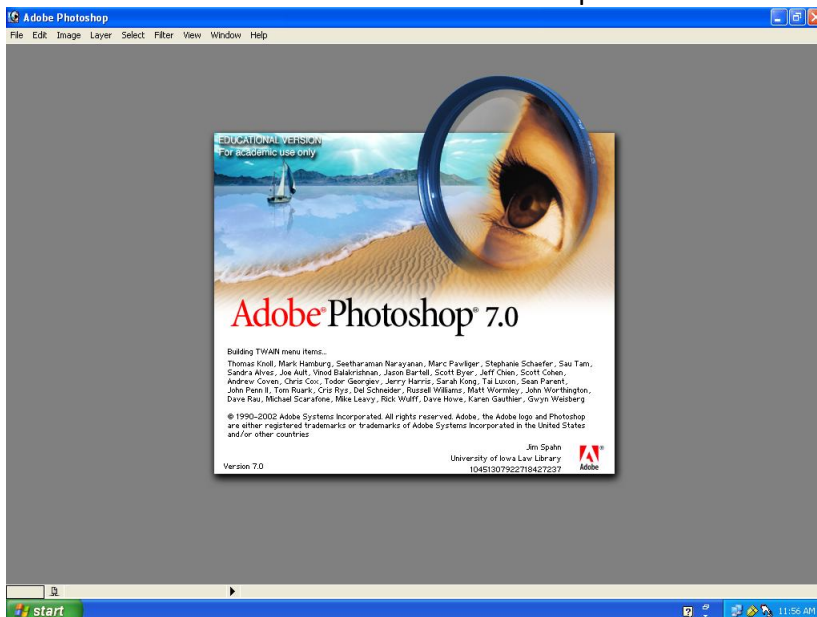
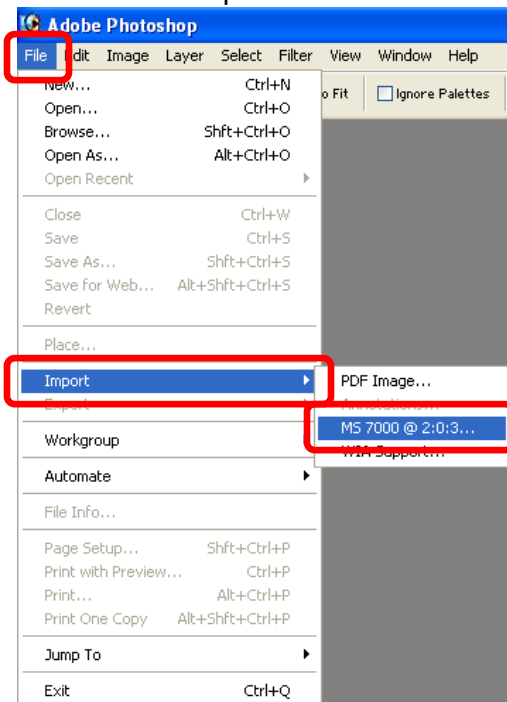


