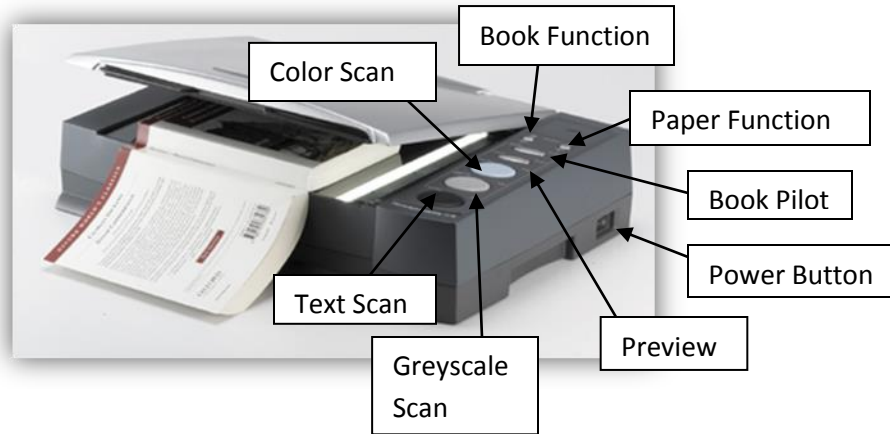




## Plustek OpticBook 3600 Scanner Directions for PDFs



1. Login to the computer; office staff will assist you.
2. Turn Book Scanner on (switch is on the right side of the scanner).
3. Place the first page of your book or document on the scanner closest to the buttons as shown above.
4. Press the “Book” button on the scanner.

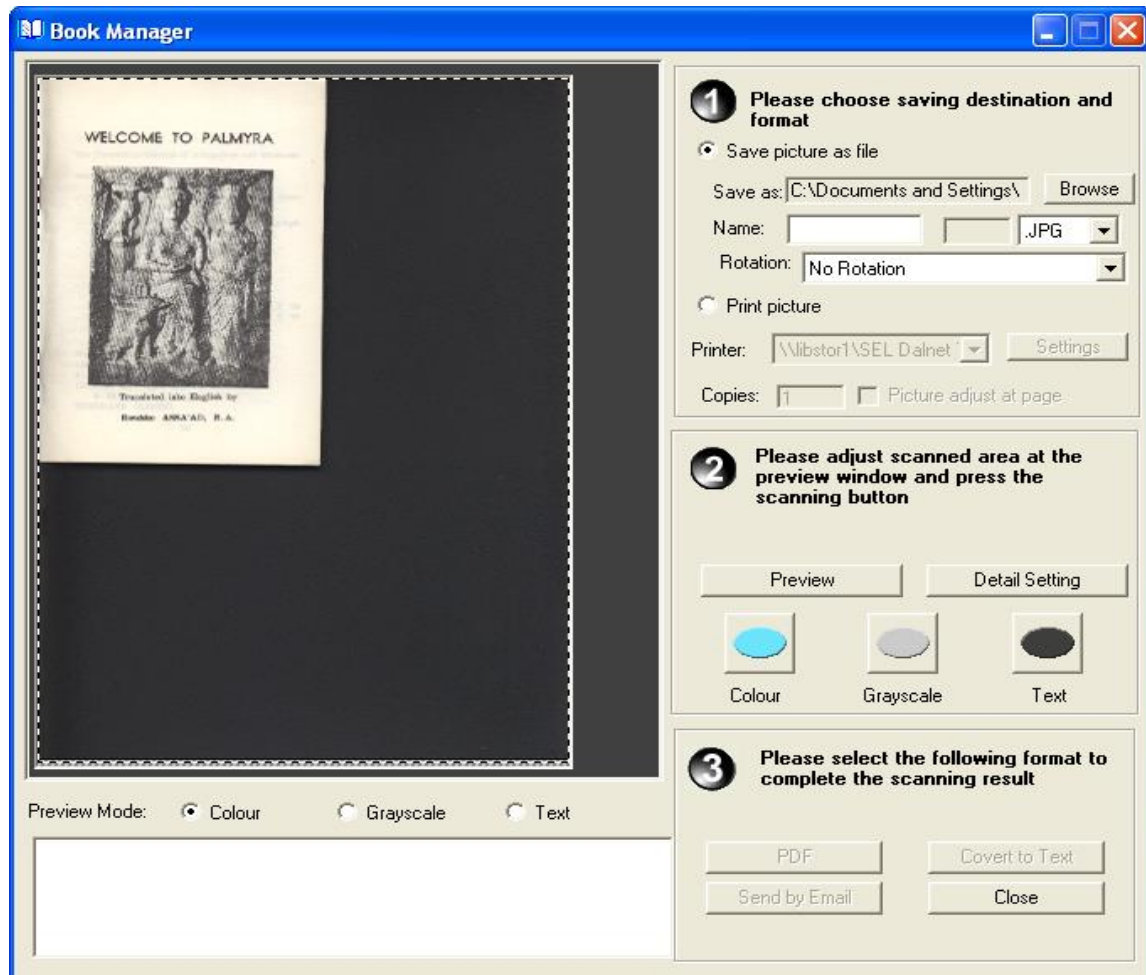
*Note: If you are scanning a book or magazine with thin paper, it is possible that the scanner will see through the page and pick up details on the back side of the page. To get an improved image, you can insert the black plastic Image Enhancement Backing behind the page you want to scan. The backing is found in the blue folder on the desk at Scanning Station #1.*

