

Duoscan T1200 Batch Scanning Instructions

How to Scan Slides

- Remove slide tray and place slides face down with top facing towards you.
- Open AGFA Batch Scan by clicking **Start > All Programs > AFGA FotoLook 3.50.00 > AGFA FotoLook Batch**.
- To Scan a new batch select **Scan > New Scan**.
- Change the settings accordingly.
 - Original: TRANSPARENT
 - Mode: choose GRAYSCALE or COLOR as applicable.
 - Input: 1200ppi (suggested for printing); 200 (suggested for web images).
 - **NOTE:** The larger the the ppi, the larger the file size.
- Once settings have been made click **Preview**.
- While in preview mode, using your mouse, select the first slide you want to scan (click and drag). Slide will be slightly highlighted.
- Click **OK** to proceed.
- You will be prompted so save file. Name file and set the Save To area.
 - **NOTE:** Save as type TIFF for printing and type JPEG for web images.
- Repeat steps 3-8 for each slide you wish to scan.
- When finished selecting all desired slides, click **Batch < Scan All** to scan the slides.
- If you wish to edit (crop, resize, etc) the slides, you may do so with Photoshop.

How to Scan Transparencies

- Place transparency face down, top facing you, on the scanner bed.
- Place a piece of white paper on top of transparency and close lid.
- Open AGFA Batch Scan by clicking **Start > All Programs > AFGA FotoLook 3.50.00 > AFGA FotoLook 3.50.00**.
- Change the settings accordingly.
 - Original: REFLECTIVE
 - Mode: choose GRAYSCALE or COLOR as applicable.
 - Input 150-200
 - **NOTE:** The larger the the ppi, the larger the file size.
- Once settings have been made click **Preview**.

- While in preview mode, using your mouse, select the first slide you want to scan (click and drag). Slide will be slightly highlighted
- Click **Scan** to proceed.
- You will be prompted so save file. Name file and set the Save To area.
 - **NOTE:** Save as type TIFF for printing and type JPEG for web images.
- Repeat steps 4-8 for each transparency you wish to scan.
- If you wish to edit (crop, resize, etc) the slides, you may do so with Photoshop.