# Quick Start Guide to the HoverCam Flex KnoteSter Software

To use your HoverCam document camera, click on the HoverCam Flex icon on your desktop.

A live video displays objects underneath your document camera. You will see a toolbar in the bottom center of your screen along with an icon for your annotation wheel and a tab for the archive.

Recent captures & archive

Annotation Wheel

Toolbar
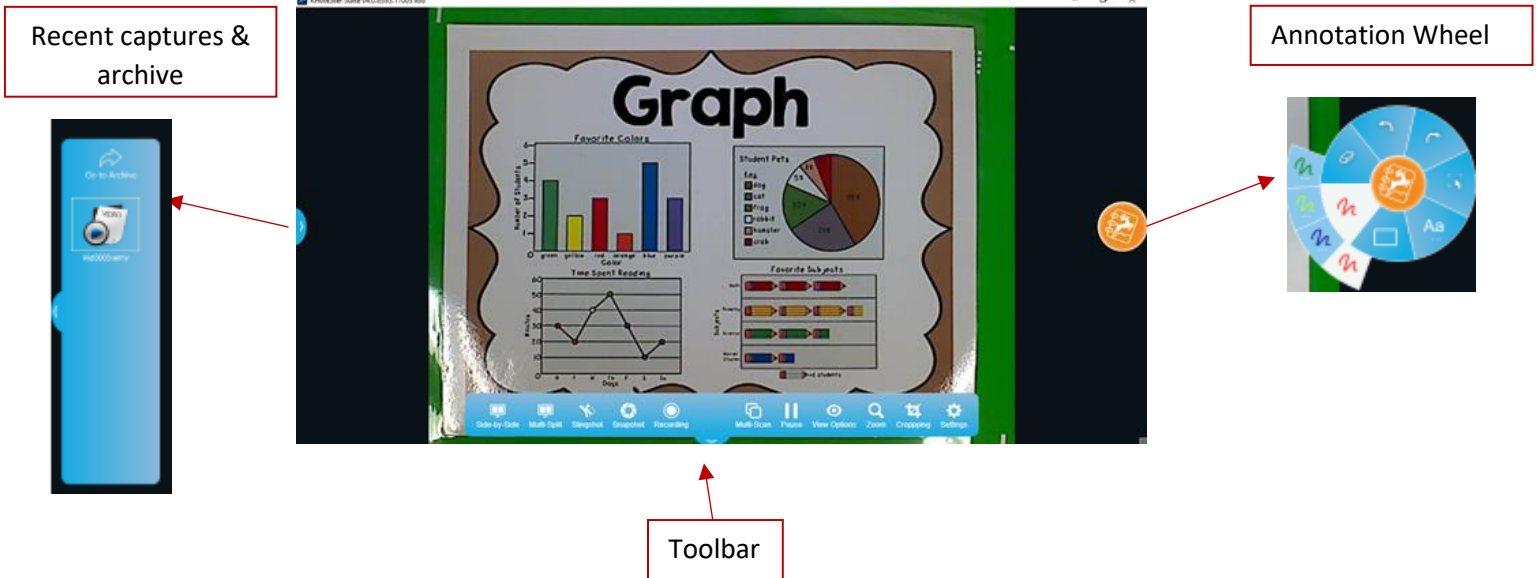
- **Recent captures & archive**: Click the pull-out tab on the left to display recent snapshots and vids taken with your document camera; click the tab again to hide the snapshots (more about this feature in the archive section of this tutorial).
- **Annotation Wheel**: Click on the orange logo on the right to reveal the Annotation Wheel. Annotate the current image with text, lines, arrows, and shapes. Any annotations you make will be included in your videos or snapshots until they are cleared away. Click on image(s) on the wheel to reveal additional options.
- **Toolbar**: Access various functions of your document camera and adjust settings.

The Toolbar

1. **Side by Side**: divides window into two images: on the left is the latest snapshot taken (or the latest snapshot chosen from the pull-out tab). On the right is the live video from the document camera.

2. **Multi-Split**: divides window into multiple sections.

3. **Slingshot**: allows you to insert the currently displayed image into another software application, such as PowerPoint or Word or to save it onto your desktop or folder by clicking and dragging the thumbnail to desired location.

