

## How do I use microcards at Milner Library?

There is only one microform machine that can be used to view microcards – **the new black microform scanner available on Floor 2 in the southeast corner on the far end of the microform machine tables.**

To use this machine to view a microcard:

- **Loading the microcard:**
  - 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 microcard.
  - Click the “Opaque Micro Card” button. (The button should be located in lower left of screen, under “Positive Negative” button. If the button can’t be located, click “Cropping” tab and then click back to “Browsing” tab and look again.)
  - Pull the tray handle forward until the top glass is raised.
  - Insert the microcard face up under the raised glass.
  - Push the tray handle in to lower the glass and move the microcard under the camera until an image appears on the screen.
- **Viewing the microcard:**
  - Click the Settings icon on the left side of the software screen and click Load. Select Microcard.
  - Pull, push, and slide the tray forward, backward, left and right to view different parts of the microcard.
  - 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.
- **Removing the microcard:**
  - Pull the tray forward so that the glass plate opens and slide the microcard out from under the glass plate.
  - Push the tray back to shut the glass plate again.
- **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.