

THE HOVERCAM

User's Manual

FlexView for Solo 8

Version 1.0

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HoverCam[®]

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TABLE OF CONTENTS

1	<i>Introduction</i>	4
1.1	Host computer	4
1.2	PC System requirements:	4
2	<i>Installation</i>	5
2.1	Connecting the HoverCam Solo 8 camera	5
2.2	Installing FlexView.....	5
3	<i>FlexView features with the Solo 8 camera</i>	8
3.1	Preview – Customize - Capture	8
3.2	Scanning – It’s <i>quick</i>	8
3.3	Life-Like vs. Copier-Style Images	8
3.4	USB Video	8
3.5	Depth of Field	9
3.6	Projector or TV Monitor	9
4	<i>Running FlexView</i>	10
4.1	Select Present, Scan or Archive mode	10
4.2	Select Camera	11
4.3	Search	11
4.4	Tools.....	11
4.4.1	Change File Path	11
4.4.2	Naming Convention	12
4.4.3	Language	12
4.4.4	User’s Manual	12
4.4.5	Update	13
4.4.6	About Us	13
4.5	Zoom.....	14
4.5.1	Digital zoom (“Advanced zoom”).....	14
4.5.2	Camera lens zoom:	14
5	<i>Present Mode, for Video Presentations</i>	15
5.1	Actions	15
5.1.1	Camera Resolution	15
5.1.2	Display Size.....	15
5.1.3	Video Codec	16
5.2	Advanced Controls.....	16
5.2.1	Focus	16
5.2.2	Exposure	16
5.2.3	White Balance	17

5.2.4	Select Focus.....	17
5.2.5	Switch to YUV Mode/Switch to MJPEG mode	17
5.3	Library	17
5.4	Additional Controls.....	18
5.4.1	Rotate	18
5.4.2	Digital Zoom	18
5.4.3	Actual Size (1:1).....	19
5.4.4	Fit to Screen	19
5.4.5	Mirror.....	19
5.4.6	Full Screen.....	19
5.5	Freeze Frame/Continue	19
5.6	Using the Secondary Camera	19
5.6.1	Swap Cameras and Rotate	19
5.6.2	Secondary Camera Settings	20
5.7	Start Capture	20
5.8	Annotate	20
5.9	Slingshot	23
5.10	Catapult	24
6	<i>Scan Mode, for quick scans, snapshots and sequence captures</i>	<i>25</i>
6.1	Actions.....	25
6.1.1	Camera Resolution	25
6.1.2	Display Size.....	25
6.1.3	File Format	25
6.1.4	Image Quality	25
6.1.5	Straighten	25
6.1.6	Crop.....	26
6.1.7	Quick Multi Capture feature.....	26
6.2	Effects	26
6.2.1	Button Controls	26
6.2.2	Slider controls: Brightness, Saturation, Contrast.....	27
6.2.3	Remember Settings.....	27
6.3	Library	27
6.4	Additional Controls.....	27
6.4.1	Scan It (Snap)	27
6.4.2	Auto Capture	27
6.5	Annotate	29
6.6	Secondary Camera (Face shot with Scan).....	29
6.7	Slingshot	29
6.8	Catapult.....	29
7	<i>Archive Mode: Managing and sharing your files</i>	<i>30</i>
7.1	Archive Library.....	30
7.1.1	File Types	31

7.1.2	Folders and files	31
7.2	Archive Controls	32
7.2.1	Stack	32
7.2.2	Unstack	33
7.2.3	Delete	33
7.2.4	Export	33
7.2.5	Create PDF	33
7.2.6	Email	34
7.2.7	Print	34
7.2.8	OCR (Optical Character Recognition)	34
7.2.9	Signature.....	35
7.2.10	Share.....	36
8	<i>Legal and Notice Information</i>	38
8.1	Warranty	38
8.2	Trademarks.....	38
8.3	User License Agreement (EULA)	38
8.3.1	Acceptance	38
8.3.2	License Grant 27	39
8.4	Restrictions	39
8.4.1	Restrictions on Transfer	39
8.4.2	Restrictions on Use.....	39
8.4.3	Restrictions on Alteration.....	39
8.4.4	Restrictions on Copying	40
8.5	Disclaimer of Warranties and Limitation of Liability.....	40
8.6	Limitation of Remedies and Damages.....	41
8.7	Governing Law, Jurisdiction and Costs.....	41
8.8	Severability	41

1 Introduction

This User's Manual is written specifically for The HoverCam FlexView software running on a PC-compatible computer connected to a HoverCam Solo 8 camera.

We encourage you to read through this manual to understand how to use your Solo 8 camera with our FlexView software and all its features. However, if an unexpected incident arises, please call us or submit a support ticket at <http://www.thehovercam.com/support/> for a prompt and friendly reply.

When contacting The HoverCam Support, please make sure to tell us:

- your operating system
- the HoverCam Model number
- the problem you are experiencing, and
- as much contextual information as possible.

Alternatively, you may email us at support@thehovercam.com, or call our toll-free Tech Support Department at (866) 201-2056, ext. 201 or ext. 207.

1.1 Host computer

HoverCam FlexView runs on PC-compatible computers only. Mac users will use the HoverCam Flex10 software. FlexView is a new and improved version of HoverCam's Flex program upgraded to work with the new Solo 8 camera.

1.2 PC System requirements:

- Processor: Minimum: Intel Pentium III 1GHz or faster processor
- Recommended: Pentium 4 2GHZ or faster
- OS: Windows 2000/XP/2003, Windows Vista, Windows 7
- RAM: Minimum: 512 MB RAM; Recommended: 1GB RAM.

Note: If you are going to use the software on a computer that barely meets the minimum requirements, you may experience a slow video refresh rate.

2 Installation

2.1 Connecting the HoverCam Solo 8 camera

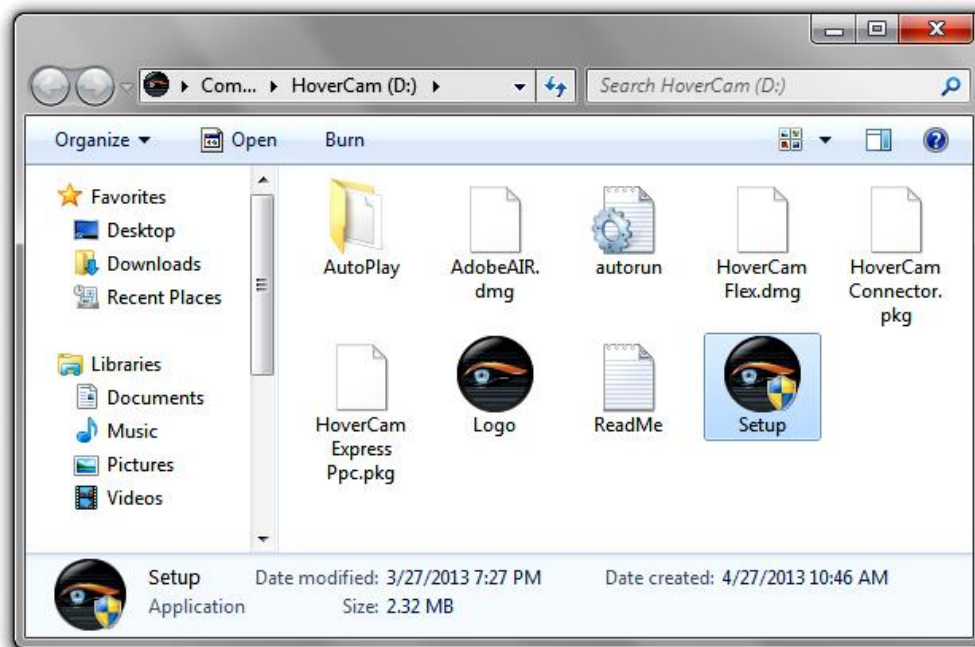
When you first use the Solo 8 camera, notice that there are two USB ports on the back of the camera. One of them is marked "Install", and the other is a regular USB port. Use the Install port to connect the camera to a USB port on your computer with the USB cable provided. The Solo 8 camera works over both USB 2.0 and USB 3.0.

IMPORTANT: After the FlexView application is installed (see below), remove the USB cable from the Install port on the back of the camera, and plug it into the regular USB port located next to the Install port.

2.2 Installing FlexView

The HoverCam FlexView software will install automatically once the Solo 8 is connected via the "Install" port. This process may take a few minutes.

