **Medium**, or **High** according to the degree of dust and scratches.



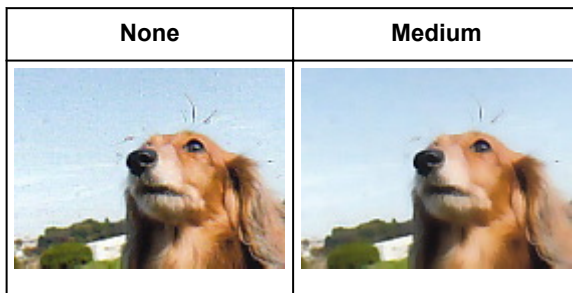
### Correcting photos that have faded with time or due to colorcast

Set **Fading Correction** to **Low**, **Medium**, or **High** according to the degree of fading or colorcast.



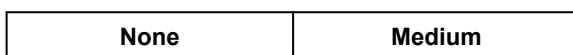
### Reducing graininess

Set **Grain Correction** to **Low**, **Medium**, or **High** according to the degree of graininess.



### Correcting shadows that appear between pages when scanning open booklets

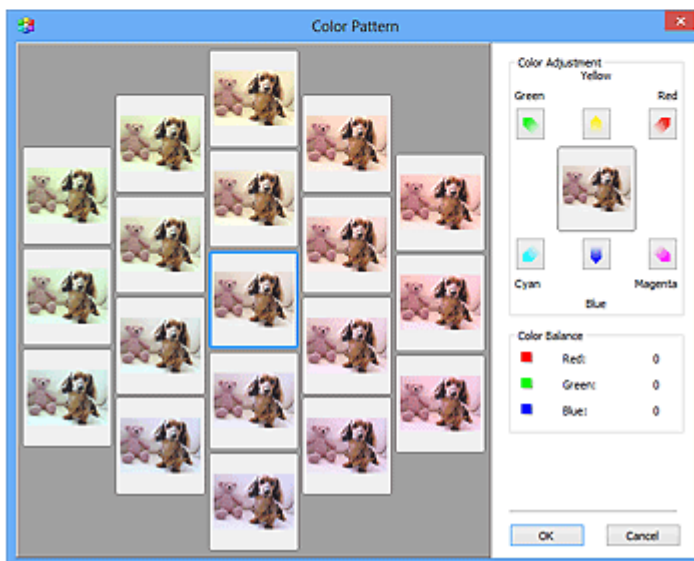
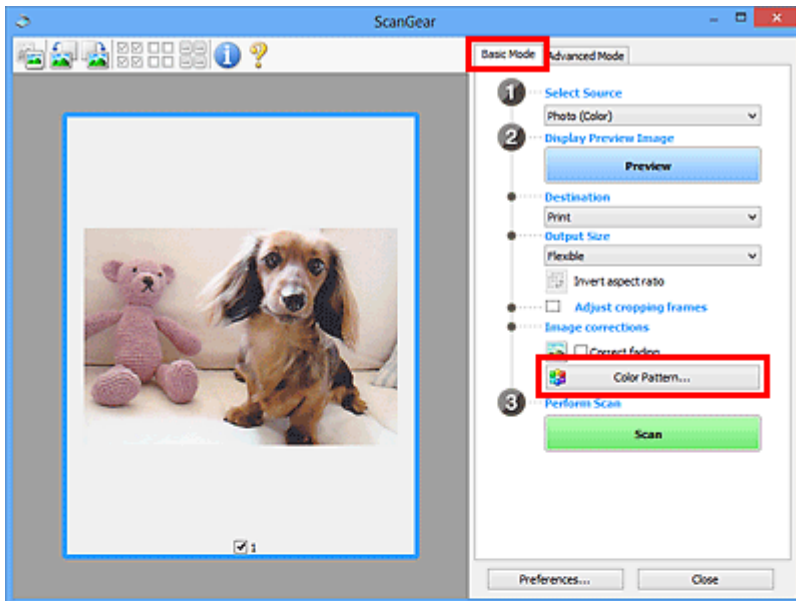
Set **Gutter Shadow Correction** to **Low**, **Medium**, or **High** according to the degree of shadows.





# Adjusting Colors Using a Color Pattern

You can preview color changes and reproduce natural colors by using the color pattern function in ScanGear (scanner driver)'s **Basic Mode** tab.



## Color Adjustment

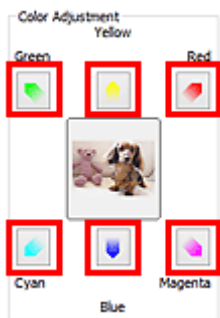
Correct colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Click an arrow in **Color Adjustment** to emphasize the corresponding color.

Cyan & red, magenta & green, and yellow & blue are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is recommended that you find a portion in the image where it should be white, and adjust the colors so that the portion turns white.

Preview image appears in the center. Preview image colors change as you adjust them.



Below is an example of correcting a bluish image.


Since **Blue** and **Green** are too strong, click the **Yellow** and **Magenta** arrows to correct.

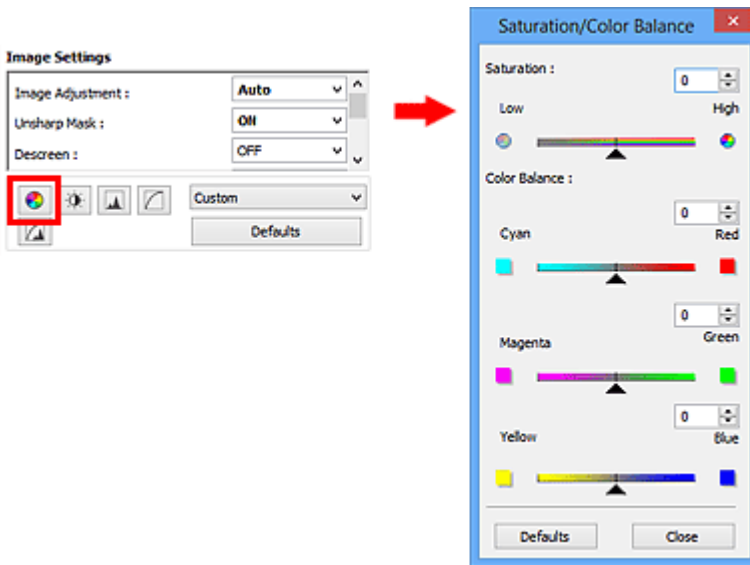


### ➤➤ Note

- Color adjustments are applied only to the cropping frames (scan areas) or the frame selected in thumbnail view.
- You can select multiple frames or cropping frames by clicking them while pressing the Ctrl key.
- You can also select a color tone from the color pattern displayed on the left of the **Color Pattern** screen.
- You can also use this function to add a specific tint to an image. Increase the magenta to add a warm tint, and increase the blue to add a cool tint.

# Adjusting Saturation and Color Balance

You can brighten colors that have faded with time or due to colorcast by using  (Saturation/Color Balance) in ScanGear (scanner driver)'s **Advanced Mode** tab.



## ▶▶▶ Note

- Click **Defaults** to reset all adjustments in the current window.

## Saturation

Adjust the image's saturation (vividness). You can brighten colors that have faded with time, etc.

Move ▲ (Slider) under **Saturation** to the left to decrease the saturation (darken the image), and to the right to increase the saturation (brighten the image). You can also enter a value (-127 to 127).



Saturation decreased	Original image	Saturation increased
		

## ▶▶▶ Note

- The natural color tone of the original image may be lost if you increase saturation too much.

## Color Balance

Adjust images that have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.



Move ▲ (Slider) under **Color Balance** to the left or right to emphasize the corresponding color.

Cyan & Red

Magenta & Green

Yellow & Blue



These are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is usually difficult to correct the image completely by adjusting only one color pair. It is recommended that you find a portion in the image where it should be white, and adjust all three color pairs so that the portion turns white.

You can also enter a value (-127 to 127).

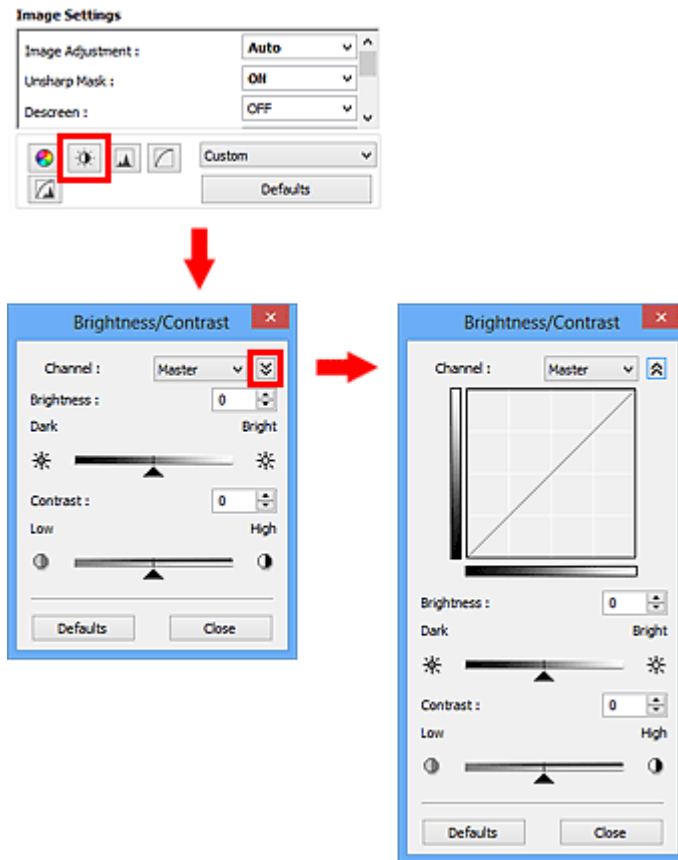
Below is an example of an image in which the "Cyan & Red" pair has been adjusted.



Cyan is increased	Red is increased
	

# Adjusting Brightness and Contrast

You can adjust images that are too dark or bright, or too flat due to lack of contrast by using (Brightness/Contrast) in ScanGear (scanner driver)'s **Advanced Mode** tab.



## ▶▶▶ Note

- Click (Down arrow) to switch to detailed view. Click (Up arrow) to return to the previous view.
- Click **Defaults** to reset all adjustments in the current window.

## Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

### Master

Adjust the Red, Green, and Blue combined.

### Red

Adjust the Red channel.

### Green

Adjust the Green channel.

### Blue

Adjust the Blue channel.

## ▶▶▶ Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.

## Brightness

Adjust the image brightness.

Move ▲ (Slider) under **Brightness** to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).



### ►► Note

- Highlights may be lost if you brighten the image too much, and shadows may be lost if you darken the image too much.

## Contrast

"Contrast" is the degree of difference between the brighter and darker parts of an image. Increasing contrast will increase the difference, thus sharpening the image. Decreasing contrast will decrease the difference, thus softening the image.

Move ▲ (Slider) under **Contrast** to the left to decrease and right to increase the contrast of the image. You can also enter a value (-127 to 127).

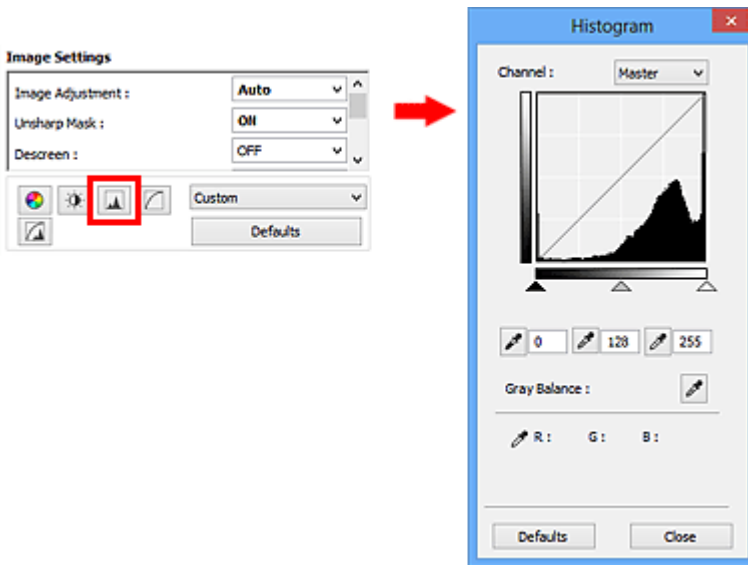


### ►► Note

- Increasing the contrast is effective in adding a three-dimensional feel to soft images. However, shadows and highlights may be lost if you increase the contrast too much.

# Adjusting Histogram

You can adjust the image color tone by using a graph (histogram) showing brightness distribution, via (Histogram) in ScanGear (scanner driver)'s **Advanced Mode** tab.



## ▶▶▶ Note

- Click **Defaults** to reset all adjustments in the current window.

## Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

### Master

Adjust the Red, Green, and Blue combined.

### Red

Adjust the Red channel.

### Green

Adjust the Green channel.

### Blue

Adjust the Blue channel.

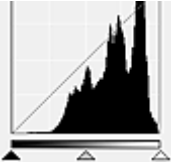
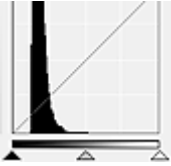
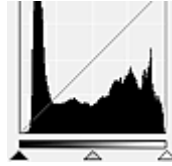
## ▶▶▶ Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.



## Reading Histograms

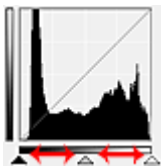
You can see the histogram of a specified area for each **Channel**. The higher the histogram peak, the more data is distributed to that level.






(1) Bright area	(2) Dark area	(3) Whole image
		
More data is distributed to the highlight side.	More data is distributed to the shadow side.	Data is widely distributed between the highlight and shadow.

## Adjusting Histograms (Using the Slider)

Select a **Channel**, then move  (Black-point Slider) or  (White-point Slider) to specify the level to be set as the shadow or highlight.



- All parts to the left of  (Black-point Slider) will be black (level 0).
- The parts at  (Mid-point Slider) will turn to the color exactly between the black-point and white-point.
- All parts to the right of  (White-point Slider) will turn white (level 255).

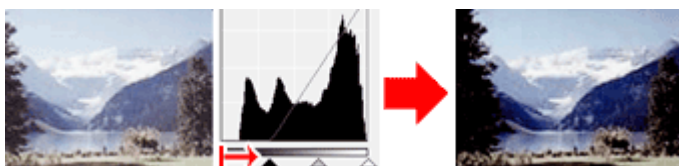
When **Image Adjustment** is set to anything but **None**, the adjustments shown below are performed automatically.

### Moving the Black-point and White-point Sliders

Move the Black-point Slider or White-point Slider to adjust brightness.

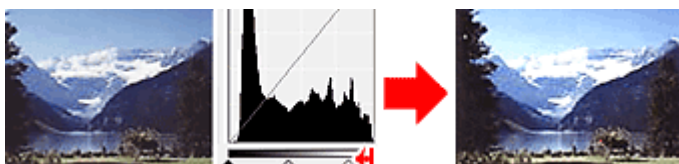
#### Images with more data distributed to the highlight side

Move the Black-point Slider toward the highlight side.



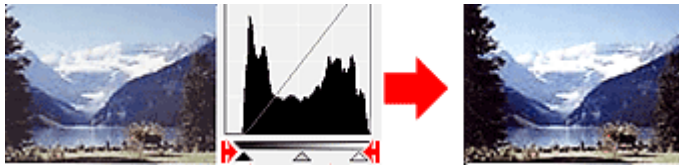
#### Images with more data distributed to the shadow side

Move the White-point Slider toward the shadow side.



#### Images with widely distributed data

Move the Black-point Slider toward the highlight side, and White-point Slider toward the shadow side.

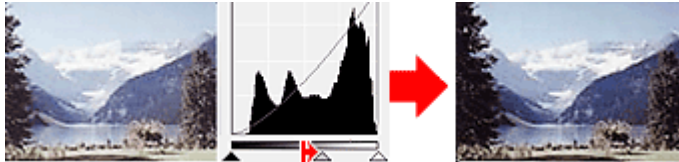


## Moving the Mid-point Slider

Move the Mid-point Slider to specify the level to be set as the middle of the tonal range.

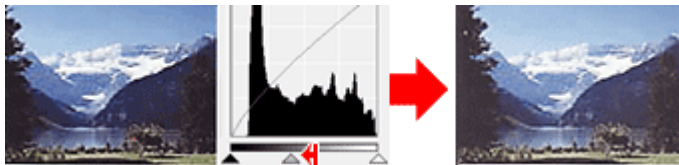
### Images with more data distributed to the highlight side

Move the Mid-point Slider toward the highlight side.



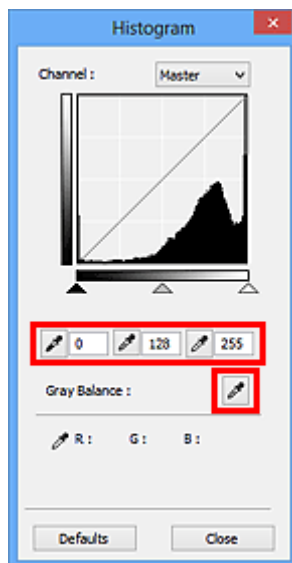
### Images with more data distributed to the shadow side



Move the Mid-point Slider toward the shadow side.





## Adjusting Histograms (Using the Droppers)

When you select a **Channel** and click the Black-point, Mid-point, or White-point Dropper, the mouse pointer on the preview image changes to a dropper. Click a Dropper displayed below the histogram to change the setting.




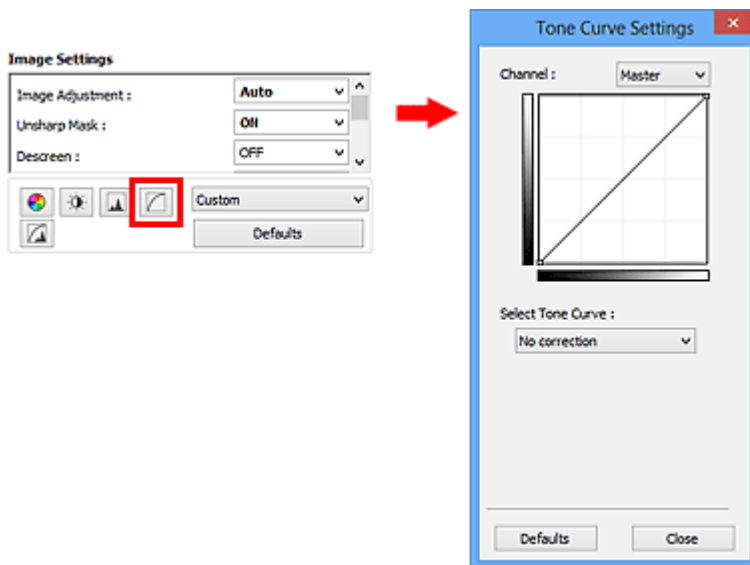
- The point clicked with  (Black-point Dropper) will be the darkest point. You can also enter a value (0 to 245).
- The point clicked with  (Mid-point Dropper) will be the middle of the tonal range. You can also enter a value (5 to 250).

