

Scanning with Bookeye 2 Plus Scanner

Software required

The following software/utilities will be needed during the scanning process:

- Bookeye 2 Plus scanner
- Opus Free Flow Light software (Icon located on the local desktop).
- Temporary folder on desktop for storing images until transferred to K: Drive.

Naming

1. Turn on Bookeye 2 Plus scanner if not already running. The scanner MUST be running before opening scanning software in order for the software to recognize the scanner.
2. Open Opus Free Flow Lite software. Make sure Opus Free Flow Lite is the only scanning software open during the scanning process.
3. With the “Scan” tab at the top of the screen open, click “New” at the upper left to begin a new project.
4. In the dialog box populate the “Project” field with the proper naming convention.
5. Each item should be scanned to its own “Project”, and each “Project” can contain one or more scans, depending on the extent of the item. For example, a single photo would be its own “Project” that contains only one scan, yet an item that is a 20 page book would be its own “Project” that contains 20 scans.

Scanning

1. Click the “Setup” button at the lower left to make any changes to DPI, document size, and file format, where for this project DPI = 600, document size = Automatic, and file format = TIFF respectively. Click OK to return to the Scan tab.
2. Place the item face up on the scanner bed, with the bottom edge of the item to be scanned along the ruler at the bottom of the scanner bed. Center the item left or right as needed.
3. Click “Scan Now” button at middle left of Opus, or press one of the green buttons on the scanner bed. Repeat for each page of the item if more than one.

Exporting

1. Click “Export” tab at the top of the Opus screen.
2. Click “Export Images” button at the lower left. This opens the “Derivative Settings” window.
3. At the top of the “Derivative Settings” window, click the “Choose Base Output Directory” button. This will open a new window that allows the user to choose the folder where the “Project” will be saved. After navigating to the desired folder, click OK to return to the “Derivative Settings” window.
5. Verify the checkboxes for “TIFF” and “PDF” are marked.
6. Verify TIFF settings of DPI = 600, Color Depth = 24 Bits, Filter = none, Compression = none. Verify Multi-Image is NOT checked..
7. Verify PDF settings of DPI = 300, Color Depth = 24 Bits, Filter = none, Image Format =

JPEG, and JPEG Quality = 80. Verify searchable is checked.

8. Click OK to begin export.

9. User should receive a message stating "Batch XXX executed successfully." Click OK to return to return to "Export" tab.

General Notes

1. White gloves for handling delicate items are located next to scanner.

2. Acid free paper and folders for separating and holding items are located with Urooj in the ILL department.

3. Staples holding papers together are to be removed carefully. After scanning, do not re-staple, but instead separate from other documents with acid free paper, or plastic clips if available. Do not use metal paper clips.