



# Digiversta

## Media Work Station

Adobe Creative Cloud software package is installed on Digiversta's media workstation (including e.g. Photoshop, Illustrator, InDesign, Premiere), Microsoft Office 2016 package, and VLC media player.

The workstation also includes a Wacom Cintiq Pro 24 graphic display and Epson Perfection V850 flatbed scanner that can scan documents, slides, negatives and photos with professional quality.

In addition, by requesting separately, you can use the Plustek OpticFilm 8200i scanner.

The media workstation is only intended for scanning, drawing, image processing, document editing, video editing and other creative digital work. Reserve a basic computer for other computer matters.

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# Document scanning

The scanner can be started by pressing the power button on the bottom lower left edge.



Start the **Epson Scan 2** program on the computer.

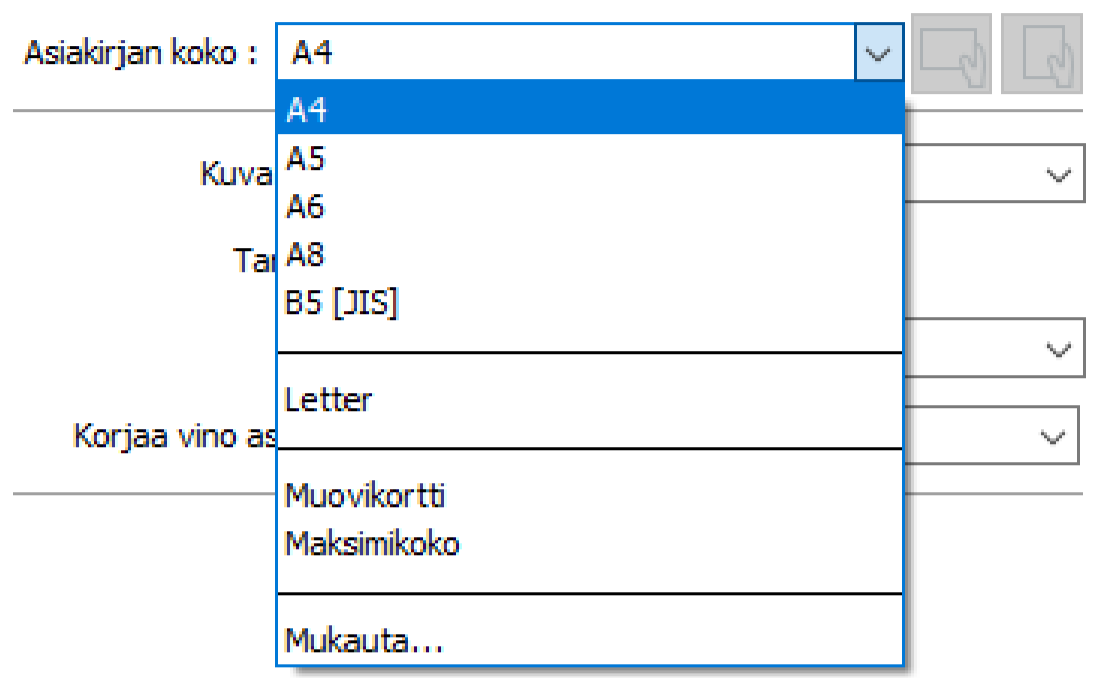
**Document mode** is selected from the **Document Mode Menu / Asiakirjatila**

Tila : Asiakirjatila

Select **Exposure level / Valotustaso** from the **Document source menu / Asiakirjalähde**

Asiakirjalähde : Valotustaso

From the Document size menu (**Asiakirjan koko**) select the size of the paper to be scanned. The most common is A4.



Choose either **Black and White (Mustavalkoinen)** or **Colour (Väri)** from the **Image Type** menu (**Kuvatyyppi**)

Kuvatyyppi :

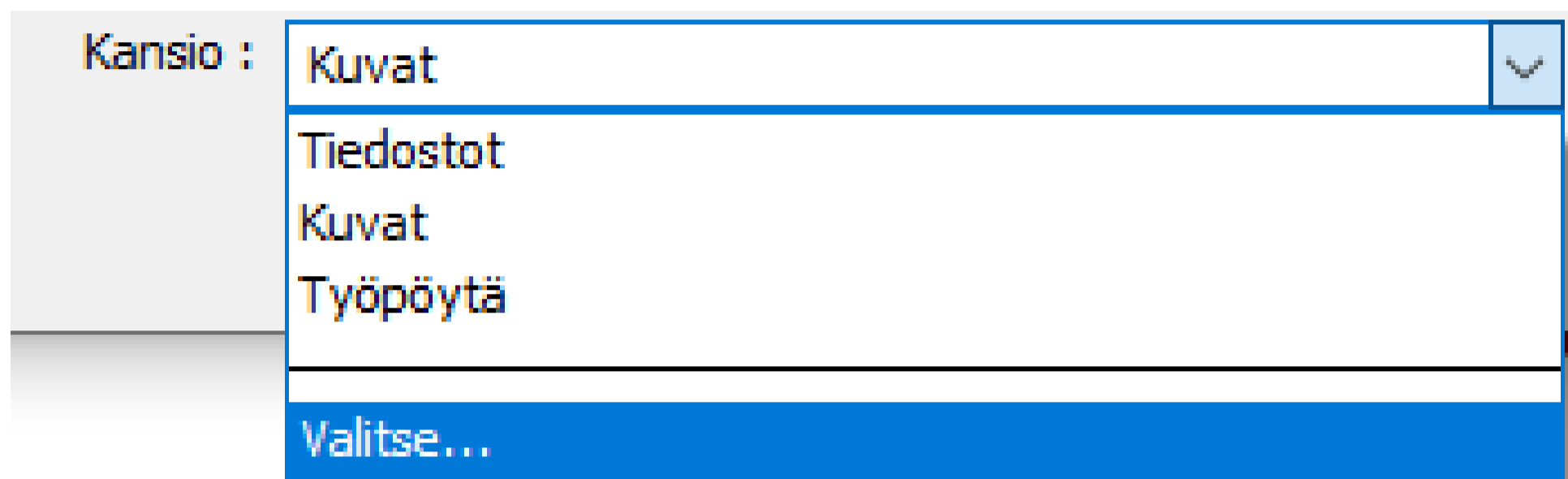
Select the desired resolution from the **Resolution (Tarkkuus)** menu. 300 dpi is sufficient for documents.

Tarkkuus :  dpi

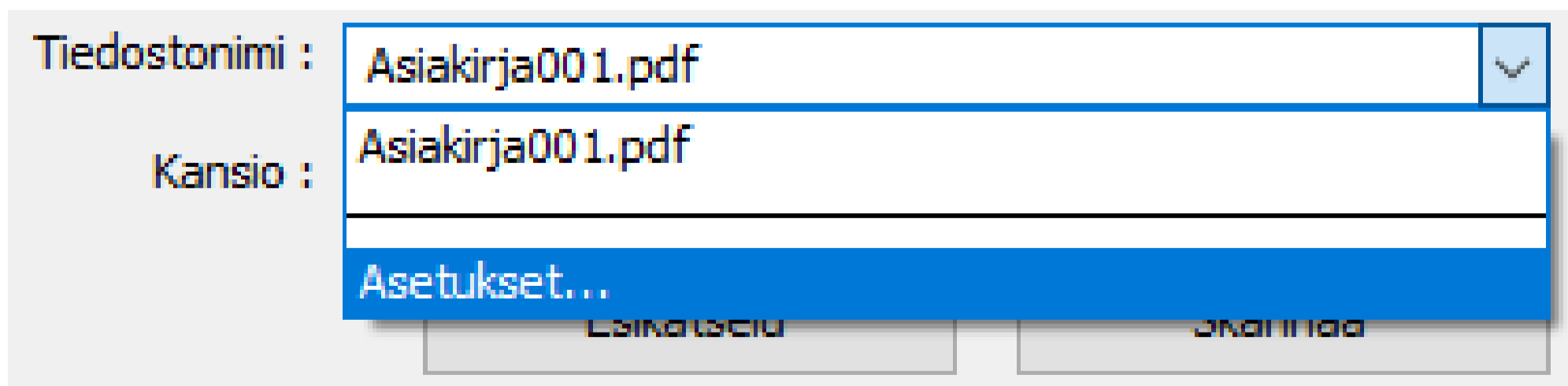
From the **Rotate / Kierrä** menu (you can rotate the document by the desired number of degrees).

Kierrä :

The storage location is selected first. Do not save anything on the computer, because the saved data will remain on the computer if you do not delete it yourself. You can use a USB memory stick or a cloud service.



You can edit the prefix (name) that will appear in all documents to be scanned next, e.g. **Document / Asiakirja**. This is done by clicking on the **Filename / Tiedostonimi** menu and selecting **Asetukset Tiedostonimi**



In the window that opens, you can enter the desired prefix. By enabling the file counter, the program automatically numbers the files to be scanned, which is convenient when scanning several documents. The number of characters affects the numbering so that, for example, with three characters, the number of the first document becomes 001. Change the starting number to 1 if it is some other number. Finally press **OK**.

### Tiedostonimen asetukset



Tiedostonimen esikatselu :

Asiakirja001.pdf

Tiedostonimi

Etuliite :

Asiakirja

Lisää päivämäärä

Lisää tunnit, minuutit ja sekunnit


Käytä tiedostolaskuria

Merkkien lukumäärä : 3

Aloitusero : 1

Älä päivitä aloituseroa

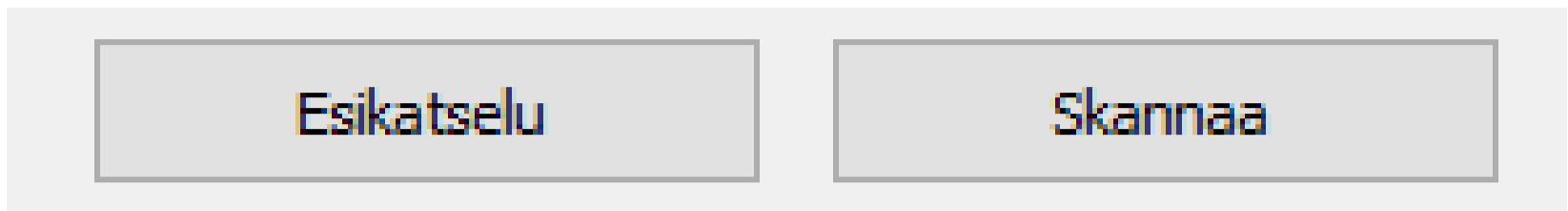
Korvaa samannimiset tiedostot

 OK Peruuta

The file format (**Type/Tyyppi**) is selected in the **Image file format/ Kuvatiedoston muoto menu** When scanning documents, you should choose **PDF** as the format, unless for some special reason you want the document to be an **image file/kuvatiedosta** (e.g. JPEG).

