# HOW TO DIGITALLY SAVE A MICROFORM SCAN

BEFORE YOU BEGIN

Find the article or page you would like to save on the microform scanner adjacent to the computer. Once the article or page you are looking for is set up on the scanner screen, double click on the "ScanGear for MS400" icon on the desktop.
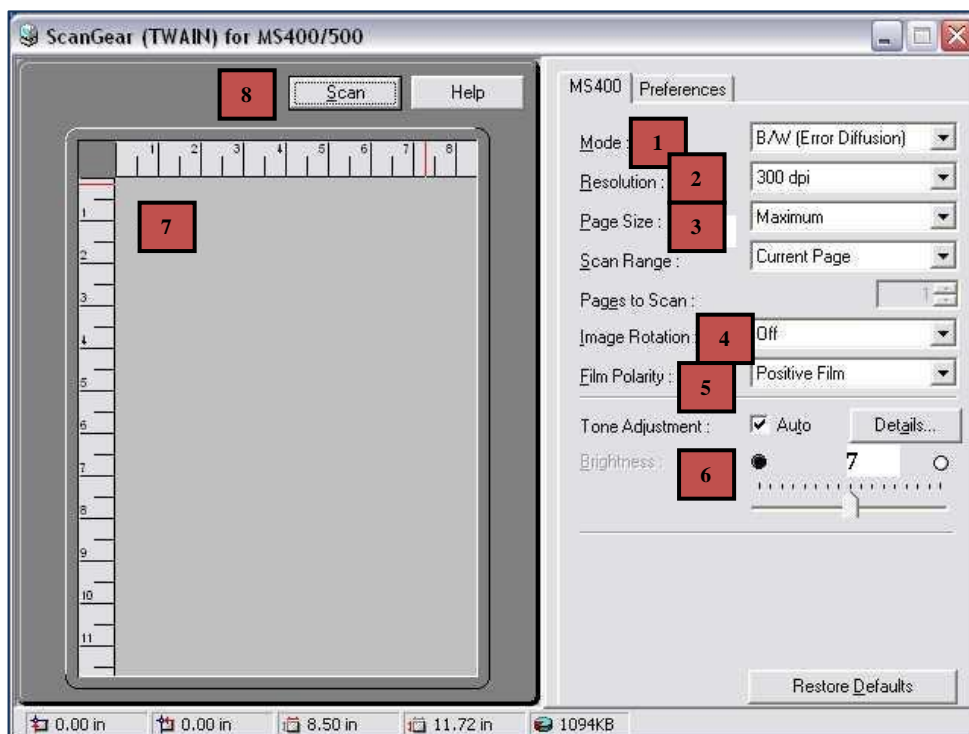
ScanGear for MS400

To scan without editing the image, click the "**Scan**" button. To save, see the instructions below.
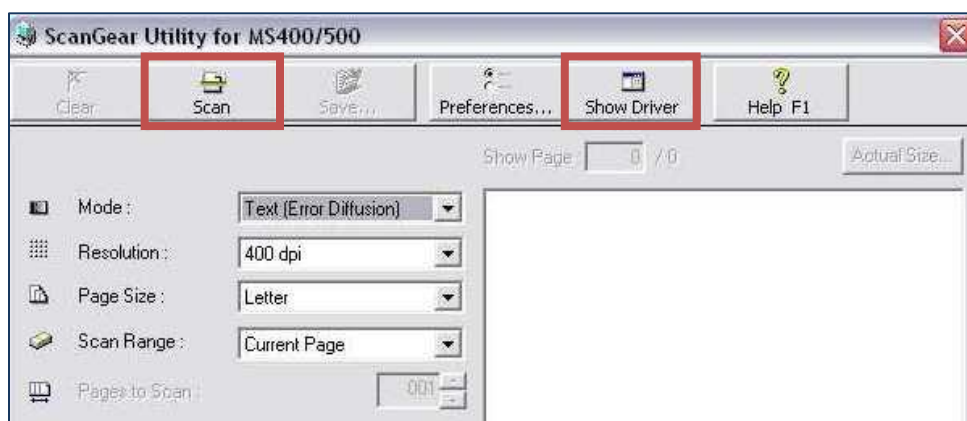
To alter the image (size, brightness, etc.), click the "**Show Driver**" button.

SHOW DRIVER OPTIONS

B/W (Error Diffusion): The image will be scanned in black and white with error diffusion and displays medium-level gray as false gray. Use this setting when the original contains photographs. **This is the best option for scanning newspaper articles.**

Text (Error Diffusion): The image will be scanned only in black and white. Use this setting when the original contains black text and lines with few colors or shades of gray.