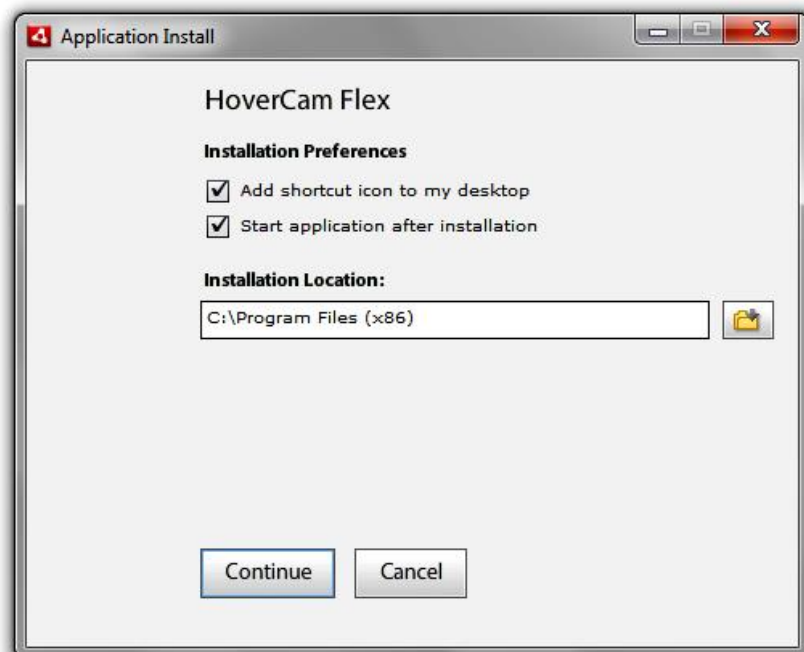
Some computers may need to have the software manually installed, depending on the computer's settings. The Solo 8 will look like a USB thumb drive to your computer. If this is the case, double click the Setup file to bring up the installation screen.



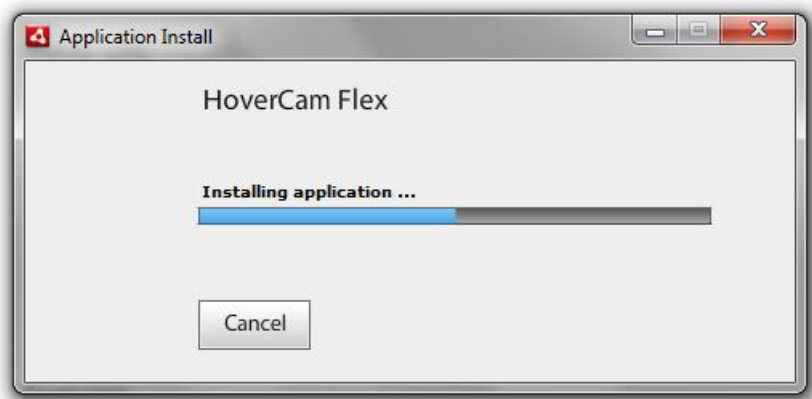
Click on the "Install FlexView" button to continue the installation.



You have the option to change the default installation location of FlexView on your system as shown below. During installation, if your computer does not have Adobe Air®, it will be installed automatically.



You can create a FlexView shortcut and choose to start the application once installation completes.



After the installation is complete, you will not be using the "Install" USB port on the back of the camera. Unplug the USB cable from that port and connect it to the regular USB port, also on the back of the camera.

Congratulations!

You are now ready to begin using FlexView with your Solo 8!

3 FlexView features with the Solo 8 camera

The Solo 8, as with the entire line of HoverCam document cameras, is “more than a scanner, and more than a camera”. It is excellent for quick multiple scans, with time sequenced snap scans and motion sensing options. This means there are some new concepts when using the Solo 8.

3.1 Preview – Customize - Capture

With the Solo 8 and FlexView, you see a live preview of the document or subject under the camera. You can change or adjust the document orientation in real time. You may place documents with various sizes freely. It is no longer necessary to wait for slow-showing static preview scans from a linear scanner. With the FlexView software you can actually customize the live preview before you record a video or scan a document. You can adjust the colors, you can add text and annotations and even fix the placement and layout of the document or presentation.

3.2 Scanning – It’s *quick*

The Solo 8 captures the entire page of a document in a single snapshot that completes in less than a second. This is much faster than using a traditional scanner with its mechanical sweeping action of the scanning. Multiple-page scanning is also made easier with FlexView.

3.3 Life-Like vs. Copier-Style Images

With the Solo 8, your scanned image is a more accurate reproduction of the real document or three-dimensional object. Expect a life-like image that is significantly better than the carbon-copy style of traditional scanned images.

3.4 USB Video

The live video via USB can be used as a video presentation with a projector or an HDMI monitor. This is an excellent solution for classroom instructors and visual presenters. The FlexView software allows you to present live video, record a video session and save it to present again at a later time, or record just a selected portion of the displayed image if you need to focus in on one area. The built-in microphone on the Solo 8 records voice along with the video for a complete presentation.

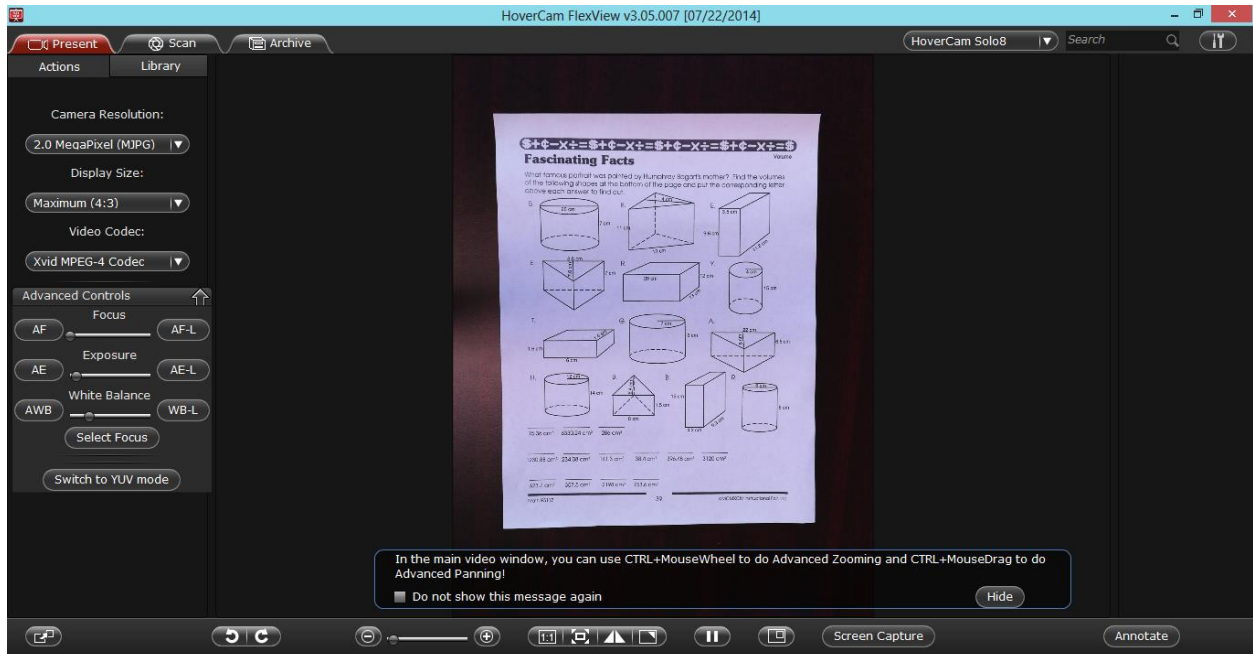
3.5 Depth of Field

The Solo 8 lens offers a large depth of field which makes it possible to take clear pictures even for scenes with multiple objects of varying heights or with a thick open book.

3.6 Projector or TV Monitor

Solo 8 works with all projectors. If the projector can accept HDMI input displaying minimum of 720P HD video, HoverCam has supplied a free HDMI cable for you. If the projector accepts only VGA or component or composite video input, HoverCam has also supplied the correct cables in the package.

4 Running FlexView



The FlexView main window is shown here. The Present, Scan and Archive modes are launched here by clicking on their respective tabs in the upper left. The Present mode is selected by default. There are many features and adjustments you can make here on the main window.

Below is a list of the FlexView features displayed along the top bar of the main window, reading from left to right. These features are available at all times while you are running FlexView. They are explained in the following sections.



- Tabs to select Present, Scan or Archive mode
- Drop-down menu to select camera
- Text box to Search for an image or video file you have previously saved
- Drop-down Tools menu

4.1 Select Present, Scan or Archive mode

HoverCam FlexView supports three main operational modes, shown as tabs. Click the tab of your choice to change modes. Each mode is explained in detail in its own section of this manual:

- Present Mode, for giving a video presentation over a projector or HDMI monitor to a classroom or audience
- Scan Mode, for scanning documents (taking still pictures of them and saving the file in various formats, including PDF)
- Archive Mode, for storing and retrieving your saved scans (images) and videos.

