

Exhaustive DRC Documentation

by the DRC Staff*

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Contents

I Media	6
1 Paper	7
1.1 B&W Scanning	7
1.2 Color Scanning	7
1.3 Single Page Scanning	7
1.4 Multiple Page Scanning	7
1.5 B&W Printing	7
1.6 Color Printing	7
2 Slides and Negatives	8
2.1 Automatic Bulk Processing	8
2.2 Manual Processing	8
3 Optical Media	8
3.1 CD	8
3.2 DVD	8
4 Tape	8
4.1 VHS	8
4.2 DV	8
5 Digital	8
5.1 Tablets	8
5.2 Transportation	9
II Workstations	9

*If you have comments or error corrections, please notify a DRC employee on duty.

6	DRC-1	9
6.1	Summary	9
6.2	Hardware	9
6.3	Software	9
7	DRC-2	11
7.1	Summary	11
7.2	Hardware	11
7.3	Software	11
8	DRC-3	13
8.1	Summary	13
8.2	Hardware	13
8.3	Software	13
9	DRC-4	15
9.1	Summary	15
9.2	Hardware	15
9.3	Software	15
10	DRC-6	17
10.1	Summary	17
10.2	Hardware	17
10.3	Software	17
III	Hardware	18
11	DVD-ROM Drives	18
11.1	Summary	18
11.2	List of Tasks	18
12	DVD+-RW Drives	18
12.1	Summary	18
12.2	List of Tasks	19
13	HP 9100c Digital Sender	19
13.1	Summary	19
13.2	Quick Instructions	19
13.3	Instructions	19
13.3.1	Insert Document	19
13.3.2	Select Duplex or Single-Side	19
13.3.3	Configure Software	19
13.3.4	Select Receiving Computer	19
13.3.5	Select Quality, Format and Size	20
13.3.6	Initiate Scan	20
13.3.7	Duplex Page Flipping	20

13.3.8	Location Scanned File	20
14	HP DesignJet 130nr	20
14.1	Summary	20
14.2	Quick Instructions	20
14.3	Instructions	21
14.3.1	Standard Usage	21
14.3.2	Special Photoshop Instructions	21
15	HP LaserJet 8150DN	21
15.1	Summary	21
15.2	Quick Instructions	21
15.3	Instructions	22
15.3.1	Standard Usage	22
15.3.2	Tray Empty - Out of Paper	23
15.3.3	Out of Ink	23
16	HP OfficeJet Pro L7600	23
16.1	Summary	23
16.2	Quick Instructions	23
16.3	Instructions	24
17	HP Scanjet 5470c	25
17.1	Summary	25
17.2	Instructions	25
17.3	Using the buttons	25
18	HP Scanjet 8200	26
18.1	Summary	26
18.2	Quick Instructions	26
18.3	Instructions	26
18.3.1	Prepare Slides	26
18.3.2	Import Scan into Photoshop	26
18.3.3	Preview Scan	26
18.3.4	Setting Features	27
18.3.5	Setting resolution	27
18.3.6	Cropping	27
18.3.7	Focusing	27
18.3.8	Preview Scan	27
18.3.9	Saving Scan Profile	27
18.3.10	Complete Scanning	27
18.3.11	Saving	27
18.4	Using the Buttons	28

19 Nikon SF-200	30
19.1 Summary	30
19.2 Instructions	30
19.2.1 Power On	30
19.2.2 Select Proper Slide Adapter	30
19.2.3 Scanning Negatives	30
19.2.4 Rotate Adapter into Proper Position	30
19.2.5 Insert Slides or Negatives	30
19.2.6 Initiate Scanning from Software	30
20 Panasonic AG-DV2500	31
20.1 Summary	31
21 Panasonic AG-3200	31
21.1 Summary	31
21.2 Legacy Instructions	31
21.2.1 Find recorder remote control	31
21.2.2 Select Language	31
21.2.3 Turn on device and insert disc	31
21.2.4 Select the first play option	31
21.2.5 Verify input connection	31
21.2.6 Select Recording Format	32
21.2.7 Record	32
21.2.8 Important Note	32
21.2.9 Add Titles	32
21.2.10 Adjust Thumbnails	32
21.2.11 THE MOST IMPORTANT STEP - Finalize Disc	32
22 Panasonic DVD-T2000	33
22.1 Summary	33
23 Primera BravoSE Disc Publisher	33
23.1 Summary	33
24 Sony SLV-D380P	33
24.1 Summary	33
25 Wacom Graphire Tablet	33
25.1 Summary	33
25.2 Quick Instructions	33
IV Software	33
26 Adobe Encore	34
26.1 Summary	34
26.2 Instructions	34

27 HP Digital Sender Link	34
27.1 Summary	34
27.2 Quick Instructions	34
27.3 Full Instructions	34
27.3.1 Run Setup	34
27.3.2 Set Path to Recieve	34
27.3.3 Enable Recieve	35
27.3.4 Send Files from Hardware	35
28 HP Scanjet Copy Utility	35
28.1 Summary	35
28.2 Instructions	35
28.2.1 Select Number of Copies	35
28.2.2 Select Print Location	35
28.2.3 Select the Quality, Size and Brightness	35
28.2.4 Initiate Copy	35
29 ImgBurn	35
29.1 Summary	35
29.2 Instructions	35
29.2.1 Select Build Mode	35
29.2.2 Select DVD Image File	36
29.2.3 Select ???	36
29.2.4 Select Destination Drive	36
29.2.5 Insert Blank Media	36
29.2.6 Burn Image ???	36
30 Nikon CoolScan	36
30.1 Summary	36
30.2 Basic Instructions	36
30.2.1 Select Scanning Type	36
30.2.2 Select number of Slides	36
30.3 Single Slide Instructions	36
30.4 Multiple Slide Intructions	37
31 Pen Tablet	37
31.1 Summary	37
31.2 Default Settings	38
31.3 Instructions	38
31.3.1 Open Pen Tablet	38
31.3.2 Adjust Drop Down Settings	38
31.3.3 Adjust Tracking	38
31.3.4 Adjust Pop-Up Menu Settings	38

32 PrecisionScan Pro	39
32.1 Summary	39
32.2 Quick Instructions	39
32.3 Full Instructions	39
32.3.1 Initial Scan	39
32.3.2 Select Area	39
32.3.3 Tool Menu Bar	39
32.3.4 Fine Tuning	40
32.3.5 Select Output Type	40
32.4 Supplemental editing software	40
32.4.1 ABBYY Software	40
32.4.2 FineReader ABBYY editor	40
32.4.3 FormFiller	41
32.4.4 Photoshop	41
33 Roxio	42
33.1 Summary	42
33.2 Quick Instructions	42
33.3 Data Disc Burning Instructions	42
33.4 Audio Disc Burning Instructions	43
33.5 Audio Video Combination Disc Burning Instructions	43
34 Windows Explorer	44
34.1 Summary	44
34.2 Data CD/DVD Burning Instructions	44
34.2.1 Summary	44
34.2.2 Insert a blank CD.	44
34.2.3 Copy Files Into Drive Folder	44
34.2.4 Burn Files to Disc	44
34.3 Flash Drive Instructions	44
34.3.1 Summary	44
34.3.2 Exceptional Dance Moves	45
34.3.3 Access the Drive	45
34.3.4 Disconnecting the Device	45
34.3.5 Disconcerting Fact	45
34.3.6 Unplug the Device	45
34.4 Remote Host Connection Instructions	46
34.4.1 Summary	46
34.4.2 Click Start -> Run	46
34.4.3 Authenticate Session	46
34.4.4 Browse for Files	46

Part I

Media

What are you working with today?

