

OCR Scan and Convert with Microsoft OneNote

October 15, 2013

Converting Old Documents

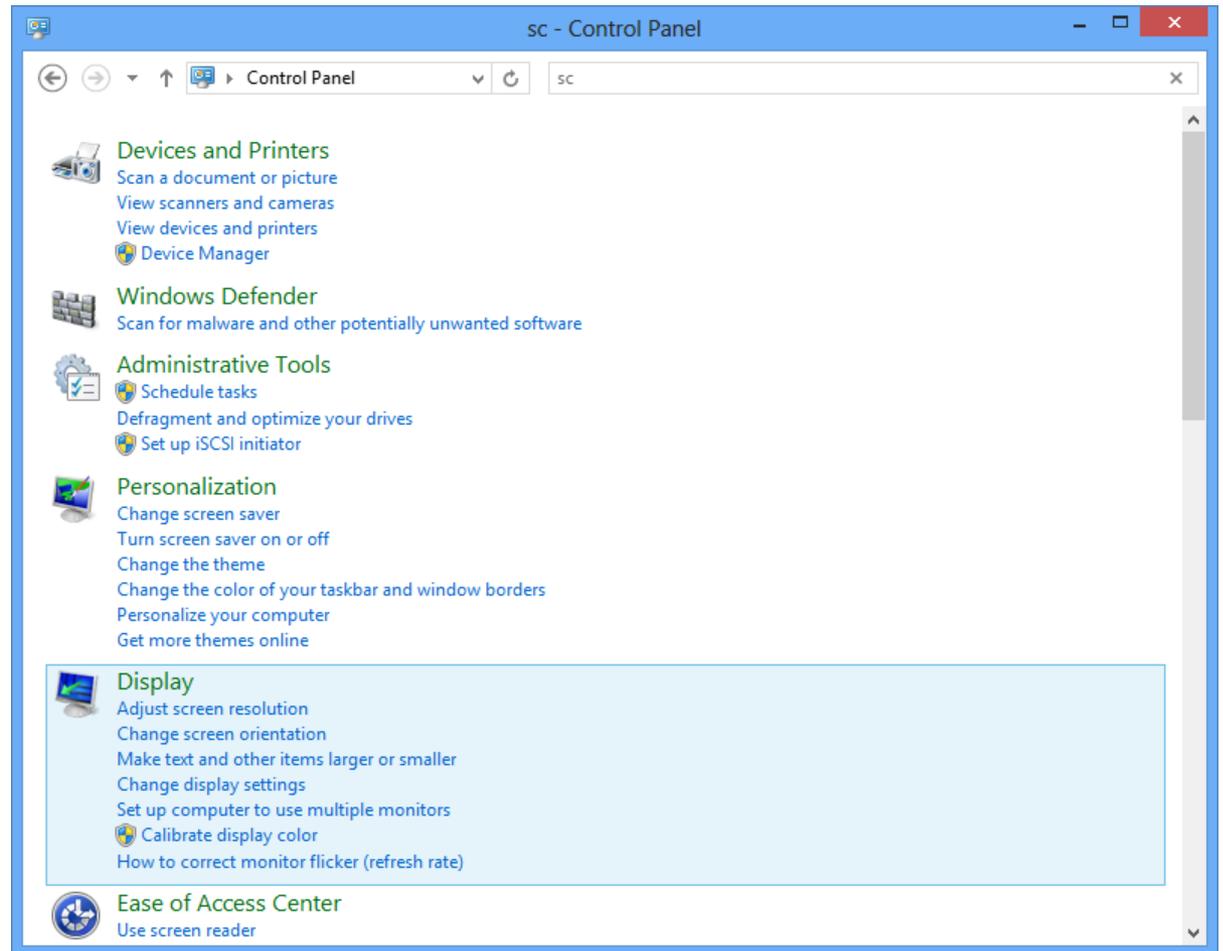
Periodically, we have an old typed document that needs to be updated. We could type the pages, but it is quicker to scan and proof them.

What do we need? We are going to use a scanner connected to our computer, the Windows 8 operating system, MS OneNote 2010 and MS Word 2010.