4.2 Select Camera

Before you can make your presentation or scan your document or image with FlexView, make sure you have the Solo 8 camera selected from the pull-down menu near the top left of the main window.

4.3 Search

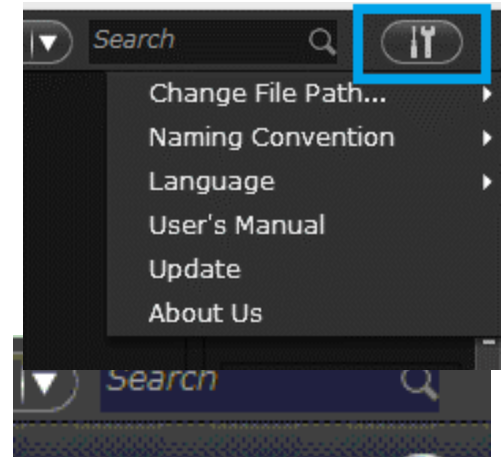
When you use FlexView to scan documents and make video presentations, you will save your work in files on the computer. FlexView provides file storage and archiving capabilities that are explained in the Archive section of this manual. The Search feature allows you to find any video, document, image or file in the HoverCam Library. Type the name of the file to search for into the Search box, then press Enter on the keyboard or click the magnifying glass icon. Your results will be displayed in the Archive mode window.

4.4 Tools

Access the Tools drop-down menu on the upper right corner of the main window. This menu allows you to change the following general FlexView settings:

4.4.1 Change File Path

You can change the default path for the "HoverCam Flex Library" folder, where all the captured images are kept by default. The "HoverCam Flex Library" is a regular folder in the user's home directory, normally under "My Documents". To change this to a new location, click on "Change file path...", then click "Other" on the pull-out menu. A Windows Explorer window opens up so you can browse to the file path of your choice and select it. Make sure to select a path where you don't have permission problems; for example,



with Windows 7, saving application files/data under "c:\Program Files" is prohibited.

Your old files will remain in the old location. Changing to a new path begins a new default folder. You may create new subdirectories under the new folder; it will not have any default subdirectories.

4.4.2 Naming Convention

Scanned images are saved with a file naming convention, by default as "IMG_" followed 4 digits starting at 0001. Video files are saved with the name "VIDEO_" followed by 4 digits. You can change the naming conventions for both image and video files by selecting the menu "Tools → Naming Convention → Image Name (or Video Name) → Customize." Enter your preferred name prefix in the box, then Click OK to accept or click Cancel to exit with no change.

You may also change the names in batch later on by selecting a group of files in the HoverCam Library; this is best viewed in the Archive mode. Select the files by clicking the check box under each one; then right-click select "rename". Enter the new prefix and it will be applied to all the selected files.

Individual file names may be changed at any time using the FlexView Library. The video and image files are shown along the right side of the screen in the Present and Scan modes. Highlight the file name with your mouse and then type in the new name. In the FlexView Archive mode, you can also change the name of a file by this method or by selecting the file and then right-clicking and selecting "Rename" from the pop-up menu.

4.4.3 Language

Default Language is English, you can change language to

- Dutch
- German
- Japanese
- Swedish

4.4.4 User's Manual

This is a link to the latest version of FlexView User's Manual on The HoverCam website.

4.4.5 Update

The Update option checks for any updates to the FlexView software. If updates are found, this feature then updates FlexView to the latest release.

4.4.6 About Us



4.5 Zoom

The Zoom feature works in both Present and Scan modes, so it is covered here. There are two ways to zoom in and out of the current image in FlexView, digital zoom and zooming with the camera lens.

4.5.1 Digital zoom (“Advanced zoom”)

Use the CTRL key plus the mouse wheel to zoom in and out of your image digitally. This method uses the pixels that are displayed and algorithmically expands them to effectively zoom in closer. Pan around the image with the CTRL key held down and drag the image with the mouse. This is the same feature as the zoom slider bar on the bottom of the screen.

4.5.2 Camera lens zoom:

Use the mouse wheel **without** the CTRL key to zoom in and out using the camera lens itself. Pan with the mouse by grabbing a location on the displayed image and then dragging.

5 Present Mode, for Video Presentations

The Present mode tab has two sub-tabs shown directly under it labelled “Actions” and “Library.”

5.1 Actions

The Actions tab shows the various camera and image parameters and controls to use to optimize your presentation.

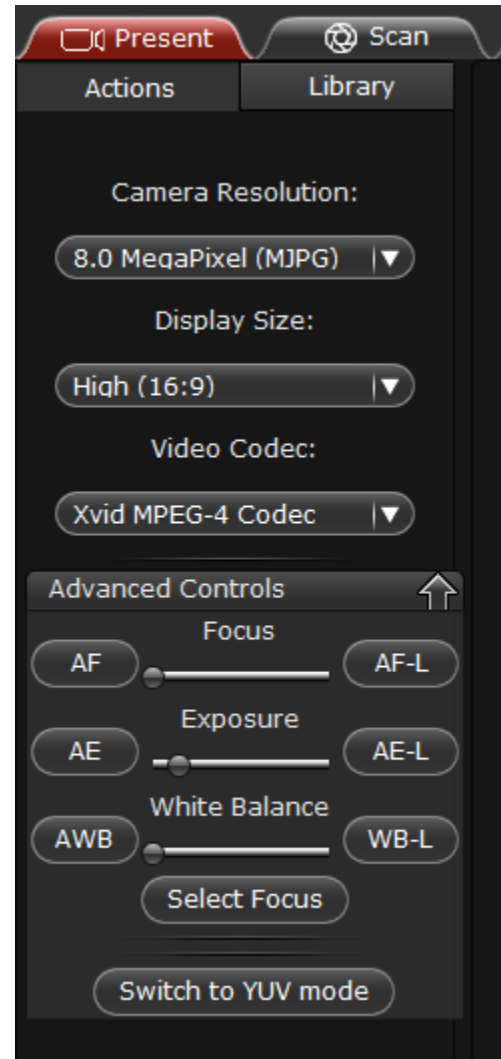
5.1.1 Camera Resolution

This allows you to adjust the video resolution of the camera image; it is better to keep the resolution lower for higher refresh rate. Generally projectors used in classrooms or in corporate conference rooms have a maximum resolution of less than 1080P HD (1920x1080 pixels). More often, projectors only work at VGA resolution (1024x768 pixels).

Tip: There is a simple rule of thumb whenever working with video: A USB connection has limited bandwidth. The higher the Camera Resolution or Display Size, the lower the refresh rate. Unless you want to see a very sharp high-resolution image without the need to present under the camera, try lowering the camera resolution settings and you will get higher refresh rate and smoother motion in the video.

5.1.2 Display Size

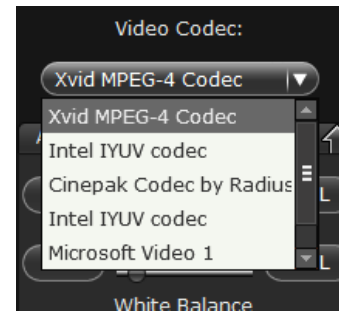
This pull-down menu selects the Display size of the image from the camera, along with the video aspect ratio:



- Medium (4:3)
- High (4:3)
- High (16:9)
- Maximum (4:3)
- Maximum (16:9)

5.1.3 Video Codec

A Video Codec is software that helps code and de-code digital video. Your system may have multiple Video Codecs. FlexView uses the Xvid MPEG-4 Codec as a default. If you want the video encoded with a different codec you can select it from the drop down list.



5.2 Advanced Controls

The Advanced Controls panel shows features only available on the HoverCam Solo 8 camera. This includes adjustments to focus, exposure and white balance as described below.

Use the arrow shown on the top right of this panel to collapse or expand the contents of this panel. Move the panel around the screen as needed by dragging the top bar with your mouse.

5.2.1 Focus

The slider bar allows manual focus.

The AF button on the left of the slider bar is for Auto Focus. Click this and the camera will take a couple of seconds to adjust itself to the optimum focus settings for the current subject.

The AF-L button on the right of the slider bar is for locking the Auto Focus ("Auto Focus Lock"). When you click AF-L, the camera first adjusts itself for the optimum focus setting for the current subject, then locks those settings so it will not attempt to change the focus even if something in the field of view changes or moves.

5.2.2 Exposure

The slider bar allows manual exposure adjustment.

The AE button on the left of the slider bar is for Auto Exposure. Click this and the camera will adjust itself to the optimum exposure setting for the current subject.

