

UMAX

ASTRA 1220 Series Addendum to the Owner's Guide

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This Addendum to the Owners Guide was designed to provide an easy reference for using the software included with your UMAX scanner. For additional instructions on using the software, please refer to the software's online manual. See "How to find the Online Manual" below.

Note: Please see the Quick Start Guide for software installation instructions.

Accessing the Online User Manuals

UMAX VistaScan

Windows Users: If the VistaScan application is already open, you can locate the manual by clicking on the user tips that pop up when your mouse scrolls over a tool. If VistaScan is not open, follow the instructions below.

1. Click **Start**.
2. Click **Programs**.
3. Click **VistaScan 3.1**.
4. Click **VistaScan User's Guide**. Your Internet browser should launch displaying the VistaScan User's Guide.

Macintosh Users: If the VistaScan application is already open, you can locate the manual by clicking **?** located in the upper right corner. If VistaScan is not open, follow the instructions below.

1. Double-click the hard drive icon on the desktop.
2. Double-click the **Umax VistaScan 3.1** folder.
3. Double-click the **VistaScan Help**. Your Internet browser should launch displaying the VistaScan User's Guide.

Adobe PhotoDeluxe

Windows Users:

1. Place the PhotoDeluxe CD in the CD-ROM drive. (If the install screen automatically launches, skip to step 4.)
2. Double-click **My Computer**.
3. Right-click the CDROM drive and select **AutoPlay**.
4. Click **Documentation**. From here, you can select the manual best suited for your needs.

Macintosh Users:

1. Place the Adobe PhotoDeluxe CD in the CD-ROM drive.
2. Double-click the **PhotoDeluxe** CD icon on the desktop.
3. Double-click **Extras**.

4. Double-click **UsrGuide.pdf**. (If you receive an error, please install Adobe Acrobat Reader 3.01. See “Installing Acrobat Reader” below for instructions.

Presto! PageManager

Windows Users:

1. Click **Start**.
2. Click **Programs**.
3. Click **Presto! PageManager Deluxe**.
4. Click **PageManager User's Manual**.

Macintosh Users:

1. Double-click the hard drive icon on the desktop.
2. Double-click the **Presto! PageManage 2.31.02** folder.
3. Double-click **User's Guide.pdf**. (If you receive an error, please install Adobe Acrobat Reader 3.01. See “Installing Acrobat Reader” below for instructions.

Caere OmniPage

Windows Users:

1. Click **Start**.
2. Click **Programs**.
3. Click **Caere Application**.
4. Click **English Documentation**.

Macintosh Users:

1. Double-click the hard drive icon on the desktop.
2. Double-click the **OmniPage Ltd. Ed. folde**.
3. Double-click **OmniPage Ltd.pdf**. (If you receive an error, please install Adobe Acrobat Reader 3.01. See “Installing Acrobat Reader” below for instructions.

Installing Acrobat Reader for Macintosh Users

1. Place the VistaScan CD in the CD-ROM drive.
2. Double click the **UMAX VistaScan CD** icon.
3. Double click the **Acrobat Reader Install** folder.
4. Double click the **3.0** folder.
5. Double click the **Reader** folder.
6. Double click the **Install Acrobat 3.0** icon.

For Windows 95/98 Users

Closing Applications

Please close all applications prior to installing the scanner software. To ensure there is nothing running in the background, hold the **Ctrl** and **Alt** keys down at the same time and tap the **Delete** key once. This will bring up the windows **Close Program** window. The only program needed in this window is **Explorer**. You will need to double-click all other programs in the window to close them. Repeat this process until only **Explorer** remains.

Power Saving for VistaScan (for Astra 1220P and 1220U)

To turn your scanner off/on please follow these instructions:





1. Click **Start**.
2. Click **Programs**.
3. Click **VistaScan 3.1**.
4. Click **Power Saving**.
5. A **Lamp** box will appear on your desktop.
6. In the upper left corner of this box below the **X**, there is a small clock. Clicking on this clock will allow you to lengthen or shorten the time that it takes to automatically shut off the scanner lamp.
7. Clicking the scanner icon within the **Lamp** box will turn the scanner light on or off without delay.
8. Clicking the **X** in the upper right corner will close the box and turn off power saving.
9. The green ready light on the front of your scanner will always stay illuminated when the scanner has power.

