

OpticBook 4900 / BookMaker Quick Start Guide

• Scan QR Code to watch tutorial video

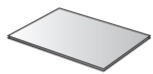
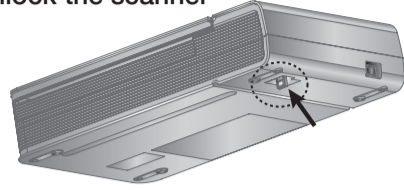


Scan me

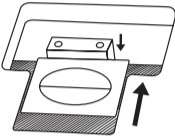
1 Connect and Install



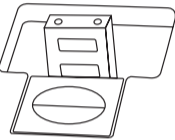
Unlock the scanner



Always Unlock



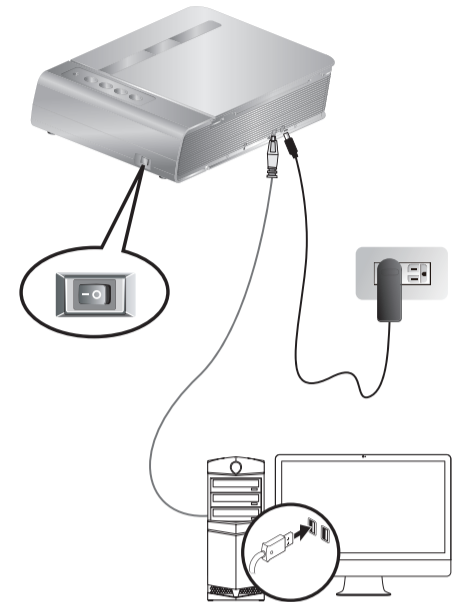
Auto Lock



Download and run your product's software package:

<http://plustek.com/BookMaker/Start>

After the installation is completed, you can find the **BookMaker** icon on the desktop.



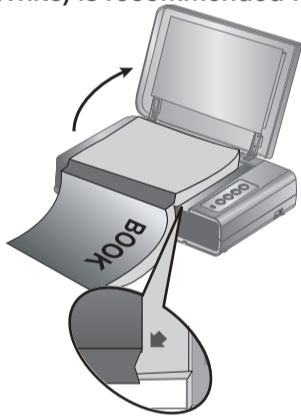
Prepare for Scan

Make sure the inner book spine is closely leaned on the scanner's flatten edge and align its starting point at which the "Arrow" sign pointed. Commence to scan by pressing one of scan buttons on the scanner.

"Color" is recommended for text with graphics (e.g. magazine) or photos

"Gray" (Grayscale) is recommended for documents (e.g. textbook, novel)

"B/W" (Black & White) is recommended for text only (e.g. receipt)



Create Document

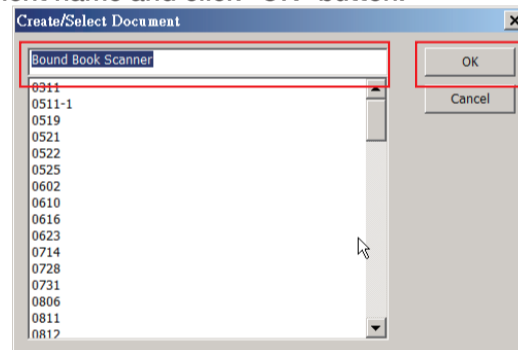
In order to contain and save scanned images, you have to create a document for it. Choose one of the following methods as below.

[1] Directly click one of the scan buttons on the scanner, then **BookMaker** will be brought up onto desktop.

[2] With **BookMaker**, click one of the scan buttons on the toolbar (upper left).

Note:

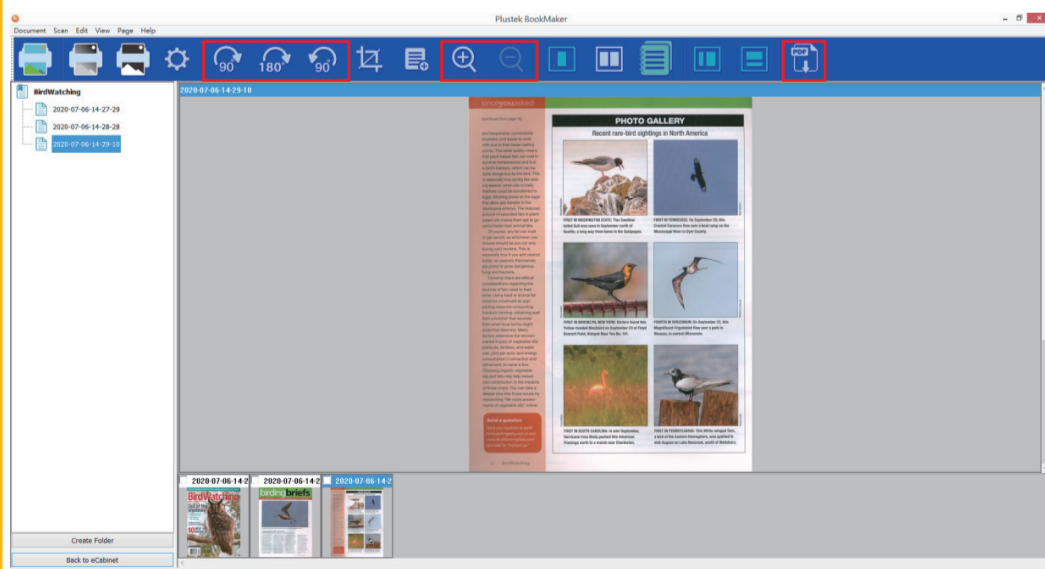
By [1] and [2], it will bring up "Create/Select Document" dialog. Please input document name and click "OK" button.



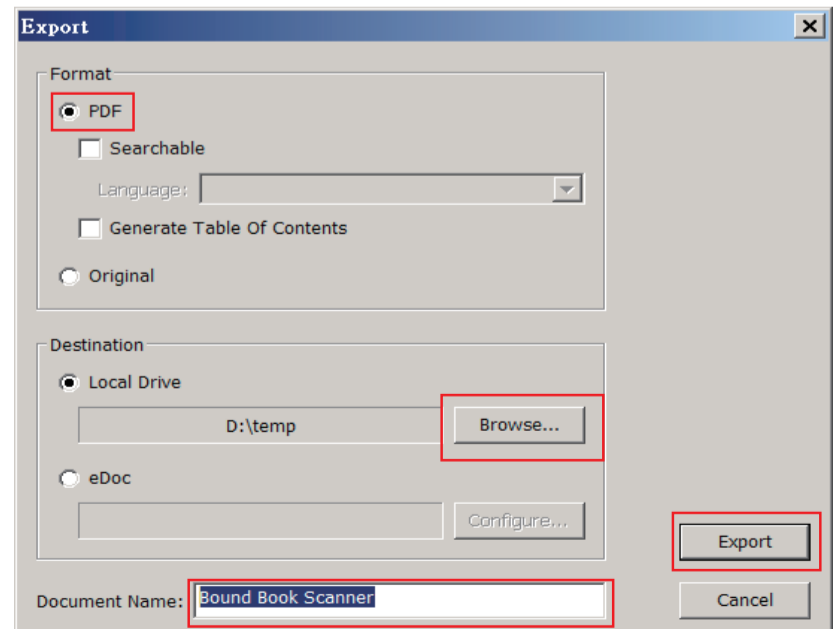
[3] With **BookMaker**, click "**Create Document**" button within **eCabinet**, input document name, and then click "Enter" twice or double-click to open it.

Preview, Edit and Export

For each scanned image, you can preview it, zoom in for checking details, and rotate it, if required, where the scanned images are automatically and virtually saved within the document folder.



Once all scanned images are well organized, you can export the document as in PDF (or PDF/A) or "Searchable PDF" file. Otherwise, you can choose "Format" as in "Original" so that each scanned images shall be exported respectively in BMP or JPEG. Click "**Browse**" with "Local Drive" and select the path for saving the file(s), edit "Document Name", and the click "**Export**".

