

Scanning Complex Text into Word Using Textbridge

Quick Guide

Created
Updated 10/02
SG

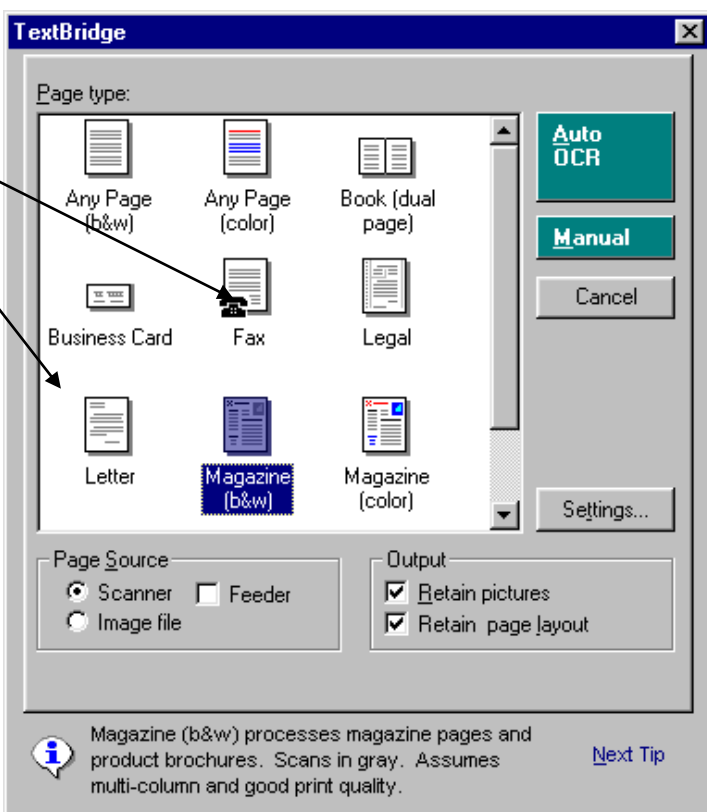
For more complex documents such as textbooks, worksheets and magazines, you can often use TextBridge in automatic mode. However, by using a few additional steps in manual mode, you can sometimes produce a more accurate result.

The book used for this example is 'The Woeful Second World War' from the Horrible Histories Series by Terry Deary. This is an A5 size book. Make sure your page is facing the correct way on the scanner otherwise you'll have a lot more work to do later.

Open up **Word** and then click on the **TextBridge** icon on the toolbar.



Set up as follows



Annotations for the TextBridge dialog box:

- Page type - **Magazine** (points to the Magazine (b&w) option)
- Page source - **Scanner** (points to the Scanner radio button)
- Output - **Retain pictures**
Retain page layout (points to the corresponding checkboxes)
- Now Click on **Settings** (points to the Settings... button)

Additional text on the right side of the dialog box:

- (b/w)
- picture and each one 'look' of the

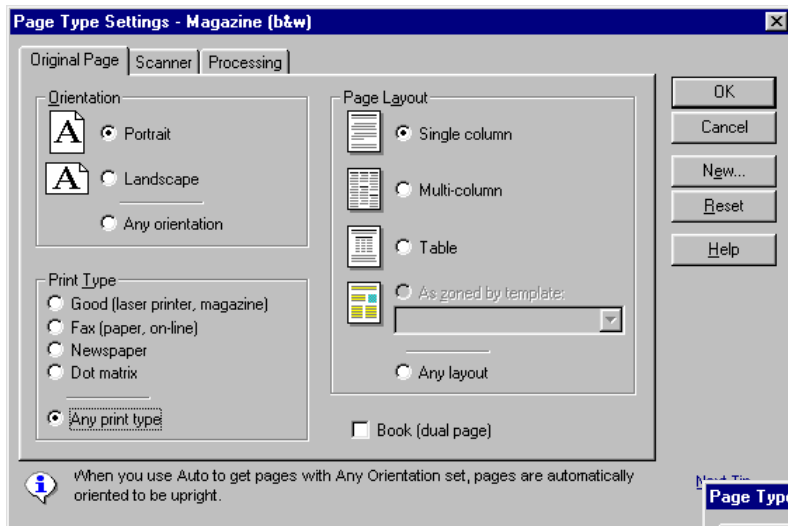
Experiment with retains page settings to see what does. This effects the scan in the Word document. It depend on the text being scanned, e.g. Horrible Histories, it's better to keep retain the page layout.



