

Instructions for Microfilm Scanner 300

1. Click “Adobe Photoshop Elements 4.0” Icon on the desktop
2. Click “Start From Scratch”
3. After the program is launched, a new window will pop up, click OK.
4. Go to “File” on the drop-down menu, choose “Input” and then “Canon MS300 Twain”
5. A new window will pop up. Press Scan
6. The scanner will begin scanning, once it is finished, it will return to the scanning window, if you have multiple pages to scan, please move to the next page you wish to scan, and press scan again.
7. When finished scanning, press Cancel, ending the scanning.
8. Next, Go to File->Save As
9. On the left select the desktop or my documents as the save destination. In the same menu, Check the file type option at the bottom of the window to convert the files into “JPEG High Quality”
10. Click “OK.” The file will be converted to JPG format and stored as Untitled-1.jpg and so on.
11. Repeat this for every image you scan. Once you are done, close Photoshop Elements.
12. Click “Adobe Acrobat 8 Standard” Shortcut on the desktop.
13. From the menu that opens, click “Create PDF”

14. Select the option that says "Create PDF from multiple files"
15. Click the "Add Files" button at the top. Select all the files that were just converted into JPEG format. You may add the files one at a time, or select multiple files by holding down the Control Key as you click the file names.
16. Press "Next"
17. Select "Merge Files Into A Single PDF" from the top and click "Create"
18. The application will create your PDF file, when it is done click "Save"
19. The application will go to save itself in "My Documents" please give it a descriptive name so you know what it is. Click "Save"
20. To print your PDF, Open your PDF, and go to Print. Please make sure you are printing to "Library Printer"
21. To e-mail your PDF, open any web browser and go to webmail.umbc.edu to mail your PDF to yourself *NOTE* PDFs of 8 Megabytes or larger are too big for the webmail at UMBC to handle.
22. To save your PDF to a flash drive, Copy and Paste it to the appropriate place on your drive.
23. Don't forget to delete any unneeded images, otherwise you may exceed your quota and be unable to log off.