Getting Started

Log on to the computer.
If you don’t have a uNID (University Network ID) and password you will have to obtain a Guest Pass at the Circulation Desk on Level 1 (the west entrance). Be sure to specify that you need it for the microform machines in the Knowledge Commons, since a regular Guest Pass works only for the computers on Level 1.

When you log on to this computer the PowerScan 2000 software should automatically open. If it doesn’t, you can open it by double-clicking on the icon on the desktop:

This is the first screen you see when the program opens:

Click on one of the images (or click on Cancel Wizard button in the upper right corner). Be sure the glass is centered between the two arms before pulling the tray open. As you pull the tray towards you the upper glass pane will come up and you will see the following display appear on the screen, demonstrating how to load rolls of microfilm.

Load roll on left spindle.

Load microfilm as shown in the image above.
Once the roll is loaded all film movement is handled using the **Motorized Roll Film Control** panel that appears in the lower right corner (it can be repositioned on the screen, if needed).

The **High Speed** and **Rewind** buttons will only work when the tray is open. Double-click on the **Rewind** button to activate the automatic rewind mechanism.

For microfiche (or smaller microopaque cards), once the tray is open just place them between the two panes of glass (face up, in the case of microopaque cards) and close the tray (pushing it forward).

For larger microopaque cards, which are larger than the glass panes, you can place one end or side of the card between the panes – this will allow you to read part of the card, but in order to see the rest you will eventually have to turn it around.

### Adjusting the Image

Adjustment of the images (whether you’re using microfilm, microfiche or microopaque cards) is handled using icons that are distributed between three tabs located on the left side of the screen:

- **Home** tab (see p. 5 of this guide for more detail)
  - Film Type (this control toggles between **positive**, **negative** and **opaque**)
  - Film Orientation (landscape or portrait)
  - Rotate 90°
  - Mirror, etc.

- **Adjust** tab (see p. 6 of this guide for more detail)
  - Zoom
  - Auto-Adjust (**automatically adjusts brightness, contrast, straightens and crops the image**)
  - Manual Straighten (makes incremental adjustments possible), etc.

- **Output** tab (see p. 7 of this guide for more detail)
  - Scan
  - Print

Fuller details on each icon can be found by clicking once on the **Help** icon and then clicking on the icon about which you want more information.
Resizing the Crop Box

The Crop Box (dotted green box) always appears on the view screen.

The Crop Box is defined by a green dashed line in the display area. Drag Points exist at the midpoints of all sides and at all four corners of the Crop Box. The Crop Box can be resized by a left click and drag operation at these Drag Points, or moved as a whole by a left click and drag operation within the Crop Box.
Custom Crop

With a custom crop you can create an irregularly shaped image for printing or scanning. A right click on any of the corner Drag Points will pull the corners of the Crop Box inward creating an irregularly shaped Crop Box as shown in the example below.

Close the Program

Please close the program before you log off the computer. You can tell you have been successful when you hear the scanner powering down and the green light goes out.
Icons on the Home tab

**Previous Next**
Automatically moves the roll film one image for each CLICK of the Arrow button. CLICK the Stop button to cancel film movement. Works for microfilm, and only works well if the images are evenly spaced on the microfilm.

**Film Type**
CLICK to select Negative, Positive or Microopaque image.

**Scan Mode**

**Scan Resolution**
CLICK the down arrow to select resolution. 300 DPI is recommended.

**Film Orientation**
CLICK to rotate the camera 90° to match the orientation of the image on the film (ensures maximum resolution).

**Rotate 90°**
CLICK to rotate the image on the screen (each click rotates the image on the view screen 90°).

**Mirror**
CLICK to mirror the image on the view screen.

**Magnifier**
CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier “box” to view enlarged text and images. The Magnifier enables you to see more detail, without altering the image. Use the Zoom control to increase image size.

**Help**
CLICK once to enable the Help cursor (the Help button appears on every TAB), then CLICK any other icon for more information on that particular control.
Icons on the Adjust tab

**Zoom**
CLICK and hold the down or up arrows to change the optical magnification (size of the viewed image).

**Focus**
CLICK the “-” and “+” buttons to change focus or CLICK AF to automatically focus. The default mode is auto focus, AF, so you normally wouldn’t need to use this icon.

**Brightness**
CLICK the AB button to automatically adjust image brightness or CLICK the down and up buttons to manually change image brightness.

**Contrast**
CLICK the down and up buttons to manually change image contrast.

**Auto-Adjust**
CLICK to automatically adjust brightness, contrast, straighten and crop the image (all four edges of the image must be visible in order for this control to work properly). The one feature that doesn’t always work well with Auto-Adjust is straighten, but that is easily corrected using the next control.

**Manual Straighten**
CLICK “-” or “+” to jog the image to a straight position.

**Help**
CLICK once to enable the Help cursor (the Help button appears on every TAB), then CLICK any other icon for more information on that particular control.
Icons on the Output tab

Scan HD
CLICK to save the image within the green crop box to the Hard Drive.

Scan USB
CLICK to save the image within the green crop box to the USB Drive.

Both of these Scan commands bring up a dialog box that allows you to:
- choose where the image will be saved
- choose its name, and
- save the image – format options include JPEG, PNG and TIFF and PDF (single-page or multi-page).

If you select the multi-page option (available for both PDF and TIFF images), after your first scan a counter box will appear on the screen:

You can move the box off to one side so it isn’t in the way.
After each successive scan you will see the number in the counter box increase.
When you are done scanning, click on the Finish button in the counter box.

Print
CLICK to send the image within the green crop box to the Knowledge Commons print queue.
Items stay in queue only 2 hours.

With a UCard you can release your job at any print release station in the Knowledge Commons.
If using cash, you pay for the job at the Reserve Desk (8 cents per page) and take the receipt to the Knowledge Commons desk for printing.

Help
CLICK once to enable the Help cursor (the Help button appears on every TAB), then CLICK any other icon for more information on that particular control.