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Original Settings - since it's books then click on **Portrait**

Page Layout - **Single column**

On the tab **Original Settings**

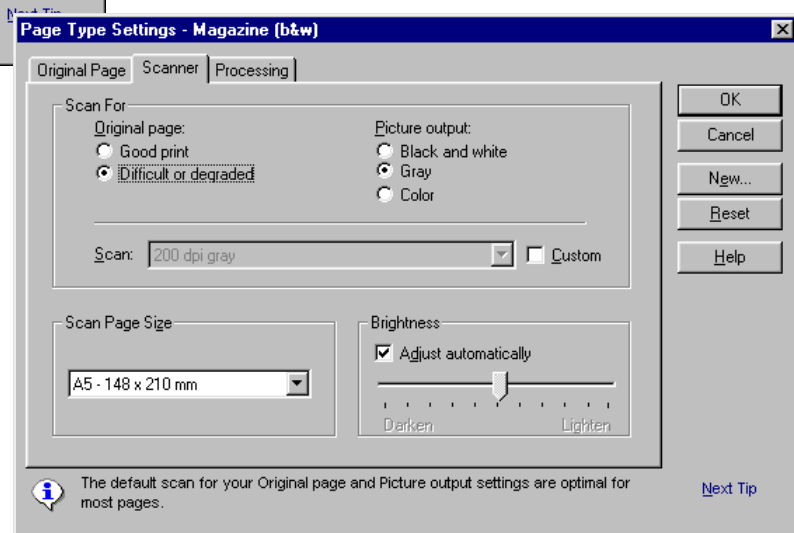
Print Type - **Any print type**

Now Click on the tab '**SCANNER**'

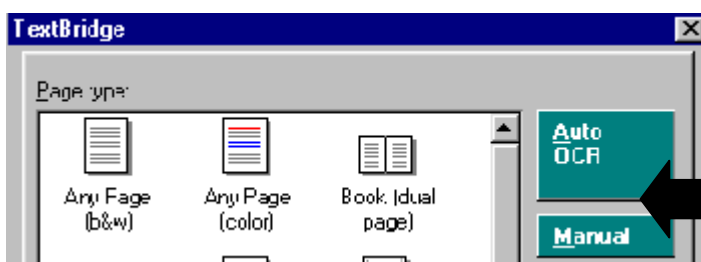
Scan for - **Difficult or degraded**

Picture output - **Grey**

Scan page size -
A5 (size of 1 page of book)

