

Multimedia Instructional Design Studio

Text (OCR*) Scanning



*OCR = Optical Character Recognition

To scan your text documents so that they will be editable in Word, follow the steps below:

At Computer with Scanner

Step 1. Open Adobe Acrobat 8 Professional (Go to Start/Programs/Adobe Design Premium CS3→ Adobe Acrobat 8 Professional) (fig. 1).

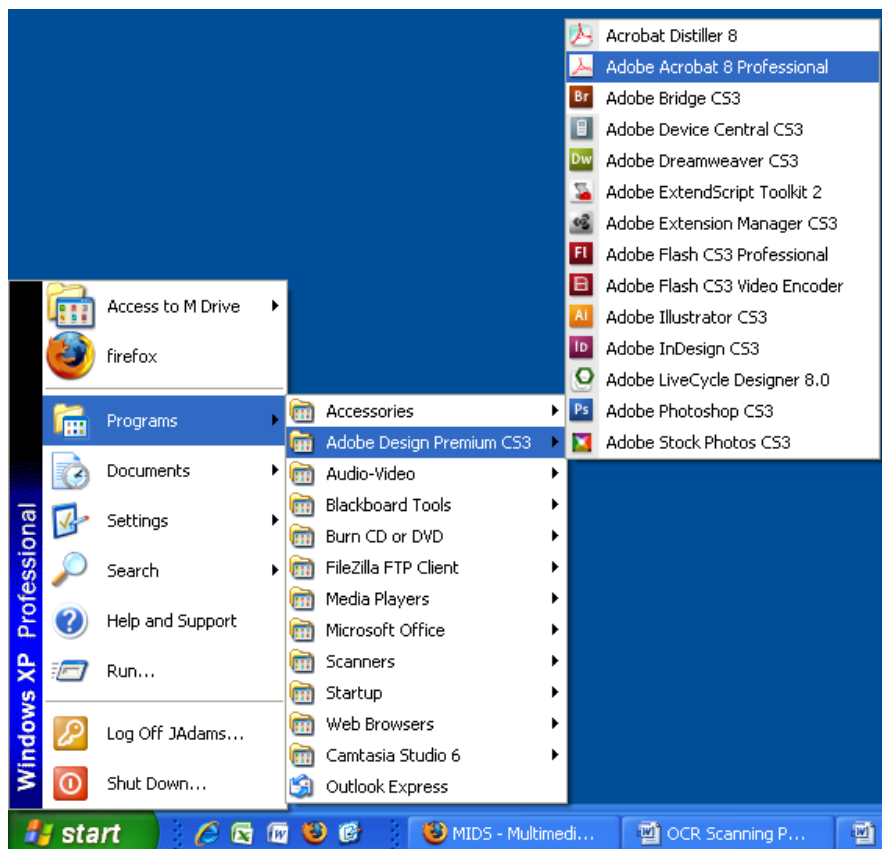


Figure 1. Start menu

Step 2. In the window that opens “Create PDF” (fig. 2).

Step 3. Click on the “Create PDF from Scanner” option (fig. 3) to launch the scanner.

