

How do I use microfilm at Milner Library?

The library has two different kinds of machines that can be used to view microfilm: the old-fashioned tan microform readers and one scanner, and a new black microform scanner.

The new black microform scanners are available on Floor 2 and in Special Collections. The Floor 2 scanner is located in the southeast corner on the far end of the microfilm machine tables. These machines can create scans as well as printouts of microfilm.

- **Loading the microfilm:**
 - Start up the computer on your left under the table and login with your ULID and password if you are affiliated with ISU, or get a guest login from the Reference Desk.
 - On the desktop, double-click the ViewScan Premium icon to open the scanner software needed to view your microfilm.
 - Put roll of microfilm all the way back on the spindle with the loose end draped over the top of the reel.
 - Pull the loose end under the white roller on the left, under the glass plate (pull tray forward to automatically open the plate), and under the white roller on the right. Slide the end of the film into the slit in the middle of the reel on the left and turn reel clockwise to wrap film around reel.
- **Viewing the microfilm:**
 - Use the white buttons on the microfilm scanner or on the software screen to advance or rewind slowly when the glass plate is down. Buttons on the left will rewind the film and buttons on the right will advance it.
 - Use the red buttons on the microfilm scanner or on the software screen to advance or rewind quickly. When the tray is pulled forward and the glass plate is up, the red buttons can be used to advance or rewind at very high speed. Use this method to advance or rewind through large sections of film or to remove the film when finished.
 - The microfilm may appear blank at first because there is often a blank “leader” strip at the beginning of each roll that is followed by the actual microfilm images.
 - Use the rotate buttons on the left side of the software screen to rotate the microfilm right-side-up
 - Camera position can be adjusted to reduce or enlarge the image. Zoom In to increase image size, Zoom Out to reduce image size. Zooming in the camera position improves the quality of scanned images.
 - Click the Positive-Negative button to invert the colors of the image. Use this when the image displays white text on a black background.
 - Digital zoom will reduce or enlarge the image on the screen. Digital zoom does not affect the quality of scanned images.
 - To straighten a crooked page:
 - 1) Click Straighten.
 - 2) Determine what should be a straight line on the page.
 - 3) Click and hold mouse button on one spot on that line and drag the mouse to trace that line. Release mouse button and the image should automatically straighten.
 - Use Adjust Light Levels to make the microfilm appear darker or brighter.
 - Auto Adjust will automatically enhance the quality of the image—including brightness, contrast, and sharpness

- Manual adjust allows manual enhancements to the quality of the image. An “Image Settings” box will open with 4 slider bars:
 - 1) Levels adjustment changes the color balance of the image with two sliders which adjust the intensity levels of image shadows and highlights.
 - 2) Brightness changes the overall lightness or darkness of the image.
 - 3) Contrast adjusts the difference in brightness between colors.
 - 4) Sharpen will make edges appear more or less defined.
- To restore the initial image quality and orientation settings, click Settings> Reset to default.
- **Scanning the microfilm (FREE):**
 - Click the Cropping tab at the top of the software screen to crop certain areas of the screen for scanning.
 - Use the Addition Tool on the left side of the screen to put boxes around areas that you want to scan. Draw a crop box - click and hold on the image, framing the portion to be scanned within the box. Multiple areas can be selected and scanned at the same time.
 - If there are areas inside your selected areas for scanning that you don’t want to appear in your scans, you can click the Subtract Tool button to put a box around anything you don’t want scanned within your areas already selected for scanning.
 - To remove all cropping boxes, click Clear Selections.
 - When you are finished selecting areas to be cropped for scanning, click the Capture Cropped Area button on the bottom left of the screen.
 - You should then see your selected scanned areas appear as a thumbnail image in the tray in the bottom center of the screen. Click on a thumbnail to see an enlarged image of it and see more options for that scan, including deleting or enhancing it.
 - When you are finished scanning, you can save your scans to a flash drive or Google Drive account, or you can print your scans for pickup from any printer station at the library.
- **Saving scans to Disk, Dropbox, or Google Drive:**
 - Click on the File tab at the top of the screen.
 - Choose which save option you prefer.
 - Select the captured images to save.
 - Choose save location by clicking on the folder icon. For Google Drive and Dropbox, log in to your account.
 - Select file format and make any settings adjustments.
 - Click Save (Upload for Dropbox).
- **Printing scans:**
 - Printing costs 8 cents per page at the print station from Redbird Card Redbird Dollars or from a Guest Copy Card.
 - You can purchase a Guest Copy Card for \$1.00 from the Redbird Card machine on the left as you enter the library and then add money to the card to cover the cost of your print jobs.
 - Go to the File tab and click Print.
 - Make sure that Milner B&W Printing is selected from the printer menu and click the Print button.
 - The printing process will now work the same way that it would if you were printing from a regular Milner Library computer workstation.
- **Removing the microfilm:**
 - Pull the carrier handle towards you until the top glass is raised.

- Click the Auto Rewind button (triple arrows in at the bottom of the screen). Click Stop button once film has completely rewound.
- Pull the film off of the metal spindle and place back in film box.
- **Getting help:**
 - Refer to the manual binder attached to the table (also available on the desktop).
 - Click the How it Works clapboard icon on the left in the ViewScan Premium software program to watch helpful videos demonstrating how to use different options of the scanner. The video varies depending on the tab you are using.
 - See the [Microform Readers, Printers, & Scanners page](#) on the Milner Library website for more information.
 - Please feel free to ask a librarian if you have any questions.

The old-fashioned tan microform readers are available on Floor 2 in the southeast corner and on Floor 4. Each reader has a printer. To use these machines to view your microfilm:

- **Loading the microfilm:**
 - Turn machine on using switch on the left beneath the edge of the table (or on bottom left on front machine for microfilm scanner).
 - Put roll of microfilm onto spindle on left under the monitor so that the loose end of the microfilm drapes over the top of the roll
 - Pull the microfilm end under large black roller and under the glass
 - Pinch blue button with the arrow on it to the right to make machine feed the microfilm the rest of the way, then release the blue button.
- **Viewing the microfilm:**
 - Use the large circular knob on the right to advance or rewind the microfilm by tilting it right or left. Move the knob so that the dot is in the top center to make the microfilm stop moving.
 - Use the knob surrounded by colored shapes on the bottom of left of the machine to make the screen lighter or darker
 - Use the gears above the lens to alter the image as needed
 - Top gear = rotate the image
 - Middle gear = zoom in or out
 - Bottom gear = focus the image
- **Printing from the microform readers:**
 - Printers are available below each of these stations and require you to either swipe your Redbird Card to use Redbird Dollars or your Guest Copy Card (\$0.08 per page) or pay with coins (\$0.10 per page).
 - You can purchase a Guest Copy Card for \$1.00 from the Redbird Card machine on the left as you enter the library and then add money to the card to cover the cost of your print jobs.
 - After you pay, make sure that the microfilm is stationary, and push the green button below the screen to print.
- **Removing the microfilm:**
 - Turn the large circular knob counter-clockwise to unwind the film, and it will automatically come out of the reel on the right when it is finished rewinding.
 - When rewind is complete, slide the reel off of the spindle and put microfilm from the cabinets on the plastic trays on the cabinets, or take microfilm obtained from the Circulation Desk back to the Circulation Desk.

- **Getting help:**
 - Instructions are available in a book attached to the microfilm scanner, and on boards attached with string to the other microfilm reader stations.
 - Please feel free to ask a librarian if you have any questions.