



Using the ScanPro 2000 Microfilm Reader/Scanner at Stitt Library

1. **Identify the microfilm or microfiche you'd like to view using the Stitt Library Catalog.**
 - a. Call numbers for microfilm or microfiche in the catalog will start with M or Mf.
 - b. To browse microforms in the library catalog, do a keyword search for "microform" – there is also a list of highlights from the microfilm collection at the end of this guide.
 - c. Most microform holdings will also have [microform] in the title or somewhere in the description.
2. **Ask the staff at the circulation desk to pull the requested film for you.**
3. **Get the username/password for the microfilm workstation from the circulation desk. Use them to login to the computer at the workstation.**
 - a. Note: The computer should already be on, just press the space bar to wake it up.
4. **Open the PowerScan 2000 program using the icon on the desktop:**



5. **Select the format of film you'd like to view from the pictures on the menu. Making your selection will automatically turn on the ScanPro 2000.**

 Click on the image that matches your film.

16mm Roll Film sample 	35mm Roll Film sample 	Aperture Card sample 	Expert User + New Features 	Negative Fiche sample 
Positive Fiche sample 				

6. **Pull forward gently on the tray, making sure that the glass is centered so that it does not crack.**

- For **microfilm**, follow the animation on the screen to load your film. Use the handle on the right to move the film forward until you can see images in the section on the glass tray. For **microfiche**, place your film under the glass platen, making sure the fiche is centered and pushed to the back of the glass.



- Push the tray back to view the microfilm on the monitor, adjusting as needed to center the image.
- For microfilm, use the handles to scroll back and forth through the film until you find a page you want to enhance, search, and/or save. For microfiche, move the tray back and forth and from side to side to look through the pages.
- If the page is hard to read, go to the Adjust tab and hit Auto Adjust.



Saving

- Adjust the green selection box to select the part of the screen you want to save.



Crop The Crop Box (dotted green box) always appears on the view screen. CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape.

Custom Crop CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape. RIGHT CLICK on a corner handle and drag to create an irregular custom shape.

12. Go to the Output tab.

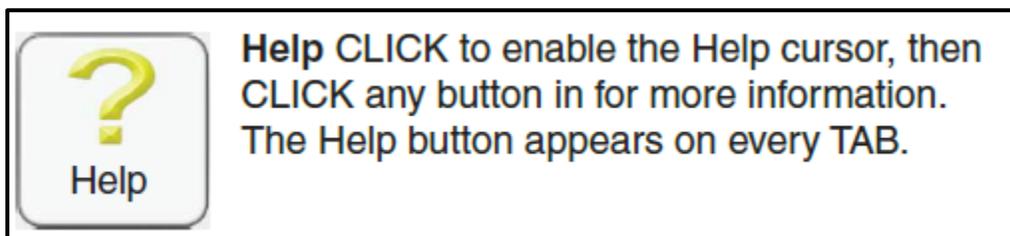
- a. **Scan to Drive 1:** This will save your image to the MyScans folder on the desktop. It will automatically name your file, giving each image you save a consecutive number. If you choose this option, you can email yourself the files by opening a web browser and attaching the files in the MyScan folder. You can also open Dropbox or Google Drive in a web browser and upload the files there.
- b. **Scan to Drive 2:** This option saves the image to a USB flash drive. Please insert your flash drive into one of the USB ports on the front of the computer to the right of the monitor before selecting this option.
- c. If you would like to save an **OCR PDF** of the image, click the OCR PDF button before scanning the page to a drive. This will allow you to search within your PDF or cut and paste text into another application. You **must** click this before clicking the “Scan to Drive” button for each image that you want to save as an OCR PDF.

Finishing up

13. When you've finished using the microfilm pull back on the tray, making sure that the glass is centered.
14. For microfilm, use the handle on the left to rewind the film back onto its original reel. Remove the reel and place it in its box. For microfiche, remove the film and place it in its envelope.
15. Carefully close the tray.
16. Close the PowerScan2000 software (this will turn off the machine).
17. Retrieve all your scans from the MyScans folder and then clear the folder for the next user. If you used a USB flash drive, remove the flash drive from the computer.
18. Log off of the computer (do not shut down).
19. Return the microfilm to the circulation desk.

Help

There are many options for editing and viewing microfilm on the ScanPro2000. To get detailed information on using any part of the program, click the “Help” button at the bottom of any tab. Your pointer will now have a little question mark next to the arrow. Click the Help pointer on any button that you have a question about for context-sensitive help about that function.

