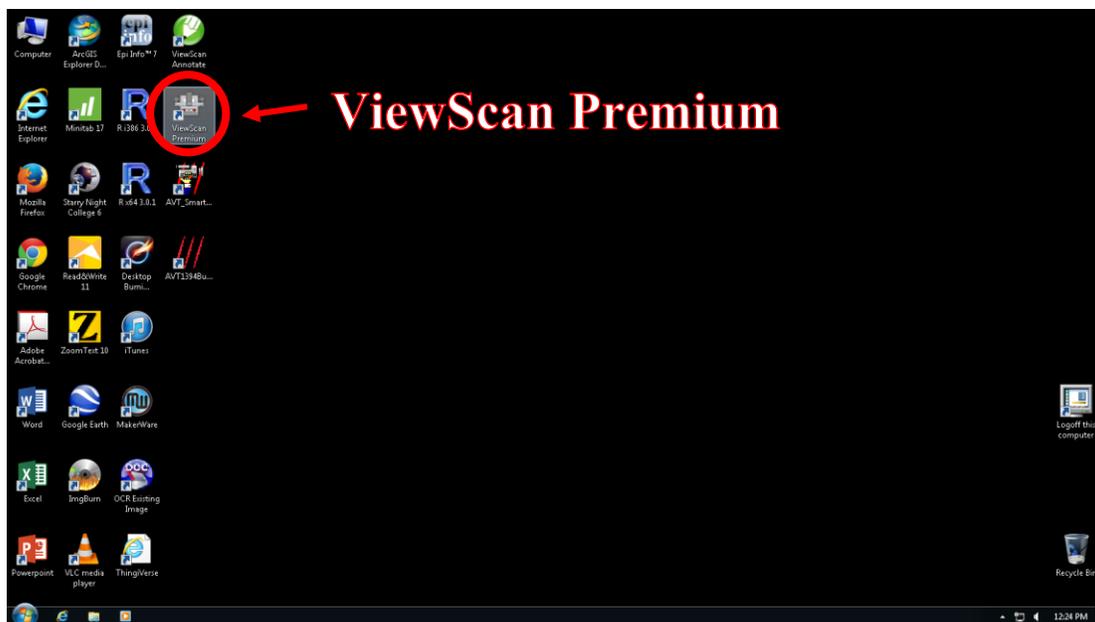


How to use the Digital Microfilm Reader

The digital microfilm readers are available in the EKU Main library on the first floor in the Microfilm room. The readers can greatly improve the quality of the printouts from microfilm, as well as allow you to save the images to a jump drive or another USB device.

Before you load the Microfilm Reader login the EKU workstation nearest the ST Viewmaster. When you log into the desktop with your EKU user name and password. Your workstation will look like the image below. Click on the ViewScan Software.



ST Viewscan

Pictured below is the ST Viewscan.



Turning On the Microfilm Reader

To turn on ST ViewScan- you must make sure both items below are turned on for the ST Viewscan to work.



To load a Microfilm reel on to the ST Viewscan please follow the following steps.



Once you have found the Microfilm reel that you want to explore. Load on to viewer.

TIP: Before you load the reel, slide film under glass, and push in until you can view the slide to make sure the film is facing correct to view.



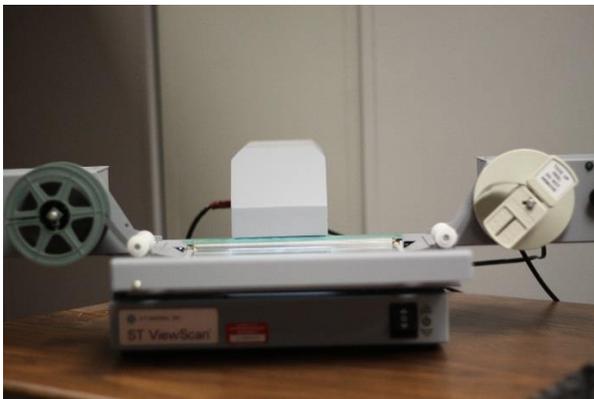
Step One:

To load the microfilm place reel on holder by sliding the reel onto the film carrier and feeding it along the track.