The AE-L button on the right of the slider bar is to lock the Auto Exposure. When selected, the camera first adjusts itself to the optimum exposure and then locks the settings so that it will not attempt to change the exposure even if the subject or lighting changes.

5.2.3 White Balance

The slider bar allows manual white balance adjustment.

The AWB button on the left of the slider bar is for Auto White Balance. Click this and the camera will adjust itself to the optimum white balance settings for the current subject.

The WB-L on the right of the slider bar is to lock the White Balance. When selected, the camera firsts adjusts itself for the optimum white balance levels for the current subject, and then locks the settings so it will not attempt to change the white balance even if the subject changes.

5.2.4 Select Focus

The Select Focus button allows you to select an area of the current image to focus on. When clicked, the mouse cursor will turn into a cross-hair. Move the cross-hair to the area of the image you would like to focus on and then click that location. A green rectangle will appear there and the camera re-focuses itself on that portion of the image.

5.2.5 Switch to YUV Mode/Switch to MJPEG mode

This button is located near the bottom of the Advanced Controls panel. It allows you to command the camera to switch the output mode between YUV and MJPEG formats. If the camera is set to display in YUV format, the button will read "Switch to MJPEG mode", and if it's set to display in MJPEG mode, the button will read "Switch to YUV mode."

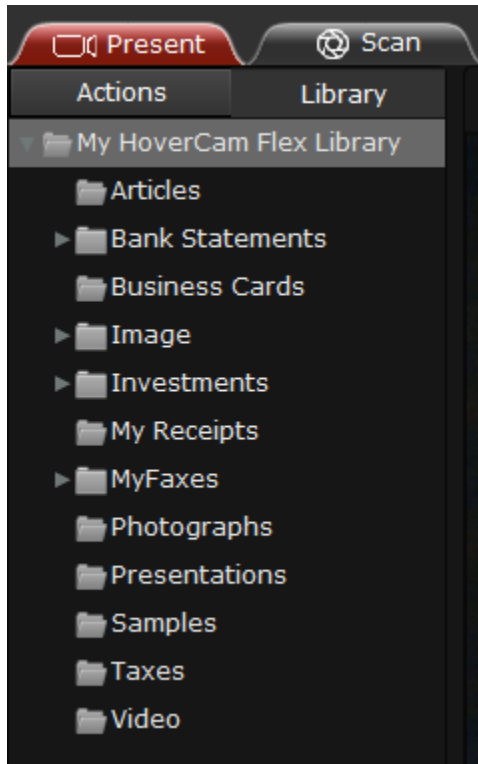
The FlexView software will actually shut down momentarily and re-start itself with the new setting.

5.3 Library

The Library tab under the Present tab shows the My HoverCam Flex Library folder and sub-folders where FlexView is setup to save all recorded videos and scanned images. By default it is under the User's Documents folder.

You may change it to any other folder by using the "Change File Path..." option under the Tools drop down menu.

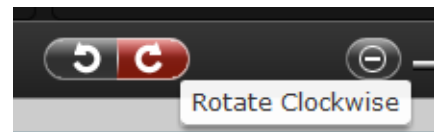
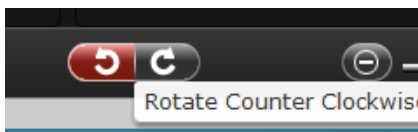
Using the Archive mode, you can create any folder structure within your Library to organize your documents, videos and scanned images.



5.4 Additional Controls

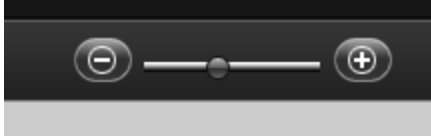
5.4.1 Rotate

The Rotate icons allow you to rotate the recording area of your screen clockwise or counter clockwise in 90 degree increments.



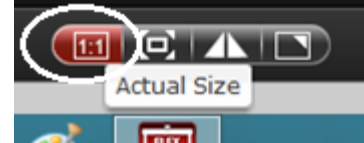
5.4.2 Digital Zoom

The Digital zoom slider bar brings the image in closer or farther away as explained in the Zoom section of this manual under Running Flexview.



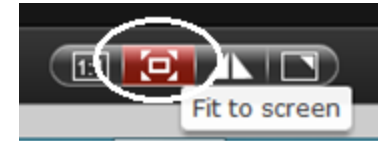
5.4.3 Actual Size (1:1)

Actual Size allows you to check the size of the image or video at 100%



5.4.4 Fit to Screen

Fit-to-Screen adjusts the screen size to fit inside the application window.



5.4.5 Mirror

Mirror inverts the screen horizontally. Click once to invert; click again to restore.



5.4.6 Full Screen

Full Screen shows the image over the entire PC screen. To bring the FlexView controls back into view, press the icon again or press the ESC key.



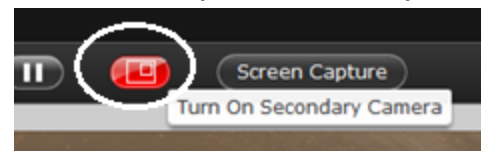
5.5 Freeze Frame/Continue

This button lets you freeze the image being displayed for your audience so you can keep it displayed while you make adjustments to the subject being presented. Once the displayed image is frozen, the button becomes "Continue". When you are ready to resume your presentation, click the Continue button, and live video display will resume.



5.6 Using the Secondary Camera

As an option, you can enable the Secondary Camera (if one is available by clicking the Secondary Camera button near the lower right. If you are doing a screen capture, the secondary camera will show up in that recording if it's enabled at the time.



5.6.1 Swap Cameras and Rotate

The Secondary Camera window



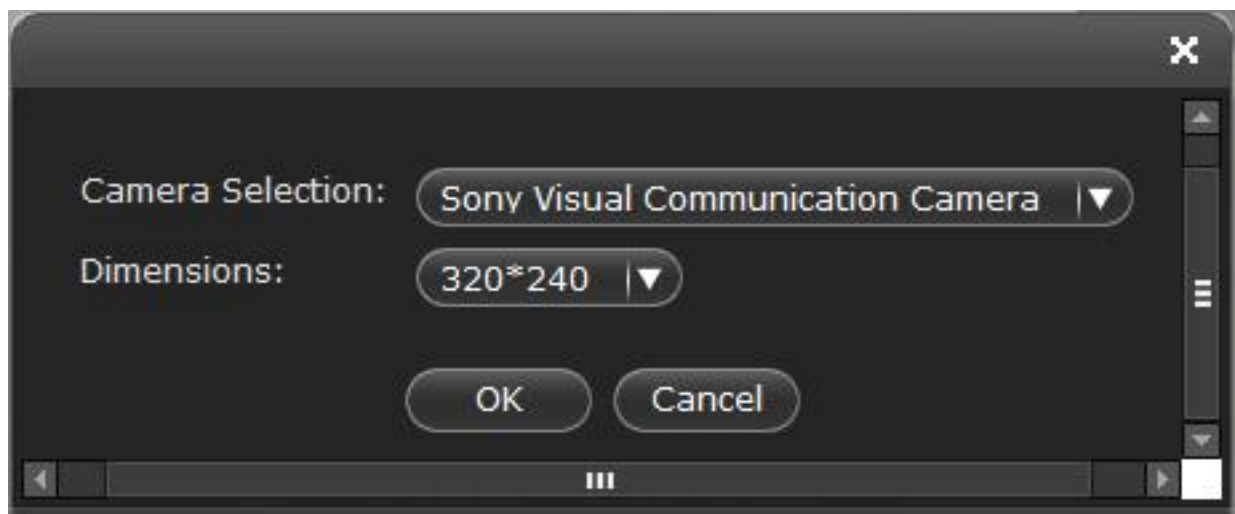
allows you to Swap Cameras with the Solo 8. Hover over the secondary

camera window and notice there are now buttons across the bottom of that window. The Swap Cameras button is the icon on the bottom left. Click to make the secondary camera image show up as the main image. Click again to move the secondary camera back to the small window.

You can rotate the secondary camera screen clockwise or counter clockwise using the Rotate buttons.

5.6.2 Secondary Camera Settings

You can change the secondary camera source and window size by clicking the Settings icon on the bottom right of the secondary camera window



5.7 Start Capture

This feature allows you to make quick videos of instructional sequences or a set of tasks being performed. The video resolution will be of lower quality; high quality video capture is now done with HoverCam's FlexCap program.

Click the Start Capture button, and a green rectangle will appear around your image. Adjust the green lines to select the recording area of your screen. Once done, simply click the Start button from the bottom right corner of the selected area to begin recording. FlexView will record the screen area outlined by the green border until you click the Stop Capture button or Shift-F9. Click the Cancel button if you don't want to begin recording.

5.8 Annotate

The Annotate feature gives you a full set of annotation tools during a Present session or recording.



