



# STimaging

Premium Software

# Quick Start User Guide



## ST Premium Software Manual

This manual was prepared to help guide you through the ST Premium Software used with ST Imaging ViewScan scanners. The system was designed to replace the basic reader/printers of old with an easy to use digital alternative. If all you want to do is browse your film until you find what you want and then print it, you can do that. If you want to do more editing of the image and maybe send it via email, you can do that as well. The following pages will help you get started with the ViewScan system and make your researching more enjoyable.

### OVERVIEW

Click on the ViewScan icon to start the application. After the application has started, a splash screen will be presented. Clicking anywhere on the screen will take you to the feature selection screen.

There are three skill levels and associated features which are controlled by the library. The levels typically progress from simple to advanced functionality. Each level exposes the user to more features and requires greater comfort with editing images. The three levels are:

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



Select the level of features you want to use for your research.

Once the program is running you will see the film image appear in the viewing area in the center of the screen. You will also see all of the Browse mode tools available to the selected level across the top of the window and the film control on the bottom middle of the screen. Note that there are also film controls on the carrier for you to use as well. They operate the same way.

There are three tabs above the tool bar that will allow you access to the three modes of operation, **Browse, Cropping and File**. 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 file until you find the information you are looking for. 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.

The manual is organized in the way you will use the system with more details on the Browse, Cropping, and File Tabs.

# ST Premium Software Manual

## Loading Film

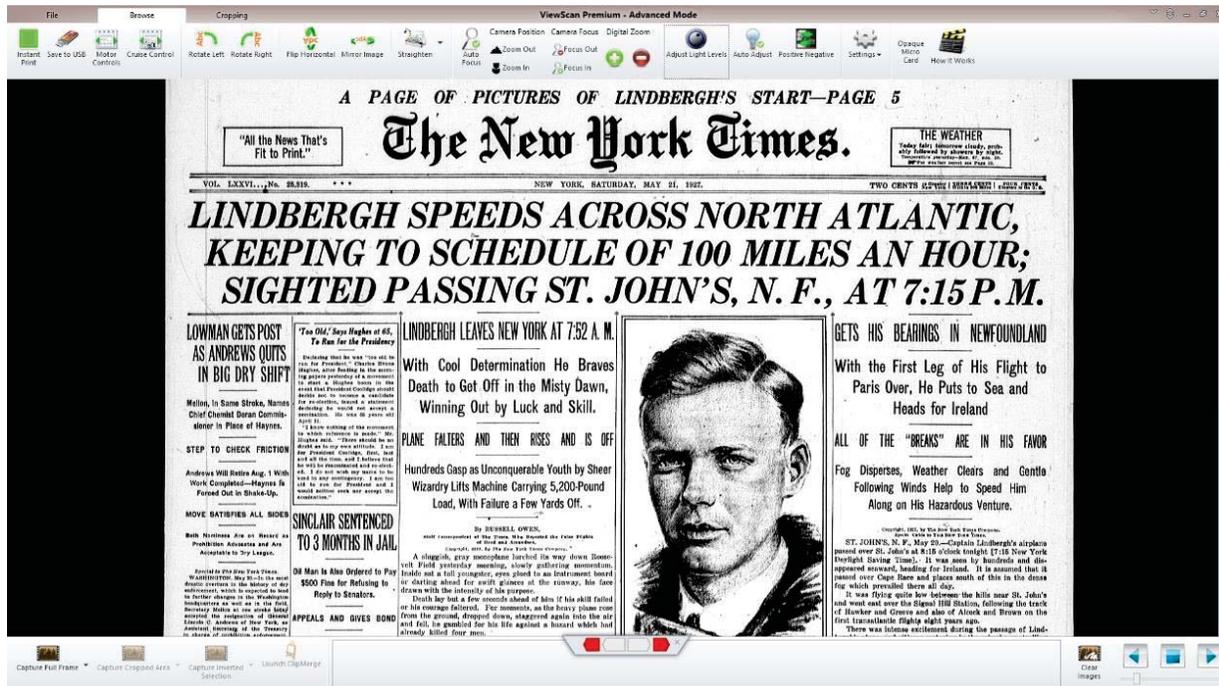
Loading the film is very easy. Follow the 5 steps below to load the film.

1. Pull the carrier handle forward until the top glass is raised.
2. Place the roll on the left spool with the end of the film overlapping the top of the roll and toward the right
3. Pull the film under the first white spindle, under the raised glass, under the white spindle on the right and then insert into the slot on the take-up reel. See illustration below.
4. Push the carrier handle to lower the glass and move the film under the camera until the film image appears on the screen.
5. Push the red button pointing right to advance the film



## Browsing Tab

All of the icons across the top do what they say they do, easy. The Full Frame button on the bottom captures the full frame in just about one second. Click on the image to zoom to any area you would like to take a closer look at, click again to zoom back out to see the full page.



