

How to Save and Print Microforms

Note: If you do not know how to load and view microforms, please see the tutorials *How to View Microfilm* and *How to View Microfiche*.

1. Load the desired microfilm or microfiche into the microform reader and navigate to the page you wish to save or print.
2. Go to the **Start Menu** and select **Adobe Acrobat**.
3. From the **File** menu, select **Create PDF** and then **From Scanner...** (Figure 1).

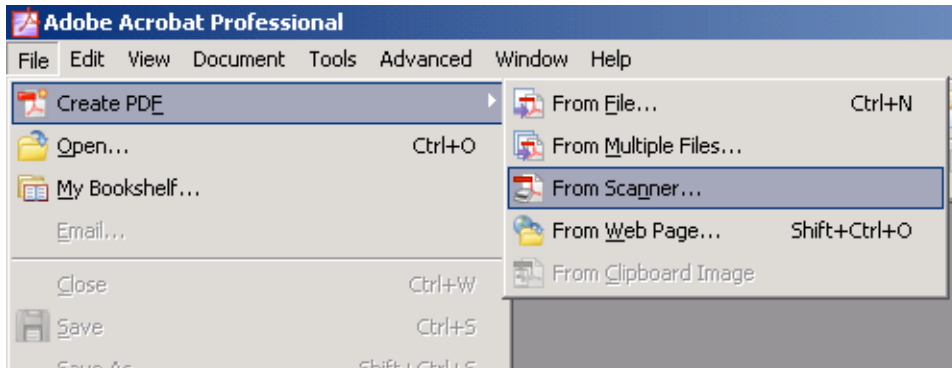


Figure 1. Initiating the scan.

4. This launches the **Create PDF From Scanner** window. Be sure that **MS 6000 @ 2:0:0** is listed next to **Device** (Figure 2). Click on **Scan** to begin scanning.
 - If it is not listed, select it from the list to the right of Device.
 - If the MS 6000 option does not appear on the device list, make sure that the microform scanner is turned on and restart the computer. Retry steps 2-4.

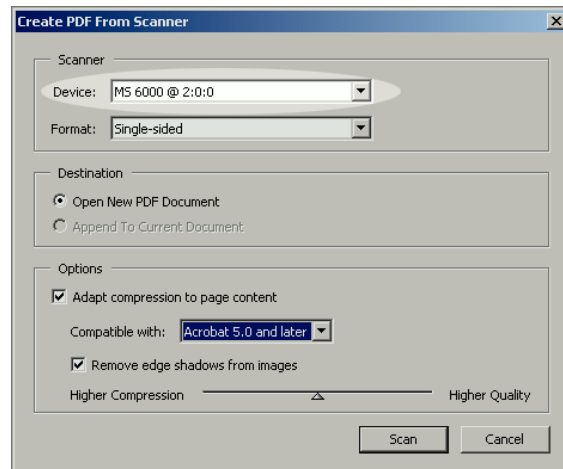


Figure 2. Create PDF From Scanner window.

5. After you press **Scan**, the **Minolta MS Series Scanner Setup** window (Figure 3) will appear. Click on **Preview** (Figure 3:F) to preview the part of your image that will be scanned. The area that will be scanned is displayed on the right side of the screen (Figure 3:A). If you wish to scan a different area of the image drag the black squares of the selection box until it surrounds the desired section of the image.
 - For most people, the default **Scan Settings** and **Brightness** (Figure 3:B) and **Brightness and Contrast** (Figure 3:C) settings will not need adjustment.
 - If your image appears as white type with a black background when previewing, select **Negative** from the **Film Type** list (Figure 3:D). If that doesn't fix it, select **Positive**.
 - If your image is too dark or washed out after scanning, rescan and uncheck **Automatic Brightness** and manually adjust the **Brightness** and **Contrast** (Figure 3:C).

