Microfilm Instructions

If the computer or the microfilm scanner is not on, seek assistance from the Circulation desk.
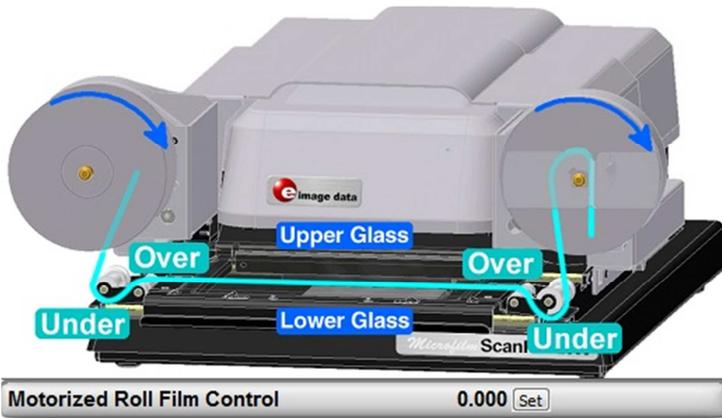
To begin:

On the PC's desktop, double-click on the icon 'Click Here to Start'

This will open the program necessary for scanning and turn on the microfilm machine.

To load microfilm:

On the microfilm machine, pull out the black tray enough so that the glass separates. Follow the short animation that will start on the PC see how to load the reel.

Step 1: Make sure the film is positioned so the end is hanging down on the right side, i.e. clockwise. Place microfilm reel on left, with the peg going through the center.

Step 2: Pull the film down under the leftmost roller.

Step 3: Pull the film over the second roller.

Step 4: Slide the film from left to right between the upper and lower glass.

Step 5: Pull the film over the third roller.

Step 6: Loop the film over the last roller.

Step 7: Slide the end of the film into the slit on the right.

Step 8: Gently push the black tray back so that the upper and lower glass pieces come together.

Searching the microfilm:

On the lower right of the screen is the control panel.

Using the mouse cursor, press and hold the appropriate button to advance or rewind the film.

The black tray can be moved slightly if the image is not completely in line.

Before Scanning:

The box with a dashed green line perimeter on the screen is the area that will be scanned. The box can be moved at any time to accommodate the area you want scanned by clicking and holding inside the box. The size of the box can be altered by clicking and holding the dashed line perimeter or the corner.

Scanning Tools:

On the left side of the screen is a selection of tabs and tools located in each. In the **HOME** tab:

Magnifier – White arrow can be clicked to change the magnification (0.5, 1, 1.5, 2, 4, & 5). A blue dashed line box will appear on the image and a new window will appear. The window shows the magnified area. Close it by clicking the 'Magnifier' icon or closing the new window. This will not alter the scanning.

Brightness – Use the arrows to adjust how bright (up) or darker (down) you would like the scanned image. AB is Auto-Balance; the scanner will adjust automatically to an appropriate brightness.

Contrast – Adjust the contrast by clicking on the down arrow for darker and up for lighter.

Line Straighten – Click on a point in the scanned image and draw a line you wish to become the new vertical axis. Click once more to complete the line and the scanner will adjust the image.

Mirror – Clicking on the icon will flip the image vertically. Clicking again will change it back.

ADJUST tab:

Manual Straighten – Clicking on the '-' will rotate the image counter clockwise, '+' to rotate clockwise.

Zoom – The down arrow will zoom into the image making it larger. Up arrow will expand out to view more of the film. The green box will not adjust to these changes. AZ will auto-zoom to fit the green box.

Film Type – Click to switch between the positive and negative of the image. Meaning the image will change from black text with white background to the reverse.

Rotate 90* - Clicking on the left or right arrow will rotate the image 90* counter-clockwise or clockwise respectively**.**

Scan Mode – Click to change through three different settings:

   1)   Enhanced (best for pictures), 2)Greyscale – default setting, 3) Black and White (best for pure text)

Scan Resolution – Click on the arrow to adjust the resolution when scanning. Settings go from 150dpi to 600dpi.

Output tab:

My Scan Folder – Click to scan. Only the area inside the green box will be scanned. A new window will appear labeled as 'Multipage'. 'Scan Count' is the number of pages scanned so far. Use the film control to find the next page you would like to scan and click on 'My Scan Folder' again.

