



STImaging

Premium Software

Quick Start User Guide



This manual serves as an instructional guide to help users with the ST Premium Software used with ST Imaging ViewScan scanners. Our system was designed to replace the old basic reader/printers with an easy-to-use digital alternative. ST Imaging's ViewScan scanners allow you to conveniently browse your film. Once you find what you're looking for, you can then print it or edit the image. ST ViewScan scanners allow you to save your files in many ways. You can print, email, send via email, or save to a USB drive, GoogleDrive, and DropBox.

The following pages will help you acquaint yourself with the ST ViewScan system and make your research more enjoyable. Our ST ViewScan scanners were designed to be user friendly regardless of the users' skill set.

Hardware Overview:

The base of the ST ViewScan scanners is a square. There are three layers; the top two layers are moveable. The top layer allows you to move forward and back. The second layer allows you to move side to side. There is a silver bar called the carrier handle. By holding onto the carrier handle, you can position your film under your camera better.

You will also notice there are four buttons; two red and two gray. The red buttons allow you to fast forward or rewind through your film while the gray buttons preform the same function, but at a slower rate.

There is no on/off switch on the ST ViewScan scanners. To turn the ST ViewScan scanners on, simply launch the ST ViewScan Premium Software. There is also a USB port located on the front left side of the machine.

How to Load Film:

Loading the film is simple. Please follow the steps below to properly load the film.

1. Pull the carrier handle forward until the top glass is raised.
2. Place the roll of film onto the left spool. Make sure that the end of the film is overlapping on top and is facing towards the right spool.
3. Pull the film underneath the left side white spindle, continue pulling the film underneath the raised glass, then under the right side white spindle and lastly, insert the film into the slot of the take-up reel. **See illustration below.**






4. Push the carrier handle backwards to lower the glass.
5. Slide the carrier backwards until the film is aligned under the camera. The image of the film will appear on the computer screen.
6. Push the red button on the right located on the carrier to advance the film.

7. Once you have properly loaded your film, you will see the film image appear in the viewing area in the center of the screen.

Software Overview:

To launch the application, click on the ViewScan icon. You may want to create a shortcut and place the icon on your desktop. Shortly after, a splash screen will display prompting you to click anywhere on the screen to continue. You will then be asked to pick a mode that you would like to use during your research.

There are three modes which can be controlled by the Library. As the modes progress, the user is exposed to additional features. Some of these features require greater comfort with editing images. The three modes are:

-  **Simple** – View and Print images - similar to a reader/printer
-  **Standard** – View, scan, simple editing, Email, and print
-  **Advanced** – View, scan, advanced editing with Annotation and optional features



