ST200: A User’s Manual

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Introduction
a digitizing scanner for roll 35mm microfilm, microfiche, film slides, opaque card and micro card media. It allows the use of a PC to view, scan, e-mail, or print a microfilm image. It has the ability to view and capture from image reductions so high that they are categorized as Ultra Fiche (up to 87X optical capture, up to 96X digital viewing).

- Microfilm
- Slides
- Micro-
- Photograph Negatives (all Kinds)
- Micro-
- Photographs
- ...or handwritten letters and notes
- Microcard
The components
A: Standard PC

With the PC you can interact with the ST200 and the companion scanner to convert images from analog to digital utilizing the Scanwrite software.

B: ST200
The ST200 has the following features:
- a live Video feed camera for viewing microfiche and microfilm.
- Direct film scanning unit for capturing microfilm images in a high resolution format.
- Microfilm carrier
- Microfiche/ Microprint viewing Bed.
  - Push the green arrow to engage the live video feed. Push the Red arrow to engage the computer. Throughout the use of this station you will be toggling back and forth between the two buttons.

C: Companion Epson Scanner
The companion scanner can scan the following ways.
- Scan microfiche in high resolution format
- Microprint in high resolution format
- Scan Opaque Microprints or
- Film slides and negatives of all kinds
- Standard flat bad scanning
Microfiche Quick Scan
**Microfiche Quick Scan**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

Turn on the back light to the microfiche viewing plate (see image to the left).

A. Load the fiche onto the viewing tray.
B. Lift up Fiche viewing tray lid.
C. Flip the fiche so it lays face down on tray. Place lid back down
D. Push the view mode button on the extreme left side of the control panel.
Adjust the Video Live Feed Camera

Before you scan in anything, you will need to know what you are scanning. To do this you will need to view things through the Live Video Feed Camera (see image to the right).

- Push the arm release lever down and back. (Red Arrow on the left)
- Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)
- Release the lever.
- Continue to push until the arm clicks into the upper position.

Position the camera so that light shows up on the monitor.
Adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth. (The camera is in on a hinge and moves as indicated by blue line (see image to left).

By the time you have everything lined up it should look like this.
To further assist you, use the control buttons shown below.

Here is a further break down of the buttons.
A. Activates the viewer mode.
B. Top row of blue dots are your lighter/ darker controls.
C. Bottom Row of blue dots control your zoom in/out feature. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.
D. Bottom Row of blue dots control your zoom in/out feature. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.

The button on the bottom to the left of the blue buttons is for correcting mirror images. If an image is backwards push this button.

(Example of mirror image correction)

E. Image Rotation turns the image in a clockwise direction. Push the button until the image is right side up (see image at bottom left).

(Example of Image rotation)

F. Invert Image will allow you to change the image from negative to positive (see image at above right).
Microfiche Quick Scan

Now that you have your image on the screen you will want to capture it in a digital format. Here is the fast way to get it.

Push the PC1 Button. This will activate the computer.

Go to the startup menu and pick Scanwrite. This is the software you will use to capture your images.

This is the screen you will see.

Click on choice #3. (Note: If the scanner is turned on then you will see 4 options.)

Close up of Select Source Window.

Click on choice #3. (Note: If the scanner is turned on then you will see 4 options.)
If you don’t see the Select Source window then click on the Scan Images icon to the left (indicated by yellow circle at left.)

Close up of the Scan Images Icon

Click the Preview Snapshot button (Image to the left). This will give you a very rough draft preview of the image you want. Invert colors flips image from negative to positive.

A. Rotate image Clockwise
B. Rotate image counter clockwise
C. Flip image side to side

Once you are satisfied with your image click on the Send to PC button. Then it will appear under the Scanwrite function menu. Then click on the finish button.

1. Use the Zoom Slider bar. Move it to the left so that the entire image fits on the screen.

2. Click on the Crop Selection button.
3. Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.
4. Once this is done, click on the Crop Selection the button (#2 again.)
5. Click on the Save Changes button.

