

How to Use the Microform Scanner and ST ViewScan Software

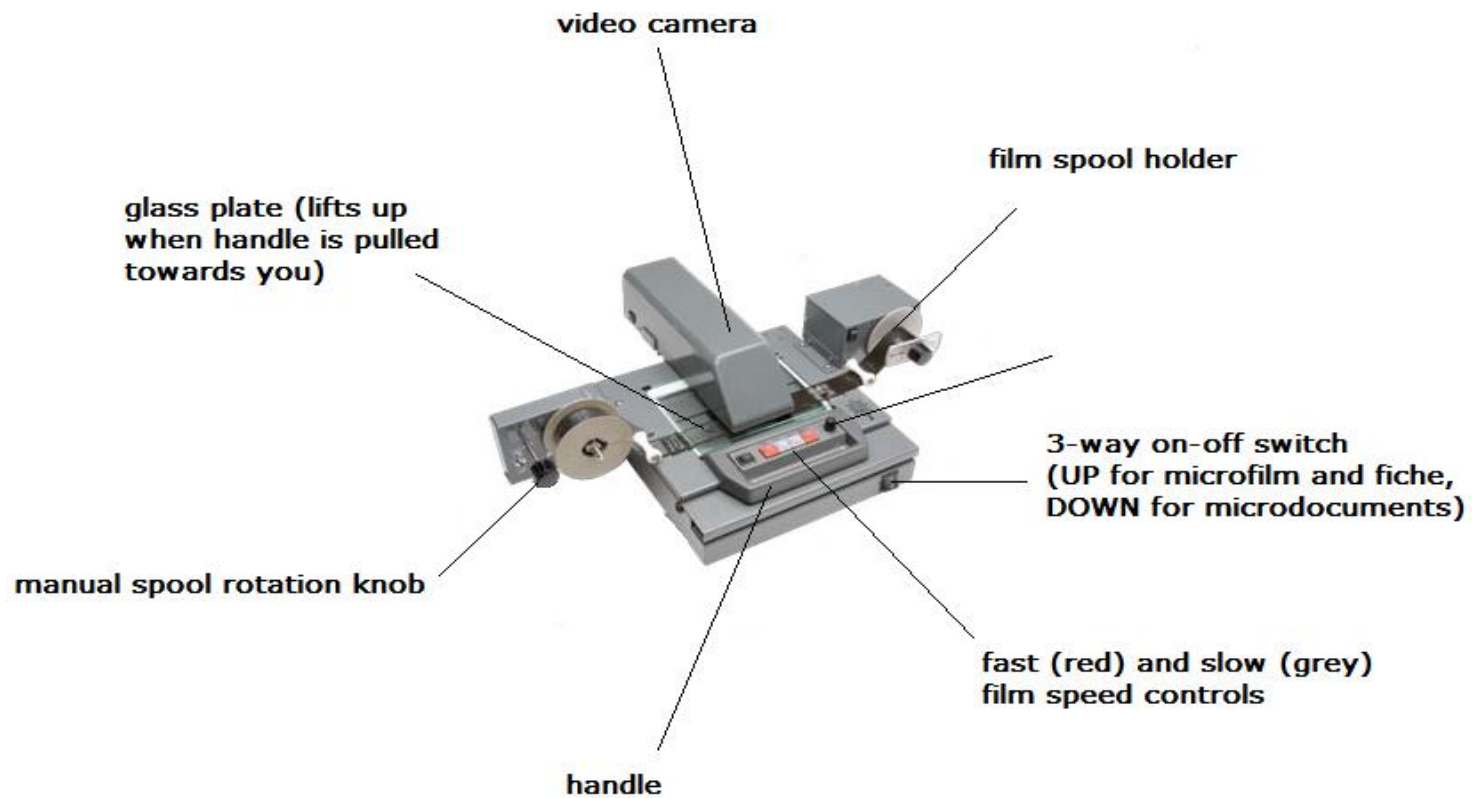
This brief tutorial will show you how to:

1. Load microfilm reels and sheets of microfiche the microform scanner located just to your left
2. Successfully scan images
3. Adjust and crop scanned images
4. Save images to USB memory stick or to your H: drive

