

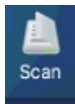
Scanning A PDF For Reading Using Read&Write For Mac

Last Modified on Wednesday, 16-Aug-2023 15:35:27 BST

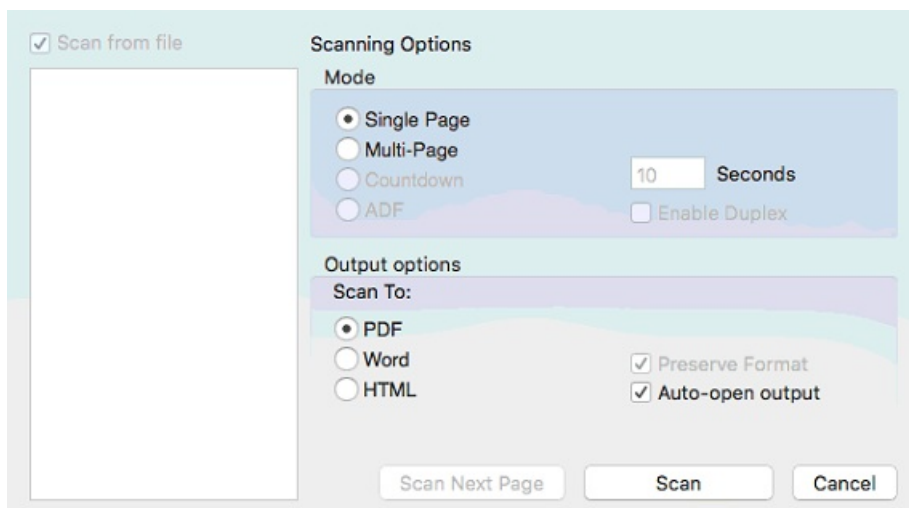
If you've **scanned a document** from a scanner to a PDF, it may produce an image that will need to be **OCR'd** (Optical Character Recognition) in order to be readable by Read&Write. Read&Write already has an option to **OCR** PDF's so they can be read back with our PDF Reader.

To scan a file:-

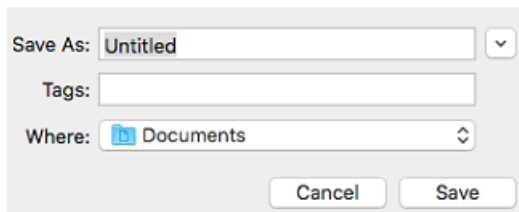
- 1 Click the **Scan** button on the Read&Write toolbar.



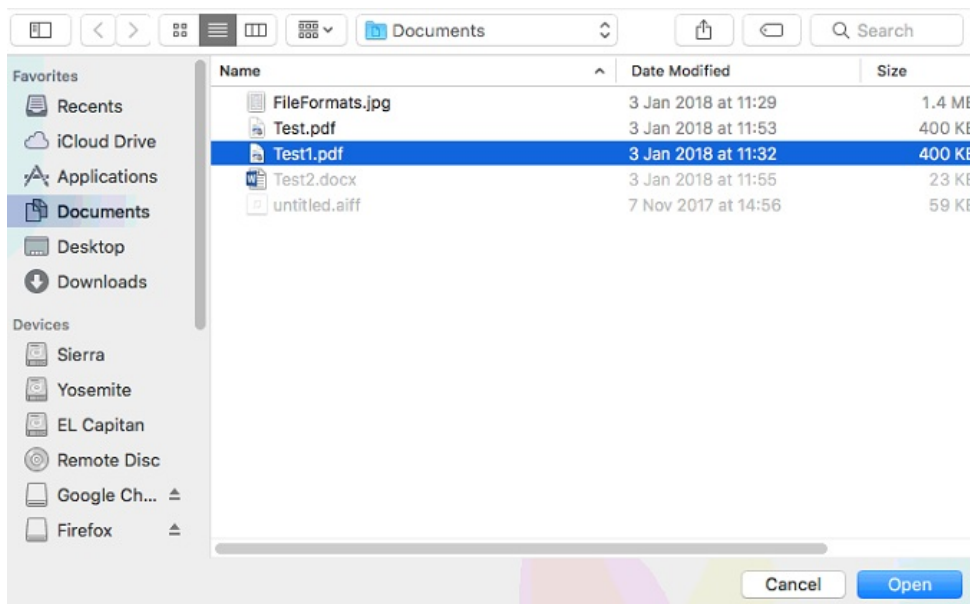
- 2 The Scanning Options page will appear below, if you do not have a scanner attached the Scan from file checkbox will be automatically ticked and greyed out.



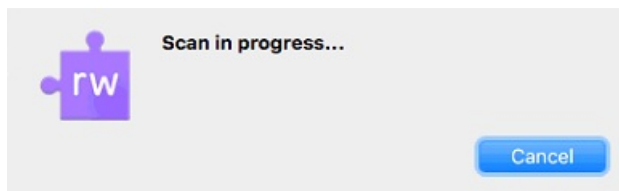
- 3 Select Scan to PDF and either Single Page or Multi Page and select **Scan**.
- 4 The window will now appear to save your new PDF and where you wish to save it to.



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.