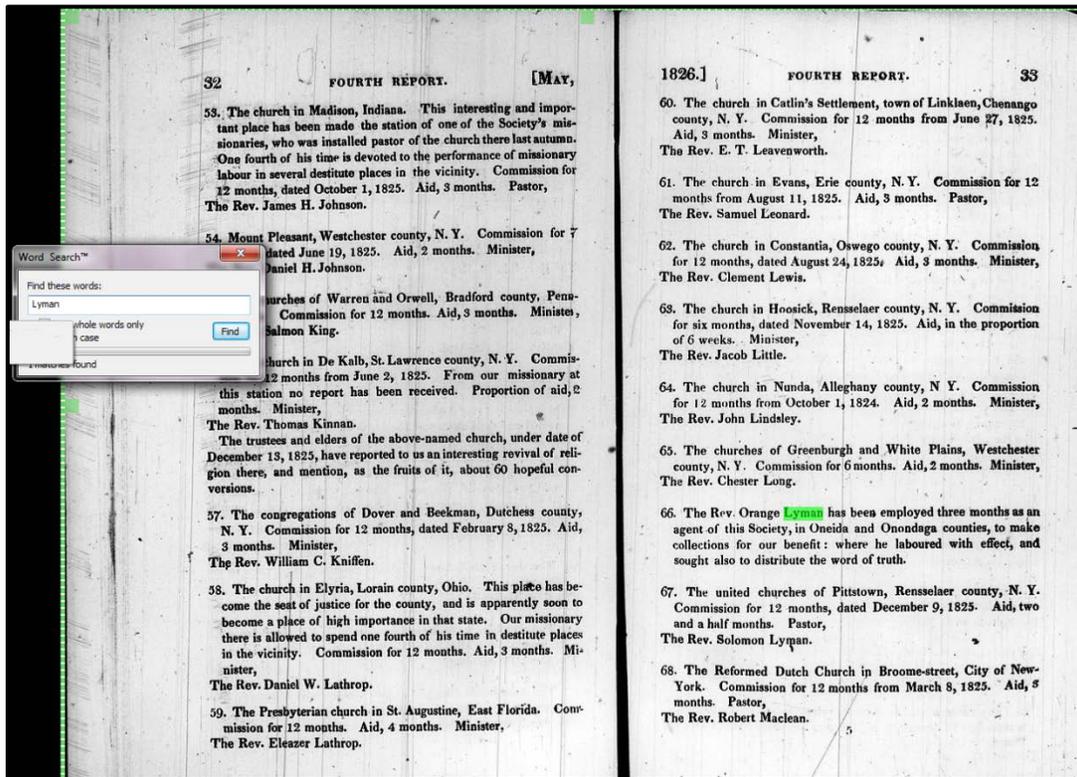


There is also a three page Quick Start guide at the microfilm workstation with information on the main controls. Note that Stitt Library's ScanPro2000 has a manual carrier and not a motorized carrier, so the on-screen controls for advancing the film have been disabled.

