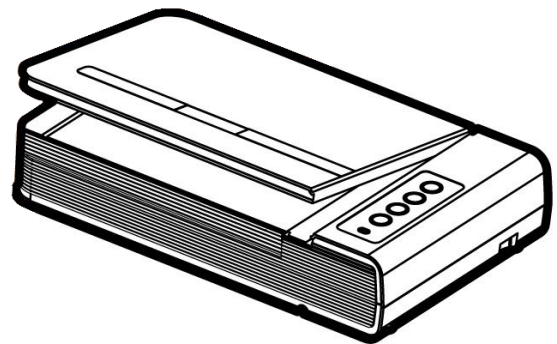




# Scanner User's Guide & BookMaker Guide OpticBook 4900



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## **Environmental Information**

Recycle or disposal at end-of-life information, please ask local distributors or suppliers for recycle and disposal information. The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal.

The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

# Table of Contents

<b>INTRODUCTION .....</b>	<b>1</b>
How to Use This Guide .....	1
Conventions of This Guide .....	1
<i>A Note about Icons</i> .....	2
Safety Precautions .....	2
Minimum System Requirements .....	3
Box Contents .....	3
Scanner Overview .....	4
<b>CHAPTER I. INSTALLING THE SCANNER .....</b>	<b>5</b>
Software Installation Requirements .....	5
Hardware Requirements .....	5
Installing and Setting up the Scanner .....	6
<i>Step 1. Connecting the scanner to Your Computer</i> .....	6
<i>Step 2. Installing the software</i> .....	7
<i>Step 3. Testing the Scanner</i> .....	7
Installing Additional Software .....	9
<b>CHAPTER II. USAGE AND MAINTENANCE .....</b>	<b>10</b>
Operating the Scanner .....	10
Preparation .....	10
Scan the Image(s) .....	11
<i>Scanning via TWAIN Interface</i> .....	11
<i>Scanning from the Scanner's Panel or via BookMaker Interface</i> .....	13
Aligning the Scanner (For Windows) .....	15
Standby Mode (For Windows) .....	16
Scanner Lock .....	17
Usage & Maintenance Tips .....	17
<b>APPENDIX A: SPECIFICATIONS .....</b>	<b>19</b>
<b>APPENDIX B: CUSTOMER SERVICE AND WARRANTY .....</b>	<b>20</b>
Service & Support Information (For EU country only) .....	20
Statement of Limited Warranty .....	20
FCC Radio Frequency Statement .....	21

# Introduction

Welcome to the world of Plustek scanners – the ultimate in computer imaging. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction.

Thank you for choosing us as your scanner supplier. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

## How to Use This Guide

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This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Microsoft Windows or macOS System. If this is not the case, we suggest you learn more about Microsoft Windows or macOS by referring to your Microsoft Windows or macOS manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use, maintain and clean your scanner.

Appendix A contains the Specifications of the scanner you purchased.

Appendix B contains our limited warranty agreement and FCC statement concerning the product.

## Conventions of This Guide

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[XXX] — Represents commands or contents on your computer screen.

*Italic* — First use of an important term in a chapter.

**Bold** — Represents buttons on your scanner OR important notes.

## A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



**Warning**

**Warning:** A procedure that must be followed carefully to prevent injury, or accidents.



**Attention**

**Attention:** Instructions that are important to remember and may prevent mistakes.



**Information**

**Information:** Optional tips for your reference.

## Safety Precautions

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Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage, the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction at these conditions:
  - when this device is moved directly from a cold to a warm location;
  - after a cold room is heated;
  - when this device is placed in a damp room.

To avoid the moisture condensation, you are recommended to follow the procedure:

- i. Seal this device in a plastic bag for it to adapt to room conditions.
  - ii. Wait for 1-2 hours before removing this device from the bag.
2. Do not use the power adapter and USB cable provided with the scanner. Use of other power adapter and cables may lead to malfunction.
  3. Keep the space around the AC adapter clear in case you need to quickly unplug the AC adapter during emergencies.
  4. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without being twisted, bended, or scraped.
  5. Unplug this device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.
  6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.
  7. Be sure not to bump or knock the scanner glass as it is fragile and could break.

## Minimum System Requirements<sup>1</sup>

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- PC with Intel Pentium® IV 2.4 GHz processor or compatible
- 4 GB RAM
- Available USB 2.0 port
- DVD-ROM Drive
- 10 GB Free Hard Disk Space
- Video card that supports 16-bit color or greater
- Operating System:  
Windows 7 / 8 / 10 / 11  
macOS 10.13.x, 10.14.x, 10.15.x, 11.x, 12.x, 13.x



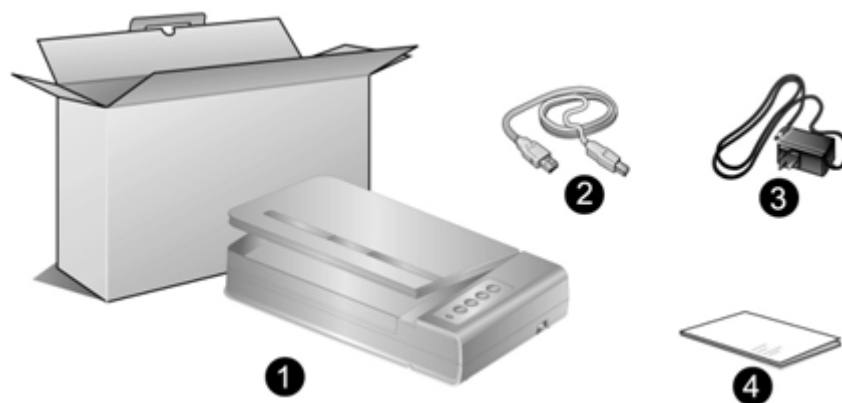
### Information

Systems with higher processor, 8 GB RAM and 50 GB free hard disk space are recommended for optimal performance.

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## Box Contents<sup>2</sup>

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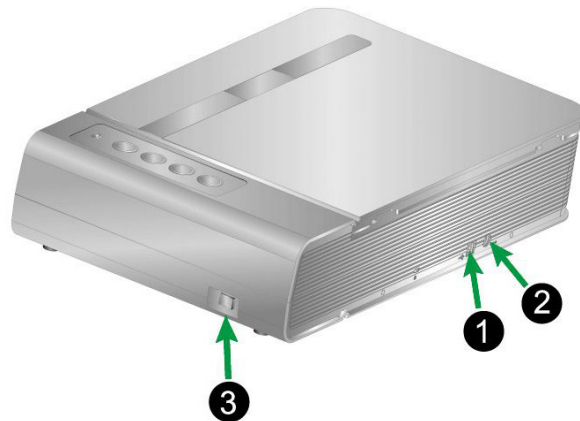
1. Scanner
2. USB Cable
3. Power Adapter
4. Quick Guide

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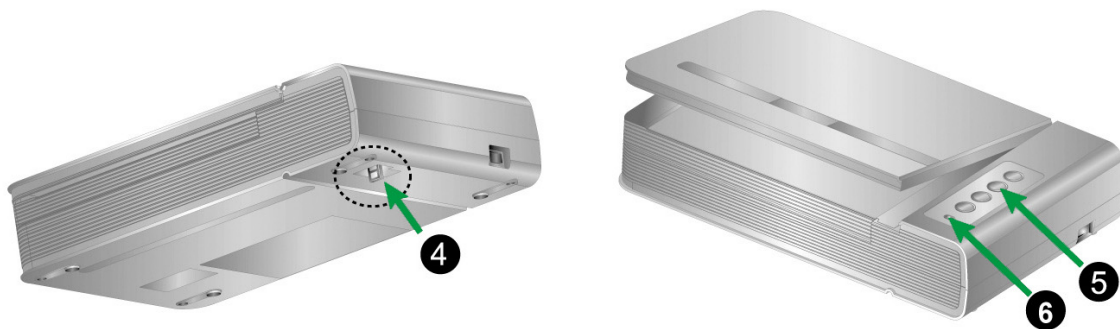
<sup>1</sup> Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

<sup>2</sup> Save the box and packing materials in case you need to transport this scanner in the future. The product packaging can be recycled.

## Scanner Overview



1. **USB Port:** It connects the scanner to a USB port on your computer by the included USB cable.
2. **Power Receptor:** It connects the scanner to a standard AC power outlet by the included power adapter.
3. **Power Switch:** Use this to turn the scanner ON or OFF.



4. **Scanner Lock:** It holds your scanner head in place during transportation.
5. **Scanner Buttons:** You may press the button to perform a predefined scanning task.
6. **Power LED:** It indicates the scanner status.

Light	Status
On	The scanner is turned on, ready to scan images.
Off	The scanner is off, either because the power is not turned on, or because the power cord is not properly plugged into an AC power outlet.

# Chapter I. Installing the Scanner

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the *Box Contents* section of this guide.

