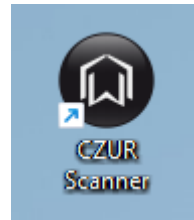
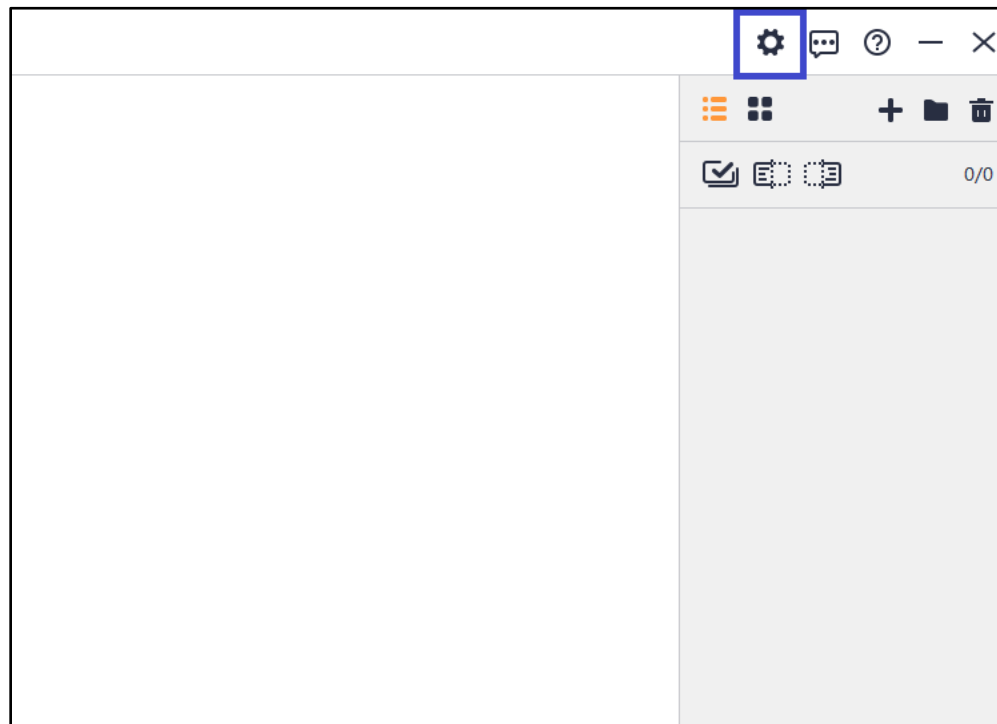


## Scanning with the CZUR Scanner

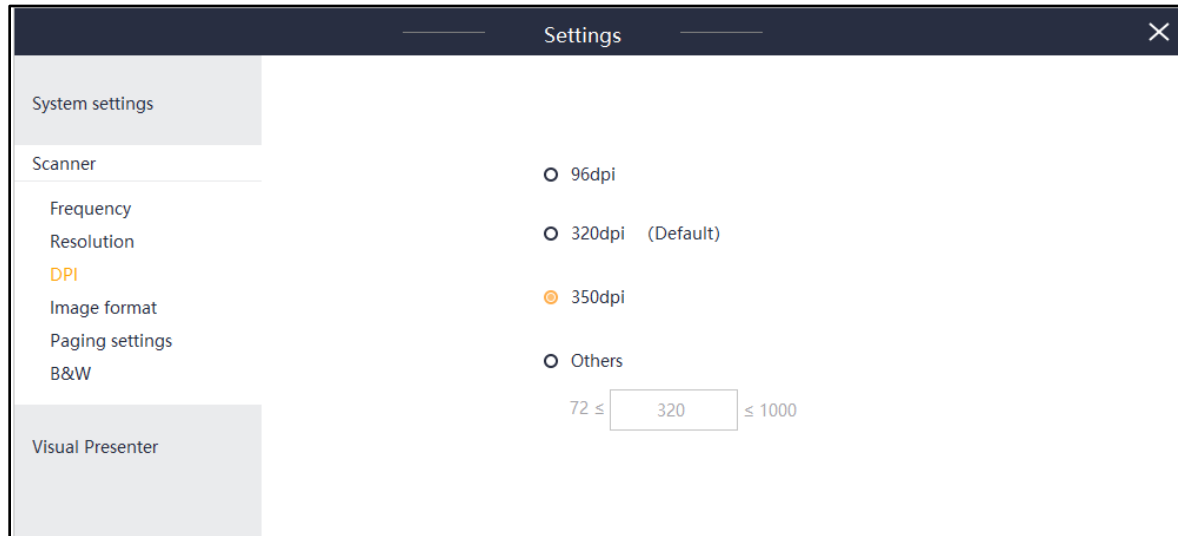
1. Open the CZUR software from the desktop shortcut.



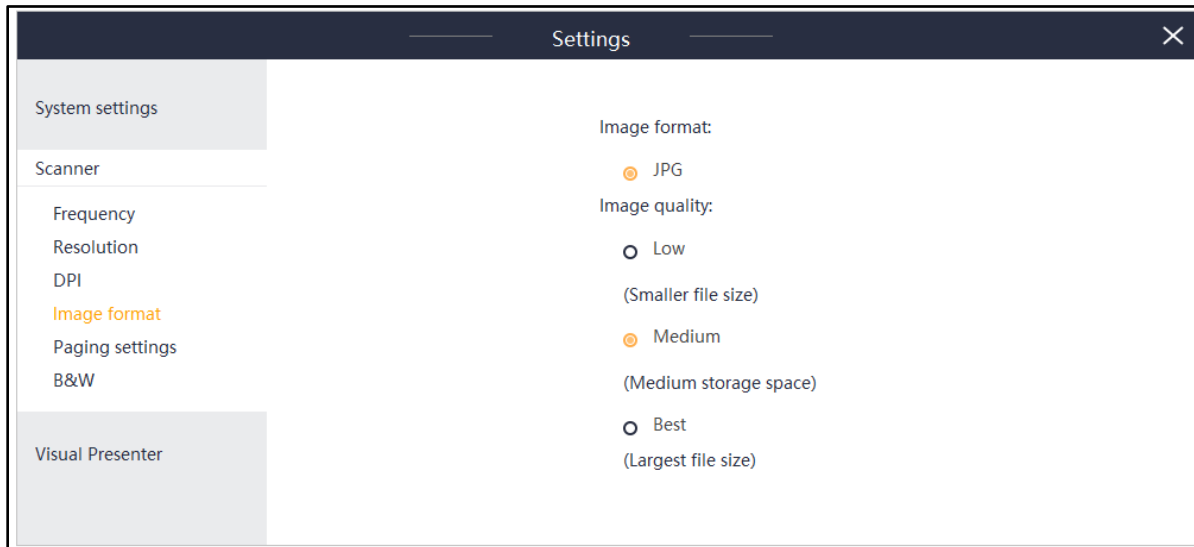
2. Make sure the CZUR scanner is on. The on switch is at the back left of the scanner's base.
3. Click the gear in the top right corner to open the settings.



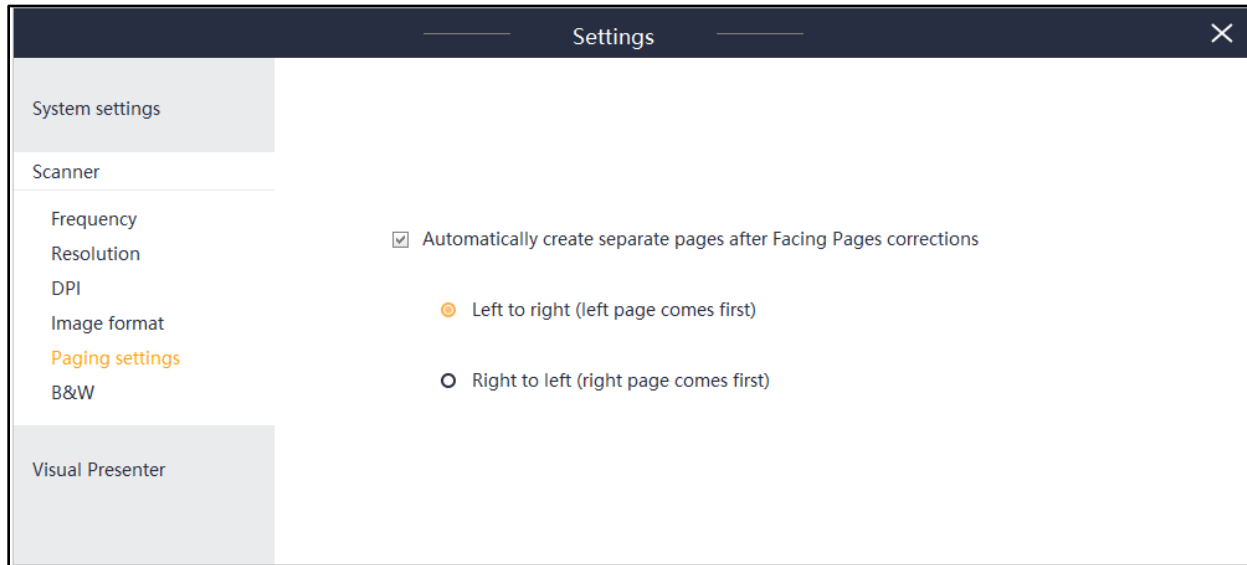
4. Adjust the DPI to your preferred setting.



