

# Scan A PDF For Reading Using Read&Write For Windows

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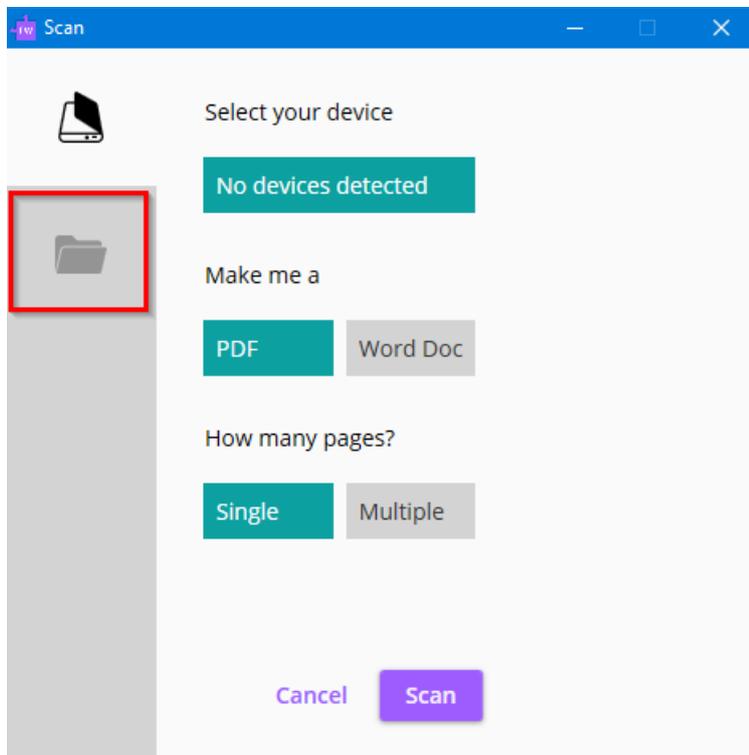
If you've scanned a document from a scanner to a PDF, it may produce an image that will need to be OCR'd (Optical Character Recognition) in order to be readable by Read&Write. Read&Write already has an **option to OCR PDFs** so they can be read back with our PDF Reader.

To **scan** a file:-

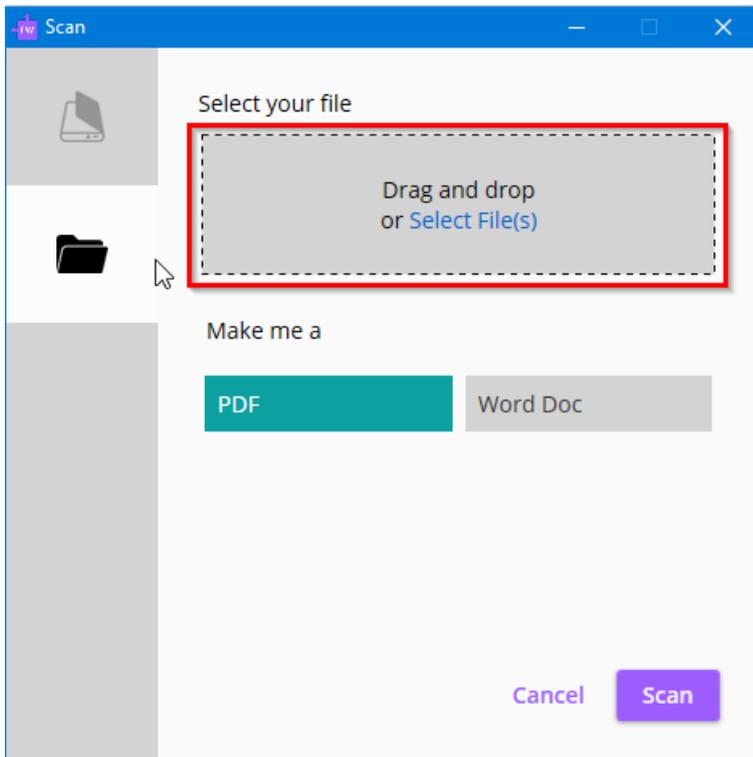
1. Click the **Scan** button on the Read&Write toolbar.



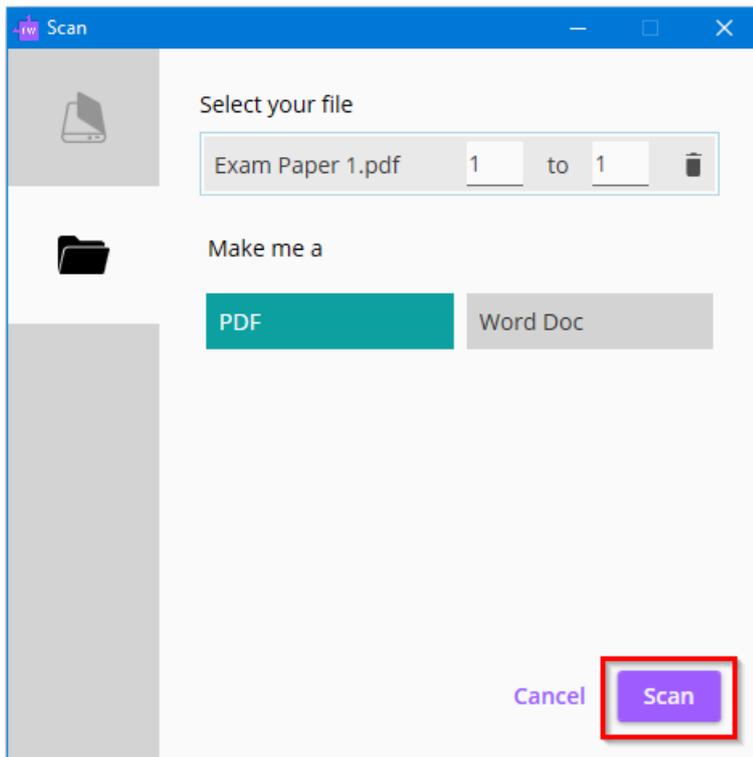
2. Click the **Scan from file option**.



3. **Drag and drop**, or browse to select the file that you want to scan and select the **type of file** you'd like to create.



4. Click the **Scan** button.



5. Windows Explorer will open with the **Save As** option. **Choose a name and location** for the file. When scanning has completed, the new file can be opened and read using the **PDF Reader** option in Read&Write.

