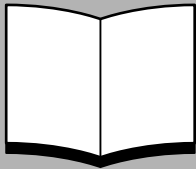# Guide to the Manuals

Open the Package

⬇

Quick Start Guide (this guide)

This guide describes a series of processes, from opening the package to using the scanner.
READ THIS GUIDE FIRST!

⬇

Scanning Guide (HTML format manual)

Refer to this guide when you have finished setting up the scanner according to the procedures in the Quick Start Guide. It describes how to utilize the scanner with the bundled software, and how to solve problems when they occur. You can install this manual onto the hard disk together with the software programs. When you install it, the Scanning Guide icon will appear on the desktop. Double-click the icon to view it with a browser program, such as Internet Explorer.

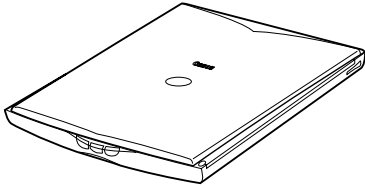**HTML**

⬇

User's Guides for Application Programs (PDF format manuals)

• ArcSoft PhotoStudio
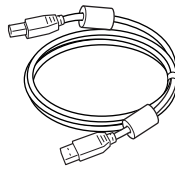• ArcSoft PhotoBase
• OmniPage SE

Select the "View the Electronic Manuals" menu on the CanoScan Setup Utility CD-ROM. To read these manuals, Adobe Acrobat Reader should be installed on your computer.
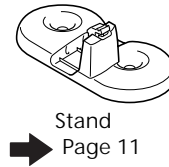
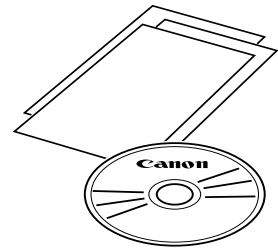**PDF**

Check the Package Contents

Scanner and Accessories

Scanner

USB Interface Cable

Documents and Software Programs

- Quick Start Guide (this guide)
- Additional documents
- CanoScan Setup Utility CD-ROM

ScanGear CS (25 MB / 5 MB) - Scanner Driver

It allows you to scan and load images from the scanner.

CanoScan Toolbox (5 MB / 3 MB) - Scanning Utility Program

It enables you to scan images and copy (print), attach images to e-mail messages or save images with simple steps. It also works with the scanner buttons.

ArcSoft PhotoStudio (30 MB / 19 MB) - Image Editing Program

It allows you to load images from the scanner, edit and retouch them, and apply special effects and enhancements.

ArcSoft PhotoBase (75 MB / 5 MB) - Photo Album Program

It allows you to create and edit image albums, perform image searches and create slide shows.

ScanSoft OmniPage SE (65 MB / 48 MB) - OCR (Optical Character Recognition) Program

It converts characters scanned from a book, magazine or newspaper into text data for editing or digital transmission.

Adobe Acrobat Reader (24 MB / 24 MB) - Electronic Manual Viewer Program (PDF manual)

Electronic manuals for the above software programs (HTML (5 MB) and PDF manuals)

- The two figures in the brackets above indicate the respective sizes of the Windows/ Macintosh versions of the software.
- Approximately 229 MB (for Windows) / 109 MB (for Macintosh) of hard disk space on your computer is required to install all the programs. Additional free hard disk space is required to operate the programs.

Install the Software (Windows)

> • With Windows XP/2000, you should log on with an administrator user name when you install or uninstall software programs.

1 Turn the computer on.

> If the "Found New Hardware Wizard" or "Add New Hardware Wizard" appears, click [Cancel].

