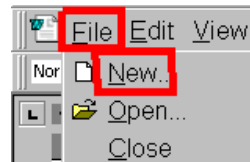


This guide assumes that you have already created a **MSWord Template** where the **Normal** paragraph style has been modified to meet the needs of your pupil. If you are unable to do this yourself, contact val.lawson@blueyonder.co.uk for a selection of Templates.

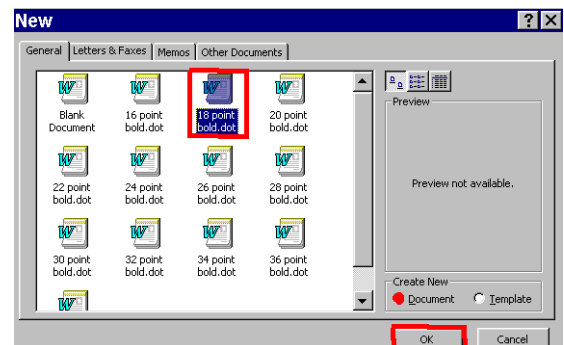
You should also have previously followed the instructions in the Textbridge manual, to set up Textbridge Instant Access to operate with MSWord.

**1. Launch MSWord and
Select File - New**



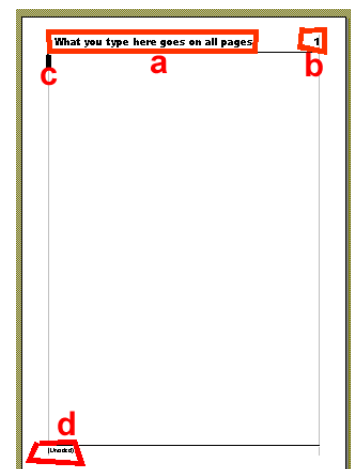
**2. Choose your Template for the
new document.**

(This display may be
different according to your
MSWord version)
Click on OK.



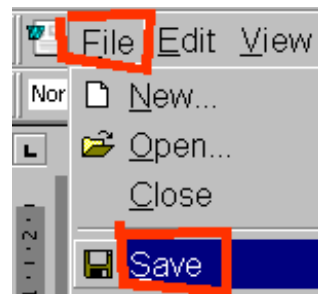
3. An empty file will display.

- (i) Type the title or chapter number in the Header (above the top line - a).
- (ii) Page number preset on the Template(b) . Remove this if preferred.
- (iii) Make sure the Cursor is at the top of the document (c).
- (iv) This region is set automatically to display the filename of the document (d).

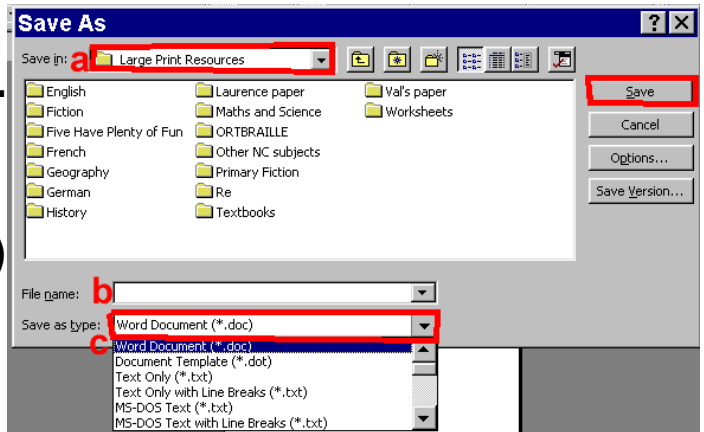


4. Select File - Save

(It is always a good idea to name and save your file before you put any work in it.)



- (i) Find the folder where you want to keep your file (a).
- (ii) Give your file a name (b).
- (iii) Choose 'Save as Type'
(c) - Word Document (*.doc)



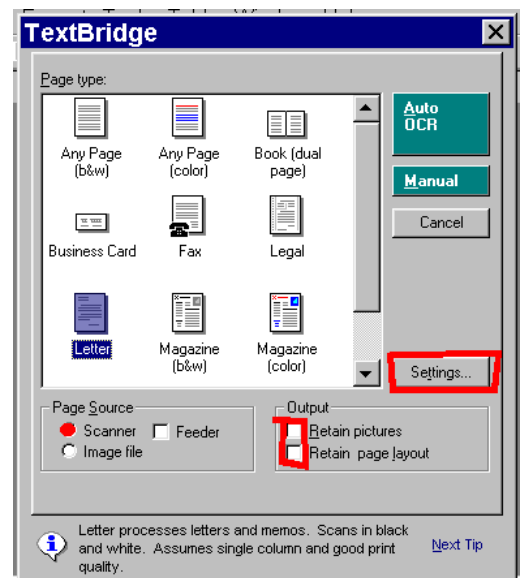
Click on Save.