1 Paper

1.1 B&W Scanning

See any Color Scanner1.2

1.2 Color Scanning

HP Scanjet 5470c17

HP Scanjet 820018

1.3 Single Page Scanning

HP Scanjet 5470c17 Note: Capable of multiple page manipulation and sorting, but must be scanned one page at a time

HP Scanjet 820018 Note: Capable of multiple page manipulation and sorting, but must be scanned one page at a time

See any Mutiple Page Scanner1.4

1.4 Multiple Page Scanning

HP 9100c Digital Sender13

1.5 B&W Printing

DRC - HP LaserJet 8150DN15

1.6 Color Printing

DRC Color - HP OfficeJet Pro L760016

DRC Super Color - HP DesignJet 130nr14

2 Slides and Negatives

2.1 Automatic Bulk Processing

Nikon SF-20019

2.2 Manual Processing

HP Scanjet 8200 18

3 Optical Media

3.1 CD

All WorkstationsII

Panasonic DVD-T200022

Sony SLV-D380P24

Primera BravoSE Disc Publisher (Robot)23

3.2 DVD

All WorkstationsII

Panasonic DVD-T200022

Sony SLV-D380P24

4 Tape

4.1 VHS

Sony SLV-D380P24

4.2 DV

Panasonic AG-DV250020

5 Digital

5.1 Tablets

Wacom Graphire Tablets25

5.2 Transportation

AFS

Flash Drives34.3

Remote Host Connections34.4

Part II

Workstations

6 DRC-1

6.1 Summary

Primary Video Editing Workstation

6.2 Hardware

DVD-ROM Drive11

DVD+-RW Drive12

Panasonic AG-DV2500 20

Panasonic AG-3200 (Decommissioned)21

Panasonic DVD-T200022

Sony SLV-D380P24

6.3 Software

Adobe Premiere Pro 2.0 & Bridge (tutorial software)

Adobe Production Premium CS3

After Effects CS3

Bridge CS3 Device Control

CS3 Encore CS3

ExtendScript Toolkit 2

Extension Manager CS3

Flash CS3

Professional Flash CS3

Video Encoder Illustrator CS2

Photoshop CS3

Premiere Pro CS3

Soundbooth CS3

Stock Photos CS3

DyKnow 5.1
Matrox Media Tools 6.1
Firefox (freeware)
Nero 7 Ultra
Quicktime
RealPlayer 10
Roxio Creator DE (Audio, Backup, Copy, Data, DVD&Video, Photo,
Media Tools)
SnagIt 8 (screen shot manager)
AcidPro 4.0
CD Architect 5.0
Sound Forge 7.0
VideoLAN (freeware)
VIDEOzilla
Windows Media Encoder 9.0
WinRAR 3.7
Adobe Reader 8

7 DRC-2

7.1 Summary

Primary Graphical Design Workstation

7.2 Hardware

DVD+-RW Drive12

HP Scanjet 5470c17

Wacom Graphire Tablet25

7.3 Software

ABBYY FineReader 6.0 OCR & Form Filler

Adobe CS3 Suite

 Acrobat Distiller 8

 Acrobat 8

Professional Bridge CS3

Contribute CS3

Device Central CS3

Dreamweaver CS3

ExtendScript Toolkit 2

Extension Manager CS3

Fireworks CS3

Flash CS3

Professional Flash CS3

Video Encoder Illustrator CS3

InDesign CS3

LiveCycle Designer 8.0

Photoshop CS3

Reader 8

Stock Photos CS3

ExtendScript Toolkit GIMP 2.0(freeware)

HP Scanjet Utilities

Firefox

Quicktime

Roxio Creator DE

Pen Tablet

WinRAR

Windows Movie Maker

Power DVD DX

8 DRC-3

8.1 Summary

Media Workstation

8.2 Hardware

DVD+-RW Drive12

HP Scanjet 820018

Nikon SF-200 19(Nikon Super Coolscan 4000)

Primera Bravo SE Disc Publisher (CD Robot)

8.3 Software

ABBYY FineReader 6.0

OCR & Form Filler

Adobe CS3 Suite

 Acrobat Distiller 8

 Acrobat 8

 Professional Bridge CS3

 Contribute CS3

 Device Central CS3

 Dreamweaver CS3

ExtendScript Toolkit 2

Extension Manager CS3

Fireworks CS3

Flash CS3

Professional Flash CS3

Video Encoder Illustrator CS3

InDesign CS3

LiveCycle Designer 8.0

Photoshop CS3

Reader 8

Stock Photos CS3

ExtendScript Toolkit

Bulk Rename Utility
Camtasia Studio 4
DyKnow
Nikon Scan 4
Quicktime
Roxio Creator DE
Windows Media Encoder
WinRAR
PowerDVD DX
Windows Movie Maker
PT Publisher
Sure Thing
CD Labeler

9 DRC-4

9.1 Summary

Scanning Workstation

9.2 Hardware

DVD+-RW Drive12

HP Scanjet 820018

9.3 Software

Adobe CS3

Acrobat Distiller 8

Acrobat 8

Professional Bridge CS3

Contribute CS3

Device Central CS3

Dreamweaver CS3

ExtendScript Toolkit 2

Extension Manager CS3

Fireworks CS3

Flash CS3

Professional Flash CS3

Video Encoder Illustrator CS3

InDesign CS3

LiveCycle Designer 8.0

Photoshop CS3

Reader 8

Stock Photos CS3

ExtendScript Toolkit

LifeCycle Designer 8.0

Google SketchUp 6
Mozilla Firefox
Quicktime
Roxio Creator DE
Windows Media Encoder
WinRAR
RIS OCR
PowerDVD DX
Windows Movie Maker
Outlook

