

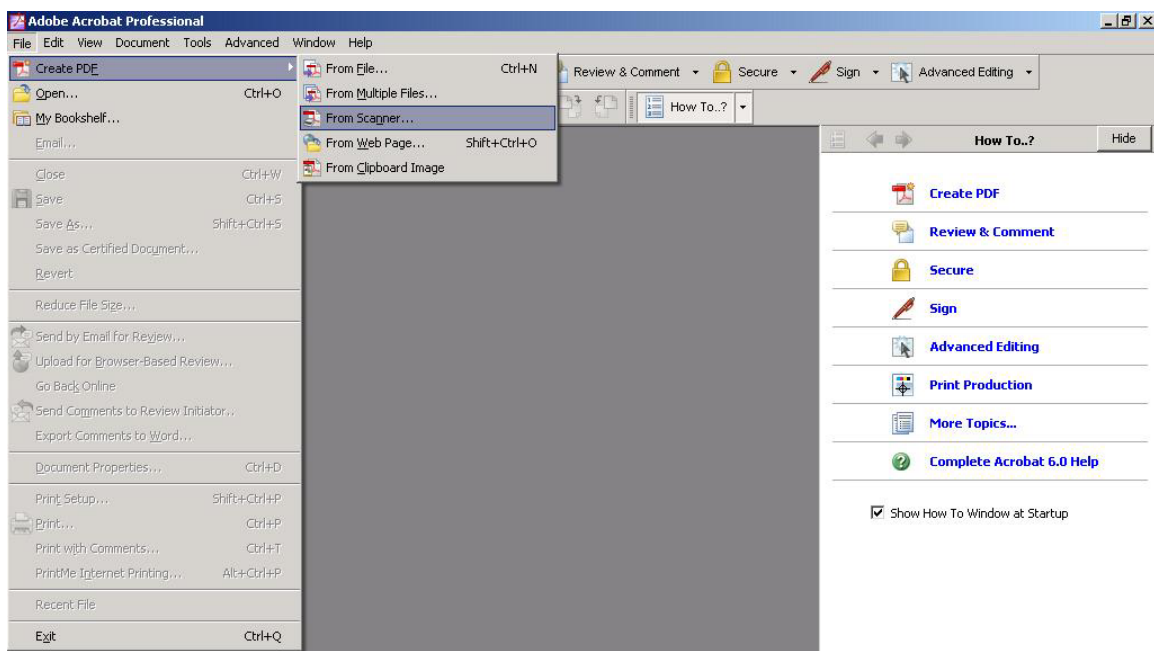
Scanning Microform Documents to PDF files with Acrobat Professional

Note: Use this scanning method if you want to scan multiple pages (e.g. of an article) to the same file, and save or print the file as a PDF (Portable Document Format) document. If you want to scan to an image file (e.g. a JPEG) – if, for instance, you want to scan an old ad or headline and insert the image in a Word document – use the instructions for “Scanning Microform to Image Files with Paint Shop Pro” in this binder.

1. Turn on the microform scanner using the Power switch on the right side of the machine (NOT the green Start button on the front of the machine.) Then, turn on the computer by pressing the Power button on the CPU below the table. If the computer is already on, shut down the computer and then press the Power button to start it up again. It is very important that the scanner is turned on **before** the computer – otherwise, the connection between the scanner and the computer won't work properly.
2. Log on with student Discovery account or with the username microform and password microform (lowercase letters) on the Discovery domain. Please note: if you use the microform account to log on, you will not be able to save to your U: drive.
3. Load your microfilm or microfiche item (ask library staff for help if you're not sure how.) Position the page you want to scan in the centre of the scanner's reading screen – within the 8.5x11" rectangle marked on the screen, if possible.
4. Launch Adobe Acrobat Professional 6.0 from the desktop icon.



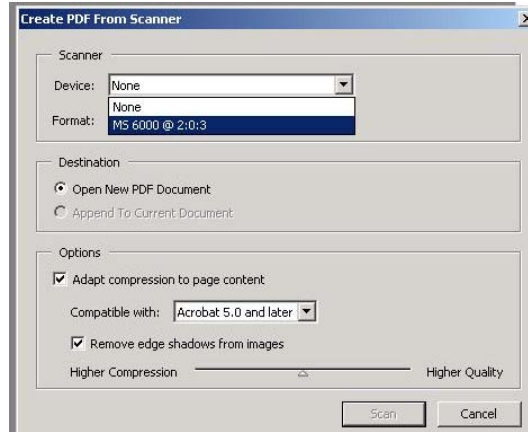
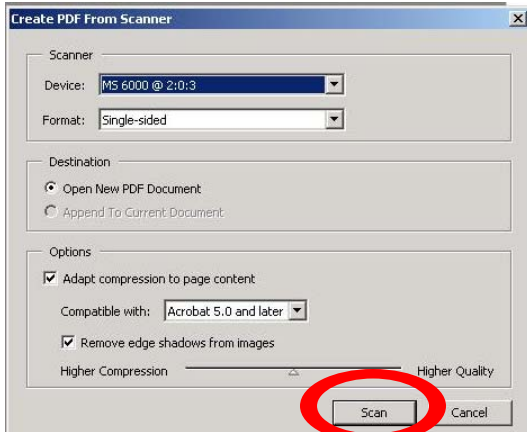
5. Open the File menu and select Create PDF → From Scanner.



