

## **Saving a Microform Image as an Electronic Document**

For this procedure, you will use the microform reader and the adjacent computer next to the reader (only the two computers between the two readers).

- ❖ Switch the microform reader on first
- ❖ Shut down and restart the adjacent computer being used  
(NOTE: It is important that the reader be powered on before the computer boots up)
- ❖ Open the ImageScan Program (icon on desktop)
  - ❖ Click 'OK'
  - ❖ Choose English language, then click the 'Continue' button
  - ❖ Name the document folder by entering any name (or initials), then click 'Enter'
  - ❖ Click 'Scan' button
  - ❖ Adjust the image as needed (such as inverting the image to save toner and/or darkening-lightening to clarify the image, etc.) and when it is acceptable, click the 'Accept' button  
(NOTE: The option to scan another image is given at this point)
  - ❖ When finished scanning images, click the 'Save Image' button \*  
(NOTE: You may also choose to 'Print Image,' or 'E-mail Image' at this point)
  - ❖ Press 'OK' button
  - ❖ To close the ImageScan application, use the CTL-ALT-DELETE function to open the Task Manager and end the application

\* When you click the 'Save Image' button, the image is automatically saved to your 'P' drive under the 'htdocs' folder in a folder named something like, 'XXX Sep 26, 2007 3\_48\_35 pm' (XXX being the name (or initials) chosen earlier, followed by the current date and time).

- ❖ Path is P:\htdocs\SAF Sep 26, 2007 3\_48\_35 pm\1.TIF

The image is always named '1.TIF'