

# **COPIBOOK MANUAL**

**FOLLOW THESE STEPS FOR  
CORRECT USE OF THE  
COPIBOOK**

**VERSION 20080627**

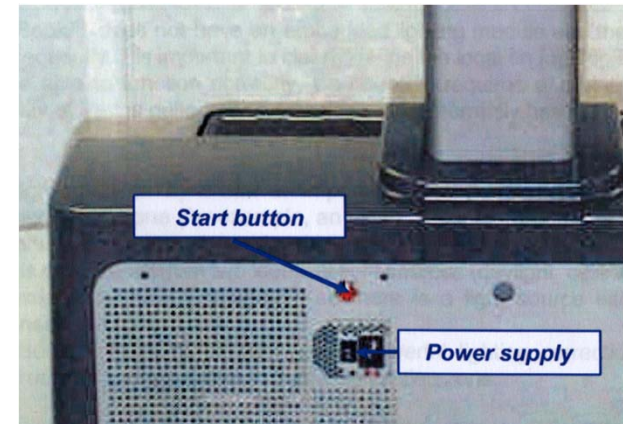


Turn on side lights so they can start to warm up.

Turn on external monitor.

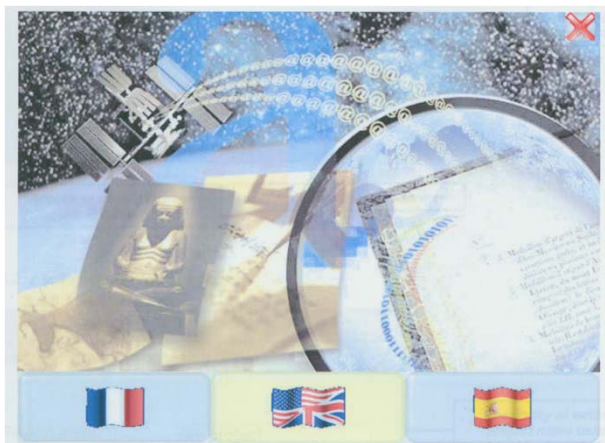


Turn CopiBook on by depressing the round “Start” button on the back of the machine.



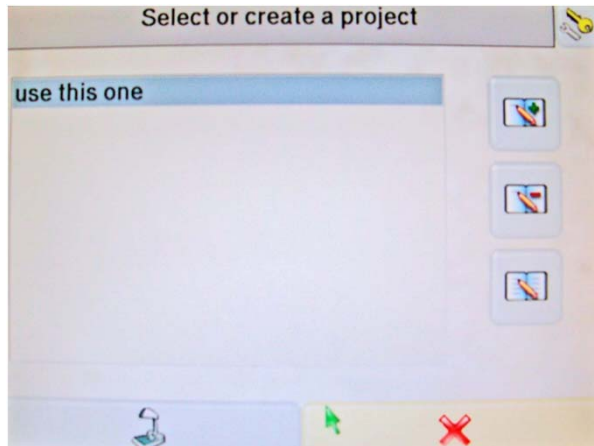
*Note: If after a couple of seconds nothing happens, you will need to make sure that the “Power Supply” switch is on, in the down position.*

*2<sup>nd</sup> Note: It takes several minutes for the CopiBook to boot up. Be patient.*



When the “Language Selection” screen is displayed, you are ready to start.

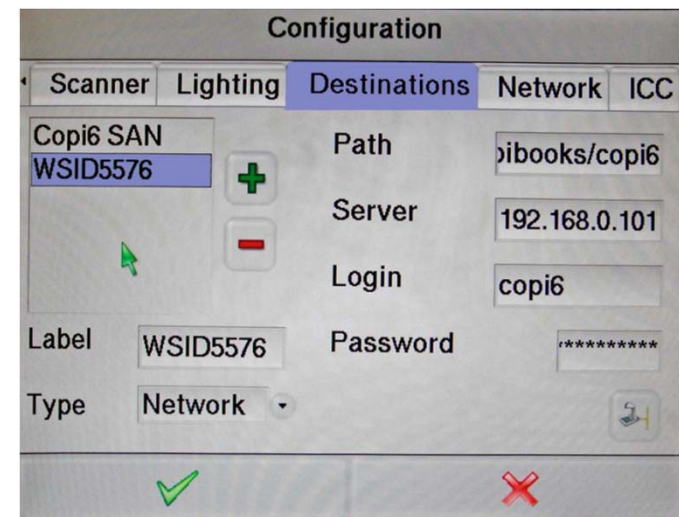
Choose the icon that depicts the American and British flags.