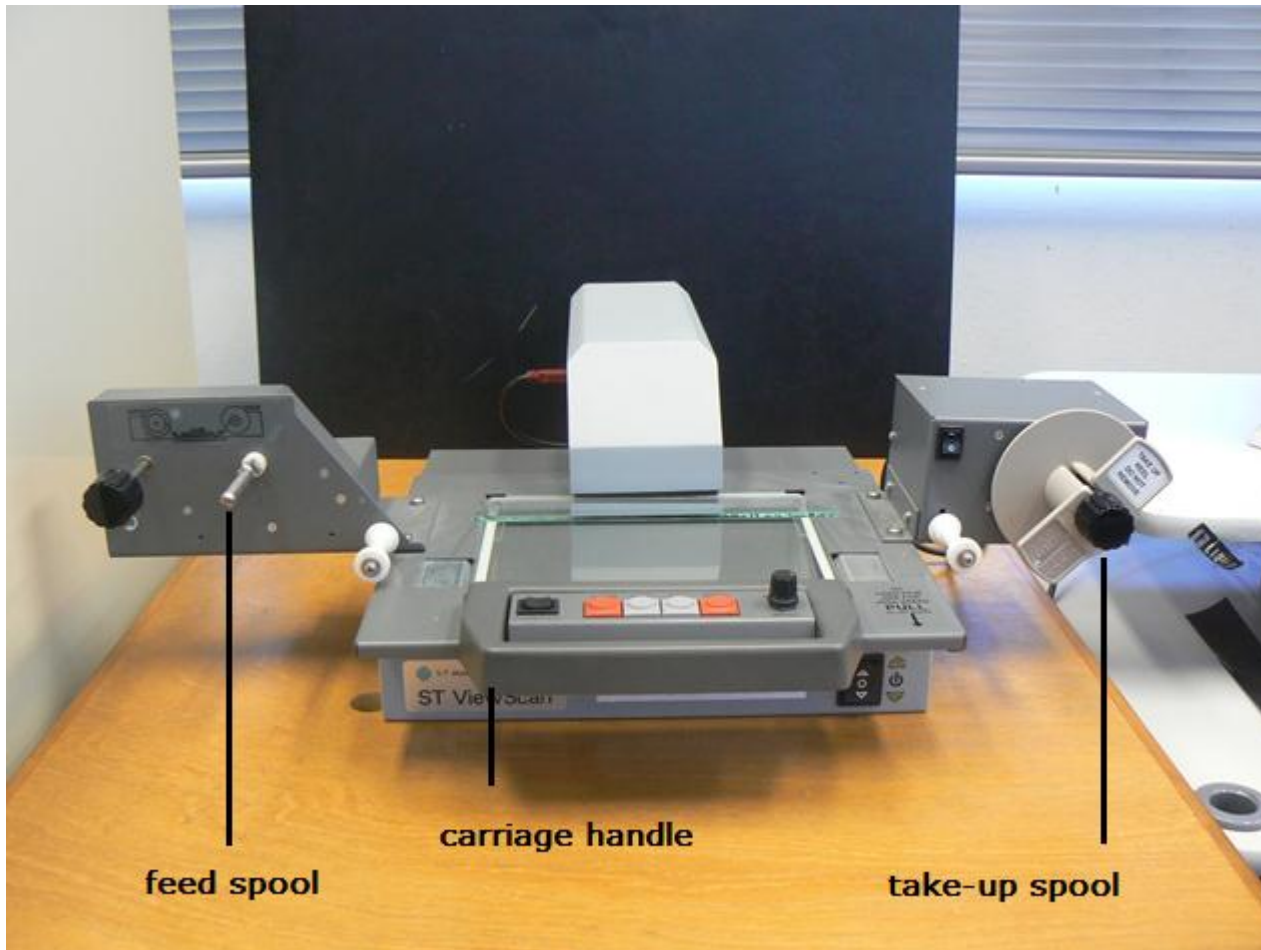
To go back and forward in this tutorial use the keyboard up and down arrows

ST scanner
(microfilms and
microfiche)

