

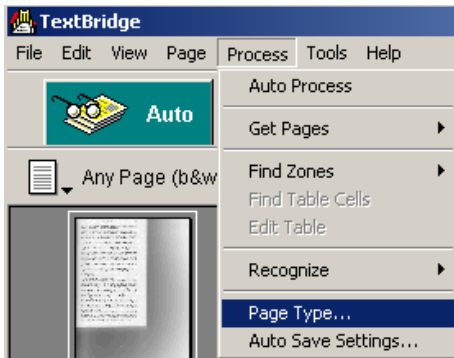
Getting to grips with Textbridge

Quick Guide

Created
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SG

This sheet will tell you how to use Textbridge to scan text so that it can be copied into any other program on the computer. If you are scanning text, it's useful to be able to copy it into a talking word processor for example Textease.

Open up Textbridge, go to the **Start** menu and then **Programs** and then the **Textbridge** folder.

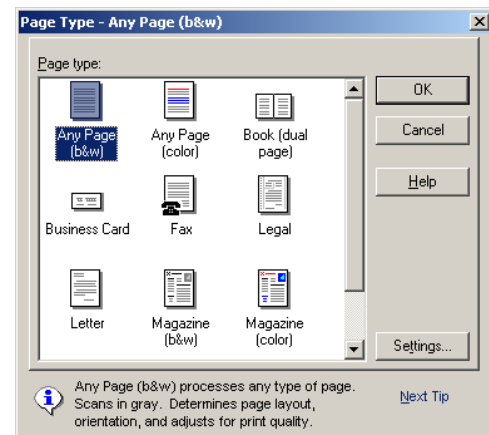


Firstly you need to tell Textbridge what kind of document or page it is going to scan.

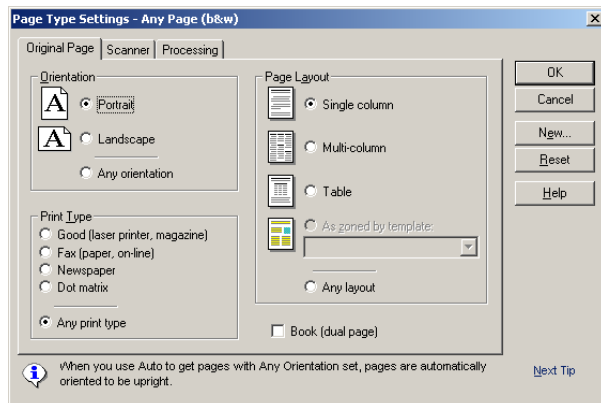
Go to **Process** and then down to **Page Type**.

want to scan.

Now Click on Settings



Click on the type of page that you



Check all the tabs in here.

