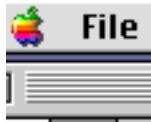


Instructions for scanning using TextBridge OCR software with CAST eReader

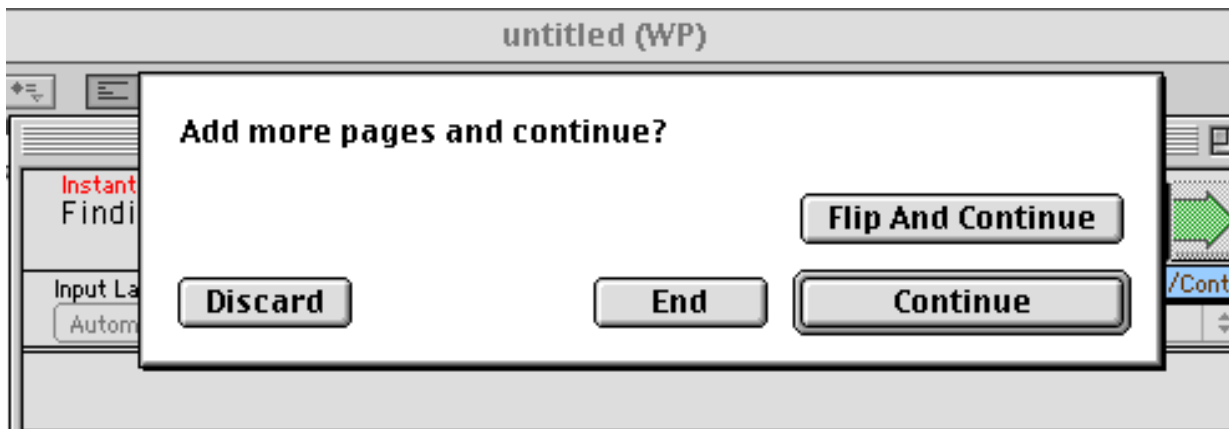
1. Access the Bridge server and leave it on the desktop.
2. In the launcher, click on CAST eReader for a new document.
3. Go to the Apple Menu and select Instant Access OCR



4. You will scan material in the *foreground* while CAST eReader waits for your to complete a section. Scan five pages of dense text or up to ten pages of “light text.” High school social studies material with full page text and three columns is “dense text.”
5. Check the file setting in Instant Access OCR so that you are scanning *Input from the scanner.*
4. Position your text, it can be a sheet of paper or a page in a book on the scanner. Be sure to position the corner of the page with the green mark on the scanner bed.
5. Click the green arrow that says “GO.”



6. Continue repositioning additional pages on the scanner before you press the “Continue” button.



7. When you've scanned your document or a portion of it, select "End."
8. Remember it is the *clipboard* in the Instant Access OCR software that runs out of memory! By ending the scanning process and stashing it in the program, you've *emptied* the clipboard and can continue to scan additional text. When the message says "Ready." Click on the screen of the CAST eReader document open on the desktop and PASTE (open Apple + V).
9. Your document is now ready for either adding more text material or saving on the server.
To add additional text do this: Go to the end of the Reader Text document on the desktop. Press the return key 5 to 8 times (to create an open space) and click the mouse. The click is to position the cursor--it tells the OCR program *where* to put the text.

To save to the server: Select "Save As" from the File menu A menu will pop up. Select "Bridge Staff" and navigate to the "Bridge Shared Staff Folders." Select and open the folder where you wish to save your work.
10. Open a CAST eReader document by clicking on the eReader button on the launcher and navigate to the "Bridge Staff folder on the server where you stored your document.
11. You *may* need to proofread and "format" your scanned work.