

HOW TO ...

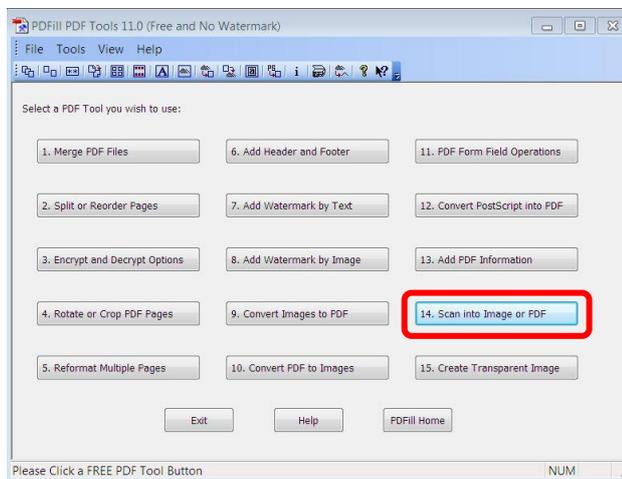
SCAN AND CONVERT THE MICROFILM IMAGE IN COMPUTER

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

1.1. Double click the “*Scanning Tool*” on the desktop of the computer.

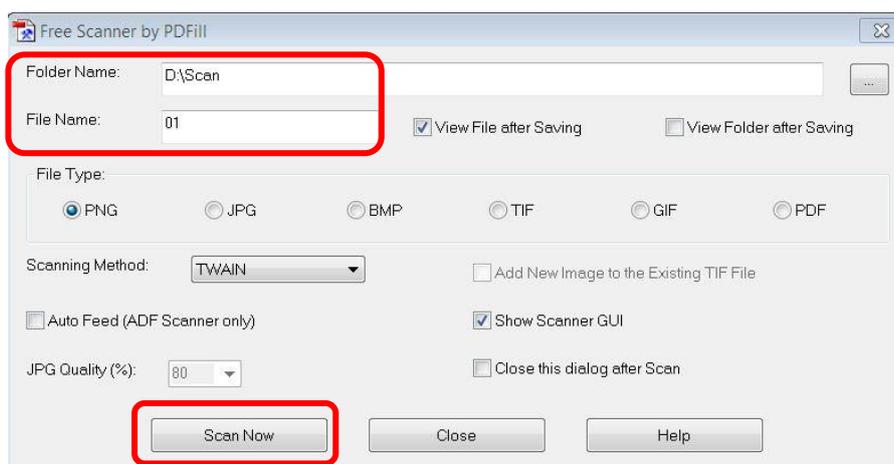


1.2. Click item 14. “*Scan into Image or PDF*” on the pop-up screen.

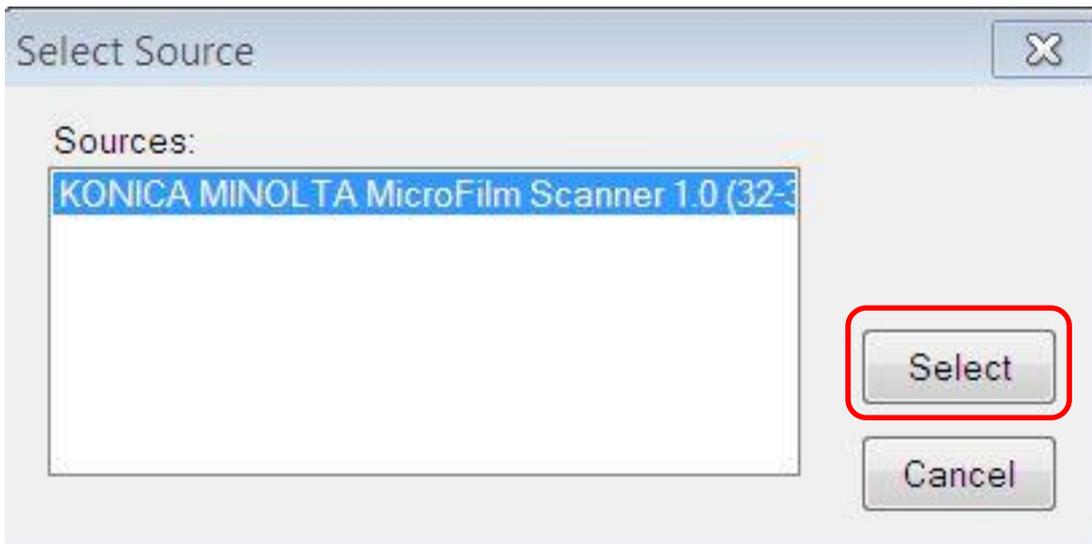


1.3. Create a folder as the destination in the D:\ drive and file name for saving all scanning files; and then click “*Scan Now*” button.