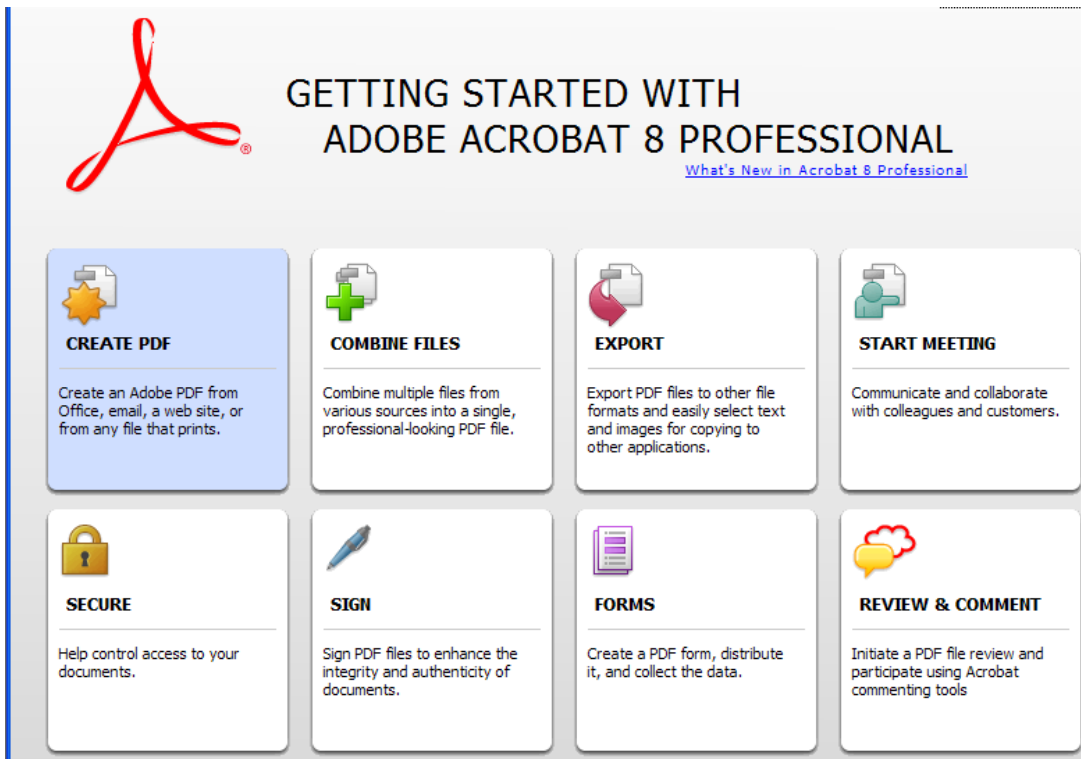


Figure 2. Select "Create PDF"

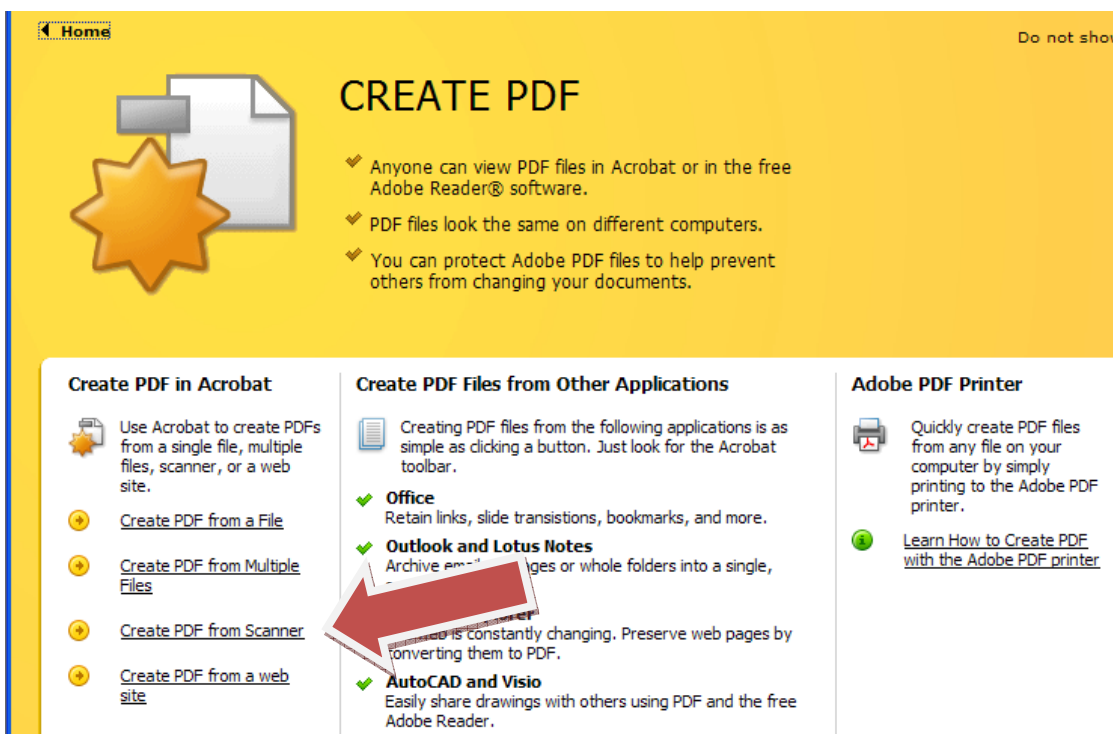


Figure 3. Select "Create PDF from Scanner" option

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Step 4. Place your document face down on the scanner bed. Select the EPSON scanner. Note that the “Output” and “Text Recognition and Metadata” options are checked as shown in fig. 4. Click on the “Scan” button.