Open the Control Panel

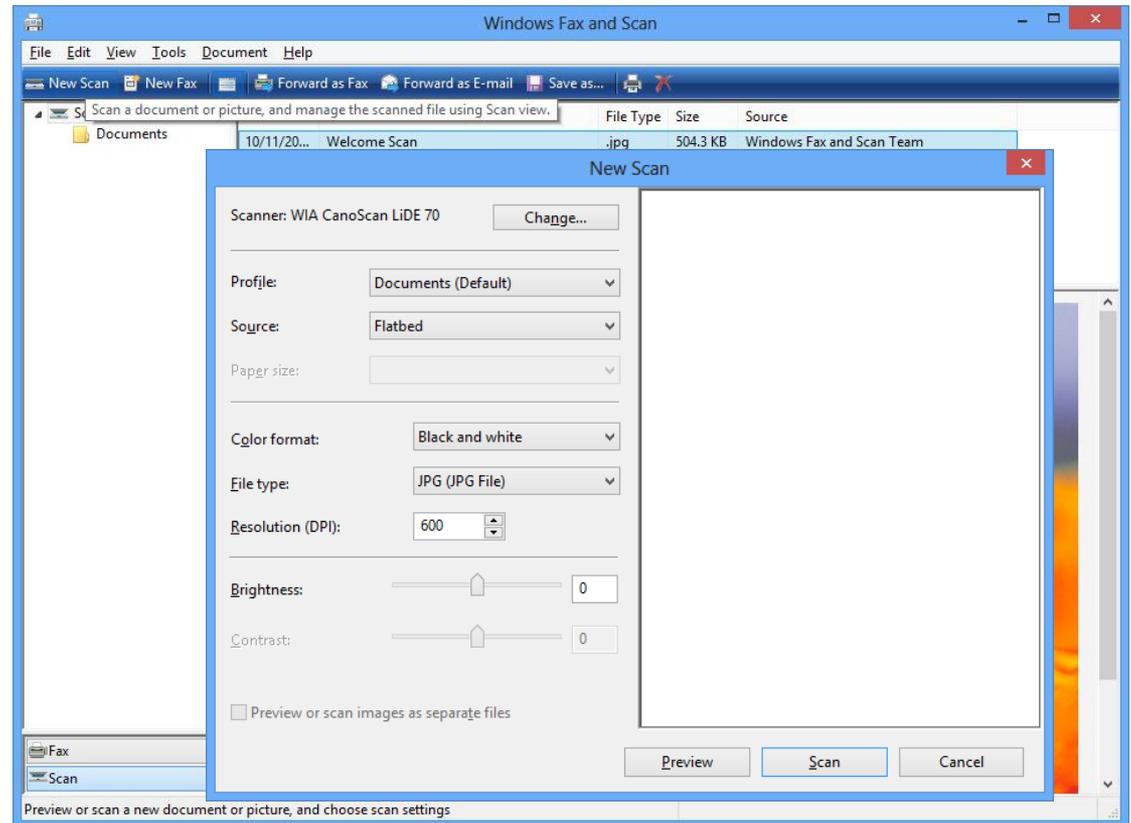
Open the Control Panel and select Scan a document or picture.



