Using the ScanPro 3000

What you can do at these stations

- View film and fiche
- Scan images from film and fiche and save to flash drive or email scanned images to yourself

Getting Started

1) Check that the computer is on.
2) Turn on the ScanPro 3000 by flipping the power switch on the back right corner of the machine.
3) Then, open the PowerScan 3000 program on the computer’s desktop.

Loading Film (see page # for fiche instructions)

1) Begin by choosing the type of film you will be using. The majority of our microfilm collection is on 35mm Roll Film.

→ Note: If you think you have made a mistake in the format you have selected, you can select “Film Selection Wizard” in the top left hand corner of the screen, to go back.
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2) Pull the viewing surface toward you, slowly, as far as it will go. The top glass pane will open automatically.

3) When the top opens, a diagram (like the one below) will appear on the bottom-right hand corner of the computer screen that shows you how to load the film onto the machine.

Note: It is important that the film is loaded with the loaded film coming off the right-side of the left spool. Otherwise, you will not be able to properly fast-forward and rewind your film.

4) If you look at your spool of film, you will see a notch in the center that matches the shape of the metal peg on the left-hand side of the machine. Mount the film roll by lining up that notch to the metal peg. The end of the film should be pointing to the right. Slide the film roll all the way on, until it can go no further.

5) Below the now-mounted film roll you will see two small rollers that are even with the lower glass pane. Pull the film down, wrap it under the left-most roller and then over the next roller, before pulling the film even with the glass pane.

6) Next, pull the end of the film to the right, dragging it over top of the lower glass plane and underneath the upper glass plane, so that the film will be sandwiched between the two when the upper glass is eventually lowered.

7) As you come to the set of rollers on the right-hand side of the glass pane, you will repeat Step 3, but in reverse order: Pull the film over the left-most roller, and then under the next.

8) Pull the film up and to the left of the take-up reel (the empty spool) and insert the end into the gap in the spool. The best way to do this is from the side (see image). Push until the film end is all the way inside of the gap (you will feel it being gripped) so that it won’t come loose when you start winding the reel.

9) Turn the take-up reel to the right, making sure to turn the reel several times so that the end of the film is secured—remember that you have several feet of blank film to wind if necessary.

10) To finish, slowly push the glass plane back in so that it automatically lowers. Center the film over the square of light beneath the pane. If you have done this correctly, you should now see the silhouette of your film (which will be blank at this point) on the screen in front of you.
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Viewing Film

In the middle of your computer screen, you should now see a projection of the film you have loaded. If you don’t see any content- you will need to move your film forward to get to the first of the images you want to view. To do this you will need to use the Motorized Roll Film Control.

➢ Note: If you have difficulties finding the film you have loaded on the view screen, try moving the tray forwards and back until the strip of film is in view of the scanner. If the tray is pushed too far in one direction, you may not be able to get a visual of your film.

Motorized Roll Film Control

This control panel can be found in the bottom right hand corner of the viewscreen. These are the controls that allow you to rewind and fast-forward the film along at varying speeds.
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The Motorized Roll Film Control has 8 controls (labeled above):

1) **Rewind** – Double click to rewind film (when glass is open)
   - **Note:** As indicated in parentheses, certain features of the Motorized Film Control are only available when the glass tray is opened/closed.

2) **High Speed Reverse** – Click and hold to quickly move film backward (when glass is open)

3) **Fast Reverse** – Click and hold to move film backward (when glass is closed)

4) **Fast Forward** – Click and hold to move film forward (when glass is closed)

5) **High Speed Forward** – Click and hold to quickly move film forward (when glass is open)
   - **Note:** "Rewind", "High Speed Reverse", and "High Speed Forward", are all grayed out in the diagram provided, indicating that they are disabled. When the upper carrier glass is closed the motorized roll film control looks like this. When the upper carrier glass is open, "Fast Reverse", "Fast Forward", and "Scan Lock" will be disabled instead.

