

# User's Guide

## ***Introduction***

This guide shows you how to scan an image into the bundled image editing software, PhotoStudio, using the scanner's TWAIN program. You can also use the TWAIN program to scan from any other image editing, OCR, or other programs that can accept scans. Typically, you may do so by using the familiar *select source* and *acquire* commands (various programs may use slightly different procedures.)

## ***Getting ready***

1. Click on the **Start** button at the lower left corner of your PC screen. Choose **Programs**, then **PhotoStudio** and then **PhotoStudio** again to open the application. (Note: PhotoStudio is the OEM version of iPoto Express.)
2. In the **File** menu (at the upper left corner on your screen), click on **Acquire** and then click on **Select Source**.
3. Select a scanner data source. If the highlighted model name matches your scanner, click **OK**. If different, press down  $\nabla$  (just to the right) to select your scanner model and then click **OK**.
4. In the file menu, click on the **Acquire**, select **Image** and then choose **Acquire** (at the left bottom) to confirm. (Note: Be sure the box of New Image is marked.)
5. The TWAIN User's Interface (U.I.) appears. The TWAIN interface is where you really start scanning.

## ***Start scanning***

Before starting, first place the scan target (photo, document, or others) face down aligned with the center of the glass (where marked "V"). Close the scanner lid, making sure that the scan target does not move while you close the lid.

## ***Using TWAIN interface, Scanning is as easy as 1-2-3!***

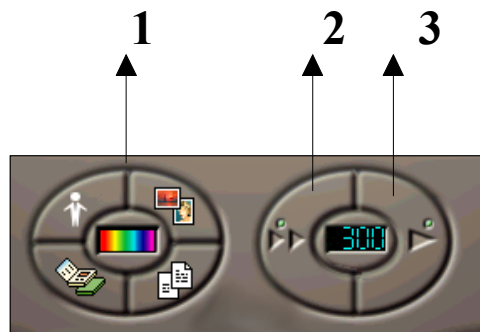
- 1.) Select the type of image to scan.  
Select one of the three buttons: **Photo**, **Document** or **Magazine and Book**. TWAIN program will automatically determine the best settings to use for scanning. (You may change any default settings if you desire, and save all the changes for later use utilizing User Defined command.)

**2.) Click Preview.**

Click on the Preview button, this will activate the scanner. The image you are about to scan is shown in the main preview window. Adjust the size and make any other changes you like.

