

Scanning with Microfilm Machines

1. To create a scan from the microfilm machine, double click the adobe reader icon that says “use to scan.” This will bring up adobe reader.
2. Click on the “create PDF” button and select “from scanner” from the menu. The setting should read “MS 6000 @ 4:0:3.”
3. Press scan. For the resolution, 300 DPI is optimal for a print scan.
4. If you know ahead of time that you have multiple scans to make, you can select the “batch scan” mode.
5. Once you adjust the brightness and contrast settings, slide the sliders to the left or to the right to get the results that you prefer.
6. When you’re happy with your settings, press scan. You should hear the machine power up as the Minolta scanner scans your document. It then creates a PDF for you.
7. If you have more scans to do, press next. Otherwise, just press done.
8. You should see an image of your document that you’ve just scanned. To print this document, go to the file menu and select “print” to print a vprint.
9. If you just want to save the document, you can use the save command. Please, when you save it, choose a file name that will be easy for you to remember, as there are multiple users on the machine and you don’t want your file to get lost in the mix.
10. Once you’ve saved your file, you can upload it to your vspace by logging into vspace using your e-mail username and password. Thank you for watching our tutorial.