- The point clicked with  (White-point Dropper) will be the brightest point. You can also enter a value (10 to 255).
- Click  (Dropper) for **Gray Balance** and click the area you want to adjust the color in the preview image.

The clicked point will be set as the achromatic color reference, and the rest of the image is adjusted accordingly. For instance, if snow in a photo appears bluish, click the bluish part to adjust the whole image and reproduce natural colors.

## Adjusting Tone Curve

You can adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output, via  (Tone Curve Settings) in ScanGear (scanner driver)'s **Advanced Mode** tab.



### ►► Note

- Click **Defaults** to reset all adjustments in the current window.

## Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

### Master

Adjust the Red, Green, and Blue combined.

### Red

Adjust the Red channel.

### Green

Adjust the Green channel.

### Blue

Adjust the Blue channel.

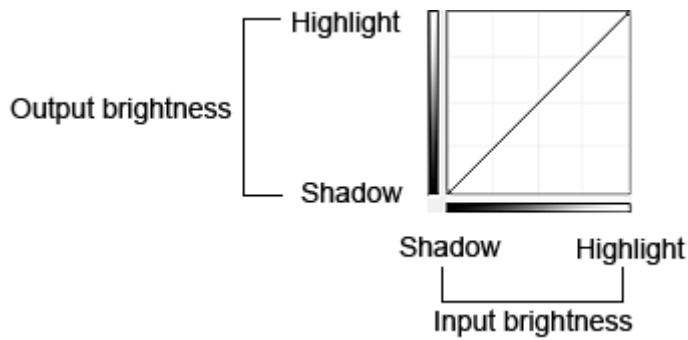
### ►► Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.

## Reading Tone Curves

With ScanGear, scanning images via a scanner is the input, and displaying to a monitor is the output. "Tone Curve" shows the balance of tone input and output for each **Channel**.





## Adjusting Tone Curve

In **Select Tone Curve**, select a tone curve from **No correction**, **Overexposure**, **Underexposure**, **High contrast**, **Reverse the negative/positive image**, and **Edit custom curve**.

### No correction (No adjustment)



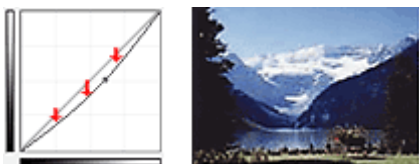
### Overexposure (Convex curve)

The midtone data of the input side is stretched toward the highlight of the output side, resulting in a bright-toned image when viewed on a monitor.



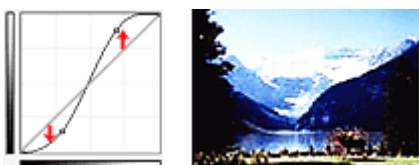
### Underexposure (Concave curve)

The midtone data of the input side is stretched toward the shadow of the output side, resulting in a dark-toned image when viewed on a monitor.



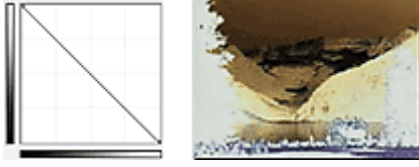
### High contrast (S curve)

The highlight and shadow of the input side are enhanced, resulting in a high-contrast image.



### Reverse the negative/positive image (Downward-sloping line)


The input and output sides are reversed, resulting in a negative-positive inverted image.

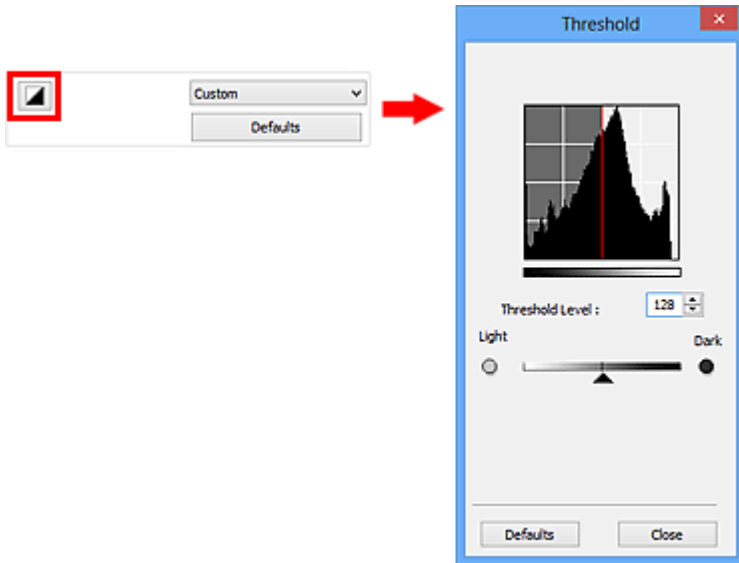


### **Edit custom curve**

You can drag specific points on the Tone Curve to freely adjust the brightness of the corresponding areas.

## Setting Threshold

You can sharpen text in a document or reduce show-through in newspapers by adjusting the threshold level via  (Threshold) in ScanGear (scanner driver)'s **Advanced Mode** tab.



### ►►► Note

- This function is available when **Color Mode** is **Black and White**.
- Click **Defaults** to reset all adjustments in the current window.

## Adjusting Threshold

The brightness of color and grayscale images is expressed in a value between 0 and 255. However, in creating black and white images, all colors are mapped to either black (0) or white (255). "Threshold" is the borderline value that determines a color as black or white.

Move ▲ (Slider) to the right to increase the threshold value and thus increase the black areas. Move the slider to the left to decrease the value and thus increase the white areas. You can also enter a value (0 to 255).



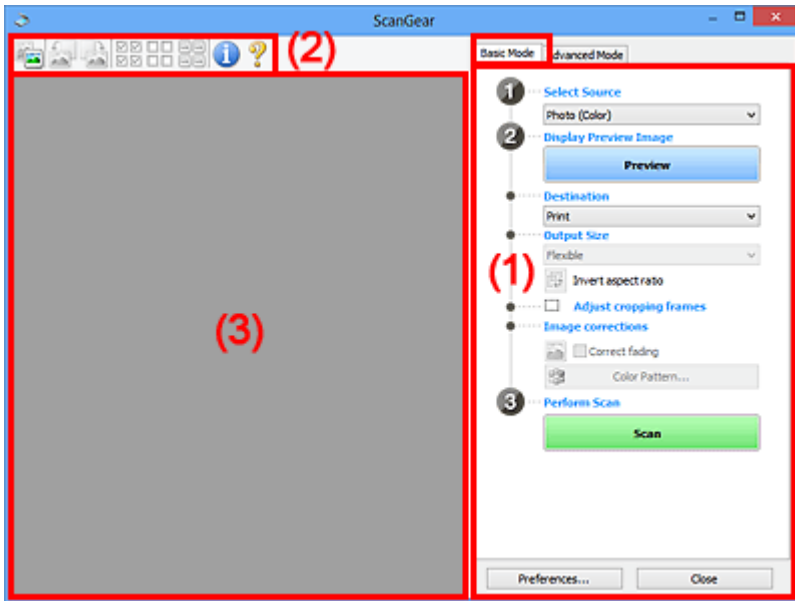
## ScanGear (Scanner Driver) Screens

- **Basic Mode Tab**
- **Advanced Mode Tab**
  - **Input Settings**
  - **Output Settings**
  - **Image Settings**
  - **Color Adjustment Buttons**
- **Preferences Dialog Box**
  - **Scanner Tab**
  - **Preview Tab**
  - **Scan Tab**
  - **Color Settings Tab**

# Basic Mode Tab

This mode allows you to scan easily by following the on-screen steps.

This section describes the settings and functions available on the **Basic Mode** tab.



- [\(1\) Settings and Operation Buttons](#)
- [\(2\) Toolbar](#)
- [\(3\) Preview Area](#)

## ➤➤➤ Note

- The displayed items vary by document type and view.

## (1) Settings and Operation Buttons

### Select Source

#### Photo (Color)

Scan color photos.

#### Magazine (Color)

Scan color magazines.

#### Document (Color)

Scan documents in color.

#### Document (Grayscale)

Scan documents in black and white.

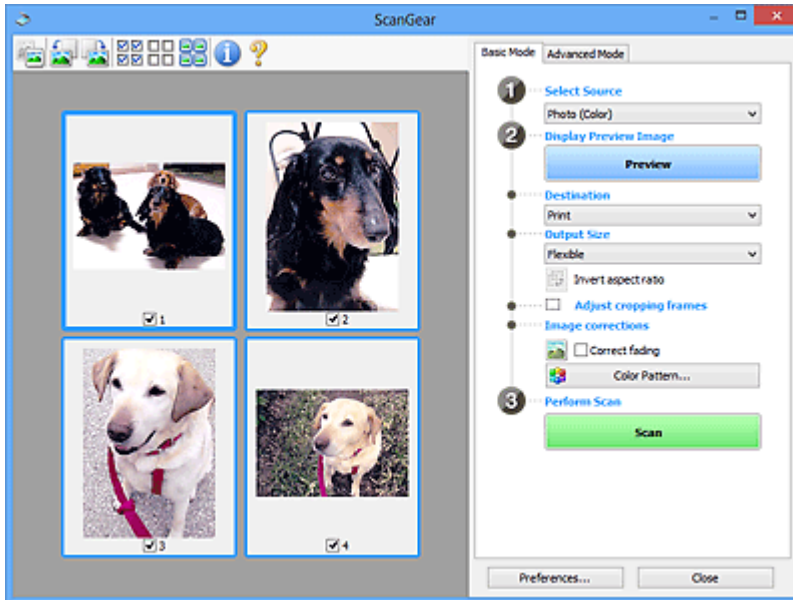
## ➤➤➤ Note

- When you select a document type, the unsharp mask function will be active. The image adjustment function which adjusts images based on the document type will also be active.
- If you select **Magazine (Color)**, the descreen function will be active.

### Display Preview Image

#### Preview

Performs a trial scan.



### »» Note

- When using the machine for the first time, scanner calibration starts automatically. Wait a while until the preview image appears.

#### Destination

Select what you want to do with the scanned image.

#### Print

Select this to print the scanned image on a printer.

#### Image display

Select this to view the scanned image on a monitor.

#### OCR

Select this to use the scanned image with OCR software.

"OCR software" is software that converts text scanned as an image into text data that can be edited in word processors and other programs.

#### Output Size

Select an output size.

Output size options vary by the item selected in **Destination**.

#### Flexible

Allows you to freely adjust the cropping frames (scan areas).

#### In thumbnail view:

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

#### In whole image view:

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

### Paper Size (L, A4, etc.)

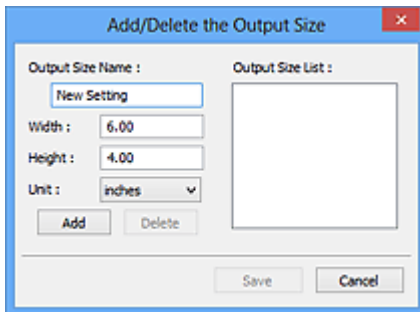
Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

### Monitor Size (1024 x 768 pixels, etc.)

Select an output size in pixels. A cropping frame of the selected monitor size will be displayed and the portion within the cropping frame will be scanned. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

### Add/Delete...

Opens the **Add/Delete the Output Size** dialog box, in which you can specify custom output sizes. You can select this option when **Destination** is **Print** or **Image display**.



In the **Add/Delete the Output Size** dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

#### Adding:

Enter **Output Size Name**, **Width**, and **Height**, then click **Add**. For **Unit**, you can select **inches** or **mm** when **Destination** is **Print** but you can only select **pixels** when **Destination** is **Image display**. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

#### Deleting:

Select the output size you want to delete in **Output Size List**, then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

### ►►► Important

- You cannot delete predefined output sizes such as **A4** and **1024 x 768 pixels**.

### ►►► Note

- Save up to 10 items.
- An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

### ►►► Note

- For details on whether or how the cropping frame is initially displayed on a preview image, refer to **Cropping Frame on Previewed Images** in "**Preview Tab**" (**Preferences** dialog box).



### Invert aspect ratio

Available when **Output Size** is set to anything but **Flexible**.

Click this button to rotate the cropping frame. Click again to return it to the original orientation.

## Adjust cropping frames

You can adjust the scan area within the Preview area.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned.

- [Adjusting Cropping Frames \(ScanGear\)](#)

## Image corrections

Allows you to apply corrections to images.

### ▶▶▶ Important

- **Apply Auto Document Fix** and **Correct fading** are available when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.

### ▶▶▶ Note

- Available functions vary by the document type selected in **Select Source**.

## Apply Auto Document Fix

Sharpens text in a document or magazine for better readability.

### ▶▶▶ Important

- Scanning may take longer than usual when this checkbox is selected.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.
- Correction may not be applied properly if the scan area is too small.

## Correct fading

Corrects and scans photos that have faded with time or have a colorcast.

## Reduce gutter shadow

Corrects shadows that appear between pages when scanning open booklets.

### ▶▶▶ Important

- For precautions on using this function, refer to "[Gutter Shadow Correction](#)."

## Color Pattern...

Allows you to adjust the image's overall color. You can correct colors that have faded due to colorcast, etc. and reproduce natural colors while previewing color changes.

- [Adjusting Colors Using a Color Pattern](#)

### ▶▶▶ Important

- This setting is not available when you select **Color Matching** on the **Color Settings** tab of the **Preferences** dialog box.

## Perform Scan

### Scan

Starts scanning.

### ▶▶▶ Note

- When scanning starts, the progress will be displayed. Click **Cancel** to cancel the scan.

## Preferences...

Opens the [Preferences dialog box](#) in which you can make scan/preview settings.



## Close

Closes ScanGear (scanner driver).

## (2) Toolbar

You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

### In thumbnail view:



### In whole image view:



Switches the view in the Preview area.

### ■ [\(3\) Preview Area](#)



#### **(Rotate Left)**

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



#### **(Rotate Right)**

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



#### **(Auto Crop)**

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.



#### **(Check All Frames)**

Available when two or more frames are displayed.

Selects the checkboxes of the image in thumbnail view.



#### **(Uncheck All Frames)**

Available when two or more frames are displayed.

Deselects the checkboxes of the image in thumbnail view.



#### **(Select All Frames)**

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.



### (Select All Cropping Frames)

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.



### (Remove Cropping Frame)

Removes the selected cropping frame.



### (Information)

Displays the version of ScanGear and the current scan settings (document type, etc.).



### (Open Guide)

Opens this page.

## (3) Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "[\(1\) Settings and Operation Buttons.](#)"






When **(Thumbnail)** is displayed on the Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. Only the images with the checkbox selected will be scanned.



### ▶▶ Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.
- Double-click a frame to zoom in on the image. Click   (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the frame again to return the display to its non-magnified state.

When  (Whole Image) is displayed on the Toolbar:

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.



### ➤➤ Note

- You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.

■ [Adjusting Cropping Frames \(ScanGear\)](#)

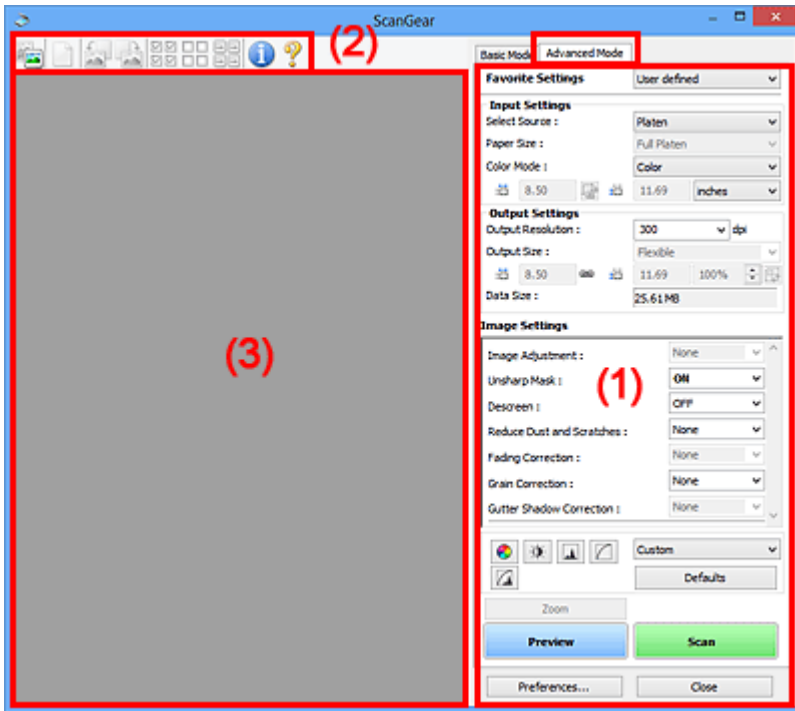
## Related Topic

■ [Scanning in Basic Mode](#)

# Advanced Mode Tab

This mode allows you to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.

This section describes the settings and functions available on the **Advanced Mode** tab.



- (1) [Settings and Operation Buttons](#)
- (2) [Toolbar](#)
- (3) [Preview Area](#)

## ➤➤➤ Note

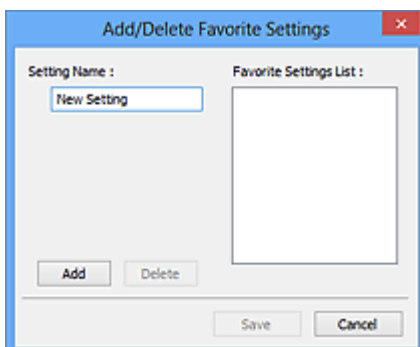
- The displayed items vary by document type and view.

## (1) Settings and Operation Buttons

### Favorite Settings

You can name and save a group of settings (Input Settings, Output Settings, Image Settings, and Color Adjustment Buttons) on the **Advanced Mode** tab, and load it as required. It is convenient to save a group of settings if you will be using it repeatedly. You can also use this to reload the default settings.

Select **Add/Delete...** from the pull-down menu to open the **Add/Delete Favorite Settings** dialog box.



Enter **Setting Name** and click **Add**; the name appears in **Favorite Settings List**.

