

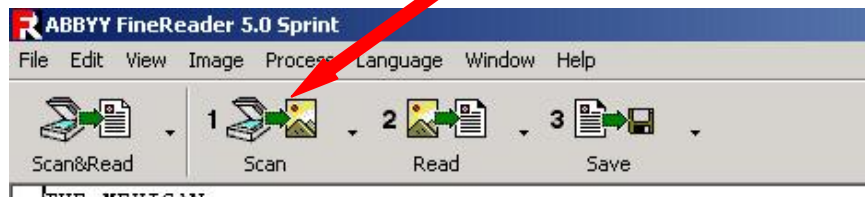
# Scanning Text with the Epson Perfection 2480 Scanner

This guide covers using a scanner and “OCR” (Optical Character Recognition) software to convert a print text document, such as an essay, into text that you can edit in a word processor such as Microsoft Word. **N.B. if you have a text document (e.g. a certificate) that you want to scan as an image of the original (i.e. you do NOT want to convert it to editable text), see our guide to “Scanning Images with the Epson Perfection 2480 Scanner”.**

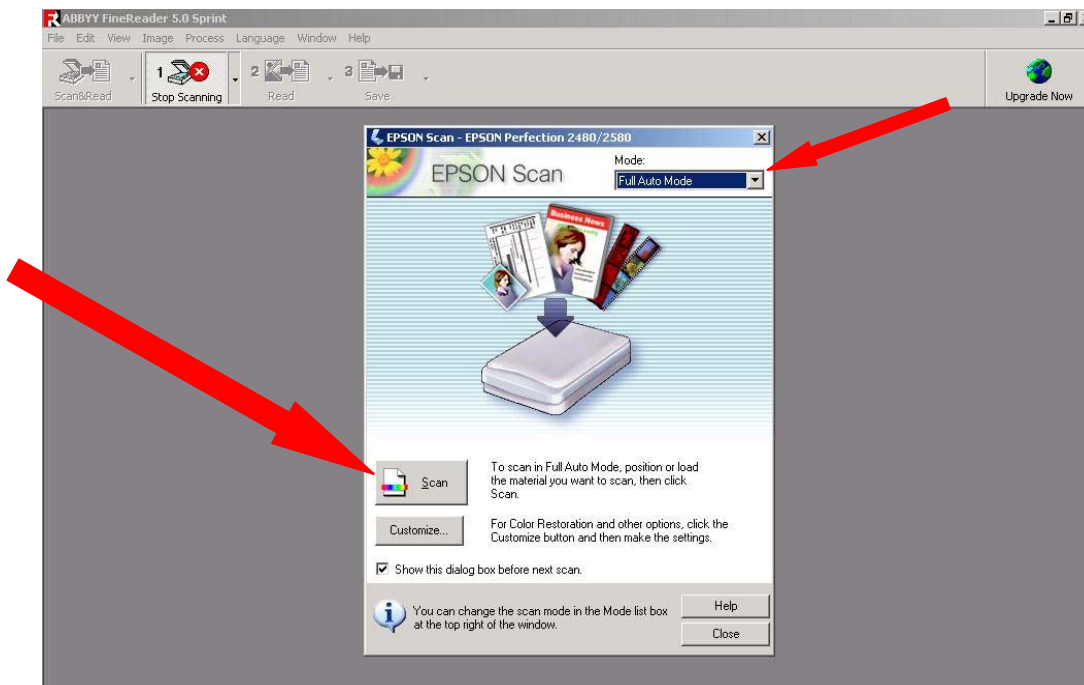
1. Lift the scanner lid and place your document face-down on the glass. **N.B. place the document on the glass upside-down, with the top of the document toward the front of the scanner.**
2. Double-click the “ABBY FineReader 5.0 Sprint” icon on the computer desktop. (If you see a message asking you to register FineReader, click the “Cancel” button.)