You are now ready to save the document. See Final Outcome on page 67.
Microfiche High Resolution Scan
For scanning in Microfiche at a high resolution you will need the glass plate template. Ask the Media/Maps attendant to bring this item to you from the Media Office.

When you get it, it will be in a yellow padded envelope. Be careful, it really is glass. When this item is not in use, please keep it in the padded envelope.

There are a few things you will need to set things up before you use the glass plate. I will discuss its use more in detail later in this section.

Scanning microfiche at high resolution is a two-step process. First you must find the item you want using viewer mode.

Then you will need to move the operation over to the companion scanner to capture it in the PC mode using the Epson Companion Scanner to capture the image.

When you are finished with the glass plate template, please return it the Maps/Media Help desk.

**Viewing your Microfiche**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

Turn on the back light to the microfiche viewing plate (see image to the left).
Before you scan in anything, you will need to determine which image on the microfiche you want to scan. To do this you will need to view things through the Live Video Feed Camera (see image to the left).

**Adjust the Video Live Feed Camera**

- Push the arm release lever down and back. (Red Arrow on the left)
- Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)
- Release the lever.
- Continue to push until the arm clicks into the upper position.

Position the camera so that light shows up on the monitor.
Adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth. (The camera is in on a hinge)

By the time you have everything lined up it should look like this.

To further assist you, use the control buttons shown below.
Here is a further break down of the buttons.

A. Activates the viewer mode.
B. Top row of blue dots are your lighter/darker controls.
C. Bottom Row of blue dots control your zoom in/out feature. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.

D. Mirror Image

E. Image Rotation turns the image in a clockwise direction. Push the button until the image is right side up (see image at bottom right).

F. Invert image will change the image from negative to positive.
Now it’s time to use that glass template you grabbed earlier. Place the fiche face up on the glass.

- Be sure to line it up square with the red tape border. If the fiche wants to shift around on the glass a lot, you can ask the media help desk for a tiny piece of tape to secure the fiche under the glass template.

- Be sure to place the raw edge of the glass plate towards the top. Then gently slide it to the right so it is flush with the right edge of the scanning area.
  - Lift the upper lid. Remove inner cover on the under portion of the lid (white foam core and plastic cover).
  - Put it off to the side and flip the lid back down.

Make sure the Epson Companion Scanner is turned on (see red arrow in the image to the left.).

Now you are ready to scan. Push the PC1 button. This will activate the computer.

Go to the start up menu and choose **Scanwrite**.

This is the screen you will see.

Pick Choice #1. **Epson Perfection.**
On the dropdown menu choose microfilm positive or negative.

When you first start up the scanner you may see this message. This only happens if you have to turn the companion scanner on.

Then you will need to click on the **Preview** button.

Here is an image of the entire scanning bed area. You may not be able to see what you want to scan. You will need to zoom in. Here’s how.

Click on the magnifying glass with the **+**

Place your cursor on the upper right hand corner of the document you wish to enlarge. Push the left button on the mouse. Hold it as you drag the cursor across the document.
At this point the preview images may be clear enough for you to capture the image you want.

A. Click on the Finish button.
B. Crop the boarder you want (same as explained on page 16).
C. Click on the Scan button.

When the scan is finished, click on the Finish button. Scanwrite will be sent to the editing.

You will need to open the image to edit it.
A. Click on the Edit Scans icon (Circled in Yellow).
B. Click on the Thumbnail (Circled in Red).

Additional editing within Stanwrite

Full Editing Controls
**Explanation of numbers**
1. Crop Selection
2. Zoom slider Bar
3. Crop area you want to scan
4. Click on Crop Selection again
5. Save Changes

This is a bit out of sequence. So follow the bullet points.
- Use the **Zoom** Slider bar. Move it to the left so that the entire image fits on the screen(2).
- Click on the **Crop Selection** button (1).
- Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.
- Click on the **Crop Selection** button (#2 again.)
- Click on the **Save Changes** button.