## Software Installation Requirements

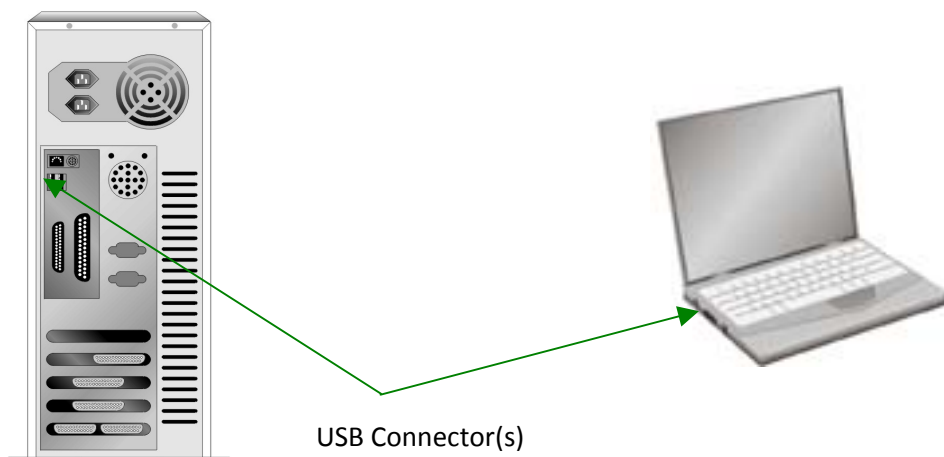
Your scanner comes with the scanner's driver and the BookMaker software. All of these software applications use approximately 10 GB of hard disk space after they are installed into your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 50 GB of hard disk space is recommended.

The USB scanner can only operate under the Microsoft Windows 7 / 8 / 10 / 11 operating system, and the macOS 10.13.x, 10.14.x, 10.15.x, 11.x, 12.x, 13.x.

## Hardware Requirements

This scanner connects to your computer through the Universal Serial Bus (USB), which supports hot Plug and Play. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks the same as the one pictured below. Note that on some computers, the USB port at the rear of the computer may be occupied and additional ports may be found on the monitor or keyboard. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.

Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.



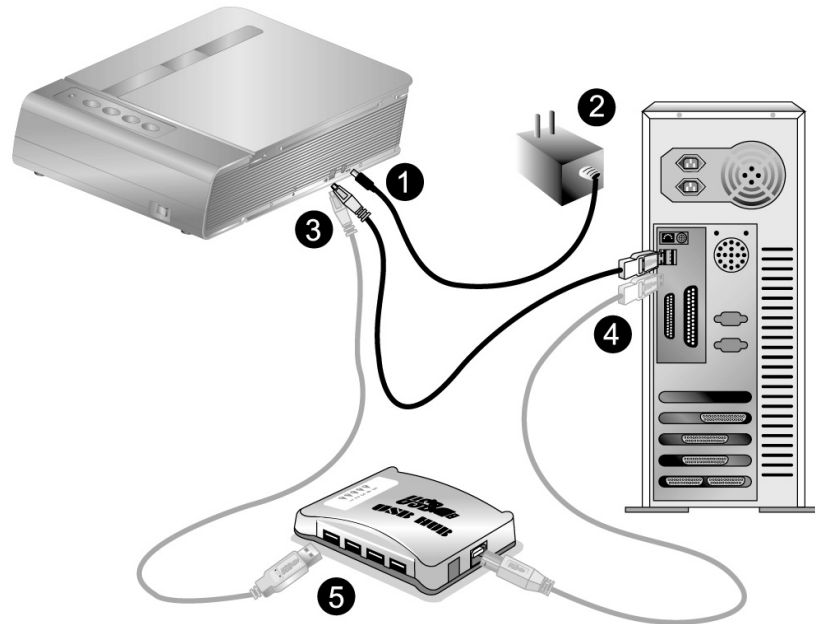
If you don't find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.



# Installing and Setting up the Scanner

Please follow the step-by-step procedures described below to install the Plustek scanner.

## Step 1. Connecting the scanner to Your Computer



### Attention

Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Plug the power adapter into the scanner's power receptor.
2. Plug the other end of the power adapter into a standard AC power outlet.
3. Plug the square end of the included USB cable to the USB port at the rear of the scanner.
4. Plug the rectangular end of the USB cable to an available USB port on the back of your computer.
5. If you plan to connect your scanner to a USB hub<sup>3</sup>, make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.

<sup>3</sup> The USB hub is not included with the scanner. If using a hub, you are recommended to use a hub with its own external power adapter.

## Step 2. Installing the software

1. Switch the scanner power on.



2. Please download and run your product's software package. You may download the latest version driver from our official website: <http://plustek.com/BookMaker/Start>
3. Follow the on-screen instructions to install all software that your new USB scanner requires.

## Step 3. Testing the Scanner

The following describes how you can check if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

**To properly test your scanner, please perform the following steps:**

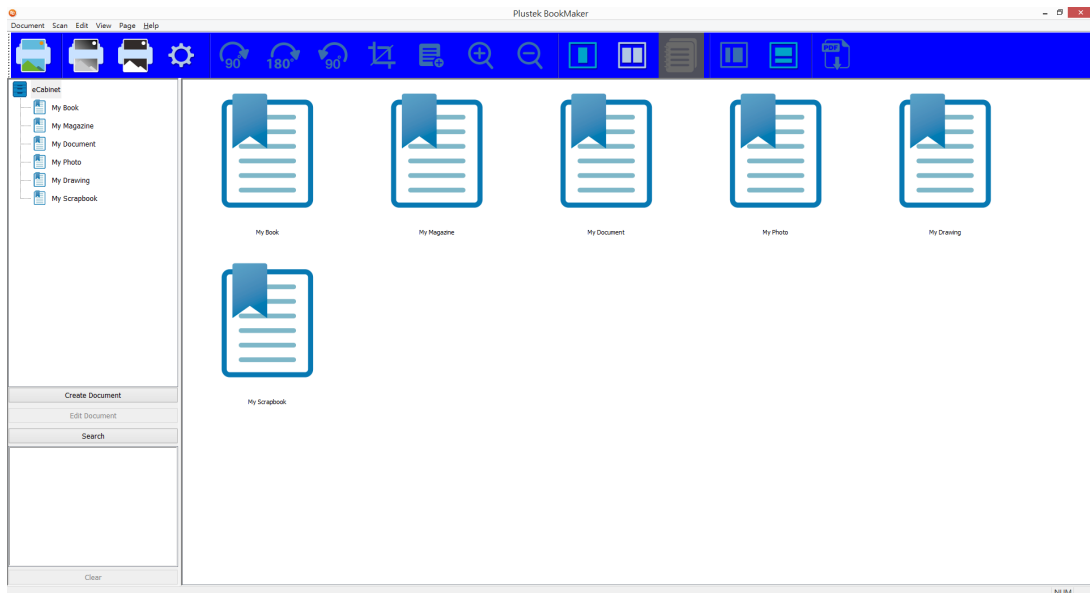
1. Open the scanner's document cover and place a book, head toward the scanner button panel, on the scanner glass.




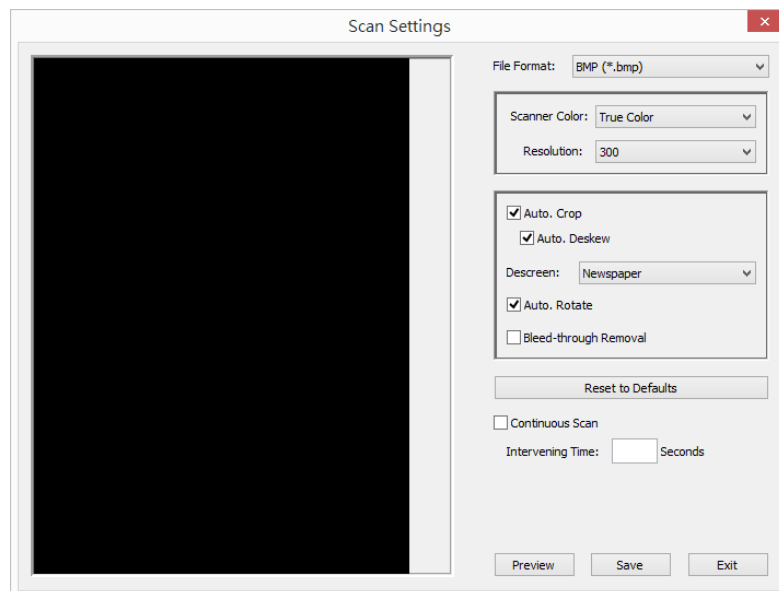
2. Gently close the document cover.



