SOAS Instructions for Scanning

*Plustek Scanners located in Rooms E20, D15 (Library) & room 482 (main building)

Scanner

1. Make sure that the scanner is turned on (the switch is on the right hand side near the back of the scanner)

2. If the power light is bright blue (top of the scanner towards the bottom right) then you are ready to go.
   If the power light is yellow then you need to press the small, silver, button on the top of the scanner to wake the scanner up

Scanning – Phase 1 – Using the Scanner

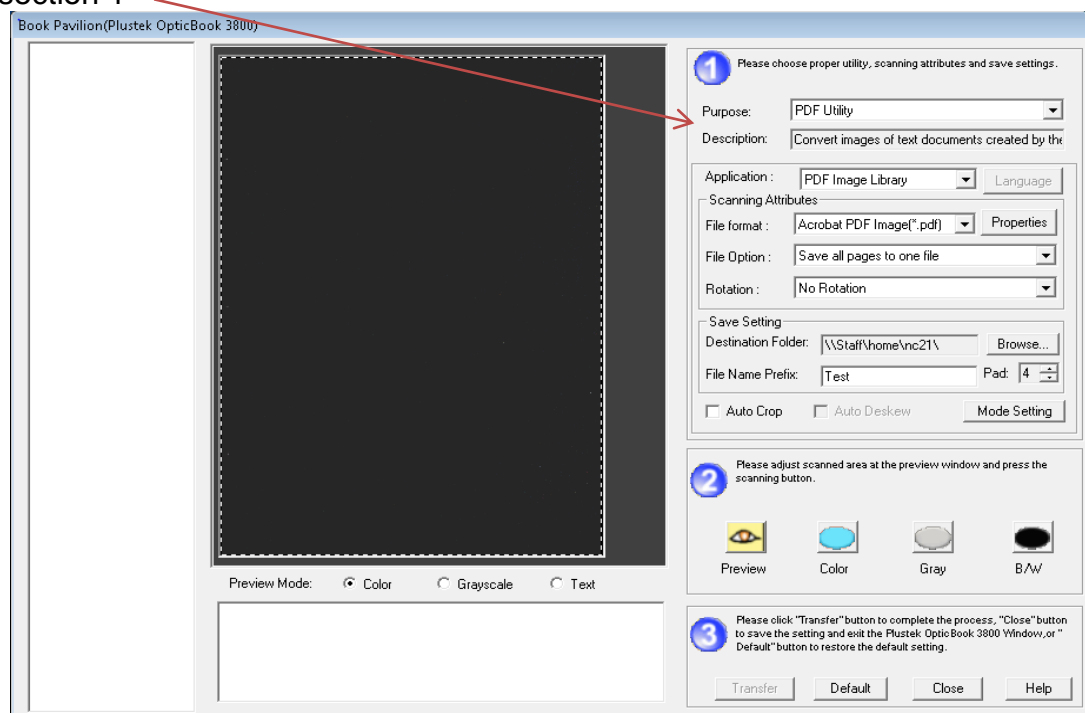1. If you can see "**Book Pavilion**" on the desktop double click the icon


   If not:
   a. Click the Windows Start button
   b. Type "**Book**"
   c. Click "**Book Pavilion**"
   The scanner will initially warm up and do a preview

2. In section 1

3. Ensure that the "Purpose" option is set to "**PDF Utility**"
    a. In the "Save Settings" option click the "Browse…" button to specify where you want to be saving your scan (best to pick your own "My Documents" folder within your profile so that it will be accessible elsewhere)
    b. In the "**File Name Prefix**" box type in a name for the file that you are about to create (this must not have any spaces)

4. Now place the first page of what you want to scan on the scanner
The Book Scanner is designed in such a way that it scans practically to the edge of the scanner. This means that you can scan almost all the way into the spine of the book without too much effort or damaging it. If it is easier, pull the scanner forward towards the front of the desk

5. In Section 2, Click "**Preview**"
Wait until you can see a preview of what you have placed on the scanner

6. If need be, adjust the bounding, marching ant, box to ensure that it is capturing everything that you want to scan. You can adjust it by clicking and dragging any edge.

