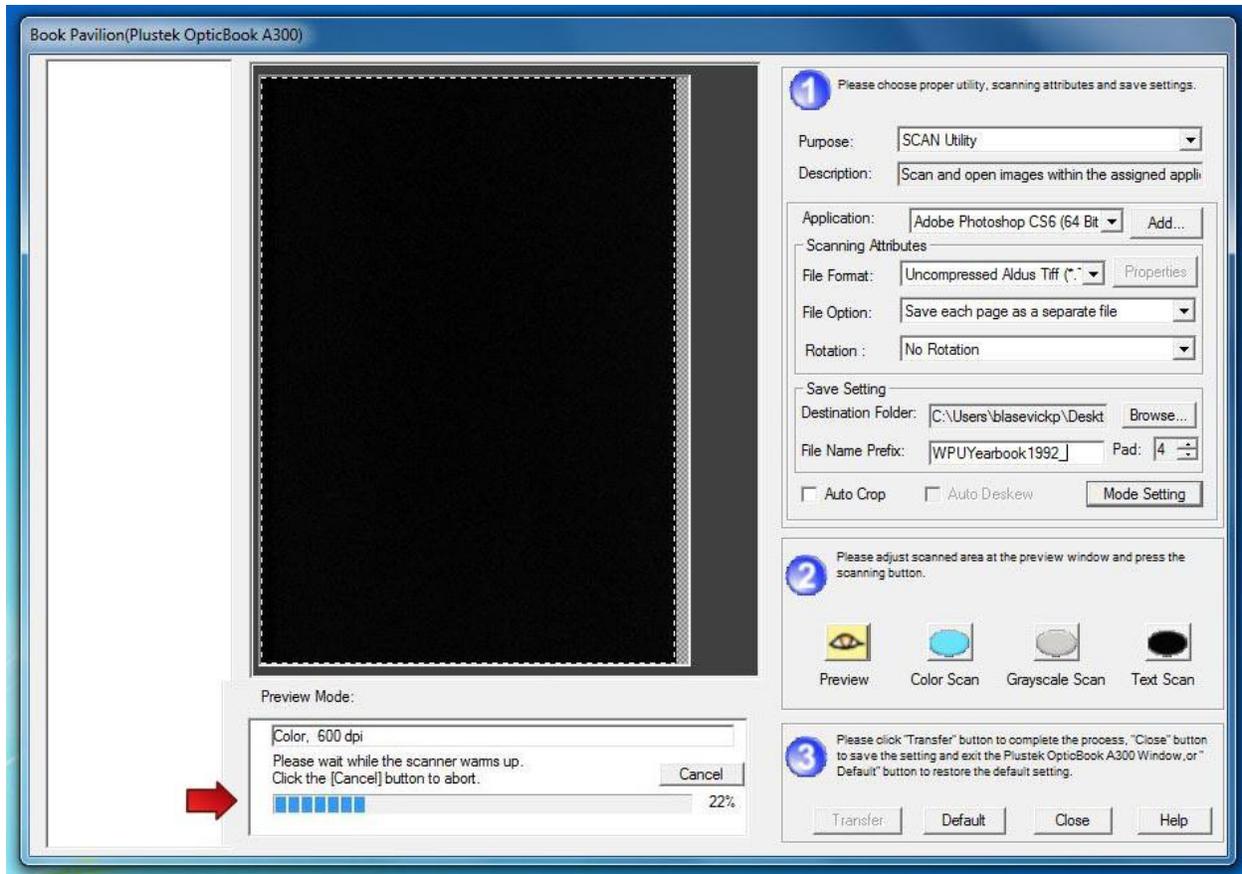


## Scanning with Plustek OpticBook A300