3. Double-click the icon **BookMaker** on the desktop.



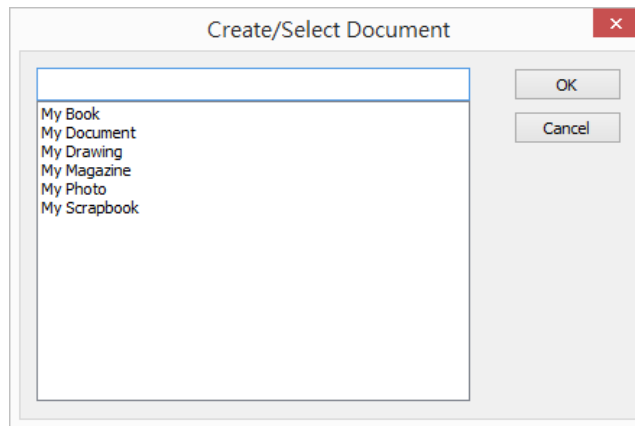
4. Within the “BookMaker” window, you may adjust the scan settings by clicking .



5. Press the **Color**, **Gray** or **B/W** button on the scanner panel.



6. Create a document name or select one document from the default setting in the BookMaker window.



7. The scanner starts to scan immediately.

## **Installing Additional Software**

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Your scanner is TWAIN compliant and functions with virtually all available TWAIN compatible software. If you purchase additional software to be used with your scanner, please make sure that it conforms to the TWAIN standard.

# Chapter II.


## Usage and Maintenance

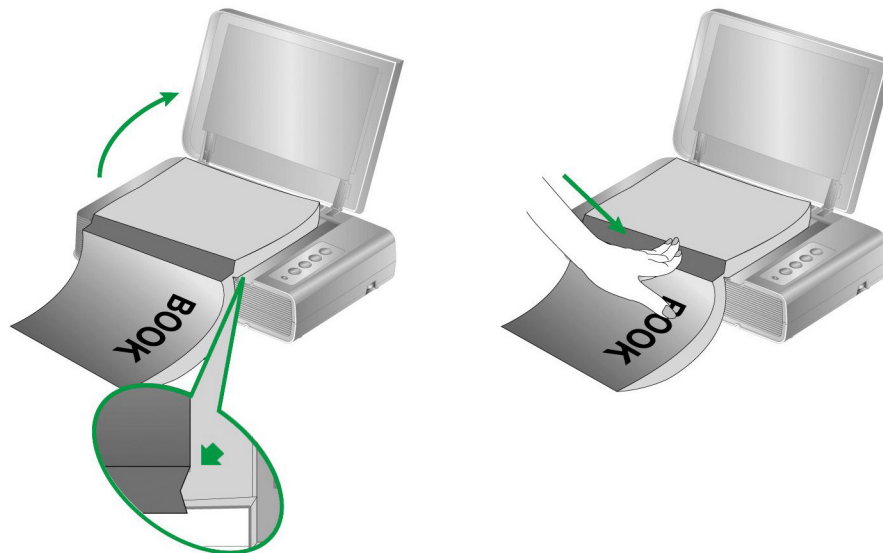
### Operating the Scanner

Your scanner needs to be driven by some type of software program. Since all documents or images (whether text or pictures) that are acquired from the scanner are treated by your computer as images, most scanning will probably be done from an image-editing program where you can view, edit, save and output the scanned images.

BookMaker, a carefully designed tool, helps you make the book scanning experience simple and efficient. With prior settings within the BookMaker turning books into electronic files is as easy as making copies on a copy machine. All you need to do is turn the book pages and then press one of the three scan buttons on the scanner panel. Furthermore, you can scan consecutive pages on a book without worrying about the page direction.... And you need to experience more!

### Preparation

1. Open the document cover and place your book on the scanner glass. Align the book with the  mark on the scanner.



2. Gently close the document cover.



When you're scanning a thick book, please gently press the book binding to guarantee the minimum space between the to-be-scanned page and the scanner glass.



**Warning**

When the document cover is not closed, please don't look directly at the scanner lamp during scanning.

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## Scan the Image(s)

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There are 3 different ways to operate the scanner:

1. By acquiring images from the scanner through our TWAIN interface within any TWAIN-compliant application programs.
2. By scanning from the scan button on the scanner.
3. By scanning images within BookMaker software.

The TWAIN interface and BookMaker software are automatically installed to your system along with the scanner driver.



**Attention**

Before you start scanning, check the following:

- Your scanner has been unlocked and the power of both your computer and scanner is turned on.
  - The BookMaker window is open on the desktop.
  - The book or paper is appropriately placed on the scanner flatbed glass.
- 
- 

## Scanning via TWAIN Interface

The TWAIN program is a very important piece of software that comes with your scanner. This program acts as an interface between the scanner hardware and the image-editing software you are using to view and edit images. The TWAIN program allows you to adjust a number of settings to define the quality of the scanned image.

The following describes how you may use your TWAIN compatible program to scan via the TWAIN interface. When you get familiar with the scanning, you may alternatively use other TWAIN compatible scanning programs or image-editing applications to do your scanning projects.

### Scan within your TWAIN compatible program:

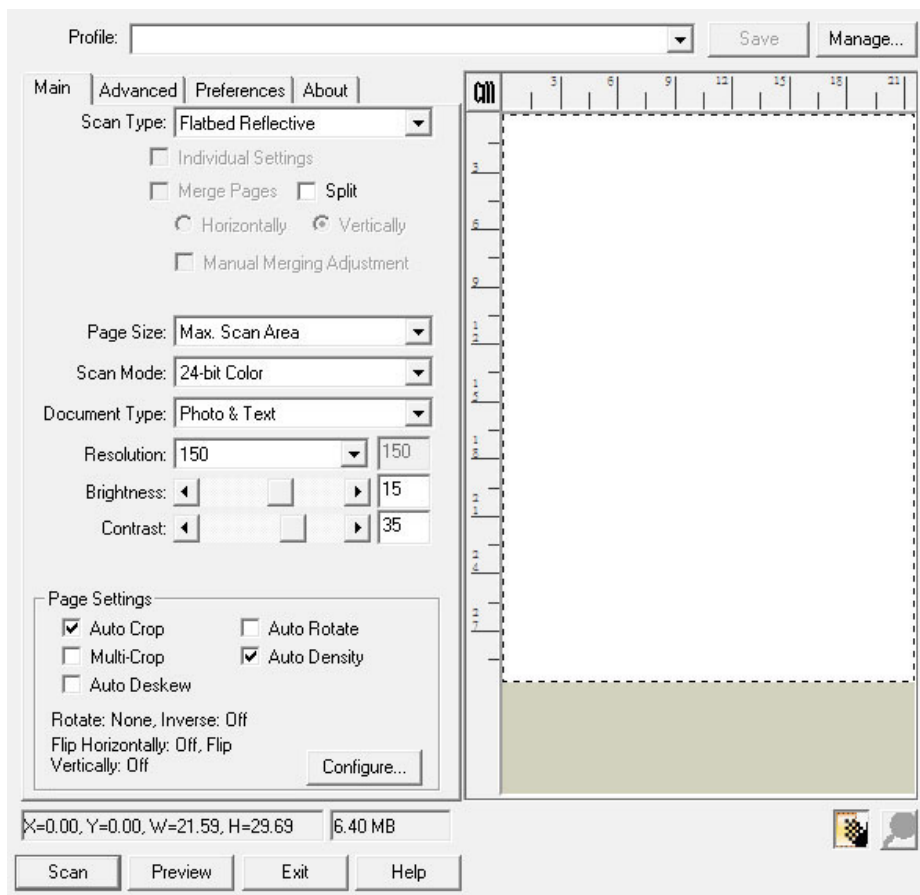
1. Launch your TWAIN compatible program.



### Attention

If you have more than one scanner or other imaging devices installed on your computer, you need to set this scanner as the default scanning source before you acquire the TWAIN program. Please refer to your TWAIN compatible program manual for more information about the settings.

2. Open the TWAIN window within your TWAIN compatible program. Please refer to your TWAIN compatible program manual for detailed information.
3. In the TWAIN window that opens, select **Flatbed Reflective** as the Scan Type.

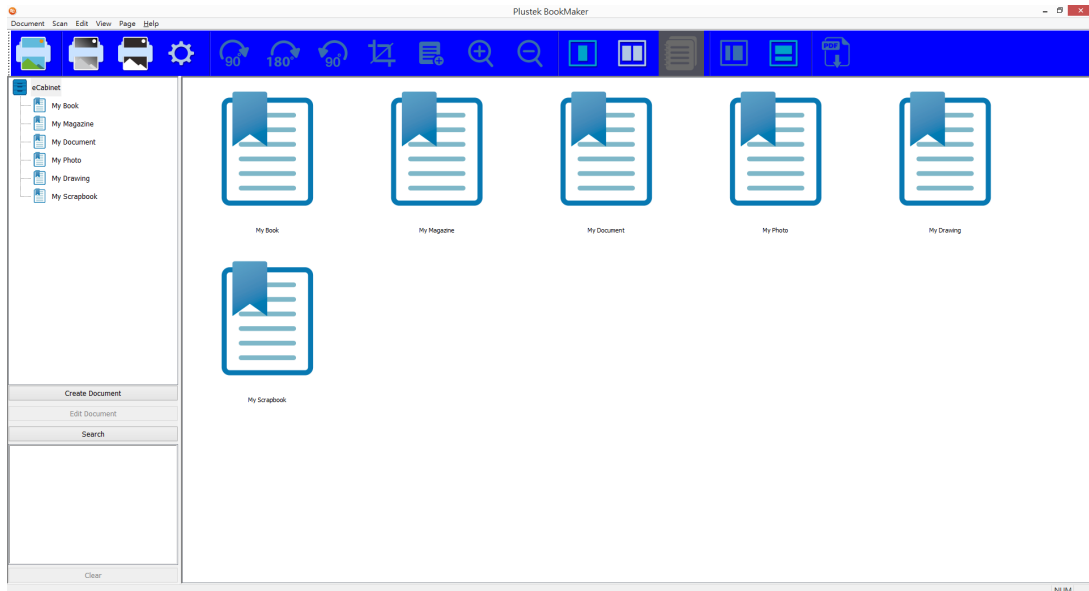


4. Adjust the scanning settings.
5. Click the **Preview** button. The scanned image should appear in the Preview Window. To define the margins and crop out sections of the image you don't want scanned, use the mouse to click and drag the corners or sides of the scan area borders. Adjust the scan settings again if the preview image doesn't satisfy your needs.
6. Click the **Scan** button.
7. When the scan finishes, click the **Exit** button to close the TWAIN window. The scanned images are displayed in your TWAIN compatible program, and you may perform the image editing tasks.

