Using the ST ViewScan

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Turn on the Machine and Select a Mode
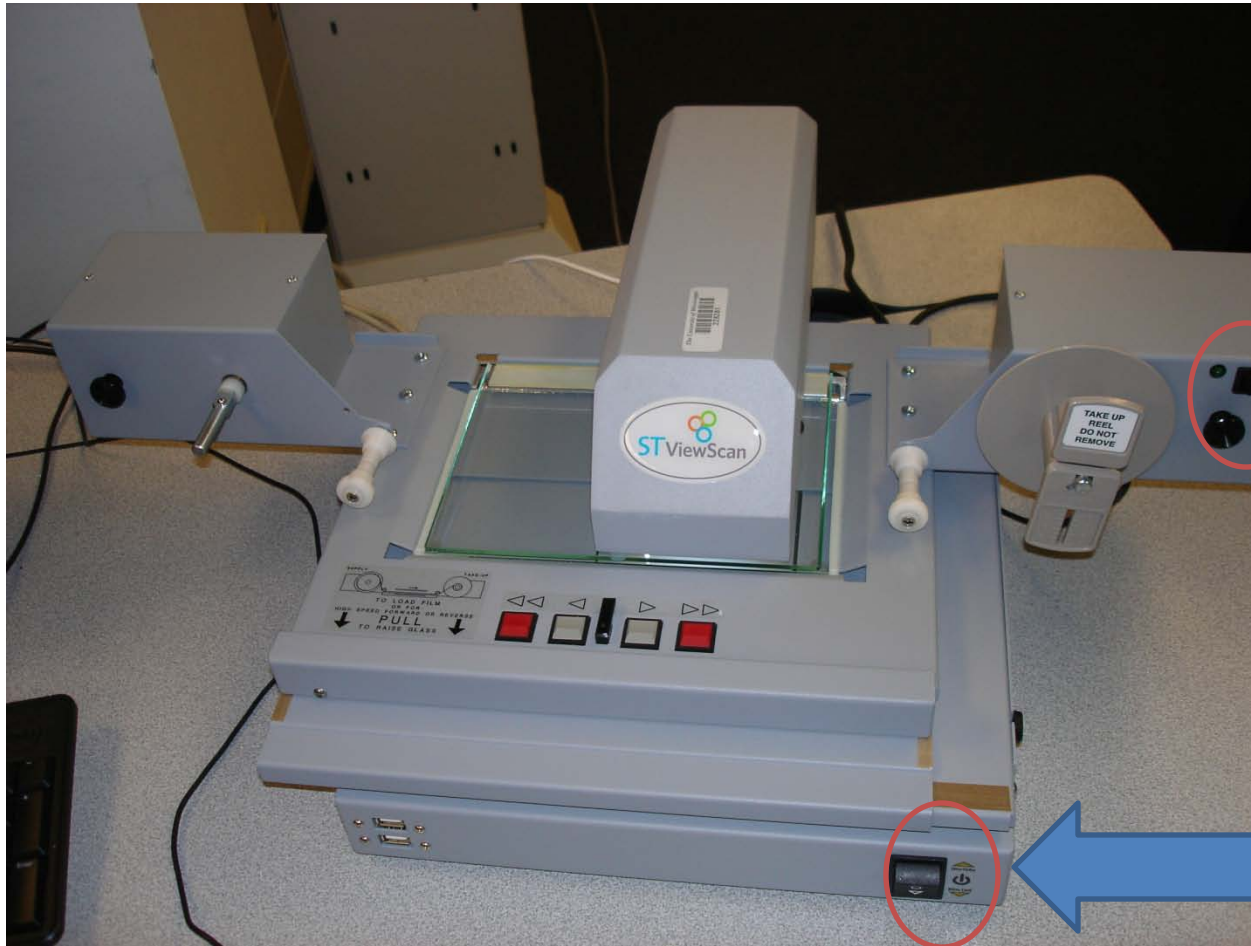
On/off switch

Mode:
Film for microfilm

Loading Microfilm

Pull out the gray tray until the glass pops up. Load the film, following the directions on the diagram on the tray.

Push the tray back until the film is under the lighted area. Use the gray and red buttons to forward the film.

Loading microprint cards:

Switch to "Micro Card" mode on the front of the scanner.

Pull out tray until glass pops up.
Slide card under glass.
Push the tray back until image is under the light.

Start the ST ViewScan program.
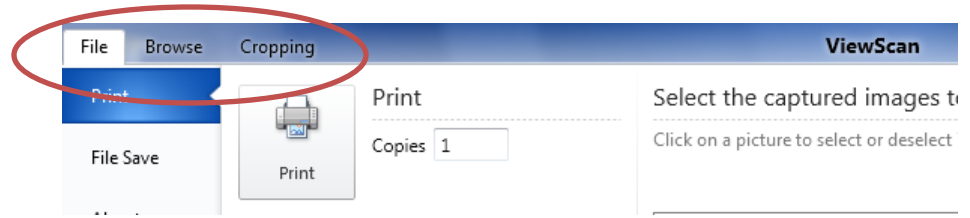
Use Browse tab to align and scan full pages.

