

Creating Digital Images from Microform

- 1) On the Minolta Microform Workstation, check to see that the display above the **Start** button reads, **PC**. If the appropriate code is not displayed, press and hold the **Shift** button while tapping the button to its left, labeled **PC/PR**, until it does so.
- 2) The rest of these steps involve the computer workstation, and not the microform workstation. Once you have found the image you wish to capture, and are content with its placement on the microform workstation's screen, read the steps below.

To create a PDF

- 3) Open Adobe Acrobat 6.0. You'll find a shortcut on the desktop.
- 4) Select: File → Create PDF → From Scanner
- 5) Make sure 'Device' is set to: MS 6000@2:0:3
- 6) Select **Scan**. This will bring up the Minolta MS Series Scanner Setup.
- 7) Select Preview. This takes a 'snapshot' of the entire scanning area, which we can then evaluate before specifying the scan settings.
- 8) Depending on what you see in the preview window:
 - a. Under **Scan Settings**: Set your resolution. The default is 300 dpi, but depending on your desired file size, you may wish to try something higher (up to 600 dpi).
 - b. Under **Image Adjustment**: Set film type as positive/negative. This will depend on the particular microform you are using.
 - c. Under **Brightness and Contrast**: You may adjust these values if the image seems too dark (or light). *Note: you can also adjust darkness/lightness on the microform reader itself.*
 - d. Click and drag the four sides of the marquee to the edges of the preview image. *Note: if you are scanning multiple pages it is probably a good idea to preview and the set the marquee anew, each time.*
- 9) When you are satisfied with your settings select **Scan**.
- 10) Remember, you are compiling a PDF, so if there are more pages you would like to add to this document, select **Next Page** when you're prompted. Otherwise, select: **Done**.
- 11) When you are finished select File → Save as. Name your file and select **Save**.

Instructions continue on the other side.

To create an image file (in TIFF format)

- 1) Open **Minolta TWAIN**. You'll find a shortcut on the desktop.
- 2) Select File → Acquire to TIFF File.
- 3) Next you'll be prompted to select a saving location and a file name. Browse to the desktop, create a folder for yourself (if you'd like), then give your new image a name.
- 4) Select **Save**.
- 5) This will bring up the Minolta MS Series Scanner Setup. Refer to steps 7 through 11 on the opposite page for further instruction.

Instructions continue on the other side.