

ViewScan Instructions – Getting Started

1. Turn on a computer (look for a round button on the hard drive) and the monitor should also come on. (Note: The computer is very slow to boot up the first time.)
2. After the computer boots up (it may test your patience), a box will appear prompting you to enter your name or initials.
3. On the following page, you will need to read and accept the *Computer & Internet Acceptable Use Policy*. You will accept it by clicking on the “I Agree” button.
4. Note that the time of your session is now counting down on the upper right corner of the screen that comes up next. You have the capability to Pause and Log Out as needed but remember to keep an eye on your time. A time warning box will pop up around the ten minute mark but there’s not much warning as time runs out. The computer will automatically reset and your work could be lost, so make a habit of saving to your flash drive as you go. If time runs out, you can have more time if no one else is waiting for a computer.
5. Look for the **ViewScan** icon at the bottom of your computer screen (resembles the scanner itself and is located next to the File Folder icon. Double-click to bring up the program.
6. To learn about the ViewScan, you can click on the “How It Works” button at the top of your screen to watch a short video. There is no sound but you can read the accompanying words.

Loading microfilm reels on the ViewScan:

1. Pull front handle towards you until the glass screen is visible and pops up. You are now ready to load the microfilm. You can also insert your flash drive into the ViewScan at this time.
2. Remove the reel from its box and push the microfilm reel onto the left reel pin until it clicks and is firmly seated. Important: Take note of the correct position on the diagram located on the left-hand side of the ViewScan before loading the reel. Film comes off clockwise from the top.
3. Thread the film underneath the glass and over to the empty reel on the right-hand side, again taking note of the diagram which shows how to correctly thread the film.
4. Tuck the end of the film into the slot on the empty spool and wind reel several times to secure the film from coming loose. You can turn the empty reel by hand or by using one of the buttons to progress the film. You will want to choose the slow speed at this point.
5. Now push the ViewScan glass plate all the way back to its original position for viewing the microfilm. Advance the film until you can see an image both on the glass screen and on the computer screen. You may need to push the film carrier back and forth to adjust for full viewing on the computer screen. Watch the computer screen as you slide the plate so that you can find the needed position.
6. According to your view of the microfilm, you may have to work with the “Rotate Left,” “Rotate Right,” “Flip Vertical,” and “Mirror Image” buttons located at the top of the computer screen. For example, this can help correct backward images.
7. You can use the buttons on the ViewScan film carrier or the red ones near the bottom of the computer screen to advance / reverse the film. There are “slow” buttons and “fast” buttons.
8. Regarding the “Instant Print” button on the far left top corner – to our knowledge, at this time we do not have the capability to print. You will need to save your work to a flash drive.

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9. You can use the “Auto Adjust” button and the “Manual Adjust” button to clean up the image for better viewing. With “Manual Adjust” you will be able to determine the brightness, contrast, sharpness, etc.
10. Using the “Positive Negative” button may make hard-to-read items easier to decipher.
11. With the “Save to USB” button, the image you are viewing is captured to your USB flash drive.
12. The blue buttons in the lower right-hand corner allow you to Browse Left and Browse Right, advancing or reversing the film. The “slide” scale allows you to adjust the speed.
13. If the image needs to be straightened, click on the “Straighten” button at the top and then click on the image. Place the mouse inside the image and drag your cursor to create a vertical line – a blue line should appear – and then release. Continue this process as needed, dragging from the top and bottom until the image is no longer crooked.

Using the Cropping tab:

1. When you click on the “Cropping” tab at the top, additional options will come up on the screen.
2. The “How It Works” button will bring up a short video about using the buttons to crop images.
3. The “Clear Selections” button will allow you to erase your cropping lines and begin again.
4. The “Template Mode On/Off” button: If you choose “on” this means that the lines you draw on the screen around an image stay on the screen after you capture the image. Click this button to toggle between on and off.
5. The “Addition Tool” button: If you click and drag a rectangle on the image, that area will be added to any and all other rectangles you have cropped on the same image. This enables the Scissor-Cut cropping feature to provide a crop of virtually any size or shape. This way you can select more than one area to crop. After selecting all the areas you want to add to your cropped image, click on “Selection” at the bottom of the screen to create an image that will be placed in the Image Bin below the image you are viewing and cropping. You can also choose not to crop and to save the full image. Buttons are available at the lower left for saving images to the Image Bin located underneath the image. Clicking on each image allows you to further edit them and to Save to your flash drive. (More instructions on how to edit images will be posted soon.)
6. The “Auto Crop” button shows the automatic cropping toolbar. A box will come up for you to enable auto-cropping, so follow the instructions listed there. Hint: you may have to also adjust the magnification in addition to the slider for the gold bar / lines to show up and remain. If you see a blue box that briefly turns to a gold line when you’re cropping – this is a signal to make adjustments until the gold line stays on the screen.

Using the File tab:

1. From here you can Print, but at this time that option is not available to our knowledge.
2. This is also where you can do a File – Save to your flash drive. Click OK to any copyright pop-ups.

Remember to close the ViewScan program when you are finished by clicking on the X in the upper right.