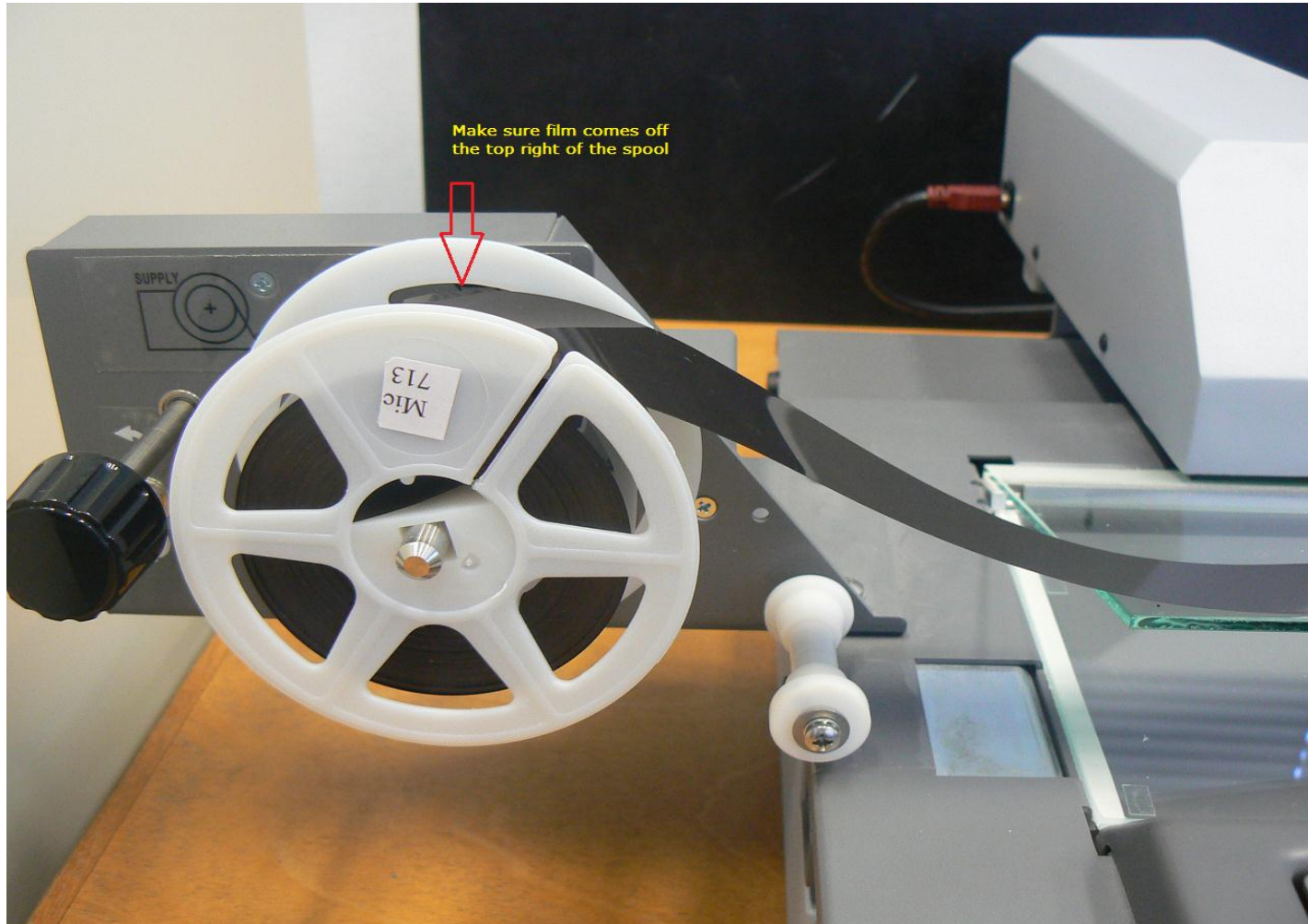




Microfilm spools and carriage



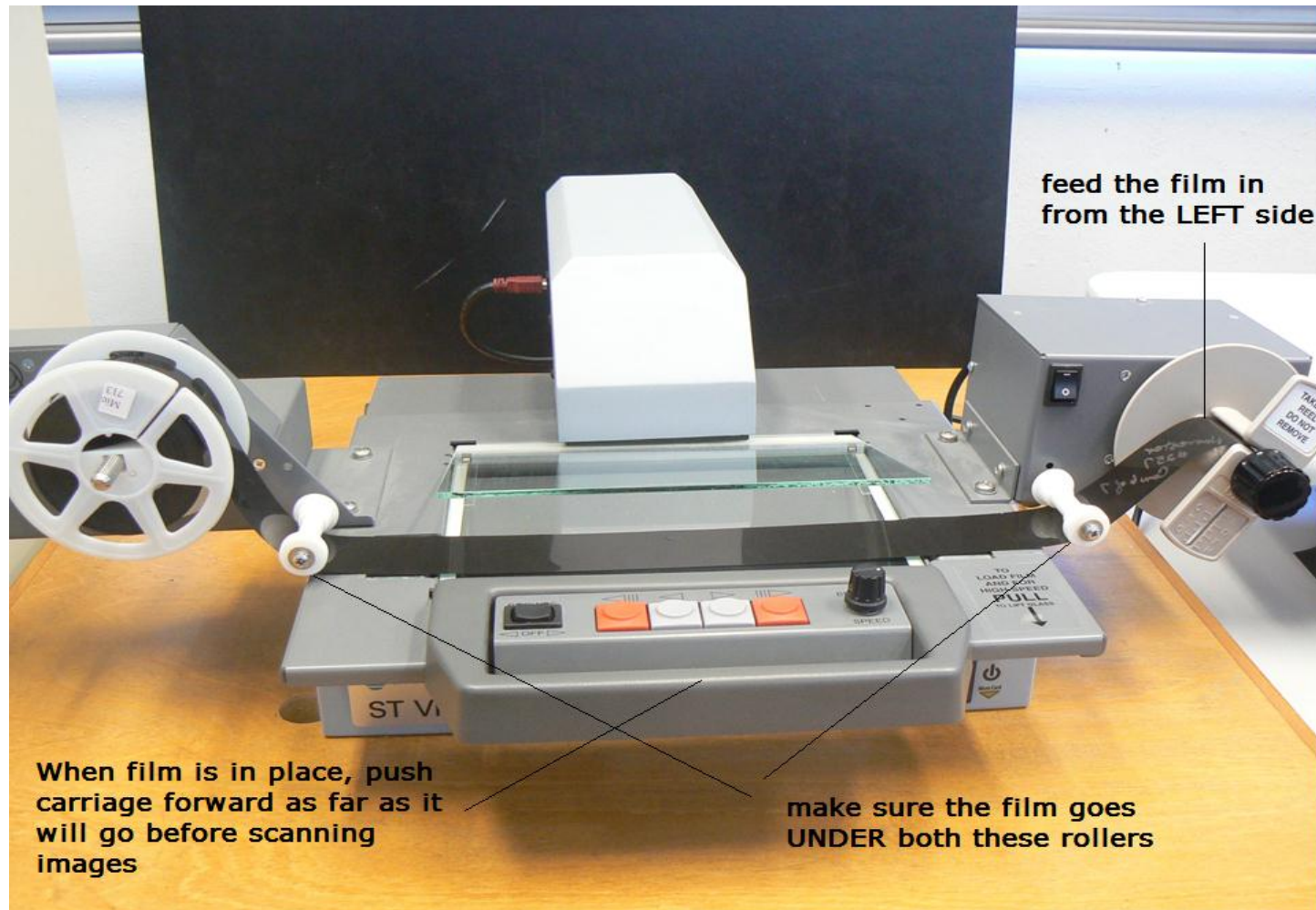
LH microfilm spool



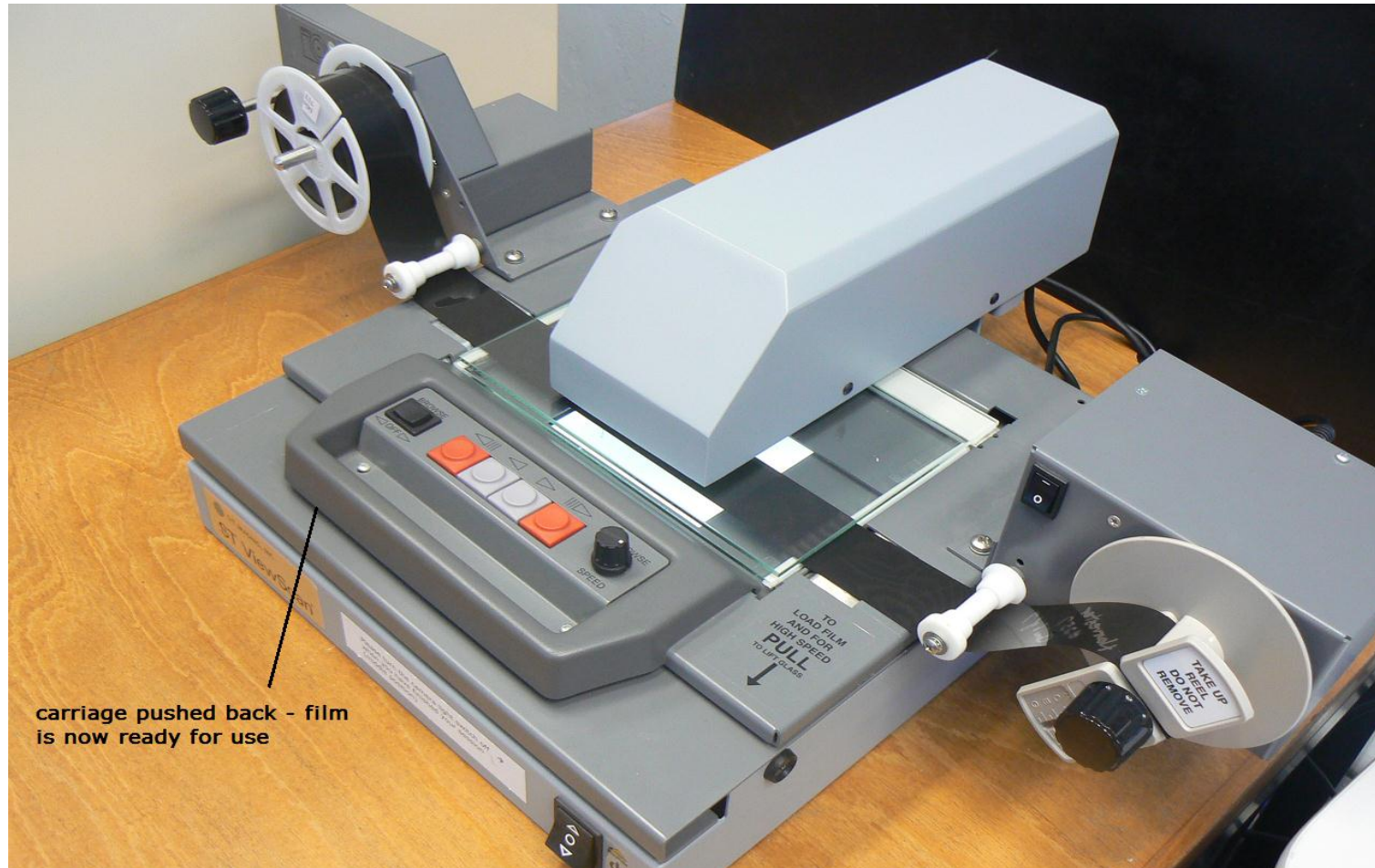
Lift carriage to load/unload a film



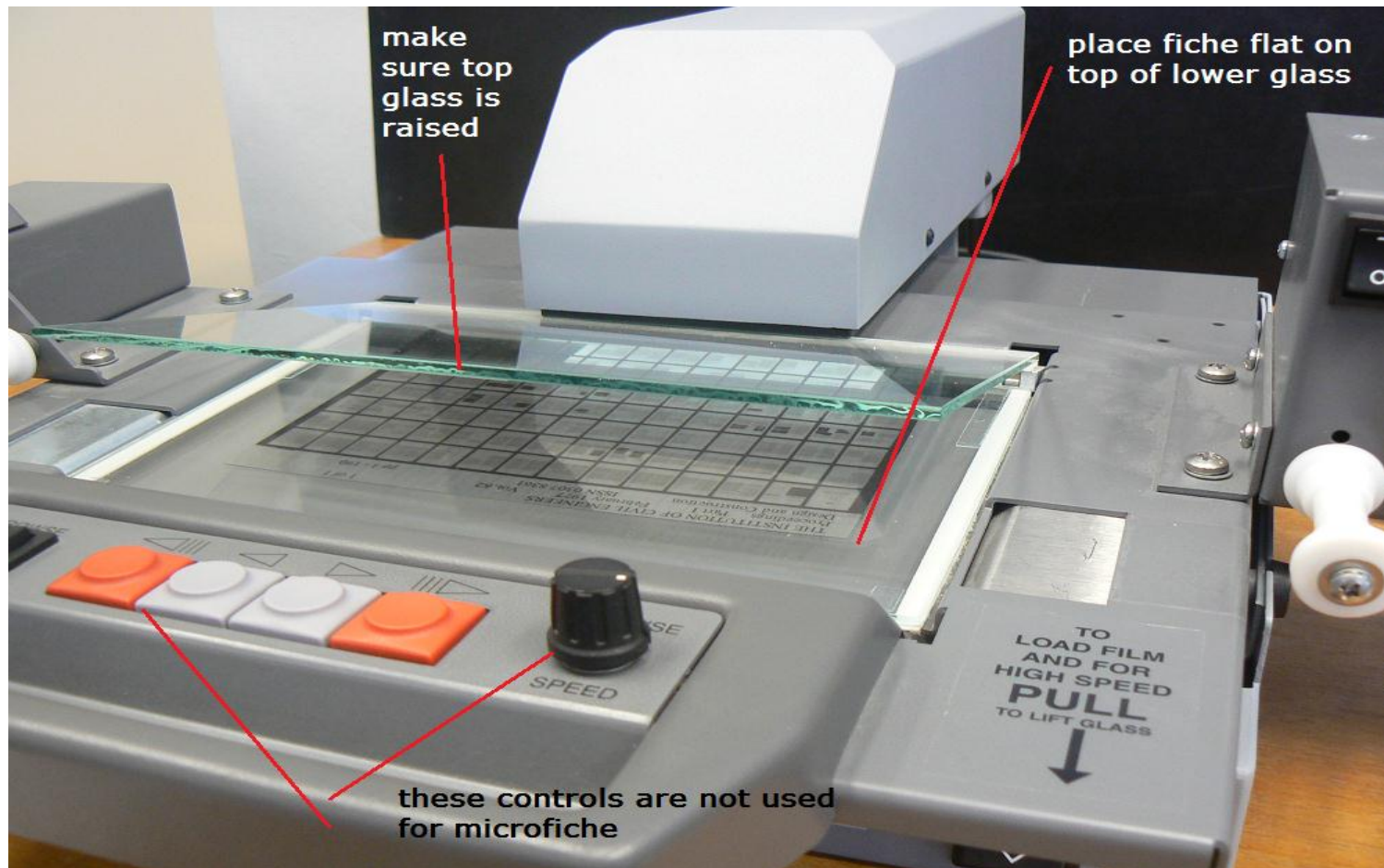
