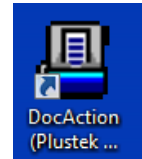


Scanning with Plustek OpticPro 320A

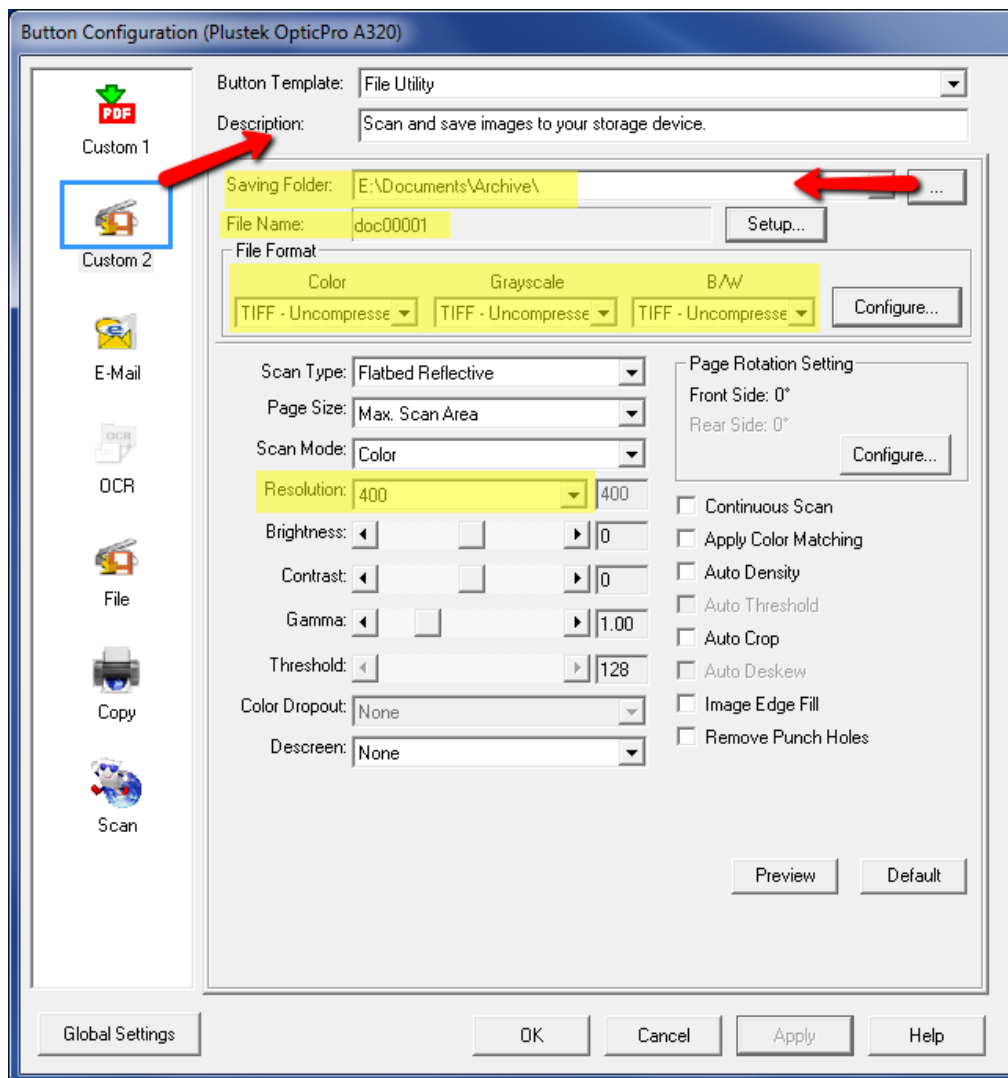
After saving the items in a scanning session, use PhotoShop Elements to edit images and/or ABBYY Fine Reader to perform OCR as needed.

SETUP

Configure the scanner's **Custom 2** button before scanning. Be sure to review the settings at the beginning of each session to verify that the settings are appropriate for the work at hand.

