

Overhead Scanner (ScanSnap SV600)

Vivid-Pix Memory Station

MCPL MEMORY LAB

The Memory Lab is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Getting Started

Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and software you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:

- Materials you wish to digitize
- Storage device such as a USB flash drive, external hard drive, or cloud storage

The Memory Lab's overhead scanner can digitize photographs, documents, bound items like books or magazines, and 3D objects.

These are the instructions for scanning these items with the Ricoh ScanSnap SV600 and using the Vivid-Pix Memory Station software to edit and process your scanned image files.

Getting Started: Equipment and Software

Ricoh ScanSnap SV600: This is the overhead scanner you will use to capture digital scans of your materials including photos, documents, and 3D objects.

Vivid-Pix Memory Station: This is the software you will use if you want to process your scans after capturing them. This includes editing your photos, adding voice recordings to your scanned images, and creating a Story with your scans.

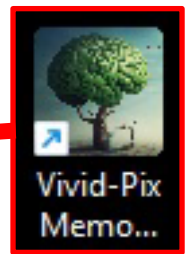
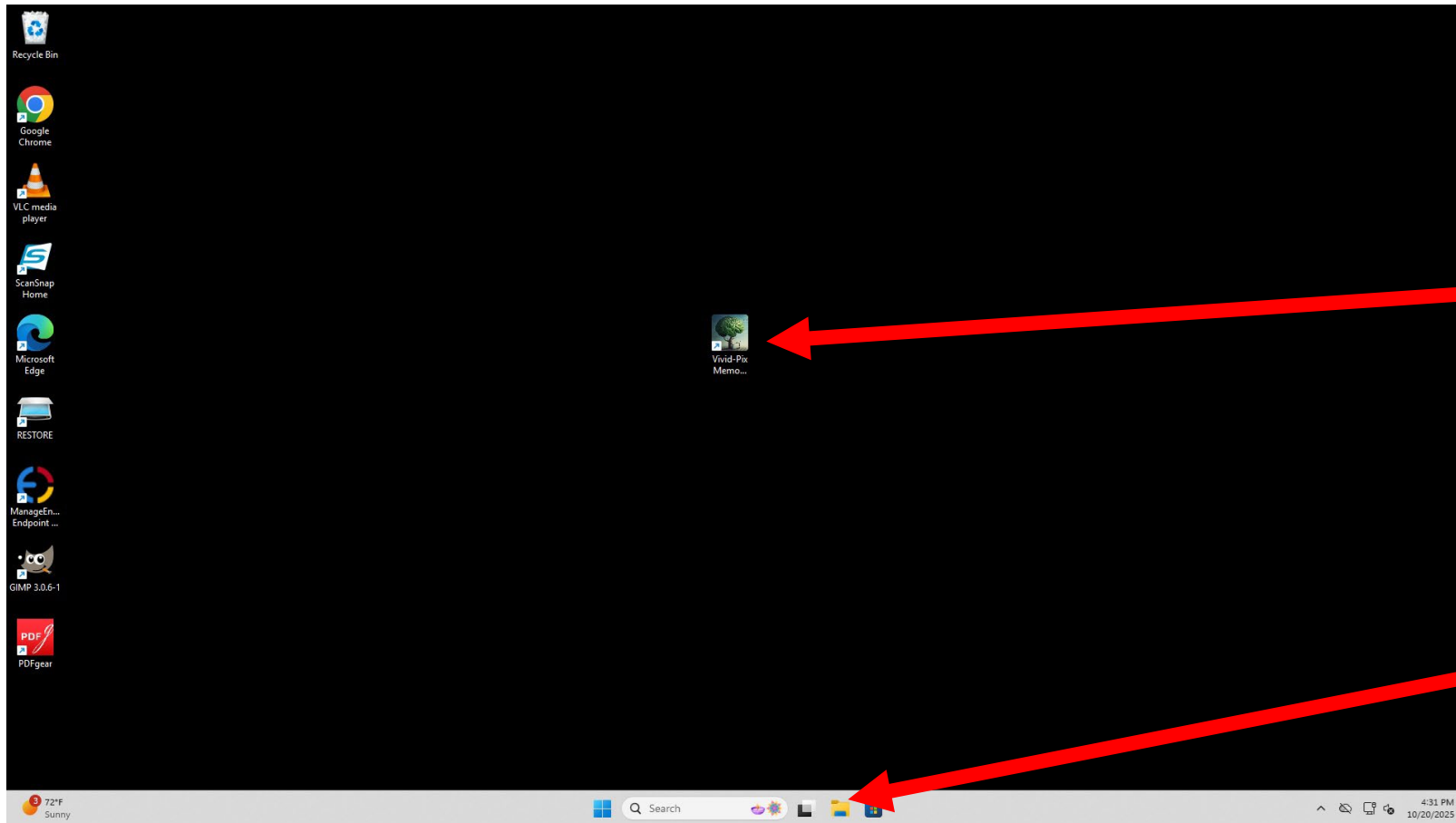


File Explorer: File Explorer is the file system for Windows. This is where you can find your storage device and files after scanning. The icon looks like a yellow file folder.



More information about the desktop location of the programs is on the following page.

Getting Started: Desktop Screen Guide



Vivid-Pix
Memory Station



File Explorer

Overview of Digitization Process

Now that you are aware of the equipment and software you will be using, you are now ready to digitize your documents.

The digitization process is broken down into three parts:

1. *Scanning your materials*: During these steps, you will turn on the scanner, place your materials on the black background pad, and use the Vivid-Pix software to complete your scan. You may repeat these steps if you wish to scan multiple items.
2. *Editing and processing your scans*: You can utilize the Vivid-Pix software's tools to edit your scans (Restore) record audio files related to each image (Record) and create narrated videos with your images and recordings (Stories).
3. *Saving your files and finishing up*: You will then save your materials to your storage device. During the final steps, you will have a chance to view your scans. You will also close the software and eject your storage device from the computer.

Getting Started

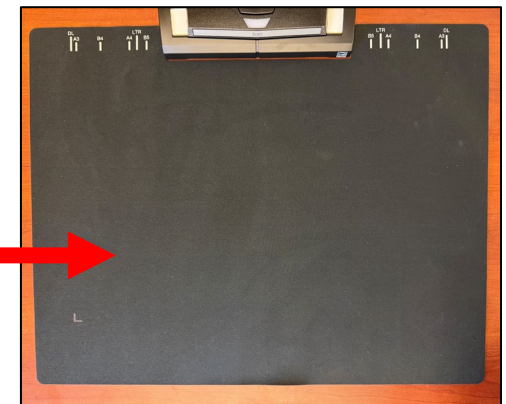
It's now time to digitize your materials. You will use the *ScanSnap SV600* overhead scanner to scan your materials.

1. Push the **Stop** button located at the base of the scanner to turn it on. It will turn blue when the scanner is powered on.



Note: The black scan button operates independently of the Vivid-Pix Memory Station software. You will not need to press it.

