



## How to use our Genealogy Computer!

- Ask for password at the front desk
- For Newspaper Archives
  - Go to <https://www.onawa.lib.ia.us/>
  - Click or hover on “Services”
  - Go down to Genealogy collection
  - Scroll down and click on Newspaper Archives and search away!
  - Check out our YouTube video “OPL Newspaper Searching” to help use the Newspaper Archives!
- Use the Scanner to scan to a flash drive
  - Insert Flash Drive
  - Place item face down on scanner
  - Double Click Epson Scan Icon (on desktop)
  - Click on “customize” then
    - “File Save Settings”
    - “Location”
    - Check “Other” and click “Browse” then click on “USB (E)”
    - Ok, Ok, OK to get back to the “Scan” page
  - Click on “Scan” (this will send it to your flash drive)
- Print in black & white for \$0.10/page (HP600-prints to the front desk) or we can make color copies for \$0.50/page