

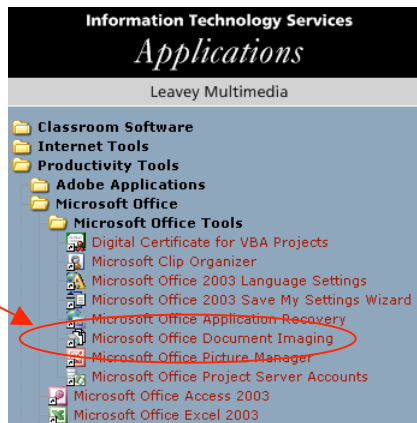
OCR Scanning

Optical Character Recognition (OCR) is a process by which images of characters are converted into text that is recognized and can be edited using a word processor.

Microsoft Office Document Imaging is available in all our lab machines and will handle this type of text conversion. The scanners in the Multimedia Commons work well with the software and can be used to scan and convert documents into editable text files.

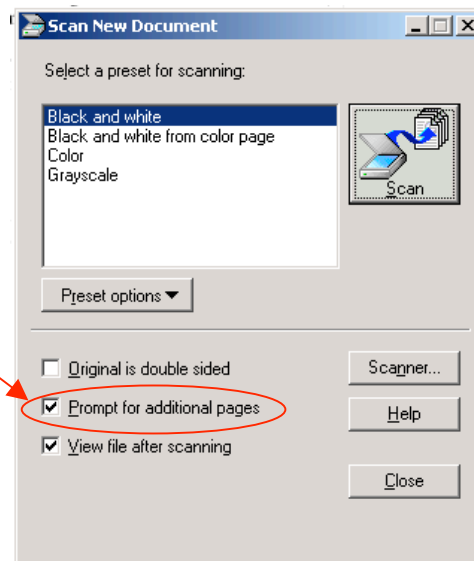
Scanning and converting documents into text:

1. Launch *Microsoft Office Document Imaging* from the *Applications* menu.



2. From the command menu choose **FILE > SCAN NEW DOCUMENT**

Choose ***Prompt for additional pages*** to scan multiple pages.



Click ***Scan*** button when ready to scan document

3. When all pages are scanned, choose ***Send Text to Word***  from the menu.

Converted text will appear in a new *Word* document.