

Scanning in Windows XP: Capturing text in a Foreign Language

Learning guide

In many situations, you may want to capture text from a paper document that is printed in a different language. Office XP's Document Imaging tools can capture text in English, French, and Spanish. To capture text in other languages, you'll need to upgrade to a more advanced text capture software package. You'll find more information about upgrading at the end of this learning guide.

Getting started

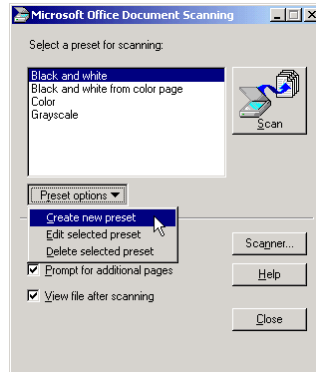
- From the **Start** menu's **Programs** submenu, place your cursor over the **Microsoft Office Tools** submenu. Click on **Microsoft Office Document Imaging**.
- Click on the **Scan New Document** toolbar button.



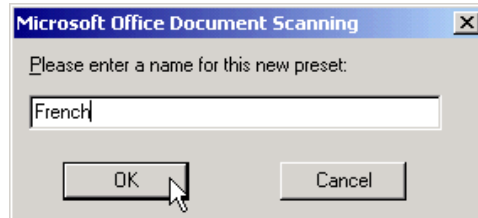
Choosing a foreign language for scanning

In order to successfully capture text in French or Spanish, you'll first need to create a scanning configuration (called a **preset**) that uses the language in which your text is printed.

- From the **Microsoft Office Document Scanning** window, click on the button labeled **Preset Options**.
- From the drop-down menu that appears, click on **Create new preset**.

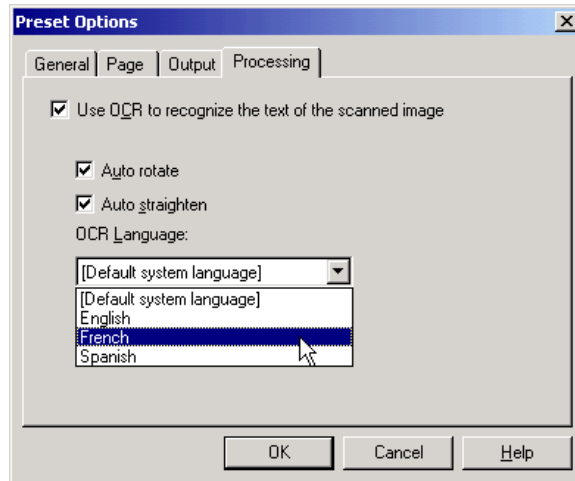


- Enter a name for the preset you're creating.
- Click **OK**.



Tip: When naming your preset, use a name that will allow you to easily determine the language you've selected for use with it.

- From the **Preset Options** window, click on the **Processing** tab.
- Click on the down-facing arrow next to the box labeled **OCR Language**.
- From the drop-down menu that appears, click on the language in which your text is printed.



- Click **OK** to save your preset.

Capturing your text

Scanning your document

- Place your document on the scanner glass.
- From the **Start** menu's **Programs** submenu, select the **Microsoft Office Tools** submenu and click on **Microsoft Office Document Imaging**.
- Click on the **Scan New Document** toolbar button.
- From the list at the top of the **Microsoft Office Document Scanning** window, click on the preset you just created.
- To scan the first page of your document, click on the button labeled **Scan**.
- To finish scanning and begin capturing text from your document, click on the button labeled **Done** in the **Document Scanning** window.
- To scan additional pages:
 - Remove the first page of your document from the scanner, and place the second page on the scanner glass.
 - Click on **Continue**.

Transferring text to Word

Once you've scanned your document, you're ready to transfer the text on each page to Word.

- Click on the **Send Text to Word** button in the **Document Imaging** window's toolbar.
- From the **Send Text to Word** window, click on the option button labeled **All pages**.
- Click **OK**.
- The text from your scanned document will be transferred to a new Word document.

Scanning text from other languages

To scan text in other languages, you'll need to purchase more robust scanning software. Microsoft Office Document Imaging's text capture capabilities are based on technology licensed by Microsoft from a company called ScanSoft.

ScanSoft's OmniPage Pro software can capture text in 114 languages, preserve the formatting of pages that you scan, and more. For more information about this product, visit <http://www.scansoft.com/omnipage/>. The list of languages supported by OmniPage can be found at <http://www.scansoft.com/omnipage/languages.asp>.

*Tip: To learn more about upgrading Document Imaging, choose **OCR Upgrade Information** from the **Help** menu.*