Powering On

The scanner, computer, and monitor are hooked up to a power strip located on the backside of the desk. There is a master control button to turn on the power strip under the front-left side of the desk. Flip the switch and then press the power button on the PC & monitor to turn everything on.

Logging On

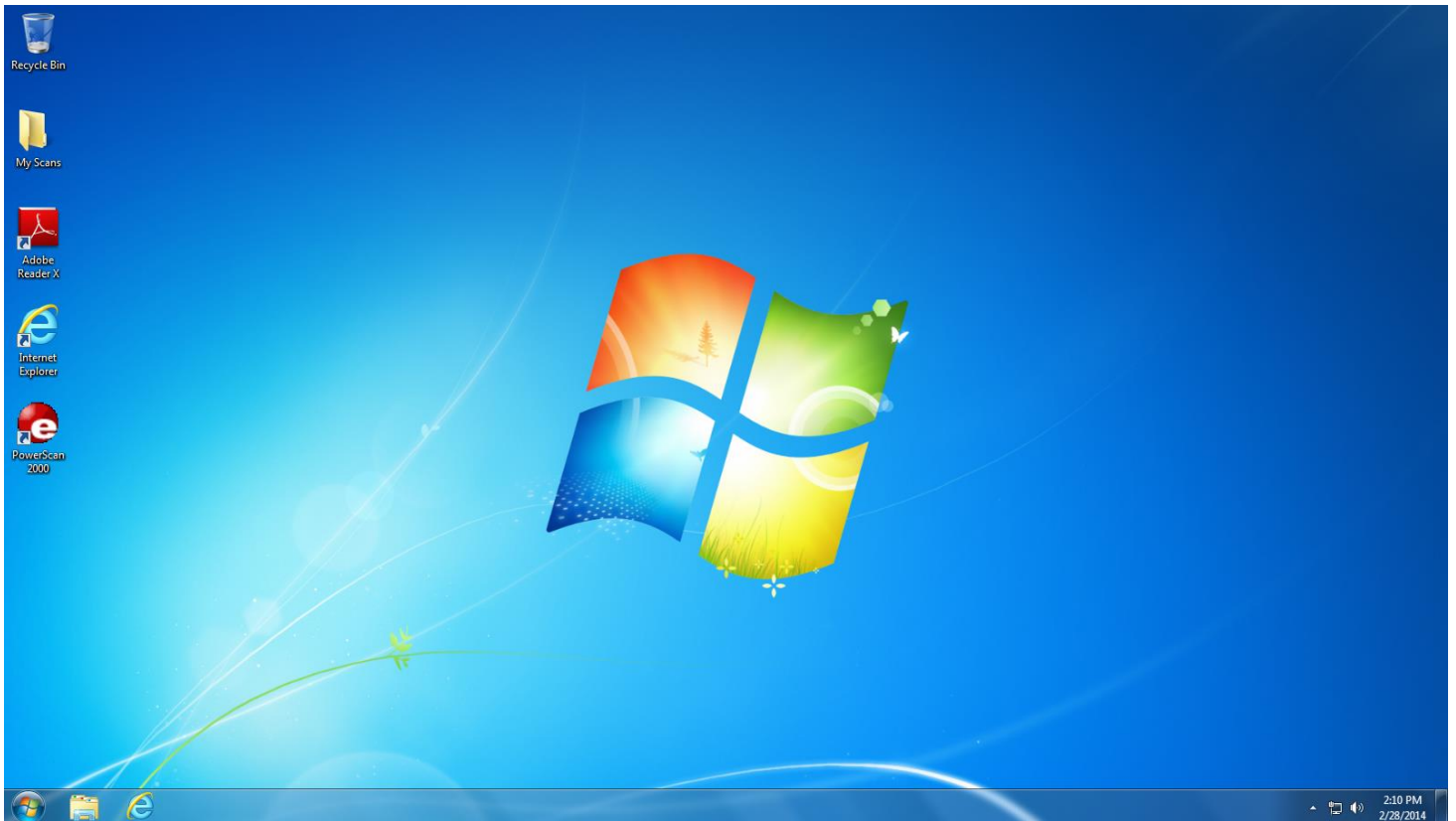The logon information for the PC is as follows:

Username: LIB-SCAN01\user
Password: microfilm

Please note that the username should typically remain pre-populated in the appropriate field. Therefore, you shouldn't need to enter the username, only the password.