5. Place your document on the scanner.

6. Look for the Textbridge Icon on the Word Toolbar. Click on it.

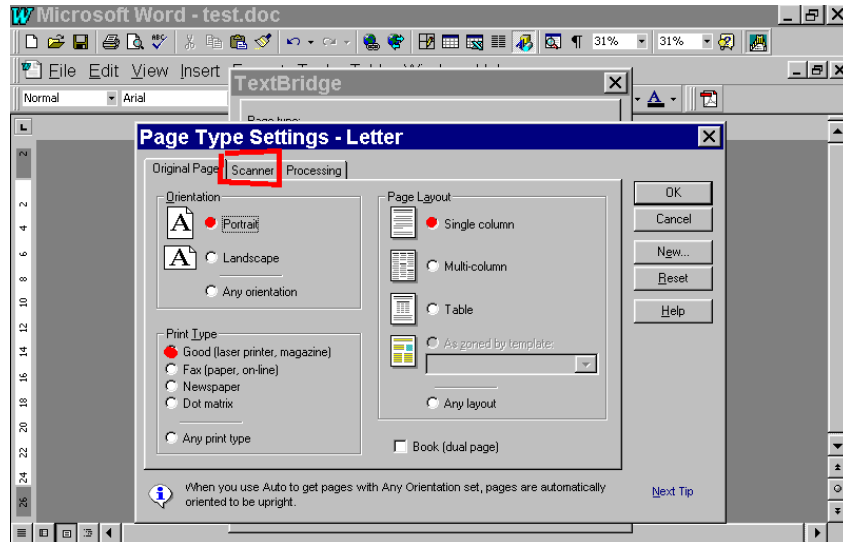


7. Set the options as displayed. Use these settings for very straightforward documents, where all you want is the text. You can experiment later with the 'Retain pictures' and 'Color pages' options.

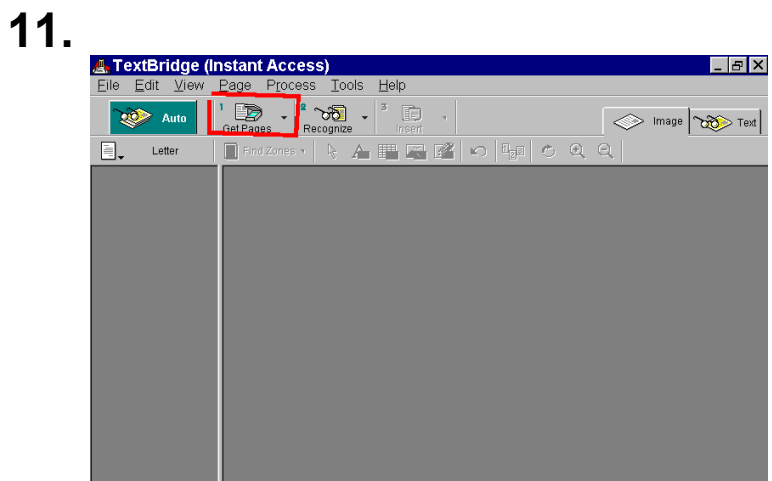
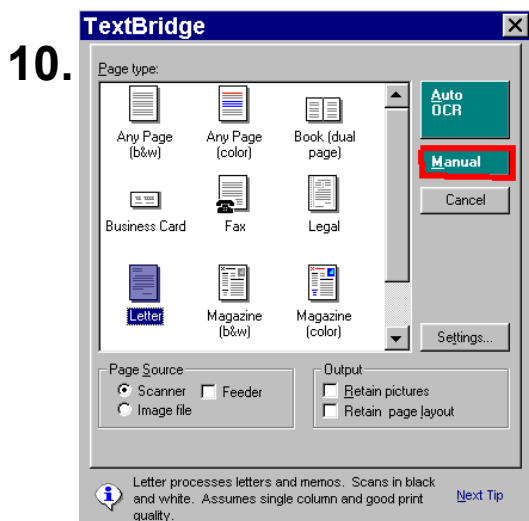
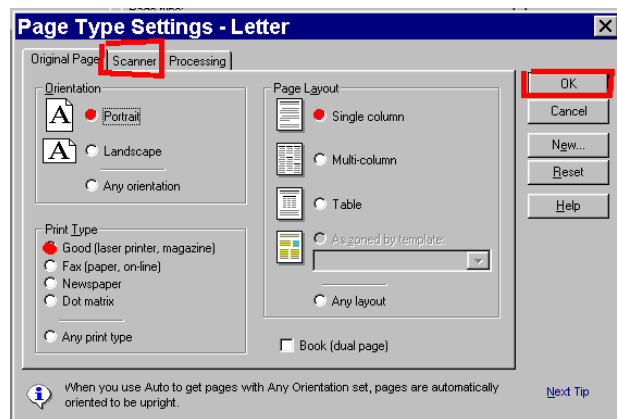


