Digital Microfilm™
Quick Start Guide

Getting Started – ProQuest Digital Microfilm is operable in both PC and Mac environments. Before getting started, check that your machine meets these minimum requirements.

Windows Operating Systems
- Microsoft Internet Explorer Version 7 or higher
- Mozilla Firefox Version 3 or higher (*except version 3.6*)
- Adobe Reader Version 7 or higher
- JavaScript must be enabled

Mac Operating Systems
- Mozilla Firefox Version 3 or higher
- Adobe Reader Version 9 or higher
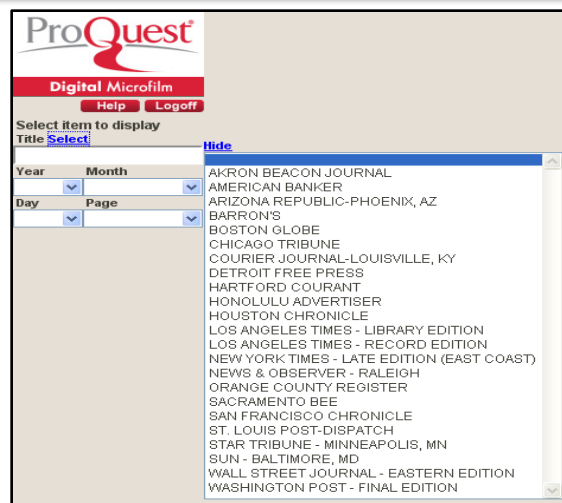- JavaScript must be enabled

Selecting a Title

The Digital Microfilm ™ control panel is found in the top left hand side of the screen. Click **Select** to display the list of titles your library subscribes to. Click on the **Title** you wish to view.

Year: After selecting the Title, the **Year** box will populate. Click on the down arrow on the right side of the **Year** box to display the available years.

Month: After selecting a year, the **Month** list will be populated with the months available for that year. Click on the down arrow on the right side of the **Month** box to display the months available.

Day: After selecting a Month, the **Day** list will be populated with the days available for that issue, year, and month. Click on the down arrow on the right side of the **Day** box to display the day list. After selecting the **Day**, Digital Microfilm™ will open to page 1 of the issue selected.

User Interface
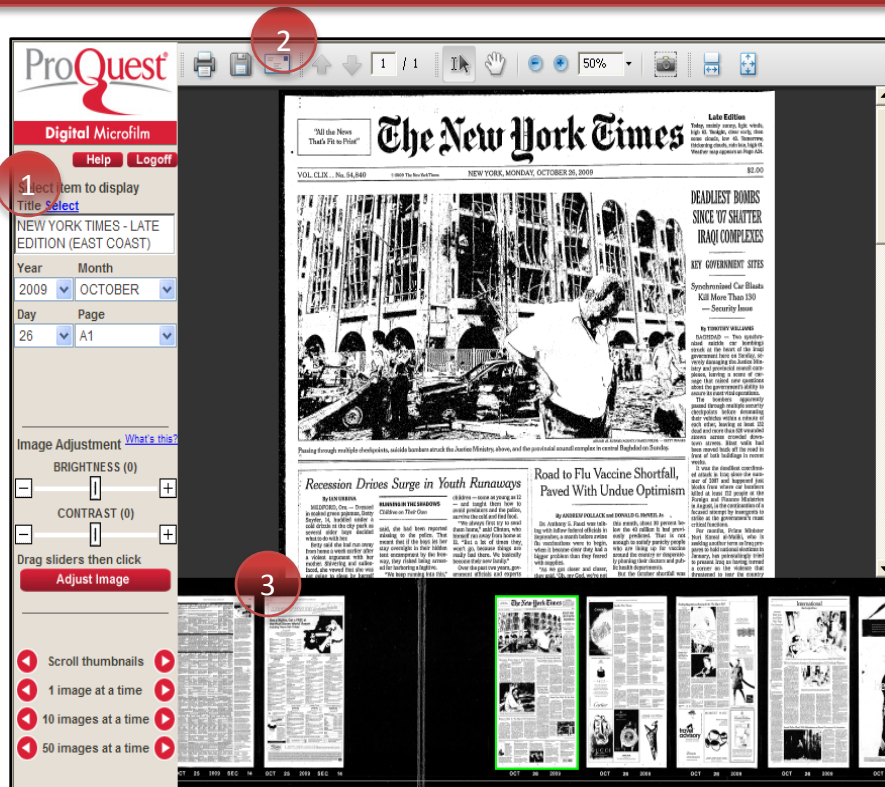
1. Control Panel
- Title
- Date
- Image Adjustment
- Scroll through the reel 1, 10, or 50 images at time