The Desktop Environment

Here are the key elements of the desktop environment for the scanner PC:

My Scans: Default folder for saving scans to the local hard drive.
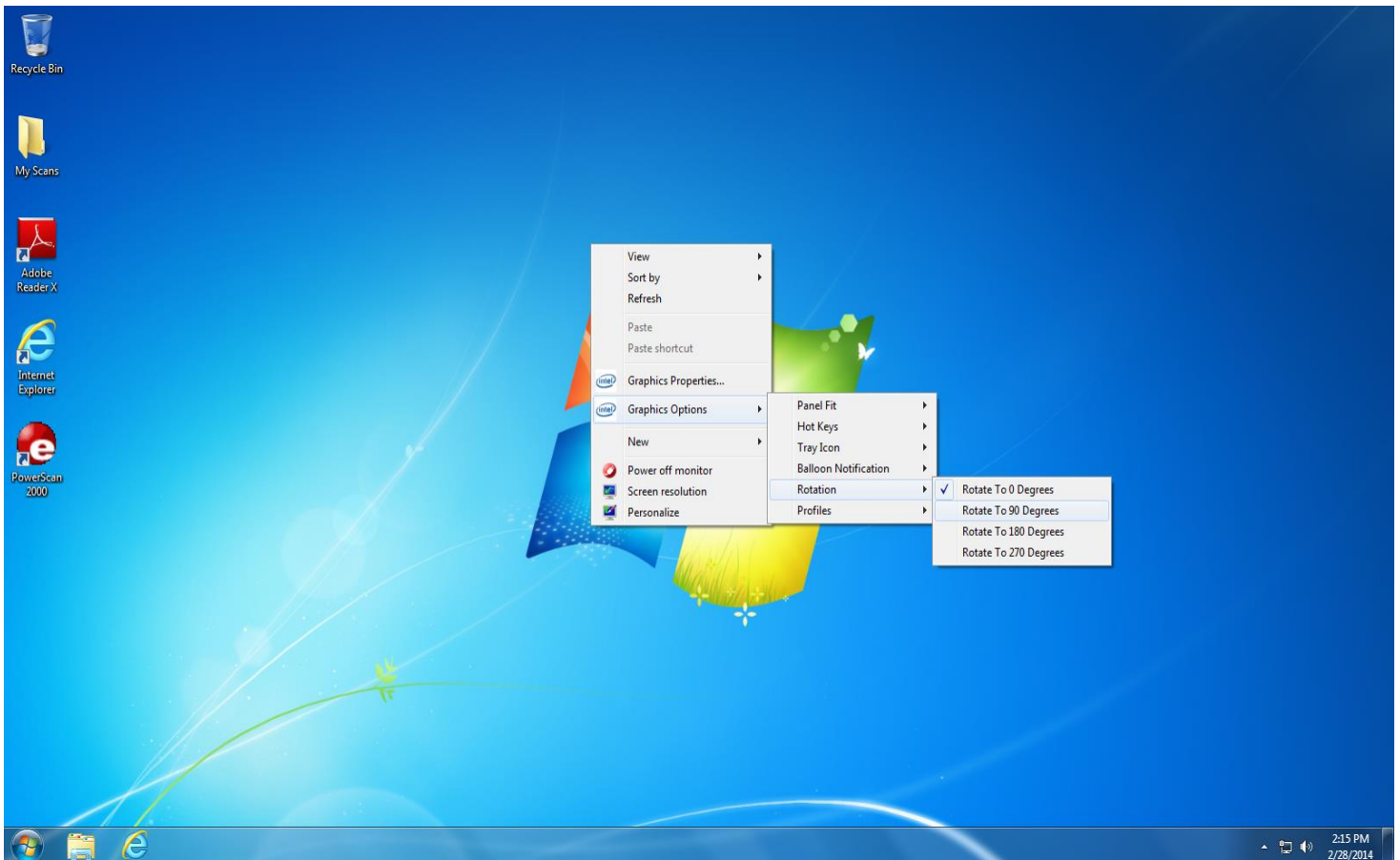
Adobe Reader X: PDF reader.

