

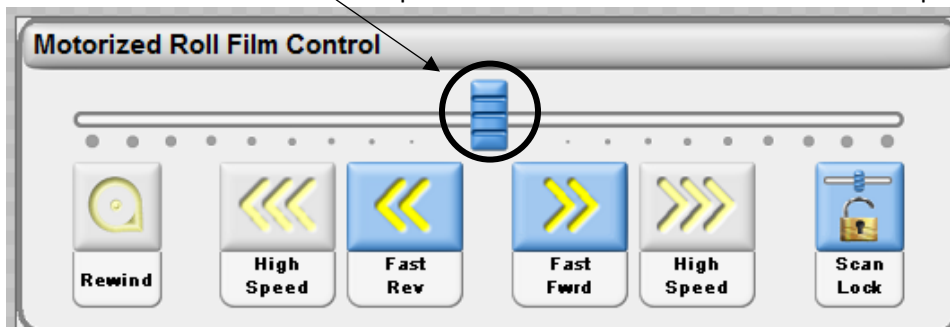
Using the ScanPro 1100

Getting Started

- You will need to log on to the attached computer with your username/password to complete the process of loading microfilm.
- Loading instructions—see separate page. Instructions will also appear when software is loaded and tray is pulled out.
- From the desktop, click on the PowerScan 1100 icon

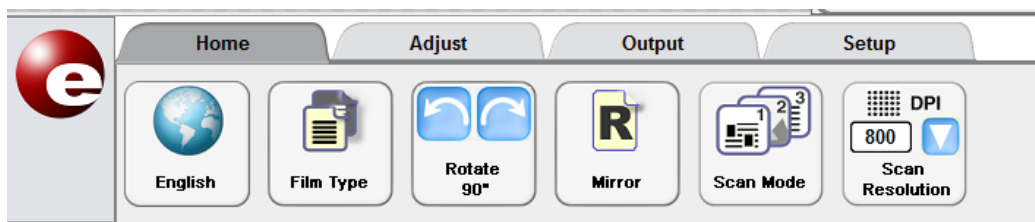


- Use the Fast Fwrd (fast forward) and Fast Rew (fast rewind) buttons to navigate thru the film. You can also use the blue tab atop the buttons to move the film at a slower speed



Using the Setting Descriptions from tabs

- Home tab



Film Type—This can be changed from positive (white with black print) or negative (black with white print)

Rotate 90°--This allows you to turn the page you are viewing

Mirror—This allows you to flip over the page you are viewing

Scan Mode—There are 3 modes

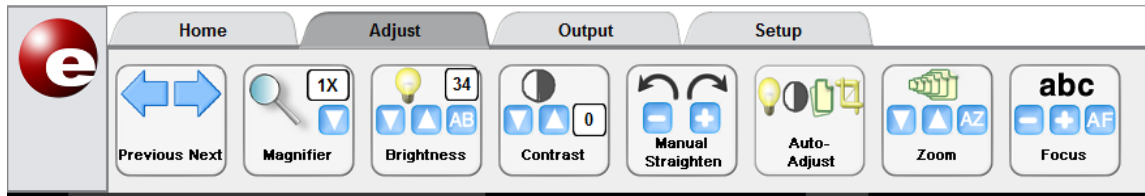
Enhanced grayscale—this is the best setting and works well with poor quality film;

Grayscale

Black & White

Scan Resolution—ranges from 150 to 1000 DPI (300 DPI is standard)

- Adjust tab



Previous Next—These will advance/rewind film to the natural page break in the film; you may need to further adjust

Magnifier—This is for reading purposes only; goes from .5x to 64x

Brightness—The higher the number the brighter the image

Contrast—Makes white background white again; range of 0-20 ideal

Manual Straighten—Caution—very sensitive

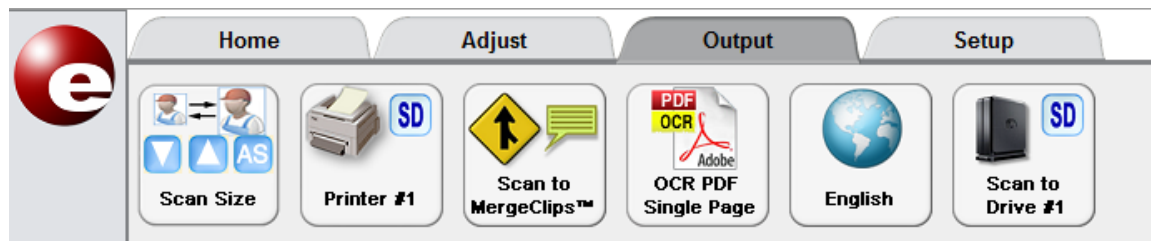
Auto Adjust—One click fixes brightness, contrast and straighten

Zoom—Use this when you want to focus in on a particular area of a page

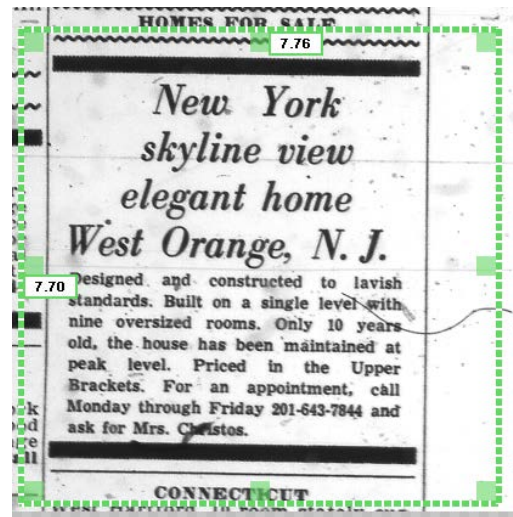
Focus—Caution again—very sensitive; AF=auto focus; if out of focus, click on zoom once

