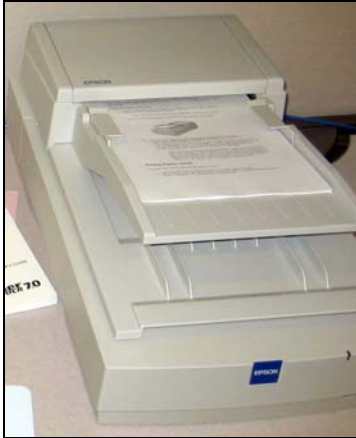


Scanning a Document & Converting it to Word

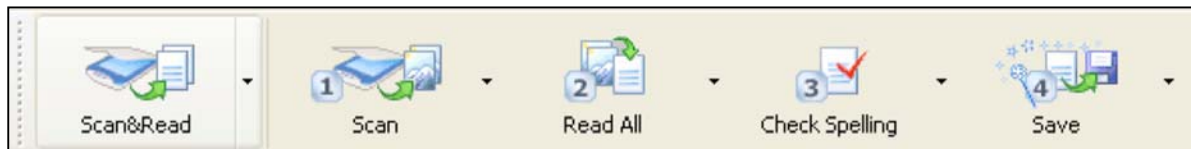
Step 1: Start ABBYY FineReader Software

- Open the start menu -> programs -> and open ABBYY FineReader 7.0.



Step 2: Place your pages in the tray.

- Pages should be placed face-up, with the top of the page towards the feeder.

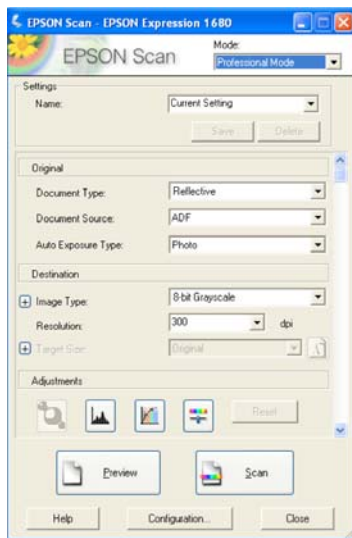


Step 3: Press Scan & Read



Scan & Read Wizard

- The wizard will pop up, and will guide you along the procedures of creating your document to word.



Step 4: Setting up the Scanner Preferences

- Change the *Mode* of the document to *professional*.
- Make sure the Document Source is *ADF* (Auto Document Feeder), or else the pages will **NOT** be scanned.

or

Make the Document Source *Document Table*. If you are using the flatbed scanner (usually default).

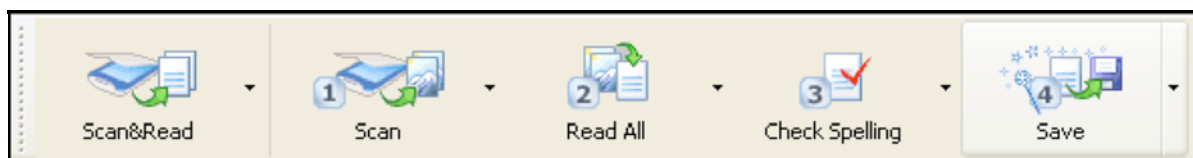
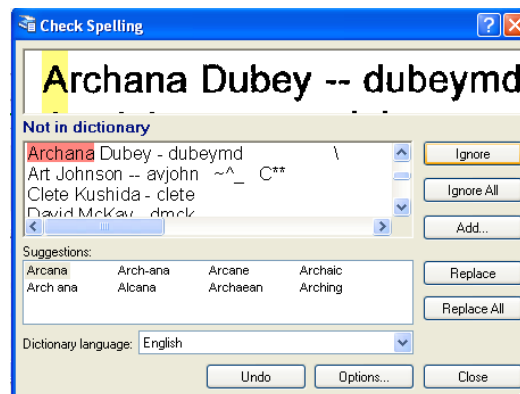
- Hit Scan when ready.

Tip: The *resolution* should be set at *300 dpi*, or else some of the type may not be recognizable.



Step 5: Check Spelling

- Scan & Read Wizard will automatically go to this step after *read*.
- Pressing this will allow you to scan through the documents, to make sure that the computer has recognized the letters correctly.
- Press Ignore if the word is correct; check spelling will tell you and automatically change the page.



Step 6: Save document

- Scan & Read Wizard will automatically go to this step after *check spelling*.
- Select the format *Microsoft Word* or desired format.
- You can also save to PDF, by choosing *Save to File* and choosing PDF Document under the Save as type drop down menu.
- Congratulations on transferring a printed document into editable text!