Single click on the “Use this one”.  
Then click on the Administration Icon.

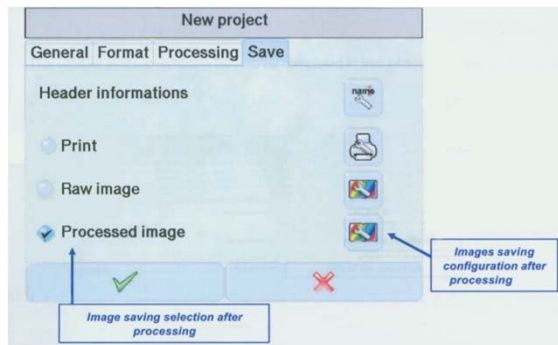
Click on the “Destinations” tab.

Click on “WSID5576”.



click on green checkmark. Then click on the  
“Scanner” icon to exit to main scanning screen.

Click on the “Settings” icon.



Click on the “Save” tab. Click on “processed Image” icon.

**Processed image fileformat**

Name: 27795\_001\_0001.tif

Destination: Copi6 SAN

Format: TIFF 90

Subdirectory: UF00027795

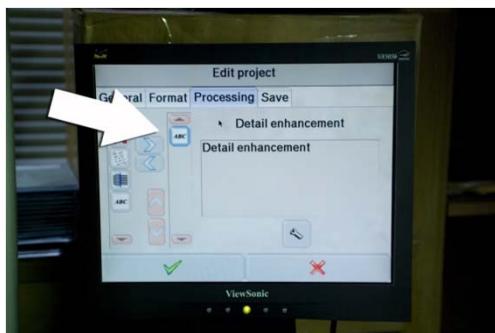
Auto file names:

27795\_001\_ - 1 +  
- 0 + 0

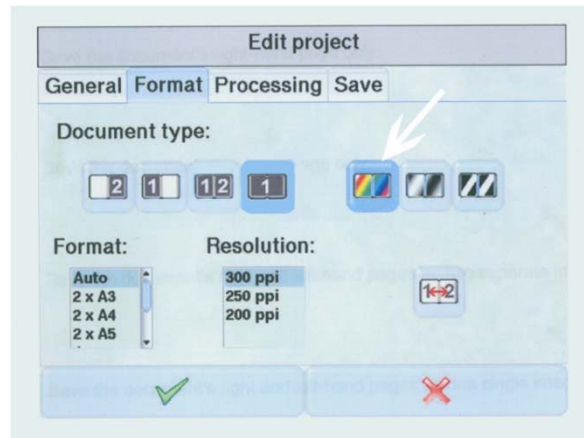
✓ ✗

The destination should be set to WSID5576.  
 “Format” should be set to TIFF. You should type the Bib ID into the “Subdirectory” box.

Set the prefix to reflect both Bib ID and Vid ID as shown. Make sure you start with page #1. Click the green check mark when finished. Be sure that there’s a checkmark to the left of “processed image”.



Check the “Processing” tab. We only use the “Detail Enhancement”.



Click on the “Format” tab. The “Document Type” section should be set to the rectangle that is totally shaded with the number 1 on it for covers and spines. The shaded rectangle with the numbers 1 and 2 are used for the inside portion of books.

This is also where you choose the Color Space, it should never be set to anything other than Color or Grayscale. (The first two choices) Format should be set to “Auto”. Resolution to 300 ppi.

