

## ViewScan Tutorial

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Entries are arranged by Mode (Browse, Cropping and File). Use the FIND tool to navigate to any key word for help on any feature.

### Browse Mode Tab

While in the Browse Mode Tab you can view and capture live images. You can also use any of the tools in the Actions Bar above the viewing area to affect the image quality or perform a function. Hover over these Icons to view Instant Assistant™ Help on any of these functions. The program can be set up with various starting attributes (see the Settings Tool). Click anywhere on the viewed image to change zoom levels. The other two Modes of Operation are for sending images to a file or a printer (File Mode) and selecting what portion of a page you want to capture (Cropping).

### Instant Print

The Fit mode image will be sent to the Default Printer. If you are viewing in the magnified 1X mode you should switch back to the FIT mode to see what will be printed. If you want to change any print settings you should select Full Frame at the bottom of the page to place the image in the bin and then switch to FILE Tab to view printing options.

### Motor Controls

On systems equipped with Motorized Roll Film Carriers you can move the film either by pushing the buttons on the carrier, or by pushing virtual buttons that appear on the screen. Pushing this button reveals or hides the on screen roll film movement controls.

### Rotate Right

This button causes the image to be turned 90° clockwise with each push of the button. Repeating the function turns the image 90°, 180°, 270°, 360° to the right.

### Rotate Left

This button causes the image to be turned 90° counterclockwise with each push of the button. Repeating the function turns the image 90°, 180°, 270°, 360° to the left.

### Flip Vertical

This is used to flip the paper vertically. Its effect is as if you took a transparent image and flipped it over so that the top is on the bottom, and the bottom is on the top. Seeing through the image, it will appear as if in a mirror.

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### Flip Horizontal

Another common term for this tool is “Mirror Image.” When the image looks as if you were viewing it in a mirror, you can click here to reverse the image to appear right reading.

### Straighten

This is a great feature that it allows you to compensate for any images that were not filmed straight. The feature is also known as deskew. Click on the ruler to display the choice to straighten, or to reset to the original appearance if you made a mistake or no longer need to see adjusted images. To Straighten an image, just select Straighten Image, and then click and drag the crosshairs to set a line matching the tilted angle along a portion of the side of the page (no need to draw the line along the entire side of the page). When you release the mouse button, the page will snap the line (and the page) back to a perfectly vertical angle.

### Exposure Controls

Like the Adjust Image controls, this set of controls allows you to adjust the image appearance. The controls here are just more familiar to experienced photographers. By changing the Shutter Speed, and the Gain, you affect how much light enters the lens of the camera, thereby making images brighter or darker.

### Auto Focus

Click to ask the program to automatically adjust focus. Manual focus controls are also provided, and they are both faster and equally accurate. However there may be an instance when the customer does not feel comfortable making the focus adjustments manually, so an automatic adjustment is provided. This function works best in the FIT or 1 X mode and with the Exposure Control Shutter Set to 400 or greater.

### Focus In

Use this precise tool to quickly achieve focus. It works best in the 1X mode. If you use Optical Zoom In, then you will use Focus In to bring the image back into focus.

### Focus Out

Use this precise tool to quickly achieve focus. It works best in the 1X mode. If you use Optical Zoom Out, then you will use Focus Out to bring the image back into focus.

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### Optical Zoom In

Click this button to move the camera closer to the film, resulting in an optically, rather than digitally, magnified image. This is only required when changing from one film size to another. To more quickly zoom closer in to read text, just click the area on the page that you want to get closer to while in the Browse Mode. This will enable you to zoom in using our Digital Auto Zoom.

### Optical Zoom Out

Click this button to move the camera farther away to the film, resulting in a less magnified image. This is only required when changing from one film size to another. To more quickly zoom out to see a larger area, just click the area on the page that you want to get further away from while in the Browse Mode. This will enable you to zoom out using our Digital Auto Zoom.

### Adjust Image

Often film images are a bit dark and would benefit from enhancement of Brightness, Contrast, and Sharpening. The first pull down menu from this Icon allows you to enhance the image with an Auto Contrast adjustment. For additional adjustments select Image Adjustments to select and manually change Auto Contrast (Same as the quick Auto Contrast on the pull down menu), or to click and drag pointers along the bars to affect Brightness, Contrast, and Sharpness. TIP: If you adjust brightness higher, you should also adjust contrast higher. The two adjustments together provide a better appearance than only adjusting one setting. Increasing brightness is often a good idea because screen images can appear brighter than the actual image, so printers tend to print darker than what the image looks like on the screen. To return to default settings, see the Settings Icon section.