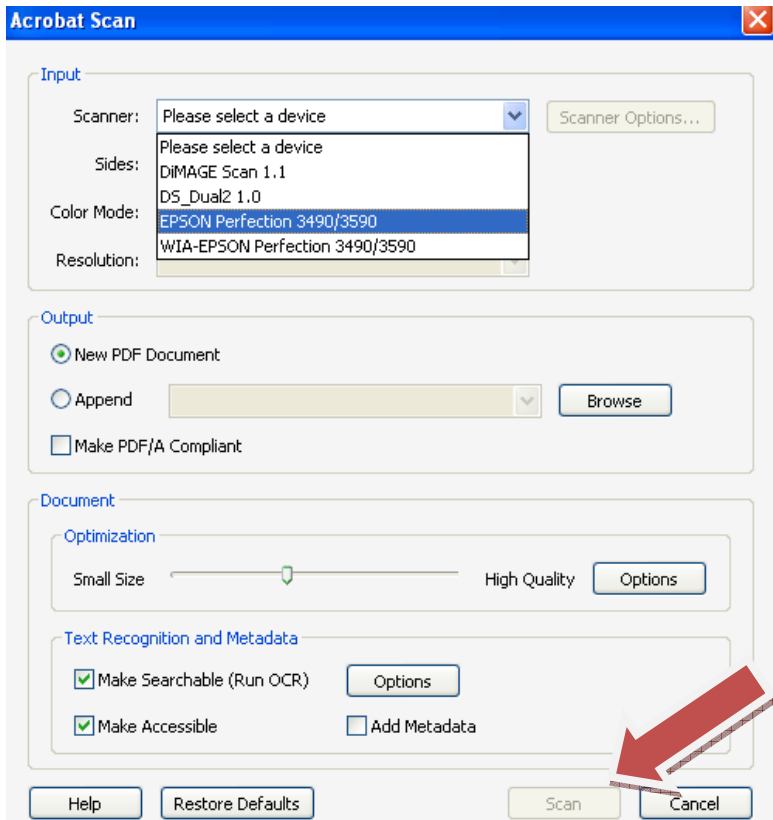


Figure 4. Select EPSON scanner. Note options.

Step 5. Save your scan when prompted (fig. 5).

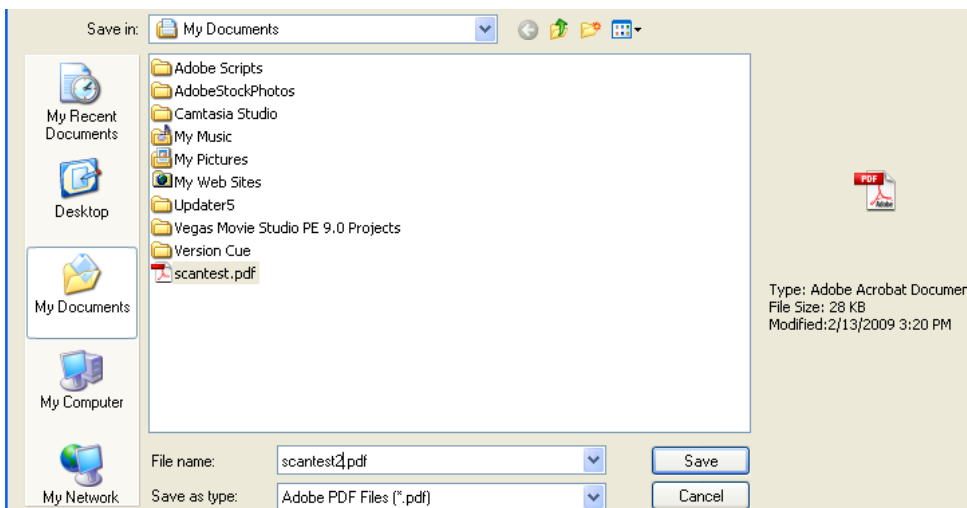


Figure 5. Save your scan

Step 6. To scan multiple pages into a single document, when your first scan is complete, place the next page on the scanner and select the “Scan more pages” option (fig. 6).

