

University of Illinois Library

ST 200 Digital Microform Viewer/Scanners & Scan Write 4.0 User guide

With ST 200 Digital Microform Viewer/Scanners equipped with Scan-Write software, you can view, scan, save, print, and email microfilm, microfiche, and microcard images at very high resolutions. This user guide walks through the steps on using the ST 200 devices with Scan Write 4.0 software. This guide is also available online at <http://www.library.uiuc.edu/hix/docs/st200guide.pdf>. For more help, visit your library's information/circulation desk.

1. Turn on all equipment (4 on/off switches)

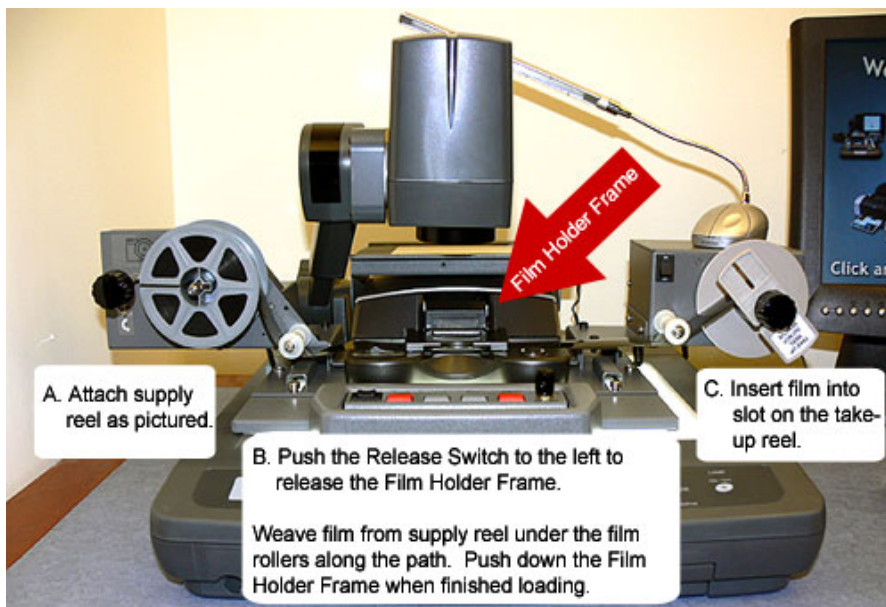


ST 200 Locations:

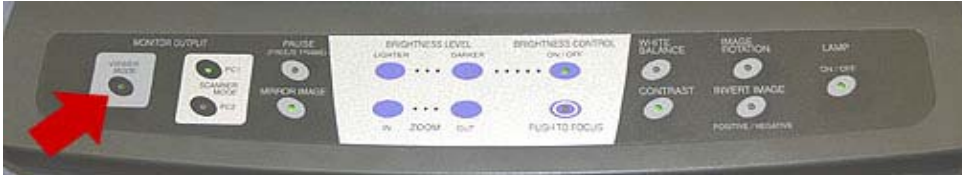
- **History, Philosophy & Newspaper Library**
(246 Main Library)
4 devices available
- **Slavic & East European Library**
(225 Main Library)
1 device available
- **Art and Architecture Library**
(208 Architecture Building)
1 device available
- **Music Library**
(Music Building)
1 device available

2. Load the film

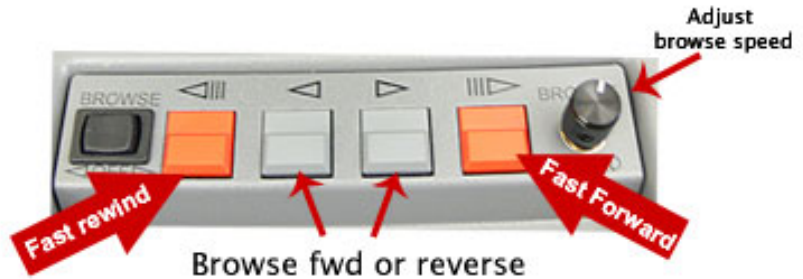
**Using Microfiche/Microcards? See page 8*