Tips

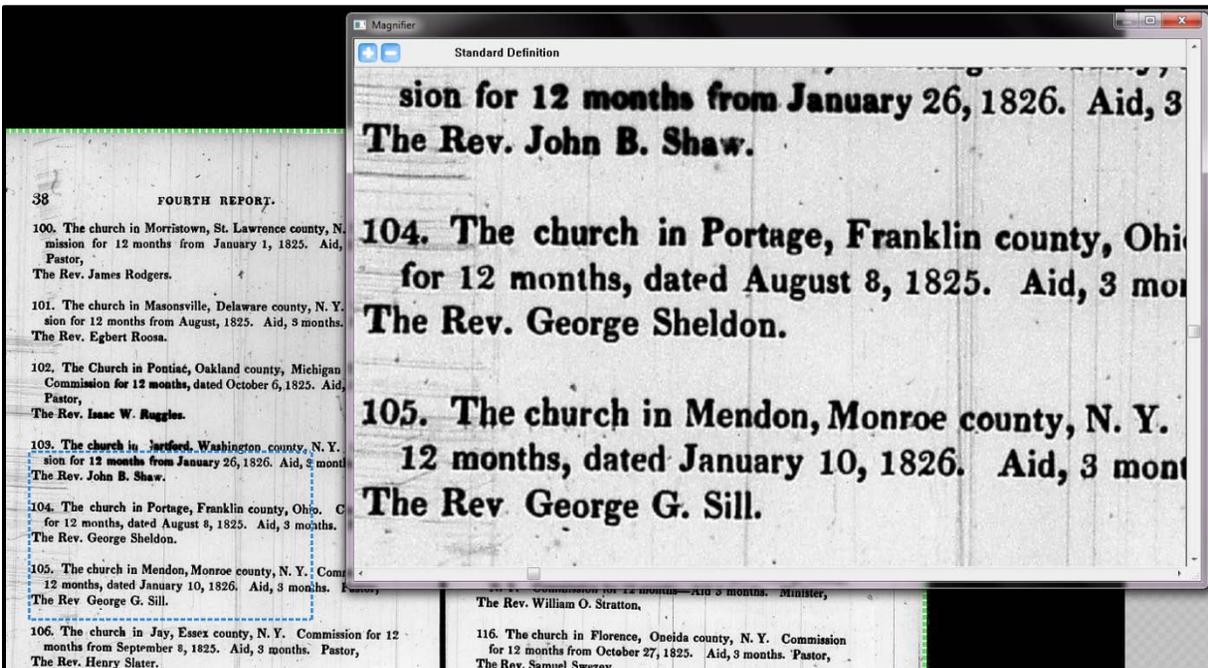
- **Word Search**

Select "Word Search" from the home tab to search for a word or phrase within the page you have up on the monitor. Note: will only work with typewritten text, not handwritten text.



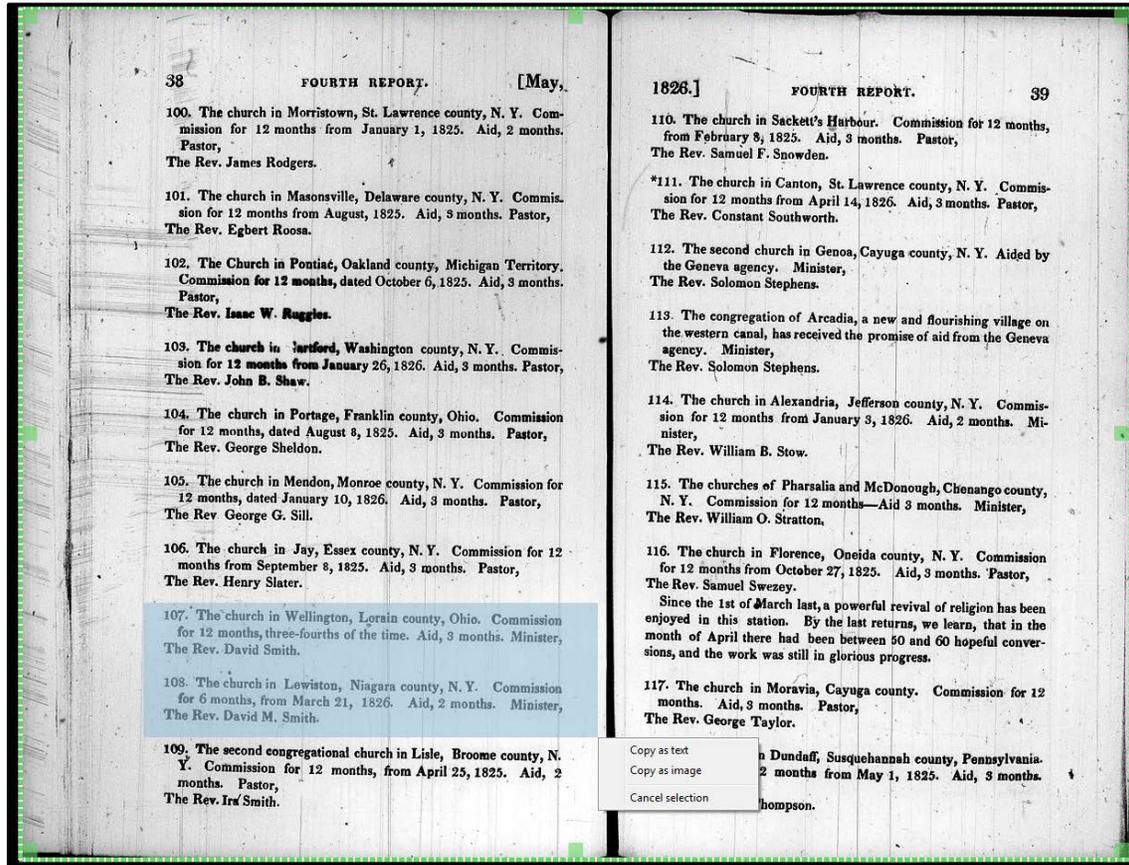
- **Magnify**

Use the Magnify button on the Home tab to magnify a section of the page. You can change what you see in the magnification window by moving the blue box around the page.



