Getting Started
This section quickly explains how to get started using your SL1000. First things first, make sure the SL1000 unit is turned on by clicking up the on/off switch on the back of the unit. Now it is time to turn on the software.

1. To open the software, click on the SL-Touch Icon on your desktop.

2. If the Film Selection doesn’t come up automatically, then click on Film Selection Icon (in the lower left)

3. Click on the drop down next to Custom Profile and select EITHER “Default” or a specific user.
4. In the **Film Type** section, select what it is that you will be scanning. In most cases when you select a specific name or job type from the Custom Profile, the film type will be automatically selected from previous set ups. However, at any time, you can override the choice with a new choice. Your choices will be:
   a. Aperture Cards for 35mm film
   b. 35mm roll film- (usually newspapers)
   c. 16mm roll film- (most office documents)
   d. Microfiche- usually 16mm source film in jackets
   e. Microfiche- usually COM (Computer Output Microfiche) and “Super” Fiche
   f. Micro Opaque cards and Color- for 35mm color slides
5. Select **EITHER** Negative Film or Positive Film. (Most 16mm rolls film is Negative. Most 35mm rolls are Positive. Fiche can be either. Aperture Cards are almost always negative)
6. Select **EITHER** Monochrome Film or Color Film. (most likely this is Monochrome Film (Black & White) because Color is used for 35mm color slides)
7. Check **horizontal flip** for 35mm roll film
8. Under **Rotate**, you can leave that as “None”. You will only use this if you know that the film is on the roll in a Cine- mode (like movie film). Otherwise it will be on the roll in the Comic- mode. You can always override this later if needed.
9. Load your film onto the physical Film Carrier. (See How to Load Film- next page)
10. Click OK. **You are now in SCAN mode**, as shown in the upper left-hand corner.
11. Now you will see the image on the screen.
   a. If Roll Film, proceed to the image that you want to view by advancing the roll film carrier using the “Roll Film Carrier Toolbar” that appears on the screen as generated by the software.
   b. If Fiche/Aperture Cards, move the Fiche Carrier to desired image and center your image on screen.
How to load film:

Fiche, aperture cards, film jackets, opaque cards and 35mm color slides:

1. Pull the fiche carrier out until the top glass flat “pops” up @ 30 degrees.
2. Place the film face-up onto the lower glass flat with the lower right hand corner of the film fitting onto the lower right hand corner of the lower glass flat. (Note: sometimes the opaque cards are larger than the fiche carrier itself. This is also true sometimes with aperture cards. In those cases, just put the film on the bottom flat and then close the fiche carrier to get the image as close to the center as possible.)
3. Close the fiche carrier
4. Begin to move the fiche carrier by the handle until the desired image is found.

16mm and 35mm open roll film:

1. Pull the fiche carrier out until the top glass flat “pops” up @ 30 degrees
2. Make sure that the roll film guides are position for either the 16mm film or the 35mm film. They are the 4 white guides on the 2 sides of the roll film attachment. For 16mm the guides need to be about 16mm apart. If they are too far apart, simply remove them by pulling them straight off then reverse them, and put them back on.
3. Put the roll of film on the top left spindle so that the film comes off the reel towards the right.
4. Pull the film around the far left guide so it goes UNDER the guide.
5. Then have the film go OVER the next guide.
6. Then pull it through the fiche carrier so the film goes BETWEEN the bottom and the top flats.
7. Then it goes OVER the next guide on the right hand side.
8. Then UNDER the last guide.
9. Now pull it up to the take up reel and pull about 1 inch if film through the slot in the take up reel.
10. Rotate the take up reel manually a couple of spins until the film is tight on the reel.
11. Close up the fiche carrier

Using the Motorized Roll Film Attachment

Since Carthage College has a motorized roll film attachment, see How to advance film using the Motorized Roll Film Attachment on the next page.
How to advance film using the Motorized Roll Film attachment.

