# How to scan and save multiple pages to one PDF file using the ScanPro 3000 microfilm scanners

NOTE: This document is based on the settings found in the PowerScan 3000 software version 5.341a

1. Open the PowerScan 3000 software.
2. In the Film Selection Wizard, select your choice of film.
3. Scroll through the film and find the page or area that you want to scan. Adjust the green Crop Box to select the area or page that you want to scan.
4. Click on the Scan/Print tab. Click *Scan to Drive #1*.
5. The following Multipage dialog box will appear and it shows that you have scanned your first page:
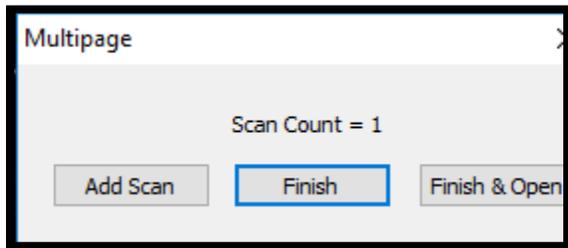
DO NOT CLOSE THIS BOX!!! LEAVE THIS MULTIPAGE DIALOG BOX OPEN UNTIL YOU HAVE FINISHED SCANNING ALL OF YOUR PAGES.

6. Please read the following options carefully and choose the best one for you:
    a. *IF YOU NEED TO SCAN ADDITIONAL PAGES*: go to step 7.
    b. *IF YOU ARE FINISHED SCANNING*: go to step 10.
7. To scan additional pages from the same roll of film, scroll through the film and find the next page or area that you want to scan. Adjust the green Crop Box to select the area or page that you want to scan.
8. In the Multipage dialog box, click *Add Scan*.
9. **REPEAT STEPS 7 & 8 UNTIL** you have scanned all the pages that you need. **The Multipage dialog box should still be open.** Notice that each time you click "Add Scan" the Scan Count on the Multipage dialog box will increase.
10. Once you have finished scanning all of your pages, go to the Multipage dialog box and click *Finish & Open*.
11. Your PDF file will automatically open in Adobe Acrobat. Please verify the page count. Scroll through the PDF and make sure all of your desired pages are there.
12. In Adobe Acrobat, click on *File* in the upper left corner. Select *Save As*. The *Save As PDF* dialog box will appear. Choose one of the following options:
    a. Option 1: To save the file in the My Scans folder, double click on the My Scans folder that is displayed in the dialog box (See illustration 1 below). Give the file a name and click Save.
    b. Option 2: To save the file in a different folder, at the bottom of the dialog box, click *Choose a Different Folder* (See illustration 2 below). Give the file a name. Select the place where you want to save the file. Click Save. You will use this option to save the file to a different destination, such as a USB drive, or to a different folder on the computer.