10 DRC-6

10.1 Summary

General Workstation

10.2 Hardware

DVD+-RW Drive12

Wacom Graphire Tablet25

10.3 Software

Camtasia Studio 4

DyKnow 5.1

Macromedia Suite

 Contribute 3

 Dreamweaver 8

 Extension Manager

 Fireworks 8

 Flash 8

 Flash 8

 Video Encoder

Flash Player 8

FlashPaper 2

Mozilla Firefox

Nero 7 Ultra

Quicktime

Roxio Creator DE

Pen Tablet

Windows Media Encoder

WinRAR

Adobe Reader 8

PowerDVD DX

Windows Movie Maker

Part III

Hardware

11 DVD-ROM Drives

11.1 Summary

Optical Media Reader

Available on DRC-1II

11.2 List of Tasks

Rip CD/DVD (Info from media to computer)

12 DVD+-RW Drives

12.1 Summary

Optical Media Reader/Writer

Available on all workstationsII

12.2 List of Tasks

Burn CD/DVD (Info from computer to media)

Audio

Data Windows Explorer34Data-CD/DVD Burning34.2
Roxio33
ImgBurn29

Video

Copy CD/DVD (Info from media to media)

Rip CD/DVD (Info from media to computer)

13 HP 9100c Digital Sender

13.1 Summary

This device can scan multiple pages into a single PDF document.

Available from DRC-2, DRC-3 or DRC-4.

13.2 Quick Instructions

See Software Quick Instructions27.2

13.3 Instructions

13.3.1 Insert Document

Place your document face up in the tray.

13.3.2 Select Duplex or Single-Side

If you want to scan both sides press the duplex button directly below the red button.

13.3.3 Configure Software

Proceed with the HP Digital Sender Link software instructions27 to prepare the computer to receive your scans.

13.3.4 Select Receiving Computer

Select the leftmost "PC" option on the scanner's menu.

In the name field type in the computer you wish to send the document to. It could be one of the following.

- drc2

- drc3
- drc4

13.3.5 Select Quality, Format and Size

Make any changes in the Quality, Format or Size of your desired scan by selecting the “Settings” option.

In the settings menu, pressing “enter” will make a selection and pressing “back” or the red button will cancel the selection.

13.3.6 Initiate Scan

Press the green button in the top left of the device to start the scan.

13.3.7 Duplex Page Flipping

If you chose to do a 2 sided scan you will be prompted to turn the pages over before the scan can complete.

13.3.8 Location Scanned File

Your scanned PDF will appear in the folder you selected in the Digital Sender Link software.

Sometimes it takes it a few minutes to transfer the file.

14 HP DesignJet 130nr

14.1 Summary

Name: DRC Super Color

Single Side Printing

Super Color Thermal InkJet Printer

Available Only from DRC-2

Located in the back of the library - get permission to use before printing

14.2 Quick Instructions

Select “DRC Super Color” from Print Menu

14.3 Instructions

14.3.1 Standard Usage

Accessible as any other Campus Printer

In the program you want to print from, select Print - usually in the File menu.

14.3.2 Special Photoshop Instructions

Settings need to be changed for correct color output

coming soon!

15 HP LaserJet 8150DN

15.1 Summary

Name: DRC

Single Side Black & White Laser Printer

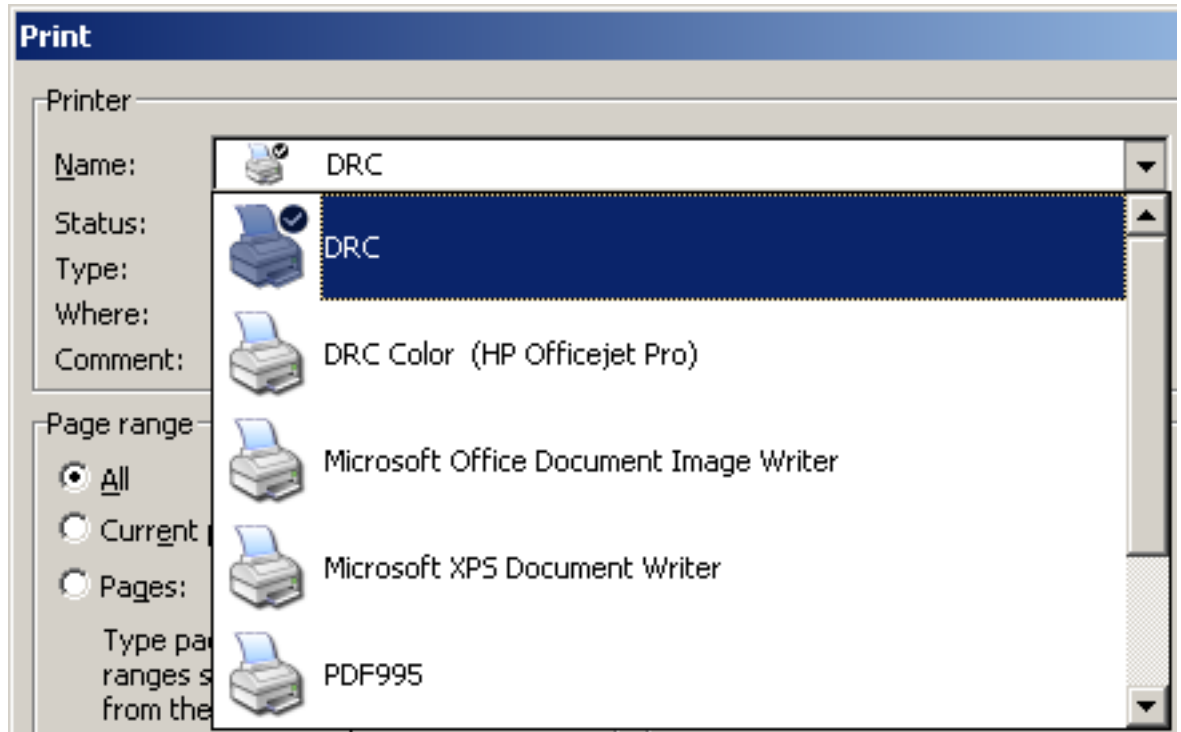
Available to Anyone from DRC Computers

Located between DRC-2 and DRC-3

15.2 Quick Instructions

Select "DRC" from Print Menu

15.3 Instructions



15.3.1 Standard Usage

Accessible as any other Campus Printer

In the program you want to print from, select Print - usually in the File menu.

Select "DRC" as Printer Name

Directly from the drop down list along with how many copies you need and which pages to print. The status of the printer should be displayed under the printer name.

Select Properties

Clicking Properties brings up a window that allows you to select the page orientation and page order.

Print

Click OK to send your job to the printer. If any errors or warnings appear, read on.

15.3.2 Tray Empty - Out of Paper

Additional paper can be found in the drawer directly beneath the printer.

