Microfilm Viewing & Scanning Instructions

If you have any questions, please contact the AskUs Desk.
Location: 1st floor entrance of Sterling C. Evans Library. Phone: 979-845-5741

EQUIPMENT: We currently have three (3) stations equipped with the **ScanPro 2000 viewer/scanner**. They are connected to Open Access Lab (OAL) computers.

LOCATION: Sterling C. Evans Library 2nd floor (maps and directions available at the AskUs Desk).

ACCESS REQUIREMENTS:

- OAL computers require a current login (either a Net ID or a Temporary Guest Account).
    - Guest accounts can be requested at the AskUs Desk. A government-issued photo id is required to obtain a free guest account.

PRINTING OPTIONS: Currently enrolled students may print using their OAL print allocation. Other users may save files to print elsewhere in one of the following ways:

- Bring a personal USB storage device to save the file as an ADOBE PDF for printing/viewing elsewhere. The library sells flash drives for $5 in the Evans Library and Annex first floor copy rooms.

- Email PDF files by temporarily saving files to the desktop to upload to a personal email account for printing/viewing elsewhere.
    - Guest Accounts do **NOT** have permanent storage space on OAL computers, i.e. the file will be deleted from the computer after restarting or logging out.

USING SCANPRO 2000 TO VIEW MICROFILM & MICROFICHE:

1. **Log onto the computer** (using either a TAMU NetID or Guest Account and password).

2. **Launch the PowerScan 2000 icon from the desktop.**

- Double click the icon on the left side of the screen to start the microfilm reader/scanning program.

- First time users will get a message that a My Scans Folder is being created.

- **TROUBLE SHOOTING TIP:** If the ScanPro 2000 doesn't fully boot up (i.e.the green lamp is NOT lit over the tray), then you might try restarting the computer, or try another machine.

3. **Load materials by pulling tray forward until glass plates open.**

- The tray <u>MUST</u> be centered for the glass to open fully.
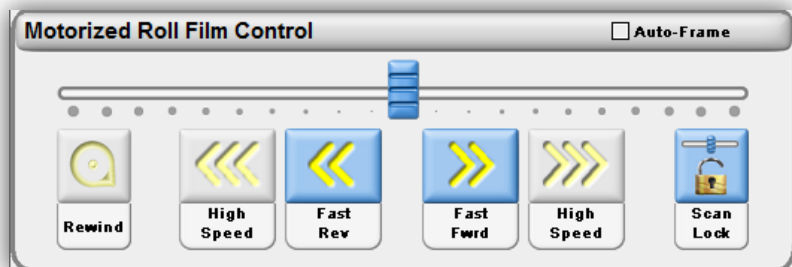- Select your film type from the list shown below:
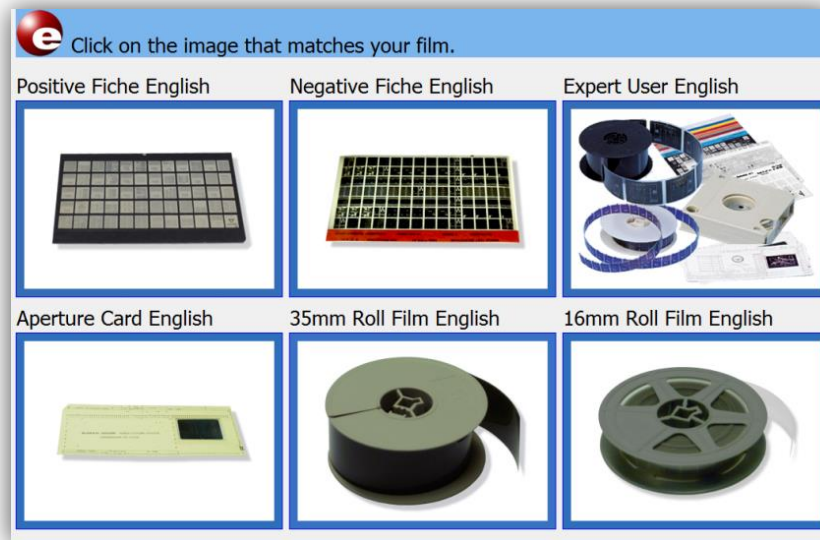
MICROFILM ROLLS:
- Load microfilm from the left as shown on the computer.
- If high speed advance or rewind are needed you <u>MUST</u> have the tray open.
- Slide tray closed when ready to begin viewing.