Internet Explorer: allows internet access so users can email files to themselves or others.

PowerScan 2000: Microfilm Scanning Software

The Desktop Environment: Switching From Landscape to Portrait

There may be times when the viewing mode is best in portrait as opposed to the traditional landscape desktop.

If this is requested, you can right-click on the desktop and go to **Graphics Options>Rotation>Rotate 90°** in order to switch to portrait mode.

The screen will flip, as pictured on the next page.

Once the display flips to portrait mode, you can gently turn the monitor to the right in order to flip the device into portrait orientation.

To return to landscape, go to **Graphics Options>Rotation>Rotate 0°**.

Setting up the Scanner for Microfilm

The graphic below demonstrates the appropriate way to install a microfilm roll (whether it is 16mm or 35mm) on the reels.

Here is the process:

1. <u>Gently</u> pull out the surface under the head of the scanner (attached to the glass bed) until the upper glass pane pops up.

2. Place the microfilm on the left reel and guide the film under the first roller and over the second roller on the left-hand side (following the <u>dark-blue path</u>).

3. Continue to guide the film across the glass to the right-hand side.

4. Guide the film over the first roller and under the second roller, then pull it up towards the right-hand take-up reel. Insert the film in-between the holder inside of the reel.

5. Turn the right-hand reel clockwise to tighten the film and push the surface back into the scanner.

Setting up the Scanner for Microfiche

The graphic below demonstrates the appropriate way to install microfiche on the glass bed.

Here is the process:

1. <u>Gently</u> pull out the surface under the head of the scanner (attached to the glass bed) until the upper glass pane pops up.

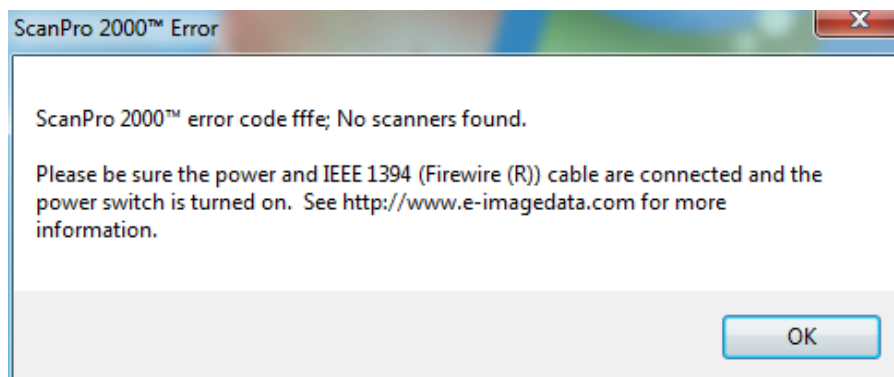2. Place the microfiche on the glass and push the surface back into the scanner.

Starting the Program

Double-click on the desktop icon for the PowerScan 2000 software:

The scanner will churn and the program will start.

If the program returns the following error, ensure the connections are secure on the device. Restart the machine by flipping the power switch located on the backside of the scanner and try opening the program again:

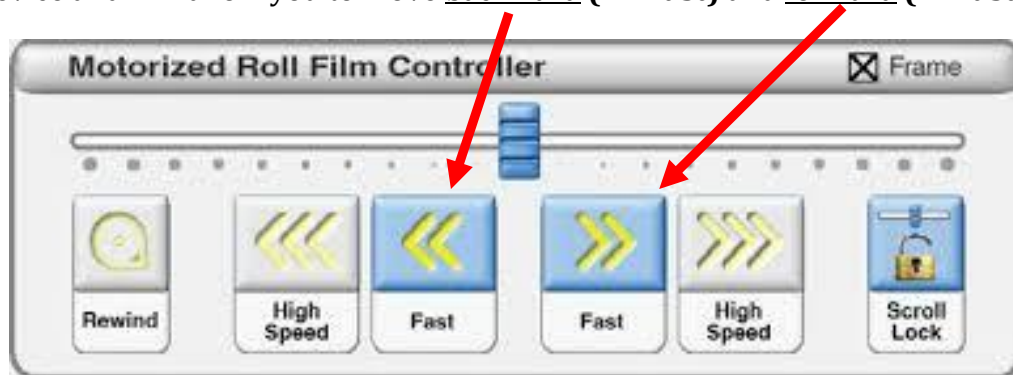## Selecting the Appropriate Format for your Media Type

This device is appropriate for microfilm (16mm and 35mm) and microfiche.

Once you start the program, the Film Selection Wizard will pop-up asking you to select the preset for the media type you will be using. The preset includes settings particular to that type of media viewing. Note that I can adjust these settings.

The Motorized Roll Film Controller: Manipulating Microfilm
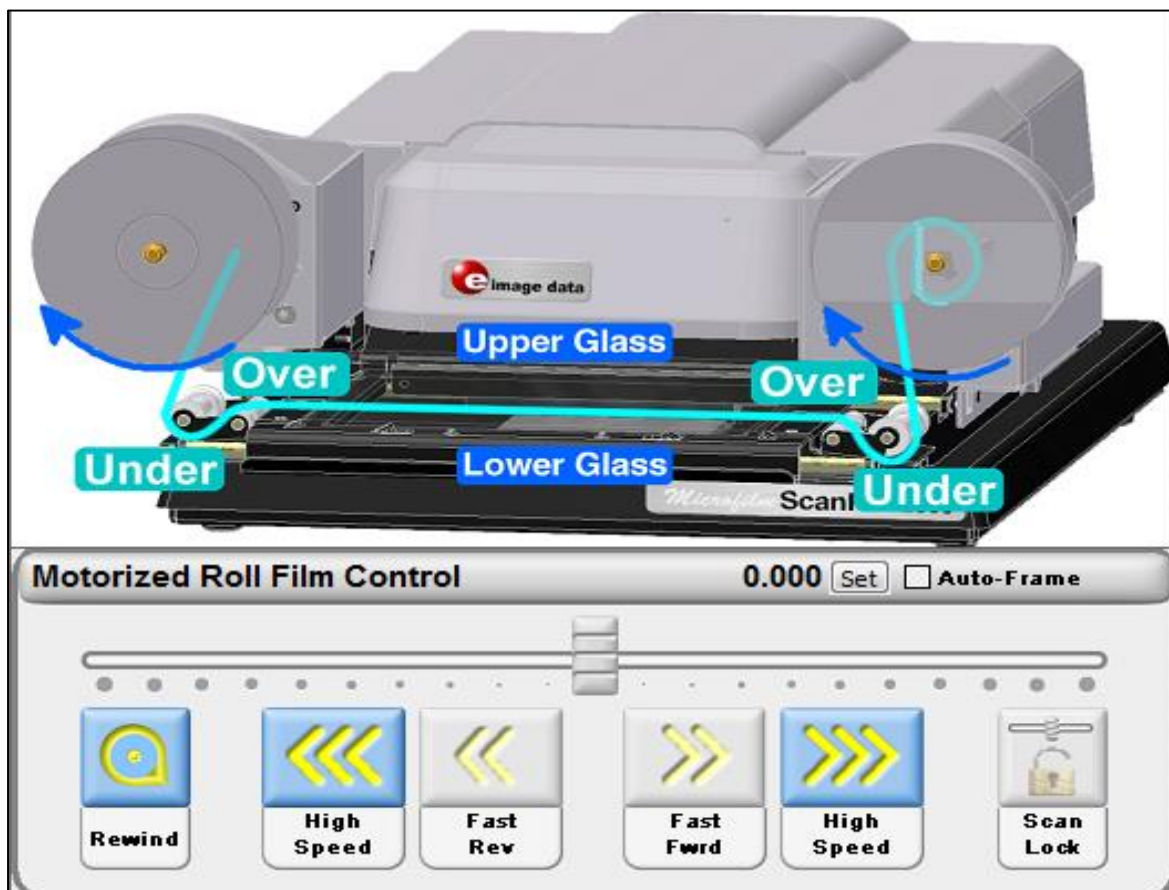
The menu below is present when using microfilm, but not microfiche. This is the control for the motor on the scanning device and will allow you to move backward **(<< Fast)** and forward **(>>Fast)** on the film.