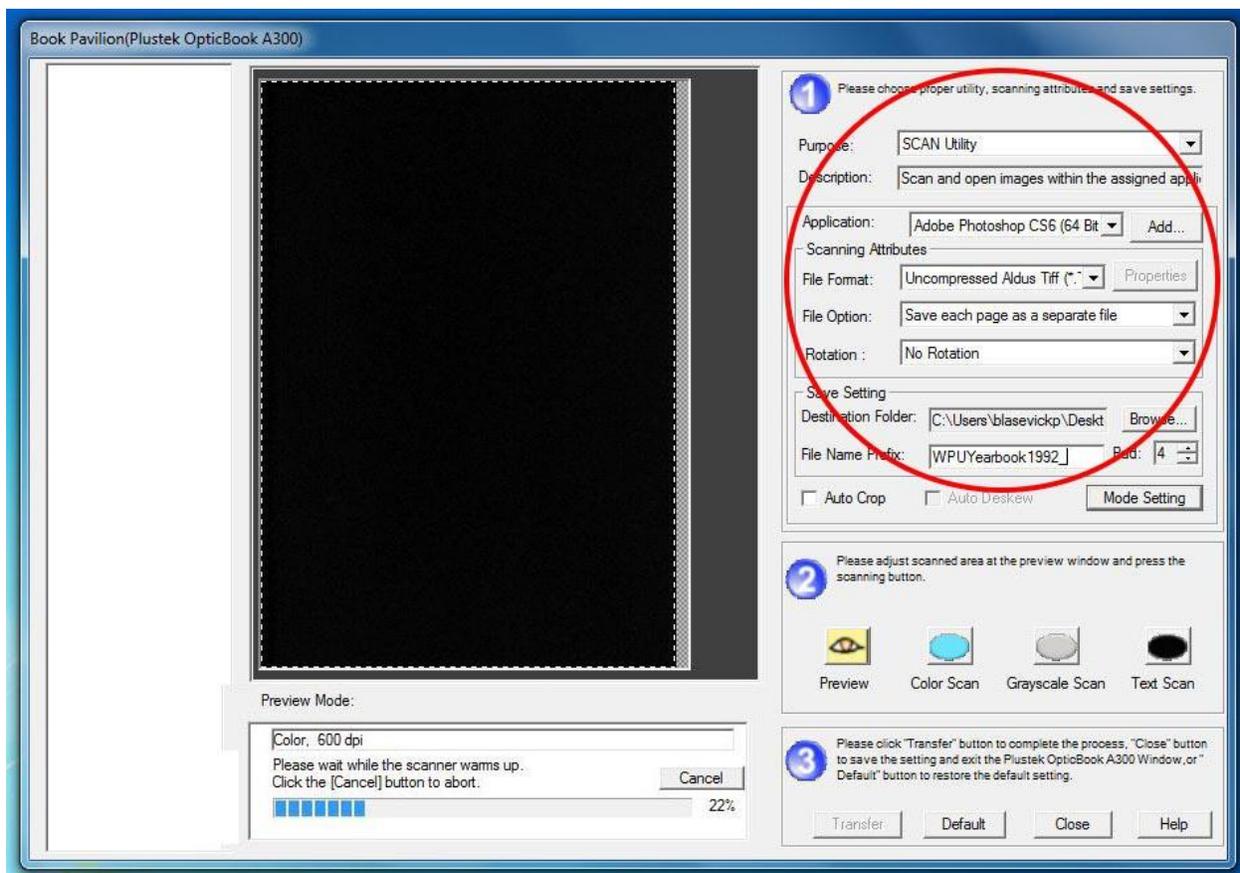
1. Turn on Plustek scanner *before* opening scanning software.
2. Open Book Pavilion software. Wait as printer automatically warms up.



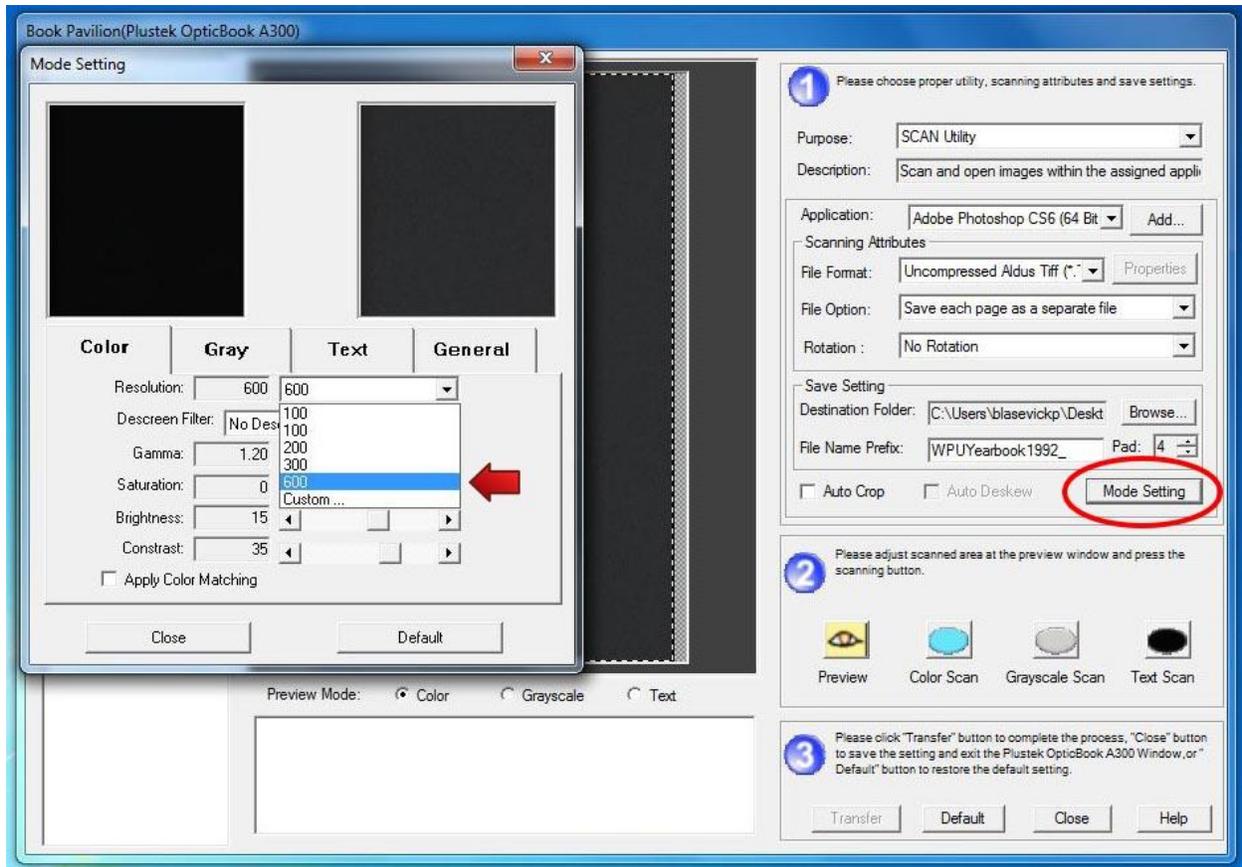
3. Create a folder on your desktop with the same name as the document you are scanning (e.g. WPUYearbook1992). This should be the same name as the corresponding task in TeamworkPM.