When you click **Save**, the item appears in the **Favorite Settings** list and can be selected, along with the predefined items.

To delete an item, select it in **Favorite Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Favorite Settings List**.

### ▶▶▶ Note

- You can set **Add/Delete...** in **Favorite Settings** after preview.
- Save up to 10 items.

### Input Settings

Specify the input settings such as the document type and size.

### Output Settings

Specify the output settings such as the output resolution and size.

### Image Settings

Enable/disable various image correction functions.



### Color Adjustment Buttons

Fine corrections to the image brightness and color tones can be made including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).

### **Zoom**

Zooms in on a frame, or zooms in on the image in the area specified with a cropping frame (scan area). When zoomed in, **Zoom** changes to **Undo**. Click **Undo** to return the display to its non-magnified state.

#### **In thumbnail view:**

When multiple images are displayed in thumbnail view, clicking this button zooms in on the selected frame. Click   (Frame Advance) at the bottom of the screen to display the previous or next frame.


### ▶▶▶ Note

- You can also zoom in on an image by double-clicking the frame. Double-click the frame again to return the display to its non-magnified state.

#### **In whole image view:**

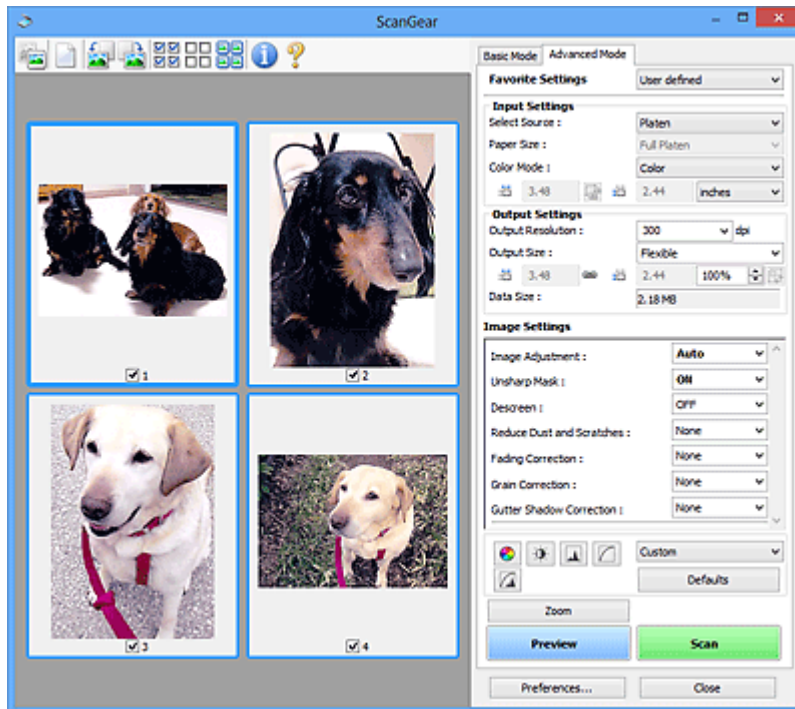
Rescans the image in the area specified with a cropping frame at higher magnification.

### ▶▶▶ Note

- **Zoom** rescans the document and displays high-resolution image in Preview.
-  (Enlarge/Reduce) on the Toolbar zooms in on the preview image quickly. However, the resolution of the displayed image will be low.

### **Preview**

Performs a trial scan.



## Scan

Starts scanning.

### ►►► Note

- When scanning starts, the progress will be displayed. Click **Cancel** to cancel the scan.
- When scanning is completed, a dialog box prompting you to select the next action may appear. Follow the prompt to complete. For details, refer to **Status of ScanGear dialog after scanning** in [Scan Tab \(Preferences dialog box\)](#).
- It will take time to process the images if the total size of the scanned images exceeds a certain size. In that case, a warning message appears; it is recommended that you reduce the total size. To continue, scan in whole image view.

## Preferences...

Opens the [Preferences dialog box](#) in which you can make scan/preview settings.

## Close

Closes ScanGear (scanner driver).

## (2) Toolbar

You can adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

### In thumbnail view:



### In whole image view:



 (Thumbnail) /  (Whole Image)

Switches the view in the Preview area.

### ■ (3) [Preview Area](#)



#### **(Clear)**

Deletes the preview image from the Preview area.

It also resets the Toolbar and color adjustment settings.



#### **(Crop)**

Allows you to specify the scan area by dragging the mouse.



#### **(Move Image)**

Allows you to drag the image until the part you want to see is displayed when an image enlarged in the Preview area does not fit in the screen. You can also move the image using the scroll bars.



#### **(Enlarge/Reduce)**

Allows you to zoom in on the Preview area by clicking the image. Right-click the image to zoom out.



#### **(Rotate Left)**

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



#### **(Rotate Right)**

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



#### **(Auto Crop)**

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.



#### **(Check All Frames)**

Available when two or more frames are displayed.

Selects the checkboxes of the image in thumbnail view.



#### **(Uncheck All Frames)**

Available when two or more frames are displayed.

Deselects the checkboxes of the image in thumbnail view.



#### **(Select All Frames)**

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.



#### **(Select All Cropping Frames)**

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.



### (Remove Cropping Frame)

Removes the selected cropping frame.



### (Information)

Displays the version of ScanGear and the current scan settings (document type, etc.).



### (Open Guide)

Opens this page.

## (3) Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "[\(1\) Settings and Operation Buttons](#)."



### When (Thumbnail) is displayed on the Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. Only the images with the checkbox selected will be scanned.



### ▶▶▶ Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.



### When (Whole Image) is displayed on the Toolbar:

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.





### ▶▶ Note

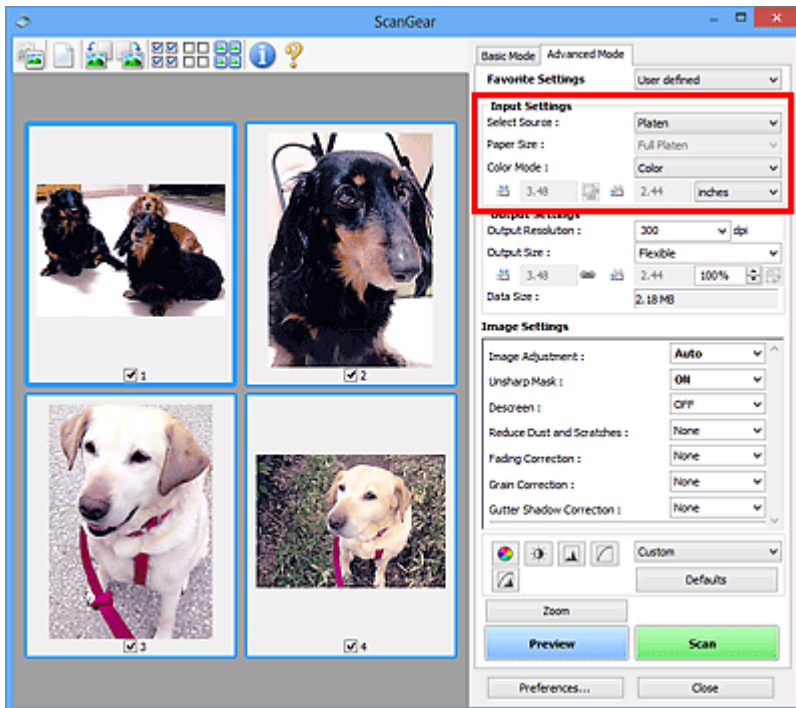
- You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.

■ [Adjusting Cropping Frames \(ScanGear\)](#)

### Related Topic

■ [Scanning in Advanced Mode](#)

# Input Settings



**Input Settings** allows you to set the following items:

## Select Source

The type of document to be scanned is displayed.

## Paper Size



Select the size of the document to be scanned. This setting is available in whole image view only.

When you select a size, the Preview area size changes accordingly.

## ►►► Important

- Some applications have a limit to the amount of scan data they can receive. Available scan range is as follows.
  - 21000 pixels x 30000 pixels or less (and 1.8 GB or less in data size)
- If you change **Paper Size** after previewing, the preview image will be deleted.

## ►►► Note

- If you are not sure which size you should select for **Paper Size**, set **Paper Size** to **Full Platen**, then measure the size of the document and enter the values into  (Width) and  (Height).

## Color Mode

Select how to scan the document.

### Color

Select this mode to scan color documents or to create color images. This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).


### Color(48bit)

Select this mode to scan color photos. This mode renders the image in 65536 levels (16 bit) of R(ed), G(reen), and B(lue).

## Grayscale

Select this mode to scan black and white photos or to create black and white images. This mode renders the image in 256 levels (8 bit) of black and white.

## Black and White

Select this mode to scan photos and documents in black and white. This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors. The threshold level can be set with  (Threshold).

### »» Important



- Some applications cannot display images scanned in **Color(48bit)**.
- **Color(48bit)** is displayed only when the **Enable 48/16 bit Output** checkbox is selected on the [Scan tab](#) of the **Preferences** dialog box.

## Input Size

In thumbnail view, the cropped document size is displayed after preview.

In whole image view, the **Paper Size** is displayed before preview, and the cropping frame (scan area) size is displayed after preview.

You can adjust the cropping frame size by entering the values into  (Width) and  (Height).

Click  (Change Aspect Ratio) and change it to  (Keep Aspect Ratio) to maintain the aspect ratio when you specify the cropping frame size.

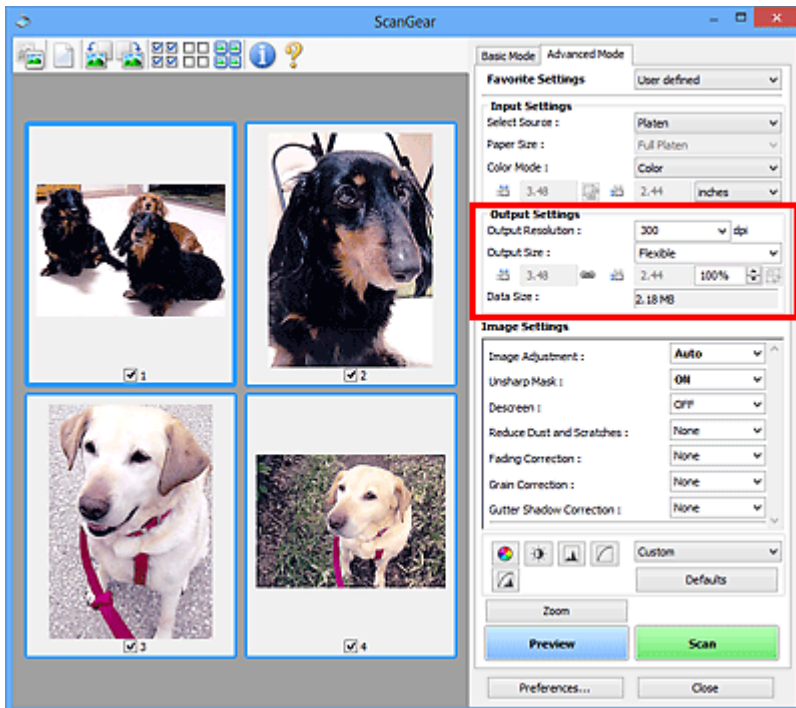
### »» Important

- Input size settings are available only when **Output Size** in **Output Settings** is **Flexible**. If you select a size other than **Flexible**, a cropping frame calculated from **Output Size** and **Output Resolution** is displayed, and its aspect ratio is fixed.

### »» Note

- The values you can enter will be within the range of the selected document size. The minimum size is 96 pixels x 96 pixels when **Output Resolution** is 600 dpi, scaled at 100 %.
- When Auto Crop is performed in whole image view, the aspect ratio will not be maintained since the size will be prioritized.
- Refer to "[Adjusting Cropping Frames \(ScanGear\)](#)" for details on cropping frames.

# Output Settings



**Output Settings** allows you to set the following items:

## Output Resolution

Select the resolution to scan at.

The higher the resolution (value), the more detail in your image.

Select a resolution from the options displayed by clicking the button, or enter a value within the range of 25 dpi to 19200 dpi (in 1 dpi increments).

Refer to "Resolution" for your model from Home of the *Online Manual* for details.

## Output Size

Select an output size.

Select **Flexible** to set custom sizes or select a size for printing or displaying. Select **Add/Delete...** to set custom size and save it as a new output size option.

## Flexible

You can specify the output resolution and scale, and adjust the cropping frames (scan areas).



### In thumbnail view:

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

### In whole image view:



When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

## ►►► Note

- To enlarge/reduce the scanned image, enter values into  (Width) and  (Height) in **Output Settings** or specify a value (by 1 %) for %. Although the maximum value available for

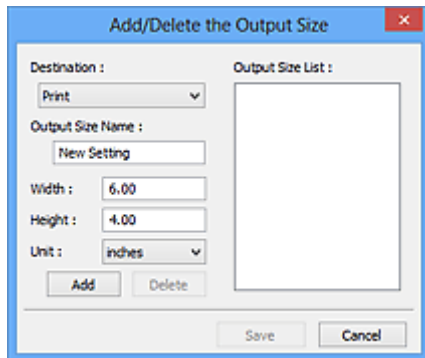
% depends on the **Output Resolution**, it can be specified for up to 19200 dpi (the maximum available output resolution).

### Paper Size (L, A4, etc.) & Monitor Size (1024 x 768 pixels, etc.)

 (Width),  (Height), and scale cannot be specified. The preview image will be cropped according to the selected output size and resolution. The portion within the cropping frame will be scanned at the size of the selected paper/monitor size. You can drag the cropping frame to enlarge, reduce, or move it while maintaining the aspect ratio.

### Add/Delete...

Opens the **Add/Delete the Output Size** dialog box, in which you can specify custom output sizes.



In the **Add/Delete the Output Size** dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

#### Adding:

Select **Print** or **Image display** for **Destination**, then enter **Output Size Name**, **Width**, and **Height**, then click **Add**. For **Unit**, you can select **inches** or **mm** when **Destination** is **Print** but you can only select **pixels** when **Destination** is **Image display**. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

#### Deleting:

Select the output size you want to delete in **Output Size List**, then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

### ►►► Important

- You cannot delete predefined output sizes such as **A4** and **1024 x 768 pixels**.

### ►►► Note

- Save up to 10 items for each destination.
- An error message appears when you enter a value outside the setting range. Enter a value within the range displayed in the message.

### ►►► Note

- Refer to "[Adjusting Cropping Frames \(ScanGear\)](#)" for details on cropping frames.
- For details on whether or how the cropping frame is initially displayed on a preview image, refer to **Cropping Frame on Previewed Images** in "[Preview Tab](#)" (**Preferences** dialog box).



### (Switch Aspect Ratio)

Available when **Output Size** is set to anything but **Flexible**.

Click this button to rotate the cropping frame. Click again to return it to the original orientation.

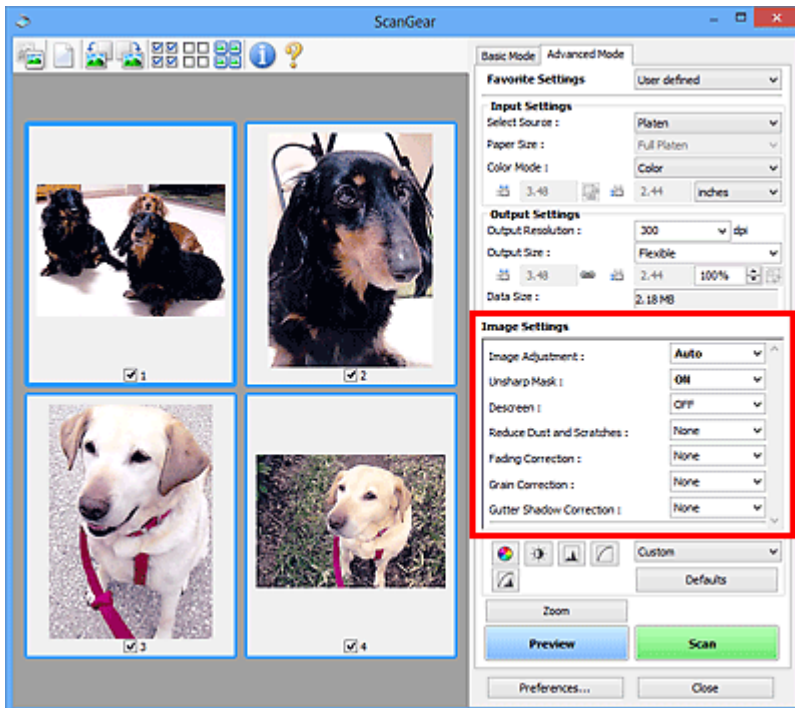
### Data Size

The data size when scanned with the current settings is displayed.

#### »» Note

- When the data size exceeds a certain size, the value appears in red. In that case, a warning message appears when you click **Scan**. It is recommended that you adjust the settings to reduce **Data Size**. To continue, scan in whole image view.

# Image Settings



## Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- Image correction results may not be reflected in the preview image.

## Note

- Selectable settings depend on **Color Mode** settings.
- Scanning may take longer than usual when you use **Image Settings**.

**Image Settings** allows you to set the following items:

### Image Adjustment

When Image Adjustment is set, the brightness of the specified portion of the image is optimized. Images can be adjusted according to the automatically detected document type or the specified document type. The result of the adjustment will be reflected in the entire image.

#### None

Image Adjustment will not be applied.

#### Auto

Applies Image Adjustment by automatically detecting the document type. It is recommended that you normally select this setting.

#### Photo

Applies Image Adjustment suitable for photos.

#### Magazine

Applies Image Adjustment suitable for magazines.

#### Document

Applies Image Adjustment suitable for text documents.

## »» Important

- You can set **Image Adjustment** after preview.
- You can set this setting when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.

## »» Note

- If the image is not adjusted properly with **Auto**, specify the document type.
- The color tone may change from the source image due to the Image Adjustment. In that case, set **Image Adjustment** to **None**.

### Reduce Show-through

Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning documents.

#### OFF

Show-through will not be reduced.

#### ON

Select this to reduce show-through in duplex documents or lighten the base color. It is recommended that you normally select this setting.

## »» Important

- **Reduce Show-through** can be set when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box and **Document** or **Magazine** is selected for **Image Adjustment**.

### Unsharp Mask

Emphasizes the outline of the subjects to sharpen the image when scanning photos.

#### OFF

Unsharp Mask will not be applied.

#### ON

Emphasizes the outline of the subjects to sharpen the image. It is recommended that you normally select this setting.

### Descreen

Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

#### OFF

Moire will not be reduced.

