

MICROFORMS

(v. January 2011)

1. The scanner machine

Introduction

The ST200X scanner displays images from microfilm, microfiche and microprint directly on a computer monitor. With the help of the ScanWrite software on the attached PC these images can be easily manipulated and captured as digital files on the computer hard drive and/or the user's pen drive (USB memory stick).

The scanner's optics are very sensitive to vibrations which is why the machine has been installed on a separated table where it is not disturbed by the user's interaction with the PC.

Next to the scanner the user finds the ST200X Quick Start Guide with instructions and pictures showing how to load film, how to position the lens for film or fiche viewing, and where the control buttons are to manipulate the image display.

This written guide provides step-by-step instructions and illustrations to help first-time users to quickly get good results from their microform source.

Instructions for use

The scanning machine consists mainly of four parts:

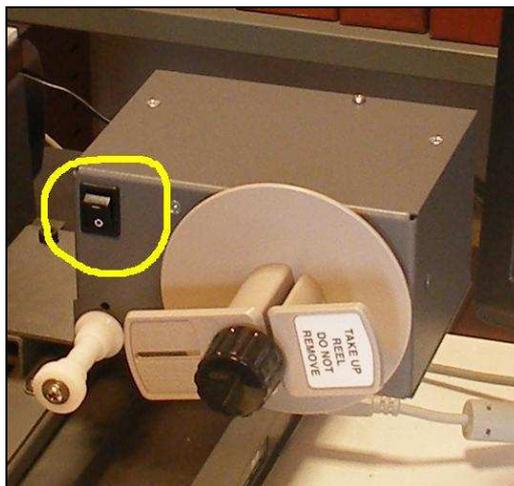
- a base with the control panel and the on/off switch
- a sliding horizontal platform that moves forwards and backwards and which holds the microfilm viewer
- on top of this a smaller carriage for viewing microfiche that can also be moved forwards and backwards
- above the two stacked platforms there is the viewing arm with the lens that can be moved into two viewing positions.



- Check that the switch is on, on the floor behind the machine.
- Switch on the machine at three places:
 - At the upper right corner of the machine (round gray button)
 - Behind the microfilm viewer, on the right



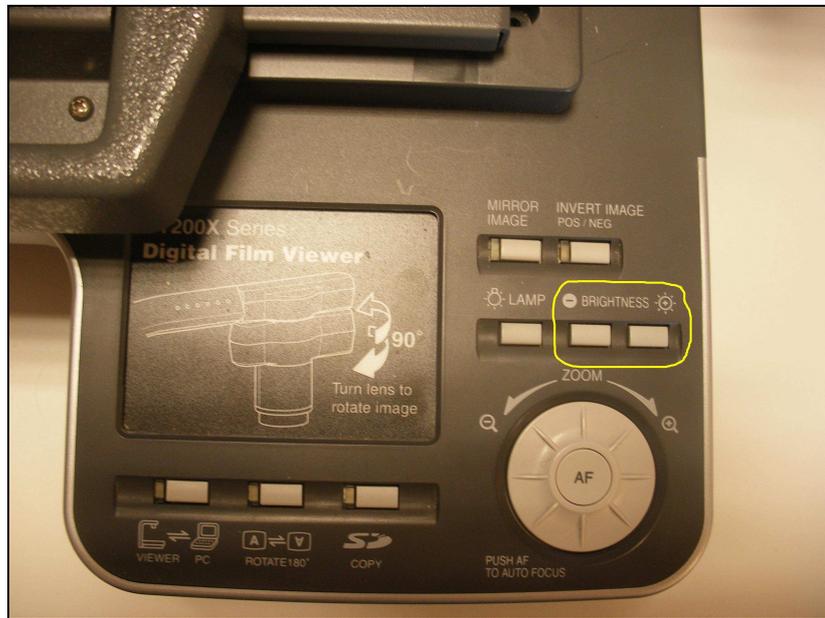
- On the right microfilm holder box



- **Only** for fiches: slide to the left the small button placed below the glass plate.



- Switch on the viewer computer screen. To be able to see the picture in the screen, you might have to **adjust the brightness** (on the lower right corner of the machine).



