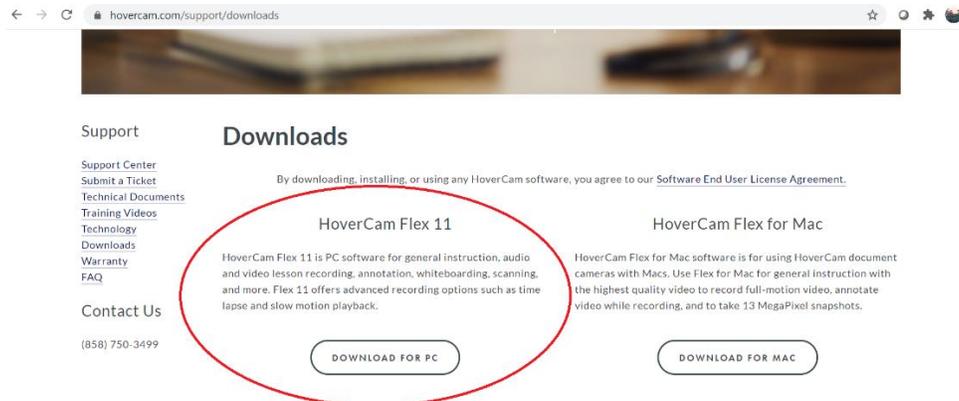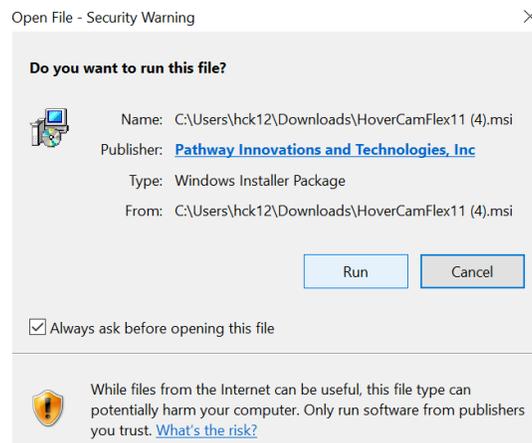# Rubenstein Library HoverCam Quick Start guide – PC users

Installing the Hovercam software for the first time (later usage won't require install)

1. Go to **https://www.hovercam.com/support/downloads**

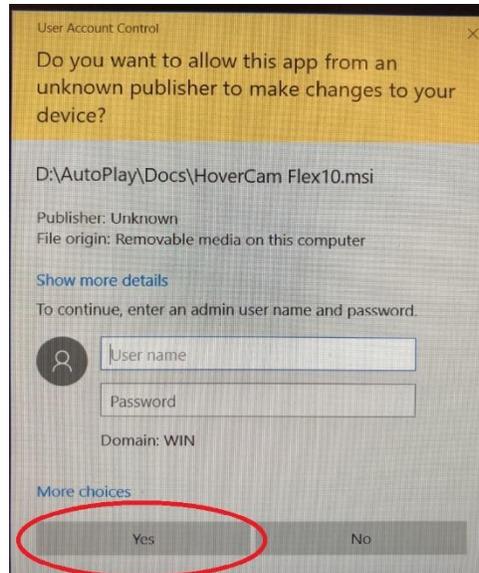2. Download HoverCam Flex11 for PC.

3. If a dialog box appears, select **Allow/Run**

4. When the Setup Wizard window opens, select **Next**.

5. When the Select Installation Folder window opens, select **Next**.

6. When the Confirm Installation window opens, select **Next**.

7. When User Account Control window opens, enter admin login info, and select **Yes**.

    Installing software on a private computer may require the user to have admin privileges

8. When the Installation Complete window opens, select **Close**.

Using the Hovercam camera

Video tutorials *at* *https://www.hovercam.com/trainingvideos*

Successful Repro Scanning using the Hovercams

a) If the pages are thin and print shows through from the other side, place a sheet of **black** paper under the page being scanned to prevent show-through, which can make it difficult to read. If black paper makes the print on the top page too difficult to read, place a sheet of **white** paper under the page being scanned to brighten the background.

b) Ensure fingers/hands are off the page. If pages pop up, use spatulas to hold pages down. Ensure spatulas don't cover up any text or intentional page markings.

c) Perhaps the most important tip is to choose the image format <u>before</u> you begin scanning (instructions below). If, for instance, you scan every item as individual PDF, we cannot easily compress these into a single file. For straightforward reference scans, we suggest scanning in JPEG and then selecting the "Export to PDF" option at the very end (all of this is outlined below).

d) Finally, this software crashes regularly. We suggest saving your files to your computer often to avoid losing work.

