CONNECTED LIBRARIES

Digital Memory Station Equipment Guide

Preserve your personal and family photos, videos and other memories using our new Digital Memory Stations.

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General Guidelines

It is your responsibility to ensure that you have appropriate copyright approval to digitise your items. Visit the [Australian Copyright Council](#) for fact sheets and information.

If your items are fragile, you may be more comfortable seeking professional digitisation services. This might also be appropriate if you have a large volume of items to scan.

If you are not yet confident using the equipment, we recommend bringing someone along to help you. Staff will be available to help with basic troubleshooting only.

Before you start using the Digital Memory Station, please make sure you have:

- Your library membership details. If you don't know these, please ask staff for help.
- Have a USB drive with you. If you forget, you can purchase one at the front desk.
- Have headphones (3.5mm jack) with you, if you plan to digitise VHS or audio tapes.

Once you have finished scanning and are ready to leave, please make sure to:

- Check the saved files on your USB drive. Once you log out, everything will be deleted.
- Close all open windows on the computer and eject your USB drive.
- Log out of the computer to end your session.
- Double-check that you have removed your items from the equipment.

Format	Time to Digitise (not including set-up)	Average Size
Documents	1 minute, per page	1.5MB, per page
Photographs	1 minute, per photo	1MB, per photo
Slides	2 minutes, per slide	1MB, per photo
Negatives	2 minutes, per negative	Under 1MB, per photo
Video (from VHS)	Real-time (as long as the video)	30 mins = 550MB 1 hour = 1.2GB
Audio (from cassette)	Real-time (as long as the audio)	10 mins = 100MB

Digital Memory Station: Terms of Use

- Patrons must be a current Libraries Victoria library member to use the Digital Memory Station.
- Patrons must attend an induction session before using the Digital Memory Station.
- Connected Libraries does not take any responsibility for any loss or damage to personal property that may occur using these stations. If items are fragile or precious, patrons may prefer to take these to a professional digitisation service.
- The patron must ensure their digitising does not infringe upon copyright. Patrons should ensure they digitise material that they own.
- No borrowable library materials are to be scanned using this equipment. This equipment is reserved for digitising personal historical items.
- The Digital Memory Station is designed to be a self-serve service. Staff are not available to provide specialised advice or digitise items for patrons but are available for general assistance. If you are not confident using the stations, please consider bringing another person along who can help you.
- Patrons must provide their own external storage device (USB). USB devices are available for purchase from Connected Libraries.
- The Digital Memory Station must be attended at all times while the equipment is in use. Digitising a tape occurs in real-time: patrons will need to be at the station for the duration.
- Any materials left on the computer will be automatically deleted when the current session is logged out.
- The Digital Memory Stations must not be used in an inappropriate manner or for inappropriate materials. The use of the Digital Memory Stations must be in line with the Public Internet and Specialty Computers: Conditions of Use.

Flatbed Scanner: Documents, Photographs, Slides and Negatives

1. Log in to the computer and plug in your USB device.
2. Check that the scanner is turned on. The power button, on the bottom left-hand side, should be yellow. If not, press and hold the button until the light turns on.

3. To open the scanning software, press the launch button on the front of the scanner, on the left-hand side. Select Epson Scan 2 and click OK.
4. Prepare your items for scanning. Depending on what type of items you want to digitise, follow the relevant instructions below.

If you would like to enhance the text, remove background marks, remove dust or scratches on photographs, we recommend saving an original copy using our pre-set settings, and then saving another copy using the editing options.

If you want to scan Documents, go to page 11.

If you want to scan Photographs, go to page 13.

If you want to scan Slides, go to page 15.

If you want to scan Negatives, go to page 19.

Scanning Documents

1. At the top of the window, open the Scan Settings menu. Select CL Documents.
2. Change the save location. Open the Folder menu at the bottom of the window. Click Select, then select your USB device.
3. Open the scanner lid. Check that the white document mat is fixed to the top of the scanner. If it is not, locate the mat and slide into the lid.
4. Place the document on the scanner bed, aligned with the top right-hand corner.
5. Close the lid.
6. On the computer, click Preview to check a scan of the document. If everything looks good, press Scan.
7. To scan multiple pages, arrange the next page then click Add.
8. To change the orientation or rearrange the document, click Edit.
   a) Click and drag pages to change order. Use the rotate icons to change the page orientation.
9. Once you have finished scanning and/or editing, click Save.
10. Open your USB Drive to check and rename the document.