#### ON

Reduces moire. It is recommended that you normally select this setting.

## »» Note

- Even if **Descreen** is set to **ON**, some moire effects may remain if **Unsharp Mask** is set to **ON**. In that case, set **Unsharp Mask** to **OFF**.

### Reduce Dust and Scratches

Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise.

#### None

Dust and scratches will not be reduced.



### Low

Select this to reduce small dust particles and scratches. Large ones may remain.

### Medium

It is recommended that you normally select this setting.

### High

Select this to reduce large dust particles and scratches; however, evidence of the reduction process may remain or delicate parts of the image may be removed.

### »»» Important

- This function may not be effective for some types of photos.

### »»» Note

- It is recommended that you select **None** when scanning printed materials.

## Fading Correction

Use this function to correct photos that have faded with time or have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

### None

Fading Correction will not be applied.

### Low

Select this to correct a small amount of fading and colorcast.

### Medium

It is recommended that you normally select this setting.

### High

Select this to correct a large amount of fading and colorcast. This can affect the tone of the image.

### »»» Important

- You can set **Fading Correction** after preview.
- You can set this setting when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.
- Correction may not be applied properly if the scan area is too small.

## Grain Correction

Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film.

### None

Graininess will not be reduced.

### Low

Select this when the photo is slightly grainy.

### Medium

It is recommended that you normally select this setting.

### High

Select this when the photo is very grainy. This can affect the gradation and sharpness of the image.

### »»» Important

- Correction may not be applied properly if the scan area is too small.

## Gutter Shadow Correction

Use this function to correct shadows that appear between pages when scanning open booklets.

When you set the **Gutter Shadow Correction** setting in the preview image, the result will be reflected. Preview the effects before scanning, as results vary depending on the type of document and how it is pressed.

Unclear or blurred text/lines caused by curved pages are not corrected.

### None

Gutter shadow will not be corrected.

### Low

Select this when the effect level is too strong with the medium setting.

### Medium

It is recommended that you normally select this setting.

### High

Select this when the effect level is too weak with the medium setting.

## »» Important

- You can set **Gutter Shadow Correction** after preview.
- Do not place objects that weigh 4.4 lbs (2.0 kg) or more on the platen. Also, do not press on the document with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
- Align the document with the edge of the Platen. If not, the shadow will not be corrected properly.



- Shadows may not be corrected properly depending on the document. If the page background is not white, shadows may not be detected correctly or may not be detected at all.
- While scanning, press down on the spine with the same amount of pressure you used to preview the scan. If the binding part is not even, the shadow will not be corrected properly.



- How to place the document depends on your model and the document to be scanned.

## »» Note

- Cover the document with black cloth if white spots, streaks, or colored patterns appear in scan results due to ambient light entering between the document and the Platen.

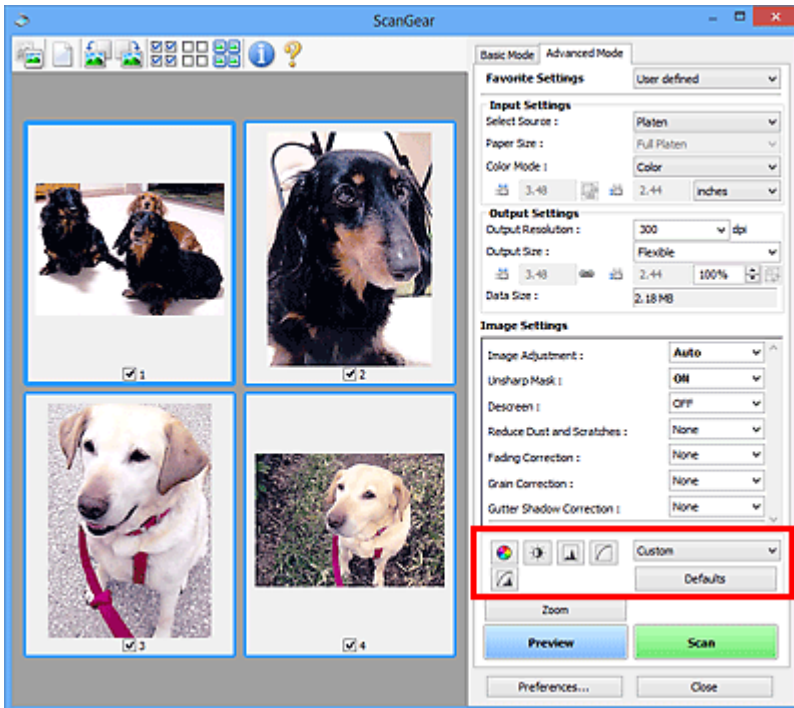
- If the shadow is not corrected properly, adjust the cropping frame (scan area) on the preview image.

■ [Adjusting Cropping Frames \(ScanGear\)](#)

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## Color Adjustment Buttons

The Color Adjustment Buttons allow you to make fine corrections to the image brightness and color tones including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).



### ►►► Important

- The Color Adjustment Buttons are not available when you select **Color Matching** on the **Color Settings** tab of the **Preferences** dialog box.

### ►►► Note

- Selectable settings depend on **Color Mode** settings.
- When you adjust the image via the Color Adjustment Buttons, the results will be reflected in the preview image.

Click a Color Adjustment Button to set the following items:



#### (Saturation/Color Balance)

Adjust the saturation (vividness) and color tone of the image. Use this function to brighten colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

#### ■ [Adjusting Saturation and Color Balance](#)



#### (Brightness/Contrast)

Adjust the brightness and contrast of the image. If the image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast.

#### ■ [Adjusting Brightness and Contrast](#)



### (Histogram)

A histogram allows you to see the data concentration at each brightness level of an image. You can specify the brightest level (highlight) and darkest level (shadow) within an image, cut the levels and expand the middle of the tonal range of the image.

■ [Adjusting Histogram](#)



### (Tone Curve Settings)

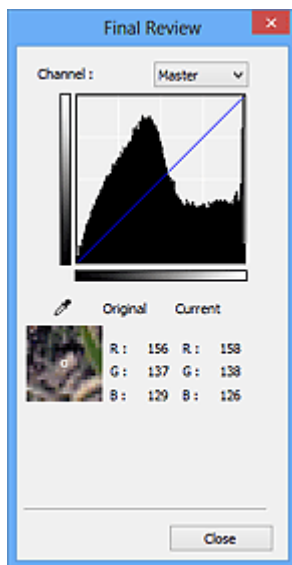
Adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output. You can make fine adjustments to the brightness of a specific area.

■ [Adjusting Tone Curve](#)



### (Final Review)

Make a final check of color adjustments. The final synthesized tone curve and the histogram derived from the subsequent image processing will be displayed. There are no settings to make in this screen.



- For a color image, select a color in **Channel** to check either **Red**, **Green**, or **Blue**, or select **Master** to check three colors together.
- If you place the cursor on the preview image, the portion will be enlarged and its RGB values (only L when **Color Mode** is **Grayscale**) before and after the adjustments will be displayed.



### (Threshold)

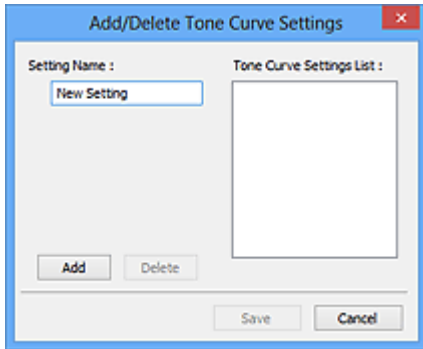
Set the boundary (threshold) at which black and white are divided. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.

■ [Setting Threshold](#)

### Custom

You can name and save a set of tone curve and threshold settings of the Color Adjustment Buttons.

Select **Add/Delete...** from the pull-down menu; when **Color Mode** is set to anything but **Black and White**, the **Add/Delete Tone Curve Settings** dialog box opens; when **Color Mode** is **Black and White**, the **Add/Delete Threshold Settings** dialog box opens.



Enter **Setting Name** and click **Add**; the name appears in **Tone Curve Settings List** or **Threshold Settings List**. Click **Save** to save.

To delete an item, select it in **Tone Curve Settings List** or **Threshold Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Tone Curve Settings List** or **Threshold Settings List**.

You can load and apply the saved tone curve/threshold settings to a preview image. To load the settings, select the saved item from the pull-down menu.

### ►►► Note

- Save up to 20 items.

### Defaults

Reset all adjustments (saturation/color balance, brightness/contrast, histogram, and tone curve).

## Preferences Dialog Box

In the **Preferences** dialog box, you can make advanced settings to ScanGear (scanner driver) functions via the **Scanner**, **Preview**, **Scan**, and **Color Settings** tabs.

Click **Preferences...** in the ScanGear screen to open the **Preferences** dialog box.



### Scanner Tab

Allows you to set the quiet mode, specify the folder in which to save images temporarily, and set the music file to play during or at the end of a scan.

### Preview Tab

Allows you to select what to do with Preview when ScanGear is started, how to display cropping frames after previewing images, and the cropping size for thumbnails of scanned documents.

### Scan Tab

Allows you to select what to do with ScanGear after scanning and set the **Color Mode** (48 bit output) option for **Advanced Mode** tab.

### Color Settings Tab

Allows you to select how to adjust color, and specify the monitor gamma value.

# Scanner Tab

On the **Scanner** tab, you can specify the following settings.



## Select Folder Where Temporary Files are Saved

Displays the folder in which to save images temporarily. To change the folder, click **Browse...** to specify another one.

## Sound Settings

You can set the machine to play music during/at the end of a scan.

Select the **Play Music During Scanning** or **Play Sound When Scanning is Completed** checkbox, then click **Browse...** and specify a sound file.

You can specify the following files.

- MIDI file (\*.mid, \*.rmi, \*.midi)
- Audio file (\*.wav, \*.aif, \*.aiff)
- MP3 file (\*.mp3)

## Calibration Settings

### Platen Calibration

When you click **Execute**, calibration starts and the scanner will be adjusted to reproduce correct color tones in scanned images. Perform calibration when the color tones in the preview image are significantly different from the original item or when colors appear in white areas.

### Execute at Every Scan

When you set to **ON**, the scanner will be calibrated every time before previewing and scanning, to reproduce correct color tones in scanned images.

### ▶▶▶ Note

- Even when **Execute at Every Scan** is set to **OFF**, the scanner may be calibrated automatically in some cases (such as immediately after you turn the machine on).

### ▶▶▶ Note

- Calibration may take time depending on your computer.

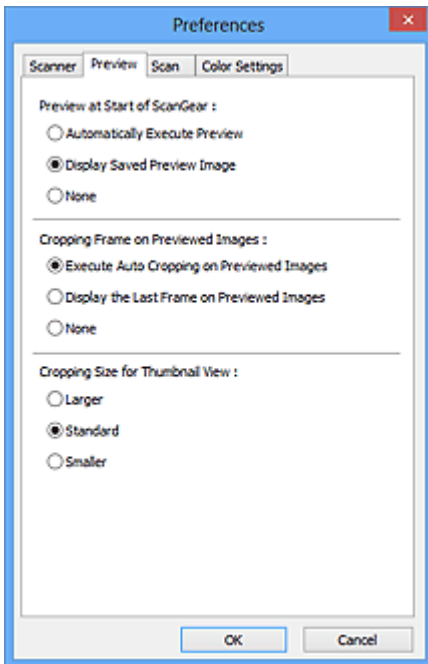


### **Test Scanner...**

Opens the **Scanner Diagnostics** dialog box from which you can run the scanner performance test.  
Click **Start** to start the diagnostics.

# Preview Tab

On the **Preview** tab, you can specify the following settings.



## Preview at Start of ScanGear

Select what to do with Preview when ScanGear (scanner driver) is started.

### Automatically Execute Preview

ScanGear will automatically start previewing at startup.

### Display Saved Preview Image

The previously previewed image will be displayed.

The Color Adjustment Button settings, the Toolbar settings, and the **Advanced Mode** tab settings are also saved.

### None

No preview image will be displayed at startup.

## ►►► Note

- Select **None** if you do not want to save the preview image.

## Cropping Frame on Previewed Images

Select how to display cropping frames after previewing images.

### Execute Auto Cropping on Previewed Images

The cropping frame (scan area) will automatically be displayed in the document size after previewing.

### Display the Last Frame on Previewed Images

A cropping frame of the same size as the last used cropping frame will be displayed after previewing.

### None

No cropping frame will be displayed after previewing.

## Cropping Size for Thumbnail View

Select the cropping size for thumbnails of scanned documents.

**Larger**

Displays 105 % (in width and height) of the area displayed for the standard size.

**Standard**

The standard size.

**Smaller**

Displays 95 % (in width and height) of the area displayed for the standard size.

**▶▶ Note**

- When you change the **Cropping Size for Thumbnail View** setting, the preview images will be refreshed and cropped to the new size. As the preview images are refreshed, the color adjustments and other settings applied to them are reset.

# Scan Tab

On the **Scan** tab, you can specify the following settings.



## Status of ScanGear dialog after scanning

Select what to do with ScanGear (scanner driver) after scanning images.

### Close ScanGear automatically

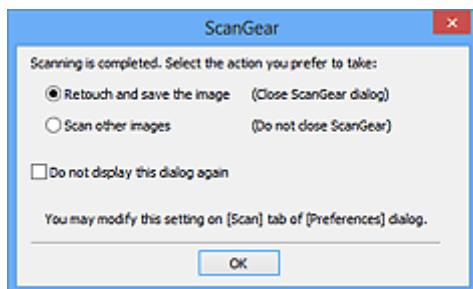
Select this to return to the original application when scanning is completed.

### Do not close ScanGear automatically

Select this to return to the ScanGear screen for another scan when scanning is completed.

### Display the dialog to select next action

Select this to open a screen and select what to do when scanning is completed.



## ►►► Note

- Even if **Do not close ScanGear automatically** or **Display the dialog to select next action** is set, some applications may not support it.

## Advanced Mode Settings

### Enable 48/16 bit Output

Select this checkbox to display **Color(48bit)** in **Color Mode** on the **Advanced Mode** tab.

## ►►► Important

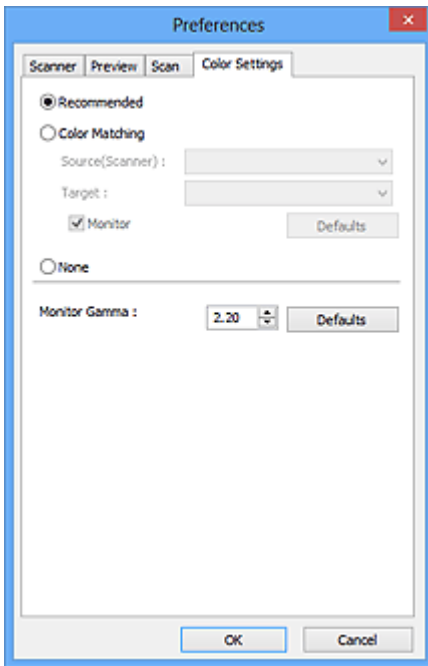
- Some applications cannot receive images scanned in **Color(48bit)** or may close when such images are received.

## »» Note

- When **Color(48bit)** is selected for **Color Mode**, deselecting this checkbox changes **Color(48bit)** to **Color**.
- When using a model supporting 16 bit output, **Grayscale(16bit)** appears in **Color Mode**.

# Color Settings Tab

On the **Color Settings** tab, you can specify the following settings.



## Color Adjustment

Select one of the following.

### Recommended

Select this to vividly reproduce the tone of a document on the screen. It is recommended that you normally select this setting.

### Color Matching

Select this to automatically match the scanner, monitor, and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.

#### Source(Scanner)

Select scanner profile.

#### Target

Select target profile.

#### Monitor

Select this checkbox to display preview image with optimum correction for monitor.

#### Defaults

Returns to the default **Color Matching** settings.

### ►►► Note

- The Color Adjustment Buttons on the **Advanced Mode** tab are not available when you select **Color Matching**.
- This function is available when **Color Mode** is **Color** or **Color(48bit)**.

### None

Select this to disable color correction provided by ScanGear (scanner driver).

### ►►► Note

- You can select one when **Color Mode** is **Color**, **Color(48bit)**, or **Grayscale**.

- Color Matching is available when ScanGear, monitor, color management-compliant application (such as Adobe Photoshop), and printer are set up correctly.

Refer to the corresponding manual for the monitor, printer, and application settings.

---

### **Monitor Gamma**

By setting the gamma value of a monitor, you can adjust the input data to the brightness characteristics of the monitor. Adjust the value if your monitor's gamma value does not match the default value set in ScanGear, and the colors of the original image are not accurately reflected in the monitor.

Click **Defaults** to return to the default Monitor Gamma value (2.20).

### **»» Note**

- Refer to the manual of your monitor to check its gamma value. If it is not written in the manual, contact the manufacturer.
-

# Placing Items (When Scanning from a Computer)

Learn how to place items on the platen of your scanner. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

## ▶▶▶ Important

- Do not place objects that weigh 4.4 lbs (2.0 kg) or more on the platen. Also, do not press on the item with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
- Close the document cover when scanning.
- When the scanner is placed upright, the item type may not be detected automatically. In that case, specify the item type in IJ Scan Utility or ScanGear (scanner driver) and scan.

## Placing Items

Place items as described below to scan by detecting the item type or size automatically.

## ▶▶▶ Important

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

For Photos, Postcards, Business Cards, or BD/DVD/CD	For Magazines, Newspapers, or Documents
<div data-bbox="220 1160 726 1288" data-label="Image"> </div> <p data-bbox="188 1339 438 1366"><b>Placing a Single Item:</b></p> <p data-bbox="188 1388 805 1523">Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.</p> <div data-bbox="188 1541 558 2042" data-label="Diagram"> </div>	<div data-bbox="922 1160 1300 1288" data-label="Image"> </div> <p data-bbox="837 1328 1412 1462">Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen. Portions placed on the diagonally striped area cannot be scanned.</p> <div data-bbox="837 1478 1204 1982" data-label="Diagram"> </div>

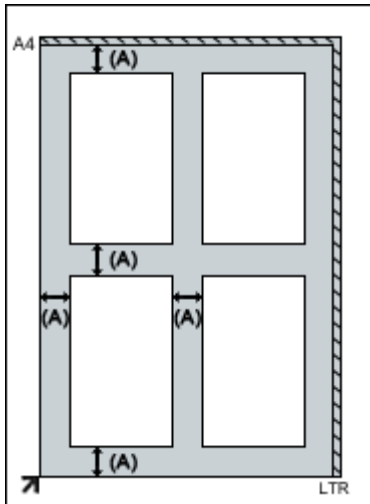


### ▶▶▶ Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

#### Placing Multiple Items:

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



(A) more than 0.4 inch (1 cm)

### ▶▶▶ Note

- You can place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.

