

# Using the Minolta MS6000 Microform Scanner

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## Before Scanning,

- Log into the computer with your Network ID and Password. If you are not IUPUI/IU Student, Staff, and Faculty, you may purchase a Guest Computer Account at the 2<sup>nd</sup> Floor Circulation Desk.
- As you are logging in, turn on the scanner. The power button is along the right side of the scanner.
- Load the microfilm or microfiche.

## When done scanning,

- Log off of the computer, but do not turn it off
- Turn off Microform Scanner
- Remove the Microfilm or Microfiche and return it to the table to be reshelved

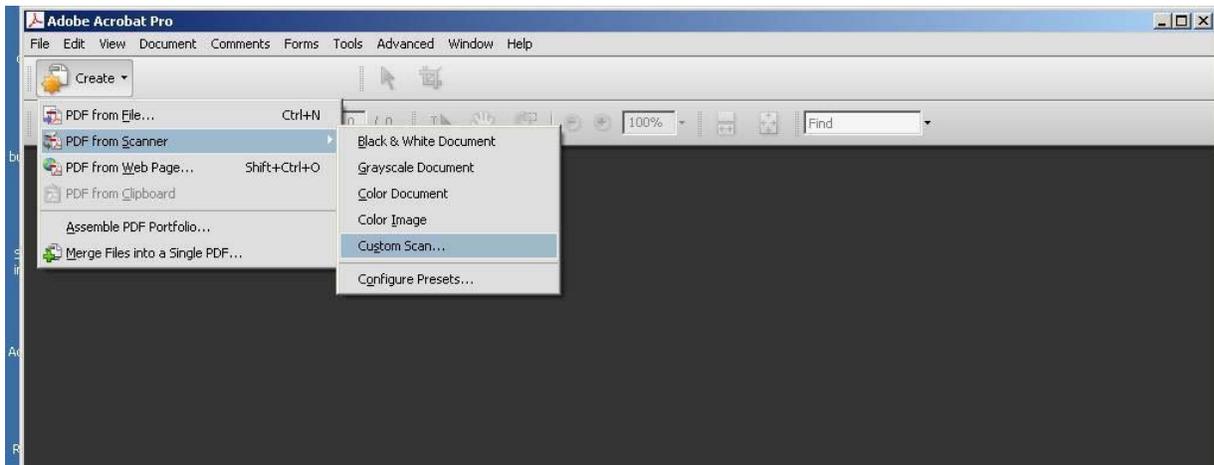
## ***TO START SCANNING***

**Step 1: Double-Click on the “Adobe Acrobat 9 Pro” icon from the desktop.**



**Step 2: Once Acrobat is loaded, Choose Create, PDF from Scanner, and Custom Scan**

*When the next menu appears, just choose Scan*



**Step 3: Once you've selected the Scan button, the menu below will appear. From here, please the following options below:**

