

ABBYY FineReader OCR Pro

Making Scanned Documents Editable/Searchable



Optical Character Recognition (OCR) software converts graphical display of text into searchable text. OCR errors do occur—in most cases, scanning in Grayscale at a resolution of 300 - 600 dpi produces the best results. Scanning below 150dpi is not recommended.

Apply OCR During Scanning Process (Discovery Station 2 and Editing Station 12 Only)

1. Open **FineReader OCR Pro** from the dock, and place your document in the top right-hand corner of the scanner flatbed.
2. Select the **Epson Perfection V800/850** scanner as the source from the menu on the left.
3. Choose the type of conversion you would like to perform from the formats menu on the right.
4. The preview will start automatically.
5. After the preview is finished, select “Grayscale” from the **Color Depth** drop-down menu and set the resolution from 300-600 dpi, depending on the size of the document’s font (use higher dpi for smaller fonts).
6. Press the “Scan” button and wait for the scan to finish. If you have multiple pages to scan, load the next page in the scanner and select “Scan” again, then hit “Finish Import.”
7. Select a name and location for your scanned image, then choose “Export.”
8. The now-editable file will automatically open in an application that is compatible with the format you selected in step 3.
9. If you are satisfied with the results, make any desired changes and resave it in your desired location as either a .DOC or .DOCX file (editable and searchable Word document), or as a .PDF file (searchable image).
10. If more modification is necessary, use the **Image Editor** tool in the ABBYY FineReader Express software to fine-tune the output file, then select “Export” from the menu at the top.

Apply OCR to Previously Scanned Documents

1. Open **FineReader OCR Pro** from the dock.
2. Select “My Mac” as the source from the menu on the left.
3. Choose the type of conversion you would like to perform from the formats menu on the right, and the file browser will open. Select the target file and wait for the document to load.
4. Select “Export” from the menu at the top. Choose the format for the converted file, then hit “Next...”
5. The now-editable text file will automatically open in a compatible application.
6. If you are satisfied with the results, make any desired changes and resave it in your desired location as either a .DOC or .DOCX file (editable and searchable Word document), or as .PDF file (searchable image).
7. If more modification is necessary, use the **Image Editor** tool in the ABBYY FineReader Express software to fine-tune the output file.