Scan the Document

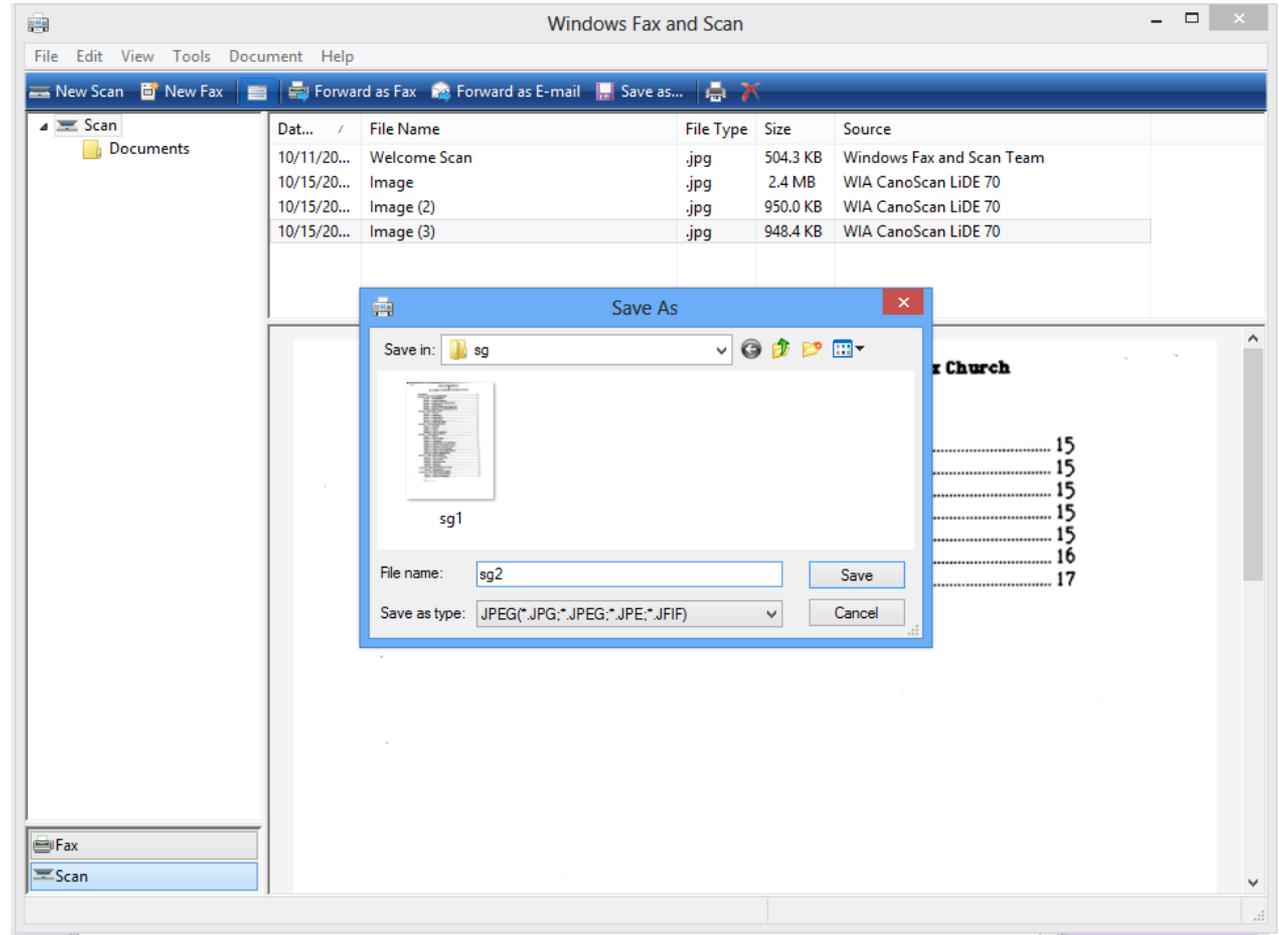
Select New Scan and the New Scan Window will appear. Change the color format to black and white and the resolution to 600 dots per inch.

With the 8.5 by 11 page of the scanner, we should press the Scan button.