If you would like to enhance the text or remove any background stains on the item, go back to Step 2 and select the Advanced Settings page. You can then tick Remove Background or Text Enhancement and follow the remaining steps.

Scanning Photographs

1. At the top of the window, open the Scan Settings menu. Select CL Photographs.

2. Change the save location. Open the Folder menu at the bottom of the window. Click Select, then select your USB device.

3. Open the scanner lid. Check that the white document mat is fixed to the top of the scanner. If it is not, locate the mat and slide into the lid.

4. Place the photograph on the scanner bed, aligned with the top right-hand corner.

5. Close the lid.

6. On the computer, click Preview to check a scan of the photograph. If everything looks good, press Scan.

7. Once scanning is finished, open your USB Drive to check and rename the photograph.

If you find the photograph appears to have dust or scratches, go back to Step 2 and select the Advanced Settings page. Tick Dust Removal and follow the remaining steps.

Scanning Slides

1. At the top of the window, open the Scan Settings menu. Select CL Colour Slides.

2. Change the save location. Open the Folder menu at the bottom of the window. Click Select, then select your USB device.

3. Locate the slide support mat and place it in front of you with the white markings facing up.

4. Carefully push each slide into the support mat, ensuring the shiny side is facing down. Fill as many spaces as you can. The scanner will digitise one slide at a time, but it will be easier to do in batches.

5. Open the scanner lid. If the document mat is attached to the lid, carefully pull it towards you to remove it. Place the mat in the desk organiser to keep it clean.

6. Place the slide support mat on the scanner bed. Move it until the triangles on the mat align with those on the scanner bed.
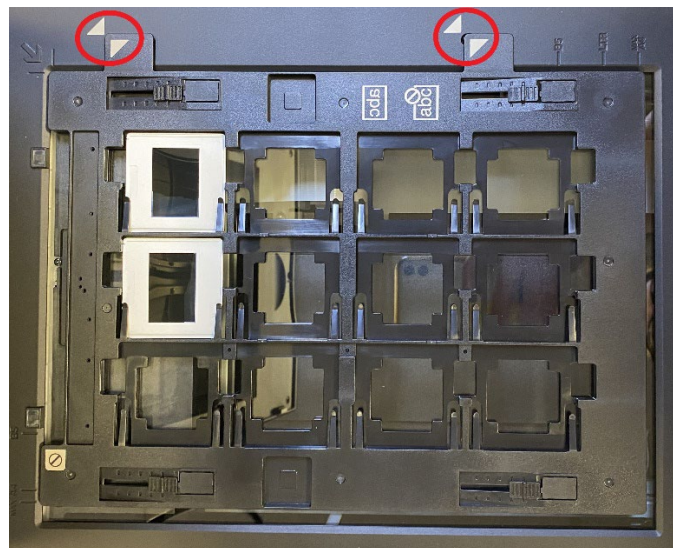
7. Close the scanner lid.

8. On the computer, click Preview.

9. Select a slide to scan. Use the cursor to draw a box around the slide. Click the Zoom button to zoom in and adjust the box. Once ready, click Scan.

10. Once scanning is finished, open your USB Drive to check and rename the photograph.

11. To scan the next slide, return to the Epson 2 scanning window. Click and drag the box to the next slide. It should be the correct size. If not, zoom in and adjust.

12. Repeat the above steps until you have scanned all slides on the tray.

13. Once you are finished, place the white document mat back into the lid.

Scanning Negatives

1. At the top of the window, open the Scan Settings menu. Select CL Negatives.

2. Change the save location. Open the Folder menu at the bottom of the window. Click Select, then select your USB device.

3. Locate the negative support mat and place it in front of you with the white markings facing up.

4. Gently open the back of each strip on the negative support mat.

5. Carefully slide each negative strip into the support mat, ensuring the shiny side is facing up. Any writing on the edges of the negative should read the correct way. Fill as many spaces as you can. The scanner will digitise one negative at a time, but it will be easier to do in batches.

