Scanning

OCR

SCANNING TEXT INTO WORD (OCR)

Instructional Technology Center

Scanning Text into Word (OCR)

What is OCR?

Often abbreviated, OCR is an acronym for optical character recognition. Our OCR software package (TextBridge) enables you to take a book or a magazine article, scan it directly into Microsoft Word and then edit the file using a Microsoft Word.

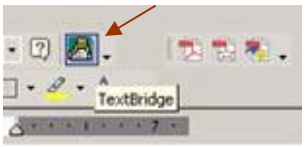
Advanced OCR systems can read text in large variety of fonts, but they still have difficulty with handwritten text.

To Scan Documents into Microsoft Word

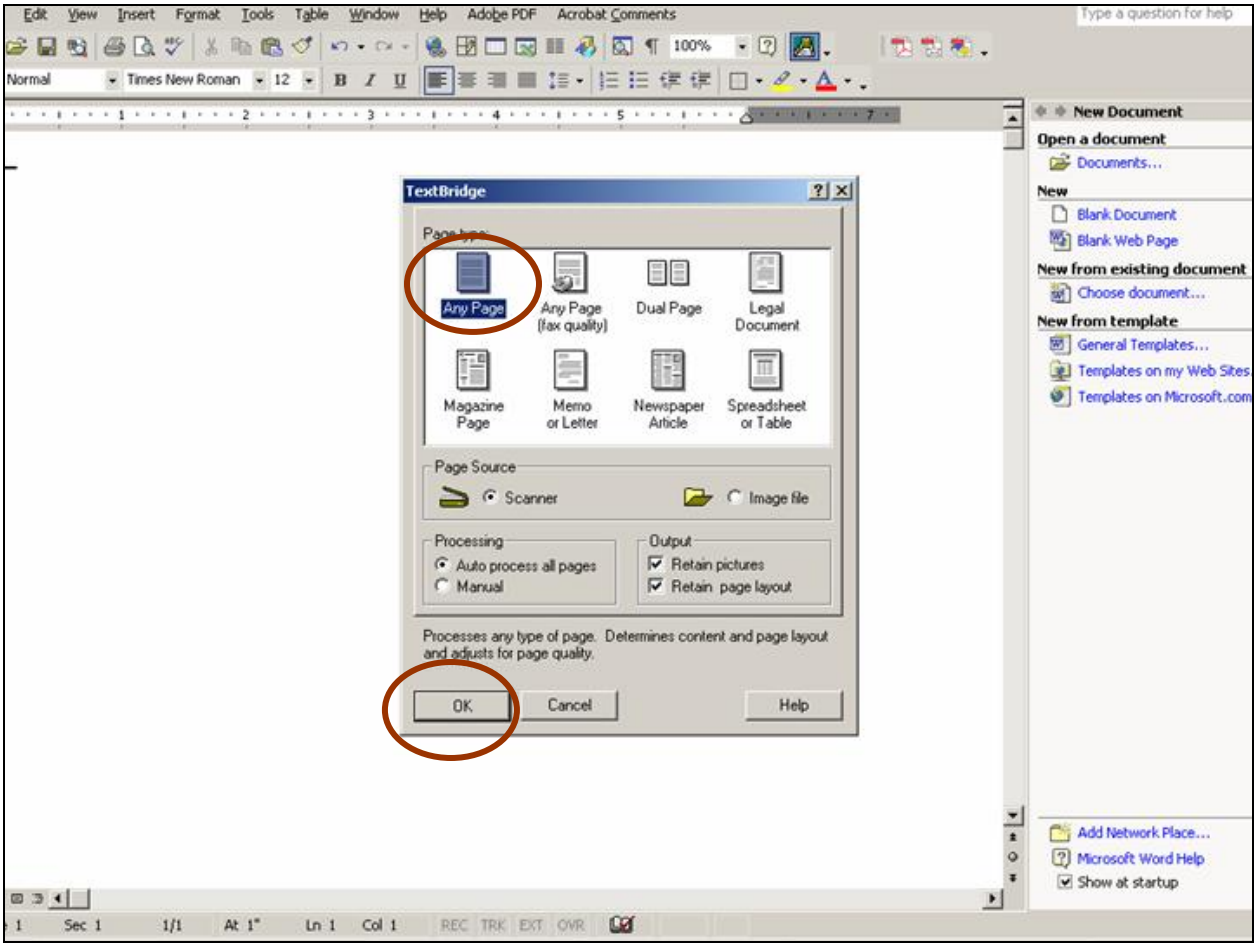
You can create an Adobe PDF file directly from a paper document using a scanner. The resulting file is an image-only PDF file--that is, a bitmap picture of the pages that can be viewed, but not searched.