Use the Cropping tab to select a section or article.
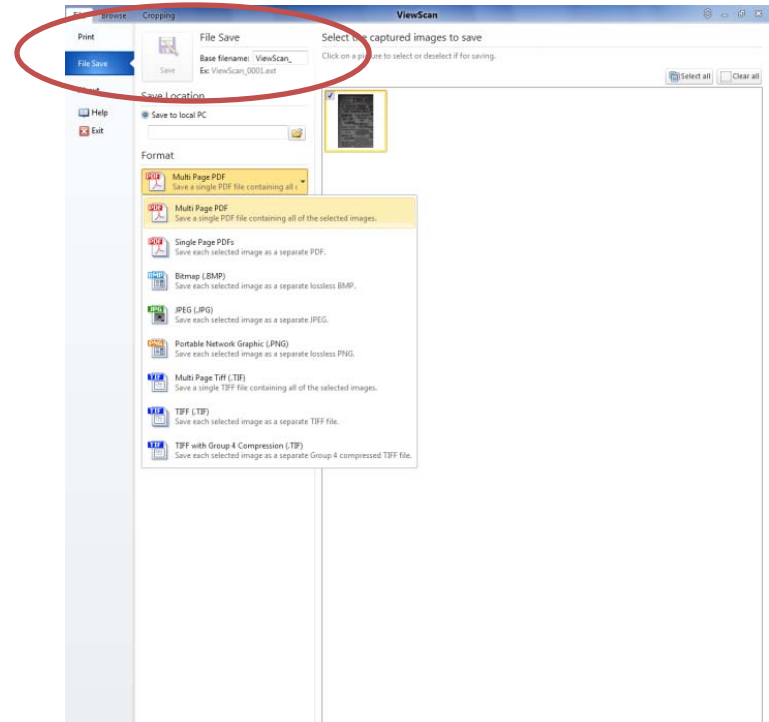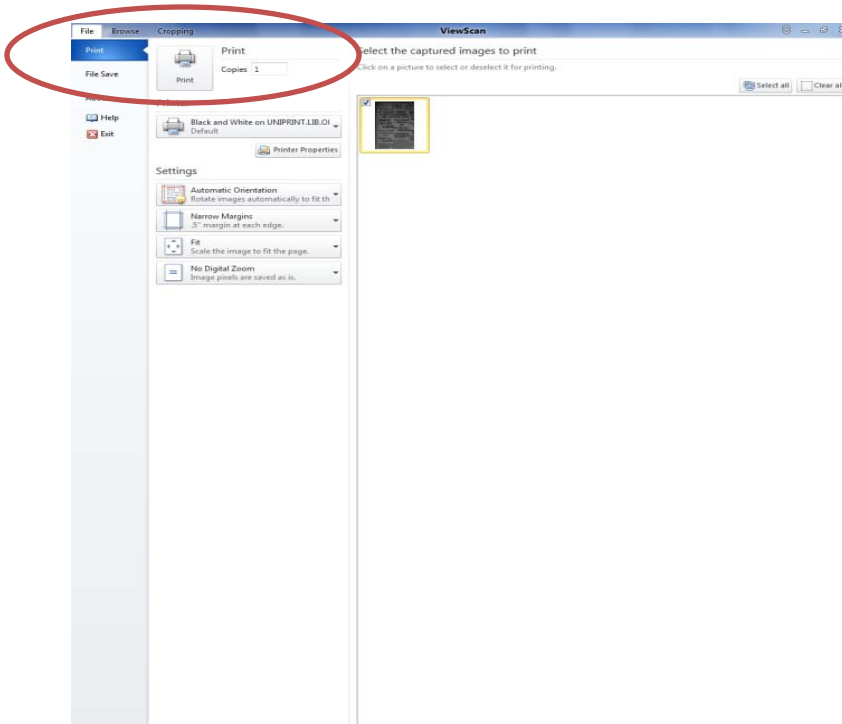
Your selections appear here.

Saving your work: Switch to the File menu.

Print directly to the library printer and use your Express account on your Ole Miss ID card.

OR

Use FILE SAVE: Save your work to the computer or to a flash drive. Email your work by opening a browser and attaching the files to a mail message.

When your work is complete:

1. Rewind microfilm and replace in correct box.
2. Put used materials on the return cart. Don't reshelve!
3. Turn off the microfilm view machine.
4. Leave the computer ON.

THANKS!