2. Place your materials on the black background pad. Turn to page 8 for more guidance.

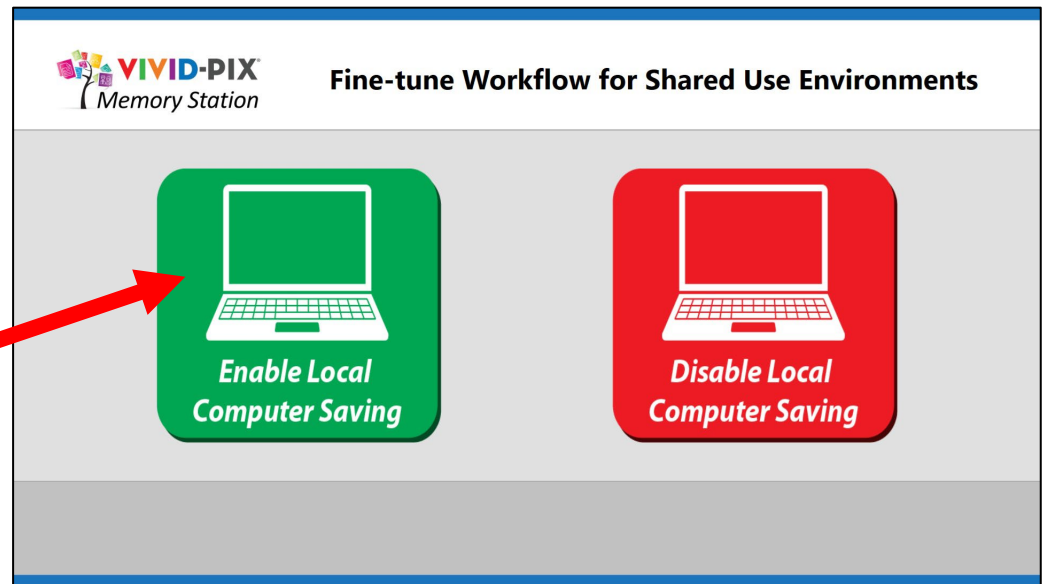


Getting Started

It is now time to start the software and digitize your materials. You will use the overhead scanner and the Vivid-Pix Memory Station software to scan and edit your materials.

1. Ensure the blue power button is on and double click on the Vivid-Pix software icon to open the program.
2. Select your preferred save location setting.

Select the green **Enable Local Computer Saving** button to save your scans to the computer or an external storage device (*recommended*).

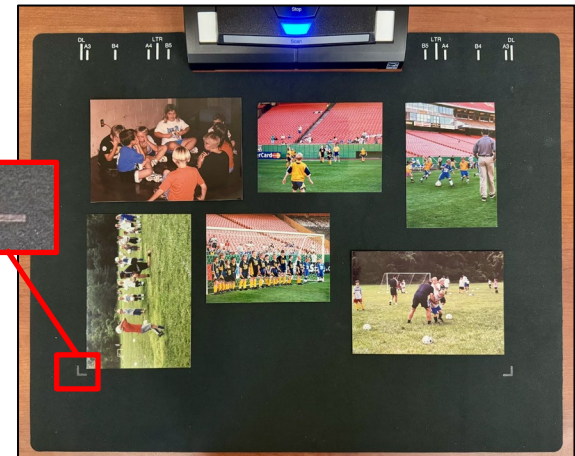


Loading the Scanner

1. You can place up to 10 images at least $\frac{3}{4}$ " apart on the black *background pad*, making sure they are inside the *gray guide marks*.

The scanner can capture items up to 11"x17" in size.

2. When placing 3D items, ensure the object is clean and stable to prevent any movement during the scan.
3. Use the *Image Stabilizer* (clear acrylic sheet) to flatten curled photos and documents and eliminate glare or reflections. Place it on top of your materials. It can be gently wiped clean using the lint-free wipes provided at the station. *Use is optional but recommended.*



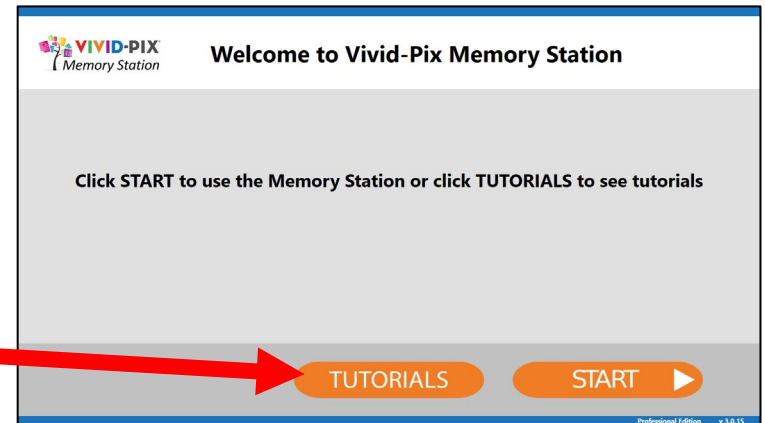
Scanning Your Materials

1. Start

Click **START** to use the Memory Station.

For step-by-step instruction videos, click the **TUTORIALS** button.

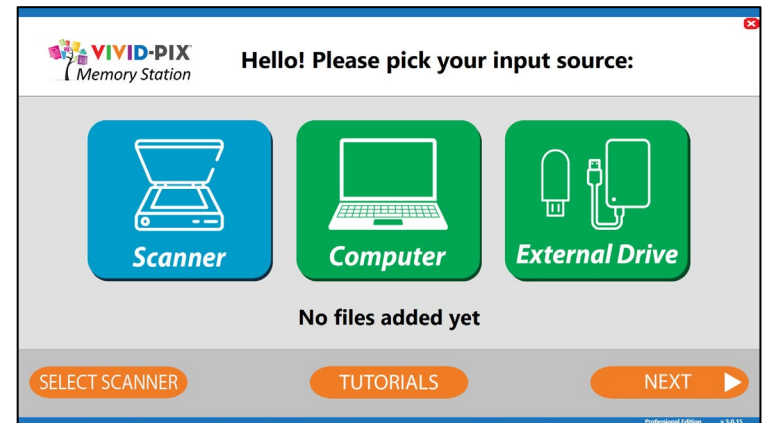
Headphones are available at the front desk.



2. Select Your Source

To scan photos, click on the **Scanner** button (page 10).

To skip the scanning process and move straight to editing photos already saved to your storage device, click the **Computer** or **External Drive** button (page 11).





Select Your Source: Scanner

1. Once the materials have been placed on the background pad, click the blue Scanner button. Wait for the automated scanning process to complete.

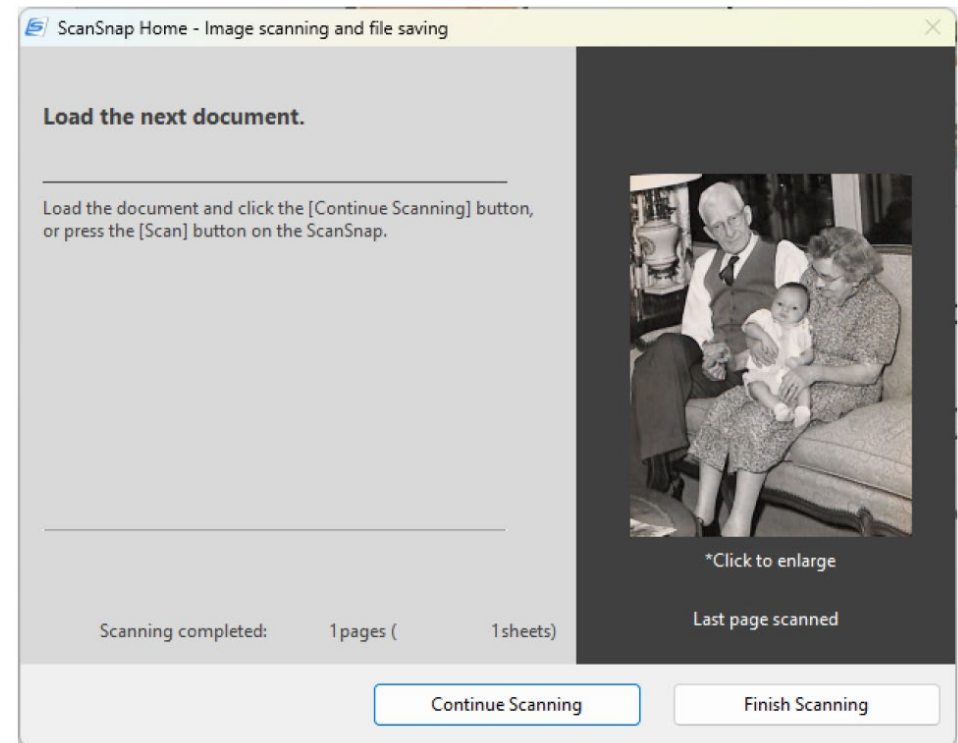
2. Continue/Finish Scanning

To scan more images, documents, or objects, place up to 10 more items on the background pad and click *Continue Scanning*. Repeat until you've scanned all your materials.