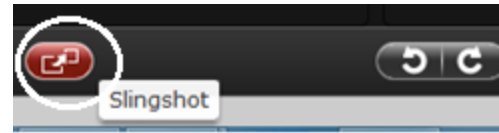
To improve your presentation, you can add text, circles, rectangles, pointers, highlight items and more. You can add and delete the annotations in real time as necessary. In this way, FlexView gives you a virtual whiteboard and allows you to greatly enhance your lectures and online presentations.

Click the Annotate button on the lower right of the main window to display the annotation tool bar. Click the button again to remove the toolbar. The following is a list of tools available along with the function performed. The Annotation features work the same way in Scan mode.



- **End Annotation Tool Selection (cancels Selector)**
- **Annotation Pointer Selector**
- **Free Hand Drawing tool**
- **Line Drawing Tool**
- **Arrow Line Drawing Tool**
- **Mask Tool (for covering answers, for example)**
- **Rectangle Drawing Tool (draw a box)**
- **Oval Drawing Tool (draw a circle/ellipse)**
- **Color Fill Tool (fills in ellipses and rectangles)**
- **Text Tool (type words onto your image)**
- **Eraser Tool (erases small portions of lines, etc.)**
- **Delete Annotation (deletes the selected annotation)**
- **Clear All Annotations (deletes all annotations)**
- **Color Selector (for lines, shapes, fills and text)**
- **Line Thickness Selector**
- **Transparency Setting (for lines, shapes and fills)**
- **Font Setting (for Text tool)**

5.9 Slingshot



The Slingshot feature allows you to take a screen shot of the **current** image displayed in the main FlexView window and paste it into another software application, such as a rich text editor or an image editor program. This feature works in both Present and Scan modes.

With the image you want to transfer displayed on the main FlexView window, click on the Slingshot button on the bottom left corner of the FlexView main window. FlexView immediately minimizes and a small FlexView icon appears.

Go to the application program where you want to bring the image; the small FlexView icon will be visible on top of your other program. Hover over the FlexView icon with the mouse and notice the snapshot image appears just beneath it (this is a temporary image). Grab the image and the icon (they will move together) with the mouse and drag it onto your application. It may take a second or two for the image to appear in your application. Notice the FlexView icon is still visible. You will use this in a moment to return to FlexView.

At this point, you may want to save your application with the new image; you can make adjustments to the image later.

Exit the Slingshot feature and return to FlexView by any of three methods:

- Hover over the FlexView icon with the mouse and click on the red Return icon in the lower left corner of the temporary image
- Hover over the floating FlexView icon and right click, then click the "Return to FlexView" button that appears. You will immediately return to FlexView

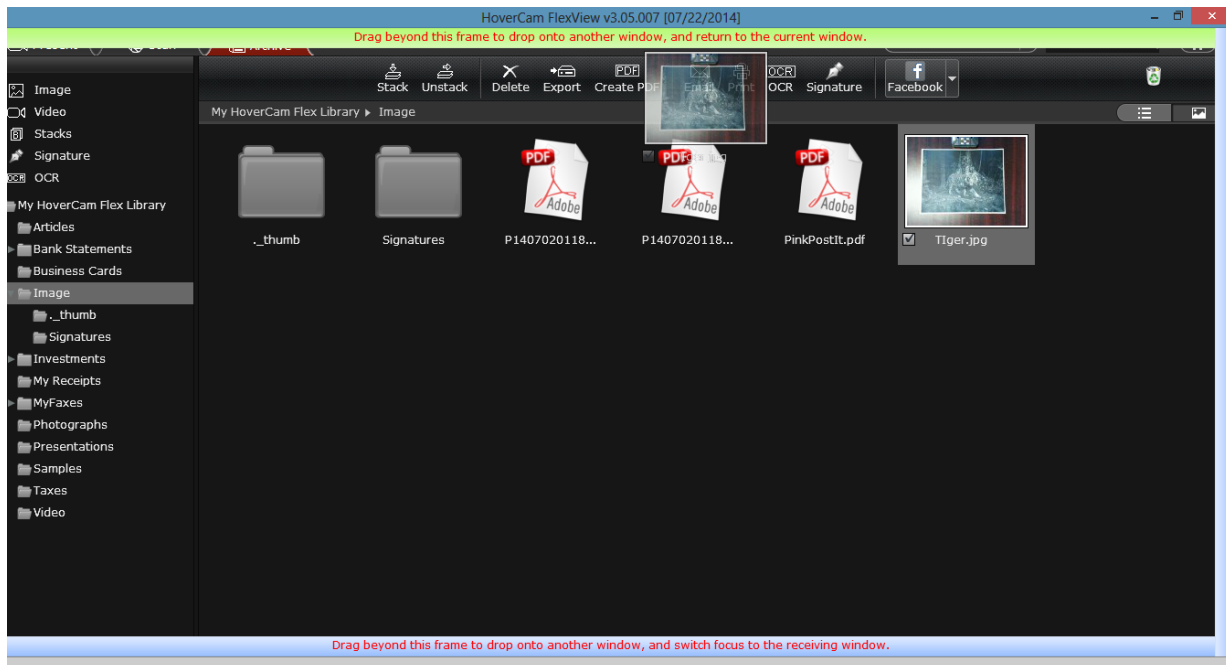


- Click on the main FlexView program icon on your desktop directly

5.10 Catapult

Catapult is a unique function in FlexView that allows you to drag and drop a **saved** scanned image or video file directly into another program such as Microsoft Word ® or an interactive white board.

To use catapult in Present or Scan mode, make sure your receiving application program is open. Then, in FlexView, left click on a scanned image or video thumbnail. Start to drag the image, and notice the edges of the FlexView program window change color to green on the top and left edges, and light blue on the bottom and right edges. Drag the image to a green edge to drop the image to the receiving application and immediately return to FlexView. Drag the image to a blue edge and drop the image into your other application and stay in that application so you can work there before returning to FlexView.



6 Scan Mode, for quick scans, snapshots and sequence captures

With "Scan" mode, the objective is to capture a clear picture with the highest resolution possible, and then save the image to a file with the proper format. The default Camera Resolution setting here is the maximum for the HoverCam Solo 8.

Scan mode is also able to capture a straightened image with little or no warping or any other distortion. You will find the controls here developed by our engineers to make straightening simple.

Scan mode, like Present mode, provides you a live preview of the image or document being scanned. This allows you to adjust the image or document before you actually scan it.

6.1 Actions

6.1.1 Camera Resolution

This works the same way as in Present mode. It is explained under the Actions section of the Present mode earlier in this manual.

6.1.2 Display Size

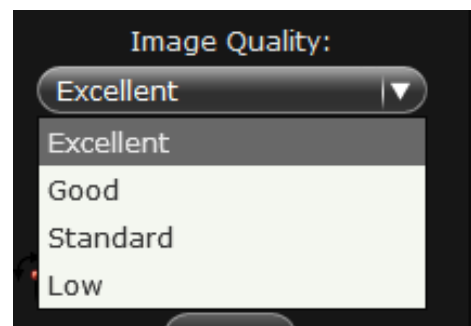
In Scan mode you can select the highest Display Size for your needs. This is unlike in Present mode where refresh rate and external video sources should be kept in mind while selecting Display Size.

6.1.3 File Format

This pull-down lets you select the desired file format for your scan. Several image formats are supported, as well as PDF.

6.1.4 Image Quality

This pull-down menu allows you to adjust the quality of the image or document being scanned. For files uploaded to the internet, the image quality is normally set to "low" to keep file size low.



6.1.5 Straighten

You can straighten the image displayed using the slider. The slider rotates the screen -15 to +15 degrees with 0.5 degree increments. "Reset" cancels all previous straightening adjustments.

6.1.6 Crop

The Crop tool allows you to select an area on the screen to scan. This is extremely helpful if you only want to scan a certain part of the image, such as a paragraph or image or a barcode. Once your image is adjusted, click the "crop" button, then click and drag the crop pointer to surround the area you want to scan. Then click the Camera button to capture the image inside the red rectangle. When finished, click "Cancel Crop" to remove the crop guide.

6.1.7 Quick Multi Capture feature

Once a document is straightened and properly aligned, you can use the same settings to scan additional documents. Simply stack the next sheet on top of the adjusted document to scan with the same straightening settings without any additional calibration.