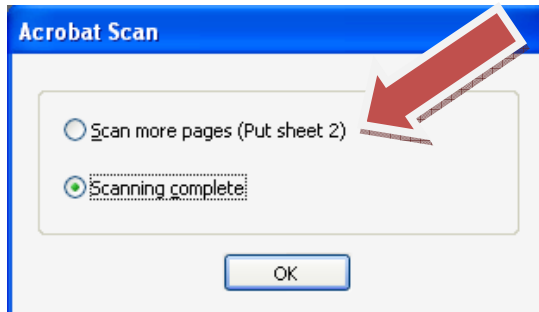


Figure 6. Multi-page scan option

Step 7. When scanning is complete, choose “Word document” from the Export menu (fig. 7).

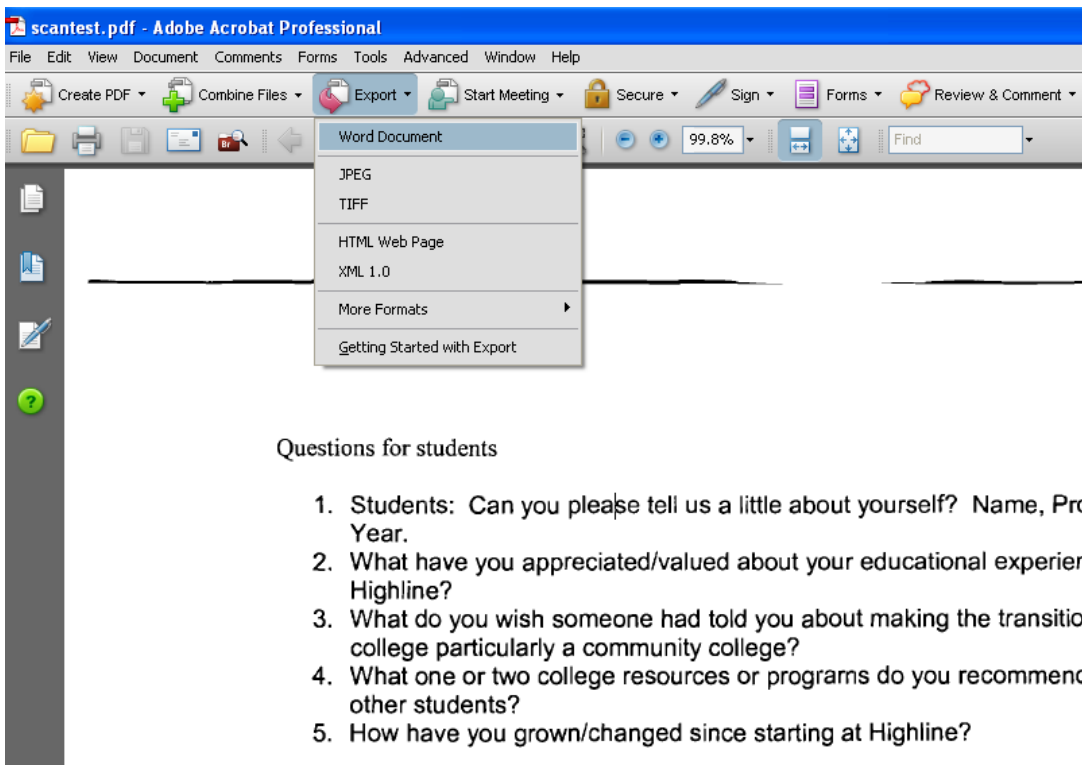


Figure 7. Export to Word

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Step 8. Save your Word document when prompted (fig. 8).

