

## How to scan using the UMAX Astra 1200S Scanner

### **Quick Scan**

1. Open a location for saving scans (network locker or floppy disk.)
2. Startup Photoshop (click Apple menu, then Applications Folder, then Photoshop)
3. Open scanner and position item to be scanned at top center of scanner.
4. Close scanner cover.
5. Click File then Acquire then VistaScan v2.4.0-Auto...
6. After scanning is complete click File then Save.
7. Select location to save scan; give it a name; select Format (jpeg recommended.)
8. Click Save and OK.
9. Return to step 3 to do another scan, otherwise click File then Quit.

### **Standard Scan**

1. Open a location for saving scans (network locker or floppy disk.)
2. Startup Photoshop (click Apple menu, then Applications Folder, then Photoshop)
3. Open scanner and position item to be scanned at top center of scanner.
4. Close scanner cover.
5. Click File then Acquire then VistaScan v2.4.0...  
Standard settings are: Color, RGB/Reflective/72dpi/100%  
Auto Adj. box has X.
6. Click Preview.
7. If needed, adjust brightness and contrast.
8. Click outside of marquee box. (moving dashes)
9. Draw box around area to scan.
10. Click Scan.
11. *Optional*, use Photoshop tools under Image menu to adjust scanned result.
12. Click File then Save.
13. Select location to save scan; give it a name; select Format (jpeg recommended.)
14. Click Save and OK.
15. Return to step 3 to do another scan, otherwise click File then Quit.