Now you are ready to start scanning

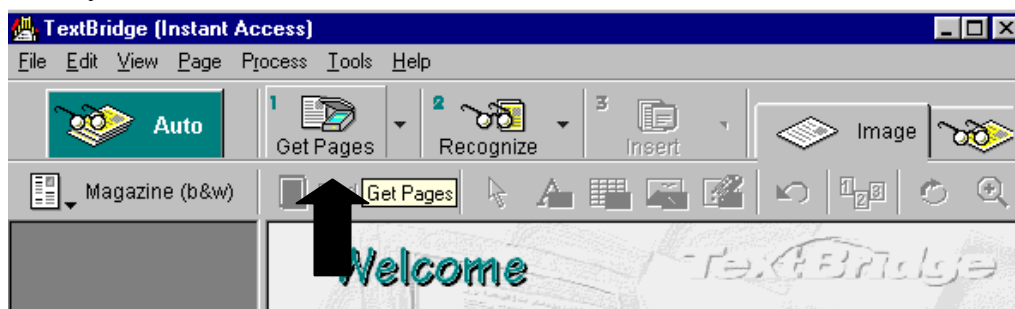


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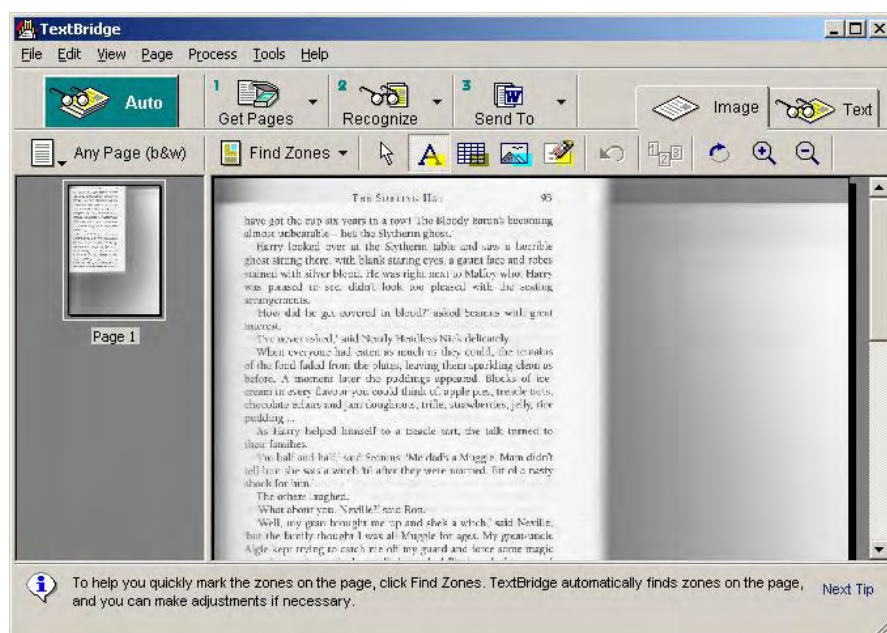
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Don't choose Auto (top left hand corner with green box). It's better to go through the stages of the scan manually.



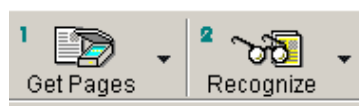
Click on **Get Pages**. TextBridge will start to scan the page that is in the scanner. A small preview box will show tell that the program is processing the text and then the page will appear in the Textbridge screen.



The Text is now visible, though it looks quite grey.

Before you go onto the second step, the pointer on the screen should have changes to a little pen, move this pointer up to the top left hand corner of the text and hold down the mouse and drag it over the text that you want to recognize. The text should now have a yellow background

Now Click on the 2 recognise, the grey start to disappear and the text will start to in the book.



background will look like it does

Now any suspect words will appear highlighted, with the text underneath so that you can see it without having to check the book.



Even though you can just save or copy to another program without making changes. It is better to do

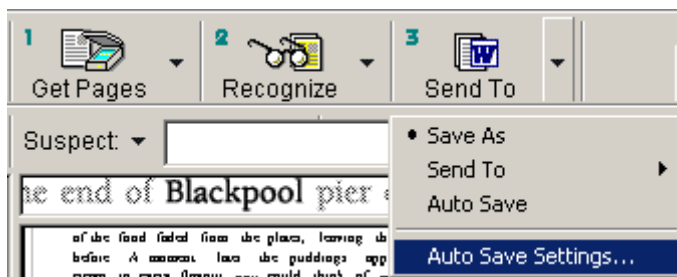
any editing here, as the original text is there for you to work from, and it will only take an extra minute or two to type in the correct work.

Now the text can be saved or copied to another program.

You can set up Textbridge to program. This can be done by and then **Auto Save Setting**. identify the folder and the file documents saved as.

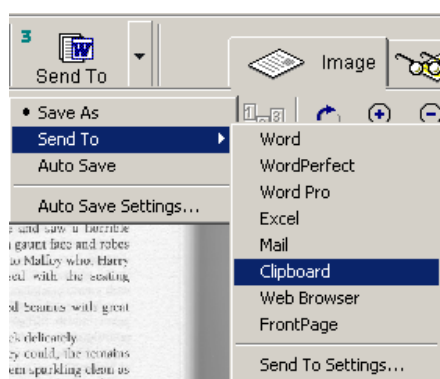
Depending on the software the computer this will affect want to save the file as. If

to be read out using a screen reading for example text help or Penfriend, then saving as word is fine. If you want to use a talking word processor for example Clicker 4 the files needs to be html format.



save to a named going to **Send to** In here you can format you want

that you have on the format you you want the text



Or a simpler way is to copy the scanned text to the clipboard and then paste in the program to want to read it back. This is done by going to **Send to** and then **Clipboard**.

Open up the program paste the text in, set the font and size.