Step Two:

To load the microfilm under glass, pull back the slider to place film through feeder, then push glass back into place for the film to be read.



Step Three:

To complete the process of loading the microfilm reader, feed the film through slot on the reel and tighten by turning the reel.



Finishing Up:

Feed the film through the slot and place the film in the feeder to tighten.



Features:

You may also use the buttons to feed the reel though.

The **Red** buttons allow the film to be moved forward or reverse at a faster speed.

The **Grey** buttons allow the film to be moved forward or reverse at a slower but constant speed.

When the program opens this will pop up on your screen.

See tips on how to watch a tutorial video as seen in images.

Click here to watch a video to learn how to use the software.

ST Imaging
Premium Software

ST ViewScan® All-Digital Film Viewer and Scanner Solutions

Click anywhere to continue or press ESC to exit the program

How It Works

12:25 PM

- *If you would like to watch a tutorial on how to use the program you can click in the bottom left corner and a video will pop up for you to view. Keep in mind this tutorial will always be in the window if you find that you ever need some assistance.*



There are three different user modes for you to choose from. The first mode is Simple Mode. In this mode you can only select the image to be printed by the printer. There are not as many functions to modify the film slide.

Select Simple Mode.

Select the mode that you would like to use during this session.

Simple Mode

View and capture images - similar to familiar reader/printer

Standard Mode

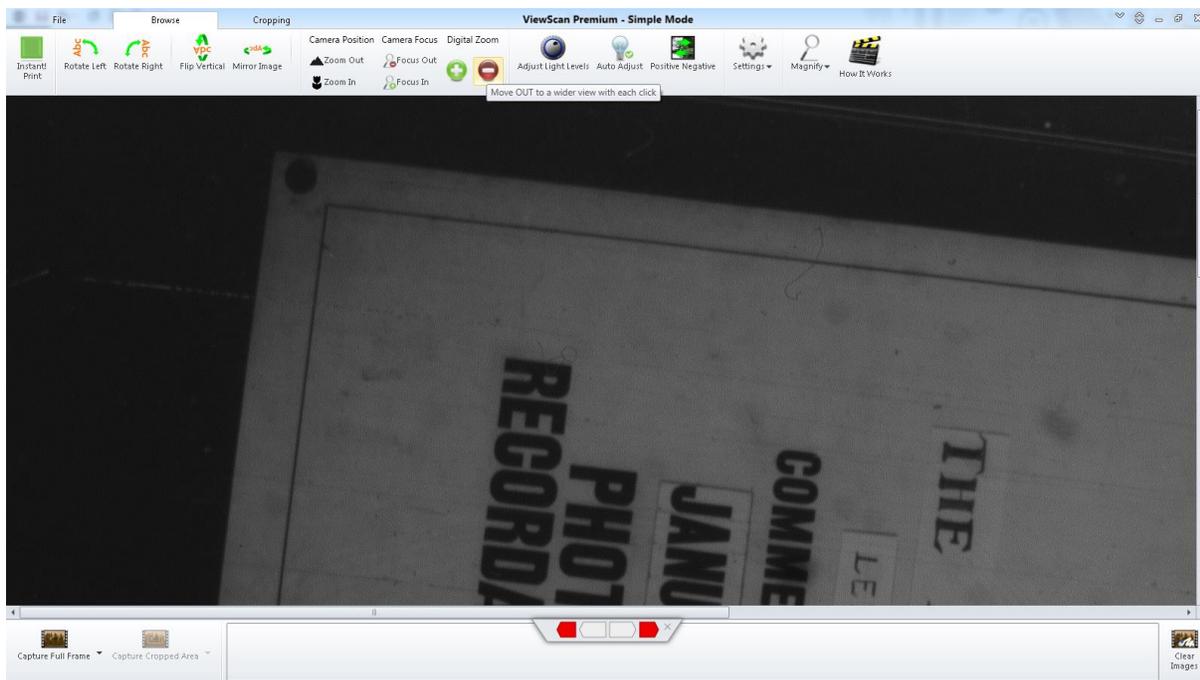
View and capture with easy to use editing tools and additional output options