Click the **Help** button within the TWAIN window for more information about the settings.

## Scanning from the Scanner's Panel or via BookMaker Interface

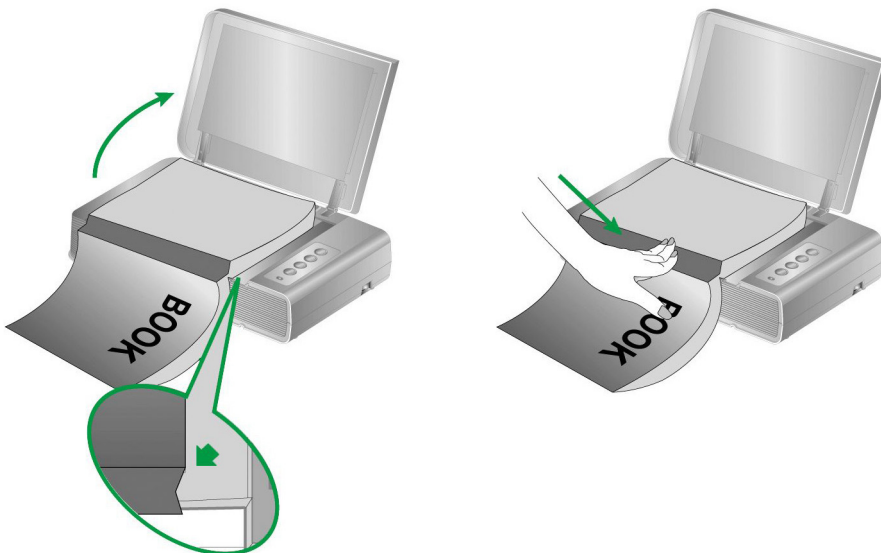
Your scanner is equipped with function buttons designed to make your scanning experience more convenient and efficient. The buttons on scanner's panel perform **Color**, **Gray** and **B/W** scanning functions. BookMaker offers you quick access to the **Color**, **Gray** and **B/W** scanning functions as well.



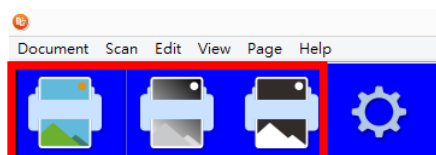
### Scan from the BookMaker interface

Scanning books or images from BookMaker is very easy. Follow the steps described below:

1. Place the book or document onto the scanner.

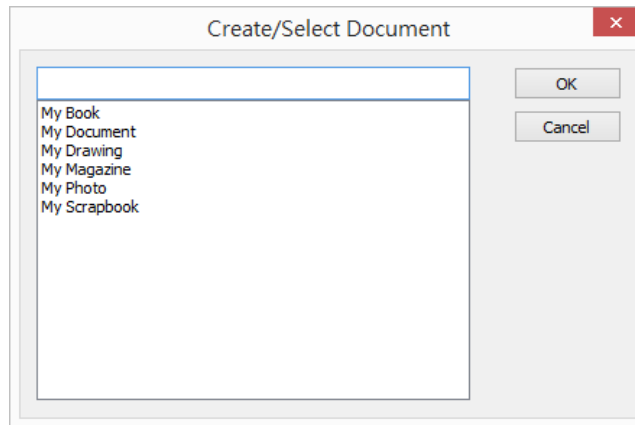


2. Click the **Color**, **Gray** or **B/W** button on the BookMaker interface.





3. Create a document name or select one document from the default setting.

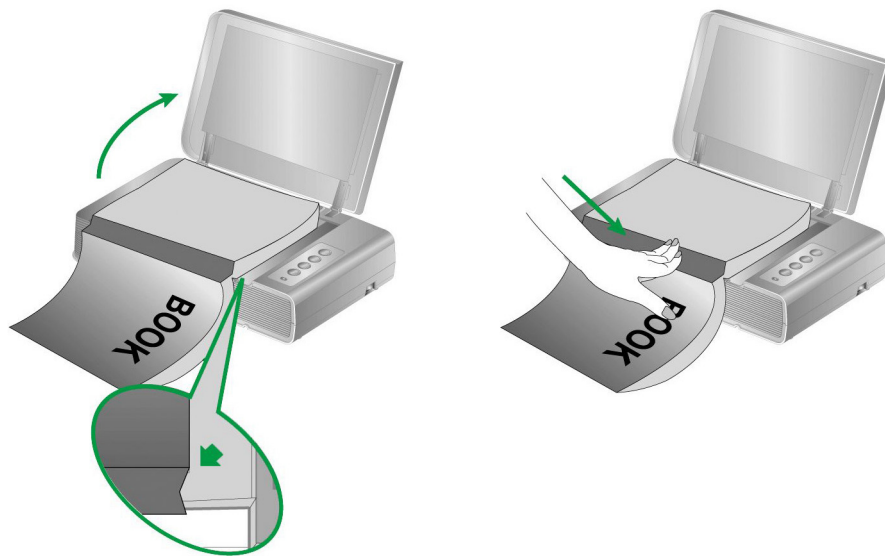


The scanner starts to scan immediately in the BookMaker window.

### Scan from the Scanner Buttons

Scanning books or images from this scanner is very easy. Follow the steps described below:

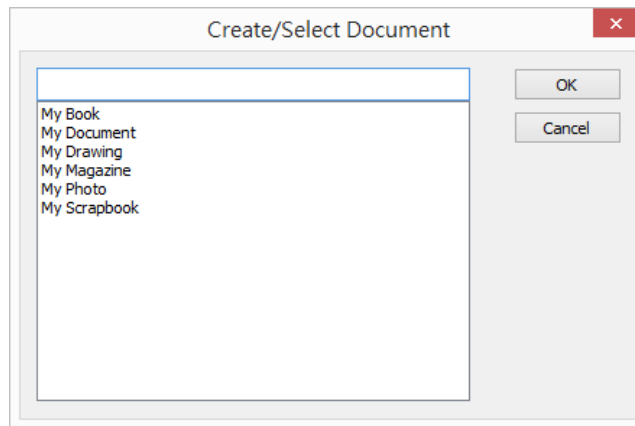
1. Place the book or document onto the scanner.



2. Press the **Color**, **Gray** or **B/W** button on the scanner panel.



3. Create a document name or select one document from the default setting.

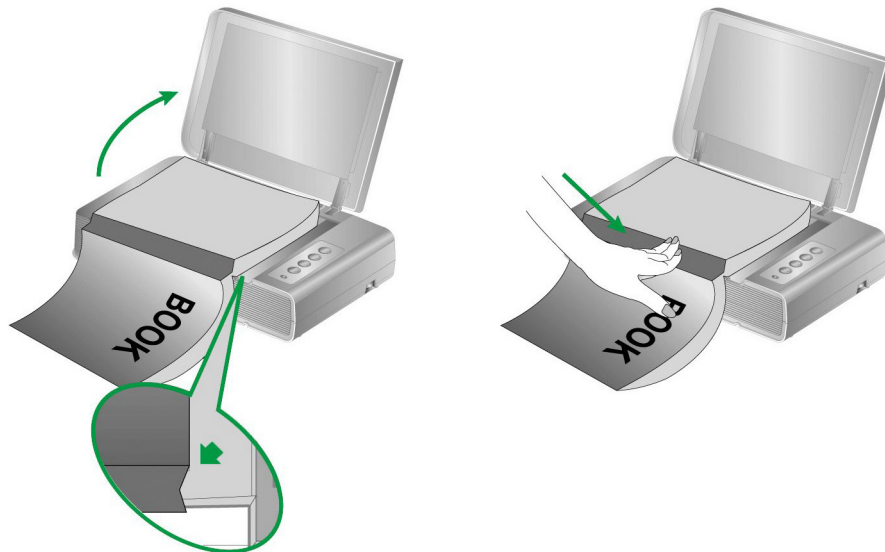


The scanner starts to scan immediately in the BookMaker window.