You can drag the slider (rectangular box) left and right to move slowly.
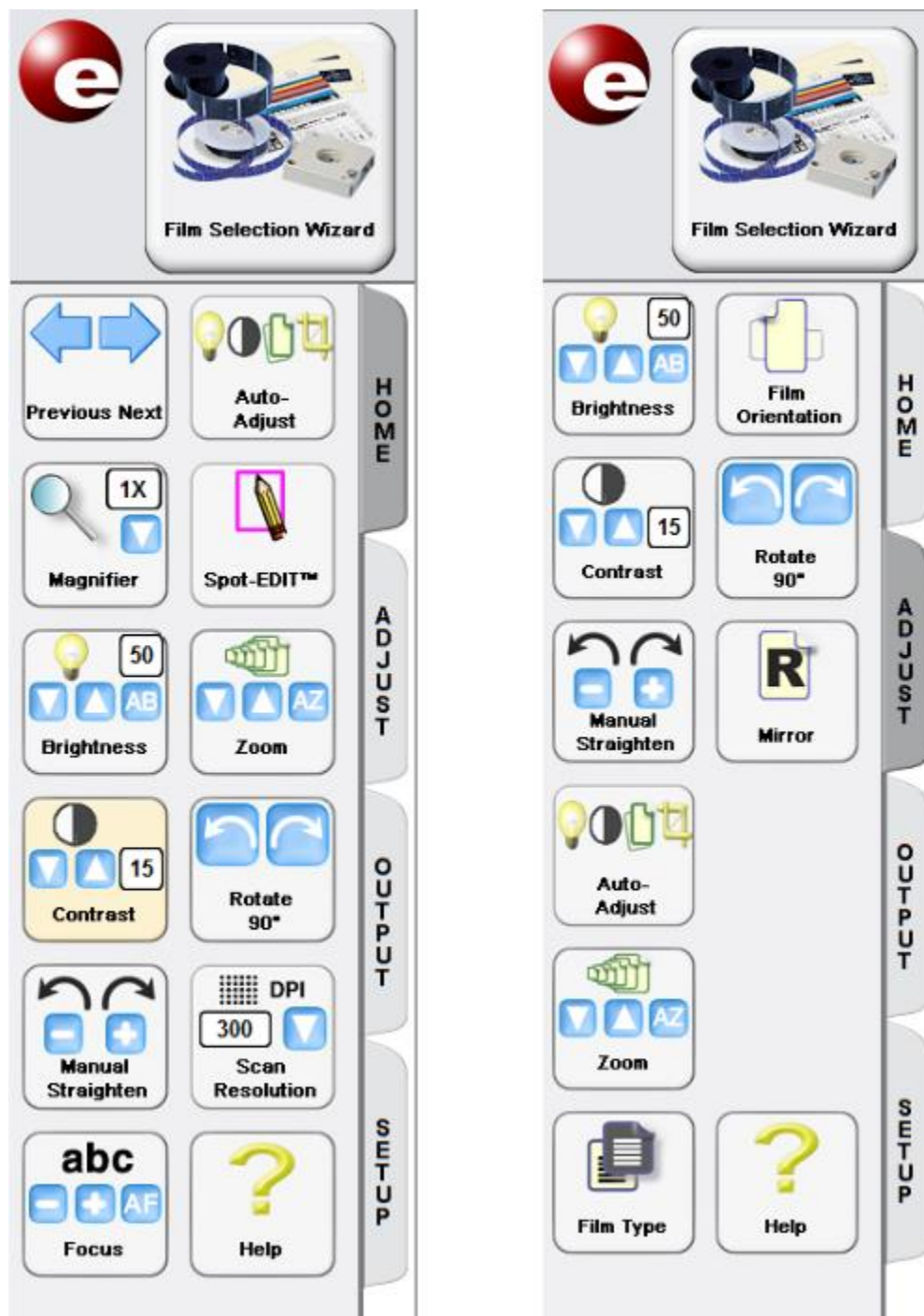
Note that the menu appears slightly different when the glass bed is pulled out and popped