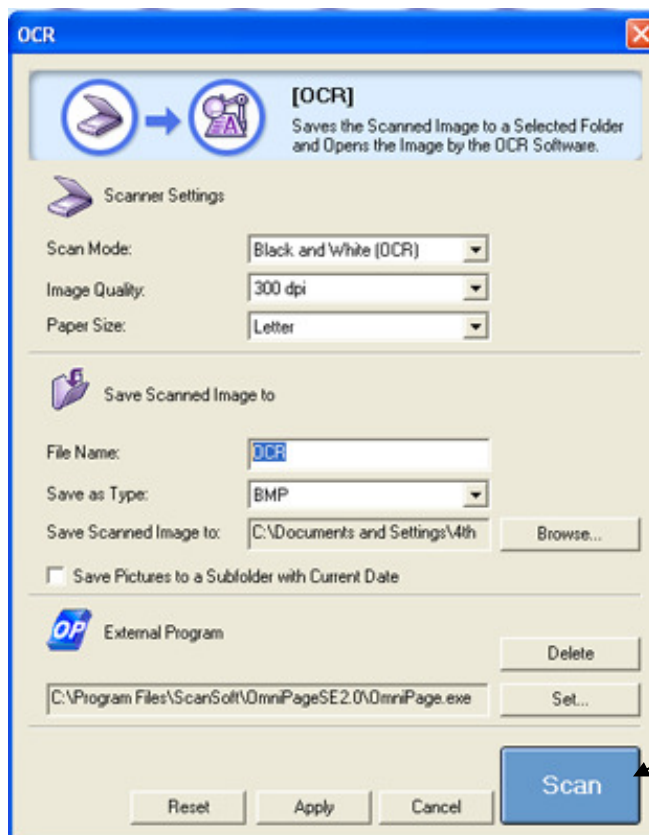


Scanning text into Word-processing Software

(called OCR = Optical Character Recognition)

1. Make sure the switch on the bottom of the scanner is in the unlock position
2. Plug in the Scanner: Small end of the cord plugs into scanner and the other end plugs into USB port on the computer. Our USB ports are hidden under the DELL flap on the front of the computer.
3. Lift the top lid of the scanner and put the first page of your document on the glass; the top of the document should go just below the word LTR and the arrow.
4. Open the CanoScan Toolbox from the desktop; click on the OCR button and you will see this dialog box:



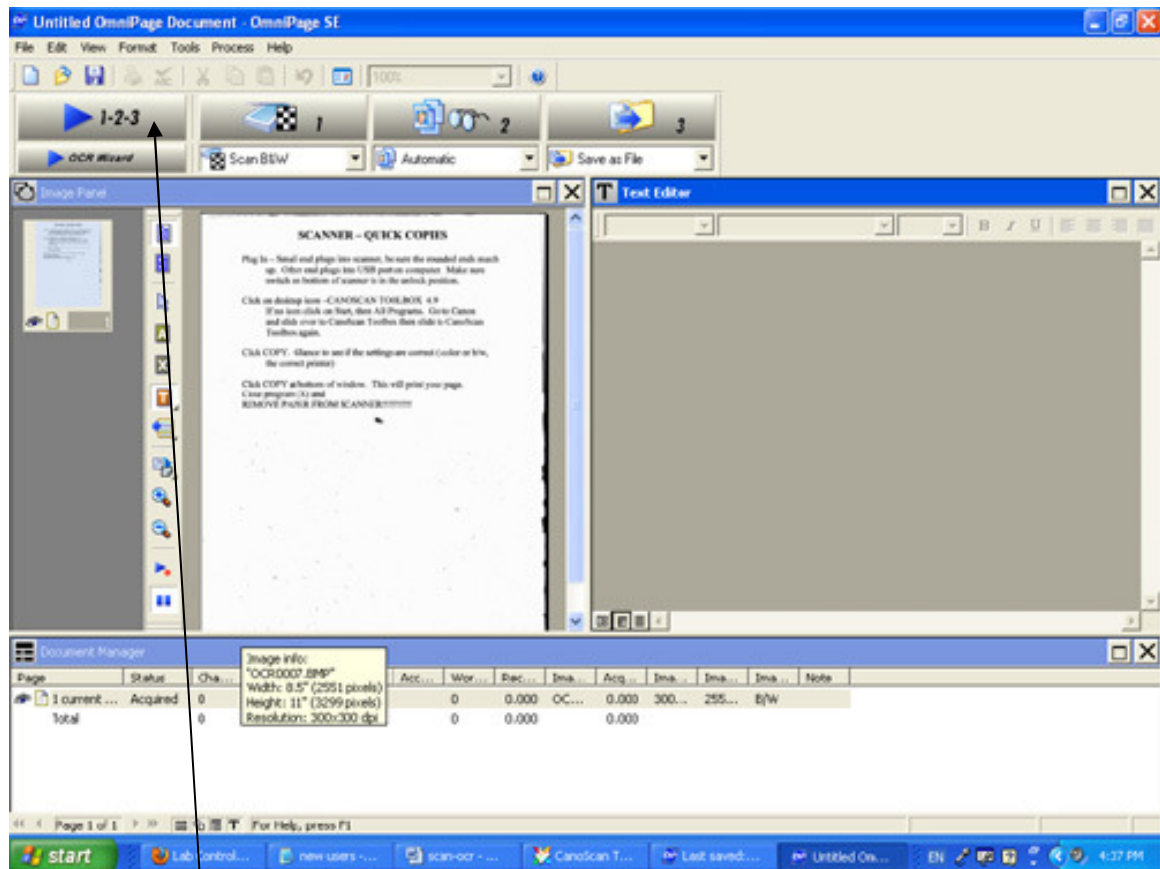
Leave these settings unless you know why you want to change them. Click on the SCAN button and the scan will begin. You will see a small dialog box that says "scanning" and shows the % of the scan completed.

Once the scanning is done ScanSoft's OmniPage software will open automatically and you will see your document ready to be processed.

SCAN

OVER→

5. The ScanSoft page looks like this:



Click on 1-2-3 and you will be asked if you want to add more pages or process the document.

If you want to scan more pages, put the next page in the scanner before you click the 'scan more pages' button.

After you have scanned in all the pages of your document, you will click on "Finish Processing Existing Pages" and your document will be read into the word processing software (Microsoft Word). As it processes, if there is a word that the program does not recognize, that word will be highlighted in yellow and you will be asked to either accept or edit the word.

Once the page is processed you will be asked to save the document.

Voila!