




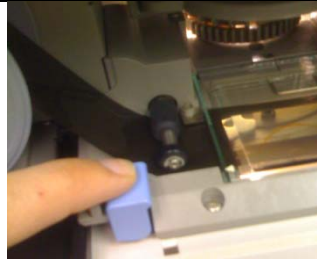


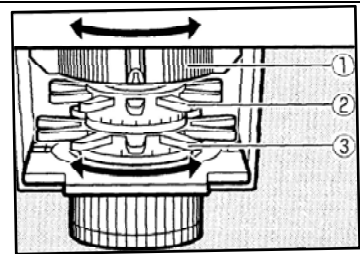





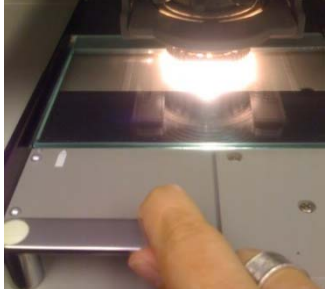


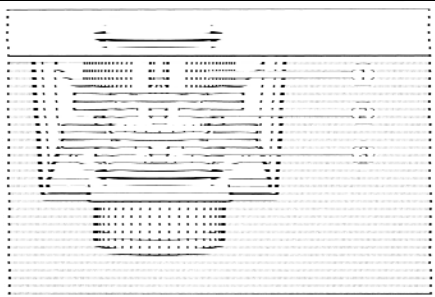
Microforms Reader/Scanner Basic Instructions: Loading FILM

 <p>2. Fiche Carrier: Move the fiche carrier all the way to the left, so it is out of the way.</p>	 <p>3. Film Carrier: Pull the film carrier all the way to the front.</p>	 <p>4. Film Roll: Place microfilm roll on the metal spindle on the left side of the machine, with the film coming off the top of the roll.</p>
 <p>5. Film Catch: Turn clockwise to lock</p>	 <p>6. Select Size: Make sure wheel is set to 35mm</p>	 <p>7. Load film: Slide end of film underneath the roller until it touches the second spindle. Push and hold the blue lever to continue loading film.</p>
 <p>Position film: push the carriage forward so that the film is under the lens. Pull or push carriage to adjust the image's position under the lens.</p>	 <p>Advance/Rewind: Use the knob to advance or rewind the film. Turning the knob further to the right or left will increase the speed.</p>	 <p>Adjusting Image: 1 – rotates image 2 – enlarges/reduces image 3 – focuses image</p>

Ready to Scan? See Scanning Instructions.



Microforms Reader/Scanner Basic Instructions: Loading FICHE

 <p>Film Carrier: Push the film carrier all the way to the back</p>	 <p>Fiche carrier: Slide fiche carrier to the left, and pull forward until the glass plate lifts.</p>	<p>Place Fiche: Place microfiche under the glass, face-down and title at the front of the glass.</p>
 <p>Load fiche: Push fiche carrier back until the glass plate shuts, then slide the fiche carrier under the lens. Take care when doing this, as the lens will be against the glass</p>	 <p>Advance/Rewind: Use the handle on the fiche carrier to advance the fiche through the images, until you locate the page desired.</p>	 <p>Adjusting Image:</p> <ol style="list-style-type: none"> 1 – rotates image on the screen 2 – enlarges/reduces image size 3 – focuses image

Ready to Scan? See Scanning/Saving instructions

Microforms Reader/Scanner

Basic Instructions: Scanning/Saving Images

1. **Pre-scanning check:** Is the Scanner on? Is the computer on?
Note: if computer is off, first turn scanner **on**, then **reboot computer**. Computer should autologin on reboot.
2. **Insert USB Stick :** Please use a USB stick to save documents when possible. You may also save to the desktop and email the document to yourself, if you have a web-based email account. USB ports are labeled on the computer.
3. **Launch Scanning Software:** double-click on the "CapturePerfect" icon on the desktop.

Select File:Scan to Page.

Check your document on the screen – did it scan correctly? If not, reposition or re-focus and repeat this step. If it is correct, move on.

tip: If the scanned page is blank, try adjusting the polarity, using the button pictured at the right. If you find that the machine needs to be set on the top or middle setting, you may need to adjust this before every page, as the default is for the third setting (the "A").



Select File:Scan to Batch.

Change the file type to pdf, name your document, and enter.

Note: if you have a USB stick, browse to save it there.

Wait for the prompt to "Continue" or "Stop". Reposition your film or fiche to the next frame, and then choose "Continue."

Repeat until all pages have been scanned, and choose "Stop."

tip: if you have a very long document, you may wish to save your work in 10-page chunks, in case you encounter any difficulties. This way, your previous work is not lost.

4. **Done Scanning!** Close the CapturePerfect screen.
5. **Save the File:**
 - a. **USB Stick?** Browse to MyDocuments, find your file, and drag it to the USB stick.
 - b. **Emailing to yourself:**
 - i. Open Internet Explorer from the Start menu
 - ii. Go to your email provider and login
 - iii. Compose a message to yourself
 - iv. Attach your file by browsing to "My Documents" and selecting it.
6. **Save the lamp!** When finished, turn off the Scanner only.



USB Ports

Computer

Reader/Scanner

Focus/Turn

Power

Do not adjust