### ▶▶▶ Important

- Refer to "Items You Can Place & How to Place Items" for your model from Home of the *Online Manual* for details on the portions in which items cannot be scanned.

## Adjusting Cropping Frames (ScanGear)

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

On the **Basic Mode** tab and **Advanced Mode** tab, you can specify cropping frames (scan areas) on the image(s) displayed in the Preview area of the screen.

When you perform a scan, each area specified with a cropping frame will be scanned as a separate image.

### ▶▶▶ Note

- In whole image view, you can specify multiple cropping frames on the preview image.
- Refer to "Adjusting Cropping Frames in the Image Stitch Window" for your model from Home of the *Online Manual* for how to adjust cropping frames with IJ Scan Utility.

## Initial Cropping Frame

### In thumbnail view:

No cropping frame is specified. You can drag the mouse over a thumbnail to specify a cropping frame.

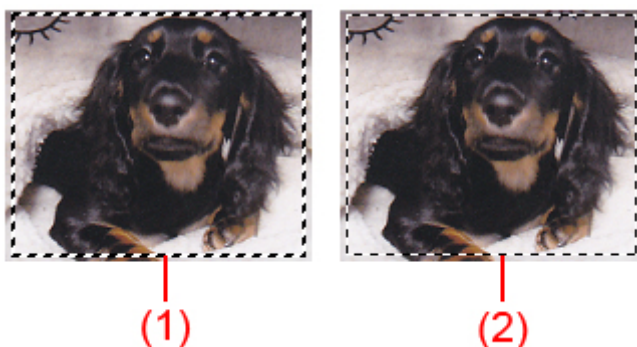
### In whole image view:

An active cropping frame is automatically specified around the preview image. You can drag the cropping frame in the Preview area to specify the area.

### ▶▶▶ Note

- You can change the auto crop setting in the **Preferences** dialog box. Refer to **Cropping Frame on Previewed Images** in "[Preview Tab](#)" for details.

## Cropping Frame Types



### (1) Thick cropping frame (rotating or stationary)

Represents a selected cropping frame. Appears only in whole image view. You can select multiple cropping frames by clicking them while pressing the Ctrl key. Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied to all the selected cropping frames.

### (2) Thin cropping frame


#### In thumbnail view:

Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied.


### In whole image view:

Represents an unselected cropping frame. The settings on the **Basic Mode** tab or **Advanced Mode** tab will not be applied.

## Adjusting a Cropping Frame





The cursor will change into  (Arrow) when it is positioned over a cropping frame. If you click and drag the mouse in the direction of the arrow, the cropping frame will expand or contract accordingly.



The cursor will change into  (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.



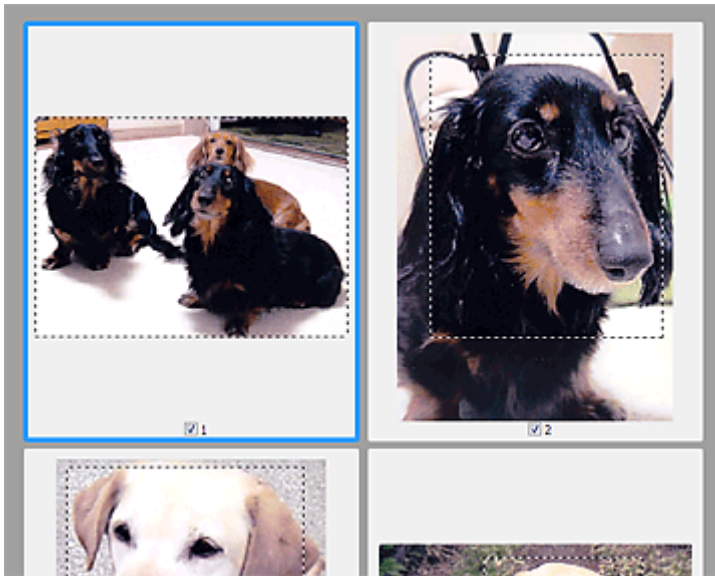
### ►► Note

- On the **Advanced Mode** tab, you can specify the cropping frame size by entering the values into  (Width) and  (Height) in [Input Settings](#).
- You can rotate a cropping frame 90 degrees by clicking  (Switch Aspect Ratio). However,  (Switch Aspect Ratio) is not available when **Output Size** is **Flexible**.

## Creating Multiple Cropping Frames

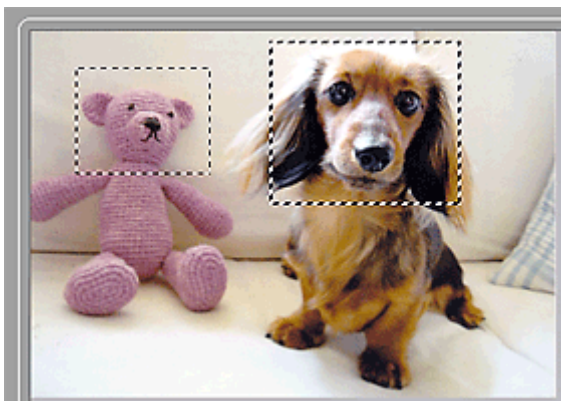
### In thumbnail view:

You can only create one cropping frame per image.



### In whole image view:

Click and drag the mouse in a space outside the existing cropping frame in the Preview area. The new cropping frame will be the active cropping frame, and the old cropping frame will be the unselected cropping frame.



You can create multiple cropping frames and apply different scan settings to each cropping frame.

You can also select multiple cropping frames by clicking them while pressing the Ctrl key.

If you select multiple cropping frames and change the settings on a tab at the right of ScanGear, the settings will be applied to all the selected cropping frames.

When you create a new cropping frame, it retains the settings of the latest cropping frame.

### ►► Note

- Create up to 12 cropping frames.
- Scanning takes longer than usual when multiple cropping frames are selected.

## Deleting Cropping Frames

### In thumbnail view:

To delete a cropping frame, click an area outside the cropping frame on an image.

**In whole image view:**

To delete a cropping frame, select it and click  (Remove Cropping Frame) on the Toolbar. Alternatively, press the Delete key.

When there are multiple cropping frames, all the selected cropping frames (active cropping frame and selected cropping frames) are deleted simultaneously.

## General Notes (Scanner Driver)

ScanGear (scanner driver) is subject to the following restrictions. Keep these points in mind when using it.

### Scanner Driver Restrictions

- When using the NTFS file system, the TWAIN data source may not be invoked. This is because the TWAIN module cannot be written to the winnt folder for security reasons. Contact the computer's administrator for help.
- Some computers (including laptops) connected to the machine may not resume correctly from standby mode. In that case, restart the computer.
- Do not connect two or more scanner or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the scanner buttons of the machine and also may experience errors while accessing the devices.
- ScanGear cannot be opened in multiple applications at the same time. Within an application, ScanGear cannot be opened for the second time when it is already open.
- Be sure to close the ScanGear window before closing the application.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- ScanGear and WIA driver cannot be used at the same time.
- Do not enter the computer into sleep or hibernate state during scanning.
- Calibration may take time if the machine is connected via USB1.1.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, disconnect the USB cable from the computer, then reconnect it. If scanning still fails, restart the computer.

### Applications with Restrictions on Use

- If you start Media Center included in Windows XP Media Center Edition 2005, you may not be able to scan using the scanner buttons of the machine. In that case, restart the computer.
- You cannot scan images with Media Center included in Windows XP Media Center Edition 2005. Scan with other applications such as IJ Scan Utility.
- Some applications may not display the TWAIN user interface. In that case, refer to the application's manual and change the settings accordingly.
- Some applications do not support continuous scanning of multiple documents. In some cases, only the first scanned image is accepted, or multiple images are scanned as one image.
- To import scanned images into Microsoft Office 2000, first save them using IJ Scan Utility, then import the saved files from the **Insert** menu.
- When scanning Platen size images into Microsoft Office 2003 (Word, Excel, PowerPoint, etc.), click **Custom Insert** in the **Insert Picture from Scanner or Camera** screen. Otherwise, images may not be scanned correctly.
- When scanning images into Microsoft Office 2007/Microsoft Office 2010 (Word, Excel, PowerPoint, etc.), use Microsoft Clip Organizer.
- Images may not be scanned correctly in some applications. In that case, increase the operating system's virtual memory and retry.
- When image size is too large (such as when scanning large images at high resolution), your computer may not respond or the progress bar may remain at 0 % depending on the application. In that case, cancel the action (for example by clicking **Cancel** on the progress bar), then increase the operating system's virtual memory or reduce the image size/resolution and retry. Alternatively, scan the image via IJ Scan Utility first, then save and import it into the application.

## **Updating the ScanGear (Scanner Driver)**

- **Obtaining the Latest ScanGear (Scanner Driver)**
- **Deleting the Unnecessary ScanGear (Scanner Driver)**
- **Before Installing the ScanGear (Scanner Driver)**
- **Installing the ScanGear (Scanner Driver)**

## Obtaining the Latest ScanGear (Scanner Driver)

Upgrading your current ScanGear (scanner driver) to the latest ScanGear may solve some problems you have experienced.

### Checking the Version of ScanGear

Start ScanGear and click  (Information) to display the version of ScanGear.

### Obtaining ScanGear

To obtain ScanGear, access our website and download the ScanGear for your model.

#### Important

- ScanGear can be downloaded for free; however, Internet connection fees apply.
- Install the latest ScanGear after deleting the old one. Refer to "[Deleting the Unnecessary ScanGear \(Scanner Driver\)](#)" for how to delete ScanGear.

### Related Topic

- [Before Installing the ScanGear \(Scanner Driver\)](#)
- [Installing the ScanGear \(Scanner Driver\)](#)



## Deleting the Unnecessary ScanGear (Scanner Driver)

You can delete the ScanGear (scanner driver) you no longer use.

When deleting ScanGear, close all running applications and remove the USB cable connecting the machine and computer.

### Windows 8.1 / Windows 8:

1. From the **Settings** charm, select **Control Panel > Programs > Programs and Features**.
2. Double-click **CanoScan XXX Scanner Driver** (where "XXX" is the model name).
3. When the **Scanner Driver Uninstall** dialog box appears, click **Execute**.
4. When a confirmation appears, click **Yes**.
5. When uninstallation is complete, click **Complete**.

ScanGear is deleted.

### Windows 7 / Windows Vista:

1. From the **Start** menu, select **Control Panel > Programs > Uninstall a program**.
2. Double-click **CanoScan XXX Scanner Driver** (where "XXX" is the model name).
3. When the **Scanner Driver Uninstall** dialog box appears, click **Execute**.
4. When a confirmation appears, click **Yes**.
5. When uninstallation is complete, click **Complete**.

ScanGear is deleted.

### ►► Note

- In Windows 8.1, Windows 8, Windows 7, or Windows Vista a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software. This dialog box appears when administrative rights are required to perform a task. If you are logged on to an administrator account, click **Yes** (or **Continue, Allow**) to continue.

### Windows XP:

1. From the **Start** menu, select **Control Panel > Add or Remove Programs**.
2. Select **CanoScan XXX Scanner Driver** (where "XXX" is the model name), then click **Remove**.
3. When the **Scanner Driver Uninstall** dialog box appears, click **Execute**.

4. When a confirmation appears, click **Yes**.
5. When uninstallation is complete, click **Complete**.  
ScanGear is deleted.

## Before Installing the ScanGear (Scanner Driver)

Check the following points before installing ScanGear (scanner driver). Check these also when you cannot install ScanGear.

### Machine Status

- If the machine and computer are connected with a USB cable, disconnect the USB cable from the computer.

### Computer Settings

- Close all running applications.
- Log in as the administrator of the computer.

### ▶▶ Note

- If an older version of ScanGear is already installed, delete (uninstall) it beforehand. Refer to "[Deleting the Unnecessary ScanGear \(Scanner Driver\)](#)" for how to delete ScanGear.

### Related Topic

- [Updating the ScanGear \(Scanner Driver\)](#)
- [Installing the ScanGear \(Scanner Driver\)](#)

# Installing the ScanGear (Scanner Driver)

Access our website via the Internet to download the latest ScanGear (scanner driver).

Follow these steps to install the downloaded ScanGear.

1. Double-click the icon of the downloaded file.

The installation program starts.

## ▶▶▶ Note

- In Windows 8.1, Windows 8, Windows 7, or Windows Vista a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software. This dialog box appears when administrative rights are required to perform a task. If you are logged on to an administrator account, click **Yes** (or **Continue, Allow**) to continue.

Some applications require administrator account to continue. If you are logged on to a standard account, switch to an administrator account and start over.

2. In the **Welcome** screen, click **Next**.
3. Read and understand the **License Agreement**, then click **Yes**.

ScanGear installation starts.

4. Connect the machine and computer with the supplied USB cable.

The computer recognizes the machine.

ScanGear is installed.

5. When the **Installation Complete** screen appears, click **Complete**.

A message prompting you to restart the computer may appear depending on your environment. Restart the computer to complete the installation properly.

## ▶▶▶ Important

- ScanGear can be downloaded for free; however, Internet connection fees apply.

## Related Topic

- [Obtaining the Latest ScanGear \(Scanner Driver\)](#)
- [Deleting the Unnecessary ScanGear \(Scanner Driver\)](#)
- [Before Installing the ScanGear \(Scanner Driver\)](#)

## Useful Information on Scanning

- ▶ [Adjusting Cropping Frames in the Image Stitch Window](#)
- ▶ [Resolution](#)
- ▶ [Data Formats](#)
- ▶ [Color Matching](#)

## Adjusting Cropping Frames in the Image Stitch Window

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

In the **Image Stitch** window, you can specify a cropping frame on the image displayed in the Preview area.

### ▶▶▶ Note


- Refer to "Adjusting Cropping Frames (ScanGear)" for your model from Home of the *Online Manual* for how to adjust cropping frames with ScanGear (scanner driver).

### Initial Cropping Frame


No cropping frame is specified. When you select the **Adjust cropping frames** checkbox, an active cropping frame is automatically specified around the image in the Preview area. You can drag the cropping frame to specify the area.

When you perform a scan, the image in the area specified with the cropping frame will be scanned.

### Adjusting a Cropping Frame

The cursor will change into  (Arrow) when it is positioned over a cropping frame. Click and drag the mouse to expand or contract the cropping frame.



The cursor will change into  (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.



### Deleting Cropping Frames

To delete the cropping frame, deselect the **Adjust cropping frames** checkbox.

# Resolution

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per inch (2.5 cm).



The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.



## How to Set the Resolution

You can set the resolution in the following screens.

### IJ Scan Utility:

**Resolution** on the  (Scanning from a Computer) tab or **Resolution** on the  (Scanning Using the Scanner Buttons) tab of the Settings dialog box

### ScanGear (Scanner Driver):

**Output Resolution** in **Output Settings** on the **Advanced Mode** tab

## Appropriate Resolution Settings

Set the resolution according to the use of the scanned image.

Item Type	Use	Color Mode	Appropriate Resolution
Color photo	Copying (Printing)	Color	300 dpi
	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	300 dpi
	Using on a website or attaching to e-mail	Color	150 dpi
Black and white photo	Saving to a computer	Grayscale	300 dpi
	Using on a website or attaching to e-mail	Grayscale	150 dpi
Text document (document or magazine)	Copying	Color, Grayscale, or Black and White	300 dpi
	Attaching to e-mail	Color, Grayscale, or Black and White	150 dpi
	Scanning text using OCR	Color or Grayscale	300 dpi

### **»» Important**

- If you double the resolution, the data size of the scanned image quadruples. If the file is too large, the processing speed will slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.

### **»» Note**

- When you will be printing the scanned image by enlarging it, scan by setting a higher resolution than the recommended one above.



## Data Formats

You can select a data format when saving scanned images. You should specify the most suitable data format according to how you want to use the image on which application.

Available data formats vary by application and operating system (Windows or Mac OS).

See below for the characteristics of each image data format.

### **PNG (Standard File Extension: .png)**

A data format often used on websites.

PNG is suitable for editing saved images.

### **JPEG (Standard File Extension: .jpg)**

A data format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

### **TIFF (Standard File Extension: .tif)**

A data format featuring a relatively high compatibility between various computers and applications.

TIFF is suitable for editing saved images.

### **»» Note**

- Some TIFF files are incompatible.
- IJ Scan Utility supports the following TIFF file formats.
  - Uncompressed, black and white binary
  - Uncompressed, RGB (8 bits per channel)
  - Uncompressed, RGB (16 bits per channel)
  - Uncompressed, Grayscale

### **PDF (Standard File Extension: .pdf)**

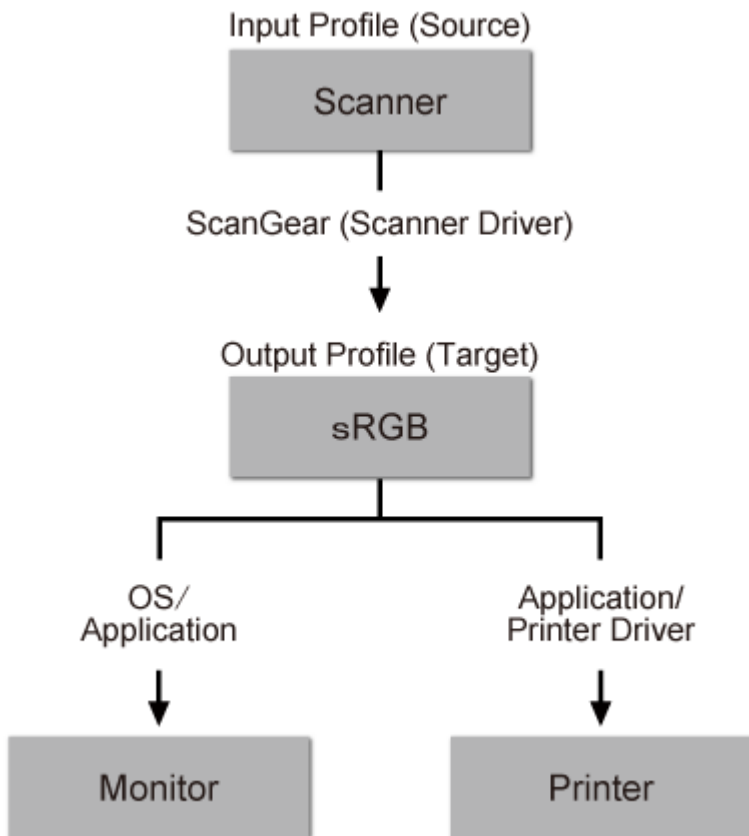
A data format for electronic documents, developed by Adobe Systems Incorporated.

