Instructions for using the ST ViewScan Microform Reader/Scanner

Contents

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Make film go forward/reverse

Film speed adjustor

Left hand spool – attach microfilm here

Right hand spool - thread microfilm onto here

Red buttons—advance film quickly

Grey buttons—advance film

On/off button

Microfilm reader with microfilm correctly attached

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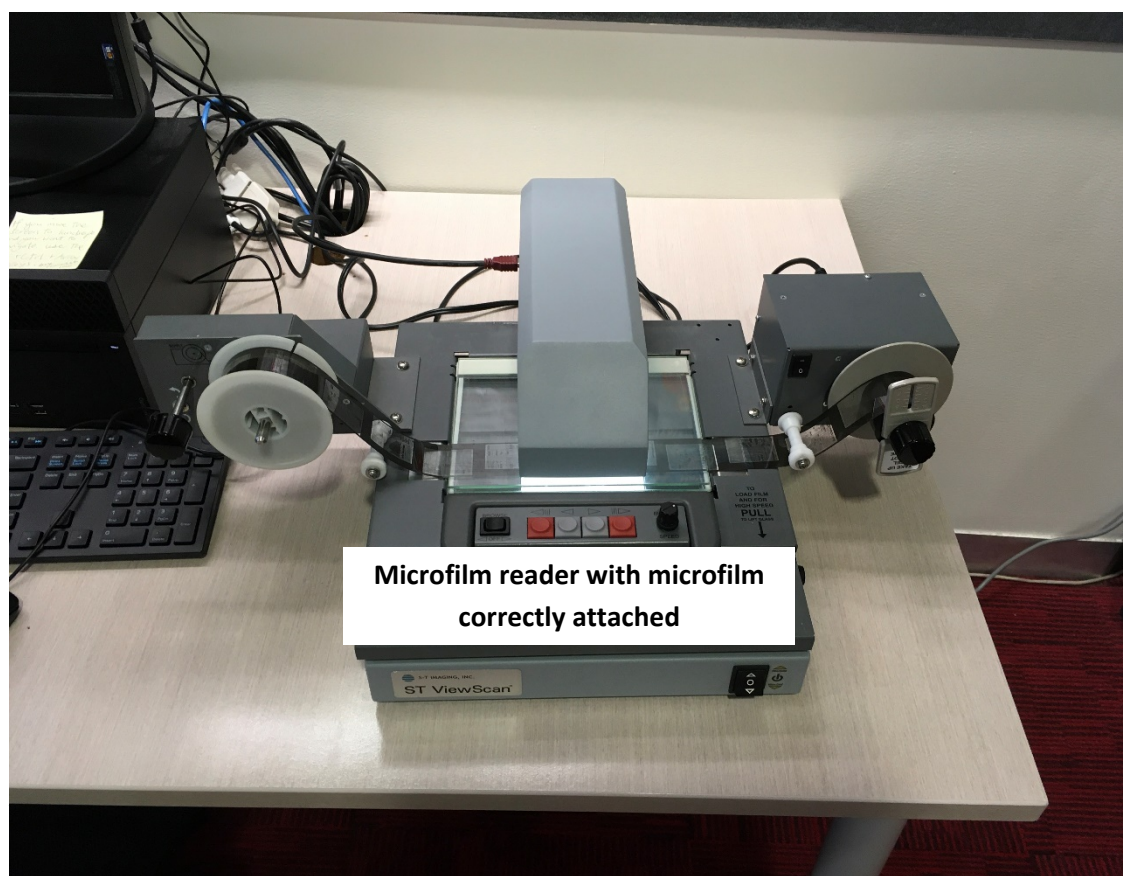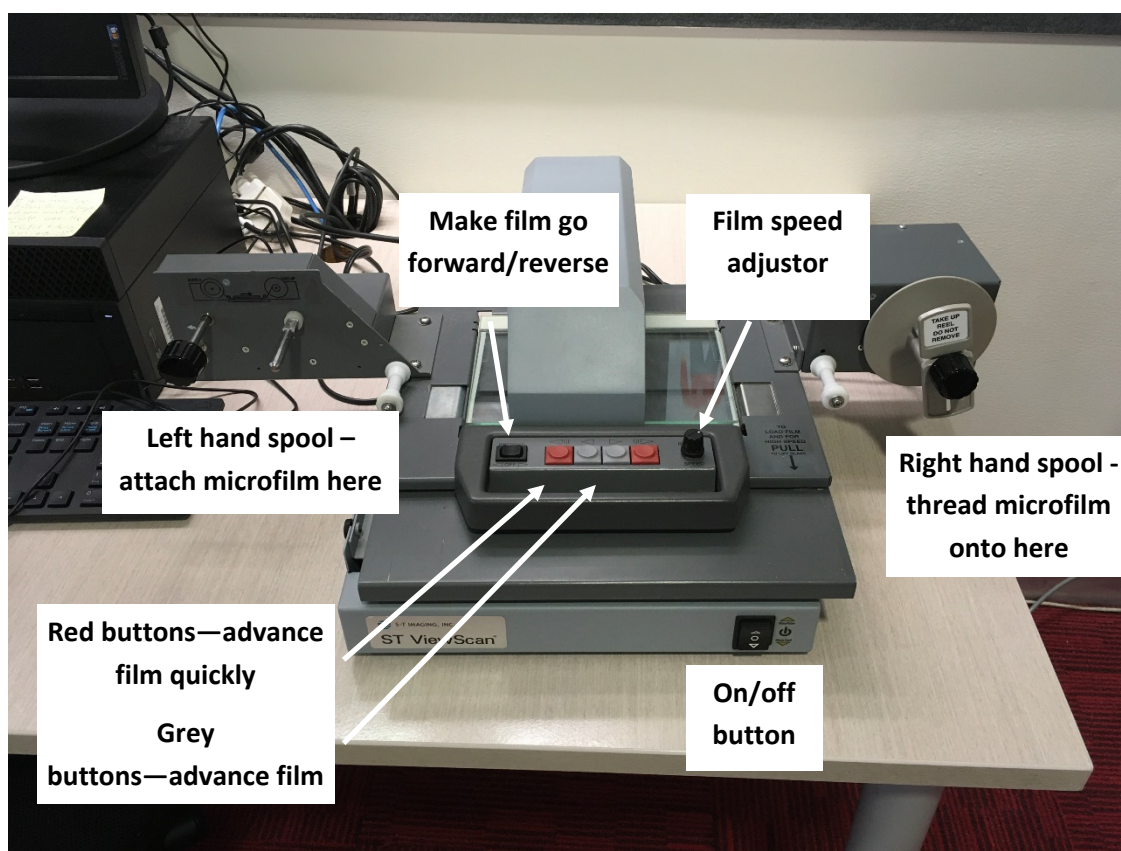
1. Switch on microform carriage (black switch at front right).

