



About the Caere Scan Manager

The Caere Scan Manager is an application that allows your scanner to communicate with all Caere applications. The Caere Scan Manager is automatically installed at the time that you install your Caere application.

To open the Caere Scan Manager:

- 1 Click *Start* in the Windows taskbar and choose *Settings* ► *Control Panel*.
- 2 Double-click the Caere Scan Manager icon.



The Caere Scan Manager window appears.

{button ,AL('setup',0,'')} [Click for more topics about the Caere Scan Manager](#)

Scanner Drivers Supplied by Caere

Caere applications are shipped with special *scanner drivers*. This is software that allows the Caere application to communicate with supported scanners. These scanner driver files are installed on your computer when you install the Caere Scan Manager.

To use your scanner with a Caere application, you must select it as the default scanner in the Caere Scan Manager.

Scanner Drivers Supplied by the Manufacturer

Many scanners are shipped with one or more *scanner drivers*. This is software, such as a TWAIN data source, that allows your computer to communicate with your scanner. Some scanners do not require drivers and other scanners require more than one driver. Please refer to your scanner documentation for information about installing any required scanner drivers.

Make sure that your scanner and scanner driver are properly installed and configured before using your scanner with your Caere application. Like all software, scanner drivers are periodically updated. Make sure that you have installed the appropriate scanner driver supplied by the manufacturer.



Uninstalling the Caere Scan Manager

To uninstall the Caere Scan Manager:

- 1 Close all Caere applications.
- 2 Click *Start* in the Windows taskbar and choose *Settings* ▶ *Control Panel* ▶ *Add/Remove Programs*.
- 3 Select *Caere Scan Manager* and click *Add/Remove*.
- 4 Click *OK* to confirm that you want to remove the Caere Scan Manager.
- 5 Restart your computer.
Some icons and program files may remain on your system if they have been renamed, modified, or moved to different locations.



Reinstalling the Caere Scan Manager

To use your scanner with your Caere application, the Caere Scan Manager must be installed and your scanner must be selected in it. The Caere Scan Manager is installed when you install your Caere application.

Use the following instructions if you need to reinstall the Caere Scan Manager for any reason.

► Make sure your scanner is connected, compatible with your system, and runs with the software provided by the manufacturer (such as the TWAIN data source) before installing the Caere Scan Manager and scanning within a Caere application.

To reinstall the Caere Scan Manager:

- 1 Make sure your scanner is turned on when you start your computer.
- 2 Close all Caere applications.
- 3 Insert your Caere application's CD-ROM in the CD-ROM drive.
- 4 Cancel the regular setup program if it starts automatically.
- 5 Locate the *Scanmgr* folder and double-click the setup.exe program.
- 6 Follow the instructions on the screen to select your scanner.

Once your scanner is set up with your Caere application, you can select scanner settings within the application.

{button ,AL('setup',0,'')} [Click for more topics about the Caere Scan Manager](#)



Setting Up Additional Scanners with Caere Applications

When the Caere Scan Manager is installed, you are prompted to select the scanner you will be using with your Caere applications.

You can set up additional scanners with your Caere applications any time.

To set up additional scanners with Caere applications:

- 1 Make sure your scanner is turned on when you start your computer.
- 2 Close all Caere applications.
- 3 Click *Start* in the Windows taskbar and choose *Settings* ▶ *Control Panel*.
- 4 Double-click the *Caere Scan Manager* icon to open the Caere Scan Manager.



- 5 Double-click the *Add Scanner* icon to open the Add Scanner Wizard.



- 6 Follow the instructions in the Add Scanner Wizard to set up the scanner.

▶ Changing your default scanner

During the process of setting up a new scanner in the Caere Scan Manager, you will be asked if you want to make it the default scanner for Caere applications. You can also change the default scanner at a later time by right-clicking its icon in the Caere Scan Manager and choosing *Set As Default*.

{button ,AL('setup',0,'')} [Click for more topics about the Caere Scan Manager](#)



Changing the Default Scanner Used With Caere Applications

To change the default scanner used with Caere Applications:

- 1 Make sure your scanner is turned on when you start your computer.
- 2 Close all Caere applications.
- 3 Click *Start* in the Windows taskbar and choose *Settings* ► *Control Panel*.
- 4 Double-click the *Caere Scan Manager* icon to open the Caere Scan Manager.