Using the Minolta MS 7000 Scanner

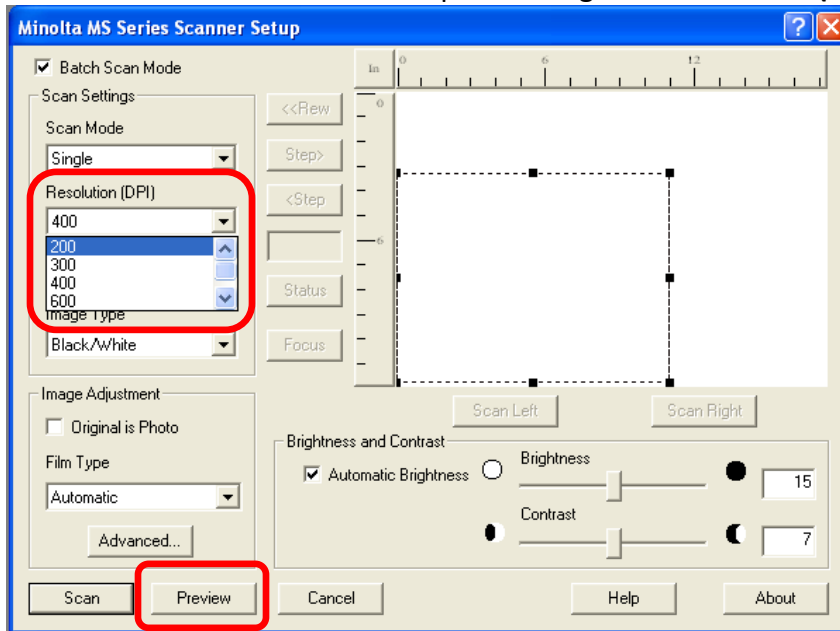
1. Turn on the **MS 7000 Scanner**. Turn this on first before the computer, otherwise the scanner will not be recognized by the computer
2. Turn on the computer.
3. While the computer loads into Windows load the microform into the reader.
 - a. Adjust the image in the center box marked on the reader glass. Having the image you want to scan inside the box will avoid later adjustments inside Adobe Photoshop.
 - b. Adjust the focus, if needed.
4. To use this computer you will need a valid HawkID to login. If you do not have a HawkID please talk to Nancy or Eric from Special Services.
5. Once the computer has loaded into Windows double-click the **Adobe Photoshop** icon.
6. You will then see a load screen for Photoshop.



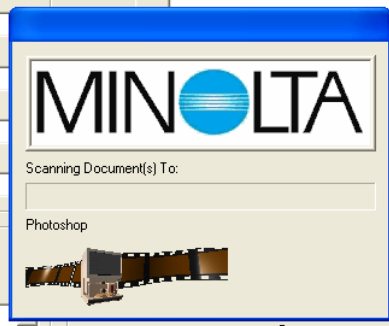
7. When Photoshop has loaded click on the **File > Import** and choose **MS 7000**.



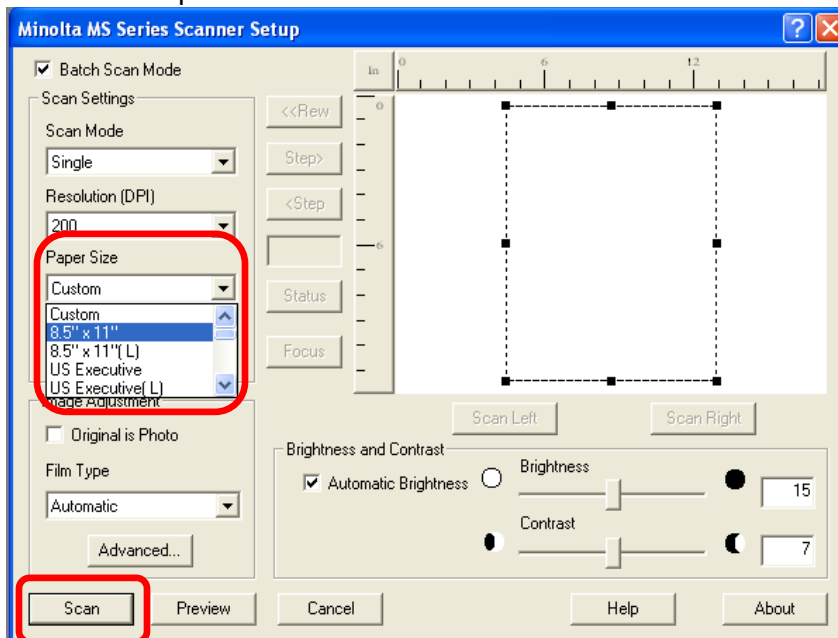
8. A scanner interface window will open. Change the **Resolution (DPI)** to **200**. Then click **Preview**.



