

# Local Studies Tutorial Sheet 1

## Using The Microfiche

**Step One:** From the Microfiche drawer take the pocket/bag of microfiche that relate to the range of information you are looking for. Place a marker in the drawer to show the place from which it came.



**Step Two:** Turn the Microfiche machine on. Switch normally located either on the front or the right hand side of the base.

**Step Three:** Find the individual sheet you wish to look at. (Title, and information range listed at the top of the microfiche sheet) **DO NOT** take the sheet out of its protective plastic cover.



**Step Four:** Pull the sliding tray out gently until the top glass pane lifts up.

**Step Five:** Insert the microfiche sheet under the glass panel (normally with the title facing towards you) and push the sliding tray back in. If writing appears backwards take the sheet out and turn it over.



**Step Six:** Navigate the sheet by moving the sliding panel up and down left and right



**Step Seven:** If the focus of the writing is a little fuzzy try adjusting the fine focus lever. Some of the newer machines allow you to zoom in for a better look with the top focus cog used to adjust the zoom and the bottom focus cog is for the fine focus (pictured below right)