2. Main Display and Toolbar
- Zoom in or zoom out
- Print the selected page or a portion of the selected page.
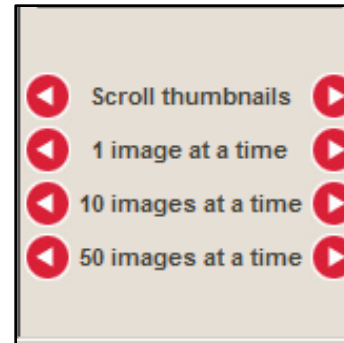- Save the selected page as a PDF
- Email the selected page

3. Thumbnail Display
- Navigate within the microfilm reel using the scrolling controls at the bottom of the **Control Panel**.
- Select multiple pages for viewing and printing.
- Select a portion of an image for viewing or printing.

1. **Scroll Thumbnails:** This function moves the microfilm image continuously while the mouse button is held depressed on either the right or left arrows.

2. **1 Image at time:** This function moves the microfilm image to the next adjacent page.

3. **10 Images at a Time:** This function moves the microfilm image 10 pages from the current position.

4. **50 Images at a Time:** This function moves the microfilm image 50 pages from the current position.

◄ Scroll thumbnails ►
◄ 1 image at a time ►
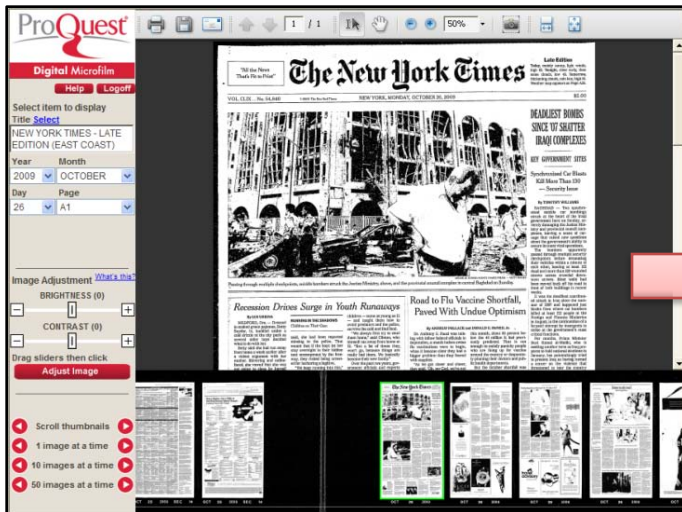◄ 10 images at a time ►
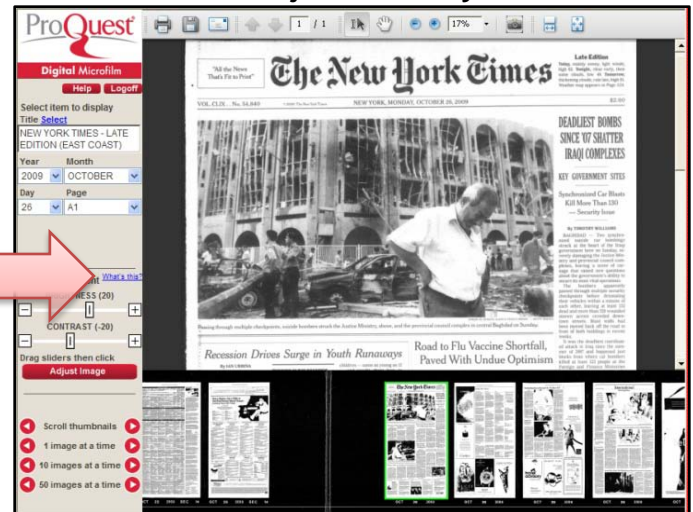◄ 50 images at a time ►

Grayscale Image Enhancement

ProQuest Digital Microfilm™ features grayscale image adjustment for the viewing of charts, graphs, photos, and other visual material or to improve the readability of selected text.

1. Using the [Image Adjustment] controls found on the **Control Panel** users can adjusted the brightness and contrast of the newspaper.

2. Once the adjustments are made click [Drag sliders then click **Adjust Image**]

Standard View

Enhanced with Adjustable Gray Scale

Additional Information

Help File
A detailed help file is available by clicking on the [Help] button found on the top left hand corner of the page.

ProQuest Support Center
For answers to common Digital Microfilm support topics visit http://support.proquest.com and search for "Digital Microfilm"

Contact

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