1. Unfold Hovercam; aim camera head at end of arm downward at tabletop or cradle.

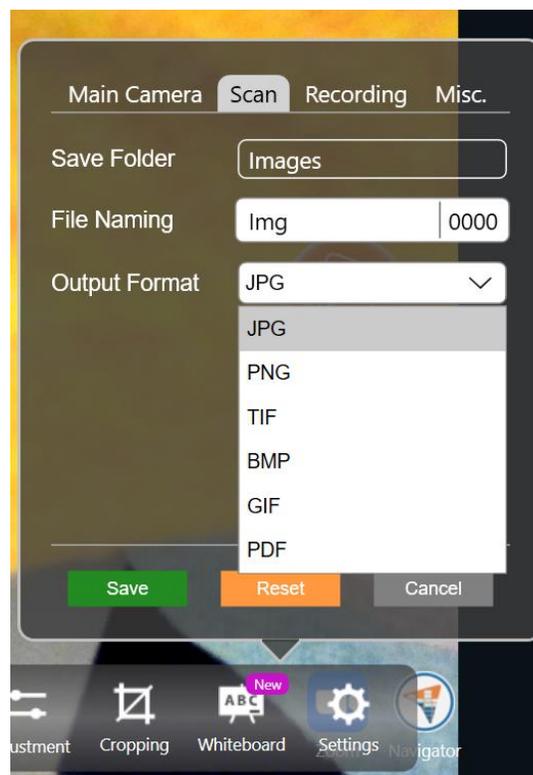2. Turn on Hovercam lights if desired, by sliding switch on side of camera neck.

3. Open the Hovercam software from saved location on computer.

4. Adjust settings for the following:
   a. File naming
   b. File type (under "Scan" tab)
   c. Location to save files
   d. File resolution
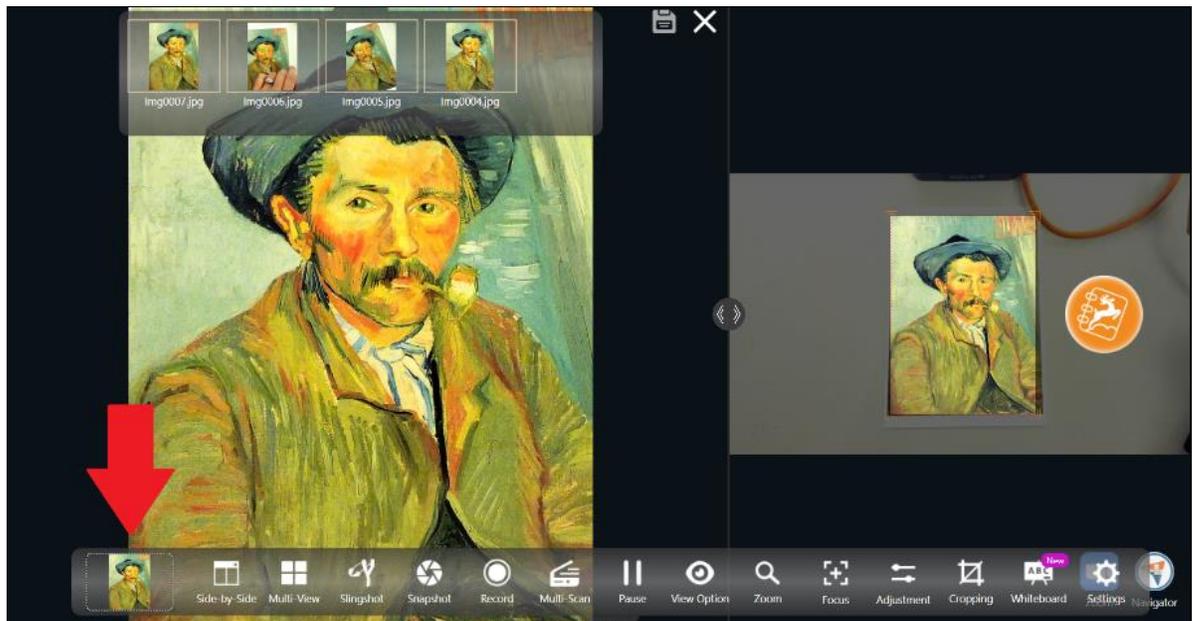   e. **Make sure you click the green save button!**

