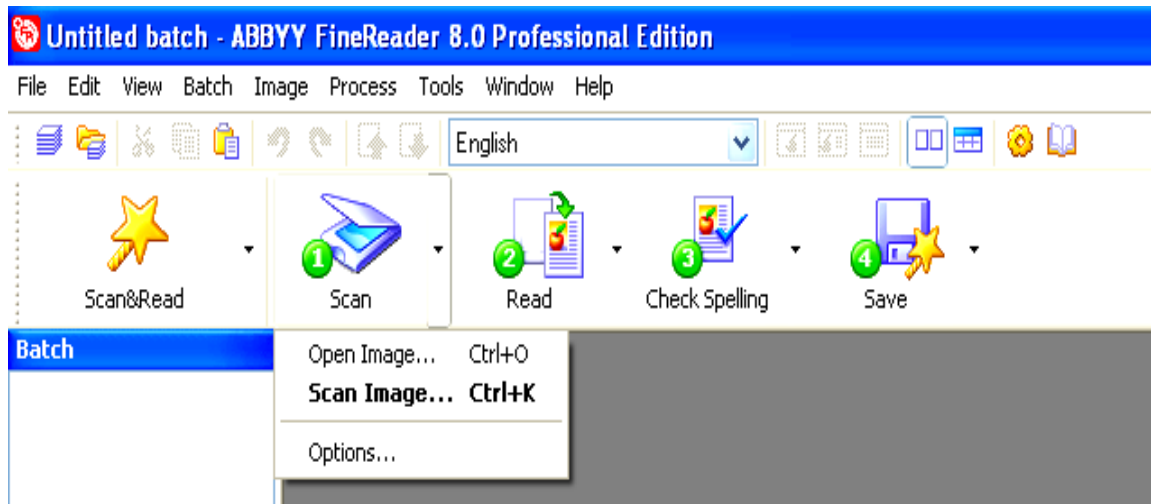
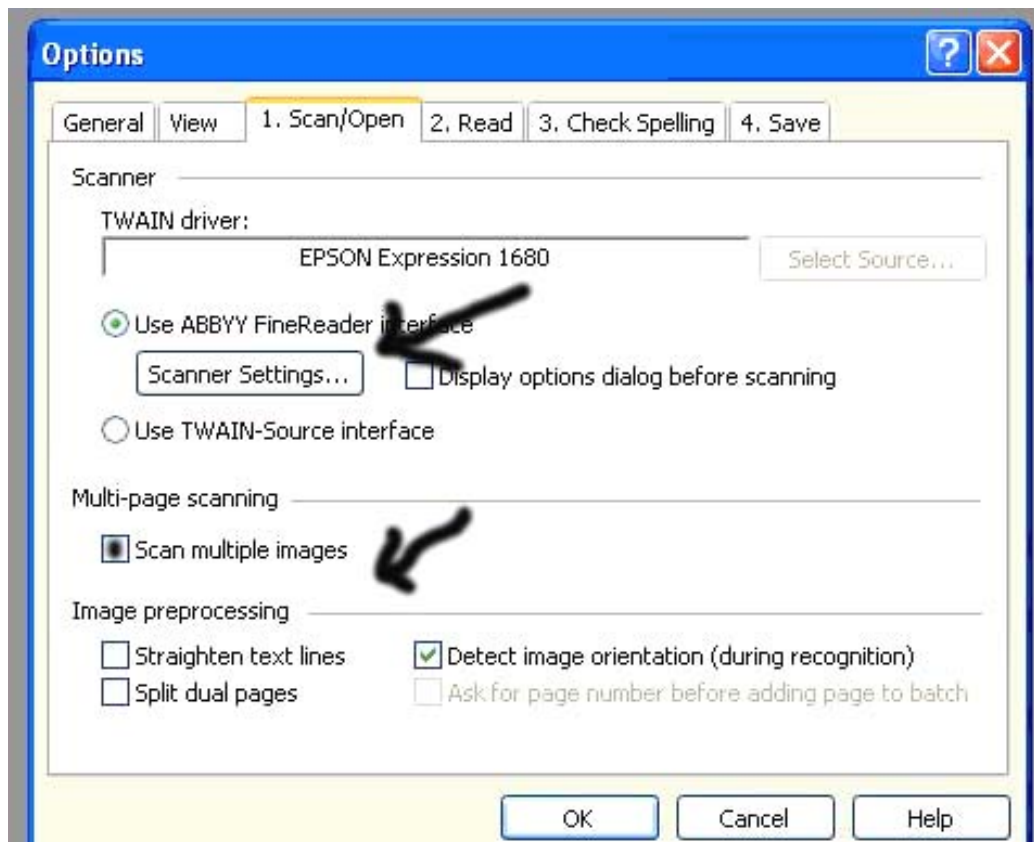


