Guide to Using the ScanPro 2000 Digital Microform Scanners

The ScanPro 2000 is our newest scanner model and features high resolution scanning for film & fiche.

This guide is intended to get you started with the basic operations of the ScanPro 2000 and the PowerScan software.

**Step 1: Launch Scanner and PowerScan Program**

Turn "on" the ScanPro 2000 by using the switch located on the back of the device. Launch the **PowerScan** program by clicking the **PowerScan** logo located on the desktop or by navigating to Start > Programs > PowerScan.

Click on the film format you are will be viewing.

**Step 2: Load Film & Fiche**

**LOAD**

Pull tray forward until the glass plates open. Load film from the left, following the diagram on the machine. Slide tray back under the camera.

**ADVANCE**

Advance film using the **Motorized Roll Film Control** (below). If using fiche insert between the glass plates. Move tray in any direction to view the content.
Step 3: Orient and Adjust Image on the Home or File Tab

Click the Film Type button until you have reached the desired type. Options include POSITIVE, NEGATIVE.

To digitally rotate the image in 90 degree increments, click the Rotate 90° button.

To maximize the available screen space, toggle between PORTRAIT and LANDSCAPE by clicking the Film Orientation button.

"Backwards" or "inside-out" text can be corrected using the Mirror Image button.

Zoom in/Zoom out as needed. (Click and hold the up or down arrow.)

Focus as needed. (Click and hold the + or - buttons.)

Step 4: Select Scan or Print Area

Drag the corners of dashed green box to resize and select the area you wish to scan or send to the printer.
**Scan to Drive #2 (USB Removable Disk)**

Scan your selection
(content inside of green dashed box)

Click Scan to Drive #2 (USB/Removable Disk)

**SAVE**

After selecting a scanning option, a Save As... dialog box will appear. This is your opportunity to specify the name of your file(s), the file type, and its destination.

**PDF vs. PDF MULTIPAGE**

Choosing regular PDF will save the current selection as a single PDF file. When scanning multiple selections, many users find it convenient to save more than one scan into a single PDF file. For this option, choose PDF (multipage) and enter a name for the multi-image file. After scanning the first image of the multipage PDF, the "Multipage" counter will display in the bottom left-hand corner of the screen. After making your next scan selection, click the Scan to Drive button again. The counter will reflect the addition. When finished with your multipage, click “Finish”.

**NOTE:** To prevent the creation of extremely large and unmanageable PDF files, we recommend limiting your multipage PDF’s to approx. 25-30 scans.