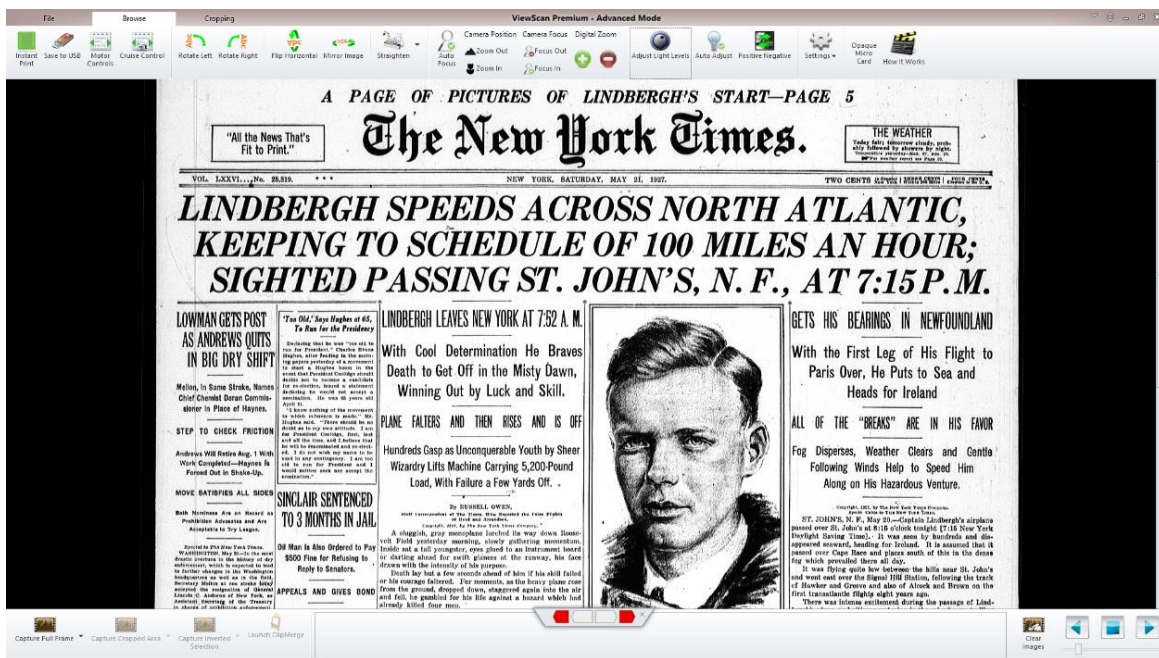
Once your program is running, the viewing area will appear in the center of the screen. There are three tabs: File, Browse and Cropping. These tabs will give you access to any and all functions for viewing, editing, cropping, saving, and printing images. The system will always start up in the Browse Tab so you can easily scroll through the film until you find the information you are looking for. There are also film controls underneath the Browse Tab that can be found on the carrier as well. Once you have found the area of interest you may want to crop it. The Cropping Tab will display all the relevant tools you will need to edit the selected image. Finally the File Tab is where you will find all the ways you can share and save the images you have captured.

Some of the followings tools and buttons may or may not be available for the user depending on what the library has decided to give users access to.

Browsing Tab:

We designed and named our buttons to be user friendly. The convenient naming does not leave users guessing the button's function. However, if you ever have questions about a button, hover over the button and a description will display.

- **The Capture Full Frame:** located on the bottom; captures exactly what is pictured on the screen
- **Cruise Control:** A scanning feature that automatically captures film pages for you.
- **Digital Zoom:** Zoom in to any area of the screen you would like to take a closer look at
- **Clear Images:** Will delete all the images in the image bin



Cropping Tab

ST ViewScan allows you to crop selected segments of your image. To crop on image, click on the Cropping tab. Click and drag around the desired content to select it. While clicking and dragging, the area will turn blue. The selected area will turn orange.

Our scissor cut cropping function allows you to have the capability of cropping more than one area. The scissor cut cropping function makes all of the boxes automatically into a single crop of any shape. If you crop too much, simply select the Subtraction Tool button to remove any area you did not intend to capture. If you wish to start over, click on the Clear Selection button.

When you are ready to crop the selected area, use the Capture Cropped Area icon at the bottom to capture the cropped area. The Inverted Selection icon will capture the area that was not cropped. The captured selection will show up in the film strip area at the bottom. At any time you can click on the thumbnail to view and/or instant print what you captured.

- **Addition Tool:** The newly cropped area will be added to any and all previously highlighted areas.
- **Subtraction Tool:** Used to remove any portion from what was previously added to the cropped area.
- **Clear Selection Tool:** Will clear all current cropping lines