Whichever option you choose, PLEASE REMEMBER WHERE YOU SAVED THE FILE!!!
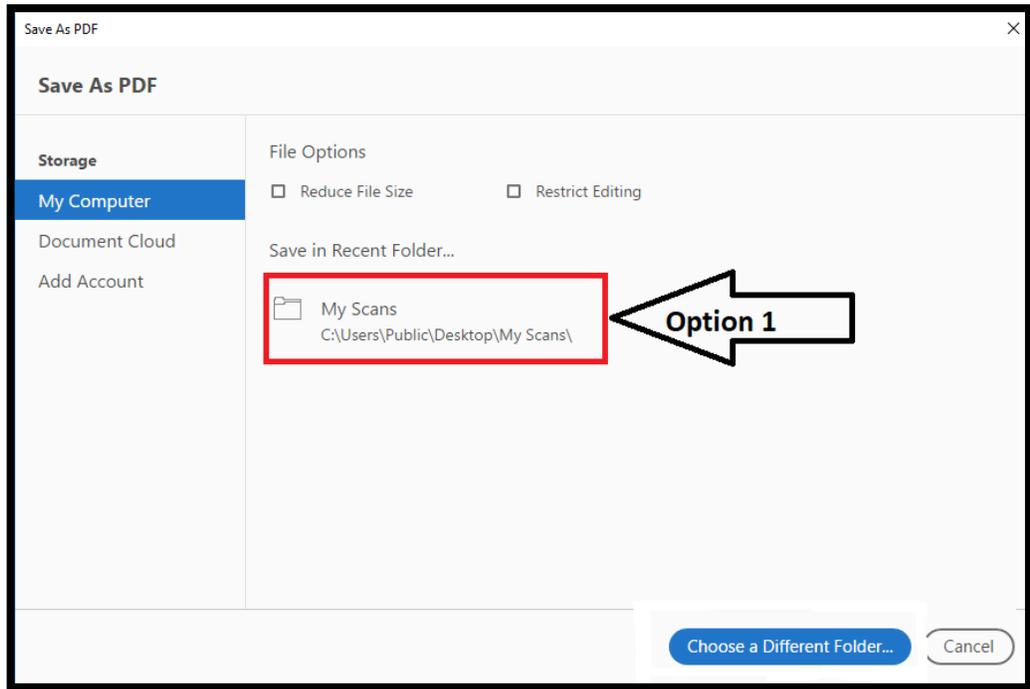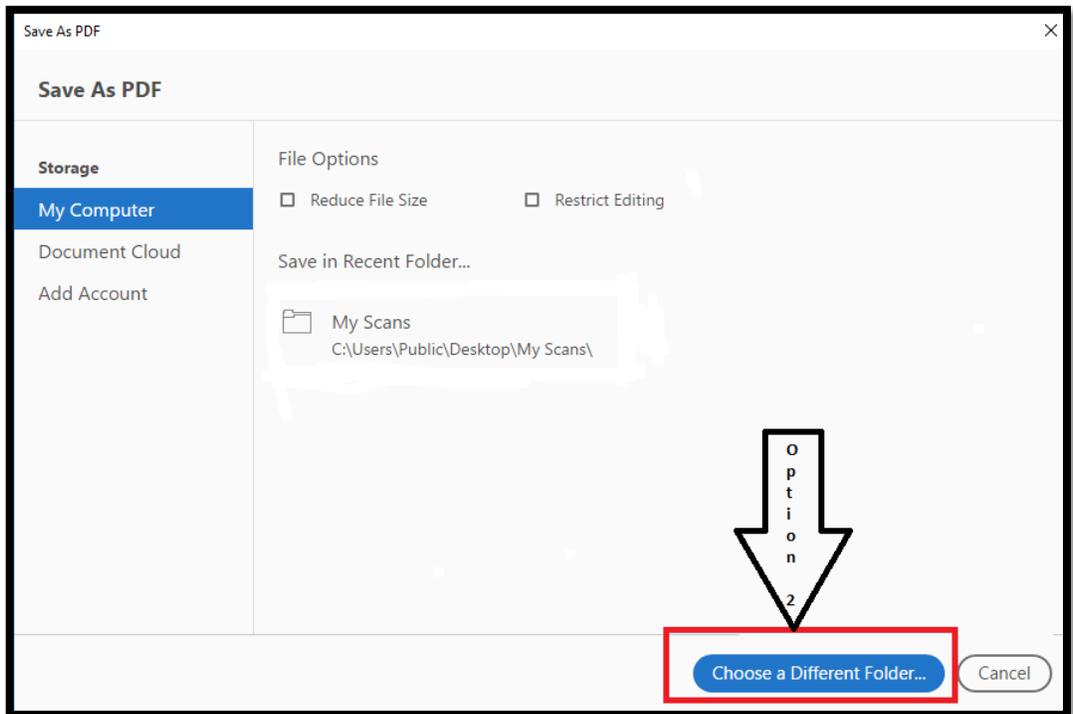
Illustration 1

Illustration 2

13. Once your file is saved to your destination of choice, close Adobe Acrobat and the PowerScan software.

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