1. Open Microsoft Word: **Start > Programs > Microsoft Office XP > Microsoft Word**

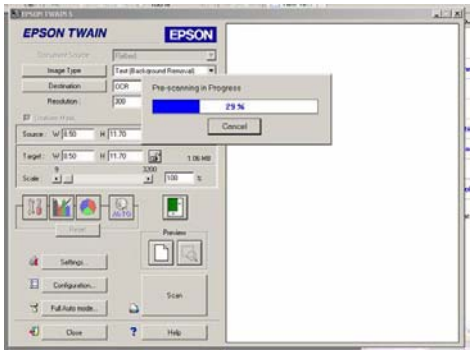
2. In Microsoft Word, Click on the TextBridge Icon



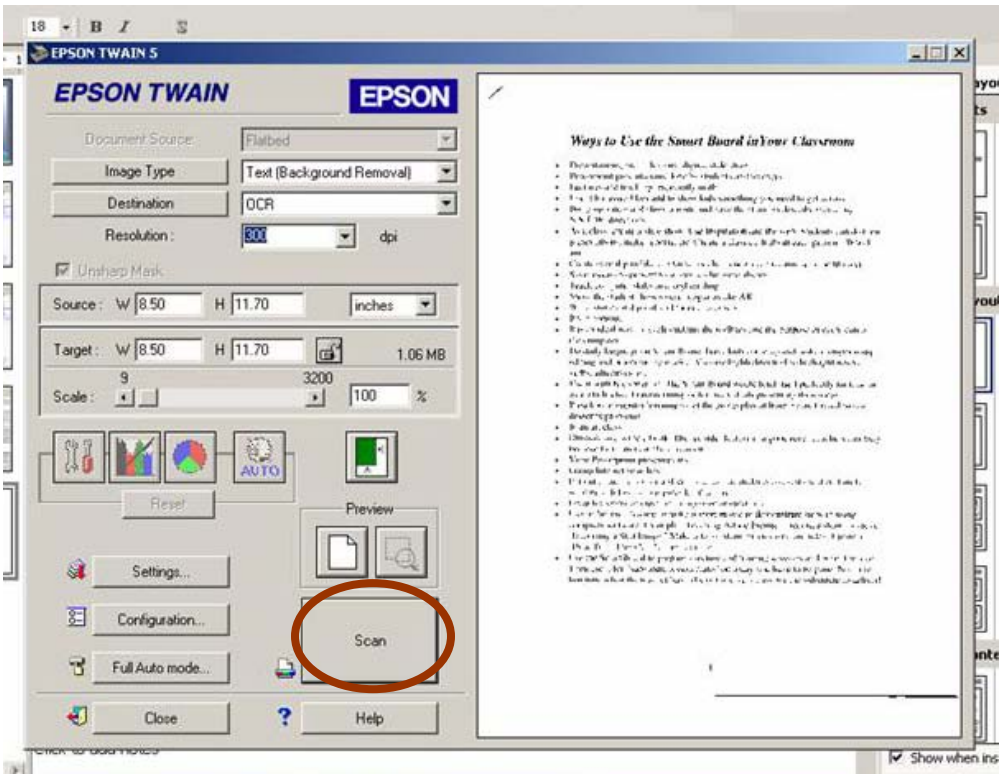
3. Choose your Page type and click the OK button.