Open a tray (tray 2 is a good choice) by lifting the latch and pulling out.

Deposit the paper into the tray the only way it can fit.

Close the tray firmly - the printer should make some noise while warming up before continuing.

15.3.3 Out of Ink

Ask DRC Manager Alan Ward for assistance.

16 HP OfficeJet Pro L7600

16.1 Summary

Name: DRC Color

Duplex (Two Side) Printing

Color Thermal InkJet Printer

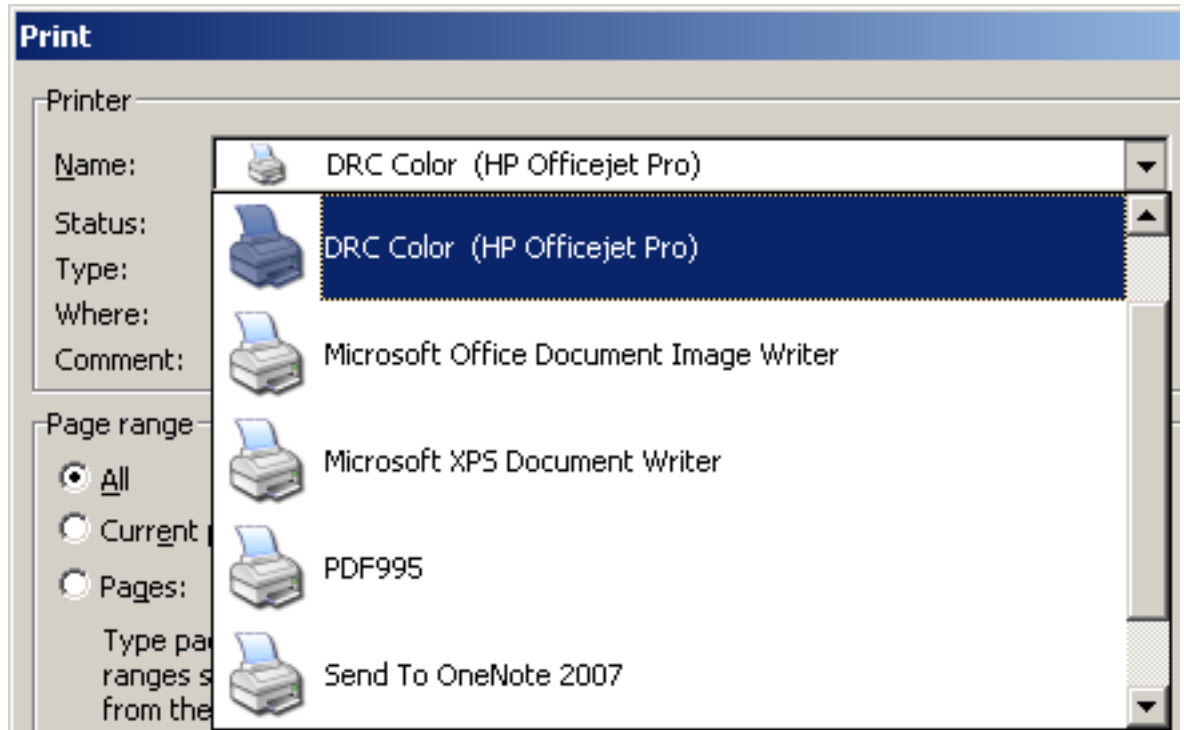
Available only from DRC Computers

Located in Alan Ward's office - get permission to use before printing

16.2 Quick Instructions

Select "DRC Color" from Print Menu

16.3 Instructions



Standard Use

Accessible as any other Campus Printer.

In the program you want to print from, select Print - usually in the File menu.

Select “DRC Color” as Printer Name

Directly from the drop down list along with how many copies you need and which pages to print.

The status of the printer should be displayed under the printer name.

Select Properties

Selecting Properties brings up a window that allows you to select a page orientation and printing on both sides (duplex).

Print

Click OK to send your job to the printer.

If any errors or warnings appear, see Alan Ward for assistance.

17 HP Scanjet 5470c

17.1 Summary

Single page BW/Color Document or Photo Scanner

Available on DRC-2

17.2 Instructions

Place document to be scanned in the upper right corner of the scanning bed.

Use buttons or software to initiate scan.

17.3 Using the buttons

as seen from left to right

Editor's Note: At the time of this writing, the scan buttons are not configured properly; they all simply open up the software selection dialog box. This problem should be fixed in the near future.

Power

This turns on the scanner. The green LED above this light will be lit when the scanner is on.

Scanner Toggle

Using the up and down buttons on the scanner, you may see what software supports this scanner as it is displayed on the scanner display.

Scanner

This button opens a dialog box on DRC-02 allowing you to select various programs to open to control the scan.

The second 'Photoshop' option does not work. See the ABBYY, Precision-Scan and Photoshop sections on how these softwares integrate with the scanner.

WWW

Copy

Email

Print

Copy Selector Toggle

BW/Color Toggle

Config

Stop

18 HP Scanjet 8200

18.1 Summary

Large BW/Color Document or Photo Scanner

Integrated Image Detection and OCR

Available on DRC-3 or DRC-4

18.2 Quick Instructions

File -> Import -> WIA-HP Scanjet 8200 Series

Select which color scheme you wish to scan and press Scan.

18.3 Instructions

18.3.1 Prepare Slides

To use either of these, you must insert your slides or negatives into the XPA attachment. This can be found by removing the white cover on the underside of the top cover.

18.3.2 Import Scan into Photoshop

Use File -> Import -> HP Scanjet 8200 Series TWAIN for regular scans.

You may also scan negatives or slides by clicking Scan -> "Negatives or Scan from TMA" from the task bar.

Clicking either will scan the entire document.

18.3.3 Preview Scan

An HP scanning window will be displayed. A preview of your image will appear on the screen.

18.3.4 Setting Features

Features for this software are reflected in the settings to the right of your previewed image.

If you need help or advice using these options, feel free to ask a DRC worker for assistance.

Some of the more useful features will be described below.

18.3.5 Setting resolution

The higher the DPI, the more detail you will be able to see in the scan, but the amount of disk space used will be greater. 300dpi is generally a good balance.

18.3.6 Cropping

Drag across the preview image to select the desired area of the image. Resize the black dashed borders to fine tune.

18.3.7 Focusing

Use the zoom buttons to the left of the preview.

18.3.8 Preview Scan

The Preview Image will automatically update with what to expect from the scan as settings are changed.

To see an exact preview of the scan with those options, press “New Scan.”

18.3.9 Saving Scan Profile

If you are performing scans that you know you will be coming back to, you can save your current settings for future scans by selecting Scan -> Scan Profile -> Save from the taskbar.