- Put the lens arm in the fiche or roll position by slowly pulling or pushing the arm until it clicks into position. Put the lens in vertical position.

- Load film or fiche:
 - **Fiche.** Pull the small metal carriage towards you into position beneath the lens. Pull up the glass plate and insert the fiche. Use the two knobs at the corners of the glass plate to move the fiche up/down, left/right to position each successive image beneath the lens.
 - **Film.**
 - Push the metal carriage towards the back to free the microfilm viewing window. If the microfilm lamp is not on, switch it on by pressing the “lamp” button.



- Put the microfilm reel on the left-hand spool with the film parting from the top of the reel.
- The film should pass under the two white plastic rollers on either side of the viewer window, and also underneath the film guide over the viewing window. Click the guide into position over the film.

- Insert the end of the film into the take-up reel and spool the film by hand until the first image frame appears.



- Use the gray and red buttons in front to spool the film backwards and forwards at different speeds.
- Focus and adjust image with help of the buttons on the control panel. The vertical position of the image can be adjusted by pulling/pushing the handle of the lower viewing platform. The lens itself can be rotated to turn a sideways text to the vertical.
 - The monitor shows the image and enables the user to adjust it until the optimal result is obtained. The image is now ready to be scanned and captured.

2. The ScanWrite program

- Switch on the computer located on the right, and log in.
 - User name: microfilms (lower case)
 - Password: ST200X++ (upper case)
 - Domain: DC8207
- Once the monitor shows the desktop, **create a subdirectory** with your name under *D:\ST200X Users*. This will be the destination directory for the images you will scan. Users cannot write to drive C, or install anything there.
- On the desktop click on the icon ScanWrite. You will see this screen:



Welcome to ScanWrite!

The process is easy as 1, 2, 3...

1. Scan to Create a Collection 
2. Review, Edit and Enhance Scanned Selections 
3. Print it, Write it to a CD, or E-Mail it to Yourself or Colleagues. 

Click anywhere on the screen to begin!

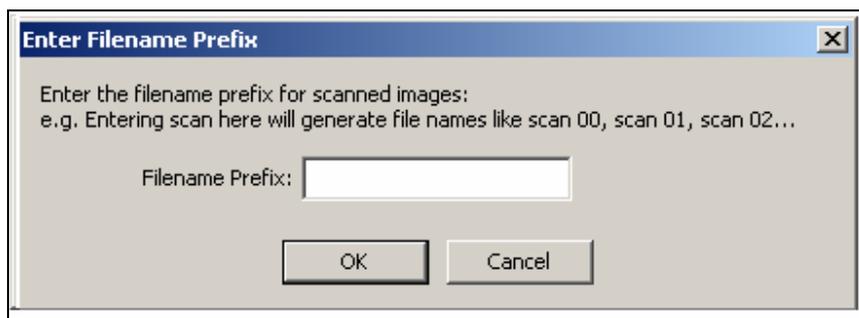
IMAGE SIZE

Be aware that the size of each page image produced through scanning can vary from 500K to 8Mb, depending on the source image and the parameter settings (density, contrast, brightness). This is why emailing these files is not a good idea. Make sure you have sufficient space available in your USB stick.

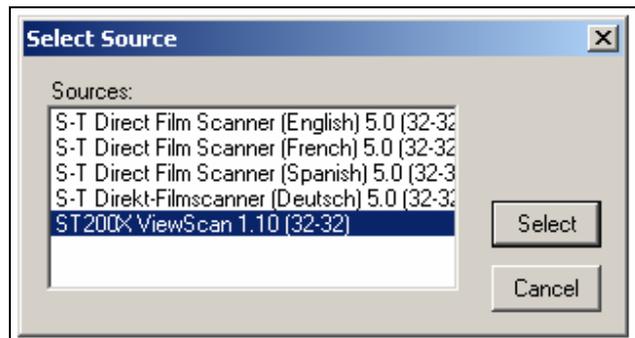
- Start program ScanWrite by clicking on the welcome screen. A blank screen will appear with this menu along the top:



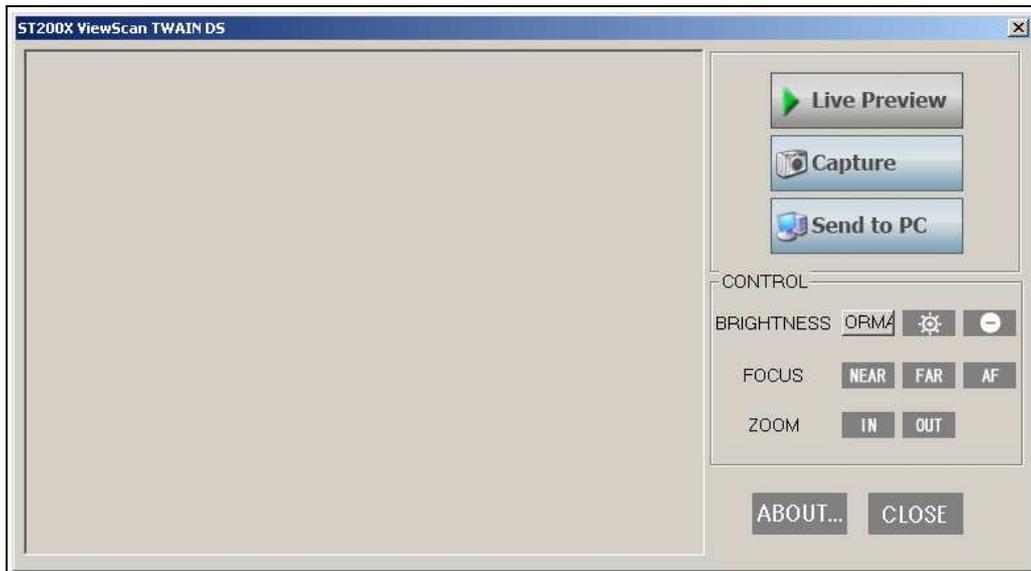
- You will be asked to provide a **file name** for the scanned image(s):



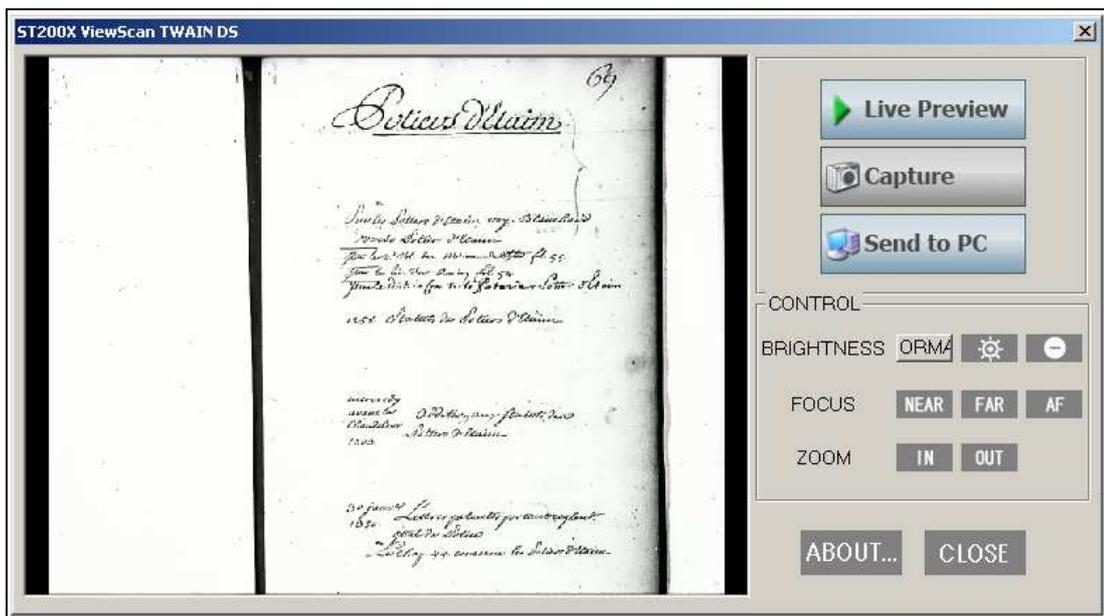
- Following this you will be asked to select the scanning source:
Usually, you should choose the option **ST200X ViewScan 1.10 (32-32)**.
This is a fast and easy method to scan and capture good-quality images.
The other option (in four language versions) is a slower, high resolution scanning process that is only available for the microform viewing platform.