   When you click on the Slingshot icon on the toolbar the Knotester window minimizes and a small window showing your current image appears. Notice the buttons on this thumbnail image:

Back arrow in on the upper left. Click this button to exit slingshot mode and return to Knotester at any time
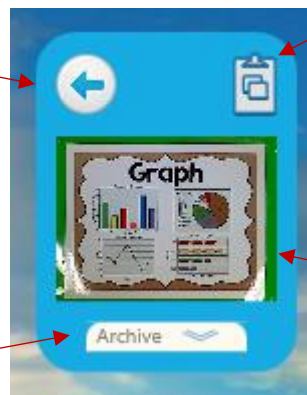
Clipboard is on the top right. Click this to copy image to clipboard and paste into destination location.

Archive is on the bottom. Click this to select a previously saved snapshot from the Archie list to insert

Thumbnail image. Click and drag this thumbnail image into a PowerPoint slide, a Word document, etc. or directly onto your desktop or other location you want to store captured image.

4. Snapshot: Once the live video image is adjusted to your liking, save a picture of it by clicking on the **Snapshot** icon. Your most recent snapshot will be shown in the small rectangle on the left side of the bottom toolbar. It will also appear in the pull-out panel on the left.
   In the pull-out panel, the snapshots are displayed with their unique names by default as with any digital camera. You may rename these images using the Archie screen described later.

5. Recording: To capture a video sequence, click the Recording button. This brings up three options: video, time lapse, or slow motion. Once recorded, the video files can be selected and replayed from the pull-out panel or the archive.

6. **Multi-Scan**: Allows you to set up a series of multiple snapshots, taken automatically. You can set it up to take snapshots on a time interval or by a motion trigger.

7. **Pause**: Freezes displayed image (an orange dot will appear on this button when activated). Click the icon again to "un-freeze" the image and return to live view.

8. **View**: Clicking view reveals a toolbar with a variety of options.

Rotate Left   Rotate Right   Mirror   Visor   Full Screen   P-n-P   Project   Warp Mode

Mirror flips image horizontally
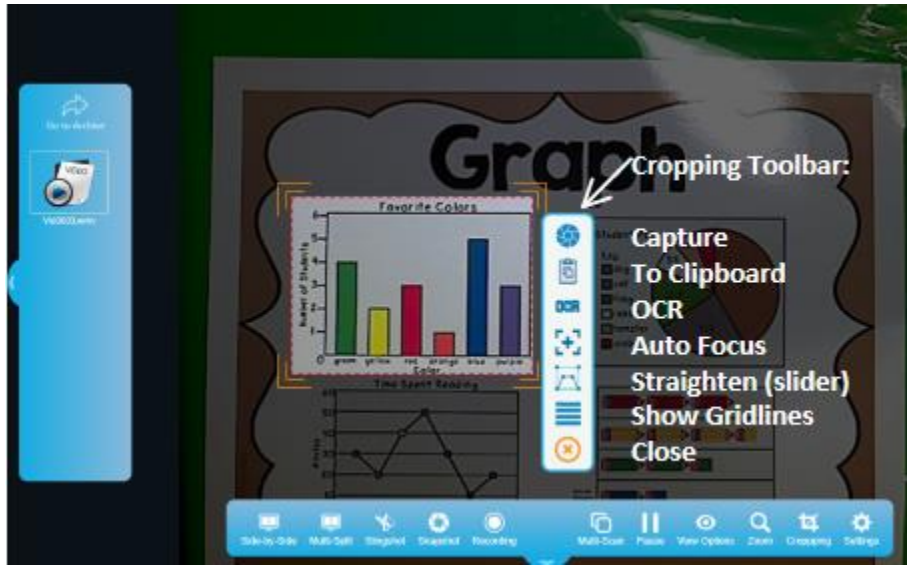
Visor hides/reveals display

P-n-P if your computer has a second camera, P-n-P will use it to capture a thumbnail video. To remove thumbnail video hover your mouse over the video and click the X in the top right of the thumbnail.

Project: Settings for projecting to screen.

9. **Zoom**: Click on zoom to reveal slider bar for zooming in and out. When you zoom into a displayed image, a Pan box appears on the lower right corner of the screen. The zoomed in area has a red border in the panned image.
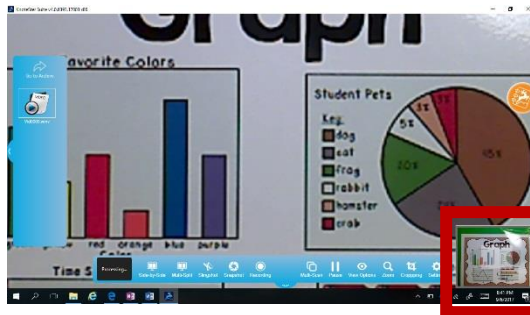
10. **Cropping**: Click this button to select a rectangular portion of your current image for a snapshot (scan). Click and drag selected area to choose a different area of image to crop and/or click and drag corners of selected area to resize area to be cropped.

