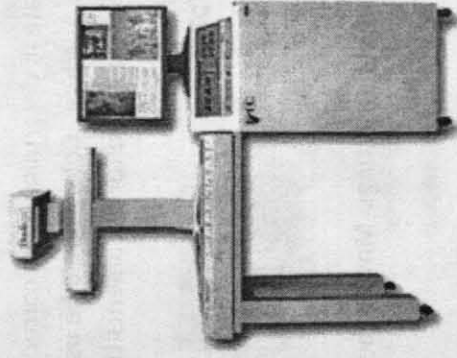


Introducing the Knowledge Imaging Center (KIC)

What is a KIC?

The Knowledge Imaging Center (KIC) is a public walk-up scanning system for patrons, students, faculty and administrators. A KIC system makes it easy to enhance the quality of reports and papers with crystal clear color and black & white excerpts from books, magazines, and journals.

Walk-up scanning ... as fast
and easy as walk up copying



Too big for a copier...
But not too big for a KIC



- Full Color 17x24" scan area – four times a letter-size page
- Save directly as searchable and mark-able PDF's. or save as an image to insert into a report
- Instantly clip images on-screen with the crop tool
- Save to USB thumb drives or send to any email address
- No toner, drums, paper, etc. – environmentally friendly
- FREE for Students, Faculty, and Staff!!!

Where is the KIC located?

The KIC is located on the Ground Floor of the Axinn Library in the Periodicals Reading Area close to the West exit.

New to the KIC? Need Help with the KIC?

Ask for assistance at the Periodicals Desk (also located on the Ground Floor). A trained Library employee will be happy to assist you with any questions or provide a brief lesson on how to use the KIC.

KIC Quickstart, Recommended Settings, etc.

What to check before you begin scanning:

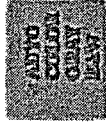
1. Check to make sure that the small LCD screen on the left of the Bookeye scanner says "Ready to Scan".
 - a. If you do not see the "Ready to Scan" message on the display, press the Green "Start" button once. This will power on the scanner. It will go through a quick warmup, self-system check, etc. After a few minutes it should show the status, "Ready to Scan"
2. If the Dell LCD monitor and the touchscreen (below it) are not powered on and displaying an image, they are most likely in power save mode. To bring them back online, press the touchpad once.

- a. If it was necessary to power on the monitors and you see a copyright notice, decline it and press reset.
3. If the scanner was in power-save mode the scanner's fluorescent lamp (light) will also be completely powered off. If you are bringing the scanner out of power-save mode and the lamp turns on, it is recommended to wait a few minutes prior to scanning to allow the system to warm up. Scanning immediately after the lamp powers on, could result in incorrect color backgrounds for the first few scans.

Ready to scan:

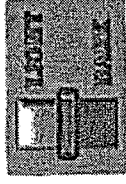
Now you are ready to choose your scanning preferences. These will depend on what you will be scanning. Please keep in mind the following steps will be a guide through the scanning process and there is no need to use the advanced options button.

1. Position your document or book on the scanner bed face up and aligned with the bottom of the scanner bed. The arrow should be in the middle of the page for Single page documents or between two pages for an open journal/book.



2. Choose the Color Mode.

- a. We do not recommend using "Auto" as it has not proved to be accurate in determining the correct color mode. We suggest you choose either Color, Grayscale, or Black & White. Color should be used for any document/photo containing color. Grayscale and Black & White are used for documents that do not contain color. Trial and error may be necessary to determine if Grayscale or Black & White should be used for non-color documents/photos.

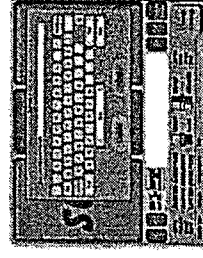
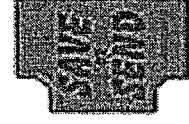


3. Choose Resolution/Quality: We recommend either Medium or High.
4. Light/Dark & Sharp/Smooth settings: These can usually be left at the default (middle) settings. Moving the bar up or down will adjust them accordingly (if necessary)
5. Modes: Select the best mode to scan different types of documents.
 - a. For documents that are single pages or individual sheets of paper select the "Single Image" option.
 - b. For documents that have two pages next to each other and will stay open on its own, such as a magazine, select "Split Image" from the options. This will perform a single scan but should crop the left and right sides into two separate images/pages automatically.
 - c. For documents such as a book that will not stay open on its own select "Book Mode." This is similar to the Split Image mode. In this mode place thumbs on the edge of the left and right margins of the books pages. The scanner should automatically crop out thumbs when it separates the left and right pages into two separate images.
6. File Format: We recommend either saving as Searchable PDF or JPG for most scanning projects.
 - a. Searchable PDFs would be best for saving articles, notes, and other documents electronically. Searchable allows you to enter a search term to locate a specific printed word within the document and jump to that section when using Acrobat Reader. It also allows Acrobat Reader to read the document out loud (for accessibility for the visually impaired or convenience). In some cases text in documents can be highlighted, marked-up, or copy and pasted into a report.

- b. JPG files are best for photos or selected images. JPG are also useful if you wanted to insert an image of part of a document into a report.
- c. Text files are best for copying and pasting text into a document especially when you may need to edit the text. The KIC uses optical character recognition (or OCR) to translate images of handwritten, typewritten or printed text into machine-editable text. Files are saved in rich text format (.rtf) and can be opened and edited by a word processor such as Microsoft Word. The text, however, needs to be reviewed to determine possible translation errors.
- d. Audio files are a text to speech option. The KIC utilizes OCR (see above) to turn the scanned image into text and then converts it to an mp3 audio file for listening.

7. Scanning

- a. Press the "Scan" button. If it the copyright notice pops up read the terms and press accept in order to scan. After a few seconds the image will appear on the Dell LCD preview monitor.
- b. If the scanned image does not look correct, select that image on the strip by pressing on the image. Then press the delete button to get rid of the image and try the scan again.
 - A. If the scan was done in the "Split image" or "Book mode" option the two individual images must be deleted.
 - B. If the image is not deleted immediately after it is scanned there is the risk of pages being out of order.



8. Saving: Options include saving to a portable USB drive or emailing files to an address.

- a. Select the "Save or Send" option on the touch screen and select one of the options.
- b. To save the images to a portable USB drive place the device in the designated port near the touch screen. The images will be uploaded to the device after selecting the "Save Images to USB Drive" option.
- c. To email the images there will be a box to manually enter an email address. Once the address is entered press "OK." Now press the "E-mail to" button. An email will be sent to the specified email address from AxinnKIC1@hofstra.edu (Please be patient if it does not arrive immediately or check the spam folder).
- d. Keep in mind. There is a 10mb limit for emailing images. 10mb is approximately equivalent to the following (based on scans of approx. 8.5"x11"):
 - A. 60 pages of any Searchable PDF in color
 - B. 300 pages of any Searchable PDF in B & W
 - C. 15 pages of medium quality JPG images in color
 - D. 5 pages of high quality JPG images in color

