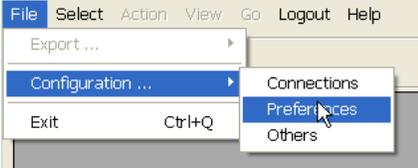
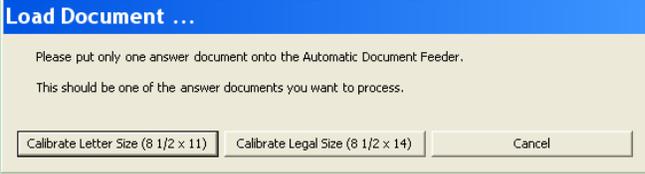
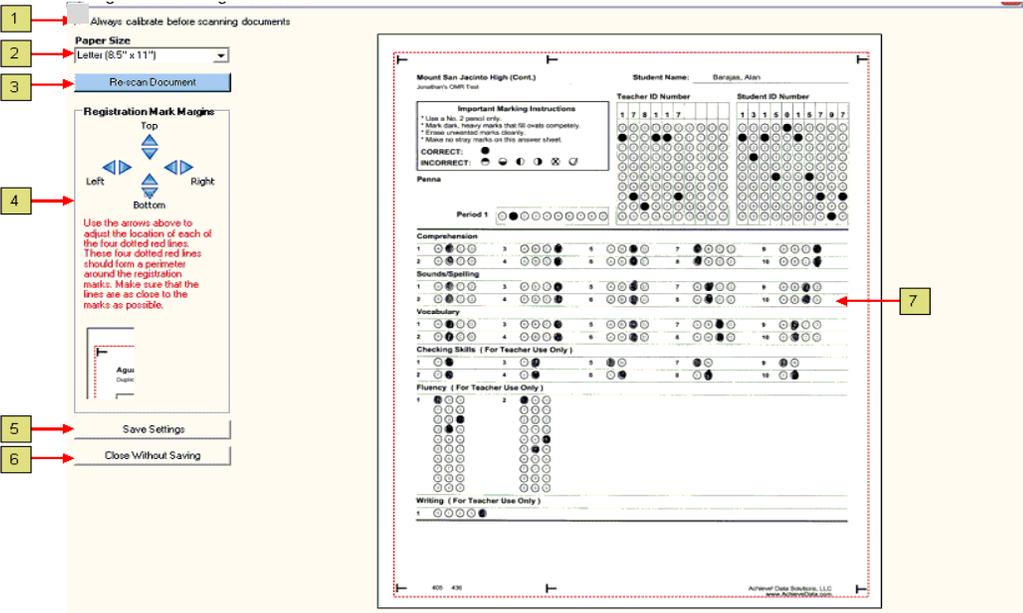
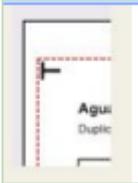
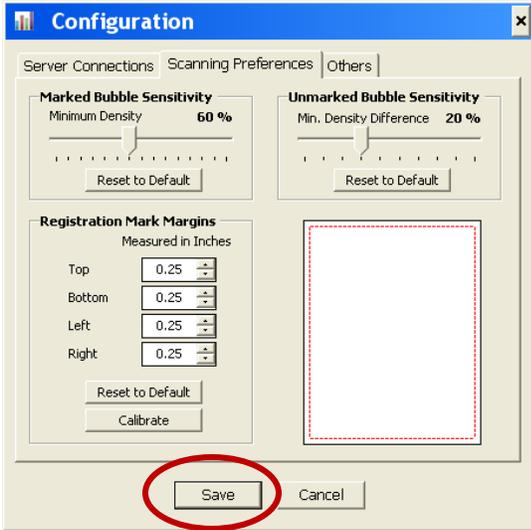


## Calibrating Registration Mark Margins

Calibration settings can be set by clicking Calibrate in the Registration Mark Margins section on the Scanning Preferences tab (see image above) or via the File menu by navigating to **File→ Configuration → Preferences**

STEP	ACTION
1.	<p>Go to <b>File→Configuration→Preferences→Calibrate</b></p> 
2	<p>Configure calibration settings—</p> <p>A. Click <b>Calibrate</b> in the Registration Mark Margins section</p> <p>B. Select paper size (Letter or Legal)</p> <p><i>You will be prompted to load an answer document into the automatic document feeder of your scanner. Allow document to feed.</i></p> <p>C. Click <b>OK</b></p> 
<h3>Registration Mark Margin Calibration Settings</h3>  <ol style="list-style-type: none"> <li><b>Always Calibrate Before Scanning Documents</b> If checked, this calibration screen will always pop up when you scan a new batch of answer documents.</li> <li><b>Paper Size</b> Select the appropriate paper size that corresponds to the document you are scanning.</li> <li><b>Re-scan Document</b> Place an answer sheet onto the automatic document feeder of your scanner and click this button.</li> <li><b>Registration Mark Margins</b> This is a very important step. Adjust the top, bottom, left and right margins appropriately so that the dotted red lines are just outside of the registration marks.</li> <li><b>Save Settings</b> Save the margins in the configuration file so it will be applied to subsequent scans. The window will then be closed.</li> <li><b>Close Without Saving</b></li> </ol>	

STEP	ACTION
	<p>Click this button will close the window without saving the settings.</p> <p>7. <b>Scanned Image Preview</b> This shows exactly what the scanned image looks like in the computer. Different scanners will produce a slightly different image; and most likely the margins will not look the same as the actual document. That is the reason that this calibration process is important. You need to adjust the margins so that the registration marks are tightly bounded by the red lines.</p>
<p>3</p>	<p>Calibrate the Answer Document—</p> <ul style="list-style-type: none"> <li>Use the registration Mark Margin Arrows to bring the red perforated line in to “hug” the registration marks (T-marks)</li> <li>The red perforated line should be as close to the T-marks as possible without touching them.</li> <li>The T-marks may be uneven on the page. This is okay as long as the red line is as close to the nearest T-mark on each of the margins.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>4</p>	<p>Click <b>Save Settings</b></p> <p><i>You will be re-directed to the configuration window.</i></p> <div style="text-align: center;">  </div> <p>Click <b>Save</b></p>