2 Place the CanoScan Setup Utility CD-ROM in the drive.
The CanoScan Setup Utility main menu will display.

3 Click [Install the Software].
Read the SOFTWARE USER LICENSE AGREEMENT. Click [Yes] if you accept the terms.
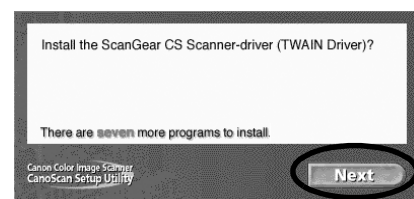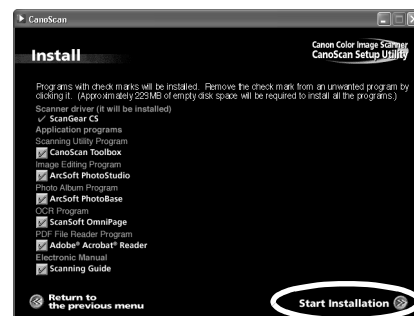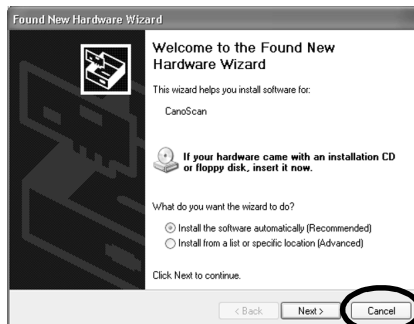
The [Install] window will display.

4 Click [Start Installation].
You will install six software programs and the Scanning Guide (HTML format manual).

5 The installation procedure will start.
Follow the on-screen message prompts and click [Yes] or [Next] to continue the installation.

6 When the installation is complete, click [Yes].
The computer will restart.

7 After Windows restarts, remove the CD-ROM from the drive and store it in a safe place.
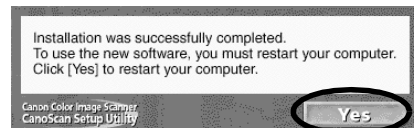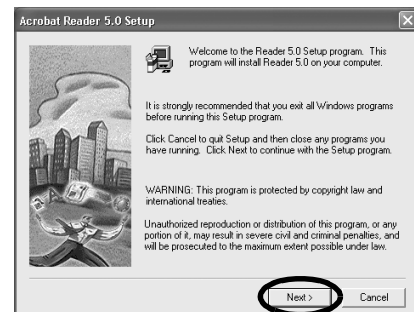
Install the Software (Macintosh)

1 Turn the computer on.

> If the "...Would you like to look for the software on the Internet?" appears, click [Cancel].

2 Place the CanoScan Setup Utility CD-ROM in the drive.
The CanoScan Setup Utility main menu will display.

> If no window displays, double-click the CD-ROM icon, then the Setup icon.

3 Click [Install the Software].
Read the SOFTWARE USER LICENSE AGREEMENT. Click [Yes] if you accept the terms.

The [Install] window will display.

4 Click [Start Installation].
You will install six software programs and the Scanning Guide (HTML format manual).

5 The installation procedure will start.
Follow the on-screen message prompts and click [Yes], [Next] or [Install] to continue the installation.

6 When the installation is complete, click [Yes].
The computer will restart.

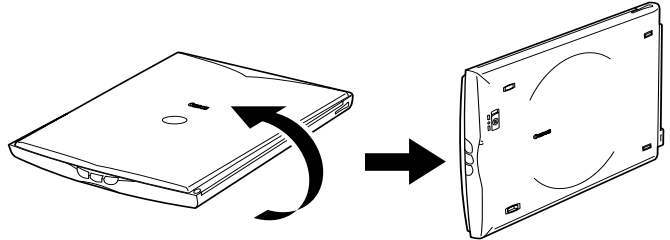**7** After restarting, remove the CD-ROM from the drive and store it in a safe place.
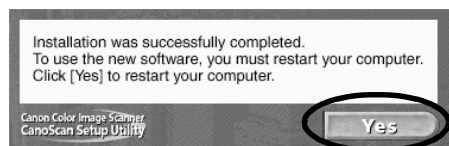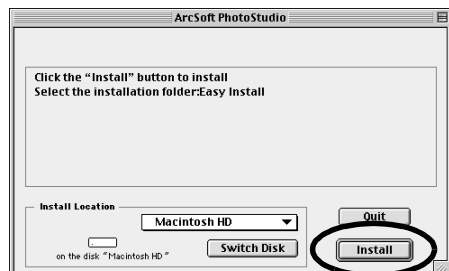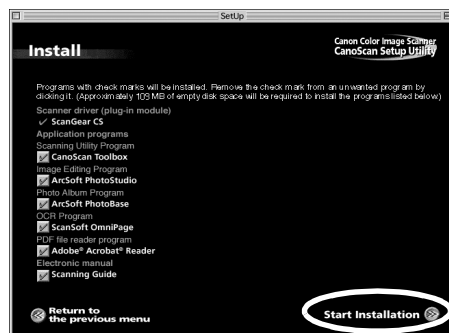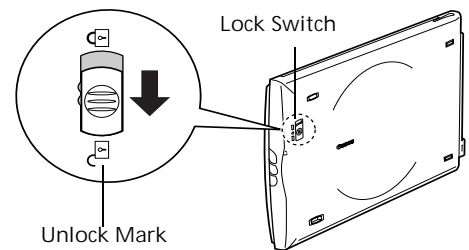
Unlock the Scanning Unit