6. Open the scanner lid. If the document mat is attached to the lid, carefully pull it towards you to remove it. Place the mat in the desk organiser to keep it clean.

7. Place the negative support mat on the scanner bed. Move it until the triangles on the mat align with those on the scanner bed.
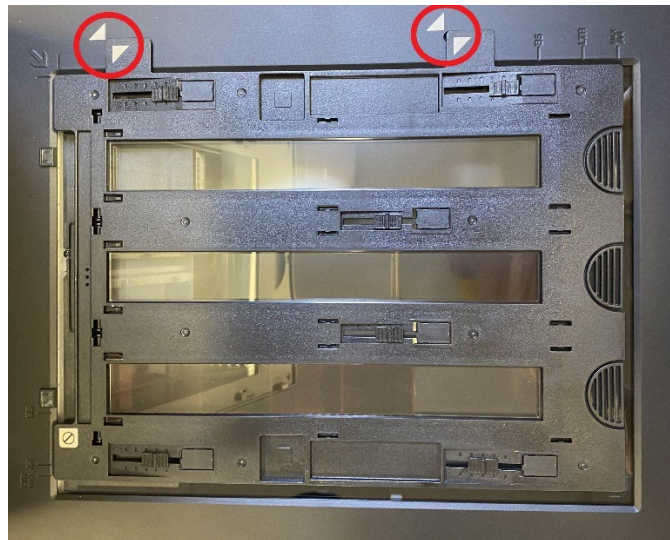
8. Close the scanner lid.

9. On the computer, click Preview.

10. Select a negative to scan. Use the cursor to draw a box around the negative. Click the Zoom button to zoom in and adjust the box. Once ready, click Scan.

11. Once scanning is finished, open your USB Drive to check and rename the photograph.

12. To scan the next negative, return to the Epson 2 scanning window. Click and drag the box to the next negative. It should be the correct size. If not, zoom in and adjust.

13. Repeat the above steps until you have scanned all negatives on the tray.

14. Once you are finished, place the white document mat back into the lid.

VCR and Elgato: Converting VHS tapes

1. Log in to the computer and plug in your USB device and headphones.

2. Open Elgato Video Capture software.

3. Choose a video name and save location.

    a) Enter a file name for the video.

    b) Select an approximate time for the video. If you do not know how long the tape is, select the longest available time. You will be able to stop the tape manually if need be.

    c) Click Preferences to change file save location. On the drop-down menu, click Save Movies In and select your USB Drive. Click OK to continue.

4. Click Continue.

5. You should now be on the Connect Video tab.

6. Use the button on the front of the VCR machine to turn it on.

7. Insert VHS tape into VCR machine, using the guides on the tape to insert correctly.

8. Give the machine a few seconds to read the tape. If it needs to be rewound, press the rewind button on the machine.


9. On the computer, select Composite (RCA) for video input. Select the correct aspect ratio. When ready, press the play/pause button on the VCR machine. You should see a preview of the video.

10. Click Continue.

11. With your headphones on, check that you can hear the audio. The bars will light up green if the audio is working correctly.

12. Once you are happy with the sound, click Continue.

13. Before you click Start Recording, press the Stop button on the VCR machine and rewind to start of tape.

14. Once ready, click Start Recording on computer. Press Play on VCR at same time. Your video should start playing with sound.

15. While the video is digitising, please stay on the computer.

16. When the tape has finished or you want to stop recording, click Stop Recording on the computer. Then press Stop on the VCR machine.

17. If the video needs to be trimmed, move the triangle at the beginning and end of the bar to select where to start/stop the video.

