

## **I. Xray procedure:**

1. Clean any tape/sediment off the faces of the x-ray tray
2. Label a film envelope and tape to back of tray
3. Label tray with lead letters designating: (make sure letters are between x-ray source and film, rather than behind film)
  1. Site
  2. Cruise number
  3. Core name
  4. Up arrow
4. Place tray horizontally in Faxitron (make sure all doors are closed)
5. Turn on the circuit breaker & power
6. AUTO settings:
  1. Auto (means the time dial is unimportant; it will auto select a time based on exposure progress)
  2. Film type 0
  3. Exposure tuning knobs usually don't need to be changed
  4. Voltage - we usually start around 60, though you can go higher as long as the tube current (mA) doesn't go above ~3
7. Press the Start button; tune the tiny silver mA adjust knob with your fingernail to keep the current below 3 mA for your selected voltage
8. When the exposure meter reaches 100%, it will shut itself off. Record the core ID and your exposure time.
9. If there's any problem, hit the red Stop button; the exposure progress will be saved, so you can resume
10. Take care to not tear the envelope when removing the tape (very light sensitive)

## **II. Film developing procedure:**

1. Set out trays for Developer, Stop Bath, Fixer, and Water Rinse
2. Lay out your film envelopes with the tiny arrow/tear in the same orientation for each
3. Shake the chemicals and dump into their respective trays
  1. Developer: Kodak D19 (higher contrast and better for xrays than the common D76, but no longer in production - check eBay)
  2. Stop bath: Kodak Stop Bath
  3. Fixer: Kodak Fixer
  4. Water rinse: tap water
4. Turn off the lights, open all the envelopes, put the sheets in the developer, and start the timer
  1. Developer: 5 minutes; then transfer (let them drip for a moment)
  2. Stop bath: 2 minutes
  3. Fixer: 10 minutes
  4. Water rinse: just make sure to rinse off all the fixer; you can rinse them under the sink too
5. Hang them up to dry for a few hours

### **III. Scanning procedure:**

1. Go to the scanning room (MSB212)
2. Locate the large blue UMAX scanner, turn it on with the front left button (green light should appear)
3. Open UMAX software on the computer, use the following workflow:
  - a. Make sure our scanner is “seen” by the software. If not, turn everything off, and then on (in this order): computer, scanner, umax program.
  - b. Place your film onto the scanning surface with one corner of your film aligned with arrow in the corner of the scanning window.
  - c. Click “preview scan”
  - d. Click+drag for the appropriate scanning area (the film only)
  - e. Scan settings -> TRANSMISSIVE scan (not reflective)
  - f. Scan settings -> 300 dpi or greater (I usually choose 600)
  - g. Save scan to file & repeat with next film.