Hubbard County Slide Scanning

1. Remove slides from binders by year, starting at 2000 and finishing at 1981, and place on the Township grid in the corresponding section.
2. Take the first section and orientate them to ArcMap, verifying the years are in order from 1981-2000. If years are missing, substitute with blank slides.
3. Place in scanner with the face of the slide lying to the left, and north pointing into the scanner.
4. In Nikon Scan, set up the scan as described in previous documentation. Start the scan.
5. Remove slides and place on the slide year grid by year, keeping the orientation of the slide. You can use this orientation to help you with the next sections.
6. Finish all sections.
7. Rows 7-12, 19-24, and 31-36 will not have slides for years 1990-1991 & 1993-2000. These years have two slides per slide, and will be on the slide to the north. Copy that slide to the north and put it in the section folder to the south. Then rename it to match that section.