   a. Press switch in at top for film or fiche.

   b. Press switch in at bottom for aperture cards.

2. Pull microform carriage gently forward by handle in front of buttons so that glass lid raises.

3. Load new film on left-hand spool with film coming off top right.

4. Pass film under white roller, under glass and under second white roller.

5. Thread into right-hand spool.

6. Hand wind on a few turns in clockwise direction.

7. Push microform carriage gently back so tray is fully engaged at rear and film is under glass viewer.

8. Switch on computer.

9. Log on using your University log-in and password.

   a. Non-members of the University should ask Library Staff for assistance].

10. Click **View Scan Premium** icon on screen.

11. Click anywhere on screen

12. Select **Standard Mode**

13. Image should now appear on screen.

B. Viewing Images

On the Microform/microfilm reader

- Press right hand red button to advance film quickly.

- Press right hand grey button to advance film slowly.

- Left hand buttons will reverse direction of film.

- Browse button will advance or reverse film at slow speed.

- Browse speed may be adjusted by black knob.

- Should film advance too far and come off left-hand spool, feed film back in reverse of step 3 from the Getting started section and thread into left-hand spool. Hand wind a few times in an anti-clockwise direction.

On the computer

- You are automatically in **Browse.** Various icons down the left hand side will allow you to manipulate and enhance the image:

C. Tools to enhance the image on the screen

Rotation: move the image through 90° in the direction listed

Using the **rotate right** and **rotate left** icons

Flip: if the film has somehow been loaded back to front click on

Mirror image and the image will be readable.

Flip vertical will change the view by 180°.

Adjust Light Levels: This button allows control of brightness
and contrast.

Auto Focus: If you have zoomed in or out and the image is no longer in focus, this
button will automatically refocus the image [it takes about 1 minute].

