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Getting Started

To begin, double click the PowerScan 3000 icon that you see on the desktop of the computer. This will automatically cause the machine to power up. When the program opens on your computer, you will see the “Film Wizard Window” (below), where you are asked to click on the picture that matches the film that you have loaded.

Note: The majority of our microfiche collection is in the Negative Fiche format.

Note: If you want to change the format you have selected, you can select “Film Selection Wizard” to go back.
Loading the Microfiche

Step 1
Pull the glass viewing surface toward you, slowly, as far as it will go. The top glass pane will open automatically. Make certain the glass pane is centered in the open area before you lift to avoid bumping the glass.

Step 2
Place the microfiche between the upper and lower glass panes.

Step 3
Push the tray, slowly, and position the microfiche forward/back, left/right to find your desired image. If the image is backwards or upside down, use the toolbar to move the image around (see Mirror under the “Adjust” tab) or flip the microfiche and reposition to find the desired image.
Loading the Microfilm

If you look down at the bottom right-hand corner of the computer screen, you should see a diagram (like the one below) that shows you how to load the film onto the machine. We have also provided detailed step-by-step instructions below, beginning on this page and continuing onto the next.

![Diagram of film loading process]

**Step 1**
Pull the viewing surface toward you, **slowly**, as far as it will go. The top glass pane will open automatically. Make certain that the glass panes are centered in the open area before you lift to avoid bumping the glass.

![Step 1 - Film loading process]

**Step 2**
If you look at your spool of film, you will see a notch in the center that matches the shape of the metal peg on the left-hand side of the machine. Mount the film roll by lining up that notch to the metal peg. The end of the film should be pointing to the right. Slide the film roll all the way on, until it can go no further.

![Step 2 - Film loading process]

**Step 3**
Below the now-mounted film roll you will see two small rollers that are even with the lower glass pane. Pull the film down, wrap it **under** the left-most roller and then **over** the next roller, before pulling the film even with the glass pane.

![Step 3 - Film loading process]

Still have questions? See the front desk in Government Documents.
Step 4
Next, pull the end of the film to the right, dragging it over top of the lower glass plane and underneath the upper glass plane, so that the film will be sandwiched between the two when the upper glass is eventually lowered.

Step 5
As you come to the set of rollers on the right-hand side of the glass pane, you will repeat Step 3, but in reverse order: Pull the film over the left-most roller, and then under the next.

Step 6
Pull the film up and to the left of the take-up reel (the empty spool) and insert the end into the gap in the spool. The best way to do this is from the side (see image). Push until the film end is all the way inside of the gap (you will feel it being gripped) so that it won’t come loose when you start winding the reel.

Step 7
Turn the take-up reel to the right, making sure to turn the reel several times so that the end of the film is secured—remember that you have several feet of blank film to wind if necessary.

Step 8
To finish, slowly push the glass plane back in so that it automatically lowers. Center the now sandwiched film over the square of light beneath the pane. If you have done this correctly, you should now see the silhouette of your film (which will be blank at this point) on the screen in front of you.
Viewing Your Microfilm

What you should now see in the middle of your computer screen is a projection of the film you have loaded. Don’t worry that you don’t see any content yet, you will need to move your film forward to get to the first of the images you want to view. To do this you will need to use the Motorized Roll Film Control.

Motorized Roll Film Control
The film controls can be found in the bottom right hand corner. These are the controls that allow you to rewind and fast-forward the film along at varying speeds.

The Motorized Roll Film Control has 8 controls (labeled above):

1. **Rewind** – Double click to rewind film *(when glass is open)*
2. **High Speed Reverse** – Click and hold to quickly move film backward *(when glass is open)*
3. **Fast Reverse** – Click and hold to move film backward *(when glass is closed)*
4. **Fast Forward** – Click and hold to move film forward *(when glass is closed)*
5. **High Speed Forward** – Click and hold to quickly move film forward *(when glass is open)*
6. **Slider** – Click, hold, and drag the slider to the left or right of center to move the film slowly *(the further the slider is dragged from center the faster the film moves)*
7. **Scan Lock** – Used with Slider *(when glass is closed)*
   - OFF: When the mouse button is released the slider returns to the center and film movement stops *(Note: OFF is the recommended setting)*
   - ON: When the mouse button is released the slider will not return to the center and film movement will not stop
8. **Auto-Frame™ Checkbox** – When checked, it cause the film to stop when a complete image is positioned within the display, when “Fast Reverse” or “Fast Forward” are used

