

Log into the Computer:

Username: hallen

Password: Bunny531!

Connect to Server:

Open up a **Finder window**. At the top of the page, click on **Go**.

At the bottom of the drop down menu, click on **Connect to Server**.

Then choose **cifs://middcloud.middlebury.edu/middfiles**.

Open Image Capture:

Click on the magnifying glass icon in the top right corner of the screen.

In the Spotlight window, type **Image Capture**.

In the bottom right corner of the Image Capture window, click on **Show Details**.

In Image Capture, set the scanning parameters. (If you were the last person to scan, this step may be unnecessary.)

Make sure the **resolution is 800**.

In the Scan To field, click **Other**, then follow this path:

middcloud/middfiles/CurricularResources/amlit_civ/allen/field_house/1960s kaleidoscope.

You are ready to scan!

If you need help, you can ask any of the media tutors in the lab. You can also try to reach me at (802)377-9587.

Renee Brown x 5124
Axinn 243

When naming files, use this protocol: 001_sport_year_description or 001_organization_name_year_topic

Save the file in TIFF format*