


How to scan and save an image to USB

1. Load microform & locate page to be copied. Insert USB/Memory Stick into USB port.

2. Select Microform Scanner icon  and double click to open program.

3. To proceed, please read the terms and conditions and click on 

4. Select in the following order: File > Acquire to Tiff

5. Select E: (your USB/Memory Stick) from the drop down directory list to 'Save in'.

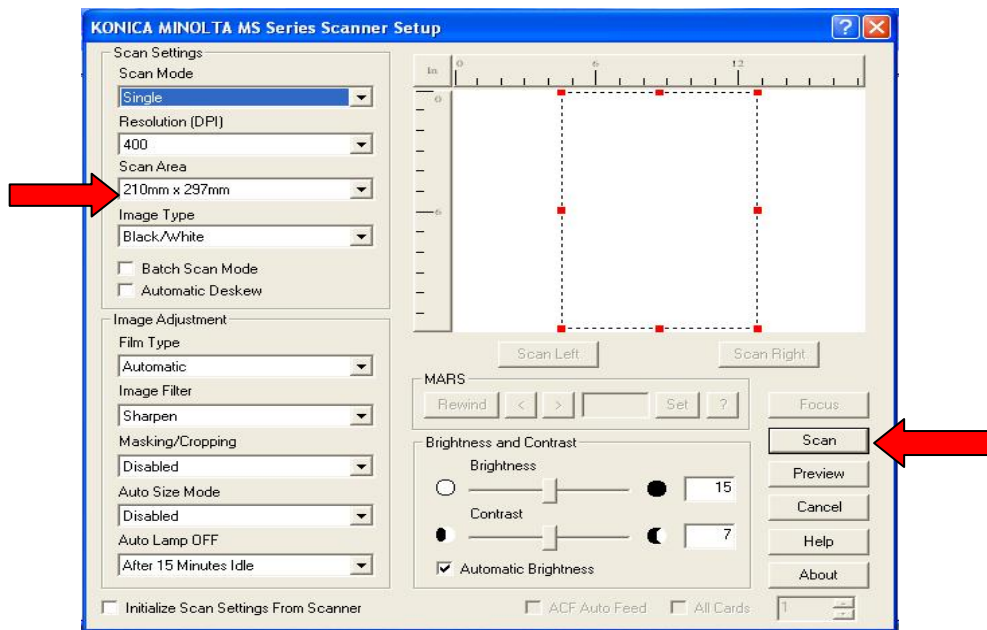
6. Type a unique file name for your image e.g. 1872 Will.

(Please note that the program will add '1' to the end of each scan name. You may choose to rename the file later to remove this.)

7. Click 

8. Adjust the scan area to select area to be scanned as shown in the image below. From the Scan Area menu, select 210x297mm for the central page or 297x420mm for a full screen print, or adjust manually by dragging red points to desired size.


(To adjust the darkness settings of the scan please adjust the settings on the microfilm machine. This adjustment must be done AFTER the scan area is selected, BEFORE clicking the scan button.)



9. Click 

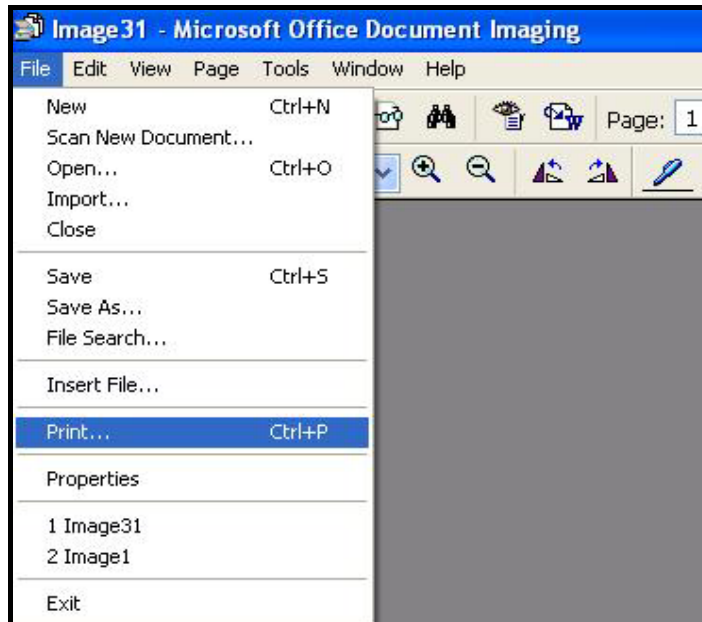
10. Check copy by double-clicking image icon to open, and then close that window.

11. Continue Steps 6 to 9 for each image to be scanned. Remember to use a unique file name for each scan saved. (For Printing instructions refer to Page 2)

12. Once scanning is completed, close program and select "Safely remove device"  from desktop before removing your memory stick.

How to Print a scanned image from microform

1. Complete scan of MF image as in previous instructions.
Double-click image icon to open.
2. Select in the following order File/Print/OK



3. Select and highlight your Microfilm and job on the monitor attached to the printer
e.g. Microfilm 10, Image 1
4. Insert coins (\$1.00 per page)
5. Select "Print Selected Job/s" or if printing all images, "Print All Jobs"

Important: If you select "Print Jobs" before inserting coins, your print job will disappear from the monitor screen. Please insert coins prior to selecting "Print Job" on monitor.

How to burn an image to CD

1. Load microform & locate page to be copied.



2. Select “Microform Scanner” and double click to open program.

3. To proceed, please read the terms and conditions and click on

I Agree

4. Select in the following order: File > Acquire to Tiff

5. Select Z: (DVD/CD Drive) from the drop down directory list to ‘Save in’.

Save

6. Click

Scan

7. Select the scan area & Click (refer to the instructions at Step 9. on page 1 for help)

8. Check copy by double-clicking image icon to open, and then close that window.

9. Continue this process until you have scanned all the images you wish to burn.



10. Double click on Burn to open the Z: drive. Select “Write to CD” from the File menu.

