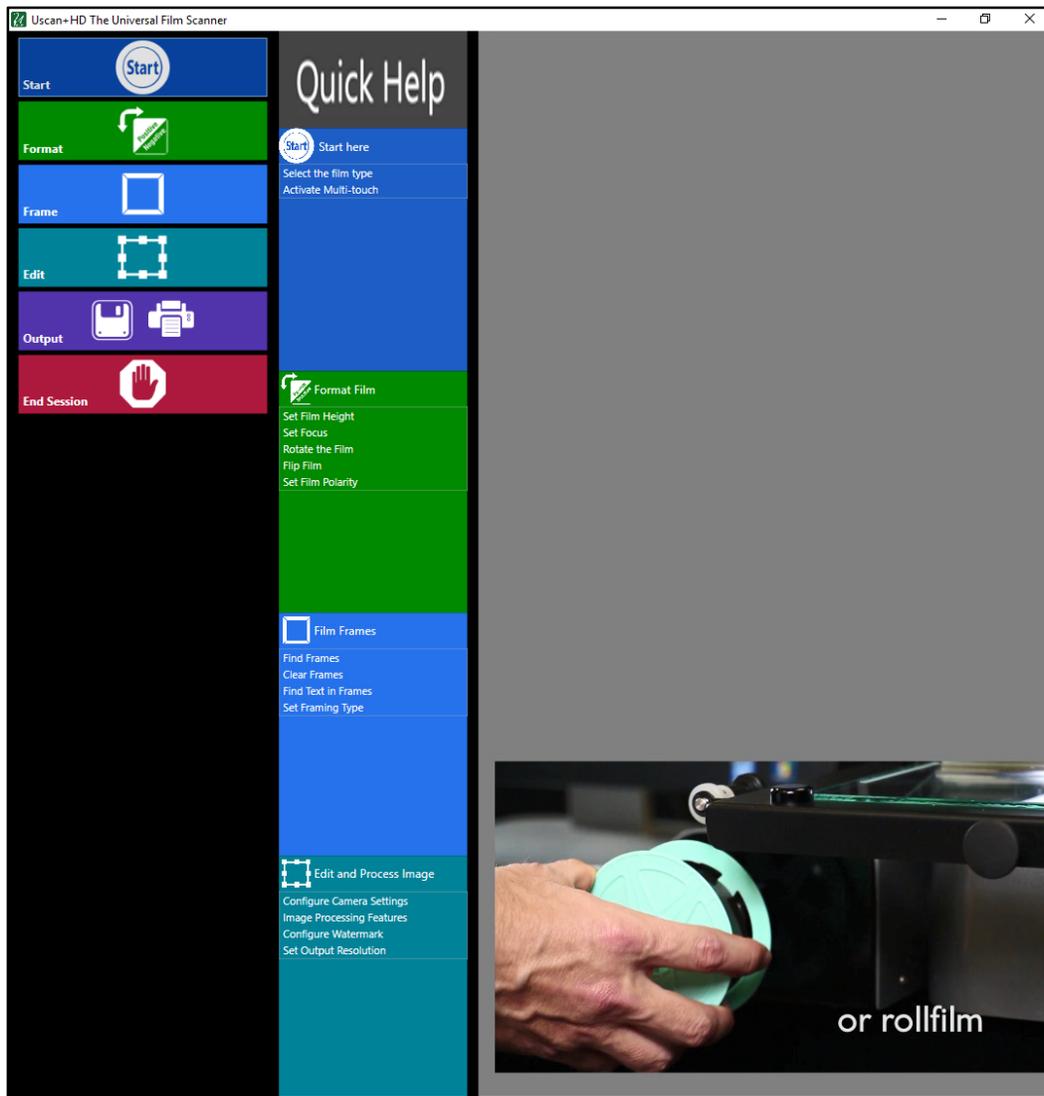


UScan Microforms Machine

The UScan machine can be used to view, make pdf copies, and print images from microfilm and microfiche. The power button is located on the back of the film carrier. You must log in using your MyUCA credentials or guest login.

