

**Follow these numbered
steps for correct
scanning of books on the
CopiBook Scanner**

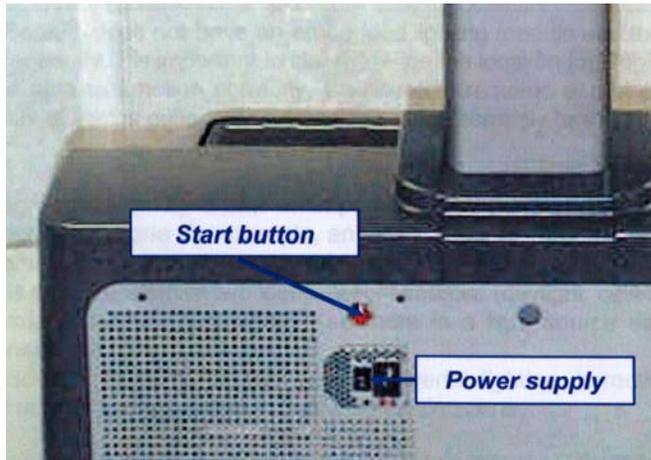


1. a. Turn on side lights so that they will start to warm up.

b. Attach hard drive and make sure it is turned on by checking that the indicator light is lit.



c. Turn external monitor on.



2. Turn on the CopiBook by depressing the round “START” button on the back of the machine.

Note:

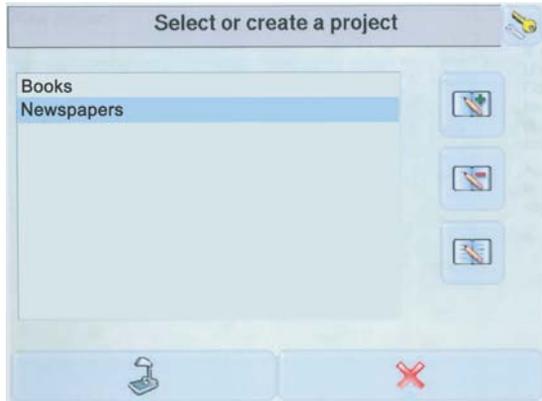
If after a couple of seconds nothing happens, you will need to make sure that the “Power Supply” switch is on, in the down position.

Note:

It takes several minutes for the CopiBook to boot up. Be patient.

3. a. When the “Language Selection” screen is displayed, you are ready to start.
b. Choose the icon that depicts the American and British Flags.





- 4.** When the “Select or Create a Project” screen appears, single click on the project you are about to work on. Then click on the “Scanner” icon at the bottom left of the screen.

- 5.**
- Click on the “Adjustment” icon.
 - Click “Auto” tab. Uncheck both “autos”. Click green check mark to save and exit to “main screen”.



