

## To use the ST ViewScan Micro (black) scanners:

- Load the microfilm/fiche as per the posted instructions.

### Getting Started:

- Click *View Scan Premium* to enter the scanning program, if needed
- Click anywhere to proceed
- There are three modes of operation:
  - Simple
  - Standard - **choose this mode**
  - Advanced
- Use the buttons on the scanner OR on screen to advance/rewind
- Move carriage forward or backward to view top/bottom of film/fiche.

### Viewing:

- Across the top banner are three Modes:
  - File: to save or export your image(s)
  - Browse: to find and view image(s) (auto selected)
  - Crop: to select your image(s).
- In Browse Mode there are several Tools:
  - Rotate, Flip, Mirror: to change the direction of the text
  - Auto focus, Zoom In/Zoom Out, + or - : to focus the image
  - Adjust Image: to change the brightness/contrast
  - Inversion: to change between negative or positive, depending on your microform.
- Settings: Opaque Micro: use ONLY for micro cards.

## Image Capture:

- In Crop Mode:
- At bottom screen:
  - Capture Full Frame: captures entire on screen image
  - Capture Cropped Area – greyed out until something cropped. To crop image click the Cropping tab (top banner) then drag borders around area to capture.
- Once image(s) are chosen they gather in the Image Bin at bottom of screen.

## To Print/Export:

- Click FILE mode
- Choose PRINT, Save or Email.
  - To Print:
    - Goes to Weldon printers located in Print Copy Centre at front entrance
    - Cost is 10 ¢ per image/page
    - Black & White only
    - Sent under machine name, look on Desktop for print icon, e.g.



LPU 001234 .

- To Save:
    - To a USB
    - Choose format. PDF, JPEG, PNG or TIF file
- Email:
  - Western Faculty, Staff or Students, save to desktop first
  - Alumni or Guests, See staff for assistance.

**Questions? Problems ? Need help?  
Please see staff at the Service desk for assistance.**