up. Here, you can move forward and backward at high speed and also **rewind the entire film by double-clicking on the Rewind button.**
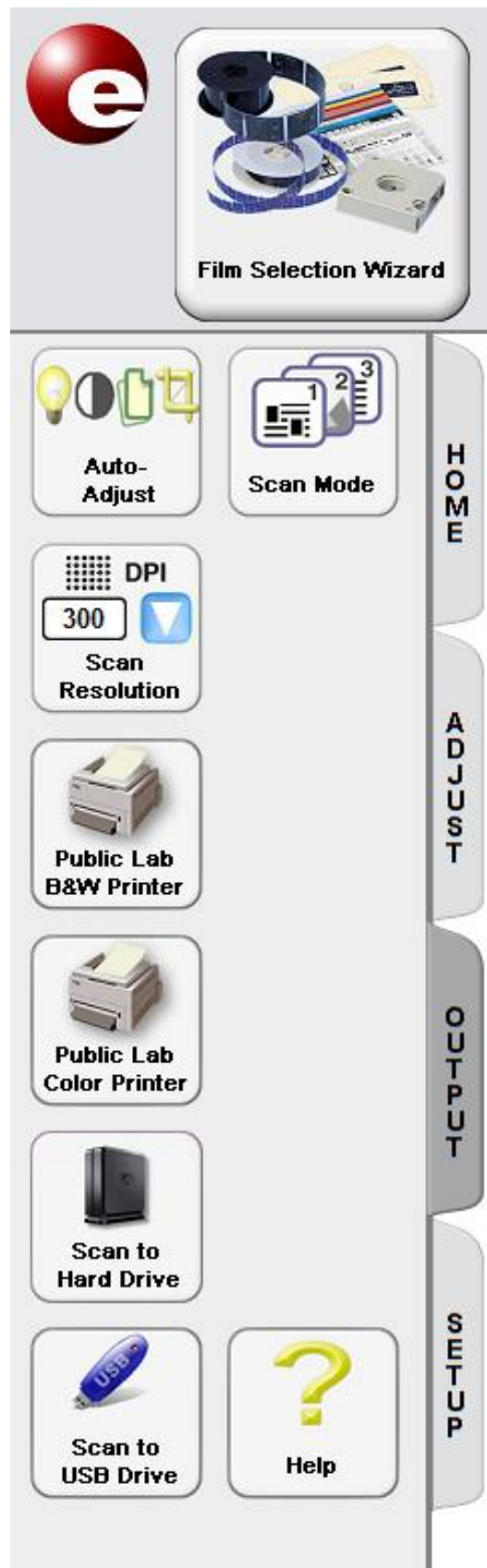
The Toolbar and Tabs