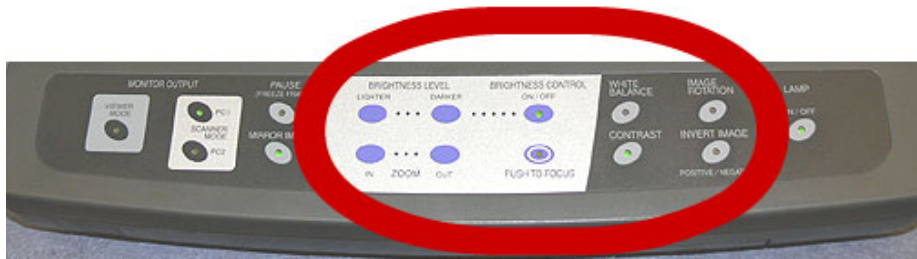
3. Verify that system is in viewer mode



4. Advance film



5. Adjust image as needed using controls (zoom, focus, brightness/contrast, image rotation, etc.)



If the entire image is not on screen, you can manually adjust by sliding tray. Carefully slide back or forward using grey handle.

6. When you reach an image you wish to scan, you have two scanning options:

Snapshot Viewer: What you see is what you get. Whatever you see on the computer monitor is exactly what you will capture. This is equivalent to a screen capture and will not produce high resolution scans. If you decide to use the Snapshot Viewer, orient the image you wish to capture and switch to **PC 1 Scanner Mode**. (See diagram below.)

Direct Film Scanner: Using the Direct Film Scanner enables you to save images at high resolutions, crop portions of an image, and perform other image enhancements. Once you have located the image you wish to scan, switch to **PC 1 Scanner Mode** (See diagram below.)

If you receive an error message indicating that the system **could not find/initialize the scanner, verify that the scanner power is connected. Check the on/off switch on the back of the device. Close Scan-write and start again.**

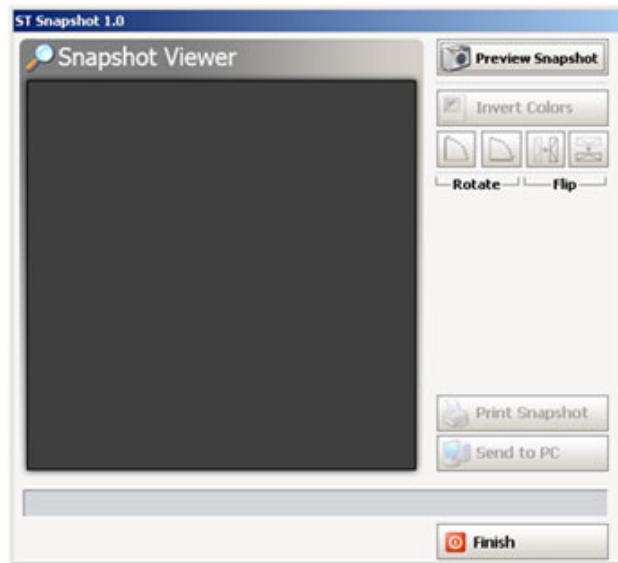


Using Scan-Write

After switching to PC Mode, open Scan-Write, which can be found within the **Scanner Tools folder** on the computer's desktop. You will then be prompted to select between Snapshot Viewer or Direct Film Scanner. Step by step directions for using both methods follow.

Snapshot Viewer

- 1.) In the Snapshot Viewer (see right), click "Preview Snapshot" to see your image.
- 2.) Rotate, flip, and invert image as needed.
- 3.) "Print snapshot" or "Send to PC" for saving. See Saving Tips on Pages 5-6 for more information.
- 4.) Click "Finish" to close the Snapshot Viewer.



Direct Film Scanner

When using the Direct Film Scanner, follow the three steps to scan.

