

## Directions for Loading Slides into Carousels

1. Always check that the carousel **RING IS LOCKED IN PLACE** before moving loaded carousel.
2. Wear gloves (if you have them) to avoid leaving fingerprints on slides (latex, nitrile, cloth lint-free, etc.).
3. Place slides in carousel **right side up**.

**YES**



**NO**



4. However, the **longer side always sits horizontal**. Don't worry if the slide image is sideways—just make sure the longer edge of the slide is horizontal.

**YES**



**NO**



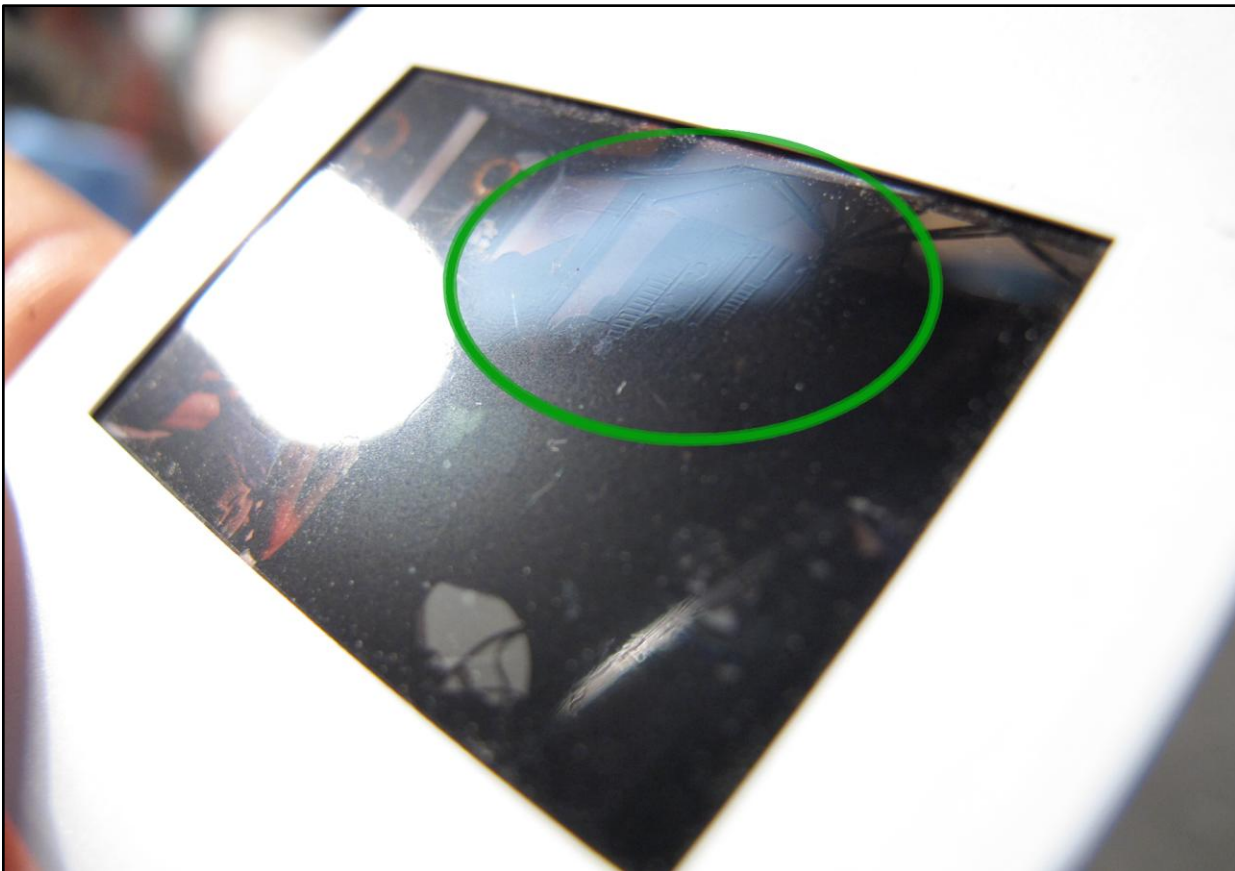
4. When loading slides, **the smooth side faces you.**

Hold the slide under a light, turning it to reflect the light on the dark background of the slide. Look closely as the light plays off the slide's surface. The side that is **totally smooth faces you as you load the carousel.**

**When you look at the smooth side of the slide, letters and numbers in the slide image will read correctly.**

The ***opposite side*** of the slide will very often have minute lines tracing outlines of figures—almost like tiny etchings. Below, see the circled area. These lines will appear over various figures on your slide surfaces. **This side points away from you** while loading your slides.

**Letters and numbers will read backwards** when viewing slides from this side.



5. If your slides are very dusty, they can often greatly benefit from cleaning. University Camera's experienced staff are happy to provide this service.

*Remember:* Our goal is to **give you a great-looking digital slide archive** for you and the future generations of your family to enjoy.