SCANNING
Using ABBYY FineReader

ABBYY FineReader 10 is OCR software for text recognition, which turns scans, PDFs and digital photographs into searchable and editable documents. You can scan and convert or convert directly from a file. To use the software please take the following steps.

Click on the ABBYY FineReader 10 icon on the desktop to open the programme. You can also access this program by going to the start button and looking under All Programs.

From the menu select the format you want to convert to; a Microsoft Word document, searchable PDF (this type of PDF can be used on Read & Write software) or convert from a file.

Place the book you want to scan face down on the scanner.

For best practice, please place the book in the scanner as shown.

You can scan two pages at a time if you wish to do so.
The scanner window will appear.

Click on the **Preview** button.

You may be asked to select a Scanner. If so, select **Plustex Optic Book A300 (TWAIN)** from the drop down menu.

You will see a preview of the pages you wish to scan. Adjust the blue box to cover the book page/s.

Once you have defined the area you wish to scan, Click on the **Scan** button.

Thumbnails of each scanned page will be displayed on the left of the screen in the **Page** window.

**Go to the scanner and turn to the next page in the book you wish to scan.**

Click the **Scan** button.

When you have finished scanning **all pages** click on the **Close** button.

The converted text/images will also automatically generate into the specified format — e.g. a word document or PDF. Please be aware that this document may contain errors and will need proof reading.

If you are happy with this copy, save it to your USB memory stick and then close ABBY Fine Reader.

If you wish to make amendments you can do so in the following ways;

You can correct any text errors directly in the text window.
If a picture, graph or flow chart has not been correctly copied to the OCR document, you can adjust the areas that the scanner reads and correct this.

You will notice that the scanned pages, in the Image window, have coloured boxes surrounding the text or images.

Each colour indicates the following area type;
- **Text** — **Green Box**
- **Table** — **Blue Box**
- **Picture** — **Red box**

Drag the box to encompass more of the area or change the area type (for example if a picture has been read as text and you want to define it as a picture). To change the area type; right Click in the box—change area type—select; text, table or picture.

When you have made your adjustments, click on **Read** to update the **Text** window. When you are happy with the document, click on the save button and save it to your USB memory stick.

! Please note; Once you log off the computer your work will **not** be saved to the desktop, documents or drives.