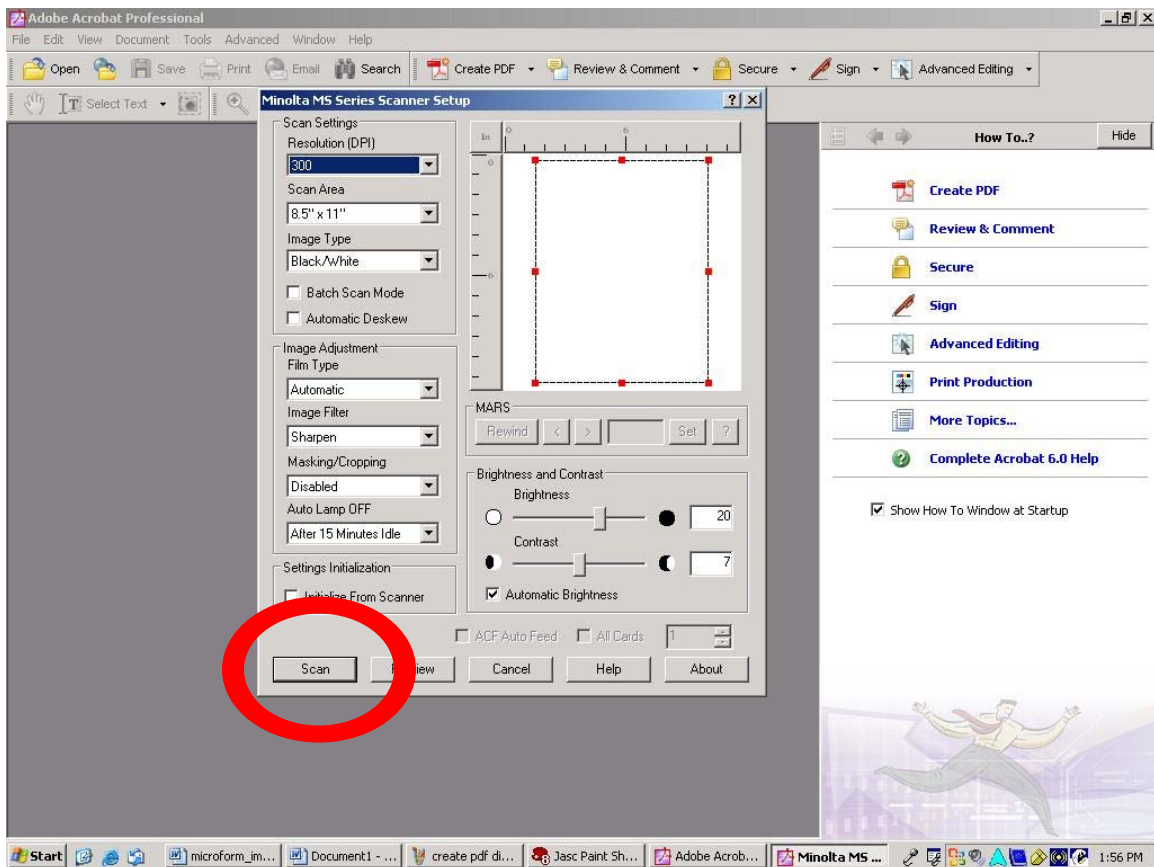
6. Ensure the scanning device is selected:

In the Create PDF from Scanner dialogue box, make sure that the Device field says "MS 6000 @ 2:0:3".

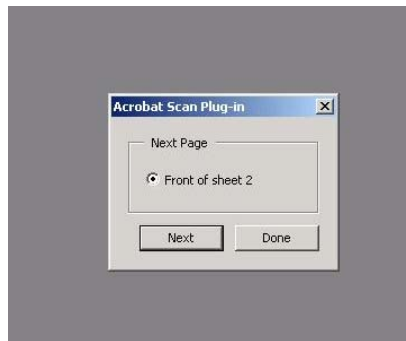
If it says "None", click on the drop-down menu and select "MS 6000 @ 2:0:3".