You are now ready to save the document. See **Final Outcome** on page 67.
Microfilm Quick Scan
Microfilm Quick Capture

1. Turn on the computer and the Monitor (See red arrows to the left).
2. Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

Before you scan in anything, you will need to know what you are scanning. To do this you will need to view things through the Live Video Feed Camera. (Red arrow to the right)

3. Push the arm release lever down and back. (Red Arrow to the left)

4. Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)

5. Release the lever. Continue to push until the arm clicks into the upper position. Position the camera so that light shows up on the monitor.

6. Grab the camera and swivel it until you see the light on the screen.

Loading the Microfilm Carrier

A. Slide button to the left.
C. Feed film through the middle slot on the take up reel. Turn knob on front of wheel.

Flip the cover back down. Gently push down until it snaps into place.

Again you will need to adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth.

By the time you have everything lined up it should look like the image on the right.
To further assist you, use the control buttons shown below.

Here is a further break down of the buttons.

A. Activates the viewer mode.
B. Top row of blue dots are your lighter/darker controls.
C. Bottom row of blue dots control your zoom in/out feature.
D. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.
E. Lamp
F. Mirror Image

Example of Image Rotation

G. Image Rotation
H. Invert Image Positive/Negative

Example of Negative/Positive
Microfilm Quick Scan

Now that you have your image on the screen you will want to capture it in a digital format. Here is the fast way to get it.

Go to the startup menu and pick Scanwrite. This is the software you will use to capture your images.

Push the PC1 Button. This will activate the computer.

This is the screen you will see.

Close up of Select Source Window.

Click on choice #3. (Note: If the scanner is turned on then you will see 4 options.)
If you don’t see the Select Source window then click on the Scan Images icon to the left (indicated by yellow circle at left.)

Click the Preview Snapshot button (Image to the right). This will give you a very rough draft preview of the image you want.

Invert colors flips image from negative to positive.

Click on the Preview Image (indicated by the red circle above) and it will give you the image to the left.

A. Rotate image Clockwise
B. Rotate image counter clockwise
A. Flip image top to bottom
C. Flip image side to side
Once you are satisfied with your image click on the **Send to PC** button. Then it will appear under the Scanwrite function menu. Then click on the finish button.

1. Use the **Zoom** Slider bar. Move it to the left so that the entire image fits on the screen.

2. Click on the **Crop Selection** button.

3. Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.

4. Once this is done, click on the **Crop Selection** the button (#2 again.)

5. Click on the **Save Changes** button.

You are now ready to save the document. See **Final Outcome** on page 67.
Microfilm High Resolution Scan
**Viewing your Microfilm**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

**Microfilm High Resolution Scan**

Now that you know which image you need to capture turn on the MOCA attachment. This will engage the Direct Microfilm Scanner. You will use this later.

This light must be on to perform microfilm high resolution scans. If it’s not, follow the next set of instructions.

Reach around to the back of the MOCA Attachment and flip the toggle switch up. When the MOCA attachment is on correctly you will see a green ring at the front of the microfilm carrier area.
Before you scan in anything, you will need to know what you are scanning. To do this you will need to view things through the Live Video Feed Camera. (Red arrow to the right)

3. Push the arm release lever down and back. (Red Arrow to the left)

4. Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)

5. Release the lever. Continue to push until the arm clicks into the upper position. Position the camera so that light shows up on the monitor.

6. Grab the camera and swivel it until you see the light on the screen.

Loading the Microfilm Carrier

A. Slide button to the left.
B. Lift lid
C. Feed film through the middle slot on the take up reel. Turn knob on front of wheel.

Turn knob on front of wheel.

Flip the cover back down. Gently push down until it snaps into place.

Again you will need to adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth.

By the time you have everything lined up it should look like the image on the right.
To further assist you, use the control buttons shown below.

Here is a further break down of the buttons.