> • Unlock the Scanning Unit before connecting the scanner to the computer. If it is left locked, a malfunction or other problem may occur.

1 Peel the caution seal on the front of the scanner.

2 Gently turn the scanner over.

3 Push the lock switch toward the unlock mark ($\bigcap_{\mathbb{1}}$).

Lock Switch

Unlock Mark

4 Return the scanner to a horizontal position.

> • When transporting the scanner, always lock the scanning unit by pushing the lock switch toward the lock mark ($\mathbf{\hat{a}}$).
> • Carrying or transporting the scanner without locking the scanning unit may damage it. Be particularly careful to lock the scanning unit when transporting the scanner in a vehicle.
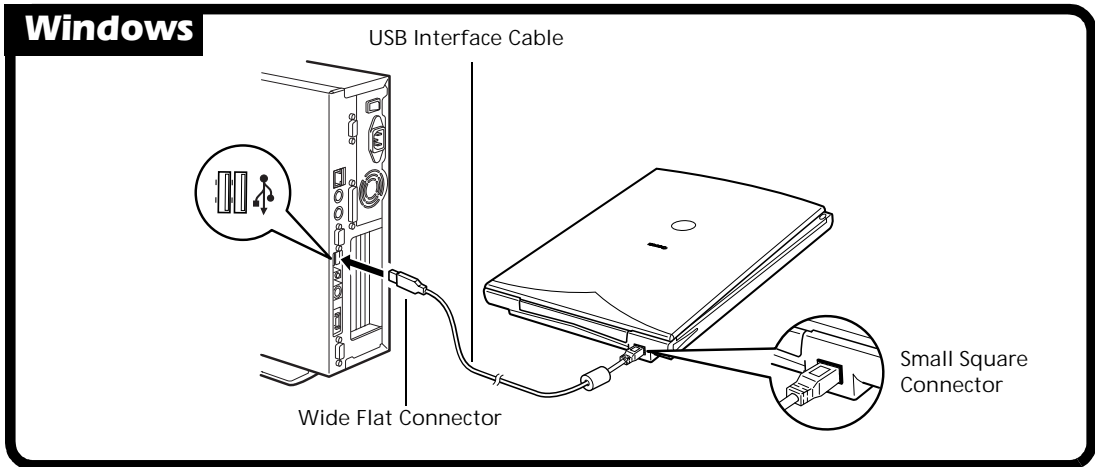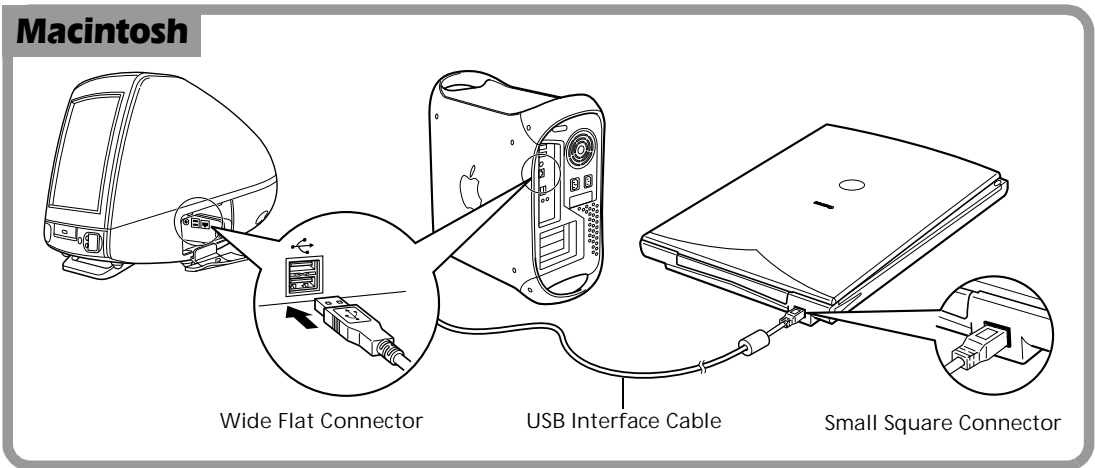
Connect the Scanner

