Your ScanPro 3000 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 3000. The tool bar is customizable by the administrator. 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.

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

Magnifier CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier "box" to view enlarged text and images.
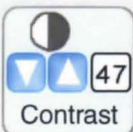
SPOT-Edit CLICK the SPOT-Edit button to open the SPOT-Edit drawing tools (make sure to have the Brightness and Contrast buttons next to the SPOT-Edit button.

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.

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.

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).

Zoom CLICK 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 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 90⁰ to match the orientation of the image on the film (insures maximum resolution).

Rotate 90⁰ CLICK to rotate the image on the screen (each click rotates the image on the view screen 90⁰).
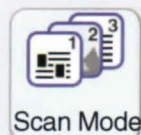
Mirror CLICK to mirror the image on the view screen.

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

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

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

One CLICK output buttons can also have a **uHD** Ultra High Definition button (if "turned-on" in the setup menu). CLICK the main button to scan in Standard Definition, CLICK the **uHD** button to scan in Ultra High Definition.
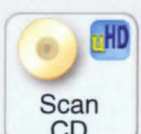
Print (three print buttons are available) CLICK to send the image within the green crop box to the Printer (local or network printer) or to a paper size drawer on a printer.
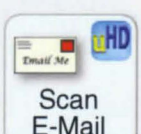
Scan HD CLICK to save the image within the green crop box to the Hard Drive.

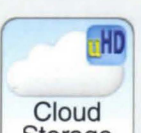**Scan USB** CLICK to save the image within the green crop box to the USB Drive.

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 save the image within the green crop box. Your e-mail program will be opened and the scan attached.

Export CLICK to open the "save as menu" which will allow you to name your scan, select the desired file format and select the "send to" location.

Cloud Storage CLICK to save the image within the green crop box. Your account will be opened. Verify the account and the scan will be sent to that storage account.

Automatic-Scanning CLICK to save a series of roll film images automatically. Select the number of scans 1-10.

Language CLICK to open the language pull down menu and select the language to be used for buttons, menus and instructions and the language to used for OCR.

Word Searchable PDF single page CLICK to convert any microfilm image to a word searchable PDF single page.
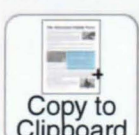
PowerScan™ Productivity Suite (optional) is a group of four tools that utilize OCR technology to provide capabilities for working with microfilm.

WORD-Search Click the WORD-Search button and enter a word in the search box to highlight that word everywhere on the page.
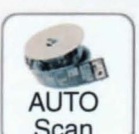
INFO-Link CLICK the INFO-Link button and any word to obtain more information from a reference source like Wikipedia, a dictionary, or thesaurus.

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 multi page CLICK to convert any microfilm image to a word searchable PDF multi page.
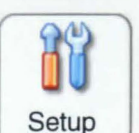
AUTO-Scan® Pro (optional) Save a selected number or the entire roll of film images automatically. Evaluate using your own film prior to purchase.
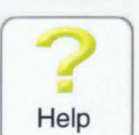
Restore Settings CLICK to restore a previously saved setting.

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.

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