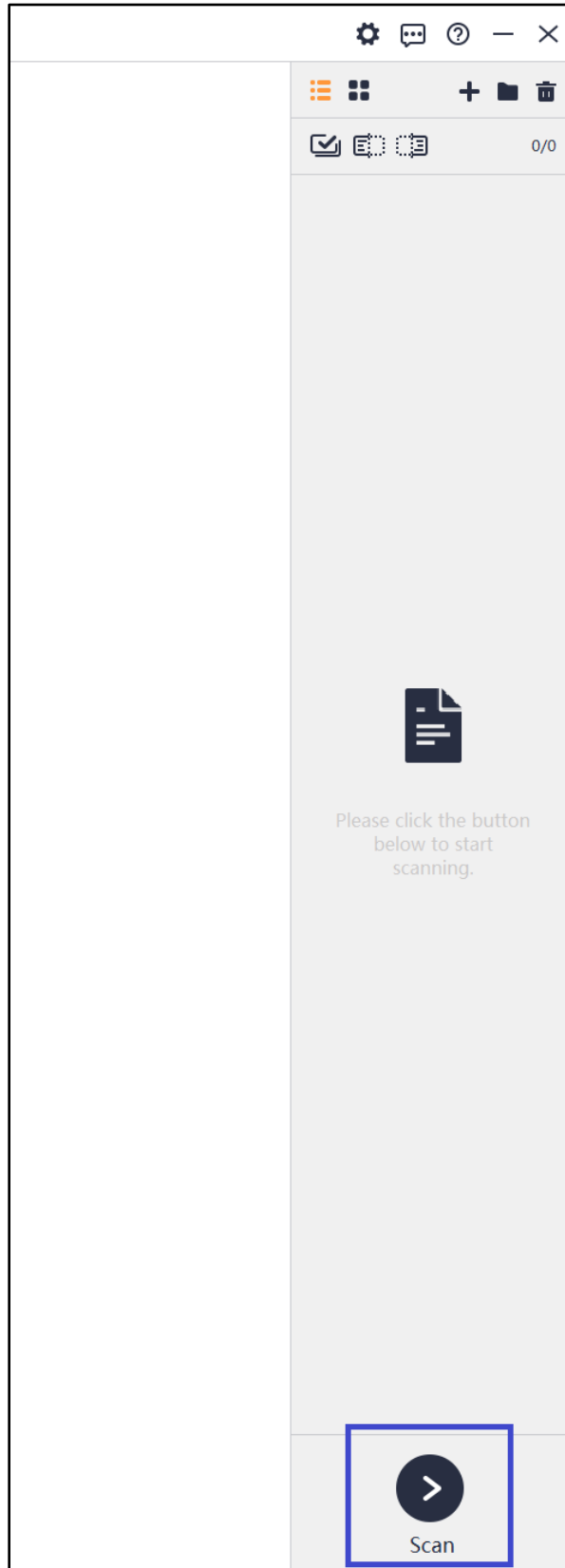
5. Adjust the image format to your preferred setting.



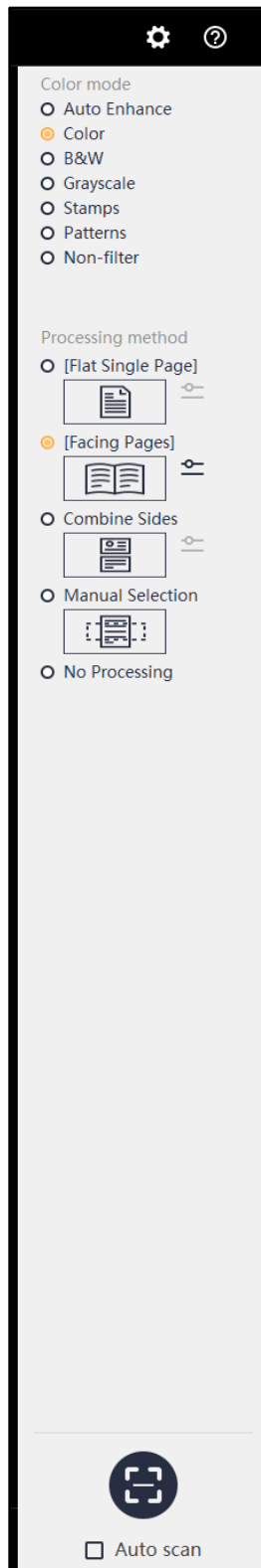
6. Adjust the paging settings to your preference.



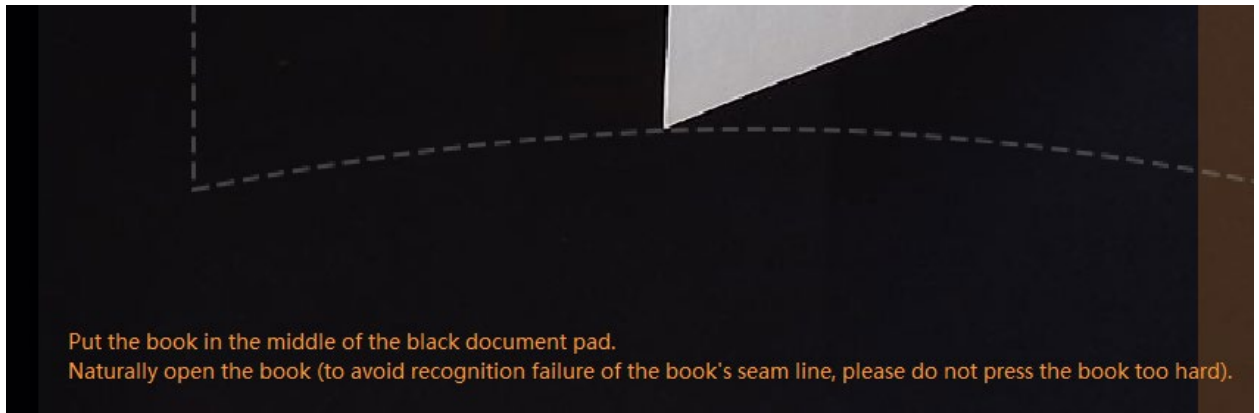
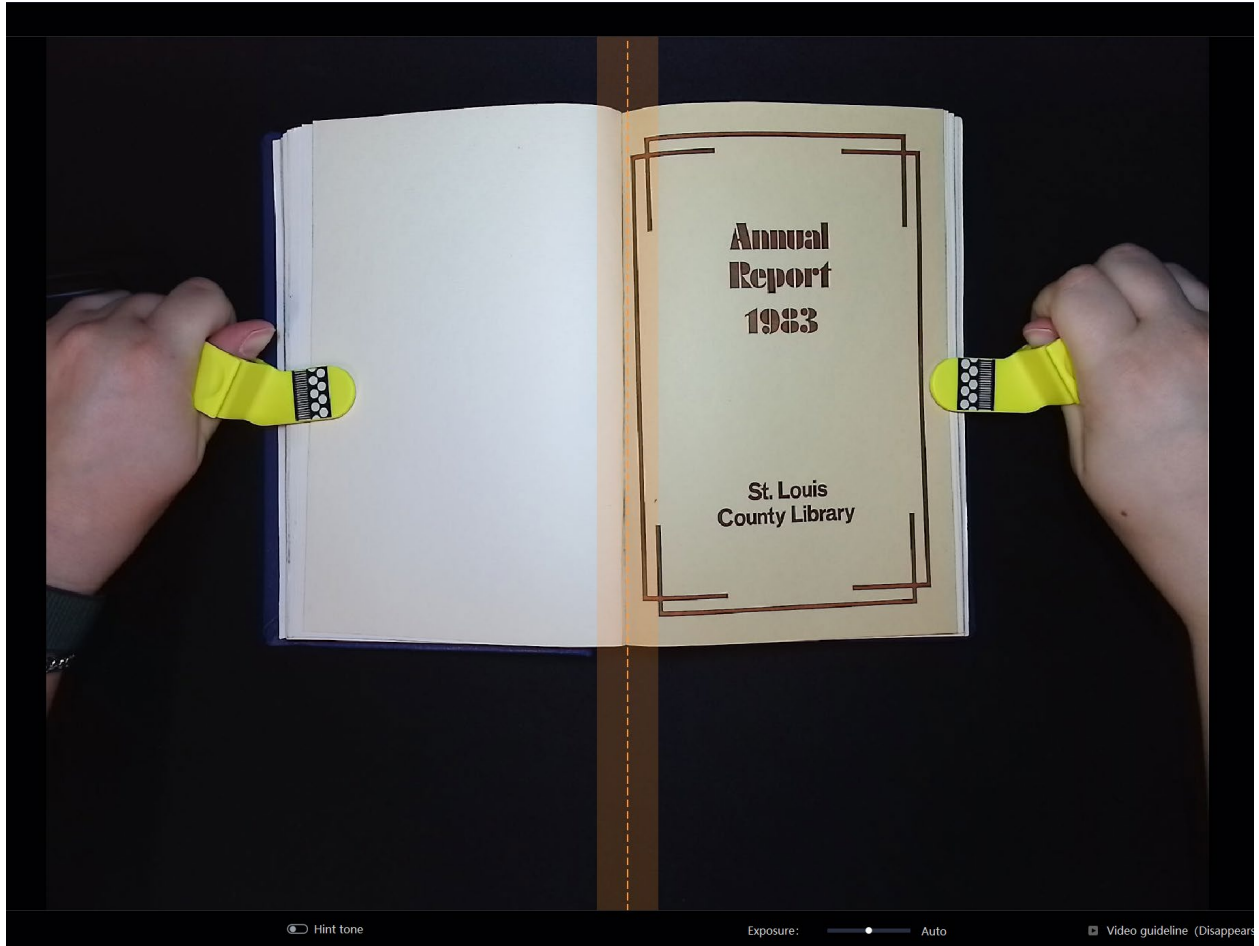
7. To begin scanning, click the > **Scan** button in the bottom right corner.



