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1. Overview

The library has a microfilm reader that is connected to a computer. The microfilm reader allows patrons to view documents on microfilm, microfiche, and microcard. The Viewscan program has the ability to adjust the image quality as they are viewing. In addition, the Viewscan program has printing and saving capabilities.

The microfilm reader is located adjacent to the periodical section and the coffee bar. (Back)
2. Getting Started

A. Turn on the computer and login with the below username as password:

Username: LRC
Password: Enter Key
3. **Loading Microfilm**

   A. Pull the tray forward until the glass plate lifts up.

   B. Put the microfilm on the silver spindle on the left side. Ensure the film loops over the top of the roll of film. Then pull out the end of the film under the white roller.
C. Pull the film across the glass and then under the second small, white roller. Then attach it to the take up reel by putting the microfilm end inside the slit in the take up reel.

D. Next, push the carrier tray back where it was before. The glass should flip back into its original position. Toggle the tray to make sure the microfilm gets beneath the camera.
E. Next find the Viewscan Premium Icon on the computer. Then double click the icon to open the software.

F. Next, you will be prompted with this screen. Click on the screen to turn on the microfilm machine and the viewscan software.
G. The end result will turn on the microfilm machine (notice the lights) and the viewscan software.
4. Browsing

To browse through your microfilm, you can use either using the red and white keys on the roll carrier keyboard or click on the on screen controls.
5. Image Adjustment

To adjust your image, make sure you are in the Browse Tab (the middle tab on top of the screen).

A. Inverting the Image

When browsing through your microfilm, some images may have a white text and a black background.
To switch the polarity of the image, click on the Positive/Negative Icon in the menu bar.

By clicking on the icon, the image will switch to a white background and black text.

**B. Flipping/Rotating the Image**

Sometimes the image on the screen will be upside down or not in the right direction. This often happens when the microfilm/microfiche is loaded incorrectly. To correct this:

Use **Rotate Right** to Adjust the Image on the screen.

Use the **Mirror Image** control if the image appears backwards.
C. Focusing Controls

If you have a fuzzy image, you can use the camera focusing controls to sharpen the image. Click and hold either Focus in or Focus Out to un-blur the image.

D. Digital Zoom

The digital zoom can either magnify or decrease the size of the image.

E. Camera Position Zoom In/Zoom Out

The camera position Zoom in and Zoom out uses the physical camera to increase or decrease the size of the image that is on screen. By adjusting the camera, you may find that you have to use the Focusing Controls to unblur the image.

F. Image Settings

Use image settings if you want to manually adjust the brightness, contrast or sharpness of that image.
Toggle the line RGB curve line and/or other settings bars to get desired clarity.
6. Scanning & Cropping

A. Scanning Documents

Once you modified the image quality and found the image(s) you were looking for on the microfilm, you can scan the image. There are two methods of scanning: scanning the entire image or cropping (scanning a portion of the image).

To use these features, go to cropping mode which is in the third tab (right of Browse and File tabs).

B. Scanning the Entire Screen

Click on the **Capture Full Frame** button located on the lower left portion of the screen to scan the entire screen.
By clicking Capture Full Frame, the computer will scan all visible areas on screen. When that is completed, a thumbnail of the scanned image will appear in the left hand corner.

By clicking on the thumbnail, you can view a copy of the image that you scanned.
C. Scanning a portion from the image (Cropping)

By using your mouse in the cropping tab, draw a box around the desired image that you want.

You also have the ability to draw multiple boxes.
Once you have drawn the boxes with the images that you want, click on the **Capture Cropped Area** button. Alternatively, you can right click the image and select “Scan Selection”.

Once you have clicked **Capture Cropped Area**, the computer will scan the boxes that you made. Like Capture Full Frame feature, a thumbnail picture of cropped areas will appear.

You can view a copy of the image you scanned by clicking on the thumbnail image.
6. **Saving & Printing**

To save and print, make sure the File tab is selected.

![ViewScan Basic - Simple Mode](image)

**Note:** You can also print and save images while in the browse or cropping tabs.

![ViewScan Basic - Simple Mode](image)

A. **Saving**

Once you have scanned all the images that you needed from the microfilm, you can save them to a flashdrive or the Desktop. If you are using a flashdrive, there are a bunch of USB ports on the computer, there is also one on the Viewscan reader.
To save, first click on the **File Save** facet on the left hand side of the screen.

Now select the images that you want to save by highlighting the images. An orange box should appear for each box selected.
Next, you will need to tell the computer where to save the image files. To do this, click on the folder icon.

Then after that is complete, name the file how you want and then press save.
B. Printing

To print your document(s), you need to make sure the Print facet is selected on the left hand side.

Once you are in the print mode, select all the images you want to print by highlighting the thumbnails of each image.
Once you have highlighted all the images you want to print, click on the print button to send those images to the printer.

The print command will print to the pay-print print station near the reference desk. Students can print to either the black and white printer or the color printer.