

# Scanning from Microfilm with Acrobat

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- A 400 dpi image is 4 times as large as a 200 dpi image.

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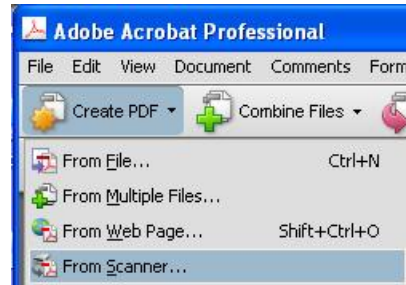
- **Scanner not found** – must be on as PC starts up.
- Email attachment size limits

## Example of workflow - Scanning several pages into a pdf document and saving it on the Desktop.

Start Acrobat Professional if it is not already running.



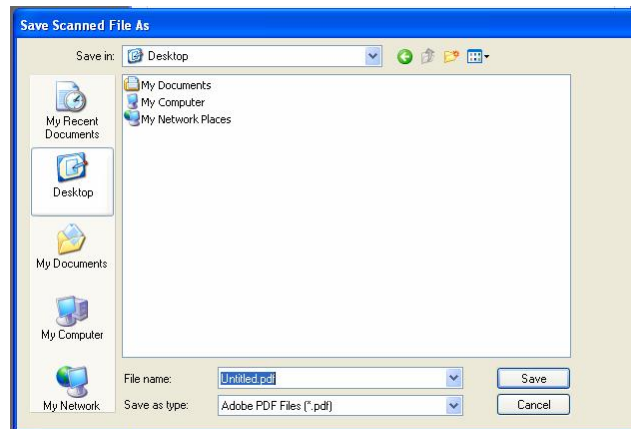
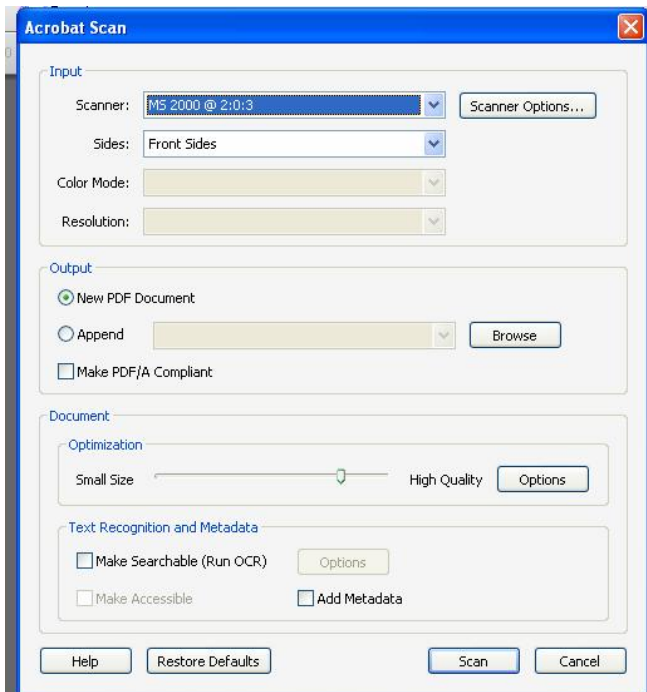
In the Acrobat toolbar, select "Create PDF" then "From Scanner".



and

In the Acrobat Scan window, just click the "Scan" button at the bottom.

You will then be asked to provide a name for the file and select a location for it. The default location is "My Documents". I suggest selecting "Desktop" – which you can see I've done in the screen shot below..



The Minolta scanner window will now open. It opens prior to every page that is scanned, allowing you to change the scanner settings for each page.

If you are scanning a page that contains good quality text, use these default settings to produce a reasonable and compact image.

200 DPI

8.5"x11" (always)

Black/White (always – this scanner does not offer color nor grayscale.)

Original is NOT photo.

