**Updated 24 May 2019
Basic instructions for
the library's ScanPro
3000 microfilm
machine**

Using the Microfilm Machine

Peru Public Library, based on the Boston Athenaeum's Help Guide
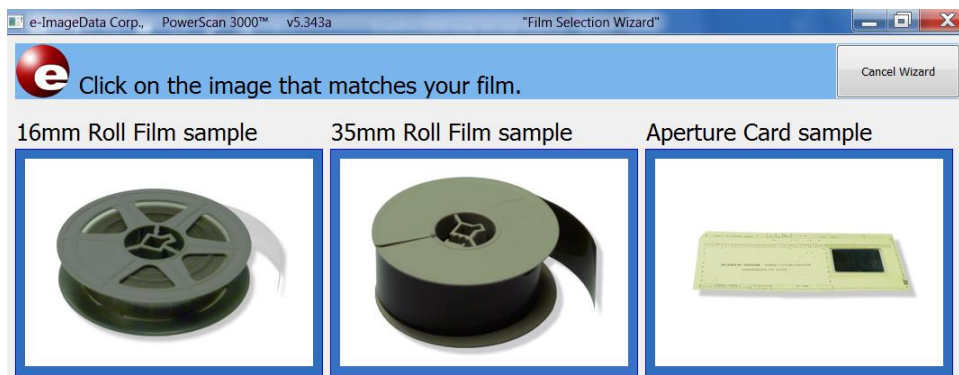
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Getting Started

Wake the computer by moving the mouse or pressing a random key.

Turn on the ScanPro 3000 machine. The on/off switch is on the right lower back of the machine.

Next, double click the ScanPro 3000 icon on the computer's desktop, opening the program. If the ScanPro 3000 machine is not on, the software will not "find' the machine.

When the ScanPro 3000 program opens the "Film Wizard Window" displays, click on the pictures labelled **35mm Roll Film sample**
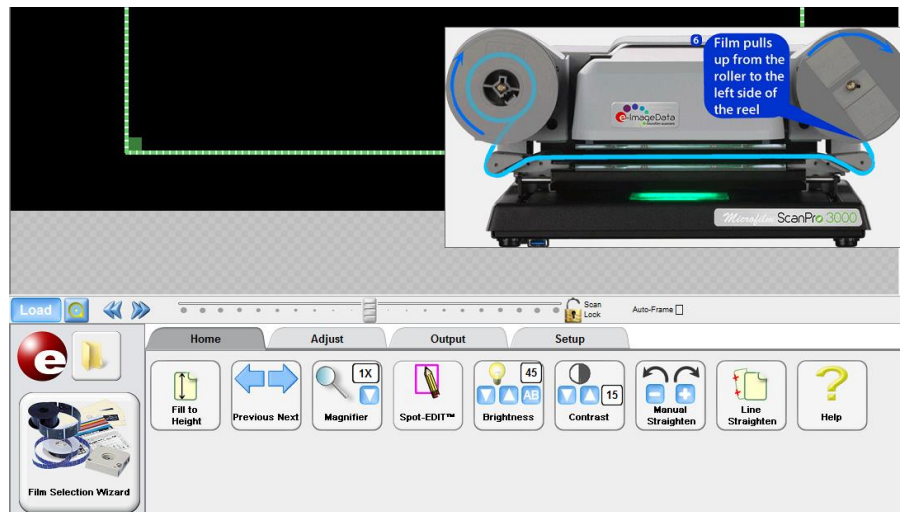
Once the next 35mm roll film screen appears the film can be loaded

Loading the microfilm

When the 35mm Roll Film Sample is chosen, a demonstration video plays explaining how to load 35mm microfilm.

There is no sound to this continuous video. But it displays instructions for loading the film.

Notice the **Load** button on the left side of the screen. You will need this button.

Loading – the short version

Basically, the film reel loads on the left spindle, with the film rolling off the top of the reel (clockwise, like toilet paper should). The film goes under the roller, up the slot, between the upper and lower glass panes, down the slot, under the roller, and up on intake roller (again clockwise). Click the **Load** button on the lower left of the computer screen. The carrier will close the glass panes and shift backwards and the film display on the monitor.

Loading – long version

Step 1
The reel carrier should move forward, opening the glass panes. If it doesn't automatically move the carrier then slowly pull the microfilm machine's carrier forward until the glass panes open into an upper and lower position.