#### 4. Change settings in Book Pavilion window to:

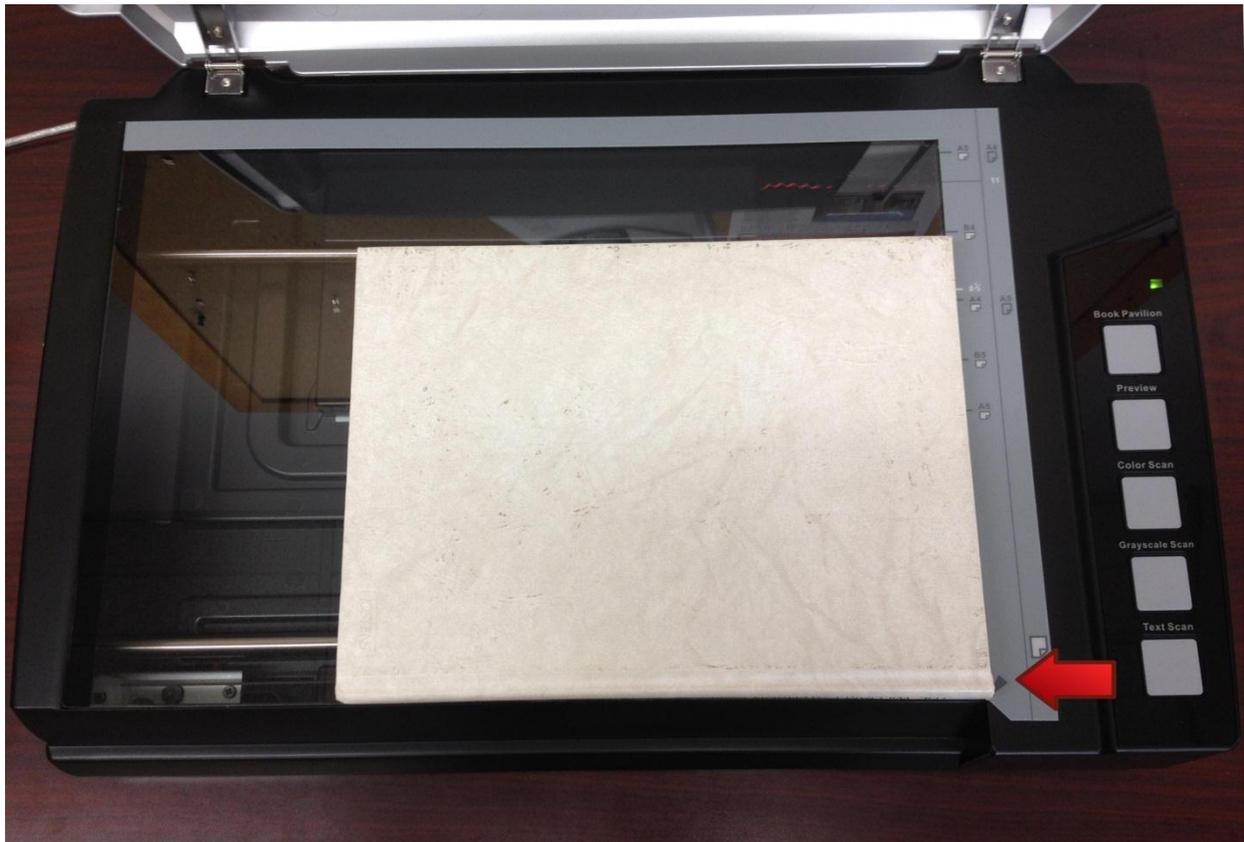
- Purpose: Scan Utility
- Description: Scan and open images within the assigned application
- Application: Adobe Photoshop CS6
- File Format: Uncompressed Aldus Tiff
- File Option: Save each page as a separate file
- Rotation: No Rotation (\*for now!)
- Destination Folder: (Choose the desktop folder you created in step 2)
- Filename prefix: Use the exact name as your file folder but with an underscore at the end (e.g. WPUYearbook1992\_)
- Pad: Set "Pad" to 4. This sets the file's counter to a four digit number.