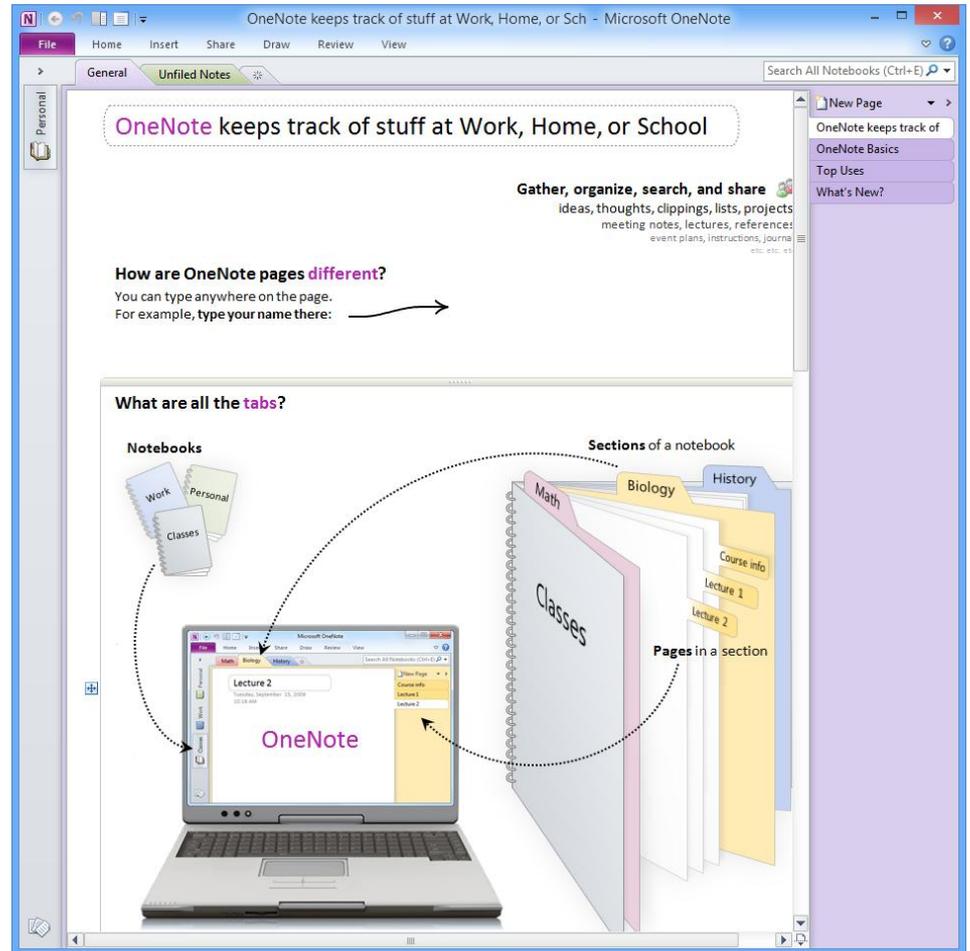
Save the Picture

Save the picture in our folder.



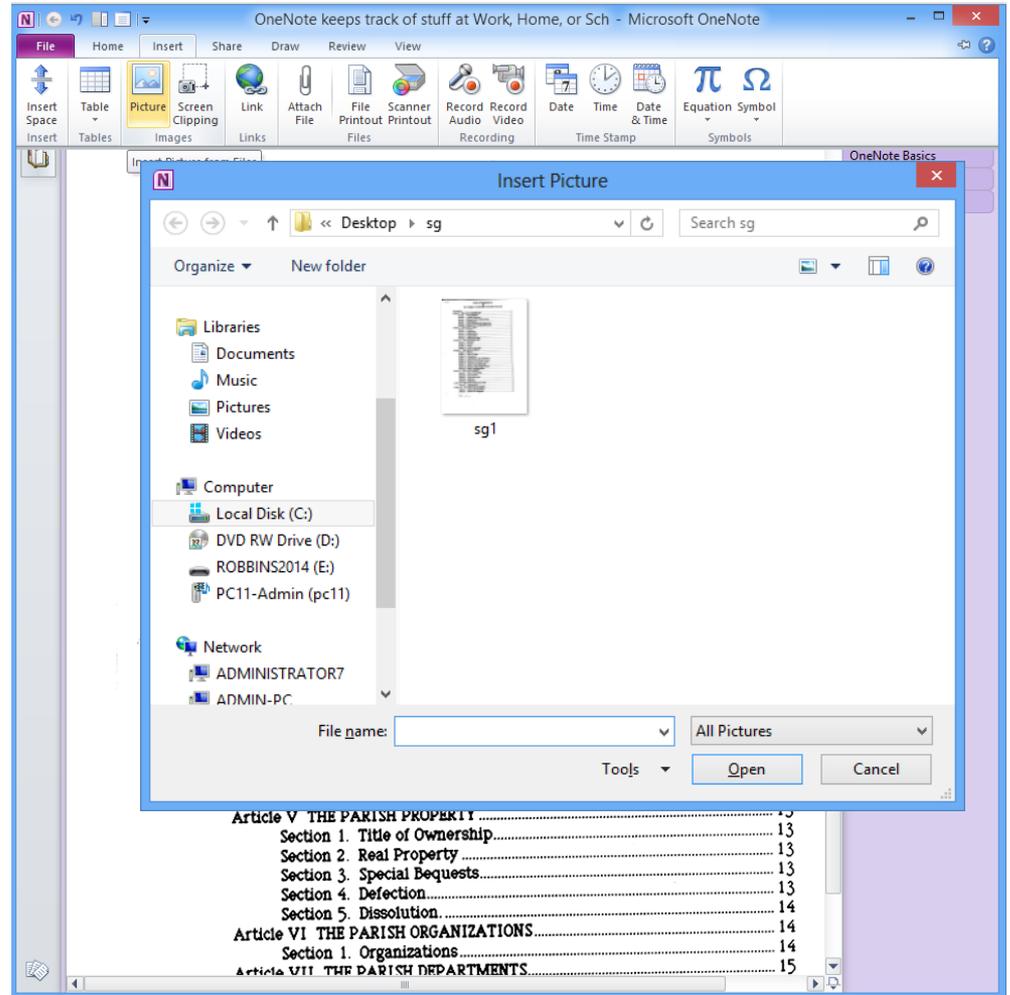
Open OneNote

Open OneNote 2010.