Black and White: The image is scanned only in black and white. Use this setting when the original contains black and white graphic lines (charts, graphs, flow charts, etc.) with few shades of gray.

200 dpi	**300 dpi**	**400 dpi**
Low Quality	Medium Quality	High Quality
News	News	News
Will save as 460KB.	Will save as 1MB.	Will save as 1.79MB.

A4	**Letter/Trimming**	**B5**	**Maximum**

Choose the page size you feel best fits the image you would like to save. It may take a few tries to find the best fit for your project. The A4, Letter, and Maximum selections will scan much of the viewable area on the screen; B5 will crop slightly.

You can rotate the image using the ScanGear program or on the microfilm scanner lens. **Make sure this option is "Off" if you do not want to rotate the image.**

5) FILM POLARITY

Choose "Positive" for positive film or "Negative" for negative film. Most microforms are positive.

6) TONE ADJUSTMENT

If you want the brightness and sharpness to remain the same a displayed on the microfilm reader, check the "Auto" box to the right of "Tone Adjustment." If you want to change the brightness and sharpness, uncheck the "Auto" box and choose the appropriate brightness. Click the "Details" button to adjust the sharpness.

7) MANUAL SELECTION

If you want to select a specific area to scan, drag the cursor in any direction to draw a rectangle in the template on the left side of the window.
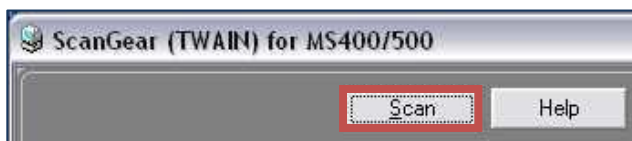
Once the rectangle has been drawn, you can drag and drop it to another location.

To delete the rectangle, click any area outside the rectangle.

If you change any of the options on the right, the scanning area selection will be reset.
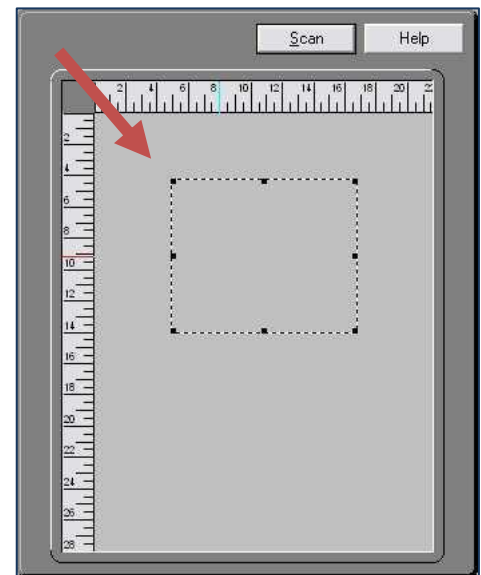
8) SCANNING

Click "Scan" to scan the image.

Once the image is scanned you will return to the main "ScanGear Utility" window. From here you can either double click on the thumbnail image or click on the "Actual Size" button in the upper right hand corner to view the scanned image.

If you would like to scan again, click on either "Clear" or "Show Driver" to clear the image and start over.
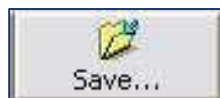
Click the "Save" button to save the scan. Select the desired file type and whether or not the image needs to be compressed. Click "Browse…" and select "Desktop" from the top dropdown menu. Select "Saved User Files" from the list of file destinations and click "Save". **If you save outside this folder, you will not have access to the file.**

Create a file name and start the numbering from 001. Every save will be automatically renumbered. **Click "Save".**

If you get the error message to the left, click "OK" to return to the "Save" window. Make sure the file destination is C:\Saved User Files.

MOVING FILES TO A STORAGE DEVICE

Double click the "Saved User Files" folder and select the file you want to copy (you can only select one file at a time). From the "File and Folder Tasks" list on the left, choose "Copy this file."

To save to a **USB device**, select "E:" (for USB) and click "Copy".

To burn to a **CD** Select "D:" and click "Copy". On the desktop, double click the "Burn to a CD" icon and choose "Write these files to CD" from the left task menu. Click "Next". Click "Finish" when the burning is complete.

When finished, please place the used microforms on the cart behind you.

Please turn off the scanner using the master switch under the table.

Do not turn off the computer, just close the ScanGear program.

If you need assistance, ask Sarah in the Periodicals Office or at the Reference Desk.

Mildred F. Sawyer Library
Periodicals Department
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