18. Click Continue.

19. Wait for the pop-up box to confirm that your video was saved successfully.

20. Select Again if you have more VHS tapes to convert. Start again from Step 3.

21. Once finished, rewind your VHS tape and eject.

# Overhead Scanner: Scanning Oversized Documents and Booklets

1. Log in to the computer and plug in your USB device.
2. Carefully lift the ScanSnap Overhead Scanner into position. Locate the soft mat, unroll and place it in front of the scanner, with the scanner in the cut-out position.
3. On the base of the scanner, press the Scan button to turn on.
4. Open the ScanSnap software on the computer.
5. Place items in position to scan, using the guide markings on the mat.
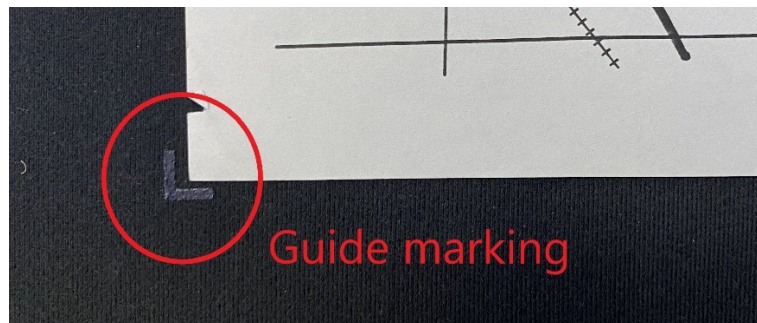
   Use book supports or your hands to keep the item in place (be careful not to cover any details or writing).
   a) If scanning an item larger than A4, arrange lengthwise underneath the scanner.
   b) If scanning a bound item, open the item and arrange it so the spine aligns with the line on the scanner, underneath the Scan button.
6. On the computer, click the blue Scan button.
7. Select Scan to Folder and double-click the blue Scan button.
   Under Managing Options, select the Browse button next to the Save To field. Select your USB device. Click Save.
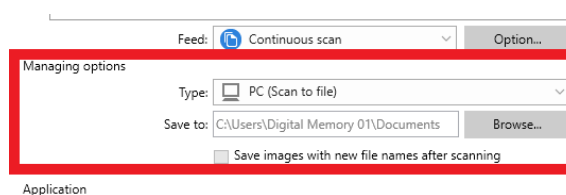
8. All other settings are pre-set. When ready, click Scan.

9. If you are scanning multiple pages, click Continue Scanning after adjusting your document.

10. Once all pages are scanned, click Finish Scanning.

11. If you scanned a single-page document, select Crop and Save Flat Document. If the scan looks good, select Save This Image. Enter a title and select your USB drive as destination folder. Click Save.

   a) You can also select Check/Correct to edit.

   b) Arrange red edges along the document to crop. Change orientation on right hand side if needed.

   c) If your fingers are in the document, select Continue with Point Retouch.

   d) On the next screen, click the Point Retouch Button in the top left-hand corner. Then click on the finger in the photograph. If you have trouble selecting in the finger, make sure you can see a white hand cursor. Adjust the white dots around the finger. Once satisfied, click Apply
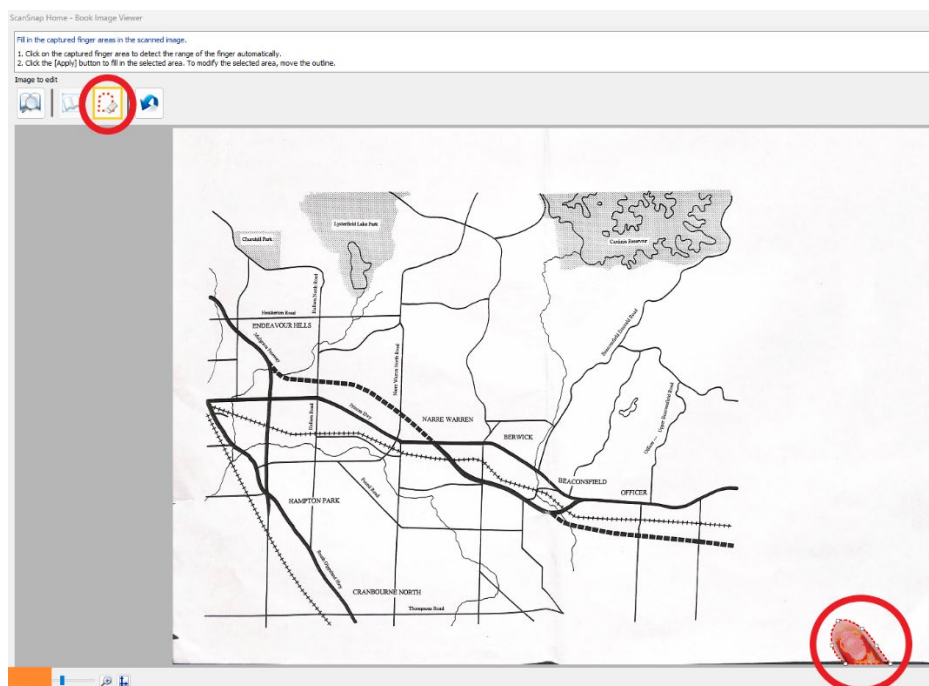
   e) Select Save and Exit.