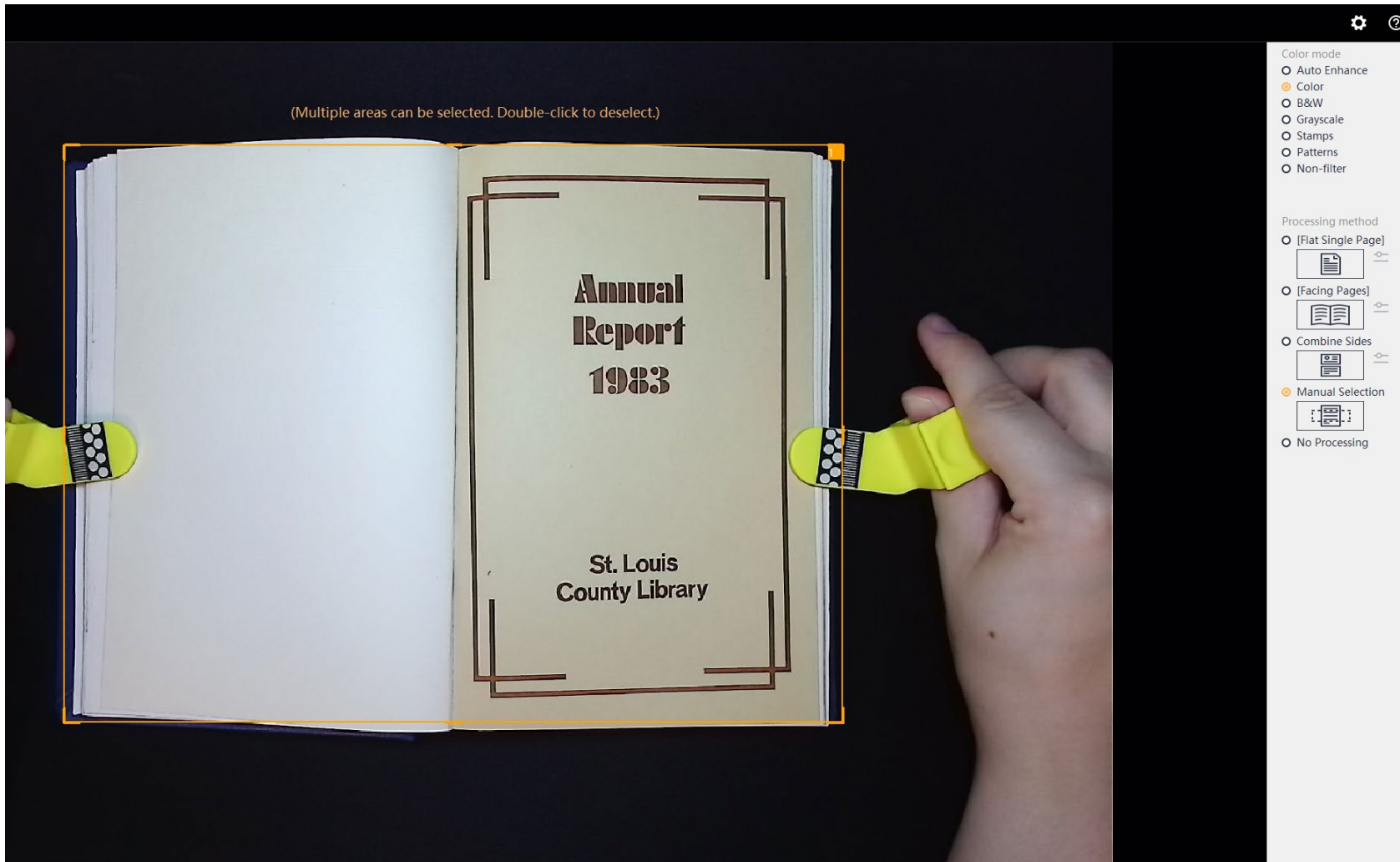
8. Adjust the Scan settings in the right sidebar.



**Facing Pages** will scan the left and right sides of a book, with a line down the center to indicate where to line up the seam.

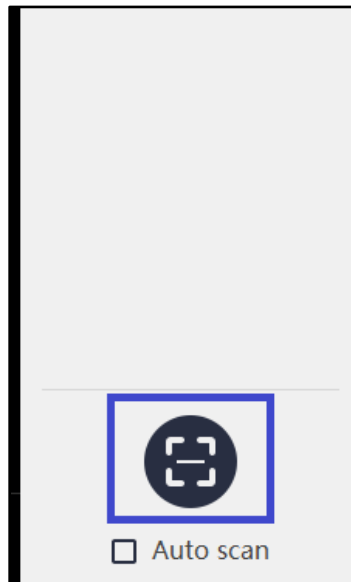


The **Manual Selection** setting allows you to draw up to 2 squares/rectangles. Whatever is in those shapes will be scanned; anything outside the shapes will not be scanned.



**No Processing** will simply take a photo of the entire scanning area. You can manually crop the image later.

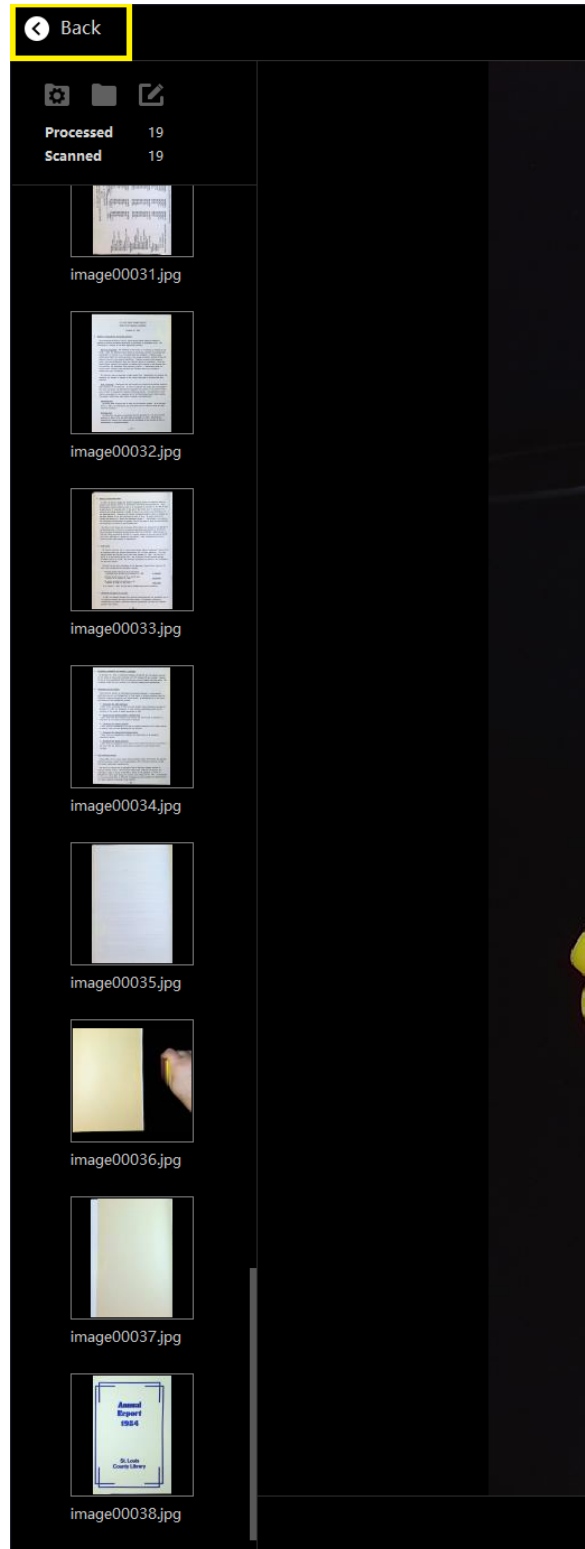
9. When you are ready to start scanning, click the blue circle in the bottom right corner.



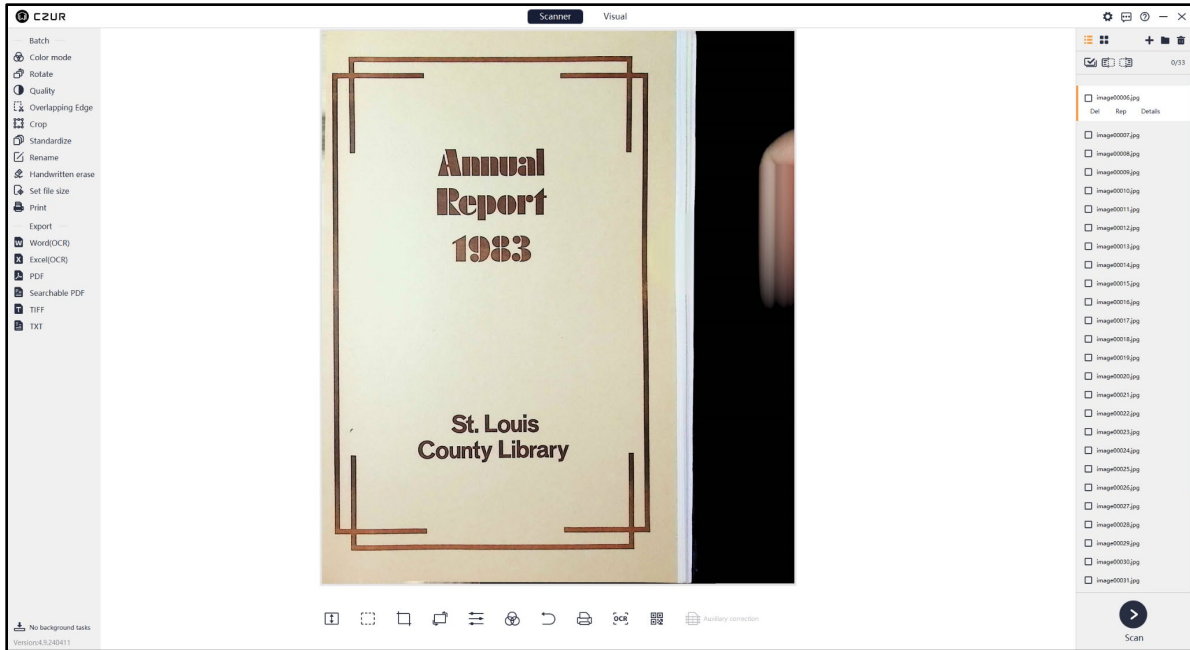
10. If you select Auto scan, the scanner will automatically take a photo every few seconds when it determines that you have turned a page.
  - a. Note that it will sometimes take multiple photos even if you have not turned a new page, so be sure to examine your images after you're done scanning to remove duplicates.
  - b. If you do not select Auto scan, you will need to click the Scan button each time you want to scan a page. Alternatively, you can use the foot pedal or the USB button to scan a page.



