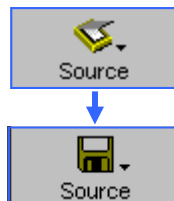


Intermediate: Optical Character Recognition (2)

Using ReadIris Pro 7.5 with Pre-Scanned Image Files

1. Click on the **Source** button on the left of the window. Its icon should change from a scanner to a floppy disk.
2. Click on the **Auto** button. The **Input** box will appear.
3. Click on the **Look in** box and select the location of the images you wish to use (e.g. **My Documents**).
4. Select all of the images you want to use. To select several images hold down the **<Control>** key click on each one.
5. Click on the **Open** button. The files will be automatically sorted and recognised.
6. The **Output File** dialogue box will appear. Click on the **Save in** box and choose from the location you wish to save the file to.
7. Enter a name for your document in the **File Name** box.
8. Click on the **Save** button.
9. Close the **Readiris** application.
10. Use either the **My Computer** or the **My Documents** icon on the desktop to find your file and work on it.



ReadIris Pro 7.5 Advanced Features: Text Format



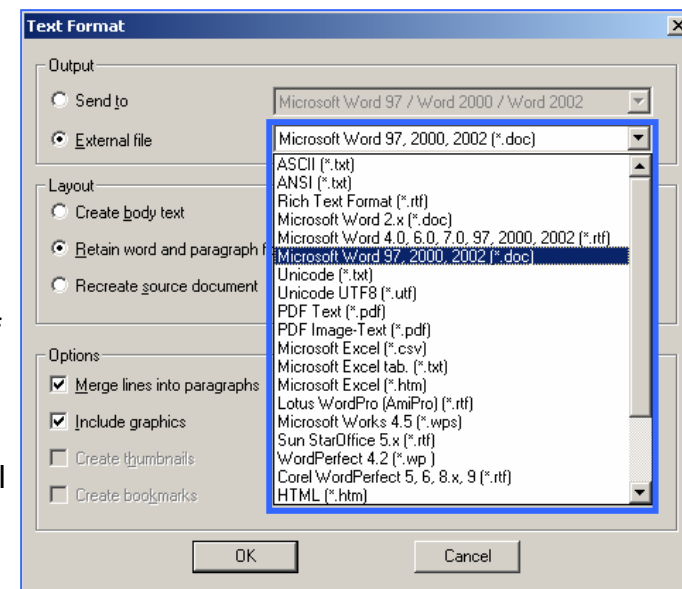
To access the **Text Format** dialogue box, click on the **Format** button the left panel.

The Readiris application installed on all Hillingdon Libraries PCs is set up to:

- Output to an External Microsoft Word (*.doc) file;
- Retain word and paragraph formatting, including graphics. Text boxes and columns are not recreated - the paragraphs just follow each other and the document can be edited easily.

You can choose to **output** the document to a wide variety of file formats, including PDF text, Rich Text Format and Comma Separated Values.

You could also choose to **recreate** the layout of the **source document**. This will give you a you get a true copy of your source document, but all text will be broken up into text boxes and will be more difficult to edit.

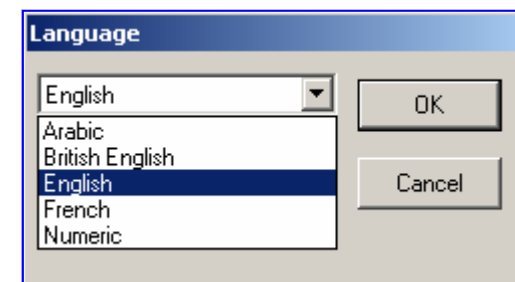


ReadIris Pro 7.5 Advanced Features: Language



To access the **Language** dialogue box, click on the **Language** button.

Choose the **Numeric** option if you are trying to recognise a document that contains **only** numeric characters (i.e. the symbols **0** to **9**, and **+ * / % , . () - = \$ £ €**).



Readiris Pro 7.5 has many more advanced features and you can also have more control over the way items are sorted. The built in **Help files** are very comprehensive and can guide you step by step through getting the most out of this application.