When complete, click *Finish Scanning*.

3. Confirm Files Added

Confirm the number of files added matches the number of items you scanned, then click Ok. Click on the orange NEXT button to move on to editing.

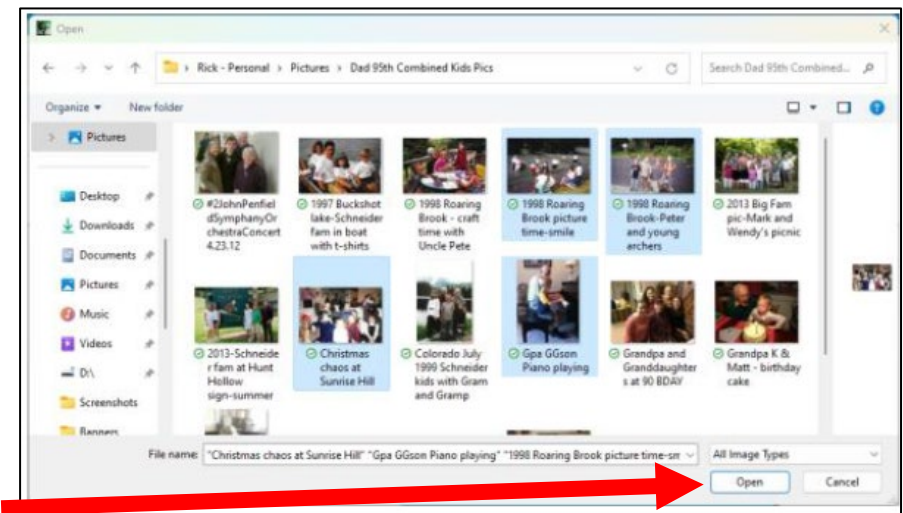




Select Your Source: Computer/External Drive

1. To import pre-existing image files for the purpose of editing them, plug your storage device into the computer using the port on the left side of the monitor.
2. Click on the green Computer (for files saved to the computer) or External Drive button (for files saved on your storage device).

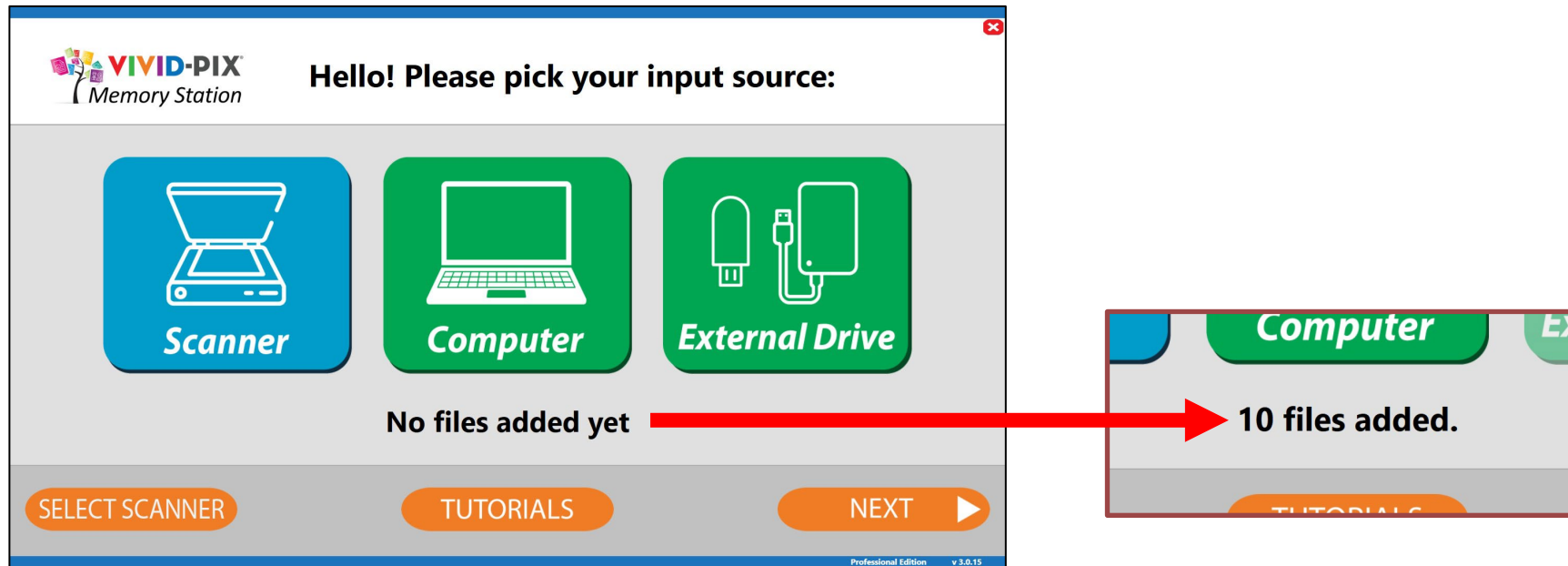
3. The software will open File Explorer where you can locate the photos that are saved to the computer or your storage device.
4. Select images by clicking on the files you want to edit (*hold the Ctrl key on the keyboard to select multiple images simultaneously*). Click Open.



5. Confirm the number of files added matches the number of items you selected, then click Ok and then the orange NEXT button to move on to editing.

Confirm Files Added

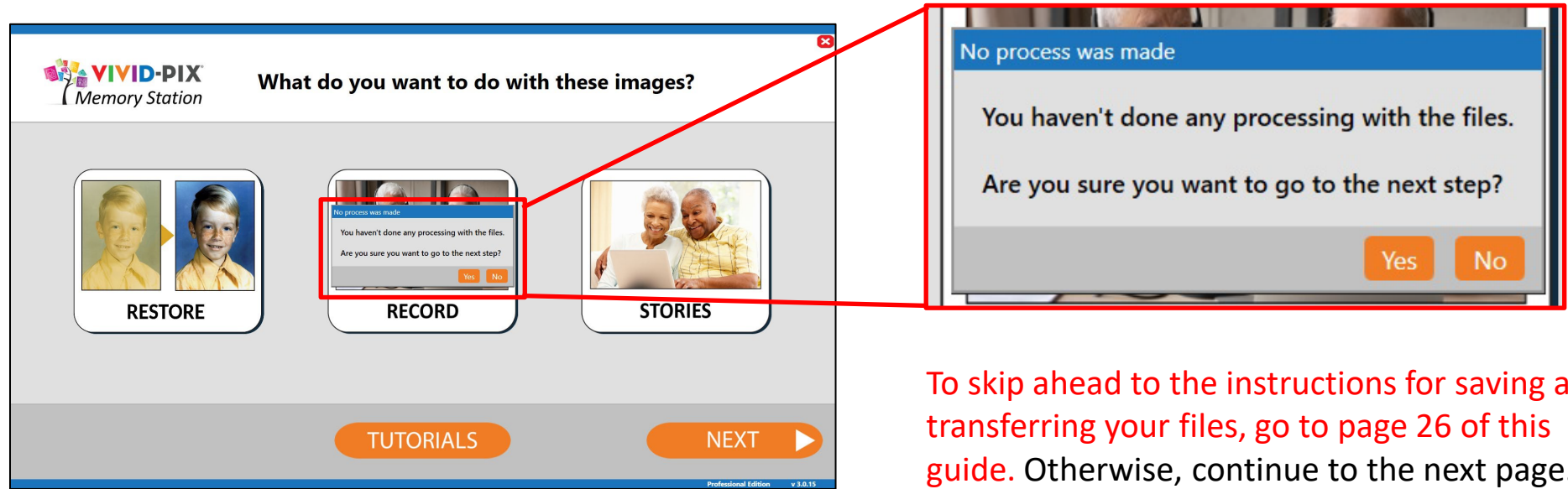
The number of images scanned or imported from your storage device should now be displayed where it says, “No files added yet.”