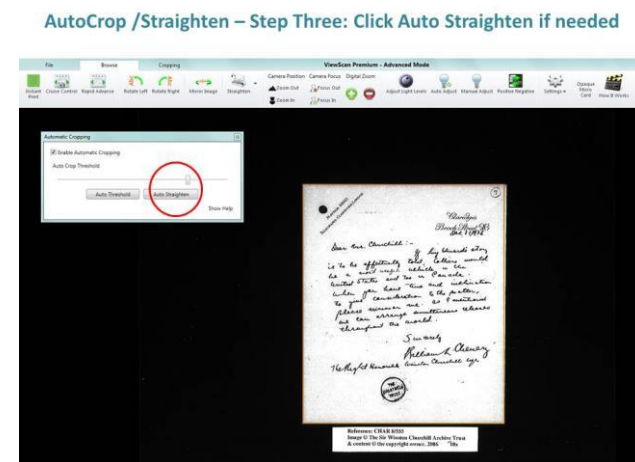
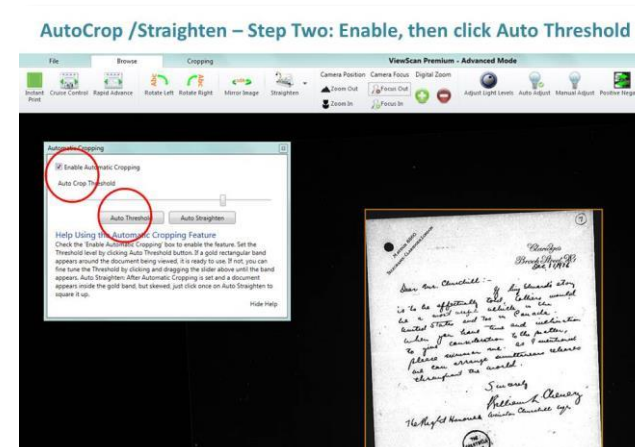
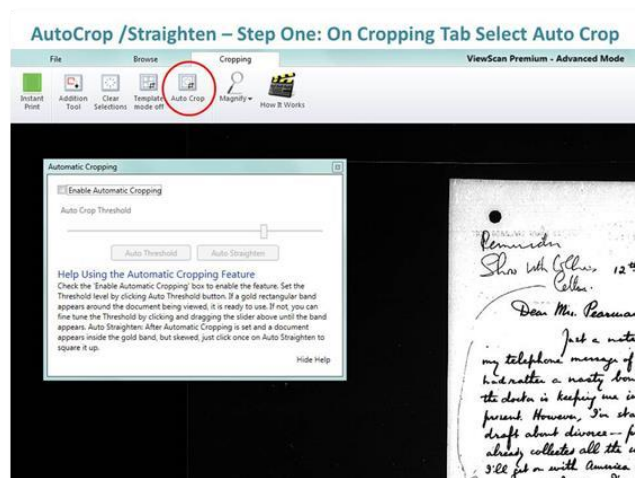
AutoCrop and Auto Straighten

ST Imaging's Premium Software can automatically crop and automatically straighten images while you are browsing.

Simply start by going to the Cropping Tab, and selecting the Auto Crop tool from the menu. This will launch the Tool. You can now return to the Browse Tab, or stay in the Cropping Tab. The tool can be used in either mode. Read and follow the directions shown in the tool, or in the paragraph below to set up and use AutoCrop.

Click to enable the tool. Click Auto Threshold to allow it to discern and confirm what part of the viewed area is an image, and what part is background. Best results are achieved when zoomed in properly so as to show one full image, surrounded by black. After reading the instructions you can minimize the tool area by hiding the Help text. Now notice on this sample that the images on this roll of film are skewed.

If images are skewed, click on Auto Straighten. You will see the image snap to the straight rectangle that represents the cropped image. Click on "Capture Cropped Area" at the bottom of the screen (not shown) to capture the cropped image for saving or printing.



Captured Image Review

Your captured images will be located in the Image Bin at the bottom of the screen. You can edit these images in many ways. To edit an image, select the scan by placing your mouse over the small scanned image, a yellow highlighted border will indicate it is selected. By clicking on the image, the selected image will be enlarged. Once the image is enlarged, you can make changes to the image such as renaming the image, area enhancement, annotation and print time. It is also here that you can convert the image to a searchable text document if the optional software was purchased with the scanner.



Area Enhancement

The area enhancement tool allows the user to digitally clean up their scans from the microfilm. To use, select the Text Search/Area Enhancement button from the Captured Image Review window explained above. This brings you to a new window. On the right, select **New Enhancement Area**, and click and hold the mouse to drag the cursor around the area you want to enhance. Then release. The box will turn from blue to orange when an area is selected. Make sure to be within the area of the image or an area will not be selected.



