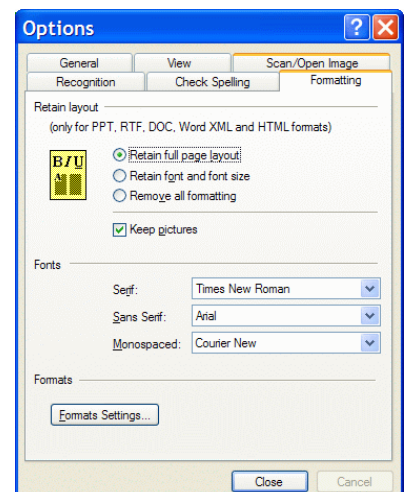
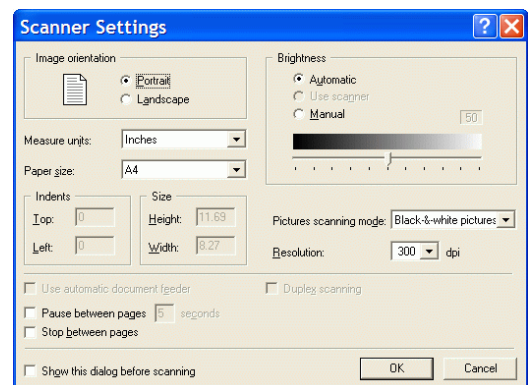
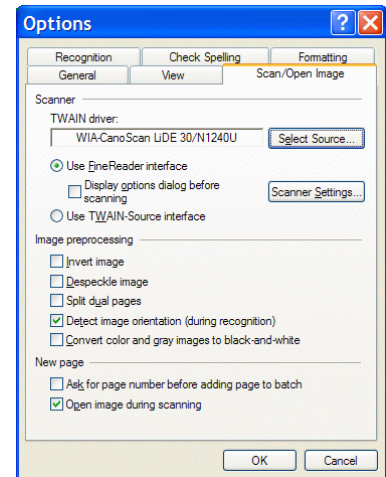
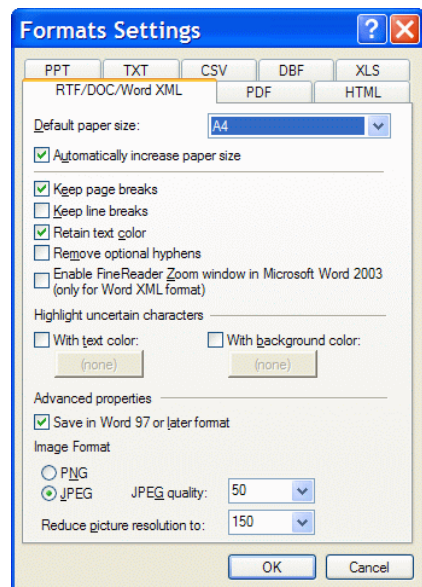


## Set up Options

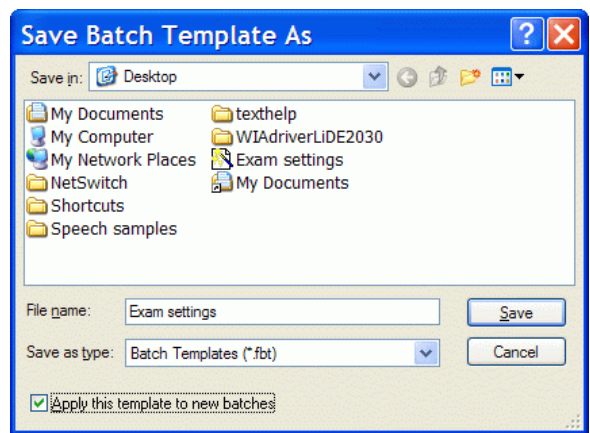
- Load FineReader
- Select **Tools > Options** and then **Scan/Open Image**.
- Click on **Select Source**, and choose the scanner attached to your computer
- Select **Detect image orientation**
- If you are going to scan a book with two pages side by side select **Split dual pages**
- Select **Use FineReader Interface** and then **Scanner Settings**
- Set the **Page size** to be A4 (or whatever page size you are scanning)
- Set **resolution** to 300 dpi
- Select **Black and White, Gray or Colour** pictures as you want. Scanning in black and white is quickest and works well for books with simple line drawings; grey is slightly slower and you might use it for black and white photographs, while colour is slowest but might be necessary if you are scanning textbooks with colour illustrations where the colour is important. If you are going to scan a large number of pages you can choose to have the next scan start automatically, with a delay.
- If you are going to scan multiple pages, you may want to set a time to **Pause between pages**
- Click **OK**
- Click on the **Formatting** tab, and
- Select **Retain full page layout** (assuming that you want the scanned page to match the original as closely as possible)
- Select **Keep pictures** (assuming you want to)
- You can, if you wish, choose a different font for scanning and recognising, although if you do, the pagination and layout may be upset