A. Activates the viewer mode.
B. Top row of blue dots are your lighter/darker controls.
C. Bottom row of blue dots control your zoom in/out feature.
D. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.
E. Lamp
F. Mirror Image

Example of Image Rotation

Example of Mirror image

Example of Negative/Positive
If you don’t see the **Select Source** window then click on the **Scan Images** icon to the right to give you the window (see image to the right). This will engage the Direct film scanner shown in the double image below.

Go to the Startup menu and choose Scanwrite (see image to the left).

This will allow you to use the direct film scanner (see images to the left).

will see (the **Select Source** Image directly above).

Click on choice #2.

(Note: If the scanner is turned on then you will see 4 options.)
When you click on choice #2 it will bring you to the ST Direct Film Scanner window (see image to right).

Click the Preview Snapshot button. This will give you a very rough draft preview of the image you want.

Buy grabbing the red squares (See images to left) you can resize the lines to fit the image you want to scan in.

Click the Finish button.

You will need to open the image to edit it.
A. Click on the Edit Scans icon (Circled in Yellow).
B. Click on the Thumbnail (Circled in Red).
Additional editing within Scanwrite

Use the Zoom Slider bar. Move it to the left so that the entire image fits on the screen (2).

Click on the Crop Selection button (1).

Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.

Click on the Crop Selection the button (#2 again.)

Click on the Save Changes button.

You are now ready to save the document. See Final Outcome on page page 67.
Microprint and Microcard Quick Scan
A quick note about Microprints and Microcards

Note: Because the microprint is so large, only half of it will fit under the viewer. When you have viewed the top half, turn it around and view the bottom half. Use the image orientation button to correct the image (See page 35).

Microprints and Microcards are text printed on heavy opaque cards. You must place them under the microfiche holder face up. They will need to be lit from above.
**Microprint Quick Scan**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

Push the left button on the silver mouse light to turn light on. Microprint needs to be lighted from above to be seen.

Adjust light bar and so that it properly lights up the card.

Verify the alignment by looking at the computer monitor.

You may need to **Adjust the Video Live Feed Camera**

Before you scan in anything, you may need to know what you are scanning. To do this you will need to view things through the Live Video Feed Camera (see image to the right).

- Push the arm release lever down and back. (Red Arrow on the left)
- Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)
- Release the lever.
- Continue to push until the arm clicks into the upper position.

Position the camera so that light shows up on the monitor. Adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth. (The camera is in on a hinge and moves as indicated by blue line (see image to left).
By the time you have everything lined up it should look like this.
To further assist you, use the control buttons shown below.

Here is a further break down of the buttons.
A. Activates the viewer mode.
B. Top row of blue dots are your lighter/ darker controls.
C. The two blue dots, immediately to the left of letter “C”, control your zoom in/out feature. The blue bulls eye to the right of the zoom buttons control the focus. Every time you zoom in or out, you must push the zoom button again.

The button on the bottom to the left of the blue buttons is for correcting mirror images. If an image is backwards push this button.

D. Mirror Image

E. Image Rotation turns the image in a clockwise direction. Push the button until the image is right side up (see image to the left).

F. Invert image will change the image from negative to positive.
Now for the Microprint High Resolution Scan.

Scanning the Image

Now that you have your image on the screen you will want to capture it in a digital format. Here is the fast way to get it.

Push the PC1 Button. This will activate the computer.

Go to the startup menu and pick Scanwrite. This is the software you will use to capture your images.

This is the screen you will see.

Click on choice #3. (Note: If the scanner is turned on then you will see 4 options.)

Close up of Select Source Window.

Click on choice #3. (Note: If the scanner is turned on then you will see 4 options.)
If you don’t see the Select Source window then click on the Scan Images icon to the left (indicated by yellow circle at left.)

Close up of the Scan Images Icon

Click the Preview Snapshot button (Image to the left). This will give you a very rough draft preview of the image you want. Invert colors flips image from negative to positive.

A. Rotate image Clockwise
B. Rotate image counter clockwise
C. Flip image side to side

Once you are satisfied with your image click on the Send to PC button. Then it will appear under the Scanwrite function menu. Then click on the finish button.
1. Use the **Zoom** Slider bar. Move it to the left so that the entire image fits on the screen.
2. Click on the **Crop Selection** button.
3. Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.
4. Once this is done, click on the **Crop Selection** button (#2 again.)
5. Click on the **Save Changes** button.

