

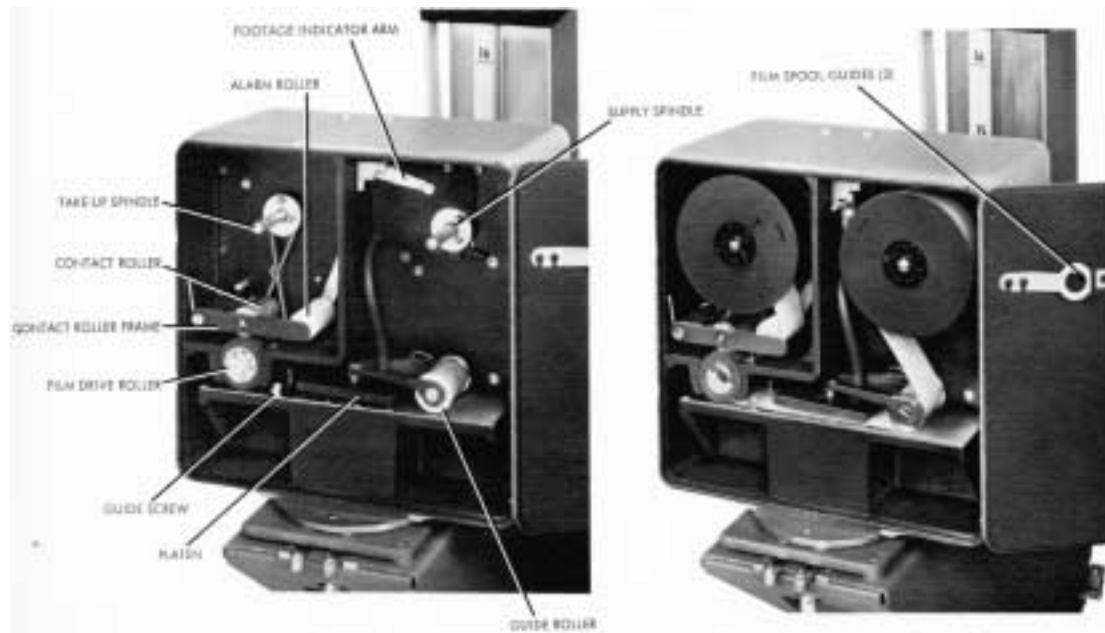
## Loading a microfilm camera—general steps

The following general steps will apply to loading many types of microfilm cameras.

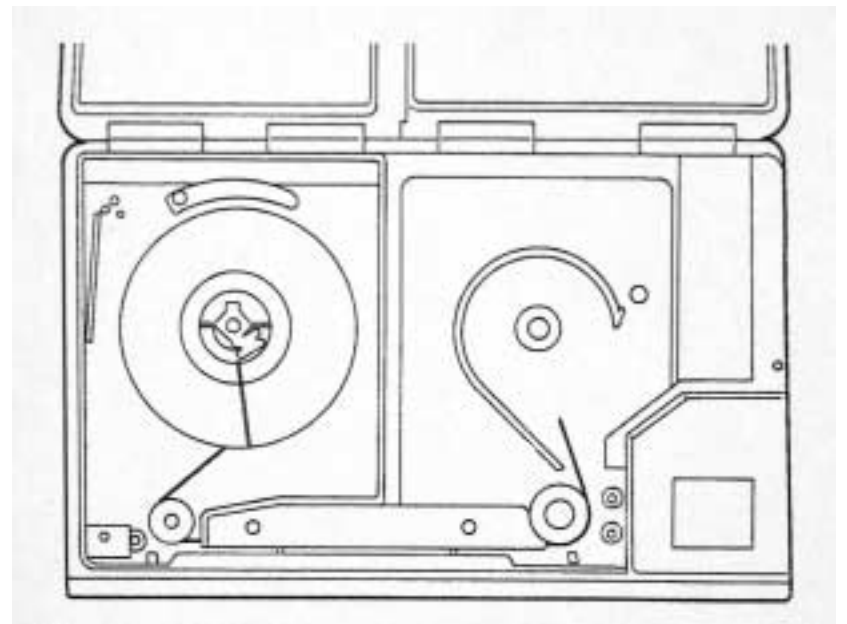
You will need to apply and adapt these steps to different types of cameras.

Remember that each camera is unique.

Be alert to any special requirements.



Loading a typical 35mm camera (2 images scanned from Kodak camera)



Loading a typical 16mm camera - 1 diagram

### Loading a camera

1. first carry out camera cleaning and maintenance steps
2. load camera in dark, or in low lighting, as recommended
3. mount and thread new roll on supply spindle
4. check correct threading through film path
5. check film is correctly attached to the take up spool
6. close camera doors
7. check that film travels smoothly through camera head before starting to film  
(camera may have an alarm if film is not loaded correctly)
8. add leader spaces at beginning  
+ □ □ □ □ □ ...
9. film
10. add trailer spaces at end, or at a planned break  
+ □ □ □ □ □ ...
11. if only part of film is exposed, cut film and remove spool in dark, or low light  
✂
12. if at end of film, remove take up spool in dark, or low light
13. hold take up spool to prevent it unravelling, if necessary
14. place film in light-proof container, ready for processing