

ScanPro Microform Scanner Guide

Accessing the PowerScan 2000 Program

There are two Microfilm ScanPro stations located:

1. First Floor - near the Research Help Desk
2. Second Floor - outside the Graduate Lab.

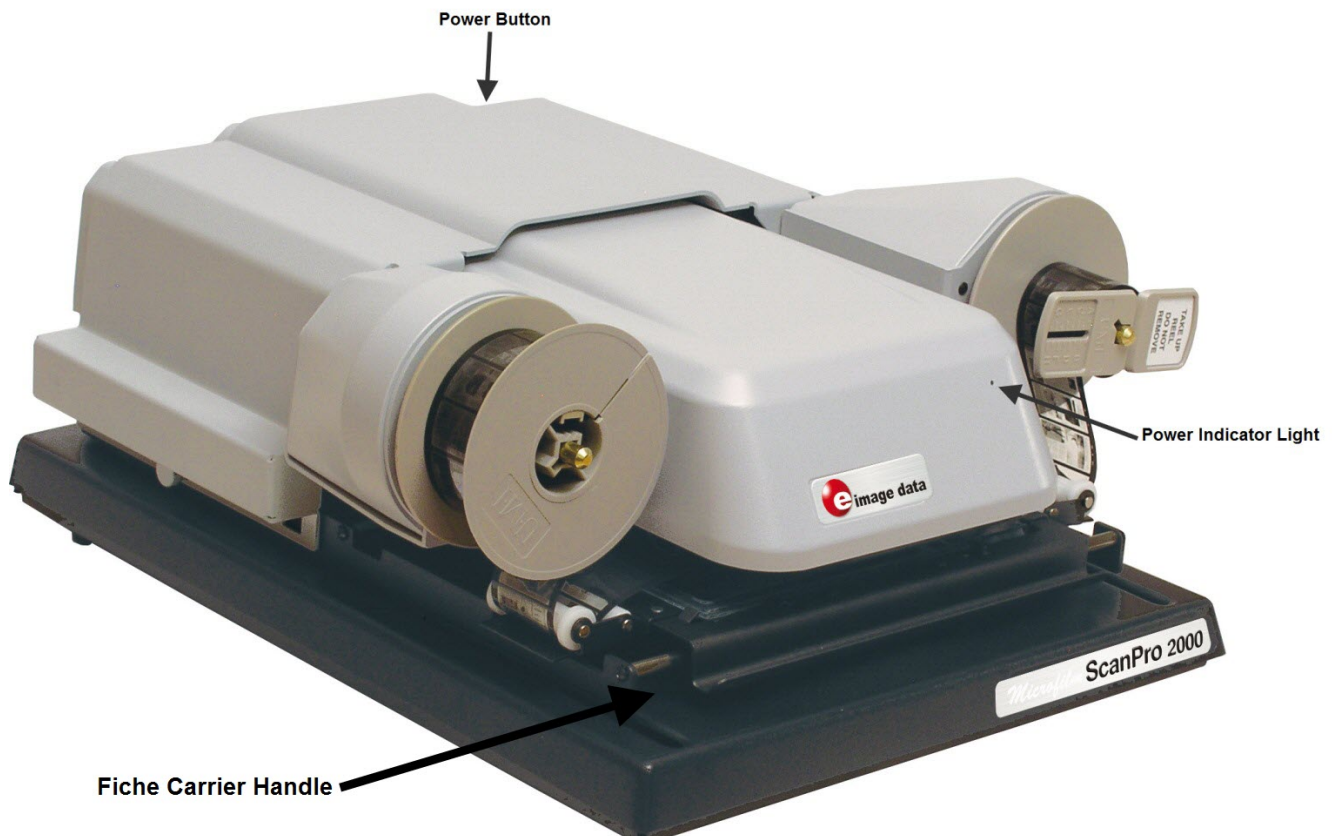
Check for a small green power light on the front of the scanner. If no light, turn on power switch at back right rear of the scanner.

- Login using your Campus Username/Password. (without @uncw.edu)
 - Public/Community Members, see librarian at the Research Help Desk (1st floor)

At the desktop screen, double-click on the **PowerScan 2000** icon. The Microfilm ScanPro 2000 will be ready for operation.

Identifying the Parts of the Microfilm ScanPro 2000

Before entering the basic controls of the microfilm program, first let us become familiar with the basic components of the machine:



The most essential component of the machine is the Fiche Carrier Handle. From here, the user can manually shift the film in order to properly arrange it upon the screen. Although the program offers many automatic options for film movement, never forget that the film can be adjusted by the carrier handle.