Confirm the number of files added matches the number of items you scanned or selected, then click the orange **NEXT** button to move on to editing.

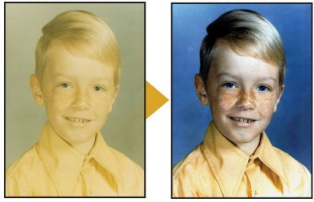
Editing and Processing Scans

The Vivid-Pix Memory Station offers three tools for editing and adding additional information to your scanned images. *These steps are optional.* **To skip directly to saving and transferring your files to your storage device, click NEXT and then click Yes in the pop-up message shown below.**



The screenshot displays the Vivid-Pix Memory Station interface. At the top, the logo and the text "What do you want to do with these images?" are visible. Three main options are presented: "RESTORE" (with a photo of a young boy), "RECORD" (with a photo of an elderly couple and a small pop-up message), and "STORIES" (with a photo of an elderly couple). The "RECORD" option is highlighted with a red box, and a red line connects it to a larger, detailed view of the pop-up message on the right. The pop-up message has a blue header that says "No process was made" and contains the text: "You haven't done any processing with the files. Are you sure you want to go to the next step?" with "Yes" and "No" buttons at the bottom. At the bottom of the main interface, there are "TUTORIALS" and "NEXT" buttons. The version number "Professional Edition v 3.0.15" is visible in the bottom right corner.

To skip ahead to the instructions for saving and transferring your files, go to page 26 of this guide. Otherwise, continue to the next page.



RESTORE

Restore (Photo Editing)

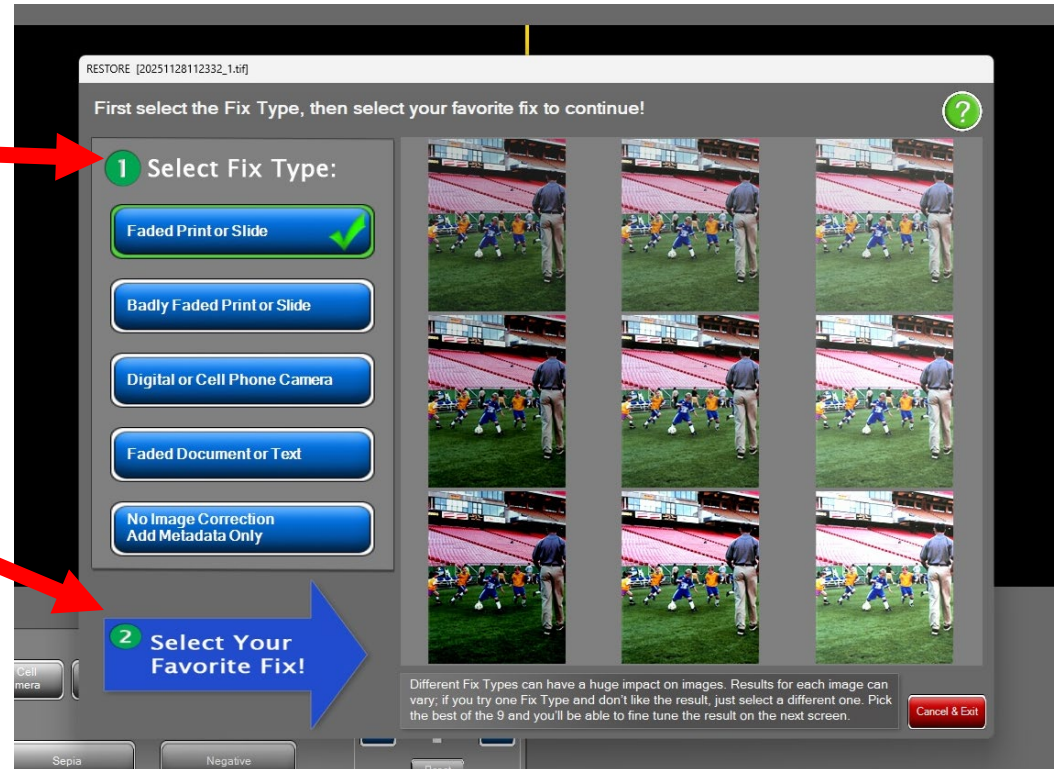
To edit images that have been scanned or imported, click on Restore.

1. Select Fix Type

Click on the blue box that best describes your scanned materials and looks best.

2. Select Your “Favorite Fix”

From the 9 edited images displayed in the window, click on the image you like best. Once your selection has been made, the Easy Edit screen will appear.



Note: The center image is what the software perceives is the best settings for contrast and brightness. The lower left image has more contrast and lower brightness. The upper right image has less contrast and higher brightness. *You chose which looks best to you.*



Restore (Photo Editing)

To edit images that have been scanned or imported, click on Restore.

Skip Fix Type

If you don't want to select a *Fix Type*, click on the *No Image Correction Add Metadata Only* button.

Click the *Ok* button in the pop-up window to bypass the Fix Type process.

You can use the *Detail Edit* screen (page 18) to apply customized edits to the scanned image or select a Fix Type from the *Easy Edit* screen (page 16) to restart this process.