Guest Login: libtlc
Guest Password: UCABears200*

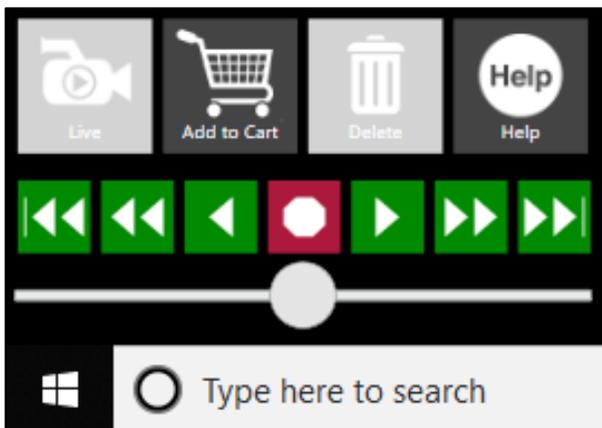
Select the UScan app on the desktop. You can watch the video tutorial on how to load film and use the viewing software.





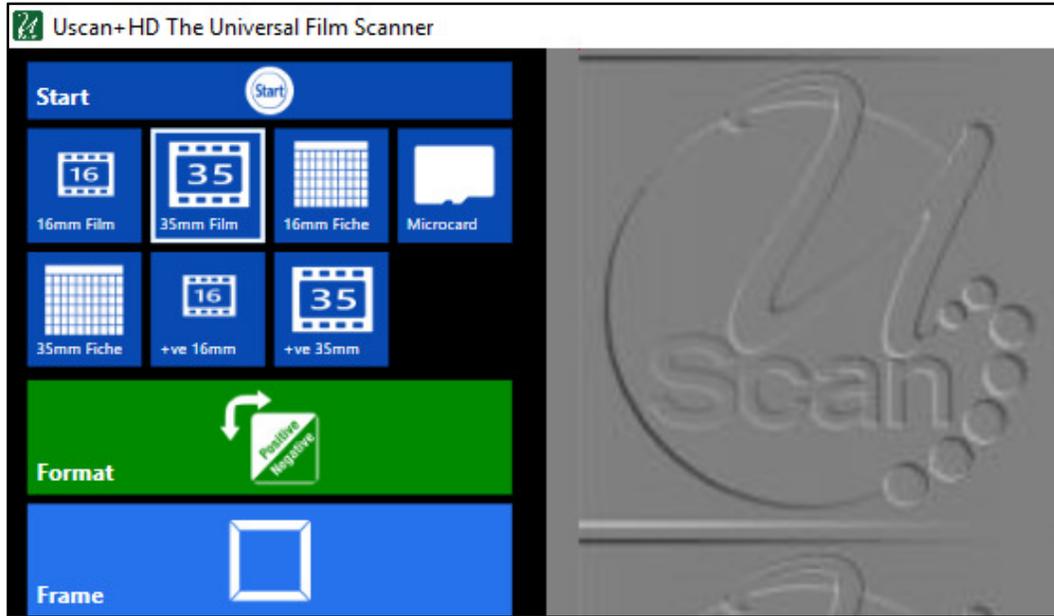
To Load Microfilm on UScan Carrier:

1. Pull the handle on the carrier tray to open glass panel and load microfilm.
2. Load microfilm on the left spindle with the film feeding over the top of the reel.
3. The film passes over the roller on the right, between the two panes of glass, and over the roller on the left. Feed the end of the film into the right spindle.
4. Push the tray in to close glass panel.
5. Use the green buttons in the software to advance or rewind the film and the red button to stop. Enlarged microforms images will appear on the computer monitor.