*Note: The Reflective Document Mat on the inside lid of the scanner is two-sided (black and white) and can be reversed as needed if you want to change the background color of the to-be-scanned image.*



## Plustek OpticBook 3600 Scanner Directions for PDFs

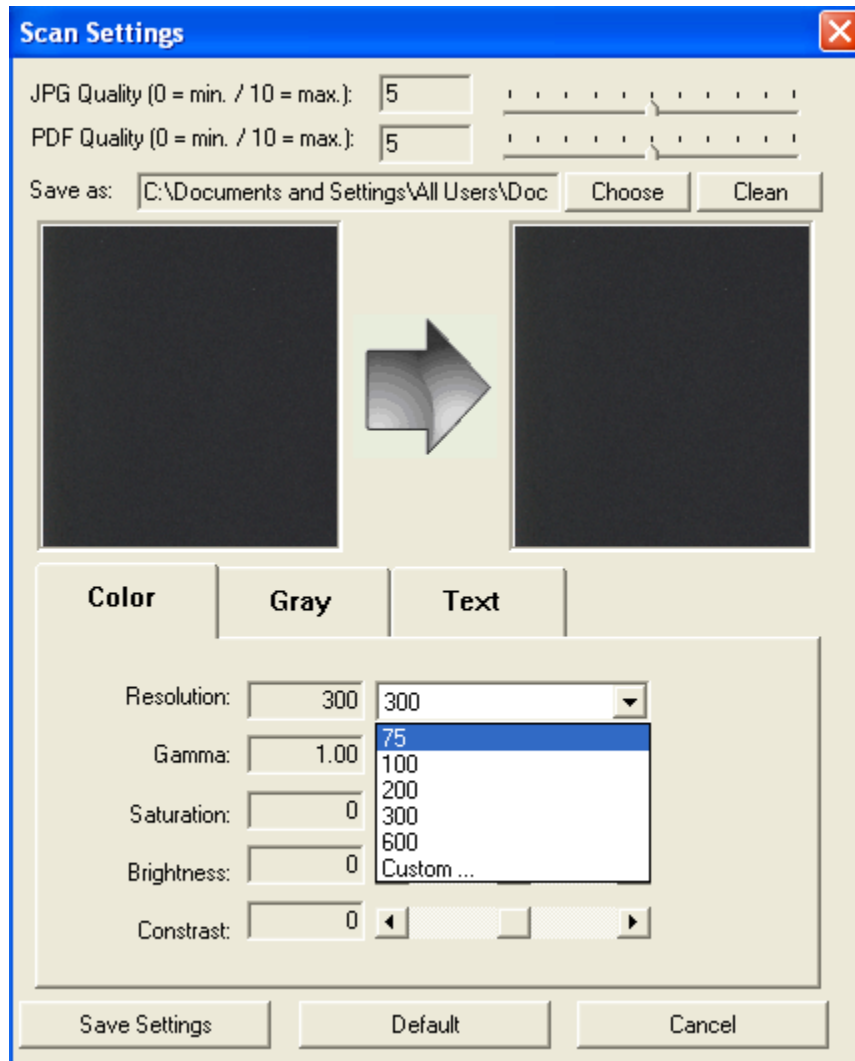
5. If the “Manager” window does not come up on the computer, press the “Book Pilot” button on the scanner. This will automatically scan your first page.



6. In the “Manager” window, under step number 1, choose to Save Picture as File.
  - a. Choose where to save the file by clicking the Browse button. Select a folder from the list or make a new folder.
  - b. Name the file and select PDF from the drop-down box.
7. Choose the rotation of the document. This may have to be adjusted throughout the process.