6) **Slider** – Click, hold, and drag the slider to the left or right of center to move the film slowly (the further the slider is dragged from center the faster the film moves)

7) **Scan Lock** – Used with Slider (when glass is closed) OFF: When the mouse button is released the slider returns to the center and film movement stops (Note: OFF is the recommended setting) ON: When the mouse button is released the slider will not return to the center and film movement will not stop

8) **Auto-Frame™ Checkbox** – When checked, it cause the film to stop when a complete image is positioned within the display, when “Fast Reverse” or “Fast Forward” are used and "Rewind", "High Speed Reverse", and "High Speed Forward", are all grayed out in the diagram provided, indicating that they are disabled. When the upper carrier glass is closed the motorized roll film control looks like this. When the upper carrier glass is open, "Fast Reverse", "Fast Forward", and "Scan Lock" will be disabled instead.
   - **Note:** Motorized Roll Film Control can be dragged and moved anywhere on the film view screen. It does not have to be in the bottom-right corner.

**Crop Box**

Once you have an image centered, you will see a green dashed line bordering the outsides of the display. This is the “Crop Box”, which defines the area to be scanned or printed. There are "drag points" at the midpoints of all sides and at all four corners of the "Crop Box". The "Crop Box" can be resized by left-clicking and dragging at these points.
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If you right-click while dragging the box inward on any or all of the four corner, the “drag points” will pull the corners of the shape inward creating an irregular shaped "Crop Box" as shown below. A left or right click and drag operation pulling these corners back to the outside will restore the rectangular shape.
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**Editing Features in the Adjust Tab:**

Click on the second tab marked “ADJUST” to access image editing features.

[***Features below are listed as they appear on the adjust tab from right to left, top to bottom***]

**Previous & Next**

*Click the arrows to move roll film one imagine (only when using roll film)*

**Scan Mode**

*Click to select:
1) Enhanced Grayscale
2) Grayscale
3) Black and White*

Whichever image is in front is the current active mode. Click **once** to select Enhanced Grayscale, **twice** to select Grayscale, and **three times** to select Black and White.

Using either of the Grayscale modes captures more detail, especially in lower quality film, however it will produce a much larger file size if you want to save a copy.
Black and White is the best choice for good quality film where the text is of primary importance, since it produces a much smaller file size for saving.

- **Note:** the changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

**Spot-EDIT™**

*Click to enhance specific areas of the image.*

Use “Spot-EDIT” to adjust the brightness and contrast of specific area(s) of the displayed image. When the Spot-Edit button is clicked, a secondary graphic will appear, consisting of four controls:

- **Pencil** – Click the “Pencil” control once to begin selecting an area that you would like to edit. A magenta box or line will appear (see below)

**To make a square editing area:** Click and then drag the magenta box to fit the shape of the area you are selecting. Click again to set the area.

**To make a free-hand shape:** Press and hold the Alt key, then click and drag the cursor and the magenta line will draw whatever shape you would like. Click again to set the area.

**To make an irregular polygon:** Press and hold the Alt key while performing a series of clicks within the image display. This will make a shape with multiple corner points. Click again to set the area.

- **Note:** You can combine the methods described above to draw a “SPOT-Edit Area” of any shape. Multiple SPOT-Edit Areas” may be drawn.
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**Erase** – Click “Erase” to white-out the active SPOT-Edit Area

**Redact** – Click “Redact” to black-out the active SPOT-Edit Area

**Cancel** – Click “Cancel” to delete the active SPOT-Edit Area or double click “Cancel” to delete all SPOT-Edit Areas

➢ **Note:** When a SPOT-Edit Area is active, the “Brightness” and “Contrast” controls will be displayed with a bold magenta border indicating that adjustments to these controls will only apply to the active SPOT-Edit Area. Click outside of any SPOT-Edit Area to make “Brightness” and “Contrast” adjustments to the area outside of the SPOT-Edit Areas.

➢ Additionally, you cannot make multiple adjustments when you have an active spot edit. To make other adjustments, you must first capture the image with the magenta border to save that specific adjustment before moving on.

**Magnifier**

*Click to open a separate magnified window of the image. Click the down arrow button to select the desired magnification level.*

“Magnifier” has two controls:

1) The **overall area of the button** – Click to open the “Magnifier Window”

2) The **down arrow** – Click to display a list of magnification values you can use in the “Magnifier Window”

When the “Magnifier Window” is open, the “Magnifier Box”, defined by a blue dashed rectangle, will appear in the display area. The “Magnifier Box” defines the area viewed in the “Magnifier Window”.

To **resize** the “Magnifier Window”, click and drag any corner. To **move** the “Magnifier Window”, click-and-drag the “Magnifier Window” title bar.