Compatible Types of Microfilm

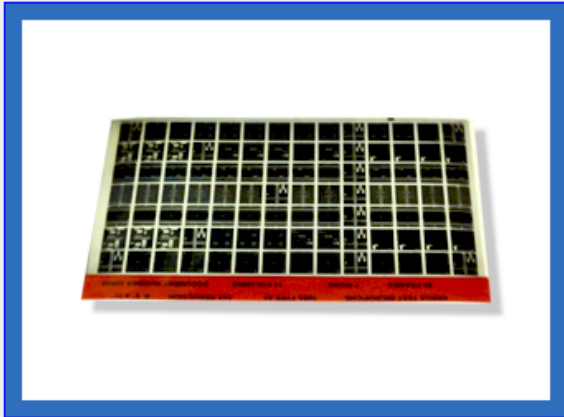
16mm Roll Film English



35mm Roll Film English



Negative Fiche English



Positive Fiche English



Loading the Microfilm

To load the microfilm, pull the carrier handle outwards until the glass slate opens wide to about a 45 degree angle. From here, a diagram should appear on the screen, displaying the proper way to load a film reel. The diagram is shown below. ***Note- all film rotation is CLOCKWISE***




To load a positive/negative fiche, simply place the film underneath the glass slate. Once any of the three types of film are loaded properly, push the handle carrier back under the lens.

1. Getting Started

Check for a small green power light on the front of the scanner. If no light, turn on power switch at back right rear of the scanner.

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Start PowerScan program by double-clicking  icon.

2. Loading Microform

Pull tray forward until the upper glass lifts.

- **Film:** a diagram will appear in the software illustrating how to load film
- **Fiche:** load between glass plates

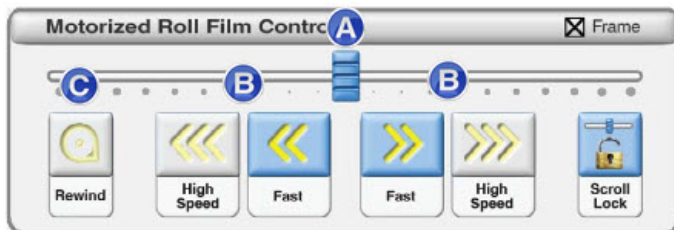
Once loaded, push tray in until microform appears on screen.

3. Movement Controls

Fiche: move tray in the desired direction to view different pages

Film: there are a few ways to advance/rewind microfilm:

- **Motorized Roll Film Control**




A: CLICK and drag for low speed film movement

B: CLICK and hold for Fast or High Speed film movement. (High Speed, be sure to pull carrier forward to open glass)

C: DOUBLE CLICK for high speed rewind (be sure to pull carrier forward to open glass)

4. View Controls




ATOMIC FILM MOVEMENT, Click FORWARD and BACK arrows to move to the next image (this always advance exactly one page). Click the  button to Stop.



FILM TYPE, switch between negative & positive



ZOOM, CLICK AZ to auto-zoom or CLICK & hold down – or + to zoom in or out
MAGNIFIER, CLICK to open window. CLICK  to select magnification



ROTATE 90, rotate image 90 degrees

FILM ORIENTATION, CLICK to rotate the camera 90 degrees to match the orientation of image on the film



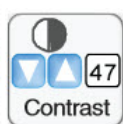
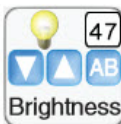
AUTO ADJUST, includes Straighten, Crop, Contrast, Brightness

MANUAL STRAIGHTEN, CLICK – or + buttons to manually rotate/straighten the image



MIRROR, if image is backwards, CLICK to reverse

5. Image Adjustment



FULLY AUTOMATIC, Straighten, Crop, Contrast, Brightness. Use individual buttons below if FULLY AUTOMATIC does not display **CROP**, CLICK and hold the green frame to manually adjust



FOCUS, default is Auto Focus, but you can use + and – to manually focus



EDIT SELECTED IMAGE AREA (spot-light), affects only the selected area

CLICK the pencil tool to draw around the area to be edited. Adjust brightness and contrast, select erase or redact. CLICK X to restore.

6. Output Format



SCAN MODE, CLICK to toggle: 1. Enhanced Gray scale (recommended). 2. Gray scale. 3. Black & White



SCAN RESOLUTION, CLICK the down arrow to select resolution. 300DPI is recommended

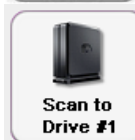


SCAN SIZE, CLICK the down and up arrows to change the image size (the dimensions are shown on the Crop Box). CLICK AS to auto size to the paper size (normal mode).

7. Saving & Printing



SCAN to Drive #2, Insert USB Drive, then CLICK to save the image within the green crop box to the USB Drive.



SCAN to Drive #1, CLICK to save the image within the green crop box to the "My Scans" folder. Be sure to select file type (.PDF, .JPEG, etc.)



PRINT #1 (iPrint BW Single Sided), CLICK to send the image within the green crop box to the Printer. *Public/Community Members cannot use this feature.*