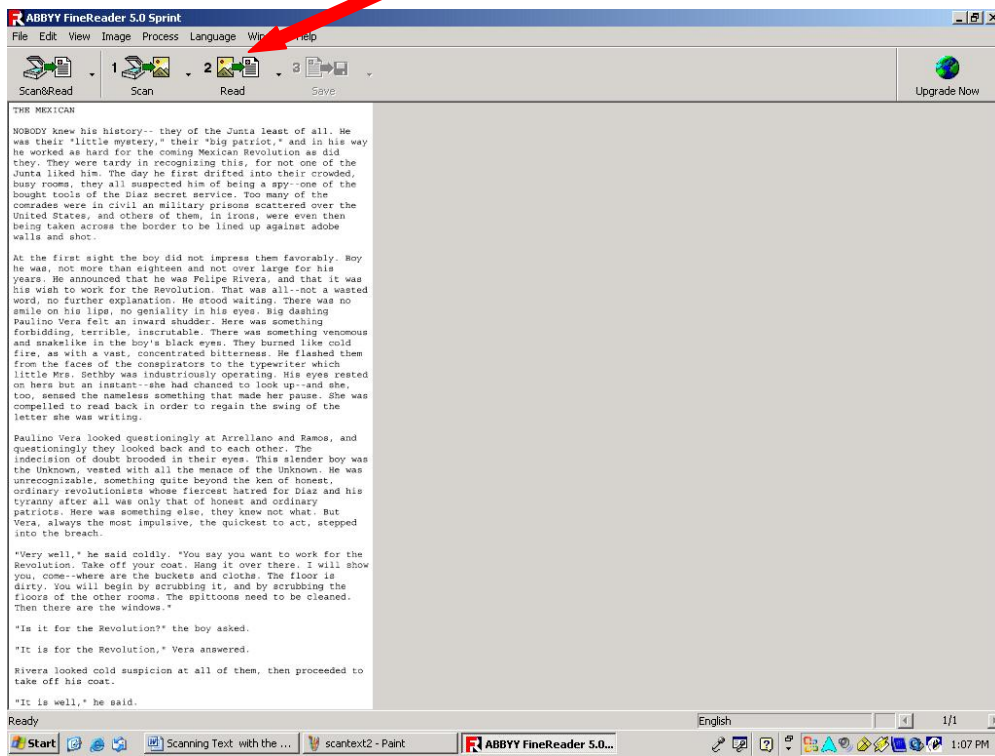
3. Click the “1: Scan” button on the FineReader toolbar.



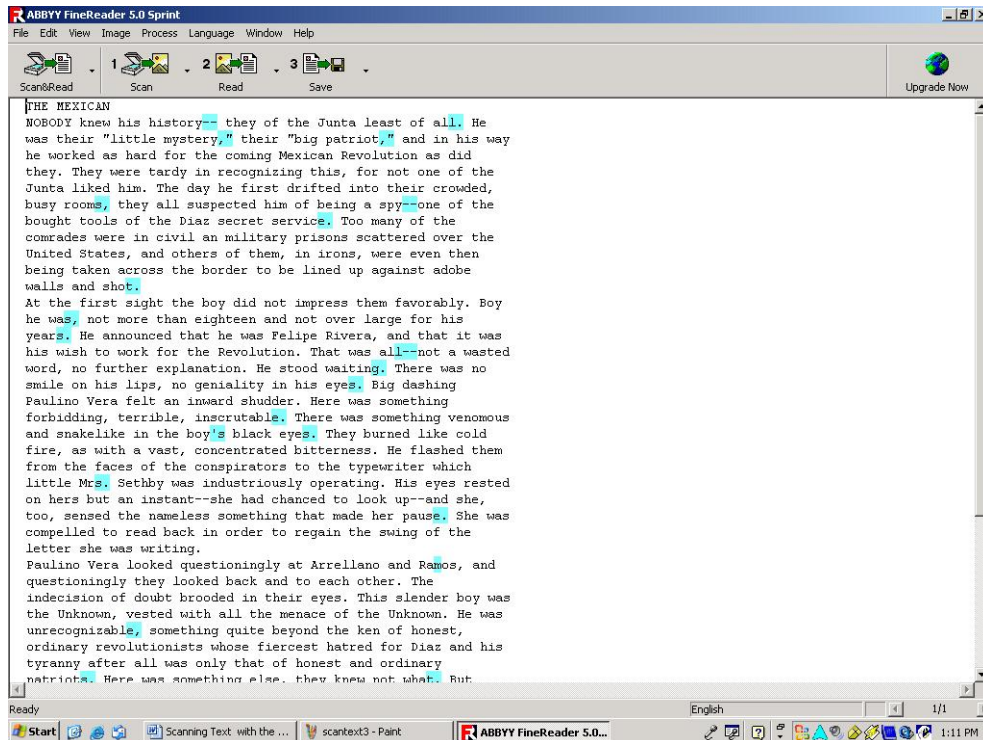
4. The EPSON Scan application will launch. **Ensure that “Full Auto Mode” is selected in the “Mode” field.** Click the Scan button in the EPSON Scan APPLICATION.