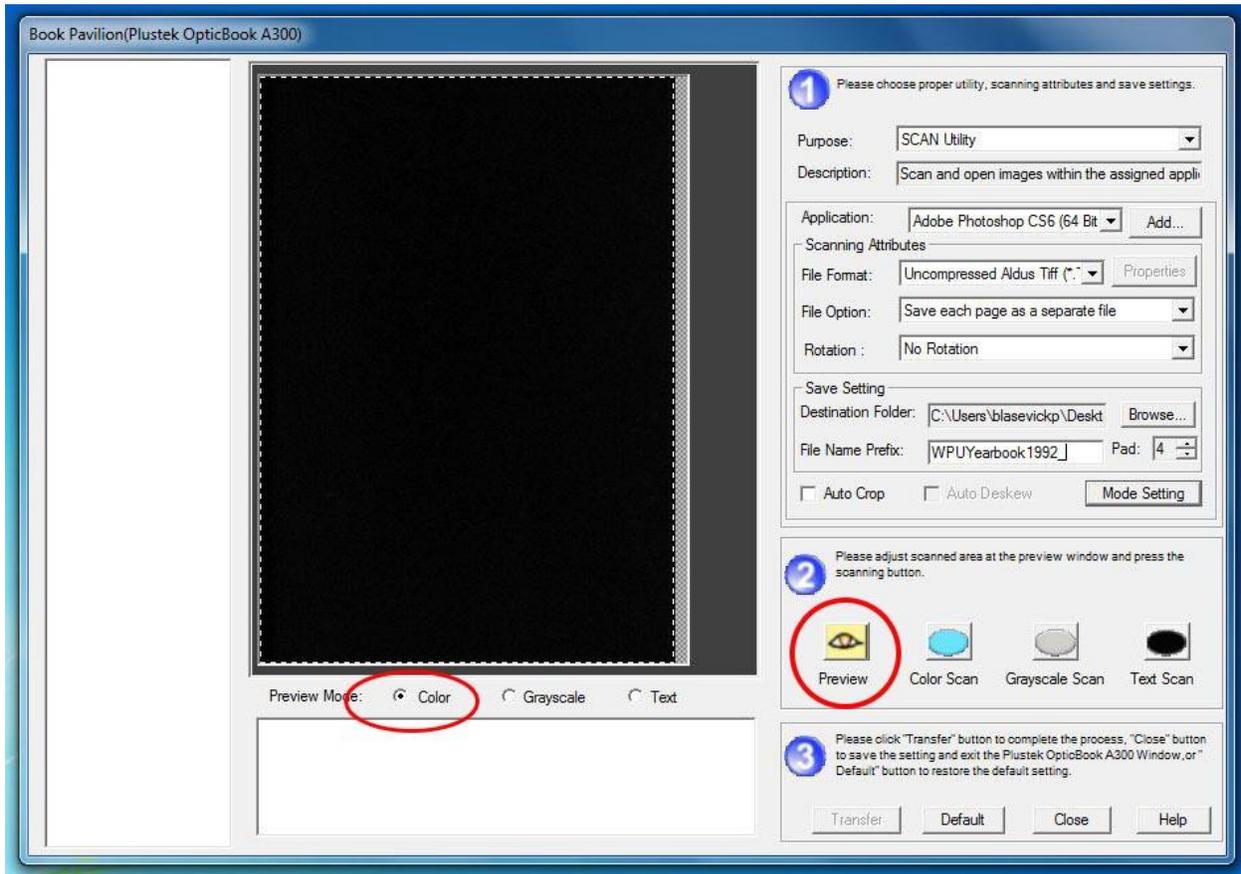
5. Click on "Mode Setting" and choose "600" from the drop-down menu on each of the tabs "Color", "Gray", and "Text". This sets the resolution for all three types of scans to 600 dpi.