Step 2
Slide the microfilm reel onto the left spindle, matching the spindle notch to the reel's notch. The film should roll clockwise off the reel – off the top to the right. Push the reel back on spindle until it goes no further.

Step 3
Under the mounted reel, there are is a roller and a slot. Wrap the film around the outside and under of the roller and up the slot.

Step 4
Continue pulling the film up the slot and across the lower glass pane. The film should be between the upper and lower glass panes.

Step 5

To the right of the glass panes is another slot and roller. Pull the film down the slot then under and around the outside of the roller.

Step 6

Pull the film up and slot it into the intake reel. Push the film's side edge firmly into the slot, making sure it gripped. Turn the intake (take-up) reel to the right, clockwise a few turns.
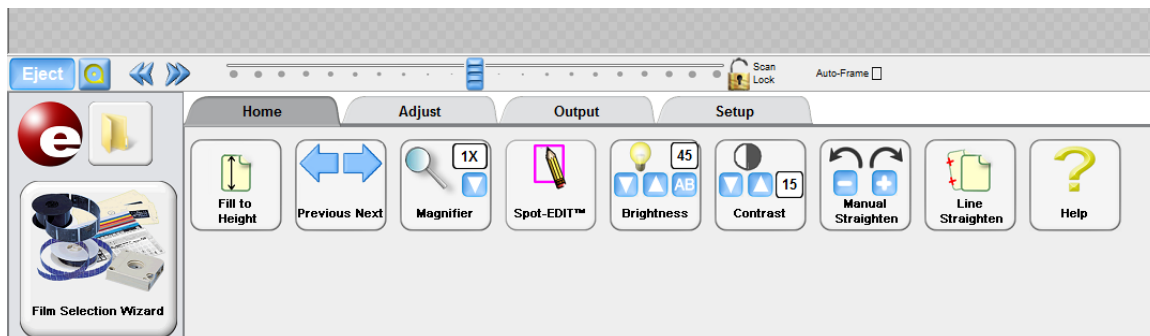
Step 7

Click the Load button on the lower left of the computer screen. The carrier will close the glass panes and shift backwards and the film display on the monitor.

Viewing the Film

Motorized Reel/Roll Control

The motorized film controls are across the bottom of the Image screen. These controls move the film forward, back, fast-forward, rewind, fast-rewind.

From left the right the controls are

1. Load/Eject – The Load/Eject button displays whichever action is available.
2. Bullseye – rewinds the film without stopping
3. **<<** - Fast rewind or back
4. **>>** - Fast forward
5. Slider bar – moving the film one page at a time. Click and hold the slider, dragging right to move forward. Or Click, hold and drag left to move backwards in the film.

The tabs and their uses are included in the **Using the Graphic Buttons** section

Crop Box

Once the microfilm loads, the ScanPro 3000 software displays the film in a green box - the Crop Box. All activity happens within the Crop Box.

The Crop Box can be reduced in size, saved to USB drive, printed, or adjusted for picture clarity.

To change the size of the green Crop Box, anywhere on the green outline click and drag the cursor towards the middle of the screen to reduce the size.

To print or save only part of the page, drag the box to surround the article wanted.

Remember, anything inside the green box can be printed and/or saved to a USB drive.

At the four corners and the midpoints of the Crop Box are drag points. Right-click on a corner drag point, pull the box inward and the corner is pulled inward causing an irregular shaped Crop Box. This is useful if the newspaper article wraps around a photo or another article. To restore the Crop Box to the original shape, click and pull the corners outward.

Using the Graphic Buttons

Not all the Graphic Buttons are covered in this manual. See the attached Quick Start for information on all the Graphic Buttons. As different tabs (Home, Adjust, File or Setup) are selected different Graphic Buttons appear. Each tab has its own graphic buttons.

Zoom (Adjust tab)
There are 3 settings for Zooming the screen. The down arrow reduces size, up arrow increases size and the AZ (Auto-Zoom) zooms the appropriate size.

Magnifier (Home tab)
Allows you to move a magnifying glass around the page. Once clicked, a small box outlined in blue appears. Click and drag this box to magnify text, pictures, cartoons, etc.