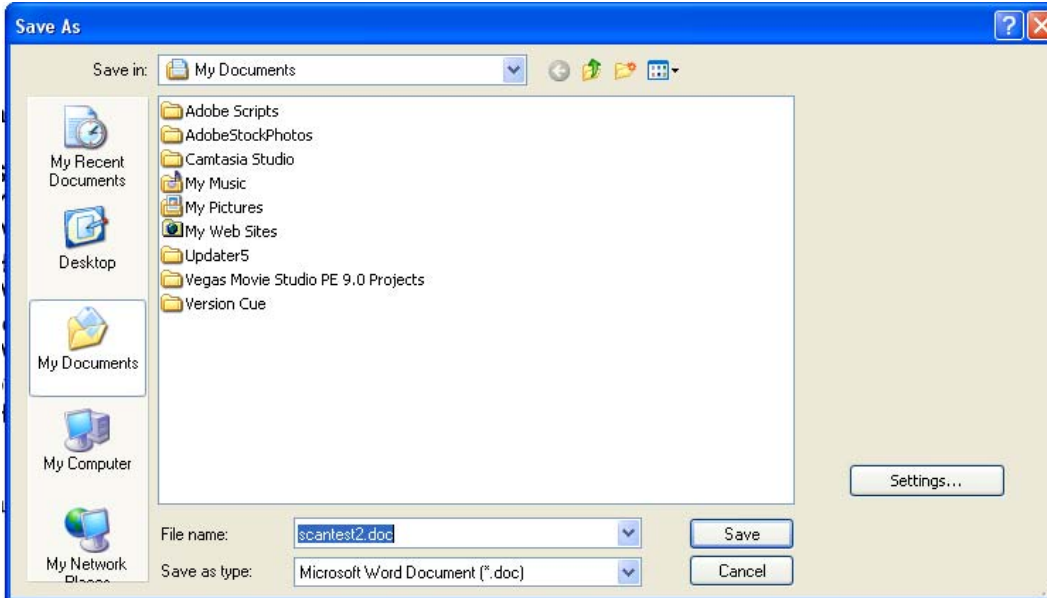


Figure 8. Save as Word document

Step 9. When the document opens in Word, scanned text appears in text boxes and can be edited (fig. 9).

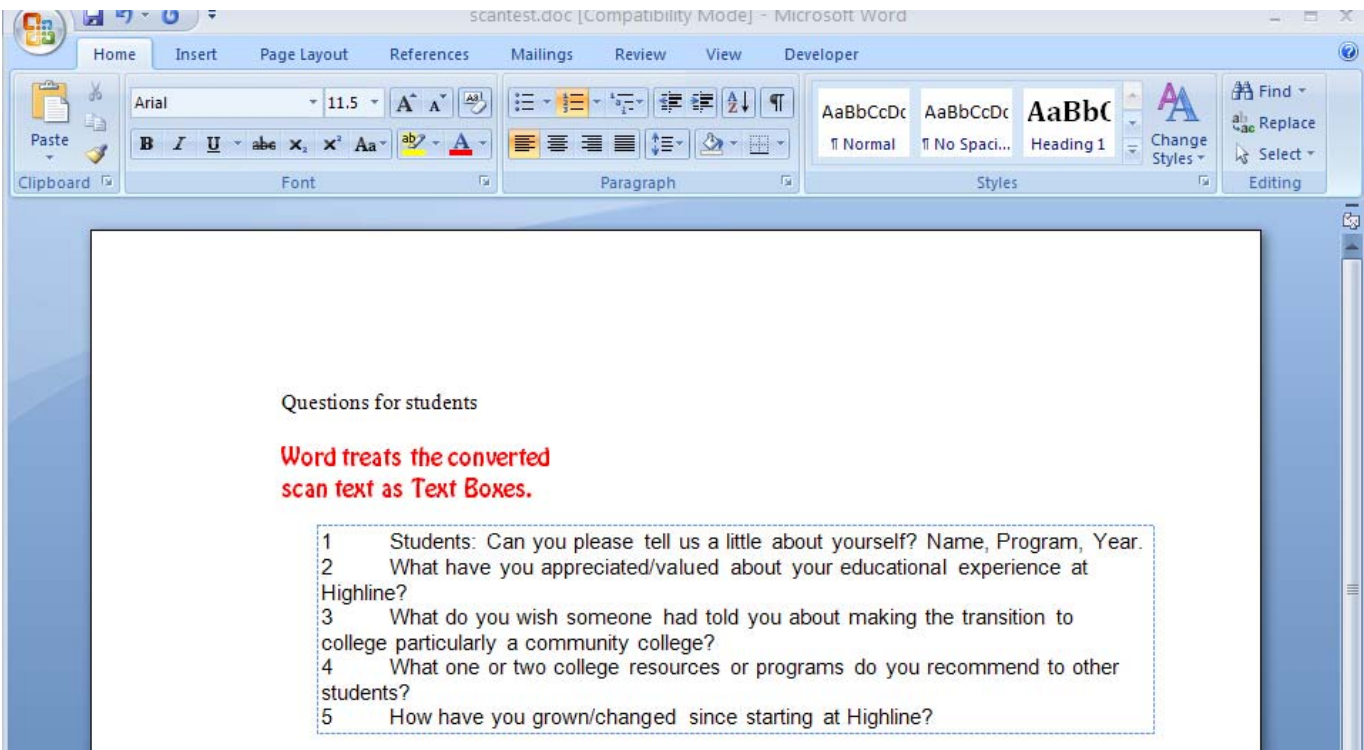


Figure 9. Editable text appears in text boxes in Word