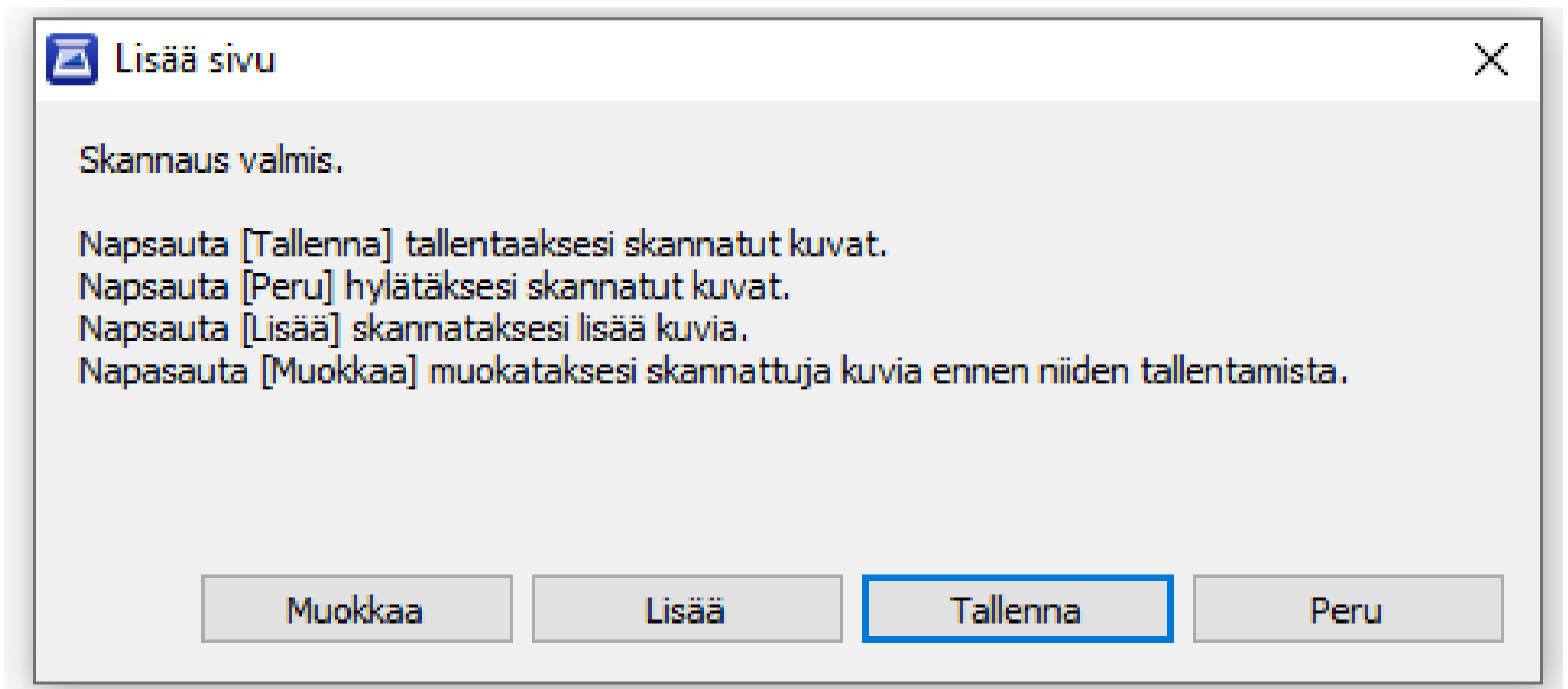
Kuvatiedoston muoto : PDF

After the settings, select **Preview/Esikatselu** from the bottom of the main menu.



In the preview window, you can check that the document is scanned correctly. If everything is ok, press the **Scan/Skannaa** button.

Select **Add/Lisää** from the menu that opens if you want to scan several pages into the same file. Place a new page on the scanner glass before clicking **Add/Lisää**. By selecting **Edit/Muokkaa**, you can translate scanned documents if needed. When you're done, click **Save/Tallenna**.



**NOTE!** Press the gray checkmark in the upper right corner of the preview view before closing the scan program. Otherwise, the last page you scanned will be displayed the next time the program is opened.



# Film scan

## Scanning negatives and slides

The scanner can be started by pressing the power button on the bottom lower left edge.



Remove the white cover on the top of the scanner. If you are scanning anything other than negatives or slides, the cover is left in place.

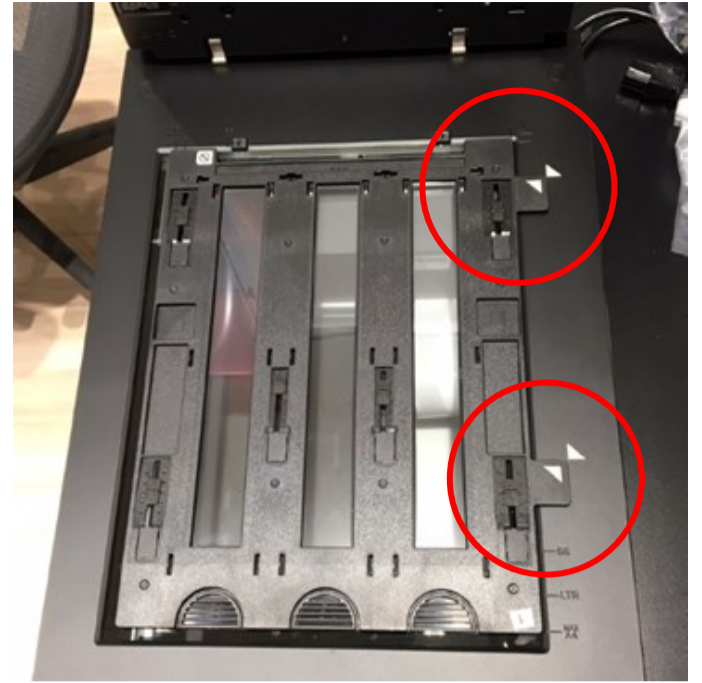
Choose a film frame suitable for your film.



Place the film in the frame. Open the film covers of the film holder. Slide the film(s) fully into the rack according to the marks shiny side up. This ensures the images on the films and any possible texts do not turn into mirror images.

Click the lids securely.

Place the frame in the scanner so that the white arrows on the right edge are opposite and the frame fits into the slots. Close the lid.



Start the Epson Scan 2 program on the computer.

Select **Photo Mode/Valokuvatila** from the **Mode/Tila** menu

Tila : Valokuvatila

**Document Type/Asiakirjalähde** selected is **Kalvoyksikkö**.

Asiakirjalähde : Kalvoyksikkö

*When scanning paper images, Light reflective is selected.*

*Note! In this case, the white protection of the scanner is not removed*

Select from the **Document Type/Asiakirjatyyppi** menu:

Slides: **Positive Film/Positiivifilmi**

Negatives: **Colour negative film/Värinegatiivifilmi** or **Black and White/Mustavalkonegatiivifilmi**

Asiakirjatyyppi :  ▾

**Image Type/Kuvatyyppi**– select:

For colour images/Värikuville **24-bittinen värikuva**

For Black and white images/Mustavalkokuville **8-bittinen harmaasävy**

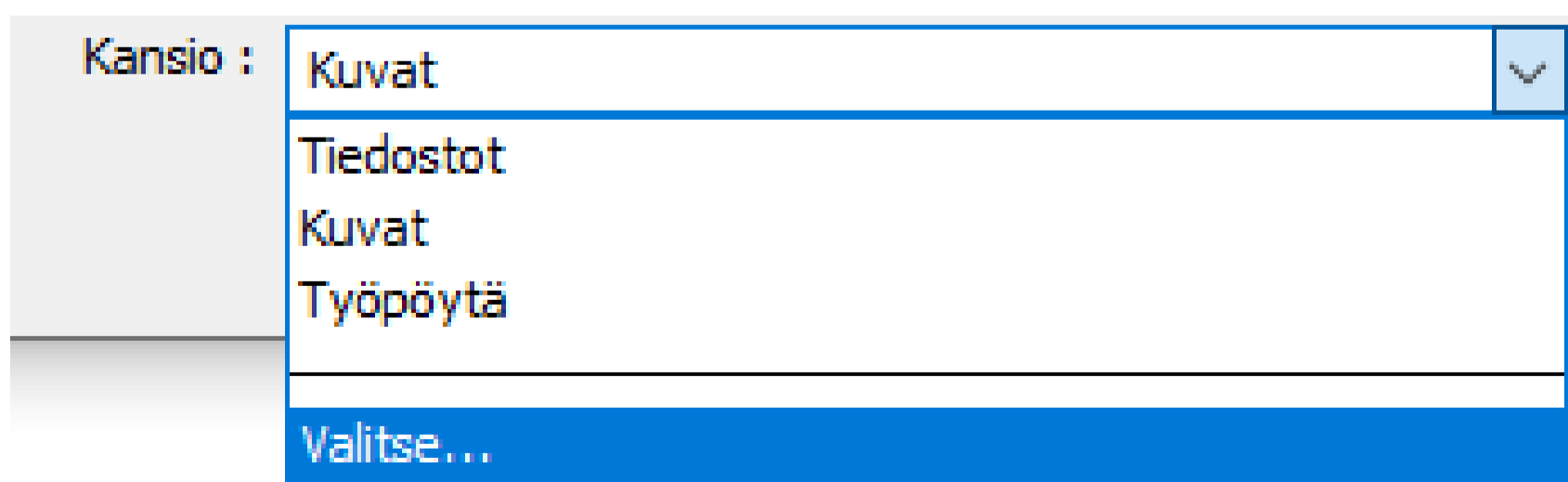
Kuvatyyppi :  ▾

The accuracy is chosen according to the purpose of use. The recommendation for film is at least **1200 dpi**, unless the images are only intended to be viewed on the screen or sent by e-mail. The suitable resolution for paper images is **300-600 dpi**.