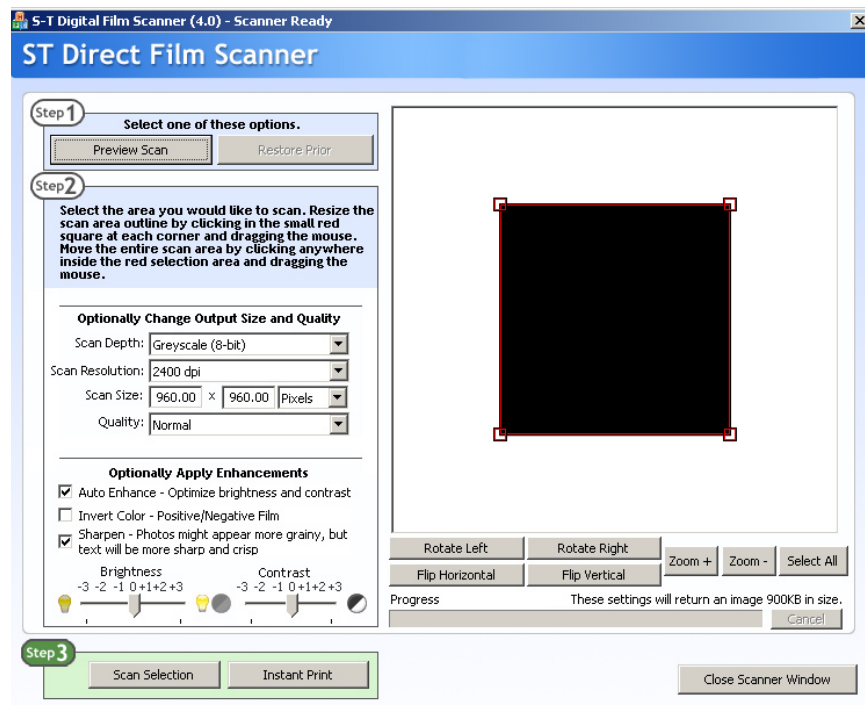
1) Preview scan to display image within window

2) Select area to scan.

Use the red boxes to resize the scan area.

Keep the Scan Resolution high for best results (If you are scanning a large amount of images, you may reduce size, but it is recommended to check the final output for quality.)

