

HOW TO ...

SCAN AND CONVERT THE MICROFILM IMAGE IN COMPUTER

1. How to scan the microfilm image in the computer?

1.1. Double click the "Scanning Tool" on the desktop of the computer.



1.2. Click item 14. "Scan into Image or PDF" on the pop-up screen.

		L
ct a PDF Tool you wish to use:		
1. Merge PDF Files	6. Add Header and Footer	11. FDF Form Field Operations
2. Split or Reorder Pages	7. Add Watermark by Text	12. Convert PostScript into PDF
3. Encrypt and Decrypt Options	8. Add Watermark by Image	13. Add PDF Information
4. Rotate or Crop PDF Pages	9. Convert Images to PDF	14. Scan into Image or PDF
5. Reformat Multiple Pages	10. Convert PDF to Images	15. Create Transparent Image

1.3. Create a folder as the destination in the D:\ drive and file name for saving all scanning files; and then click "Scan Now" button.

(Don't save in the C:\ drive or desktop because the PC is installed with a reborn card)

Folder Name:	D:\Scan				
File Name:	01		View File after Saving	View	Folder after Saving
File Type:					
PNG	O JPG	BMP	© TIF	🔘 GIF	O PDF
Scanning Method:	TWAIN	▼	Add New Image	to the Existing TIF	File
Auto Feed (ADF	= Scanner only)		📝 Show Scanner (GUI	
JPG Quality (%):	80 🔻		Close this dialo	g after Scan	
ſ	Scan Now		Close	Help	

1.4. Click "Select" button.

elect Source	2
Sources:	
KONICA MINOLTA MicroFilm Scanner 1.0 (32-3	
	Calast
	Select
	C

1.5. Adjust the resolution when necessary and then click "*Scan*" button, the microfilm image (png file) is saved at the destination.

can Setting		▼ Delete 5	Save	Return	
Scan Area Scan Size Scan Mode	Custom	Scan Position Ceft © Ce	enter	Film Typ	e matic ative
Resolution	400dpi 🔹 Metr	c Size Preview		O Pos	tive
Image Adjustn Output E Masking Auto Frai	nent Black And White (Text) De Elimination	Brightness and C Exposure Mod O Auto O Manual	Contrast de Brigh Light Cont	en IIII rast	10 Darken ▶ 8 +
Lamp Auto Lamp OF	F Disable	Batch Scan N	Mode		
			Scan		Focus
					/

2. How to convert the png file to pdf file?

2.1. Click item 9 "Convert Images to PDF".

t a PDF Tool you wish to use:		
. Merge PDF Files	6. Add Header and Footer	11. PDF Form Field Operations
. Split or Reorder Pages	7. Add Watermark by Text	12. Convert PostScript into PDF
. Encrypt and Decrypt Options	8. Add Watermark by Image	13. Add PDF Information
. Rotate or Crop PDF Pages	9. Convert Images to PDF	14. Scan into Image or PDF
. Reformat Multiple Pages	10. Convert PDF to Images	15. Create Transparent Image

2.2. Select "*Add an image*" will save an individual pdf file after conversion. Then select "*Add all images under a Folder*" will merge all png files under a folder into a pdf file.

lect images (Click the	e title to edit) You	can drag and drop image files into th	is dialog.
Add an Ima	ige		Add all Images under a Folder
Title	Name	Size (poi Pag Location	
Show Title in PDF	Mave	Up Move Down	n Remove
lew PDF Page Size:	Letter	O Portrait	C Landscape
Width:	8.5 "	Height	11 "
nage Layout			
Rows:	1	Columns:	1
largin from Image to N	ew PDF Page Edge:		
Left	0.5 "	Right	0.5 "
Bottom:	0.5 "	Тор:	0.5 "
	t.		
pace between Images			

2.3. The selected png files will be added in the list

بمادادة			_	Add all lava as a surday a Calday
Add al	n Image			Add all Images under a Folder
Title	Name	Size (poi	Pag Location	
01.png	01.png	3400 × 43	1 D:\Scan\	
02.png	02.png	6800×87	1 D:\Scan\	
Show Title in PE	DF	Move Up	Move Down	Remove
lew PDF Page Siz	e: Lett	er 💌	Portrait	C Landscape
Width:	8.5 *		Height:	11 *
nage Layout:				
Rows:	1	•	Columns:	[1
largin from Image	to New PDF Page E	lge:		
Left:	0.5 *		Right:	0.5 "
Bottom:	0.5 *		Тор:	0.5 "
pace between Im	ages:			
Horizontal:	0.25		Vertical:	0.25 "

2.4. Finally, save the pdf file as the destination.

Save in:	L Scan	•	0 1	1 🗗 🛄 🕈	
		No items match your	search.		
Desktop					
Libraries					
Computer					
Network					
	File name:	merged file		•	Save
		La companya da ca			[

After the scanning is completed, please save all files to your USB storage device and printing is not available from the PC.