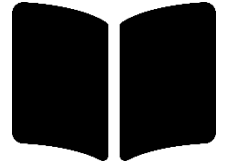


# How to Use the KIC Click Mini Scanner

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## Scanning a book

1. Line up the center of the book on the center vertical line. Place the bottom of the book along the bottom line.
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 top display. The scanner defaults to Split in Half mode, splitting the scan into 2 equally-sized images. If that is not giving the results you want, try another mode from the options at the top right of the touchscreen display:
  - a. Single image: Scans as a single image, cropping around the item. For books, a 2-page spread will scan as 1 image.
  - b. Auto split: Scanner attempts to ascertain where the pages split.
  - c. Book mode: Scanner corrects for the curvature of the book. This is helpful especially when using a thick book. It will also auto split the image.
  - d. Full bed: Scans everything on the bed and does not crop.
  - e. Loose photos: Scans everything on the bed and does not crop.
5. Continue to press Scan to add more pages. You can also scan by pressing the green buttons on the side of the scanner bed. This is useful if the book is quite thick and pages won't stay flat.
6. To delete extra pages, select the page by tapping it on the touchscreen display, then click the Delete Image button on the left. Confirm by pressing Delete Image again.
7. When finished scanning your pages, press Send to send them to your email as a PDF. 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.



## Scanning a single image or document

1. Place your document on the scan bed.
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 top display. The scanner defaults to Split in Half mode, splitting the scan into 2 equally-sized images. For an image, you likely do not want that. Instead, choose the Full bed mode near the top of the touchscreen display.
5. Press Scan again. Now you should have a full image.
6. To crop, press Compose Content. On the touchscreen display, drag the corners in to crop your image. When finished, press the Clip button on the left side of the screen, then press the Finish Composing button on the right side.
7. To delete extra pages, select the page by tapping it on the touchscreen display, then click the Delete Image button on the left. Confirm by pressing Delete Image again.
8. Press Send to send the image to your email.