Note: The Astra 1220S SCSI scanners do not use this feature. Instead, they will automatically turn the lamp off after about thirty minutes of CPU inactivity. Some systems send a query signal down the SCSI chain, or other devices on the chain may emit signals. As long as the scanner is receiving a signal, it will not shut itself off. If the scanner is not shutting off, wait until the computer is shut down, or you can plug it into a dedicated surge protector and use its power switch to turn the power on and off..

Scanning with VistaScan 3.1

- How to set saving preferences
 - How to scan (scanning tips)
 - How to scan directly to email
 - How to email a scanned image
-

HOW TO SET SAVING PREFERENCES

1. In the upper right corner of the VistaScan window, click the  icon located next to the .
2. Click the **Scan Destination** tab at the top of the Preference window.
3. Click  (the diskette icon).
4. In the **File Directory** bar to the right of , type the path for the directory where you want to save your images. For example C:\pictures, where “pictures” is a directory that you created for storing of your scanned images.
5. Designate a name in the **File Name** field. VistaScan will assign a sequential number to the end of the file name(ie. Filename1.JPG, Filename2.JPG).
6. Choose a **File Format** from the dropdown menu.
Beginner Screen - We recommend BMP.
Advanced Screen - We recommend JPG.
7. Choose the image quality. Remember: Higher quality means a larger file size, for web and email we recommend a setting between good and fair. (This setting is only available for JPG file formats.)
8. Click **OK** to return to the VistaScan window.

Note: For information on setting other Scan Destination preferences, please refer to the VistaScan online manual “My First Scan.”

HOW TO SCAN

1. Click **Start**.
2. Click **Programs**.
3. Click **VistaScan V3.1**.
4. Click **VistaScan** to launch the program. You will see the VistaScan window.

5. Place the image that you want to scan face down on the scanner glass.
6. Select an interface, Beginner or Advanced, by clicking on one of the buttons located at the top of the VistaScan screen.

BEGINNER interface - Recommended for new scanner users. The Beginner interface provides four buttons for easy one-click scanning.

Color Photo - For scanning color photographs

Web Image - For scanning color images for use on the Internet or emailing

Text/Lineart - Use to scan black and white text documents or line art

Printed Matter - For scanning printed material such as magazines, books, CD covers or newspaper.

ADVANCED interface - Recommended for more experienced users. The Advanced interface requires that the user understand the correct settings for the type of image being scanned. Below are some recommended settings:


Color Photographs - **True Color RGB, 300dpi, No Descreen, No Filter, 100%**

Emailing/Internet - **(Color mode of your choice), 75dpi, No Descreen, No Filter, 100%**

Text Documents - **OCR (300DPI), 300dpi, No Descreen, No Filter, 100%**

Printed Material (magazines/books/CD covers/newspaper) - From the dropdown menu, choose the descreen setting for the material type being scanned.






Note: For more detailed descriptions concerning the tools found in the **Advanced** screen, consult the VistaScan online manual.

7. Click **Preview**. When the preview is complete, you will see your image on the left side of the VistaScan window. This image will have a moving box around it. This box is called a “crop box” The crop box should surround the image you wish to scan. If it does not...
 1. Place your mouse over the line that is off. When your mouse is directly on the line, you will see .
 2. Press and hold down your left mouse button.
 3. Drag the line to the desired destination.
 4. Release the mouse button.

5. Repeat steps 1-4 on each line that needs adjustment.
WARNING: Any white area between the picture and the crop box will cause the image to be washed out or black.
 8. **Beginner** interface users - Click the appropriate image icon button to begin scanning (Color Photo, WebImage, Text/Lineart or Printed Matter).
Advanced interface users - Click scan.
Once the scan is complete, the image file will appear on the desktop.
-

HOW TO SCAN TO EMAIL

VistaScan supports direct scan to email for users of Microsoft Exchange and Lotus cc:Mail. For other email applications (AOL or Eudora for example), skip to How to Email (other email programs) below.

