CZUR

1. Turning on the CZUR: flip switch on the back left-hand side of platform
2. On computer desktop, open the CZUR Scanner folder. Inside the folder, open (double click) the CZUR application.
3. On the bottom right of the screen that opens, click Scan (circled in red below).

4. Now you must choose a **Processing Method**.

Options:
1. Flat Single Page (single paged document, single page of a book)
2. Facing Pages (opened book)
3. Combine Sides (double sided item, one image for the front and second image for the back)
4. Manual Selection (cropping affect)
5. No Processing (exact image of what camera sees—includes black mat and document)

-The next few images will display what the scanning screen would look like for each Processing Method and how the image will look once taken, to help you decide which would be best for your project.
Option 1: Flat Single Page (single paged document or singe page of a book)

-The image below is how the CZUR scanner will capture a document using the Flat Single Page Processing Method
**Option 2: Facing Pages (opened book)**

- This method creates two separate images and will be divided by the crease line. A dashed line will go down the middle of the scanning screen. This line is what you will line up the crease between the two pages with. This dashed line is what separates the two separate images that will be taken.

- The two following images show what the scanned outcome will be.
Option 3: Combine Sides (double sided item, the scanner will combine the two sides into one images for the final product)

-Once you take the image of the first side, the scanner will request that you flip the document so that you can then capture the alternate side’s image as well.
- The image below shows how the CZUR scanner will create a single image of the double sided document.
Option 4: Manual Selection (cropping)

-The next image shows what a document will look like when the Manual Selection method is used, only the section within the box will be captured for the final product.
Option 5: No Processing

-The following image is the product of using no processing. Notice how it does not remove the background of the black mat like it does in all other processing methods.
These examples should help you determine which Processing Method is best for you. Now it is time to digitize and capture images of your documents:

1. Center your document on the black mat.
2. A. For Method 1: Flat Single Page, center your document on the black mat. Ensure that the document is as parallel and level as possible so that the scanner can create clean lines when cropping the image.
   B. If you are using Method 2: Facing Pages, line up the dashed line to the crease of the book.
   C. If using Method 3: Combine Sides, place front side of image up and keep document as level as possible so that when the scanner crops the image it can use clean lines. Once you have captured the first side you will then flip the document and repeat the process.
   D. For Method 4: Manual Selection, a small yellow box will appear on the scanning screen. By clicking on one of the sides of the box, you can drag and move it to any destination (such as a specific paragraph on a page). You can also make the box bigger or smaller by hovering over a corner until a double sided arrow appears. When you see this symbol, you can then click and drag either outward to make the box larger or inward to make it smaller.
   E. Method 5: No Processing does not crop the background behind the document placed on the black mat. This option will simply take a picture of everything within the view of the scanner’s camera.
3. Once document is placed properly according to the Processing Method, you are ready to capture the image. To capture the image, you have three option:
   A. You can press on the foot pedal that is found on the ground directly below the CZUR scanner.
   B. You can press the bottom, or fourth, silver button found on the CZUR dock which has a camera logo etched on it.
   C. Or you can click on the camera button found on bottom right of the scanning screen (circled with blue in the image below).

*You will know the image has been captured when an image icon appears on the left hand side of the screen (circled with red in the image below).
4. Now that you have captured the image, you can either move to your next document or page and capture it or you if you would like to instead look at the image you just captured to see how it turned out you can do so.

5. To examine the images that have been captured, click on the Back arrow at the top left of the scanning screen. This button has been circled in green on the previous image.

6. All of your captured images will present themselves on a list on the right hand side of this new screen (circled in blue below)

7. To view an image, select one of the jpg files listed on the right. If you are not satisfied with the resulting image simply click scan (circled with red in the image above) which will take you back to the scanning screen. Once back on the scanning screen make sure your desired Processing Method is still selected and then recapture those documents
When you have scanned and captured images of your desired documents and you are happy with the resulting image, it is time to **save**.

1. Plug in your personal USB drive to the monitor so that you have a device to save the documents to.
2. To save you will need to be on the screen displayed in the image above.
3. Then you will need to select which jpg files/images you want to save. These are listed on the far right of the screen. If you want to save all of the images you captured, then you will click on the box next to All (circled in purple).
4. If you do not want to save all of the images you can manually select the box next to each that you would like to save (circled in blue).
5. You can also delete images from the list by clicking on the image name (ex. Image00016.jpg). When you do this that selected name will be highlighted as the image below demonstrates. You will then click Del which stands for Delete (circled in red below). When you click this a pop-up will appear asking if you want to ‘Permanently delete this file?’ Click confirm, unless it was a mistake and in that case click cancel.
6. Once you have selected your desired files click **Export** on the top left of your screen, circled in green.

7. Once you have clicked **Export**, different formatting options will appear to the right of it (circled in blue).

8. Your BPL staff recommends saving in either Word(OCR), PDF, or Searchable PDF.
   a. Do not save using Word if your document has unknown symbols or foreign languages. The Word processor will not be able to read these and translate them properly.
   b. Do not save using Word if your document has images or photos on the page.
   c. The best option for most documents would be Searchable PDF. This option maintains the look of the image of the document you scanned without any alterations. It also allows you to ‘Ctrl+F’ or search the document. This option lets you search for a word which the processor will then find throughout the document.

9. After determining which formatting option you will be using to save your document it, select it by clicking on its name (circled with blue in the image above).

10. Once you have selected/clicked this, a pop-up will appear asking you to identify the language of the document. After choosing and selecting the corresponding language, click confirm on the bottom right.
11. The *Save As* pop-up will then appear.
   a. On the left hand side of this pop-up, find and click on your personal USB drive (circled in red).
   b. After you have selected the location for the file to be save you must also name your file. Do this in the text box to the right of *File Name:* (circled in blue).
   c. Once you have selected your USB and given the file a name, click *Save* (circled in green).

12. After clicking *Save*, a new pop up will appear which displays the progress of it being saved.
   D. Once there is no longer a loading bar in the right hand column titled ‘Progress’ and the name of the file has appeared in yellow, then your document has been officially saved.
13. To find and view your saved file click the yellow file folder on the bottom of the screen (icon is identified by a red arrow in the previous image).

E. File Explorer will then open. Similar to the Save As page, select your USB name on the left hand side of the pop-up.

F. Now you can view the contents of your drive. Find the file name you just save and double click it.

G. This will open you file which you can now scroll through.

![File Explorer screenshot]

14. To finish safely eject your USB by first clicking on the arrow (^) on the bottom right of the toolbar.

H. After clicking the arrow a mini pop-up will appear. Click on the icon that resembles a USB drive. When the next pop-up appears saying it is safe to remove the hardware, unplug your USB.

![USB eject icon]

15. Now you are free to enjoy your newly digitized documents!😊