Once all pages you wanted are scanned, click on 'Finish' button. The scans are saved as a pdf document on a folder labeled 'My Scans' on the desktop.

| Multipage	☒
Scan Count = 1	
Finish	
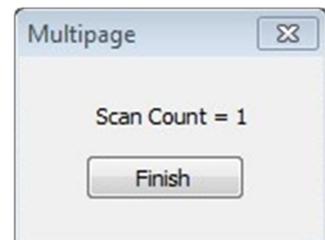
To windup microfilm reel:

Click and hold on the Fast Rew on the control panel until the film has returned to the reel.

To Print:

All documents are printed to the Public Release Printer located on the main floor behind the Reference desk. It will require a Copy Card. Black and white prints are $0.10 per page. Microfilm will not scan in color so *DO NOT SELECT COLOR PRINTER* or you will be charged more.

On the desktop, open 'My Scans' folder and open your pdf document.

Then either; click the printer icon **OR** in the Menu bar, under File, click Print.
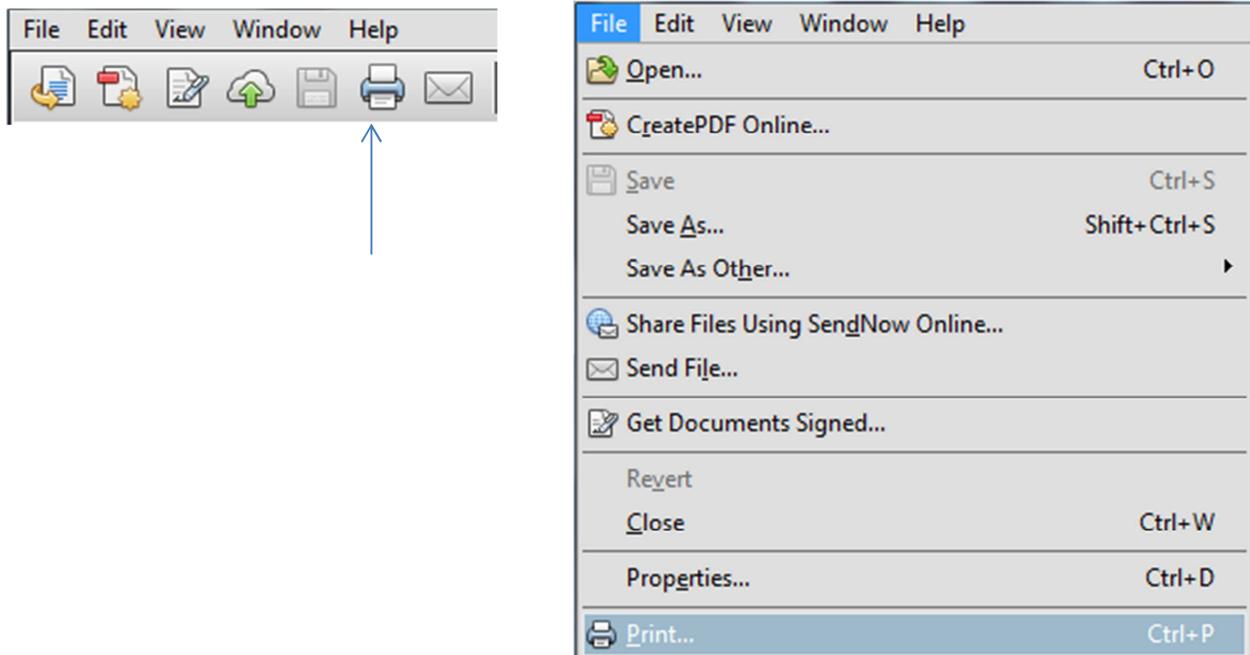
In the new Print window, make sure the dropdown says **Black & White**.

Clicking **Print** in the window will bring up another to enter an ID name. This ID name is just to identify your job and is not tied into any account. The job will remain on the Public Release Printer for two and a half hours. Afterwards it will expire.

Complete Session:

Close the scanning program. This will allow the microfilm machine to enter sleep mode.

Leave the reel on the table, a staff member will eventually return it.

NOTE: All items saved to the machine will be erased.