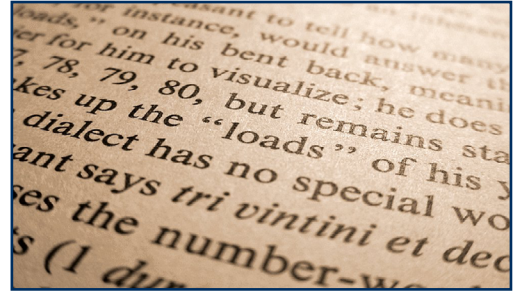


# OCR (Optical Character Recognition) scanning using ABBYY FineReader

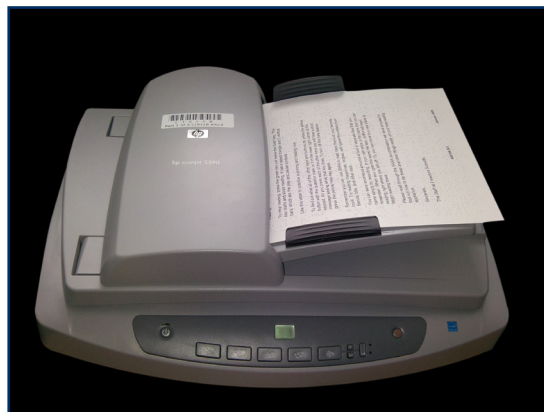


ABBYY converts paper and electronic documents into a variety of accessible formats, e.g. from paper to PDF, or PDF to editable text files such .DOC or .RTF.

The following explains how you can use the program to scan a paper document, correct it using ABBYY's inbuilt OCR and proofreading tools, and then save it as a Word file.

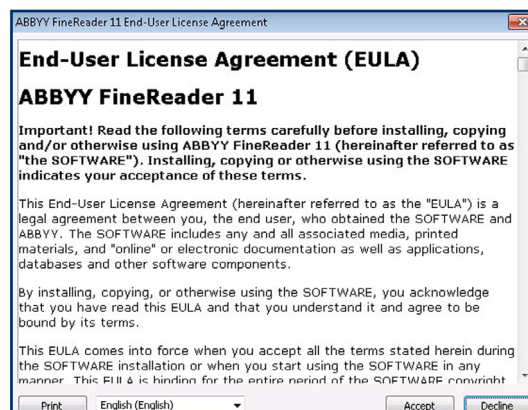
Check that the scanner is switched on and that it is connected to the computer.

Place the document or image you wish to scan in the scanner.



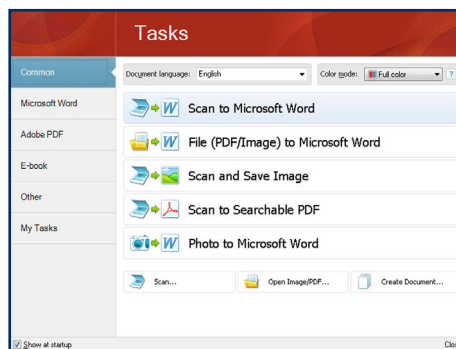
Select **Start > All Programs > ABBYY FineReader 11 > ABBYY FineReader 11**.

When ABBYY launches, click **Accept** to agree to the license.

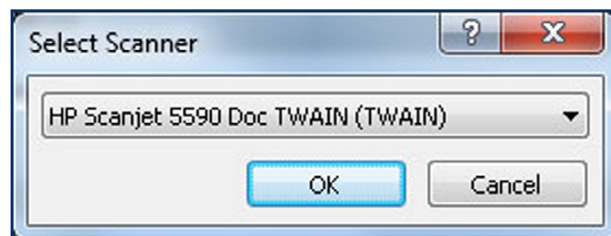


The ABBYY Welcome screen window will now open.

Select your preferred scanning task, e.g. Scan to Microsoft Word.