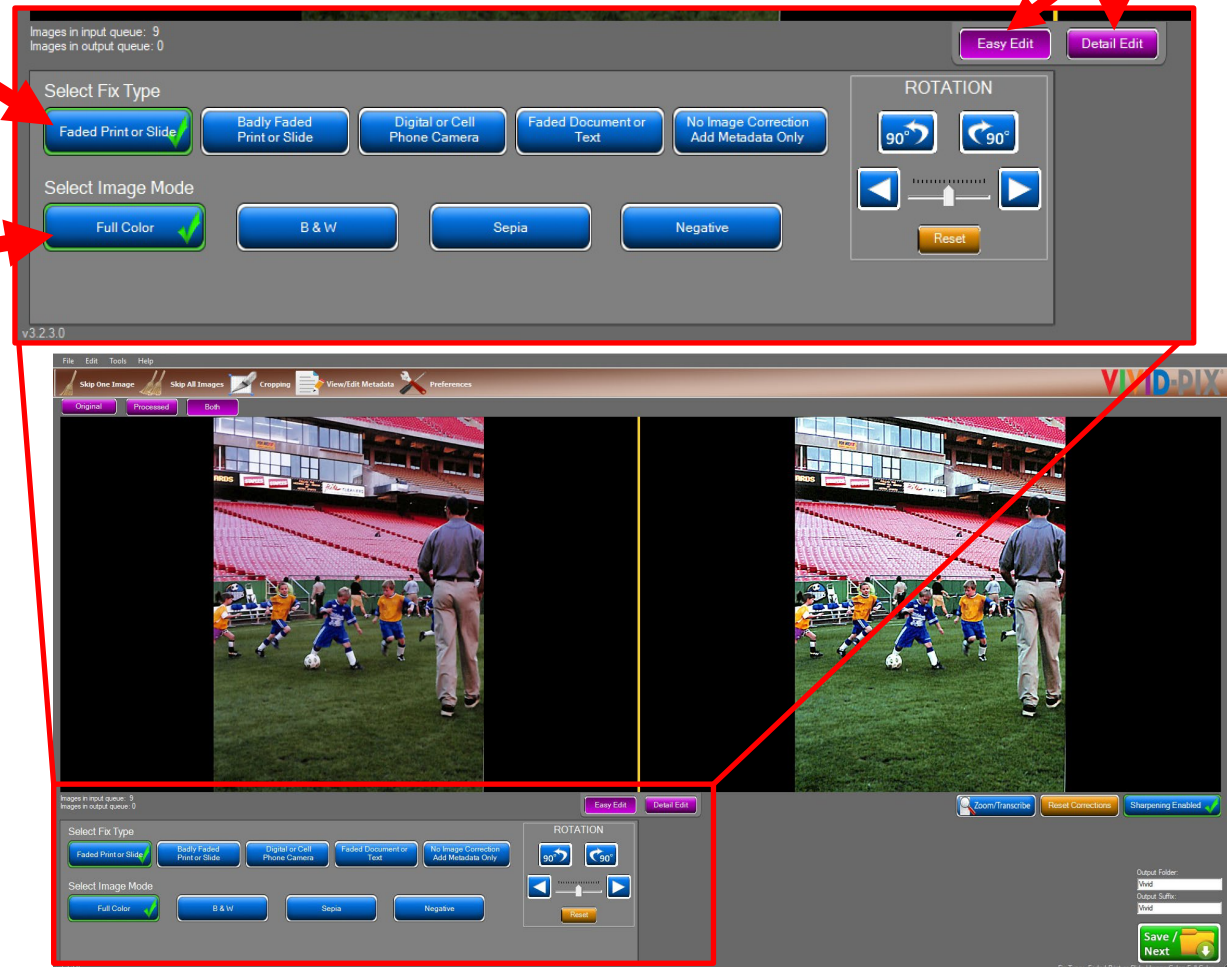
Restore: Easy Edit

On this screen you are in Easy Edit mode. To switch between *Easy Edit* and *Detail Edit* click here.

The **Fix Type** can be changed again by clicking on one of the five blue buttons.

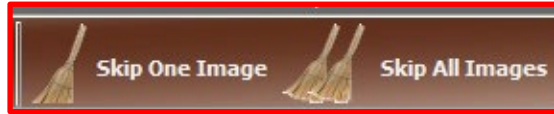
The **Image Mode** can be changed by selecting one of the four blue buttons (Full Color, B&W, Sepia, Negative)

Use the **Rotation** tools to rotate the image to the right or left by 90-degrees. Use the blue arrow buttons to tilt the image in 1-degree increments to straighten it. Click *Reset* to undo these adjustments.



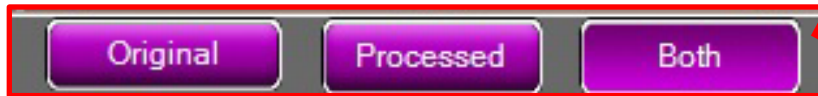
Restore: Editing Tools

Skipping Images



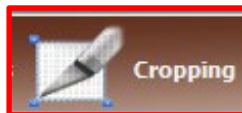
Use these buttons to skip the editing process for one image or all images. Clicking *Skip All Images* will end the editing process.

Change view

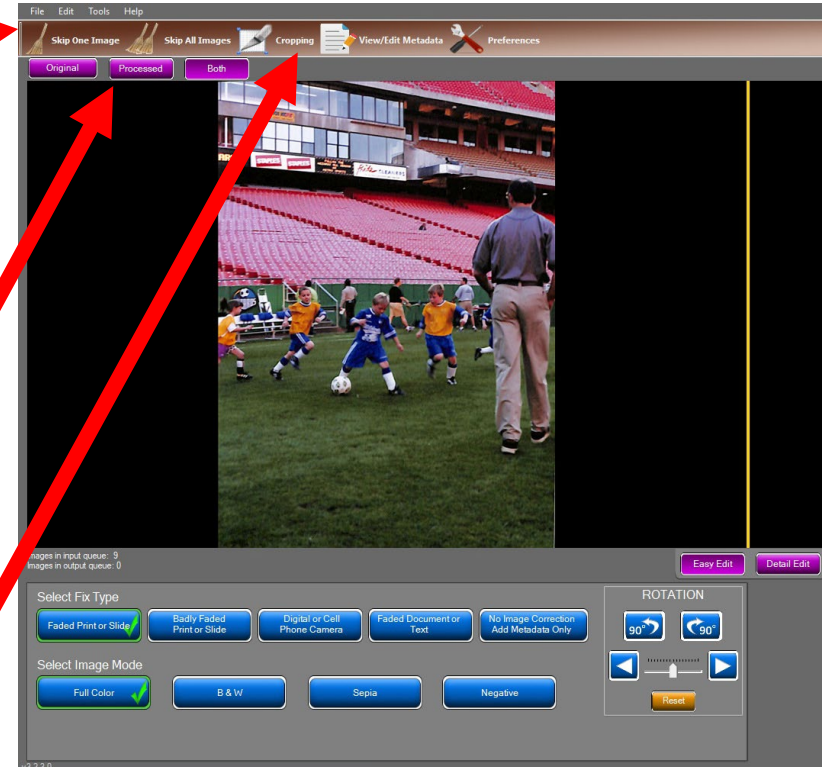


Use these buttons to determine which image is displayed on the screen: the *original* unedited image, the *processed* image with your selected edits, or *both* images side by side.

Cropping



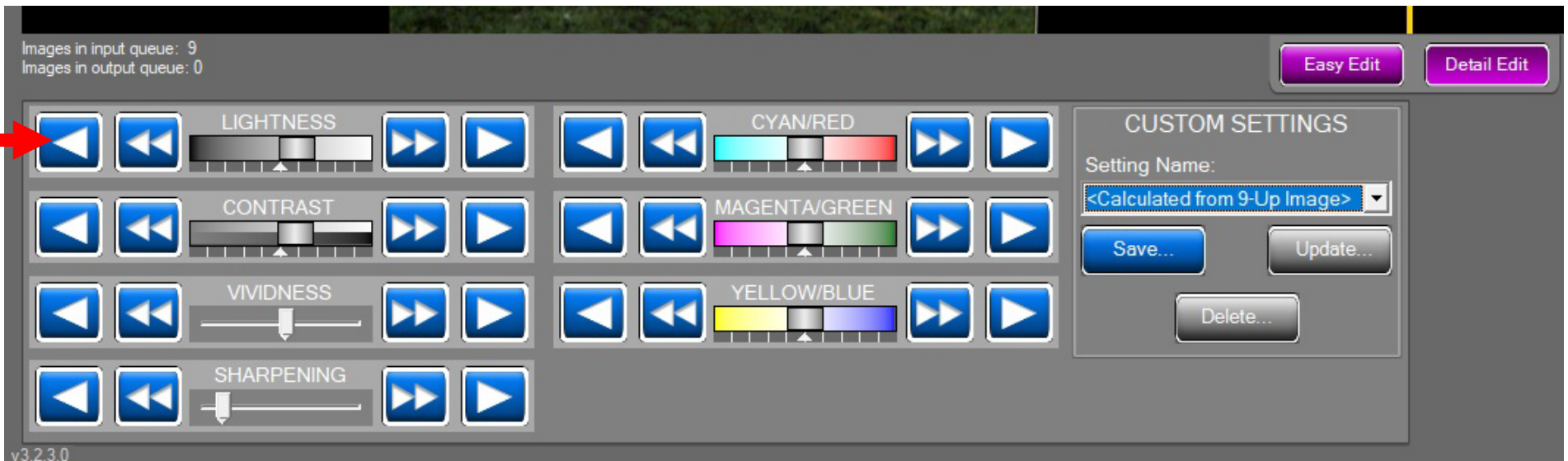
Clicking on this button will change the cursor to a selection tool. Place your mouse over the image and click and drag to select the desired crop area on the processed image.



Restore: Detail Edit

To further enhance the image or document, click the purple *Detail Edit* button to open the menu shown below.

The left and right arrow keys can be used to fine-tune the lightness, contrast, vividness, and sharpness of the processed file. All changes will be shown on the right side of the screen when





Restore: Adding Metadata

Click on the *View/Edit Metadata* button in the tool bar to open the Image Information window. *This step is optional but strongly recommended.*

What is metadata?

Descriptive information about the materials you're scanning (e.g. the title, author or creator, date, location, copyright ownership, etc.) that is embedded in the file data.

Why is it important?

Your computer uses the metadata added to each file to keep your digital files organized and the information accessible.