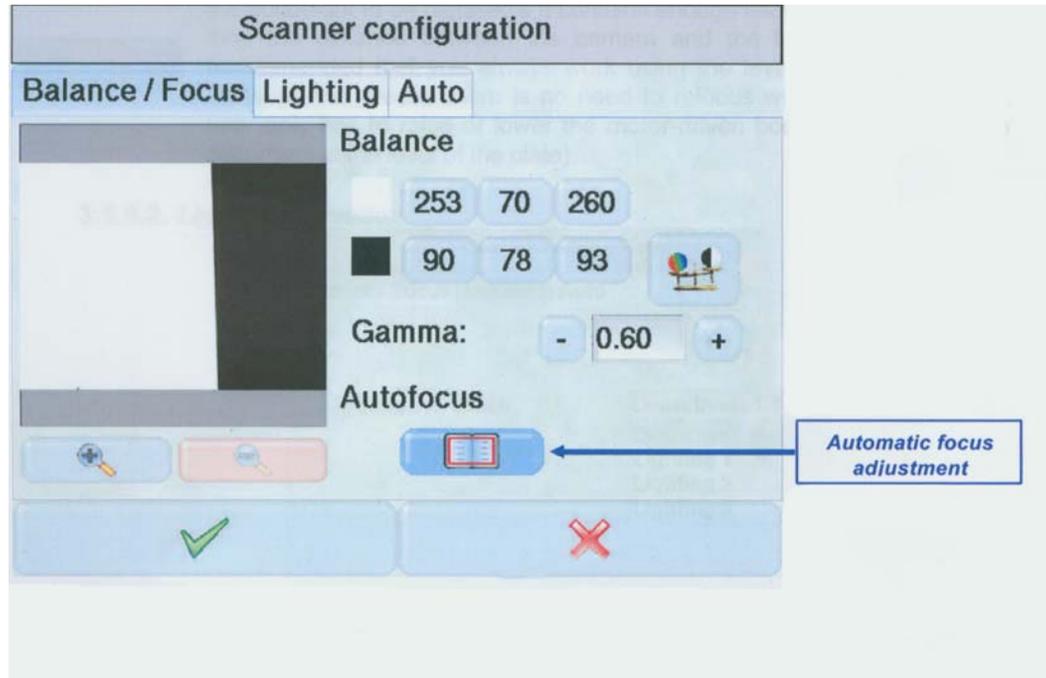


6. a. If you choose “Books” and the newspaper pad is on the cradle, remove it.

- b. Open the book roughly in the middle and lay it on the cradle with the glass in the up position. The binding should fit into the gutter between the two sides of the cradle.**
- c. Use the “Up and Down” buttons on the front of the scanner to adjust the cradle so that the book is snug against the bottom of the glass without pushing the glass up.**



- d. Release the glass using the “Glass Release” button on the front of the unit.**
- e. Then reclose glass to make sure it catches, if it does not catch, you will have to lower the cradle a small amount.**



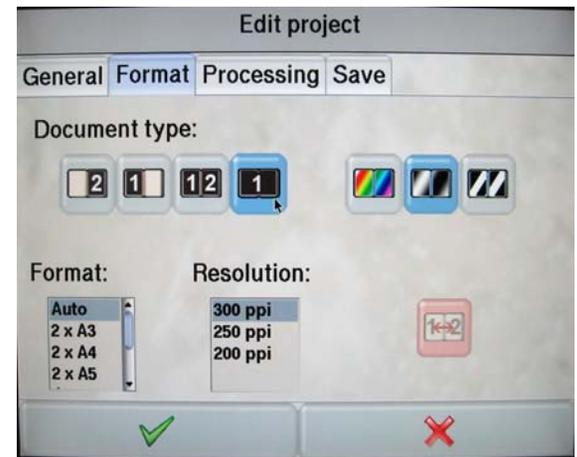
- 7.**
- Click on the “Balance/Focus” tab.**
 - Click on the “AutoFocus Adjust” Button shown in the diagram above. And wait until scanner is no longer making any noise.**
 - Click on green check mark to save and exit to main screen.**



8. a. Click on the “Settings” icon as shown in the diagram to the left.

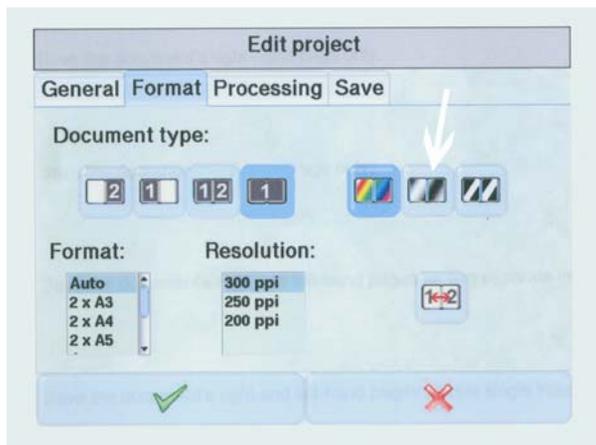
b. Click on the “Format” tab.

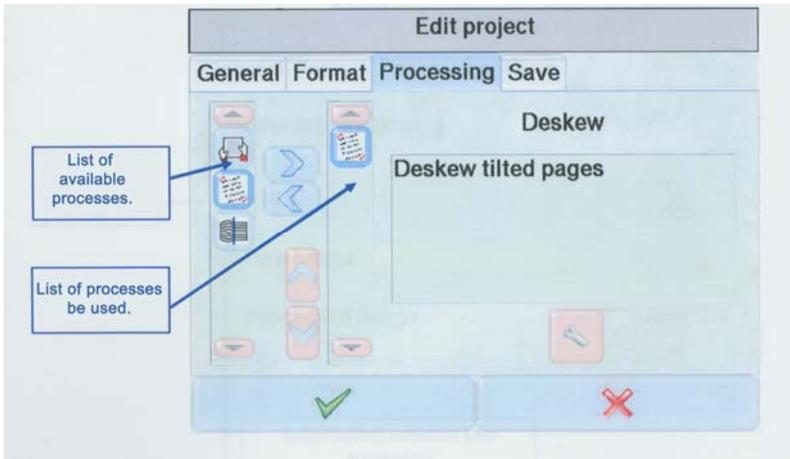
c. “Document Type” should be set to the rectangle with the one on it that is all black to film the front cover and then to the rectangle with both the one and two on it for the rest of the book.



d. This is also where you choose between color/grayscale/bitmap. Books are scanned as grayscale, as shown in the diagram to the left, unless the page has color on it, even if the color is a crayon mark.

