Using the Microfilm Scanner

Please ring 01392 723867 or email library@exeter.ac.uk for help with using the machine.

The microfilm scanner can be used in two different ways:

- As a reader, for viewing microfilms and microfiches on the
- As a scanner, used in conjunction with the attached PC, for saving pages/images projected on the scanner’s screen.

Section A: Getting started

1) Switch on the Microfilm Scanner (Canon 350 II). This must always be switched on before the PC.
2) Switch on the PC. (the printer (Canon Fileprint 470) no longer works).
3) Log on to the PC (CZC4280FR9). The username is Microfilm_PC and the password is Scan2012
4) Double-click on the CapturePerfect icon on the PC desktop. This is the software that you can use to scan images from the microfilm or microfiche that you are viewing.

Please note that the PC is not connected to the University network. This means that you can’t access the Internet, e-mail, or your filespace.

You can use the ‘Documents’ icon on the desktop to search for files on the PC or on a USB.

Section B: Loading the microfilm or microfiche

Please ring 01392 723820 or email library@exeter.ac.uk for help with using the machine.

A 9.5-16x zoom lens is required for viewing 35mm film.

A 16-32x zoom lens is required for viewing fiche or 16mm film.

Staff will fit the lens to the scanner for you, and remove it when you have finished. Please do not handle the lenses yourself, as they are fragile and expensive to replace.
When following the instructions below for using the fiche carrier or the motorized roll carrier, it would be helpful to refer also to the Canon user instruction manual for the Roll/Fiche Carrier 200, as this has diagrams. The manual is held in the folder by the machine.

Using the fiche carrier

1) Hold the motorized roll carrier by the silver handle on the right hand side, and push it in until it stops. If the motorized roll carrier is not pushed all the way in, the fiche carrier will not operate.

2) Hold the fiche carrier by the silver handle and move it right, until it is in the centre.

3) Pull the fiche carrier towards you until the top glass plate opens.

4) Insert the fiche between the top and bottom glass plates. Align the left side of the fiche with the aligning mark on the carrier so that the header is towards you.

5) Holding the silver handle, push the fiche carrier in gently. The top glass plate closes automatically to secure the film in place.

6) Use the silver handle to move the fiche carrier forward, backward, left or right until the desired image appears on the screen.
Using the motorized roll carrier (for 35mm and 16mm film)

1) Use the silver handle to move the fiche carrier left until it reaches the stopper. If the fiche carrier is not moved left all the way to the stopper, the motorized roll carrier will not operate.

2) Hold the motorized roll carrier by the silver handle on the right hand side, and pull it out towards you until it stops.
3) Ensure that the Winding direction changing switch (on the left hand side of the carrier) is in the correct position, and place the film on the silver open-reel adapter.

4) There is a selector lever on the right hand side of the motorized roll carrier. Select the width of the film to be viewed (i.e. 16 or 35 mm).

5) Pull out the film and thread it under the guide roller and between the top and bottom glass plates.

6) Press the blue starter lever to wind the film onto the take-up reel, and continue pressing until the take-up reel stops. Use the control knob on the scanner keyboard to wind the roll on until you can see an image on the film.
7) Hold the motorized roll carrier by the silver handle and gently push it back in, until the image appears on the screen.

If the image is displayed as a mirror image, re-wind the film, alter the position of the Winding direction changing switch (which can be found on the left-hand side of the carrier), turn the roll of film over and re-position the film to reverse the winding direction of the roll.

8) Use the control knob on the scanner keyboard to forward or rewind the film. To increase the film speed, turn the knob further in the corresponding direction. To stop feeding the film, return the knob to the centre position.

Section C: Using scanner mode

This is the mode to choose if you wish to save a copy of the pages/images being viewed using the attached PC. You will need a USB memory stick or portable hard drive on which to store the images in order to take them away for later reading or manipulation. Please note the usual copyright restrictions apply. Unless you have permission from the rights holder a maximum of 10% or one chapter or one article from a journal may be scanned.

