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# 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	Scarping
Scan	Insert the document into the scanner and set scanning parameters.
Read Check	Click the Final scanning button (depending on your scanner model, it may be called Done, Scan, Final, etc.).
	Cancel

## Scan & Read Wizard

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

Settings Name:	Current Setting	•
Original		^
Document Type:	Reflective	
Document Source:	ADF	•
Auto Exposure Type:	Photo	
Destination		
Image Type:	8-bit Grayscale	*
Resolution	300 • dp	
Target Scen	Driginal	0
Adjustments		
	Carl Read	1

## 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.

Check Spelling			? 🔀			
Archana Dubey dubeymd						
Not in dictionary	-					
Archana Dubey Art Johnson a Clete Kushida - David McKay	r - dubeymd avjohn ~^_ C** clete dmck		Ignore			
Suggestions:						
Arcana Arch- Arch ana Alcan	ana Arcane a Archaean	Archaic Arching	Replace			
		-	Replace All			
Dictionary language: E	nglish	*				
	Undo	Options	Close			



#### 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!