

# Minolta MS6000 Microform Workstation "Cheat Sheet"

**IMPORTANT NOTE: If microform reader is turned off, turn it on and reboot the PC. If the PC appears to not be able to scan, reboot the machine. The microform reader must have been turned on the last time the PC was rebooted or the process will not work. When in doubt, reboot.**

**In order to print or save documents from the microform reader you must first scan the pages you wish to print or save. There are multiple methods of doing this:**

## Using MICROSOFT WORD (Quick and Easy!)

- 1) Position first page on microform reader.
- 2) Open Microsoft Word.
- 3) Select Picture from Insert pulldown, then select From Scanner or Camera.
- 4) Hit Custom Insert button on Insert Picture popup.
- 5) Check Batch Scan Mode on Scanner Setup popup and then hit Scan button to scan first page.
- 6) Position next page on microform reader.
- 7) Scan next document by pressing green Start button on microform machine.
- 8) Repeat steps 6 and 7 until all pages are scanned, then hit Done button.

*(Note: To create a PDF file from the Word document, click on the PDF button along top of screen.)*

## Using IMAGING PROFESSIONAL (For producing .tif images!)

### Opening Imaging Professional

Double click desktop icon "Imaging Professional"

### Scanning first page

- 1) Position document page on microform machine.
- 2) Scan document by selecting Acquire Image from File pulldown menu.
- 3) Select settings on Scanner Setup popup window. If you will be scanning multiple pages, check Batch Scan Mode box.
- 4) Hit Scan button (unless you prefer to preview first).

### Scanning subsequent pages

- 1) Position next document page on microform machine.
- 2) Scan next document by pressing green Start button on microform machine.
- 3) Hit the Done button when all pages have been scanned.

### Viewing/reordering/deleting/rescanning pages

Select Thumbnails from View pulldown menu.

- Drag and drop thumbnails to reorder pages.
- Click on a thumbnail and select Delete Pages from Edit pulldown menu to remove image.
- Click on a thumbnail and select Reacquire from Page pulldown menu to rescan page. Adjust Brightness and Contrast on Scan Settings popup window as needed. Old image will be overlaid with new image.

## FOR ALL SCAN METHODS

### Saving scanned pages

Select Save from File pulldown menu. Select format type to save scanned image(s) as (e.g. .pdf, .tif, .jpg, .doc). E-mail scanned page file to yourself or save it to a floppy, zipdisk, or CD.

### Printing scanned images

Select Print from File pulldown menu. Select printer (e.g. Netprint1, Netprint2, VendaPrinter) to use.

## Using ADOBE ACROBAT PROFESSIONAL (For producing .pdf images!)

### Opening Adobe Acrobat Professional

Select Programs from Start menu. Select Adobe Acrobat Professional from list of programs.

### Scanning first page

- 1) Position document page on microform machine.
- 2) Scan document by clicking on Create PDF and then From Scanner.
- 3) Select settings on Scanner Setup popup window. If you will be scanning multiple pages, check Batch Scan Mode box.
- 4) Hit Scan button (unless you prefer to preview first).

### Scanning subsequent pages

- 1) Position next document page on microform machine.
- 2) Scan next document by pressing green Start button on microform machine.
- 3) Hit the Done button when all pages have been scanned. (You will be asked twice.)

### Viewing/reordering/deleting scanned pages

Click on Pages tab on the left side of screen to view thumbnails.

- Drag and drop thumbnails to reorder pages.
- Click on a thumbnail and hit Delete key to remove an image.
- Rescan bad images separately and then replace bad page by clicking on bad thumbnail and selecting Pages from the Document pulldown menu and then Replace. Enter the location of the rescanned page.

**To turn any saved document into a PDF, simply open Adobe Acrobat Professional and click on Create PDF and then From File. You will be asked for the location of the file.**