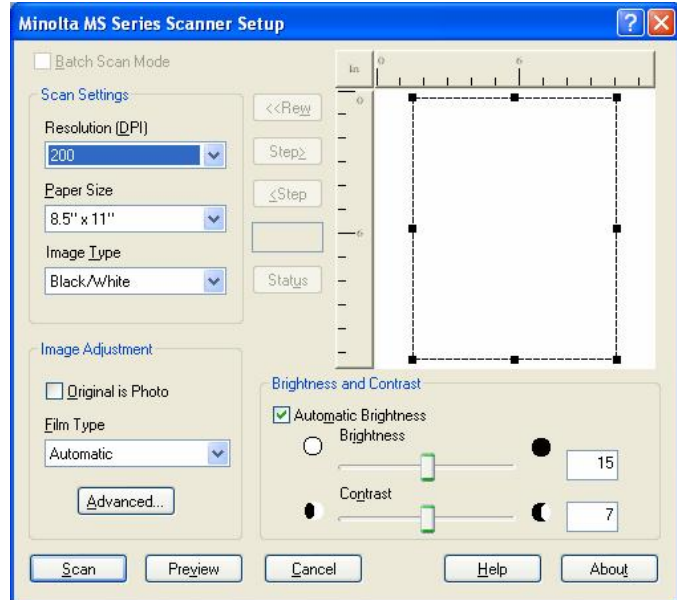
Film type “Automatic” (if film is photo negative, this will invert it to provide dark text on light background.)

Do not change settings via the “advanced” button.

Automatic brightness.

Relative brightness in middle of range: 15

Contrast set to middle of range: 7



Just click the “Scan” button.

After scanning a page, you are asked to indicate whether you are done, or if you have more pages to add to the current document.

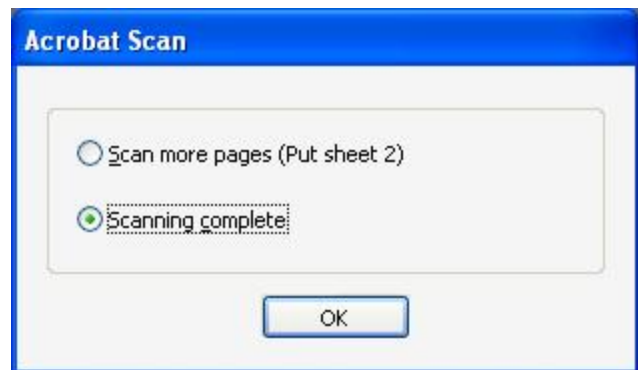
If adding more pages..

..Move microfilm to next position..

..Select “Scan more pages” in this window..

..Click OK

..Then click “Scan” in the Minolta window.



When done adding pages.. Click OK to indicate that scanning is complete.

At this point, the pdf file has been created and will be displayed to you by Acrobat.

You can view it in Acrobat and print it to the Pharos/Uniprint printers in the Library.

You can close Acrobat if this will make it easier for you to locate the file and move it where you want it.

You can send the file as an email attachment, save it to NetFiles.umn.edu (if you have a netfiles account).

You can save the file to a USB drive or to a CD-R disc.

### **Default scanner settings**

The default settings are shown on page 2.

If you encounter unexpected results, check these. The previous user may have adjusted them.

The default scanner settings are always restored when the computer reboots. And most user files saved on the computer are deleted.

The only files that won't be deleted on reboot are the ones stored in Drive T: Files in Drive T: may be deleted overnight.

### **Scanner settings to help with special situations - Faint Text**

- a. Create a higher resolution image by selecting 300 or 400 dpi.  
400 dpi will provide the best image, but also the largest file size.
- b. Do NOT select "original is photo". This reduces sharpness.
- c. Leave brightness set to Automatic (leave the check in the box)
- d. If background is dark, set brightness level toward the light side (24-27).  
If background is light, set brightness level toward the dark side (1-8).
- e. Set contrast to it's minimum level (0 or 1).

### **Scanner settings to help with special situations – poor scanned text, large dark areas on screen.**

- a. The "auto brightness" feature of the scanner may produce poor results if a page you scan includes large images. (Large dark areas on a page that also has black text on a white background.. Or large light images on a page that also contains white text on a black background.)

The scanned text from these pages may not be legible in the PDF file you produce.

- b. Three things you should do:  
Make sure that the image is focused well;  
Select a higher resolution for scanning that page (300 or 400 dpi);  
Turn off the "Auto Brightness" option.  
(But leave the brightness and contrast "slider controls" set in the center).

## Scanner settings to help with special situations - Photos

- a. You may try selecting “original is photo”.
- b. If details are hard to see, you should also try a low setting for contrast, and then experimenting with brightness.

### DPI affects file size.

The size of the PDF files you produce may be important – especially if you plan to send these files as email attachments.

A page scanned at 400 DIP is 4 times as large as a page scanned at 200 DPI.