⏺ • Confirm that the Scanning Unit is unlocked. (P.5)

1 Peel the caution seal on the back of the scanner.

**2** Connect the scanner to the computer with the supplied USB interface cable.

Windows

USB Interface Cable

Small Square Connector

Wide Flat Connector

Macintosh

Wide Flat Connector   USB Interface Cable   Small Square Connector

⏺ • Only use the USB interface cable provided with the scanner. Use of other cables may lead to a malfunction.
• The scanner does not have a power switch. The power is activated as soon as the computer is turned on.
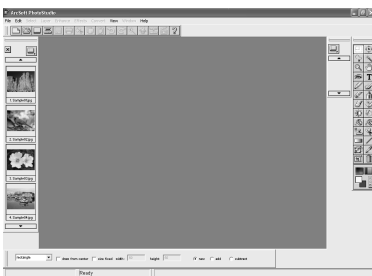
Try Scanning

The following steps explain how to scan with ArcSoft PhotoStudio.

1 Place a photo or a picture on the glass by aligning its top edge with the alignment mark, and close the document cover.
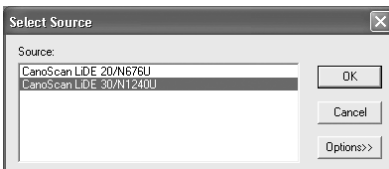

Bottom

Top

Alignment Mark
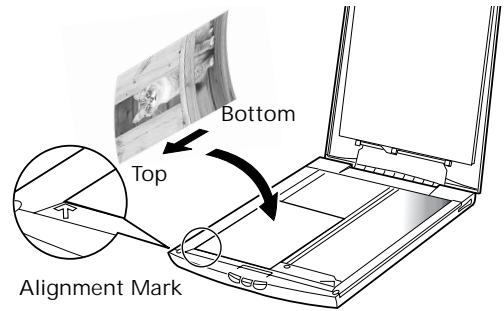
Windows

2 Select [Start], [Programs] or [All Programs], [ArcSoft PhotoStudio] and [PhotoStudio 5].
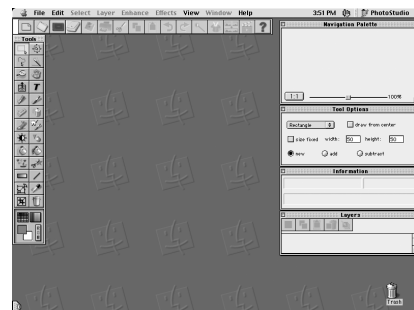

PhotoStudio will start.

3 Select this scanner.
a.Click the [File] menu and select [Select Source].
b.Highlight the scanner name and click [OK].

This step is required only for the first time.

Macintosh

2 Double-click the [Applications (Mac OS 9)] folder and [PhotoStudio] folders and the [PhotoStudio] icon.

Applications (Mac OS 9)   PhotoStudio   PhotoStudio

PhotoStudio will start.

3 Select this scanner.
a. Click the [File] menu and select [Select Source].
b. Highlight the driver name and click [OK].

This step is required only for the first time.
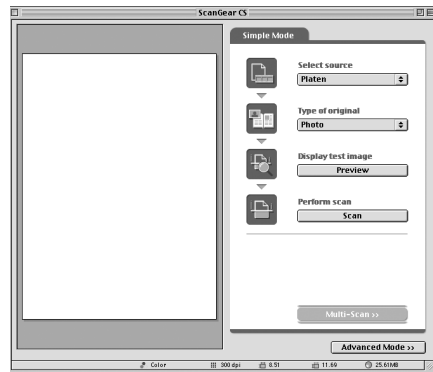
Try Scanning

