Alvin Sherman Library Microform Scanner Instructions

1. Insert your fiche or film into the machine.

2. Turn on the computer and type in the username: libpub and password: libpub1

3. Select the icon on the desktop that says “Powerscan1100.” (See image below)

4. Select the image button that matches the type of microform you have.

5. Move the fiche or film in the reader until you find the image you want.

6. Use the green box on the screen to crop the image and use slider tray on the viewer and the tool buttons on screen (such as “magnifier” and “brightness”) to help bring the image into focus.

7. Once you have the image exactly how you want it inside the green box, click the “output” tab in the left hand column and then click the “scan to drive #1” button (See below)

8. Your images will be stored in the folder on the desktop called “My Scans”. Be sure you go in and transfer all of your images to your flash drive using the “File” → “Save As” Option. When finished please delete the images from the desktop folder.

9. If you have any questions please ask the librarian at the reference desk.