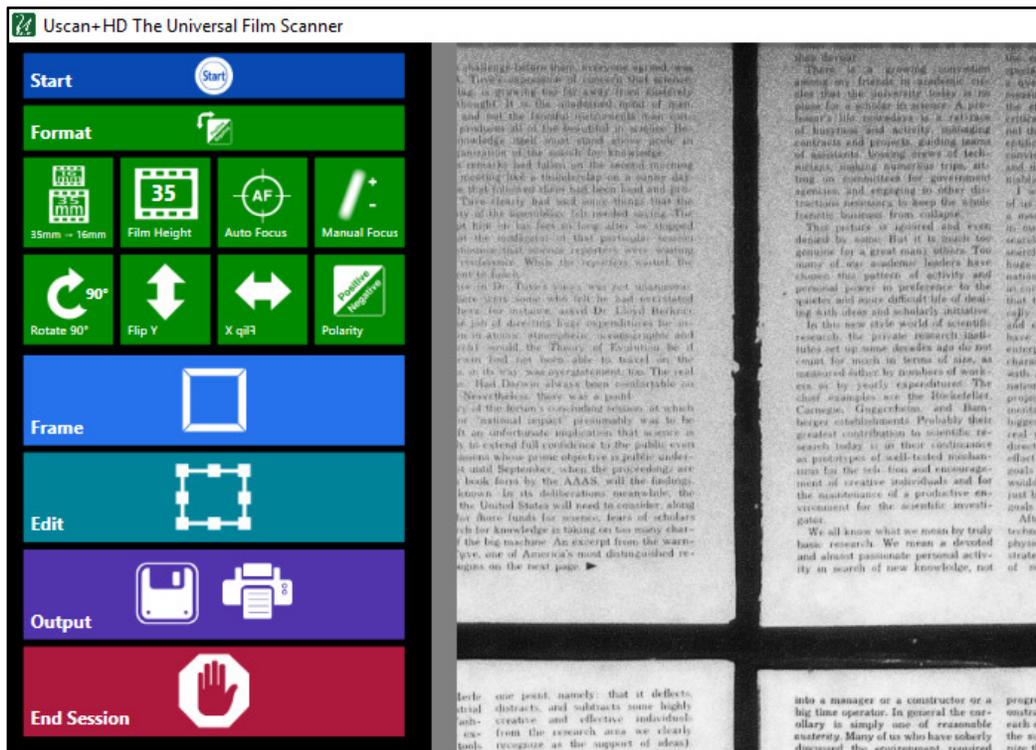
UScan Software

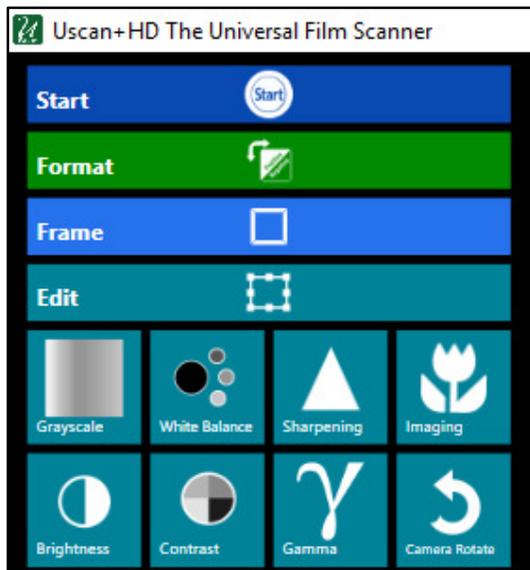
Select the Start Button in the upper left portion of the screen to choose the material type. Most of the microforms collection is 35 millimeter microfilm.



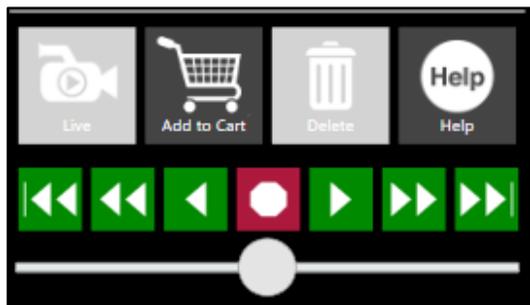
Use the scroll wheel on the mouse to zoom in on content.

