

Procedure
Microfilm Reader/Scanner Instructions
Revised March 8, 2007

If you need a print copy of a document, you must scan it: Then you may either print it or e-mail it to yourself, using the computer to the left of the Microfilm Reader.

1. Center your image in the microfilm reader screen and focus using dial on bottom of screen. Check that the brightness control is centered as well. Close the screen cover.
2. Double-click the **PaperPort** icon on the computer desktop to the left of the Microfilm Reader.
3. Click **File** on the PaperPort tool bar.
4. Click **Select Source** on the pop-up list.
5. Click **Microfilm Scanner USB** on the **Select Source** menu.
6. Click **Select**.
7. Locate and click the icon labeled **TWAIN** to open the user interface.
8. Click on **Preview** to view your image. If desired, use the functions available under the MAIN and ADVANCED tabs to adjust your image.
9. When satisfied with your image, click **SCAN**.

When the scan is complete, close this window and double-click on the image you just scanned. From this point you may either print the page or e-mail it to yourself.

1. **Print** – To print the page (cost is 15 cents): Double-click to open the file, then click **File, Print**, then **OK** to select the Black Ink Printer. You must request release of your print job at the Circulation Desk.
2. **E-Mail** -- to e-mail the document to yourself: Click **File, Save As**, and save the document as a jpeg file to the desktop. Go to the **Outlook Express** icon on the desktop and double-click to open. Write an e-mail message to yourself, attach the file and send.

Please close all programs when finished.

Please ask at the Circulation Desk if you need assistance.