Advanced Mode

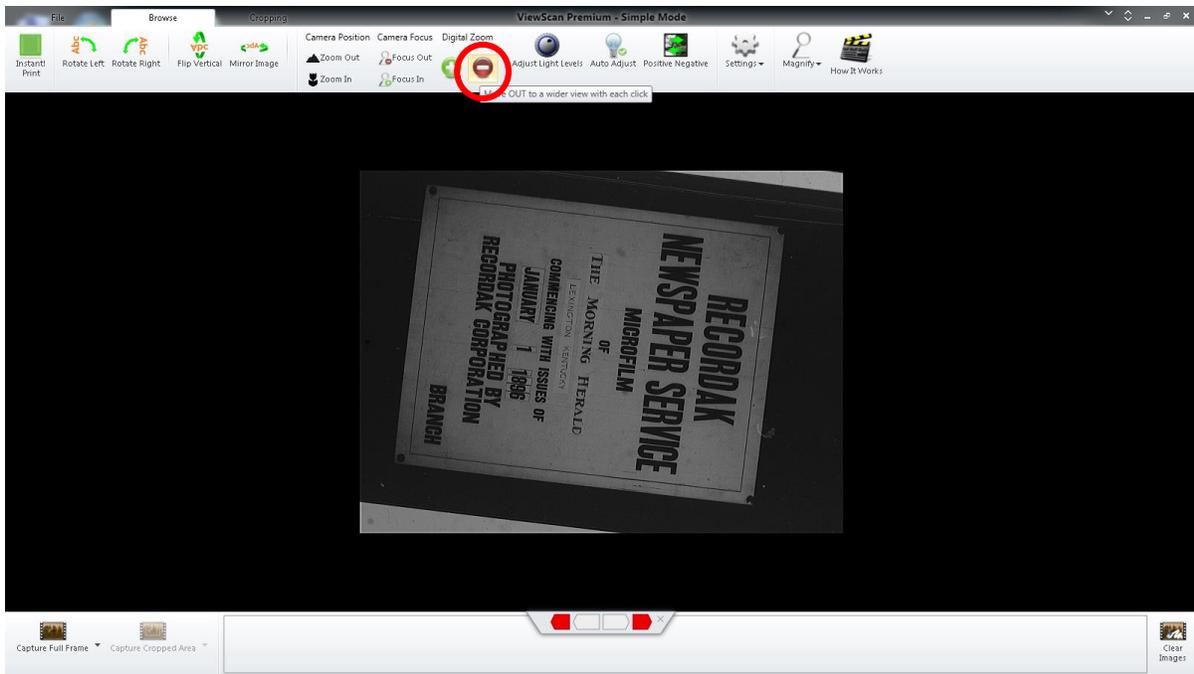
Powerful advanced view, capture, edit, image enhancement, research tools and output options