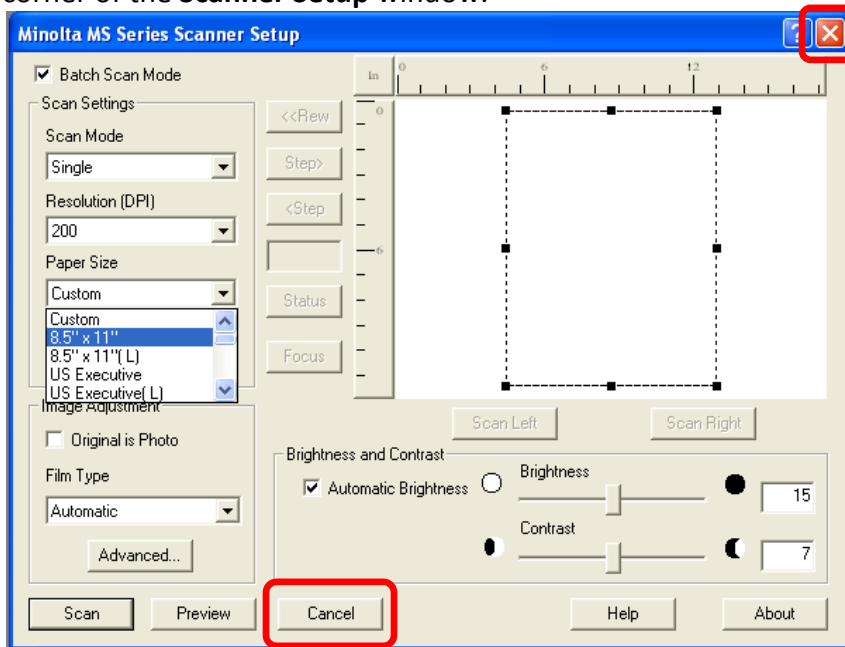
9. The scanning window will now open.



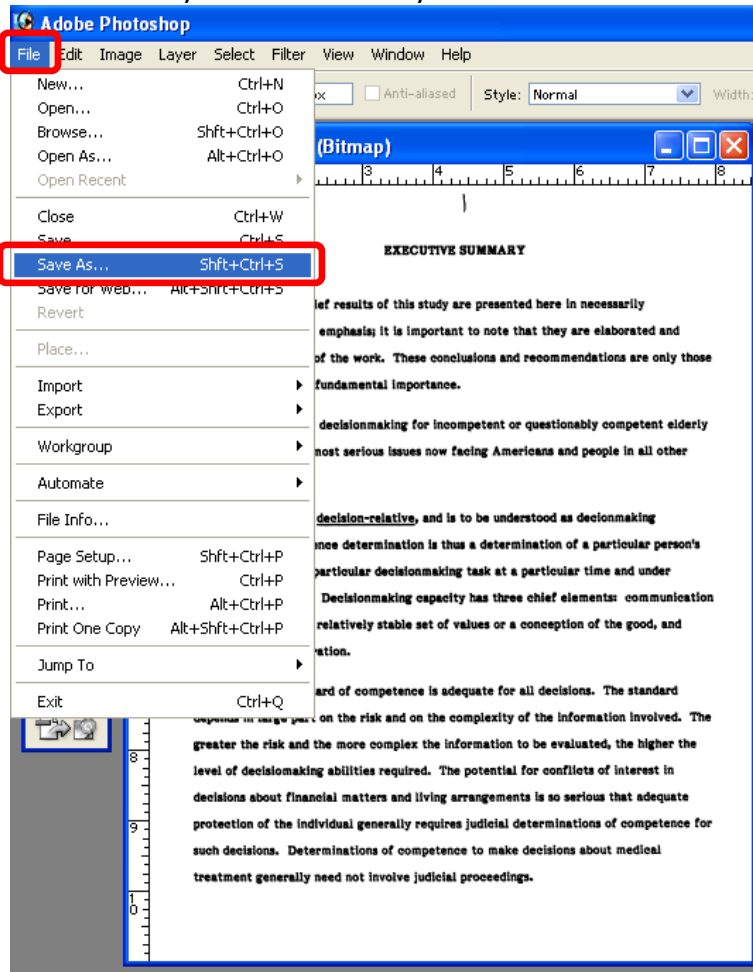
10. Once the preview is complete it will show in the scanner interface window. Change the **Paper Size** to **8.5" x 11"**. Check the bounding box in the image preview pane to make sure your document is fully highlighted. If it is not you can click and drag the solid black corner or sides. Click **Scan** to scan the image into Photoshop.