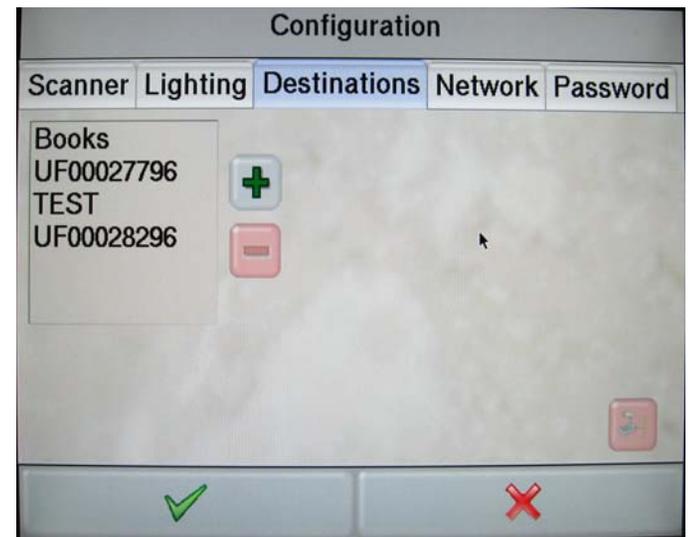
e. “Format” should be set to “Auto”. “Resolution” to 300ppi.

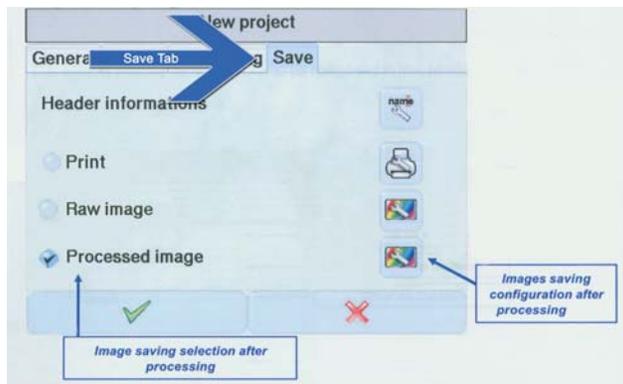




9. a. Click on the “Processing” tab.
- b. The only processing that will be used on books is “Geometric Correction”, it is the bottom process in the list of available processes, make sure that it is in the “List of processes used” area.

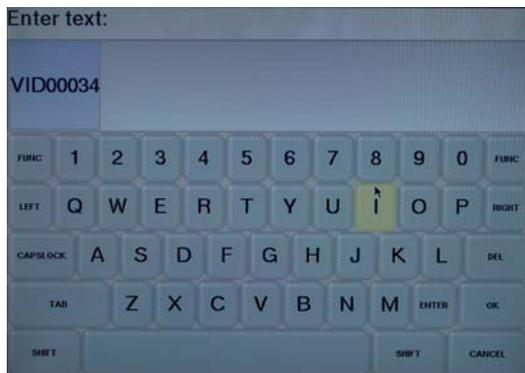
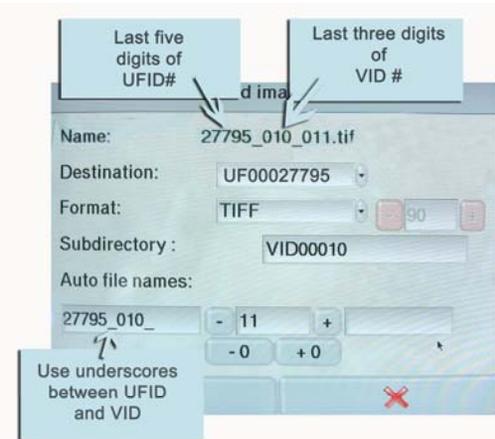
10. a. If you are continuing on an existing project skip ahead to step 11.
- b. If you are starting a new project, you will have to create a new destination.
 1. Go to the projects screen and click on the “Key and Wrench” icon in the top right corner.
 2. Click the “Destination” tab.
 3. Click green “+” icon.
 4. Enter Bib ID# in both the “Label” & “Path” boxes.
 5. Click green “Check Mark” icon. Be patient, this takes awhile.