1. In the upper right corner of the VistaScan window, click the icon  located next to the .
 2. Click the **Scan Destination** tab at the top of the Preference window.
 3. Click the  icon.
 4. Select an email application. Scan to email supports Microsoft Exchange and Lotus cc:Mail
 5. Choose a **File Format** from the dropdown menu. TIFF is a good, commonly used image format.
 6. Click **OK** to return to the VistaScan window.
 7. From the Beginner screen click the  icon. From the advanced screen click on "Scan To" arrow to display the scan to destinations. Click on the  icon.
 8. Now you're ready to scan to email. From the Beginner screen, select the appropriate scan icon. Please see "How to Scan" above for more information on scanning using the Beginner or Advanced interface.
-

HOW TO EMAIL (other email programs)

1. Adjust your scan settings and complete a scan as instructed in "How to Scan" earlier in this addendum.
2. Once the scan is complete, exit the VistaScan program by clicking **Exit** or in the upper right corner.
3. Connect to the Internet.

4. Open your email application and create a new message.
5. Attach the file to the message through your email application. Your image file should be located in the directory you selected under saving preferences.

NOTE: There are many email applications with different methods for attaching files. If you are unable to find an **Attach File** option in your email program, please refer to your emails documentation or contact your email company's technical support for further assistance.

Scanning with PhotoDeluxe 2.0

- How to scan
 - How to resize
 - How to export (save)
-

HOW TO SCAN

1. Click **Start**.
2. Click **Programs**.
3. Click **Adobe**.
4. Click **PhotoDeluxe 2.0**
5. Click **Adobe PhotoDeluxe 2.0**
6. Click **Get Photo**.
7. Click **Get Photo** and choose **Scanners**.
8. You will be asked to select the input device. (Note: *This step is only necessary the first time you use the software with the scanner.*) Choose **VistaScan32 V3.1** and click **OK**.
9. VistaScan will launch and appear on top of the PhotoDeluxe screen. Place your image on the scanner and select **Preview**.
10. Crop the image as needed. Refer to the **How to Scan** section for more information on Preview and Cropping.
11. Click the appropriate icon image (Color Photo, Web Image, Text/Lineart, Printed Matter)
12. Once the scan is complete select **Exit**
13. The image will appear in PhotoDeluxe in My Photos. Double click the image to load it onto the PhotoDeluxe screen. From here the image can be exported, manipulated, and/or printed.

HOW TO RESIZE AN IMAGE

1. With your image displayed, click the **Advanced Menus** button in the left lower corner of the PhotoDeluxe window.
 2. Click **Size** and choose **Photo Size** from the drop-down menu.
 3. Adjust the width and height of the image in accordance with your desired print size. Click **OK**.
-

HOW TO EXPORT (SAVE) AN IMAGE

1. After you have scanned and edited the image, click **Save & Send** and choose **Export** from the drop-down menu.
 2. Click the **1 Export** tab.
 3. Click **Other Export** and an Export window will appear.
 4. In the **Save In** window, choose the location on the hard drive where you want to save the file.
 5. In the **File Name** window, name your image file.
 6. In the **Save As** window, choose the appropriate file format. (Note: *To export to different programs, you will need to find out what image files are supported by those programs. If you are emailing the image via AOL, choose a format other than JPEG.*)
 7. Click **Save**.
 8. Click the **2 Done** tab.
-
-
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Scanning with Presto! PageManager Deluxe

- How to scan
 - How to email
 - How to OCR
-

HOW TO SCAN

1. Click **Start**.
2. Click **Programs**.
3. Click **Presto! PageManager Deluxe**.
4. Click **Presto! PageManager** to launch the program.
5. Choose **Select Source** from the **File** menu. (Note: *This step is only necessary the first time you acquire the scanner.*)

6. Select **Vistascan32 V3.1** from the **Select Source** window.
 7. Choose **Acquire** from the **File** menu to acquire VistaScan.
 8. Refer to the How to Scan section of Scanning with VistaScan to complete the scanning process. Once the image is scanned, and you have exited from VistaScan, it will appear on your screen and will be located in the Presto! PageManager **Inbox**.
 9. Double-click the **Inbox** to view the scanned image.
 10. Double-click the small thumbnail of the image view it full screen. From here, you can save, OCR, manipulate, print or drag and drop the image to your favorite application.
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HOW TO EMAIL

1. Scan an image as detailed above.
2. Left click on the image you want to email.
3. While holding down the left mouse button, drag the mouse cursor to the icon representing your email program, located at the bottom of the PageManager window.
4. Release the left mouse button. PageManager will launch your email program and include the image as an attachment.

