Users Guide
Installing the BubbleScan 101 and Scan2xls Wizard to be used with a custom Excel macro file

Version 01.01

To ensure accurate results:

Instructions

Use #2 pencil.

Place dark marks.
Right: Wrong:

Fill entire bubble.
Right: Wrong:

Erase completely.

Recalibrate when using new forms or paper stock!

Table of Contents

Academy Technologies
2666N 650E, Provo, UT 84604,
Tel: (888) 456 SCAN, Fax: (801) 983 5705
International: +1 (801) 374 3290
info@AcademyTechnologies.com
www.BubbleScan.com

© 2010 Academy Technologies

Hardware Installation

The BubbleScan does not require a power connection. It is connected directly to a Windows PC via a USB connection.

The installation of the USB drivers is a two step process. The following explains how to do this under Windows XP:
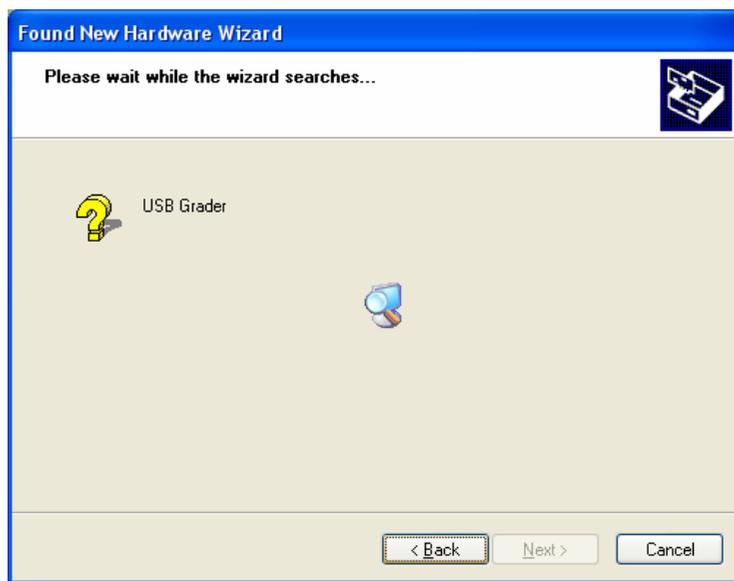
1. Insert the BubbleScan CD into your CD-ROM drive.

2. Connect the USB cable from the BubbleScan to your PC. Your PC should detect the new Hardware. [Older Windows versions may require that you restart the PC before Windows detects the new hardware.]

3. Select '**Install from a list or specific location (Advanced)**'.
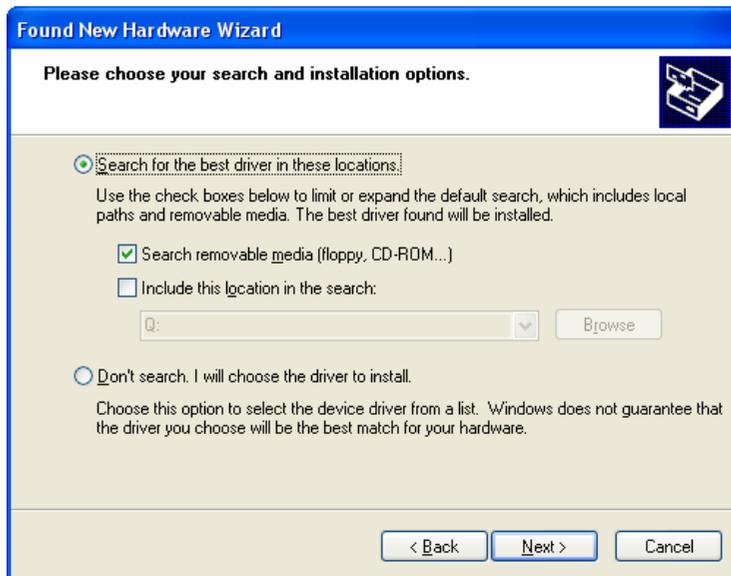

4. Select '**Search removable media**'.

5. Windows will search the CD for the driver files and then post a warning message. Select <**Continue Anyway**>. Windows will install the USB driver.

6. Click <**Finish**> to complete the USB Grader installation.

7. Windows will now install software for the newly created USB Serial Port. Select '**Install from a list or specific location (Advanced)**'.

8. Select '**Search removable media**'.

9. Windows will search the CD for the driver files and then post a warning message. Select <**Continue Anyway**>. Windows will now install the new software.