With an area selected you can now make your adjustments to the **levels, brightness, contrast** and **sharpness**. There are two sliders on the **Level Adjustment**, one for black and one for white. Moving

the sliders to the left makes the enhanced area lighter. Moving the sliders right makes enhanced area darker. **Brightness** makes the image darker or lighter as a whole. The **Contrast** control allows you to change the contrast between darkest and lightest. Moving left will reduce the contrast and moving to the right increases the contrast. The fourth adjustment is **Sharpness**. Moving the slider to the left reduces the sharpness of the image and moving the slider to the right increases the sharpness of the image.

The image adjustments are retained and can be applied to other areas. Simply click and drag to add the new Area, and the settings of your previous enhancement that area will be applied.

To remove an enhancement you would select the Subtract Area button and move your cursor around the area that was enhanced.

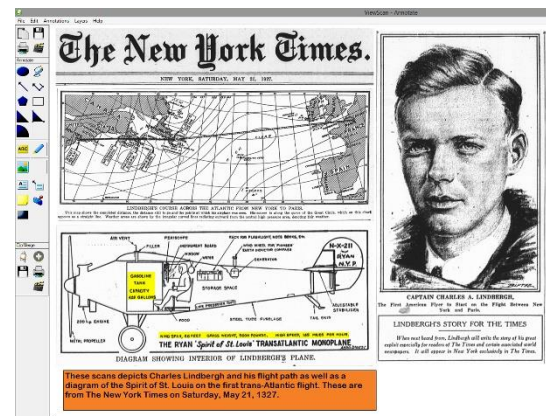
The Delete Enhancement button removes the enhancement area, but leaves the enhancement. If you wish to remove the enhancement DO NOT select Delete Enhancement, select the Subtract Area button.

To **Save** your enhancement, Click OK in the bottom right-hand corner.



Annotation

Another tool within the Captured Image Review box is Annotation. This tool allows you to add notes, highlight, redact and many other options to mark up the scanned image. Begin by selecting the image from the Image Bin and then select Annotation. A new window will open with your scan. Use the tools on the left to add elements to your scan. To fill in text boxes use the text area on the right side of the window. You can also change the outline and fill colors on the right (not shown).



Don't forget to SAVE! To do select File, then Save. Give it a name and save to a location.

ClipMerge

Have you ever had an article continue to a second page of the microfilm? Now you can combine two or more scans onto one page using ClipMerge. First, scan all the images you want to combine. Second, next to the Image Bin is a button labeled Launch ClipMerge. When that is clicked a new window opens. To import a clip select the symbol that is a plus sign (+) in a circle. Select the clip to import. Once selected you need to place it, to do so click and drag the image from the top left to bottom right until you achieve the size desired. To import a second image repeat the steps.

Don't forget to SAVE! To do select File, then Save. Give it a name and save to a location.



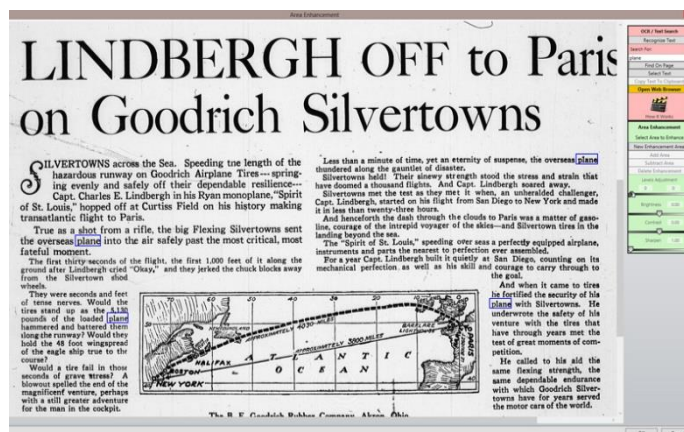
Cruise Control (optional feature)

The Cruise Control optional feature allows the user to scan a selection of consecutive images or an entire roll. **Before you begin make sure you are focused properly as you will be unable to change the focus once Cruise Control has begun.** Under the Browse tab select Cruise Control. A window will appear showing you the current image that is being viewed. On the left you have the Job Parameters. You can change the Output, Resolution and number of images you would like to capture. Next select the Auto Threshold at the bottom left of the Cruise Control window. This will define the different pages and the scanner will recognize when a new page is in frame.