Image Information

Title:

Author:

Comments:

Tags:

Copyright: Rating: ★★☆☆☆

People:

Sublocation: City: State: Country:

Date: 2025/11/28

Additional EXIF/IPTC Information:

Name	Value
Software	ImgSource (IS 2.2.20.15), using 3.5.5

Show ALL metadata values.

Cancel Save

Enter/edit information in the fields to describe image. This information will be saved as metadata within the image file.

Adding Metadata

Your ability to enter metadata for an image may depend on how much information you know about the material you scanned. **Don't worry about filling out the metadata form completely, just enter what you know and be consistent.** At minimum, give the file a Title.

Example 1:

Title: Grandma Helen's 90th Birthday

Location: Virginia

Example 2:

Title: 2001 Wizards Soccer Camp 001 [*for a series of photos, change end to 002, 003, 004...*]

Author: Sally Poole

People: Maurice "Mo" Johnson, Adegboyega "Bo" Oshoniyi, Michael Green, Tony Meola

Location: Harrisonville, Missouri

Example 3:

Title: Broadway Bridge Dedication – Mayor Bartle

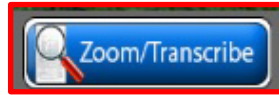
Author: George Acree

Rights: Copyrighted by the Midwest Genealogy Center

Date: 5 September 1956

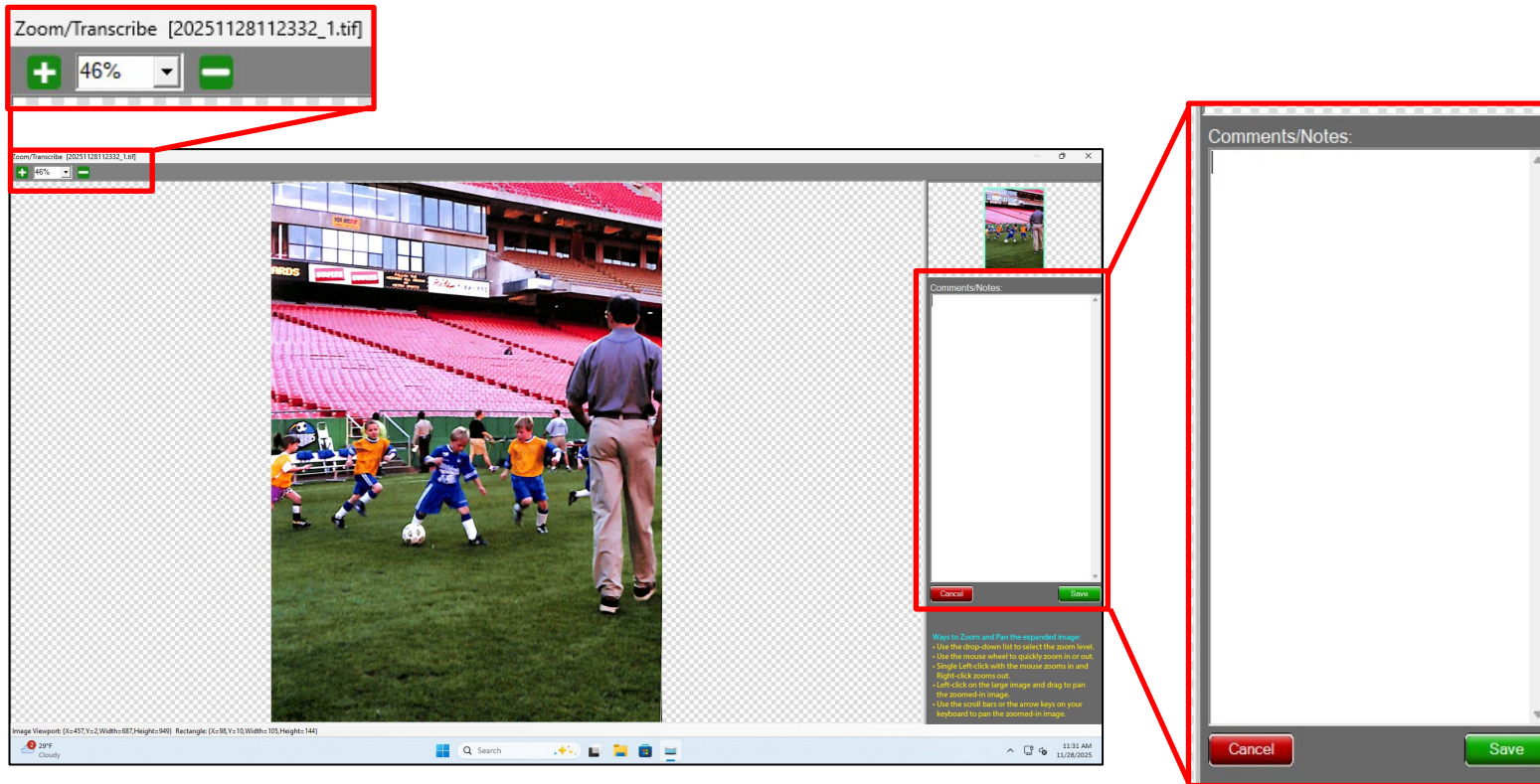
Location: Kansas City, Jackson County, Missouri

Restore: Zoom/Transcribe



To view a specific area of the image or document, click the blue **Zoom/Transcribe** button located on the right side of the edit menu. This will open the window shown below.

Use the green **+/-** keys located in the top left corner to zoom in or out of the image/document.



Comments/Notes can also be added. Type the info here and click Save.

This data will be recorded with the image and visible to other programs that can read metadata.

Restore: Reset Corrections

The editing screen displays the original and the edited image, side by side. If you're not happy with the corrected image on the right, click **Reset Corrections** to take you back to the previous screen to choose again.

Sharpening Enabled

This function sharpens your image. Click to uncheck sharpening if you do not wish your image sharpened. You can manually increase and decrease sharpening in *Detail Edit* mode. Fine-tuning this setting in that menu works best.

Save/Next

When edits are complete, click the green Save/Next located in the bottom right corner of the screen, If multiple images/documents were scanned, the next one will populate automatically. Otherwise, you will return to the *"What do you want to do with these images?"* menu screen.





Record

This tool captures voice recordings that can be saved with any and/or all the images or documents you've scanned. *This step is optional.*

1. To begin, click on **Record**. Connect the cable to the back of the microphone and plug the headphones into the computer. If needed, ask a staff member for assistance.
2. Consider what information you want to be recorded and attached to each image. This can include your feelings, memories, a story about the event pictured, or even just the names of the people pictured or location the photo was taken.

Recording Tips

- Sit close to the desk and speak towards the microphone.
- Do not place your mouth directly on the microphone. Keep about 6 inches between your mouth and the surface of the microphone.
- Speak clearly and take your time. You can re-record if you make a mistake.
- If you'd like to record longer family stories, memories, or conversations, consider checking out a *Tell Me A Story* kit or making an appointment to record in MGC's Oral History Room.

3. Use the green arrows on the left side of the screen to select an image. When the file is highlighted in blue, the image will be displayed.

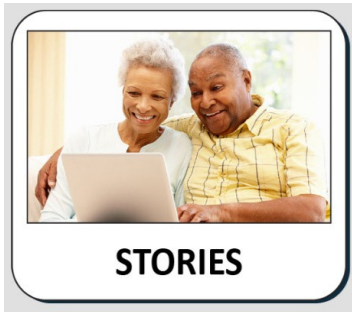
4. When ready, click **RECORD** and begin speaking into the microphone. Click **STOP RECORD** when finished.

5. The completed recordings will be displayed in the box on the right side of the screen. Use the green arrows to scroll to the recording you want to listen to. Once the file is highlighted in blue the recording will play.



Note: To re-record different information, simply highlight the image in the left box and repeat step 4.

6. Once you've finished recording your voice to the desired images, click **SAVE ALL**. You will return to the Restore/Record/Stories menu screen.

