

## Scanning with the KIC Book Scanner

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1. Place the material face-down on the glass, lining it up with two edges so it's as straight as possible.
2. Tap the Scan button on the touchscreen, then tap Scan again on the next screen.
3. A copyright warning will appear; tap Accept.
4. Your item will scan, and the images will be displayed on the screen. Typically, the scanning software will separate book or journal pages into 2 separate pages; this makes the final scan easier to read and use.
5. In your material, turn to the next page, 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, tap the Send PDF button on the screen. If you want more options (such as making the text searchable or changing the resolution), tap the More Options button inside the Send PDF button.

Most users send files via email; to do so, 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.

8. After the file sends, tap the appropriate button to end your session.