

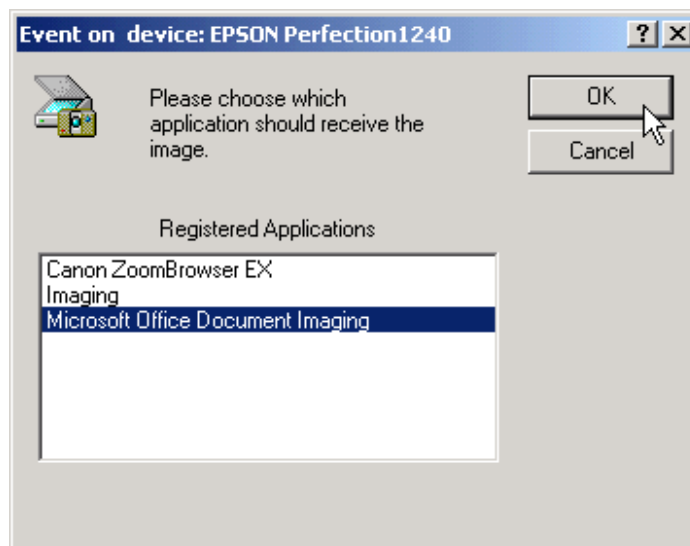
Scanning in Windows XP: Capturing Text Learning guide

Often, when drafting a new letter or paper, some of the content that needs to be included can only be found in a paper document. Previously, your only option had been to retype the text that you'd like to use. Now, in only a few minutes, you can use **Microsoft Office XP**'s text capture tools to scan the paper document and transfer the text you need into a Word document for editing and reuse.

Scanning your document

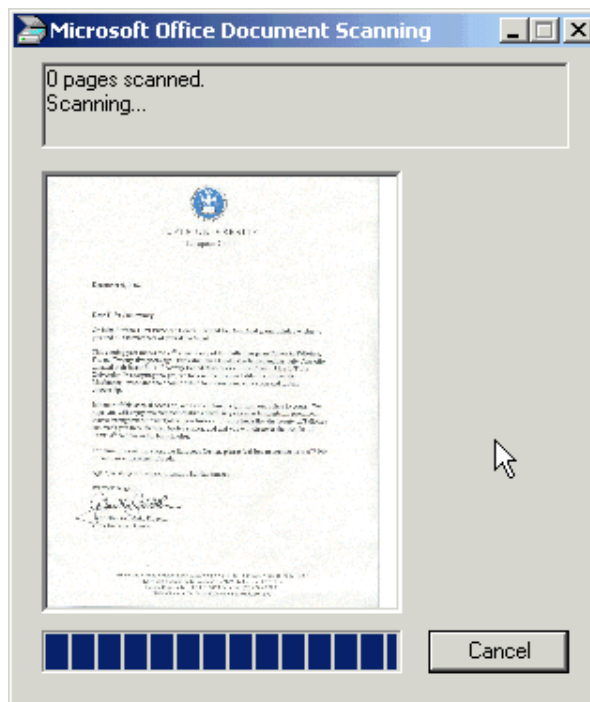
Scanning a one-page document

- Place your document on the scanner glass.
- Press the **Scan** button on your scanner.
- A window labeled **Event on device** will appear on your desktop.
- From the **Event** window's **Registered Applications** list, click on **Microsoft Office Document Imaging**.
- Click **OK**.

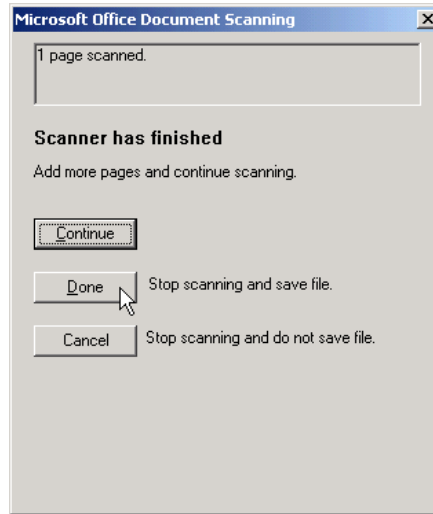


Tips:

- The first time you scan using the **Document Scanning** window, you'll need to complete several additional steps. For more information on the setup process before your first scan, consult the **Additional Tips** section at the end of this guide.
 - Sometimes, the **Event** window may only appear as a blinking item in the task bar at the bottom of the screen. In this case, click on the **Event** task bar item to display the Event window before proceeding.
 - The **Event** window (or task bar item) will only appear on your screen for 20 seconds before vanishing. If the **Event** window disappears before you can use it, press the **Scan** button again to redisplay the window.
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- After you click **OK**, the **Microsoft Office Document Scanning** window will appear. Microsoft Office will scan the first page of your document and prepare it for conversion to text.



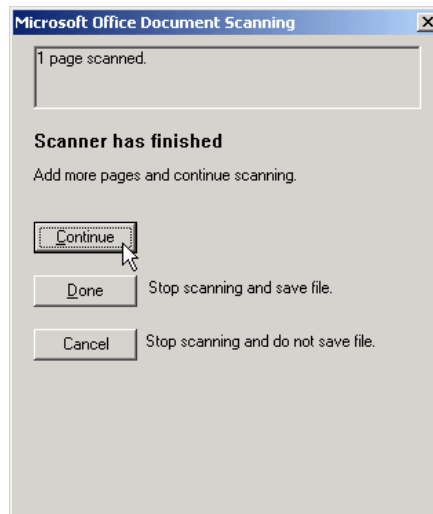
- To finish scanning and begin capturing text from your document, click on the button labeled **Done**.



Scanning additional pages

After you've scanned the first page of your document, you'll be able to scan additional pages.

- Remove the first page of your document from the scanner, and place the second page on the scanner glass.
- From the **Document Scanning** window, click on **Continue**.



- Office will then scan the second page of your document.
- To scan more pages, repeat this process.
- If you've scanned all of the pages containing text you wish to capture, click on the button labeled **Done**.

Capturing text from your document

After you finish scanning the pages of your document, you'll then be able to select all or part of the text in your document for capture. This capture process utilizes a technology called OCR (Optical Character Recognition).

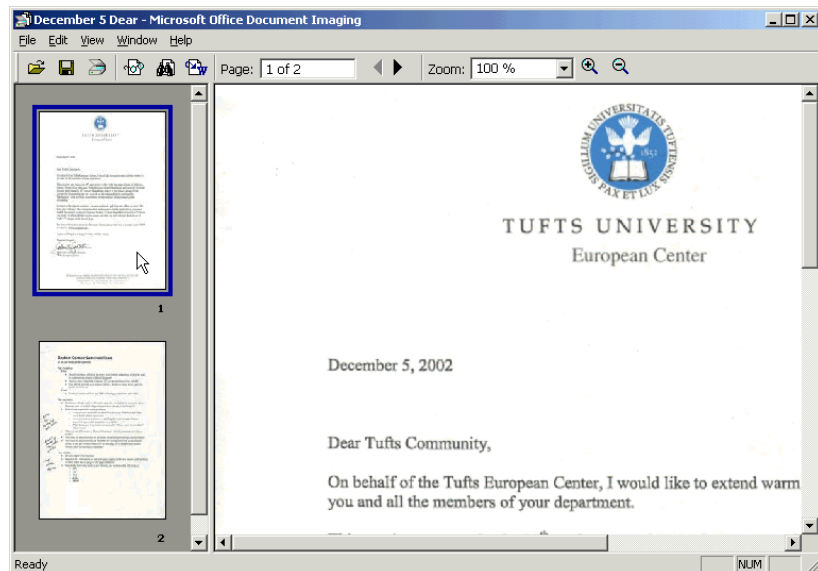
About the Document Imaging window

The **Document Imaging** window will display your document in two panes:

- On the left, you'll see a thumbnail view of the page (or pages) you just scanned.
- On the right, you'll see a slightly larger view of the page selected (and outlined in blue) in the left pane. You'll use this pane to select the text that you wish to capture.