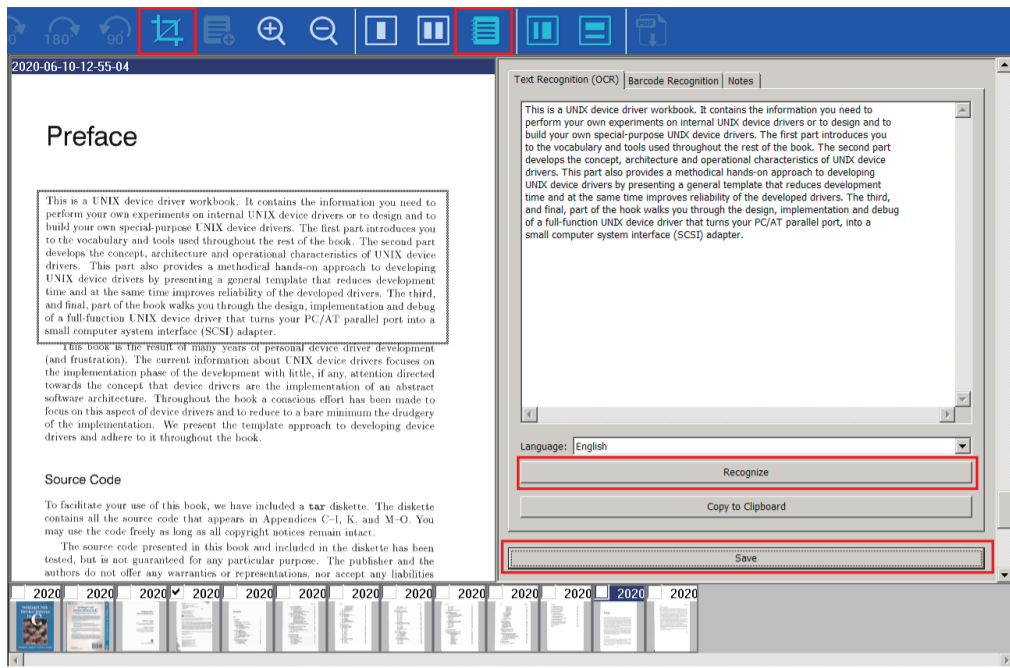


Note:

"eDoc" is a cloud-based, light-weighted Document Management System developed and provided by Plustek. With eDoc, you can archive, search and share documents with team anytime anywhere at ease. Please feel free to contact us for free trial.

Data Capture and Note-taking

With “Note-taking” on the toolbar, you can capture data within a scanned image.



In “Text Recognition” tab, you can work with “Crop” function on the toolbar and click “Recognize” button to perform Zonal OCR function based on selected “Language”.

In “Barcode Recognition” tab, you can capture data represented with barcodes by clicking “Recognize” button.

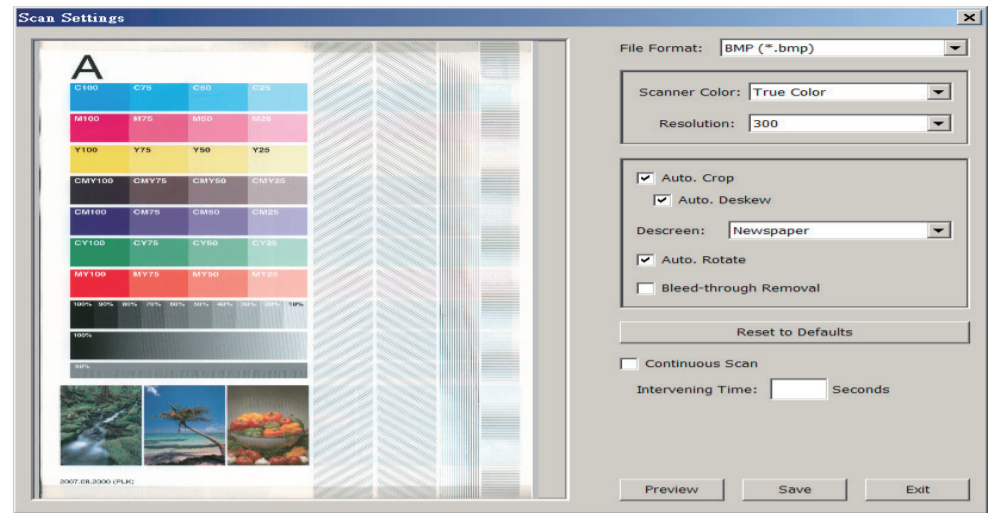
In “Notes” tab, you can write down whatever your ideas or thoughts along the way of learning. Click “Save” button so that you can use the information afterwards.

Important notice:

If you will need to find a document based on its page content, it is necessary to perform “Text Recognition” and/or “Barcode Recognition” and then save the result in advance.