# ST Premium Software Manual

## Cropping Tab

When you only want one article or one image the ST ViewScan gives you the ability to crop certain segments of your media. To do so, click the Cropping tab and click and drag around the desired content. You also have the capability of cropping more than one section at a time with our Scissor Cut cropping. Our Scissor Cut cropping makes all of the boxes automatically into a single crop of any shape.

To remove some of the cropped area you can select the Subtraction Tool icon. This will remove any area you do not want to capture.

If you make a mistake just use the Clear Selections icon to start over.

Use the Capture Cropped Area icon at the bottom to capture what you cropped. The Inverted Selection icon will capture the area that was not cropped. What you captured 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. To view and capture more images use the Browser tab or go to the File tab to Export your images.



## ST Premium Software Manual

### Captured Image Review

Now that you have scanned images you have the capability of manipulating those scans in many ways. 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 and then by clicking the mouse once. Your scan will then be blown up and you are able to make changes to the scan, including giving the scan a name, area enhancement, annotation and print time. It is also here that you can convert the scan to a searchable text document if that 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

# ST Premium Software Manual

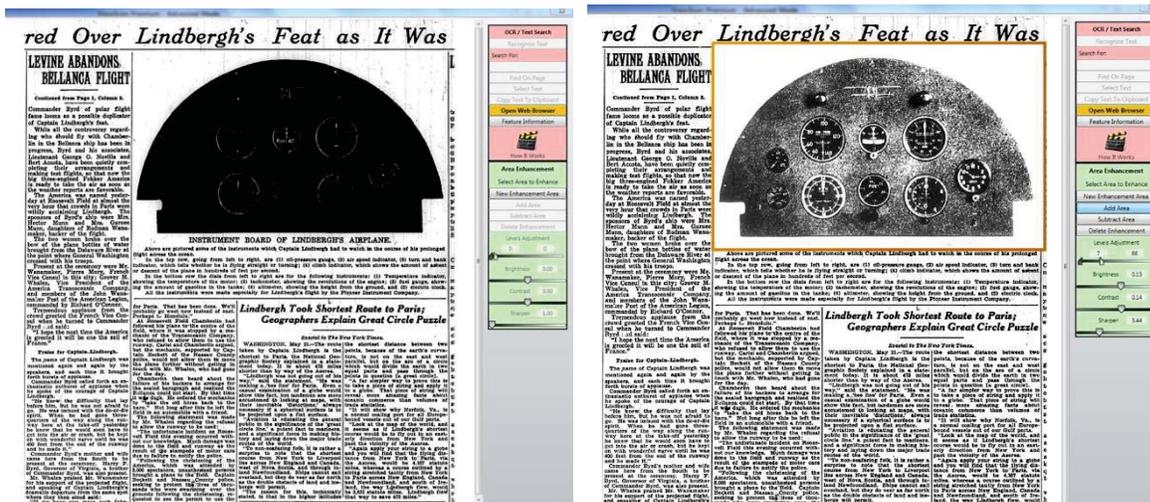
the left reduces the sharpness of the image and moving the slider to the right increases the sharpness of the image.

“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.

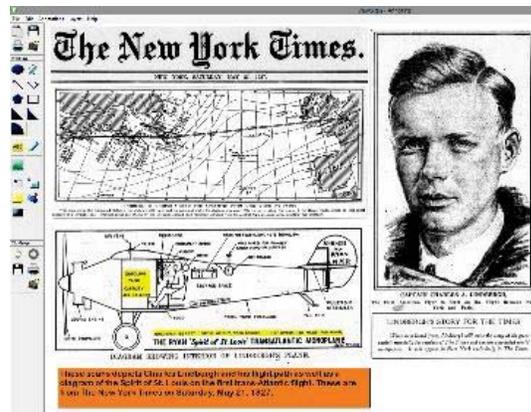
The Delete Enhancement button removes the enhancement area but leaves the enhancement. If you wish to remove the enhancement DO NOT select Delete Enhancement, select the Subtract Area button.

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).