Searchable Text Tools – OCR (optional feature)

Turn your scans into searchable text. This feature is found where you also found the Area Enhancement. From the Image Bin at the bottom of the screen you are able to select the scan by placing the mouse over the small scanned image. A highlighted border will indicate it is selected. Then click the mouse once, this brings you to the Captured Image window. Select the Text Search button which will bring you to a new window. In the upper right hand corner select Recognize Text. Once the program has recognized the text, type in the keyword you are searching. The program will locate where that word is and draw a blue box around the word.



In addition to searching for a word you are able to copy a word, a phrase, sentence or a paragraph and search using an online web browser (if the PC is connected to an online network). Click the Select Text button and drag a rectangle around the word(s) you would like to search. Once selected click the Copy Text to Clipboard button and then Open Web Browser button. This will launch a web browser. Simply right click and select Paste to insert your copied text. You can also use the keyboard shortcut Ctrl+P.

ST ViewScan RAVS - Rapid Advance (optional feature)

Automatically and quickly move to any desired frame on your roll of film with ST Imaging's RAVS feature.

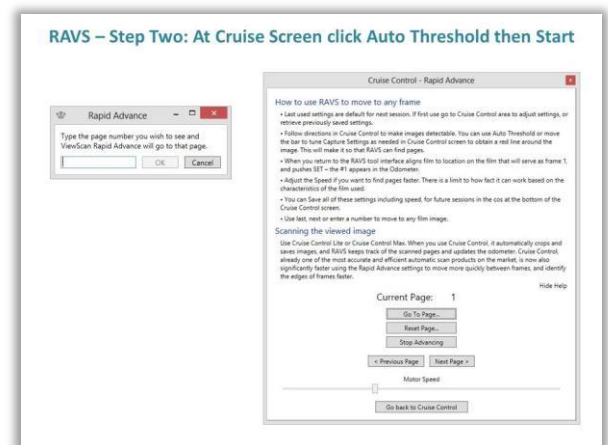
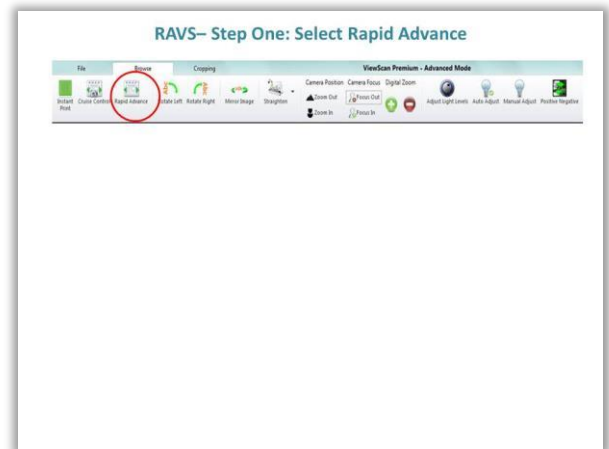
If RAVS is licensed and enabled start by going to the Browse Tab on the Tool Bar, and select the Rapid Advance tool from the menu. This will launch the Rapid Advance Screen. Its Help section shows how to optimize page recognition in the Cruise Control Screen and return to Rapid Advance.

With the viewer showing the image you want to select as the starting page, set its page number to match what you want the system to know it to be. Often it is set as image #1, but it could also be set to match the page number appearing on the document.

You are now ready to click Go To Page and the small window comes up where you type in the number of the image desired.

Press OK and the scanner will go forward or reverse to get to the requested page. For faster advance experiment with moving the Motor Speed to the right to speed up advance rate.

All of the settings can be saved or later retrieved from a button at the bottom of the Cruise Control Screen.



File Tab

The File tab incorporates all the different ways to output an image. The available features are controlled by what mode (Simple, Standard or Advanced) the user selected from the start up menu. Along with the ability to print an image, you now have the option to save to a portable USB flash drive, internal network, email, or burn a CD.

Print

To print simply select the captured images you would like to print. Select the printer and click the Print button. There is also an option to see a **Print Preview**. This will show you how all your scans will be displayed on the paper.