You are now ready to save the document. See **Final Outcome** on page 67.
Microprint and Microcard High Resolution Scan
**Microprint High Resolution Scan**

For scanning in Microprint at a high resolution you will need the glass plate template. Ask the Media/Maps attendant to bring this item to you from the Media Office.

When you get it, it will be in a yellow padded envelope. Be careful, it really is glass. When this item is not in use, please keep it in the padded envelope.

There are a few things you will need to set things up before you use the glass plate. I will discuss its use more in detail later in this section.

Scanning microfiche at high resolution is a two-step process. First you must find the item you want using viewer mode.

Then you will need to move the operation over to the companion scanner to capture it in the PC mode using the Epson Companion Scanner to capture the image.

When you are finished with the glass plate template, please return it the Maps/Media Help desk.

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**Viewing your Microfiche**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.
**Adjust the Video Live Feed Camera**

Before you scan in anything, you will need to know what you are scanning. To do this you will need to view things through the Live Video Feed Camera (see image to the right).

- Push the arm release lever down and back. (Red Arrow on the left)
- Then grab the camera and push it away from you slightly. (indicated by Red Arrow to the right)
- Release the lever.
- Continue to push until the arm clicks into the upper position.

Position the camera so that light shows up on the monitor. Adjust the camera so that the image is lined up properly on the computer monitor. To do this, grab the camera and tilt it back and forth. (The camera is in on a hinge and moves as indicated by blue line (see image to left).

Place Microprint card face up on MOCA Tray (see image to right.).

Note about Microprint: In order to view microprint you will need to be sure that the light source comes from above the document. You will need to turn on the light bar (See image B below).

A. Turn on light bar switch (See silver mouse image to the right).

B. Grab the light bar and adjust it so that you can see the microprint document on the screen.

C. By the time you have everything lined up it should look like this (see image to the left. To further assist you, use the control buttons shown below.

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Here is a further breakdown of the buttons.

A. Activates the viewer mode.
B. Top row of blue dots are your lighter/darker controls.
C. Bottom row of blue dots control your zoom in/out feature. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.

D. Bottom row of blue dots control your zoom in/out feature. The blue bulls eye to the right controls the focus. Every time you zoom in or out, you must push the zoom button again.

(Example of mirror image correction)

D. Mirror Image
E. Image Rotation turns the image in a clockwise direction. Push the button until the image is right side up (see image to the left).

(Example of mirror image rotation)

F. Invert image will change the image from negative to positive.

(Example of Invert image)
Capturing Microprint in High Resolution

1. Once you have determined the images you wish to scan you will need to make a mental note of where they are on the sheet. Please do not make any marks on the microprint card.

2. Later after you have obtained a preview image of the card you will know where to find the pages you want to scan in later.

It is now time to use the glass template that you received earlier from the Maps/Media help desk.

- Make sure this white foam core cover is secured into the upper portion of the Epson Companion Scanner.

- And be sure to center the microprint or card face down on the glass.

- Then place the glass template with the untapped end away from you.

- Close the lid.
Now you are ready to scan. Push the PC1 button. This will activate the computer.

Go to the start up menu and choose **Scanwrite**.

This is the screen you will see.

Pick Choice #1. **Epson Perfection**.

Note: If the power button to the Epson Companion Scanner is on you will see four options.
On the dropdown menu choose Opaque Microprint.

When you first start up the scanner you may see this message. This only happens if you have turn on the companion scanner.

Then click on the preview button (See item circled in red in the image above.

Here is an image of the entire scanning bed area. You may not be able to see what you want to scan. You will need to zoom in. Here’s how.