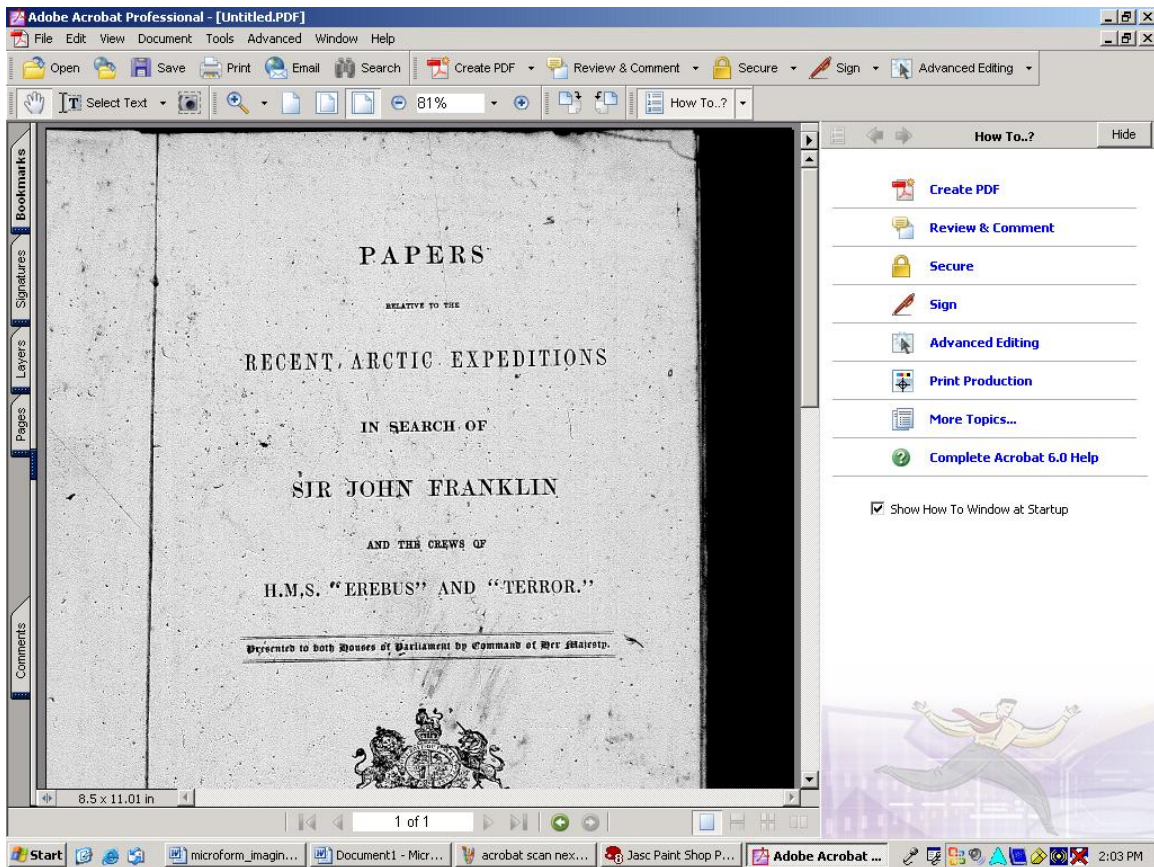
7. Click the Scan button at the bottom of the Create PDF from Scanner dialogue box. The Scanner Setup dialogue box will pop up. Click the Scan button at the bottom of the Scanner Setup dialogue box (you do not need to adjust any of the settings, although you can experiment with them if you like.)




8. The screen image will be scanned. You will see a Minolta window with a progress bar (*N.B. if this window does not disappear automatically when the progress bar is completed, click the “Done” button to close it.*) Then, you will see an Acrobat Scan Plug-in box pop up (pictured below). If you want to scan more pages into your PDF document, click the “Next” button and go back to Step 7. If you do not want any more pages in your PDF document, click “Done”.



9. When you click “Done”, your PDF document will appear in the Adobe Acrobat Professional window (scroll down to see all the pages in the document.)

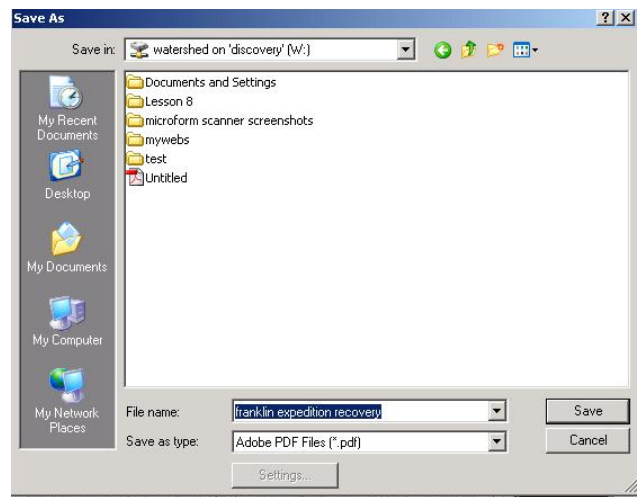


10. Save your document. Click the Save button on the Adobe Acrobat Professional toolbar ( Save) (or open the File menu and click on Save or Save as.)

In the Save As dialogue box, specify a directory in which to save your document using the “Save in” drop-down menu. The directory might be your U: drive on the Discovery network, a USB drive, or other location of your preference. **Please note that if you are logged in under the “Microform” account, any files saved to the Microform profile (e.g. to the Desktop or My Documents directories) will be erased when you log off.**

Give the document a file name in the “File name” field.

The format for your document is “Adobe PDF files”.



11. Close Adobe Acrobat by clicking the X button in the top right-hand corner.
12. Rewind and remove your microfilm or microfiche. Switch the scanner off, and shut down the computer.