Cropping Toolbar:

Capture
To Clipboard
OCR
Auto Focus
Straighten (slider)
Show Gridlines
Close

11. Settings: Choose resolution, file formats for image/video captures, etc.
   Note: When changing resolution, a higher setting provides higher quality along with a higher file size.
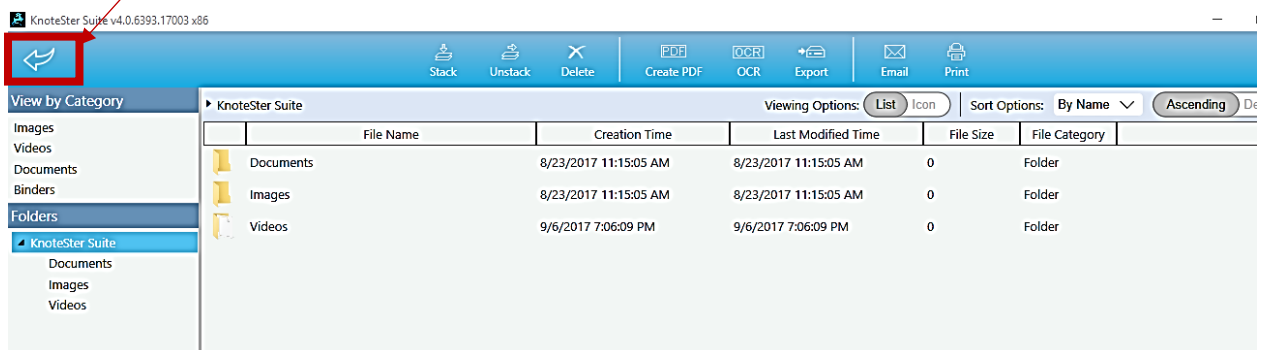
The Archive

Click the left pull-out on the main screen and the recent snapshots will be displayed in a panel on the left, along with an arrow icon at the top of the panel labeled **Go to Archive**. As you move your mouse over each image on this panel, a red "x" will appear in the upper right corner of the image. Click to delete image. Double-click an image to open it.

Click the **Go to Archive** icon and the Archive screen will appear as shown below. Here, you can view all of your saved image, video, and PDF files taken with your document camera. The files may be organized, printed, deleted, renamed, and moved to different locations.

Return to the Main Screen by clicking the back arrow in the upper left corner of the screen.

File Name	Creation Time	Last Modified Time	File Size	File Category
Documents	8/23/2017 11:15:05 AM	8/23/2017 11:15:05 AM	0	Folder
Images	8/23/2017 11:15:05 AM	8/23/2017 11:15:05 AM	0	Folder
Videos	9/6/2017 7:06:09 PM	9/6/2017 7:06:09 PM	0	Folder

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 by clicking on the box to the left of each file, then click the **Stack** icon. The files will be bundled into one file. The filename of the new file will be the filename of the first file in the stack. There will be no file extension.

Unstack

Use the **Unstack** button to ungroup a stacked group of files. Simply select the stacked file and click the **Unstack** button.

Delete

The **Delete** button allows you to delete selected files. Deleted items are moved to the Flex 10 "Recycle Bin". Click on a file to select it, then click the **Delete** button. You will be asked to confirm the deletion. Select multiple files for deletion by clicking them one at a time and then clicking **Delete**.

Create PDF

This handy feature saves your selected image(s) as a PDF file. Select one or more image files, then click the **Create PDF** button. Your new .pdf file will be saved in the Images subdirectory. It will also be shown when you click on the PDF file type on the left side of the screen.

OCR (Optical Character Reader)

The OCR feature is for converting an image of a page of text to an actual text file. It could take a minute or two depending on the print quality of the original image.

Export

The **Export** feature allows you to copy one selected file from the My HoverCam Flex Library and save it as a JPG, PNG, BMP or TIFF file elsewhere on your computer. Select a file, then click the **Export** button. A dialog box will prompt you for the location, new filename and file type to save. This dialog also displays a