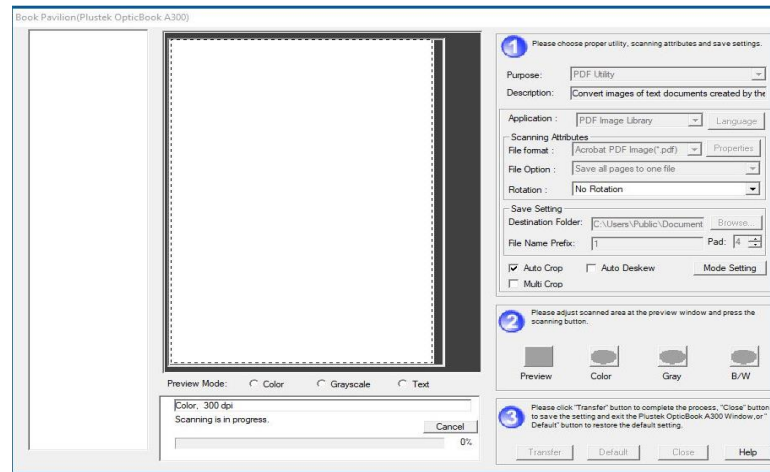
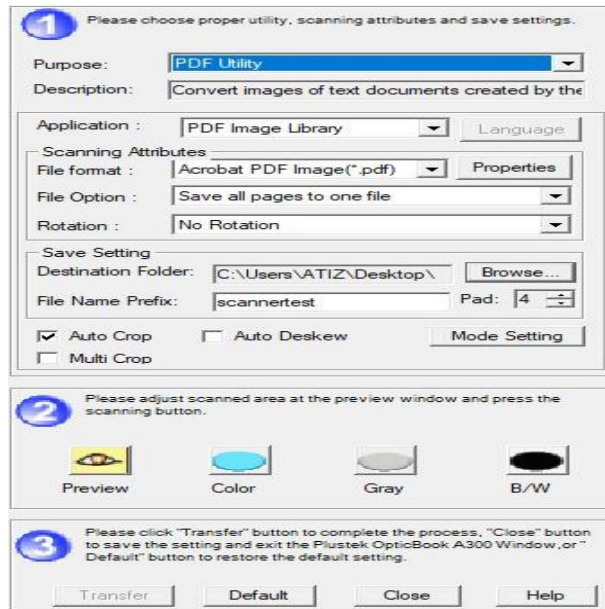


How to use the Plustek OpticBook A300

1. Turn on the computer.
2. On the desktop, click on the icon labeled Book Pavilion (Plustek OpticBook A300).



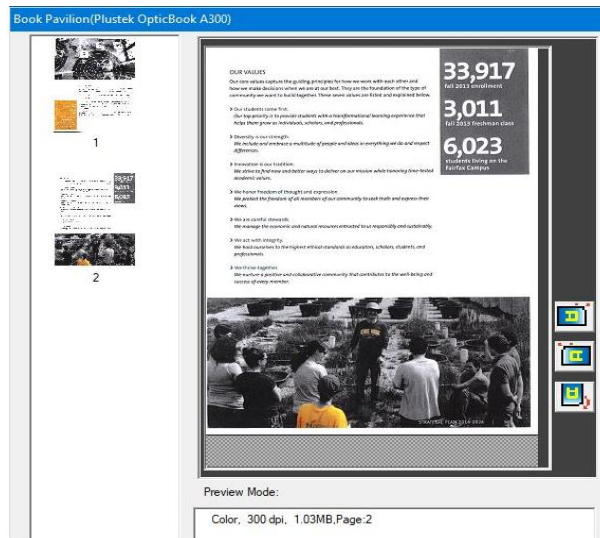
3. Wait for the program to load and for the scanner to warm up. There is a progress bar to indicate how much time is remaining.
4. Place the item for scanning face down on the scanning bed, with the corner of the item next to the yellow arrow.
5. In Book Pavilion, choose the purpose, scanning attributes, and save settings. These options are located under the number 1 (see the picture below).
 - a. Under the purpose dropdown menu, you can select from PDF, file, scan, copy, or e-mail utility.
 - b. Depending on the utility you chose, you will have different options for the scanning attributes menu. For most utilities, these attributes include file format, file option, and rotation
 - c. Under the save setting menu, choose where you would like for your scanned item to be saved in the destination folder box. Create a name for your scanned item in the file name prefix box.
 - d. Check the boxes for auto crop, auto deskew, and multi crop as needed.



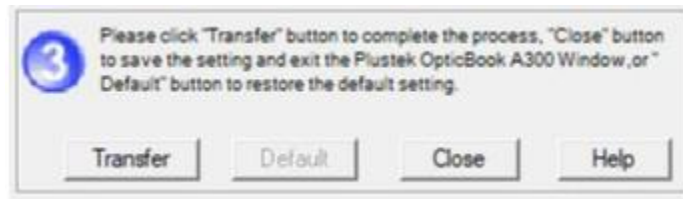
6. Select how you would like your item to be scanned. To see a preview of how it will appear, select preview. Choose between color, gray, or black and white. This option is located under the number 2.
7. The progress bar will appear again with a percentage of how much of the item has been scanned.
8. A scanned image of your item will appear in the box, and underneath you will see metadata about that image, such as *color, 300 dpi, 1.16MB, Page:1*.
9. You also have the option to rotate the images using buttons along the side of the box that contains a scanned image of your item.



10. For a multi-page item, put the next page on the scanning bed, and select preview, color, gray, or black and white.
11. The progress bar will appear again as the scanner is scanning your item.
12. Once the scan is complete, you will notice that you have two scanned images on the left-hand side for your screen.



- Once you are done scanning your item, choose transfer to complete the process, close to save and exit the Book Pavilion software, or help if you need help. This option is located under the number 3. *NB: Choose transfer if you are done, want your scanned item saved, and want to exit the software.*



- On the desktop, navigate to the directory you indicated in step 5C. You will see your scanned item there.
- Don't forget to remove your item from the scanning bed when you are done.
- Power down the computer.

Contact Alyssa Fahringer (afahring@gmu.edu) for any questions

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