### Acrobat compression settings affect file size and image quality.

Image compression is determined by the “Document Optimization” setting which you see in the Acrobat Scan window



This is the default setting – it produces larger, but better quality, scans. Move the slider to the left to produce smaller PDF files. Then check them to make sure the quality is adequate for your use.

### Saving the PDF so you can find it

By default, Acrobat will save PDFs to the My Documents folder. A shortcut to My Documents is provided on the desktop.

Many folks will prefer to save PDFs to the desktop, or directly to their USB drives.

If you want to restart the PC because it is experiencing problems, either move your files to external storage (USB/CD-R/email..) or move them to drive T. Files stored on drive T will survive a reboot.

## Transferring PDF file via email

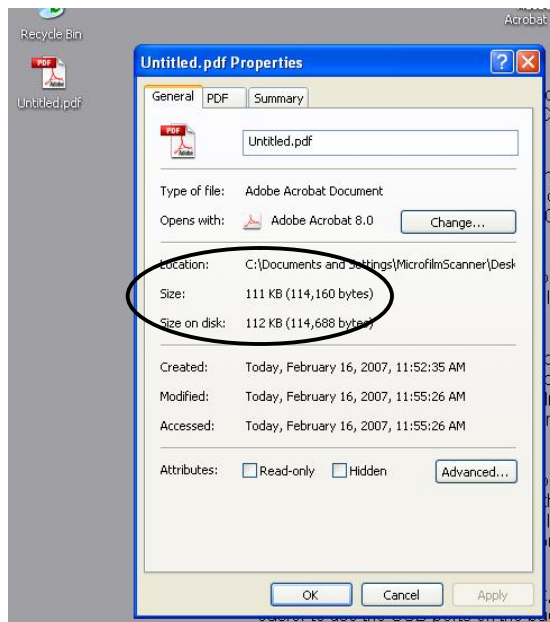
In Acrobat, you can select the “attach to email” option from the File Menu. This will use Outlook Express to send the file, and you will be required to authenticate to the UMD email server using your UMD username and password.

Mulberry and Internet Explorer are also provided so you can send your pdf files as email attachments.

NOTE: Most email systems will refuse to handle an email attachment that is too large. Check the size of your PDF before you send it. You can do this by right-clicking on the PDF file and selecting “Properties” from the menu.

A file size of 7 megabytes will be accepted by UMD email accounts.  
A file of 11 megabytes might not be.

You can check the file size of a PDF you have created. Locate the file icon either on the desktop or in “My Documents” (depending on where you chose to create it). Right click on the file icon and select “properties” in the pop up menu.



## Burning PDF onto a CD

See the “Burning Files to CD” instructions at the end of this document.

## Saving PDF to a USB drive

There are USB ports on the front of the scanning PC (under a cover). But it may be easier for you to plug your USB drive into a port on the back of the PC.

## **Printing your PDF file in the Library**

While your document is open in Acrobat, you can print it.

Printers in the Library are controlled by the Pharos Uniprint system.

- When you give your print command, your document is placed in a Pharos Uniprint queue. When you print a pop-up window will ask you to provide your name – so you can later identify which print jobs in the queue belong to you. You can also provide a descriptive name for your print job, and a password to assure that no one else prints it or deletes it from the queue.
- Then you go to a “print station” to view the list of print jobs in the queue, select yours, and print it.
- To view the list of print jobs, you must have a U Card with cash value on it, or a cash card which can be purchased from a machine in the Library lobby (1<sup>st</sup> floor).
- When you select your print job from the list, and print it, the cash value on your card is reduced. As of the writing of this documentation, the price assessed per page is 5 cents.

## **Troubleshooting - “Scanner Not Found”**

Acrobat may report that it cannot find the MS2000 scanner.

This will happen if the scanner was off when the computer was turned on.

To correct this situation:

1. Make sure the scanner is ON.
2. While the scanner is on, reboot the PC.

When the PC finishes rebooting, and Acrobat appears again on the screen, you should be able to proceed without this error.

## **Troubleshooting - Email attachment size limits**

The UMD email system will not accept an outgoing message with an attachment that is larger than 10 megabytes. Most email servers also have size limits for attachments, and will refuse to accept an email with an attachment that exceeds their limits.

You may send a pdf small enough to meet UMD’s requirements, and the recipient’s email system may still block it. Find out in advance what the attachment restrictions are for the recipient. Because of technical issues with email, limit the size of a pdf attachment to 70% of their stated limit.

(So, if sending to a UMD recipient, keep pdf file size under 7 megabytes.)