To focus or rotate the image on the screen, select options from the format menu.



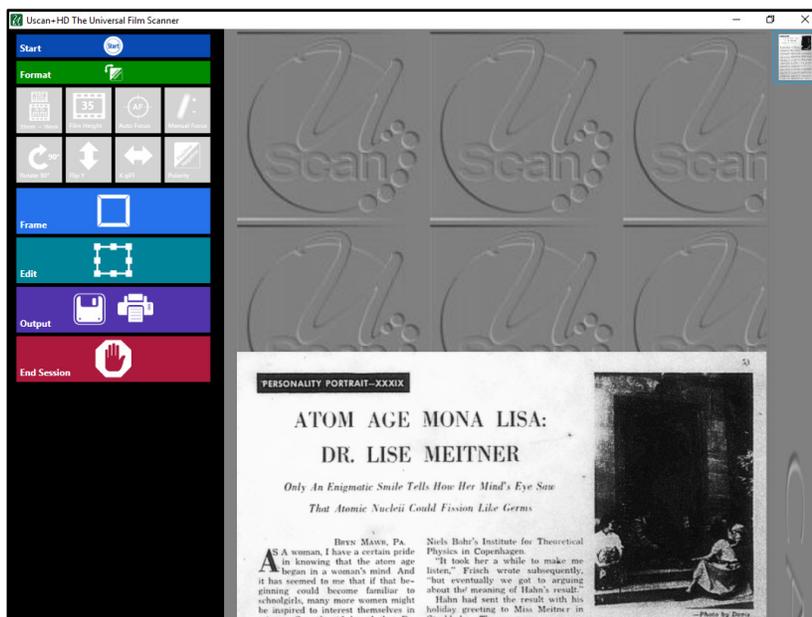


If text is especially faint or an image is too dark to see details, you can adjust the brightness and contrast using tools in the Edit Menu.

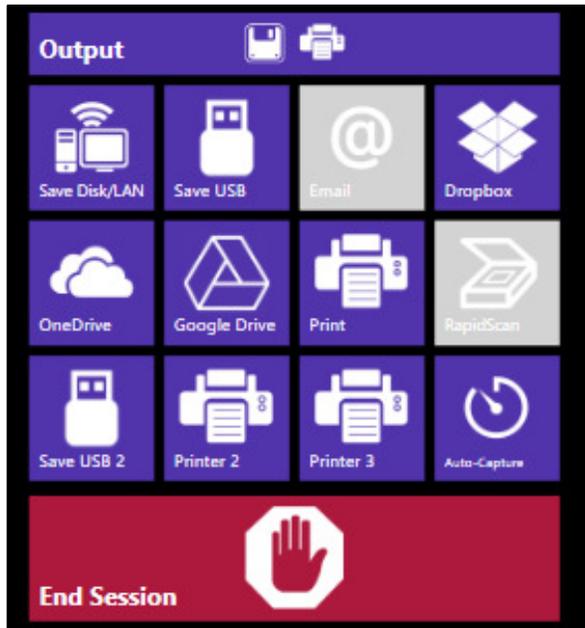


To select a page to save or print, use the mouse to draw a box around the content. Then select the Add to Cart button at the lower left of the screen.

A thumbnail of your saved image appears in the upper right corner of the screen. Click on the thumbnail to see what you have saved. To return to the film, select the Live button with a camera icon.



