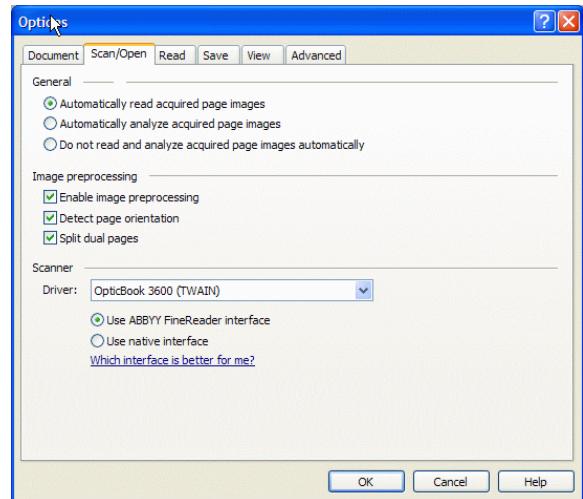


# Scanning and OCR with FineReader 10

## Set up FineReader

1. Click **Start > All Programs > ABBYY FineReader 10 > ABBYY FineReader 10**.
2. Select **Tools > Options** and then **Scan/Open**.
3. Click **Automatically read acquired page images**.
4. Click **Enable image preprocessing, Detect page orientation** and **Split dual pages**.
5. Click on **Driver**, and choose the scanner attached to your computer
6. Select **Use ABBYY FineReader Interface**



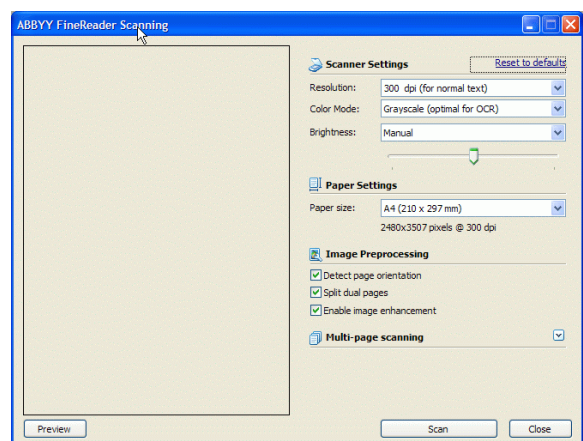
## Scan

1. Open the scanner and place the page or book face down. Place it close up against the arrow in the corner of the scanner window.

2. Click on the **Scan** button.



3. When the Scanning box appears:
  - a. Select **300dpi** resolution
  - b. For **Color Mode**, If you are scanning a monochrome book, like a paperback novel, choose **Greyscale** or **Black and White**
  - c. If you are scanning a colour textbook, choose **Color**



4. Set the **Paper Size** to be A4 (or whatever page size you are scanning)
5. Click the **Scan** button.
6. After the first page is scanned, remove it and replace with the second. Click **Scan** again.
7. Continue until all the pages are scanned, then click **Close**.
8. Click **File > Save FineReader document** and save the set of pages you have scanned.

## Edit the layout

Click on the first (the top) page in your batch and look at the Image window. Re-size the Image window so you can see it easily and set the zoom to view the whole page. FineReader marks text areas ('blocks') with a green box and image blocks with a red box.

- Hover over the edge of any box and click and drag to re-size it.
- If FineReader has recognised text as an image, or image as a text, right-click on the box and select **Delete**, then choose the correct type of block and draw it in where you want it.
- When you are marking red image blocks, ignore any images that are meaningless, such as random blocks of colour.
- You want separate red image blocks for separate images because you will need to place them as separate images in your Intermediate File.
- You can combine and split blocks but it's often quicker to delete them and re-draw them.
- Refer to the FineReader Help system for advice on how to edit the layout.

## Correct Recognition Errors

The Text window shows the end result after recognition. Suspect letters are highlighted in blue: if you want to correct it, click and edit the text. Check through each page carefully, correcting any mistakes.

## Save the file

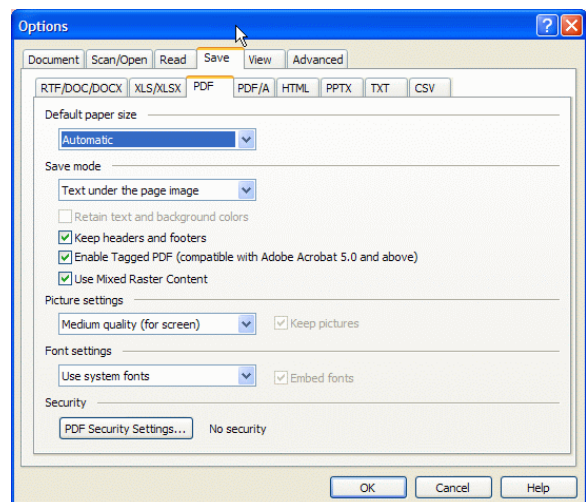
We suggest you save two versions of the scanned book: a PDF, and also a version that can be edited in Word. The PDF version looks like the paper book: it has the same pictures and layout. The Word version can be edited and printed out in different fonts or converted into different digital formats. Don't expect the Word version to look like the original book because it won't – it's for you to edit and adapt to a different format.

## Save as PDF

1. Click **File > Save Document As**, and choose **PDF Document**.
2. Click the **Options** button.
3. You have a choice of what sort of PDF you can save:

**Text over the page image** gives a book that looks like the original and has nice clean text 'over' the page. If you magnify the PDF you'll find it still looks good. The disadvantage is that the PDF font may not be the same as the font used in the book.

**Text under the page image** gives a book that looks exactly like the original. The text looks just like the



original – same font etc – and the actual readable text is in an invisible layer ‘under’ the page. The disadvantage of ‘text under’ is that if you magnify the PDF a lot you’ll find the text looks jaggy.

4. If you choose **Text over**, you also have a choice of the **Font Settings**. **Use system fonts** gives you FineReader’s best guess at ‘matching’ the font in the original book. **Use standard fonts** will save it with the standard Adobe fonts, which are Times New Roman, Arial and Courier.
5. Click **OK**, then name your file and then click **Save**.

## Save as Word for editing and converting to other formats

PDF is great if you want a digital file that looks more or less exactly like the paper original. However, suppose you want to make a Braille version, an 18 point Large print version, or convert the file into an eBook or a Daisy book?

To do this, you need to save it into a format that you can edit, and the most common is DOC for editing with Microsoft Word.

1. Click **File > Save Document As**, and choose **Microsoft Word Document**.
2. Click the **Options** button.
3. Under **Retain layout**, select **Plain text**. (Since you are going to edit and adapt the file, you just want plain text and pictures – if you save it with formatting you’ll just waste time removing the formatting.)
4. Under **Text settings**, keep headers and footers but don’t keep line breaks, page breaks or colours.
5. Select **Keep pictures**.
6. Click **OK**, then name your file and then click **Save**.

