

Quick Tips

for

Scanning Text

Getting Started

An optical character recognition technology converts scanned paper documents into editable text. This program can be helpful if you need a paper-based document in electronic format. Instead of having to retype the document, you can scan it and turn it into a text format such as .doc (Microsoft Word.) This Quick Tip will tell you how to scan a hard copy of a text document and save it as a Word document.

Scanning the document

- Place the original face down on the scanner glass and close the lid.
- Press Edit Text on the scanner.
- If the scanner or the computer prompts you for another page, do one of the following:
 - If you do not have more pages to scan, click **Done**.
 - If there are additional pages of this item, load the next page and click **Scan**. Repeat until all pages are scanned. Then, click **Done**.
- When the text opens in the word-processing program, check it carefully for accuracy.

A word about OCR Accuracy

Optical character recognition programs convert some text more accurately than other text. Because OCR technology is never perfect, proofread all converted text carefully to ensure the characters have been correctly interpreted.

These types of text convert most accurately:

- text in standard fonts
- text in 9-point font or larger
- crisp, clear text
- black text on a white background

These types of text might convert less accurately:

- text close to non-text elements, such as bullets, lines, or graphics
- text in spreadsheets, tables, or forms
- letters that have gaps, that "bleed" along their edges, or that touch other letters
- underlined text
- text on colored paper

Handwriting cannot be converted.

- *Scanning Graphics and Pictures*
- *Using Microsoft Word*