If you require any further assistance please contact the information desk located at the main entrance or phone extension 45828 from the phone provided or 0121 414 5828 from a mobile.

You can also contact the information team by scanning the QR code below and using the JustAsk! instant messenger service.
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Reading a Microfilm - Getting Started

1. Make sure the Microfilm/fiche reader is switched on. The switch is located at the back of the machine on the right hand side.

2. Log on to the computer with your University username and password.

3. Be patient while the home page loads (this may take up to a minute if you are the first person to log on to the computer that day), and then select the ‘Programmes’ button. On the next screen select ‘Start Application’ which is next to the ScanPro 2000 icon.

4. This will open up the Film Selection Wizard.

Double click on 35mm Roll Film English. If you accidentally select the wrong type of film or wish to switch to using a different type of film at any time you can open up the film selection wizard from the next screen and go back to this menu.
Pull the microfilm carrier towards you so that the glass plate lifts. On the PC screen there will be a diagram showing you how to load the microfilm on to the reader:

Once the film is loaded, push the carrier back in under the reader.

5. You will see the film control panel on the PC screen with the active buttons highlighted blue:

The blue scroll button at the top of the motorized roll film control allows you to control the speed of the film through the reader. Hold down the left hand mouse button and drag the slider to move the film, and release the mouse button to stop it; you can also use the right and left arrow keys to control this. Carrier must be closed in order for this to work. Other speed controls are:

**Auto Frame** When checked, Fast Forward and Fast Reverse will automatically stop on an image.

**High Speed** Pull carrier forward to open the glass. Then CLICK and hold for High Speed Reverse or High Speed Forward.

**Fast** CLICK and hold to Fast Reverse or Fast Forward the film (carrier must be closed).

**Scroll Lock** CLICK the Scroll Lock button, then CLICK and drag the scroll button for the desired speed. The scroll button will remain at that position. CLICK Stop to release.

To fast-rewind a microfilm, pull the film carrier towards you so that the glass plate lifts. The film control panel will show on the screen and the rewind button will be highlighted blue. Double click on the rewind button to fast rewind the film.
Magnifier CLICK the magnifier window. CLICK and drag the blue magnifier “box” to view enlarged text and images (See page 8 for more details).

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. (See Pages 9-10)

WORD-Search Click the WORD-search button and enter a word in the search box to highlight that word everywhere on the page. (See Page 11)

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.

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

**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.

**Manual Straighten** Click – or + to jog the image to a straight position.

**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)

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

**Zoom** Click the up or down arrows to change the optical magnification (size of the viewed images).

Click and hold the + or - buttons

**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 degrees to match the orientation of the image on film (insures maximum resolution)

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

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

Auto Adjust will automatically adjust brightness, contrast and straighten and crop the image so that you don’t have to adjust these individually.
**The Output Tab**

**Printer #1** CLICK to send the image within the green crop box to printer KC003. (The printer next to the Scanpro machine).

**Printer #2** CLICK to send the image within the green crop box to Campus Release.

**OCR PDF Single Page** CLICK to send the image within the green box to the ‘My Scans’ folder on the C:drive. The file will be saved as a Word Searchable PDF.

**Scan to Drive #1** CLICK to send the image within the green box to the ‘My Scans’ folder on the C: drive.

**Scan to Drive #2** CLICK to send the image within the green box to your USB.

CLICK to save a series of roll film images automatically. See pages 13-14 for further instructions.

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**Using OCR PDF Single Page & Scan to Drive #1**

Maximise the Powerscan Tab at the bottom of the screen, and select the ‘Start Application’ button next to the File Manager.

From the next screen you need to open up the My Scans folder, select the second option down from the ‘Drives and Folders’ menu which is C:\users\public\Desktop\MyScans (C)

The most recent scans will have the highest file number and will be at the bottom of the list of scans.