Once you have loaded the 35mm or 16mm roll film, you can move the images forward or in reverse using the "remote control" for roll film. This image comes up automatically when 16mm or 35mm roll film is selected under Film Type. If the "remote" is in an inconvenient place for viewing, you can drag it to any other location on the screen. Just left click on the top portion where it says: " * Roll Film Carrier" and drag it to a new location. The film will only move by using this remote.

There are 3 speeds for standard forward “FWD” and 3 speeds for standard reverse “REV”. The size of the yellow arrow will indicate the speed of the movement. The smaller the arrow the slower the speed. To move the images click on the yellow arrow and hold it down until you find the desired image, or double click on the arrow and it will advance/reverse automatically. Once you get the desired image, click on the black box at the bottom of the remote. This will stop the movement. The images should stay in focus when using the 3 slower speeds. To use the HIGH SPEED advance/reverse, go to the next chapter.
For **HIGH SPEED** advance/reverse you need to do the following:

1. You **MUST** open up the fiche carrier before you can use the high speed advance/reverse. You will know it is ready for high speed because the top image of a roll of film on the remote will turn bright blue.

2. Now that it is blue, you can select the high speed advance/reverse. This is the icon with the yellow arrow with an image of a piece of film on it.

3. Press the icon and hold it down, it will now move the images at a high speed. The images will not be in focus during this movement.

4. When you are about where you want to stop the advance/reverse and then move the fiche carrier back in. The image will appear as before.

5. Now use the slower speeds for fine-tuning to get to the desired image.

**How the use the PREVIOUS and NEXT functions:**

This is a means to advance the roll film one image at a time. When you select **Next**, it will automatically advance the roll film one image. The same for **Previous.** It will move the image in reverse one image. Please note that this is not always exact. The function is looking for an edge to detect and things like blip marks and excessing skewing and throw it off. It usually works better with 16mm rolls than with 35mm rolls. It will depend on your film. It may work better with one roll than with the next roll. If it isn’t stopping at exactly the right place each time, then use the slow speed advance.

**How to use Automatic Rewind:**

When you are done with a roll of film and want to remove it from the SL1000 unit you need to do the following:

1. Pull the fiche carrier until it is fully open.

2. The light around the top image of the roll of film will turn **BLUE**. Do not attempt this function unless that icon is blue.

3. Click on the image of the roll of film. The film will begin the rewind automatically at a high speed.

4. The film will come off of the take up spool automatically and will continue to spin on the original reel for about 5 to 7 seconds and then it will STOP automatically.

5. When it has stopped rotating, you can remove the roll and replace it with another.
Fine Tuning:

These are the means to get a better image before you scan or print. These are the icons located at the bottom of the SL Touch screen. These icons are selectable. There are 24 different icons to choose from. These are the most used icons for most applications.

**Auto focus:** click this icon to have the software create the best focus for the image.

**Film Polarity:** If the film is positive but appears to be reversed (or negative), click this at it will automatically reverse the polarity.

**Horizontal Flip:** if the image is reverse (sometimes this will happen with film that is on a roll backwards), click this icon and it will automatically flip the image around.

**Rotate:** When you click this, the image will rotate 90 degrees at a time. You can rotate the images either clockwise or counter-clockwise.

**Deskew:** When you click this, the image will move either clockwise or counter-clockwise one degree at a time. This is for true fine-tuning to make an image appear “straight”. Be patient!

**Zoom:** This is the means to digitally zoom the size of the image. By holding this down you can have the image zoom from 6.8X to 54X. This is the means to digitally zoom the size of the image. By holding this down you can have the image zoom from 6.8X to 54X. To increase the size, hold down the “+” image. To decrease the image size, hold down the “-” . Please note that the image will scan or print at the last size that you have zoomed it to.
Magnifier: This allows you to continue to increase the size of an image without changing the zoom size. To increase the size click on the "+". To decrease that image, click on the "-". This is meant for viewing the image. It will not scan or print the magnified size.