How To: SCAN A SET OF DOCUMENTS INTO PDF 1/21/06

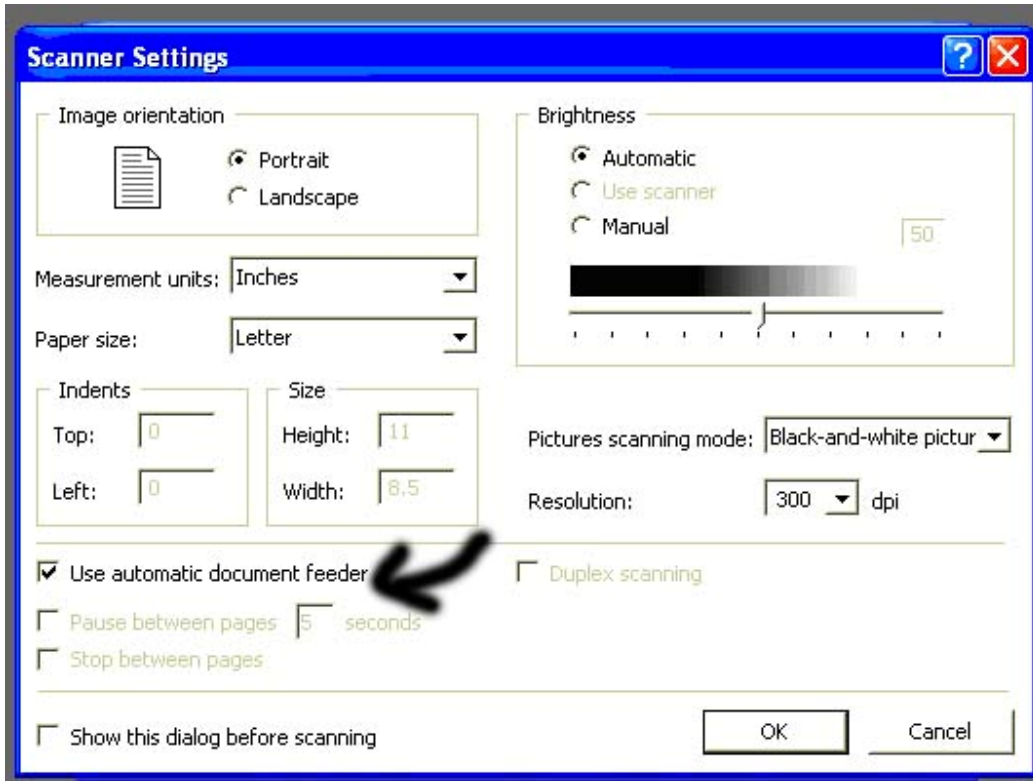
1. Open Abbyy FineReader 8.0 → Click on Scan → Options