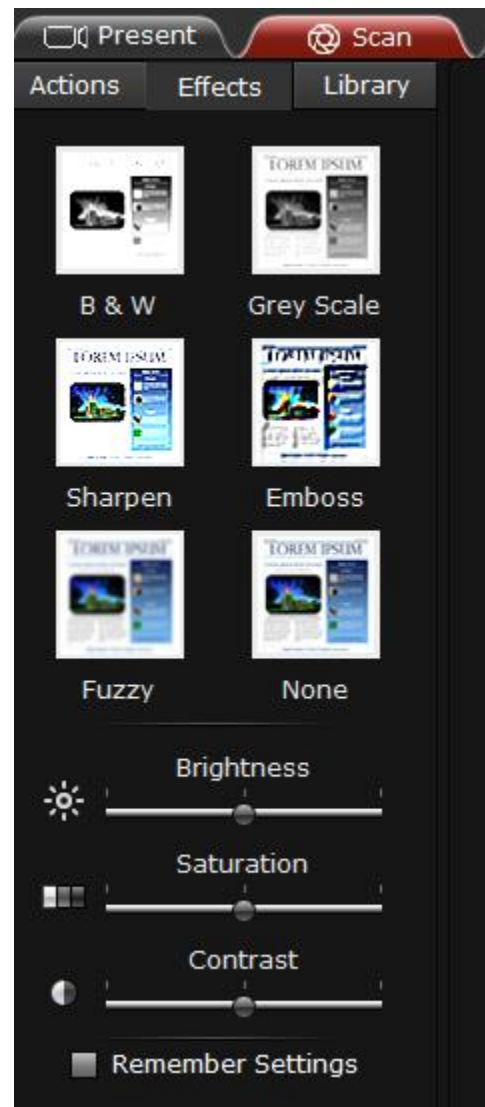
6.2 Effects

FlexView provides several effects to apply to a document before scanning. These are accomplished with the following screen controls:

6.2.1 Button Controls

The following buttons work as toggles to change the current image: click once to produce the effect, click again to remove it. The "None" button clears all the effects and returns to the native image.

- B & W (changes a color image to black and white)
- Grey Scale (changes a color or black and white image to grey scale)
- Sharpen
- Emboss
- Fuzzy
- None (Standard)



6.2.2 Slider controls: Brightness, Saturation, Contrast

These three slider controls allow you to adjust the Brightness, Saturation and Contrast settings separately.

6.2.3 Remember Settings

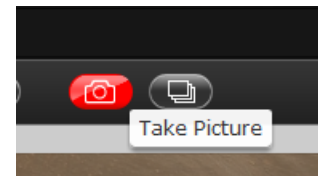
Check this box to save the current settings so you do not have to make the same adjustments every time you scan a document.

6.3 Library

The Library tab works the same way in Scan mode as it does with Present mode. It is explained under the Present section earlier in this manual.

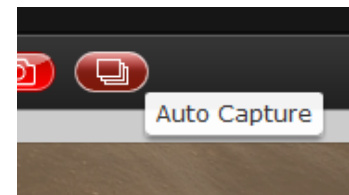
6.4 Additional Controls

Scan mode has most of the same feature controls along the bottom of the main window as the Present mode, including: Rotate, Digital Zoom, Actual Size (1:1), Fit to Screen, Mirror, Full Screen, Freeze Frame/Continue and Secondary Camera. The Scan It (take picture) and Auto Capture controls are unique to the Scan mode.



6.4.1 Scan It (Snap)

Once you are ready, simply click the "Take Picture" button to instantly scan the item.



6.4.2 Auto Capture

One of the strongest features of the FlexView software is the ability to quickly scan multiple items or pages. You can either select a time interval or a motion trigger, and FlexView will start taking successive scans.

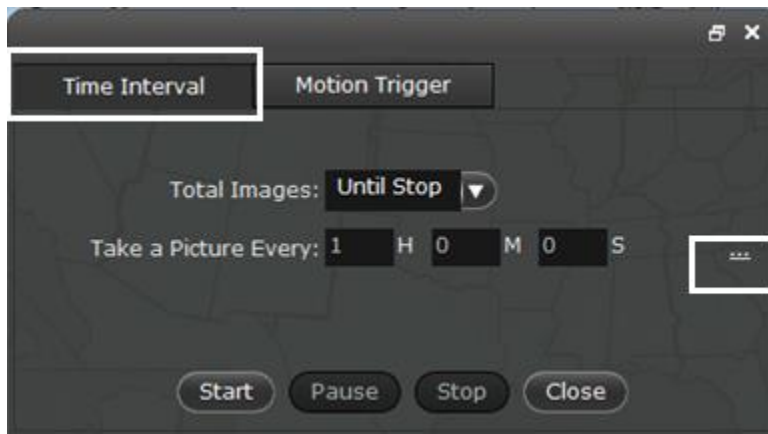
To enable Auto Capture, click the button located near the bottom right of the FlexView screen. This will open up the "Auto Capture" configuration window where you will select either a time interval or motion trigger.

6.4.2.1 Time Interval

Use "Time Interval" to capture images at regular time intervals automatically. Set the number of total pages or images being scanned as appropriate for your situation; then set the duration in seconds after which you want the Solo 8 to auto capture in "Take a picture Every:" option.

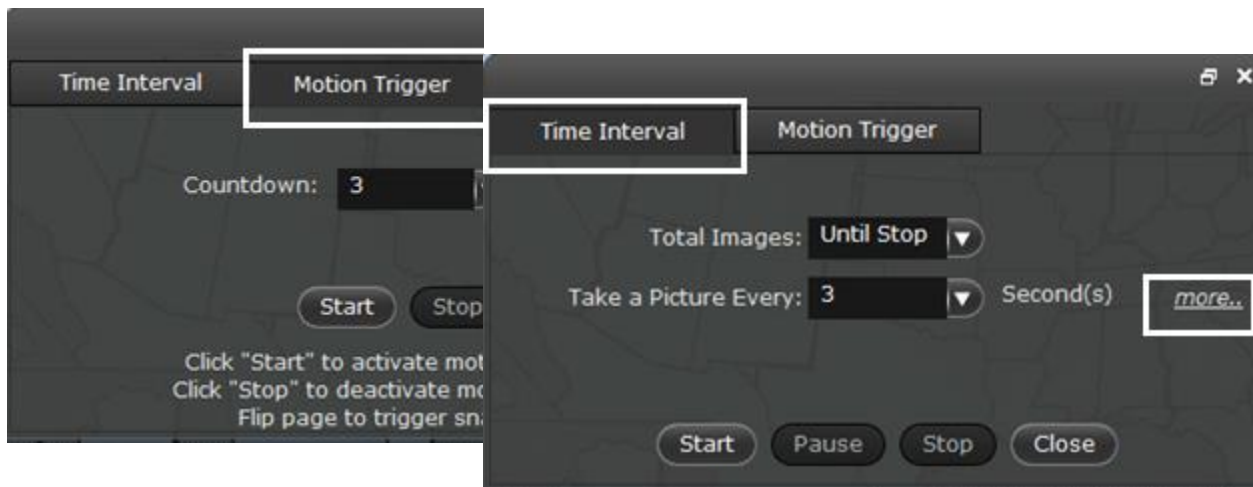
For more duration options click on "more..".

"More" allows you to set an interval up to the exact hour, minute and second to auto capture and scan. This is very useful for recording the progress of a lengthy process.



6.4.2.2 Motion Trigger

Use "Motion Trigger" to automatically scan as soon as the object being scanned is replaced or a page is turned. To enable motion sensing simply set a countdown, in seconds, to allow you to adjust the next sheet or document before the Solo 8 takes a snapshot.



6.5 Annotate

The Annotate feature works the same in Scan mode as it does under Present mode. It is explained under the Present section, above.

6.6 Secondary Camera (Face shot with Scan)

With FlexView you have the option to capture a small secondary image (such as a face shot of the presenter) along with the main image or document being scanned. This is explained in the section of this manual called "Using the Secondary Camera" under the Present mode.

Click on the Secondary Camera button. Once you are ready, click the Camera icon, or "Take Picture" button and instantly take a snapshot.

6.7 Slingshot

This works the same way as in Present mode. It is explained under the Slingshot section of the Present mode earlier in this manual.