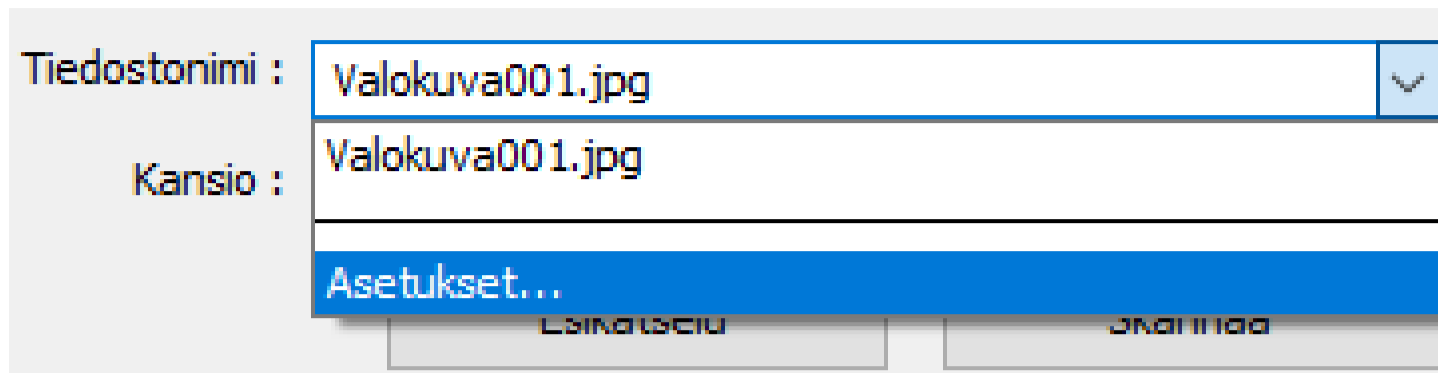
The higher the resolution, the better the image quality. Image quality also affects file size and scanning time.

Tarkkuus :  ▾ dpi

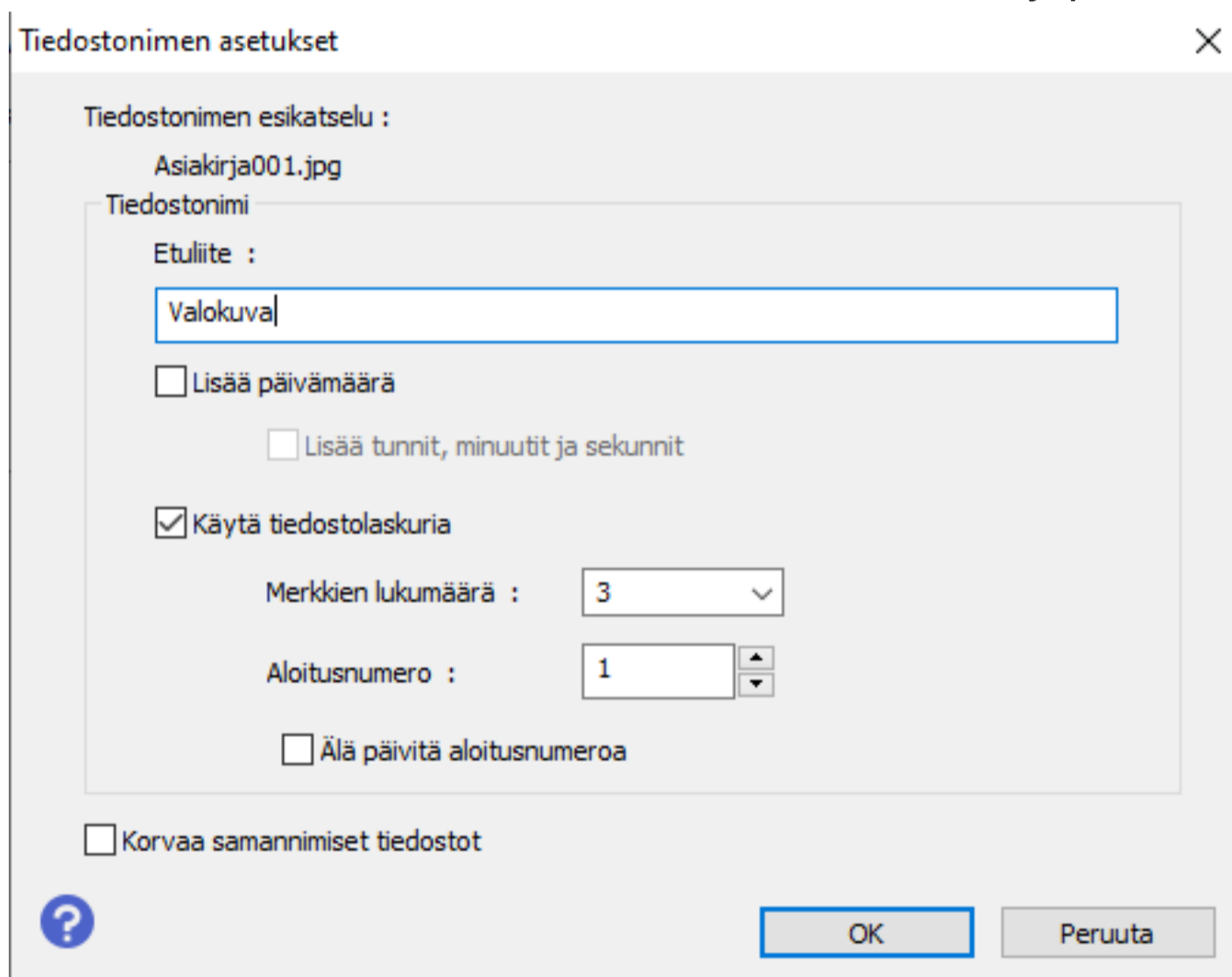
The recording settings can be found at the bottom of the screen. Select the Folder description item. You can save the images either on your own memory stick or in a cloud service. Do not save images on the machine, it is not deleted automatically.



If you want, you can change the prefix (name) of the scanned file by selecting **Settings/Asetukset** from the **File name/Tiedostonimi** menu.



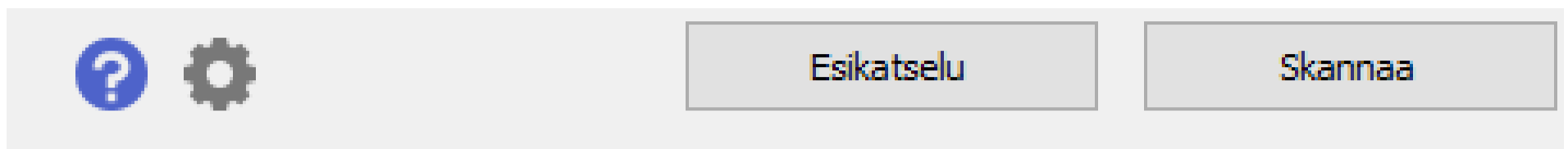
In the menu that opens, you can choose a prefix. By enabling the file counter, the program automatically numbers the files to be scanned, which is convenient when scanning several documents. The number of characters affects the numbering so that, for example, with three characters, the number of the first document becomes 001. Change the starting number to 1 if it is some other number. Finally press **OK**.



The **file format (Type) Tiedostomuoto (Tyyppi)** is selected in the Image file format menu. **JPEG** is a good choice for general use and works on all computers. Recommended for image processing and the best possible quality **TIFF** format to be used. **TIFF** is uncompressed, so the file size is larger than **JPEG** images.

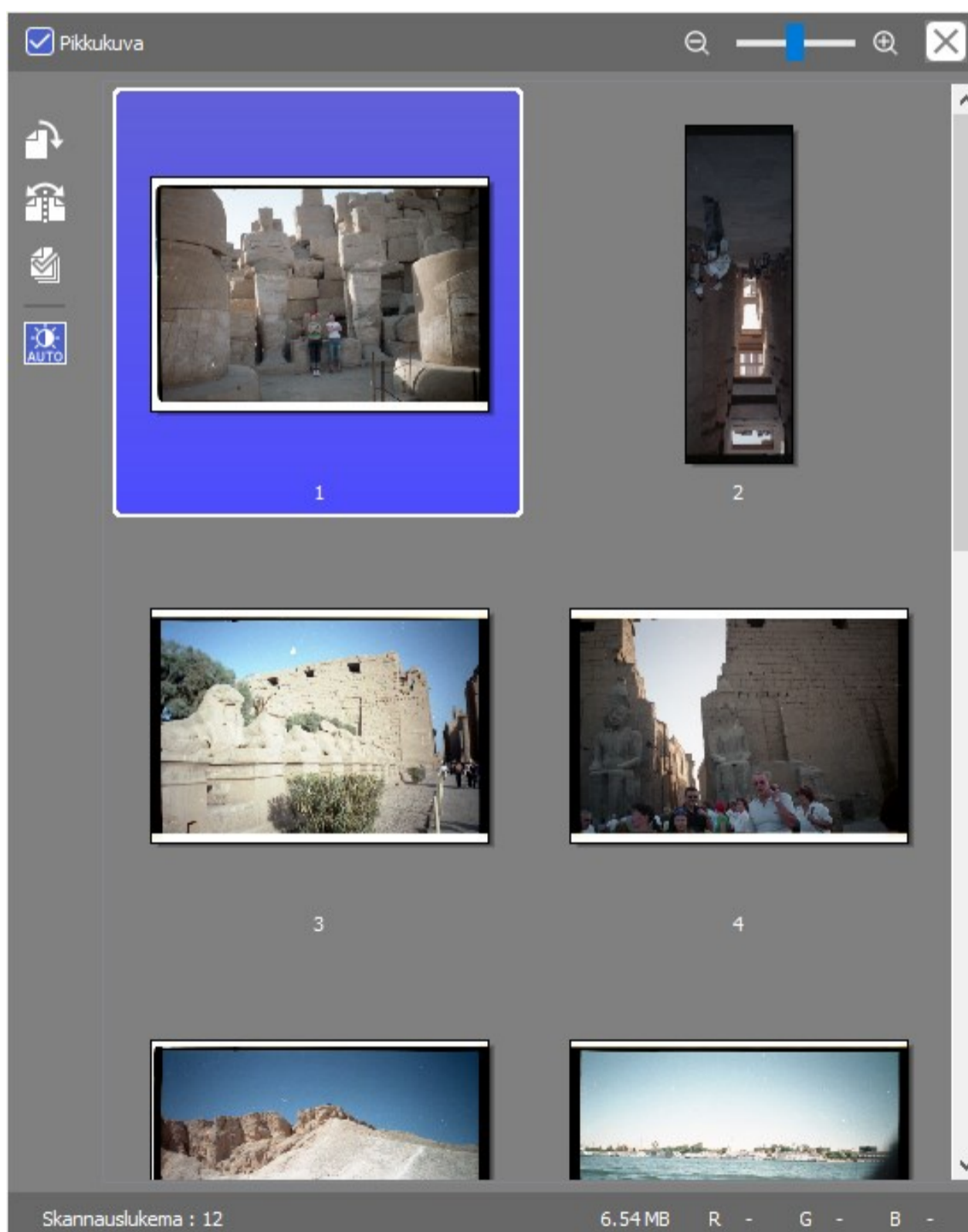
Kuvatiedoston muoto : JPEG

After the settings, select **Preview/Esikatselu** from the bottom of the main menu.



