OCR: Making Scanned Documents Editable and Searchable

Jones Media Center

Optical Character Recognition (OCR) software converts graphical display of text into searchable text. OCR errors do occur - in most cases, scanning in black-and-white at a resolution of 300 - 600 dpi produces the best results. Scanning below 150dpi is not recommended.

Apply OCR During Scanning Process

1. Open **ABBYY Fine Reader Express** from the dock, and place your document in the top-right hand corner of the scanner flatbed
2. Select Get Images From: "Epson Perfection V500"
3. Click the "Convert to Text Document" button, the EPSON Scan Software will open
4. Select the button for "Black and White", and set the resolution from 300-600 dpi.
5. Press the "Preview" button at the bottom, and wait for the preview
6. Press the "Scan" button, wait for the scan to finish, and then hit "Close."
   ABBYY FineReader Express will reopen.
7. Select a name and location for your scanned image, and hit "Save"
8. The now-editable .RTF file will automatically open in Microsoft Word
9. If the file looks good, then you can proceed to edit it in Word. Make any desired changes and resave it in your desired location as either a .DOC or .DOCX file (editable and searchable Word document), or as .PDF file (searchable imagge).
10. If more modification is necessary, use the "Draw Text area" tool in the ABBYY FineReader Express software to fine-tune the output file.

Apply OCR to Previously Scanned Documents

1. Open **ABBYY Fine Reader Express** from the dock
2. Select Get Images From: "File"
3. Click the "Convert to Text Document" button, and the file browser will open. Select the file you want to use, wait for the "Document Conversion" to complete.
4. Select a name and location for your scanned image, and hit "Save"
5. The now-editable .RTF file will automatically open in Microsoft Word
6. If the file looks good, then you can proceed to edit it in Word. Make any desired changes and resave it in your desired location as either a .DOC or .DOCX file (editable and searchable Word document), or as .PDF file (searchable imagge).
7. If more modification is necessary, use the "Draw Text area" tool in the ABBYY FineReader Express software to fine-tune the output file.