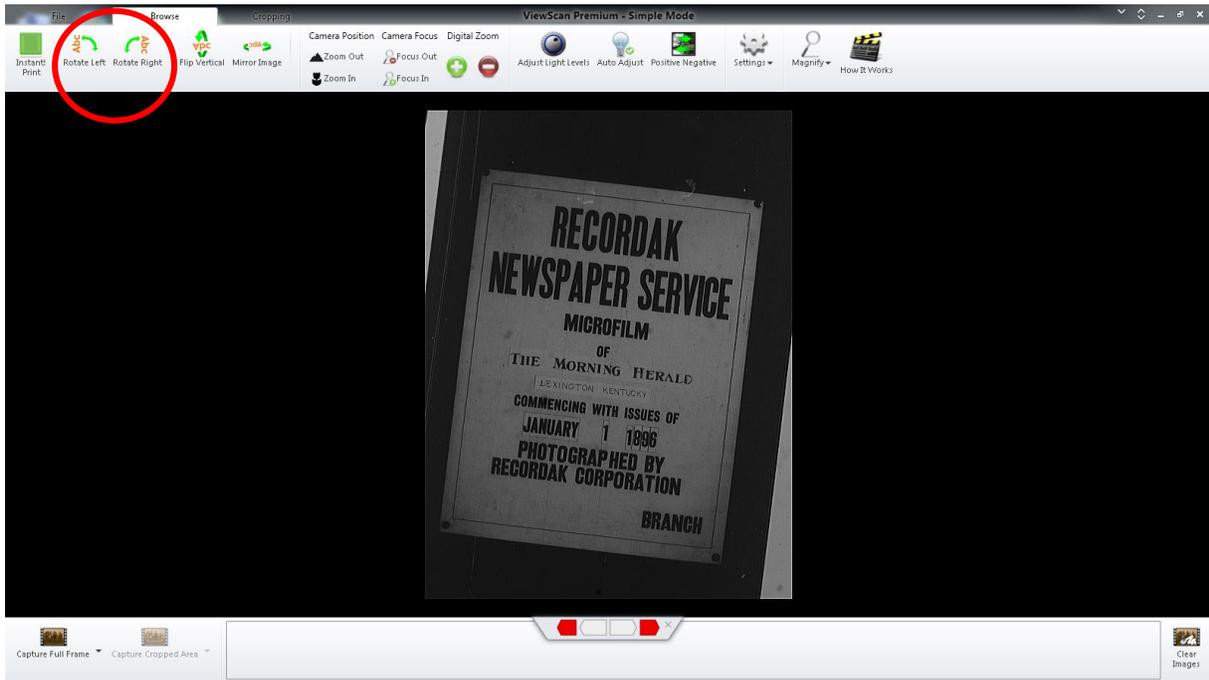
Simple Mode: When the window opens the film will be on the screen. If you do not see anything push/pull on glass slider until you can see an image.



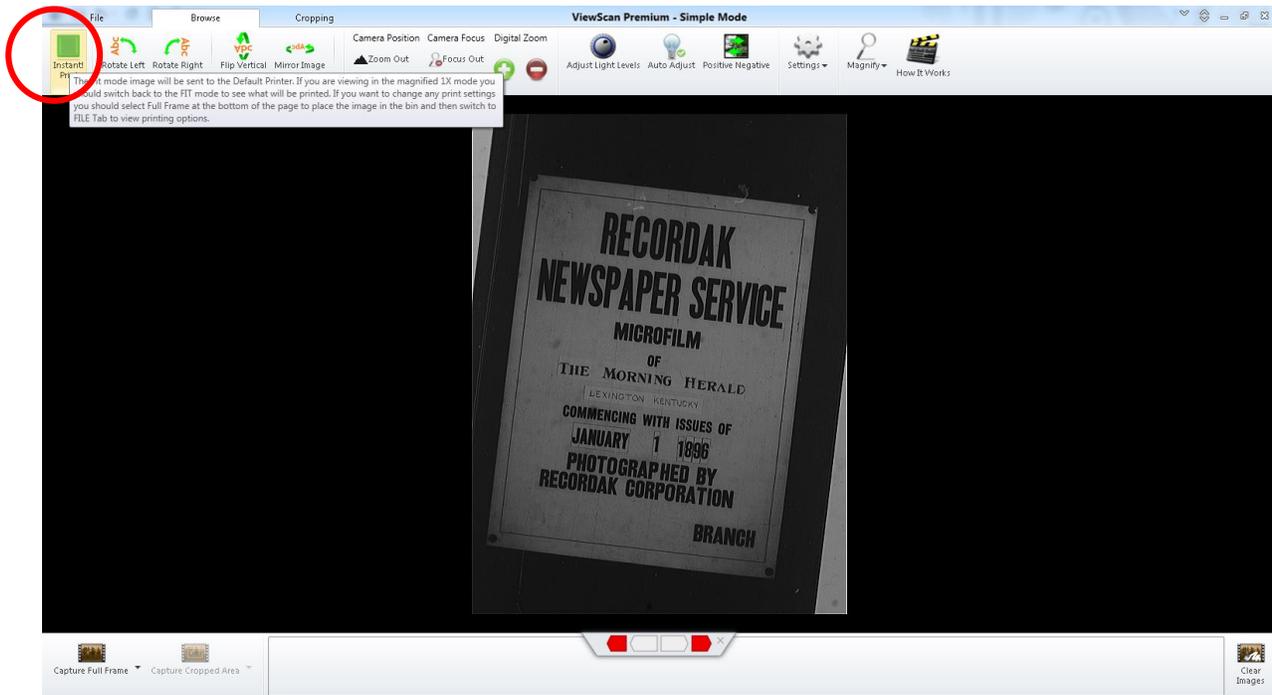
To adjust your image click on the de-magnify button as show below.