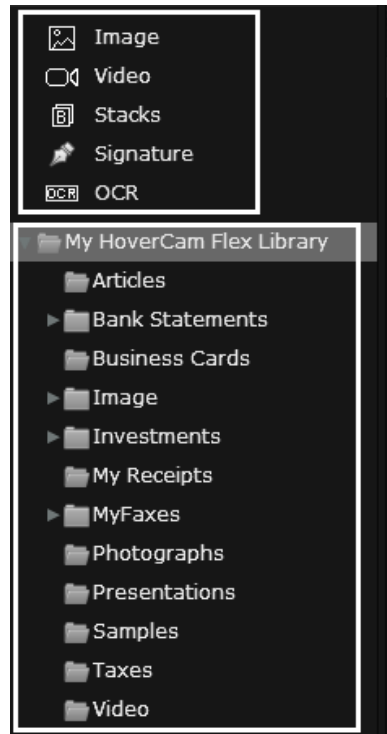
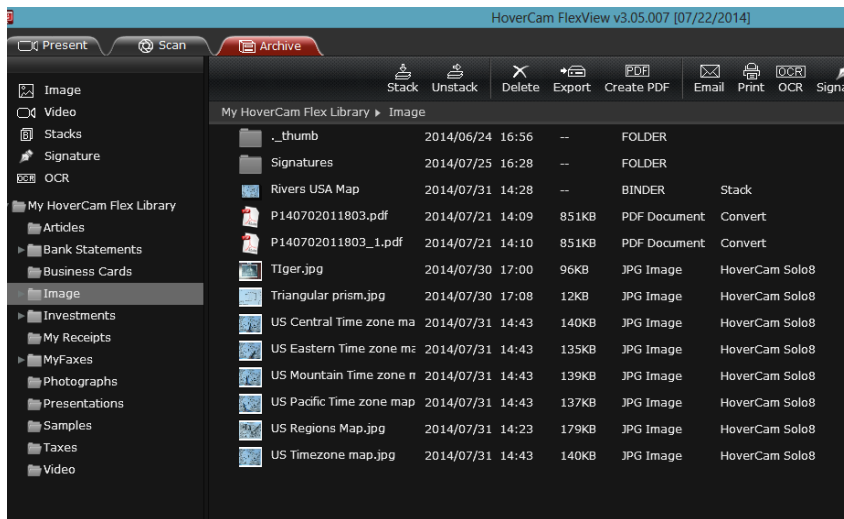
6.8 Catapult

This works the same way as in Present mode. It is explained under the Catapult section of the Present mode earlier in this manual.

7 Archive Mode: Managing and sharing your files

The Archive mode is for storing and effectively organizing all of your scanned or recorded files; it also allows you export, copy and share files on the internet. FlexView also has a powerful optical character recognition (OCR) tool that generates text from scanned images.

The left side of the Archive screen shows the folders in your HoverCam Flex Library. The feature controls are located across the top of the window:



7.1 Archive Library

The file directory structure on the left side of the screen allows you to navigate through the Library. Just above the file directory is a list of supported file types in the following order:

- Image
- Video
- Stacks
- Signature
- OCR

7.1.1 File Types

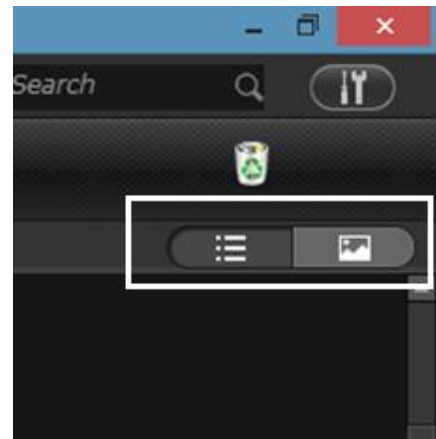
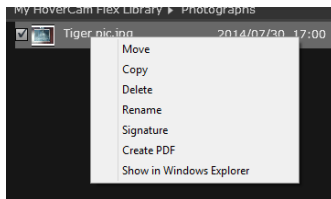
Click on any of the file types to display all the files of that type in your FlexView Archive Library. They will be displayed in the center window. For example, to see all your video files, click on Video. The Stacks, Signature and OCR file types are explained in a following section.

7.1.2 Folders and files

Click on any folder or on the “My FlexView Library” root folder to view all files in that folder. The filenames may be displayed as icons or as a list by clicking on the List or Thumbnail (small picture) buttons located at the upper right corner of the window.

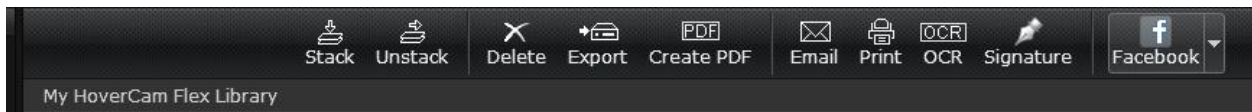
Move files by left clicking on the file name and dragging with the mouse.

Right click on a filename and a menu appears allowing you to Move, Copy, Delete, Rename, apply a signature, create a PDF or Show in Windows Explorer. The Signature and PDF options are explained in following sections.



7.2 Archive Controls

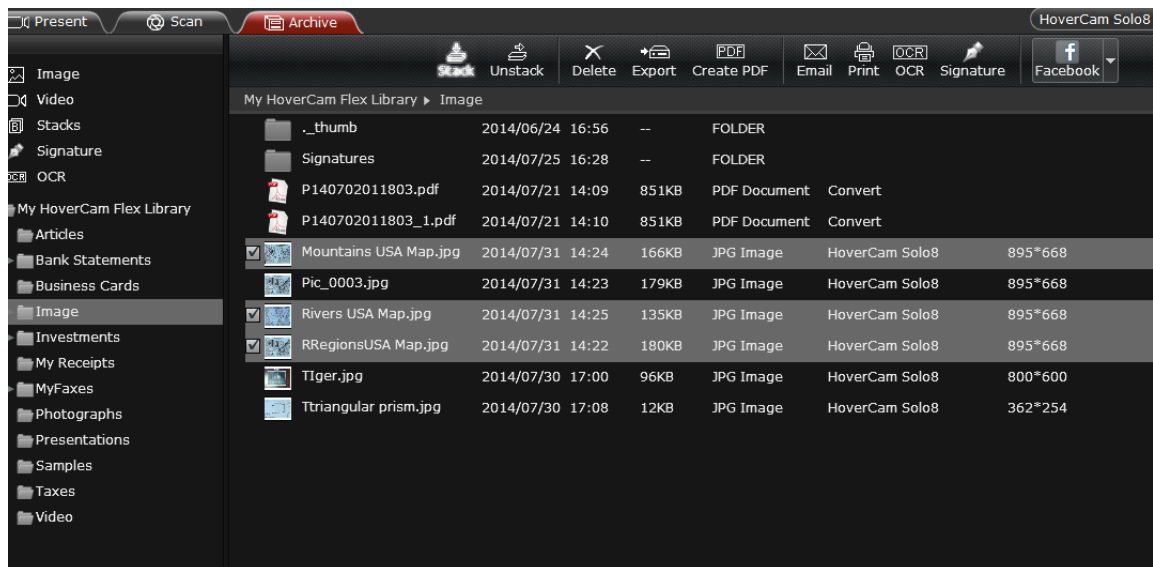
The Archive Controls are located across the top of the Archive window. These allow you to perform different actions on selected files. These features only work on the files displayed in the center pane, not on the file folders displayed in the left pane. Each of these controls is described below, starting from left to right.



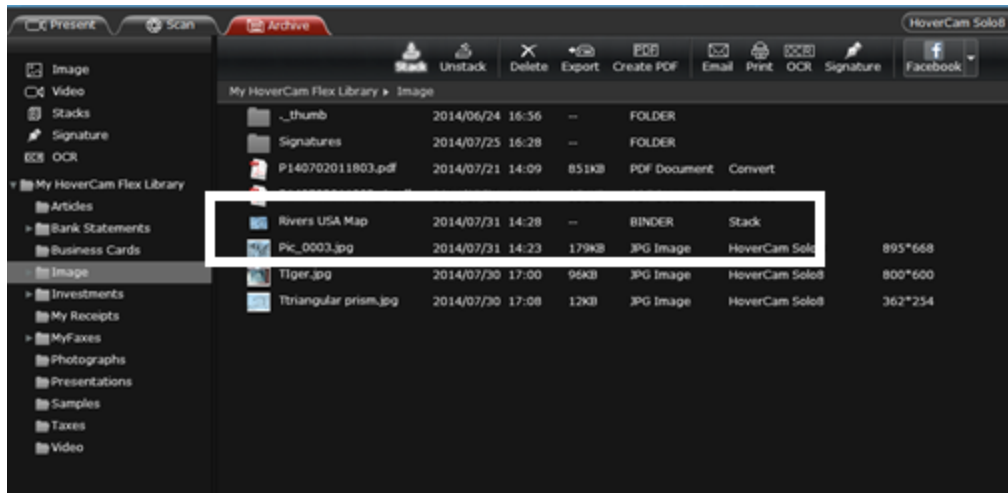
7.2.1 Stack

The Stack feature lets you organize files by allowing you to group similar files together into one file called a "stack". This is very convenient for emailing a group of images or to create a virtual booklet of your scanned documents.

To stack items, simply select all files that you would like to include in a group, as shown in the image below, and click the Stack button.



The result is a single file with "type" Stack or PDF Stack as shown in the image below. You can also select a stacked file and add other individual files to that stack.