Note that "Rewind", "High Speed Reverse", and "High Speed Forward", are all grayed out in the diagram provided, indicating that they are disabled. When the upper carrier glass is closed the motorized roll film control looks like this. When the upper carrier glass is open, "Fast Reverse", "Fast Forward", and "Scan Lock" will be disabled instead.
Crop Box

Once you have an image centered, you will see a green dashed line bordering the outsides of the display. This is the "Crop Box", which defines the area to be scanned or printed.

There are "drag points" at the midpoints of all sides and at all four corners of the "Crop Box". The "Crop Box" can be resized by left-clicking and dragging at these points. If you right-click while dragging the box inward on any or all of the four corner, the "drag points" will pull the corners of the shape inward creating an irregular shaped "Crop Box" as shown below.

A left or right click and drag operation pulling these corners back to the outside will restore the rectangular shape.

Still have questions? See the front desk in Government Documents.
Using the Toolbar Controls

Home Tab

Next/Previous (Microfilm Only)

Click the directional arrows to move the microfilm to the next image.

Magnifier

Click to open a separate magnified window of the image. Click the down arrow button to select the desired magnification level.

“Magnifier” has two controls:
1. The overall area of the button – Click to open the “Magnifier Window”
2. ▼ – Click to display a list of magnification values you can use in the “Magnifier Window”

When the “Magnifier Window” is open, the “Magnifier Box”, defined by a blue dashed rectangle, will appear in the display area. The “Magnifier Box” defines the area viewed in the “Magnifier Window”.

To resize the “Magnifier Window”, click and drag any corner. To move the “Magnifier Window”, click-and-drag the “Magnifier Window” title bar.

The upper right corner of the magnifier window has three standard controls:

1. Minimize
2. Maximize/restore
3. Close
Brightness

Click “AB” to automatically adjust the brightness of the displayed image OR click and hold the arrow buttons to manually increase or decrease brightness.

1. ↑ – Manually increases the brightness of the displayed image
2. ↓ – Manually reduces the brightness of the displayed image
3. AB – Automatically adjusts the brightness of the displayed image

A text box indicates the brightness value.

Note: The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

Contrast

Click and hold the arrow buttons to manually increase or decrease contrast.

“Contrast” has two controls:

1. ↑ – Increases the contrast between whitest whites/blackest blacks
2. ↓ – Decreases the contrast between whitest whites/blackest blacks
A text box indicates the contrast value. Generally speaking, increasing contrast improves text, while decreasing contrast improves pictures.

**Manual Straighten**

*Click and hold the “+” or “-” to manually straighten the image.*

“Manual Straighten” has two controls:

1. 🔄 Manually adjusts the image to the right
2. 🔄 Manually adjusts the image to the left

Click and hold either button until the displayed image is straight. “Manual Straighten” has a range of -15 degrees to +15 degrees.

**Note:** The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

**Line Straighten**

*Click to position the orientation of the image to the line direction you select.*

Click once to orient the colored line along the edge you would like to be the vertical axis. Click again to align the image along the line.

**Adjust Tab**

- **Brightness**
  *Click “AB” to automatically adjust the brightness of the displayed image OR click and hold the arrow buttons to manually increase or decrease brightness.*

Still have questions? See the front desk in Government Documents.
1. 🆙 – Manually increases the brightness of the displayed image
2. 🅿️ – Manually reduces the brightness of the displayed image
3. 🅷️ – Automatically adjusts the brightness of the displayed image

A text box indicates the brightness value.

**Note:** The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

### Contrast

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**Note:** The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

### Line Straighten

*Click to position the orientation of the image to the line direction you select.*

Click once to orient the colored line along the edge you would like to be the vertical axis. Click again to align the image along the line.
Auto-Straighten

*Click to automatically straighten the image.*

Auto-Crop

*Click to automatically crop the displayed image.*

Auto-Adjust

*Click to automatically adjust image brightness and contrast, and to automatically straighten and crop the image.*

This button automatically adjusts brightness and contrast, as well as straightens and crops the displayed image.

