

ScanPro 1000 Quick Guide

- 1 Launch Scanner & PowerScan Program.
- 2 Load Film, Fiche, or Microcard into glass tray.
- 3 Orient and adjust image using buttons below. Try **Auto Adjust**.
- 4 Use the green dashed box to select scan area. **Zoom in/Out** if needed.
- 5 **Scan, Save, Email, or Print** your selection using buttons below.

Recommended Specs:
 Scan Resolution: **300 dpi**
 Scan Type: **Grayscale Enhanced**
 File Type: **PDF or PDF Multipage**

Emailing Images?

- 1.) Scan and save to the **Hard Drive** or to your **USB Drive**.
- 2.) Using your web-based email, compose message, attach images, and send.

Make Multiple Copies!

Upon logging off, all new files will be deleted from computer!

Consider making back up copies using UIUC Netfiles (<http://netfiles.uiuc.edu/>), emailing extra copies to a web-based email account, or using USB removable disks.

Need Help?

For more detailed instruction, click the help button, ask for staff assistance, or consult the step-by step **Guide to Using the Scan Pro 1000 Digital Microform Scanners** available at every scanner or online at <http://uiuc.libguides.com/microform>.

Guide to Using the ScanPro 1000 Digital Microform Scanners



The ScanPro 1000 is our newest scanner model and features high resolution scanning for film, fiche, and opaque microcards.

This guide is intended to get you started with the basic operations of the ScanPro 1000 and the PowerScan software.

This guide is also available online at <http://uiuc.libguides.com/microform>

Step 1: Launch Scanner and PowerScan Program



Turn "**on**" the ScanPro 1000 by using the switch located on the back of the device.

Launch the **PowerScan** program by clicking the **PowerScan** logo located on the desktop or by navigating to Start > Programs > PowerScan.

Step 2: Load Film, Fiche, or Microcard

LOAD

Pull tray forward until the glass plates open. Load film from the left, following the diagram on the machine. Slide tray back under the camera.

ADVANCE

Advance film using the **Motorized Roll Film Control** (below). If using fiche or microcards, insert fiche or card between the glass plates. Move tray in any direction to view the content.



SELECT FILM TYPE

If necessary, click the **Film Type** button until you have reached the desired type. Options include POSITIVE, NEGATIVE, and MICRO OPAQUE.



Step 3: Orient and Adjust Image



To digitally rotate the image in 90 degree increments, click the **Rotate Digital** button.



To maximize the available screen space, toggle between PORTRAIT and LANDSCAPE by clicking the **Film Image Orientation** button.



"Backwards" or "inside-out" text can be corrected using the **Mirror Image** button.



Zoom in/Zoom out as needed.
(Click and hold the + or - buttons.)



Focus as needed.
(Click and hold the + or - buttons.)

Step 4: Select Scan or Print Area



Drag the corners of dashed green box to resize and select the area you wish to scan or send to the printer.

Step 5: Scan, Save, Email, Print

SCAN

Scan your selection (content inside of green dashed box) by choosing **Scan to Drive #1 (Hard Drive)** or **Scan to Drive #2 (USB Removable Disk)**.



SAVE

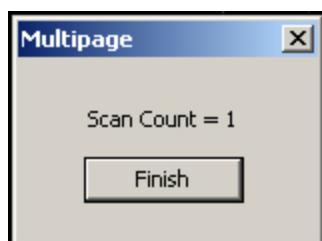
After selecting a scanning option, a **Save As...** dialog box will appear. This is your opportunity to specify the name of your file(s), the file type, and its destination.

FILE TYPES

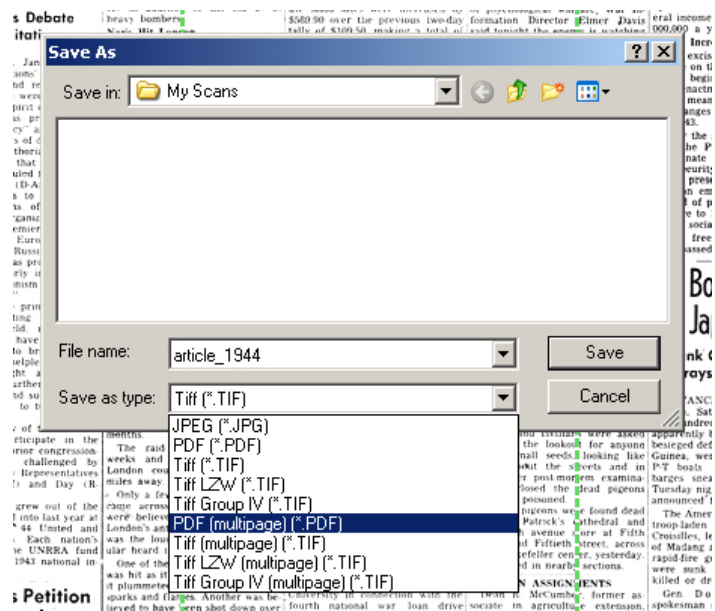
Unless you have special image requirements, we recommend saving as either PDF or PDF (multipage).

PDF vs. PDF MULTIPAGE

Choosing regular PDF will save the current selection as a single PDF file. When scanning multiple selections, many users find it convenient to save more than one scan into a single PDF file. For this option, choose PDF (multipage) and enter a name for the multi-image file. After scanning the first image of the multipage PDF, the **"Multipage"** counter will display in the bottom left-hand corner of the screen. After making your next scan selection, click the Scan to Drive button again. The counter will reflect the addition. When finished with your multipage, click "Finish".



NOTE: To prevent the creation of extremely large and unmanageable PDF files, we recommend limiting your multipage PDFs to approx. 25-30 scans.



EMAIL

To send content by email, first save your images to **Drive #1 (Hard Drive) or Drive #2 (USB Drive)**. Launch your web-based email account, compose a new message, and attach images as you would for a normal email attachment.

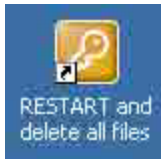
NOTE: Files will be deleted from the computer upon logging off, so be sure that files sent by email have reached their destination. Consider making multiple copies.

PRINT



To print to the HPNL public printer (10 cents/page), select the **Print to Printer #1** button. The Library **LibPrint system** will launch in a browser window. Follow the **LibPrint** instructions. You do not need to save images to the hard drive in order to print from the ScanPro 1000. If you wish to save an electronic version, you must send to **Drive #1 (Hard Drive) or Drive #2 (USB Removable Disk)**.

Finish



When finished with your session, be sure all of your data is saved. All files will be deleted from the computer upon logging off. Consider making back up copies using UIUC Netfiles (<http://netfiles.uiuc.edu/>), emailing extra copies to a web-based email account, or using USB removable disks.

To clear your files and browsing history, click "RESTART" upon leaving the computer.

For additional help using the ScanPro 1000 scanner, ask the friendly staff at the History, Philosophy & Newspaper Library reference desk or send an email to hpnl@library.uiuc.edu.