NOTE: There are many email applications with different methods for attaching files. If you are unable to find an Attach File option in your email program, please refer to your emails documentation or contact your email company's technical support for further assistance.

HOW TO OCR

1. Scan an image as detailed above.
2. Click the OCR button located at the top of the Presto! PageManager window. An OCR window will appear showing you that it is recognizing the text.
3. Once the OCR is complete, left click on the image.
4. While holding down the left mouse button, drag the mouse cursor to the icon representing your word processor program, located at the bottom of the PageManager screen.
5. Release the left mouse button. PageManager will launch your word processor program and display the image.

Scanning with OmniPage LE

- How to scan
 - How to OCR
-

HOW TO SCAN

1. Click **Start**.
 2. Click **Programs**.
 3. Click **Caere Applications**.
 4. Click **OmniPage Limited Edition** to open the application.
 5. Choose **Acquire Image** from the File menu to bring up the **Load Scanner** screen.
 6. Click **Scan**. When the scan is complete, the document will be ready to be recognized. For OCR instructions, see below.
-

HOW TO OCR

1. Once you have scanned the image, choose **OCR** from the **File** menu and select **This Page**.
 2. An **OCR** window will open and show you that it is recognizing the text.
 3. After the OCR is complete, a **Save As** window will appear. In this window, choose the location on the hard drive where you want to save the document.
 4. In the **File Name** field, name the document.
 5. Choose your preferred text format from the **Save text as type** drop-down menu.
 6. Click **OK**.
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One final note: Please keep in mind that larger file sizes are created by using higher resolutions and/or higher scaling during a scan. To keep your file sizes to a minimum, it is a good idea to only scan at the minimum resolution for your needs. For example, if you are creating a web page, you will only need to scan your images at 75dpi. 300dpi is a good resolution for printing on most home printers. For your prints to come out matching the original size, scan with 100% scaling.


Macintosh

Closing Applications

*Please close all applications prior to installation of the bundled software. To ensure all applications are closed, click the **Finder** in the upper right corner of the screen. Make sure that only **Finder** is listed. If items other than Finder are listed, select them and then select **Quit** from the file menu to close the application.*

PowerSaving for VistaScan (For Astra 1220U)

This feature will automatically start when your computer boots up. Please follow the directions below if it is not started.




1. Double-click the hard drive icon on the desktop.
2. Double-click the **System** folder.
3. Double-click the **Start Up Items** folder.
4. Double-click the **Power Saving** icon.
5. A **Power Active** box will appear on your desktop.
6. Clicking the scanner icon within the **Power Active** box will turn the scanner light on or off without delay.
7. You may adjust the timer for the scanner lamp by selecting a time from the drop-down menu located below the scanner icon.
8. Clicking the  in the upper right corner will close the **Power Active** setting box and turn off power saving. To quit the application, choose **Quit** from the **Power Saving** menu.
9. The green ready light on the front of your scanner will always stay illuminated when the scanner has power.

Note: The Astra 1220S SCSI scanners do not use this feature. Instead, they will automatically turn the lamp off after about thirty minutes of CPU inactivity. Some systems send a query signal down the SCSI chain, or other devices on the chain may emit signals. As long as the scanner is receiving a signal, it will not shut itself off. If the scanner is not shutting off, wait until the computer is shut down, or you can plug it into a dedicated surge protector and use its power switch to turn the power on and off.