Cropping Mode: This is a function meant to save you time if you ever had to do any cutting and pasting with a print. This allows you to highlight certain areas and only scan or print those selected areas. Maybe there is a page and you only want to scan or print one paragraph of that page. Here is how you do that.

1. Click on the Cropping Mode icon and the following will appear in the upper left hand corner:

![Custom Mode](image)

2. At this point the curser will change to a cross (+).
3. Find a starting point in the image that you want to crop.
4. Left click the curser and then create a rectangle around the desired area. A green rectangle will appear.
5. When you release the curser that green rectangle will appear as green and white and appear to move.
6. That area in the green and white rectangle is now the only area that will scan or print.

Further notes on Cropping.

You can create up to FIVE areas on the same page to crop. Just create a rectangle over the areas that you want. Each one will create its own green and white rectangle. Only the selected areas will scan or print.

Scanning and Printing cropped images.

If you used the cropping feature it will only scan or print that desired section of the image. If there is only one cropped area, then that will be centered on the scan or the print. Even if you crop the first paragraph it will appear in the center of the scan or the print, it will not be in the same location as the original image. But if you crop more than one area, those areas will appear in relationship to the original on your scan or print. For example, if you crop the top left corner and bottom right corner of an image, the scan or print will have the first image on the top left and the second on the bottom right.

Shared borders:

When making multiple crops on the same page, sometimes you may want the borders to overlap in order to have one contiguous image. This is easily done when you make the first rectangle you just overlap the second rectangle into the first one. This way the images will appear to “marry” creating one image instead of two.
How to Make Image Adjustments

You can make an adjustment to the image both in the SCAN Mode and the VIEW Mode.

To make an adjustment in the **SCAN Mode** to the **ENTIRE** Image:

1. Select the Image Enhancement icon

2. If you want to enhance the entire image, leave it in the mode that it originally comes up as. Whatever changes you make here will be for the ENTIRE image. You can slide the bar left or right to lighten or darken the entire image. Then you can slide the bar left or right to increase the Contrast for the entire image. Then you can slide the bar left or right to increase the Sharpness of the image. You may have to play with the settings to get the optimum image.

3. Once you get the image you desire, then click on the Image Enhancement icon again to close it out. It will ask you “do you want to save the changes”. YES!

To make an adjustment in the **SCAN Mode** to a **SELECTED** area on the image.

1. Select the Image Enhancement icon. This is used when the majority of the image is OK, but there are certain spots on the image that should be cleaned up, lightened or darkened. You can clean up a poor area and leave the majority of the image as it was.

2. If you want to enhance just one area on the image, select the Selected Area when the function comes up. At this point an orange and white band will appear on the image. Use this as a Rubber Band and move it to the desired shape and area that needs to be cleaned up. Whatever changes you make here will be for that area in the orange and white band only. You can slide the bar left or right to lighten or darken the area. Then you can slide the bar left or right to increase the Contrast for the area. Then you can slide the bar left or right to increase the Sharpness of the image. You may have to play with the settings to get the optimum image.

3. This function will only clean up one selected area at a time. If you have more than one area to enhance, then you will need to turn on the function each time and save the work as you go. Whenever you try to leave this function, and any changes were made, it will ask you if you want to Save the changes. Always click Yes.

4. Once you get the image you desire, then click on the Image Enhancement icon again to close it out. It will ask you “do you want to save the changes”. YES! *Remember, the enhancements only affect the scanned images; it never alters your originals.*
How to Scan Images into the PC

1. You are in SCAN mode, as shown in the upper left-hand corner.
2. Click on the icon called **Output Settings** (in lower right-hand corner).

