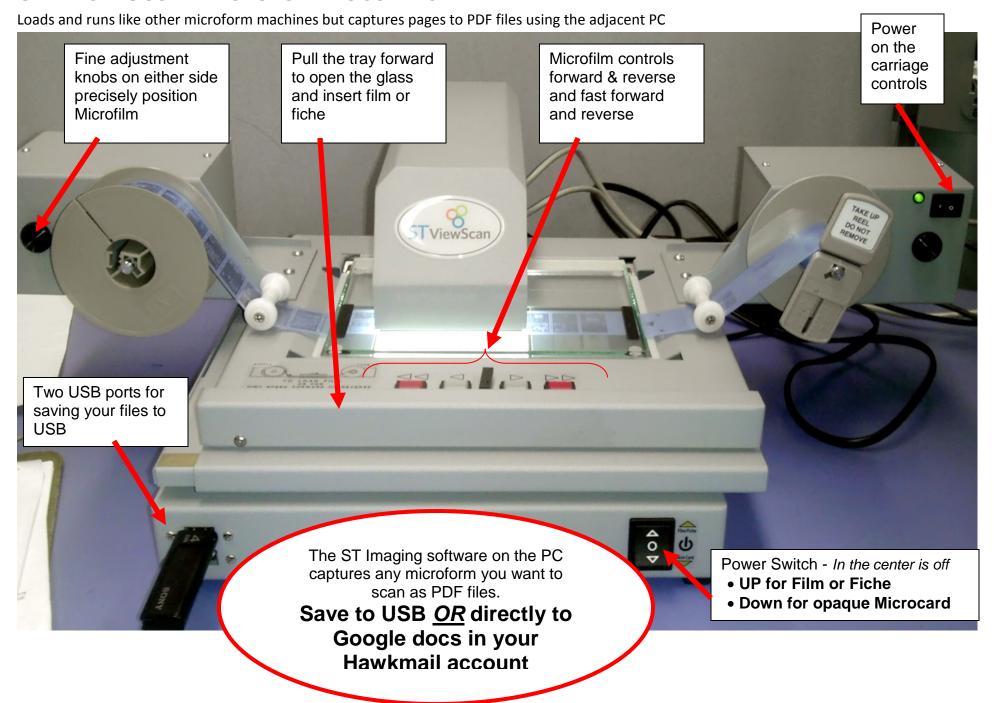
ST ViewScan Microform Scanner



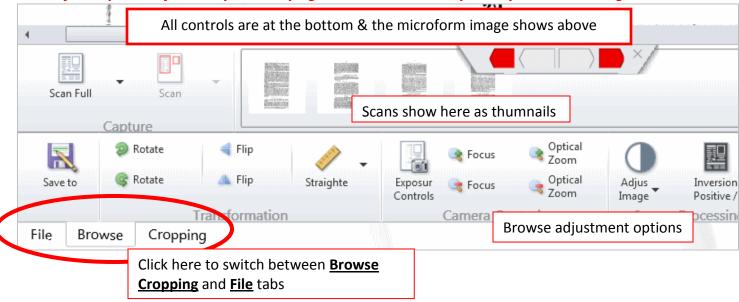
ST imaging - Scanning with the ST ViewScan

Make sure the PC and the scanner are on & draw the carriage forward on ST ViewScan & load your fiche or film as shown on the ST ViewScan diagram.

Scanning with ST ViewScan

- Insert your USB drive in the front of the scanner or PC, it will attach as the A: drive
- If the ViewScan software is not running click the ViewScan icon on the desktop of the PC.
- Position your Microform so that you can see it clearly in the ViewScan window
- All the controls are at the bottom of the ViewScan window and at the very bottom edge are 3 tabs that change between the ViewScan functions: the File tab, the Browse tab, and the Cropping tab
 - o Browse tab You start in the browse tab and adjust the image
 - Cropping tab next in the cropping tab you select what you want and scan it
 - o File tab you save your scans to a file with the file tab

NOTE: If at any time a function you are trying to use is unavailable you may be in the wrong tab.