ST ViewScan Quick Start Guide

STimaging

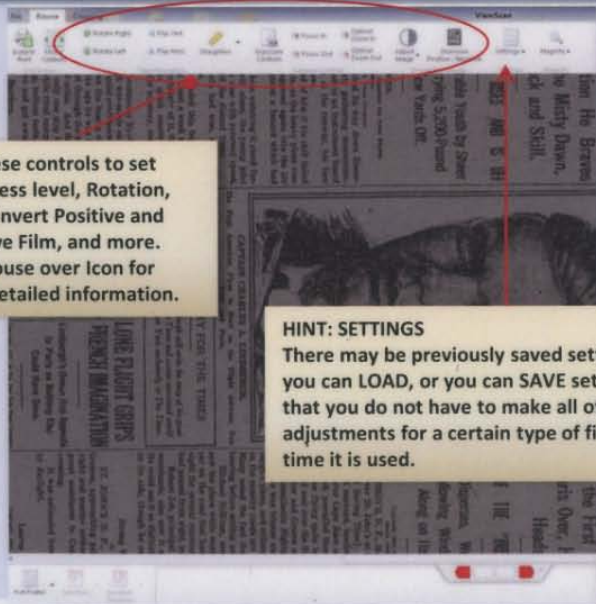## Getting Started ...

1. Turn on, Load Film, Click Its Icon to Launch ViewScan

2. Use Physical or On-Screen Virtual Buttons to Advance Film

### 3. Click anywhere on Image to Zoom In or Out. Use Tools to adjust

Use these controls to set brightness level, Rotation, Focus, Invert Positive and Negative Film, and more. Roll Mouse over Icon for more detailed information.

HINT: SETTINGS
There may be previously saved settings you can LOAD, or you can SAVE settings so that you do not have to make all of the adjustments for a certain type of film each time it is used.
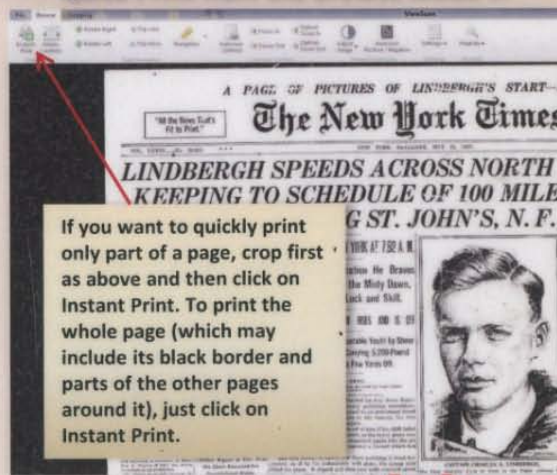
Capturing a Full Page or Cropping Part of a Page ...

4. Select Full Frame or Click to change to Cropping Mode
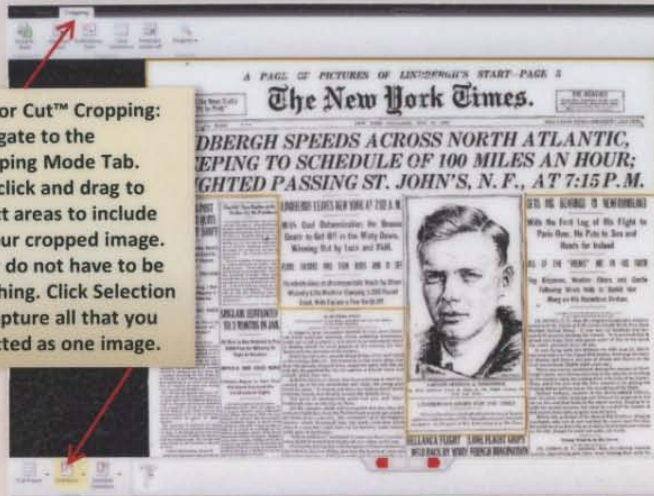
Scissor Cut™ Cropping: Navigate to the Cropping Mode Tab. Just click and drag to select areas to include in your cropped image. They do not have to be touching. Click Selection to capture all that you selected as one image.

Quick Print from the Browse Mode ...