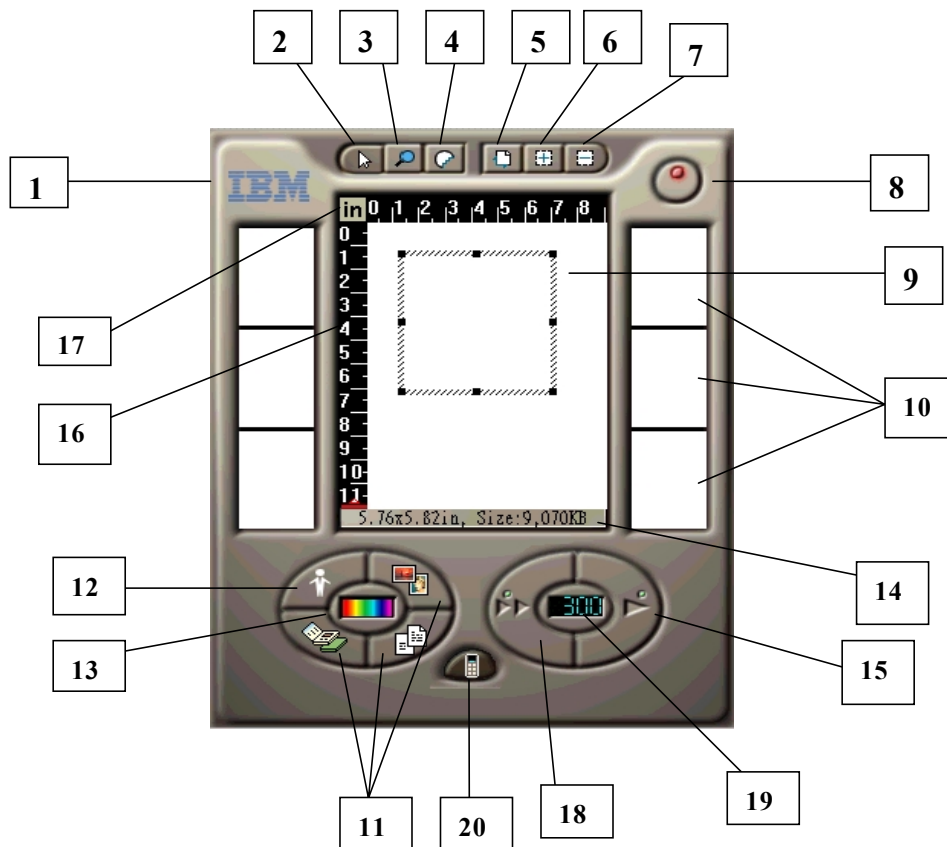
**3.) Click Scan.**

After previewing the images and making any changes, click on the Scan button. Sit back while your image is being scanned. Within a short time the result will be delivered to the PhotoStudio. (If you decide not to do more scanning, close TWAIN interface by clicking on the Power Off button at the upper left corner. See also "7. Power Off" in TWAIN User's Interface section.)



To make sure your scan comes out as best as possible, please spend a few minutes to familiarize yourself with functions described in the next TWAIN User's Interface section.


***TWAIN User's Interface***  
**Part I: For Beginners**




### 1. About

 Contains information on our scanner.

### 2. Selection

 Lets you select scan areas.  
 Selection allows you to activate a specific scan area by drawing a rectangular crop frame over the image. To adjust the size, follow instructions in "5. Scan size".

### 3. Zoom

 Zoom in or zoom out the viewing area.  
 Zoom lets you take a more detailed look at what you are scanning. Click the Zoom button and then move the magnifying glass cursor over the area you would like to zoom in and click the left mouse button. To zoom out, click the right mouse button.

### 4. Scan Speed



Press this button, this will pop up a menu which contains two items, speed mode and quality mode.

- speed mode - with data compression
- quality mode - without data compression

## 5. Scan Size



**Select size of the scanning area.**

There are 6 built-in size settings (Letter, A4, A5, B5, Business Card and Auto) that you may select from. Auto option is provided to automatically crop the edges of your images for scanning. You can also manually select the size by adjusting the crop frame in the preview window. To adjust the size, move your mouse cursor over one of the 8 handles (they look like small black boxes) around the perimeter of the crop frame. The cursor will change shapes, continue pressing the left mouse button and drag the cursor to adjust the shape.

## 6. Add Selection



**Add additional scan areas for batch scanning.**

Click on the Add Selection icon to create another crop frame. You may scan more than one area with different settings by a single click on the scan command. For example, one can be designated with color scan mode and another may be with grayscale. The two designations can then be manipulated and scanned separately.

## 7. Delete Selection



**Remove specific active scan areas.**

To delete, select the specific crop frame and then click on the Delete Selection button.

## 8. Power Off



**Click here to close the TWAIN interface.**

When you want to leave the TWAIN User's Interface, click on Power Off button. Follow steps 2-4 from the *Getting ready* section to reopen the TWAIN interface.

## 9. Main preview window



**Displays a preview of the image to be scanned.**

Here you can see how your scan will appear after scanning. The crop frame shows you the

area of the image that will be scanned.

## 10. Alternative preview image



**Provides an alternative look of the preview image.**

In addition to a preview image inside the main preview window, there are six thumbnail displays of the image on the right and left side of the window. Each represents an alternative look of the preview image. You can replace the image inside the main preview window with any preferred alternative. Click on your preference and immediately it will become the one inside the main preview window.

## 11. Document Magazine and Book Photo



**Lets you select the type of scan target.**

Click on a specific icon and then you can activate settings recommended for that particular type of scan target: Document for black and white documents, Photo for color photos, and Magazine and Book for magazines and books with graphics.

## 12. User Defined



**Click here to save , edit and select your preferred settings.**





User Defined includes three options: save current settings, edit and select previously saved settings. You can create your own settings and save them for future use at any time by simply clicking on Save Current Setting. Choose the Edit command and you can call up saved settings for editing whenever you desire. All previously saved settings are listed by their names under the Edit command. To select any settings for your current scan task, click on the desired name and its settings will be immediately applied.