### Inversion (Positive/Negative)

Use this Icon to toggle between viewing the image as a positive or a negative image. Whatever you see on the screen will be what is saved or printed. If you prefer viewing images as negatives, just remember to use this tool to reverse its polarity prior to saving or printing.

### Settings

Different types of film vary greatly in brightness, contrast, image rotation, negative or positive image, and more. Use this tool to save or recall image attributes and settings for your specific film type. To change the default setting administrative rights are required.

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### Magnify

You can digitally zoom in and out instantly to different levels of magnification without having to wait for the camera to move in and out and refocus at different levels. Just click on your choice from the pull down menu to toggle between the default mode that will FIT the whole image to the screen, and a mode the will increase the image by 100% (1X), 200% (2x), and 400% (4x). Click anywhere on the screen to toggle to the higher magnification level you set. Click anywhere again to toggle back to the FIT mode. TIP: When you select Full Frame capture, it will capture the full image as seen in the FIT mode, not the limited area you will see in a higher level of magnification.

### Full Frame

This is the first of three tools located at the bottom of the Browse Mode screen that can be used to tell the system what portion of an image you want to capture. Full Frame will capture the entire image that can be seen in the FIT mode. It is not limited to the magnified area of a digital magnification setting such as 1X, 2X, or 3X viewing.

### Selection

When in the Cropping Mode (Under the Cropping Folder Tab on the top of the screen) you can click and drag borders around an area of the screen you want to capture. Select the area, and then click on Capture to get exactly what you outlined. Note that this function is only allowed when in the Cropping Mode, so when you are in the Browse Mode the function is grayed out.

### Inverted Selection

This advanced feature allows you to use the same cropping function as when capturing a Selection. However, by using this Icon you will capture everything on the FIT mode screen EXCEPT what you outlined. Note that this function is only allowed when in the Cropping Mode, so when you are in the Browse Mode the function is grayed out.

### Clear Images

This Icon allows you to keep your captured images organized. After you have saved or printed images you can keep adding more images. However, you may want to eliminate all of the saved images and start a new collection of images. Or, you may have been just experimenting with capture techniques and you want to eliminate test images before you start scanning “keepers”. Use this button to clear all images out of your Image Bin. TIP: You may have lots of good images you want to hang onto, but one clunker. Click on the thumbnail of the image you do not want to keep. At the bottom of the page you are reviewing you can select to Delete Captured Image, and only that one image will be deleted.

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### Captured Image Review Thumbnail and Captured Image Review

Thumbnails of Scanned Images are placed in the Image Bin at the bottom of the viewing screen after they have been Captured using Full Frame, Selection, or Inverted Selection to complete a Scan. If you click on the thumbnail it opens up a view of the captured image (you do not have to close the application and go find a file in a file folder to see the results of your scan!).

### Image Name

Type in any name, but do not use characters that the Windows Operating Systems do not allow to be part of file names, such as “/”, and “\*”. TIP: If you accidentally forget and use / in your dates, such as “Halifax 09/08/1956” the software will just remove the illegal characters (Halifax 09081956). You might try using dashes, which are allowed: “Halifax 09-08-1956”

### Output Scaling

Use this tool to increase the resolution of a particular image up to 400% higher than the original scan. Notice that the Image Size changes and the Output Resolution dpi changes after you apply scaling. Very small images that you are planning to use magnified to fill a whole page of paper will benefit from losing image scaling.

### Output Resolution

This Tool does the same thing as Output Scaling. In fact if you change either one, it will change the other to reflect the higher resolution setting. Dpi is a rule of thumb measurement that many users find to be a handy relative number to refer to. Output scaling is a very precise measurement. Output resolution is a very relative term. 600 dpi is much higher than 300 dpi, but the printer settings, the size of the original document and the size of the paper you are printing to influence the exact dpi of the image after it is printed. Notice that the Image Size changes after you apply either scaling method. Very complex drawings or small images that you are planning to use magnified to fill a whole page of paper will benefit greatly from lossless image scaling.

### Delete Captured Image

Use this Icon to eliminate the image being viewed. It will not affect any other images in the Image Bin.

### Print Image

You can print images either one at a time or all together. Click here to send the one image you are viewing to the printer. For batch printing or selective printing of multiple images use the File Mode (Click on the word File above the Tool Bar at the top of the screen).