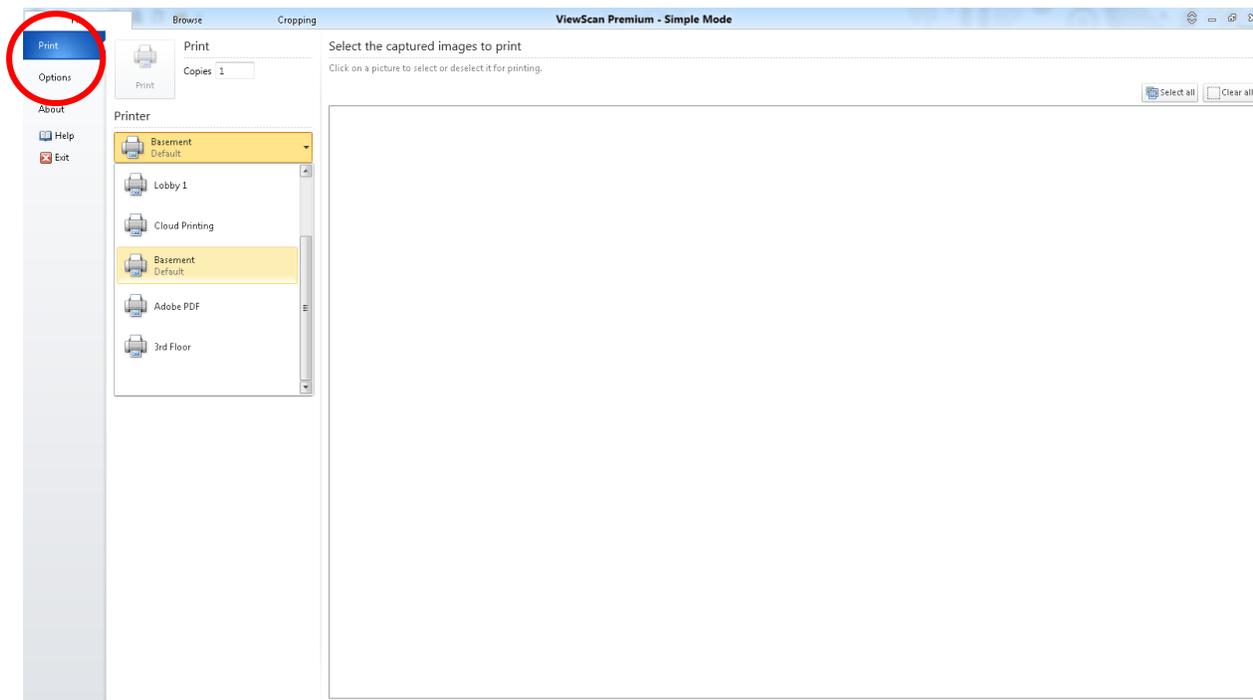
To rotate image click on the rotate button as shown below.



To Print using Simple Mode simply click on Insta-Print as shown below.



Select a printer, follow the steps as you would print any document on campus by entering your user name and password.



Standard Mode, is used very much like simple mode except that you are not limited to print only. You may save an image to a jump/flash drive.

Select the mode that you would like to use during this session.

