

Scanning MicroFilm/Fiche images to a Floppy Disk

Computer

- If the computer is not on when you sit down, Press the *computer power* button and the *monitor power* button.
- If a Novell Client32 dialog box appears on the screen with **fiche** as a login, Press the **Return** key. The **Mailroom for Windows** program will display with a menu icon bar at the top of the screen to signal the computer is ready.

OR

- If a blue screen is displayed with an icon entitled **Mailroom for Windows**, click the icon and the **Mailroom for Windows** program will display with a menu icon bar at the top of the screen to signal the computer is ready.

MicroFilm/Fiche reader

Place your Fiche card in the MicroFilm/Fiche reader. Position, zoom and focus the image of your choice within the yellow markings on the MicroFilm/Fiche reader screen. Refer to the **MicroFilm/Fiche reader Operations** procedure for additional information.

Computer

1. Go to the **SCAN** menu (next to the EDIT menu in the upper left corner of the screen) and select **SCANNER SETTINGS ...**
2. The following settings in this dialog box are recommended for an image scan:

- *Paper size* = Letter 8.5 x 11 in.
- *Resolution* = Print (300 DPI)
- *Type* = Text and picture
- *Brightness* = 65% (Adjust as needed/higher percentage will fade the lint on the fiche)

If you are planning to OCR a portion of text from an image scan, then be sure that:

- *Resolution* = OCR (400 DPI)
- *Type* = Text

3. Click on the **MORE** button. The following settings in this dialog box are recommended for an image scan:

- *Film Image Polarity* = Automatic (program auto detects the type of film in use)
 - *AE Adjustment* = 5 (high number creates greater character density)
 - *Sharper* = 9 (high number creates less lint marks with darker/solid characters and graphic areas)
4. Click the **OK** button on this dialog box and on the **SCANNER SETTINGS** window.
 5. To scan the image displayed in the MicroFilm/Fiche reader screen, click on the **SCAN** icon (has a scanner pictured) in the menu bar at the top of the screen.
 6. The MicroFilm/Fiche reader scans the image and a duplicate image appears on the computer screen
 - a) If you have completed your image scan (*1 page image file*), go to 7.
 - b) If you want to scan more images at this time, change the image positioned in the MicroFilm/Fiche reader and repeat step 5, then go to 7. NOTE: This adds additional pages to the session and will increase the size of the image file. With the increased size of the image file, it's possible that the file will not fit on 1 diskette.
 - c) If you want to now OCR a portion of text in the image file to the Clipboard, go to step 8.
 7. You can save your image file to a formatted floppy disk.
 - a) Place a formatted floppy disk in Drive **A:**
 - b) Go to the **FILE** menu (upper left corner of the screen) and select **EXPORT ...**
 - c) Type a name for your file and select Drive **A:** as the save location.
 - d) Select the appropriate File Format for your image file in the **File Type** box. The recommended File Format choices are below:

<u>Format</u>	<u>System</u>	<u>Description</u>
PICT	PC/Mac	Standard Macintosh graphic file format (Single-page)
TIFF	PC/Mac	Tagged Image File Format (Multi-page Group 4 2D)
 - e) Click on the **OK** button and your file will be saved to the floppy disk.
 - f) If you have more than one file to save, repeat steps b-e. Generally, a floppy disk will only hold a couple of PICT or TIFF image files.
 - g) To exit the program, click on the boxed X at the upper right corner of the displayed window.
 8. If you want to OCR a portion of text from the **Mailroom for Windows** image file and save it to a formatted floppy disk, you will need to:

- a) Place your pointer arrow in the upper left corner of the portion of text you are interested in and click/drag your pointer arrow down/across diagonally until the enclosing box it creates surrounds the text you are interested in. Release the button and a pop-down menu will appear.
- b) Select the **OCR TO THE CLIPBOARD** option. The **Mailroom for Windows** program will process the enclosed text and save it to the Clipboard.
- c) Minimize your The **Mailroom for Windows** program window by clicking on the boxed dash in the upper right corner of the window and double-click the WordPad icon on the Desktop.
- d) With the open WordPad document window on the screen, press a **CTRL-V** key combination to paste the contents of the Clipboard or go to the **EDIT** menu and select the **PASTE** option.
- e) You can maximize your the **Mailroom for Windows** program window and repeat steps 7a - 7d, if there are additional portions of text you are interested in having from your image file or you can edit the text you have in the WordPad file.
- f) If you are ready to save your file, place a formatted floppy disk in Drive **A:**
- g) Go to the **FILE** menu (upper left corner of the screen) and select **SAVE AS ...**
- h) Type a name for your WordPad file and select a file type (i.e. Word 6 for Windows) and Drive **A:** as your save location.
- h) Click on the **SAVE** button and your file will be saved to the floppy disk. Generally, a floppy disk will hold several WordPad files.
- i) To exit the **WordPad** program, click on the boxed X at the upper right corner of the displayed window.
- j) To exit the **Mailroom for Windows** program (maximize it if necessary), click on the boxed X at the upper right corner of the displayed window.