Use these together; print will be a bit darker than scan

- Output tab



Scan size—Notice the green lines on the screen with the boxes in the corners and in the middle of each side. If the middle boxes do not have numbers, the content inside the box will print on an 8 ½ x 11 inch sheet of paper. If the boxes have numbers, it will print in area of that size. (still on an 8 ½ x 11 paper).



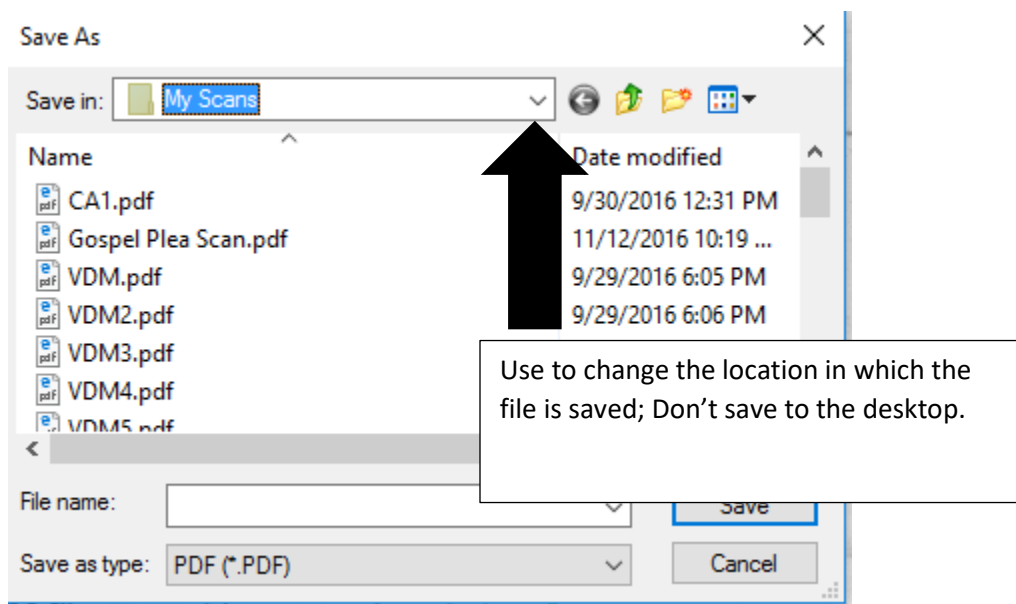
Printer #1—Click this button and whatever is inside the green guides will be sent to the printer. Notice: Nothing will come up on the screen, but you might see a progress wheel that will stop spinning once it is done printing.

Scan to MergeClips—This copies materials that has been scanned and saves it to a clipboard. You can merge files (probably no more than 2) and clip them into one file to save or print.

OCR—This allows you to save your file as a searchable pdf. Warning—file size can be quite large.

English—This button works with the OCR button and can be changed to work with documents in other languages.

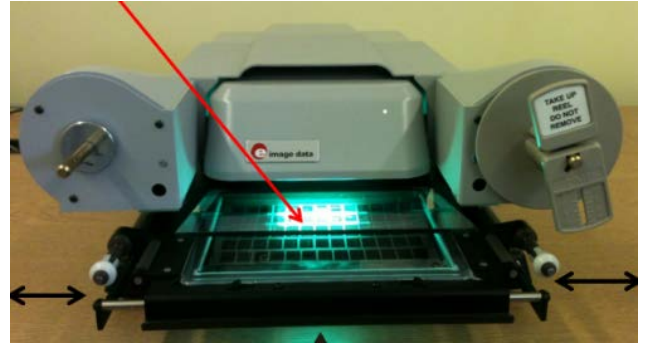
Scan to Drive #1—Click this button to save the scan to flash drive. As a default, the file will be saved in a folder called My Scans. Use the drop down arrow change the location to a flash drive. (Remember: Once you log off the computer, files saved to the desktop might be deleted.) Give each scan a unique file name. Files can be saved as pdf, jpg and tiff.



- **When finished**

Use the Fast rewind button to rewind film. Remember to log off the machine and turn off the scanner. Put the used microfilm or microfiche in the nearby box to be reshelved.

LOADING MICROFORMS



To load microfilm:

Be sure the scanner is on. The power button is located on the back, on the right side of the machine. Put film reel on spindle and push it all the way back.

Pull carrier forward until upper glass flat pops up.

Guide film under 1st gray guide roller and over 2nd guide roller and in between the upper and lower glass flats.

Guide film over 1st gray guide roller on the right and under the 2nd gray guide roller.

Thread film thru middle of Take up reel and turn clockwise a few times.

Push carrier in, moving it from left to right and up and down to view film.

From the scanning software interface, press the fast forward button to advance film.

To load microfiche:

Pull carrier forward until upper glass flat pops up.

Place microfiche in between glass flats.

Push carrier in, moving it from left to right and up and down to view fiche.