



ScanPro 3000

High Definition Microfilm Scanner



Help Guide

Table of Contents

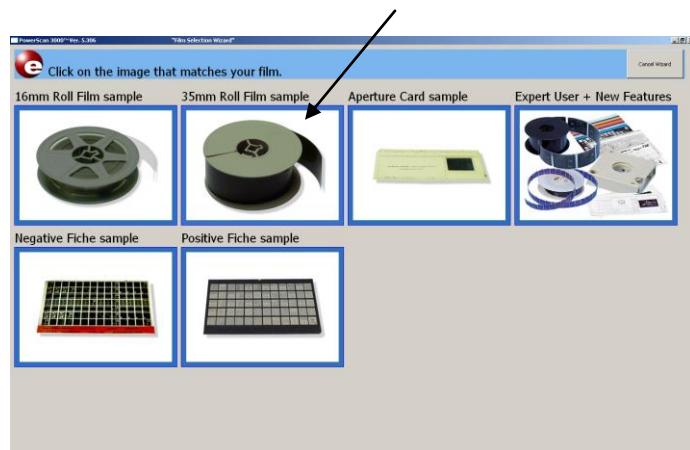
<u>Getting Started</u>	<u>3</u>
<u>Loading the Film</u>	<u>4 - 5</u>
<u>Viewing Your Film</u>	<u>6 - 7</u>
<u>Motorized Roll Film Control</u>	<u>6</u>
<u>Crop Box</u>	<u>7</u>
<u>Using the Toolbar Controls</u>	<u>8 - 15</u>
<u>Help</u>	<u>8</u>
<u>Crop Box Control</u>	<u>8</u>
<u>Zoom</u>	<u>8</u>
<u>Magnifier</u>	<u>9</u>
<u>Film Type</u>	<u>10</u>
<u>Spot-EDIT™</u>	<u>10 - 11</u>
<u>Film Orientation</u>	<u>11</u>
<u>Mirror</u>	<u>12</u>
<u>Scan Mode</u>	<u>12</u>
<u>Brightness</u>	<u>13</u>
<u>Contrast</u>	<u>13</u>
<u>Printer #1</u>	<u>14</u>
<u>Scan to Drive #1</u>	<u>14</u>
<u>Scan to Drive #2</u>	<u>14</u>
<u>Manual Straighten</u>	<u>15</u>
<u>Auto-Adjust</u>	<u>15</u>

Getting Started



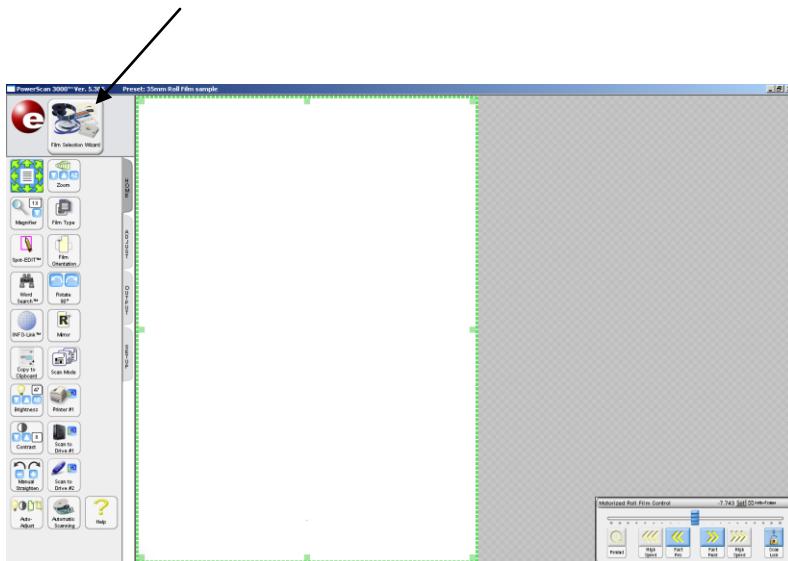
To begin, double click the ScanPro 3000 icon that you see on the desktop of the computer. This will automatically cause the machine to power up. When the program opens on your computer, you will see the “Film Wizard Window” (below), where you are asked to click on the picture that matches the film that you have loaded.

Note: The majority of the Athenæum’s microfiche collection is in the 35mm Roll Film format.