Right click on your scan and copy the image. You then need to open up your USB which will be listed at the bottom of the ‘Drives and Folders’ list and paste your image in. Alternatively you can use the ‘Copy’ and ‘Paste’ buttons at the top of the page.

Maximise the Scanpro window to continue using the software.
Magnification

To use the magnifier, click on the arrow to bring up the drop down menu and then select the level of magnification you require.

When the magnifier is activated, a second window will open with the magnified text in it.

On the main screen a box with a blue dotted edge will appear; text within this box is what is shown in the magnification screen.

Clicking inside the blue box will enable you to drag the box around the page; as you do this the text in the magnification box will move accordingly.

You can maximize the magnification window if you want to see a larger area of the magnified text.

To exit the magnifying feature, click on the magnifying glass again.

Please note: Only text and images within the green borders will be scanned.
The spot edit function allows you to white or black-out an area of the image, or adjust the contrast within an area of the image.

Click on the spot edit box and the edge will turn pink to show it is active.

To highlight an area of the text, click on the pencil in the spot edit box and then click and drag to draw a pink box on the image. You will need to click the mouse when you have finished drawing the box to ‘set’ it on the image.
You can adjust the contrast and brightness of the selected area of the image using the buttons in the ‘adjust’ tab. The contrast and brightness of the rest of the image is not affected.

When the image is scanned, any changes made within the pink box will show on the scan, but again, the pink box will not show.
Magnifying and spot editing

You can also magnify the area of the text you are editing; either draw a spot edit box (pink) and then open the magnify feature and drag the magnification box (blue) over the pink box, or open up the magnification feature first and draw a spot edit box over the blue magnification box. Click inside the spot edit box to make it active.

Multi-area edit

You can select several areas of the text to edit by simply drawing a spot edit box around each area. The ‘active’ area will have a thick pink line around it; all other areas will have a thinner pink line. To make an inactive area active, click inside the box. As before, clicking on the red and white X in the post edit box clears the edit, but only in the active box. You will need to make each box active and clear it in turn to get rid of all edits.
To search for a word or phrase within the text displayed on the main screen, click the Word Search button.

A box will appear in which you can type the word or phrase you are looking for.

The reader will then scan the image for the word or phrase you have typed into the box, and any matches will be highlighted green.

To clear the Word Search feature, close the Word Search box. Highlights will disappear from any text.
Working with the AUTO-Scan Set-up menu

NOTE: if the AUTO-Scan button is not on the TOOL BAR, you must add it before proceeding.
See "Adding and Removing buttons from the TOOL BAR".
Click the AUTO-Scan button (on the TOOL BAR) to open the AUTO-Scan menu, Fig A.

The AUTO-Scan menu provides the following setup controls for automatically scanning film:
1. **File Path**: File path to the location where the scans will be saved. You can browse and select the folder to be used for saving scans.
2. **File Prefix**: Each scan will be given this name automatically.
3. **File Suffix #**: This is the number that will be automatically added to the File Prefix (this number is indexed by one count each time a scan is made). You can choose the starting number.
4. **Number of Scans**: AUTO-Scan will stop when it has made the numbers of scans specified. If this selection is left blank, the scanner will automatically scan to the end of the film.
5. **Film Type**: Each scan will be saved in the file format that has been selected.
6. **Performance information**:
   - **Scans/Min.**: Number of scans per minute at the current settings.
   - **Scan Count**: The number of scans that have been completed.
   - **Last File**: The File Prefix and File Suffix of the last scan completed.
7. **Film Speed**: Manual sets the scanning speed. Higher numbers increase the number of scans per minute. If you try to scan faster than the computer can process the images, scans will be skipped. It is recommended to start with a low number and gradually increase the number to find the maximum reliable speed. NOTE: Automatically scanning film requires above average computer resources to maintain speeds. See the recommended computer specifications at:

   http://e-imagedata.com/ScanPro2000_CompSpecs.html

8. **Auto-Brightness**: Automatically adjust the brightness and contrast of each image before scanning. Making this selection will slow the scanning speed.
9. **Straighten/Crop**: Typically this option is selected. If this option is not selected, the entire image sensor area is scanned.
10. **Forward/Reverse**: You can select to scan the roll of film moving forward or in reverse.
11. **Start/Stop**: Starts the AUTO-Scan software. Stops the AUTO-Scan software.