Click on the magnifying glass with the

A. Indicates Zoom mode. Place your curser on the upper right hand corner of the document you wish to enlarge.
B. Push the left button on the mouse. Hold it as you drag the curser across the document.
C. When desired area you want to scan has been chosen, release the mouse. When button is released zoom function will engage automatically.
At this point the preview images may be clear enough for you to capture the image you want.

A. Click on the Finish button. Scanwrite will be sent to the editing.

When the scan is finished, click on the Finish button. Scanwrite will be sent to the editing.

A. Click on the icon.

B. Crop the boarder you want (same as explained on page 16).

C. Click on the Scan button.

Additional editing within Scanwrite

You will need to open the image to edit it.
A. Click on the Edit Scans icon (Circled in Yellow).
B. Click on the Thumbnail (Circled in Red).
Explanation of numbers
1. Crop Selection
2. Zoom slider Bar
3. Save Changes

Follow the bullet points.
- Use the **Zoom** Slider bar. Move it to the left so that the entire image fits on the screen(2).
- Click on the **Crop Selection** button (1).
- Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save (see A-C directly above).
- Click on the **Crop Selection** the button (2 again.)
- Click on the **Save Changes** button (3).

You are now ready to save the document. See **Final Outcome** on page 67.
Slides. Aperture Cards, Film Negatives (all sizes)
Scanning Slides. Aperture Cards, Film Negatives (all sizes)

When scanning in any of these items the process is the same. The only thing that is different is that you may need to use different templates. You can get any of these templates from the Media Center Help Desk attendant.

Here is a list of the templates.

1. Microfiche template.
2. Photographic negative strip
3. Aperture Card
4. Slides
5. Glass Plate Template

Note: If the items you are trying to scan in are curved in any way, the template will not flatten them. They will require weight on top to flatten. Template #5 will take care of this.

This manual will show you how to scan slides only. Once you know how to do this you can scan in negatives, and aperture cards as well. The only difference is the template you use.
**Scanning in Slides**

Turn on the computer and the Monitor (See image to the left).

Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

Make sure the Epson Companion Scanner is turned on (see red arrow in the image to the left.).

Now you are ready to scan. Push the PC1 button. This will activate the computer.

Go to the start up menu and choose **Scanwrite**.

If you don’t see the **Select Source** window then click on the **Scan Images** icon to the left (indicated by yellow circle at left.)

Pick choice #1. See red arrow to left.
On the dropdown menu choose microfilm positive or negative.

When you first start up the scanner you may see this message. This only happens if you have to turn the companion scanner on.

Then you will need to click on the **Preview** button.

Here is an image of the entire scanning bed area. You may not be able to see what you want to scan. You will need to zoom in. Here’s how.

Click on the magnifying glass with the ++

Place your curser on the upper right hand corner of the document you wish to enlarge. Push the left button on the mouse. Hold it as you drag the curser across the document.
When the scan is finished, click on the **Finish** button. Scanwrite will be sent to the editing.

At this point the preview images may be clear enough for you to capture the image you want.

A. Click on the icon.

B. Crop the boarder you want (same as explained on page 16).

C. Click on the Scan button.

---

**Additional editing within Scanwrite**

You will need to open the image to edit it.

A. Click on the **Edit Scans** icon (Circled in Yellow).

B. Click on the Thumbnail (Circled in Red).

C. This is your final outcome.
Crop Your Selection
1. Click on the Crop Selection button. See red arrow above.
2. Move the Slider control left and right to show entire scanned area. See Blue arrow above.
3. Crop area you want to scan. Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.
4. Click on Crop Selection again. See Green arrow above.
5. Save Changes. See Yellow arrow above.

You are now ready to save the document. See Final Outcome on page 67.
Regular Flat Bed Scanning
You may have a document or an article, or a picture, school notes that you want to scan in. You will need to scan them in at a lower resolution. Here’s how.

1. Lay your document face down on the glass of the Epson Companion Scanner.
2. Slide the right corner of the document into the right corner of the scanning surface area. And close lid.