Scanner Settings

In the case you want to change quality for scanned image, you can click “Scanner Settings” on the toolbar next to scan buttons, where



“File Format” can be BMP (uncompressed) and JPG (compressed),

“Scanner Color” can be True Color, Grayscale, B/W (Black & White),

“Resolution” ranges from 100, 200, 300, 400, 500 to 600,

“Auto Crop” is applied to automatically remove black margin of scanned image,

“Auto Des skew” is applied to automatically adjust skewed scanned images,

“Descreen” can be applied for “Newspaper” or “Magazine”,

“Auto Rotate” is applied to automatically correct orientation of scanned images,

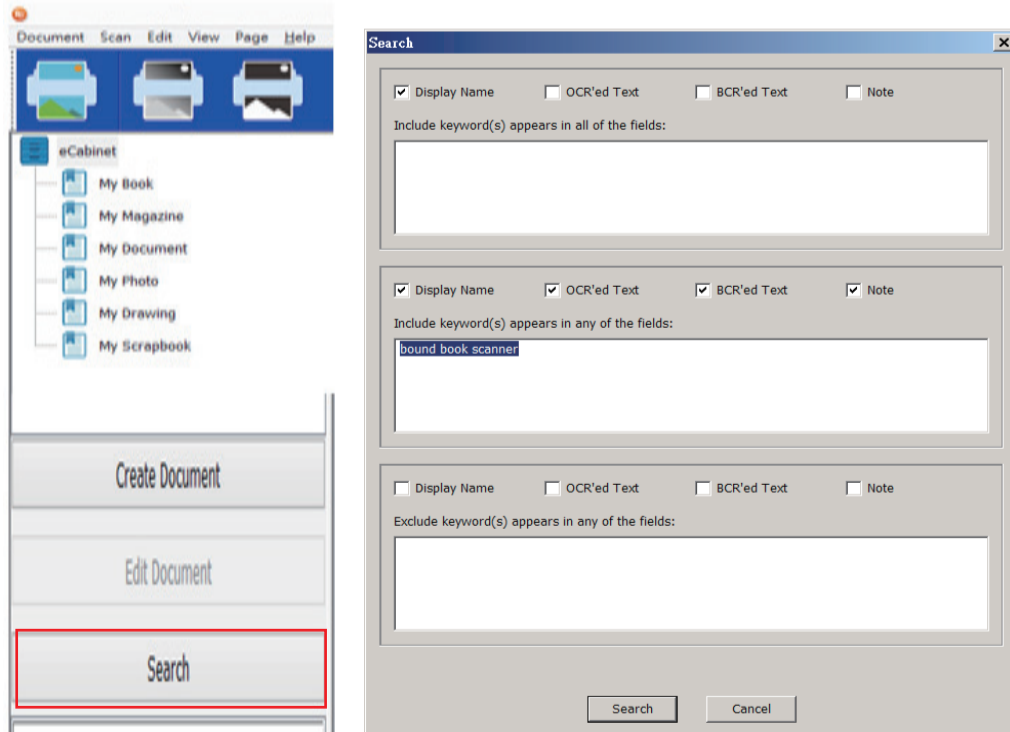
“Bleed-through Removal” is applied to remove noises on background of scanned images,

“Reset to Defaults” can be applied at any time if you wish to restore the default settings for “Scanner Color” profiles.

Find/Search Document

Click “Search” button to find a document with one of the options as below.

- (1) “Include keyword(s) appears in all of the fields”: only find a document with matched keyword(s) appears in all of the selected files.
- (2) “Include keyword(s) appears in any of the fields”: find a document with matched keyword(s) appears in any of the selected files.
- (3) “Exclude keyword(s) appears in any of the fields”, only find a document without matched keyword(s) appears in any of the selected files.



Scope of field:

Display Name includes document, folder and page names

OCR'ed Text covers all document pages that have content in “Text Recognition” tab

BCR'ed Text covers all document pages that have content in “Barcode Recognition” tab

Note covers all document pages that have content in “Notes” tab

Troubleshooting

FAQ 1: The scanner buttons are not working.

Solutions:

The scanner will enter the standby mode after it is idle for a while. Simply press any scanner buttons on the scanner and it will be available again.

Technical Support

USA/Canada

Service Hours (Except National Holiday): Monday to Friday, 9AM to 5:30PM Pacific Time

Tel.: 714-670-7713

Web: <https://plustek.com/usa/support/>