

# Help Guide 10

## Scanning text into Word via a PDF

- Make sure the scanner is switched on before you start (on/off switch on right side on A4 scanners, front left on the A3 scanner)
- You can also scan to pdf on the photocopier—see guide 11
- Open up the software from the desktop icon
- You have the option of using Full Auto Mode, Office Mode or Professional Mode. Full Auto Mode will scan the whole scanner area (just over A4 size). Professional Mode enables you to select portions of the image

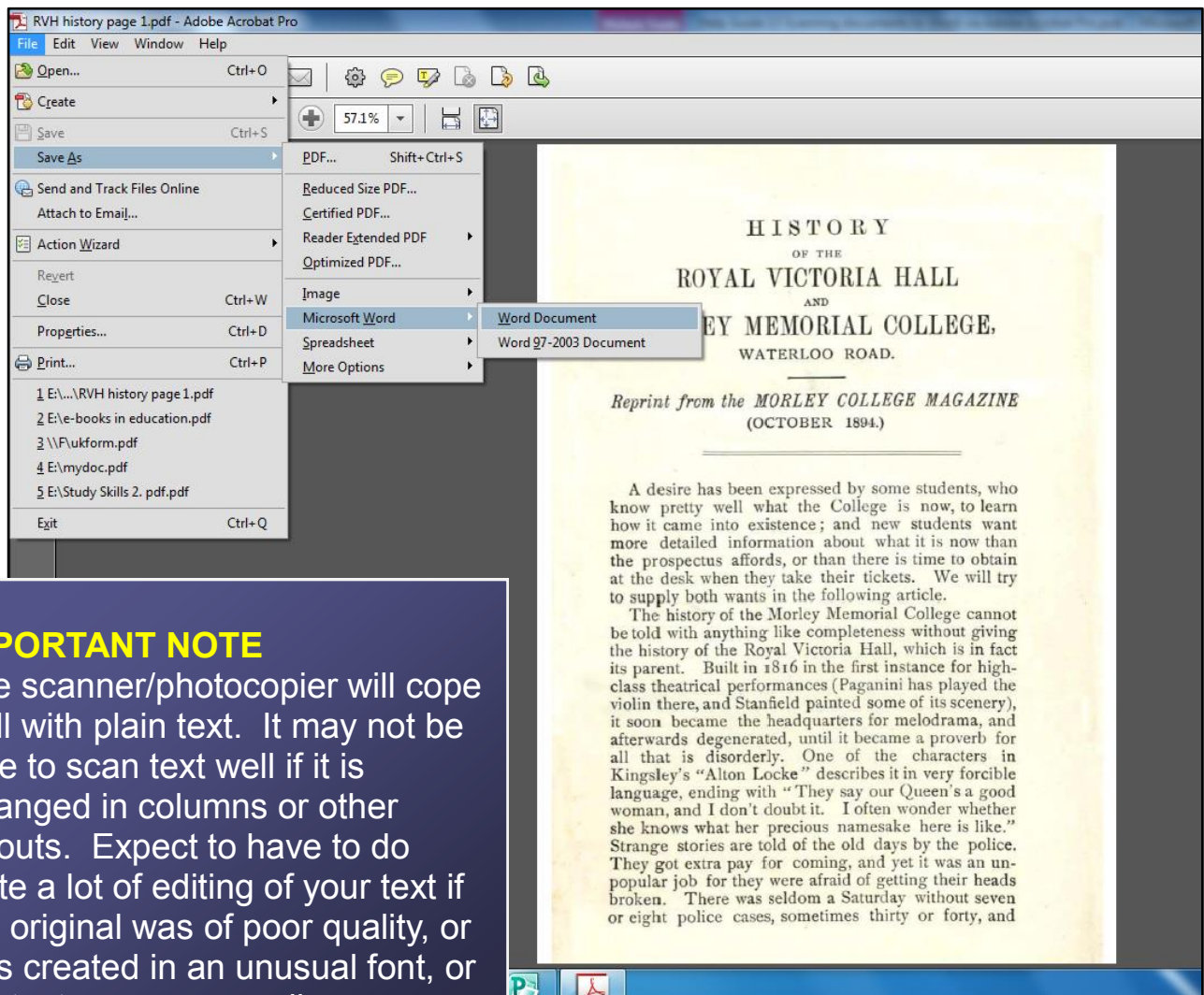
### Using Professional Mode

Make a preview of your text by clicking the Preview button, then select the text you want to scan and click Scan. Choose the **PDF** option.

Once you have scanned your text and saved it as a **PDF**, you can then convert it to **Word** via **Adobe Acrobat Pro X**, which is installed on all Lower Library computers.

Open the document in Adobe, then go **FILE >SAVE AS >MICROSOFT WORD**.

This process will take a few minutes while the software recognises the characters as words.



### IMPORTANT NOTE

The scanner/photocopier will cope well with plain text. It may not be able to scan text well if it is arranged in columns or other layouts. Expect to have to do quite a lot of editing of your text if the original was of poor quality, or was created in an unusual font, or the text was very small.