

## Microfilm Instructions

The microfilm machine is located by the genealogy computer and is available for public use during regular Library hours.

1. Turn on the genealogy computer. The on button is located on the lower right hand corner of the monitor. Ask staff to log into the computer.
2. Connect the computer to the CPL wifi by connecting to cpl-patron and then open up an Internet browser and agree to the terms and conditions.
3. Turn on the microfilm machine. The on button is located on the back of the machine at the right.
4. Click on the green square icon on the computer desktop that says "Launch U Scan Plus."
5. Load film in the microfilm machine. Use the arrows to control the speed and direction of the movement.
6. When you find the desired article, click the start button, then go to 35mm, format, flip x, then auto focus.
7. Draw a box around the article.

To print – Go to Output, Print, and then OK.

To save – Go to Output, Save, and then rename the file. It will save to the Temp folder. On the computer desktop, go to File Explorer, Computer OS, and the file will be in Temp.