3) Scan or Print

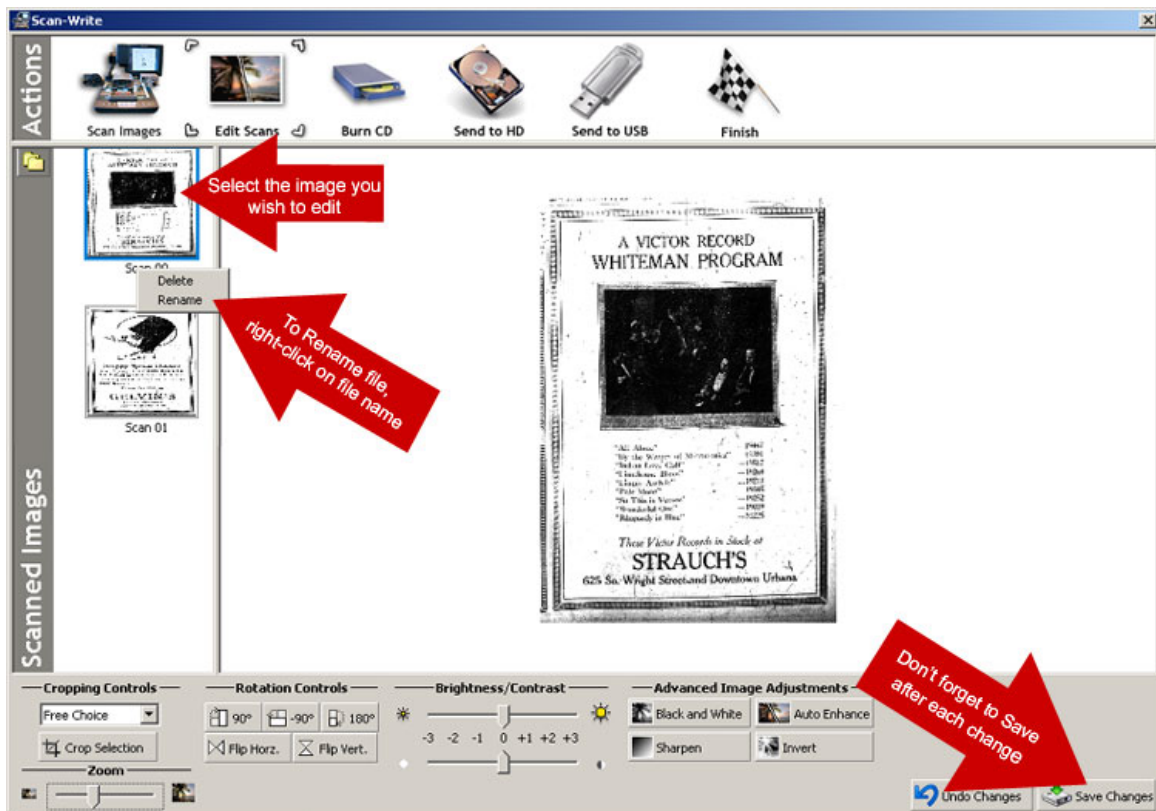


To continue scanning more images, click on **“Scan Images”** located at the top of the Scan-Write window. You will then be re-prompted to select a source and choose a scanning mode. To edit scanned images, click on **“Edit Scans”**.



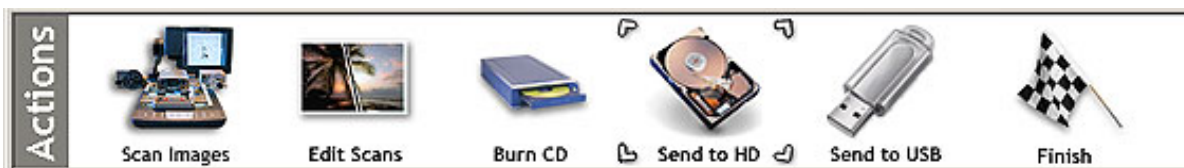
Editing Scans

Scan-Write has many built-in features that allow you to edit your scanned images. In the **“Edit Scans”** interface (screenshot below), you can crop, rotate/flip, zoom, and adjust the brightness/contrast of your images. Simply click on the image you wish to edit from the left-hand frame and use the editing controls located at the bottom of the screen.



Saving Images

With Scan-Write, there are many options for saving your images. You can burn images to a CD, send images to your USB drive (memory stick), or send images to the hard drive (HD). Images sent to the hard drive (HD) can then be attached to email messages, printed, or sent to Netfiles. At the top of the Scan-Write window, you will see icons representing these choices. (See screenshot below.) Detailed instructions on how to save your images is also provided below.



** After you scan an image and save (unless you direct it otherwise), your files will be saved on a folder on the desktop beginning with "**Scanwrite**". This will have a number listed after, depending on how many people have created Scanwrite folders earlier that day. Look for the last numbered folder on the desktop- that should be yours.

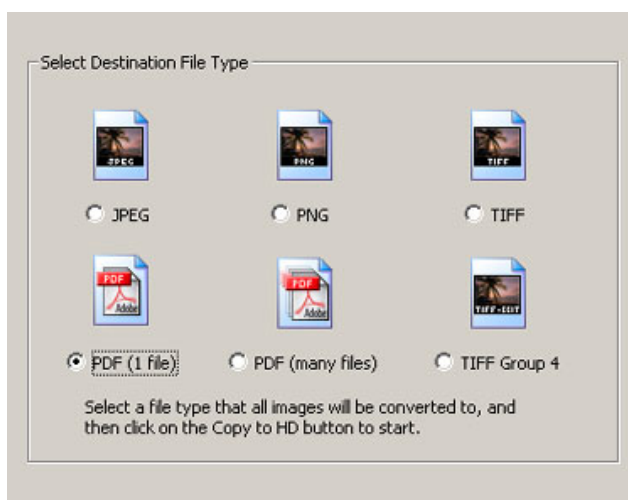
File Types

Regardless of which method you choose for saving, you will be prompted to choose a file type for your images. Scan-Write allows you to specify the format for saving your image(s). Options include: JPEG, TIFF, PNG, and PDF.

Unless you have specific file type needs and understand the differences between the various types, **we recommend saving your images as PDF.**

To save all of your images into one continuous PDF file, select PDF (1 File).

(See screenshot on right.)



Saving, Printing, Emailing:

To Save to a USB Memory Stick:

1. Insert memory stick into USB drive
2. Click “Send To USB” at the top of the screen.
3. On the next page, pick your desired file type (see above). Then click the “Send To USB” button, located below the options for file type.
4. Your image(s) will now save to the memory stick. The program will automatically create a “scanwrite” folder for the file(s).
5. Verify that your files have saved correctly to your memory stick by clicking on “My Computer” from the computer’s desktop. Find your USB drive and check the contents for your files.