START IN THE BROWSE TAB

The image of the microform you have in the ST ViewScan may need to be adjusted right away so you can find the pages you want to scan.

- Click the inversion positive if the background is black so your image has dark text and light background
- Rotate the image till it is right side up
- Use Flip if the text is backwards
- Optical zoom so the text is a readable size
- Focus in or out as needed

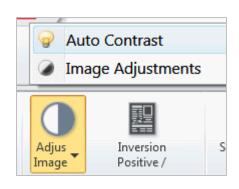
Find the page you want to scan moving the film or fiche as need then make the fine adjustments to capture the page in the best quality and smallest file size. See next page

NOTE: The browse window is zoomed in by default. Click on the image in the browse window and you see the whole image under the scanner is larger. Do all your adjustments zoomed in BUT if you want to capture several pages at once you could zoom out before you go to the Cropping tab.

Adjust the image before going to the Cropping tab

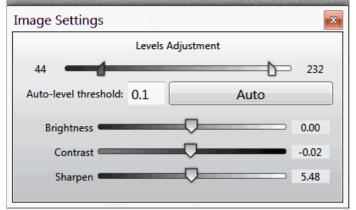
You want to capture the best quality and still have a small file good for sharing or printing, to do that make these adjustments before cropping, scanning and saving.

- Zoom in with Optical Zoom as far as you can and still have what you want fit in the window
- Focus in and out to get the sharpest image
- Click Adjust Image and choose Auto Contrast
- Click Adjust Image again but select Image Adjustments this time
- Start with small adjustments on both Levels sliders until you have a white background but with easy to read dark text
- Then tweak if needed using Brightness Contrast and Sharpen

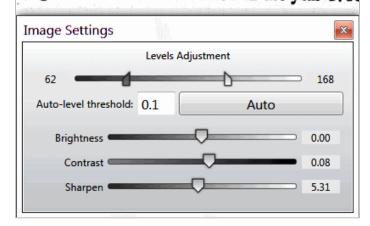


Bad levels

and I did not doubt but you would do ver reasonable. Since I came away I writ to detail to the told him I would acquaint your Lordship we if you thought it proper to be done, I would not attend to the told him I would not attend to the told him I would not attend to the told him I would not the told him I would not the told him I would not the them executed. The work of the third told him I would not have the not the third told him I would not have the not the third told him I would not have the not the third told him I would not have the not the third told him I would not have the not the not the third him told him I would not have the not have the not the



Good levels



NOTE: Getting a clear white background will make your file size smaller and make your file easier to print and share.

Cropping and saving

When your adjustment is good you click on the Cropping tab to select the page or parts of a page you want then click the scan.

In the Cropping tab your mouse pointer is set to select rectangles and you can draw multiple rectangles around different sections of the page and put these in a single scan, they call this Scissors select. For example you can select different columns of an odd shaped newspaper story and the picture that goes with it. When you click Scan and get your story and none of the adjacent unrelated text.

Saving your scans from the file tab

After you have scanned the pages you want click the file tab to save your files to your USB or even directly to Google docs online. Every student has Google Docs as a part of their Hawkmail account and ST ViewScan has a super simple option to save there.

NOTE: If you want to save to USB connect your USB drive before going to the File tab. Your USB drive will connect to the system as drive A: .

File Save is the first thing at the top of the File tab screen click on File Save on the left **To save to usb:**

- Select "Save to local PC" and make sure the box there says **A:** and if it doesn't click the folder icon on the right side of the box and select the A: drive.
- Then click the Save button above that and that's it your done. The file name starts with ViewScan

To save to your Hawkmail account online AKA Google Docs:

- Select "Save to Google Docs"
- Enter your complete Hawkmail email address as your user name
- Enter your Hawkmail email password
- Then click the Save button and you will see a progress window as your scans are uploaded as a PDF to your Google Docs in your Hawkmail account.