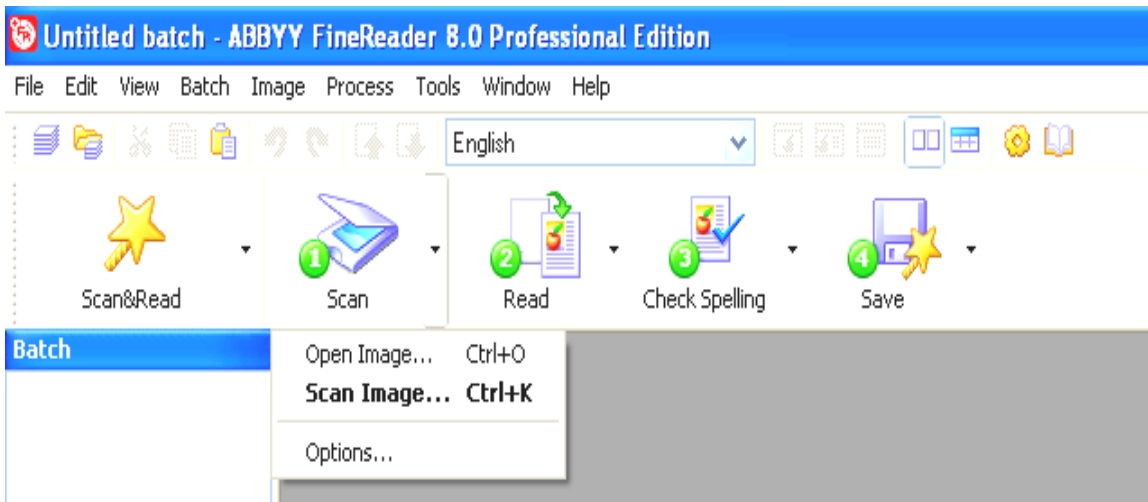
2. Select: Use ABBYY FineReader Interface → Click on Scan multiple images → Click on Scanner Settings → OK



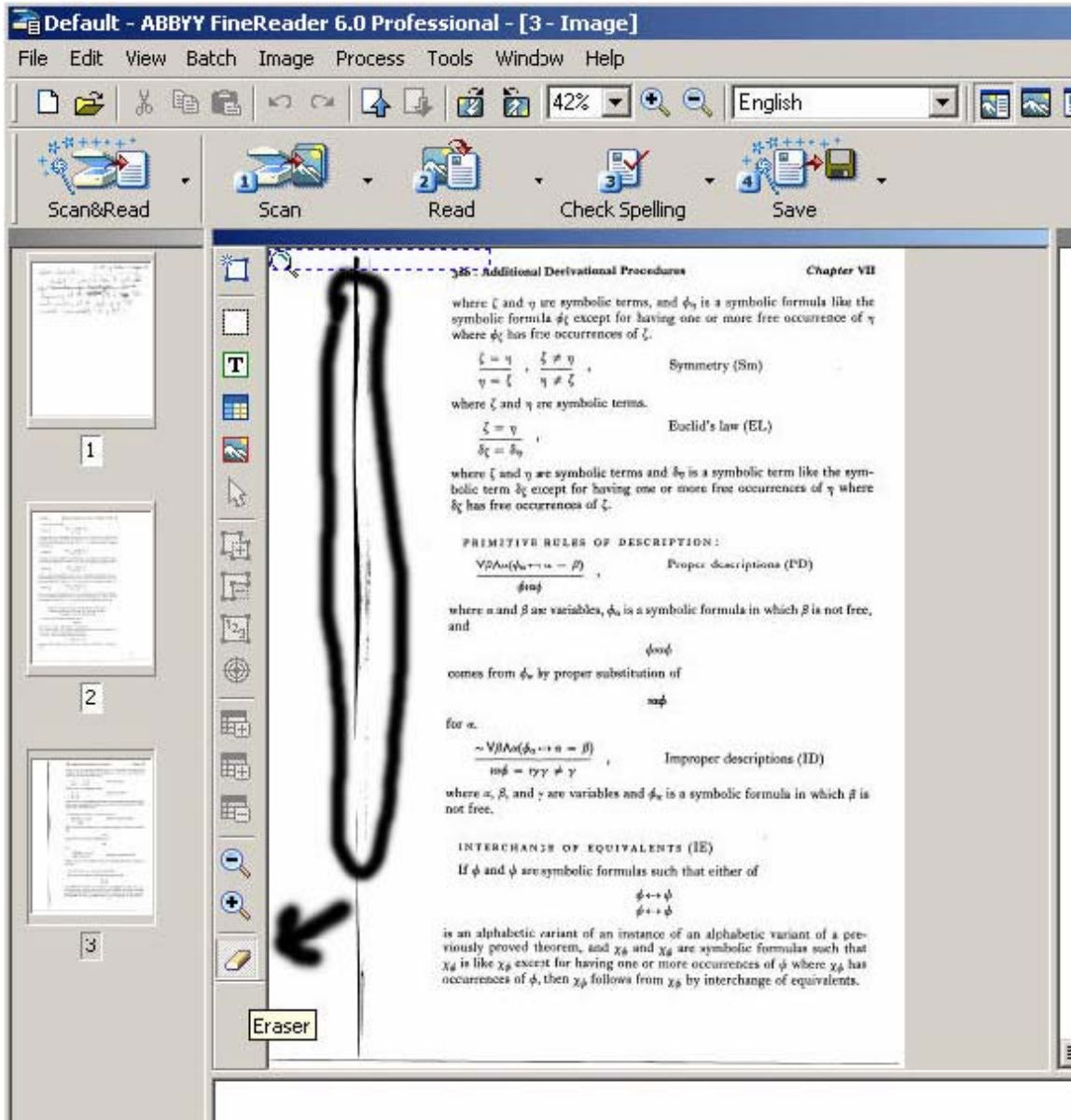
3. Use automatic doc feeder → Resolution 300 dpi → OK (Sometimes, you might want to scan in at 600 dpi. The resulting scan will be of a higher quality, but the process will take longer.)