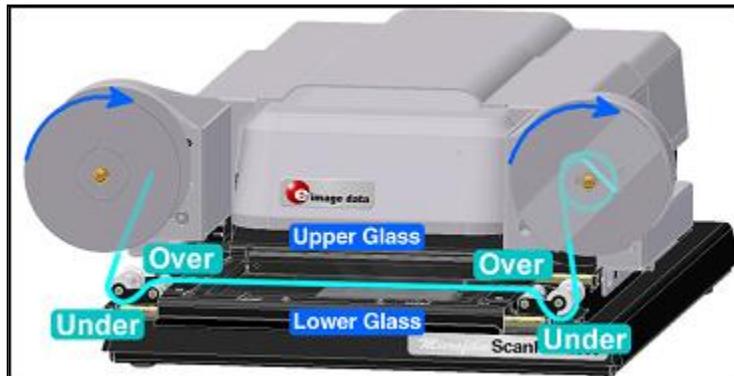
When you have selected the appropriate format, the following screen will appear (if it doesn’t automatically appear, minimize the File Wizard Window—the screen is simply hidden behind):

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.



Loading the Film

Now you are ready to load your film. If you look down at the bottom right-hand corner, you should see a diagram (like the one below) that shows you how to load the film onto the machine. We have also provided detailed step-by-step instructions below, beginning on this page and continuing onto the next.



Step 1

Pull the viewing surface toward you, slowly, as far as it will go. The top glass pane will open automatically. Make certain that the glass panes are centered in the open area before you lift to avoid bumping the glass.



Step 2

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.



Step 3

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.

Continues on next page →



Step 4

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.



Step 5

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.



Step 6

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.



Step 7

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.



Step 8

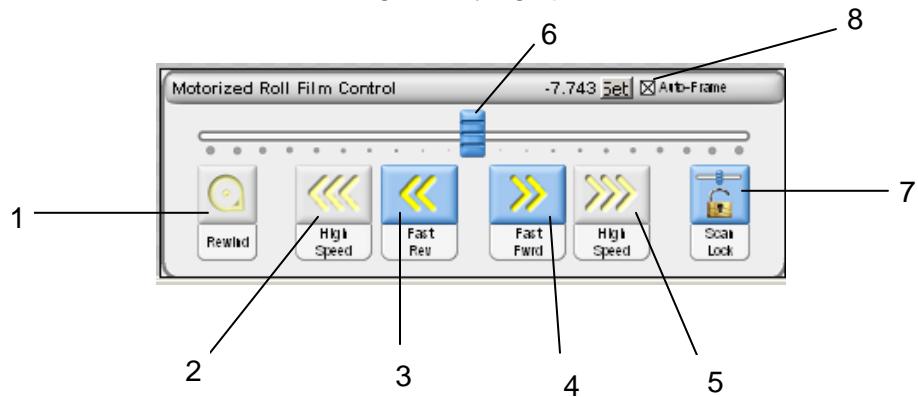
To finish, slowly push the glass plane back in so that it automatically lowers. Center the now sandwiched film over the square of light beneath the pane. If you have done this correctly, you should now see the silhouette of your film (which will be blank at this point) on the screen in front of you.

Viewing Your Film

What you should now see in the middle of your computer screen is a projection of the film you have loaded. Don't worry that you don't see any content yet, 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.

Motorized Roll Film Control

The film controls can be found in the bottom right hand corner. These are the controls that allow you to rewind and fast-forward the film along varying speeds.



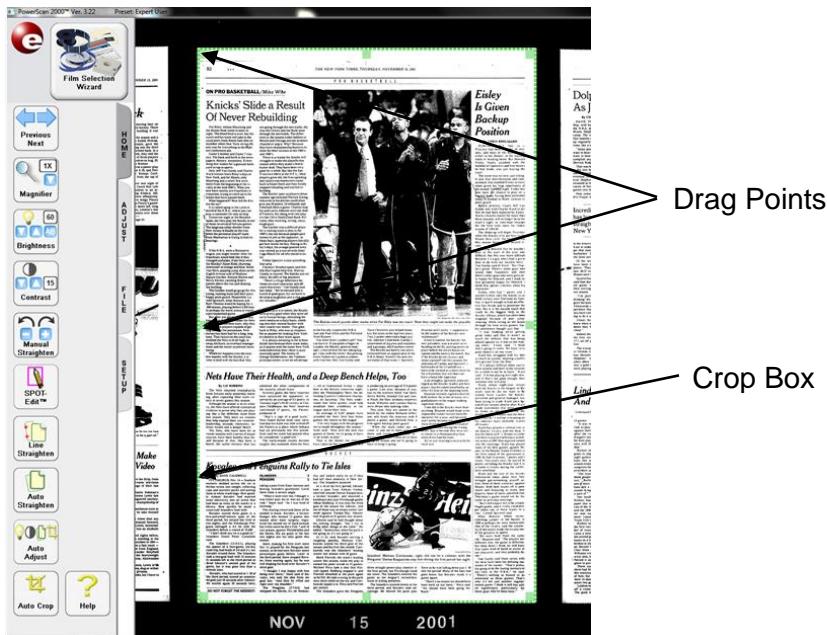
The Motorized Roll Film Control has 8 controls (labeled above):

