

DIGITAL IMAGING

GET STARTED

At Microfilm Reader/Printer 2 images can be printed (see TO PRINT) or downloaded as a digital image to the computer for manipulation and saving.

1. Leave ID at the Reference Desk and the Reference Librarian will log the computer on. When you are finished, pick up your ID at the Reference Desk.
2. Open "Imaging Professional" using the icon on the desktop. Turn the Microfilm Reader/Printer (MF R/P) on. (Order of starting the computer and the R/P does not matter.) When you make your first scan, the R/P will automatically link to the PC and will display "Pc" in the digital display on the machine.

SCAN

1. On the MF R/P display the image you want to save.
2. In Imaging Professional, use the "Scan New" icon or select "Acquire Image" from the File menu. Click "Scan"

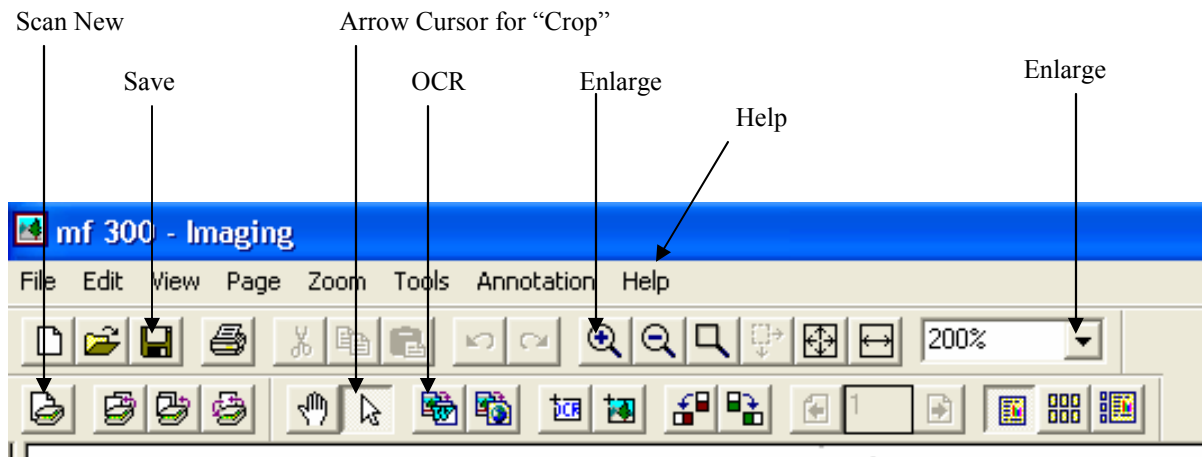
SAVE

1. Click "Save" icon or choose "Save" from the File menu.
2. Specify place to save. A "flash drive" works best. (The ports for the "flash drive" are on the front of the CPU and are drive E:.)
3. Specify file type.
4. Click "OK"

This file can be edited in any imaging program. The Imaging Professional software itself has limited editing capabilities.

END

1. Remove the flash drive by clicking on the "Remove Hardware" icon (on the lower right toolbar of the PC). Select "USB Mass Storage Device" NOT "MS6000 USB Scanner". If the MF scanner does get "removed", turning MF R/P off and back on will reset it.
2. Shut down the PC.
3. Turn the MF R/P off, so that it will re-set to the Printer, when turned back on.



DIGITAL OPTIONS

VIEW ENLARGEMENT

Use drop-down menu for size display or use the icon with the + in a magnifying glass.

CROP

With the Arrow Cursor, draw a box around the area to be cropped.

In the Edit menu, click “Crop.” This will permanently change the image.

APPEND NOTE (good for writing the citation on the image)

Use “Note” icon on the bottom toolbar.

Draw a box and type text. Adjust box size to display text.

To change text and background properties, right click on the “Note” icon or on the box.

OCR

Use icon to the right of the “Arrow” icon.

HIGHLIGHTER is available on the bottom toolbar.

HELP screens are, in fact, helpful.