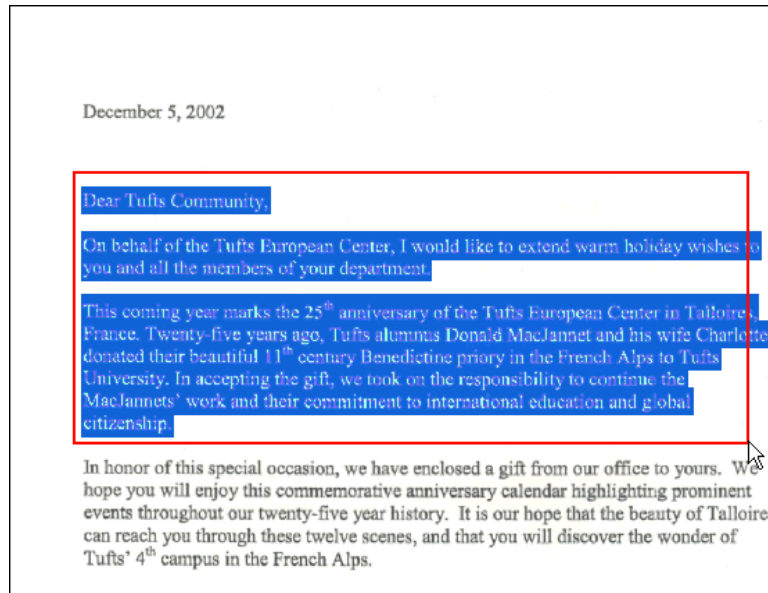
Selecting the text to be captured

- In the **Document Imaging** window's left pane, click on the thumbnail of the first page containing text you wish to capture.



- Scroll in the right pane so that the text you wish to capture appears on the screen.

- Drag to draw a box around the text you wish to capture. The text will become highlighted in blue as you drag.



Tip: Capturing text without scrolling

*If you can't see all of the text you wish to capture, zoom out before dragging to select your text. To zoom out, click on the **Zoom out** button in the upper left corner of the **Document Imaging** window's toolbar.*



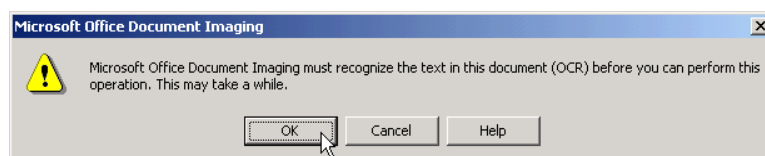
Transferring the text into Word

Once you've selected the text you wish to capture, you're ready to transfer the text to Word for editing. To transfer the text:

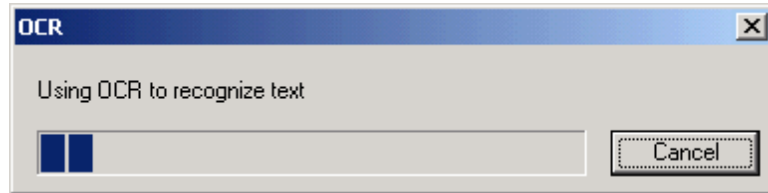
- Click on the **Send Text to Word** button in the **Document Imaging** window's toolbar.



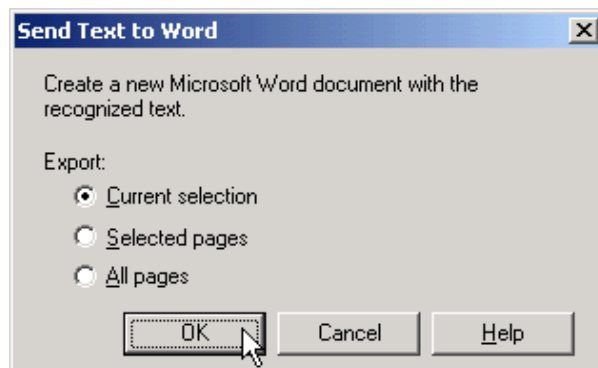
- In some cases, a **Document Imaging** window may appear. If it does, click **OK** to begin the process of transferring your text.