## Aligning the Scanner (For Windows)

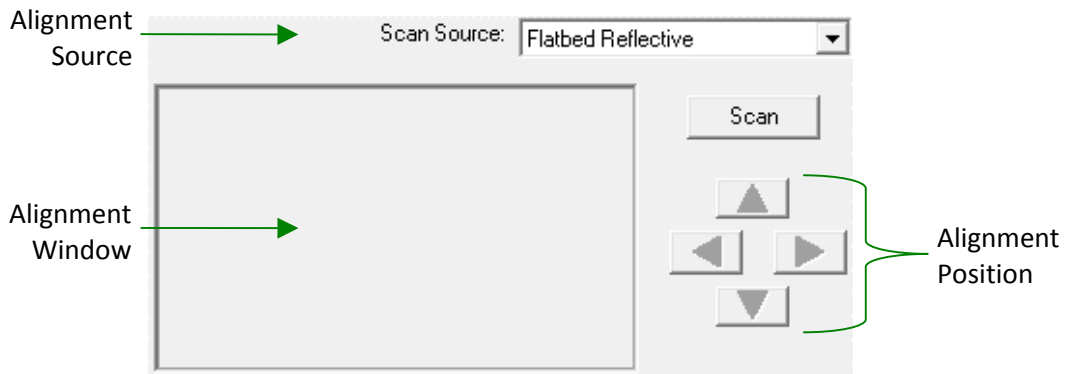
In most cases, the scanner doesn't need to be aligned but there are instances when the alignment might be required. You need to align the scanner only if parts of the scanned document are missing from any of its edges. For example, the heading of a document might be missing from the top edge after the document has been scanned.

1. Place the document onto the scanner glass headfirst and face-down. Align the top left corner of the document with the arrow on the reference mark.



2. From the Windows **START** menu, point to **All Programs > Plustek BookMaker**, and then click **Scanner Utility**. (For Windows 8.1 users: Point your mouse cursor to the upper or lower right corner of your screen to open the **Charm** bar. Click on the **Start** charm, then click on the downwards arrow button in the lower left corner of the screen. The **Apps** screen will be shown. Move your cursor to the right edge of the screen to scroll right until you find **Plustek BookMaker**, and then click on **Scanner Utility**.)

3. The Scanner Utility window opens. Find the **Initial Scanning Position Alignment** section and select **Flatbed Reflective** as the source.



4. Click the **Scan** button. Part of the document image will be displayed in the Alignment Window.
5. Click the **Alignment Position** buttons (Up, Down, Left, Right) until the top left corner of the scanned document aligns with the top left corner of the Alignment Window.
6. When the alignment completes, click on **OK** button to save settings and exit.

## Standby Mode (For Windows)

---

To save power consumption, the scanner will enter the standby mode after it is idle for a while. You may define an idle time for the scanner to automatically enter the standby mode.

1. From the Windows **START** menu, point to **All Programs > Plustek BookMaker**, and then click **Scanner Utility**. (For Windows 8.1 users: Point your mouse cursor to the upper or lower right corner of your screen to open the **Charm** bar. Click on the **Start** charm, then click on the downwards arrow button in the lower left corner of the screen. The **Apps** screen will be shown. Move your cursor to the right edge of the screen to scroll right until you find **Plustek BookMaker**, and then click on **Scanner Utility**.)
2. In the **Standby Mode** section of the Scanner Utility window that opens, click the button of your option. To automatically enter the Standby Mode (**sleep**): Click the button before **Sleep** and then click the up or down arrows to set a default time for the scanner to automatically enter the Standby Mode.



### Information

You may define an idle time for the scanner to automatically enter the standby mode. You may press any scanner button to wake up the scanner from power saving.

3. Click on **OK** button to save settings and exit.



**Warning**

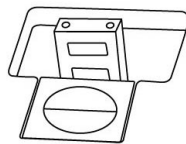
- To completely shut down the scanner, press the power switch on the side of the scanner.
  - If the scanner will not be used for a long period of time, shut down the scanner and then disconnect the power cable from the power outlet.
- 

Alternatively you may click **Default** to restore the default settings. You may press any scanner button to wake up the scanner from power saving.

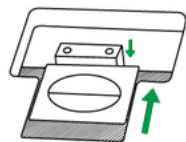
## Scanner Lock

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Your scanner is designed with two different lock statuses to protect the optical parts. To ensure the scanner working properly, you have to choose an appropriate lock status according to the situation.



**Auto Lock** is for scanning on a smooth surface. The scanner will be locked automatically when the lock head is not pushed in. This lock status is recommended for general use.



**Always Unlock** is for scanning on a surface that is not firm, unstable or too soft. Furthermore, if you place your scanner on a long-term position, you can also keep your scanner lock in this status.



**Warning**

If you use this lock status, ensure to relock the scanner before any movement to prevent damage of your scanner.

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## Usage & Maintenance Tips

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**Attention**

To keep your scanner working smoothly, take a moment to review the following usage & maintenance tips.

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- Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit.

- Do not subject the scanner to excessive vibration. It may damage the internal components.
- Clean the scanner glass by lightly spraying a non-abrasive glass cleaner onto a soft lint-free cloth. Then, wipe the glass thoroughly with the cloth. **DO NOT SPRAY CLEANER DIRECTLY ONTO THE SCANNER GLASS.** Excess liquid residue may fog or damage the scanner.

## Appendix A: Specifications<sup>4</sup>

<b>Plustek OpticBook 4900</b>	
Image Sensor	CCD
Light Source	LED
Optical Resolution	1200 dpi
Hardware Resolution	1200 dpi x 2400 dpi
Scan Modes	Color: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit output B/W: 1-bit
Book Edge	2mm
Scanning Speed	3.6 sec (Color/ Grayscale/ B&W mode, 300dpi, A4)
Scanning Area (W x L)	216 x 297 mm (8.5" x 11.69", A4/ Letter Size)
Daily Duty Scan ( Sheets )	2,500
Action Button	Delete, B/W, Grayscale, Color
Power Supply	24 Vdc / 0.75 A
Power Consumption	< 18 W (operation), < 4.3 W (idle)
Interface	USB 2.0
Net Weight	3.45 Kgs (7.6 Lbs)
Dimensions (W x D x H)	491 x 291 x 102 mm (19.3" x 11.4" x 4")

<sup>4</sup> Hardware specifications may change at any time without prior notice.

# Appendix B:

## Customer Service and Warranty

If you encounter problems with your scanner, please review the installation instructions and troubleshooting suggestions contained in this guide.

Visit our website [www.plustek.com](http://www.plustek.com) for more customer service information. To avoid delays, please have the following information available:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU
- Your current operating system and BIOS (optional)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

### Service & Support Information (For EU country only)

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Where appropriate, the period of availability of spare parts and the possibilities of upgrading products information. Please ask local distributors and suppliers for spare parts information and product upgrade information.

Information requested by relevant Implementing Measure. Please ask local distributors and suppliers for the related information of Implementing Measure test report.

Do not dispose anything of products before you ask local distributors and suppliers to get correct information for decreases of environmental impact with right methods and procedures.

If you want to disposals the product and/or an accessory, please ask local distributors and suppliers to get the contact information of nearest disposal manufactures.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and clearance the product, please ask local distributors and suppliers to get the right information of nearest stores.

### Statement of Limited Warranty

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This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a

request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programs, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, program modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

## **FCC Radio Frequency Statement**

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This equipment has been tested and found to comply with the limits for a Class B digital



