

DIGITIZATION WORKFLOW

Creating a High-Quality Digital Document Using the i2S CopiBook Open System



01 PLACE THE BOOK & OPEN THE APPLICATION

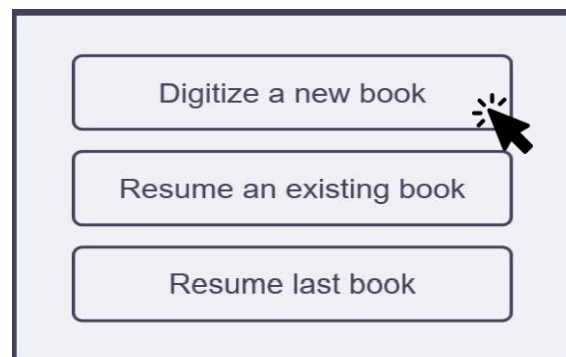


- Place the book/document on the **cradle** of the digitization machine.
- Lower the glass and gently press the book to secure it properly.



- Open the Digitization Application.

02 SELECT DIGITISATION MODE



- Digitize a new book** — for a new book.
- Resume an existing book** — for continuation.
- Resume last book** — resume last file.

03 CONFIGURE NEW DIGITIZATION PROJECT

BOOK CONFIGURATION

- Select Double/Single from a template.

BOOK PROPERTIES

- Enter the Document Name.
- Select the Document Location / Folder.

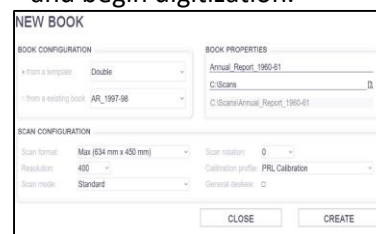
SCAN CONFIGURATION

Scan Format: Max (634 mm x 450 mm)

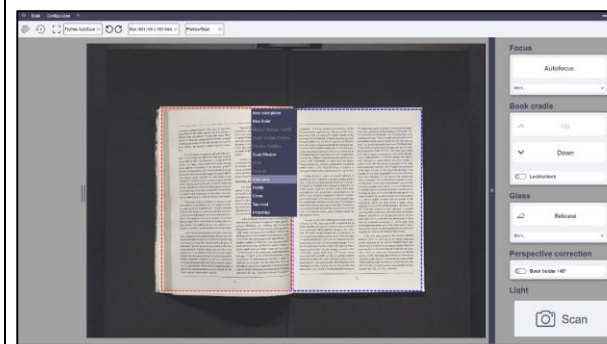
- Resolution: 400
- Scan Mode: Standard
- Scan Rotation: 0°
- Calibration Profile: PRL Calibration
- General Deskew: Select if required

FINAL STEP

- Click **CREATE** to create the new book and begin digitization.

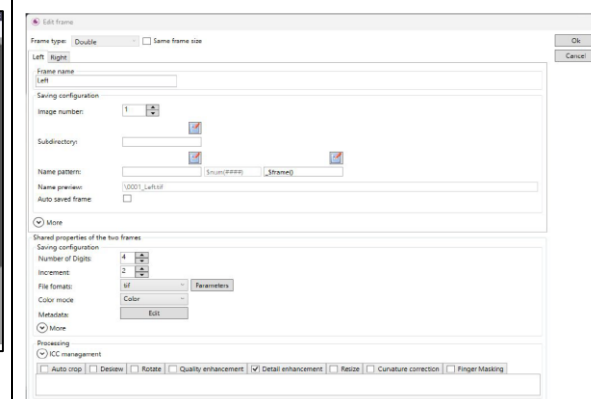


04 ADJUST FRAME & ENABLE AUTO SAVE



- Adjust the dotted frame according to the page of the document.
- Right-click the dotted frame and select Auto Save.
- Repeat for both frames (Right and Left).

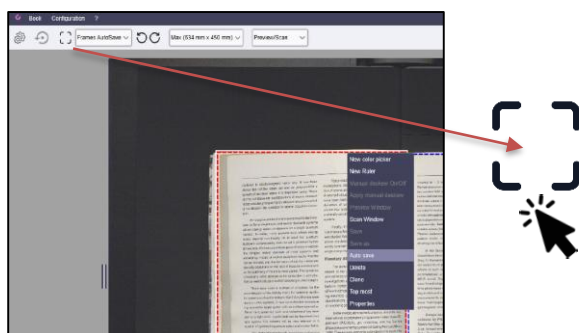
05 CONFIGURE FRAME PROPERTIES



- Right-click on the frame and select **Properties**.
- Set **File Format: TIFF (TIF)**.
- Enable Detailed Enhancement by checking the corresponding box.
- Apply the same settings to both the Left and Right frames.

06 ADD ANOTHER FRAME FOR PDF

- Click Add Frame to create an additional frame.
- Repeat the **Step-4**: Adjust Frame & Enable Auto Save and **Step-5**: Configure Frame Properties for the new frame.
- In Properties settings, set **File Format: PDF**.
- Apply the settings to both the Left and Right frames.



07 START SCANNING



- Click the Scan button to start scanning.
- Turn the pages one by one to scan the complete document.
- The system provides four ways to trigger scanning:
 - **Left Scan Button** – Press the button on the left side of the control panel.
 - **Right Scan Button** – Press the button on the right side of the control panel.
 - **Foot Pedal** – Use the foot pedal when both hands are engaged in handling the book.
 - **On-Screen Mouse Button** – Click the Scan button directly on the computer screen.

08 CLOSE THE APPLICATION & VERIFY FILES

- Close the Digitization Application after completing the scanning.
- The scanned files are automatically saved in the folder/path selected during **Step 3**.
- Verify that all scanned files have been saved correctly in the selected folder.



09 SEPARATE SCANNED FILES

- Separate the original scanned TIFF (image) files and the PDF files.
- Keep the TIFF and PDF files together in their respective folders for further processing.



Original_tif



Original_pdf

10 FINALIZE THE MASTER PDF

The scanning part is now completed. We will finalize the Master PDF file by performing the following four steps:

- **Edit and Crop Images**
Edit and crop all the scanned images one by one and save the edited copies in a new folder- Corrected_tif.
- **Convert TIFF Files to PDF**
Convert all the cropped TIFF (image) files into PDF files using the PDF24 Application.
- **Merge PDF Files**
Merge all the individual converted PDF files into a single PDF file using the PDF24 Application.
- **Perform OCR**
Open the merged PDF file in Adobe Acrobat Reader and perform OCR (Optical Character Recognition).

Now the Master PDF file is ready.



Ensure good lighting & clean glass • Handle books carefully • Check clarity after scan • Maintain consistent settings

Quality Scan Today, Preserve Knowledge Forever