![Fig. A](image.png)
Getting Started with AUTO-Scan

1. Mount the roll of film on the spindle on the left side.
2. Pulling the carrier forward will start the film threading graphic.
3. Follow the steps shown on the film threading graphic to properly thread the film. NOTE: Make sure that the "Roll Film Control" button is on the tool bar. See "Adding and Removing buttons from the TOOL BAR".
4. Position a microfilm image in the viewing area as shown in Fig B (use the slider control #4 and the handle on the film carrier).
5. Use the Zoom button #2 to size the image so that it has a visible border similar to what is shown below. NOTE: the AUTO-Scan software locates the image by finding all four edges so you need to allow for a "visible border" similar to what is shown in Fig 2.
6. Depending on your film, you may get the best results by adjusting the brightness/darkness to a slightly lower setting (darker image) as shown in Fig B.
7. Click the AUTO-Scan button, shown in #1, to open the AUTO-Scan menu and then setup the scanning session (see page 2).
8. When you have completed the set up. Click "Start" to be begin scanning (see page 2).
9. Once scanning has started, you may want to adjust the scanning speed, #7, page 2. It is recommended that you make the changes in small steps until you are familiar with how the controls operate.
**Custom Crop**

**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.
I'm unable to maximise the Proscan software
If you have minimised the Proscan software in order to access the 'My Scans' folder or USB drive, sometimes the Proscan software will not open again. If you press the Escape button and then click on the Powerscan tab at the bottom of the screen the software should open again. To prevent this from happening, don’t minimise the Powerscan software, instead use the two tabs at the bottom of the screen to switch between screens.

The Programmes screen is frozen and won't allow me to select the Powerscan software
Selecting 'Log Out' will take you back to the main Kiosk screen where you can reselect programmes and then Powerscan.

What's the difference between 'Log Off' and 'Log Out'
'Log off' will log you out of your ADF account, whereas 'Log Out' can be used to take you back to the main kiosk page if the Programmes screen freezes.

Can I copy more than one PDF from the 'My Scans' folder to USB at any one time?
Unfortunately no, you have to copy and paste each individual PDF on to your USB.

I'm unable to rewind the film
Pull out the loading tray so that the top glass plate lifts in order to be able to select the rewind button. The plate must also be lifted to enable high speed reverse and high speed fast forward to work.

To use the other features enabled on this computer whilst using the software, maximise the Powerscan Tab at the bottom of the screen. This will take you back to the home screen where you can select from:

‘Find a book’
‘Need Help? Just Ask!’ &
‘Microfilm Information’.

Please note that the My Scans folder will be wiped at the end of each day so any work you wish to save must be transferred to a USB.
Quick guide to reading a Microfiche

1. Make sure the Microfilm/fiche reader is switched on. The switch is located at the back of the machine on the right hand side.
2. **Log on to the computer with your University username and password.**
3. Be patient while the home page loads (this may take up to a minute if you are the first person to log on to the computer that day), and then select the ‘Programmes’ button. On the next screen select ‘**Start Application**’ which is next to the ScanPro 2000 icon.
4. This will open up the **Film Selection Wizard.**

![Image of Film Selection Wizard]

Double click on the Negative Fiche or Positive Fiche. If you accidentally select the wrong type of film or wish to switch to using a different type of film at any time you can open up the film selection wizard from the next screen and go back to this menu.
5. Pull the microfiche **carrier** towards you so that the glass plate lifts and insert the microfiche underneath before pushing the carrier back.

