

Your ScanPro 2000 uses graphic buttons with customizable text and tool tips to provide a tool bar with controls that make working with microfilm easy, efficient and fun. These button controls are arranged under tabs to keep the number of buttons to an absolute minimum while still providing access to all of the powerful features available on your ScanPro 2000. The tool bar is customizable by the administrator, so the buttons and their order may be different than what is shown on this Quick Start guide. This guide is meant to get you started, for more information, “mouse over” a button or CLICK the Help button plus any button on the tool bar.

**Home**

**Adjust**

**File**

**Setup**

The currently active TAB is dark gray. CLICK any light gray TAB to make it active and see the button controls that are available for that TAB.

**Film Wizard™-Start Screen** (using the Film Wizard is optional and is determined by the administrator) CLICK the picture that matches the film that you will be using to automatically setup set up the toolbar and settings for your scanner.



**Film Wizard-Return to Start Screen**  
CLICK the button to return to the start screen. This allows you to select another picture to a automatically setup a different toolbar and settings.



**Rotate 90°** CLICK to rotate the image on the screen (each click rotates the image on the view screen 90°).



**Mirror** CLICK to mirror the image on the view screen.



**Print** CLICK to send the image within the green crop box to the Printer (local or network printer). You can also print to a paper size drawer on a printer.



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**Scan HD** CLICK to save the image within the green crop box to the Hard Drive.



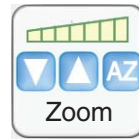
**Scan USB** CLICK to save the image within the green crop box to the USB Drive.



**Scan CD** CLICK to save the image within the green crop box to a CD (computer must have a CD writer).



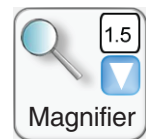
**Scan E-Mail** CLICK to attach the image within the green crop box to an email.



**Zoom** CLICK the down or up arrows to change the optical magnification (size of the viewed image).



**Help** CLICK to enable the Help cursor, then CLICK any button in for more information. The Help button appears on every TAB.



**Magnifier** CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier “box” to view enlarged text and images.



**Brightness** CLICK the AB button to automatically adjust image brightness and contrast or CLICK the down and up buttons to manually change image brightness.



**Contrast** CLICK the down and up buttons to manually change image contrast.

**SPOT-Edit™** is an easy to use editor that lets you select an area and then adjust its brightness and contrast.



**SPOT-Edit** CLICK the SPOT-Edit button to open the SPOT-Edit drawing tools (make sure to have the Brightness and Contrast buttons next to the SPOT-Edit button).



**SPOT-Edit drawing tools** CLICK the pencil tool to draw around the area to be edited. Adjust brightness and contrast, select erase or redact. CLICK X to restore.



**Previous Next** Automatically moves the roll film one image for each CLICK of the Arrow button. CLICK the Stop button to cancel film movement.



**Manual Straighten** CLICK “-” or “+” to jog the image to a straight position.



**Line Straighten** CLICK the button and then CLICK two points on any straight line on the image. CLICK Stop to abort.



**Auto Straighten** CLICK to automatically straighten an image (image must have borders).



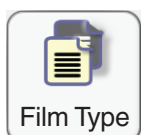
**Auto Crop** CLICK to automatically crop the film image (image must have borders for Auto Crop to work correctly).



**Auto Adjust** Click to automatically adjust brightness, contrast, straighten and crop the image (Image must have borders).



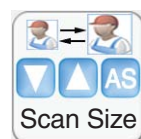
**Focus** CLICK the “-” and “+” buttons to change focus or CLICK AF to automatically focus. The normal scanner mode is auto focus, AF.



**Film Type** CLICK to select Negative or Positive film image (also selects Micro opaque if that option is present).



**Film Orientation** CLICK to rotate the camera 90° to match the orientation of the image on the film (insures maximum resolution).



**Scan Size** CLICK the down and up arrows to change the image size (the dimensions are shown on the Crop Box). CLICK AS to auto size to the paper size (normal mode).

**PowerScan™ Productivity Suite** (optional) is a group of five tools that utilize OCR technology to provide capabilities for working with microfilm.



**WORD-Search** Click the WORD-Search button and enter a word in the search box to highlight that word everywhere on the page.



**INFO-Link** CLICK the INFO-Link button and any word to obtain more information from a reference source like Wikipedia, a dictionary, or thesaurus.



**Copy to Clipboard** High light information on your microfilm image and copy it to the clipboard as text for pasting into any document.



**Word Searchable PDF single page** CLICK to convert any microfilm image to a word searchable PDF single page.



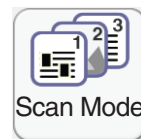
**Word Searchable PDF multi page** CLICK to convert any microfilm image to a word searchable PDF multi page.



**Auto Scan-Demo** CLICK to save a series of roll film images automatically. DEMO version included with every install CD for evaluation.



**Scan Resolution** CLICK the down arrow to select resolution. 300DPI is recommended.



**Scan Mode** CLICK to toggle: 1. Enhanced Gray scale (recommended). 2. Gray scale. 3. Black & White.



**Restore Settings** CLICK to restore a previously saved setting.



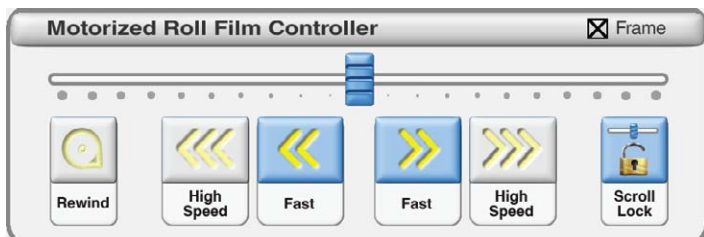
**Save Settings** CLICK to name and save the current settings for future use.



**Setup** CLICK to access the Setup preferences window. The setup button is always on the last TAB.

## MOTORIZED ROLL FILM KEYBOARD CONTROL

The motorized roll film controller provides precision control and position of the microfilm with easy to use on screen controls.



**Auto Frame** When checked, Fast Forward and Fast Reverse will automatically stop on an image.

**High Speed Rewind** Pull carrier forward to open the glass. Then, DOUBLE CLICK the Rewind button to rewind your film.

**High Speed** Pull carrier forward to open the glass. Then, CLICK and hold for High Speed Reverse or High Speed Forward.

**Fast** CLICK and hold to Fast Reverse or Fast Forward the film (carrier must be closed).

**Scroll** CLICK, hold, and drag Scroll button for Slow speed control, Reverse or Forward (carrier must be closed).

**Scroll Lock** CLICK the Scroll Lock button, then CLICK and drag the scroll button for the desired speed. The scroll button will remain at that position. CLICK Stop to release

## KEYBOARD SHORTCUTS:

### MOTORIZED ROLL FILM SHORTCUT

Press and hold the keys for slow film movement and tap the keys to increase/decrease film speed. Press and hold the + keys or + keys for fast film movement (speed doubles when the film carrier is pulled all the way forward). Press + to rewind film (requires that the film carrier is pulled all the way forward).

### SCAN TO HARD DRIVE SHORTCUT:

Press to + Scan to the Hard Drive.

## Crop



## Custom Crop



**Crop** The Crop Box (dotted green box) always appears on the view screen. CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape.

**Custom Crop** CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape. RIGHT CLICK on a corner handle and drag to create an irregular custom shape.