10. Click <**Finish**> when the installation is complete.

11. <u>Disconnect the USB cable from the PC and reconnect it after a few seconds.</u>

Your new hardware is now ready to use.
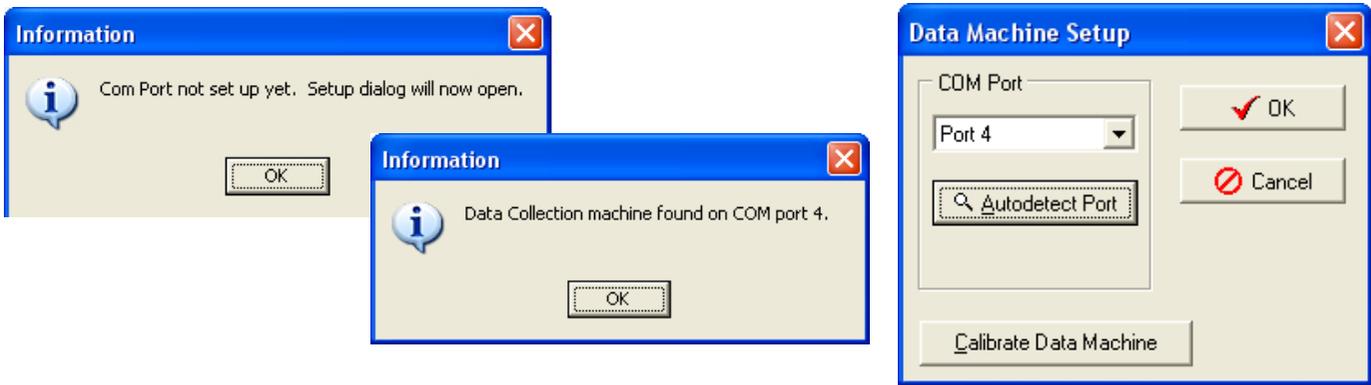
Software Installation

Scan2xls Wizard is a small utility that drops raw data from the BubbleScan directly into Microsoft Excel. To install Scan2xls Wizard:

1. Insert the CD into your PC's CD-ROM drive.

2. Click <**Start**>– <**Run**>– then browse to your CD-ROM drive.
   Select the file '**Scan2xls Wizard Setup.exe**'.
   Click <**Open**>.

3. Click <**OK**>.

4. Follow the prompts until the software is installed on your PC.
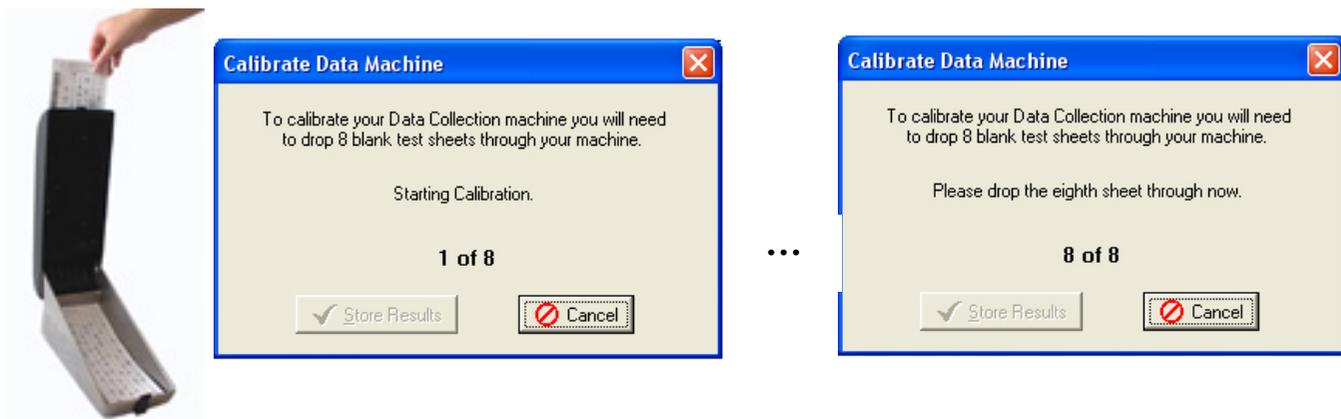
Scan2xls Wizard
Port Detection and Calibration

1. If you haven't already done so, position the BubbleScan on a flat, steady surface and connect it to the PC.

2. Start the Scan2xls Wizard.
   (**Start – All Programs – Scan2xls – Scan2xls**)

3. If the software is unable to detect the presence of the BubbleScan, it will prompt you to **auto-detect the port**.

4. Click <**OK**> when the wizard has found the 'Data Collection machine'.

5. Select <**Calibrate Data Machine**>.

   Whenever you switch paper stock or forms you MUST recalibrate!
   ----

6. Open the BubbleScan and drop **eight separate**, **unmarked** answer forms through the BubbleScan. The long black line at the bottom of the answer form faces down. If you are using custom forms, you might need to calibrate with special 'calibration' forms. Please check with Academy Technologies.

7. After the eighth form has been dropped the Survey Wizard will automatically store the results. Click <**OK**> twice.

   You are now ready to start capturing data.

Using the Scan2xls Wizard & the Survey Macro File

The Scan2xls Wizard will dump all data directly into an Excel Worksheet.

1. If you currently have an Excel spreadsheet running, **exit Excel**.

2. Click <**Utilities**> and select <**Multiple Bubble Mode**>.

3. Click <**File**> and select **Open** – then select the pre-configured Excel macro file.

4. With the Excel spreadsheet opened and if scanning is not already active, click <**Scan**> and select **Start Scanning**.

5. Follow the instructions for your custom Excel macro.