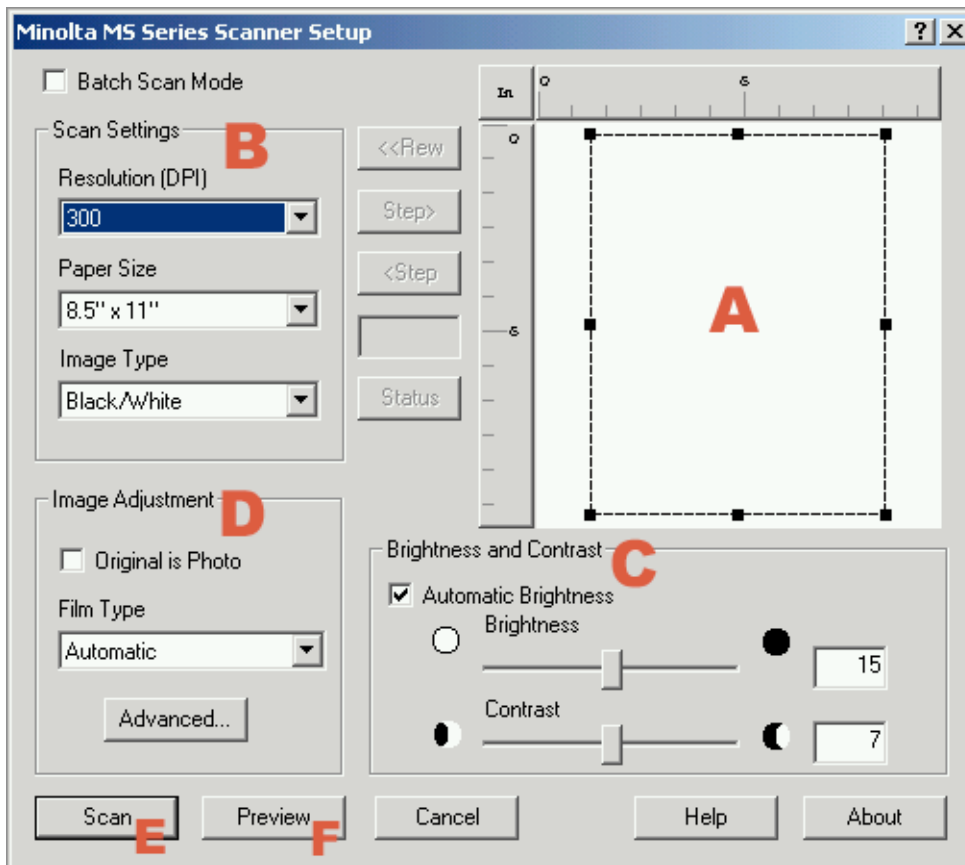


Figure 3. Minolta MS Series Scanner Setup window. A: Image preview and area selection, B: Scan settings, C: Brightness and contrast, D: Image adjustment, E: Scan, F: Preview.

6. Press **Scan** (Figure 3:E) to scan the microform. The **Acrobat Scan Plug-in** window will appear (Figure 4). If you wish to scan another page without viewing the one you just scanned, select **Next**. If you are done scanning or wish to check the quality of your scan before moving to the next page, select **Done**.
 - If you select **Next**, repeat step 5 until you have scanned all desired pages.
7. After choosing **Done**, your image will be displayed in Adobe Acrobat.
 - If you wish to scan additional pages that will be part of the current document, repeat steps 3-5, but select **Append to Current Document** from the **Create PDF From Scanner** window that appears in step 4.

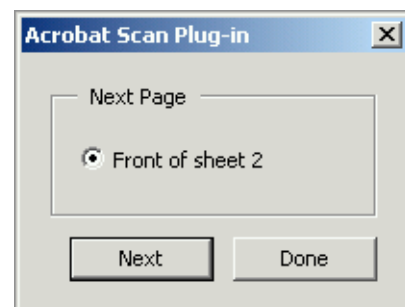


Figure 4. Acrobat Scan Plug-in.

8. If you wish to print your PDF document, select **Print** from the **File** menu. If you wish to save the PDF document, select **Save...** from the **File** menu. We recommend that you save to Arcspace (the T:\ drive). If you wish to email the document to yourself, you will need access to some form of Web-based email and to attach the document to a message. You may also save the PDF document to CD, floppy, or Zip disk.