

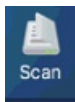
Scanning A PDF For Reading Using Read&Write For Mac

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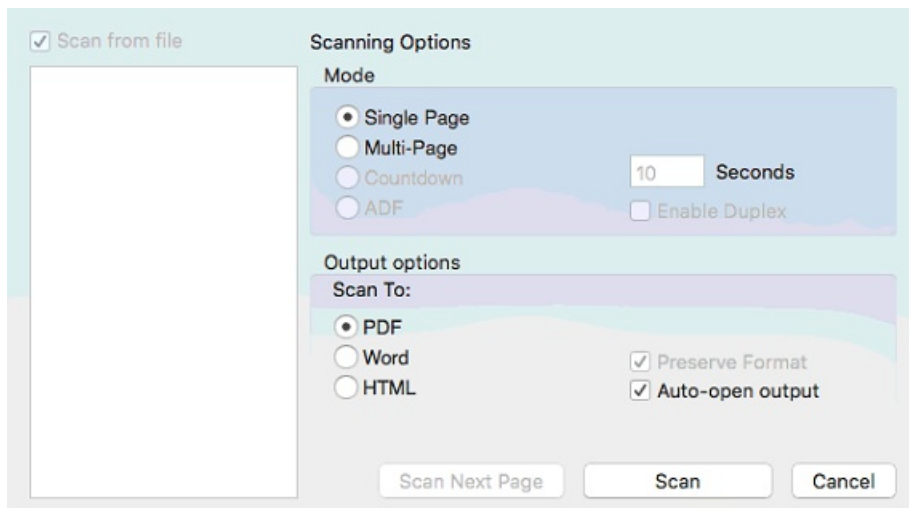
If you've **scanned a document** from a scanner to a PDF, it may produce an image that will need to be **OCR'd** (Optical Character Recognition) in order to be readable by Read&Write. Read&Write already has an option to **OCR** PDF's so they can be read back with our PDF Reader.

To scan a file:-

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

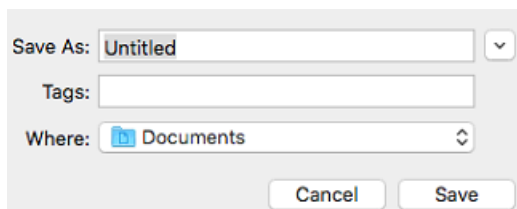


- 2 The Scanning Options page will appear below, if you do not have a scanner attached the Scan from file checkbox will be automatically ticked and greyed out.

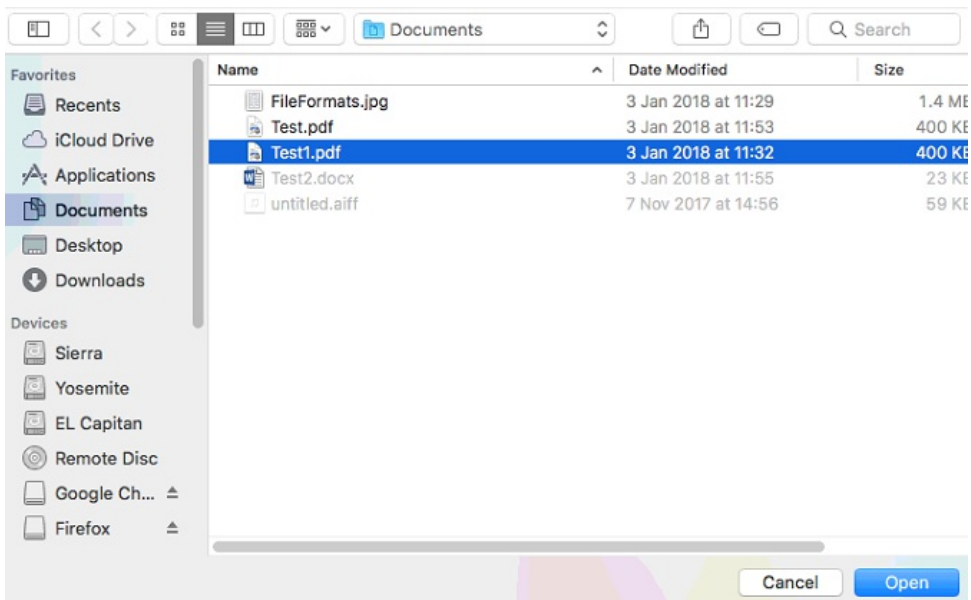
A dialog box titled "Scanning Options" with a light blue background. On the left, there is a checkbox labeled "Scan from file" which is checked and greyed out. Below it is a large empty white rectangular area. On the right, under "Scanning Options", there is a "Mode" section with four radio buttons: "Single Page" (selected), "Multi-Page", "Countdown" (with a "10" in a text box and "Seconds" next to it), and "ADF". There is also an unchecked checkbox for "Enable Duplex". Below that is an "Output options" section with "Scan To:" and three radio buttons: "PDF" (selected), "Word", and "HTML". There are two checked checkboxes: "Preserve Format" and "Auto-open output". At the bottom are three buttons: "Scan Next Page", "Scan", and "Cancel".

- 3 Select Scan to PDF and either Single Page or Multi Page and select **Scan**.

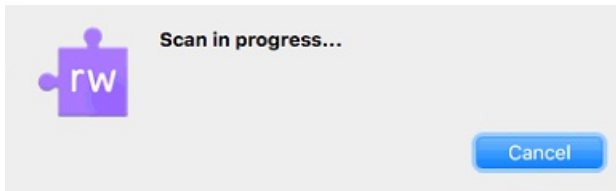
- 4 The window will now appear to save your new PDF and where you wish to save it to.

A "Save As" dialog box with a light grey background. It has three input fields: "Save As:" with "Untitled" and a dropdown arrow, "Tags:" which is empty, and "Where:" with a dropdown arrow showing "Documents". At the bottom are two buttons: "Cancel" and "Save".

- 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.