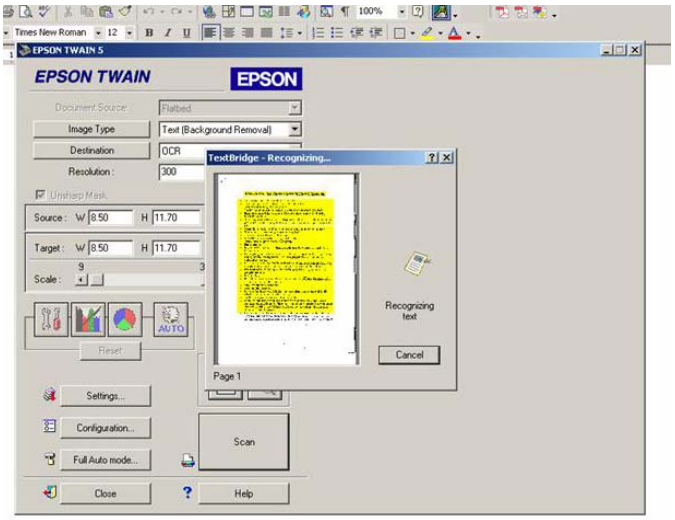
(Computer opens an instance of the Scanner and pre-scans your document.)



4. Select the, appropriate image type: Text (Background Removed)
   Destination: OCR
   DPI: 300

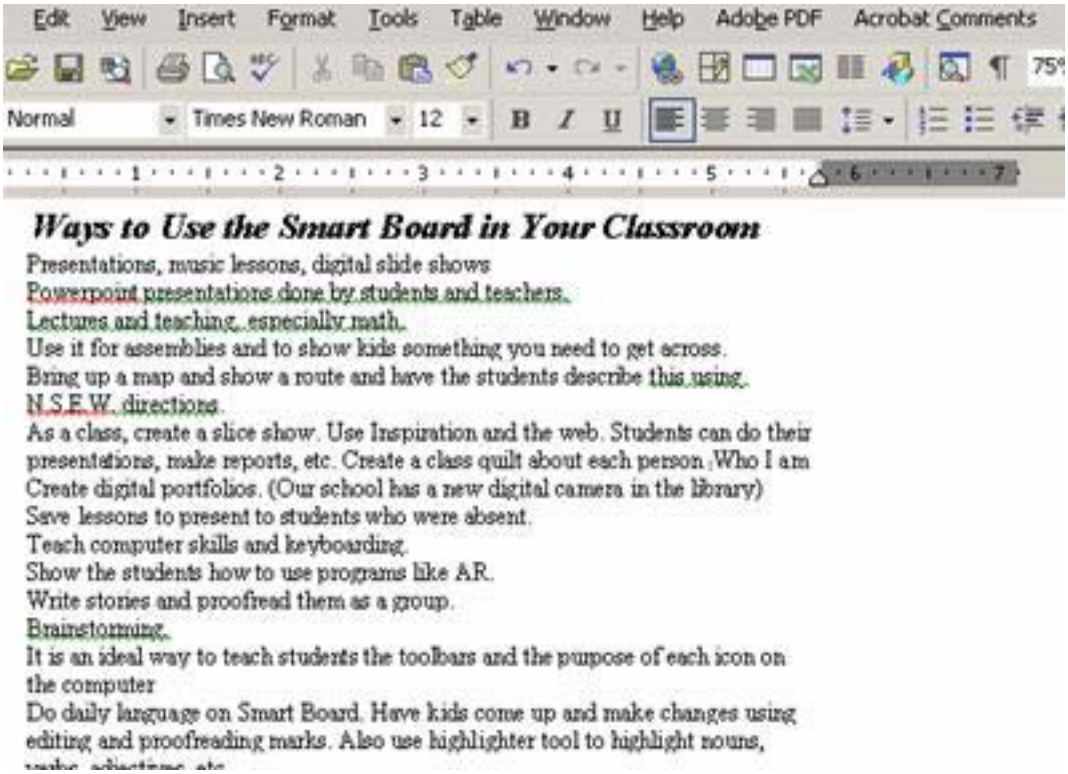


5. Click the **Scan** button.



(TextBridge performs the OCR)

6. Click **Next** if you are scanning multiple pages; click **Done** when you are finished scanning pages.



7. Your document is ready to be edited and saved in Microsoft Word.