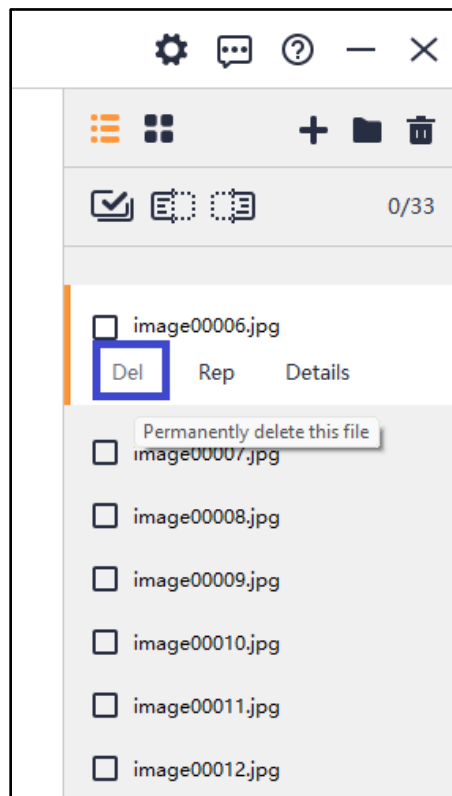
11. Once you have scanned all your images, click the **Back** button in the top left corner.



12. You are now able to edit your images.

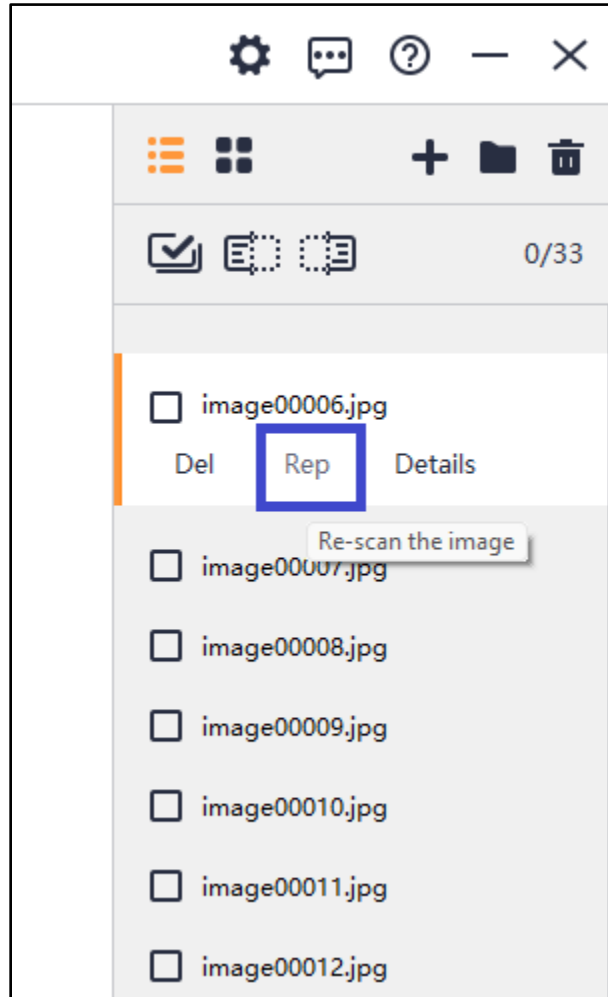


13. To delete an image, click the word **Del** beneath the image you want to delete.

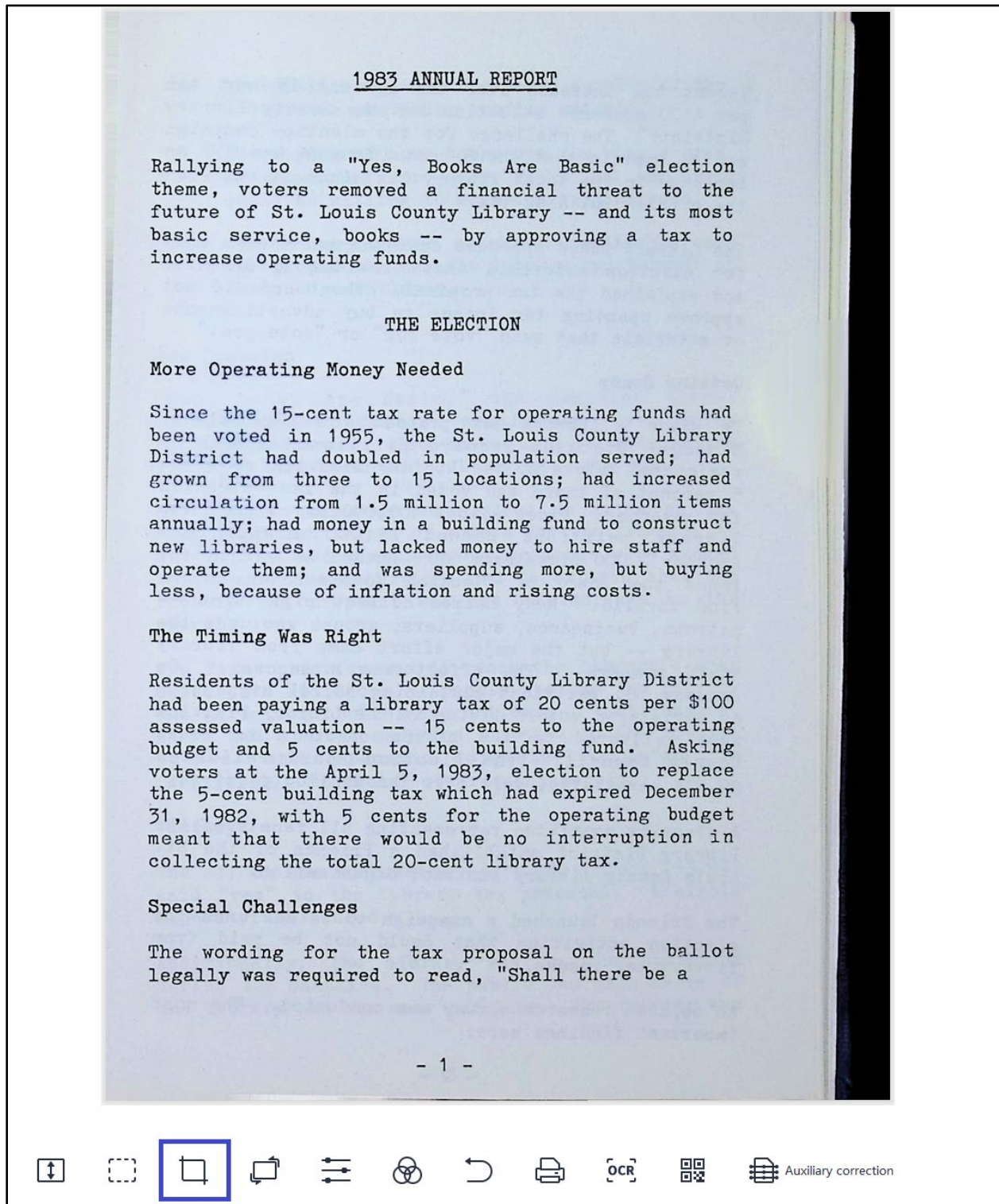


You will be prompted to confirm the deletion.

14. If you want to re-scan a page, click the word **Rep** beneath the image you want to replace. The scanning window will automatically open. When you have finished re-scanning, hit the back button.



15. To crop one image, click on the rounded square at the bottom of the image preview.



16. Use the mouse to click and drag the orange border line to fit your image. Then click Save in the bottom right corner.

1983 ANNUAL REPORT

Rallying to a "Yes, Books Are Basic" election theme, voters removed a financial threat to the future of St. Louis County Library -- and its most basic service, books -- by approving a tax to increase operating funds.

THE ELECTION

**More Operating Money Needed**

Since the 15-cent tax rate for operating funds had been voted in 1955, the St. Louis County Library District had doubled in population served; had grown from three to 15 locations; had increased circulation from 1.5 million to 7.5 million items annually; had money in a building fund to construct new libraries, but lacked money to hire staff and operate them; and was spending more, but buying less, because of inflation and rising costs.

**The Timing Was Right**

Residents of the St. Louis County Library District had been paying a library tax of 20 cents per \$100 assessed valuation -- 15 cents to the operating budget and 5 cents to the building fund. Asking voters at the April 5, 1983, election to replace the 5-cent building tax which had expired December 31, 1982, with 5 cents for the operating budget meant that there would be no interruption in collecting the total 20-cent library tax.

**Special Challenges**

The wording for the tax proposal on the ballot legally was required to read, "Shall there be a

- 1 -

Unselected area

Clear (whiteout)

Cut

Click and hold the left mouse button to select an area. Retain the selected area while clearing or cropping all other

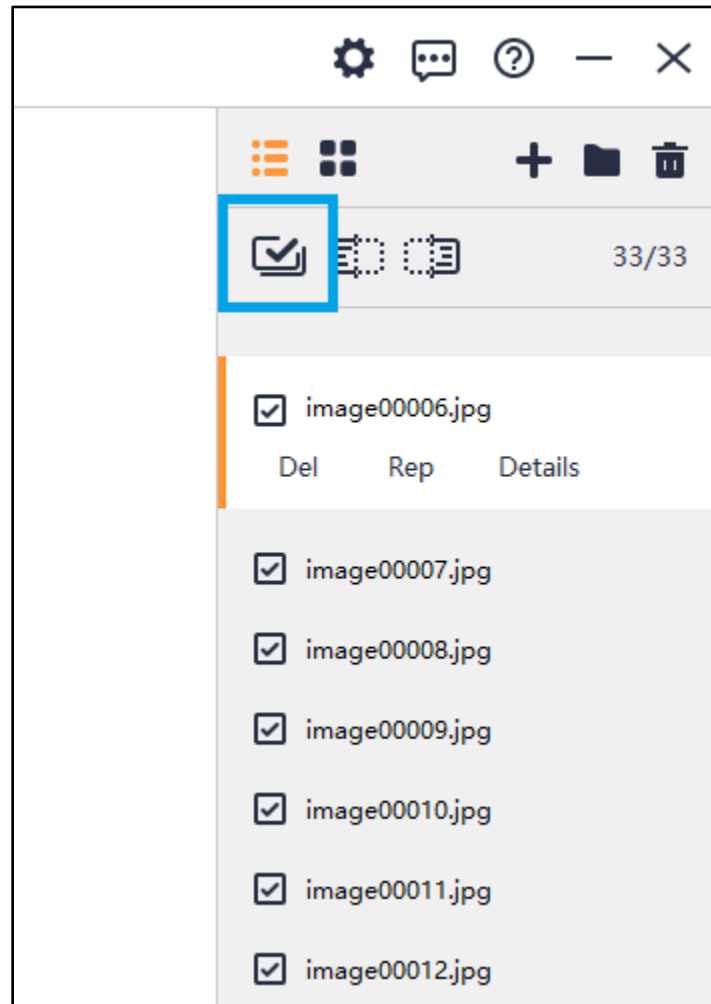
Top:

Bottom:

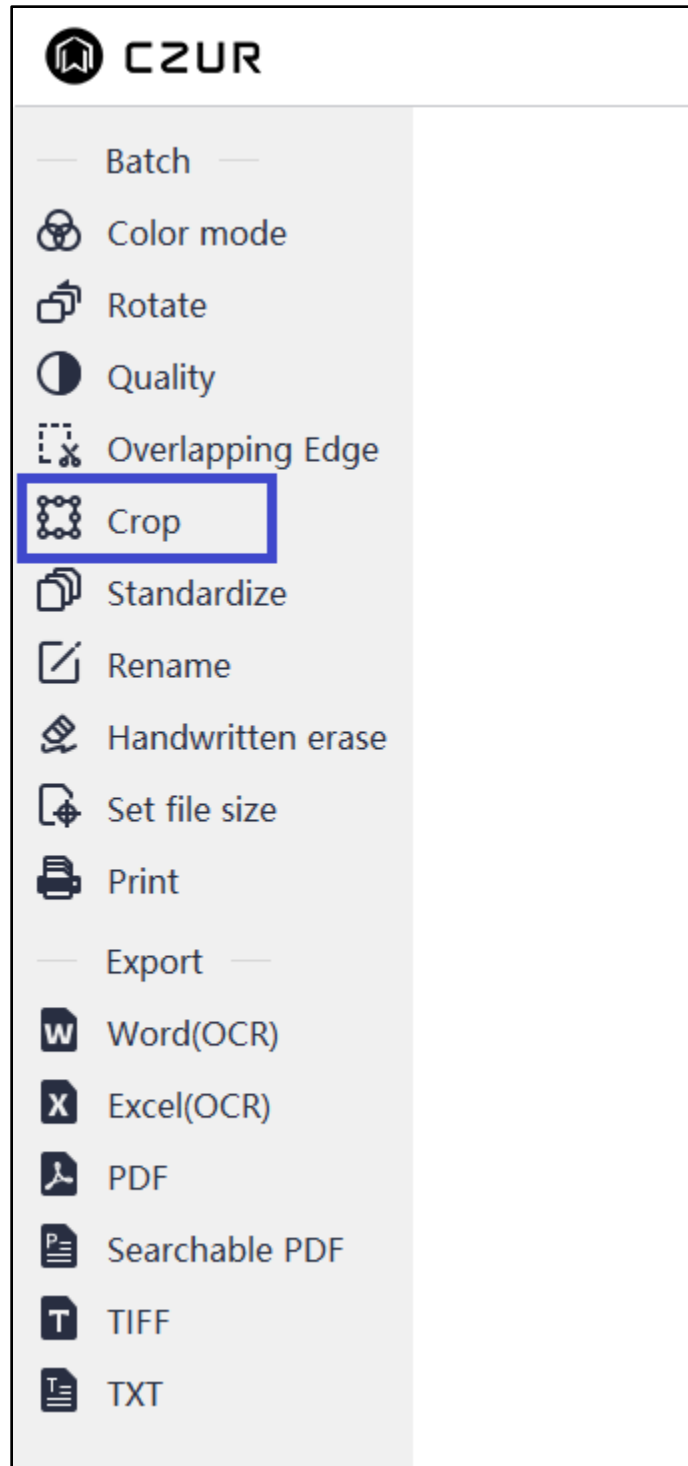
Left:

Right:

17. To quickly crop multiple images, click the checkbox next to an image name in the right sidebar, or click the checkmark at the top of the image list.