Scanning with VistaScan

- How to set saving preferences
 - How to scan (scanning tips)
 - How to email a scanned image
-

HOW TO SET SAVING PREFERENCES

1. In the upper right corner of the VistaScan window, click the icon  located next to the **?**.
2. Click the **Scan Destination** tab at the top of the Preference window.
3. Click  (the diskette icon).
4. In the **File Directory** bar to the right of , click **Settings**.
5. Choose **Desktop** from the save window. (*This will save all scanned images to your desktop.*)
6. Designate a name in the **Save as** field.
7. Set your **File Format** in the Preference window. JPEG is the overall best image format with a relatively small file size, so it's great for emailing and viewing. *NOTE: For AOL user's you may want to select File Format: BMP.*
8. Choose the image quality. Remember: Higher quality means a larger file size, for web and email we recommend a setting between good and fair.
9. Click **OK** to return to the VistaScan window.

Note: For information on setting other Scan Destination preferences, please refer to the VistaScan online manual under "My First Scan."

HOW TO SCAN

1. Double-click the hard drive icon on the desktop.
2. Double-click the **Umax VistaScan 3.1** folder.
3. Double-click **Umax VistaScan 3.1 DA**.
4. Place the item you want to scan face down on the scanner glass.
5. Select an interface, Beginner or Advanced, by clicking on one of the buttons located at the top of the VistaScan screen.

BEGINNER interface - Recommended for new scanner users. The Beginner interface provides four buttons for easy one-click scanning.

Color Photo - For scanning color photographs

Web Image -For scanning color images for use on the Internet or emailing

Text/Lineart - Use to scan black and white text documents or lineart

Printed Matter - For scanning printed material such as magazines, books, CD covers or newspaper.

ADVANCED interface - Recommended for more experienced users. The Advanced interface requires that the user understand the correct settings for the type of image being scanned. Below are some recommended settings:


Color Photographs - **True Color RGB, 300dpi, No Descreen, No Filter, 100%**

Emailing/Internet - **(Color mode of your choice), 75dpi, No Descreen, No Filter, 100%**

Text Documents - **OCR (300DPI), 300dpi, No Descreen, No Filter, 100%**

Printed Material (magazines/books/CD covers/newspaper) - From the dropdown menu, choose the descreen setting for the material type being scanned.

*Note: For more detailed descriptions concerning the tools found in the **Advanced** screen, consult the VistaScan online manual.*

6. Click **Preview**. When the preview is complete, you will see your image on the left side of the VistaScan window. This image will have a moving box around it. This box is called a "crop box." The crop box should surround the image you wish to scan.
 1. Place your mouse over the line that is off. When your mouse is directly on the line, you will see .
 2. Press and hold down your mouse button.
 3. Drag the line to the desired destination.
 4. Release the mouse button.
 5. Repeat steps 1-4 on each line that needs adjustment.

WARNING: Any white area between the picture and the crop box will cause the image to be washed out or black.
7. **Beginner** interface users - click the appropriate image icon button to begin scanning (Color Photo, Web Image, Text/Lineart or Printed Matter).

Advanced interface users - Click scan.
Once the scan is complete, the image file will appear on the desktop.

HOW TO EMAIL AN IMAGE

1. Adjust your scan settings and complete a scan as instructed above.
2. Once the scan is complete, exit the VistaScan program by clicking **Exit** or choose **Quit** from the **Settings** menu.
3. Connect to the Internet.
4. Open your email application and create a new message.
5. Attach the file to the message through your email application. Your image file should be located on the desktop if you followed the scanning instructions above to scan your image.

*Note: There are many email applications with different methods for attaching files. If you are unable to find an **Attach File** option in your email you will need to contact their technical support for further assistance.*

Scanning With PhotoDeluxe 1.1

- How to scan
 - How to resize
 - How to export (save)
-

HOW TO SCAN

1. Double-click the hard drive icon on the desktop.
2. Double-click the **Adobe PhotoDeluxe 1.1** folder.
3. Double-click the **Adobe PhotoDeluxe** icon.
4. Click **On Your Own**
5. Click **Get Photo**
6. Click **Scan Photo**
7. The **Select Camera or Scanner** box will appear. Click on the pull down menu to display the available options.
8. Select **TWAIN Acquire**
9. Select **OK**.
10. VistaScan 3.1 will appear on the screen.

11. Refer to the *How to Scan* section of *Scanning with VistaScan* earlier in this addendum for more information on completing the scanning process.
12. Once the scan is complete, VistaScan will close and the scanned image will appear in PhotoDeluxe. Now you can save, print, manipulate, and/or export the scanned image.

