

## How do I use microfiche at Milner Library?

You can view microfiche on two types of microform machines, the old-fashioned tan microform readers and one scanner, and the 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 microfiche.

- **Loading the microfiche:**
  - Start up the computer on your left under the table and login with your ULID and password.
  - On the desktop, double-click the ViewScan Premium icon to open the scanner software needed to view your microfiche.
  - Pull the tray handle forward until the top glass is raised.
  - Insert the microfiche face down under the raised glass, placing it so that the band on top with information about the microfiche goes onto the plate first.
  - Push the tray handle in to lower the glass and move the microfiche under the camera until an image appears on the screen.
  - Click the Settings icon on the left side of the software screen and click Load. Select Fiche black text or Fiche white text from the popup box, depending on whether your microfiche has black or white text.
- **Viewing the microfiche:**
  - Pull, push, and slide the tray forward, backward, left and right to view different parts of the microfiche.
  - 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 microfiche (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.
  - 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 microfiche:**
  - Pull the tray forward so that the glass plate opens and slide the microfiche out from under the glass plate.
  - Push the tray back to shut the glass plate again.
- **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.
  - 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 for anyone to use.

- **Loading the microfiche:**
  - Turn machine on using switch on the left beneath the edge of the table (or on bottom left on front machine for microfilm scanner).
  - Push the microfilm handler away from you and slide the microfiche plate to the right so that it is under the light.
  - Pull the tray handle forward until the top glass is raised.
  - Insert the microfiche face down under the raised glass, placing it so that the band on top with information about the microfiche goes onto the plate first.
  - Push the tray handle in to lower the glass and move the microfiche under the light until an image appears on the screen.
- **Viewing the microfiche:**
  - Pull, push, and slide the microfiche tray forward, backward, left and right to view different parts of the microfiche.
- **Printing from the microfilm 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). After you pay, make sure that the microfilm is stationary, and push the green button below the screen to print.
    - 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 microfiche:**
  - Pull the tray forward so that the glass plate opens and slide the microfiche out from under the glass plate.
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- **Getting help:**
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