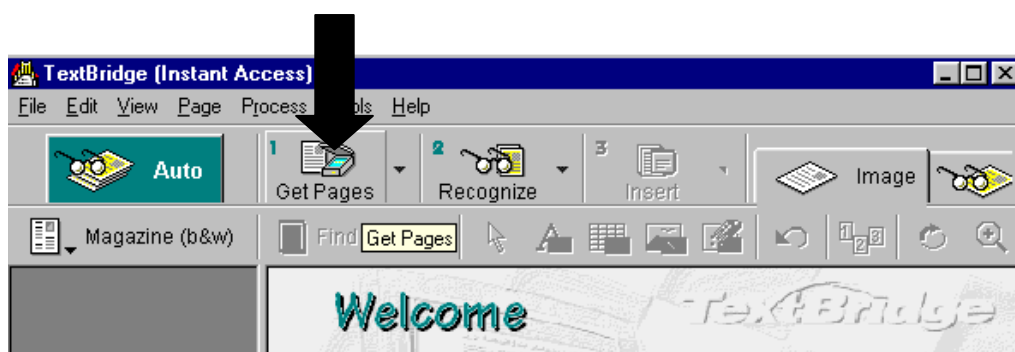


Click **OK** till your back to the **TextBridge** box

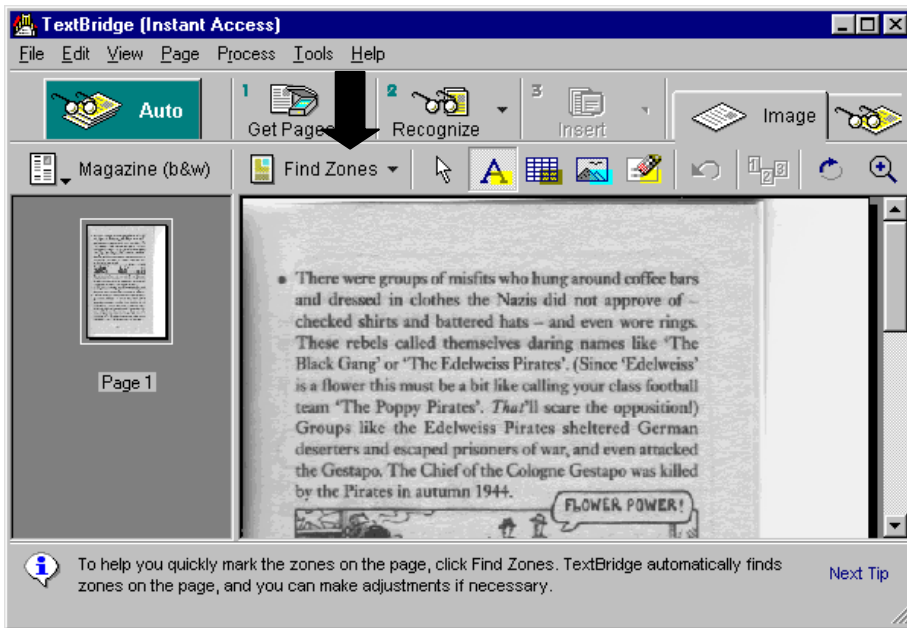


Now Click on the **Manual** box

Now TextBridge will open up and this small screen will appear in the middle of the Word document.



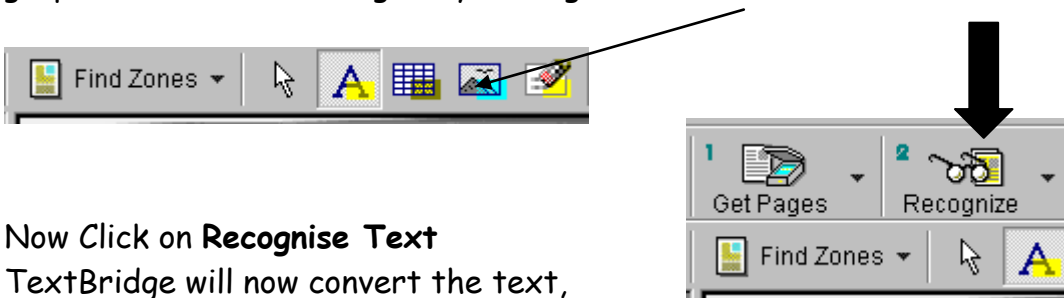
Click on **Get Pages**. TextBridge will start to scan the page that is in the scanner. A small preview box will show the text appearing.



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

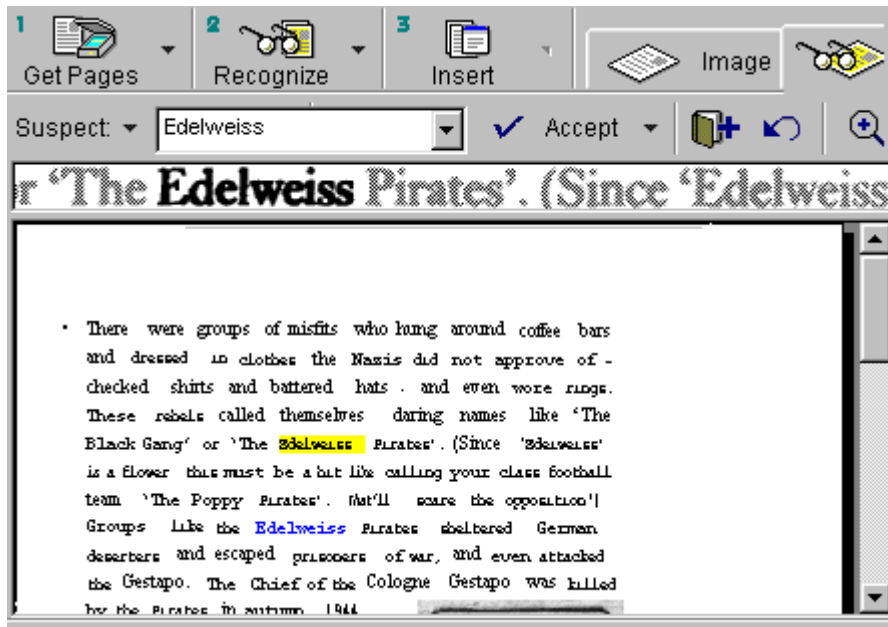
Click on **Find Zone**. Textbridge will identify what *it* thinks are text and highlights it yellow and graphics highlighted in blue.

If there are parts of the scan that are wrong, e.g. if text has been highlighted as a graphic, this can be changed by moving between the button next to Find Zone



Now Click on **Recognise Text**

TextBridge will now convert the text, during this process it will query any words that it doesn't recognise. Type the correct word into the box beside Suspect. Use the backspace key to clear the word and then typing in the correct can alter words Click on **Accept** to make the change.



The final step is to click on Insert and the text will now insert itself into the Word document.

When the text appears in Word, the font and size may be unusual, so decide on a more suitable font Comic Sans or Sassoon Primary Infant and size 12 or 14. This will make a difference to the final appearance of the text.