## Plustek OpticBook 3600 Scanner Directions for PDFs

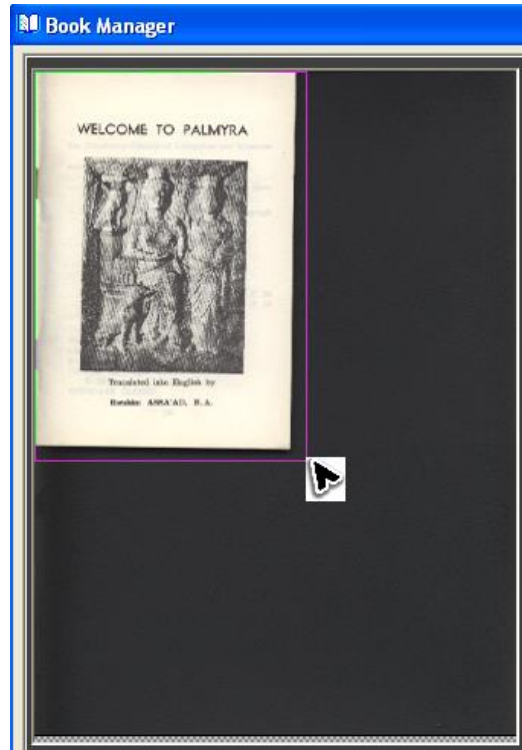
8. In the “Manager” window, under step number 2, click the Detail Setting button to make any changes such as resolution (dpi) or brightness. If no changes are desired, just click cancel.



9. Click the Preview button. (Warning: This preview is not necessarily how the final scan will appear.)

## Plustek OpticBook 3600 Scanner Directions for PDFs

10. Adjust the cropping by clicking and dragging the corner of the dotted box.



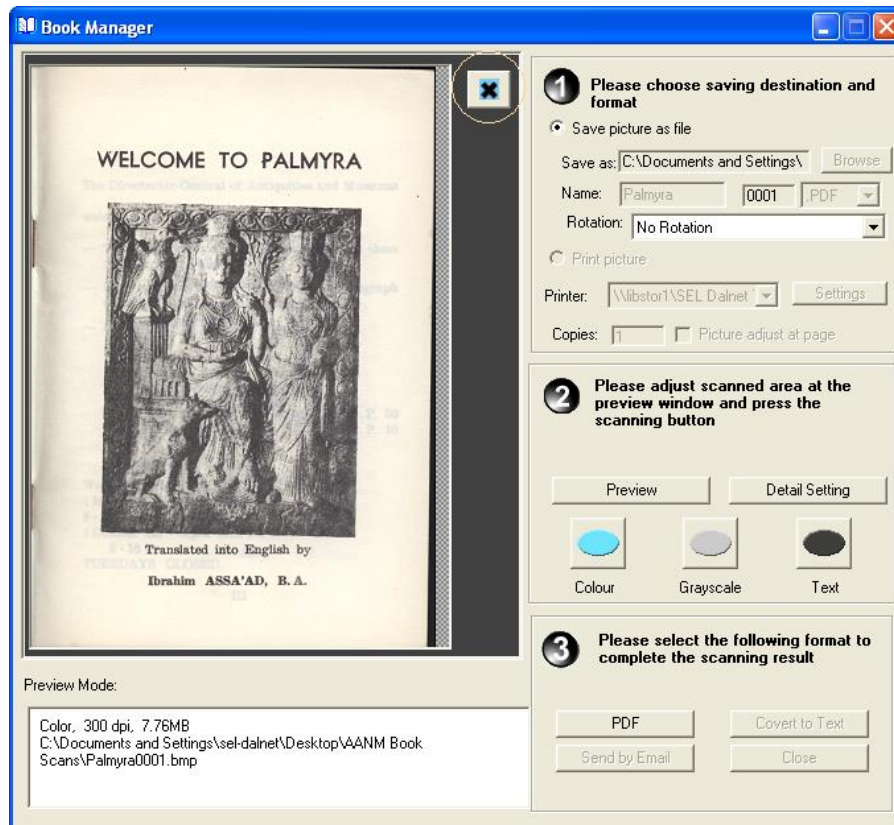
11. Click "colour", "grayscale", or "text" and the end-scan will appear. (This button will give you a truer "preview.") You can alternatively manually push the same buttons on the book scanner.





## Plustek OpticBook 3600 Scanner Directions for PDFs

12. If you don't like the results, click the blue "x" next to the scan in the "Manager" window and start at Step 7 of these directions again. Changing the rotation may help.



13. If you like the scan result and want to create a multiple page PDF, **do not** click anything. Go on to the next page of your book/document and place it on the scanner and repeat steps 8-11.
14. Continue these steps until the book/document is completely scanned.
15. When completely done, go to step 3 on the screen and click PDF. The document will be converted to PDF. If you are finished, click close and go on to the "Directions for Saving PDFs to Disc or USB" document. Otherwise begin with your next book at step 6.

