

Mylar Procedures

Scanning procedure when using mylar:

1. Ensure both mylar sheets are cleaned front and back to prevent scratches.
2. Even though map is within mylar, clean the map per norm.
3. Insert bottom piece of mylar into scanner first, choose a straight edge to insert first to help the mylar run perpendicularly through the scanner.
4. Have one person place the map about 2-4 inches from the start of the scanner. This is to prevent possible distortion in the map if the scanner does not pull the mylar through right away.
5. Have a second person place the second clean piece of mylar on top of the map, and work together to prevent the map from sliding off of the scanner.
6. Once firm control of the map is obtained scan the map.
7. During the scan process if the mylar does not run perpendicularly through cancel the scan. The mylar and scanner glass can be damaged if you do not adhere to this.
8. If the scan is canceled but the map is already through the scan will still be good.

Notes on mylar

1. If there are any tears in the mylar it needs to be replaced.
2. There are three lengths of mylar; 36", 48", and 60".
3. The smallest fitting mylar should be used with the map for best protection and better control.
4. If a map requiring mylar is found to be longer than the longest mylar check with either Bryan or Anna. A longer mylar may need to be cut in the map is in fragile enough condition.