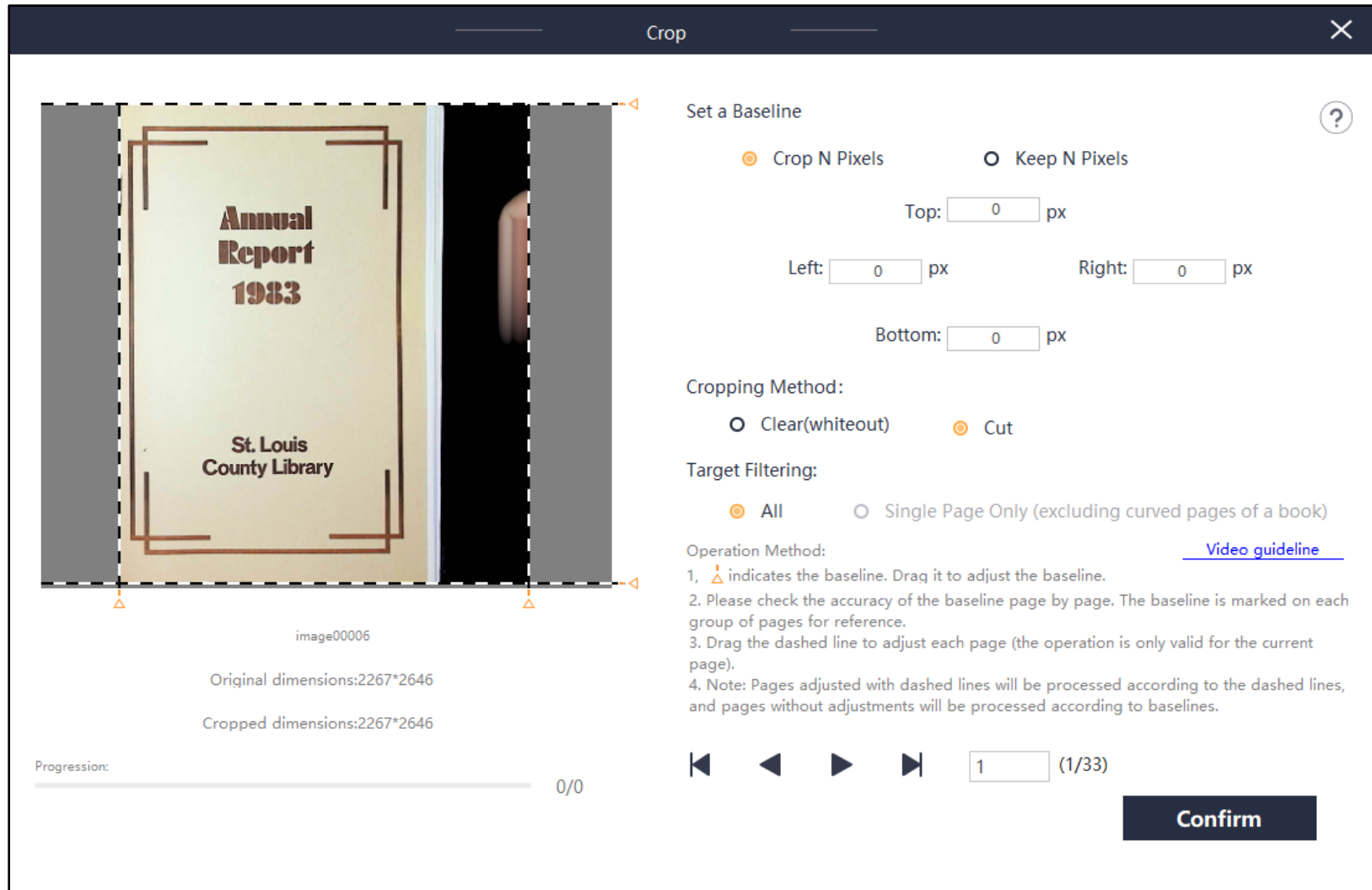


18. Once your images are selected, click Crop in the left sidebar.



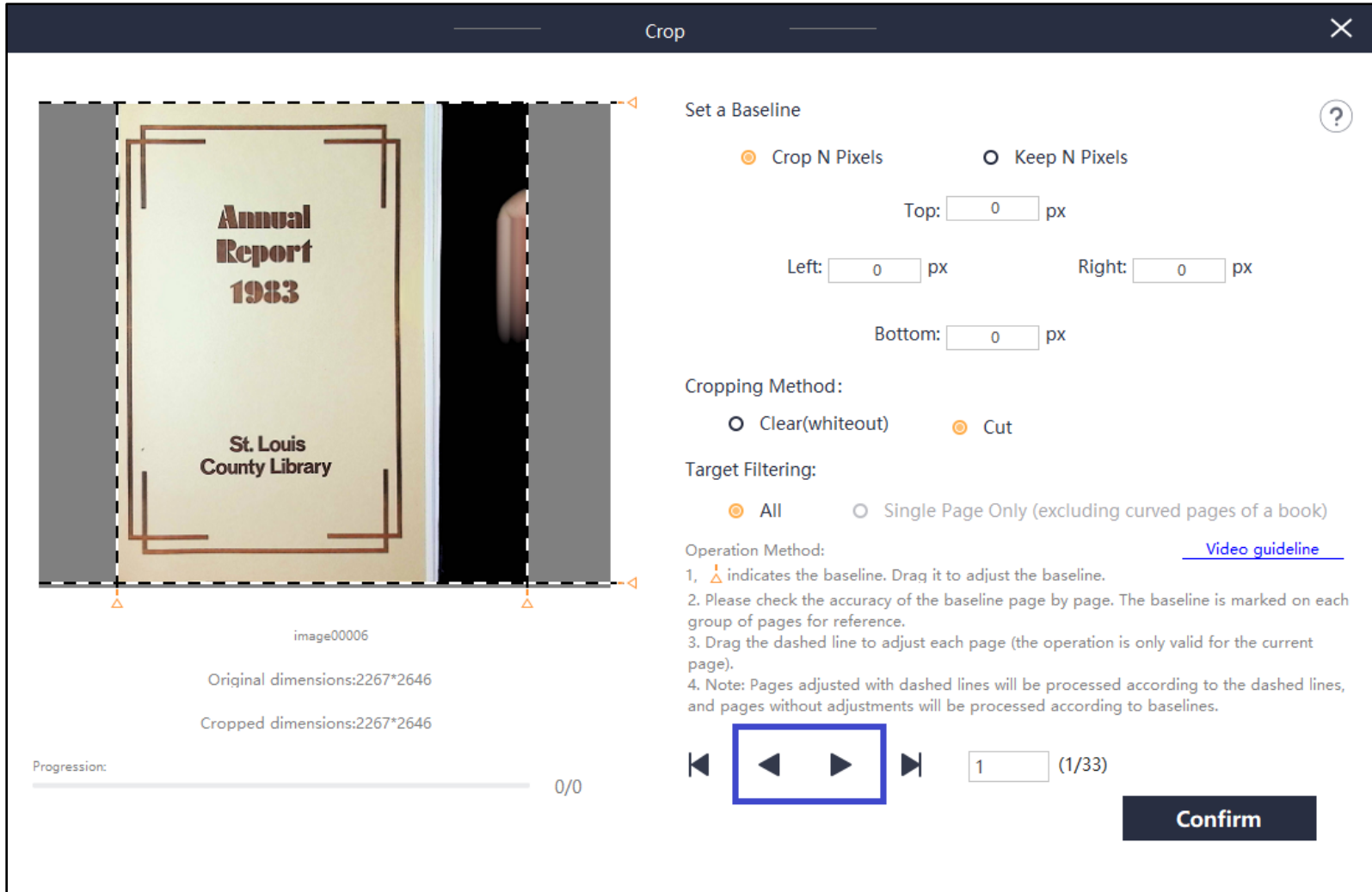


19. Click and drag the black and white line to crop your image.



For **Cropping Method**, select Cut to remove the unwanted part of the image.

You can click the arrow buttons to go through each image and crop as needed.



When you're done cropping, click Confirm.

20. You also have the option of adjusting the **Baseline** of your images. To adjust the baseline, click and drag the small orange arrows to size your image.

Crop
✕

### Set a Baseline

Crop N Pixels
 Keep N Pixels

Top:  px

Left:  px      Right:  px

Bottom:  px

Cropping Method:

Clear(whiteout)
 Cut

Target Filtering:

All
 Single Page Only (excluding curved pages of a book)

Operation Method: [Video guideline](#)

1. indicates the baseline. Drag it to adjust the baseline.
2. Please check the accuracy of the baseline page by page. The baseline is marked on each group of pages for reference.
3. Drag the dashed line to adjust each page (the operation is only valid for the current page).
4. Note: Pages adjusted with dashed lines will be processed according to the dashed lines, and pages without adjustments will be processed according to baselines.

image00014

Original dimensions:1896\*2650

Cropped dimensions:1896\*2650

Progression:  0/0

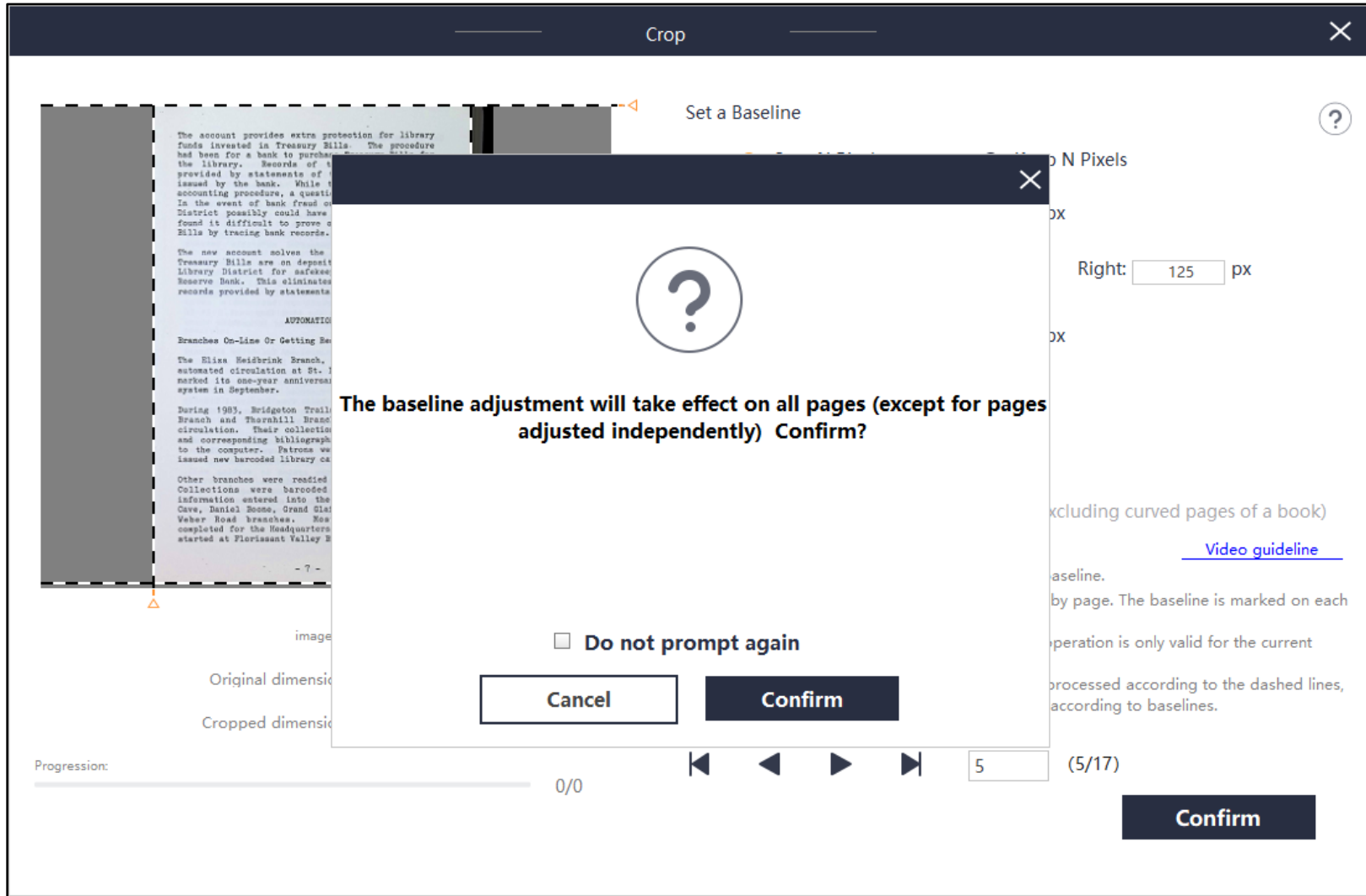
⏪
⏴
⏵
⏩

5

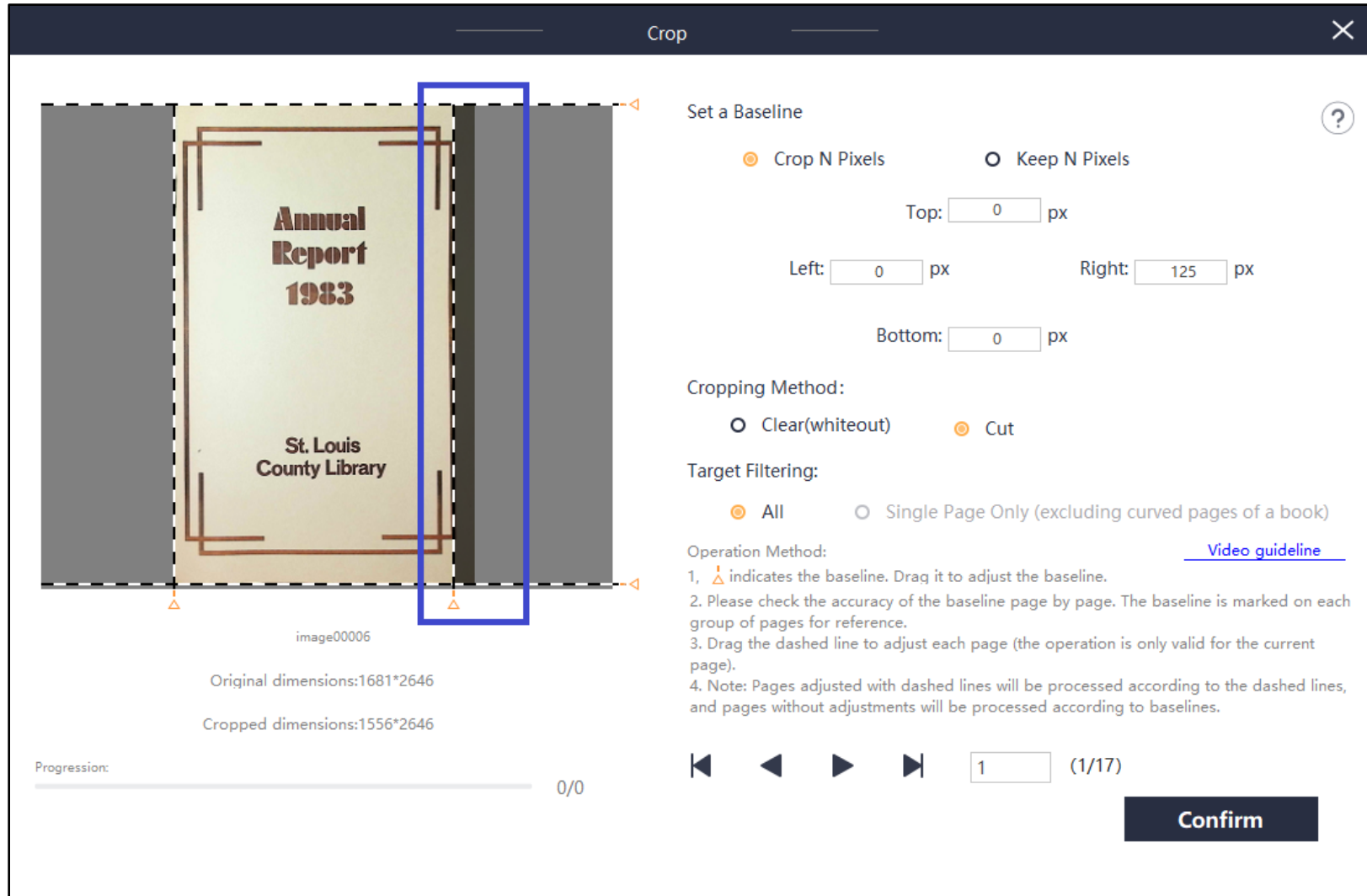
(5/17)

Confirm

Please note that adjusting the baseline will affect **all** selected images. CZUR will confirm that you want to adjust the baseline before you do so.