Later, when you wish to import your settings, select Scan->Scan Profile->Load and then browse to the location of your saved profile, usually a flash drive or your AFS folder for convenient access.

18.3.10 Complete Scanning

Once you are done editing, press “Accept”. This will close the HP scanning window and perform the final scan.

The final scan will display in Photoshop.

18.3.11 Saving

Use File -> Save As and select a name and file format for the picture. In most cases, JPEG will work well.

Files should be saved in D:\DRC User Files\<<Your User Name> or your AFS folder.

18.4 Using the Buttons

As seen from left to right

Quickscan Options Selection

Up/down Toggle scrolls through quickscan options on the display - press the next button to execute

Note: Fortunately, after you scan one page with this selection, the HP software asks if you want to scan more pages successively. Unfortunately, after each scan (or series of page scans), the selection loses its place, so you will have to reselect the desired quick scan option using the buttons.

Note: When documents are scanned, the program gives the impression that the files are already saved. This is only partially true. While the files are saved, they are saved under your user temp directory, so if you don't resave them somewhere else, they will be deleted along with the rest of the temp files.

Save to File Opens "save to file" dialog on connected computer (DRC-3 or DRC-4). Scans after you select file type, filename, and location.

Email Scans what is there and opens a new message with the scan as an attachment in Outlook. If you want to scan multiple pages, it will ask you before opening.

Outlook Problem: if it is your first time using Outlook, it will ask you to set it up with your account. Keep hitting next, your account info should be automatically filled out (due to your username). The scan may fail, however, because the scanner was confused by the email setup. Simply repeating the procedure will open a blank message as desired.

Paint Will open the scan directly in MSPaint. Easy. Scanning multiple pages will open up multiple instances of paint, each with its own page.

Warning: Bitmap (paint default file type) file sizes tend to be Huge! Think about saving as JPG (standard use), GIF (online/email use) or TIFF(low loss editing)

Word Will open the scanned text in MSWord after performing an on-the-fly OCR (text recognition) on the document. Any images that it refuses to recognize as characters will be imported as an image.

WordPad Same as MSWord, without the image insertion. Performs an on-the-fly OCR on the document and places all the text it finds into an open WordPad document. Anything not recognized as text is left out.

PowerPoint The full scanned image (No OCR) will be imported as a picture into a blank powerpoint presentation. On the ribbon, press View->Normal (Presentation View) to see the standard slide layout on the left.

SharePoint Similar to MSWord. After performing an on-the-fly OCR on the document, text is inserted into a blank htm document along with images of any unrecognizable text.

Advice from a web dev: Sharepoint quick scan is not recommended – the crazy automatic code generation they perform is ugly. It may be nicer than your average Dreamweaver auto-generated code, but no engineer uses that either. If you're interested in the combination of text and graphics, an MSWord scan followed by the good ol' copy and paste gets the job done almost as quick, but much more neatly.

Quick Scan

Used to select option scrolled by Save Options Selection buttons

Scan Picture

Opens Scan Picture dialog Select what you are scanning, where to scan to (file, program, printer, clipboard) and the file type. Save options opens the “save to file” dialog, but does not scan after pressing OK. Other options allow scan quality settings. Pressing scan will open the “save to file” dialog again, but this time scans after pressing OK.

If you are scanning multiple pages and just want the scans to go to the same place with the same settings, check the “Do not prompt me for these settings again” box in the lower left corner.

Edit Text (OCR)

Opens the OCR dialog Similar to picture scanning. Select what and where to scan and additional quality settings. Pressing scan will open the “save to file” dialog.

Save to File (same as quick options save to file)

Opens the infamous “save to file” dialog, allowing you to scan directly after selecting a filetype, filename and location.

Email

Same as quick options email.18.4 Scans what is there and opens a new message with the scan as an attachment in Outlook. If you want to scan multiple pages, it will ask you before opening.

Outlook Problem: See quick options.18.4

Printer

Opens HP copying dialog Prescans the image to give a preview. Select type of scan, quality, number of copies, brightness, scaling settings. Allows you to

print to any installed printer, usually PDF and the DRC printer. Ask the DRC manager for permission to print to the colored printers.

19 Nikon SF-200

19.1 Summary

Used to scan slides and negatives in bulk

Located to the left of DRC-3

19.2 Instructions

19.2.1 Power On

If the green light is on in the Nikon Device, press the rectangular silver button beneath the words SUPER COOLSCAN 4000 on the right side.

*NOTE: When the silver button pops out the device is off. When it is in, it is on.

19.2.2 Select Proper Slide Adapter

With one hand grab the part by the words Nikon SF-200 and with your other hand grab the part of the device closest to the wall. Pull the two sections apart.

In the top left desk drawer are all the adapters that can be placed in the Nikon device.

19.2.3 Scanning Negatives

If you want to scan negatives, you can use the slide mount adapter with the strip film holder. Insert the adapter into the hole and press the rectangular silver button. The green light to the left of the gold "Nikon" should light up. When it is a constant color you can proceed.

19.2.4 Rotate Adapter into Proper Position

If you want to use the slide scanning adapter, the device must be rotated so that the gold "Nikon" is on its side. If you want to place one of the two adapters that are not the slide scanner adapter, rotate the Nikon Device so that the gold "Nikon" is right side up and not on its side

19.2.5 Insert Slides or Negatives

Place your negatives into the strip film holder by opening it up.

19.2.6 Initiate Scanning from Software

Proceed with the Nikon CoolScan software instructions.

20 Panasonic AG-DV2500

20.1 Summary

DV/Mini-DV Player/Recorder

DVCAM Player

21 Panasonic AG-3200

21.1 Summary

Video Cassette Recorder

Replaced by Sony SLV-D380P24

21.2 Legacy Instructions

21.2.1 Find recorder remote control

it is needed to perform many essential tasks.

21.2.2 Select Language

If the setup screen appears when powering on the unit, select English as the language.

Then hit return to back out of the channel setup screen.

21.2.3 Turn on device and insert disc

Verify that the green light referring to “DVD” on the front of the recorder is illuminated. If not, press it.

21.2.4 Select the first play option

1. Press Functions on the remote and select disc settings.
2. If you wish to have the program you record begin to play automatically when placed in a DVD player, then set the first play to title 1 (For recording one segment of video)
3. If you wish to have a menu appear first when the disc is placed in a DVD player, then select top menu (For recording more than one segment of video)

21.2.5 Verify input connection

Use the input select button on the remote to change between inputs to ensure the correct input is selected.

21.2.6 Select Recording Format

Determine the total amount of recording time needed to fit all of your video on the DVD. a. From the following, select the proper recording mode for best results.

