



Windows

MF Scan Utility

User's Guide

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Introduction

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How to Use the Manual

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

▶ **Notations Used in the Manual(P. 4)**

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

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



IMPORTANT

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



NOTE

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

About Settings

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

Example:

[Scan]

[OK]

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What Is the MF Scan Utility?

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What Is the MF Scan Utility?

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

Easy scanning according to your purpose

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

Automatic saving of scanned images

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

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

Linking to applications

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

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

Related Topics

- ▶ **Scanning a Document(P. 14)**
- ▶ **Scanning a Photograph(P. 15)**
- ▶ **Checking Scan Results before Saving(P. 22)**
- ▶ **Coordinating with a Cloud App(P. 23)**

Before Use

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Before Use

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

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Scanning Using MF Scan Utility

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Scanning a Document

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

- 1 Set the original in the device.**
- 2 In the main screen of the MF Scan Utility, select the device you are using from [Scanner].**

- 3 If necessary, click [Settings] and configure detailed settings.**

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

To set the save destination for images: set [Save Settings] > [Save in].

- 4 In the main screen of the MF Scan Utility, click [Document].**

Scanning begins.

The scanned image is saved in the folder specified in step 3.(P. 14) .

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Scanning a Photograph

You can scan with settings suitable for photographs.

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

Click [Photo Scan] in the [] (Scanning from a computer) sheet → set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].
To set the save destination for images: set [Save Settings] > [Save in].
- 4 In the main screen of the MF Scan Utility, click [Photo].**

Scanning begins.
The scanned image is saved in the folder specified in step 3.(P. 15) .

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Scanning with Customized Settings

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

- 1** In the main screen of the MF Scan Utility, click [Settings].
- 2** Click [Custom Scan] in the [] (Scanning from a computer) sheet of the [Settings] dialog box.
- 3** If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].
The settings are registered in [Custom] in the main screen of the MF Scan Utility.
- 4** Set the original in the device.
- 5** In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Custom].
Scanning begins.
The scanned image is saved according to the settings.

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Scanning Large Originals from the Platen

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

1 In the main screen of the MF Scan Utility, select the device you are using from [Scanner].

2 If necessary, click [Settings] and configure detailed settings.

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

3 In the main screen of the MF Scan Utility, click [Stitch].

4 In the [Image Stitch] dialog box, set [Select Output Size]/[Scan Direction].

5 Set the first section of the original to be scanned in the device.

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

6 Click [Start Scanning Image 1].

Scanned image 1 is displayed in the preview.

7 Set the next section of the original to be scanned in the device.

8 Click [Start Scanning Image 2].

Scanned image 2 is displayed in the preview.

9 If necessary, adjust the scanned images.

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

To adjust the layout: drag the image.

To rotate and enlarge/reduce the image: click [   ] in the tool bar.

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

10 Click [Save].

The combined image is saved.

Related Topics

- ▶ [Main Screen\(P. 28\)](#)
- ▶ [\[Settings\] Dialog Box\(P. 29\)](#)
- ▶ [\[Image Stitch\] Dialog Box\(P. 33\)](#)

Scanning with ScanGear MF

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

1 Set the original in the device.

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

2 In the main screen of the MF Scan Utility, select the device you are using from [Scanner].

3 If necessary, click [Settings] and configure detailed settings.

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



NOTE

- You can only set the items in [Save Settings]/[Application Settings] from the [Settings] dialog box. You can configure the scan settings in the ScanGear MF screen.

4 In the main screen of the MF Scan Utility, click [ScanGear].

5 Set the items in the ScanGear MF screen where necessary.

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

6 Click [Scan].

Scanning begins.

The scanned image is saved according to the settings.

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Extracting Character Strings from Scanned Images

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

- 1** Set the original in the device.
- 2** In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Settings].
- 3** Click [OCR] in the [] (Scanning from a computer) sheet of the [Settings] dialog box.
- 4** Select an application in [OCR Application] of [Application Settings].
If you select [Output to Text], the extracted character strings are saved in a text file.
- 5** If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].
- 6** In the main screen of the MF Scan Utility, click [OCR].

Scanning begins.

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



NOTE

- To extract character strings when scanning with [Document Scan]/[Custom Scan]/[ScanGear]: set [Settings] > [Application Settings] > [Start OCR].