12. If you have scanned a double-page spread document, like a booklet, click Correct and Save Double-Page Spread Document Images, then Check/Correct.

a) Crop the item by adjusting the white dots.

b) Once adjustment is made, click Apply.

c) To erase any fingers from the image, follow instructions at Step 11C.

d) When satisfied, select Save and Exit and follow instructions to name file.

Please roll up the soft mat and move the mat and scanner back to original position.

Cassette Player: Converting Audio Cassette to MP3

1. Plug headphones into the side of the Cassette Player. Change the volume using the wheel.
2. Make sure the power mode switch (at the top of the player) is set to USB. You should see a green power light on the front.
3. Carefully pull the front face of the player open.
4. Place your audio cassette inside. Ensure the cassette is placed with the correct side facing towards you.
5. Rewind if needed.
6. Plug your USB Drive into the second, short cord coming from the Cassette Player.
7. You are ready to record. When ready, press the Record/Pause button on the front of the player. The light should begin flashing.
8. Immediately press the Play button on top of the Cassette Player to start the tape.
9. When the tape is finished or you want to stop recording, press the Record/Pause button again. Then, press Stop on the top of the Cassette Player to stop the tape.
10. To listen back to the recording, press the Play/Pause button in the middle of the circle on the front of the player. You can also remove your USB device and plug this into the computer to test the MP3 recording.

CD-ROM Drive: Access Files on CD Disks

1. Log in to the computer and plug in your USB device.

2. Locate DVD/CD ROM Drive and plug into the computer.

3. Insert CD-ROM disk into drive.

4. On the computer, open Folders and navigate to the CD-ROM Disk (this should appear under Local Disk. If it does not appear, go to This PC and it should appear). Double-click to open folder.

5. Click and drag your files from the CD-ROM to your USB Drive.

6. Once transferred, close all windows.

7. Eject the CD-ROM disk from the CD-ROM Drive and unplug the Drive from the computer. Place back in original location.

Floppy Disk Drive: Access Files on Floppy Disks

1. Log in to the computer and plug in your USB device.

2. Locate Floppy Disk Drive and plug into the computer.

3. Insert Floppy disk into the drive.

4. On the computer, open folders and navigate to the Floppy Disk (this should appear under Local Disk. If it does not appear, go to This PC and it should appear).). Double-click to open folder.

5. Click and drag your files from the Floppy Disk to your USB Drive.

6. Once transferred, close all windows.

7. Eject the Floppy disk by pressing the eject button on the Floppy Disk Drive. Place back in original location.

Restore Your Photos

1. Log in to the computer and plug in your USB device.
2. Open the Restore software.
3. Click Select Image(s) in the top left corner to select a photo or document that you want to edit.
4. Select the type of fix you require.
    a. Faded Print or Slide: use for most photos.
    b. Badly Faded Print or Slide: use for photos that are poor quality.
    c. Digital or Cell Phone Camera: use for photos originally taken on a digital camera.
    d. Faded Document or Text: this will enhance the text on a written document.
5. Select your preferred edited version by clicking on it. The middle image will be the most well-balanced version.
6. You should now see your original and edited items side by side.
7. If the sharpness has been increased too much, click the blue Sharpening Enabled button on the right-hand side to turn it off.
8. If the document or photo is black and white or sepia, you can change the settings on the lower left-hand side.
9. Click the green Save/Next button on the bottom right-hand side to save. The edited version will save in a folder named 'Vivid', in the same location that you uploaded your scan from.