

How to Use the KIC BookEdge Scanner

Scanning a book

1. Place the material face-down on the glass, lining it up with two edges so it's as straight as possible.
2. Press the large Scan button on the touchscreen display.
3. Accept the copyright notice; the scanner will immediately make an image of your book.
4. View the scan on the display. The scanning defaults to Auto Split, splitting the scan into 2 separate pages; this makes the final scan easier to read and use.
5. Turn to the next page of your material, place the item on the scanner bed, then tap the Scan button. Continue to do this until all pages are scanned.
6. The KIC scanner offers a number of ways to edit your scans:
 - If you want to rotate, crop, or annotate any of the pages you've scanned, tap the Compose Content button. Use the menu on the left side to make selections.
 - If you want to change the resolution, color, or split, tap the Scan Settings button.
 - If you want to delete a page, tap the image; it should then be selected or highlighted with a red box. Click the Delete button in the bottom left corner of the screen.
7. When finished scanning your pages, press the Send PDF button to send them to your email. Enter your email address in the appropriate field using the on-screen keyboard. Double-check the address when finished, then click OK if everything looks correct.
 - You can also press the More Options area of the Send button to access additional choices, such as making the PDF searchable, creating a different type of file such as a JPG, and more.
8. After the file sends, tap the appropriate button to end your session.