7.2.2 Unstack

Use the Unstack button to ungroup a stacked group of files. Simply select the stacked file and press "Unstack" from the top menu.

7.2.3 Delete

The Delete button allows you to delete selected files. Deleted items are moved to the FlexView "Recycle Bin". Click on a file to select it; notice the small box underneath it now has a checkmark to indicate it is selected. Next, click the Delete icon. You will be asked to confirm the deletion. You can select multiple files for deletion by clicking them one at a time and then clicking Delete.

7.2.4 Export

The Export feature allows you to copy one or more selected files from the FlexView Library and save them together as either one PDF or one TIFF elsewhere on your computer. Select one or more files, then click the Export button. You will be prompted for the location and file type to save. If you select more than one file, the files will be combined into one PDF or TIFF file and saved.

7.2.5 Create PDF

This handy feature saves your selected image(s) as PDF files. Note that PDF files are not considered "images" and will not be displayed if you select "Images" as the file type to display. PDF files will be displayed under the folder they are stored in.

7.2.6 Email

This feature uses the current Windows ® default email program to send the selected file(s). This default must be set up first for this feature to work.

7.2.7 Print

Print your files by selecting one or more of them and then clicking the Print button. The Windows ® Print dialog box will appear.

7.2.8 OCR (Optical Character Recognition)

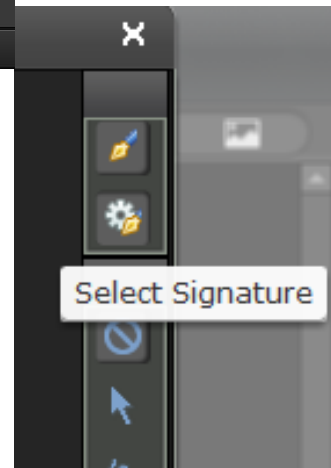
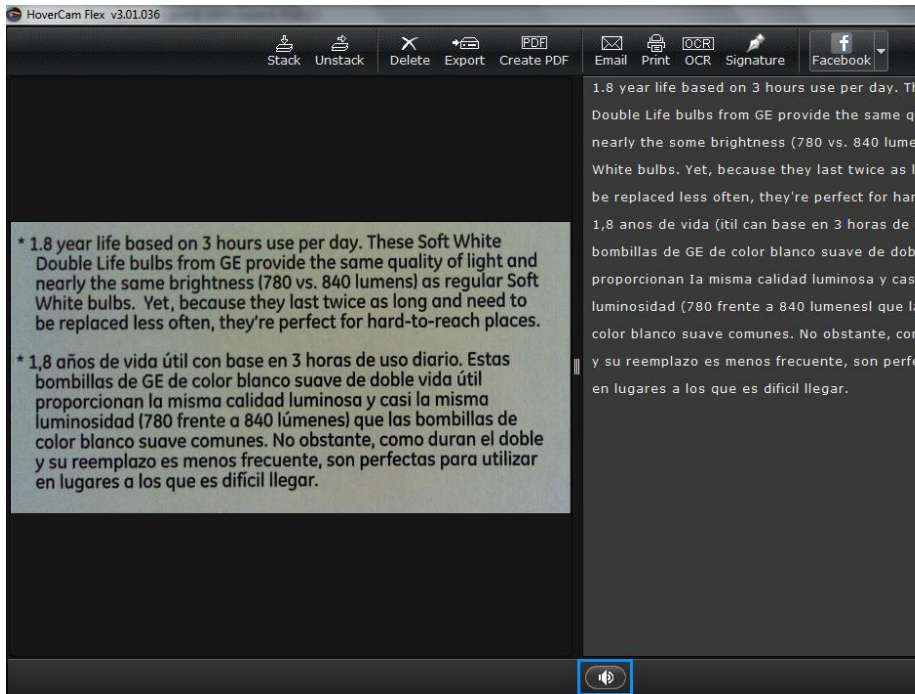
FlexView has a built in OCR tool that allows you to convert an image file (.jpg and .png files only) to a text document. *This feature works best if the image was saved with high resolution.* To apply OCR, select the image from the list and click the "OCR" button.

A message will appear, "Performing OCR, Please Wait". When complete, the image is displayed alongside of a machine-encoded text file that was created. The machine-encoded text is now attached to this image file.

As with all leading OCR software, the accuracy depends upon the quality of image being converted.

7.2.8.1 Text to Voice

To help you proof-read the output, FlexView has a "text to speech" (TTS) feature that reads the resulting text for you. Click the speaker button located under the OCR page as shown in the image below. When finished viewing the document, click the red "return" arrow located at the top right of the screen.



7.2.9 Signature

The Signature feature allows you to add a specially-saved signature image file onto an image document (.jpg and .png files only). First, select a document that you would like to sign. Double-click on the name of the selected file. Click on the Signature icon. The image will appear in a new window, along with an array of adjustment and editing tools on the left and signature and annotation tools on the right. At this point you can make changes to the image if needed, before adding your signature.

If you have a saved default signature, it will appear as the mouse cursor in the new window. If you would like to make adjustments to the image now before adding your signature, just move the mouse cursor over to the toolbar on the right and click on the signature pen icon. At this point you can make changes to the image if needed, before adding your signature.

When you are ready to put your signature on the image, click on the Signature tool pen icon if needed to change the mouse cursor to your signature, drag it onto the document and click to place it where you want it. You will then be prompted to enter your password to verify your signature. If the password is verified, the signature image will be merged onto the image

file where you placed it. This operation cannot be undone, but you can cancel by clicking the "X" in the upper right corner if you need to start over.

If you don't have a saved signature, a dialog box will appear for you to enter your name and a password. You can then select a method of entering your signature: freehand (use mouse as pen), image (use pen and paper under the camera), or signature file (browse for a saved signature file already created in FlexView). Follow the screen prompts. Remember your password (record it somewhere where you can find it later). When finished, click the OK button at the bottom center of the window (you may need to drag the window upward to see the button).

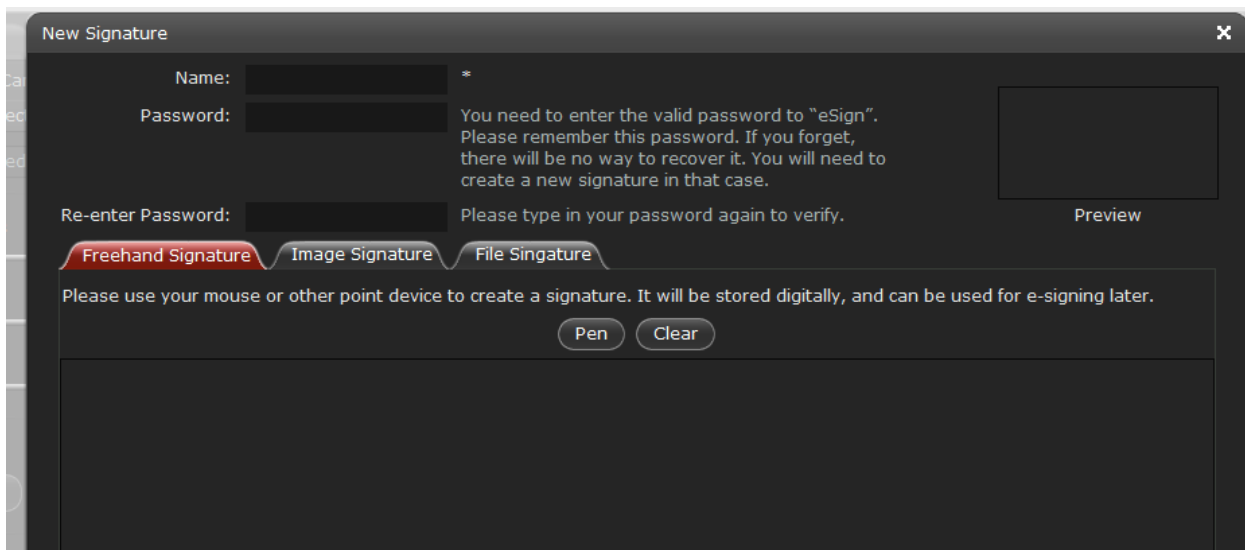
If you want to use a different or new signature than the default, move your mouse over to the "Select Signature" gear icon just under the pen icon. A new window will show the saved signatures to select from. Select New to create an entirely new signature, or pick one of the signatures from the list.



7.2.10 Share

The Share feature lets you easily upload your scanned images to many popular cloud services, including:

- Share on Facebook
- Backup on Evernote
- Share on Dropbox
- Share on Picasa
- Share on YouTube



Select the file(s) you would like to share and select the appropriate platform from the Facebook drop down. Follow the prompts to login to the service if necessary.

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