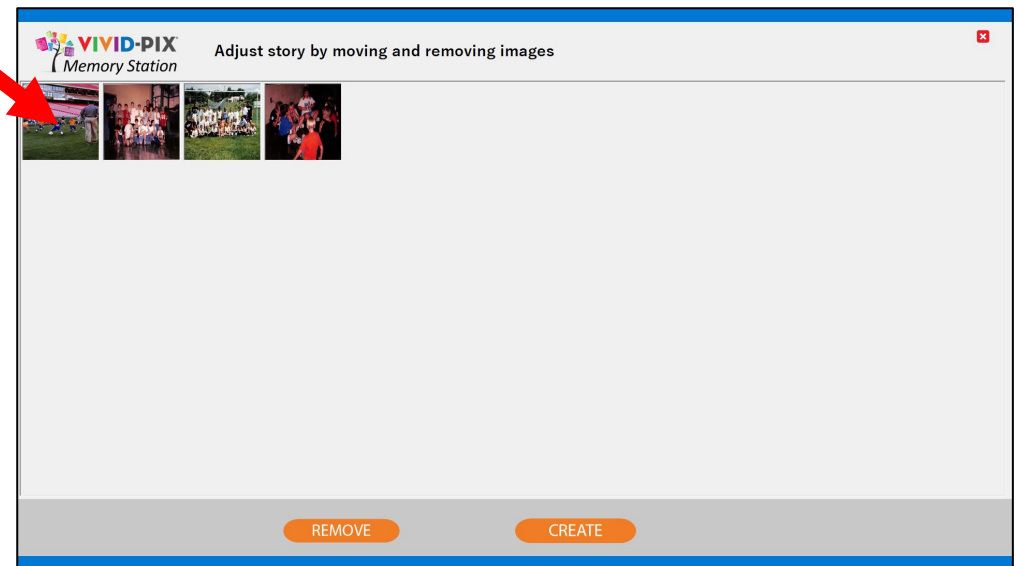


Stories

This tool combines your voice recordings captured using the Record feature and the images you've scanned to create narrated videos. *This step is optional.*

All images edited with the Restore tool or original images that have not been "restored" are imported into the Stories screen shown below.

1. To move an image, click on the thumbnail to highlight it. The highlighted image will have a red box around it. Then click and drag the mouse to the desired location.
2. To remove an image/recording from the Story, click on the image to highlight it and click on the orange **REMOVE** button.
3. When you're finished, click the orange **CREATE** button. The Story is generated automatically. In the pop-up window click **OK** to close the Story screen.

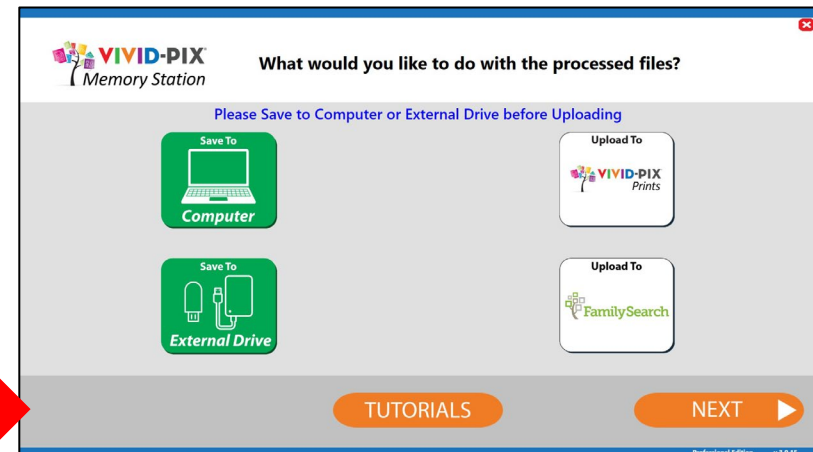
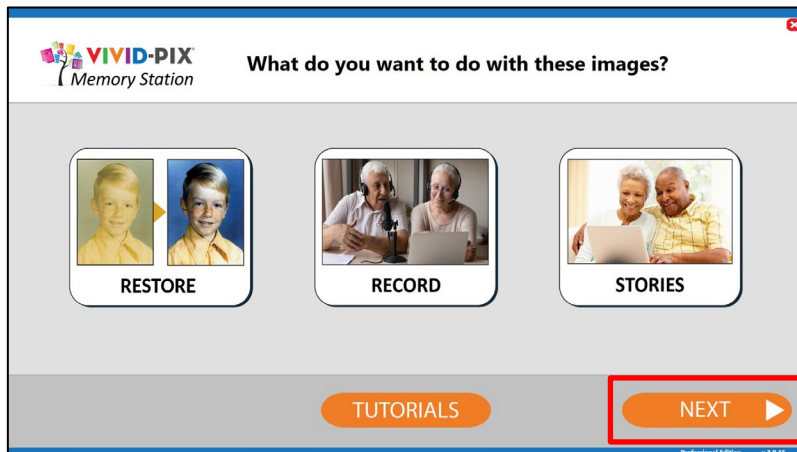


Note: Removing images/recordings from the Story will NOT delete the original scan, restored image, or the recording. They will be saved into the project folder when completed. It only removes it from the Story.

Saving Files and Finishing Up

Once your materials have been scanned and you've completed any additional edits or processing, you are almost finished with the digitization process.

1. First, remove all your materials from the background pad.
2. From the Restore/Record/Stories menu screen, click **NEXT** to proceed to saving your files.

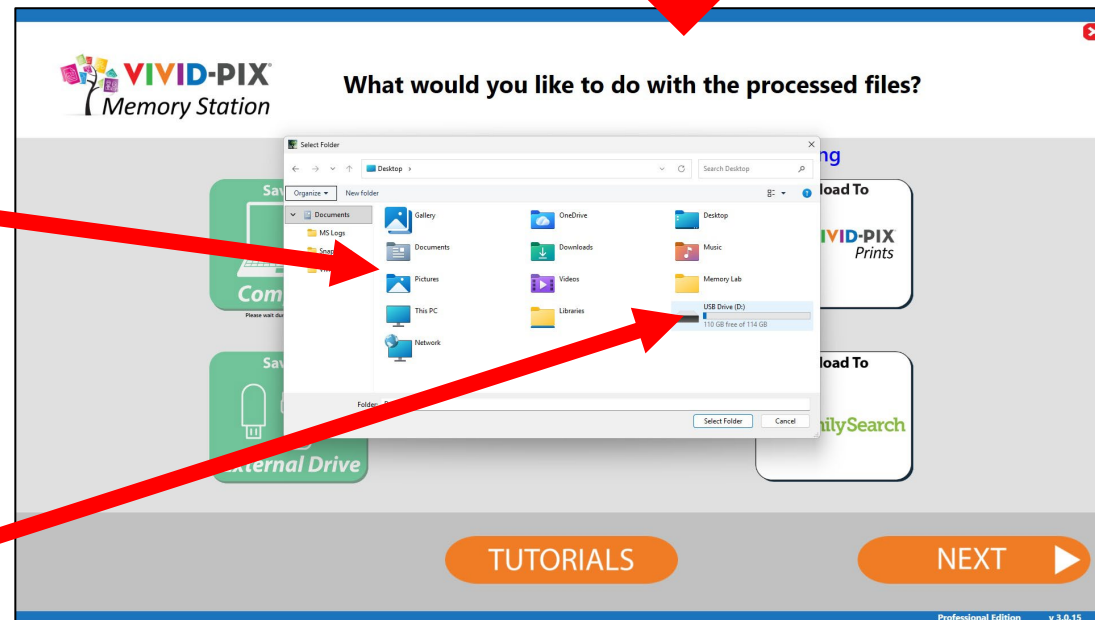


What would you like to do with the processed files?

Option 1: Save to Computer

If the Enable Local Computer Saving option was selected during setup (page 7), click the green **Save To Computer** button to save images, recordings, and stories to your desired folder on the computer.