The **thumbnail view/Pikkukuva** recognizes individual images. Images can be rotated or turned into a mirror image using the arrow buttons on the upper left edge. In the **Normaali/normal view**, images can be cropped manually.

After that, select **Scan/Skanna** at the bottom of the main menu. Scanning the full frame with good quality takes about 5-10 minutes, depending on the selections. **NOTE!** Press the gray checkmark in the upper right corner of the preview window before closing the program. Otherwise, that window will open the next time the program is opened.



# Plustek-scanner

## Scanning slides and negatives



You can scan **slides** and **film negatives** with the Plustek scanner.

Images scanned with the **SilverFast** program can be adjusted and improved before saving.

The scanner can be used by requesting separately.





1. Connect the Plustek device to the USB3 port of the computer. It can be identified by its blue color and is located on the back panel of the central unit.
2. Connect the power cord and turn on the device.
3. Attach the slides or film to the slide.



## Attaching the slides to the slide holder



Place the **left edge** of the slide under the magazine and press to the left against the spring force until the slide locks into place. Then push the slide into the opening on the right edge of the reader until it stops at the "notch".

## Feed the slide holder to the reader device

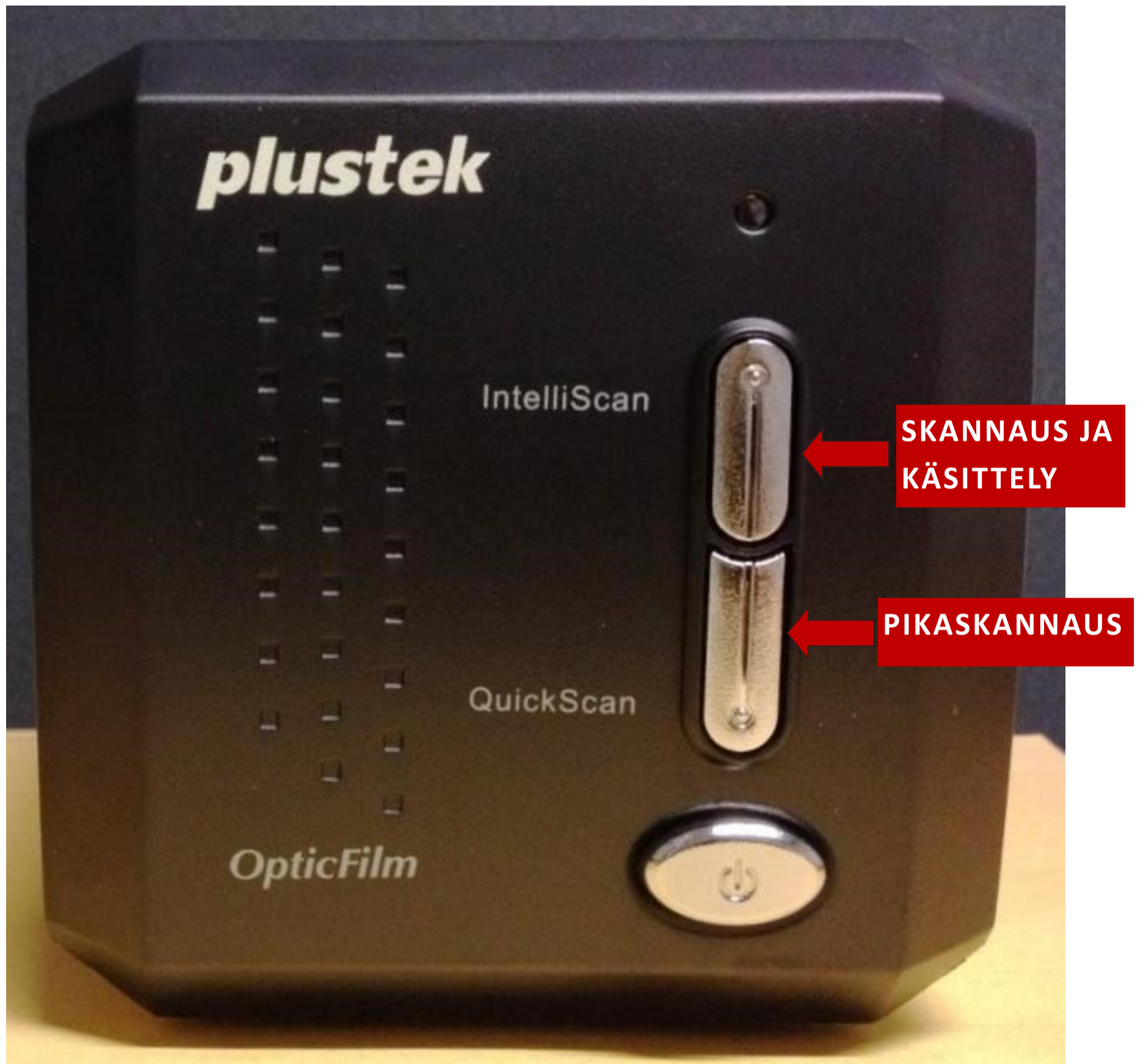






Place the **film negative** in the film slide, shiny side up, the frames exactly inside the frames. The film slide is then snapped onto the edge and inserted into the reader device.

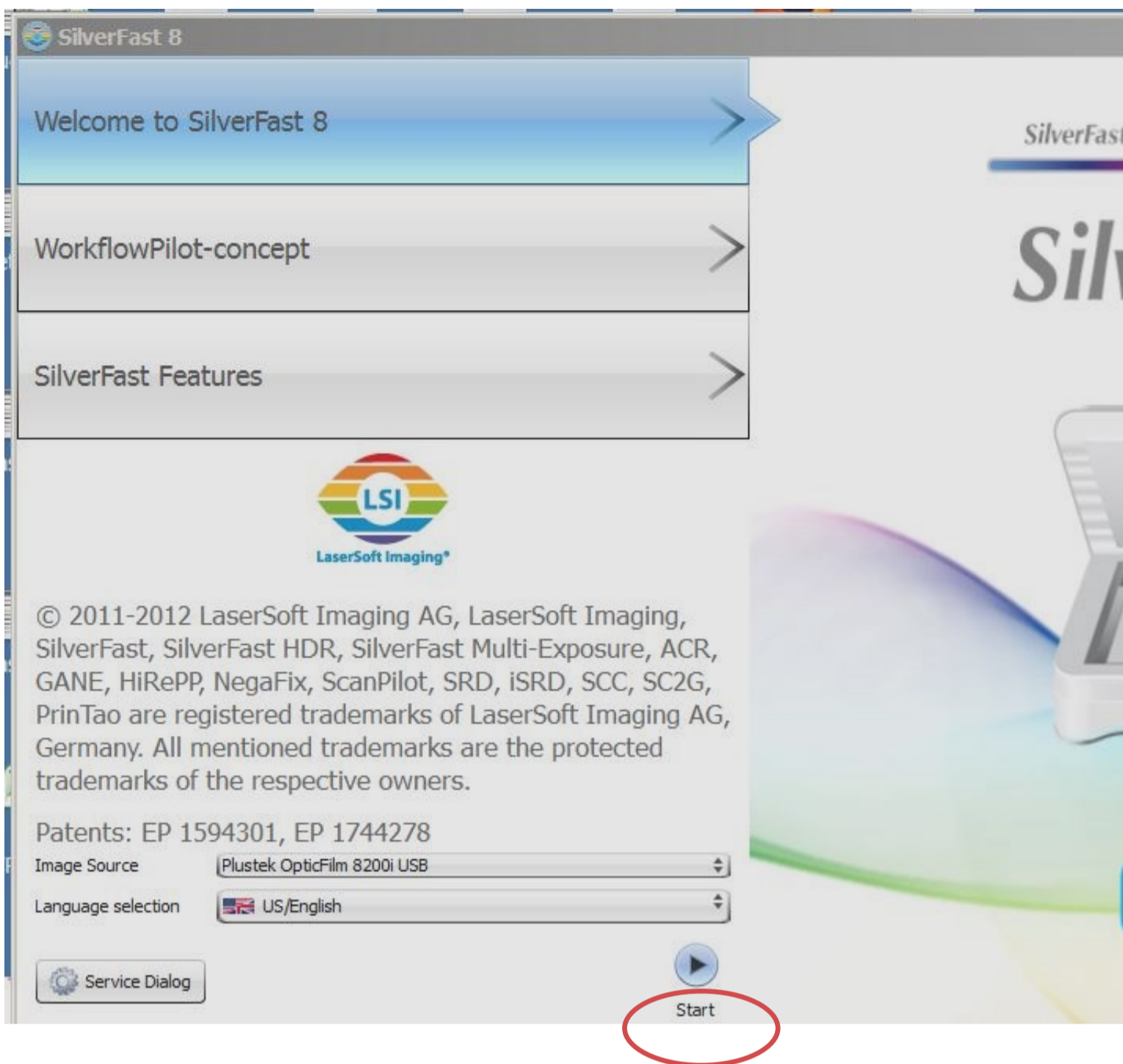




You can scan and save the image as it is without corrections on your computer desktop by pressing the **QuickScan button** (quick scan).