4. Turn on the computer and the Monitor (See image to the left).
5. Turn on the ST200. (See image to the right). The switch is on the right hand side behind the silver mouse lamp switch. The first red arrow indicates the general area of the master switch for the ST200. When ST200 comes on it defaults to viewer mode.

6. Push the PC1 Button. This will activate the computer.
Go to the startup menu and pick Scanwrite. This is the software you will use to capture your images.

Choose the 4th option (see image to the right.

- Color picture: This setting is good for high resolution scans in color.
- Grayscale picture: This is good for capturing black and white images in high resolution.
- Black and white picture or text: This is good for capturing images that are very clear text.
- Custom settings: I have not used this at all. Feel free to experiment with this one.

Click Preview.
By grabbing the green squares you can crop the area you would like to scan.

Then click on the Scan Button (see image to the left).

The message to the right will appear. Then you will see
When the scan is finished, click on the Finish button. Scanwrite will be sent to the editing

At this point the preview images may be clear enough for you to capture the image you want.

A. Click on the Finish icon.

B. Crop the border you want (same as explained on page 16).

C. Click on the Scan button.

You will need to open the image to edit it.
A. Click on the Edit Scans icon (Circled in Yellow).
B. Click on the Thumbnail (Circled in Red).

Additional editing within Scanwrite
Crop Your Selection
1. Click on the Crop Selection button. See red arrow above.
2. Move the Slider control left and right to show entire scanned area. See Blue arrow above.
3. Crop area you want to scan. Place the arrow on the upper corner of the image. While holding the right mouse button down, drag the arrow down to the lower left corner of the area you want to save.
4. Click on Crop Selection again. See Green arrow above.
5. Save Changes. See Yellow arrow above.

You are now ready to save the document. See **Final Outcome** on page 67.
Final Outcomes
Congratulations!
Welcome to Final Outcomes.
The long struggle is almost over.

Here are the options:

- Save to Hard Drive ................................................................. 66
- Save to USB ........................................................................ 69
- Email to your email account .................................................. 72
- Send to Dropbox ................................................................. 29
Saving to Hard Drive
Saving to Hard Drive or USB

After you are done editing your scans you should click the Send to HD icon (Red arrow) or the Send to USB (Blue arrow) icon to save them to the computer’s hard drive or to your flash drive.

Saving The Images To The Hard Drive

1. Click on the Hard Drive icon.

2. You will be prompted to choose the format you wish to save the image in.

We recommend saving your images as a PDF file unless you have reason to save it as another file type.

**Note:** Images produced from scanning can be quite large. We recommend saving each image as a separate file if you want to send images to yourself via email. Otherwise, the size of your file could exceed the maximum size allowed by Cornell’s Webmail system (about 35 MB). Snapshots are much smaller than scans and you should be able to email a PDF file that contains 30 snapshots.

JPEG: Compressed graphic image that can be opened up in Photoshop.
PNG: Compressed graphic image that is larger than a JPEG. Can be opened up in Photoshop.
TIFF: Extremely large files. Require a lot of space to save document in this format.
PDF (1 file): This format of PDF is a single file with many pages inside of it.
PDF (many files): This format of PDF is several PDF files that contain only one page each.
A *Browse for Folder* dialog box will pop up if you send click *Send to HD*.

1. Choose my Documents (see image to the left).

3. Establish a folder and name it. (see image to left)

4. Open it and save the document in there. (see image to right)

**Note about Saving:**
When you save your images it will put them in your folder called scanwrite. If there are no other scanwrite directories on the hard drive or your flash drive then it will save the files in a directory called scanwrite. If there is a scanwrite directory then it will save the files in a new directory called scanwrite0. If there is a scanwrite0 directory then it will save them in scanwrite1. Every time you save images from the Scan-Write desktop it will create a new directory and increment the directory name by 1. It is important to be aware that the old directories are not being discarded as new directories are being created. Repeated saves could create multiple copies of a file on your flash drive and you may need to delete old directories to free up storage space.