- Click on **Formats Settings**
- Click the **RTF/DOC/Word XML** tab
- Choose the **Default paper size** - usually A4
- Select **Automatically increase paper size**
- Select **Keep Page Breaks** to retain the original page arrangement
- Select **Save in Word 97 or later format**
- Click **OK**

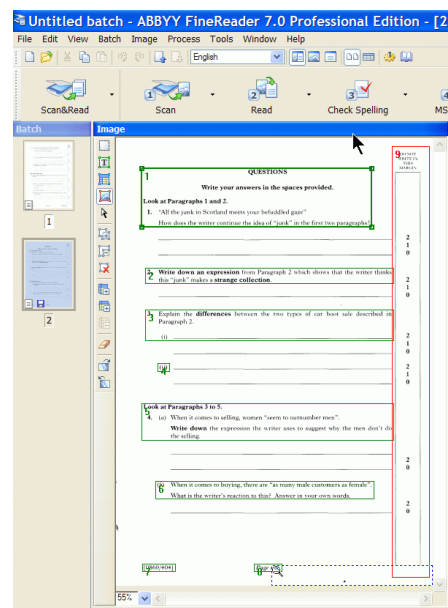
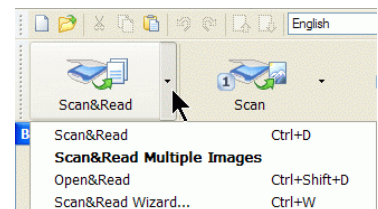


- Click the **General** tab and then click **Save**
- Tick **Apply this template to new batches**
- Save these settings on the computer

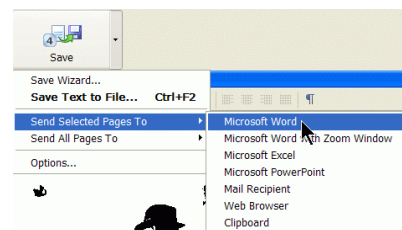


## Scanning

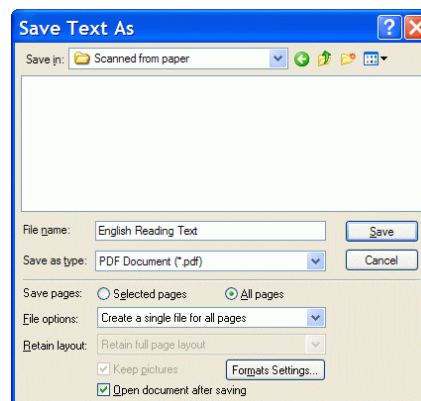
- Click on the arrow beside the **Scan & Read** button and choose **Scan and Read Multiple images**.
- After the first page is scanned, remove it and replace with the second. Continue until all the pages are scanned, then click **Cancel**, or **Stop**.
- Before you save the scanned, recognised pages, it is often worth clicking on each page in turn to see if there are any obvious errors. With examination papers for example, you may not want FineReader to recognise text on the front page or in the Margins: to tell FineReader to ignore an area, click on the **Draw Picture Block** button (fourth button down in the Image pane, or click **Image > Choose a Tool > Draw Picture Block**) and then draw a red box around the area in the Image that you don't want recognised. (The red box marks the area as an image while the green box tells FineReader to try converting the image into text.)



- You could check spelling and for any mis-recognised words, but if you are scanning into Word it is usually better to just click on the arrow next to the **Save** button, and choose **Send All Pages to Microsoft Word**.
- The scanned, recognised pages will be opened in a new Word document, which you can now edit in the usual way.



- Scanning and recognition are usually quite reliable provided the original hard copy is of reasonable quality, but the process of converting a more complex page layout into Word will often produce a Word document which does not look much like the original.
- You can get a better, more faithful scanned image by saving the pages as a PDF or HTML document. Scanning into Word produces a document that can be edited and altered, but is less faithful: scanning into PDF produces a more faithful result but you can do less with it.



- To save the pages as a PDF, click **File > Save Text As**, and choose **PDF Document** from the **Save as type** menu.
- To save the pages as an HTML file, click **File > Save Text As**, and choose **HTML Document** from the **Save as type** menu.

Device	Cost ex VAT	Supplier
FineReader Pro 8	£68 single user	iANSYST, software shops eg. PC World Free demo from <a href="http://download.abbyy.com/content/default.aspx">http://download.abbyy.com/content/default.aspx</a>