## 13. Scan Mode

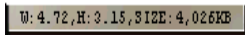


**Lets you choose the color mode to scan.**

There are four modes that you can select for scanning: True Color, Grayscale, Line Art (Black and White) and Halftone.

True Color	
Grayscale	
Lineart	
Halftone	

#### 14. Message/Progress bar



**Gives you a quick look at the size of the image to be scanned./Tells you the progress of the scan task.**

The message bar tells you the size of the image in "width x height" and converts it into disk space needed in "bytes (KB)". When the scanning is taking place, the message bar turns into a progress bar.

#### 15. Scan/Abort



**Click here to scan the image or to abort the scanning.**

Click on the Scan button after you have made all your selections. When the scanning starts, Preview/Scan icon changes into an Abort button. Press this button if you decide to cancel the scanning. You can also abort a scan by pressing the ESC key on your keyboard.

#### 16. Preview range indicator



**Lets you set the range for previewing.**

Preview range indicator is a red  $\Delta$  located by the left of the preview window. It specifies the range of the preview task, only the portion above the indicator is to be previewed.

#### 17. Unit



**Lets you switch between "cm" and "in".**

#### 18. Preview



**Click here to preview the image.**

Preview lets you quickly view the image you are about to scan. It helps to select the scanning area and preview effects of different settings before scanning.

## 19. Resolution



**Lets you select frequently used resolutions for scanning.**

Resolution is the level of detail in an image, expressed in dots per inch (dpi). High resolution value produces sharper image but takes more time and memory.

## 20. Advanced Settings



**Click here to evoke the advanced settings dialog box.**

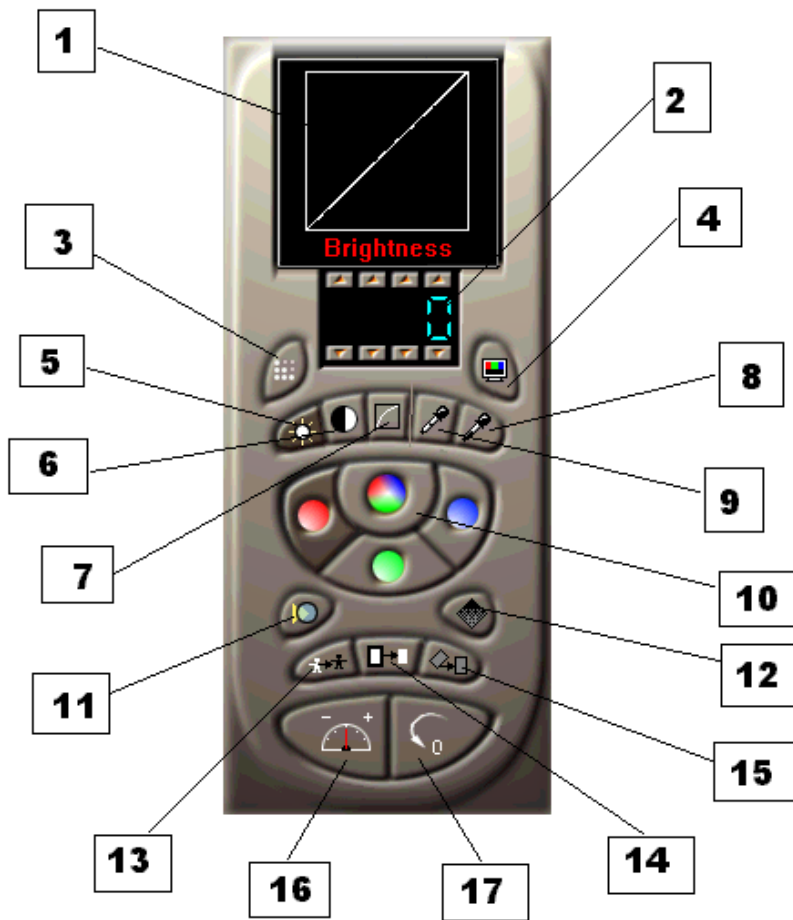
For more detail scanning, click here to customize features such as resolution, exposure time, brightness, contrast ..... Refer to Part II for more advanced settings.

## Check Scanner



If the scanner is not correctly installed, the Check Scanner button appears instead of the Preview/Scan button. See Quick Reference guide for more help.