Manual Straighten (Home and Adjust tabs)
Click and hold the – or + to straighten the image. Release the button to stop the adjustment. The minus symbol (-) tilts the image to the left, the plus symbol (+) tilts the image to the right

The Brightness and Contrast buttons should be used in conjunction with each other. If the brightness is changed, contrast may need adjusting.

Brightness (Home and Adjust tabs)
The down arrow reduces brightness, up arrow increases the brightness and AB automatically adjusts the brightness. Click and Hold the arrows or AB to change the brightness. The Brightness will not change on the screen until the button is released.

Contrast (Home and Adjust tabs)
Click and hold the arrows to decrease or increase the brightness.

Spot-EDIT™ (Home tab)
Use Spot-EDIT to adjust the brightness and contrast of a specific area(s) of the page. Perfect for fine-tuning the visibility of photos.

When the Spot-EDIT button is clicked the editing graphic button displays – Pencil, erase, redact and cancel.

1. Pencil – when clicked a magenta box or line appears
   a. Making a Square editing area – Click and drag the magenta box to fit (surround) the area to be edited. Click again to set the area
   b. Making a free-hand shape – Press and hold the Alt key, then click and drag cursor and a magenta line draws where the cursor is dragged. Click again to set the area.
   c. Making an irregular polygon shape – Press and hold the Alt key while making a series of clicks within the image. This makes a shape with multiple corner points. Click again to set the area.
2. Erase – click Erase to white-out the active area
3. Redact – click Redact to black-out the active area
4. Cancel – click Cancel to delete the active area or double click to cancel/delete all the Spot-EDIT areas

Printer #1 (Output tab)
Click Printer #1 to send the image inside the green Crop Box to the library's printer. Remember, the area defined/inside the green Crop Box is printed.

Scan to Drive #1 (Output tab)

Click to save the green Crop Box image to the computer's desktop. When clicked, the scan is saved to the My Scans folder on the computer desktop. The software automatically names the scans – ScanPro0000, ScanPro0001, etc.
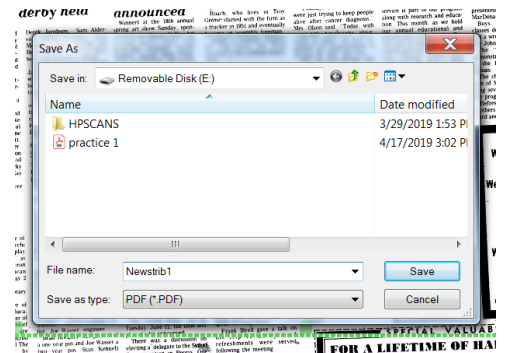
If you save to the My Scans folder, you must move/copy/transfer the files to your USB drive before ending your session.
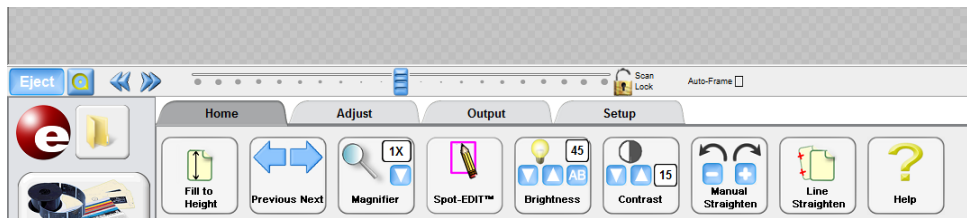
Scan to Drive #2 (Output tab)

Click to save the green Crop Box image directly to your USB drive

1. Insert your portable storage device into the USB port. Give the computer a few seconds to recognize your device.
2. Click Scan to Drive #2 from the ScanPro screen.
3. When the dialog box appears change **Save In** to your removeable device.
4. Add your file name to the File Name box
5. Click Save

You may want to double check the scan was saved to your device before moving to the next image.

Unloading the Film

1. Click the **Eject** button, the carrier moves forward.
2. Double click the **Bullseye** button, next to the Load/Eject button, the film rewinds to the original reel – on the left spindle.
3. Pull the reel from the left spindle, returning to box and drawer.

At this point, load new reel using the **Load the Microfilm** directions.

Or if finished for the day, Click the Load button, the carrier reverses backwards. Close the ScanPro 3000 program – the ScanPro 3000 machines goes to sleep. Remove any USB or external drives.