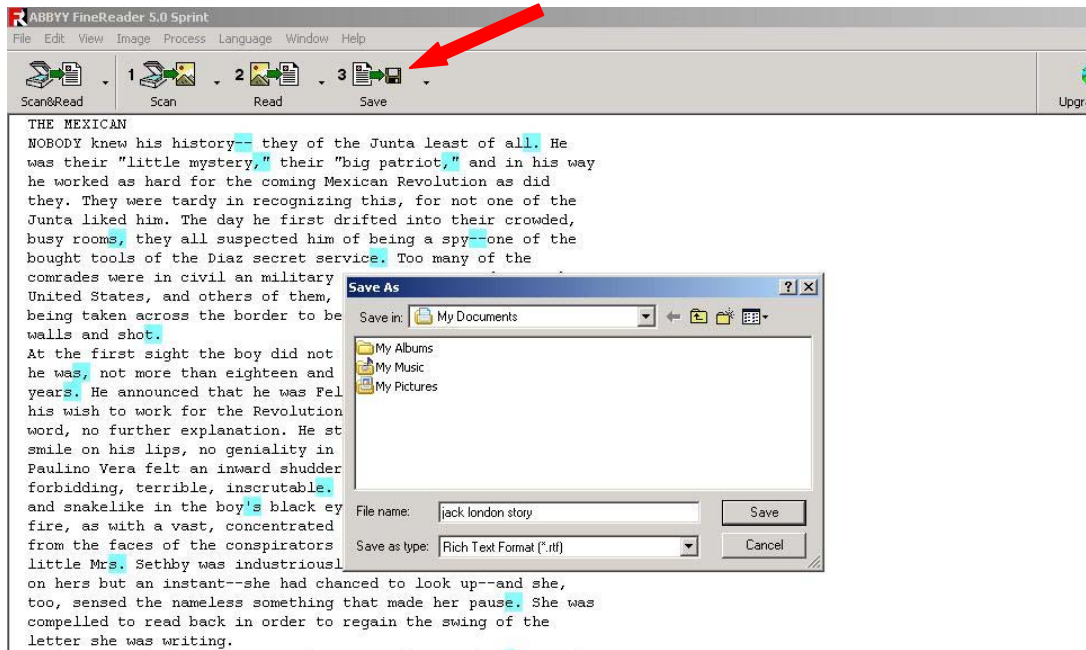
- When the document has been scanned, it will appear in the FineReader window. Click the "2: Read" button on the FineReader toolbar.



- FineReader will convert the scanned document into editable text.



7. Click the "3: Save" button in the FineReader toolbar and save your document as an RTF (Rich Text Format) file to your computer.



8. The document will automatically launch in Microsoft Word for editing.