The upper right corner of the magnifier window has three standard controls (see below):

(1) **Minimize**, (2) **Maximize/restore**, and (3) **Close**
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**Scan Resolution**

*Click the arrow button to select the desired resolution of the saved image. A DPI setting of 300 is best for general images. If you are planning to eventually print a blown-up version of the image, a higher DPI is recommended.*

**Focus**

*Click and hold the arrow buttons to adjust focus.*

“Scan Size” has three controls:

1)  
2)  
3)  **Auto-Focus (AF)** will automatically adjust the focus of the image.
Brightness

Click “AB” to automatically adjust the brightness of the displayed image OR click and hold the arrow buttons to manually increase or decrease brightness.

“Brightness” has three controls:

1) ▼ manually reduces the brightness of the displayed image
2) ▲ manually increases the brightness of the displayed image
3) AB automatically adjusts the brightness of the displayed image

A text box indicates the brightness value. When either of the arrows is clicked, the brightness value text is black indicating that “Auto-Brightness” is disabled. When “AB” is clicked, the brightness value text is gray indicating that “Auto-Brightness” is enabled.

➢ Note: the changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

Auto-Straighten

Click to automatically straighten the image.
Contrast

Click and hold the arrow buttons to manually increase or decrease contrast.

“Contrast” has two controls:

1) ▼ decreases the contrast between whitest whites/blackest blacks
2) ▲ increases the contrast between whitest whites/blackest blacks

A text box indicates the contrast value. Generally speaking, increasing contrast improves text, while decreasing contrast improves pictures.

Auto Crop

Click to Automatically crop the image. Autocrop will adjust the green image border to fit the main image on the film view screen.

Rotate 90°

Click the right arrow to rotate the image 90° clockwise. Click the left arrow to rotate the image 90° counter-clockwise.

Auto-Adjust

Click to automatically adjust image brightness and contrast, and to automatically straighten and crop the image.
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“Auto-Adjust” automatically adjusts brightness and contrast, as well as straightens and crops the displayed image.

➢ **Note:** The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.
➢ Sometimes the green crop box will move after the “Auto-Adjust” setting take effect. Be sure to move it back to where you need it before you save or print the image.

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**Manual Straighten**

*Click and hold the “-” or “+” to manually straighten the image.*

“Manual Straighten” has two controls:

1) ➢ manually adjusts the image to the left

2) ➹ manually adjusts the image to the right

Click and hold either button until the displayed image is straight. “Manual Straighten” has a range of -15 degrees to +15 degrees.

➢ Again, the changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

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**Film Type**

*Click to select negative or positive.*
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When necessary, use “Film Type” to invert (change from white text on a black background to black text on a white background) the displayed image. When the clicked once, “Film Type” will make the displayed image appear with black text on a white background.

Mirror

Click to mirror the image so that text can be read.

It can sometimes be difficult to determine which side is up when placing film into the machine and sometimes you may be presented with a displayed image that is mirrored. The “Mirror” control allows you to “flip” the film with the click of a button—no need to reload the film with the correct side facing up.

Film Orientation

Click to rotate the camera 90 degrees. It is best when the camera orientation matches the orientation of the image on your film.

The “Film Orientation” control allows you to switch between two settings, landscape and portrait. If the image is wider than it is tall, select the landscape setting. If the image is taller than it is wide, select the portrait setting.

In contrast to the Rotate 90° feature, the film orientation feature will allow you to view your film with a wider screen, by rotating the camera. The Rotate 90° feature only rotates the image electronically. If your image is sideways, use the Rotate 90° feature. If you would prefer to view the image in landscape instead of portrait mode, use the Film Orientation feature.
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Scan Size

*Click and hold to adjust the size of the saved or printed image. If you are going to be printing out a large copy of the image, increasing the scan size will be helpful.*

“Scan Size” has three controls:

4) The **down-arrow** reduces the scan size of the displayed image.

5) The **up-arrow** increases the scan size of the displayed image.

6) **Auto-Size (AS)** will automatically size the image to roughly 6.38 x 10.46. This is the best size for printing on standard 8.5 x 11 paper.

Zoom

*Click and hold to make the image larger.*

“Zoom” has three controls:

7) The **down-arrow** reduces the size of the displayed image

8) The **up-arrow** increases the size of the displayed image

9) **Auto-Zoom (AZ)** – When multiple images are visible, adjust the "Crop Box" to the approximate size of one of the images and click "Auto-Zoom" – it will automatically zoom in to the correct size. Note: These changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.
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Using the Output Tab
Click on the third tab marked “OUTPUT” to access save an image for export.