- **Copy to Clipboard**

Click "Copy to Clipboard" from the Home tab and draw a box around the text you would like to copy. You can either copy your selection as editable text or copy it as an image. After you have copied the selection, you can paste it into another application. Note that copy as text will only work with typewritten text, not handwritten.



Helpful tutorials:

- Loading Microfilm (YouTube, Michelle Smith Performing Arts Library): http://youtu.be/oKw4x_uEsiw
- Introduction to ScanPro 2000 (YouTube, Center for Jewish History):
 - Part 1: Getting Started - <http://youtu.be/OILB9Ht8GRQ>
 - Part 2: Finding Your Place [Note: Stitt Library has a manual carrier, not a motorized one] - <http://youtu.be/01g-RpUNmJ8>
 - Part 3: Adjusting Images - http://youtu.be/na_G2d1-ptY
 - Part 4: Output (Printing and Saving) - http://youtu.be/6txsHY_jFYA

If you have questions, please contact us at libraryiq@austinseminary.edu

Your ScanPro 2000 uses graphic buttons with customizable text and tool tips to provide a tool bar with controls that make working with microfilm easy, efficient and fun. These button controls are arranged under tabs to keep the number of buttons to an absolute minimum while still providing access to all of the powerful features available on your ScanPro 2000. The tool bar is customizable by the administrator, so the buttons and their order may be different than what is shown on this Quick Start guide. This guide is meant to get you started, for more information, “mouse over” a button or CLICK the Help button plus any button on the tool bar.

Home

Adjust

File

Setup

The currently active TAB is dark gray. CLICK any light gray TAB to make it active and see the button controls that are available for that TAB.

Film Wizard™-Start Screen (using the Film Wizard is optional and is determined by the administrator) CLICK the picture that matches the film that you will be using to automatically setup set up the toolbar and settings for your scanner.



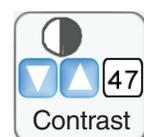
Film Wizard-Return to Start Screen
CLICK the button to return to the start screen. This allows you to select another picture to a automatically setup a different toolbar and settings.



Magnifier CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier “box” to view enlarged text and images.



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



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



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.



Print CLICK to send the image within the green crop box to the Printer (local or network printer). You can also print to a paper size drawer on a printer.



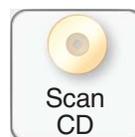
Print CLICK to send the image within the green crop box to the Printer (local or network printer). You can also print to a paper size drawer on a printer.



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.



Scan CD CLICK to save the image within the green crop box to a CD (computer must have a CD writer).



Scan E-Mail CLICK to attach the image within the green crop box to an email.



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



Help CLICK to enable the Help cursor, then CLICK any button in for more information. The Help button appears on every TAB.

SPOT-Edit™ is an easy to use editor that lets you select an area and then adjust its brightness and contrast.



SPOT-Edit CLICK the SPOT-Edit button to open the SPOT-Edit drawing tools (make sure to have the Brightness and Contrast buttons next to the SPOT-Edit button).



SPOT-Edit drawing tools CLICK the pencil tool to draw around the area to be edited. Adjust brightness and contrast, select erase or redact. CLICK X to restore.



Previous Next Automatically moves the roll film one image for each CLICK of the Arrow button. CLICK the Stop button to cancel film movement.



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



Line Straighten CLICK the button and then CLICK two points on any straight line on the image. CLICK Stop to abort.



Auto Straighten CLICK to automatically straighten an image (image must have borders).



Auto Crop CLICK to automatically crop the film image (image must have borders for Auto Crop to work correctly).



Auto Adjust Click to automatically adjust brightness, contrast, straighten and crop the image (Image must have borders).



Focus CLICK the “-” and “+” buttons to change focus or CLICK AF to automatically focus. The normal scanner mode is auto focus, AF.



Film Type CLICK to select Negative or Positive film image (also selects Micro opaque if that option is present).



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



Scan Size CLICK the down and up arrows to change the image size (the dimensions are shown on the Crop Box). CLICK AS to auto size to the paper size (normal mode).

PowerScan™ Productivity Suite (optional) is a group of five tools that utilize OCR technology to provide capabilities for working with microfilm.



