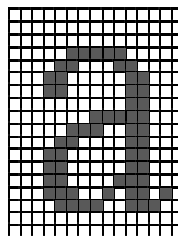


Intermediate: Optical Character Recognition (1)

Intro to OCR

When an image is scanned:

- it is stored as an electronic file made up of tiny dots, (pixels), mapped line by line into a bitmap (bmp);
- when scanning text, the computer will also treat it as a bitmap image.



Word processors are not capable of editing bitmap images. In order to turn the map of pixels into editable words, the image must go through a complex process known as Optical Character Recognition.

Each Hillingdon Library PC equipped with a scanner can scan editable text documents using the **Readiris Pro7.5** OCR software. Any other Hillingdon Library PC can turn previously scanned documents which contain text, into editable text documents.



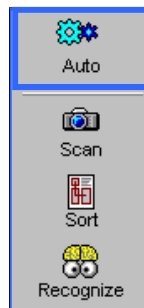
Launching the Readiris Pro 7.5 Application

1. Click on the **Multimedia** tab on the Launcher pad
2. Click on the **OCR - Scanning Editable Text** button.
3. Click anywhere in the Readiris window.

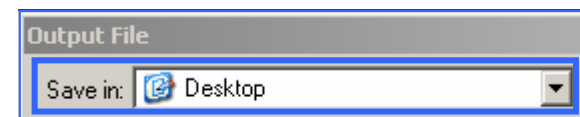
Scanning with Readiris Pro 7.5

You must be using a PC that has a scanner connected to it.

1. Load in the scanner the first page of your document.
2. Click on the **Auto** button. This will automatically perform the following three actions:
 - i. **Scans** the document
 - ii. **Sorts** it (decides whether it is dealing with text, images or tables).
 - iii. **Recognises** it.



4. The **Output File** dialogue box will then appear. If you wish to scan in another page:
 - i. click on the **Cancel** button;
 - ii. Click on the **Auto** button;
 - iii. A dialogue box will appear asking you if you are ready to delete the current document. Click on the **No** button. The **Output File** dialogue box will then appear again.
 - If you wish to scan in another page, repeat **step 3**.
 - If you have scanned in the last page of your document and you are ready to save it go to **step 4** below.
5. Click on the **Save in** box and choose from the list the location you wish to save the file to
(**My Documents**, **Floppy Drive A** or a **USB removable disk**).
6. Enter a name for your document in the **File Name** box.
7. Click on the **Save** button.
8. Close the **Readiris** application.
9. Use either the **My Computer** or the **My Documents** icon on the desktop to find your file and work on it.



Please note that OCR:

- Does not recognise handwriting.
- Is not 100% accurate and the document will contain mistakes.
- Font styles are not always retained and further formatting will be necessary.