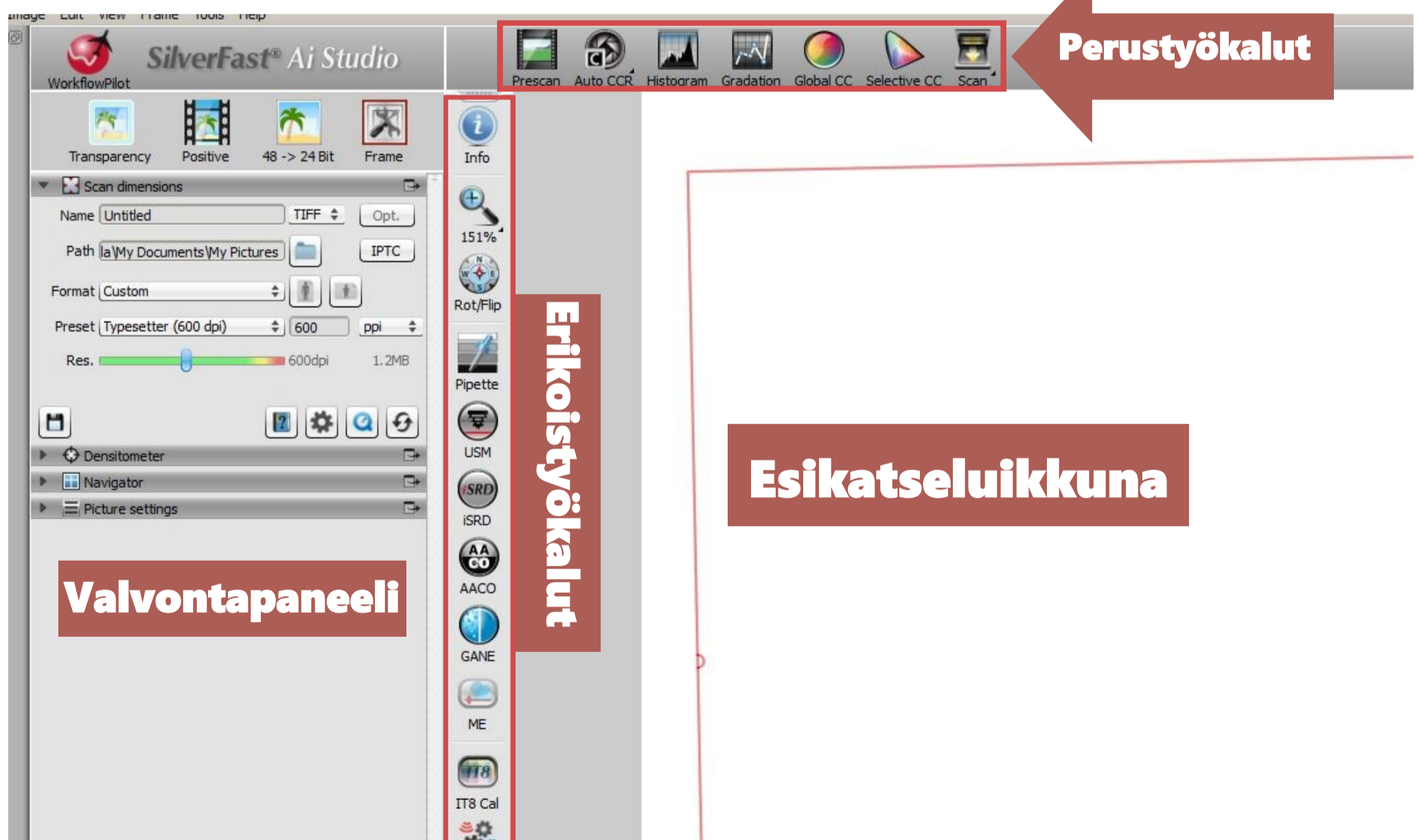
Usually, in addition to scanning, you should adjust and improve the image: press the **IntelliScan button** on the front panel of the reader device or, alternatively, click the SilverFast icon on the computer desktop.



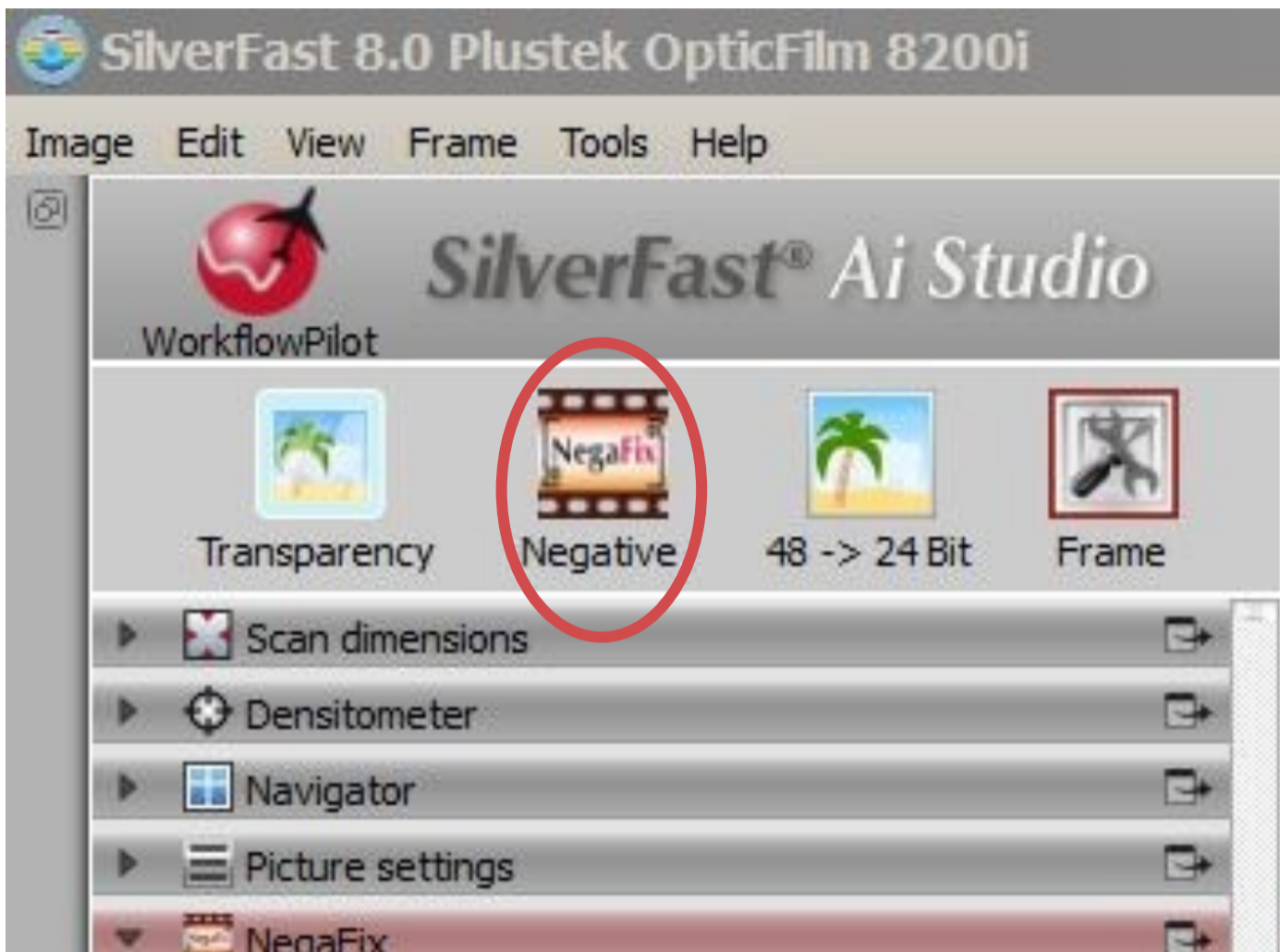


Click the **Start** button on the SilverFast program start page.

The program desktop opens.

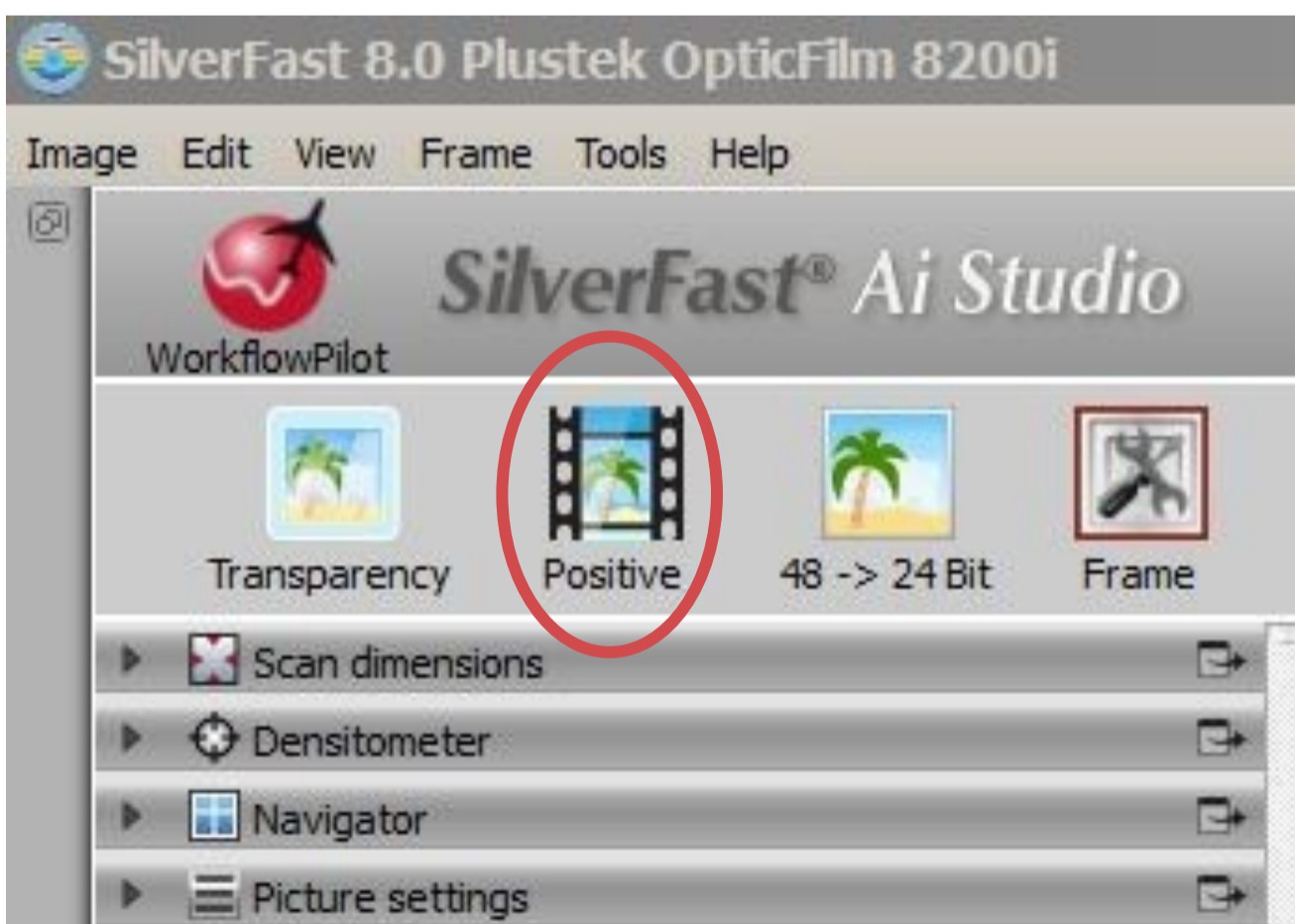


From the control panel on the left side of the SilverFast desktop, you can choose whether to work with slides or film negatives.