Printing to network printer

Implementation of ST ViewScan Software on a PC does not in any way affect or dictate changes in the network for print payment purposes. If payment for printing is provided via a network printing configuration, the payment system software that is used (we do not know or need to know what it is) dictates the server and IP requirements. We will simply hand off the print job to the selected printer.

File Save

To save to a USB drive or other drive select the captured images you want to save. Then select the location by clicking the open folder button which will allow you to browse your folders. Next select the Format you would like to save in. With the location and format confirmed you will click the Save button to save your images.

Email

Public e-mail is available with one click. The ViewScan software provides a secure e-mail feature for public users to attach images and send them to any e-mail address without using the library's internal e-mail program or e-mail server.

Cloud Storage / Sharing Options

For today's technology savvy patrons who want access to their internet accounts via ViewScan, images can be sent to a Google Drive™ account.

Just select the images you want to output and the method you would like to apply to the images and it is done. You can use Print Preview or set the Printer Properties to use a second paper tray etc.

Uploading Images to OCLC Inter-Library Loan

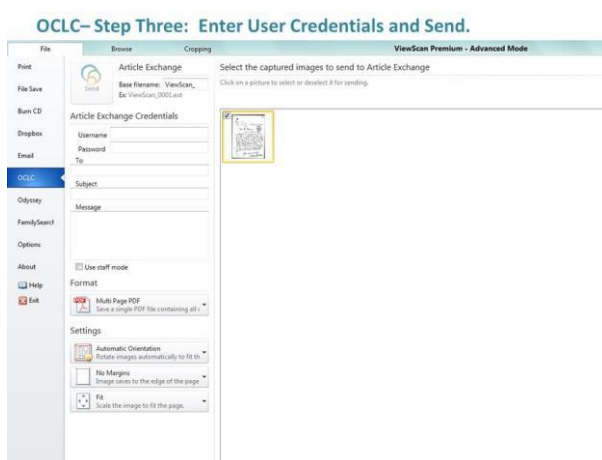
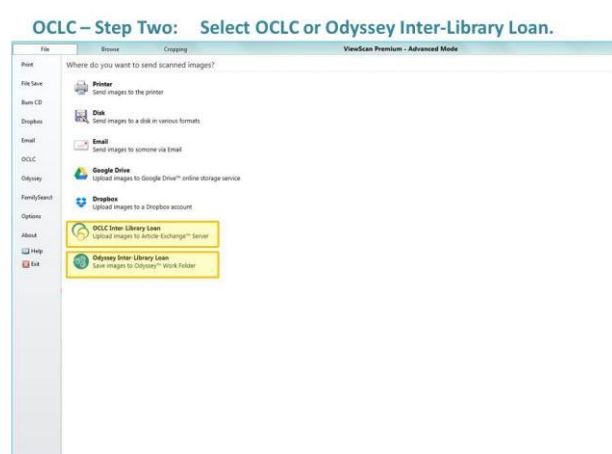
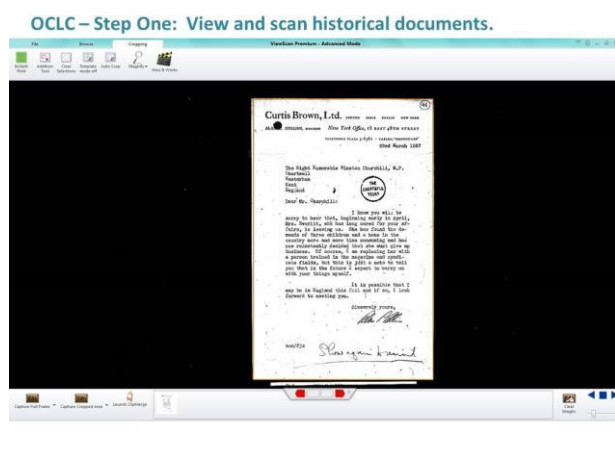
Library users can retrieve microfilm based content just like paper document articles or book chapters are obtained via interlibrary loan.