HOW TO RESIZE AN IMAGE

1. With your image displayed, click the **Modify** button.
2. Click the **Size** tab.
3. You may now choose the appropriate button trim or resize your image.

HOW TO EXPORT (SAVE)

1. Choose **Export** from the **File** menu.
2. Click **File Formats**. A save window should appear.
3. In the save window, select the location on your hard drive where you want to export the image.
4. Type a file name in the **Save a copy as** field.
5. Choose a file format from the **Format** drop-down box. (*Note: To export to different programs, you will need to find out what image files are supported by those programs. If you are emailing the image via AOL choose a format other than JPEG.*)
6. Click **Save**.

Scanning With Presto! PageManager 2.31.02

- How to scan
 - How to email
 - How to OCR
-

HOW TO SCAN

1. Double-click the hard drive icon on the desktop.
 2. Double-click the **Presto! PageManager 2.31.02** folder.
 3. Double-click **Presto! PageManager 2.31.02** to launch the program.
 4. Choose **Select Source** from the **File** menu and click **Select Plug-ins**.
 5. Click on the **Umax VistaScan 3.1** from the **Plug-in** window.
 6. Click **Select**. (*Note: This step is only necessary the first time you acquire the scanner.*)
 7. Choose **Acquire** from the **File** menu to acquire VistaScan.
 8. Refer to the *How to Scan* section of *Scanning with VistaScan* to complete the scanning process. Once the image is scanned, the image will be located in the Presto! PageManager **Inbox**.
 9. Double-click the **Inbox** folder to view any scanned images.
 10. Double-click the small thumbnail of the image view it full screen. From here, you can save, OCR, manipulate, and/or print the image.
-

HOW TO EMAIL

1. Scan an image as detailed above.
2. Choose **Save As** from the **File** menu.
3. In the save window, choose the location on the hard drive where you want to save the image file.
4. In the **Save As** field, name your image.
5. Choose **JPEG** from the **Save File as Type** drop-down menu.
6. Click **Save**.
7. Choose **Quit** from the **File** menu to close Presto!PageManager.
8. Connect to the Internet.
9. Open your email application and create a new message.
10. Attach the file to the message through your email application.

Your image file should be located on the desktop if you followed the scanning instructions above to scan your image.

*NOTE: There are many email applications with different methods for attaching files. If you are unable to find an **Attach File** option in your email you will need to contact their technical support for further assistance.*

HOW TO OCR

1. Scan a document as detailed above.
2. Click the **Simple Text** button at the bottom of the Presto! PageManager window. Simple Text will load the document in text form on the screen. You can now edit and save the file as a Simple Text document. To add other applications to the tool bar in Presto! PageManager, please see the manual. For instructions for finding the Presto! PageManager manual, please see below.

Scanning with OmniPage LE

- How to scan
 - How to OCR
-

HOW TO SCAN

1. Double-click the hard drive icon on the desktop.
2. Double-click the **OmniPage Ltd. Ed.** folder.
3. Double-click **OmniPage Limited Edition** to open the application.
4. Choose Select Scanner from the **Settings** menu.
5. Select **Umax Astra Series** and click **OK**.
6. Place your document face down in the upper right corner on the scanner glass.
7. Click the scanner icon. When the scan is complete, the document will be ready to be recognized. For OCR instructions, see below.

HOW TO OCR

1. Click **OCR**.
2. An **OCR** window will open and show you that it is recognizing the text.
3. After the OCR is complete, a save window will appear. In the this window, choose the location on the hard drive where you want to save the document.
4. Choose **Save As** from the **File** menu.
5. In the **Save Image Data as** field, name the document.
6. Choose your preferred text format from the **Format** drop-down menu.
7. Click OK.

One final note: Please keep in mind that larger file sizes are created by using higher resolutions and/or higher scaling during the scan. To keep your file sizes to a minimum, it is a good idea to only scan at the minimum resolution for your needs. For example, if you are creating a web page, you will only need to scan your images at 75dpi. 300dpi is a good resolution for most home printers. To assure that your prints come out matching the original's size, make sure you scan with 100% scaling.

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