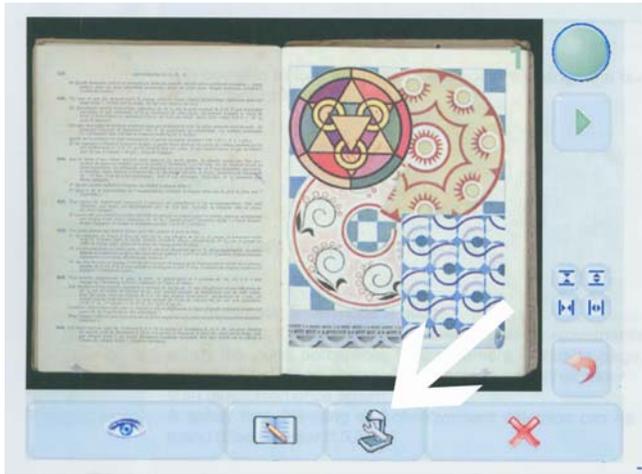
11. a. Click on “Scanner Icon”.
- b. Click on “Setting Icon”.
- c. Click on the “Save” tab.
- d. Click on “Processed Image Saving” icon.

- e. Be sure that the UF ID # is correct in the “Destination Box” and that the VID # is correct in the “subdirectory box”.
- f. The “Auto File Names” box should reflect the UFID# and VID#.
- g. Check at the top to make sure the name will appear the way you want it to.
- h. Be sure to start the numbering at 1 if you are starting a new project.



Note: Whenever you click on an area where you will need to enter a value, the on board keyboard should open on the screen. Type using the mouse, underscores are found by clicking the format key.

- i. Click on the green checkmark at the bottom left of the screen. Be patient, it takes quite awhile for it to save and switch back to the main screen.

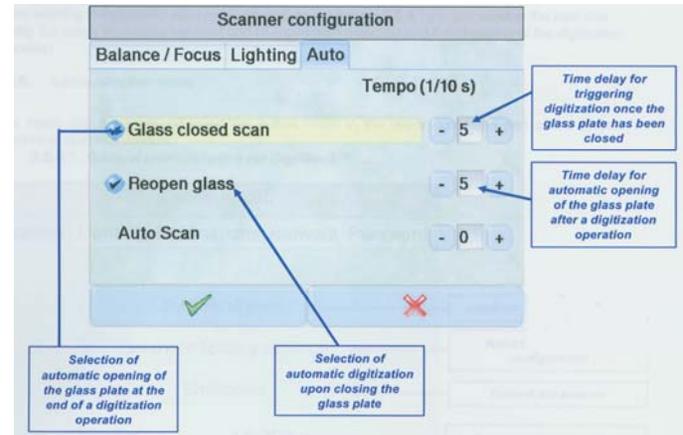


12. a. Click “Adjustment” icon.

b. Click on “Auto” tab. Click both “Glass Closed Scan” and “Reopen Glass”.

c. Leave the “Time Delay” set to 5 seconds. Do not change the setting from 0 on the “Auto Scan”.

d. Click on green check mark to save and exit screen.





13. Open glass using “Glass Opening” button on front of unit.

- 14.**
- a. You are now ready to begin scanning the book.
 - b. Place book under glass.
 - c. When you close the glass, the CopiBook will start to scan, so be sure you have book positioned correctly before closing glass.
 - d. When you close the glass, it should lock down and the buttons on the screen will turn red.
 - e. The glass will pop open when it is finished scanning.
 - f. Turn to the next page on cradle and make sure the CopiBook has finished writing to the hard drive.
 - g. Close the glass and the CopiBook should start scanning the second page.
 - h. Continue this process for all pages you wish to scan.

- 15.** a. To turn the CopiBook Scanner off click the red X at the bottom right of the screen.
- b. Click the red Xs until it asks you if you want to shut the scanner down. Select the green check mark. The CopiBook should now shut down on its own.

Odds and Ends:

The CopiBook auto crops, this means that sliding the book up or down may not necessarily change its position on the screen. If you are having trouble with the crop (cropping in the wrong place etc.) changing the position of the book on the cradle may fix the problem. You may also need to change crop size by using the crop sizing icons.

To view the last shot taken, click the eyeball icon. After viewing click the same place to return it to real time view.



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