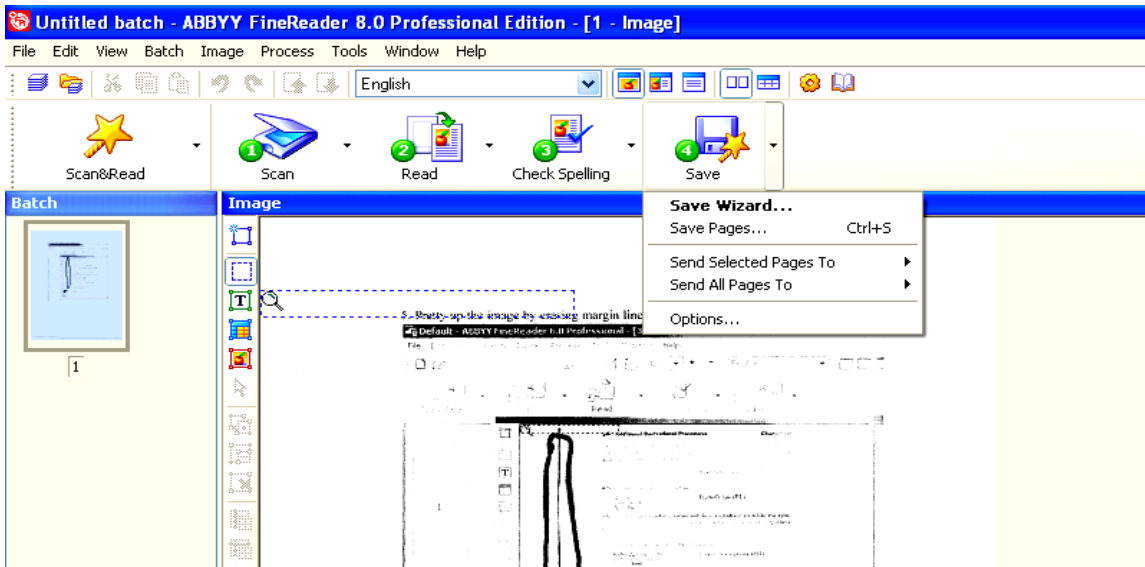
4. Insert your papers in tray → Click on Scan → Scan Image