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Attaching a Scanned Image to an E-mail

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

- 1 Set the original in the device.**
- 2 In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Settings].**
- 3 Click [E-mail] in the [] (Scanning from a computer) sheet of the [Settings] dialog box.**
 To limit the data size to attach: set [General Settings] > [E-mail Attachment Size].
 To set the save destination for images: set [Save Settings] > [Save in].
- 4 Select a mail client in [E-mail Client] of [Application Settings].**
 You can add e-mail software by selecting [Add].
- 5 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].**
- 6 In the main screen of the MF Scan Utility, click [E-mail].**
 Scanning begins.
 The scanned image is saved in the folder specified in step 3.(P. 21) .
 Also, the specified e-mail software is started and the image is attached to a new e-mail.



NOTE

- To attach an image to an e-mail when scanning with [Document Scan]/[Photo Scan]/[Custom Scan]/[ScanGear]: set [Settings] > [Application Settings] > [Attach to e-mail].

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Checking Scan Results before Saving

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

- 1 Set the original in the device.**
- 2 In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Settings].**
- 3 Click the icon button of an objective in the [] (Scanning from a computer) sheet of the [Settings] dialog box.**
Click one of [Document Scan]/[Photo Scan]/[Custom Scan]/[Scan and Stitch]/[ScanGear]/[OCR]/[E-mail].
- 4 Select [Check scan results] in [Save Settings] → click [OK].**
- 5 In the main screen of the MF Scan Utility, click the icon button of an objective.**
Scanning begins.
- 6 If necessary, change the settings in the [Save Settings] dialog box.**
- 7 Click [OK].**
The scanned image is saved according to the settings.

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)
- ▶ [Save Settings] Dialog Box(P. 34)

Coordinating with a Cloud App

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

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

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

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

For Evernote: select [Send to an application] → click [Add] → select Evernote.

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



NOTE

- Applications and folders that have been selected by clicking [Add] are displayed in the drop-down list next time you configure the forwarding destination.

- 5 In the main screen of the MF Scan Utility, click the icon button of an objective.**

Scanning begins.

The scanned image is uploaded to the specified cloud storage.

Related Topics

- ▶ Main Screen(P. 28)
- ▶ [Settings] Dialog Box(P. 29)

Opening a Scanner Image with Adobe DC

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

- 1 Set the original in the device.**
- 2 In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Settings].**
- 3 Click the icon button of an objective in the [] (Scanning from a computer) sheet of the [Settings] dialog box.**
Click one of [Document Scan]/[Photo Scan]/[Custom Scan]/[Scan and Stitch]/[ScanGear].
- 4 Select [Send to an application] in [Application Settings].**
- 5 Click [Add] → select Adobe Acrobat DC or Adobe Reader DC → click [OK].**



NOTE

- Applications that have been selected by clicking [Add] are displayed in the drop-down list next time you configure the forwarding destination.

- 6 In the main screen of the MF Scan Utility, click the icon button of an objective.**

Scanning begins.

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

Related Topics

- ▶ [Main Screen\(P. 28\)](#)
- ▶ [\[Settings\] Dialog Box\(P. 29\)](#)

Configuring Settings When Scanning from the Control Panel

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

- 1 In the main screen of the MF Scan Utility, select the device you are using from [Scanner] → click [Settings].**
- 2 Click the icon button of an objective in the [] (Scanning from a device) sheet of the [Settings] dialog box.**
Click one of [Color Scan]/[B&W Scan]/[Custom 1]/[Custom 2].
- 3 If necessary, set the relevant items in [Scan Options]/[Save Settings]/[Application Settings] → click [OK].**
The settings are registered



NOTE

- For details about the scanning procedure from the control panel, refer to the manual of the device.

Related Topics

- ▶ [Main Screen\(P. 28\)](#)
- ▶ [\[Settings\] Dialog Box\(P. 29\)](#)

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Settings List

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- ▶ [Image Stitch] Dialog Box(P. 33)
- ▶ [Save Settings] Dialog Box(P. 34)

Main Screen

This section explains the main screen that is displayed first when the MF Scan Utility is started.

[Settings]

Sets details when scanning with the MF Scan Utility.

[Scanner]

Specifies the device to be used for scanning. If connected to a network, select a device whose product name is displayed with "Network" at the end.

[Document]

Scans with settings suitable for documents that include text and diagrams.

[Photo]

Scans with settings suitable for photographs.

[Custom]

Registers frequently used settings as a "profile."

[E-mail]

Attaches the scanned image in the specified e-mail software.

[OCR]

Opens the scanned image in the specified OCR application to extract character strings.

[Stitch]

Combines multiple scans of an original that is too large to fit on the platen into one image. You can scan originals that are up to about twice the size of the platen.