WORD-Search Click the WORD-Search button and enter a word in the search box to highlight that word everywhere on the page.



INFO-Link CLICK the INFO-Link button and any word to obtain more information from a reference source like Wikipedia, a dictionary, or thesaurus.



Copy to Clipboard High light information on your microfilm image and copy it to the clipboard as text for pasting into any document.



Word Searchable PDF single page CLICK to convert any microfilm image to a word searchable PDF single page.



Word Searchable PDF multi page CLICK to convert any microfilm image to a word searchable PDF multi page.



Auto Scan-Demo CLICK to save a series of roll film images automatically. DEMO version included with every install CD for evaluation.



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



Scan Mode CLICK to toggle: 1. Enhanced Gray scale (recommended). 2. Gray scale. 3. Black & White.



Restore Settings CLICK to restore a previously saved setting.



Save Settings CLICK to name and save the current settings for future use.



Setup CLICK to access the Setup preferences window. The setup button is always on the last TAB.

Crop



Custom Crop



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Selected Microform Titles

Searching for microfilm

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Archives

The American Home Missionary Society records, microfilm edition

(<http://www.austinseminary.edu/page.cfm?p=1823>):

The American Home Missionary Society was formed in May 1826 by members of the Presbyterian, Congregational, Dutch Reformed, and Associate Reformed churches with the intention of helping congregations financially so that they could support an established minister and coordinating interdenominational missionary activities across the United States and its territories. This collection consists of 385 reels of microfilm and one printed index of the American Home Missionary Society records (1816-1936), and includes correspondence and printed material. Please see the printed guide for the collection (ARC CD 3065.C6 C66a) for a detailed description of the collection and an index to the reels of microfilm.

Session, Presbytery, and Synod minutes:

We have many reels of congregational session minutes as well as some presbytery and synod minutes available on microfilm. Search for these using the congregation or location name and the word “minutes” as a keyword search. Microform titles can be identified by an M or Mf at the start of the call number. Many of these minutes are also listed in the Index to Congregational History Materials available through the archives (http://www.austinseminary.edu/uploaded/stitt_library/archives/pdf/indexcongregationalrecords.pdf).

Selected books and journals

- *The Bible and woman a critical and comprehensive examination of the teaching of the Scriptures concerning the position and sphere of woman* by M.P. Hayden, 1902 [MF105]
- *The Bethel series and the Trinity Bible studies (Curriculum designs for Bible study) examined in the light of a biblically based hermeneutic*, by Gene O. Hunt, DMin Thesis, Phillips University, 1983 [M1097]
- *Cornelius and the Jews: a study in the interpretation of Acts before the Reformation*, by Paul Frederick Stuehrenberg, 1988 [MF132]
- *Lectures on the history of the Church of Scotland from the Reformation to the revolution settlement*, by John Lee, 1860 [MF106 1990 5391]
- *A re-examination of Calvin's doctrine of Scripture based on reading in his commentary*, by Justin Vander Kolk, 1951 [M247]
- *The church and its polity*, by Charles Hodge, 1879 [Mf106 1991 2181]
- *Feet-washing in the early history of the Christian church, A.D. 30-A. D. 694*, by Plato Griffin Maness, 1898 [M977]
- *Worship, order, and polity of the Presbyterian Church*, by D. Douglas Bannerman, 1894 [Mf106 1990 4302]
- *Biographies and autobiographies of Presbyterian ministers in Texas*, by Thomas Campbell, undated [M190]
- *History of the Presbyterian Church in Oklahoma*, by Ebenezer Hotchkin, undated [M180]

- *The inclusive community: Harriet Beecher Stowe's redefinition of Calvinism, Woman, and America in The Minister's Wooing*, by Carolyn Haynes, 1994 [Mf113 .H424]
- *Apostolic doctrine and apostolic advice in 1 Corinthians 7: a study in Sixteenth-century exegesis and hermeneutics*, by John Lee Thompson, 1992 [Mf113 .T56]
- *An Arabic version of the Acts of the Apostles and the seven Catholic epistles from an eighth or ninth century ms. in the Convent of St. Catharine on Mount Sinai : with a treatise, On the triune nature of God, with translation from the sa codex*, by Margaret Dunlop Gibson, 1899 [Mf106 1987 6174]
- *Spanish missions in the southwest: Selected correspondence, reports and publications*, by the Presbyterian Church in the U.S.A. Board of National Missions, undated [M194]

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