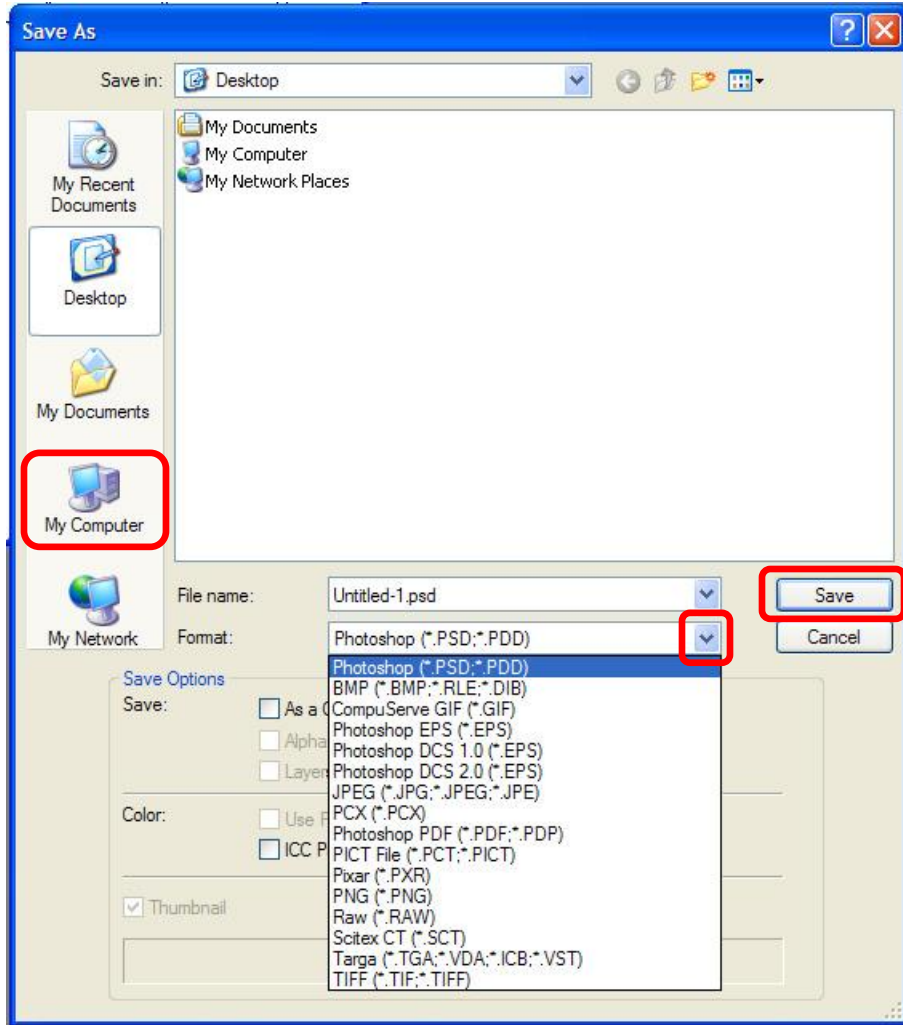
11. The scanned image will open into a new window in Photoshop. You can adjust the microform and scan other pages if needed. When you have finished scanning in pages click **Cancel** or the red X in the top-right corner of the **Scanner Setup** window.



12. You can save your scans in many different file formats. To do this open up **File>Save As...**



13. Select the appropriate file type from the drop-down Format list. Most computers can read JPEG or GIF files. If you are saving to a USB flash drive click on **My Computer** to locate your drive. If you would like to email the files to yourself you can save the files to the Desktop of the computer.



14. When you are finished with your documents be sure to shut down the computer.