

**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

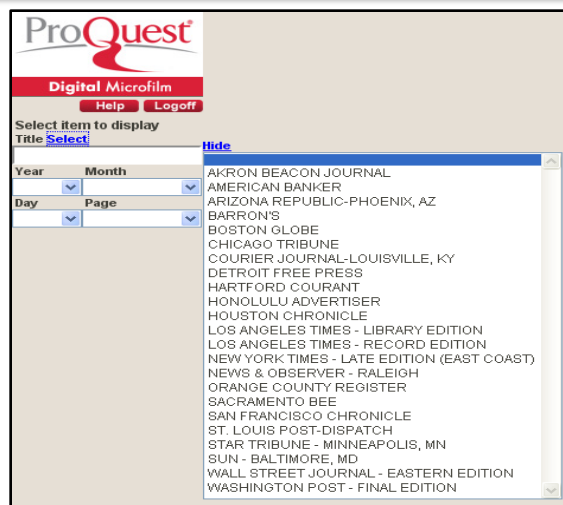
## Selecting a Title

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

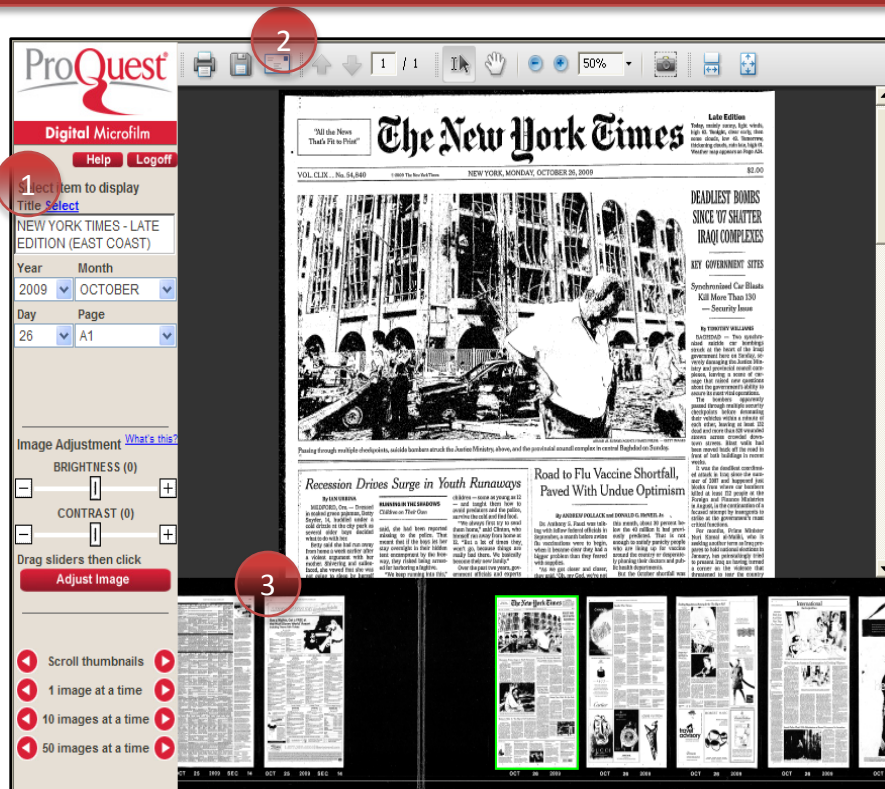
- Title
- Date
- Image Adjustment
- Scroll through the reel 1, 10, or 50 images at time

### 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

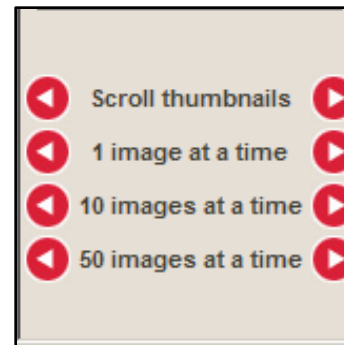
### 3. Thumbnail Display

- 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.



## Scroll Commands

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 a 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.

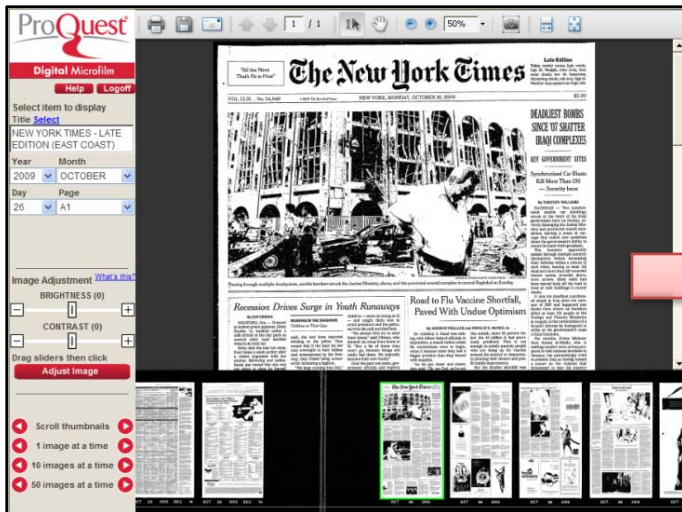


## Grayscale Image Enhancement

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 

### Standard View



### Enhanced with Adjustable Gray Scale



## Additional Information

### Help File

A detailed help file is available by clicking on the  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

Sales Ph: 1-800-521-0600 ext. 3344 Email: [pqsales@proquest.com](mailto:pqsales@proquest.com)  
Customer Service: Ph: 1-800-521-0600 ext. 2791 Email: [core\\_service@proquest.com](mailto:core_service@proquest.com)  
Technical Support: Ph: 1-800-889-3358 or visit <http://www.proquest.com/en-US/support/contact.shtml>