3. Select from drop down or create the **Batch Title**.

4. If desired, add a **Batch Note** (this is a simple naming convention. You can name the batch anything that makes sense, or you can leave it blank)
5. Within the **Scan Setting** area, select the following:
   a. **Orientation**: your choices are for Portrait or for Landscape
   b. **Scan Size** Here you will select the "size" of the scan that is based on the size of the original image.
      Using the drop down menu, select from: "Custom" (22" by 17"), "ledger" (11" by 17"), "legal" (8 ½" by 14"), "letter" (8 ½" by 11"), "check" (@ 8 ½" by 3 ½"); the other sizes are European dimensions
c. **Resolution** use the drop down menu to select the amount of dpi that you wish to scan, (usually 300 dpi)

d. **Image Type** This is another drop down menu. If you selected “monochrome” film originally, your choices will be grayscale or 3 versions of black & white. Grayscale is usually the better choice here. If you selected “color” originally, then you would select the color note here.

e. **Edit** Use this drop down menu to add any automatic editing functions.

6. Within the **Output Setting** area:
   a. Select where you would like to save the images on your PC (may already be selected).
   b. If desired, add in a **File Name**. That name can be anything you want it to be.
   c. Select **EITHER** Increment or Decrement. Increment means that it will automatically begin to number the images going forward. Decrement means the opposite. Most time you want Increment.
   d. Select the **Scanning Format** from the drop down menu. Your choices are the following: BMP, TIFF, PDF, JPEG, or PNG. Most scanning is done as TIFF.
   e. Select **Compression** from drop down (usually LZW when TIFF selected). Each Scanning Format will have its own list of compressions.
   f. Click “OK” enough times to exit the **Output Settings** and get back to SCAN mode.

7. You are now ready to make a scan of the image(s). But before you do that you have the ability to “clean up” the image prior to scanning it. To make any image adjustments, please refer to the “How to Make Image Adjustments” section below.

8. After any adjustments have been made, then you are able to scan the image.
   a. To scan the image, click on the “**Scan to File**” icon on the bottom.
   b. The SL1000 will “show” you the image for 1, 2, or 3 seconds
   c. That image has been scanned and you can either go to View Mode to see that image, or continue to scan more images.

9. After you have scanned all of the image(s) to File, you may go into View Mode (please refer to “How to Access VIEW Mode” section below).

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**How to Scan Images directly to the Printer**

1. You are in SCAN mode, as shown in the upper left-hand corner.
2. Click on the icon called **Output Settings** (in lower right-hand corner).
3. Select from drop down or create the **Batch Title**.
4. If desired, add a **Batch Note**. (This is a simple naming convention. You can name the batch anything that makes sense, or you can leave it blank)
5. Within the **Scan Setting** area, select the following:
   a. **Orientation**: your choices are for Portrait or for Landscape
   b. **Scan Size** Here you will select the “size” of the scan that is based on the size of the original image. Using the drop down menu, select from: “Custom” (22” by 17”); “ledger” (11” by 17”); “legal” (8 ½” by 14”); “letter” (8 ½” by 11”); “check” (@ 8 1/2” by 3 ½”); the other sizes are European dimensions. Selecting the correct Scan Size here will help you to create a print that was the same size as the original document.
   c. **Resolution** use the drop down menu to select the amount of dpi that you wish to scan, (usually 300 dpi)
   d. **Image Type** This is another drop down menu. If you selected “monochrome” film originally, your choices will be grayscale or 3 versions of black & white. Grayscale is usually the better choice here. If you selected “color” originally, then you would select the color note here.
   e. **Edit** Use this drop down menu to add any

6. Within the **Output Setting** area:
   a. Select where you would like to save the images on your PC (may already be selected).
   b. If desired, add in a **File Name**.
   c. Select **EITHER** Increment or Decrement. Increment means that it will automatically begin to number the images going forward. Decrement means the opposite. Most time you want Increment.
   d. Select the **Scanning Format** from the drop down menu. Your choices are the following: BMP, TIFF, PDF, JPEG, or PNG. Most scanning is done as TIFF.
e. Select **Compression** from drop down (usually LZW when TIFF selected). Each Scanning Format will have its own list of compressions.

f. This is where you now select the printer or output device for a direct to printing function. All printers should have been added at the initial set up was performed. For a paper print, use the drop down menu to select the printer that you want to use.

g. Make sure the two checkboxes at bottom are selected (fit to print, rotate).

h. Click “OK” enough times to get you back to the SCAN mode.

i. To make any image adjustments, please refer to the “How to Make Image Adjustments”. Now you are able to print the image.