It can be used on various computers and operating systems, and fonts can be embedded as well; therefore, people in different environments can exchange the files without being aware of the differences.

## Color Matching

"Color Matching" is the act of making adjustments so that the color tones match between the original item, the monitor display, and the color printout. On your scanner or printer, the color tones are adjusted as shown below.

**Example: When sRGB is selected as the output profile (target):**



The image's color space is converted from the scanner's color space to sRGB by ScanGear.

When displaying on a monitor, the image's color space is converted from sRGB to the monitor's color space based on the operating system's monitor settings and the application's working space settings.

When printing, the image's color space is converted from sRGB to the printer's color space based on the application's print settings and the printer driver's settings.

## Other Scanning Methods

- [Scanning with WIA Driver](#)
- [Scanning Using the Control Panel \(Windows XP Only\)](#)

## Scanning with WIA Driver

You can scan an item from a WIA (Windows Image Acquisition)-compliant application.

WIA is a driver model implemented in Windows XP or later. It allows you to scan items without using an application.

The procedure varies depending on the application. The following procedures are examples only.

Refer to the application's manual for details.

### Scanning with WIA Driver 2.0

The following is an example of scanning using "Windows Fax and Scan."

1. Place the item on the platen.

#### ■ [Placing Items \(When Scanning from a Computer\)](#)

2. Select **New** on the **File** menu of "**Windows Fax and Scan**," then click **Scan...**

The scan setting screen appears.

3. Specify the settings.

#### **Scanner**

The currently set product name is displayed. To change the scanner, click **Change...** and select the product you want to use.

#### **Profile**

Select **Photo (Default)** or **Documents** according to the type of item to be scanned. To save a new **Profile**, select **Add profile...** You can specify the details in the **Add New Profile** dialog box.

#### **Source**

Select a scanner type.

#### **Paper size**

This setting is not available for your scanner.

#### **Color format**

Select the color mode in which to scan the item.

#### **File type**

Select a data format from JPEG, BMP, PNG, and TIFF.

#### **Resolution (DPI)**

Enter the resolution. Specify a value between 50 dpi and 600 dpi.

#### ■ [Resolution](#)

#### **Brightness**

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-100 to 100).

#### **Contrast**

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-100 to 100).

### Preview or scan images as separate files

Select this checkbox to preview or scan multiple images as separate files.

4. Click **Preview** to preview the image.

The preview image appears on the right.

5. Click **Scan**.

When scanning is completed, the scanned image appears in the application.

## Scanning with WIA Driver 1.0

The following is an example of scanning using "Paint."

1. Place the item on the platen.

### ■ [Placing Items \(When Scanning from a Computer\)](#)

2. Click **From scanner or camera** from the **File** menu of Paint. (Select the command to scan an item in the application.)

3. Select the type of picture according to the item to be scanned.

Select from **Color picture**, **Grayscale picture**, **Black and white picture or text**, and **Custom Settings**.

### ▶▶▶ **Note**

- To scan with the values previously set in **Adjust the quality of the scanned picture**, select **Custom Settings**.

4. Click **Adjust the quality of the scanned picture** and set the preferences as required.

#### **Brightness**

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

#### **Contrast**

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

#### **Resolution (DPI)**

Enter the resolution. Specify a value between 50 dpi and 600 dpi.

### ■ [Resolution](#)

#### **Picture type**

Select the type of scan you want for your item.

#### **Reset**

Click to restore the original settings.

5. Click **Preview** to preview the image.

The preview image appears on the right. Drag  to specify the scan area.

6. Click **Scan**.

When scanning is completed, the scanned image appears in the application.

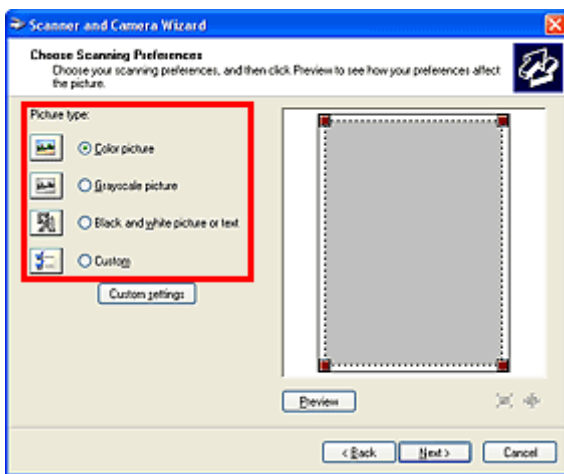
# Scanning Using the Control Panel (Windows XP Only)

You can scan images via the Control Panel of Windows XP using the WIA driver.

1. From the **Start** menu, select **Control Panel**.
2. Click **Printers and Other Hardware > Scanners and Cameras**, then double-click **CanoScan XXX** (where "XXX" is the model name).

The **Scanner and Camera Wizard** dialog box appears.

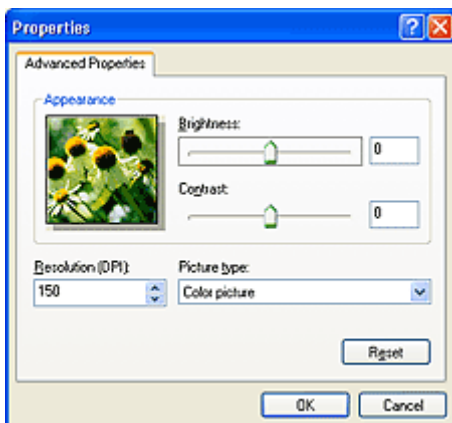
3. Click **Next**.
4. Select **Picture type** according to the item to be scanned.



## ►►► Note

- To scan with the values previously set in **Custom settings**, select **Custom**.

5. Click **Custom settings** to set the preferences as required.



## Brightness

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

**Contrast**

Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

**Resolution (DPI)**

Enter the resolution. Specify a value between 50 dpi and 600 dpi.

■ [Resolution](#)


**Picture type**

Select the type of scan you want for your item.

**Reset**

Click to restore the original settings.

6. Click **Preview** to preview the image.

The preview image appears on the right. Drag  to specify the scan area.

7. Click **Next** and follow the instructions.



# Placing Items (When Scanning from a Computer)

Learn how to place items on the platen of your scanner. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

## ▶▶▶ Important


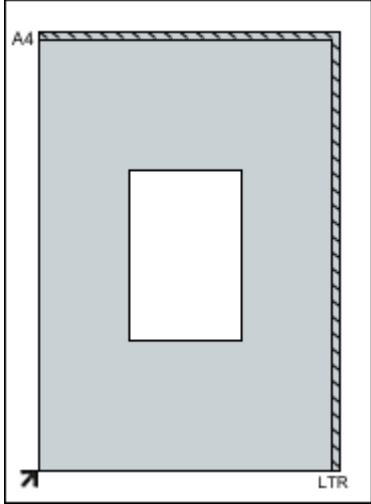

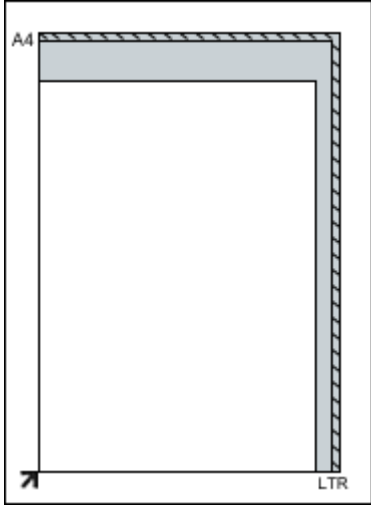
- Do not place objects that weigh 4.4 lbs (2.0 kg) or more on the platen. Also, do not press on the item with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
- Close the document cover when scanning.
- When the machine is placed upright, the item type may not be detected automatically. In that case, specify the item type in IJ Scan Utility or ScanGear (scanner driver) and scan.

## Placing Items

Place items as described below to scan by detecting the item type or size automatically.

## ▶▶▶ Important

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear, align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

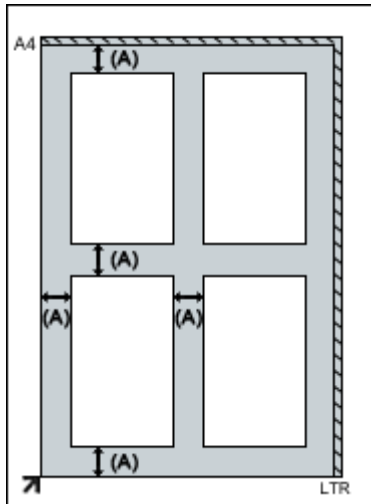
For Photos, Postcards, Business Cards, or BD/DVD/CD	For Magazines, Newspapers, or Documents
<div data-bbox="220 1160 724 1285"></div> <p data-bbox="188 1339 440 1368"><b>Placing a Single Item:</b></p> <p data-bbox="188 1391 807 1525">Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.</p> <div data-bbox="188 1541 560 2042"></div>	<div data-bbox="927 1160 1305 1285"></div> <p data-bbox="839 1328 1422 1462">Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen. Portions placed on the diagonally striped area cannot be scanned.</p> <div data-bbox="839 1480 1211 1984"></div>

### ▶▶▶ Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

#### Placing Multiple Items:

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



(A) more than 0.4 inch (1 cm)

### ▶▶▶ Note

- You can place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.

### ▶▶▶ Important

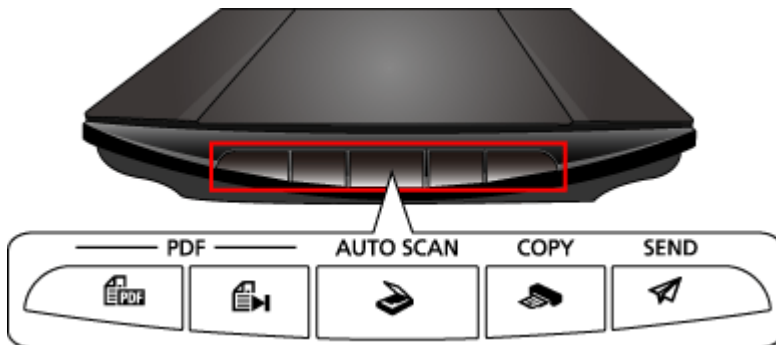
- Refer to "[Items You Can Place & How to Place Items](#)" for details on the portions in which items cannot be scanned.

## Scanning Using the Scanner Buttons

- ▶ **What Are Scanner Buttons?**
- ▶ **Scanning Items and Saving the Scanned Images (AUTO SCAN Button)**
- ▶ **Scanning and Saving Items as PDF Files (PDF Buttons)**
- ▶ **Scanning and Printing/Copying Items (COPY Button)**
- ▶ **Scanning Items and Sending the Scanned Images (SEND Button)**
- ▶ **Scanner Button Settings**
- ▶ **Scanner Button Settings via IJ Scan Utility**

## What Are Scanner Buttons?

The five buttons on the scanner are referred to as scanner buttons. You can create PDF files, print items, send images, etc. by simply placing the item on the platen and pressing a scanner button.



### ►►► Important

- When you press a scanner button, a program selection screen may appear instead of IJ Scan Utility. In that case, set IJ Scan Utility as the program to start. Refer to "[Scanner Button Settings](#)" for details.

### PDF Buttons

Scan items and easily create PDF files, then save them.

#### ►►► Note

- These button names are not inscribed on the scanner.

#### **SCAN START Button**

Starts scanning. Saves multiple items to a computer as one PDF file, as required.

#### **FINISH Button**

Ends the PDF button operation and saves the images.

#### **AUTO SCAN Button**

Detects the item type automatically and saves them to a computer.

#### **COPY Button**

Scans items and prints them on a printer.

#### **SEND Button**

Scans items and attaches the scanned images to an e-mail or sends them to an application.

#### ►►► Note

- You can specify how IJ Scan Utility responds when the scanner buttons are pressed.

-  [Scanner Button Settings via IJ Scan Utility](#)

- The default save folders are as follows.
  - Windows 8.1: **Documents** folder
  - Windows 8: **My Documents** folder
  - Windows 7: **My Documents** folder
  - Windows Vista: **Documents** folder
  - Windows XP: **My Documents** folder

# Scanning and Saving Items as PDF Files (PDF Buttons)

You can save scanned images as PDF files.

1. Place the item on the platen.

■ [Placing Items \(When Scanning from a Computer\)](#)

2. Press  (SCAN START button).



Descriptions of the PDF buttons on the scanner appear.

3. Read the descriptions and click **OK**.

## ▶▶▶ Note


- Select the **Do not show this message again** checkbox to scan items continuously using the buttons on the scanner only.

Scanning starts.


4. Press  (SCAN START button) to add a page or  (FINISH button) to end.

A message appears after the scan.

- **Adding a page:**

Press  (SCAN START button). After the additional page is scanned, the message appears again.

- **Ending:**

Press  (FINISH button) on the scanner.

The scanned images are saved in PDF format.

## Scanning Items and Saving the Scanned Images (AUTO SCAN Button)

You can scan items by automatically detecting the item type and save them to a computer.

1. Place the item on the platen.

■ [Placing Items \(When Scanning from a Computer\)](#)

2. Press the **AUTO SCAN** button.

Scanning starts.

### ▶▶ Note

- Scanned images are saved in the folder set for **Save in** in the **Settings (AUTO SCAN)** dialog box displayed by clicking **Settings....** In the **Settings (AUTO SCAN)** dialog box, you can also make advanced scan settings.

## Scanning and Printing/Copying Items (COPY Button)

You can scan items and print them on a printer.

### ▶▶ Note

- Prepare the printer when printing with the **COPY** button. Refer to the manual of your printer to prepare it.

1. Place the item on the platen.

■ [Placing Items \(When Scanning from a Computer\)](#)

2. Press the **COPY** button.

Scanning starts. The scanned image is printed on a printer.

## Scanning Items and Sending the Scanned Images (SEND Button)

You can attach scanned images to an e-mail, or send the images to compatible applications.

1. Place the item on the platen.

■ [Placing Items \(When Scanning from a Computer\)](#)

2. Press the **SEND** button.

Scanning starts. The scanned image is attached to a new message, or sent to compatible applications.



# Scanner Button Settings

Set to start IJ Scan Utility when a scanner button is pressed.

Additionally, specify the scanner button settings via IJ Scan Utility to scan easily according to use.

## ■ [Scanner Button Settings via IJ Scan Utility](#)

### ▶▶▶ Important

- Log on to an administrator account before making the settings.

#### Windows 8.1 / Windows 8:

1. Click the **Settings** charm > **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
2. Right-click the icon of your scanner, then select **Scan properties**.
3. In the **User Account Control** dialog box, click **Yes**.
4. In **Actions** on the **Events** tab, set IJ Scan Utility as the application to start.  
Set **Canon IJ Scan Utility** for all events in **Select an event**.  
If IJ Scan Utility is already set, click **Cancel** to end.
5. Click **OK**.

#### Windows 7:

1. From the **Start** menu, select **Devices and Printers**.
2. Right-click the icon of your scanner, then select **Scan properties**.
3. In the **User Account Control** dialog box, click **Yes**.
4. In **Actions** on the **Events** tab, set IJ Scan Utility as the application to start.  
Set **Canon IJ Scan Utility** for all events in **Select an event**.  
If IJ Scan Utility is already set, click **Cancel** to end.
5. Click **OK**.

#### Windows Vista:

1. From the **Start** menu, select **Control Panel** > **Hardware and Sound** > **Scanners and Cameras**.

2. Select **CanoScan XXX** (where "XXX" is the model name), then click **Properties**.
3. In the **User Account Control** dialog box, click **Continue**.
4. In the **CanoScan XXX Properties** dialog box (where "XXX" is the model name), select the **Events** tab.
5. In **Actions** on the **Events** tab, set IJ Scan Utility as the application to start.  
Set **Canon IJ Scan Utility** for all events in **Select an event**.  
If IJ Scan Utility is already set, click **Cancel** to end.
6. Click **OK**.

### **Windows XP:**

1. From the **Start** menu, select **Control Panel > Printers and Other Hardware**.
2. In the resulting screen, click **Scanners and Cameras**.
3. Right-click **CanoScan XXX** (where "XXX" is the model name), then click **Properties**.
4. In **Actions** on the **Events** tab, set IJ Scan Utility as the application to start.  
Set **Canon IJ Scan Utility** for all events in **Select an event**.  
If IJ Scan Utility is already set, click **Cancel** to end.
5. Click **OK**.

# Scanner Button Settings via IJ Scan Utility

IJ Scan Utility allows you to specify how to respond when scanning using the scanner buttons.

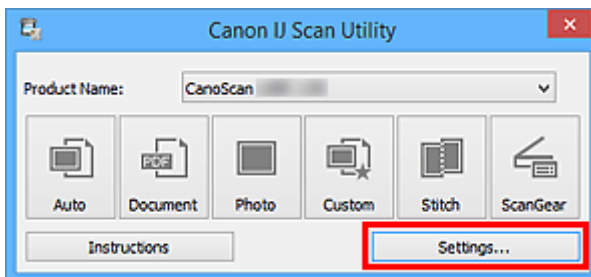
## ▶▶▶ Note

- The screens for specifying the **AUTO SCAN** button responses are used as examples in the following descriptions.

