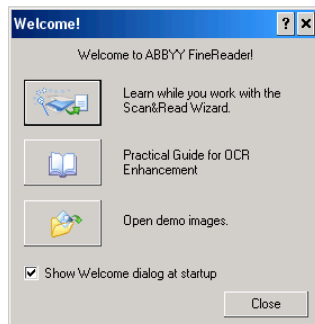


Using ABBYY to Scan a Print Document into MS Word

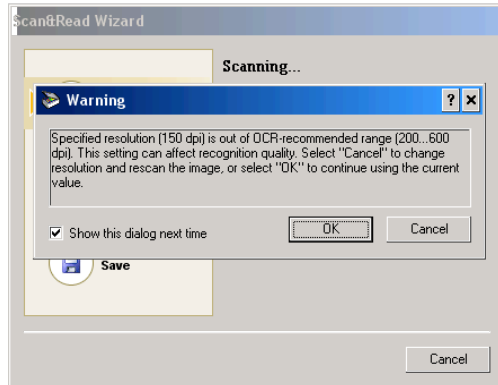
1. Make sure the green light on the far left scanner button is lit. If it is not, make sure your scanner is plugged in, and reboot the computer.
2. Double-click on the **ABBYY FineReader** short-cut icon on the Desktop.
3. The **Welcome!** dialog-box is displayed. Click on “Learn while you work with the Scan&Read” wizard.



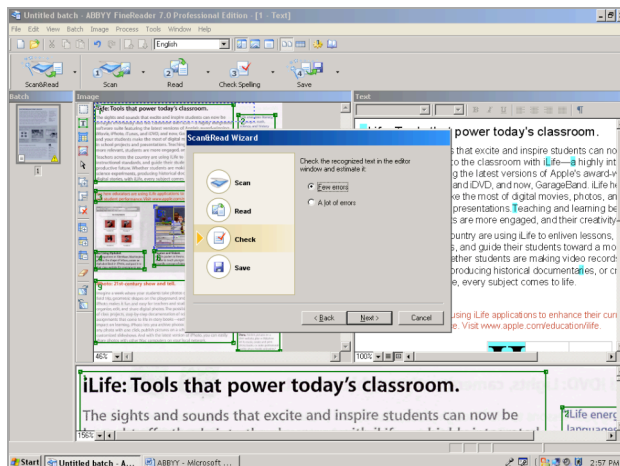
4. On the **Scan&Read Wizard** dialog box, click on the radio-button next to **From scanner** if it is not already selected.
5. Click on Next.
6. Click Next again on the parameters dialog box.



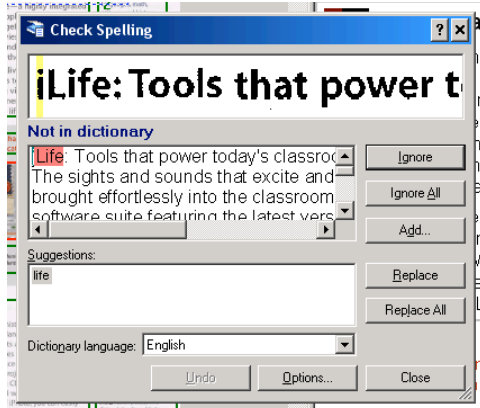
7. The scanning process will commence.
 - If a **Warning** dialog-box appears, click on OK.



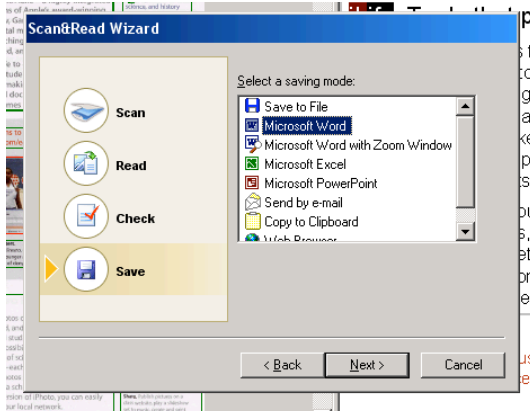
8. Once the document is scanned, the software will begin the character recognition process. From the **Select a recognition language** drop-down menu, select the language of the document you are scanning. For example, **English**.
9. Click on Next. The recognition process will commence.
10. Check the recognized text in the editor window. If you do not see many errors in the document choose the radio button next to **Few errors**. If you see many errors in your document, choose the radio button next to **A lot of errors**.



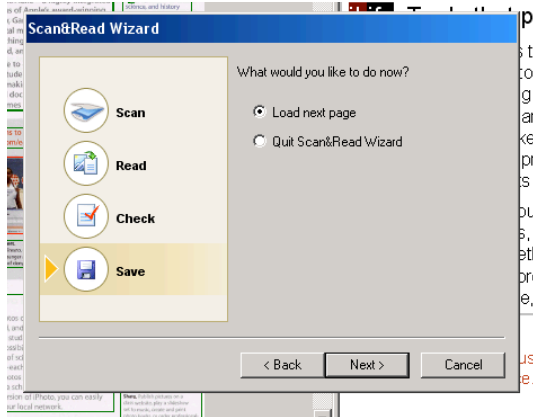
11. Click on **Next**.
12. Check recognized text before saving. Click on **Yes** or **No**.
13. Click **Next**.
14. The **Check Spelling** dialog-box will appear. You may check spelling for the document at this time.



15. Once you have completed the spelling check, a window appears, informing you that it is complete. Click **OK**.
16. The wizard dialog-box will now prompt you to select a format in which you wish to save your document.



17. Select **Microsoft Word**.
18. Click on **Next**.
19. The document opens in Microsoft Word.
20. If you are scanning another document, click the radio button next to **Load next page** and follow steps 3 through 17 again.



21. If you are done, click the radio button next to **Quit Scan&Read Wizard** and click **Next**.
22. Quit ABBYY by choosing **File > Exit**. Select **No** to not save any changes.
23. The Word document will be displayed on the screen in Microsoft Word.
24. Choose **File > Save As** and choose a location on your computer to save your document.