**Note:** The changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.

**Note:** Sometimes the green crop box will move after the “Auto-Adjust” setting take effect. Be sure to move it back to where you need it before you save or print the image.

Zoom

*Click and hold to make the image larger.*

“Zoom” has three controls:

1. ▲ – Increases the size of the displayed image
2. ▼ – Reduces the size of the displayed image
3. **Auto-Zoom** – When multiple images are visible, adjust the “Crop Box” to the approximate size of one of the images and click “Auto-Zoom” – it will automatically zoom in to the correct size.

**Note:** These changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.
Focus

*Click and hold the “+” or “-” to manually focus the image.*

1.  
   - Manually adjusts the focus of the image.

2.  
   - Manually adjusts the focus of the image.

3.  **Auto-Focus** — It will automatically focus the image.

Film Type

*Click to select negative or positive.*

When necessary, use “Film Type” to invert (change from white text on a black background to black text on a white background) the displayed image.

When the clicked once, “Film Type” will make the displayed image appear with black text on a white background.

Film Orientation

*Click to rotate the camera 90 degrees. It is best when the camera orientation matches the orientation of the image on your film.*

The “Film Orientation” control allows you to switch between two settings, landscape and portrait. If the image is wider than it is tall, select the landscape setting. If the image is taller than it is wide, select the portrait setting.

Rotate

*Click to rotate the image 90 degrees clockwise or counter-clockwise.*

Mirror

*Click to mirror the image so the text can be read.*

It can sometimes be difficult to determine which side is up when placing film into the machine and sometimes you may be presented with a displayed image that is mirrored. The “Mirror” control allows you to “flip” the film with the click of a button—no need to reload the film with the correct side facing up.

Still have questions? See the front desk in Government Documents.
Help

Click to enable the help cursor then click the control in question. When “Help” is clicked, the mouse cursor will change to a question mark. Clicking any other button with the question mark cursor will open help specific to that button.

Output Tab

<table>
<thead>
<tr>
<th></th>
<th>Home</th>
<th>Adjust</th>
<th>Output</th>
<th>Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer #1</td>
<td>SD</td>
<td>SD</td>
<td></td>
<td>Word Search™</td>
</tr>
<tr>
<td>Scan to Drive #1</td>
<td>SD</td>
<td>SD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan to Drive #2</td>
<td></td>
<td></td>
<td>Automatic Scanning</td>
<td></td>
</tr>
</tbody>
</table>

Printer #1

Click to send a standard resolution image of the area within the green crop box to the printer.

This button prints the area defined by the “Crop Box” to the printer. Anything printed from the microfilm machine will come out of the black printer in Government Documents room 441.

Scan to Drive #1

Click to save a standard resolution image of the area within the green crop box to the hard drive of the computer in front of you.

This button saves the area defined by the “Crop Box” to the desktop of the computer that you are viewing the image on.

NOTE: Any files saved to the computer will automatically be deleted when the computer shuts down at closing time. Make sure to save your files to a personal device or email them to yourself to ensure you have a copy.

Scan to Drive #2 (RECOMMENDED)

Click to save a standard resolution image of the area within the green crop box to a portable storage device.
This button saves the area defined by the “Crop Box” to a portable storage device, such as a flash drive. First, plug your flash drive into one of the USB ports in the computer tower located to the right of the monitor. Give the computer a few seconds to recognize the device then click the “Scan to Drive #2” button. The box that appears will automatically show your device and you can rename your file (if you so choose) and click “Save”.

**NOTE:** You must have your device plugged in before you click this control, otherwise you may get an error message.

**Automatic Scanning (Microfilm Only)**

*Click to automatically save sequential images.*

Select the file path to designate where your images will be saved. The images will be named automatically. Select the number of scans required and the file type the images will be saved as. Selecting “Straighten/Crop” will automatically straighten and crop the image as it moves through the reel. Click “Start” when you are ready.

**NOTE:** Automatic scanning works best when there is a distinct line between images. Newspapers where a crease separates pages is not enough to distinguish a separate page.

**Word Search™**

*Click to find words in an image.*

Type the desired word in the text box.

**NOTE:** Word Search™ does not work for handwritten documents.