

FIU Libraries, Digital Collections Center
Standard Operating Procedure: Book Scanning with the ATIZ
BookDrive (Part B)

- 1) Turn on the main switch for the ATIZ scanner power strip.
- 2) Turn on the right camera first, then the left camera. Order counts!!!
- 3) Remove the lens caps from each camera
- 4) Inspect both camera lenses and the scanner glass platen to make sure they are clean; if not, wipe gently with the OneStep cleanser wipes (stored in tall supply cabinet).
- 5) To ensure even and stable lighting, close the room door and blinds and turn off the overhead lights.
- 6) Launch the Book Drive Capture application on the PC
- 7) Make sure the settings in the Book Drive Capture application have been adjusted for your job. Set up guidelines are shown in Figure 1. We recommend you save the images on the LIBDLC2 drive, under the ATIZ folder, as follows:
\\Libdcc\libdlc2\ATIZ\Production\FIxxxxxxx.
- 8) To start scanning, place the book on the cradle facing up, but rotated 180 degrees so it is upside down. The book gutter should be centered under the glass, and the glass platen should be firmly set down upon the book.
- 9) Now you are ready to press the CAPTURE button. After doing so, you will hear each camera record a shot, one after the other. The right camera will shoot first, capturing what is on the left side of the cradle. The left camera will shoot second, capturing what is on the right side of the cradle. Note that the length of time between shots is controlled in the 'Timed Capture' section of the control panel. The default setting is 5 seconds.
- 10) The captured images will display on the screen in the order they occur in the actual original that was scanned. If you scanned the book upside down, you will see the book's left hand page on the left side of the screen and the book's right hand page will display on the right hand side of the screen.
- 11) If the images did not come out satisfactorily, you can reshoot the pages from the PC without changing anything on the scanner. Move your mouse to the top of the screen; under the pull-down menu labeled 'Capture', select which side to re-shoot or select the option for both sides, if desired. The new images will replace the previous ones in the sequence of image files stored by the software.
- 12) When you are satisfied with the scanned images, return to the scanner, lift the glass platen, and flip the page.
- 13) Repeat Step 9-12 until the entire book has been scanned.
- 14) The captured images will be saved in whatever folder you specified in the 'Save As' section of the control panel.
- 15) You are now ready to perform any necessary editing on the captured images, using your preferred editing tool.

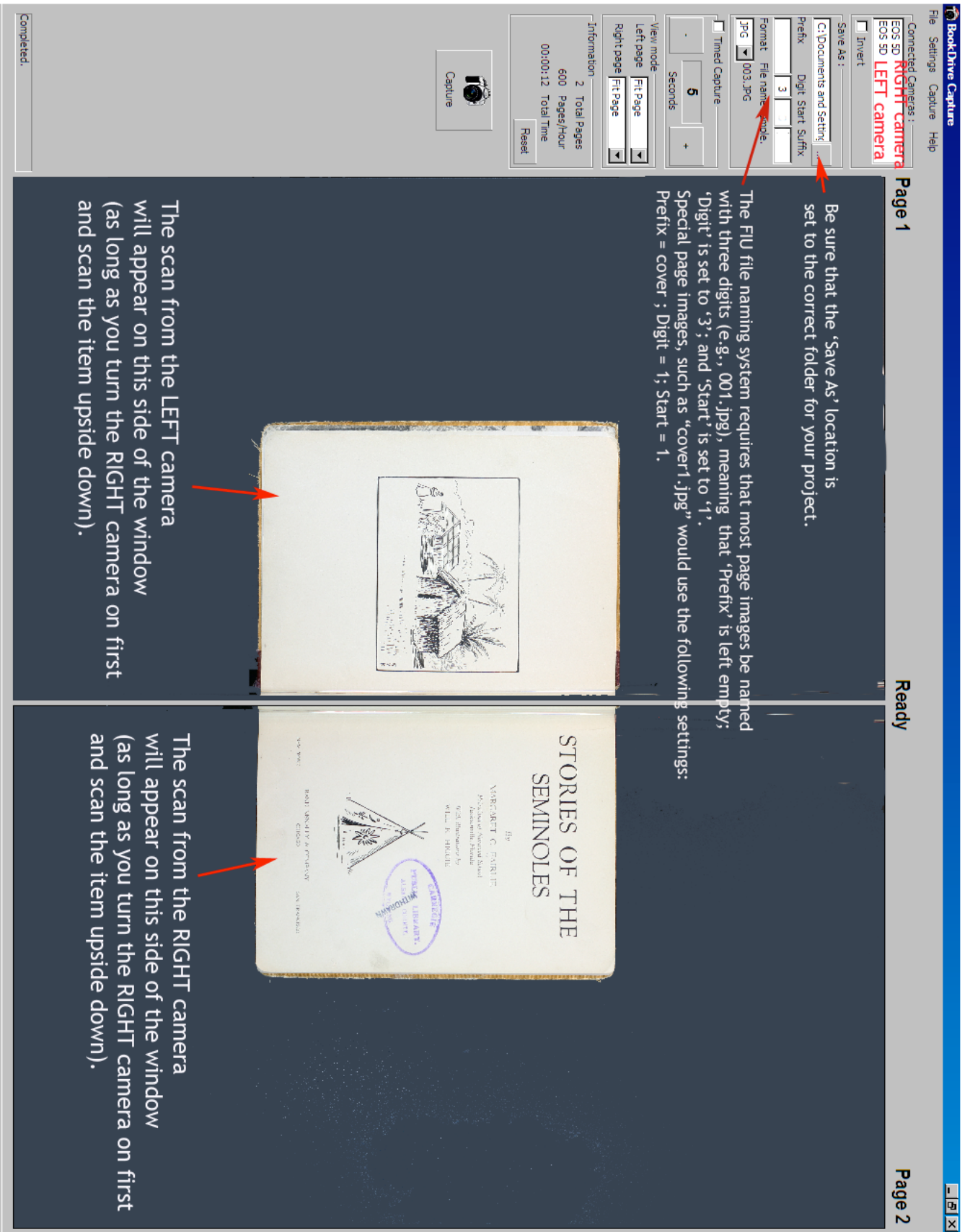


Figure 1: BookDrive Capture Settings