A correctly loaded film - 1



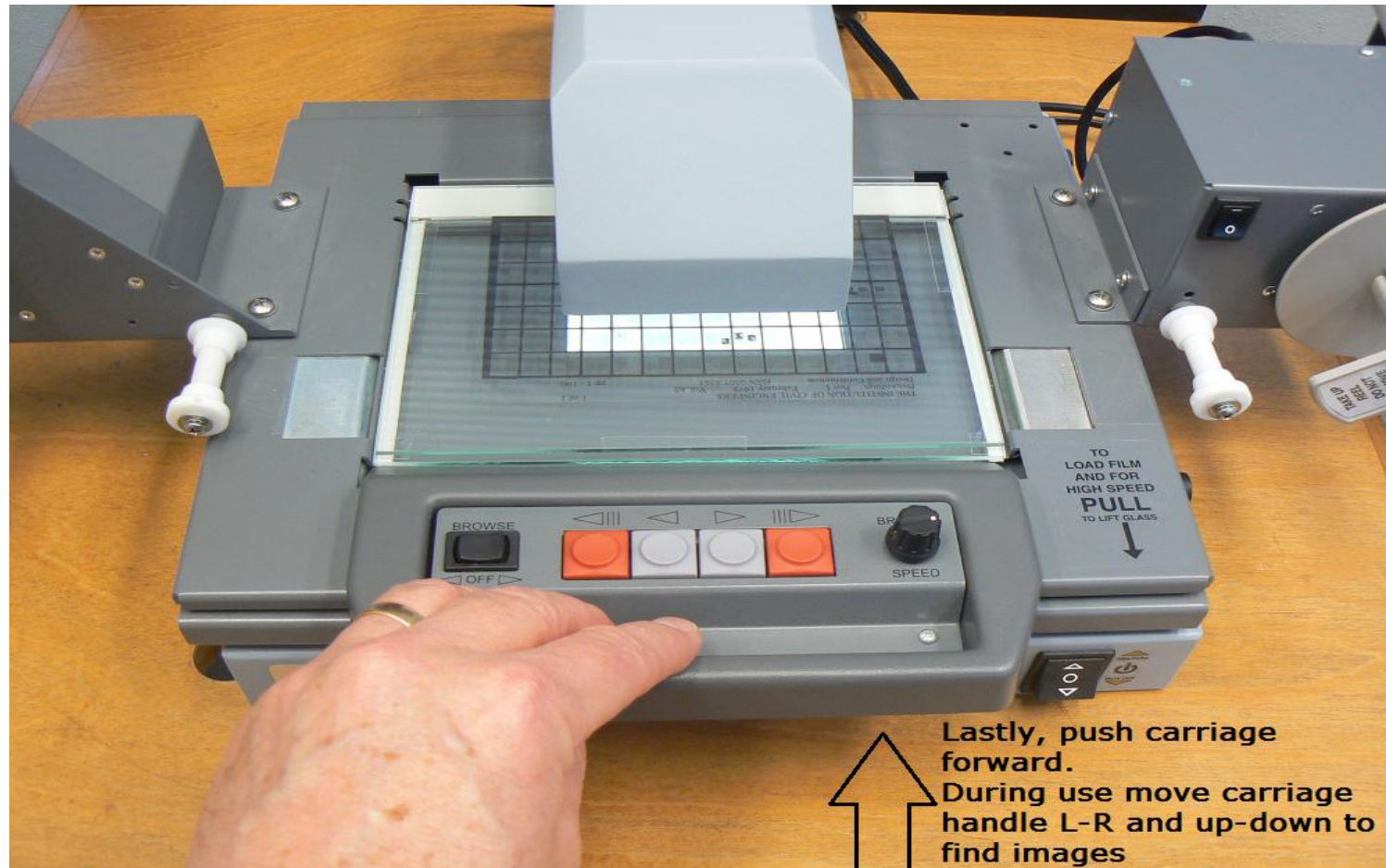
A correctly loaded film - 2



Loading a sheet of microfiche - 1

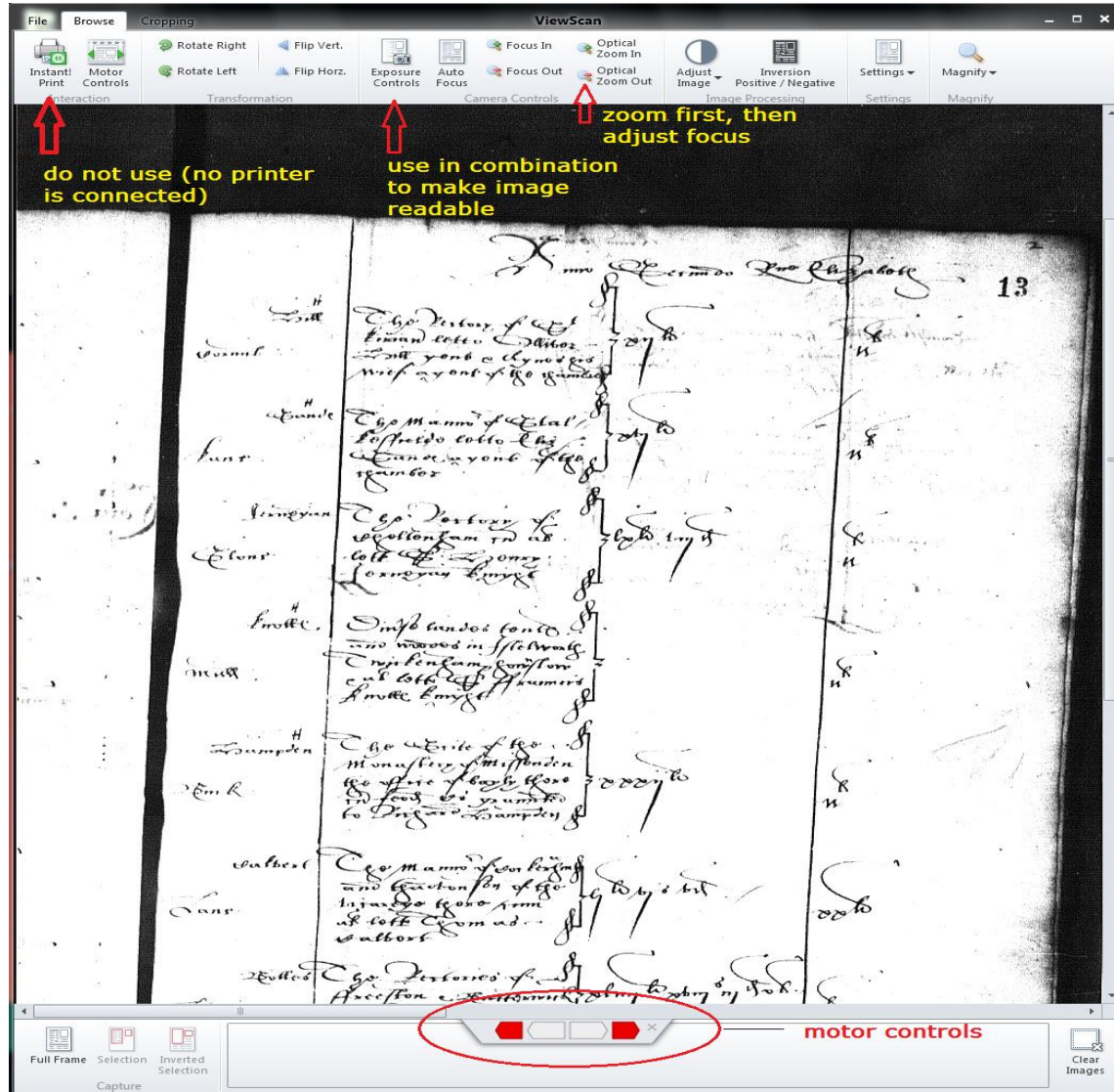


Loading a sheet of microfiche -2



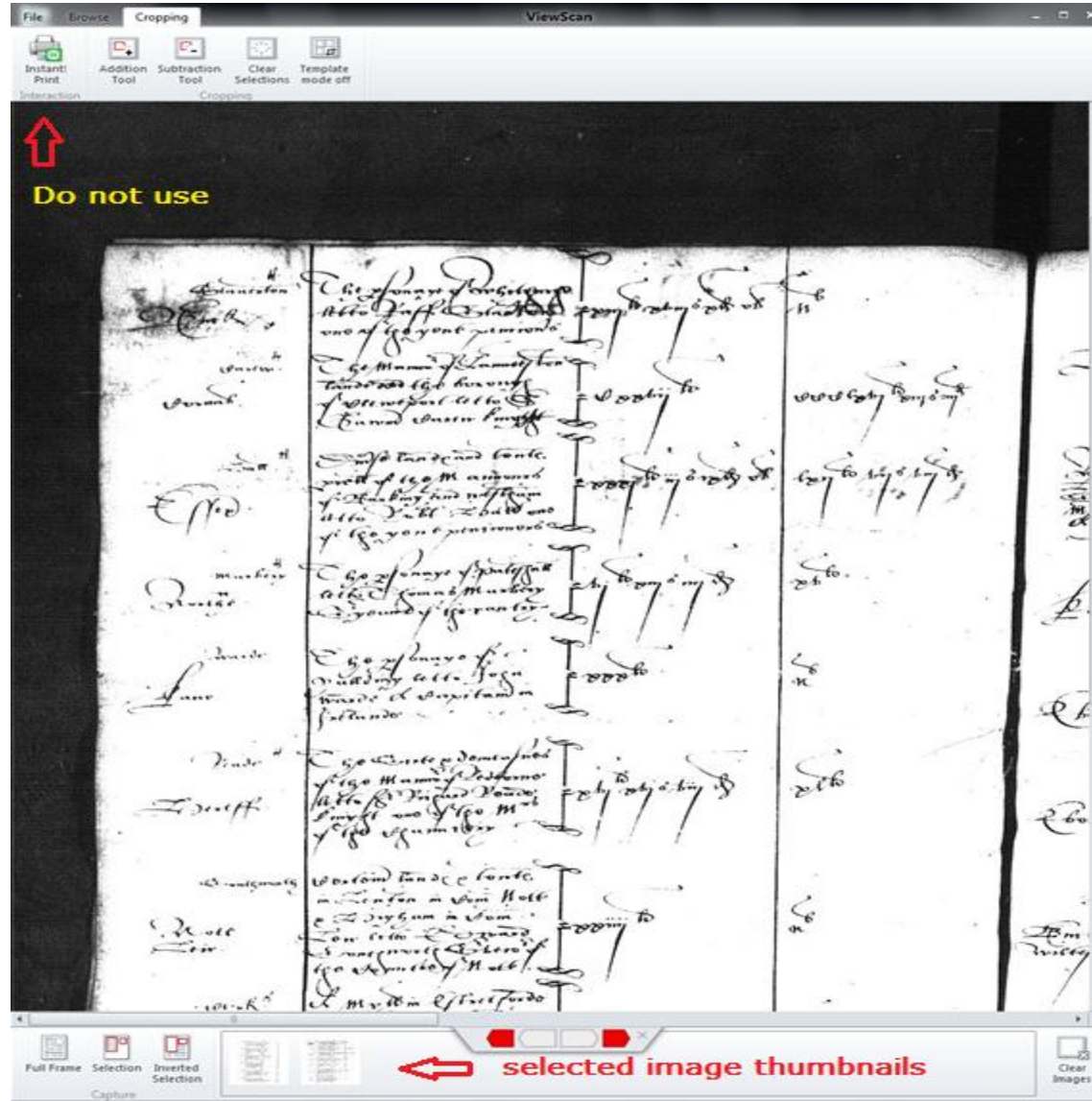
ST ViewScan Software - 'Browse' Screen

- Most controls are self-explanatory
- The **Motor Controls** icon (top left) toggles the controls at the centre-bottom of the screen on and off
- If you have a mirror image in screen, click the **Flip Horiz.** Icon
- If the image is dim or too bright click **Adjust Image**, then **Auto**
- If the image is inverted (white text on black background) click **Inversion Positive/Negative**
- When hovering the cursor over the image, left click to toggle high and low image magnification