Open the Scanned Image

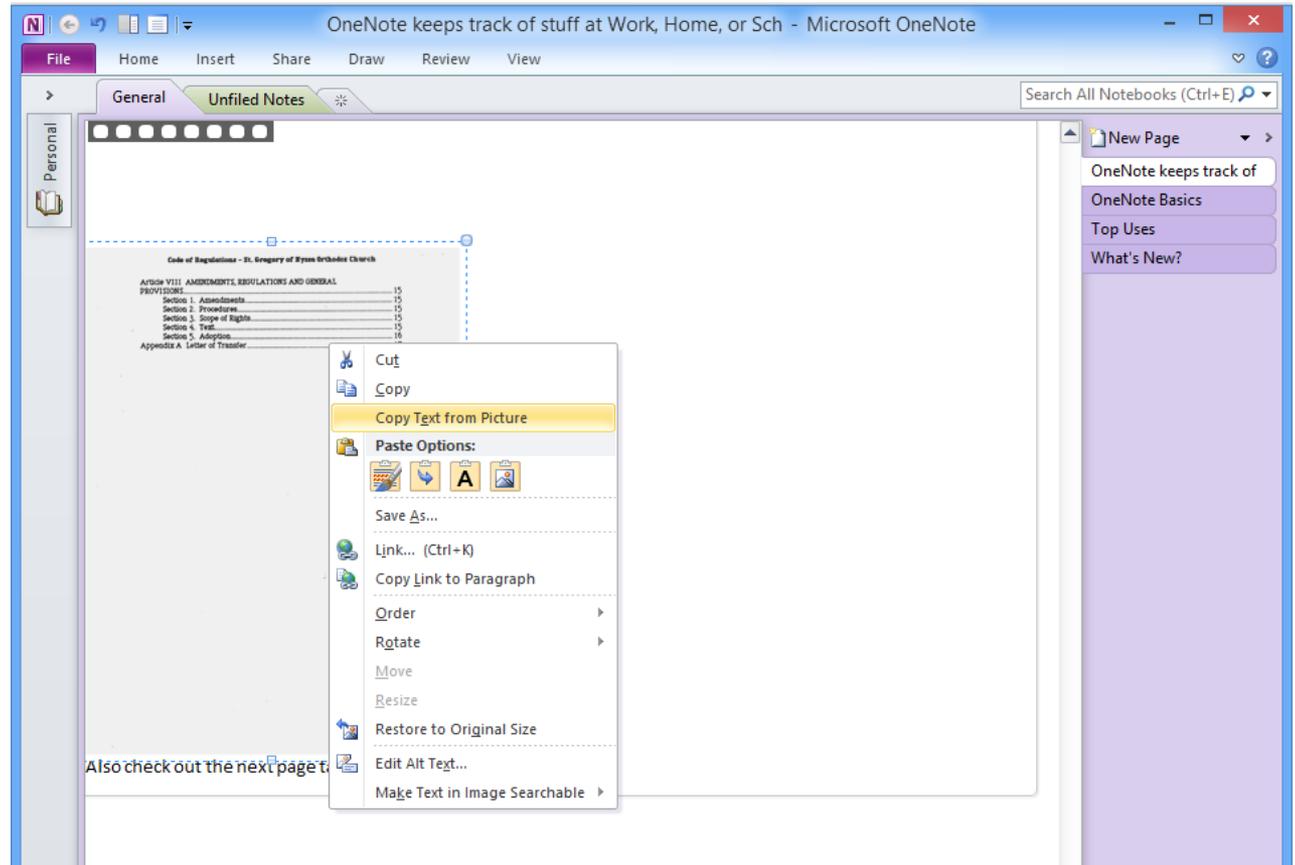
Select Insert on the Ribbon menu and Picture. Browse to the image and open it in the program.



Copy the Text from the Picture

Right click on the picture and choose copy text from picture.

The text is now on the clipboard.



Paste in MS Word and Save

We then can paste the text into our Word Processing program and save it. At 600 DPI, the scanned text is very accurate, but we should proof the document for errors. Also, change the proofing setting that allows capitalized words to be ignored to off.

Repeat the process until all of the pages are scanned and converted.