Select the type of film you are scanning from the control panel.

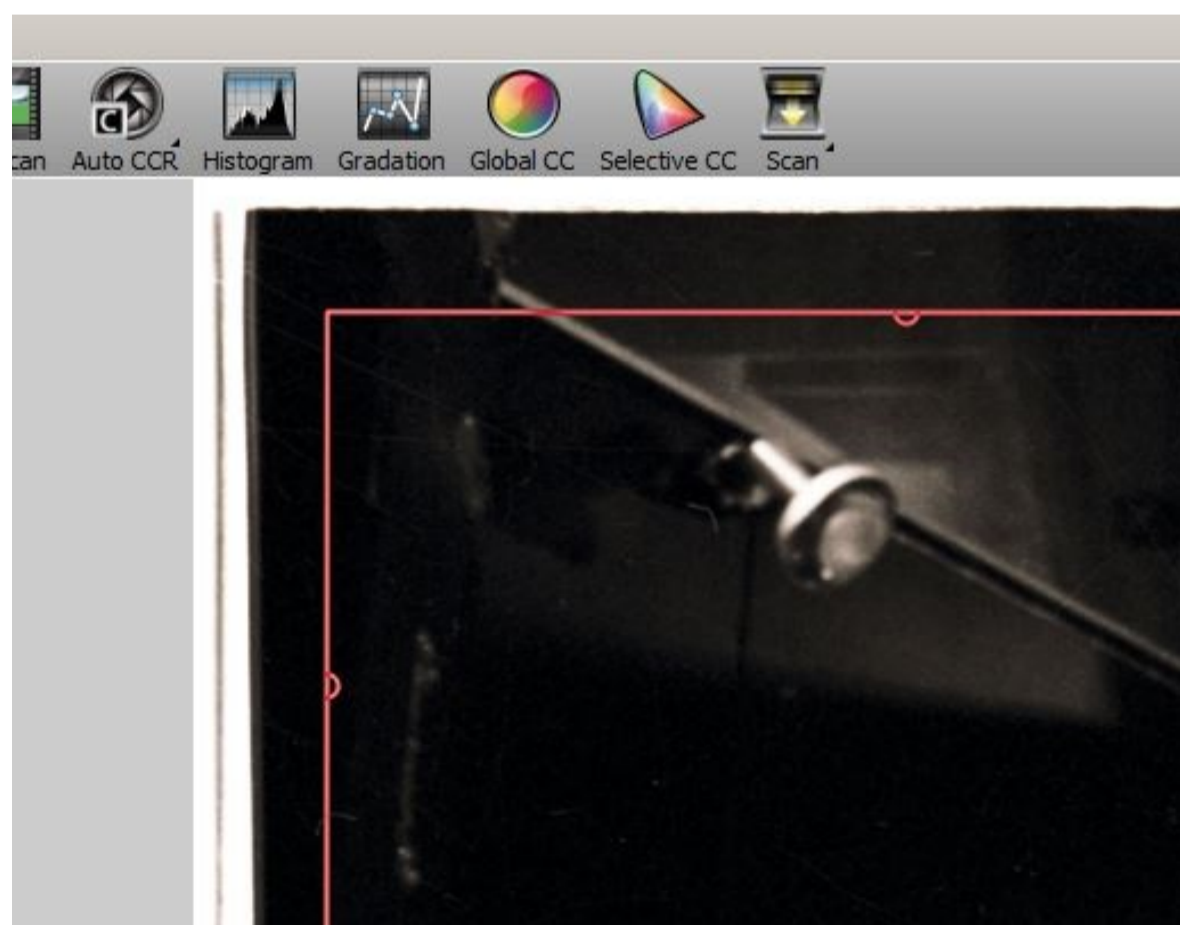
The icon opens a drop-down menu with three options. Slide setting is **Positive**, negatives are **Negative**.

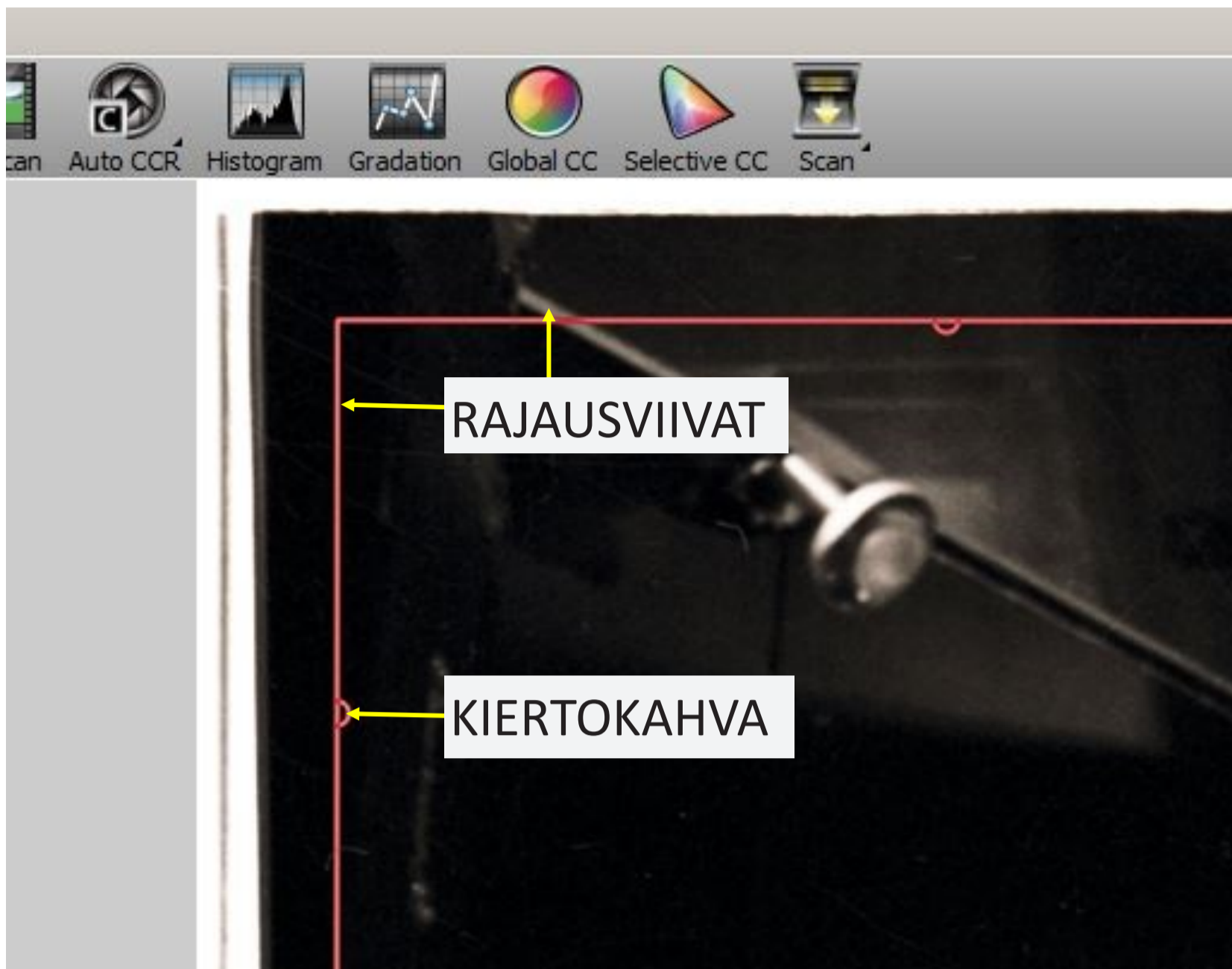


For preliminary adjustments, scan the preview image with the **Prescan** button in the basic tools menu.



The preview image is gradually drawn in the preview window, where you can start editing it. All edits are visible immediately.





You can delimit the final area to be scanned from the red frame line. From the projection of the frame line, the "rotation handle", where the cursor turns into a hand, you can correct a skewed image.

Open **Scan dimensions** from the arrow in the control panel to select the image recording format and recording resolution.





TIFF is a high-quality recording format, but its file size is large. JPEG is sufficient for general use and takes up less space.

Also choose the scan size: the default value of **2,400 dpi** produces a good quality image that fills the entire screen.

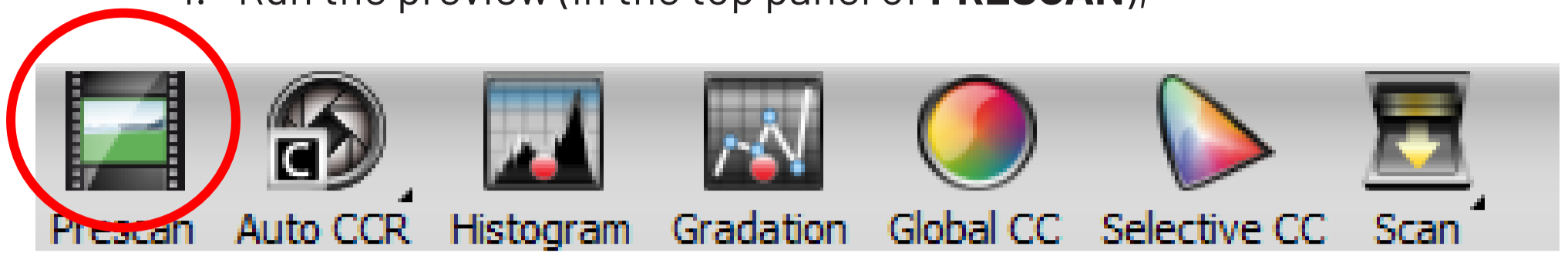
The storage location is selected from the **Path** field. Click the folder icon if you are saving to a USB memory stick. (By default, scans go to the machine's Images folder). Saving to a memory stick is recommended, because otherwise you should remember to delete the scanned images from the computer before you finish working.