There is a toolbar that contains all of the buttons that control the functions of the program. This toolbar has 4 tabs: Home, Adjustment, Output, and Setup.
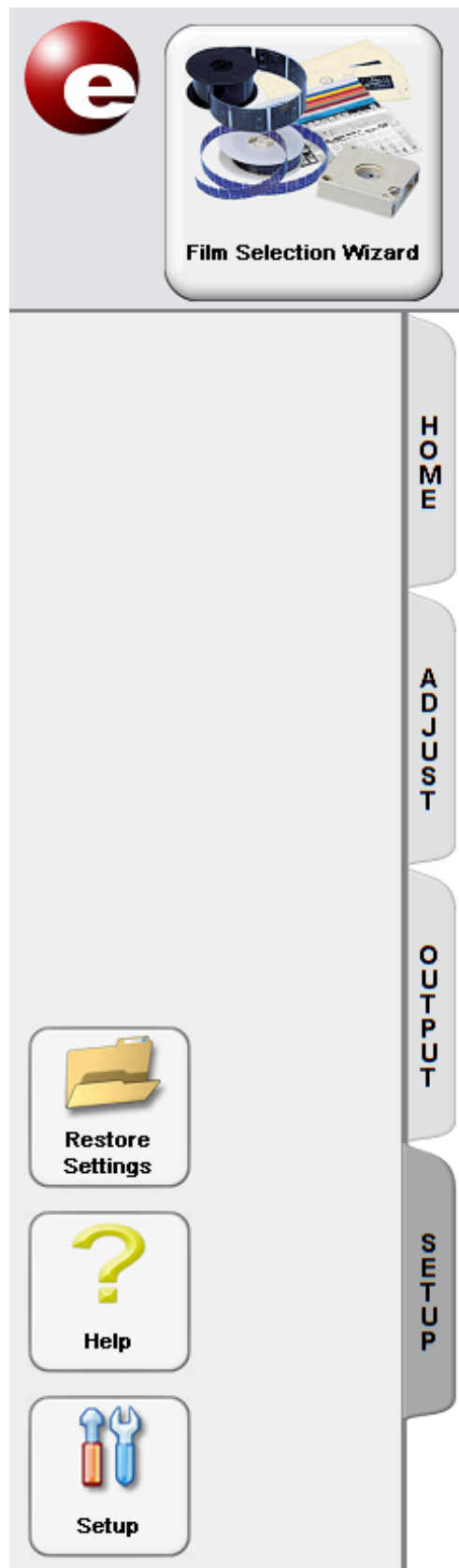
The content in **Home** and **Adjustment** is practically identical. However, functions can be added and removed. Please request changes by contacting me (robert.rementeria@shu.edu). These functions include adjustment of brightness & contrast, zoom & magnification, SPOT-Edit (for brightening dark spots on the film), film orientation, scan resolution, rotation, and manual straightening.

