

Saving Microform Images

Follow these steps to save a microform image as an electronic document to your campus 'P' drive using the ImageSCAN program.

For this procedure, you will use the microform reader and the ImageSCAN program on the adjacent computer.

- ❖ **FIRST**, turn on the power switch to the microform reader
- ❖ **SECOND**, fully RESTART the adjacent computer, then log on
(NOTE: ImageSCAN will not work unless the microform reader is powered on before the computer restarts)
- ❖ Load the microform onto the reader and adjust the image to be saved (adjust the orientation, the size into the letter print area, the focus and the lightness/darkness)
- ❖ Open the ImageSCAN Program on the computer (icon on desktop)
 - ❖ Click **OK** on the license information pop-up
 - ❖ Choose English language, then click the **Continue** button
 - ❖ Name the document folder by entering any name (or initials), then click **Enter**
 - ❖ Click the **Scan** button (repeat the scan if an error message pops up)
 - ❖ Adjust the image as needed by clicking the appropriate functions on the screen, then click the **Accept** button
(NOTE: The option to scan another image is given at this point)

IMPORTANT: At this point, the image displayed on the computer screen may not be legible, but the final electronic image you save/print/e-mail will be!

- ❖ When finished scanning images, click the **Save Image** button *
(NOTE: You may instead choose to print or e-mail the image at this point)
 - ❖ Press **OK**
 - ❖ **TO CLOSE** the ImageSCAN program, use the CTL-ALT-DELETE function to open the Task Manager box, from which you end that application from the 'Applications' tab
- * When you click the **Save Image** button, the image is automatically saved to your 'P' drive in a folder named something like, 'XXX Jun 16, 2010 12_55_10 pm' (XXX being the name (or initials) you chose earlier, followed by the current date and time).

Images within the folder are always saved in '.TIF' format.