**300-400 dpi will give best results**

**Change to 8.5" x 11"**

**File Type:  
Microfilm=Positive  
Microfiche=Negative**

**Leave the setting on Disabled if you do not want a frame around the image**

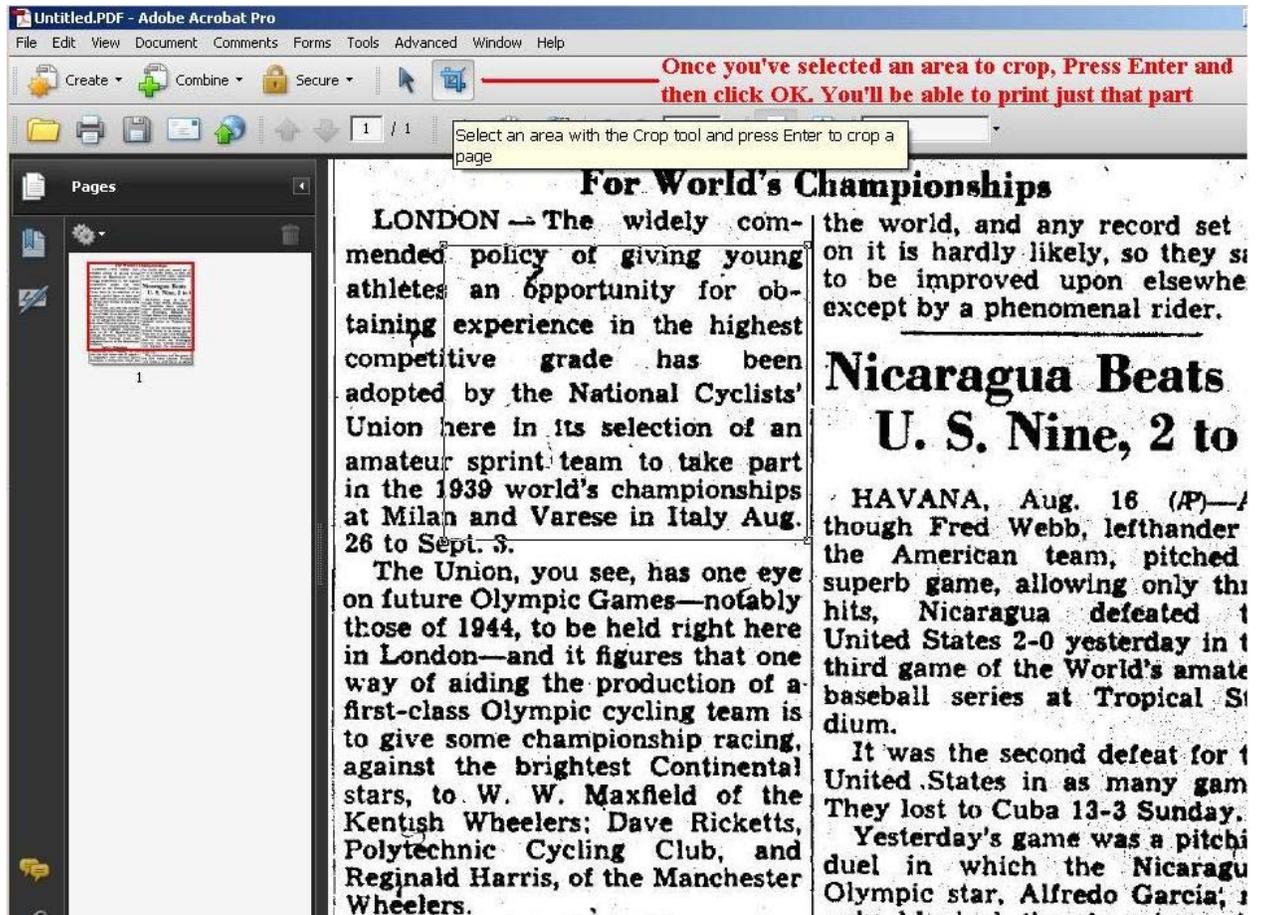
**Use Print Preview to get a more accurate image selection and cropping. The quality of the preview is very poor but should give you a general idea of where you scan will take place**

The screenshot shows the 'Minolta MS Series Scanner Setup' dialog box. The 'Scan Settings' section has 'Resolution (DPI)' set to 300 and 'Scan Area' set to 'Custom'. The 'Image Type' is 'Black/White'. The 'Image Adjustment' section has 'Image Filter' set to 'Sharpen' and 'Masking/Cropping' set to 'Disabled'. The 'Settings Initialization' section has 'Initialize From Scanner' unchecked. The 'MARS' section has 'Automatic Brightness' checked. The 'Brightness and Contrast' section has 'Brightness' set to 14 and 'Contrast' set to 7. The 'Scan' button is highlighted.

