

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

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When you scan a document to a PDF, it often creates a picture of your text. Read&Write cannot read these pictures of text. It needs actual text.

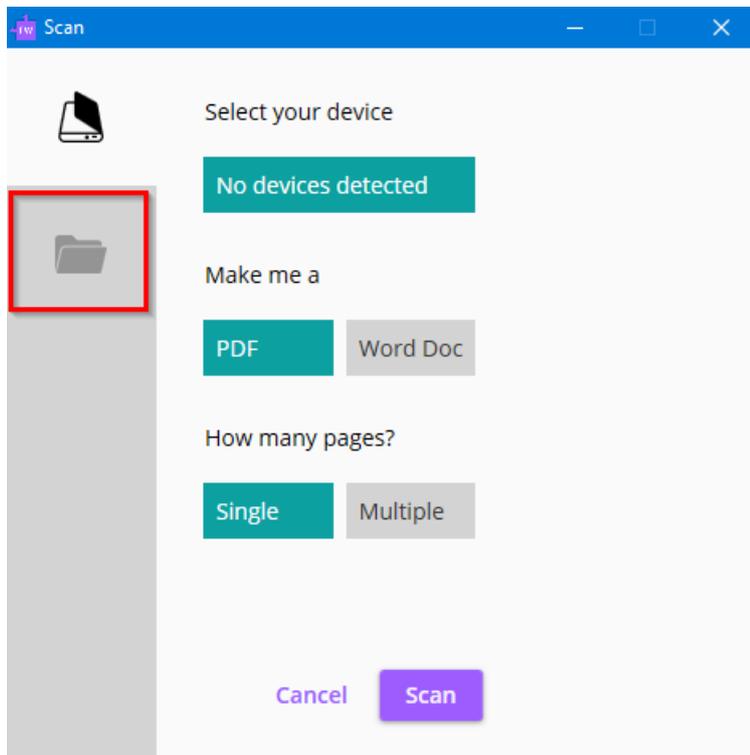
To make the document readable, you need to change the pictures of words into real words. Read&Write has a built-in tool for this. This tool helps your PDF become readable text. Then, you can use Read&Write's PDF Reader to hear your document aloud.

To **scan** a file:-

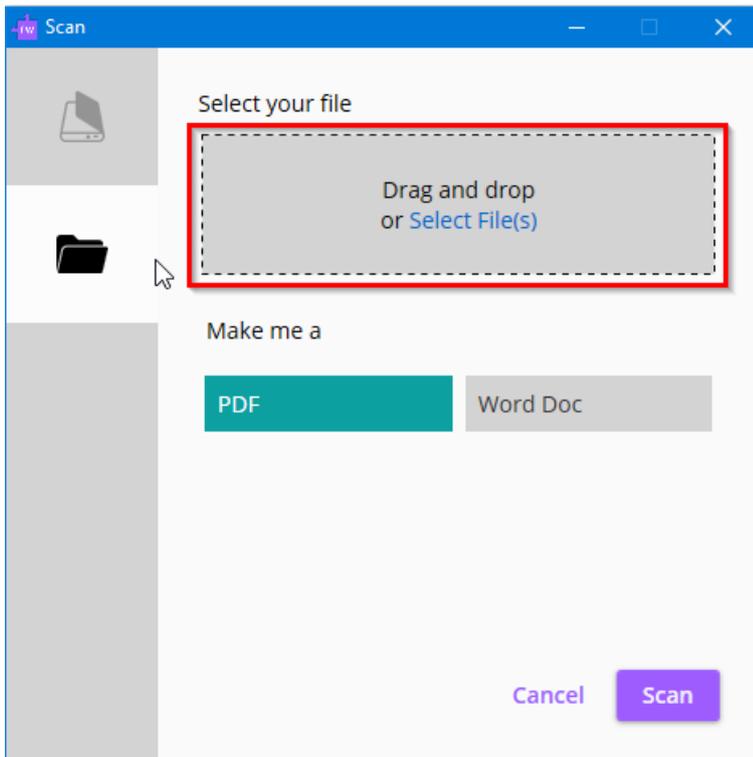
1. Click the **Scan** button on the Read&Write toolbar.



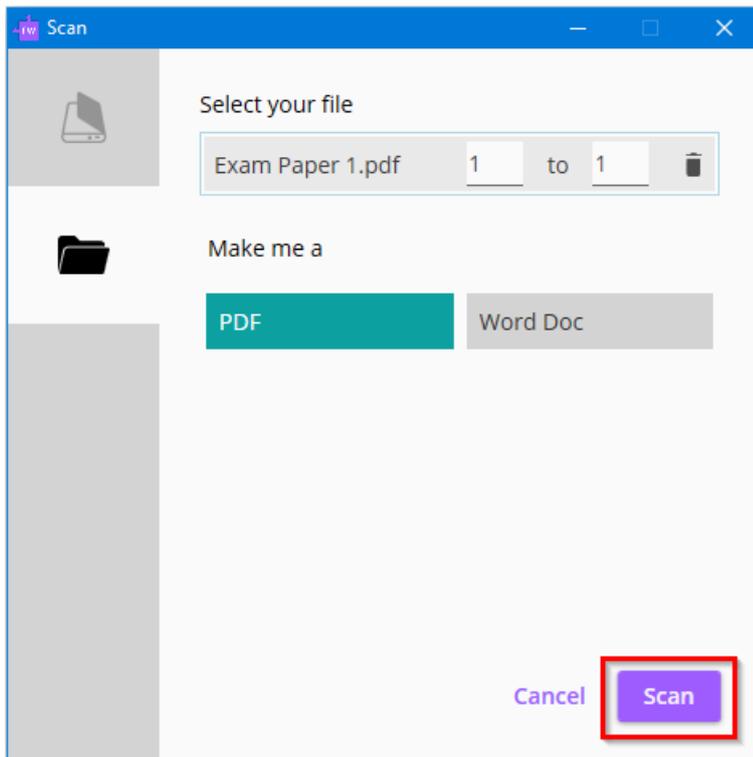
2. Click the **Scan from file option**.



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.