1) Open up the CapturePerfect software, as described in Section A.

2) Position the microfilm or fiche to display the page/image to be scanned.
3) On the PC, click on **File** from the menu bar and select **Setting Scanner**. The following dialogue box will appear:

![Setting Scanner Dialogue Box]

Here you can select the resolution of your scanned image, ranging from 200 dpi for the lowest quality and highest speed, to 600 dpi for the highest quality and slowest speed. 300 dpi is recommended as the best setting for a combination of image quality and speed that is suitable for most scanning.

You can also select the mode: Black and White is recommended for text documents, and 256-level Gray for pictures.

You can also adjust the brightness. It is recommended that the Brightness Auto option is left off if scanning an image that includes pictures and text.

The area to scan will default to within the portrait corner indicators. You can alter this landscape by selecting to ‘rotated A4’ in the drop down Page Size box.
Clicking on the More button will open up the following dialogue box:

Here you can select the film polarity (negative or positive). The N/P Auto option automatically detects the type of film in use. It is also possible to alter the softness/sharpness of the image, and to erase dots.

4) Click on OK when you have chosen the required settings.

5) Click on File from the menu bar, and then on either Scan to Page or Scan to batch.

Choose Scan to Page if you wish to scan a single page/image.

Choose Scan to batch if you wish to scan multiple pages/images and save them as a single file.

Please note that if you select Scan to Page, but then proceed to scan more than a single page, only the page most recently scanned will be saved.

Scan to Page

a) To save your single scanned image, click on File from the menu bar, then on Save As.

b) Select the F: drive, which is the USB Memory drive, and give it a file name.

c) Select which file type you wish to save it as, e.g. PDF, BMP or TIFF (see notes below on file types).

d) Click on the Save button.

Scan to batch

a) The Scan Batch to File Setting dialogue box will open immediately.
b) Select the F: drive, which is the USB Memory drive, and give it a file name.

c) Select which file type you wish to save it as, e.g. PDF, BMP, TIFF or JPEG (see notes below on file types).

d) Ensure that the check box to the left of Multi-page file is ticked. There is also an option to Save Rotated Image, if you wish your scanned image to be saved at a 90 degree rotation to the image being displayed on the scanner.

e) Click on Save.

f) The Start Scanning dialogue box will appear. Click on Start Scanning.

g) Keep moving through the microfilm or fiche and clicking on the Continue Scanning button until you have scanned all of the pages/images that you require.

h) Click on Stop Scanning.

Please ignore the Scan to Print and Scan to Mail options in the software. The PC isn’t connected to the University network, and therefore can’t send information to networked printers or your email account. If you wish to print the image(s) that you are viewing on the attached printer, you will need to use the scanner in Reader-printer mode (see Section C of these user instructions).

Please do not save files on to the PC itself, as any filespace will be cleared on a regular basis.

File types

If you only wish to read the images/pages that you are saving, then save your files as PDF.

If you wish to manipulate them later, then you will need to save your files as BMP, TIFF or JPEG. These files can be opened in image editing software, such as Adobe Photoshop, Corel Paintshop Pro, or the freely-available Gimp. If you wish to incorporate an image into a Word document, then it is advisable to save the file as BMP.

OCR option

There is an option to save a PDF file with OCR, so that the text of the document is searchable within Adobe Acrobat Reader. To do this:
a) Click on **Option** from the menu bar and select **PDF File**.

b) Select a language from the drop-down list.

c) Ensure that the **Apply OCR** check box is ticked, and click on **OK**.

More information on how to use the scanning software can be obtained from the CapturePerfect help pages.

**Section D: Shutting Down**

When ending your session please rewind and carefully remove the microfilm that you have been using, and ask Library staff to remove the zoom lens. Please shut down the PC **before** switching off the Microfilm Scanner.