Simply scan the requested articles from the ST ViewScan microfilm scanner and this will accumulate them in the Image Bin.

Now click File and select your preferred output destination; OCLC Article Exchange Inter-Library Loan, or Iliad/Odyssey Inter-Library Loan.

Your images will be brought to the appropriate screen so that they can be sent on to your account. The Admin Options saves even more time by allowing the destination folders, and image format selections to automatically be used.

When sending an email to Article Exchange all of this is done in the background as well. This feature is included in ST Premium Software and is provided at no additional cost to the institution or the users of ST ViewScan Digital Microfilm Systems.

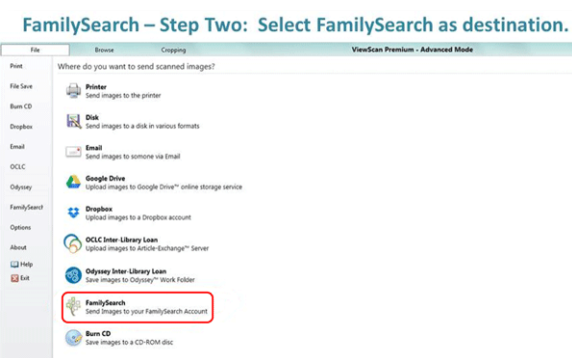
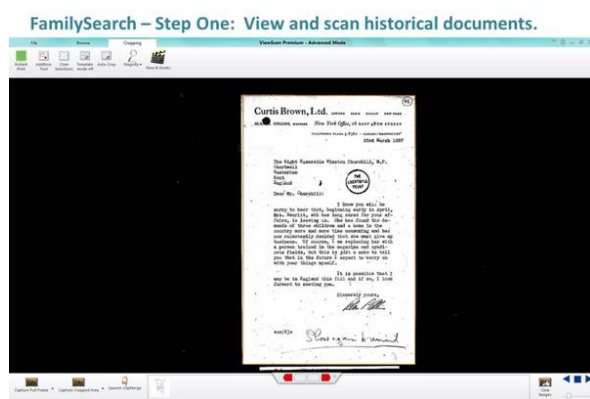


ST Imaging's Premium Software integrates with OCLC using WordCat® Resources Sharing and through an add-on to Iliad® Resource Sharing Management Software.

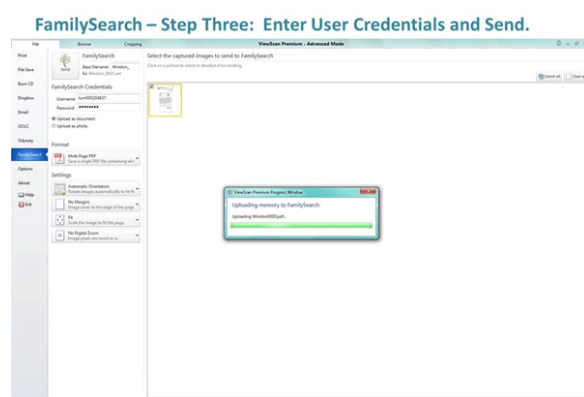
Uploading Images to FamilySearch.org

ST Imaging has also integrated FamilySearch into the sharing capabilities of the ST Premium Software. Simply view the microfilm records and find images of family photos, records, documents and family

stories. Click to capture each one, and place all of them in our unique Image Bin. They are automatically enhanced, cleaned up and ready to add to your online archive.



Go to the File tab and select FamilySearch as the destination for your images. Your images will be brought automatically from the Image Bin so that they can be sent to your account. Select if they are documents or photos and the system saves in the appropriate format. Select the images that you want to send, enter your user credentials, and click on the Family Search Icon.



Note: You cannot send the exact same image with the exact same name to the same folder twice. Doing so results in an error warning you of the duplication. All of the selected images are immediately saved in the proper format, and uploaded to the appropriate destination file folder of the family tree without having to exit the ST ViewScan program, or log in to the FamilySearch program website.

The FamilySearch feature is included exclusively with the ST ViewScan Premium Software at no additional cost to the institution or the users of ST ViewScan Digital Microfilm Systems.