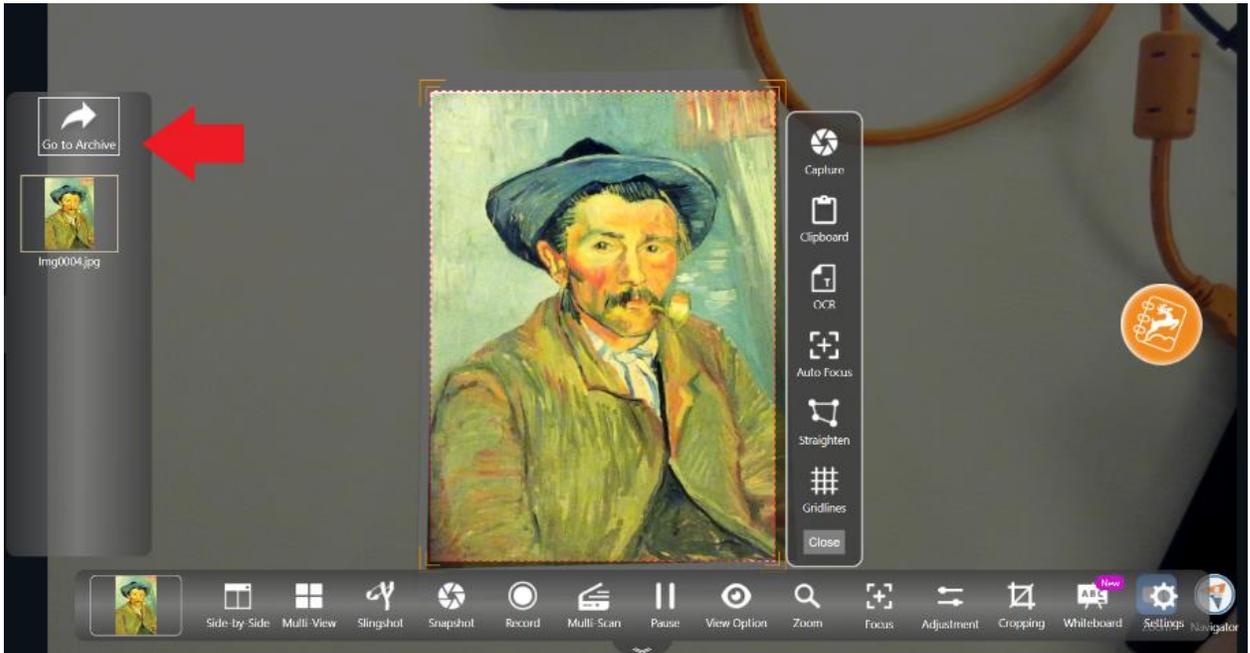5. Adjust the Hovercam and/or object until the view you want is captured in the frame.

   Click the onscreen **Snapshot** button to scan each object.

6. Ensure scanned image appears as desired by viewing thumbnail on left of menu bar.

7. Keep scanning until finished. Look in saved folder on your desktop or the archive function to ensure scans saved successfully.

8. To compress JPEGS into a single PDF, select each of the items (in correct order) and click "Create PDF". Note: you cannot compress PDFs into a single PDF using this software.