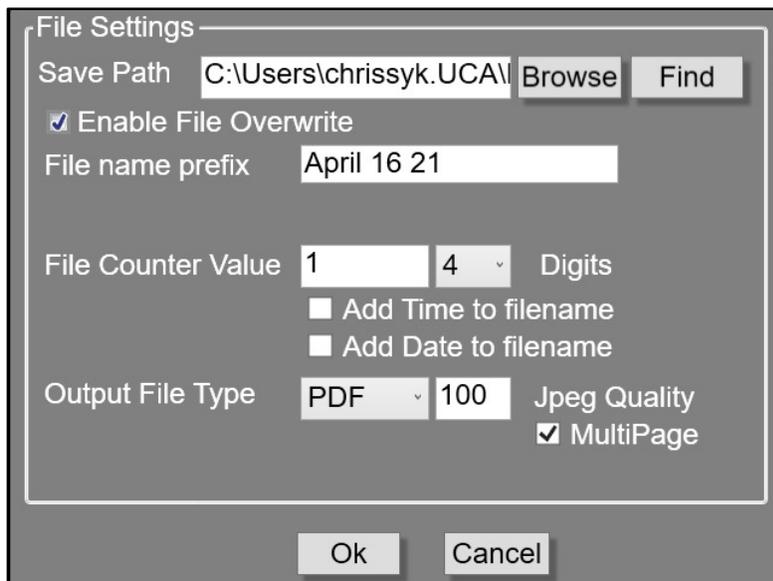
Saving Digital Copies (PDFs)



To print or save your selection as a pdf, select the Output menu.

To save to a flash drive or email to yourself, first select the Save Disk/LAN button to save content as a pdf on the desktop.

On the pop-up window, select Browse, then select the Desktop from the file menu, then select OK.

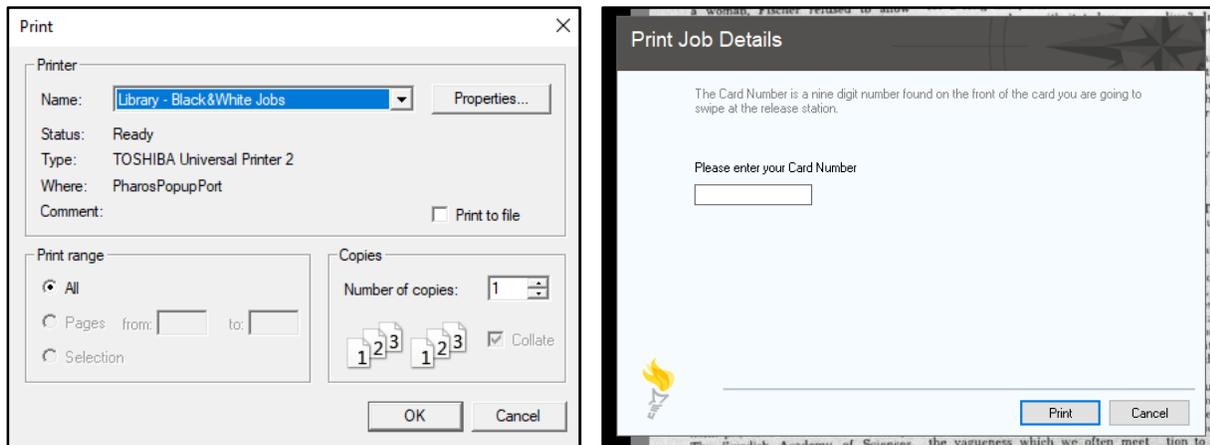


Once saved to the desktop, you can save the file to a flash drive inserted into the computer, save to your Google Drive, save to email, etc.

Printing

To print, select the Print button from the Output menu. The pop-up window will allow you to select the Library – Black&White print queue. Another pop-up window will prompt you to enter your 9-digit Bear Card number.

You can retrieve your prints from the print stations in the first floor computer lab. Prints retrieved will be charged to Printing funds or Bear Bucks on your account.



Ending your session

Use the green buttons in the lower left corner to rewind your microfilm. Pull the carrier tray out until the glass panel opens to remove the film and return the film to its box.

Place film boxes in the tray on top of the filing cabinet so that library personnel can capture statistics and re-shelve materials.

Within the UScan software, select the End Session button. A pop-up box will confirm your selection and notify that unsaved images will be deleted when the application closes.

Please log out of your account on the computer, and turn the power button off on the back of the UScan microfilm carrier.