6. Move the carrier forwards and backwards and side to side to adjust the image on screen.

7. Use the Mirror, Film Type, Rotate & Film Orientation buttons on the Adjust Tab to improve your initial scan, (See pages 18 & 19).
Magnifier CLICK the magnifier window. CLICK and drag the blue magnifier “box” to view enlarged text and images (See page 8 for more details).

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. (See Pages 19-20)

WORD-Search Click the WORD-search button and enter a word in the search box to highlight that word everywhere on the page. (See page 21)

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.

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

**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. (See page 18 for more details)

**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)

**Auto Adjust** Click to automatically crop the film image (image must have borders for auto Crop to work correctly)

**Zoom** Click the up or down arrows to change the optical magnification (size of the viewed images).

**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 degrees to match the orientation of the image on film (insures maximum resolution)

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

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

Auto Adjust will automatically adjust brightness, contrast and straighten and crop the image so that you don’t have to adjust these individually.
**Output Tab**

**Printer #1** CLICK to send the image within the green crop box to printer **KC003**. (The printer next to the Scanpro machine)

**Printer #2** CLICK to send the image within the green crop box to Campus Release

**OCR PDF Single Page** CLICK to send the image within the green box to the ‘My Scans’ folder on the **C:drive**. The file will be saved as a Word Searchable PDF

**Scan to Drive #1** CLICK to send the image within the green box to the ‘My Scans’ folder on the **C: drive**

**Scan to Drive #2** CLICK to send the image within the green box to your USB

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**Using OCR PDF Single Page & Scan to Drive #1**

Maximise the Powerscan Tab at the bottom of the screen, and select the ‘Start Application’ button next to the File Manager.

From the next screen you need to open up the My Scans folder, select the second option down from the ‘Drives and Folders’ menu which is

C:\users\public\Desktop\MyScans (C)

The most recent scans will have the highest file number and will be at the bottom of the list of scans.

Right click on your scan and copy the image. You then need to open up your USB which will be listed at the bottom of the ‘Drives and Folders’ list and paste your image in. Alternatively you can use the ‘Copy’ and ‘Paste’ buttons at the top of the page.

Maximise the Scanpro window to continue using the software.
Line straighten is a single control. When line straighten is clicked, the mouse cursor changes to a + and the line straighten icon changes to

Move the + cursor to a point on the upper left edge of the image to be straightened and click.

Next, move the + cursor to a point on the lower left of the image, and click.

A red line will be drawn before the first point and the cursor, click the mouse again and the image will be straightened.
Spot-EDIT

The spot edit function allows you to white or black-out an area of the image, or adjust the contrast within an area of the image.

Click on the spot edit box and the edge will turn pink to show it is active.

To highlight an area of the text, click on the pencil in the spot edit box and then click and drag to draw a pink box on the image. You will need to click the mouse when you have finished drawing the box to ‘set’ it on the image.

To white or black out the selected area of the image, click on the white or black boxes in the spot edit box.

When the image is scanned, the white/blacked out area will appear on the scan, but the pink box will not show.

To clear any spot editing, click on the red and white X in the spot edit box. This returns the image back to its original state.
You can adjust the contrast and brightness of the selected area of the image using the buttons in the ‘adjust’ tab. The contrast and brightness of the rest of the image is not affected.

When the image is scanned, any changes made within the pink box will show on the scan, but again, the pink box will not show.

Magnifying and spot editing

You can also magnify the area of the text you are editing; either draw a spot edit box (pink) and then open the magnify feature and drag the magnification box (blue) over the pink box, or open up the magnification feature first and draw a spot edit box over the blue magnification box. Click inside the spot edit box to make it active.

Multi-area edit

You can select several areas of the text to edit by simply drawing a spot edit box around each area. The ‘active’ area will have a thick pink line around it; all other areas will have a thinner pink line. To make an inactive area active, click inside the box. As before, clicking on the red and white X in the post edit box clears the edit, but only in the active box. You will need to make each box active and clear it in turn to get rid of all edits.
Word Search

To search for a word or phrase within the text displayed on the main screen, click the Word Search button.