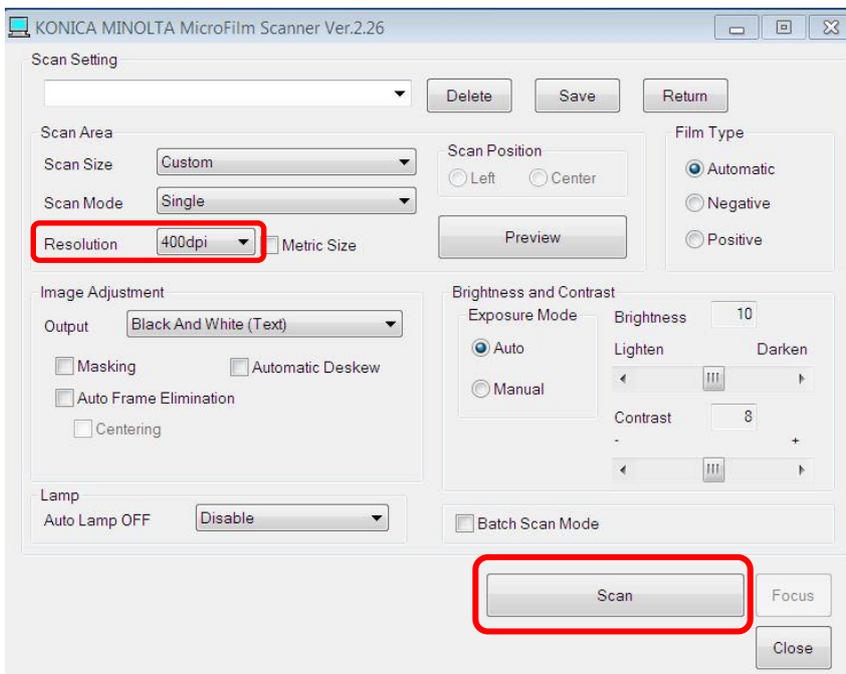
(Don't save in the C:\ drive or desktop because the PC is installed with a reborn card)



1.4. Click **“Select”** button.

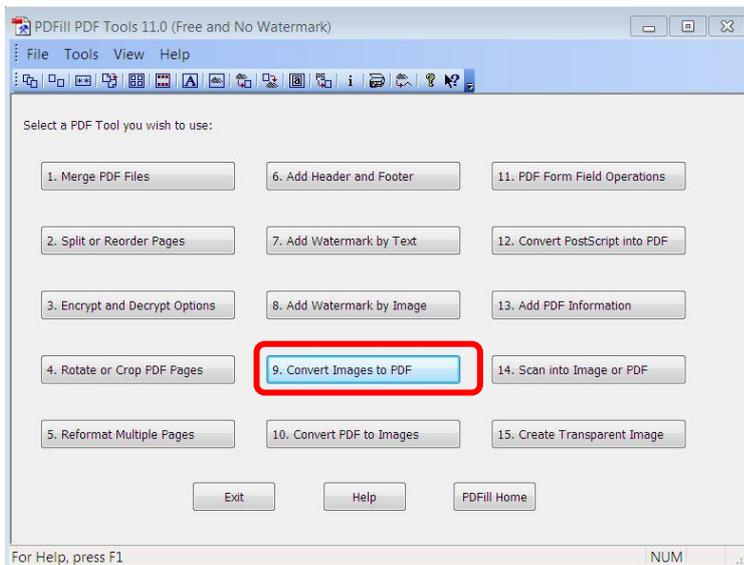


1.5. Adjust the resolution when necessary and then click **“Scan”** button, the microfilm image (png file) is saved at the destination.