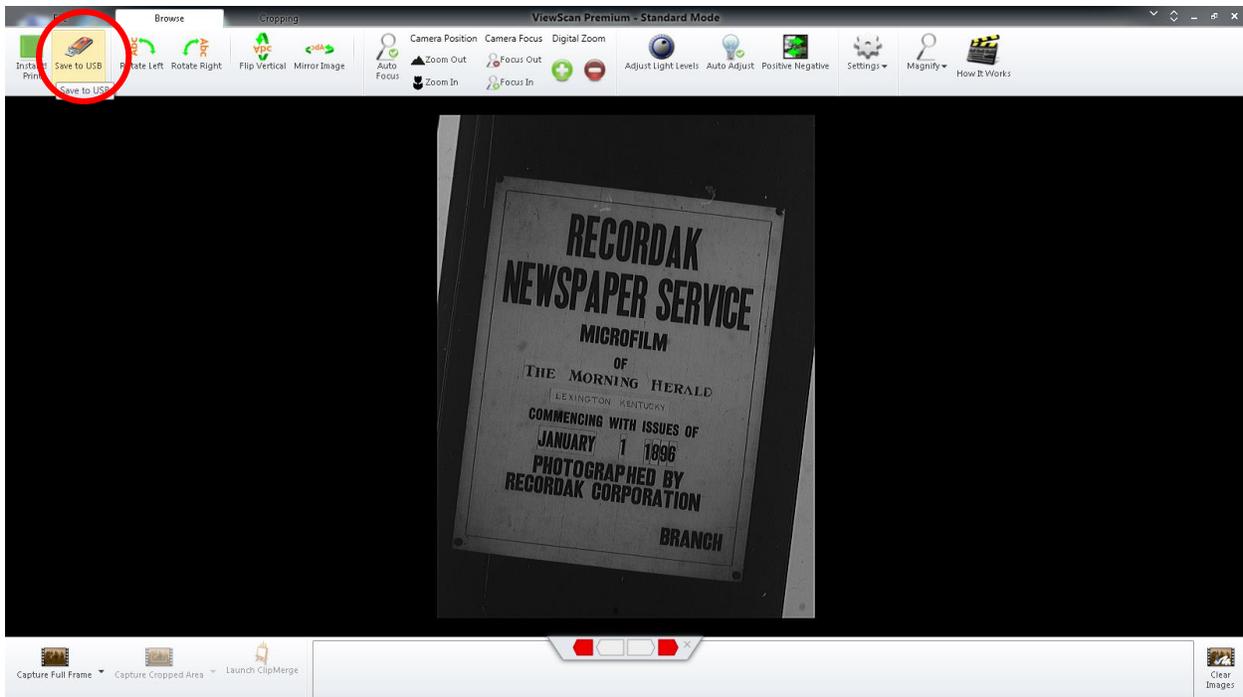
Simple Mode
View and capture images - similar to familiar reader/printer

Standard Mode
View and capture with easy to use editing tools and additional output options

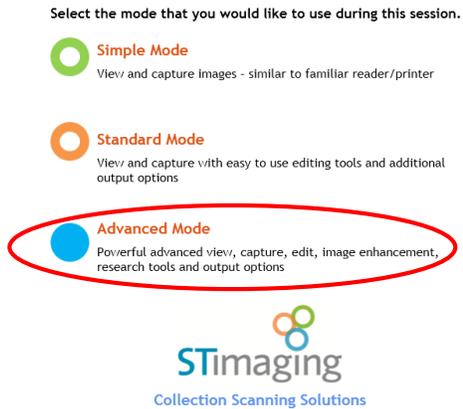
Advanced Mode
Powerful advanced view, capture, edit, image enhancement, research tools and output options



Standard Mode to save images click the button show below.