1. **Rewind** – Double click to rewind film (*when glass is open*)
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*)
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

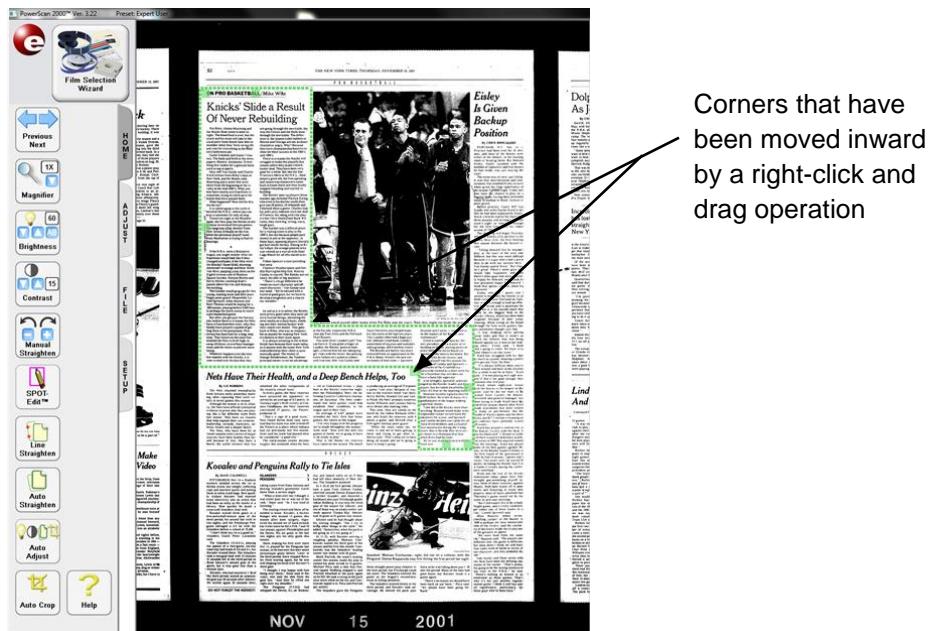
Note that "Rewind", "High Speed Reverse", and "High Speed Forward", are all grayed out in the diagram provided, indicating that they are disabled. When the upper carrier glass is closed the motorized roll film control looks like this. When the upper carrier glass is open, "Fast Reverse", "Fast Forward", and "Scan Lock" will be disabled instead.

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. 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.

Using the Toolbar Controls



Help

Click to enable the help cursor then click the control in question.

When “Help” is clicked, the mouse cursor will change to a question mark. Clicking any other button with the question mark cursor will open help specific to that button.



Crop Box Control

Click to disable or enable the “Crop Box”.

Unfreeze the image to allow movement.



Zoom

Click and hold to make the image larger.

“Zoom” has three controls:

1. – Reduces the size of the displayed image
2. – Increases the size of the displayed image
3. **Auto-Zoom** – 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.



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:

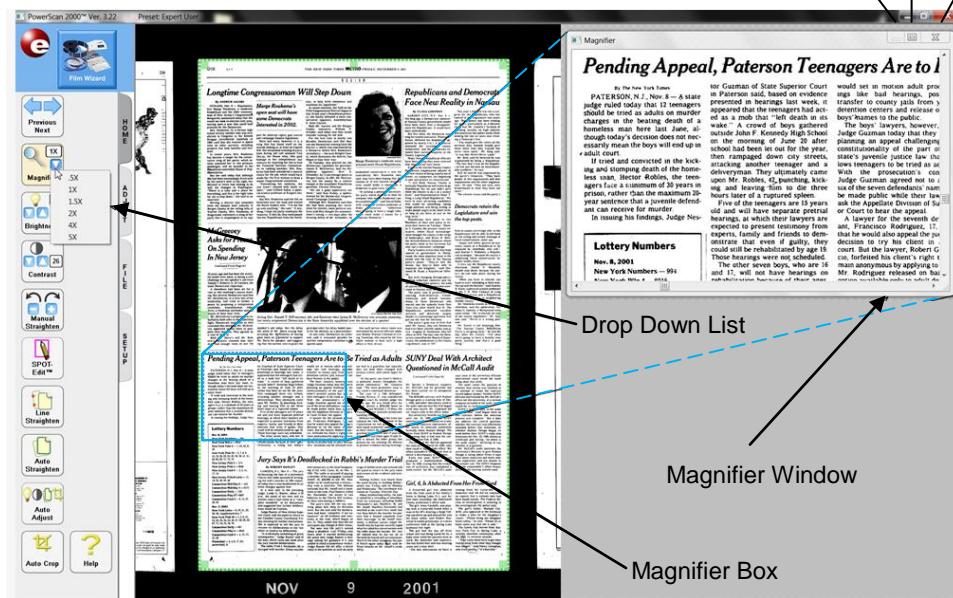
1. **The overall area of the button** – Click to open the “Magnifier Window”
2. – Click to display a list of magnification values you can use in the “Magnifier Window”

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:

1. **Minimize**
2. **Maximize/restore**
3. **Close**





Film Type

Click to select negative or positive.

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.



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 button is clicked, a secondary graphic will appear, consisting of four controls (left).

1. 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 for specifics).

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.

Combine these two Alt key methods described above to draw a “SPOT-Edit Area” of any shape. Multiple “SPOT-Edit Areas” may be drawn. (See diagram on following page)

Continues on next page →



- 2. Erase**
Click “Erase” to white-out the active “SPOT>Edit Area”
- 3. Redact**
Click “Redact” to black-out the active “SPOT>Edit Area”
- 4. Cancel**
Click “Cancel” to delete the active “SPOT>Edit Area” or double click “Cancel” to delete all “SPOT>Edit Areas”

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”.



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.



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.



Scan Mode

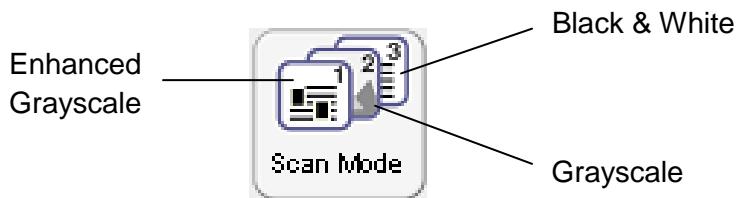
Click to select:

- 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.



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. – 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.



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.



Printer #1

Click to send a high resolution image of the area within the green crop box to the printer.

This button prints the area defined by the “Crop Box” to the printer. Anything printed from the microfilm machine will come out of the smaller black printer in the computer room.



Scan to Drive #1

Click to save a standard resolution image of the area within the green crop box to the hard drive of the computer in front of you.

This button saves the area defined by the “Crop Box” to the desktop of the computer that you are viewing the image on. When clicked, a dialog box will open, asking you to select a place on the computer to save your file. The default file is “My Microfilm Scans”, which is located on the desktop. It is recommended to save your file there to avoid confusion. Rename your file (if you so choose) and then click “Save”.

NOTE: Any files saved to the computer will automatically be deleted when the computer shuts down at closing time. Make sure to save your files to a personal device or email them to yourself to ensure you have a copy.



Scan to Drive #2 (RECOMMENDED)

Click to save a standard resolution image of the area within the green crop box to a portable storage device.

This button saves the area defined by the “Crop Box” to a portable storage device, such as a flash drive. First, plug your flash drive into one of the USB ports in the computer tower located to the right of the monitor. Give the computer a few seconds to recognize the device then click the “Scan to Drive #2” button. The box that appears will automatically show your device and you can rename your file (if you so choose) and click “Save”.

NOTE: You must have your device plugged in before you click this control, otherwise you will get an error message.



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.

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-Adjust

Click to automatically adjust image brightness and contrast, and to automatically straighten and crop the image.

This button 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.

Note: Sometimes the green crop box will move after the “Auto-Adjust” setting takes effect. Be sure to move it back to where you need it before you save or print the image.