

OCR USING HP READIRIS and MSWORD

When you bought your HP scanner or printer with scanning capabilities, it included I.R.I.S. OCR software, an easy to use application that converts paper documents into electronic information. Simply run the OCR software on your scanned documents, images or pdf files to get an editable version in your favorite application.

1. Place text document into the scanner face down, top towards right end of scanner.
2. Click Start...All Programs.... READIRIS OCR program. Click the OCR Wizard and follow instructions to setup the program to fit your needs.
3. Click Scan. IF you set it up to scan into MSWORD, the MSWORD program will open to receive the document.
4. Edit the document.
5. Click File, SAVE, give the document a name and select folder in which to store the document.
6. Click Save.

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Re the ReadIris OCR Program per the HP.com web site

- Although ReadIris is not a listed program, it can be opened separately to allow greater control of the OCR process. Only files that have been previously scanned at 300 dpi using the Scan Picture option and saved to the computers hard disk drive as .JPG file can be used in this manner. It is not possible to scan directly into the ReadIRIS program.

Follow the steps below to manually open the ReadIris Pro OCR software:

1. Right-click **Start** and then click **Explore** to open Windows Explorer.
2. Locate and double-click the **Program Files** folder on the C:\ drive (unless the all-in-one is installed on a different drive).
3. Locate and double-click the **Hewlett-Packard** folder to open it.
4. Locate and double-click the **Digital Imaging** folder to open it.
5. Locate and double-click the **DocProc** folder to open it.
6. Locate and double-click the **Dpe_OCR.exe**. This will start the ReadIris Pro software.

If this is a feature you would like to use frequently, create a shortcut on the Windows Desktop by following the directions below:

7. Follow Steps 1 - 5 above to open the DocProc folder.

8. Right-click the **Dpe_OCR.exe** file and then click **Create Shortcut**. This will create an icon named Shortcut to dpe_ocr.
 9. Right-click the **Shortcut to dpe_ocr** icon and then click **Cut**. Close Windows Explorer after you have completed this step.
 10. Right-click in an open portion of the Windows Desktop, and then click **Paste**.
 11. Right-click **Shortcut to dpe_ocr** and then click **Rename**.
 12. Type in ReadIris OCR, and then press Enter.
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