The potential problem with adjusting the baseline is that not all images are scanned the same. Adjusting the baseline of one image may cut out desired parts of other images.



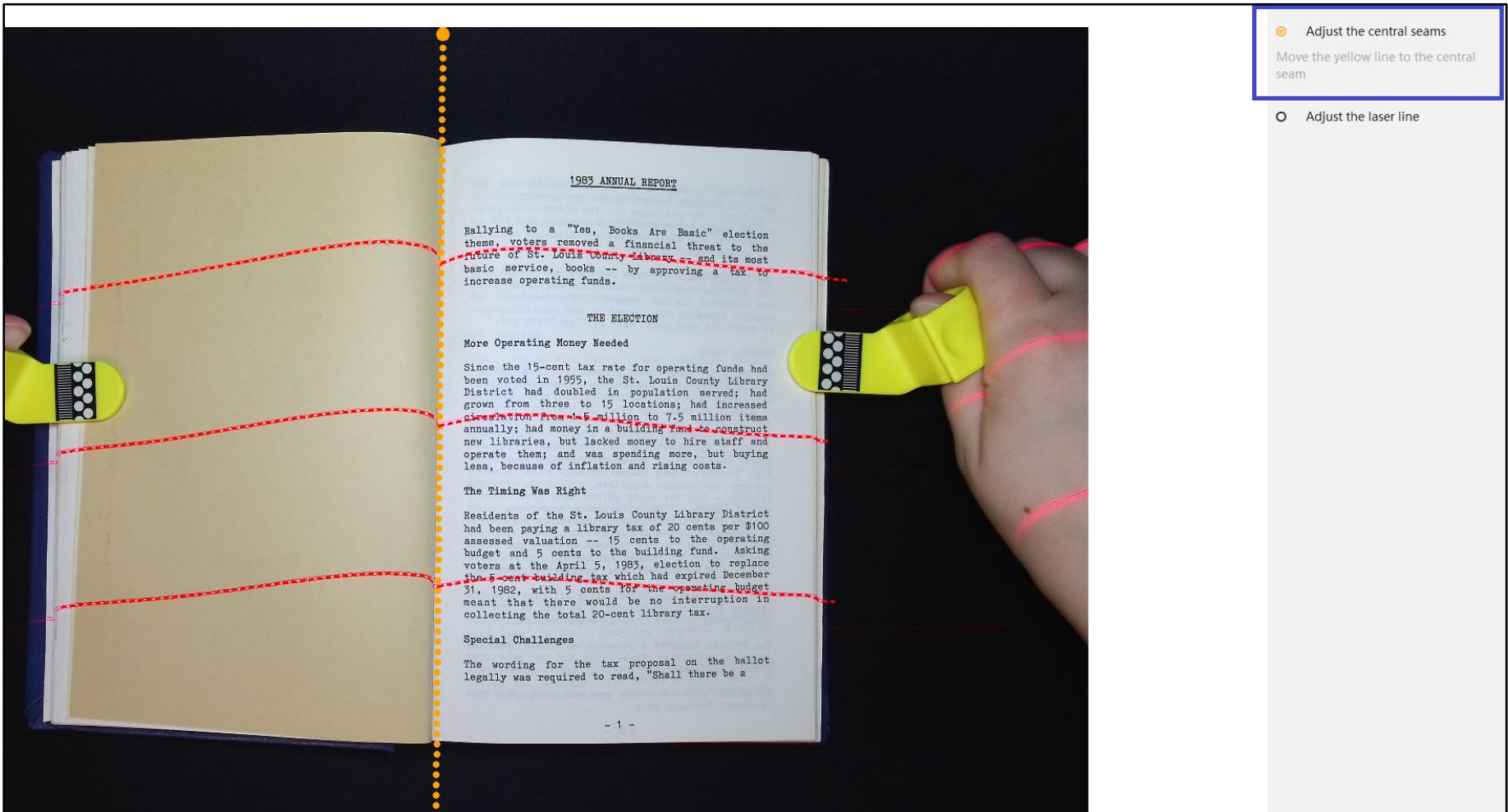
The screenshot shows a 'Crop' window with a document cover titled 'Annual Report 1983' from 'St. Louis County Library'. A blue rectangular crop box is overlaid on the right side of the document. The interface includes the following elements:

- Set a Baseline:** Radio buttons for 'Crop N Pixels' (selected) and 'Keep N Pixels'. Input fields for Top (0 px), Left (0 px), Right (125 px), and Bottom (0 px).
- Cropping Method:** Radio buttons for 'Clear(whiteout)' and 'Cut' (selected).
- Target Filtering:** Radio buttons for 'All' (selected) and 'Single Page Only (excluding curved pages of a book)'. A link for 'Video guideline' is present.
- Operation Method:** A list of four numbered instructions explaining the baseline adjustment process.
- Image Info:** 'image00006', 'Original dimensions:1681\*2646', and 'Cropped dimensions:1556\*2646'.
- Progression:** A progress bar and '0/0' indicator.
- Navigation:** Navigation arrows and a page indicator '1 (1/17)'. A 'Confirm' button is located at the bottom right.

21. Other editing options include **Auxiliary Correction**.

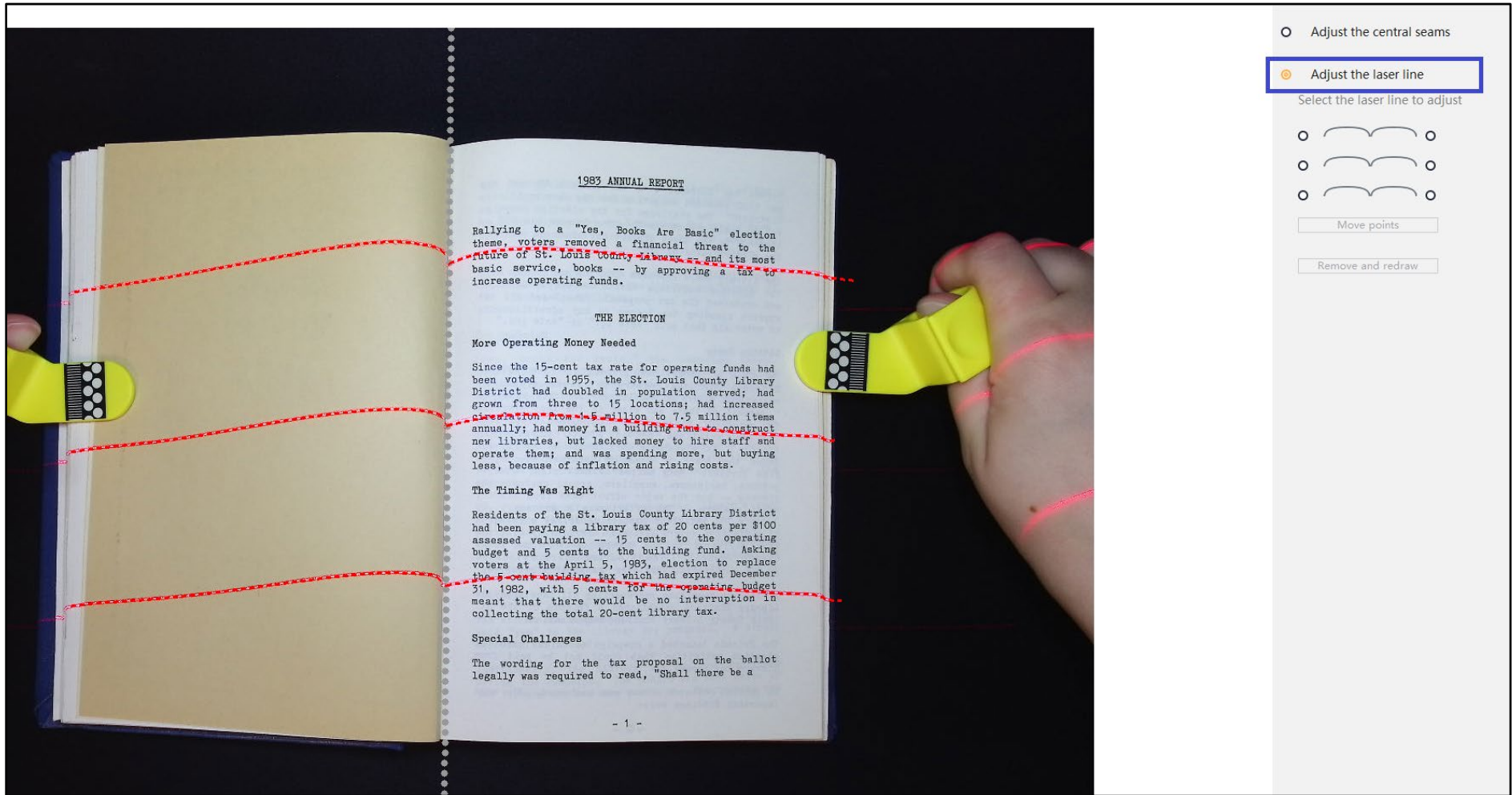


22. In auxiliary correction mode, you can **adjust the central seam** of your book if you were not quite centered during the scanning process. To adjust the seam, click **Adjust the central seams** on the right, then click and drag the orange dotted line to line up with your seam.



