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.

Book Pavilion(Plustek Optic	300k A300)	Please of	hoose proper utility, scanning attributes and save settings.
		Purpose: Description:	SCAN Utility Scan and open images within the assigned appli
		Application: Scanning At File Format: File Option: Rotation : Save Settin Destination F File Name Pr Auto Crop	Adobe Photoshop CS6 (64 Bit Add tributes Uncompressed Aldus Tiff (*. Properties Save each page as a separate file No Rotation older: C:\Users\blasevickp\Deskt Browse efx: WPUYearbook 1992 Pad: 4 Auto Deskew Mode Setting
	Preview Mode:	States Preview	Color Scan Grayscale Scan Text Scan
	Color, 600 dpi Please wait while the scanner warms up. Click the [Cancel] button to abort.	Cancel 22% Transfe	lick "Transfer" button to complete the process, "Close" button the setting and exit the Plustek OpticBook A300 Window,or" button to restore the default setting. Default Close Help

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!)
 - Destinantion 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.

Book Pavilion(Pluster	k OpticBook A300)			2				
Mode Setting					1	ase choose proper utility	, scanning attributes and	d save settings.
					Purpose	SCAN Utility		•
					Descript	on: Scan and ope	en images within the a	assigned appli
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					Scanni	ng Attributes		1
					File For	nat: Uncompresse	ed Aldus Tiff (*. 🔽	Properties
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l Resolutio	m: 600 60'	0	•		Save S	etting		
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						ase click "ransfer" butto save the setting and exit t fault" button to restore the	n to complete the proces the Plustek OpticBook A e default setting.	ss, Close button \300 Window,or"
					Tra	nsfer Default	Close	Help
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6. Set document facedown on scanner bed at indicator arrow...



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

Book Pavilion(Plustek OpticBo	sok A300)	
		Please choose proper utility, scanning attributes and save settings.
		Purpose: SCAN Utility
		Description: Scan and open images within the assigned appli
		Application: Adobe Photoshop CS6 (64 Bit _ Add
		File Format: Uncompressed Aldus Tiff (* Properties
		File Option: Save each page as a separate file 💌
		Rotation : No Rotation
		Save Setting Destination Folder: C:\Users\blasevickp\Deskt Browse File Name Prefix: WPUYearbook1992 Pad: 4
	Preview More: Color C Grayscale C Text	Please adjust scanned area at the preview window and press the scanning button. Preview Color Scan Grayscale Scan Text Scan Please click Transfer' button to complete the process, "Close" button to save the setting and ext the Plustek OpticBook A300 Window,or" Default' button to restore the default setting. Transfer Default Close Help

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.

Book Pavilion(Plustek OpticBook A300)	
THE SERVER 1 992	Please choose proper utility, scanning attributes and save settings. Purpose: SCAN Utility Description: Scan and open images within the assigned applix Application: Adobe Photoshop CS6 (64 Bit) Add Scanning Attributes File Format: Uncompressed Aldus Tiff (") Properties File Option: Save each page as a separate file Rotation : No Rotation Save Setting Destination Folder: C.\Users\blasevickp\Deskt Browse File Name Prefix: WPUYearbook 1992 Pad: 4 Auto Crop Auto Deskew Mode Setting Openand Openand area at the preview window and press the scanning button. Openand
Preview Mode: Color C Grayscale C Text	Please click "Transfer" button to complete the process, "Close" button to save the setting and exit the Plustek OptioBook A300 Window,or" Default" button to restore the default setting. Transfer Default Close Help

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,.