A box will appear in which you can type the word or phrase you are looking for.

The reader will then scan the image for the word or phrase you have typed into the box, and any matches will be highlighted green.

To clear the Word Search feature, close the Word Search box. Highlights will disappear from any text.
**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.

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Selecting 'Log Out' will take you back to the main Kiosk screen where you can reselect programmes and then Powerscan.

What's the difference between 'Log Off' and 'Log Out'?
'Log off' will log you out of your ADF account, whereas 'Log Out' can be used to take you back to the main kiosk page if the Programmes screen freezes.

Can I copy more than one PDF from the 'My Scans' folder to USB at any one time?
Unfortunately no, you have to copy and paste each individual PDF on to your USB.

I'm unable to rewind the film
Pull out the loading tray so that the top glass plate lifts in order to be able to select the rewind button. The plate must also be lifted to enable high speed reverse and high speed fast forward to work.

Please note that the My Scans folder will be wiped at the end of each day so any work you wish to save must be transferred to a USB.
If a printer needs attention or your work doesn’t print correctly, please log a call with the IT Service Desk stating the relevant details, retaining any damaged output you have so the problem can be investigated.

[www.itservicedesk.bham.ac.uk](http://www.itservicedesk.bham.ac.uk)

(Telephone 0121 4147171)

Printers in this room use the IT Services standard charging system; printing prices are aligned with other IT Services computer clusters, libraries and learning Suites.

**The current cost of printing per page**

<table>
<thead>
<tr>
<th>Paper Size</th>
<th>Double Sided</th>
<th>Single Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Black and White</td>
<td>2p</td>
<td>4p</td>
</tr>
<tr>
<td>A3 Black and White</td>
<td>4p</td>
<td>8p</td>
</tr>
<tr>
<td>A4 Colour</td>
<td>10p</td>
<td>20p</td>
</tr>
<tr>
<td>A3 Colour</td>
<td>20p</td>
<td>40p</td>
</tr>
</tbody>
</table>

For further information about the IT Services print charging system please see Charged Printing section of [www.clusters.bham.ac.uk](http://www.clusters.bham.ac.uk)
Campus Print Release

Cluster PCs now have the option of printing to a queue that holds your documents until you wish to release them. The print queue is called Campus Print Release and can be selected from the Printer dropdown box, your nearest printer remains as the default option for printing.

Photocopiers equipped to release print jobs are available at the following locations.

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Name</th>
<th>Area</th>
<th>Release Machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y11</td>
<td>Chemical Engineering</td>
<td>Garner Suite</td>
<td>1</td>
</tr>
<tr>
<td>R19</td>
<td>Education</td>
<td>Library</td>
<td>2</td>
</tr>
<tr>
<td>G8</td>
<td>Gisbert Kapp</td>
<td>The Link</td>
<td>1</td>
</tr>
<tr>
<td>R19</td>
<td>Law</td>
<td>Harding Library</td>
<td>1</td>
</tr>
<tr>
<td>R28</td>
<td>Learning Centre</td>
<td>UG Open Space</td>
<td>1</td>
</tr>
<tr>
<td>R22</td>
<td>Main Library</td>
<td>Zone GC</td>
<td>4</td>
</tr>
<tr>
<td>B1</td>
<td>Med School</td>
<td>Doug Ellis Suite</td>
<td>1</td>
</tr>
<tr>
<td>R9</td>
<td>Nuffield Learning Centre</td>
<td>G25 Learning Suite</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Name</th>
<th>Area</th>
<th>Release Machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG5</td>
<td>OLRC</td>
<td>Green Room</td>
<td>1</td>
</tr>
</tbody>
</table>

These devices all have the option to print in colour, the default remains as black & white duplex printing.