Windows

4 Click the Acquire icon or click the [File] menu and select [Acquire].
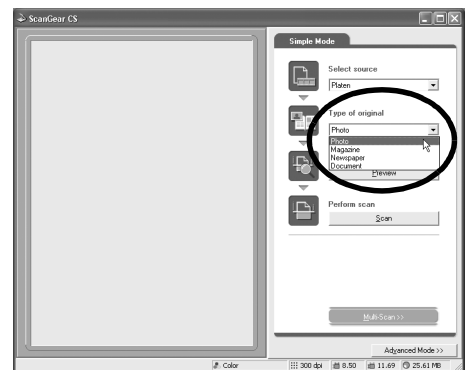
ScanGear CS will start.

Macintosh

**4** Click the Acquire icon or click the [File] menu and select [Import...].

ScanGear CS will start.

5 Select "Type of original".
You can select "Photo", "Magazine", "Newspaper" or "Document".
- Photo: Color, 300 dpi
- Magazine: Color, 150 dpi
- Newspaper: Black and White, 300 dpi
- Document: Grayscale, 300 dpi

6 Click [Preview].
After calibration, the preview scan will start and gradually display the image.
The image is automatically cropped in the original size.
If you want to trim the image further, drag the mouse diagonally to select the area.
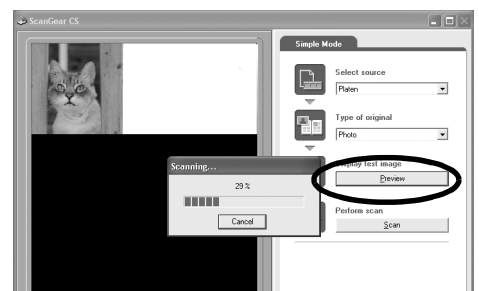
7 Click [Scan].
The final scan will start.
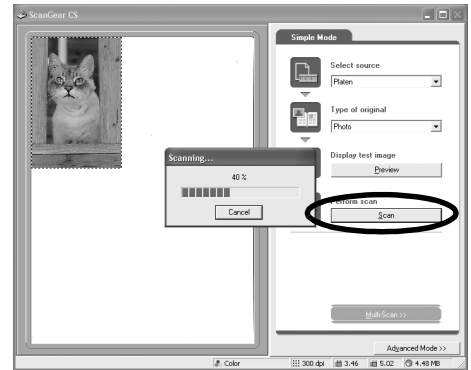
8 Click ☒ or ☐ (close box) in the ScanGear CS
window to close it.
The scanned image will appear in the PhotoStudio window.
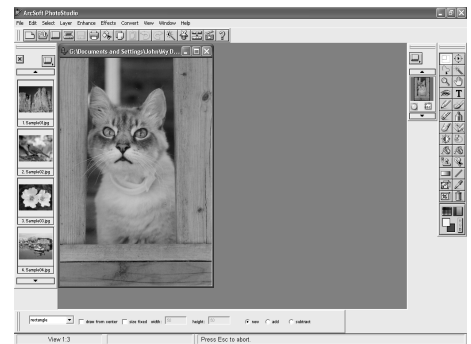
9 Save the scanned image.
Click the [File] menu and select [Save As]. Select the folder
where you wish to store the image file, enter a file name,
select a file type (JPG format is recommended) and click [Save].

10 Click ☒ or ☐ (close box) in the PhotoStudio
window to close it.
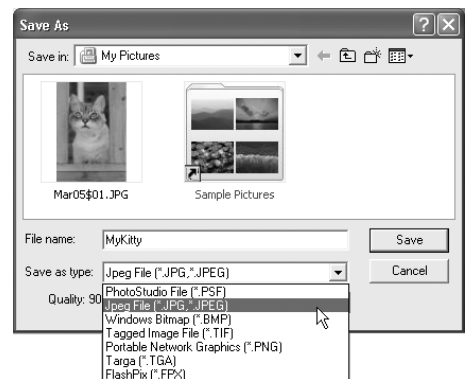
• If the scanner does not perform as described above, read the "Troubleshooting" section
of the Scanning Guide.
• For details about the bundled software, read the Scanning Guide or the User's Guide
(PDF format manual) for each software program on the CanoScan Setup Utility CD-ROM.