- i. XP - 1 Hour of video per disc - Best “DVD” quality
- ii. SP - 2 Hours of video per disc - “DVD” quality
- iii. LP - 4 Hours of video per disc - “VHS” quality
- iv. EP - 6 Hours of video per disc - Worse than VHS quality

21.2.7 Record

Press the record button, but realize there is about a 2 second buffer before recording actually begins. **IF ONLY RECORDING ONE SEGMENT OF VIDEO PROCEED TO STEP 12, IF NOT CONTINUE TO STEP 9**

21.2.8 Important Note

Keep in mind that every time record is pressed a new piece of video is placed on the disc. For example, if record is pressed and I record for 65 minutes in SP mode, then stop, I still have 55 minutes left on the disc. If I press record again a new segment of video, independent of the first, is recorded. As a result, I would want to have a disc that has a menu so each segment of video can be individually accessed. By selecting a video from the menu, the video will play and you will be able to chapter through it, but once it comes to the end, it will return you to the menu; and then the other segment of video can be selected and chaptered through. Multiple independent segments of video can be placed on the disc so long as there is enough recording time in the selected recording mode.

21.2.9 Add Titles

To add titles to the video clips that will appear on the menu, press the direct navigation button on the remote. The order that the videos appear in this list is the order in which they were recorded, with the most recent being the last video in the list. By hitting the right arrow on the remote, you can select Enter title from the list, then enter your title.

21.2.10 Adjust Thumbnails

The thumbnail that appears on the menu can be changed as well via the same menu in the directions from the previous step, but choose Change thumbnail instead of enter title.

21.2.11 THE MOST IMPORTANT STEP - Finalize Disc

Press functions on the remote and go to disc settings. From this menu choose finalize to finalize the disc, allowing it to play in other DVD players.

22 Panasonic DVD-T2000

22.1 Summary

DVD / Video CD / CD Player

23 Primera BravoSE Disc Publisher

23.1 Summary

Disc Robot

Bulk CD Burner, Copier and Publisher

Located between DRC-3 and DRC-2 and in back room.

24 Sony SLV-D380P

24.1 Summary

DVD Player / VCR

25 Wacom Graphire Tablet

25.1 Summary

Secondary input optimized for media editing

Wireless, batteryless pen or mouse to use in place of wired mouse

Button clicks customizable for changing settings

25.2 Quick Instructions

The hardware is ready to go

Move the mouse aside and use the pen/mouse combo instead

Customize Buttons

Check out the Pen Tablet31 software section to learn more.

Part IV

Software

26 Adobe Encore

26.1 Summary

26.2 Instructions

27 HP Digital Sender Link

27.1 Summary

Interfaces with the Digital Sender hardware

Hardware located between DRC-3 and the DRC printer

Accessed from DRC-2, DRC-3 or DRC-4

27.2 Quick Instructions

After opening the software, browse the “Path to receive inbox” to the folder you want to receive files from.

On the Digital Sender hardware, type in “drc2” “drc3” or “drc4” as the name of the computer you want the file to be sent to.

On the Digital Sender hardware, type in the name of the file you want to be created.

On the Digital Sender hardware, press the green button to start the scan.

Your scanned PDF will appear in the folder you selected in the Digital Sender Link software.

27.3 Full Instructions

27.3.1 Run Setup

If this is your first time running the HP Digital Sender Link software you will be prompted to run setup. Click “Yes” to continue.

27.3.2 Set Path to Receive

Select a "Path to receive inbox" by clicking the “...” and browsing to the folder of your choice, or by typing it into the textbox. Convenient storage paths include your AFS drive, a flash drive, the local projects folder or your desktop.

27.3.3 Enable Recieve

Once you have selected your inbox you must also check "Enable receive". If you wish to change the location your pdf file will be sent later click on the Digital sender link icon in the taskbar.

27.3.4 Send Files from Hardware

Proceed with the Digital Sender Link hardware instructions.13

28 HP Scanjet Copy Utility

28.1 Summary

Very straight forward and fast – acts just like a copy machine.

28.2 Instructions

28.2.1 Select Number of Copies

Select how many copies you want using the arrows next to big blue numbers.

28.2.2 Select Print Location

Select where to print by pressing the “Printer Setup” button. This is most commonly a PDF file or “DRC” - the printer next to DRC-2

28.2.3 Select the Quality, Size and Brightness

The default settings work well to copy a normal sheet of paper.

28.2.4 Initiate Copy

Press the big “Copy” button to begin the scan.

29 ImgBurn

29.1 Summary

Quick Disc Image Writing/Ripping Software
Available on DRC-???

29.2 Instructions

29.2.1 Select Build Mode

Click “Mode” -> “Build”

29.2.2 Select DVD Image File

Click the folder icon in the middle of the window, then browse to the folder that contains the DVD data.

29.2.3 Select ???

Click the small icon under the destination box on the left side that looks like...

29.2.4 Select Destination Drive

Assure that the destination in the destination box is correct (i.e., the DVD burner).

29.2.5 Insert Blank Media

Insert a blank DVD in the burner.

29.2.6 Burn Image ???

Press the button at the bottom left of the window that looks like

30 Nikon CoolScan

30.1 Summary

Provides a front-end to the Nikon SF-200 Slide Scanner

WARNING

Instructions refer to version 3.1, which has since been upgraded to version 4. There may be some inconsistencies in the instructions

30.2 Basic Instructions

30.2.1 Select Scanning Type

Select Nikon Scan->Slide Feeder...

30.2.2 Select number of Slides

Enter the number of slides to scan and press "Scan".

30.3 Single Slide Instructions

The image will scan to a window.

Save Scan

Click the floppy disk icon and save the file. Convenient locations include a flashdrive, your AFS folder, or E:\DRC User Files\<>your username>. You may have to create this directory.

30.4 Multiple Slide Instructions

After clicking "Scan" a new window will pop up. Deselect "Create scan log" and click "OK".

Select Naming Convention

Set the prefix, starting number (Index), and how many digits to put on the name in the upper pane.

Select File Format

Select the file format in the lower "File Saving" pane. JPEG (EXIF Compliant) is usually a good format.

Select Save Location

Select where to save the files by clicking the "..." button beside the directory display. Save locations include a flashdrive, your AFS folder or E:\DRC User Files \<>your username>. You may have to create this directory.

Scan Slides

Click "OK" and let the slides scan. Be careful to watch the slide scanner and make sure it does not jam.

Jamming

Despite the hardware's propensity to jam, it has yet to damage a slide that it has attempted to process.

Simply reseal the slides in the adapter and continue scanning.

31 Pen Tablet

31.1 Summary

Customizes actions performed by button presses on pen, mouse and tablet.

Note: Software needs to be updated... it is 5 years old... emulators have better UI...