As you scan open up the folder and title the documents as you go along. You will thank yourself later.
Saving to USB
Saving to Hard Drive or USB

After you are done editing your scans you should click the Send to HD icon (Red arrow) or the Send to USB (Blue arrow) icon to save them to the computer’s hard drive or to your flash drive.

Saving The Images To USB

1. Click on the USB icon.

2. You will be prompted to choose the format you wish to save the image in.

We recommend saving your images as a PDF file unless you have reason to save it as another file type.

Note: Images produced from scanning can be quite large. We recommend saving each image as a separate fine if you want to send images to yourself via email. Otherwise, the size of your file could exceed the maximum size allowed by Cornell’s Webmail system. (about 35 MB). Snapshots are much smaller than scans and you should be able to email a PDF file that contains 30 snapshots.

JPEG: Compressed Graphic image that can be opened up in Photoshop
PNG: Compressed Graphic image that is larger than a JPEG. Can be opened up in Photoshop
TIFF: Extremely large file Requires a lot of space to save document in this format.
PDF (1 file): This format of PDF is a single file with many pages inside of it.
PDF (many files): This format of PDF is several PDF files that contain only one page each.
A *Browse for Folder* dialog box will pop up if you send click *Send to*.

1. Go to My Computer
2. At this point you will choose your flash drive.

3. Establish a folder and name it.
4. Open it and save the document in there.

**Note about Saving:**
When you save your images it will put them in a directory called *scanwrite*. If there are no other *scanwrite* directories on the hard drive or your flash drive then it will save the files in a directory called *scanwrite*. If there is a *scanwrite* directory then it will save the files in a new directory called *scanwrite0*. If there is a *scanwrite0* directory then it will save them in *scanwrite1*. Every time you save images from the Scan-Write desktop it will create a new directory and increment the directory name by 1. It is important to be aware that the old directories are not being discarded as new directories are being created. Repeated saves could create multiple copies of a file on your flash drive and you may need to delete old directories to free up storage space.

As you scan open up the folders and title the documents as you go along. You will thank yourself later.
Send to Email.
How to Email your scanned files

1. Open up your email.
2. Choose compose an new email message.
3. Go to attachment. You will be prompted to locate the document on the computer.
4. Go to My Computer
   My documents
   Your file
   Open your file
   Highlight your document
   Click add
4. When the document is attached, then hit send.
   Voila! Your done.

Note: If you have not saved your images to hard drive yet please go to page 66 and follow the instructions there.

If your document is too large for standard email delivery then you may want to consider using an FTP site. Go to the next page and follow the instructions.
Up Loading to FTP
Up Loading to FTP

By this point you either didn’t bring a USB Flash drive, or your document was too large to send via standard email.

The FTP site I will show you is for CU Drop box. You must be a member of the Cornell Community to use this.

1. Type dropbox.cornell.edu in the url window (see the red arrow in the image below).

Click the NetID Login button (see the red arrow in the image below).
Enter your Net ID and password. Click on Login.

Click on the words Prepare to Upload (See red arrow in image below).

Now you need to tell Dropbox where you are going to see Click the add button.
After you have added all the people you want to send the document you have more decisions to make.
A. Choose how many documents you will be uploading.
B. Find the documents you want to send. If you choose 2, you will have to browse each document separately.
C. Type any messages you wish to say here.
D. Allows you to keep the document on the FTP site for up to 3 weeks. Once the time has elapsed it will be automatically deleted from there.
go to your document
E. Click send.

Voila, you’re done.
About the Author

Suzanne M. Schwartz has worked for Cornell University since January 1990. She was hired to be the Student Supervisor for the Olin Media office in May 2001.

She would like to thank Howard Brentlinger for providing valuable editing services. It is thanks to him that this manual reads properly.

Deb Muscato for providing excellent supervisory support and guidance. (Deb you were right all along!)

Robin Messing for his huge contribution for the end part of this manual. It was there when I needed it most! The majority of the Final Outcome section was taken directly from his manual. I just added some pictures.

The many student assistants that helped me run the department. Without them I would not have been able to run this office.

And my greatest teachers... my patrons.