ViewScan Quick Start Guide
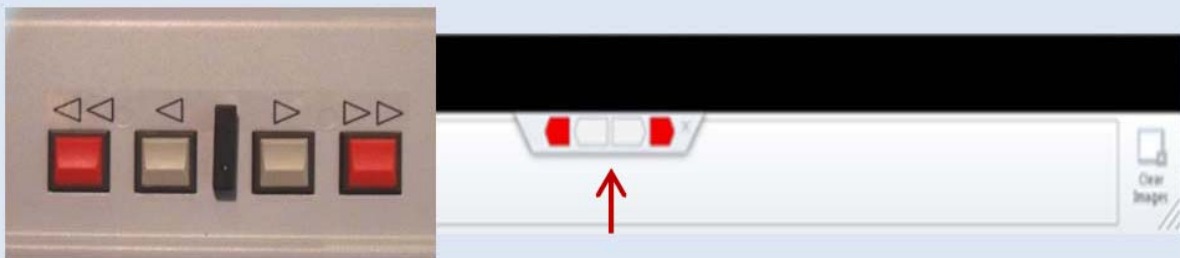## Microform Scanning

1. Turn on, Load Film, Click Its Icon to Launch ViewScan

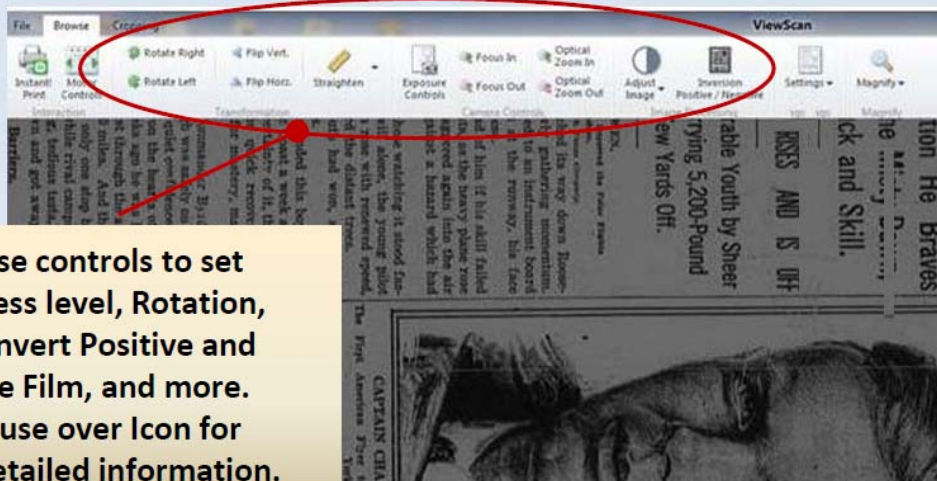SUPPLY   TAKE-UP

TO LOAD FILM

ViewScan

Push 'Up' on the power button for Microfilm/Microfiche.
Push 'Down' on the power button for opaque Microcards.

