

Welcome to the Rutherford micro scanners

Detailed instructions can be found in the binder

Let's get started!



Sign in to the workstation using your CCID

Double-click the PerfectView icon from the desktop.

Load the microfiche or microfilm in the reader. Move the tray to center the image from the fiche or film on the screen

Click on the Camera Zoom-in /Zoom-out buttons to fit the image inside the preview. If you need more space, rotate the monitor ***See page 7 for detailed instructions.**



Click on **Adjust** in the Left taskbar to locate the Rotate, Mirror and Invert (positive/negative) options ***See page 24-26 for detailed instructions.**

- Make your selection and click to close

Click **Zoom** in the Left taskbar to review the text and confirm your scan.

Click **Full View** in the Left taskbar (this is what the camera sees)



Click **Auto Adjust** in the Left taskbar

- This will adjust the brightness and focus of the document



Browse mode allows you to view, **Select** and **Capture** images.

Click the Select icon in the Left taskbar

- Adjust the box around the text you want to scan



Click **Capture** in the Left taskbar then **OK** to accept

- The image displays in the capture bin at the top of the screen
- Scroll through the fiche or film to capture multiple images as needed



Cruise Control can automatically scan consecutive pages of microfilm. ***See page 37**



Click **Share** in the Left taskbar to display all of the images you have scanned

- Be sure that the Output **DPI** **Fit Output to Page** is checked

- Click **USB** at the top
- Enter the file name you want to save it as
- Click **Start** to save the PDF
- Click **Exit** to close the program



- To upload to Google drive: 1) share to disk 2) Choose image type **JPEG**
- 3) navigate to c:/images/**your filename** 4) upload to your Google Drive.
- **Note** You can choose PDF but uploads may take 1 minute per image.



- Remember to Sign Out of the workstation (yellow icon on desktop)
- Pull out the glass tray to remove the fiche or rewind the film for removal