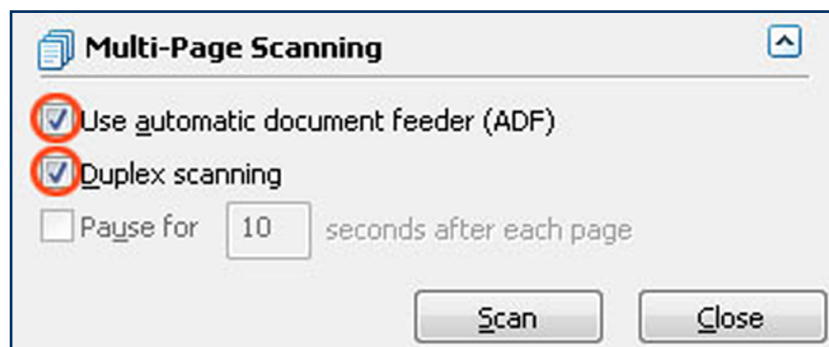


Click **Ok** to confirm the scanner model.

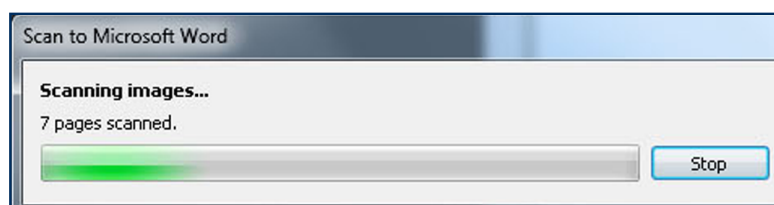


You can now adjust the scanning options.

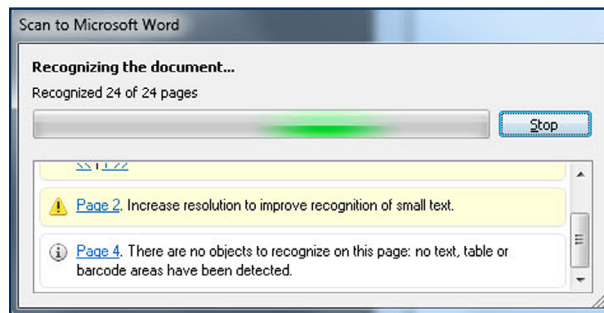
Expand the **Multi-Page Scanning** option and tick or untick the boxes as required, or according to scanner model.



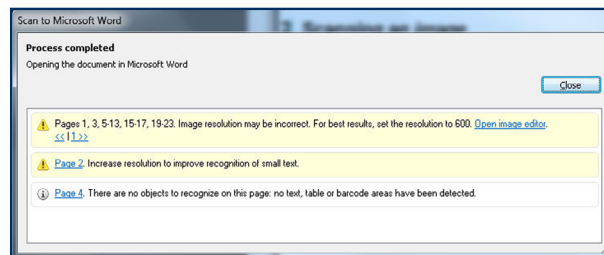
Press the **Scan** button to begin scanning. When scanning is complete, click on the **Close** button.



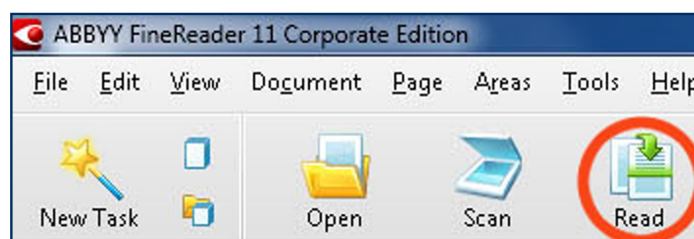
ABBYY will now attempt to recognize the contents of your document before opening it in Microsoft Word.



When the Word document opens, you have the option to resolve errors which ABBYY has picked up during the character recognition stage.



When errors have been resolved, press the **Read** button on the ABBYY toolbar at the top of the screen to re-recognize the text before sending it to Word.



A new Word document will open containing your scanned text or image with any edits you have carried out.