2. Use Physical or On-Screen Virtual Buttons to Advance Film

The buttons toward the bottom of the screen work just like the buttons on the machine. White to advance or reverse slowly. Red to fast-forward or fast-reverse.
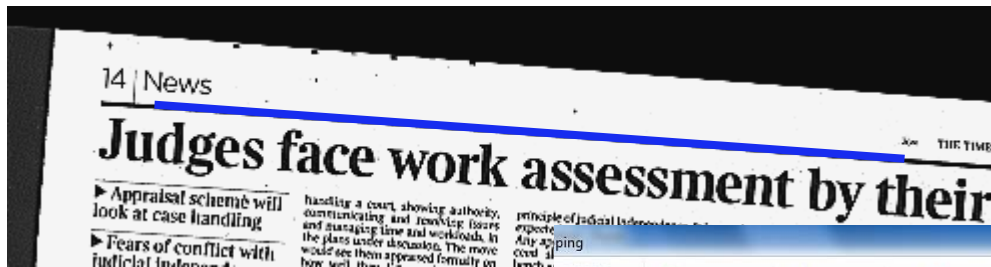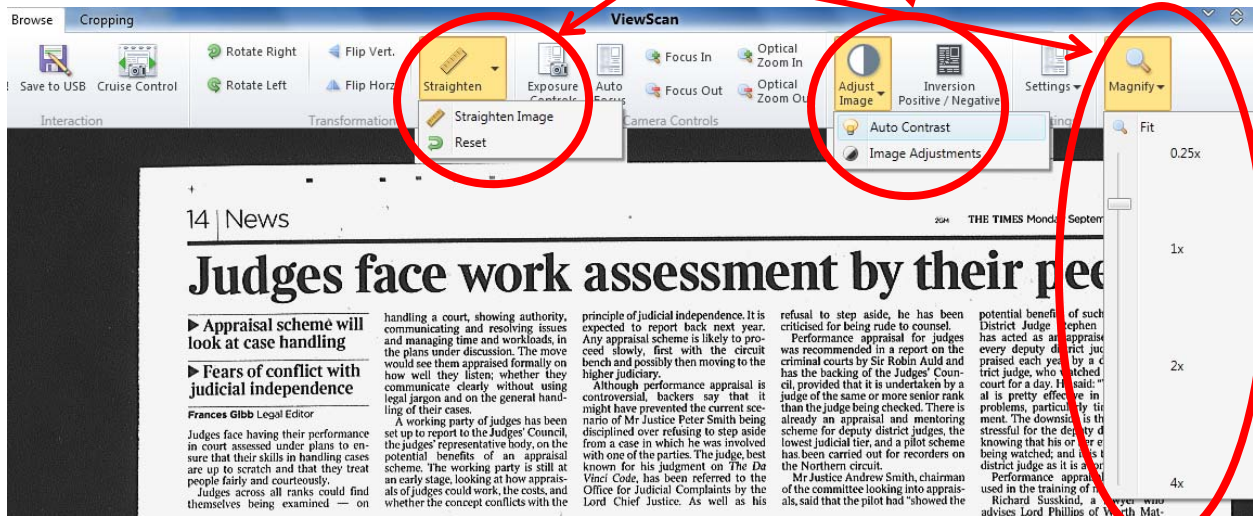
3. Click anywhere on Image to Zoom In or Out. Use Tools to adjust

Use these controls to set brightness level, Rotation, Focus, Invert Positive and Negative Film, and more. Roll Mouse over Icon for more detailed information.

Use Tools to adjust

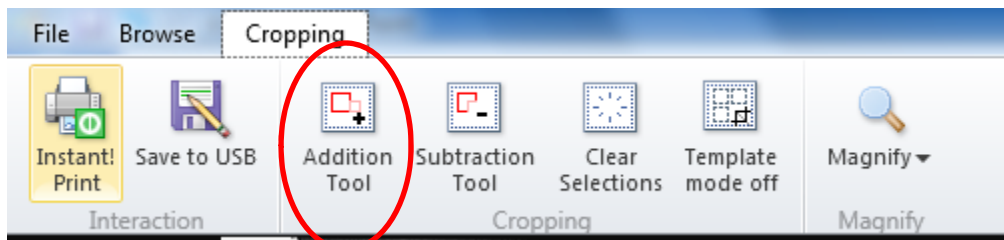**Magnify, straighten, and adjust image (contrast).**

(Click Straighten ruler, and drag mouse along an existing line with blue line to correct for angle.)
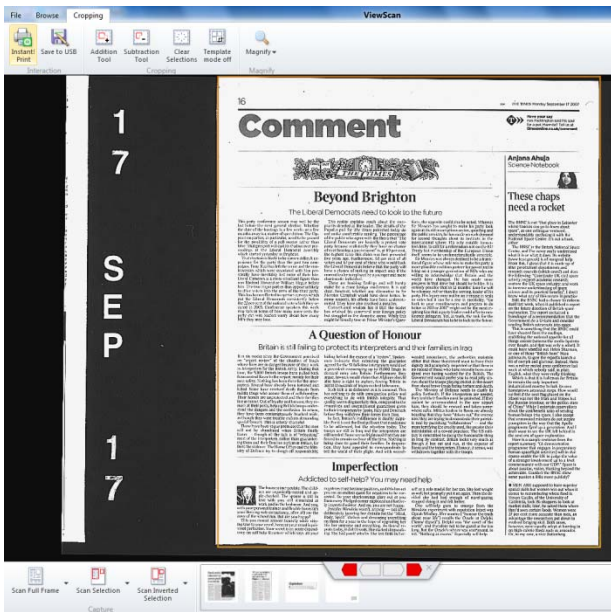