## Part II: For Advanced Users



**1. Display window**







This is a display window for the settings you specify.

**2. Liquid Crystal Display (LCD) box**





LCD box is where you enter or adjust the value of resolution, exposure, brightness, contrast, gamma, highlight and shadow. Each digit can be adjusted individually. Press  button to increase the value and  to decrease it. For example, when you want to change a resolution value from 320 to 150, follow these two steps:

- 1) Press down  under digit 3 and hold until it becomes 1.
- 2) Press down  above digit 2 and hold until it becomes 5.

### 3. Resolution (10 to 4800/9600 dpi)



The higher the resolution, the sharper output you will get. Using too high a resolution, however, unnecessarily increases the file size and scanning time. To adjust the resolution, see instructions in "2. Liquid Crystal Display (LCD) box".

### 4. Color Matching



Color Matching function provides the best accuracy and consistency of the scanned color image.

- On - with Color Matching function
- Off - without Color Matching function

### 5. Brightness (-127 to 128 for Line Art mode and -100 to 100 for other scan modes)



Brightness is the balance of light and dark shades in an image. Increasing the value creates a brighter image and vice versa. To adjust the brightness, see instructions in "2. Liquid Crystal Display (LCD) box".

### 6. Contrast (-100 to 100)



Contrast is the range between the darkest and lightest shades in an image. It determines the number of shade you get. When the contrast value is increased, the high-toned areas of an image become lighter and the low-toned areas become darker. To adjust the contrast, see instructions in "2. Liquid Crystal Display (LCD) box".

### 7. Gamma (-100 to 100)



Gamma is the slope of the line that represents output value versus input value. Adjusting of the gamma changes the mid-toned areas of an image without dramatically affecting its

highlights and shadows. To adjust the gamma , see instructions in "2. Liquid Crystal Display (LCD) box".

### 8. Highlight (-100 to 100)



Highlight is the lightest portion of an image. Its value can range from -100 to 100. (The default value is 0.) To increase the lightness of an image, increase the highlight value and vice versa. To adjust the highlight , see instructions in "2. Liquid Crystal Display (LCD) box".

### 9. Shadow (-100 to 100)



Shadow is the darkest portion of an image. When the shadow is set to a higher value, the image becomes brighter. To adjust the shadow , see instructions in "2. Liquid Crystal Display (LCD) box".

### 10. R, G, B, Master and True Gray Channel



Allow you to adjust the brightness, contrast, gamma, highlight and shadow of an image through four different channels. In Color scan mode, they are Red, Green, Blue and Master Channel which allows simultaneous adjustment for red, green and blue. In Grayscale/Lineart/Halftone scan modes , they are Red, Green, Blue and True Gray Channel (for CP models only).

Channel selection tip:

When scanning in Grayscale, Lineart or Halftone, choose True Gray channel to obtain the best scan output.

### 11. Filters



Filters allow you to create special effects for your images. Options include Average, Blur, Sharp, Edge Enhance and De Screen. Click on Filters and then choose your preferred options. Changes will be immediately made to the main and six alternative preview images.

### 12. Halftone Pattern



Halftone is a type of single-bit image composed of black dots that create the illusion of shades of gray. There are 12 patterns to let you choose from when the scanning is set in

Halftone mode. To use, simply click on Halftone Pattern icon and then select your desired pattern. The change will be applied to the image in the preview window in real time.

### 13. Invert



The Invert tool allows you to convert colors of an image into complementary color values. For example, blue turns into yellow and black turns into white. This tool is mostly used for producing special effects for your images.

### 14. Remove Dark Edge



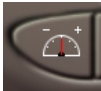
When the scan target is not properly placed on the glass under the lid of the scanner, it might cause some unnecessary dark edges around the previewed image. To remove them, first select the image and then click on the Remove Dark Edge button to activate its function. When the image is scanned, these dark edges will be automatically whitened .

### 15. Deskew



Deskew function is for sheet feed scanners only. It is disabled for all flatbed scanners.

### 16. Calibrate



Calibration is to adjust your scanner device to ensure accurate scan output. Through the process of calibration, images can be correctly captured by your scanner and then be transferred accurately to your PC monitor.

### 17. Reset



Reset button allows you to clear all the changes you have made and to reset all settings back to their original default value.