1. Start IJ Scan Utility.

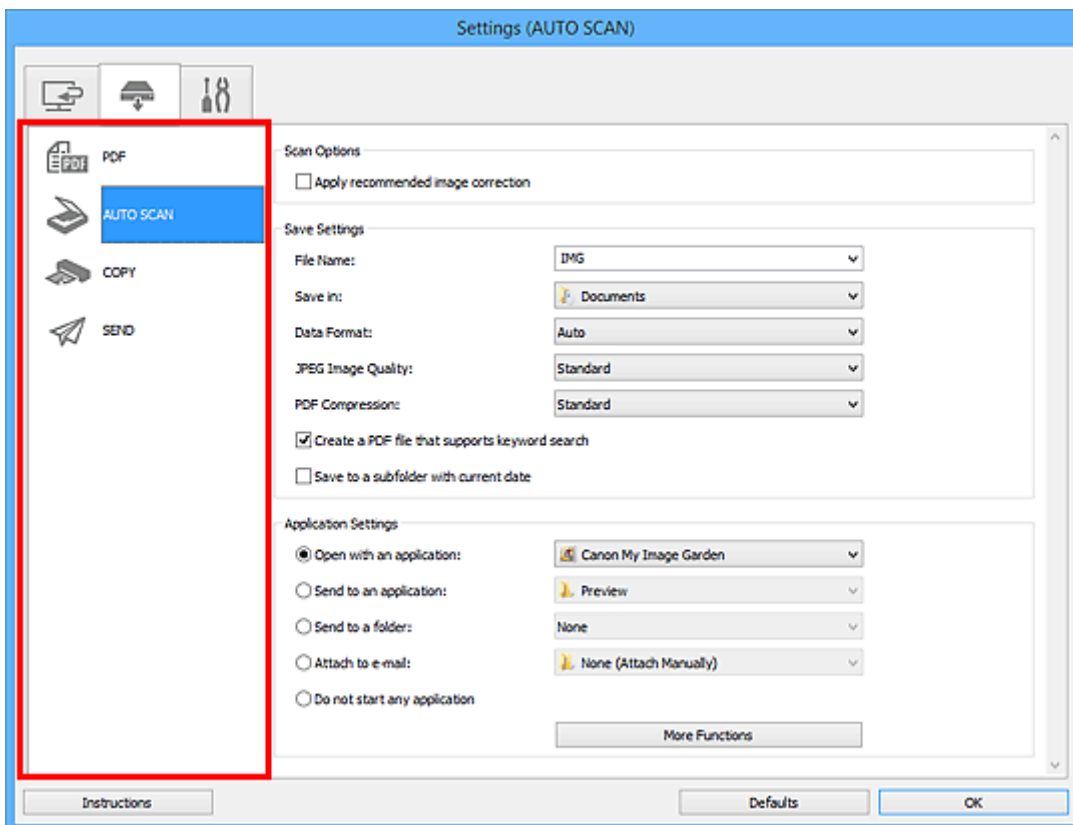
■ [Starting IJ Scan Utility](#)

2. Click **Settings...**



The Settings dialog box appears.

3. Select the  (Scanning Using the Scanner Buttons) tab.

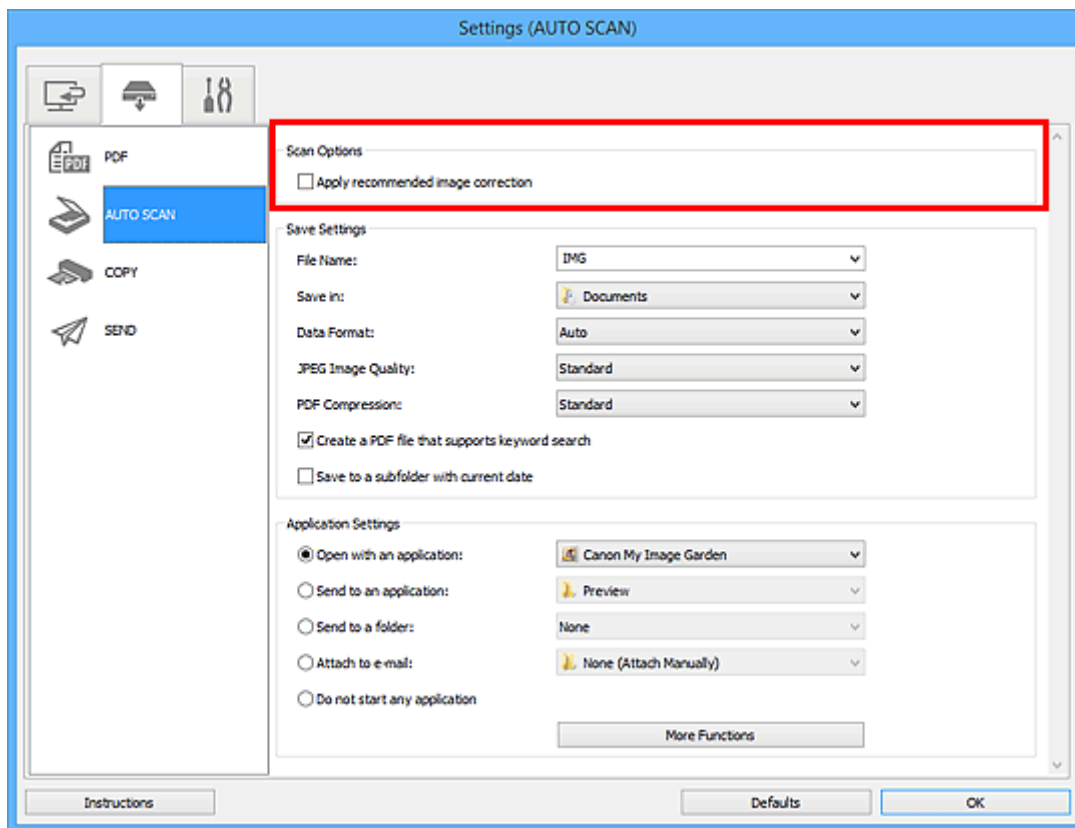


## ▶▶▶ Note

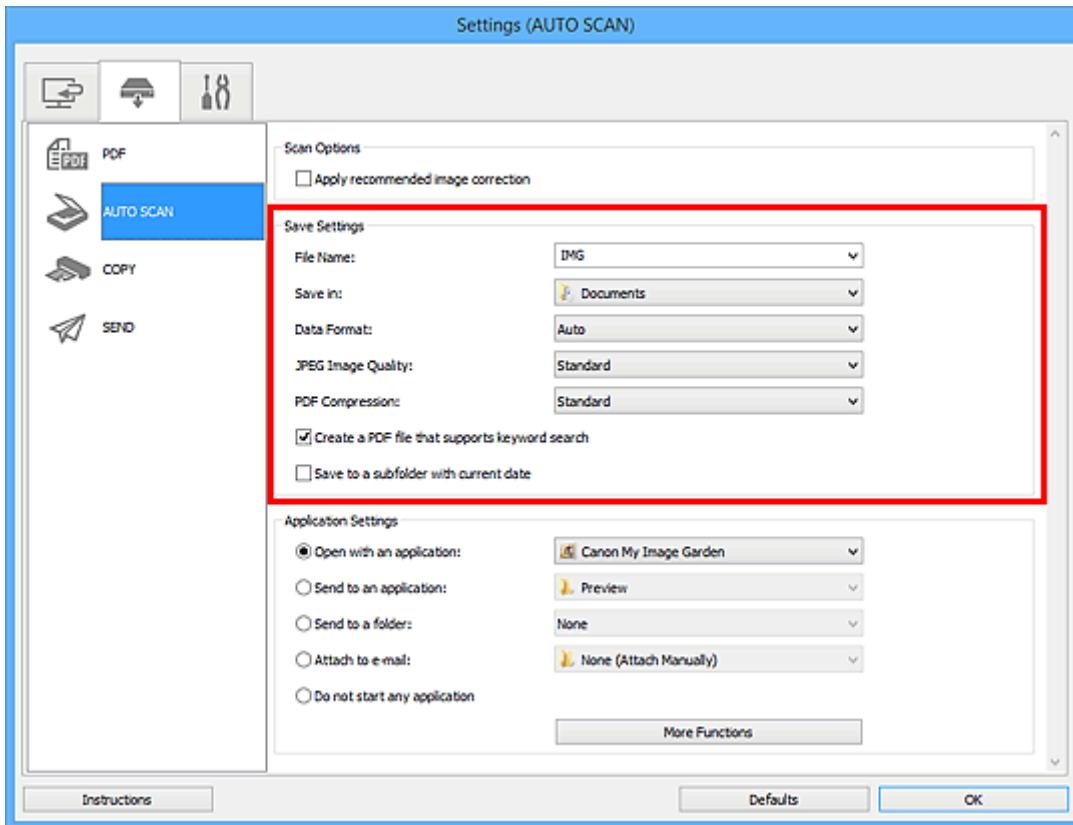
- Refer to the following for details.

- [Settings \(AUTO SCAN\) Dialog Box](#)
- [Settings \(PDF\) Dialog Box](#)
- [Settings \(COPY\) Dialog Box](#)
- [Settings \(SEND\) Dialog Box](#)

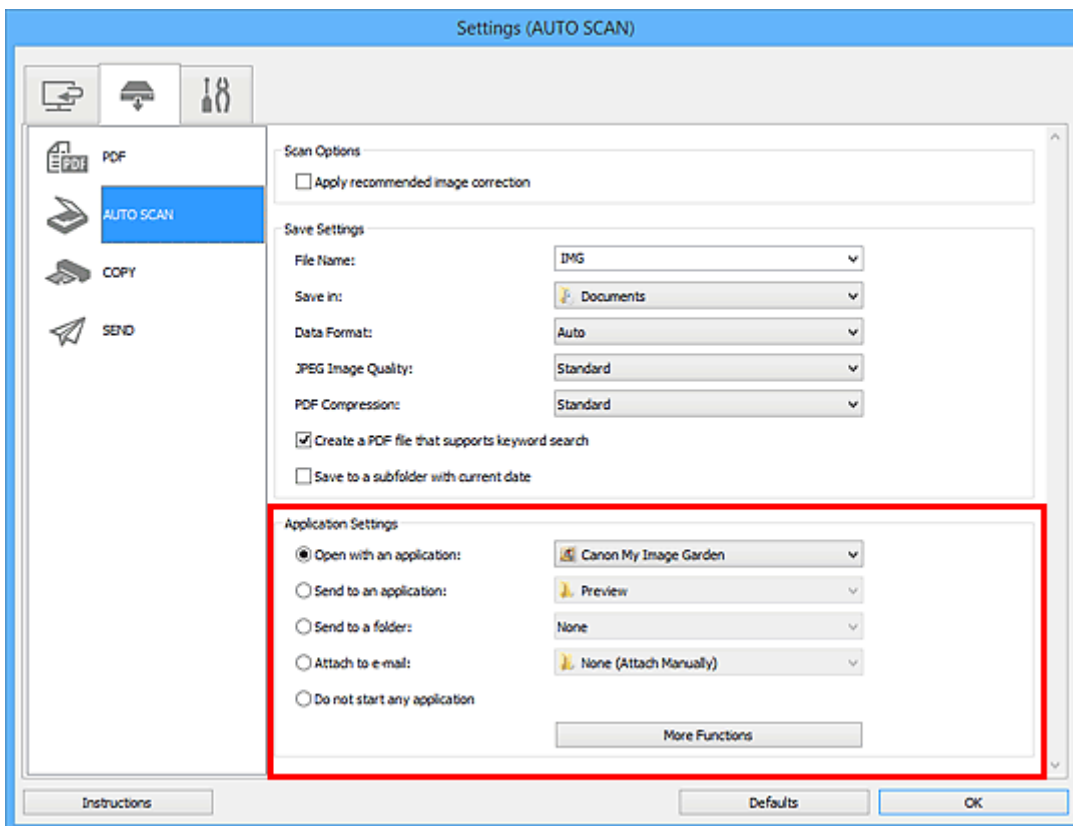
#### 4. Set **Scan Options**.



#### 5. Specify the file name and other settings in **Save Settings**.



6. Select the application you want to start after scanning in **Application Settings**.



7. Click **OK**.

The responses will be executed according to the specified settings when you start scanning using the scanner buttons.

# Troubleshooting

## Search Each Function

- ▶ [Problems with Scanning](#)
- ▶ [Problems with Installation/Downloading](#)

## **Problems with Scanning**

- ▶ **Problems with Scanning**
- ▶ **Scan Results Not Satisfactory**
- ▶ **Software Problems**

## **Problems with Scanning**

- ▶ **Error Message "Release the lock switch..." Is Displayed**
- ▶ **Scanner Does Not Work**
- ▶ **ScanGear (Scanner Driver) Does Not Start**
- ▶ **Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear**
- ▶ **Scanner Buttons Do Not Work**
- ▶ **"Select the program to launch for this action" Is Displayed When a Scanner Button Is Pressed**
- ▶ **When a Scanner Button Is Pressed, an Unexpected Application Starts**
- ▶ **Cannot Scan Multiple Items at One Time**
- ▶ **Cannot Scan Properly with Auto Scan**
- ▶ **Slow Scanning Speed**
- ▶ **"There is not enough memory." Message Is Displayed**
- ▶ **Computer Stops Operating during Scanning**
- ▶ **Scanner Does Not Work after Upgrading Windows**
- ▶ **Scanned Image Does Not Open**
- ▶ **Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Scanner Buttons**



## Error Message "Release the lock switch..." Is Displayed

**Check** The scanner may be locked.

Exit the application, then unlock the scanner, and then reconnect the USB cable.

Refer to the printed manual: *Getting Started* for how to unlock the scanner.

## Scanner Does Not Work

**Check 1** Connect the USB cable to a different USB port on the computer.

**Check 2** If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

**Check 3** Restart the computer.

## ScanGear (Scanner Driver) Does Not Start

**Check 1** Make sure that ScanGear (scanner driver) is installed.

If not installed, install ScanGear from the Setup CD-ROM or the web page.

**Check 2** Select your scanner on the application's menu.

### ▶▶▶ Important

- If your scanner name is displayed multiple times, select the one that does not include WIA.

### ▶▶▶ Note

- The operation may differ depending on the application.
- Use the WIA driver when scanning from a WIA-compliant application.

■ [Scanning with WIA Driver](#)

**Check 3** Make sure that the application supports TWAIN.

You cannot start ScanGear from applications not supporting TWAIN.

**Check 4** Scan and save images with IJ Scan Utility and open the files in your application.

## Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear


**Check 1** Connect the USB cable to a different USB port on the computer.

**Check 2** If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

**Check 3** Make sure that ScanGear (scanner driver) is installed.

If not installed, install ScanGear from the Setup CD-ROM or the web page.

**Check 4** Your scanner may be locked.

Close the running software program. Slide the scanner lock switch to the release position (  ), then reconnect the USB cable.

**Check 5** Select your scanner on the application's menu.

### **Note**

- The operation may differ depending on the application.

**Check 6** Make sure that the application supports TWAIN.

You cannot start ScanGear from applications not supporting TWAIN.

**Check 7** Exit ScanGear if it is running on another application.

## Scanner Buttons Do Not Work

**Check 1** Reinstall the required applications from the Setup CD-ROM or the web page.

**Check 2** To use the **COPY** button, install the printer driver for your printer.

**Check 3** To use the **COPY** button, check that your printer operates properly.

**Check 4** To use the **SEND** button, install a compatible application or e-mail client.

If the e-mail client does not operate properly, check that the e-mail client's MAPI is enabled. Refer to the e-mail client's manual for how to set MAPI.

**Check 5** The IJ Scan Utility screen may be hidden behind other windows.

Click **Canon IJ Scan Utility** on the taskbar to bring the IJ Scan Utility screen to the front.

**Check 6** Applications may not be assigned to the scanner buttons.

■ [Scanner Button Settings](#)

## "Select the program to launch for this action" Is Displayed When a Scanner Button Is Pressed


**Check 1** If IJ Scan Utility is not installed, install ScanGear (scanner driver) from the Setup CD-ROM or the web page.

**Check 2** Set to start IJ Scan Utility when a scanner button is pressed.

■ [Scanner Button Settings](#)

# When a Scanner Button Is Pressed, an Unexpected Application Starts

**Check** Change the IJ Scan Utility settings.

Applications that correspond with the scanner buttons are managed by IJ Scan Utility. To change the assigned applications, click **Settings...** in the IJ Scan Utility main screen and change **Application Settings** on the (Scanning Using the Scanner Buttons) tab of the Settings dialog box. Refer to the following pages for details. 

- [Settings \(AUTO SCAN\) Dialog Box](#)
- [Settings \(PDF\) Dialog Box](#)
- [Settings \(COPY\) Dialog Box](#)
- [Settings \(SEND\) Dialog Box](#)

## Cannot Scan Multiple Items at One Time

**Check 1** Make sure that the items are placed correctly.

■ [Placing Items \(When Scanning from a Computer\)](#)

**Check 2** Check if you can properly scan one item.

Some applications do not support multiple image scanning. In that case, scan each item individually.



## Cannot Scan Properly with Auto Scan

**Check 1** Make sure that the items are placed correctly.

■ [Placing Items \(When Scanning from a Computer\)](#)

**Check 2** Multiple items scanning may not be supported.

Some applications do not support multiple image scanning. In that case, scan each item individually.

## Slow Scanning Speed

**Check 1** To view the image on a monitor, set the output resolution to around 150 dpi. To print, set it to around 300 dpi.

■ [Resolution](#)

**Check 2** Set **Fading Correction**, **Grain Correction**, etc. to **None**.

Refer to "Image Settings" for your model from Home of the *Online Manual* for details.

**Check 3** In IJ Scan Utility, deselect the **Correct slanted text document / Detect the orientation of text document and rotate image** checkbox and scan again.

■ [Settings \(Document Scan\) Dialog Box](#)

■ [Settings \(Custom Scan\) Dialog Box](#)

■ [Settings \(PDF\) Dialog Box](#)

■ [Settings \(SEND\) Dialog Box](#)

## "There is not enough memory." Message Is Displayed

Check 1 Exit other applications and try again.

Check 2 Reduce the resolution or output size and scan again.

■ [Resolution](#)

## Computer Stops Operating during Scanning

**Check 1** Restart the computer, reduce the output resolution in ScanGear (scanner driver) and scan again.

Refer to "Output Settings" for your model from Home of the *Online Manual* for details.

**Check 2** Delete unnecessary files to obtain sufficient free hard disk space, then scan again.

Error message may appear if there is not enough hard disk space to scan and save, when the image size is too large (such as when scanning a large item at high resolution).

**Check 3** In **Folder to Save Temporary Files** of IJ Scan Utility, specify a folder on a drive with sufficient free space.

■ [Settings \(General Settings\) Dialog Box](#)

**Check 4** Multiple devices may be connected to USB ports.

Disconnect devices other than your scanner.

# Scanner Does Not Work after Upgrading Windows

**Check** Disconnect the USB cable, then uninstall (delete) and reinstall ScanGear (scanner driver) and IJ Scan Utility.

## Step 1: Uninstall ScanGear.

Refer to "Deleting the Unnecessary ScanGear (Scanner Driver)" for your model from Home of the *Online Manual* for how to delete ScanGear.

## Step 2: Uninstall IJ Scan Utility.

### • Windows 8.1 / Windows 8:

1. Click the **Settings** charm > **Control Panel** > **Programs** > **Programs and Features**.
2. Double-click **Canon IJ Scan Utility**.
3. When a confirmation appears, click **Yes**.
4. When uninstallation is complete, click **OK**.