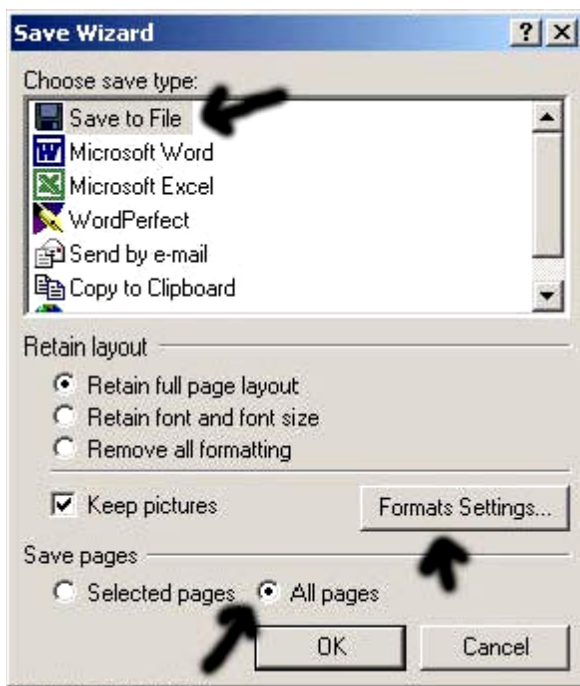
5. Pretty up the image by erasing margin lines.