Printer #1
THIS BUTTON DOES NOT ALLOW YOU TO PRINT.

In order to print,
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Scan to Drive #1

Click to save the standard definition image of the area within the green crop box to drive #1

This allows you to save your selected image(s) as a PDF file to one of the computer's libraries. Choose this option to upload a file to your email.

Scan to Drive #2

Click to save the standard definition image of the area within the green crop box to drive #2

This allows you to save your selected image(s) to a USB or any other external drive you have connected to the computer.

➢ Note: In the top drawer of the Microform Help Desk, there is a 4GB USB flash drive available for patrons to check-out for up to 4-hours. It is technically a part of the Reserves collection and will begin to accrue fines if it is returned late.

Once You’ve Finished (Film)

To remove the film, pull the viewing tray out to the loading position. This opens the High Speed navigation options, in addition to the complete Rewind option. Click this button, and the machine will rewind the film automatically.

Then, return the film to its box and place it on the metal cart at the front of the Microform service area.
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**Loading Fiche**

Select either the “Positive Fiche Sample” or “Negative Fiche Sample” option in the Sample Type menu of the Power Scan wizard. Negative fiche is primarily black with white lettering, while positive fiche is primarily white with black lettering. Pull the viewing tray into the loading position. **Place the fiche face-down on the glass panel**, then return the viewing tray to the viewing position.

**Reading Fiche**

Fiche is navigated manually by pushing the viewing tray either forward, backward, left, or right. The image adjustment options that are available when viewing microfilm are also available when viewing microfiche. **See page # for more information on how to use Editing Features in the Adjust Tab.**

For general use of Microfiche, try using the following steps:

1) Once you have loaded the fiche face-down on the scanner, you will need to move the viewing tray around to find the image you are looking for.

2) When you have found what you are looking for, try to center the image in the middle of the viewing screen. You may need to rotate the image. I also recommend changing the camera orientation to landscape for better viewing.
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3) Next, set up the Crop Box around the image you would like to view [For instructions on how to use the Crop Box, see page #]. Then, you can use the Auto Adjust, Auto-Straighten, and Auto-Zoom features to get the best image.

Once you’ve finished (Fiche)

To remove fiche from carrying tray, pull tray forward until glass pops up, remove the fiche, place it in its sleeve, and leave it in the metal tray on top of the wooden stand, next to the microfilm cart.
Reading Opaque Microform Cards

Part of the Microform collection includes opaque cards, which require special attachments to the ScanPro machines in order to be read. As seen in the photo below, opaque cards have a solid white background as opposed to microfiche, which are the same size but have a transparent background.

Only a few adjustments are necessary in order to read opaque microform cards:

1) **Go to either station 6 or station 7** (the first two computers on the right-side of the microform area). These are the only machines with the attachments necessary to read opaque cards.

2) **Turn on the ScanPro machine and open the PowerScan 3000 program.** This process should be no different from reading other microform.

3) **Place the Micro Opaque card on the viewing tray face-up.** The card should go in between the glass panels. Pull the tray towards you to open upper panel.

4) **When you reach the film selection wizard, select either “Negative Fiche Sample” or “Positive Fiche Sample”.** It does not matter which option is chosen.

5) **Click on the “Adjust” tab.** Here you will see lots of editing options

6) **Click on the “Film Type” tile until the Micro Opaque film option is in front.** Generally this only takes one click.

7) **You should now be able to view your Micro Opaque card!** Use features in the adjust tab to get the best viewing picture (i.e. mirror, auto-adjust, zoom, rotate, straighten, etc.)
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ScanPro 300 FAQ

How do you make the view area full-screen?
Unfortunately, our microform programs cannot do this. There will always be a gray stip on either the bottom or the right-hand side of the view section. The most you can do is zoom into film/fiche to eliminate negative black edges.

How do you create a multi-page PDF?
When saving your selected screencap to the desktop, on the drop-down file type menu (for example JPG, TIFF, PDF, etc), the very last option is PDF multi-page. Title the file as you wish and hit save. A small pop-up box will appear that says something along the lines of “Page Count: 1.” Do not hit finish until you have scanned all of your pages. Continue to Scan to Drive 1 and you will notice the page count in that pop up box will continue to increase. When you are finally finished will all scans, hit finish on the pop-up box. Now on the desktop (or wherever the file is saved) 1PDF file will appear, with the all the scanned pages.