Help, Hints, Tips and Frequently Asked Questions:

Who should I call if the scanner or software is not working correctly or I need other assistance?

The ViewScan System is sold through a local group of highly trained and experienced microfilm companies. Please contact the company you purchased your system from for any support requests.

Sometimes when I click the image zooms in or out, but at other times it does not, what am I doing wrong?

You really cannot do anything terribly wrong, but you might be trying to do something without being in the proper mode. As an example, you can only zoom in and out in the Browse Mode. You can only crop in the crop mode. You can crop whether zoomed in or out. If you want a crop to continue lower than what is on the screen, just crop what you can see, scroll down, and crop some more. ViewScan will automatically combine your cropping areas into a single cropped area.

Can I save my settings and retrieve them later?

Sure. Just use the settings icon on the right side in the browse mode to load and save settings.

How do I enhance or spot-edit a portion of an image without it being applied to the rest of the page?

Capture a full page or a selected area of a page, a thumbnail of the image will appear below the viewing area. Open the Thumbnail and then click on Target Area Enhance.

How do I digitally zoom when there is not any button for doing it?

You do not need a button. When you are in the Browse mode, you just click in an area you want to zoom in closer to, and our exclusive digital auto zoom zeros in on that section. The default digital auto zoom is to 1X from the full page setting. The left mouse click in Browse mode always toggles between full page and whichever level of magnification you select. To select a higher level of magnification, choose one from the small list on the right edge of the page in the Browse mode. To return to a previous zoom level, just click on that one.

What about Optical Zoom, when should I use that?

You only need to use optical zoom when you are moving from one size of image to a much smaller or much larger size image. For example, from a newspaper page on a roll of microfilm down to a small document on microfiche or microcards. If you are at the “fit to page” mode rather than the 1x zoomed in mode, and you cannot see the whole page, you are optically zoomed in too close.

Why do I sometimes see a completely black or white screen in the image viewing area?

If film is present and you see a completely dark or if inverted, completely white area, you may be viewing the blank leader portion of the film that does not have images.

Problem, I am on a part of the film that has images, but I see all black, no image in the viewing area at all.

Either the ViewScan scanner is powered off, or the USB Cable is disconnected.

I see what can be described as vertical black and white lines.

The lack of a camera signal is depicted by vertical or horizontal bands of black and white. Please make sure the FireWire cable is connected to the PC.

It was working fine, but suddenly the whole application closed down when I was not looking.

There is a time-out feature to close the application after 15 minutes of complete inactivity. Simply restart the application. If images were present you will have the opportunity to choose to recover them.

It was working fine, but suddenly the lamp went out.

If only the lamp went out, this is an Energy Star Compliance requirement to shut off lamps after 15 minutes of complete inactivity. Simply move the mouse to turn the lamp back on.

Problem, the image properties are not correct. The image is too dark or light.

Just close the program and reopen, this returns all properties to their original default settings.

I cannot zoom in close enough.

There is a limit to how far you can zoom in and out on any Digital Film Scanner. Even when you reach the limit of the physical/optical zoom in, you can still digitally zoom in further. With ST Imaging's exclusive RTLS Raster Technology Lossless Scaling you can capture a small fraction of a page and still increase resolution to fill a full page with the image. You can also expand printing to 11 x 17 or larger paper without pixilation. Select the printer properties for 11 x 17, and Fit to Page. Include Digital Zoom before saving or printing, to obtain images up to 7,500 pixels by 10,000 pixels.

The motors operate, but the image update lags way behind the push of the button.

You may have a display driver that is out of date or a video card that is not meeting specified requirements. Check with your representative for details on PC requirements.

The motors do not turn.

Check the cable leading from the camera assembly to the base unit. Also if the motorized carrier has on/off switch, check that as well. You can also unplug and then plug back in the USB cable to reset the motors relay.

I have a question or a problem that you have not yet addressed.

We recommend that you contact your dealer who will have the latest information and updated software available. Software upgrades are provided at no charge. New optional software enhancements may also become available for an additional charge. Check back regularly at www.stimaging.com, or contact us at info@stimaging.com.