To Save to a CD:

1. Insert CD.
2. Click “Burn CD” at the top of the screen.
3. On the next page, pick your desired file type (see above). Then click the “Burn CD” button, located below the options for file type.
4. A “Pre CD Recording” box may open; click “Yes.”
5. Your image(s) will now save to the CD.
6. Verify that your files have saved correctly to the CD by clicking on “My Computer” from the computer’s desktop. Find the CD drive and check the contents for your files.

To Print:

To print images, we recommend saving them to the hard drive in PDF format first.

1. Click “Send to HD” at the top of the Scan Write screen.
2. On the next page, pick your desired file type (see above, PDF recommended). Then click “Send to HD”.
3. A “Browse For Folder” box will open, requiring you to choose the directory to which you want to save your file(s). Select either an existing Scan-Write folder or create your own folder. (Using descriptive file names will help you locate your files later.)
4. Open file (in Adobe Acrobat) and send to printer (File>Print). You will then be prompted by the LibPrint service for payment and pickup options.

Visit <https://www-s2.library.uiuc.edu/lp/docs/help.pl> for help on the LibPrint system.

Saving, Printing, Emailing (continued):

To Email images:

To email the image(s), you must first save it (them) to the hard drive.

1. Click "Send to HD" at the top of the Scan Write screen.
2. On the next page, pick your desired file type (see above). Then click "Send to HD".
3. A "Browse For Folder" box will open, requiring you to choose the directory to which you want to save your file(s). Select either an existing Scan-Write folder or create your own folder. (Using descriptive file names will help you locate your files later.)
4. From this point you can email the image(s) as an attachment.
5. If you have a UIUC account, go to <https://express.cites.uiuc.edu>, and log in. Visitors may use any web-based email accounts (Gmail, Yahoo!, etc.).
6. Compose a message to yourself or another recipient, attaching your images as an email attachment.
7. Once you are certain that the files have been successfully emailed and saved, please delete your images from the computer's hard drive when you are done.

To Send to Netfiles:

To send the image(s) to Netfiles, you must first save it (them) to the hard drive.

1. Click "Send to HD" at the top of the screen.
2. On the next page, pick your desired file type (see above). Then click "Send to HD".
3. A "Browse For Folder" box will open, requiring you to choose the directory to which you want to save your file(s). Select either an existing Scan-Write folder or create your own folder. (Using descriptive file names will help you locate your files later.)
4. From this point you can send the image(s) to Netfiles.
5. Go to <https://netfiles.uiuc.edu>, and log in.
6. Click on the folder to which you want to save the image(s).
7. Click "Upload" in the menu bar.
8. Change the "Number of files to upload" to the number of images you want to upload.
9. Click Browse.
10. A "Choose file" box will open. Double-click an image you want to upload.
11. Do this for all of the images, and click "Ok."
12. Once you are certain that the files have been successfully emailed and saved, please delete your images from the computer's hard drive when you are done.

Microfiche & Microcards

Follow these steps for **microfiche** and **microcards**:

- 1.) Place fiche/cards on the movable fiche tray. For bowed or curled fiche/cards, use the plexi-glass fiche/card covers to flatten.
- 2.) Illuminate the movable fiche tray panel by sliding the on/off switch located in the far right corner of the fiche tray panel. (For opaque cards, the overhead desk lamp can be powered on for additional light.)
- 3.) Adjust the lens arm by depressing the switch at the base of the arm and raising to the higher position. It will snap into place.

After loading fiche/cards, all remaining steps are the same, except for steps 4 and 6.

In step 4 (page 2), frame selection is manual. Slide fiche tray (or the fiche itself) front/back and left/right to select frame.

In step 6 (page 2), you will only have the option of Snapshot Viewer for any items using the fiche tray.

PLEASE NOTE

If you happen to be using **microfiche/microcards with very high reduction ratio (text smaller than average)**, there is a chance that the viewer-scanner may not have the capacity to focus. If you find this to be the case, consider trying the older manual microfilm viewer/printers that have proven to perform well for these materials. Enhancements to the ST 200s, including improved zoom and focus capabilities, are planned for the near future.

NWY 7/5/07

Comments/Questions: <http://www.library.uiuc.edu/hix/email.html>