- The next pop-up window provides a 3-step menu for the scanning process

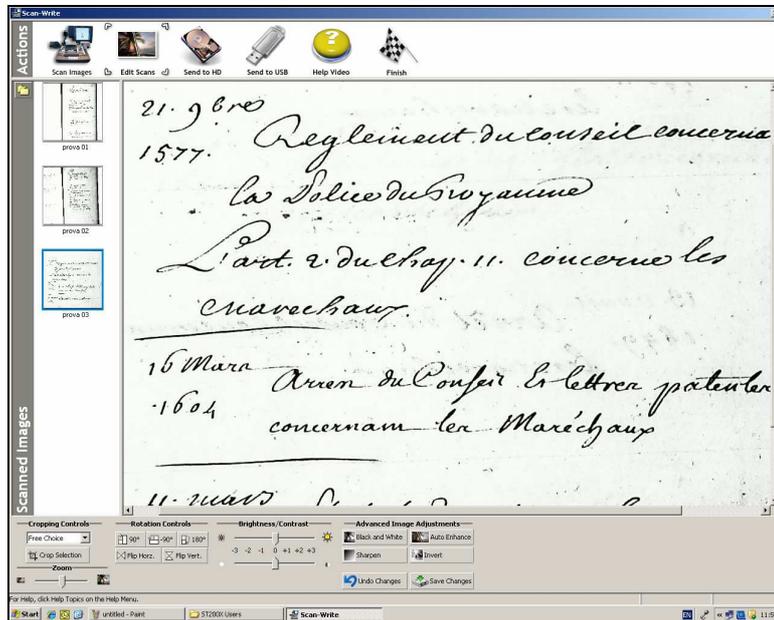


- While you have the image from the microform on the monitor of the ST200X scanning machine, click on *Live Preview*. The image will now appear in the window. Further adjustments can be made at this stage.
- Click on *Capture*
- Click on *Send to PC*



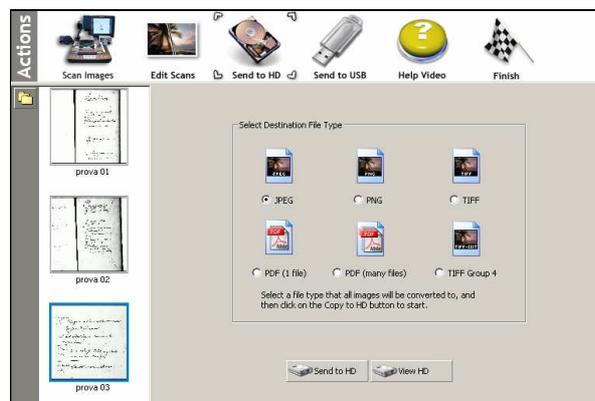
- A thumbnail image will now appear in the top lefthand corner of the screen below the top menu.
- On the scanner move the next image you want to scan under the lens and repeat the sequence *Live preview* - *Capture* - *Send to PC*. This can be repeated for a maximum of 50 images after which you have to save the scanned images to permanent storage. This will create room for subsequent batches of images.
- Click on *Close* and return to the top menu.

- Click on *Edit Scans* and further operations on the images become possible. Select one of the thumbnail images to crop, rotate, enhance, etc. the image.



- At the end of the editing process, click on *Save changes*.
- The next step is to save all scanned images. In the menu click on *Send to HD*. First, select the images you want to save in your directory on the D: drive. Then choose the file format JPEG.

Even if the default format is PDF, the computer doesn't recognise the .pdf extension. You always have to change it into an image file.



- Clicking on the icon *Scan Images* will start the capture procedure.