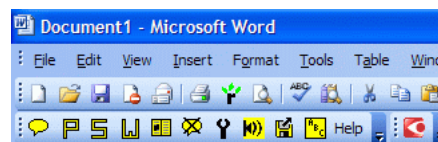


FineReader is a program for converting images of text (either scanned pages, digital photos or other digital files such as PDF) into editable, readable text.

This Quick Guide covers the basics of scanning and converting into Microsoft Word.

## Set up the Toolbar

When you install FineReader, it should add a small red button to the Microsoft Word toolbar. If you can't see the button, click **View > Toolbars** and select **ABBYY FineReader 10 Word Toolbar**.



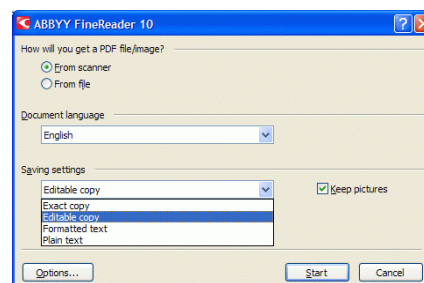
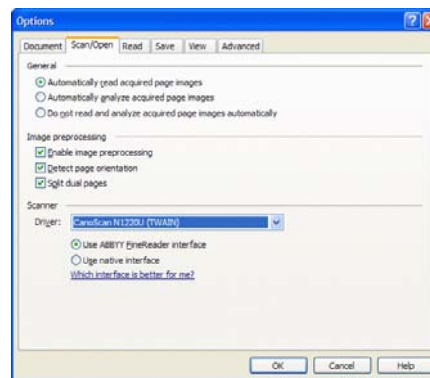
## Set the FineReader options

Click on the red FineReader button and wait for the FineReader dialogue box to appear.

If this is the first time you have used FineReader, click on **Options**, then on the **Scan/Open** tab, and choose your Scanner from the Driver list. Click **OK**.

(If you don't see your scanner in the list you'll need to install the Scanner driver software before you can use it.)

On the FineReader 10 dialogue box, tick **Keep pictures** if you want any images to be scanned into Word. Now choose the type of scanning you want to do, from the **Saving settings** list. FineReader can scan and convert into four different types of Word document: Exact copy; Editable copy; Formatted text; Plain text.



### Exact copy

- FineReader does its best to give you a Word document that looks like the paper original. If your paper original is not too complicated in terms of layout, the Word version usually looks quite similar. Pages with very complex layout and lots of images and columns of text, on the other hand, might look a bit jumbled.
- Text appears inside text boxes on the page along with any images.
- 'Exact copy' is good if you want something that looks like the original document, but it's bad if you want to start editing the text (for example, changing font or font size) because you'll find it difficult to keep the layout.
- If you scan a few pages, then scan another few, it doesn't add the second batch on to the first set – it creates a new Word file for the second set.

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## Editable copy

- An Editable copy looks quite like the original paper version in that images are usually more or less in the right place (depending on the complexity of the layout of the original).
- The main difference compared to Exact copy is that the text is continuous on the page, rather than in separate text boxes. Images are usually inserted with the text wrapped around them.
- An Editable copy is better than Exact copy if you want to edit the text (surprise!) and make minor changes to the font or font size but still keep the layout reasonably close to the original.
- Like Exact copy, scanning to an Editable copy will give you a new document each time you scan.

## Formatted text

- Scanning and saving as Formatted text keeps the text font, font size, paragraphs and features like bullet points and numbering, but the location of the various elements on the page may be altered.
- Text and images are aligned to the left of the page, and images appear on separate lines – the text is not wrapped round the images.
- Columns of text are converted into horizontal text across the width of the page.
- Formatted text is a good choice if you intend to do a lot of editing on the document – for example, if you want to make a Large Print version and plan to move and re-size images.
- When you scan with Formatted text you can choose to add pages on to the end of the current Word document or start a new document.

## Plain text

- Scanning and saving as Plain text gives you a Word file which is unformatted text (and images, if you chose to **Keep pictures**).
- Plain text is the best option if you want to start from scratch with your file and create a document with your own styles and formatting.

## Scan the document

Click the **From Scanner** button (assuming you are going to scan – choose **From File** to open say a PDF file that you want to convert to Word).

Place the original in the scanner and click **Start** and the first page will be scanned. Insert the second page and press **Start** to scan page 2. Once you have scanned all your pages press **Close**. FineReader will then analyse and convert the pages to text, and then open them in Microsoft Word.