Name the image if you want in the **Name** field.



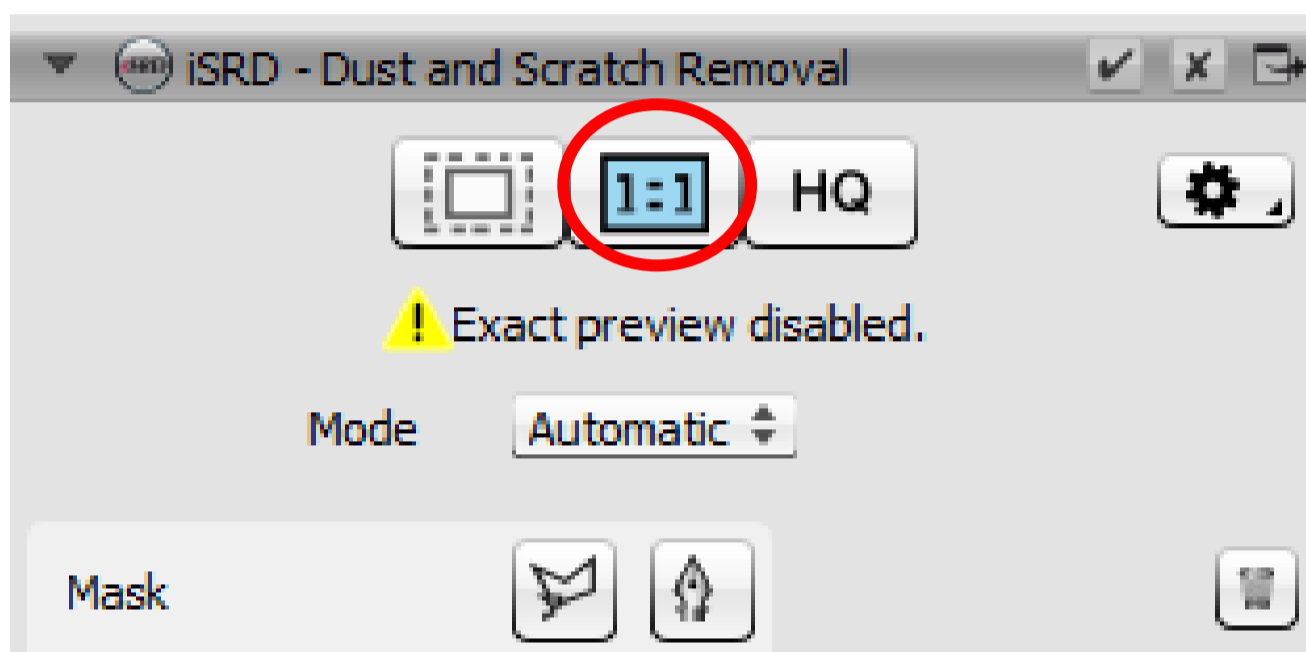
If the slide or negative shows disturbing debris (or scratches), you can remove them as follows:

1. Run the preview (in the top panel of **PRESCAN**);



2. Open the garbage disposal dialog (**iSRD dialog** in the left panel);

3. Select iSRD (from the **iSRD dialog**) as the function;



4. Start the preview by selecting **1:1** (from the iSRD dialog)

The program performs two scans, first a normal scan and then an infrared scan.

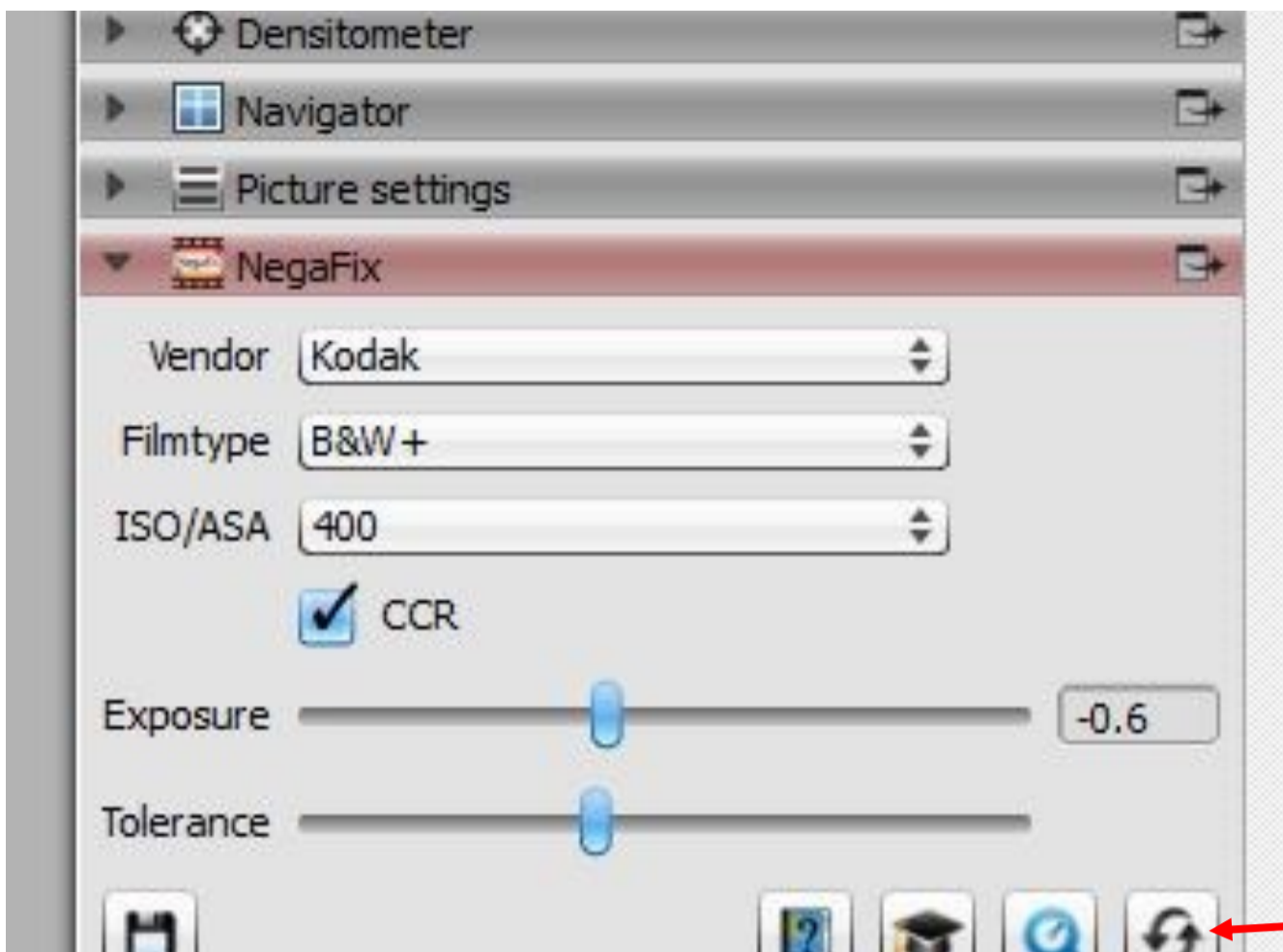
If you select SRD as the function in point 3, the program will not perform an infrared scan. In this case, scanning speeds up, but garbage removal is not as effective.

**If the result is satisfactory, run the final scan:**

5. **SCAN** (in the top panel).