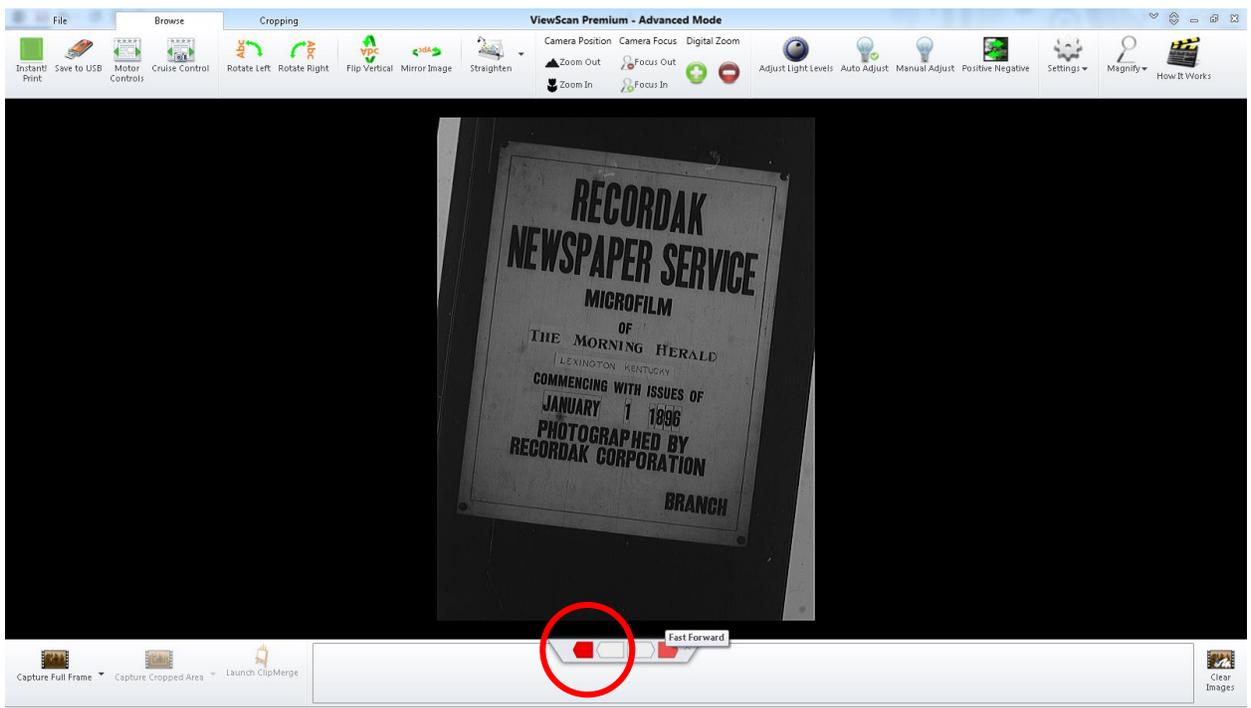


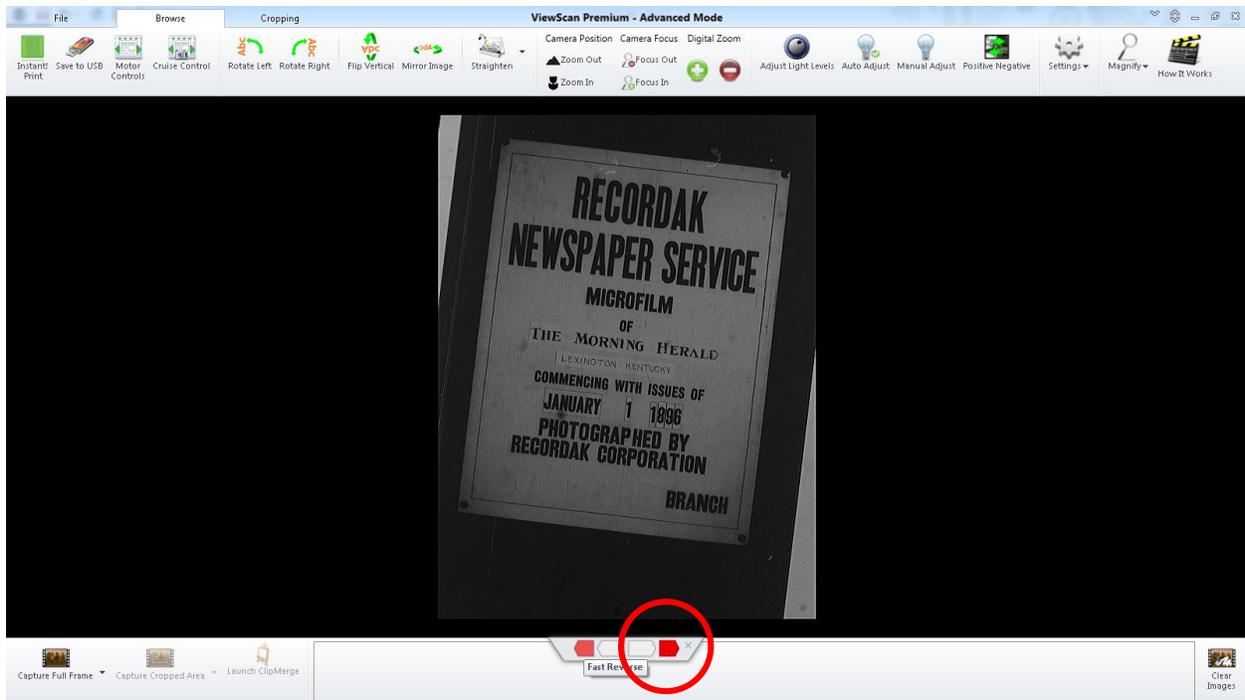
Advanced Mode like Simple and Standard you can print and save images to a jump/flash drive and you can enhance the image quality by using the program.



