

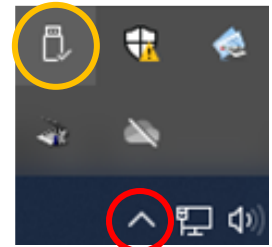
Flip Pal Mobile Scanner Instructions

Two Scanning Options:

- A. **Standard Scanning:** single photo scan
- B. **Stitch Scanning:** used for large originals or photos that cannot fit on scanning screen — will have images “stitched” together to create one large image in the end.

A. Standard Scanning

1. Turn on the Flip Pal by pushing the grey power switch (right hand side) toward the back of the scanner.
2. Open the lid.
3. Place photo/document face down on scanning bed.
4. Align the item on the scanning bed using the black frame as a guide.
5. Close the lid
6. Press the green Scan button (right hand side of scanner).
7. Image will appear on viewing screen— once the complete image has appeared on this screen, then the scan is complete.
8. Remove the item from the scanner.
9. Repeat steps 2-8 for all of your items.
10. When you are done scanning, turn off scanner by repeating Step 1.
11. Remove SD memory card from scanner by gently pushing it in. It will then spring out to be fully removed.
12. Insert Flip Pal SD card into the computer.
13. A file searcher page will now pop up.
 - a. If it is not automatically opened, double click on the drive titled Flip-Pal.
 - b. Double click the folder labeled DCIM.
 - c. Double click the folder labeled 100_SCAN.
 - d. Your scanned images will now be listed here.
 - i. Double click on the first image
 - ii. You can brows your scanned images by using the arrow buttons on the keyboard or the ones on the screen to either side of the image
14. Insert your personal USB drive to the port below the SD card port.
15. Save images from the Flip Pal SD card to you USB:
 - a. Highlight your photos by clicking and dragging the mouse over their file names.
 - b. Click AND Hold (anywhere within the blue box you created by highlighting files).
 - c. Drag the files to the name of your USB drive on the left hand side of the pop-up.
 - d. Double click on your USB drive to double check that the selected documents have been moved.
 - e. Exit out of the File pop-up page by clicking the ‘X’ at the top-right-hand corner.
16. Safely remove your USB drive now
 - a. Select the arrow on the bottom right of the desktop’s control panel (circled in red).
 - b. Click the icon that resembles a USB drive (circled in yellow).
 - c. Now click the name of your USB drive.



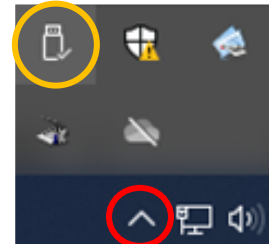
- d. A message will appear saying 'safe to remove hardware,' at this point you can physically remove your USB drive from the computer.
17. Please put the Flip Pal back where you found it and be sure to collect all of your documents.
18. Enjoy your digitized items!

B. Stitch Scanning

1. Turn on the Flip Pal by pushing the grey power switch (right hand side) toward the back of the scanner.
2. Remove the lid:
 - a. Open the lid.
 - b. Pull up on the small tabs at the ends of the photo guide (grey area below the hinges).
3. Flip the scanner over, onto the original image.
4. Use the clear viewing screen to align your image.
5. Press the green Scan button (right hand side of scanner).
6. Wait a few seconds for the scanner to return home (you will be able to see it).
7. To stitch images together, you need one inch (minimum) of overlap between each image.
 - a. It is best to error on the side of caution in regard to the overlap, the more the better.
8. Continue scanning the rest of your document—be sure that each image has some overlap in it.
9. When you are done scanning, turn off scanner by repeating Step 1.
10. Remove SD memory card from scanner by gently pushing it in. It will then spring out to be fully removed.
11. Insert Flip Pal SD card into the computer.
12. A file searcher page will now pop up.
 - a. If it is not automatically opened, double click on the drive titled Flip-Pal.
 - b. Double click the File titled: Win Flip-Pal Toolbox 4.
 - c. Click EasyStitch from the menu selection.
 - d. The images you just scanned will pop up in the box on the screen.
 - i. If your images did not appear, click on Browse...
 - ii. double click on the drive titled Flip-Pal.
 - iii. Double click the folder labeled DCIM.
 - iv. Double click the folder labeled 100_SCAN.
 - v. It will now take you back to the EasyStitch box and your images will now be there
 - e. Click on each image that you want to be merged/stitched together.
 - f. Click the blue 'Start Stitching' button.
 - g. Click the Open Stitched Image option to see it in full size.
 - h. If your edges do not match up, you can use the cropping option.
 - i. Once you have cropped it to your liking, click the arrow in blue, next to 'Save a Copy,' down on the bottom right.
 - ii. Click the Save option.
 - iii. Exit this page by clicking the 'X' at the top-right-hand corner.
13. Now, click Close on the screen that you had previously clicked Open Stitched Image.
14. Exit out of the Flip Pal Toolbox 4 menu by clicking the 'X' on the top-right-hand corner.
15. You will now be back at the File folder.

- a. Double click the folder labeled DCIM.
 - b. Double click the folder labeled 100_SCAN.
 - c. Your scanned images will now be listed here.
 - i. Double click on the first image
 - ii. You can now brows your scanned images by using the arrow buttons on the keyboard or the ones on the screen to either side of the image
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22. Enjoy your digitized items!