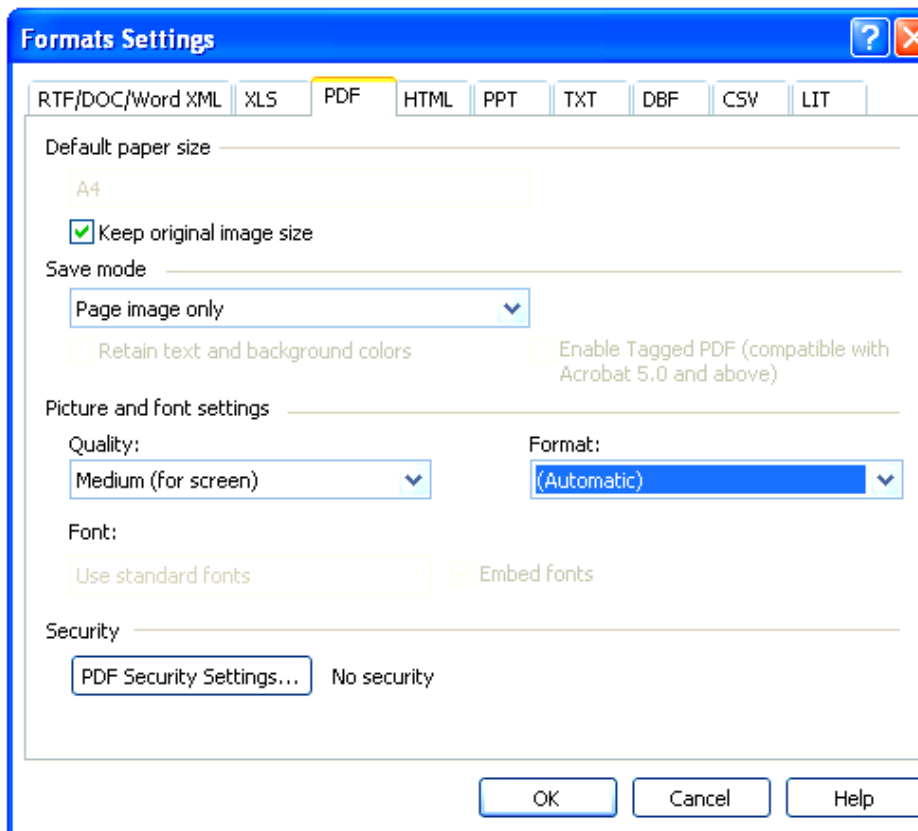
6. After scanning, click on Save Wizard



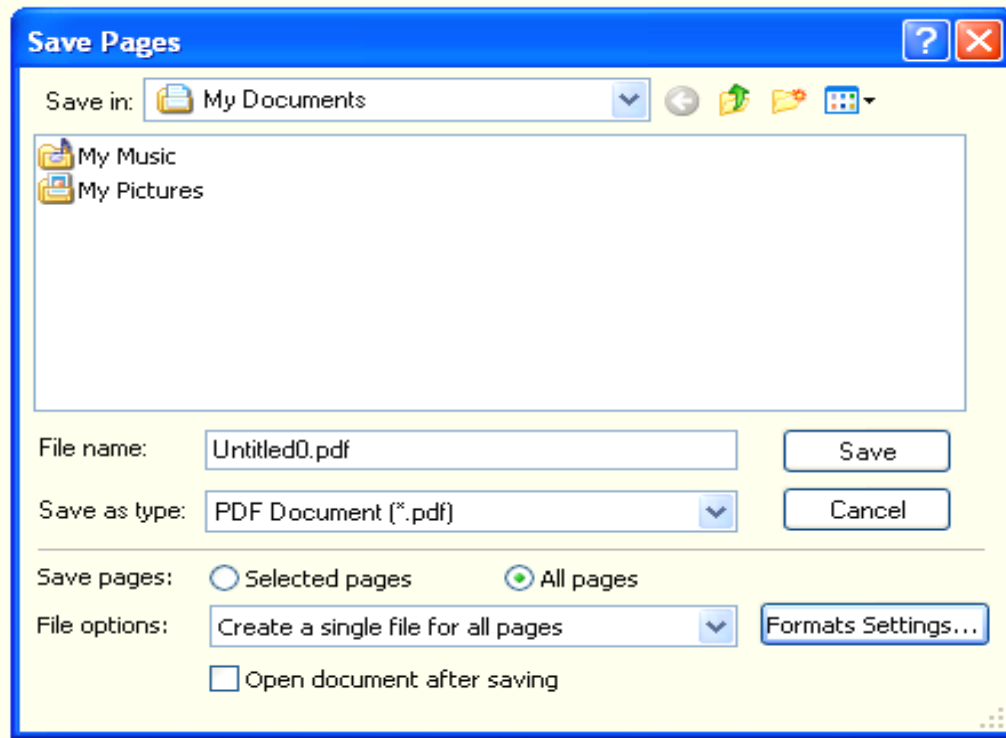
7. Select Save to File → Select All pages → Click on Formats Settings



8. Go to PDF → Save mode: Page image only → Picture and font settings: Choose your quality settings (Medium=300 dpi, High=600 dpi) → Click OK



9. Save as PDF Document → File options: Create a single file for all pages Save



HOW TO SCAN TEXT AND OCR

Referring to the instructions and images above, change the following:

Steps 1-3: Don't check the scan multiple images box (other settings same).

Step 4: Hit the regular Scan button instead of "Scan Image."

Step 5: You can clean up the scanned pages if you need to.

Steps 6: Instead of going directly to the Save Wizzard, click the "Read" to perform the character recognition in Abby (OCR-ing). You can Check Spelling within Abby if you prefer, but we find it often easier to edit in proofread in Word.

Steps 7-8: Do not check "keep pictures" and select Microsoft Word as save type.

In Format settings, you can make changes appropriate to RTF/DOC/Word files.

Step 9: Save as a Word document. Then open it in Word to proofread and edit.