

Brief Guide for the ST ViewScan

To use microfilm or microfiche press the black button at the bottom right side of the scanner to the “up” position. Insert a flashdrive in a port on the bottom left side of the scanner. Using the mouse, click on the “ViewScan” icon on the screen.

The three tabs at the top left of the ViewScan screen are used for viewing microfilm (**Browse**), selecting images (**Cropping**), and sending images to a flashdrive (**File**) which have been scanned from the microfilm or microfiche.

To Begin Viewing

Click on the “**Browse**” tab (at the top left).

Find what you want by scrolling through the microfilm using the fast forward and rewind buttons (digital buttons can be controlled by the mouse). When you are close to the material you want you can use the black buttons near the reels to move the film slowly. Tools are available to zoom in & out, focus, adjust the contrast & brightness, etc.

To Select Material to be Saved

Click on the “**Cropping**” tab (at the top left).

Move the cursor down to the image and a “target” will appear. Click at the upper left corner of the material you wish to save and draw a rectangle around the material you are saving. Multiple rectangles can be drawn to create a “scissor cut” crop—new rectangles can be drawn contiguously to a previously drawn box to create one image or separate boxes can be created to produce more than one box.

Click on “**Selection**” in the lower left corner to select your outlined material. The selection will appear in the “tray” at the bottom of the page. “Subtraction Tool” is a redaction tool which can eliminate material from your selection. There is also an “Inverted Selection” tool which will capture only what you did not select.

To Send Selected Material to a Flashdrive

Click on the “**File**” tab (at the top left). Saved images should appear in a large box. Select image/s to be sent to flashdrive (check the box in the corner of the image).

Click on “**Export**” (upper left corner of screen). Under “**Save Location**” (click on the file folder) select computer, locate & select your flashdrive, & click on OK.

Click on “**Format**” and select the desired format (PDF, TIFF, JPEG are among the formats available).

Click on “**Save**” (at top). File will be saved on your flashdrive. If you don’t name your folders they will be named “ViewScan.”

It is recommended that you view the files on your flashdrive before you leave to insure that you have successfully saved the material you have scanned.

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