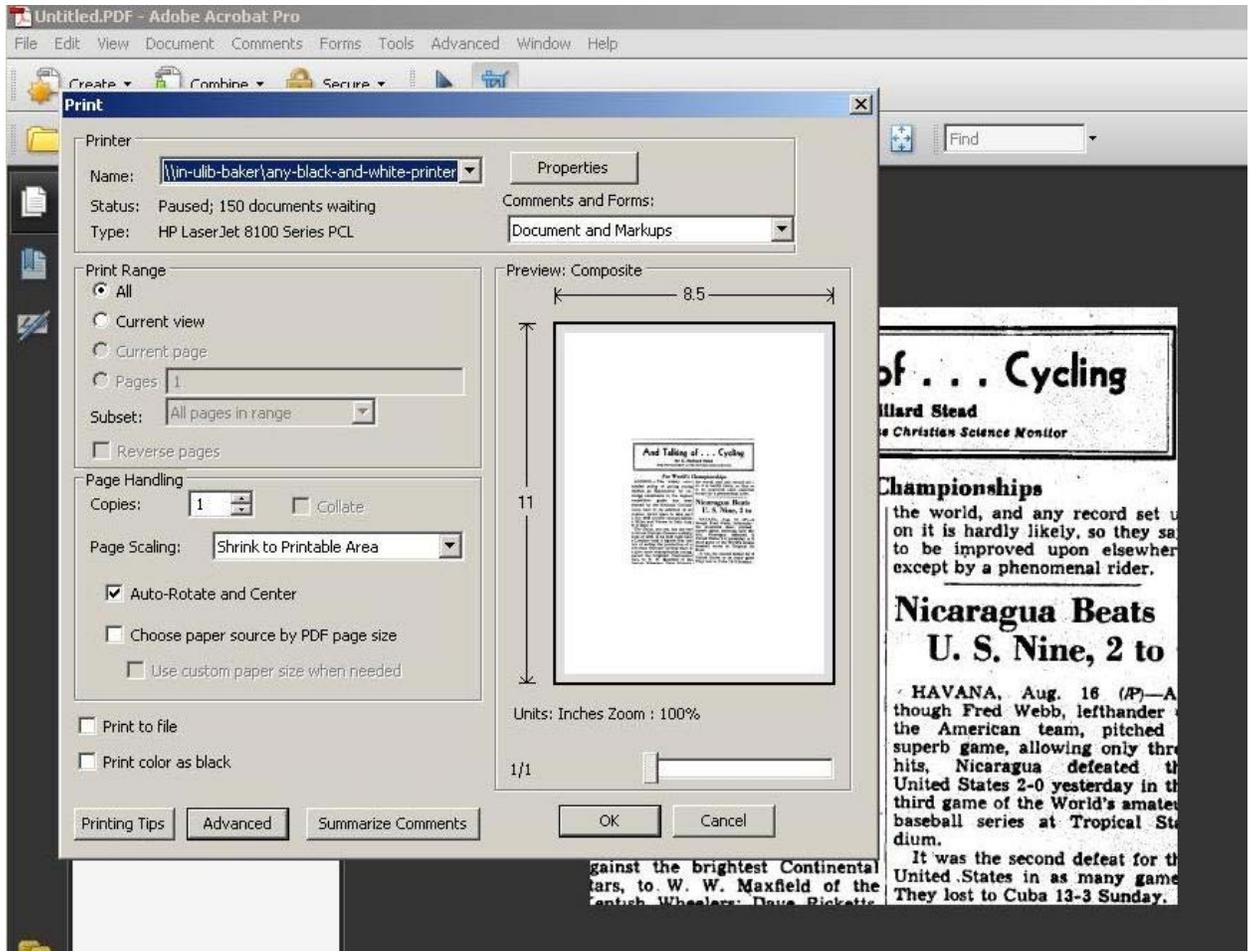
## OPTIONAL STEP:

If you've done a scan and after you view it in Acrobat, you only wish to print or save a "clipping" of the scanned image, please follow the instructions below:

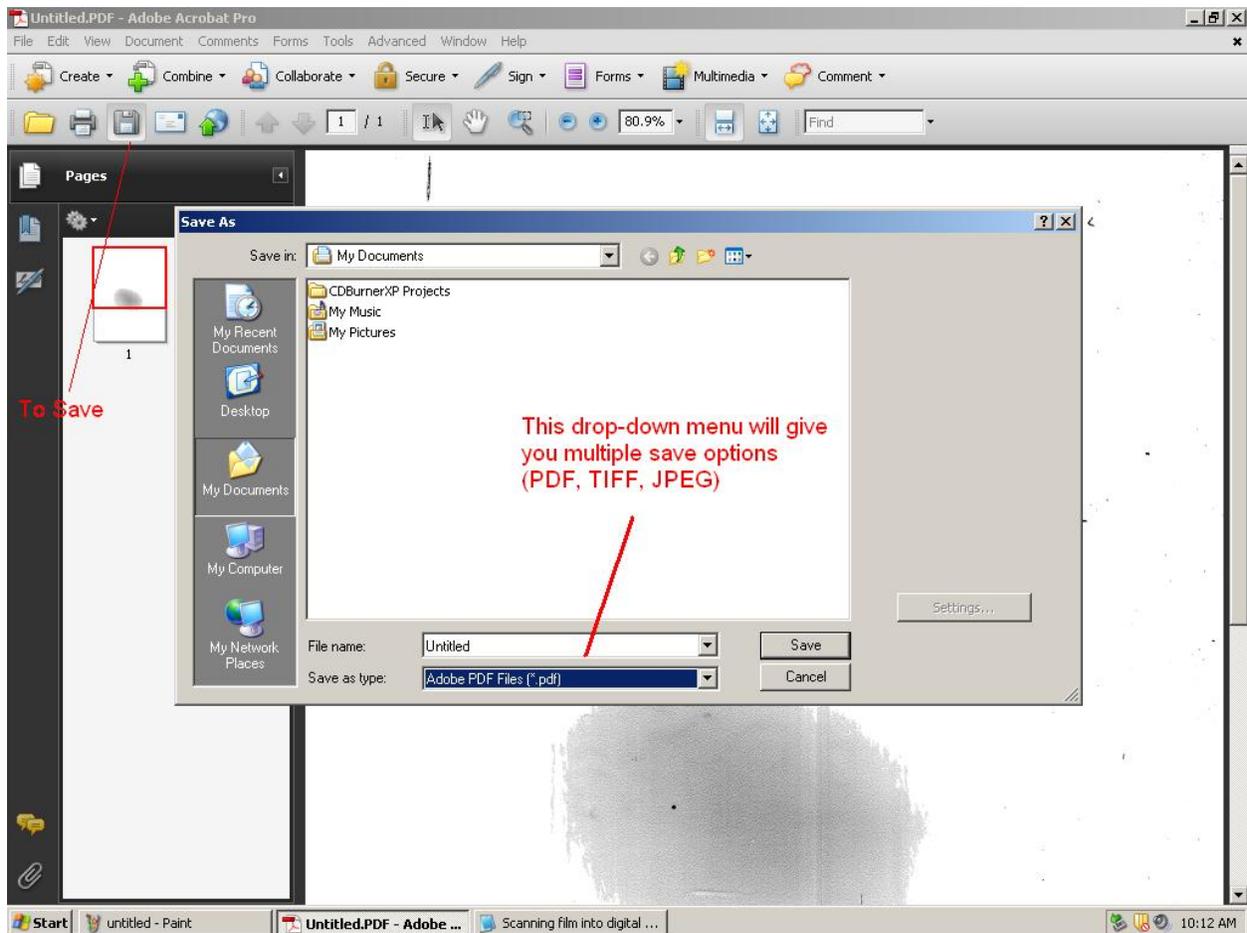
1. On the top toolbar, you'll see the crop button (red line is pointing to it below). Once you've selected this, high light the area that you wish to crop and press enter. On the next screen, click OK



- In the next window, you'll see it has removed everything from the scanned image except what I highlighted. From this point, I've chosen to print but you do have the option to save this. The next step will show you how to



**Step 4: The final step is saving your scanned film image. When you click on the floppy disk in the toolbar, the Save As prompt appears. When choosing the Save as type, this is where you can choose which type of format you want to save as. The most idea format is the default .PDF.**



**If you have any questions about using the scanner station, please ask for assistance as the Reference Desk. If you need to purchase a Flash Drive, CD-R, A Guest Computer Account, or purchase a Print Copier Card, please go to the 2<sup>nd</sup> Floor Circulation Desk.**