Focus: If you have zoomed in or out and the image is
no longer in focus, these buttons will allow you to manually
refocus the image.

Digital zoom: These buttons will allow you to zoom in or out
slowly.

Positive / negative: If an item (a newspaper for example) has
been copied as a negative so that it appears as white writing
on a black background these buttons will allow to change to
black writing on white background [and vice versa].

Magnify: This allows you to change the image to a certain set
of magnifications [see also Digital zoom above]. Image can also be
fitted to screen using Magnify.
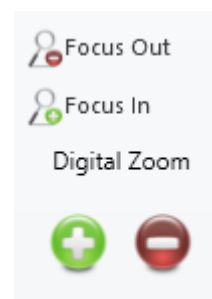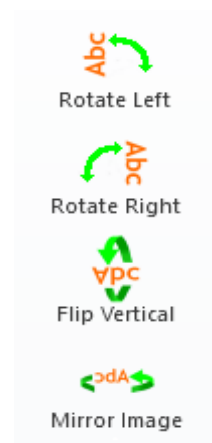
D. Selecting an image to print or save

Whole Page

1. Select – Capture Full frame (bottom left of screen)
2. A thumbnail will appear in box at bottom.

Part of a page

1. Click on **Cropping** tab at very top left of screen. Cursor will change to **+**

2. Click on screen (above and to left of part to be selected), hold down and drag down and right to create rectangle enclosing article.
3. You can use multiple rectangles to select more articles (Selections will automatically merge should they overlap).
4. Click Clear Selections if you wish to redo cropping.
5. Click on Capture Cropped Area icon (at bottom of screen) when you are satisfied with cropped image selected
6. A thumbnail will appear in box at bottom.
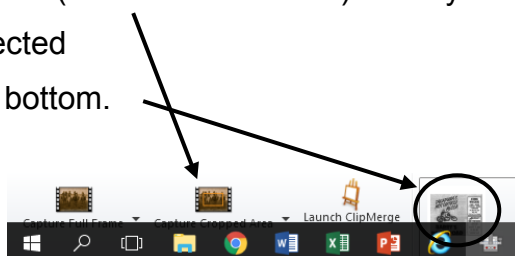
E. Saving

1. Click on File (very top left of screen).
2. Select File Save
3. Click on little tick box just above image if not already selected
4. Select the format you want.
   - JPEG, TIFF, PDF or multipage for several images which will print on one page.
5. Open folder next to Save Location box and select the location on the hard drive where you would like the image to be saved.
   - The save name will be the name you choose for your thumbnail.
6. Select OK.
7. Click on Save icon to save file.

F. To save to USB memory stick

1.   Select –Capture Full frame or Capture Cropped Area (bottom left)

2.   A thumbnail image should appear in box at bottom.

3.   Click on thumbnail image.

4.   Ad an image name in box.

5.   Close image i.e. x out of Captured Image Review

6.   Click on File (very top left of screen).

7.   Select – File Save

8.   Click on little tick box just above image if not already selected

9.   Select – Format e.g. JPEG, TIFF or PDF or multipage for several images which will print on one page.

10.   Open folder next to Save Location box and select the location on the hard drive where you would like the image to be saved.

- The save name will be the name you choose for your thumbnail.

11.   Insert USB into Hard Drive behind computer screen

12.   Select – Removable disk (E:) or name of USB on E: and name file

12.   Select – OK.

15.   Click on Save icon to save to USB.

Note: Files can also be saved to This PC, Desktop and then saved to USB.

G. Finishing up

1. Please rewind microfilm back onto the original roll.

    - To wind back microfilm hold down left orange button to rewind.

2. Turn light switch off on Microfilm carriage

3. Log out of computer.

    - Select – Windows Start (extreme bottom left of screen).
    - Click the third button above the windows logo and select **Sign Out.**
    - Turn off computer screen.

4. Replace microfilm in relevant box and leave beside microfilm machine.

H. Troubleshooting

If the reel will not rewind.

1. Check the small switch to the left of your reel, this alters which way the reel will spin, and adjust accordingly.

If ViewScan icon is not visible on home screen.

1. Select – **Windows Start** (extreme bottom left of screen).
2. Click **View Scan Premium**
3. Then select **Viewscan Premium** again.

If you need extra help

Come to the level 2 issue desk, a staff member will be able to find someone to assist you.

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