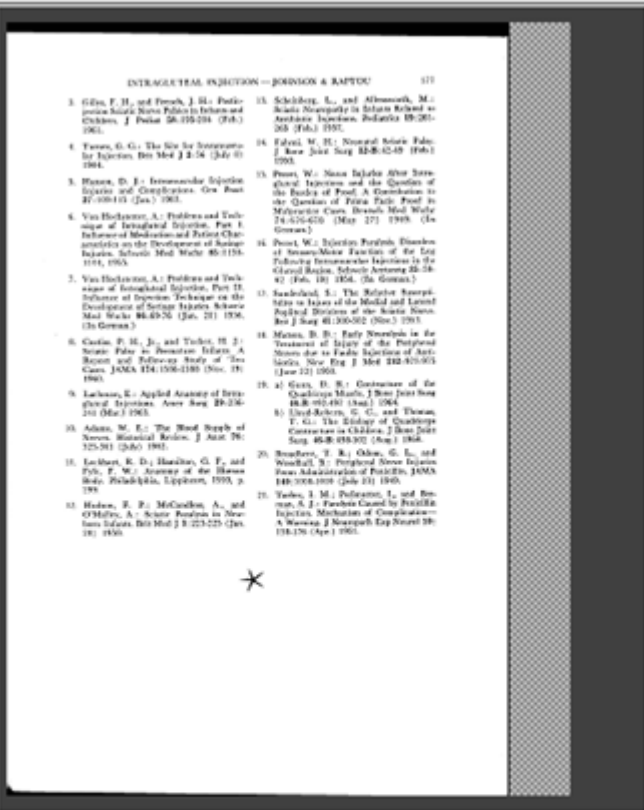


Using Book Pavilion & Email for Himmelfarb Requests

Book Pavilion

Plustek OpticBook A300



Preview Mode:
Text, 300 dpi, 780.31KB
C:\Users\ariel-w\AppData\Local\Temp\Image0014.bmp

1 Please choose proper utility, scanning attributes and save settings.

Purpose: PDF Utility

Description: Convert images of text documents created by the

StApplication: PDF Image Library Language

Scanning Attributes

File format: Acrobat PDF Image(*.pdf) Properties

File Option: Save all pages to one file

Rotation: Rotate 180° on even scans

Save Setting

Destination Folder: C:\Requests-Himmelfarb\ Browse...

File Name Prefix: Pad: 1

☐ Auto Crop ☐ Auto Deskew Mode Setting

2 Please adjust scanned area at the preview window and press the scanning button.

Preview Color Scan Grayscale Scan Text Scan

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.

Transfer Default Close Help

-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

Revision #3

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