device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



# **BookMaker Guide**

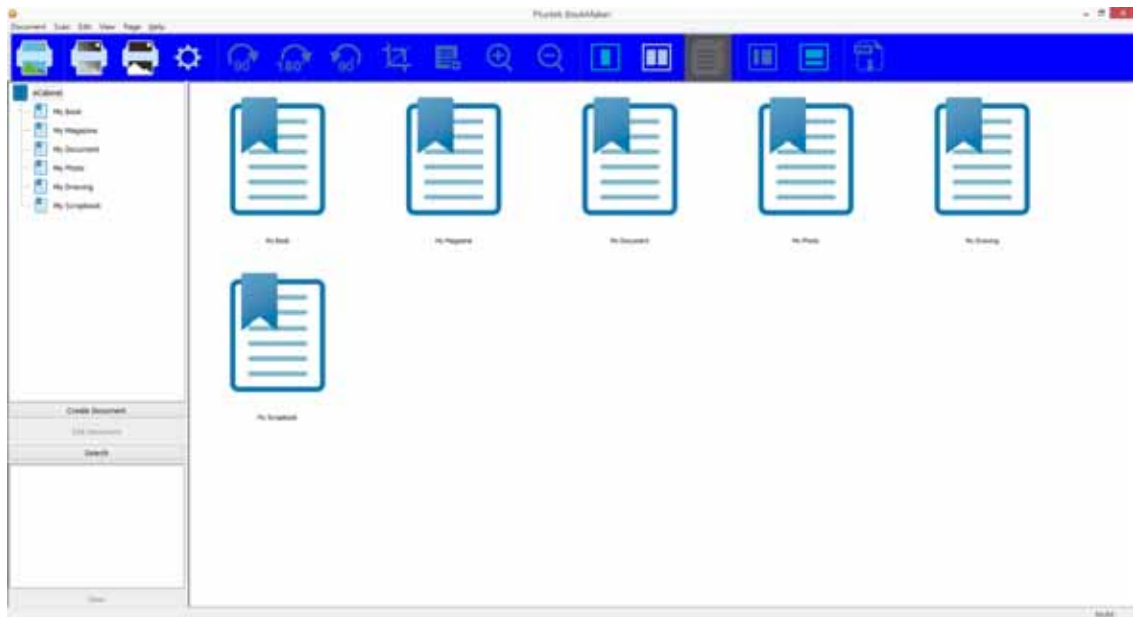
# Table of Contents

<b>BOOKMAKER SOFTWARE .....</b>	<b>1</b>
Main Screen Overview .....	1
<i>Menu Bar</i> .....	1
<i>Tool Bar</i> .....	6
<i>eCabinet Panel</i> .....	8
<i>Document Window</i> .....	10
Edit Screen Overview .....	11
<i>Page List Panel</i> .....	11
<i>View Window</i> .....	12
<i>Thumbnail Panel</i> .....	13

# BookMaker Software

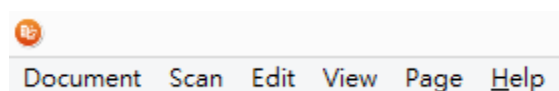
BookMaker, a carefully designed tool, helps you make the book scanning experience simple and efficient.

## Main Screen Overview

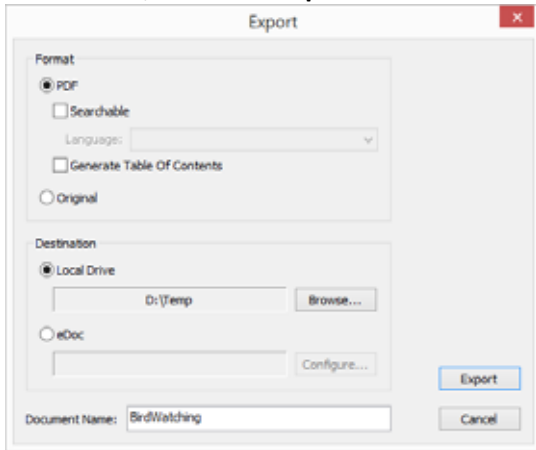
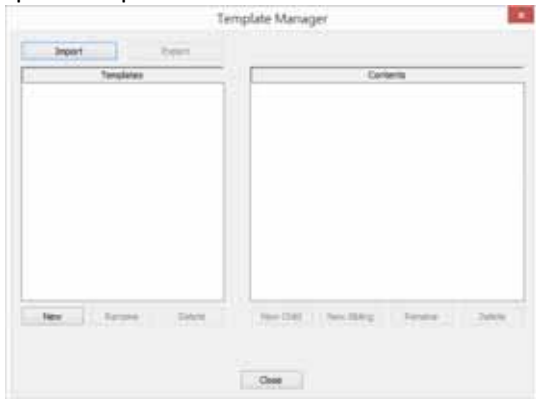
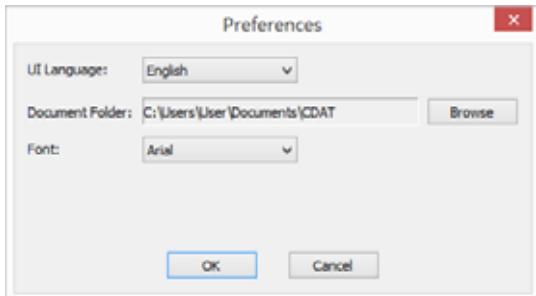


## Menu Bar

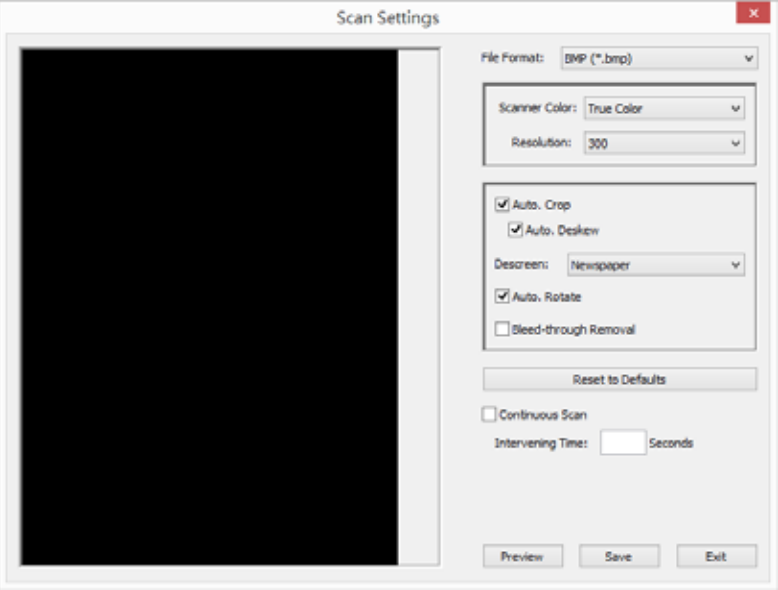
The Menu Bar, located at the top of the program main window, contains the commands for this program.





## Document

Menu item	Function
New Document	Create a new document.
Rename Document	Rename the selected document.
Delete Document	Delete the selected document.
Folder	Create a new folder, renames the selected folder or deletes the selected folder.
Export	Export the selected document. Select <b>Format</b> , <b>Destination</b> and enter <b>Document Name</b> , then click <b>Export</b> button.  <p>Note: Before activating <b>Generate Table Of Contents</b> option, you have to create folders and organize your document in the Edit Screen first.</p>
Print Document	Print the selected document.
Template Manager	Import or export templates. 
Reference	Configure preference settings. Select <b>UI Language</b> , <b>Document Folder</b> and <b>Font</b> . 
Exit	Close this program.

## Scan

Menu item	Function
Scan Settings	<p>Configure scan settings.</p>  <ul style="list-style-type: none"> <li>• <b>File Format:</b> Select file format from the dropdown list.</li> <li>• <b>Scanner Color:</b> Select the color mode from the dropdown list.</li> <li>• <b>Resolution:</b> Select the resolution from the dropdown list.</li> <li>• <b>Auto. Crop:</b> Tick this check box to have the program automatically identify the dimensions of the image you scanned and crop around the edges.</li> <li>• <b>Auto. Deskew:</b> Tick this check box if you want the program to automatically straighten the skewed image after auto crop is done.</li> <li>• <b>Descreen:</b> Descreen filter minimizes the appearance of the unsightly interference patterns which may occur when you scan the source documents that are created by a halftone printing process, e.g. pictures from magazines, newspapers, or catalogs.</li> <li>• <b>Auto. Rotate:</b> Tick the check box of <b>Auto. Rotate</b>, the document image you scanned will be automatically rotated and straightened.</li> <li>• <b>Bleed-through Removal:</b> Tick this check box to remove noises on background of the scanned images.</li> <li>• <b>Reset to Defaults:</b> Click this button to reset all settings to default.</li> <li>• <b>Continuous Scan:</b> Check this option if you want to scan multiple pages successively to the same destination. After the document is scanned, a message will show asking you if you will put in more paper to continue scanning, or if you want to end the scan. You may adjust the time interval by entering the desired values.</li> </ul>

## Edit

Menu item	Function
Rotate	Select desired rotation method.
Convert to	Convert to desired color mode.
Flip	Select desired flip mode.
Delete	Delete the selected page(s).
Print	Print the selected page(s).
Export	Export the selected page(s).
eSignature	<p>Add desired signature on the scanned images.</p>  <p>The screenshot shows the 'Picture on Picture' application window. It features a 'Profile' dropdown menu, 'Apply', 'Save', and 'Delete' buttons at the top. Below is an 'Image File' field with a 'Browse' button. The main area is labeled 'Target' and displays a magazine cover for 'BirdWatching' with the headline 'Out of the shadows' and '10 NEW BOOKS'. At the bottom, there are buttons for 'New Page', 'Page', 'Next Page', and a 'Close' button.</p>
Image Sticker	<p>Add desired image sticker on the scanned images.</p>  <p>This screenshot is identical to the one above, showing the 'Picture on Picture' application window with the 'BirdWatching' magazine cover as the target image.</p>

## View

Menu item	Function
Display Mode	Select desired display mode.
Thumbnail Size	Select desired thumbnail size.
eCabinet Panel	Select to display/hide the eCabinet Panel.
Thumbnail Panel	Select to display/hide the Thumbnail Panel.
Zoom-in	Select to zoom-in on the selected scanned image.
Zoom-out	Select to zoom-out on the selected scanned image.
Fit-in	Select to view the scanned image in fit window size.