31.2 Default Settings

Action	Buttons Assigned
Cursor Movement	Pen Proximity or Mouse Movement
Left Click	Pen touch or Left Mouse Button
Double Click	Small Pen Button
Right Click	Large Pen Button/Right Mouse Button
Erase	Pen Eraser (very cool!)

Input Device	Default Tracking
Mouse	Relative (Mouse Mode)
Pen	Absolute (Pen Mode)

31.3 Instructions

31.3.1 Open Pen Tablet

From the start menu, Start > Tablet > Pen Tablet

31.3.2 Adjust Drop Down Settings

In the various tabs, drop down menus are used to choose the actions performed by the various input buttons. You may change these to your liking at any time.

31.3.3 Adjust Tracking

The Graphire software allows you to set the tracking of the pen and/or mouse into either “Pen Mode” or “Mouse Mode.”

Pen Mode tracks the input device from its absolute location on the tablet. Think of it as using a touchscreen, only the tablet is what you interact with instead of the screen itself.

Mouse Mode tracks the input device from the relative position of the mouse. This is how a normal mouse tracks: even if you pick up the mouse and move it to the other side of the mousepad, the cursor stays in relatively the same position.

31.3.4 Adjust Pop-Up Menu Settings

Assuming you set a button to perform the “Pop-up Menu” action, this tab allows you to define exactly what options appear in the pop-up menu. Think of it as creating your own custom right click menu. Here’s what you can add:

Keystrokes

Useful for quick access to your favorite hotkeyed options.

Open/Run

Select programs you use the most with the Tablet for easy access.

32 PrecisionScan Pro

32.1 Summary

Offers easy to use, quick editing features in addition to normal scanning functions.

32.2 Quick Instructions

If you're in a hurry or know your scan is aligned properly, you can skip the initial scan and image manipulation steps.

Select the Output Type

“Scan To...” if you want to open the scan immediately in another program

“Save As...” if you want to save the scan to your AFS or portable drive

“Print” to print on the DRC printer right next to you!

32.3 Full Instructions

32.3.1 Initial Scan

Hit the little scan button, watch the light flash and your picture appear automatically. Note: if you know you are going to just be opening the scan in another program, you can choose the “Scan To...” option instead, which will scan the document and open the alternative program automatically.

32.3.2 Select Area

Highlight the portion of the picture you want to save, this can save you some time cropping later. If you want to keep the whole thing or are not sure of how much you want to keep, just don't highlight anything, you can always crop the image down later.

32.3.3 Tool Menu Bar

Rotation, Mirroring, Precise Size Adjustments and resolution changes can be made from this menu. If file size is an issue, the size of the current settings you are going to be outputting can be seen in the lower left corner of the large window for quick reference. These numbers are updated in real time as you edit the scan.

32.3.4 Fine Tuning

Even more advanced image manipulation can be performed from the Advanced menu, which offers several simple photoshop-like options. If artifacts appear in your scanned document, you can attempt to remove them by selecting the descreen the image, which activates a more thorough scan.

32.3.5 Select Output Type

For a picture, True Color setting is preferred. If you want to email this or need to conserve space, the 256-color option would be better. OCR outputs to a PDF file – if you have a PDF editor, like Adobe Acrobat, the file is fully editable. Otherwise, if you’re using a program like Adobe Reader, you can only select and copy the text – still very useful for neat handwriting on engineering paper!

32.4 Supplemental editing software

Provided the scan is aligned correctly, clicking the “return to...” button is all that is necessary for you to be dropped into the ABBYY editor. All of the image manipulation features of PrecisionScan Pro are still available at this time.

32.4.1 ABBYY Software

Select a scanner This will simply open up the default scanning software for the given scanner selected. For the Scanjet 5407c, PrecisionScan Pro will open.

Select a file Provided a page is already in an electronic format, this will simply import it without having to scan a second time.

32.4.2 FineReader ABBYY editor

Follow the numbered buttons on the toolbar.

Quick Instructions If you know that your scan is aligned correctly and trust the default settings to scan all the useful text, then the Scan&Read button will complete the first two steps immediately. Spellcheck is optional, but helps to safeguard against misread words.

Scan or Import First scan or import your file so that it is displayed on the left hand column. A useful option is the automatic addition of page numbers to pages scanned.

Manipulating Pages Once a page is scanned, a thumbnail of the page will be shown in a vertical list on the left side of the window. The little icon in the corner signifies which steps you have performed on that page.

Orientation If your image is being recognized as sideways or upside down, the text recognition process may not work correctly. You can adjust the page orientation with the options available in the Image menu. After your image has been oriented correctly, click and drag across the area you wish to be analyzed to select it, otherwise the program will simply auto-orient the image back on its side.

Read Click the read button to analyze pages individually or all at the same time for text. The read options allow you to read in different languages.

Spellcheck Check the spelling of the imported text, as handwritten or photocopied pages usually leave errors. The spellcheck options allow you to modify grammatical errors that will be recognized.

Save Save the analyzed text to a text document or send the recognized text to another program for further editing. Microsoft Word, Excel and Outlook are supported, as well as Internet Explorer. Sending a page to the clipboard allows you to paste (ctrl+V or right-click => paste) the text wherever you would like.

32.4.3 FormFiller

Description FormFiller allows users to scan forms and manipulate them in a digital manner, which is extremely useful for bulk processing or typed, professional looking documents.

Quick Instructions Select field types from the “choose a tool” option under the Format menu. After filling in the required data, you may select what to print by going to View => Options => Print tab. The software assumes that the scanned image is the form template, so you can choose it print it alone, the inserted field entries alone (to print directly onto an existing form) or print both the form template and data that you just supplied.

32.4.4 Photoshop

Select a method to scan an image by going to File => Import.

Windows Image Acquisition This method scans the image directly into Photoshop. This can be accessed by selecting WIA-Hewlett Packard 4570c from the Import menu.

HP PrecisionScan Pro This opens the PrecisionScan software to scan and manipulate the image before importing into Photoshop. See the PrecisionScan Pro instructions for more details. This method can be accessed by selecting HP PrecisionScan Pro from the Import menu.

33 Roxio

33.1 Summary

“... digital media creation application ...” - roxio.com

Burning, Ripping, Copying...

Used for interacting with optical media in ways that the operating system alone does not support.

33.2 Quick Instructions

33.3 Data Disc Burning Instructions

[Instructions Not Yet Verified]

Start Roxio CD Creator by going to Start-> All Programs-> Roxio Easy CD & DVD Creator 6-> Home.

2. Select “Disk Creator Classic”.

A. If you are presented with a license agreement, click "I accept the terms in the license agreement" then click "OK."

3. Find the files you want to burn in the top window.

4. Drag and drop the files or directories to the bottom window.

5. Note: The bar on the bottom of the window keeps track of used and available disk space on CD-R or CD-RW (most CD-Rs are 650MB (74 Minutes) or 700MB (80 Minutes)).