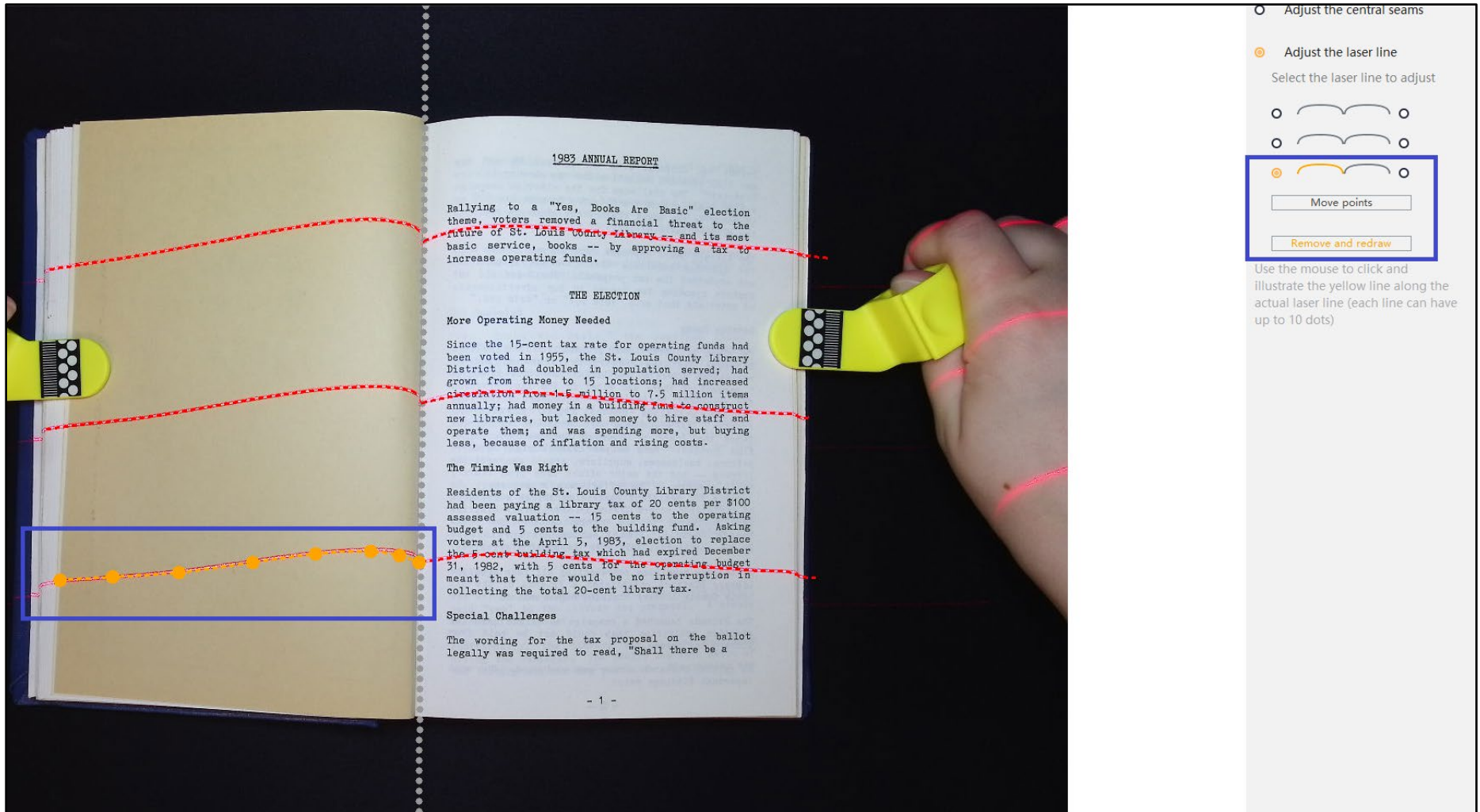


23. If the curve correction of an image is skewed, you can adjust the laser lines. Click **Adjust the laser line** on the right.



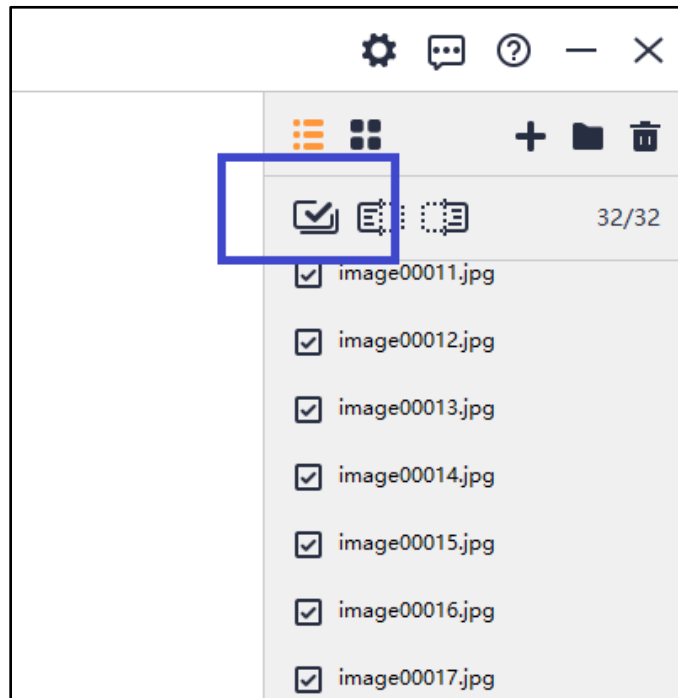


Then, below that button, click on the line you want to adjust. When you've selected the line, you can either move the orange points on the line, or remove and replace the dots completely.

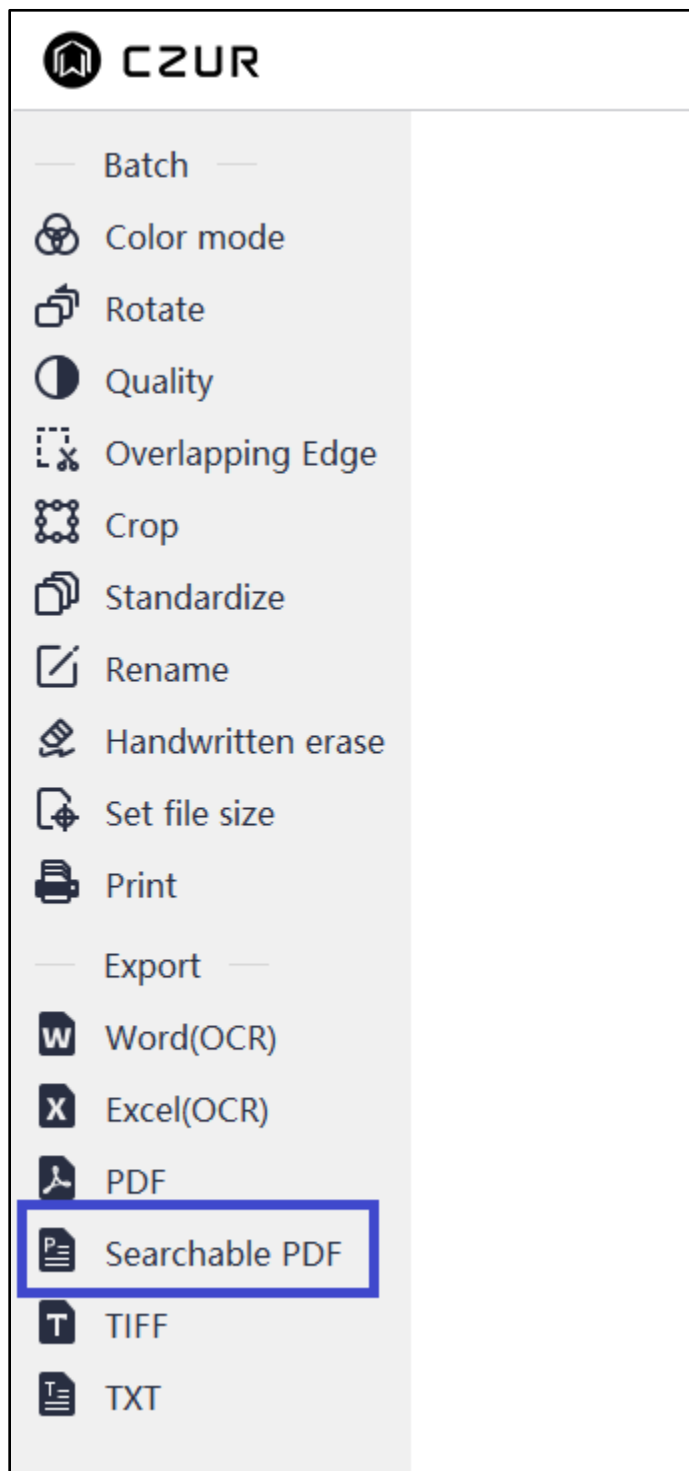


When you've finished your adjustments, click Preview (optional) and then click Save.

24. When you've finished making all your adjustments to the images, **select each image that you want to export**. If you want to export each image, you can click the checkmark at the top of the image list to select all.



25. In the left sidebar, choose what file type you want to export.



26. When you've clicked your file export option, an export window will open.
- If you chose Searchable PDF as your file type, you will be prompted to select the language for the OCR (optical character recognition) to detect. You can also adjust the file type, the image quality, and the image processing mode. When you're ready to export, click Confirm.

OCR

Identify current language:

English

English

Chinese Simplified; English;

Chinese Simplified

Chinese Traditional; English;

Chinese Traditional

Others

Index search

A

Abkhaz

Adyqhe

Afrikaans

Aqul

Albanian

Altaic

Export file type:

PDF

PDF quality:

Medium

Image processing mode

Auto Adjustment

Show Sort window

Confirm

27. Choose your file destination and name your file, then click Save.

28. The exporting window will open and show the process of the export. When completed, the status will say Complete.