## Page

Menu item	Function
Add From	Select to add pages from File, Scanner, Clipboard or eDoc.
Insert From	Select to insert pages from File, Scanner, Clipboard or eDoc.
Replace From	Select to replace pages from File, Scanner, Clipboard or eDoc.
Crop Mode	Select to switch to crop mode.
Save Crop to	Select the destination for the crop image.

## Help

Menu item	Function
About Plustek BookMaker	Display the program version information.




















## Tool Bar

The Tool Bar is displayed under the Menu Bar, gives you quick access to frequently-used functions.



The buttons and their respective functions are as following:

 Scan (Color)	Click on the button and the scanner will scan the image in color mode.
 Scan (Grayscale)	Click on the button and the scanner will scan the image in grayscale mode.
 Scan (Text)	Click on the button and the scanner will scan the image in black and white mode.
 Scan Settings	Click on the button to open scan settings dialog.
 Rotate +90°	Click on the button to turn the image clockwise by 90°.
 Rotate 180°	Click on the button to turn the image by 180°.
 Rotate -90°	Click on the button to turn the image counterclockwise by 90°.
 Crop	Click on the button to crop the image. Right-click on the crop area to select the destination.
 Insert	Click on the button to insert image from clipboard.
 Zoom-in	Click on the button to zoom-in.
 Zoom-out	Click on the button to zoom-out.

 Single-page	Click on the button to display one image at a time.
 Double-page	Click on the button to display two images at a time.
 Note-taking	Click on the button to perform text recognition, barcode recognition or take notes.
 Page list	Click on the button to display/hide the eCabinet Panel.
 Thumbnails	Click on the button to display/hide the Thumbnail Panel.
 Export (all pages)	Click on the button to export the document/page(s).

## eCabinet Panel

The eCabinet Panel displays all document where you store and organize your images. It is always on the left side of the program main window. You may right-click on **eCabinet** to add new document. Double-click on the document to bring you to the Edit Screen of the selected document.



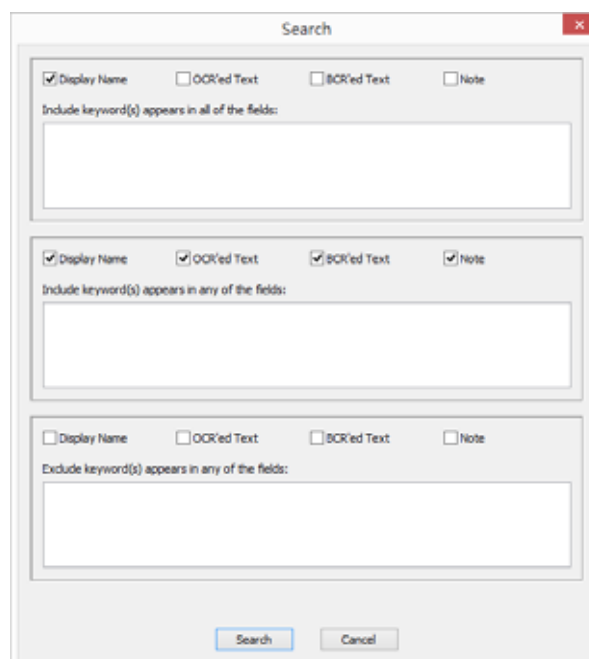
**Create Document**: Click on the button to create a new document in the eCabinet Panel.

**Edit Document**: Select desired document in the eCabinet Panel then click this button to bring you to the Edit Screen of the selected document.

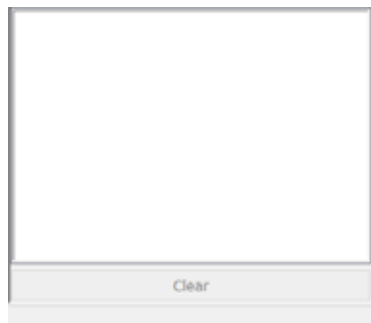
**Search**: Click on the button to open the following dialog.

**Note: Perform Text Recognition, Barcode Recognition and make Notes in the Edit Screen, so that the scanned document content can be searched.**

Enter the keywords in the specific column to best meet your searching criteria, then click **Search** button.

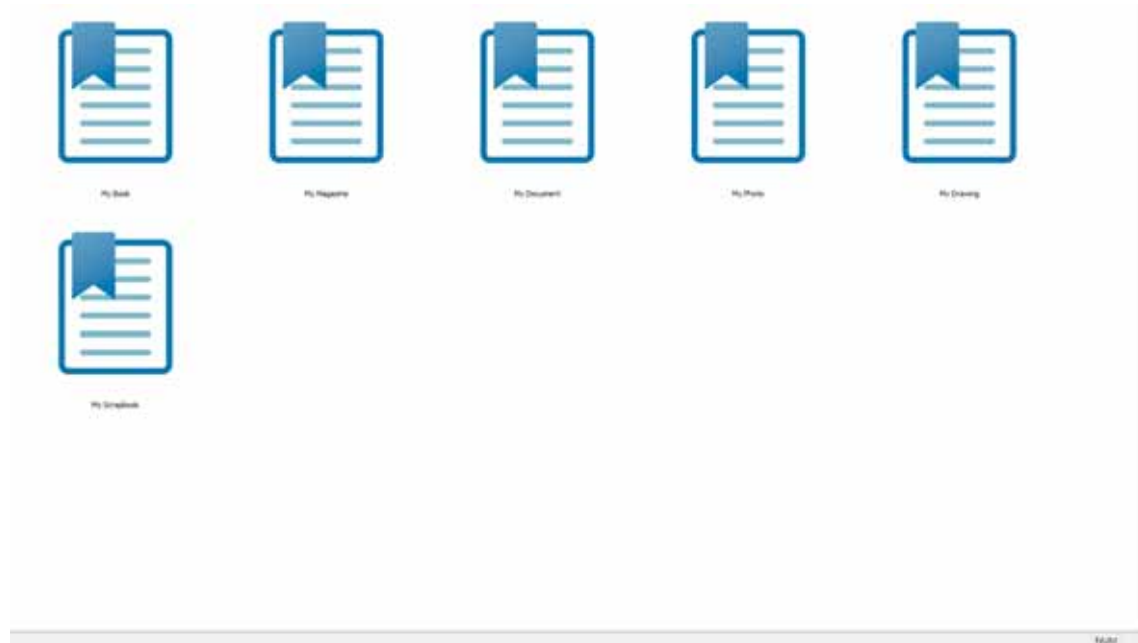


The search results will be listed in the following column. Double-click on the desired item to open the document in the Edit Screen.

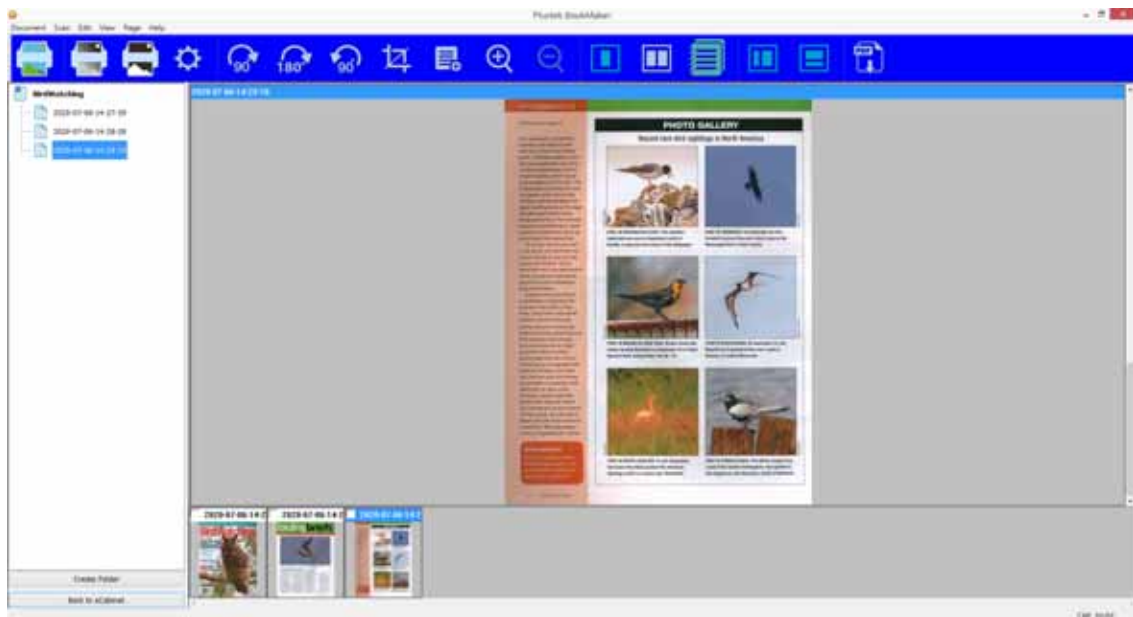


## Document Window

The Document Window displays the most recent 8 document that you've accessed. Double-click on the document to bring you to the Edit Screen of the selected document.