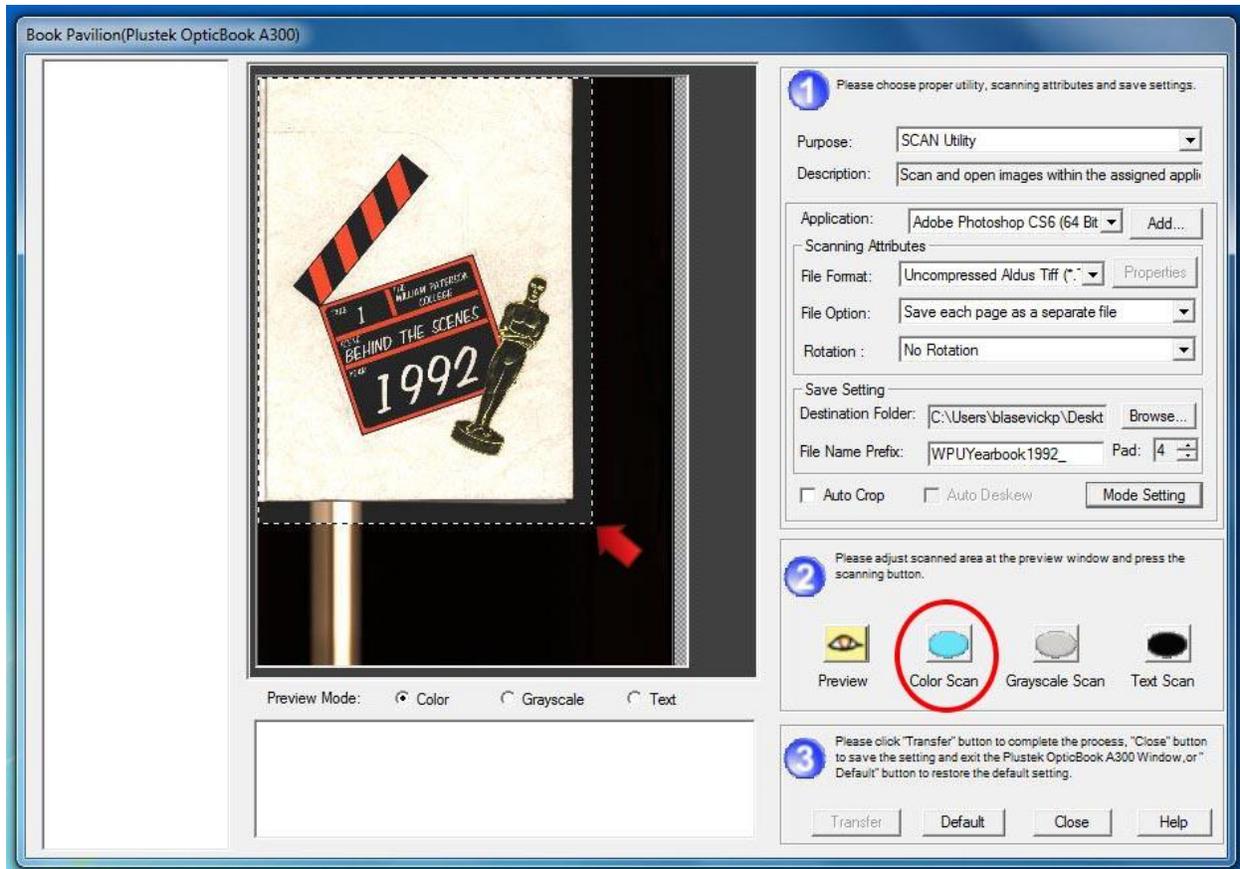
6. Set document facedown on scanner bed at indicator arrow...



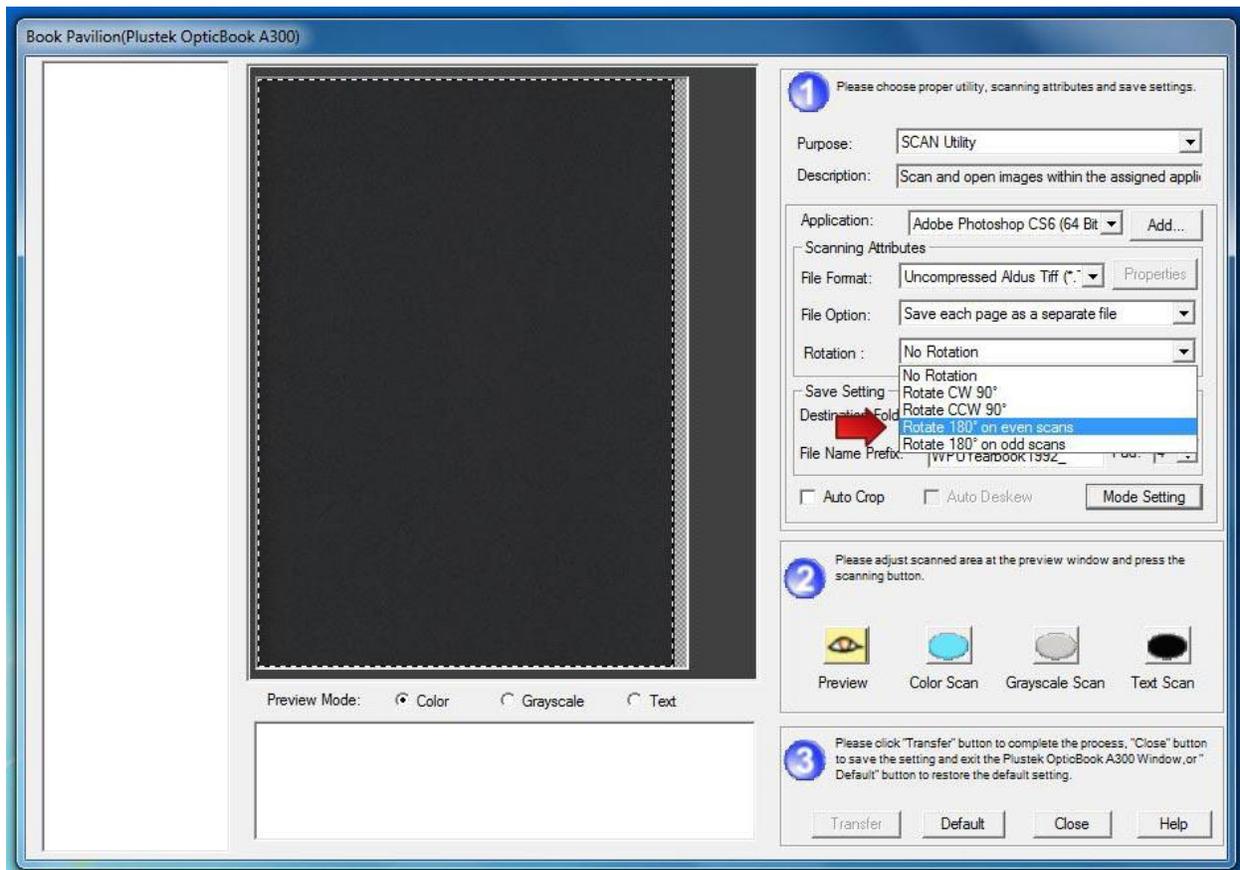
...and check to make sure the correct "Preview Mode" is selected. Click "Preview".



7. Drag crop box to crop previewed image to exact size of scanned item. Click appropriate scan button (Color/Gray/Text). NOTE: Do not move document between the “Preview” and “Scan” steps! If you move document, you need to “Preview” again to reset crop-box.



8. When scanning a book, the right-side page (recto) will scan as right-side up and the left-side page (verso) as upside-down. Use the “Rotate 180 on even/odd scans” as needed when scanning so all images will scan right-side up. NOTE: Images do NOT preview rotated. If you are scanning the verso, it will preview upside-down no matter what rotation option is selected.



9. Once scanning is complete, image will open automatically in Photoshop where you can make any additional cropping or rotation adjustments needed. NOTE: Scanning works best and quickest when the original scan is cropped properly at the scanning level. Save document and continue.

10. When scanning session is complete, copy temporary desktop folder to the appropriate K: drive folder for archiving,.