[ScanGear]

Displays the ScanGear MF (scanner driver) screen for configuring scan settings.

Related Topics

- ▶ [Scanning a Document\(P. 14\)](#)
- ▶ [Scanning a Photograph\(P. 15\)](#)
- ▶ [Scanning with Customized Settings\(P. 16\)](#)
- ▶ [Scanning Large Originals from the Platen\(P. 17\)](#)
- ▶ [Scanning with ScanGear MF\(P. 19\)](#)
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- ▶ [Attaching a Scanned Image to an E-mail\(P. 21\)](#)
- ▶ [\[Settings\] Dialog Box\(P. 29\)](#)

[Settings] Dialog Box

You can configure detailed scan settings before scanning.

Toolbar

[] (Scanning from a computer)

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

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

[] (Scanning from a device)

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

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

[] (General Settings)

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

[Scan Options]



NOTE

- When you click [ScanGear] in the [] (Scanning from a computer) sheet, [Scan Options] is not displayed.
You can configure the scan settings in the ScanGear MF screen.

[Scanning Method]

Select where to set the original.

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

[Color Mode]

Select colors when scanning.

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

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

[Original Size]

Select the size of the original to be scanned.

If you select [Flexible], scanning will be performed according to the size of the originals loaded in the feeder.

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

[Resolution]

Select a resolution when scanning.

[Original Scan Orientation Settings]

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

[Scan both sides when scanning from the feeder]

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

[Use Flexible for Original Size when scanning from the feeder]

Select this to perform scanning according to the size of the originals loaded in the feeder when [Scanning Method] is set to [Auto Mode].

[Image Processing Settings]

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

[Sharpen outline]

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

[Correct black text]

Clarifies the contours of black text.

[Reduce moire]

Reduces halftone moire and striping.

[Save Settings]

[File Name]

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

[Save in]

Specify the save destination for the scanned image.

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

[Data Format]

Select the data format when saving an image.

[JPEG Image Quality]

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

[PDF Compression]

If you select [PDF]/[PDF (Multiple Pages)] for [Data Format], select a compression ratio.

[Create a PDF file that supports keyword search]

If you select [PDF]/[PDF (Multiple Pages)] for [Data Format], a PDF file is created in which characters in the image are converted to text data, enabling keyword searches.

[Save to a subfolder with current date]

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

[Check scan results]

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

[Application Settings]**NOTE**

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

[Open with an application]

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

[Send to an application]

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

[Send to a folder]

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

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

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

[Start OCR]/[OCR Application]

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

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

[Do not start an application]

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

[General Settings]**[Product Name]**

Displays the device to use. If connected to a network, the product name is displayed with "Network" at the end.

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

[E-mail Attachment Size]

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

[Document Language]

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

[Folder to Save Temporary Files]

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

[Defaults]

Returns all the settings to their default values.

Related Topics

- ▶ **Scanning with Customized Settings(P. 16)**
- ▶ **Extracting Character Strings from Scanned Images(P. 20)**
- ▶ **Attaching a Scanned Image to an E-mail(P. 21)**
- ▶ **Checking Scan Results before Saving(P. 22)**
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- ▶ **Configuring Settings When Scanning from the Control Panel(P. 25)**
- ▶ **[Save Settings] Dialog Box(P. 34)**

[Image Stitch] Dialog Box

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

(Delete)

Deletes the selected image.

(Enlarge or Reduce)

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

(Rotate)

Rotates the image in the preview.

[Select Output Size]

Select an output size after combining the images.

[Scan Direction]

Select the direction in which the images will be combined.

[Start Scanning Image 1]

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

[Start Scanning Image 2]

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

[Adjust cropping frames]

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

[Save]

Saves the combined image.

Related Topics

-  [Scanning Large Originals from the Platen\(P. 17\)](#)

[Save Settings] Dialog Box

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

Thumbnail Images

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

To rotate an image: select an image, then click []/[].

[File Name]

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

[Save in]

Specify the save destination for the scanned image.

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

[Data Format]

Select the data format when saving an image.

[JPEG Image Quality]

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

[PDF Compression]

If you select [PDF]/[PDF (Multiple Pages)] for [Data Format], select a compression ratio.

[Create a PDF file that supports keyword search]

If you select [PDF]/[PDF (Multiple Pages)] for [Data Format], a PDF file is created in which characters in the image are converted to text data, enabling keyword searches.

[Save to a subfolder with current date]

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

Related Topics

- ▶ [Checking Scan Results before Saving\(P. 22\)](#)

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