7. If you want to scan in colour click "**Color**", otherwise click "**Gray**" for a black and white scan
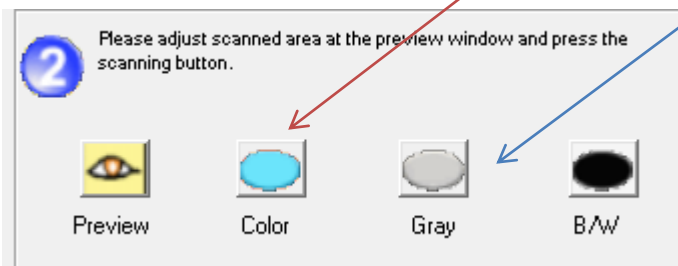
8. The scanner will now scan the 1st page

9. Place the next page on the scanner and repeat steps 6-8 for all subsequent pages until you have finished scanning what you want

10. Click "**Transfer**" when you are ready to save your scan as a document
It will now save in the folder that you specified along with the name that was set followed by a 3 digit number
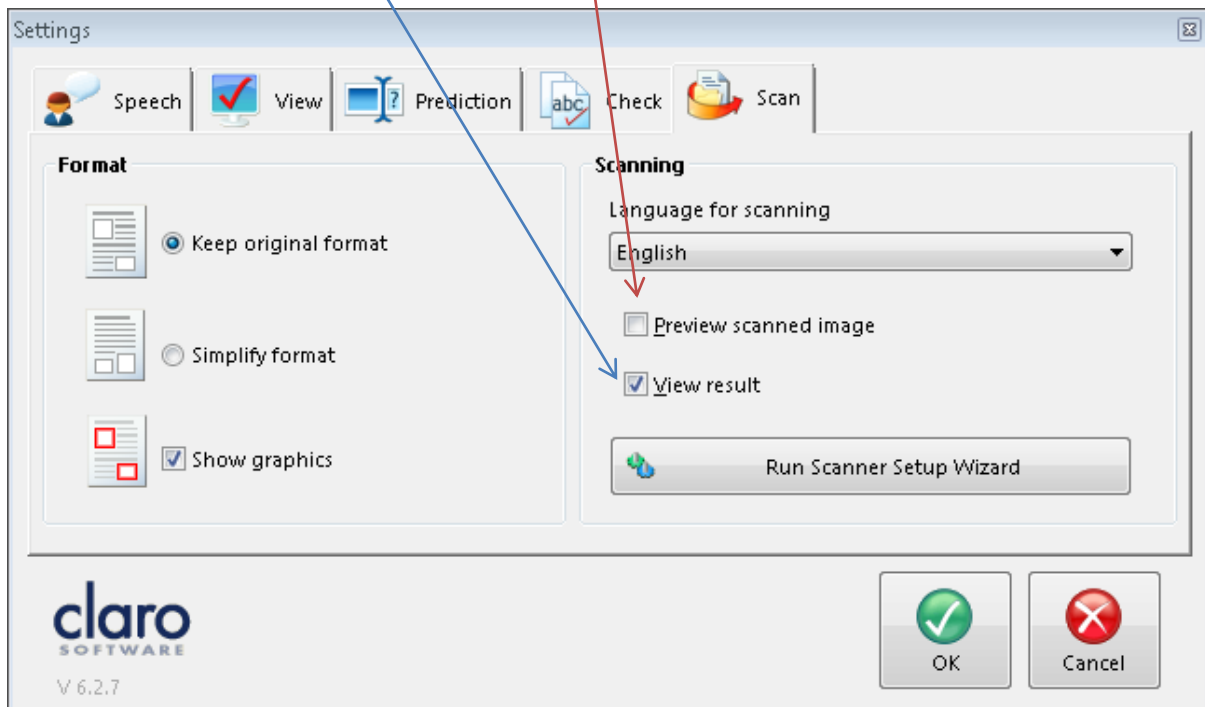
Scanning – Phase 2 – Using ClaroRead to Turn the PDF into a Readable PDF – Simple Method

1. If you can see "**ClaroRead**" on the desktop double click the icon,

   if not
      a. Click the Windows Start button
      b. Type "**Claro**"
      c. Click "**ClaroRead Plus**"

2. Click "**Settings**"
3. Click "**Scan**"
4. Ensure
      a. "Preview scanned image" is un-ticked
      b. "View result" is ticked

5. Click "**OK**" to return to the main ClaroRead toolbar

6. Click "**Scan**"
7. Click "**Scan from PDF/File**"
8. In the "Load PDF or Image File" dialogue box, navigate to the PDF file that you created earlier, click on it and then click "**Open**"
ClaroRead will now analyse the file and then offer a "Save file as" dialogue box.
9. Give the file a slightly different name, maybe adding "Readable" to the end
10. Change the "Save as type" to "**PDF**"
11. Click "**Save**"
The PDF file will now be saved. You can delete the 1st scan that you did and keep the new file. It will now be possible to copy and paste from the new PDF file and be able to use ClaroRead to read back the PDF.