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### Target Area Enhancements

You can adjust the general attributes of the entire page before capturing, and then you can click on Target Area Enhancements to define a specific area, such as a dark photo or a dark edge of the page, without affecting the rest of the image. 1. Click on New Enhancement Area to then be able to click and drag a frame that defines the area you want to enhance. You can add multiple areas. 2. Use the tools on the right side to adjust overall light levels, brightness, contrast, and sharpen. 3. To remove all edits, click Cancel below. To Save all edits, click OK (down at the bottom of the page) to save your edits and return to the live images. Edits to target areas will not be shown in the live view. They can be seen by returning to the Target Area Enhancements View, or by saving and then viewing or printing the captured image.

### Cropping Mode Tab

Select this mode to identify a portion of the viewed image that you would like to capture for print or for file saving purposes. You will notice that on this page the cursor becomes a cross-hair pointer rather than an arrow or a magnifying glass. You can start to identify an area to capture by clicking the left mouse control and dragging the mouse from one part of the screen to another.

### Addition Tool

The default mode for the Cropping Tab is Addition. This simply means that if you click and drag a rectangle, that area will be added to any and all other rectangles you identify. This uniquely enables our Scissor-Cut Cropping™ feature to provide a crop of virtually any size or shape. After selecting all of the areas you want to add to your cropped image, click on Selection at the bottom of the screen to create an image and place it in the Image Bin below. Inverted Selection will capture everything outside of the area you cropped. TIP: If you want to capture an area larger than what is on the screen, just capture what you can see, move the image up or down, and add another area to your total cropped image area. All touching crop lines automatically become part of one cropped area, all not touching areas become separate cropped areas on the same page.

### Subtraction Tool

Subtraction is used to remove any portion from what was previously added to the Cropped Area. This is also referred to as masking or redacting. Example: A page has all of the information you want to print, but also on that page is a person's social security number that you do not want to reveal.

1. Crop the larger document area first. Click Subtraction tool.
2. Now click and drag a rectangle around the social security number.

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3. The image will be blank in the area where the number was located, but all of the rest of the page will be captured. TIP: Remember to return to the Addition Tool Mode if you want to add more areas to the cropped item. Also, you cannot subtract something from nothing, so you have to select an area to subtract from.

### Clear Selections

Get the crop lines wrong? You can just crop a larger area that will eliminate the other lines, or you can [click here](#) to clear all current cropping lines and start over.

### Cropping Template On/Off

This powerful tool will help you when you want to capture several images that are of a similar size. Click to turn Template mode on. You can create a cropping area that will remain on the screen. Fill the area with an image, and use select to capture it. Scroll the next image into the area, and select again. You can quickly scan as many images as you like, and then click this Icon again to turn off the Template mode and remove the cropping lines.

### File Mode Tab

Select this Mode to choose what to do with the images you have placed in the Image Bin. This will include sending the images to a printer, or saving them in an electronic media format of your choosing. You will also find Icons here for more Help and information About the ViewScan program.

### Print

ViewScan™ is extremely powerful and very easy to use for quick and easy or for more advanced printing operations. You can select all of the images or checkmark particular ones to print. The pull-down menus allow you to select the additional printing properties that you want applied to prints. TIP: The words “Printer Properties” that appear below the name of the Printer refers to the choices you can use from the pull down menus that describe each feature. This is not intended to give users access to the printer properties of the printer itself. Contact the administrator if you have questions as to how to change the printer’s own properties.

### Export

ViewScan™ is extremely powerful and very easy to use for quick and easy saving of files. You can select all of the images or checkmark particular ones to save. You can save them more than once in different formats. The pull-down menus allow you to select the additional image properties that you want applied to saved files, such as the format and resolution settings. TIP: Save Location: Clicking on this will bring up a list of drives and folders. Some locations in the list may be visible, but cannot be saved to without appropriate authority levels. Contact the administrator if you have questions as to what folders and locations you can save files to.

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### Languages and Other Options

ViewScan™ automatically adjusts to the language of the computer. To select a language other than the language being used in the computer elsewhere, just go to Options and select the language. As additional software solutions become available to enhance and compliment current ViewScan software functions, details on those optional items will be listed.

### About

This is an important section providing information about the version of ViewScan you are running. It also provides information about your system for diagnostic, troubleshooting and problem reporting purposes.