- 5 Select the icon of the scanner that you want to make the default scanner.
- 6 Choose *Set As Default* in the File menu.

You can also right-click the scanner icon and choose *Set As Default* in the shortcut menu.


{button ,AL('setup',0,'')} [Click for more topics about the Caere Scan Manager](#)



Selecting Settings for Your Scanner in the Caere Scan Manager

You can select various property settings for your scanner once you have set it up in the Caere Scan Manager.

To select settings for your scanner in the Caere Scan Manager:

- 1 Click *Start* in the Windows taskbar and choose *Settings* ► *Control Panel*.
 - 2 Double-click the *Caere Scan Manager* icon to open the Caere Scan Manager.

 - 3 Double-click the icon of the scanner for which you want to select settings.
A Properties dialog box appears for that scanner.
 - 4 Click the tabs in the Properties dialog box to select various settings for it.
 - 5 Click *OK* when you are finished selecting settings for the scanner.
- You can also select various scanner options within Caere applications. Refer to the online help in your Caere application for more information.

{button ,AL('setup',0,'')} [Click for more topics about the Caere Scan Manager](#)

Problems Connecting a Caere Application with Your Scanner

Try these solutions if you experience a problem between your Caere application and your scanner or if you receive a scanner error message when you launch your Caere application.

- Make sure the scanner is supported by your Caere application with your version of Windows.
A list of tested scanners is provided in the *Scanner Setup Notes* that are provided with your Caere application. If your scanner is not listed, call your scanner manufacturer to find out if it is supported.
- ▶ Make sure your scanner is connected, compatible with your system, and runs with the software provided by the manufacturer (such as the TWAIN data source) *before* you use it with your Caere application.
- ▶ Make sure your scanner is powered on.
Scanner drivers must be loaded at startup. Restart your scanner and then restart your computer to make sure the scanner drivers are loaded.
- ▶ Make sure the Caere Scan Manager is properly installed. Click [About the Caere Scan Manager](#) for more information.
- ▶ Make sure you selected your scanner as the default in the Caere Scan Manager. Click [Changing the Default Scanner Used With Caere Applications](#) for more information.
- ▶ Make sure the scanner is not in use by another application.
- ▶ [Uninstall](#) and then [reinstall](#) the Caere Scan Manager.

If Scanning is Not Available in Your Caere Application

If the scan command does not appear in your Caere application, it could be due to one of the following:

- ▶ Your scanner is being used by another application. Close any applications that could be using your scanner and restart your Caere application.
- ▶ The Caere Scan Manager is not properly installed. Click [Reinstalling the Caere Scan Manager](#).
- ▶ Your scanner is not selected as the default in the Caere Scan Manager. Click [Changing the Default Scanner Used With Caere Applications](#).
- ▶ You did not install the necessary drivers for your scanner (such as the TWAIN data source). Please refer to the documentation that was provided with your scanner.
- ▶ Your scanner is turned off, not connected to your computer, or not functioning properly. Check all connections and test your scanner with another scanning application. Restart your scanner to return it to its default state, and then restart your computer.
- ▶ Your scanner is not supported by the Caere application. Check the list of supported scanners in the *Scanner Setup Notes* provided with your Caere product.

Scanner Message when Launching Caere Applications

You may get the following message the first time you launch your Caere application after installing or changing your scanner in the Caere Scan Manager:

"This scanner's configuration is set using the system-level driver."

Click OK in the dialog box if it asks for no more information. You may have the option to select:

- ▶ SCSI ID or scanner configuration information
Consult your scanner documentation for the correct information.
- ▶ Page size information
Enter the largest size page that your scanner supports.