IJ Scan Utility is deleted.

### ▶▶▶ Note

- In Windows 8.1 and Windows 8, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.  
This dialog box appears when administrative rights are required to perform a task.  
If you are logged on to an administrator account, follow the on-screen instructions.

### • Windows 7 / Windows Vista:

1. From the **Start** menu, select **Control Panel** > **Programs** > **Programs and Features**.
2. Double-click **Canon IJ Scan Utility**.
3. When a confirmation appears, click **Yes**.
4. When uninstallation is complete, click **OK**.

IJ Scan Utility is deleted.

### ▶▶▶ Note

- In Windows 7 and Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.  
This dialog box appears when administrative rights are required to perform a task.  
If you are logged on to an administrator account, follow the on-screen instructions.

### • Windows XP:

1. From the **Start** menu, select **Control Panel** > **Add or Remove Programs**.
2. Select **Canon IJ Scan Utility**, then click **Change/Remove**.
3. When a confirmation appears, click **Yes**.
4. When uninstallation is complete, click **OK**.

IJ Scan Utility is deleted.

## Step 3: Reinstall ScanGear and IJ Scan Utility.

Reinstall ScanGear and IJ Scan Utility from the Setup CD-ROM or the web page.

## Scanned Image Does Not Open

**Check** If the data format is not supported by the application, scan the image again and select a popular data format such as JPEG when saving it.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

## Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Scanner Buttons

**Check 1** Make sure that the items are placed correctly.

■ [Placing Items \(When Scanning from a Computer\)](#)

**Check 2** Check that the settings match the item to be scanned.

If you cannot scan properly using the **AUTO SCAN** button, specify the item type in IJ Scan Utility and scan again.

■ [Scanning Photos](#)

■ [Scanning Documents](#)

■ [Scanning with Favorite Settings](#)

## **Scan Results Not Satisfactory**

- **Scan Quality (Image Displayed on the Monitor) Is Poor**
- **Scanned Image Is Surrounded by Extra White Areas**
- **Cannot Scan at the Correct Size**
- **Item Is Placed Correctly, but the Scanned Image Is Slanted**
- **Scanned Image Is Enlarged (Reduced) on the Computer Monitor**



# Scan Quality (Image Displayed on the Monitor) Is Poor

**Check 1** Increase the scanning resolution if the image is jagged.

■ [Resolution](#)

**Check 2** Set the display size to 100 %.

Some applications do not display images clearly if the display size is too small.

**Check 3** Update the calibration data.

Perform calibration by scanning after setting **Execute at Every Scan** in **Calibration Settings** to **ON** on the **Scanner** tab in the **Preferences** dialog box of ScanGear (scanner driver). Calibration may take time depending on your computer.

Refer to "Scanner Tab" for your model from Home of the *Online Manual* for details.

**Check 4** If moire (stripe pattern) appears, take the following measures and scan again.

- Set one of the following settings in the **Settings (Document Scan)** dialog box, **Settings (Custom Scan)** dialog box, **Settings (Scan and Stitch)** dialog box, **Settings (COPY)** dialog box or **Settings (SEND)** dialog box of IJ Scan Utility, then scan from the IJ Scan Utility main screen.
  - Set **Select Source** to **Magazine** and set **Color Mode** to **Color**
  - Select the **Reduce moire** checkbox in **Image Processing Settings**

■ [Settings \(Document Scan\) Dialog Box](#)

■ [Settings \(Custom Scan\) Dialog Box](#)

■ [Settings \(Scan and Stitch\) Dialog Box](#)

■ [Settings \(COPY\) Dialog Box](#)

■ [Settings \(SEND\) Dialog Box](#)

- On the **Basic Mode** tab of ScanGear (scanner driver), select **Magazine (Color)** in **Select Source**.

Refer to "Basic Mode Tab" for your model from Home of the *Online Manual* for details.

- On the **Advanced Mode** tab of ScanGear, set **Descreen** in **Image Settings** to **ON**.

Refer to "Image Settings" for your model from Home of the *Online Manual* for details.

## ▶▶▶ Note

- If moire appears when you scan a digital print photo, take the above measures and scan again.

**Check 5** Check the monitor's color depth.

Refer to Help of Windows or the monitor's manual for details on how to check the monitor's color depth.

**Check 6** Clean the platen and document cover.

Clean the platen and document cover of the scanner, while taking care not to press the platen heavily.

■ [Maintenance](#)

**Check 7** If the document is in poor condition (dirty, faded, etc.), then set **Reduce Dust and Scratches**, **Fading Correction**, **Grain Correction**, etc. in **Image Settings** on the **Advanced Mode** tab of ScanGear.

Refer to "Image Settings" for your model from Home of the *Online Manual* for details.

**Check 8** If the color tone of images is different from the original document, take the following measures and scan again.


- On the **Advanced Mode** tab of ScanGear, set **Image Adjustment** in **Image Settings** to **None**.  
Refer to "Image Settings" for your model from Home of the *Online Manual* for details.
- On the **Color Settings** tab in the **Preferences** dialog box of ScanGear, set **Color Matching**.  
Refer to "Color Settings Tab" for your model from Home of the *Online Manual* for details.

**Check 9** Cover your scanner with black cloth if white spots, streaks, or colored patterns appear in scan results due to interference from ambient light.

## Scanned Image Is Surrounded by Extra White Areas

**Check** Specify the scan area.



Click  (Auto Crop) in whole image view of ScanGear (scanner driver) to automatically display the cropping frame (scan area) according to the item size.

You can also manually specify the scan area in thumbnail view or when there are white margins along the item (for example, in photos), or when you want to create custom cropping frames.

■ [Adjusting Cropping Frames in the Image Stitch Window](#)

### **▶▶▶ Note**

- Refer to "Adjusting Cropping Frames (ScanGear)" for your model from Home of the *Online Manual* for how to adjust cropping frames with ScanGear (scanner driver).

## Cannot Scan at the Correct Size

**Check** Make sure that the items are placed correctly.

■ [Placing Items \(When Scanning from a Computer\)](#)

## Item Is Placed Correctly, but the Scanned Image Is Slanted

**Check** When **Document** or **Magazine** is selected for **Select Source**, deselect the **Correct slanted text document** checkbox and scan the item again.

■ [Settings \(Document Scan\) Dialog Box](#)

■ [Settings \(Custom Scan\) Dialog Box](#)

■ [Settings \(PDF\) Dialog Box](#)

■ [Settings \(SEND\) Dialog Box](#)

## Scanned Image Is Enlarged (Reduced) on the Computer Monitor

**Check 1** Change the display setting in the application.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

### ▶▶▶ **Note**

- You cannot reduce the image size in Paint. To reduce the display size, open the images in an application.

**Check 2** Change the resolution setting in ScanGear (scanner driver) and scan again.

The higher the resolution, the larger the resulting image will be.

■ [Resolution](#)

## Software Problems

- ▶ **The E-mail Client You Want to Use Does Not Appear in the Screen for Selecting an E-mail Client**

## The E-mail Client You Want to Use Does Not Appear in the Screen for Selecting an E-mail Client

**Check** Check that the e-mail client's MAPI is enabled.

Refer to the e-mail client's manual for how to set MAPI.

If the problem is not solved even when MAPI is enabled, select **None (Attach Manually)** in the screen for selecting an e-mail client, then manually attach the image to the outgoing e-mail.



## **Problems with Installation/Downloading**

- **Cannot Install the MP Drivers**
- **The Found New Hardware Screen Appears When the Scanner Is Connected to a Computer**
- **Installation Is Unsuccessful (Insufficient Free Hard Disk Space)**
- **Installation Is Unsuccessful (Insufficient Memory)**
- **About Inkjet Printer/Scanner/Fax Extended Survey Program**

## Cannot Install ScanGear (Scanner Driver)

### If the installation does not start even after the Setup CD-ROM is inserted into your computer's disc drive:

Start the installation following the procedure below.

1. Follow the procedures as shown below.

- In Windows 8.1 or Windows 8, select the **Explorer** icon in taskbar on Desktop, then select **Computer** from the list on the left.
- In Windows 7 or Windows Vista, click **Start** then **Computer**.
- In Windows XP, click **Start** then **My Computer**.

2. Double-click the  **CD-ROM** icon on the displayed window.

If the contents of the CD-ROM are displayed, double-click **MSETUP4.EXE**.

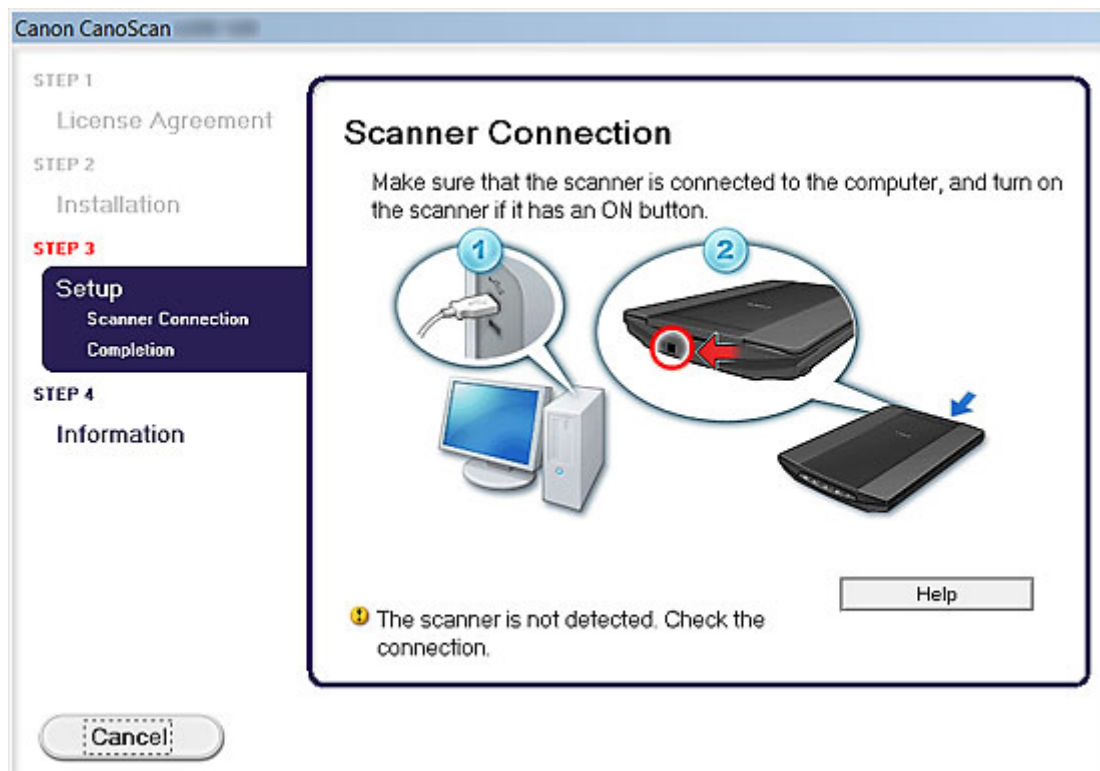
If you cannot install ScanGear (scanner driver) from the Setup CD-ROM, download and install the MP Drivers from the web page.

#### ➤➤➤ Note

- If the CD-ROM icon is not displayed, try the following:
  - Remove the CD-ROM from your computer, then insert it again.
  - Restart your computer.

If the icon is not yet displayed, try different discs and see if they are displayed. If other discs are displayed, there is a problem with the Setup CD-ROM. In this case, contact the service center.

### If you are unable to proceed beyond the Scanner Connection:



## ▶▶▶ Note

- **The scanner is not detected. Check the connection.** may be displayed depending on the computer you use.

**Check 1** Make sure that the USB cable is securely connected to the machine and the computer.

**Check 2** Disconnect the USB cable from the machine and the computer, then connect it again.

**Check 3** If you cannot resolve the problem, follow the procedure below to reinstall ScanGear.

1. Click **Cancel**.
2. Click **Start Over** on the **Installation Failure** screen.
3. Click **Exit** on the "CanoScan XXX" screen (where "XXX" is the model name), then remove the Setup CD-ROM.
4. Disconnect the USB cable from the machine and the computer.
5. Restart your computer.
6. Make sure that you have no application running.
7. Insert the Setup CD-ROM again, then install ScanGear.

## In other cases:

Reinstall ScanGear.

If ScanGear was not installed correctly, uninstall the **CanoScan XXX Scanner Driver** (where "XXX" is the model name), restart your computer, and then reinstall ScanGear. To uninstall the **CanoScan XXX Scanner Driver**, start the uninstaller from **Control Panel**.

When reinstalling ScanGear, install it from the Setup CD-ROM or MP Drivers from the web page.

## ▶▶▶ Note

- If the installer was forced to be terminated due to a Windows error, the system may be in an unstable condition and you may not be able to install ScanGear. Restart your computer before reinstalling.

## The Found New Hardware Screen Appears When the Scanner Is Connected to a Computer

**Check** The scanner may have been connected before installing the applications from the Setup CD-ROM or the web page.

Disconnect the USB cable from the computer, then click **Cancel** in the **Found New Hardware** (Windows XP: **Found New Hardware Wizard**) screen to close it. Then install the applications from the Setup CD-ROM or the web page.

## Installation Is Unsuccessful (Insufficient Free Hard Disk Space)

**Check** Delete unnecessary files to obtain sufficient free hard disk space, then try again.

- From the **Start** menu, select **All Programs > Accessories > System Tools > Disk Cleanup** to delete unnecessary files in the hard disk drive (C:).
- Select unnecessary file(s), then right-click and click **Delete**. Right-click **Recycle Bin**, then click **Empty Recycle Bin**.
- From the **Start** menu, select **Control Panel > Uninstall a program** (Windows XP: **Add or Remove Programs**), then delete unnecessary files.

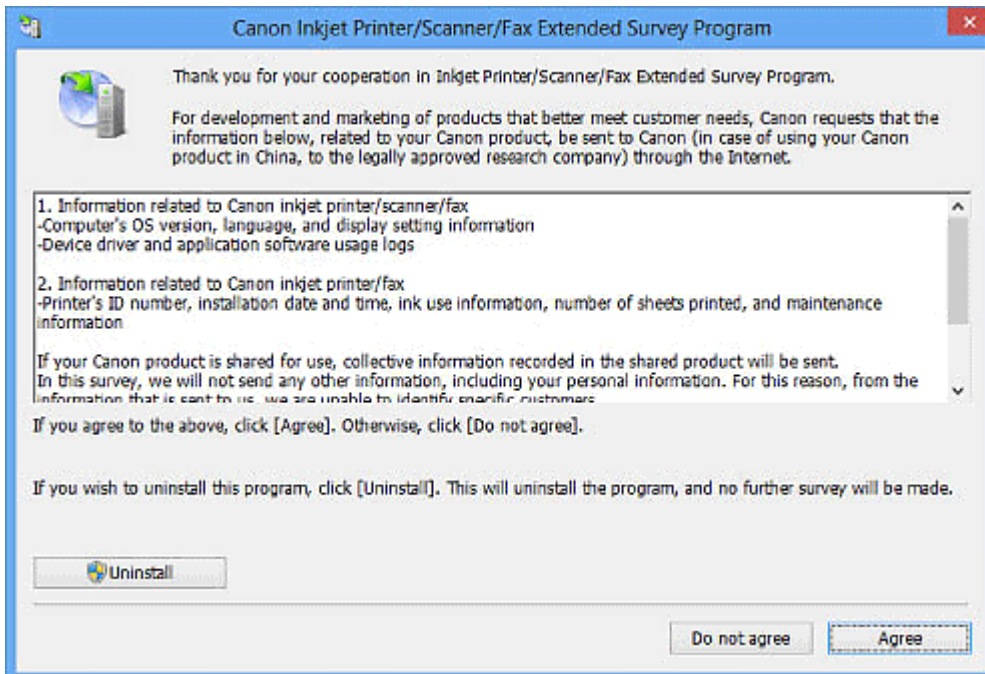
## Installation Is Unsuccessful (Insufficient Memory)

**Check** Exit other applications or restart the computer and try again.

# About Inkjet Printer/Scanner/Fax Extended Survey Program

If you installed the Inkjet Printer/Scanner/Fax Extended Survey Program upon installing software from the Setup CD-ROM or the web page, a confirmation screen for sending the usage status of the scanner and applications appears every month for approximately 10 years.

Read the descriptions in the displayed screen and select one of the options below.



## If you agree:

Click **Agree** and follow the on-screen instructions. Information will be sent via the Internet. Once the operation is completed, from the next time, information will be sent automatically without displaying the confirmation screen.

## ►► Note

- An Internet security warning screen may appear when sending information. In that case, make sure that the program name is "IJPLMUI.exe" and allow to continue.
- Deselect the **Send automatically from the next time** checkbox to open a confirmation screen before sending the usage status from the next time too. Refer to "[Changing the setting](#)" to set to send information automatically.

## If you do not agree:

Click **Do not agree**. The confirmation screen closes. The usage status will not be sent this time.

After one month, the confirmation screen for sending the usage status opens again.

## To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:

To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program, click **Uninstall** and follow the on-screen instructions.

## Changing the setting:

### Windows 8.1/Windows 8:

1. Click the **Settings** charm > **Control Panel** > **Programs** > **Programs and Features**.
2. Double-click the **Canon Inkjet Printer/Scanner/Fax Extended Survey Program**.
3. When a confirmation appears, click **Yes**.
4. When uninstallation is complete, click **OK**.

Inkjet Printer/Scanner/Fax Extended Survey Program is deleted.

#### ▶▶▶ Note

- In Windows 8.1 and Windows 8, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.  
This dialog box appears when administrative rights are required to perform a task.  
If you are logged on to an administrator account, follow the on-screen instructions.

### Windows 7/Windows Vista/Windows XP:

1. From the **Start** menu, select **Control Panel** > **Uninstall a program** (Windows XP: **Add or Remove Programs**).

#### ▶▶▶ Note

- In Windows 7 and Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.  
This dialog box appears when administrative rights are required to perform a task.  
If you are logged on to an administrator account, follow the on-screen instructions.

2. Select **Canon Inkjet Printer/Scanner/Fax Extended Survey Program**.
3. Select **Change**.

Follow the on-screen instructions and select **Yes** to open a confirmation screen before sending the usage status from the next time.

Select **No** to send the usage status automatically.

#### ▶▶▶ Note

- Select **Uninstall** (Windows XP: **Remove**) to delete the Inkjet Printer/Scanner/Fax Extended Survey Program. Follow the on-screen instructions to complete.