

Scanning Text

Since scanning is nothing more than the computer taking a picture, it doesn't know a picture of the Washington Monument from a copy of the constitution.

There are two options for scanning text. One for just sending the document to someone and the other for being able to edit the text that you've scanned.

Making a copy of text to send electronically

If you just want to send a "copy" of some text over the Internet then scan as you would any picture. But when saving use the file format PDF. This will allow anyone to read it on any computer running the Adobe Acrobat Reader—this is a free piece of software that most Internet users have on their computers.

Making a copy of text to edit

If you wish to edit the scanned document you will need some special software. The software used to "Read" text is known as OCR—Optical Character Recognition. This software compares parts of the "picture" with "alpha-numeric" characters it has in memory. The quality of the text scanned and the font used will determine the quality of the output.

Text in paragraph form is best suited for this type of scanning. Text that has lines, drawings, tables, marks on the paper or non-standard fonts are difficult to scan. Text that is too light to read is also difficult to scan.

Procedure for scanning to edit:

Click on the  (Readiris) on the launcher.

Click on the  (Gears) on the tool bar.

Click on the  (scan preview.)

Outline the area you wish to scan and edit—see directions on outlining an area under scanning pictures.

Click SCAN from the menu bar.

Click Return to Readiris.

Upon re-scanning you will be asked to name and save the file. The computer should then open AppleWorks and the document should be available for editing.