You can also use this option to save to a flash drive. Plug your storage device into the USB port on the left side of the monitor, then select your device as the save location in the File Explorer.



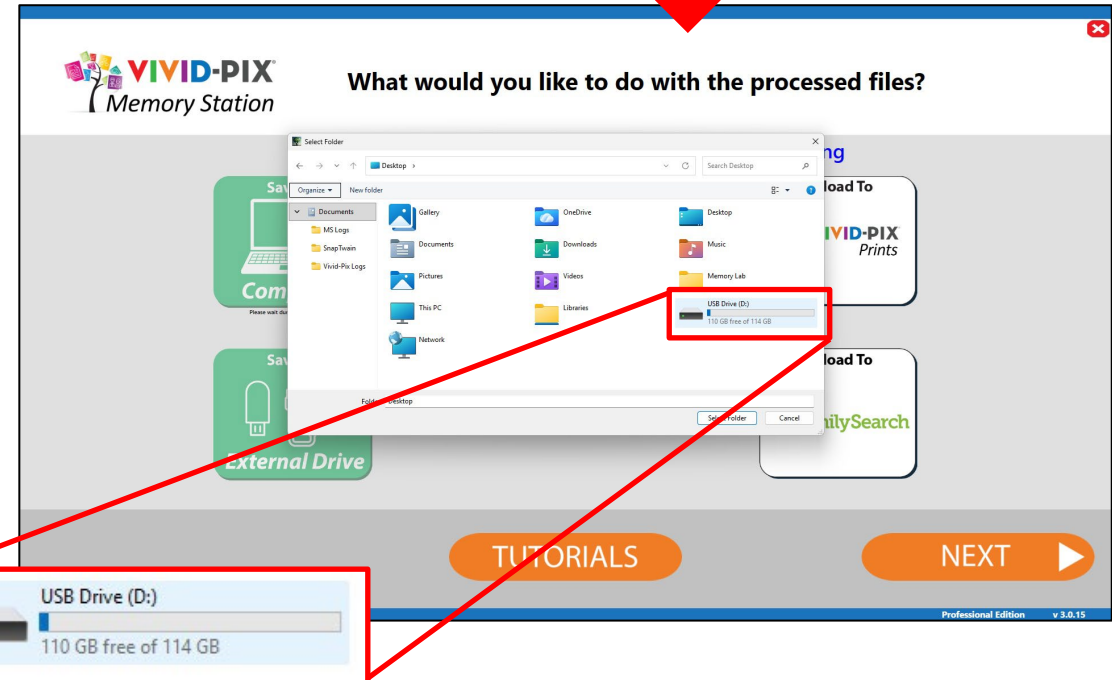
To save your files to **cloud storage**, follow this process to save your files to the computer's *Pictures* folder, then use Google Chrome to access your online storage provider and upload the files.

What would you like to do with the processed files?

Option 2: Save to External Drive

If the Disable Local Computer Saving option was selected during setup (page 7), using Save To Computer is not an option. You must plug your storage device into the USB port on the left side of the monitor and then click the green **Save To External Device** button.

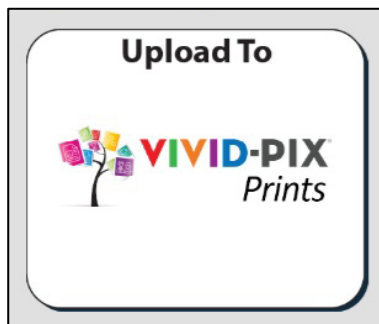
Locate your storage device in the File Explorer and select it as the save location.



What would you like to do with the processed files?

Option 3: Upload to a Third-Party Platform

These options are not operated by the library. If you choose to upload your files to a third-party platform using this feature, be sure to save your files to your storage device first!



Upload to Vivid-Pix Prints

Vivid-Pix Prints provides professional photofinishing for a fee. In a future software release, users will be able to upload images scanned here to a Vivid-Pix account. Click here to view the Vivid-Pix products and visit <https://vivid-pix-prints.com> to place print orders.



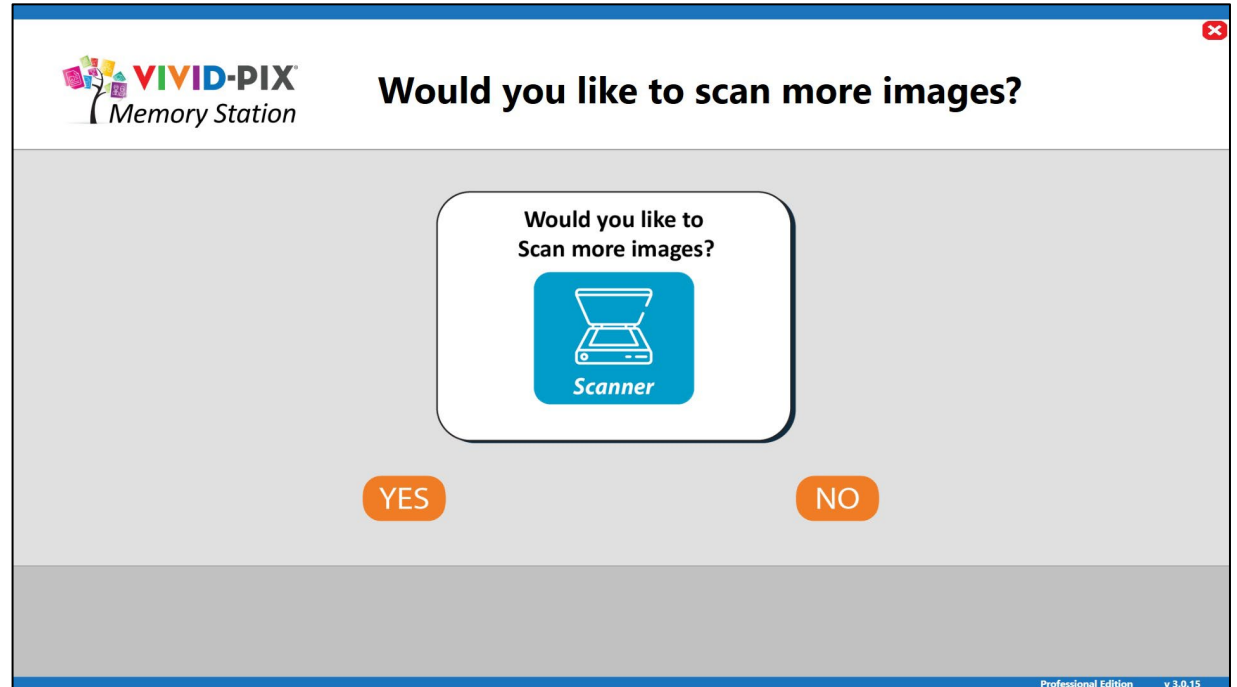
Upload to FamilySearch

While we aren't connected to the Church of Latter-Day Saints, MGC is a FamilySearch affiliate location. This means researchers who visit MGC have special access to certain record collections on the FamilySearch database. When you click on this icon, the software will automatically open an internet browser window displaying the FamilySearch log-in page. After logging in to your account, you can upload your files to the shared family tree.

3. When you've finished saving your files to the computer or your storage device, click **NEXT**.
4. Vivid-Pix will ask if you would like to scan more images.

*If you have more materials to scan, click **YES** to go back to the beginning.*

*If you are finished scanning your materials, click **NO** to complete this session.*



Note: If *Enable Local Computer Saving* was selected at the beginning of the session, clicking **NO** will close the software. If *Disable Local Computer Saving* was selected, clicking **NO** will clear all personal information and the screen will welcome the next user.

4. Make sure your materials are removed from the station and securely packed away.
5. Press the **Stop** button located at the base of the scanner and hold it for three seconds to turn it off. The blue light will shut off when the scanner is powered down.
6. Return to the desk to check out and end your Memory Lab appointment.