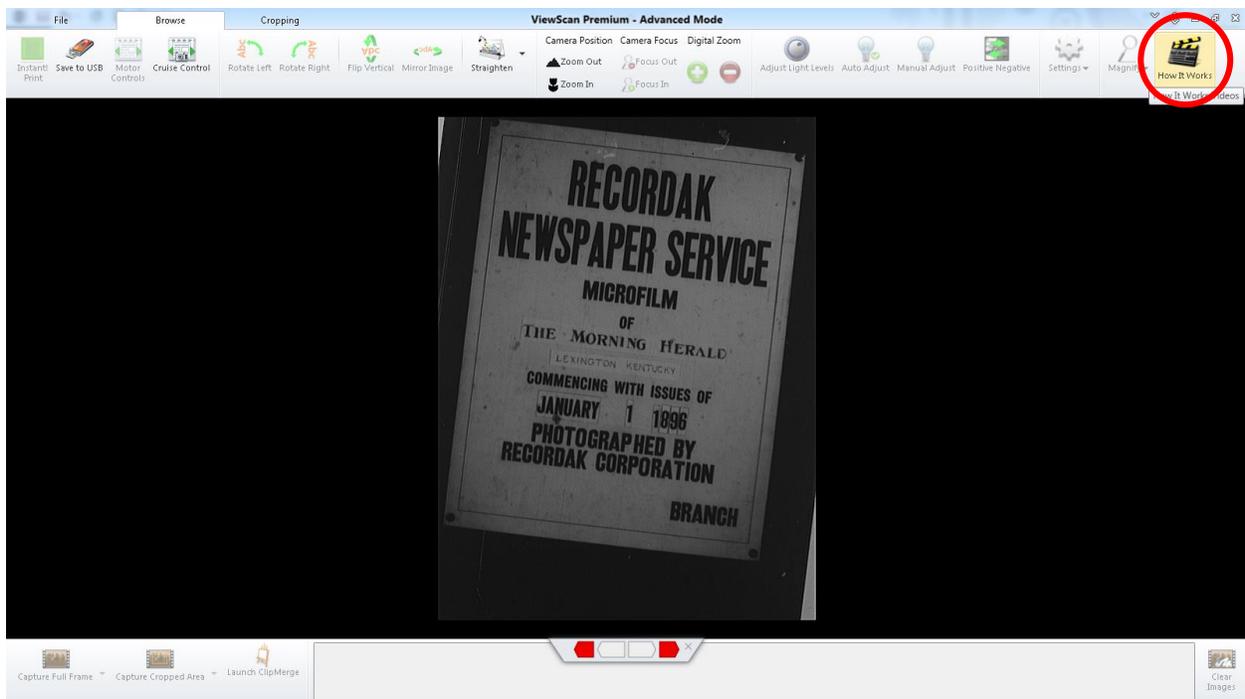
Advanced Mode

Features that you can use in any of the programs like the buttons on the ST Viewscan you can control the slides movement in the program without having to use the scanner itself.





At any time if you feel that you need more assistance in the top right corner is the tutorial video to help you with the software.



Good Luck in your research please see the Main circulation desk if you have any further questions or need assistance.