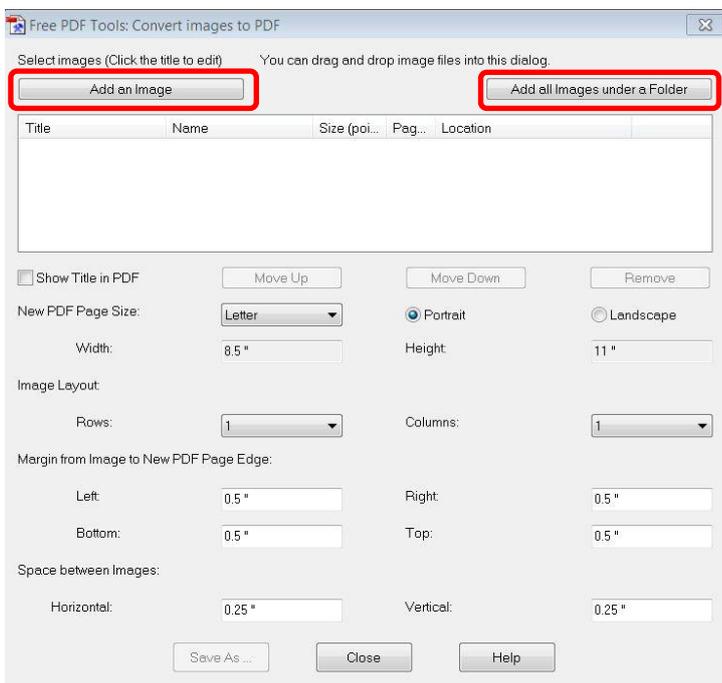


2. How to convert the png file to pdf file?

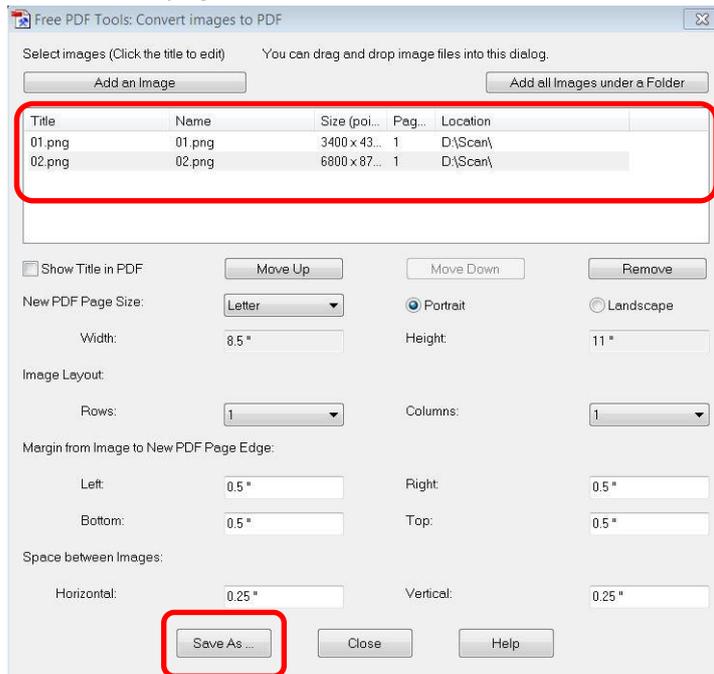
2.1. Click item 9 **“Convert Images to PDF”**.



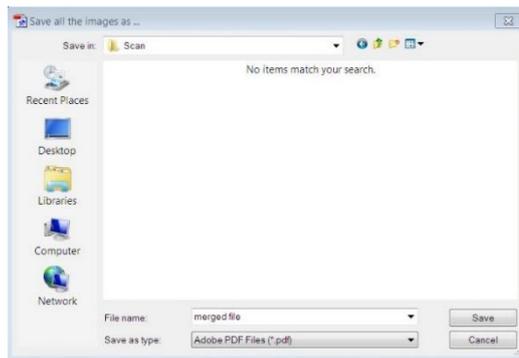
2.2. Select **“Add an image”** will save an individual pdf file after conversion. Then select **“Add all images under a Folder”** will merge all png files under a folder into a pdf file.



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



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



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