If you want to quickly print only part of a page, crop first as above and then click on Instant Print. To print the whole page (which may include its black border and parts of the other pages around it), just click on Instant Print.
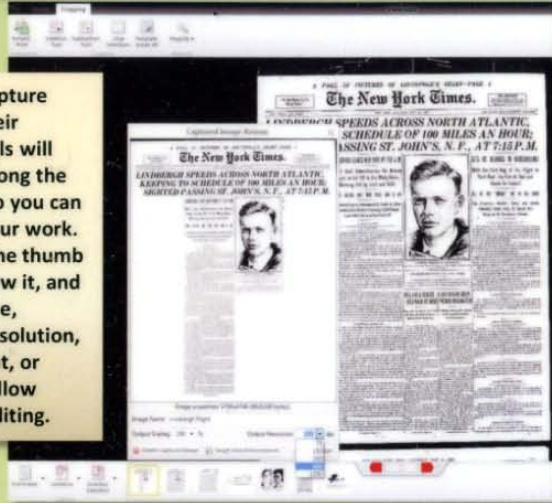
STimaging

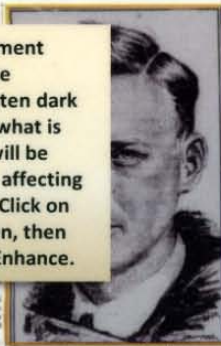## Advanced Editing Options...

Captured Image Review

As you capture pages, their thumbnails will appear along the bottom so you can review your work. Click on the thumb nail to view it, and or to name, modify resolution, quick print, or open to allow further editing.

How to use Target Area Enhancement

Target Area Enhancement allows you to enhance photographs or brighten dark areas such that only what is inside a target area will be affected, rather than affecting the page as a whole. Click on the thumbnail to open, then click on Target Area Enhance.
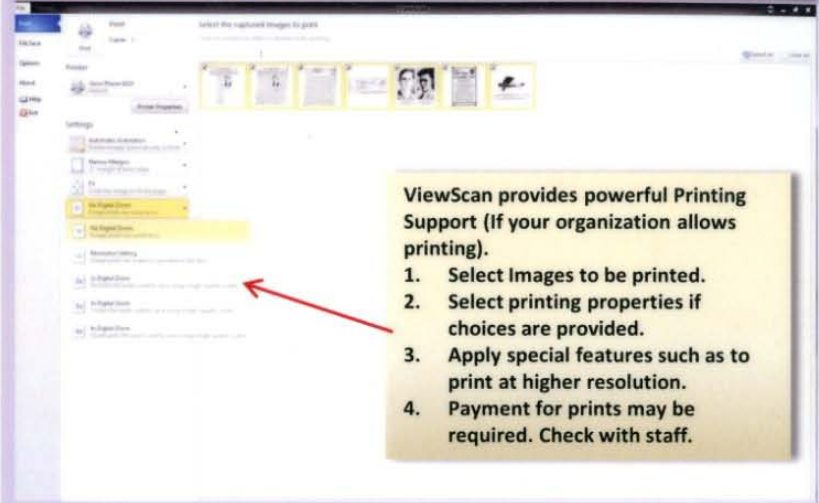
- Click to Select New Enhancement Area.
- Edit, then select OK to keep or Cancel to discard changes. Changes will only be seen on this page, and on saved or printed pages.

← **First Steps on Reverse Side**

Advanced Printing Options...

Navigate to the File Tab to see Advanced Printing Options


ViewScan provides powerful Printing Support (If your organization allows printing).

1. Select Images to be printed.
2. Select printing properties if choices are provided.
3. Apply special features such as to print at higher resolution.
4. Payment for prints may be required. Check with staff.

Saving Files and Distributing Images ...

Navigate to the File Tab to see Advanced File Save Options
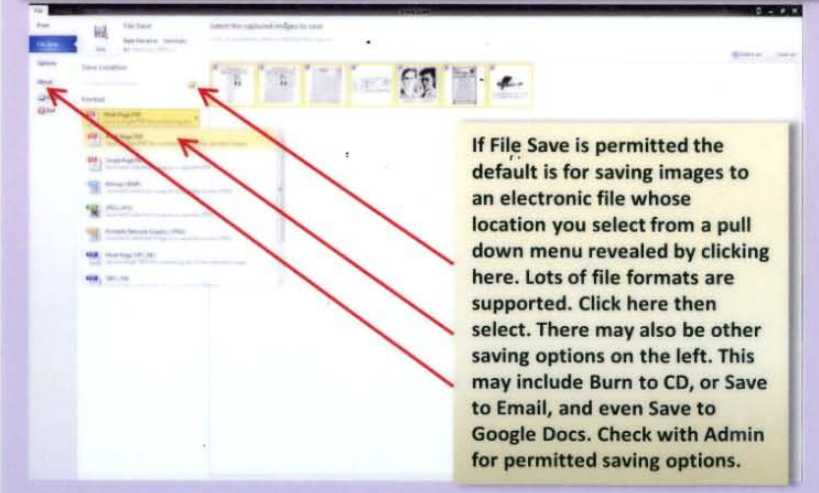
If File Save is permitted the default is for saving images to an electronic file whose location you select from a pull down menu revealed by clicking here. Lots of file formats are supported. Click here then select. There may also be other saving options on the left. This may include Burn to CD, or Save to Email, and even Save to Google Docs. Check with Admin for permitted saving options.