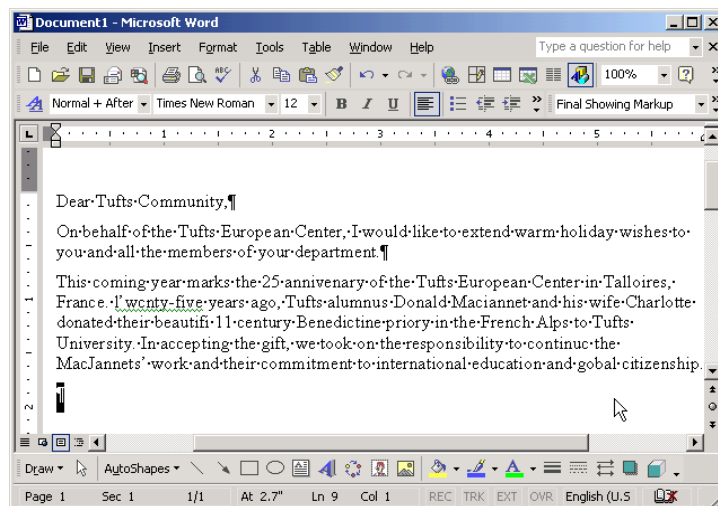
- While this process is beginning, you may see the window below.



- The **Send Text to Word** window will appear next. From this window, click on the option button labeled **Current Selection** and click **OK**.



- Office will open a new Word document and insert the text you captured.



Tip: Cleaning up the text you captured

When capturing text from paper documents, your text won't be transferred with 100% accuracy. Once your text has been inserted in a new Word document, be sure to review it and correct any misspellings & incomplete sentences. Often, Word will mark most of these problems with red or green underlining.

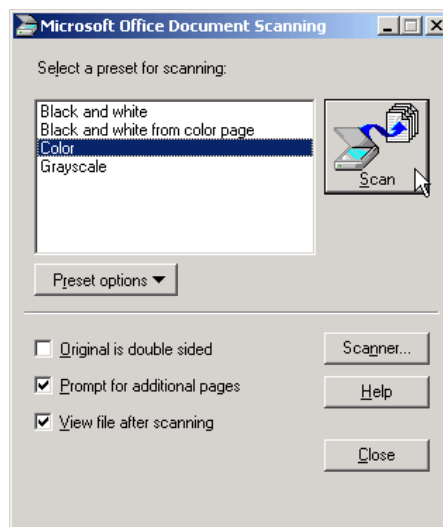
Capturing text from a second document

Once you've captured text from one document, you can easily begin capturing text from another document. To begin this process:

- Open the scanner's cover and remove the document that you have just scanned.
- Place your next document on the scanner glass, and close the cover.
- Display the **Document Imaging** window by clicking on its task bar item.
- Click on the **Scan new document** toolbar button.



- From the **Document Scanning** window, select the type of document you'll be scanning from the list labeled **Select a preset for scanning**.
- Click on the button labeled **Scan**.



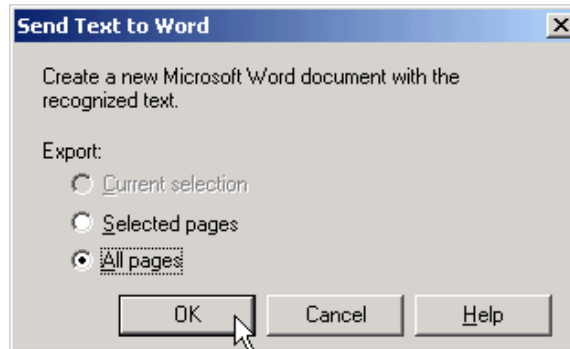
- Following the process you used to scan your first document, finish scanning your current document and convert it to text.