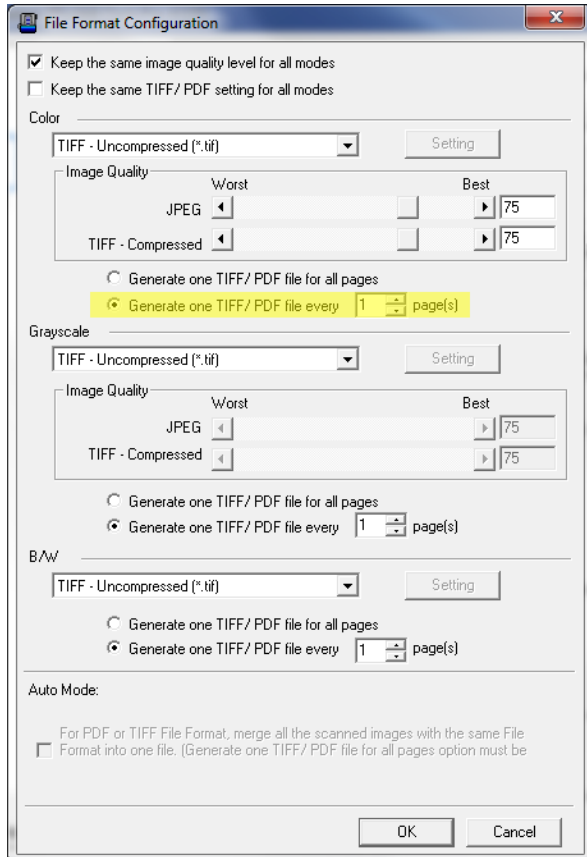


Click the **DocAction (Plustek...)** icon on the desktop to open the configuration window:



Click on the [...] button to the right of the **Saving Folder** field to browse to and select the Archive folder on your external hard drive (**My Book (E?) > Documents > Archive** or **My Book (E?) > Photos > Archive**).

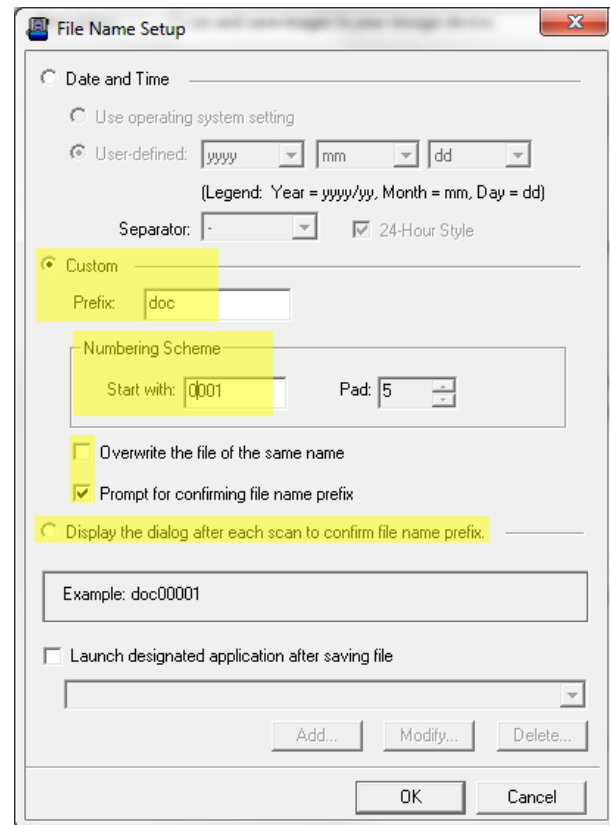




In the File Format configuration, specify the **Uncompressed tif** file format for all modes. Generally, each scan should be saved as a separate file; these can be merged into a multiple-page file later if needed.

Configure the **File Name Setup** as needed, changing both the prefix and the file save location when you change item types (from documents to photos, for example).

If working with a variety of items, you may wish to “Display the dialog after each scan to confirm file name prefix”. This will allow you to change the file name prefix for each scan.