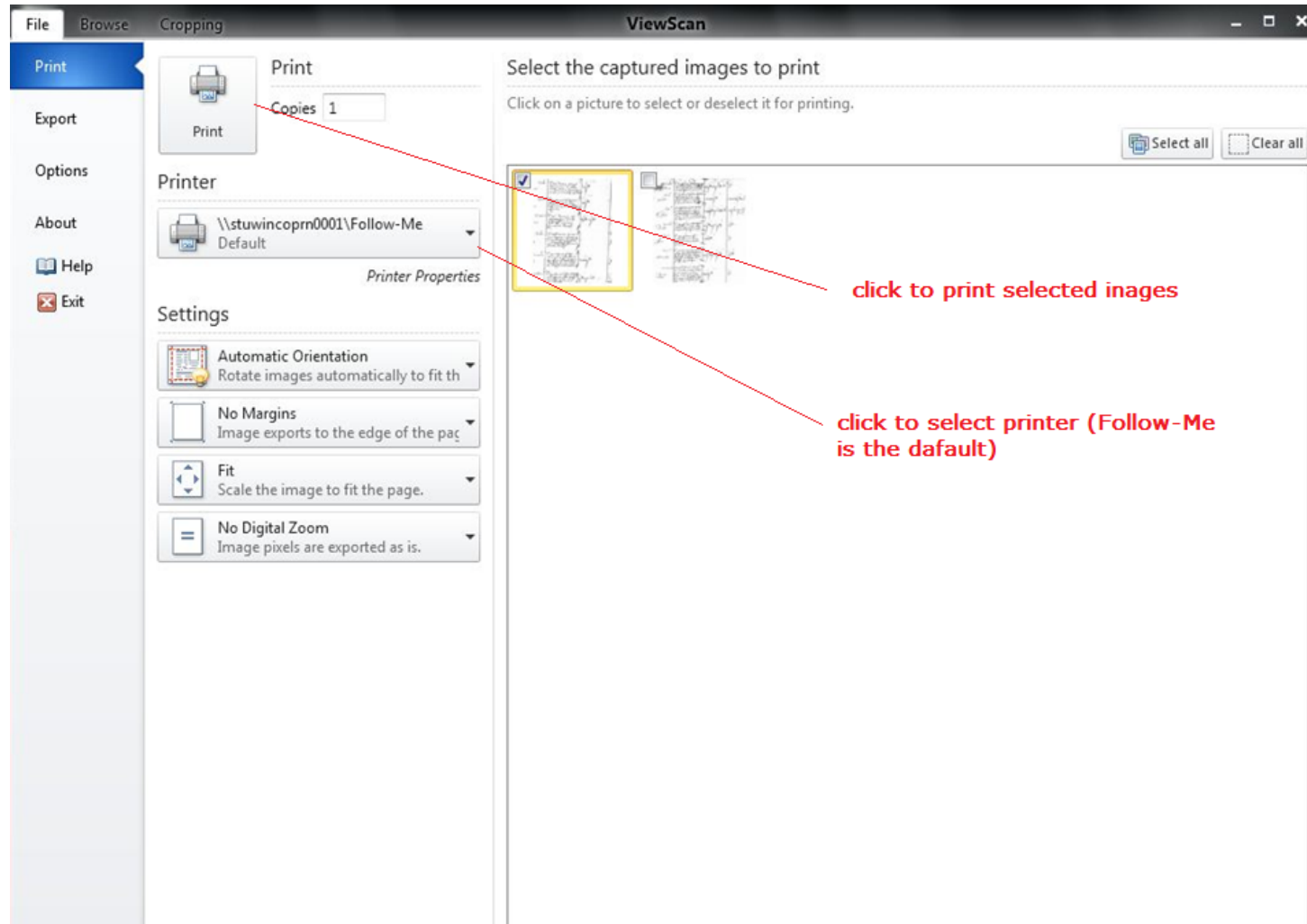


ST ViewScan Software – 'Cropping' Screen

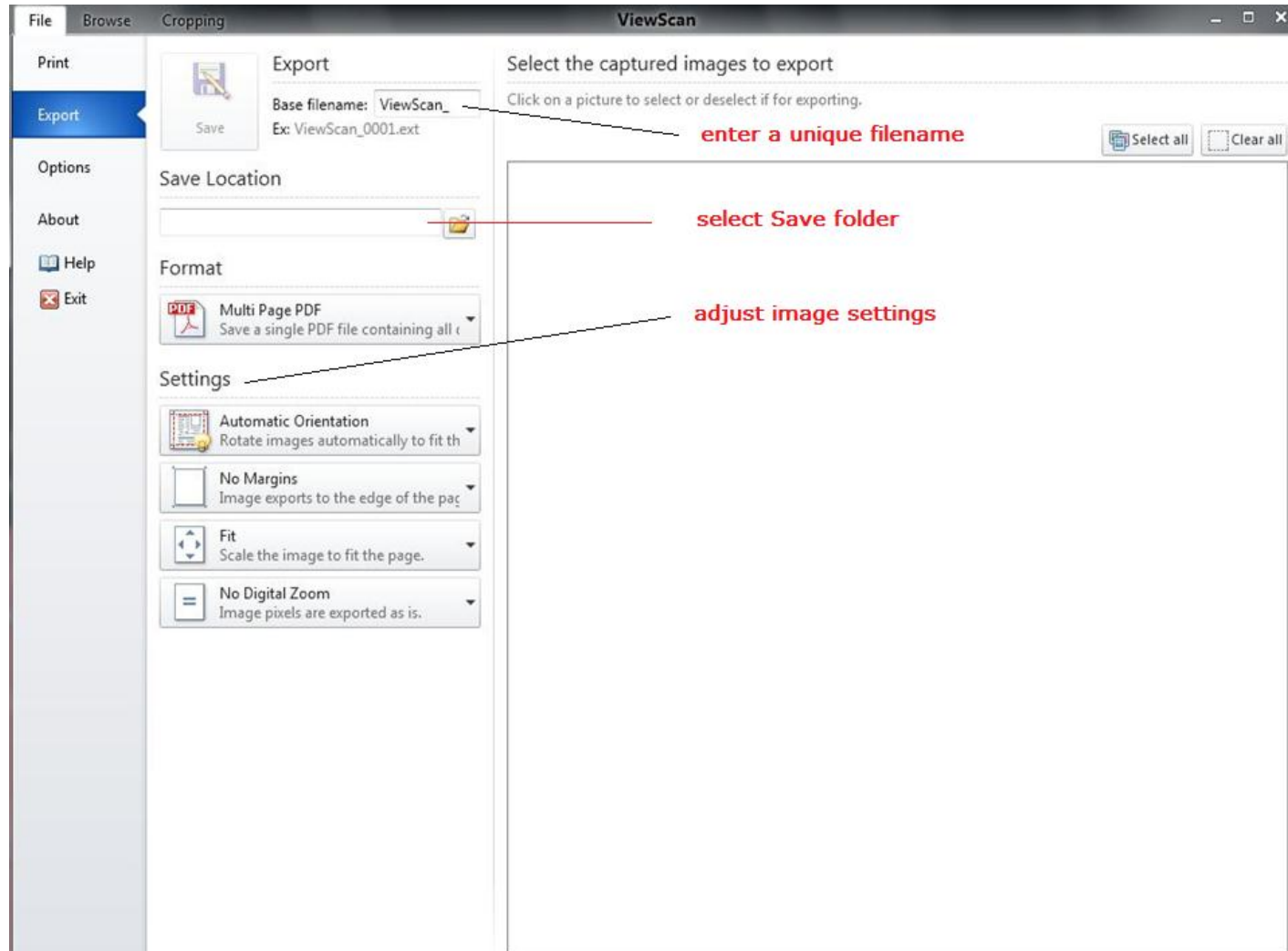
- The **Addition tool** (default) causes a click-and-drag rectangle to be saved to the image clip board at the bottom of the screen
- The **Subtraction tool** lets you remove a portion of a previously captured image
- **Clear Selections** allows you to re-crop if necessary
- **Template Mode** is used if you want to capture several images of similar size