Click on the green checkmark to return to main “Scanning” screen.







When you shut glass with the power on, it should latch in the down position. To unlatch the glass push the “Glass Release” button.

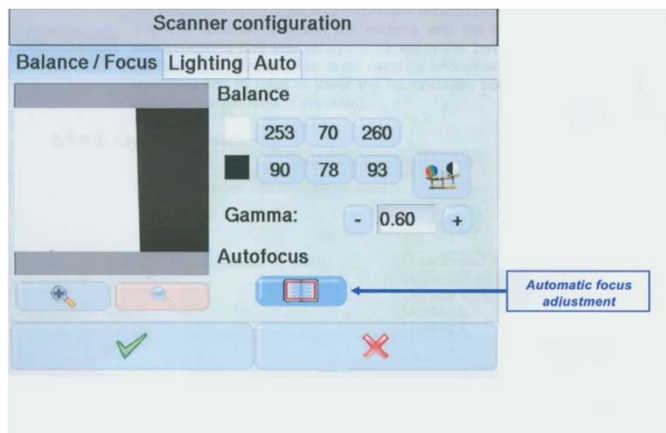
Open book to roughly the middle and place it on the book cradle.



Close Glass. Use the “Up” and “Down” arrow buttons to adjust the cradle so that the book is snug against the bottom of the glass.



Click on “Adjustment” icon. Click on the “Balance/Focus” tab.



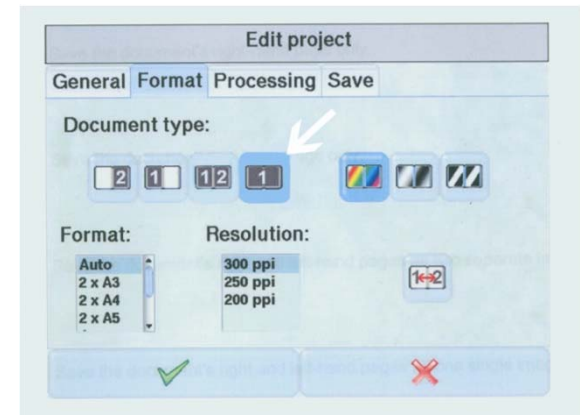
Click on “Automatic Focus Adjustment” button. Wait until CopiBook is no longer making any noise.

Click on Green Check Mark to save and exit to main “Scanning” screen.



You should now be ready to start shooting your book.

First you should shoot the front cover using the one up setting in the document type settings.

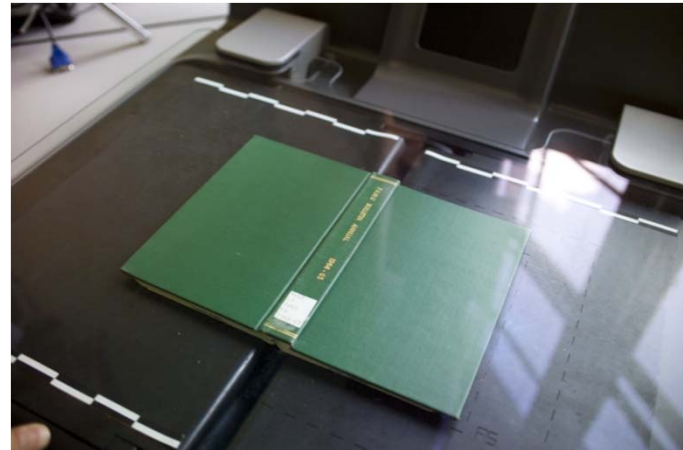


Then shoot the inside cover and the first page using the two up setting. Make sure that the color around the edge of the inside cover shows.

The rest of the book is shot using the two up setting. Be sure to switch to color for color pages and then back to grayscale afterwards.

When you get to the back of the book, shoot the inside back cover the same way you shot the inside front cover and then shoot the back cover the same as you shot the front cover.

If the spine of the book has writing, it must be shot also, using the method pictured to the right.



Crop the resulting shot so that only the spine is left.