Set the **Resolution** based on the Kansas Historical Society’s standards for the item type and size. *Remember that this may change from one item to the next!*



SCANNING

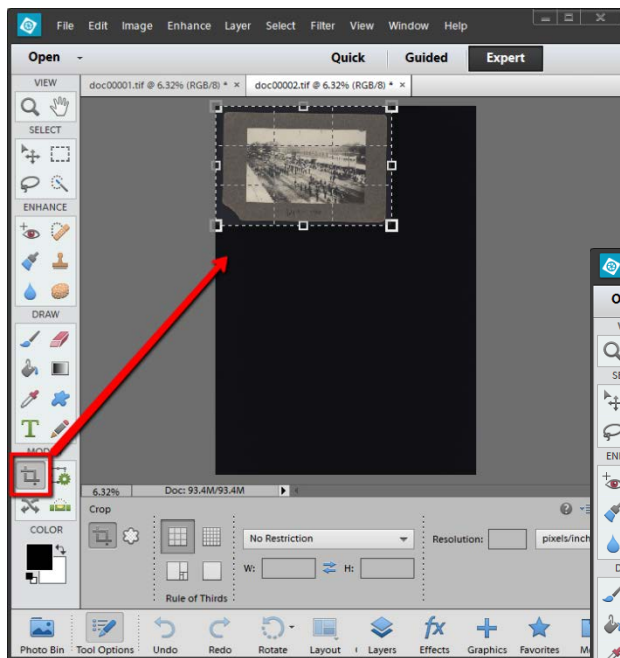
Place the item to be scanned face down on the scanner glass, aligned in the corner with the arrow. Photographs and other original items should be placed at least ¼" away from the edges of the glass, to create a margin. ***If a white background (margin) is preferred, place white card or paper over the item or over the black lining of the scanner's lid.***

Press the scanner's **Custom 2** button to initiate the scan and autosave the file. If that option is selected, the window verifying the file name prefix will pop up after the scan and before saving.

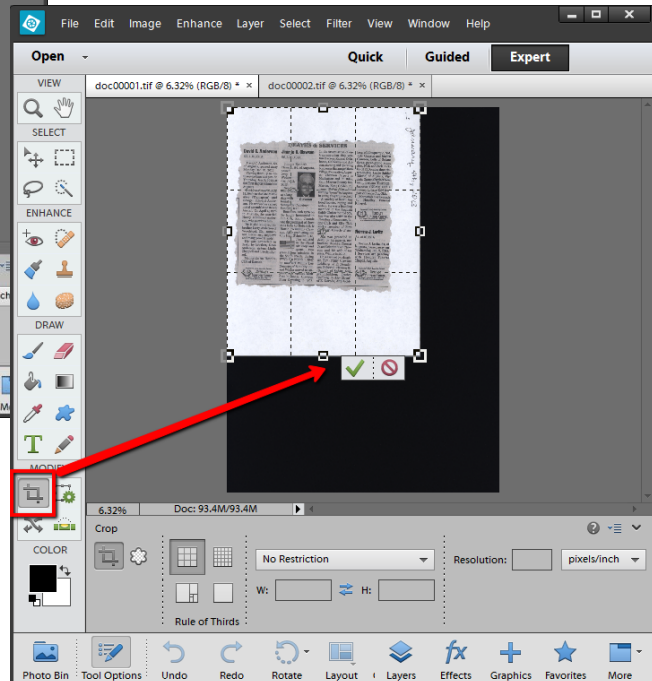
You may wish to open the Archive folder to verify that the scan was saved correctly, then continue scanning the rest of the items for the session.

SAVING AND PROCESSING FILES

Open PhotoShop Elements and review the scanned images (**File > Open... > browse to Archive folder**). Immediately upon opening each scanned image, crop and resave it.



Be sure to keep a margin around all edges of original items! It is not necessary to keep a margin around pages to which the items are attached, *except for scrapbooks*.



Save the cropped image as your Archive version (**File > Save** and overwrite, or **File > Save** and rename the file).

Continue to use *PhotoShop Elements* to edit images and/or *ABBYY Fine Reader* to perform OCR as needed.

