Instructions for using the ST Viewscan Microfilm Machine

Turn on the microfilm machine by pressing the tab in for "film/fiche" at the front of the carrier. The on/off switch to the right of the right hand take-up reel should already be in the "on" position.   Turn the monitor on using the on/off button on the left side of the monitor (the tower should already be on).

Click on "welcome."   When a new screen appears click on the Viewscan icon.   The Viewscan program will be in **"browse"** mode (tab in upper left corner of the screen) as you begin.

Load your film according to the diagram on the carrier.   To advance the film, use the red arrow buttons on the carrier, or use the mouse to click on the arrows on the computer screen.   If you slide the film carrier toward you so the glass pops up, and use the red double arrow buttons, the film will advance quickly and easily.   The gray arrow buttons will advance and reverse the film more slowly.

When the film first appears on the screen, it may appear sideways or upside down.   Click on the "**rotate**" tab at the top of the page to adjust this. (Do not use "flip vertical" or "flip horizontal.")

Scroll through the microfilm using the red and gray buttons on the carrier or screen to advance the film.   Use the mouse to move the scroll bar up and down on the side of the screen to further view all areas of the image.

The size of the image may be adjusted by clicking on the screen to zoom in, or clicking once more to zoom out to the full page view.   To further control the size of the image, click on "**magnify**" at the top left of the screen, and adjust the magnification to a number larger than 1.0

Focus at the top of the screen will fine tune the focus of your image.   (Optical zoom in and optical zoom out are not normally used for this.)

Auto Contrast will allow you to adjust contrast on your selection.

Straighten will straighten your article if you click on "straighten," and draw a line underneath one of the lines of the text.

Use Cropping (tab is located at the top of the screen) to cut your article from the rest of the page.   Click and drag the mouse to create a box around your article.   To save the cropped box, click on "**selection**" at the bottom of the screen.   Multiple boxes can be cropped and selected on any one page.   "Clear selections" allows you to start over.

Use File (tab at the top of the page) to print, e-mail or save the selections to a flash drive or to Google Docs.   Once images have been selected, they cannot be further manipulated.   If you need to make any changes, you will need to go back to "cropping" and select again.

To print, check off the selected images that you would like to print in the "image bin" on the right side of the page.   Click on "print".   Copies are .10 cents per page and should be paid for at the library's circulation desk.

To save, check off selected images, insert a flash drive in the front of the microfilm carrier, and choose "save."   Images will appear as ViewScan 001 etc, on your flash drive.   The filename may also be changed.   To save images to a folder, click on the folder icon, select "computer" and then "removable disc E," and make a new folder to store your images on your flash drive.

To e-mail, check off selected images, complete the e-mail address, subject line, and message, and click on "e-mail."

When you are finished, re-wind the microfilm and shut off the fiche/film button on the front of the carrier.   Exit out of the program on the computer screen.   The images that you had selected will be deleted from the "image bin" and any settings you changed will revert to the default settings.   Turn off the monitor with the switch on its left hand side.