**Instructions for Using the Microform Scanner (ScandAll21)**

1. Click on the **ScandAll21** icon. In the program click **Scan To View** (in toolbar).

![C:\Users\kchapma1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5G3QV4BI\pitr-red-arrows-set-2[1].png]()![C:\Users\kchapma1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5G3QV4BI\pitr-red-arrows-set-2[1].png]() 

2. Adjust scanner setup as you wish >

* Select “Masking” & “Centering” from Masking/Cropping
* Select “Automatic” for the Image Scan
* Select “8 ½ x 11” as Scan Area (or “11 x 8 ½” for landscape)
* Select “Batch Scan Mode” if you would like to scan multiple pages (these images will be saved as filename1, filename2, etc.)

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**Trouble reading the text?**

**Ask us about our zoom lens!**

3. Press **Scan**.

* In Batch Scan Mode, subsequent scans are started with GREEN “Start” button ***on the microform machine***; press **Done/Close** on the computer’s dialogue box when you are finished with your batch scan. **The Batch Scan Mode sometimes has issues saving more than 10-15 individual images in 1 file. If a save error occurs please see Troubleshooting on the back of this page.**

4. To save the document select: “File” > “Save.” Select the path (desktop, jump drive), type, and name of your file. Then click save.

5. The scanned documents will be saved on the desktop or your personal storage device.

* To email the scanned documents: using a browser to access the internet, open your email account, attach the scanned images from the desktop to your message and email them to yourself.
* To email a large number of documents: right click on file > go to SEND TO > select Compressed File. All of the individual files can be saved in this compressed file and then the file can be emailed to yourself as a single attachment.

**See other side for Troubleshooting information**

**Scanning program (ScanAll21) troubleshooting**

If the batch file (multi-page scans in 1 file) fails to save as a multipage TIFF:

1. Try to save the file multiple times (it sometimes take 1 or 2 tries to work)
2. If it still doesn’t save, you can save it as individual JPEG files, but you need to make sure the “Use Counter” box is checked in the “Save As” dialog box.

If the scan comes out with the colors inverted

1. Rescan the image, but change the **Film Type** from “Automatic” to either Positive or Negative depending on the type of film you have.

**Microfilm Reader Troubleshooting**

* To make the image larger, turn the grey dial above the lens. To focus the image, turn the blue dial. To rotate the image, use the knob at the bottom of the control panel. If the image is still too small to read after zooming in, please ask a staff member for the zoom lens.
* If you are making hard-copies only (not scanning) and you would like to zoom-in on an image greater than the zoom dial allows, hold down the button with “Shift” written in blue underneath it, and tap either “Darken” to zoom in, or “Lighten” to zoom out.
* If you are making hard-copies only (not scanning) and you would like to print “landscape” eg. 2 pages at once, press the button under “Output Selection”. When the green light is lit next to the portrait & landscape rectangles it will print an 8 ½ x 11” landscape page.

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2. Press until this light turns on

1. Press this button

**Public computer troubleshooting**

If the computer is “logged out” from usual public account:

1. Click on “Tulane User”
2. Hit the “log on” arrow **WITHOUT** typing in a password