

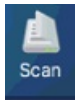
Scanning A PDF For Reading Using Read&Write For Mac

Last Modified on Monday, 02-Feb-2026 09:26:22 GMT

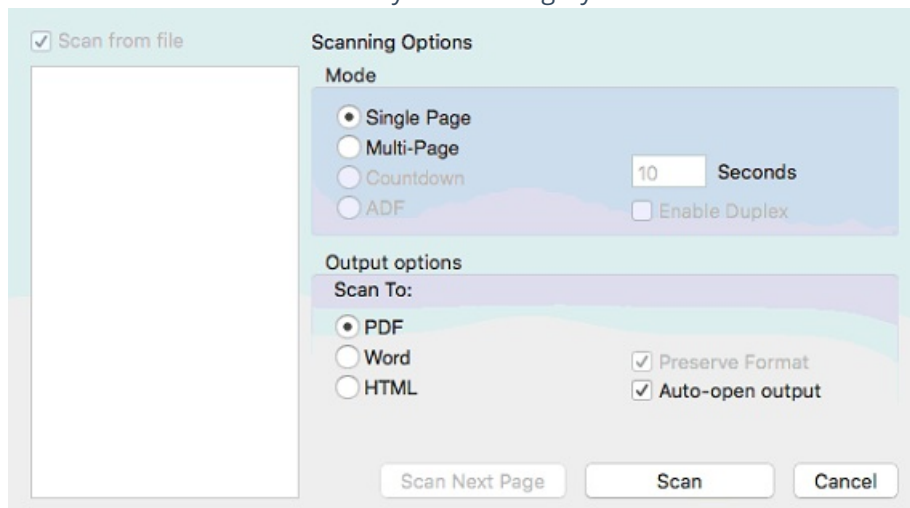
If you've **scanned a document** from a scanner to a PDF, it may produce an image that will need to be **OCR'd** (Optical Character Recognition) in order to be readable by Read&Write. Read&Write already has an option to **OCR** PDF's so they can be read back with our PDF Reader.

To scan a file:-

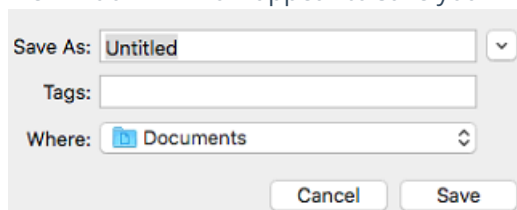
1. Click the **Scan** button on the Read&Write toolbar.



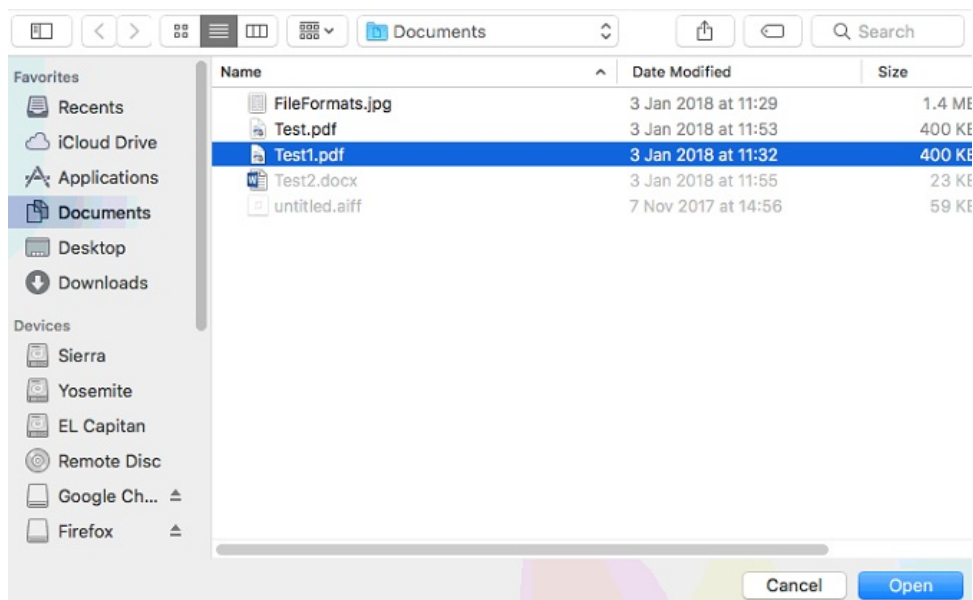
2. The Scanning Options page will appear below, if you do not have a scanner attached the Scan from file checkbox will be automatically ticked and greyed out.

A dialog box titled "Scanning Options" with a light blue header. It contains a "Scan from file" checkbox (checked and greyed out) on the left. The main area is divided into "Mode" and "Output options" sections. The "Mode" section has radio buttons for "Single Page" (selected), "Multi-Page", "Countdown" (with a "10" input field and "Seconds" label), and "ADF" (with an "Enable Duplex" checkbox). The "Output options" section has a "Scan To:" label, radio buttons for "PDF" (selected), "Word", and "HTML", and checkboxes for "Preserve Format" and "Auto-open output". At the bottom are "Scan Next Page", "Scan", and "Cancel" buttons.

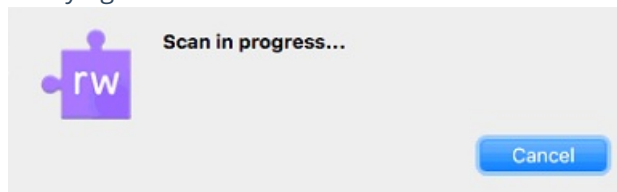
3. Select Scan to PDF and either Single Page or Multi Page and select Scan.
4. The window will now appear to save your new PDF and where you wish to save it to.

A "Save As" dialog box with a light grey background. It has a "Save As:" label, a text field containing "Untitled", and a dropdown arrow. Below is a "Tags:" label and an empty text field. Then a "Where:" label, a folder icon, and a dropdown menu showing "Documents". At the bottom are "Cancel" and "Save" buttons.

5. After you click Save the window will appear for you to browse to the PDF you wish to scan into Read&Write. Browse to it and select Open.



6. You will now get a Scan in progress window, the process will be dependent on the size of the PDF you are trying to scan in.



7. The new PDF you have scanned through Read&Write should now appear.
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