The final result is saved in the location of your choice



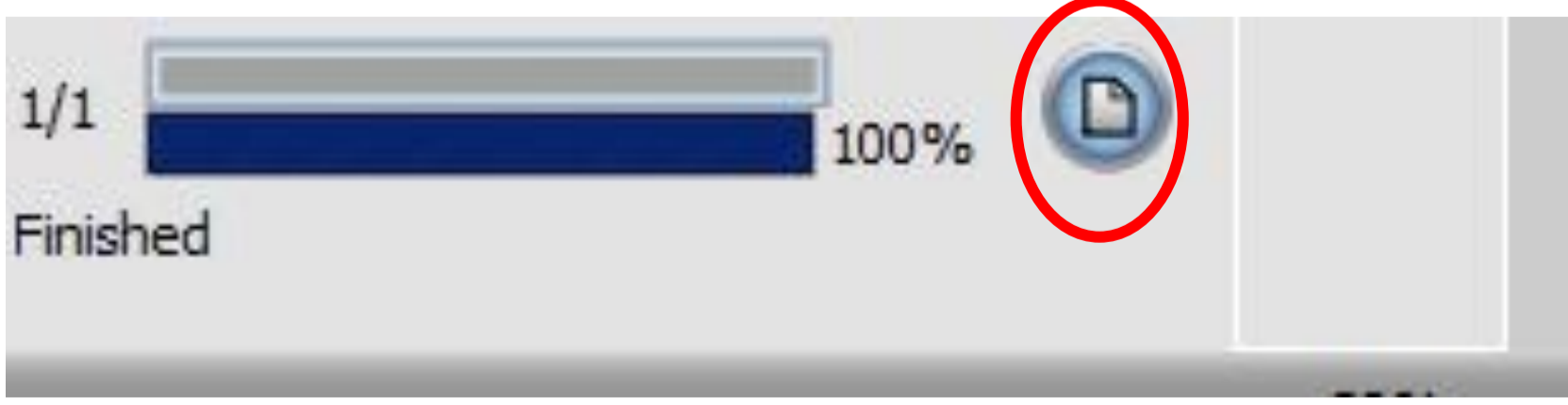


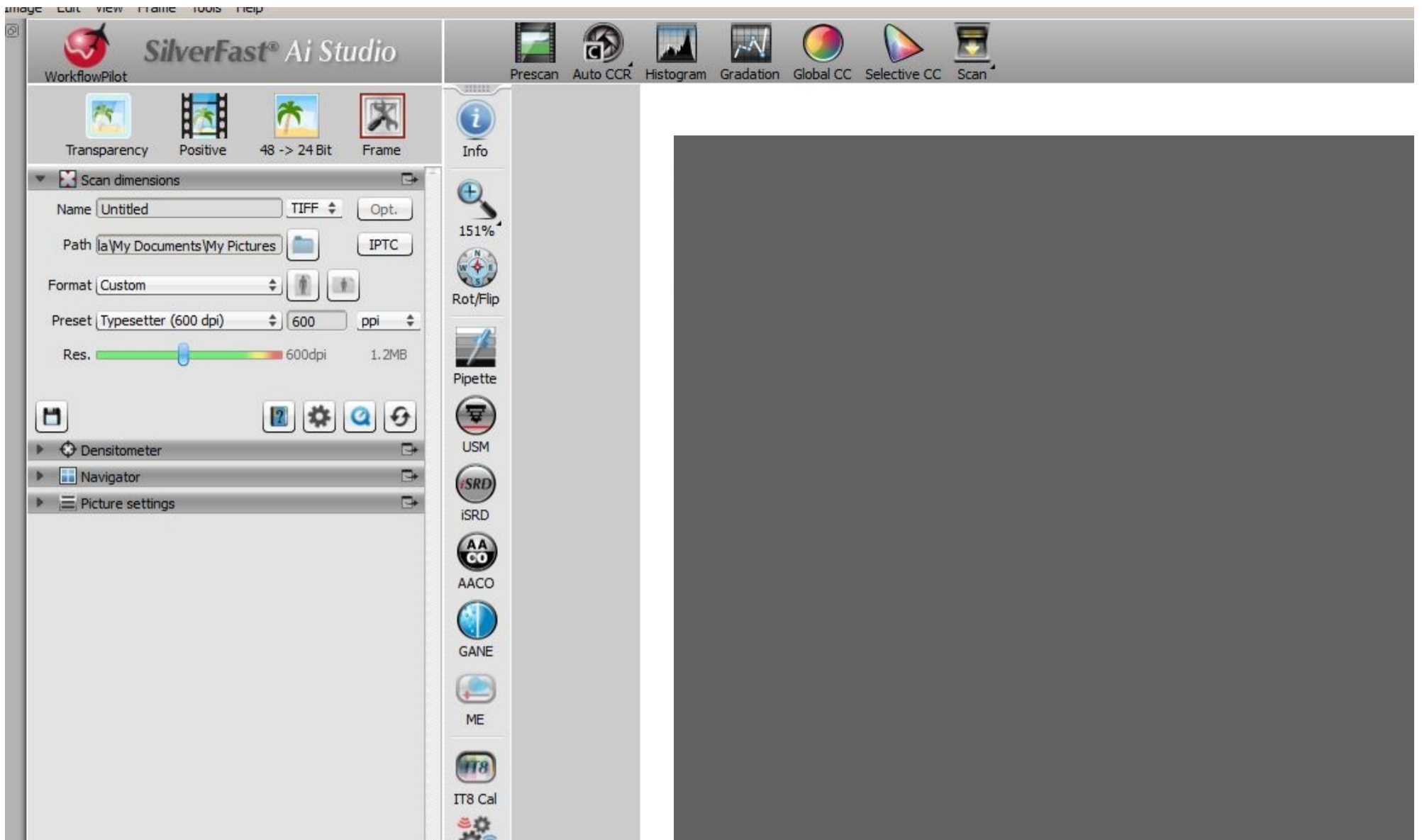
The main controls of the film negative are the control panel  
On the **Negafix tab**.

From there you can choose the brand, type and sensitivity of the film. If you don't know these, try different options. The adjustments have a big impact on the appearance of the image. The **Exposure** slider adjusts the exposure of the image. If something goes wrong, you can always return to the initial settings with the **reset** button



After these adjustments, you can scan the image with the **Scan** button in the basic tools menu. When the picture is ready, you can open it, for example, from the picture of the paper sheet at the bottom.





Remember to copy the finished images to your USB stick, unless you have saved them directly there.

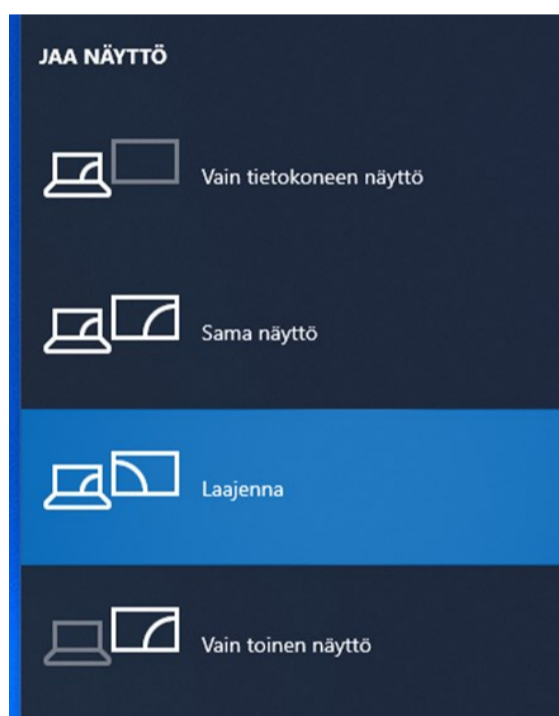
The last scanned image remains in the program's memory. Clear it by scanning an empty box.

**Remember to delete the scanned images from the computer's memory before leaving the computer! They do not leave the machine**

# Graphic display / tablet

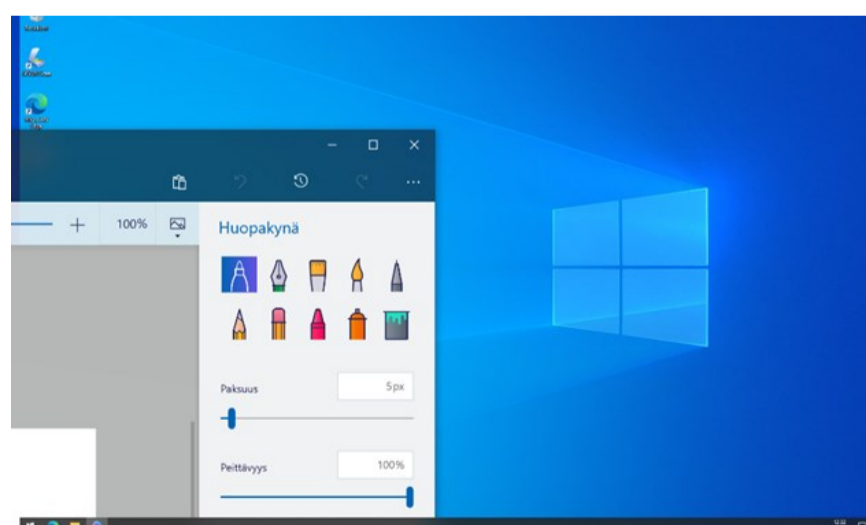
## Wacom Cintiq Pro 24 -piirtonäyttö

The graphic display's power button can be found on the right side of the top edge.



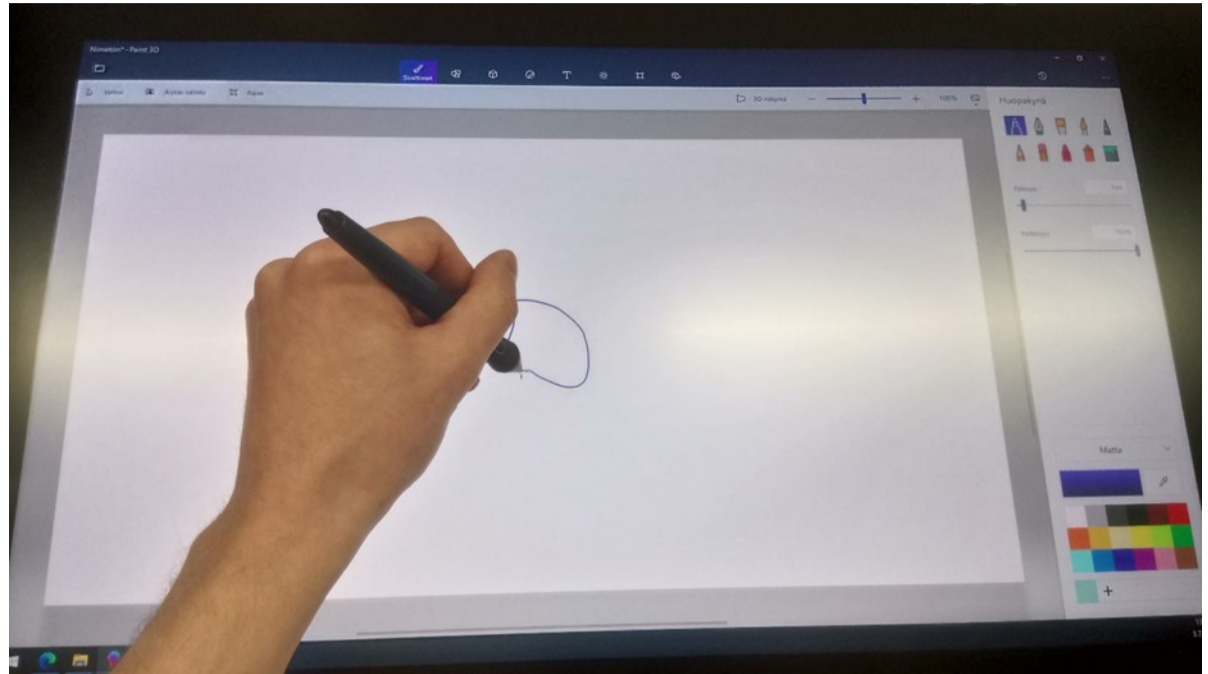
If the image is not visible, the drawing screen can be activated from the screen sharing settings of the computer by pressing **Fn+F4**. A menu opens on the right side of the computer, from which select Expand.

Open the desired drawing program and move it with the mouse to the left side of the computer. This is how the program can be displayed on the graphics screen.



# Using a Wacom pen and controller

With the Wacom pen you can draw directly on the drawing screen.



The pen has two buttons. The bigger button at the bottom allows you to draw without touching the screen. This is a handy function, for example, when coloring or painting larger areas. The smaller button acts like a secondary (usually rightmost) mouse button.



The Wacom controller can be used as a mouse. For example, you can zoom or save your drawing. You can also use a computer mouse or a drawing pen.