MICROFICHE & CARDS:
- Insert the item between the two plates and close tray to view.

4. **Viewing Materials**

MICROFILM ROLLS:
- FAST REWIND/ADVANCE: Use the "**Motorized Roll Film Control**" located at the bottom right of the screen.
- SLOW REWIND/ADVANCE: Use the blue slide bar. Click and the drag the slider forward (to advance) or backward (to rewind) until you are at the desired speed. It will stop as soon as the slider is released.
- FOR A CONSTANT SCROLL: Check the "Scan Lock" button in the bottom right corner and the roll will continue to scroll at the rate selected even if the slider is released. Press the "Scan Lock" button again and the roll will stop in the current section.

> **MICROFICHE & CARDS:**
> - After inserting the item in between the glass plates, move the plate in any direction to view the content.
> - When using aperture cards or microprint, insert the item flat face up.

- **SEE IMAGE TO THE RIGHT:** Select the "Adjust" tab and click on "Film Type" until you can see the image, then select the "AB" ("Auto-Brightness") on the "Brightness" button.

5. Image Controls & Other Features
SEE ATTACHED SCANPRO 2000 GUIDE:
"QUICK START GRAPHIC BUTTON OVERVIEW"
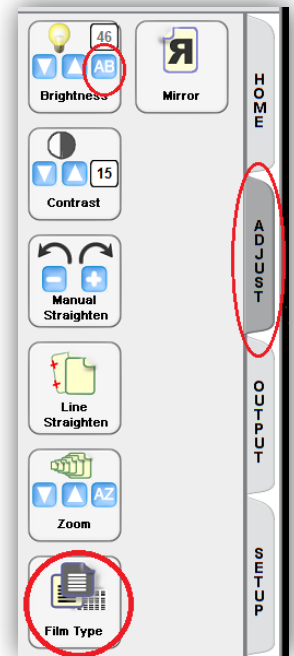
6. Scanning & Creating Adobe PDF files

- Highlight the area you wish to scan with the dotted green box by dragging the corners and select "SCAN to Drive #1" (hard drive) or "SCAN to Drive #2" (USB).

- You may only scan one image at a time.

- To combine multiple images into one PDF you must use Adobe Acrobat X Pro.

- From the desktop Start Menu click "Search programs and files" for "Adobe"

  o **Select Adobe Acrobat X Pro**.

  o Click "**Combine Files into PDF**".

  o Select the files to combine and then select the "Combine" button in the bottom right corner.

- **SAVE YOUR FILE** periodically to a USB storage device or the desktop.
  All files of guest users will be deleted from the computer hard drive after logging off, or if the computer unexpectedly needs to be restarted.
  Enrolled students have permanent storage space on their OAL profile.

- **TROUBLESHOOTING TIP:** USB scanning may not work if multiple devices are plugged in.
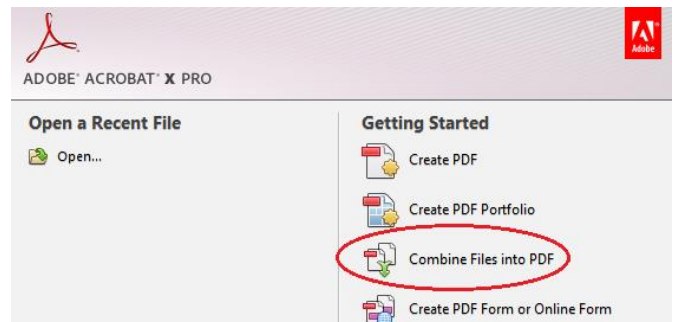
7. Finishing

- Rewind microfilm rolls or pull tray all the way out to remove microfiche. **PLEASE DO NOT REFILE MICROFILM/FICHE**, instead return items to the wooden refiling boxes on top of the cabinets.

- Close the program to place the scanner in power-saving mode AND log off of the computer. The green light under the glass should be OFF.