

Using Book Pavilion & Email for Himmelfarb Requests

Book Pavilion

The screenshot displays the Plustek OpticBook A300 software interface. On the left, a scanned page of a medical journal is shown in 'Preview Mode'. The page contains a list of references under the heading 'INTRACUTANEOUS INJECTION — JORDANSON & RAPTOU'. The references are numbered 1 through 21. A small star icon is visible on the page. Below the preview, the text 'Text, 300 dpi, 780.31KB' and the file path 'C:\Users\ariel-w\AppData\Local\Temp\Image0014.bmp' are displayed.

On the right, the software's configuration window is open, showing three numbered steps:

- 1** Please choose proper utility, scanning attributes and save settings.
Purpose: PDF Utility
Description: Convert images of text documents created by the
Application: PDF Image Library
Scanning Attributes:
File format: Acrobat PDF Image(*.pdf)
File Option: Save all pages to one file
Rotation: Rotate 180° on even scans
Save Setting:
Destination Folder: C:\Requests-Himmelfarb\
File Name Prefix:
Pad: 1
 Auto Crop Auto Deskew
- 2** Please adjust scanned area at the preview window and press the scanning button.
Preview
- 3** Please click "Transfer" button to complete the process, "Close" button to save the setting and exit the Plustek OpticBook A300 Window, or "Default" button to restore the default setting.

-Check the destination folder and select C:\Requests-Himmelfarb if needed

-Put today's date and # (sequence of documents scanned) in the "File Name Prefix" field (ex. 8.12.14.1)

-Put the request form on the scanner and click on "Preview" to scan then adjust the dotted lines to fit the paper

-Scan the request form... if it is upside-down, click on the blue X to cancel then scan again

-Click on "Preview" to scan the first page of article and adjust the dotted lines to fit the page*

(if the book is small enough, ok to scan 2 pages at once)

- If scanning two pages, change to "no rotation"

-Scan the first page...if it is upside-down, click on the blue X to cancel then scan again the scan the rest of pages

-Click on "Transfer"

*If a book or pages are too fragile or the binding is too tight to scan:

- First option: Try using the CZUR scanner and see if it works. If not then proceed with the second option.
- Second option: add a "SCF Digitization Request" book strap to the book and add a message to the strap. Insert the request form in the book then send it to the requesting library. Also, add a transit message to Internal Note 3 (for example: SCF in transit to HI, 3/13/2024).

Email

-Locate the request email

-Click on reply and attach the PDF file (get it from C:\Requests-Himmelfarb)-the filename will have "1" at the end, ignore it

-Type a message saying that the article has been attached and include your name

-Send the email

-Fold the request form and put it back in the book

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