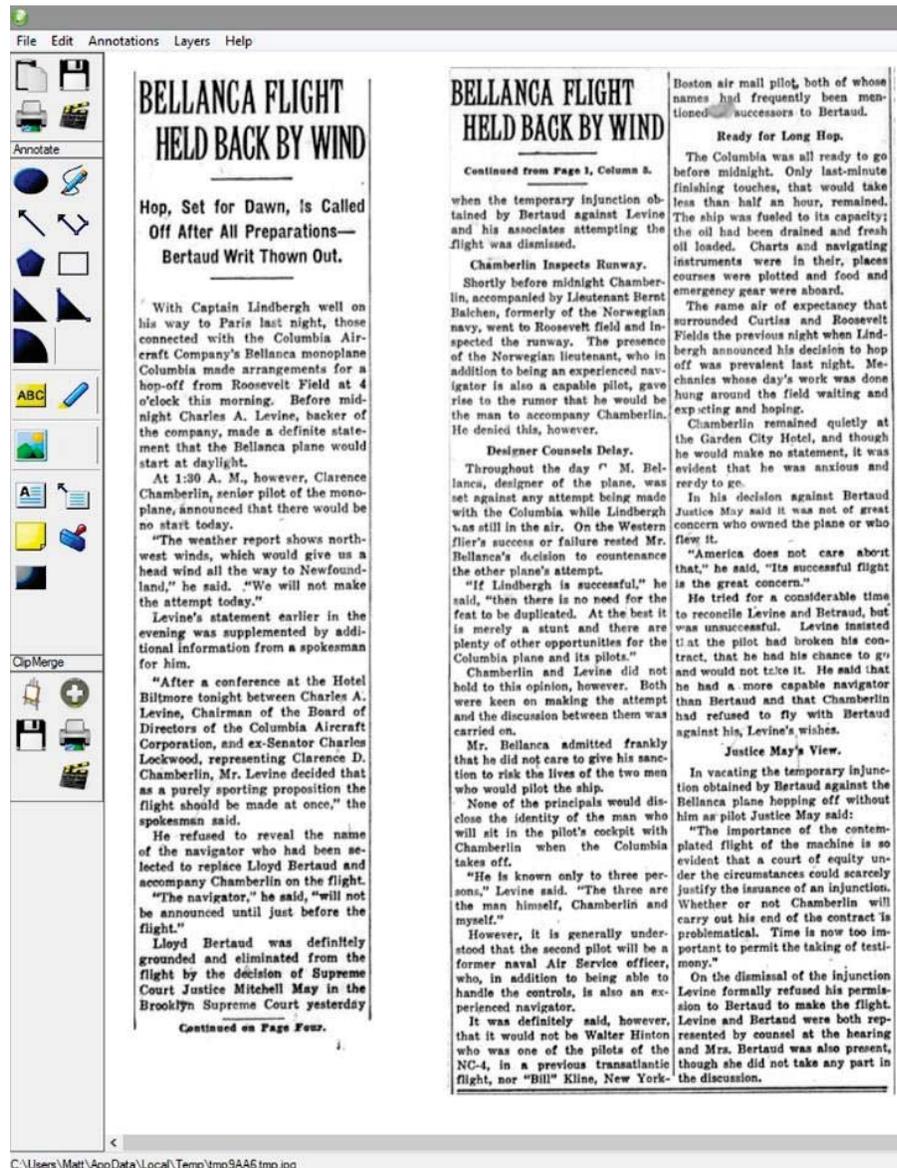


**Don't forget to SAVE!** To do select File, then Save. Give it a name and save to a location.

## 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.



C:\Users\Matt\AppData\Local\Temp\tmp9AA6.tmp.jpg

## ST Premium Software Manual

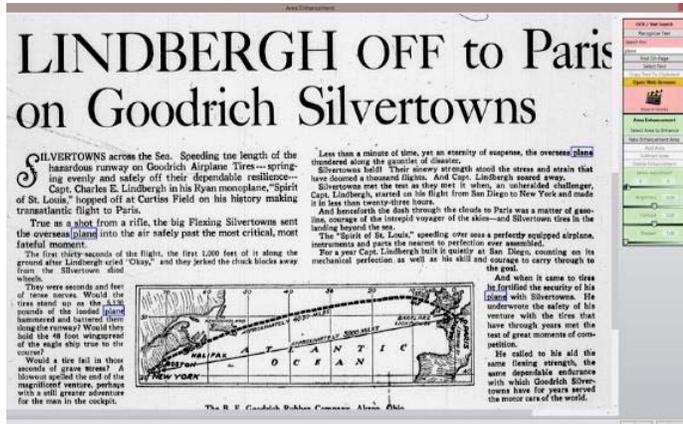
### Cruise Control (optional feature)

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 Premium Software Manual

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### 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.

### 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.

## 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.

## ST Premium Software Manual

### **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](http://www.stimaging.com), or contact us at [info@stimaging.com](mailto:info@stimaging.com).