




Instructions for Using the Microform Scanners (ScanPro 1000 & 2000)

1. Make sure the microform scanner is on: a small green light should be lit on the front of the camera. The on/off switch is on the back of the machine.
2. Login to the computer with your netname and password.
3. Familiarize yourself with the following icons on the desktop:







	Activates the software for using the microform scanner.		Leads to a video demonstrating how to load a microfilm onto the microform scanner.
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4. Double-click on the PowerScan icon to start up the program.
5. You will have four default settings to choose from. Click on the icon that most resembles the microform you want to view, i.e.: positive microfilm, positive fiche, negative microfilm, negative fiche. Should you want to change your selection, click on the large button on the left marked "Film Selection Wizard".
6. For instructions on loading the microfilm onto the scanner, watch our video demonstration by clicking 
7. If using microfilm, the film can be moved forward and back using the following controls:

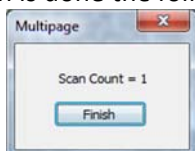


You can also adjust what you see on the screen by moving the scanner platform forward and backward. Note that the **Rewind** button (see far left side of "Motorized Roll Film Control" box), which must be double-clicked to activate, can only be used if the scanner platform is completely pulled out, causing the glass plate to flip up.

8. The green dotted framing line on the screen defines what you will scan and how the image will be cropped. It can be adjusted using your mouse.
9. If you want to make additional adjustments to the default settings, use the buttons at the bottom of the screen. Some commonly used buttons are:

Tab	Button	Description
HOME		Simultaneously auto adjusts the brightness and contrast. It also auto straightens and attempts to auto-crop (you will probably need to adjust the cropping manually, i.e. the green frame). All these features can also be adjusted individually using the appropriate button.
HOME		This button causes a blue frame to appear on the screen in which all text or images are magnified. The frame can be moved around the screen and acts like a magnifying glass. The magnification within the blue box can be increased by clicking on the down arrow on the magnifier button.
HOME		Allows for zooming in or out from an image. This will enlarge or reduce the image and text for scanning purposes.
OUTPUT		Activates the scanning. Scans will be saved to the user's desktop.
ADJUST		Rotates the image. If image is not showing full screen, click "Film Orientation" button on the Adjust tab.
ALL		Clicking on the Help button and then clicking on any other button will bring up a help file with a description of its function.

10. Click on the "Scan to Desktop" button under the OUTPUT tab (pictured above) to start the scanning process. Once the scan is done the following box will appear:



- If you want to **scan only one page**, click "Finish".
- If you want to **scan multiple pages** to a file, simply ignore the box, move to the next page and continue scanning, using the "Scan to Desktop" button. Click on "Finish" when you have scanned all the needed pages.

11. All scans will be saved as PDFs on the Desktop. Each scan is given a generic name, which you can rename by right-clicking the file. To access your scans minimize the PowerScan software or click on the folder icon at the very bottom of your screen (next to Internet Explorer icon), then click on "Desktop". **Your scans will be deleted after approximately 24 hours and will only be accessible by you during this time.** Scans can be emailed or saved to a USB key.