

Quick Reference for Scanning Text Documents and OCR

Scanning and Archive File

- Click on the Epson Scan icon to open the interface – verify that it is in Office or Professional Mode, and that the settings are correct
- Preview the first page, then scan. Scan other pages as needed
- Save as **tif** or **jpg** file(s), in the **Documents > Archive** folder on the external hard drive

Optical Character Recognition and Working Files

- In ABBYY, Open > select image file(s); pages will be recognized on opening
- To combine separate image files into a single pdf document, select and open all files in ABBYY for recognition and verification in one process.
- After recognition, click **Recognize > Verify Text** to open the text editing window for manual review and correction
- When finished with a session, click **File > Save OCR Project** in the **Documents > OCR completed** folder on the external hard drive. This creates a proprietary file folder which contains the document files in a version that can be reopened by ABBYY.

End-use Format

- When finished with the entire document, make sure that it has been saved as a FineReader Document (see above).
- Click **File > Save As > TXT Document** and save in the **Documents > Upload** folder on the external hard drive.
- Then click **File > Save As > Searchable PDF Document** file type and save in the **Documents > Upload** folder on the external hard drive.