

I've had several questions about this, so I thought I'd share it with everyone. Thanks to Brian Miller at OSU for helping me figure this out at the last ILLiad conference!

It's easy...first, make sure that your ejournal license allows ILL sharing.

- When you have the .pdf open, just click on the printer icon within the .pdf (not the browser printer).
- You should have an option of printing to the "Microsoft Office Document Image Writer." Choose that printer, and then click OK.
- You will then get a save screen, where you can select where you want to save the file. I have created 2 files, one for Odyssey on my desktop ("Odyssey.tif") and one for Ariel on a shared drive ("Ariel.tif"). I put the Ariel one on a shared drive because Ariel is not on my computer since it has its own workstation. Saving to a shared drive allows us to access the saved file from the Ariel computer.
- Save the file using whatever name you want to use. We have chosen to save the file using our ILLiad TN. We have found that with Ariel if we use the ILL number Ariel doesn't like it for some reason and will reject the import.
- Once you have created the .tif file, you can import the file into either Odyssey or Ariel

We do a similar thing with microform scans, but instead of saving the file to our desktop or shared file, we save the file to a portable flash drive. When we return to the ILL office, we import the .tif file from the flash drive into either Odyssey or Ariel.

For emails, we just send the .pdf directly without doing the .tif conversion first.

Important last step: once the article is sent via Ariel, Odyssey or Email, it is VERY IMPORTANT to delete the file from your computer. Maintaining multiple copies of an ejournal article is a copyright violation.