System Crash While Scanning

Try these solutions if a crash occurs during a scan:

- ▶ Restart your scanner to return it to its default state. Then restart your computer.
- ▶ Check your scanner setup. See the *Scanner Setup Notes* provided with your Caere application for more information.
- ▶ Check with the scanner manufacturer to make sure you have the appropriate driver for your scanner.
- ▶ Resolve low disk space problems by emptying the Windows Recycle Bin, deleting temporary (*.tmp) files from the Temp folder, defragmenting your hard disk, running ScanDisk for Windows 95 or Check Disk for Windows NT, and removing applications and files that you no longer use.
- ▶ Resolve low memory problems by restarting your computer, closing other open applications, closing unnecessary windows, and defragmenting your hard disk occasionally.
- ▶ Increase your computer's physical memory (RAM).
- ▶ Check the Properties for your scanner in the Caere Scan Manager. Click [Selecting Settings for Your Scanner in the Caere Scan Manager](#) for more information.
- ▶ Check Caere Corporation's web site (www.caere.com) for Caere Scan Manager updates.
- ▶ Enable the TWAIN user interface if you are using a TWAIN-compliant scanner. Double-click the icon for your scanner in the Caere Scan Manager. Click the *TWAIN Scanner Settings* tab and select *Yes* for *Show TWAIN settings before scan*.

Current TWAIN Data Source

This is the TWAIN data source that is currently being used with your scanner.

A TWAIN data source is software provided by your scanner manufacturer that allows your computer to communicate with your scanner.

You can change the data source in the *Change TWAIN Data Source* tab.

Auto

Select this if you want to follow the setting that the TWAIN Data Source recommends.

(It is recommended that you use *Auto* whenever it is available for a setting.)

Yes

Select this if you want to use the setting to the right.

No

Select this if you do not want to use the setting to the right.

Show TWAIN settings before scan

This shows the user interface of your TWAIN data source when scanning in your Caere application. (You will select scanner settings in the TWAIN data source rather than in the Caere application.)

Select Yes for this setting if you are experiencing problems scanning.

Invert black and white images

This reverses the black and white elements on a page during a scan.

Select **Yes** for this setting if the black-and-white elements of a scanned image seem reversed.

Invert grayscale images

This reverses the light and dark elements on a page during a scan.

Select **Yes** for this setting if the grayscale elements of a scanned image seem improperly reversed.

Invert color images

This reverses the color elements on a page during a scan.

Select **Yes** for this setting if the color elements of a scanned image seem improperly reversed.

Support TWAIN batch scanning

Select Yes for this setting if you have difficulty scanning multiple pages in an automatic document feeder (ADF).

Use reversed brightness settings

Select Yes for this setting to reverse the Lighten/Darken direction of the brightness slide in Caere applications.

Require 300 dpi page negotiation

Select Yes for this setting if you are only seeing the upper left part of a page after scanning.

Scan color documents from flatbed only

Select **Yes** for this setting if you are experiencing problems when scanning color documents in your scanner's automatic document feeder (ADF).

Close data source after each scan

Select Yes for this setting if you are experiencing problems when scanning multiple pages.

Get available paper sizes from scanner

Select *No* for this setting if your scanner supports a page size that does not appear in the scanner settings of your Caere application.

Use Defaults

Click this to reset all settings in this tab to the original values.

Available Data Sources

These are the TWAIN data sources that you have installed for your scanner.

A TWAIN data source is software provided by your scanner manufacturer that allows your computer to communicate with your scanner.

Select the data source that you want to use with your scanner and click *Set as Current Data Source*.

Set as Current Data Source

Click this to use the selected data source with your scanner.

Current ISIS Driver

This is the ISIS driver that is currently being used with your scanner.

An ISIS driver is software provided by your scanner manufacturer that allows your Caere applications to communicate with your scanner.

Available Drivers

These are the ISIS drivers that you have installed for your scanner.

An ISIS driver is software provided by your scanner manufacturer that allows your Caere applications to communicate with your scanner.

Select the driver that you want to use with your scanner and click *Set as Current ISIS Driver*.

Set as Current ISIS Driver

Click this to use the selected driver with your scanner.

Current Scanner

This is the scanner for which you are currently setting properties.

Device type

Select the best description for this scanner (or other device type).

Set as Default Scanner

Click this if you want to make this scanner the default that will be used with all Caere applications.

OK

Click this button to close the dialog box and save any changes you have made.

Cancel

Click this button to close the dialog box without saving any changes you have made.

Apply

Click this button save any changes you have made but leave the dialog box open.