6. Insert a blank CD-R or CD-RW into the lower DVD drive.

7. Click the Burn icon in the lower right corner, then the “Details” button.

8. Select Test, Test & Write, or Write

A. Test – select test when you are using a blank CD from a manufacturer you are not familiar with.

B. Test and Write – select test and write when you want to test the blank CD then write to it if no errors are found.

C. Write – select write when you are familiar with the manufacturer of the blank CD you are using and trust the quality. (This is the usual choice)

9. Choose an acceptable recording mode:

A. Track-at-Once: Don't Finalize Session - A very bad idea. Tends to produce CDs which are unusable except as coasters. May work on other machines with Roxio 6 installed on them.

B. Track-at-Once: Finalize Session - A better idea. CD is readable in most machines. Some errors may occur on older machines if you burn a second session to the disc.

C. Track-at-Once: Finalize Disc - The ideal. CD is readable in any machine which can physically read CD-Rs. The downside is that the cd cannot be burned again to again.

D. Disc-at-Once - The same as Track-at-Once: Finalize Disc with all the associated caveats and benefits.

10. Specify the number of copies.

11. Click Start Recording.
12. Remove CD when recording is finished.

33.4 Audio Disc Burning Instructions

[Instructions Not Yet Verified]

Start Roxio CD Creator by going through Start-> All Programs ->Roxio Easy CD and DVD Creator 6 ->Creator Classic.

2. In the center of the window, click Music ->Music CD.
3. Use Windows Explorer to browse for desired WAV or MP3 files.
4. Drag and drop the files or directories to the bottom right window. Note: The bar on the bottom of the window keeps track of used and available disc space on CD-Rs and CD-RWs, most CD-Rs are 650MB (74 minutes) or 700MB (80 minutes).
5. Insert the blank CD-R or CD-RW in the drive. 6. Click the red Roxio icon in the lower right corner then the "Details" button.
7. Select Test, Test & Write, or Write:
 - A. Test – select test when you are using a blank CD from a manufacturer you are not familiar with.
 - B. Test & Write – select test and write when you want to test the quality of CD and write to it if no defects are found.
 - C. Write – select write when you are familiar with the manufacturer of the blank CD you are using and trust the quality. (In most cases, you will want to choose this option)
8. Verify that "Disc-at-Once" is selected from the Record Methods section. Note: If you do not set "Disc-at-Once" mode, your CD will not play properly in MANY consumer cd players and may also fail to work in some computers!
9. Click "OK".

33.5 Audio Video Combination Disc Burning Instructions

[Instructions Not Yet Verified]

Creating a CD with both Audio and Video is done via Roxio Easy CD Creator.

Launch it by clicking Start ->All Programs ->Roxio Easy CD and DVD Creator 6 ->Creator Classic.

2. In the window that opens, near the center there are three buttons labeled "Data", "Music", and "Other." Click "Other." Then click "Mixed-Mode CD" from the list of three options.
3. Below the three buttons are two windows which represent the contents of your CD. The left window represent the hierarchy of folders on the disc and the right window represents the list of files or tracks. To add audio tracks, click on "Empty Audio Project" in the left window then drag Audio files (MP3, WAV, or WMA) into the right box. To add Data files, click on the CD shaped icon in the left window (it will by default have a string of numbers next to it, this

represents the name of the CD and can be changed) then drag any files you need into the right box.

4. When you have finished adding files and tracks, click the Red Roxio icon in the lower right hand corner.

5. In the new window, click "Details" then verify that the Record Method is set to "Disc-at-Once." Failing to do so may in some cases create unreadable discs. 6. Insert a blank CD and press "OK" to burn your disc.

34 Windows Explorer

34.1 Summary

Built in Windows features that may or may not make life easier

34.2 Data CD/DVD Burning Instructions

34.2.1 Summary

Files can be written to a CD or DVD straight from an explorer window, without having to use any additional software.

34.2.2 Insert a blank CD.

You can check to see if the disc was properly identified in My Computer as the drive Labeled "DVD-RW Drive."

If the disc is not correctly identified, you will see an icon of a disc drive with a disc above it.

If the CD is correctly identified, you should see just an icon of a disc.

34.2.3 Copy Files Into Drive Folder

Open "DVD-RW Drive" in My Computer

You may copy any files you wish to be burned to the CD/DVD into this directory as if it were a normal folder.

34.2.4 Burn Files to Disc

The files will not be burned until you right click and select "Write these files to CD."

The onscreen instructions will then guide you through the burning process.

34.3 Flash Drive Instructions

34.3.1 Summary

Flash Drives are plug and play devices used to carry data around with you.

Useful for when the network is down or for your laptop is acting up.

34.3.2 Exceptional Dance Moves

Plug and play means that when you plug them in, they play.

No additional setup is required to make them work.

34.3.3 Access the Drive

After plugging in your flash drive to a USB port on any one of our fine workstations,

The drive should appear under My Computer under the removeable storage section.

If you can see your drive, you may now use it as if it were a normal folder on the computer

34.3.4 Disconnecting the Device

If you are especially paranoid for your data, this is how to properly shut down the drive before unplugging it.

1. In the bottom right corner of the screen, (in the task bar, next to the clock)
2. There is an icon that looks like a flash drive with a green arrow that says “Safely Remove Hardware” when you mouse over
3. Right click on the icon and choose “Safely Remove Hardware”
4. Select the device (usually “USB Mass Storage Device” or something similar) that you want to shut down and select “Stop”
5. Make sure the device you want to disable is selected, and select “OK”.
6. When your device disappears from the list, it is safe to remove it.

This is useful when you are transferring large files to ensure that all the data has been transferred.

34.3.5 Disconcerting Fact

What Windows shows you in the progress bar isn't actually the percentage of files being moved. It is the percentage of files moved to the device buffer. So if you disconnect the drive quickly after Windows tells you the file transfer is complete, you may lose some of the file transfer.

34.3.6 Unplug the Device

Under normal circumstances, you can just unplug the device when you're done with it.

34.4 Remote Host Connection Instructions

34.4.1 Summary

This can be used to transfer files from one computer to another.

Usually used between DRC Workstations, your laptop and maybe your desktop on campus.

34.4.2 Click Start -> Run

In the box, type the hostname of the machine you want to access.

To access DRC 2, for example, type `\\drc-2.dhcp.rose-hulman.edu\`.

34.4.3 Authenticate Session

In the username box, type your Kerberos username followed by `@ms.rose-hulman.edu`.

In the password box, type your Kerberos password.

34.4.4 Browse for Files

You should now be able to browse the DRC machine as if you were connected to it.

You can copy and paste files as usual.