## Edit Screen Overview



### Page List Panel

The Page List Panel displays all pages of the document. It is on the left side of the Edit Screen. You may right-click on document title to add new folder, drag-and-drop the desired images to organize your document. Click on the page to display the selected page in the View Window.



Create Folder

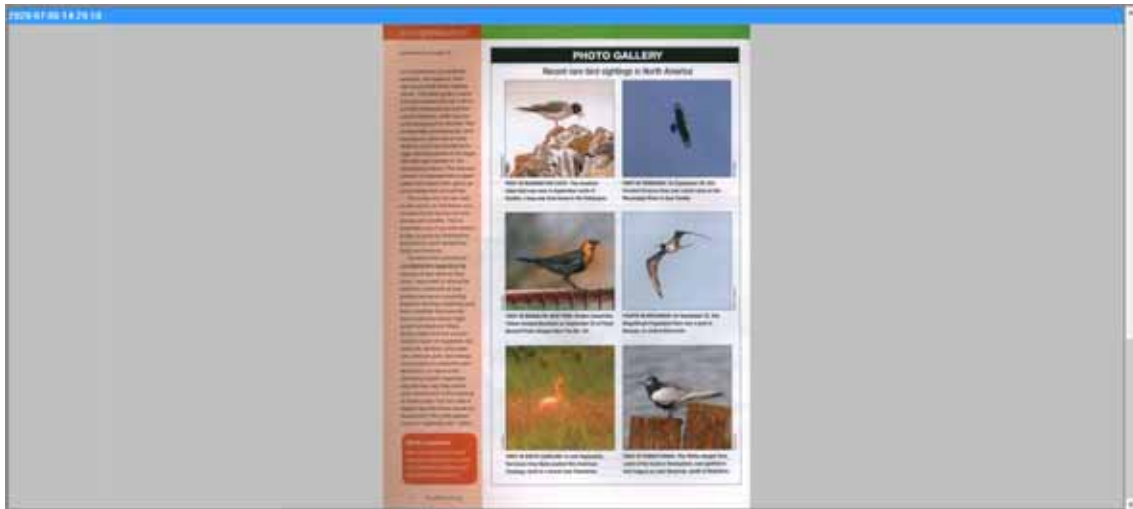
: Click on the button to create a new folder in the Page List Panel.

Back to eCabinet

: Click on the button to return to the Main Screen.

## View Window

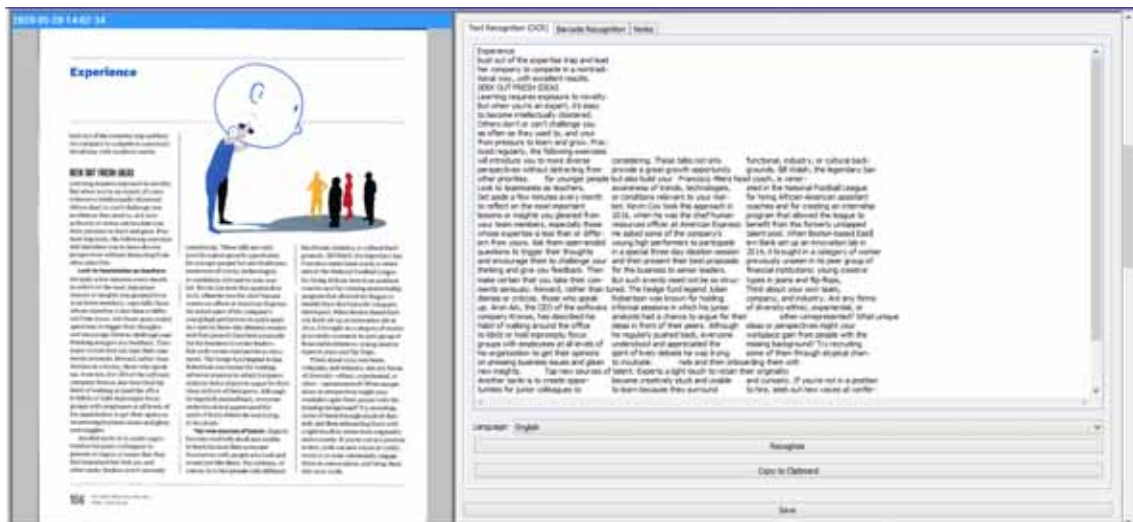
The View Window displays 1 or 2 images for checking and editing the images. It is on the right side of the Edit Screen.



You may click **Note-taking** button in the Tool Bar to perform **Text Recognition**, **Barcode Recognition** and make **Notes**, so that the scanned document content can be searched.

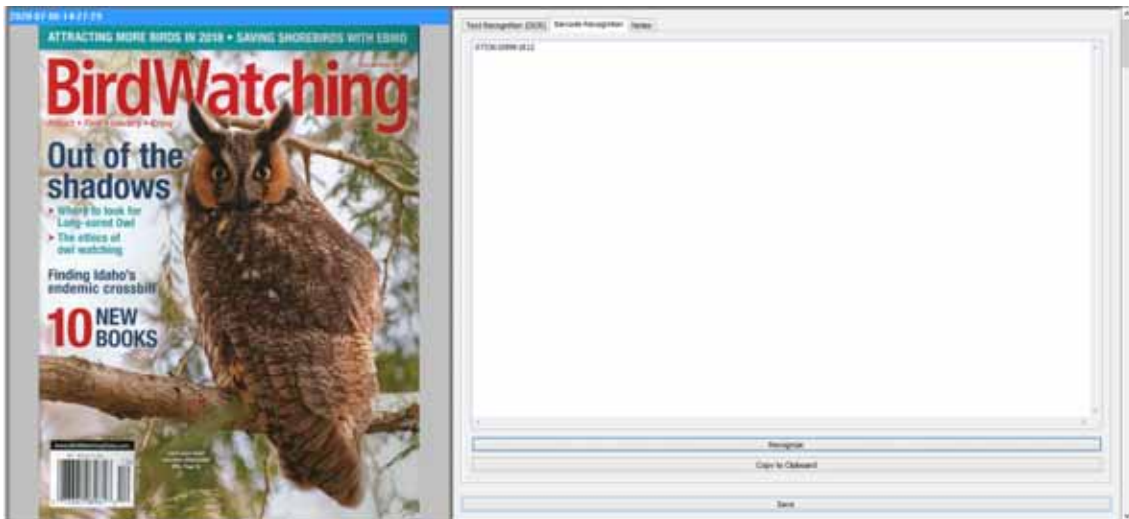
## Text Recognition

Select desired **Language** and click **Recognize** button. Verify the recognized content and click **Save** button.



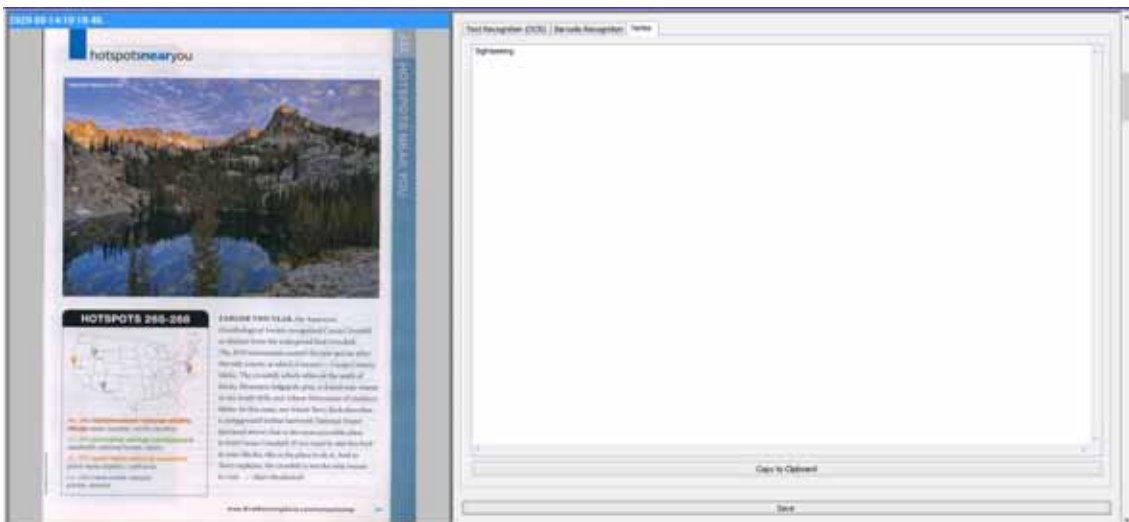
## Barcode Recognition

Click **Recognize** button to recognize barcode information. Verify the recognized barcode information and click **Save** button.



## Notes

Enter desired keywords for further searching, remember to click **Save** button.



## Thumbnail Panel

The Thumbnail Panel displays all images of the document. You may click and drag the desired image from the miniatures to re-arrange the order. Click on the desired thumbnail, the image is displayed on the View Window immediately.