When the image looks good, switch to the 'Cropping' tab.

Use the 'Addition Tool' to draw boxes around your sections. (Subtraction Tool removes unwanted sections.)
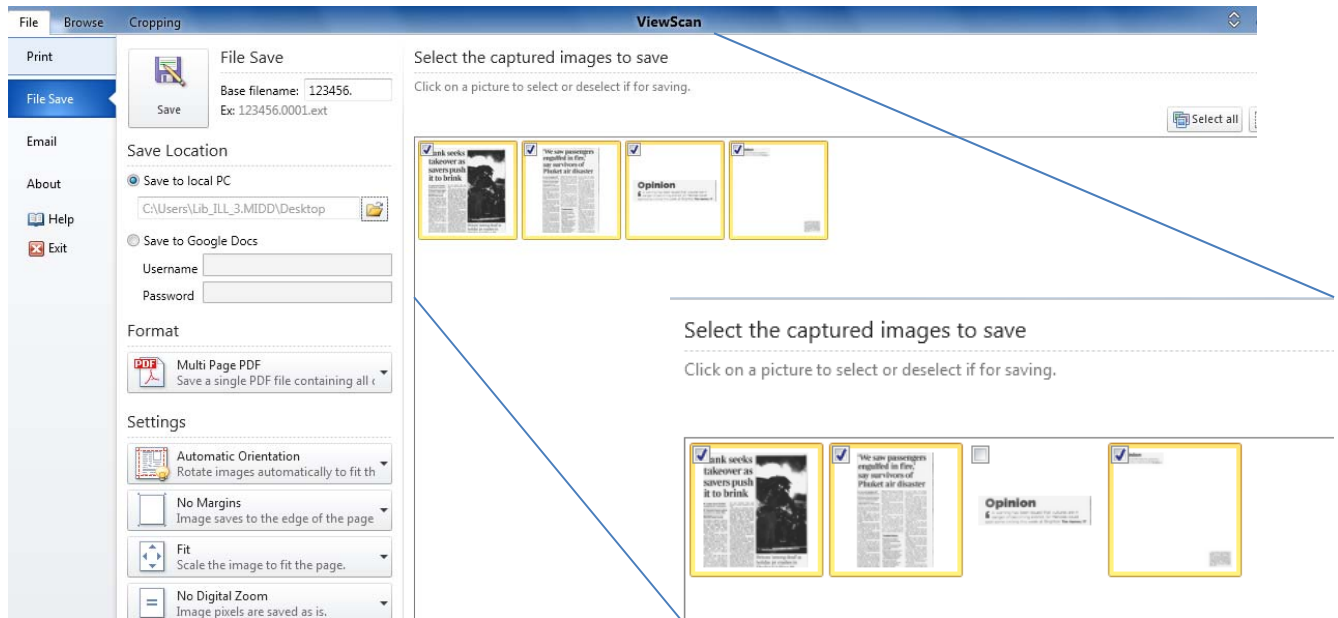
Use 'Scan Section' to capture the selected sections.

Advance, select, and 'Scan Selection' to add new content.

As you capture pages, their thumbnails will appear along the

bottom so you can review your work. Click on the thumb nail to view it, modify resolution, or open to allow further editing.

Save or email your work under the 'File' tab. You can select which pages to include in the file, and adjust settings like file type, fit, and resolution.

To delete ALL scanned images, use 'Clear Images' button in the bottom right corner, when under 'Browse' tab.