Additional tips

Capturing text from an entire document

In some cases, you'll want to capture all of the text from a document, instead of just one or two paragraphs. To capture text after you've scanned your document:

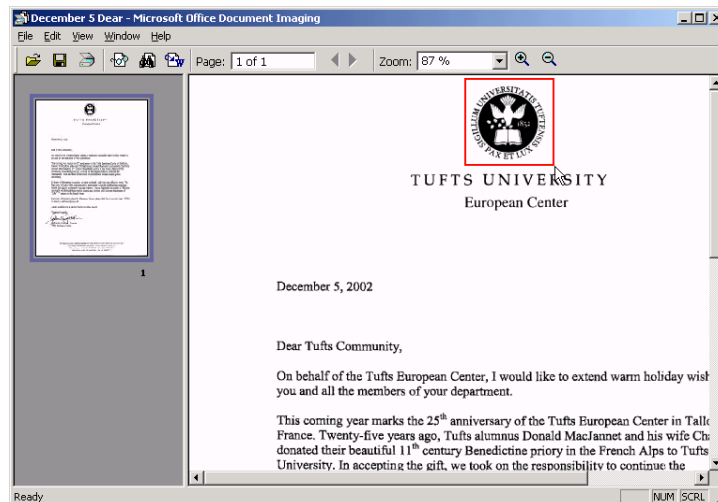
- Click on the **Send Text to Word** button in the **Document Imaging** window's toolbar.
- From the **Send Text to Word** window, click on the option button labeled **All pages**.
- Click **OK**.
- The text from your scanned document will be transferred to a new Word document.



Capturing an image

Office's **Document Imaging** tools allow you to capture images as well as text. To capture an image after you've scanned a document:

- From the **Document Imaging** window, drag to draw a box around the image you wish to capture.

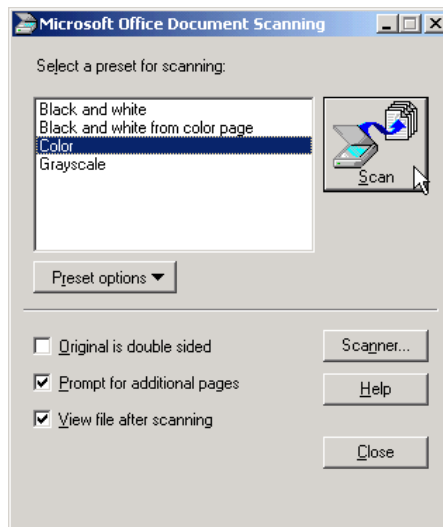


- From the **Edit** menu, choose **Copy image**.
- Open the Word document into which you'll insert the image you've captured.
- Click to place the insertion point at the location where you wish to paste the image
- From Word's **Edit** menu, choose **Paste**.
- The image you captured will be pasted to the left of the flashing insertion point.

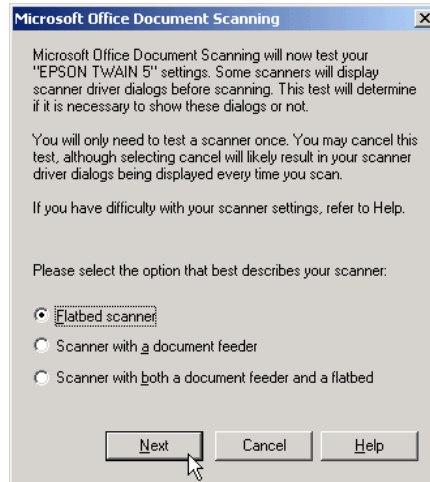
Setting up your scanner for the first time

When you capture text for the first using Microsoft Office Document Imaging, you'll need to perform a few additional steps. After placing your document and pressing the **Scan** button:

- From the **Event** window's **Registered Applications** list, click on **Microsoft Office Document Imaging**.
- Click **OK**.
- From the **Document Scanning** window, select the type of document you'll be scanning from the list labeled **Select a preset for scanning**.
- Click on the button labeled **Scan**.



- Next, you'll be asked for some information about your scanner. Unless you have a scanner with a document feeder, click on the option button labeled **Flatbed scanner**.
- Click on **Next**.



- Next, Office will repeatedly scan the document you already placed in the scanner as it tests for compatibility. Click **OK** to proceed.
- Once the testing is complete, a window will appear to alert you. Click **OK** to begin the process of capturing text from your document.