7. To print the image, click on the “Scan to Print” icon on the bottom.

8. The image has been sent to the designated printer (or plotter).

**How to Access VIEW Mode**

After an image has been scanned, you can find it again in the **VIEW Mode**. Here is where all of the images will reside as thumbnails until you move them out. They will be named with whatever batch name you gave them and will always be there until you throw them away. They will stay in order as scanned until you move them. You can enhance the image after it has been scanned.

1. Click on the “to **VIEW Mode**” icon (on the lower left).

2. This is where your scanned images will be saved, and you can click through the thumbnails on the left to find the image that you wish to view.

3. The last scanned image will appear on the main screen, as well as a thumbnail. If you want to view any other image, just click on it and drag it to the screen. A full sized version of the image will appear on the screen.

4. You may make additional image adjustments here, if necessary. (see below)

5. To exit the **VIEW Mode**, click on the “to **SCAN Mode**” icon (on the lower left).
Other View Mode functions:

Please note that these icons are not interchangeable like the icons in the Scan Mode. These are standard and will always appear in the View Mode.

To Scan Mode: takes you out of the View Mode and allows you to continue to scan new images.

Open: Allows you to move from one batch to another saved batch.

Save: Allows you to save changes as you go along. Once you change the image you will need to save those changes. If you go from View Mode to Scan Mode, without saving those changes you will be prompted to save. This allows you to save as you go. The icon will be highlighted whenever changes are made.

Print: you can print directly from the View Mode. By clicking this icon, the image will go directly to the selected printer.

Undo: Allows you to undo any changes that you make have made with the image prior to saving.

Image Adjustment: this works the same way as the Image Adjustment for the Scan Mode. The only exception is that there is no way to change the “sharpness” as you can in the Scan Mode. This will only change the contrast and brightness. You can still change the entire image or just a selected portion.
**Rotate**: works the same as in Scan Mode.

**Deskew**: This works a little differently that in Scan Mode. Here you can hold the icon down and it will continue to deskew quickly.

**Magnifier**: This allows you to increase the image for viewing purposes.

**Fit to Window**: When pressed it will allow the image to fit the screen of the monitor.

**Convert multi-page**: This is a neat little function. When you press it, it will allow you to select an individual image or you can select all images and convert them from one format to another. For example, if you scanned the images a TIFF, you can select the images you want and it will convert them to a multi-page PDF. Then it will save both of the images in both formats as thumbnails. The TIFFs will appear first then the PDFs below. If you have the PDFs, you can throw out the TIFFs.

**OCR**: after you have converted the TIFFs to a searchable PDF, you press this icon and it will prompt you to add the images that you want to go through the OCR engine. It will now make those images searchable using the standard Microsoft viewing platform. The speed at which this happens will depend on the size of the image(s) being converted.

**Delete File**: This is the last stop for images. If you press this icon it will present you with all of the scanned images you have in this batch. You can select individual images or select ALL images. When they are highlighted and you hit OK, it will **THROW AWAY ALL SELECTED IMAGES**. This is not a waste basket. Once they are gone **THEY ARE GONE!**
FINISHED?

If you have found and scanned all of the images that you need, you can leave the system. Before you do that make sure that you have either saved the images to the directory that is designated or make the needed paper prints.

1. If you are looking at fiche, aperture cards or opaque cards, remove them from the fiche carrier and place them at the designated return spot.
2. If you are looking at roll film, use the software to rewind the film (refer to page 5 of this document for detailed instructions) and return the roll(s) to the designated return spot.
3. Turn off the software by clicking on the X on the top-right of the screen.
4. Turn off the SL1000 from the back of the unit, or you can leave it on. It will go to sleep automatically with no use after an hour.