

Capturing Digital Microfilm Screenshots

1. Display desired image on microfilm reader
 - a. Turn on microfilm reader
 - b. Mount film onto reader (and feel free to ask for help, if needed)
 - c. Forward film to desired location and adjust as needed
2. Prepare PC and software to capture screenshot
 - a. Turn on PC (username: gustavus password: adolphus)
 - b. Open "Imaging for Windows" software from desktop icon
 - c. If needed, adjust the location of image according to the printable area markers now on the microfilm screen (the four corners of a print area are shown in either portrait or landscape orientation)
 - d. Click File > Acquire Image
 - e. Set the resolution from 200 to 800 dpi and make other adjustments as desired; higher resolutions result in a larger file size. **Tip: Change the View to Grayscale setting to see acquired image clearer.**
 - f. Click the Scan button
 - g. After image appears, save image as TIFF file to your personal storage device or network space and/or print the TIFF file to a networked printer. **Tip: If the image is black or very dark, adjust the Negative or Positive settings. The machine should recognize the appropriate type, but occasionally it will err.**