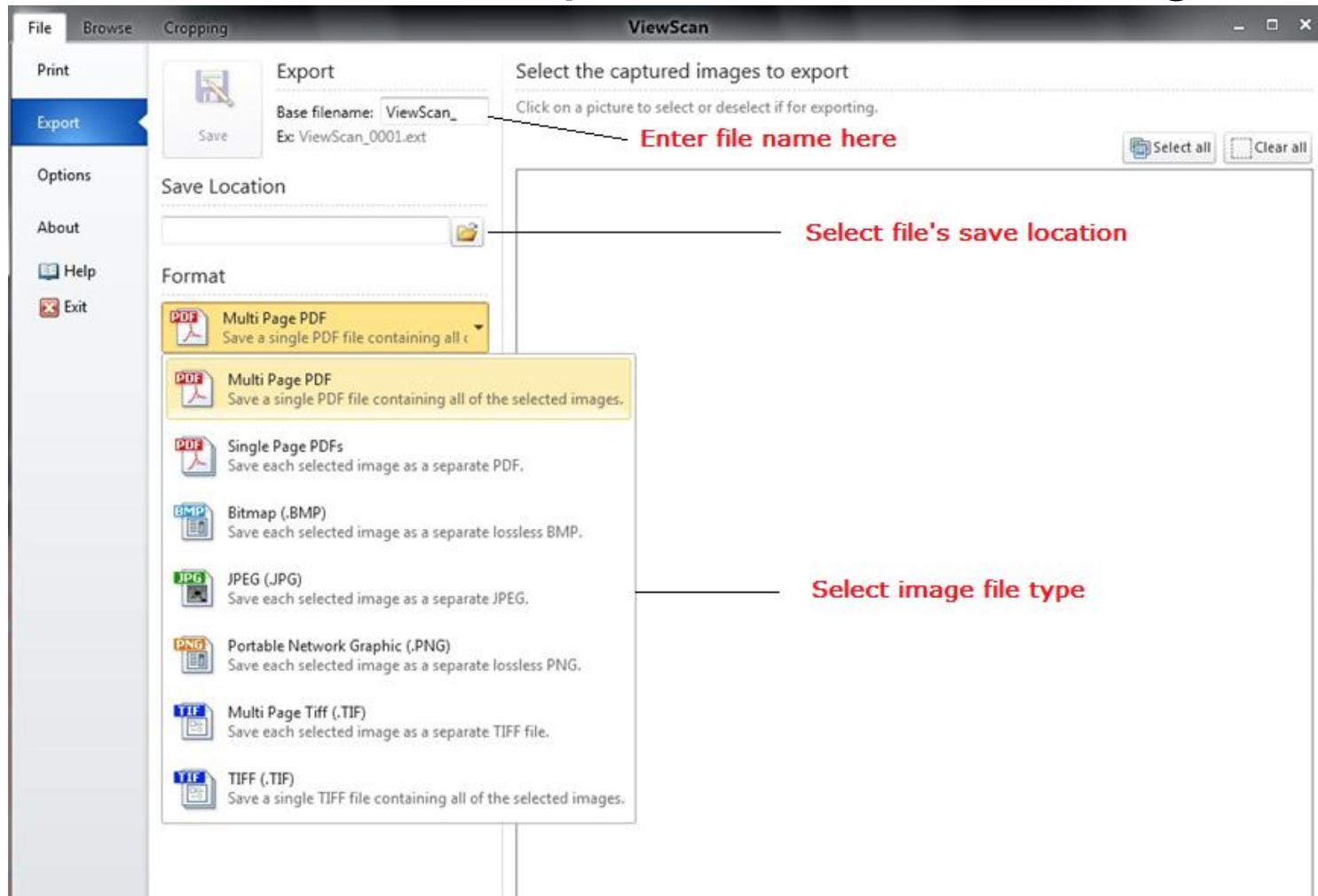
File menu - Print tab



File menu - Export



File Menu – Export – Format settings



That's it!

You should now be able to load a microfilm reel or fiche sheet, scan desired images, and save or print them