The content under **Output** contains the functions for printing (to the public lab printers) and scanning (to the hard drive or a USB drive).

The content under **Setup** contains the functions for loading preset settings and entering the Settings menu. Please let me know if you need any changes to be made (robert.rementeria@shu.edu).

The Green Crop Box: Selecting Screenshots for Printing and Scanning

The green crop box is always present when viewing microfilm and microfiche. You can change the size of this box and manually <u>align it around the edges of anything you want to print and scan</u>. Whatever is contained within the box will be your output. You can use auto-adjust to automatically align this box around the edges of a page (if they are well defined). Auto-adjust will also optimize other settings.

Spot-EDIT

Basic adjustments of brightness and contrast (as well as auto-adjust) will make the microfilm or microfiche more easily viewable in the program or as a print/scan job.
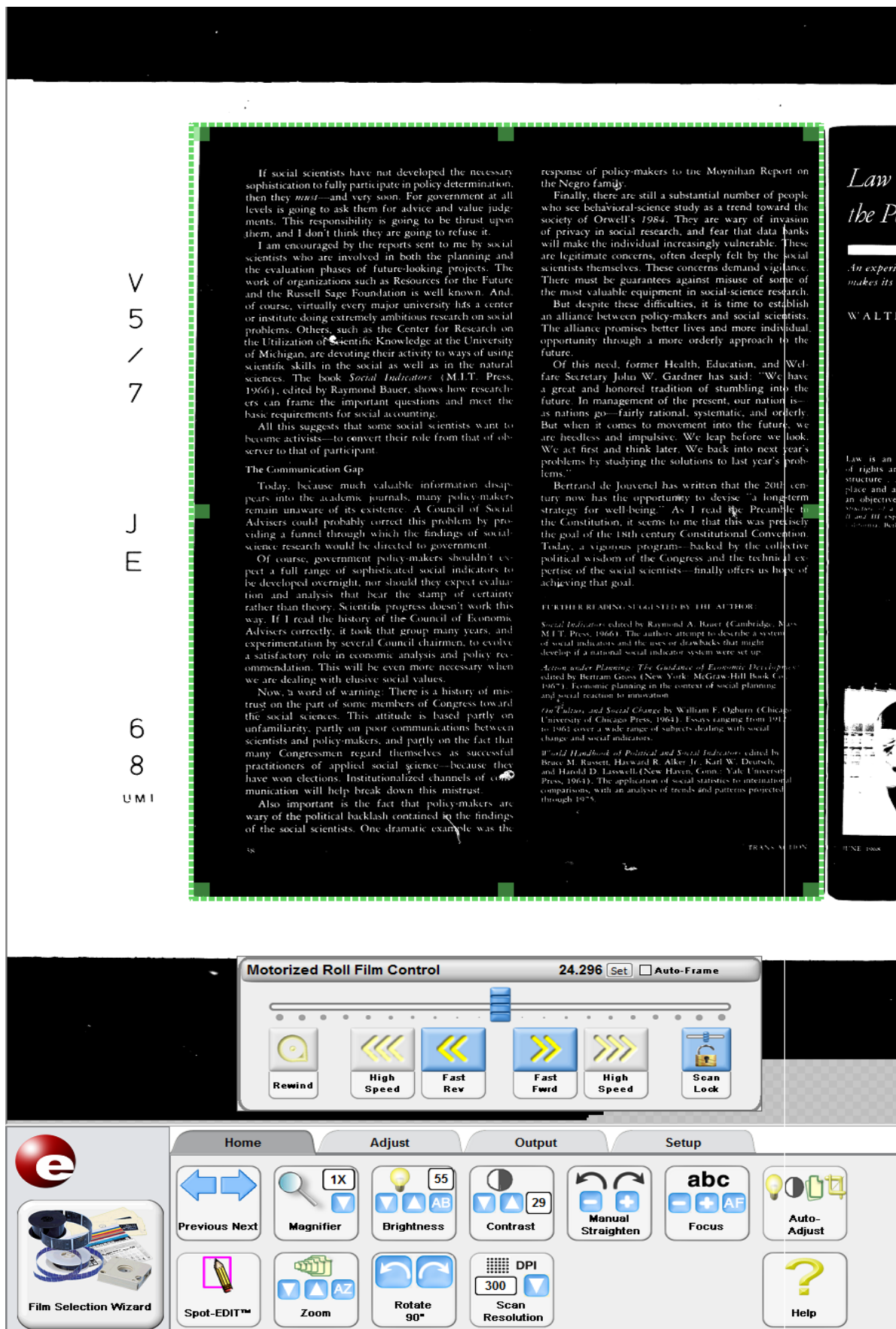
However, there may still be spots (such as corners) that do not brighten up with the rest of the image. In order to highlight these spots, use the Spot-EDIT button.

Use the pink tool (the leftmost option under Spot-EDIT) to draw around the area you would like to brighten and then use the brightness button to enhance the area.

The next two pages of this documentation show (A) a document pre- Spot-EDIT and (B) the same document post- Spot-EDIT.

(A) A document pre- Spot-EDIT (note the slight darkness in the bottom-right corner).

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| Motorized Roll Film Control | 24.296 [Set] ☐ Auto-Frame |

Rewind | High Speed | Fast Rev | Fast Fwrd | High Speed | Scan Lock

Home | Adjust | Output | Setup

Previous Next | Magnifier 1X | Brightness 55 AB | Contrast 29 | Manual Straighten | Focus abc AF | Auto-Adjust

Film Selection Wizard | Spot-EDIT™ | Zoom AZ | Rotate 90° | DPI 300 Scan Resolution | Help

(B) The same document post- Spot-EDIT, after increasing the brightness on the bottom-right corner surrounded by the pink border drawn using Spot-EDIT.