Click on 'Settings'

8. Look at your original document. Depress the required buttons. (NB. Single column is best) Now select the Scanner tab.



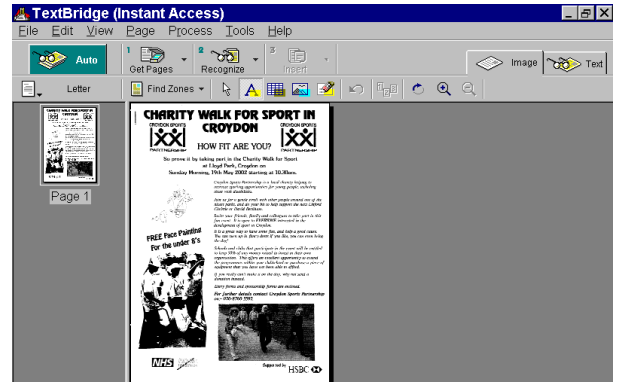
9. Look at your original document. Depress the required buttons and set your page size. Click on OK.



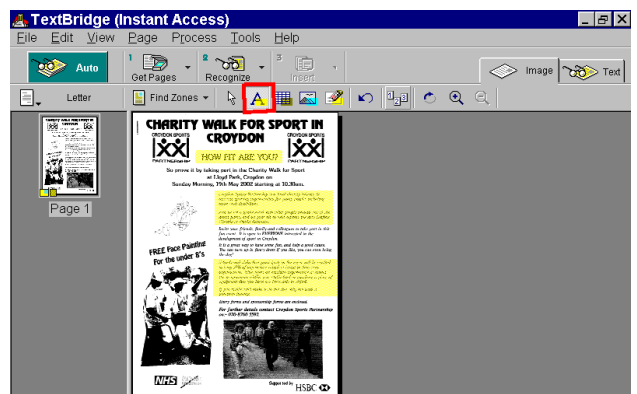
Click on 'Manual'

Click on button1. 'Get pages'

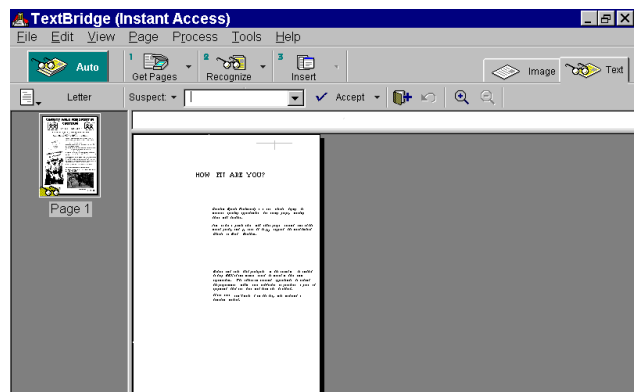
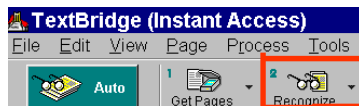
12. The page displays.



13. Click on the letter A.
Hold down the mouse button and highlight each piece of text you want to select, in the order you want it to appear in the final document.



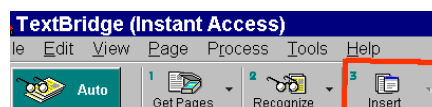
14. Click on button 2.
'Recognise'



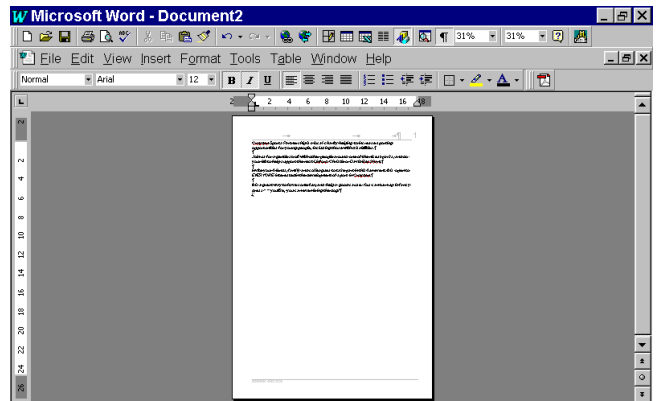
15. The image is converted to text and you are offered the chance to use a spell-checker.

16. Repeat steps 11- 15 if you have more pages to scan into this document.

17. Click on button 3.
'Insert'



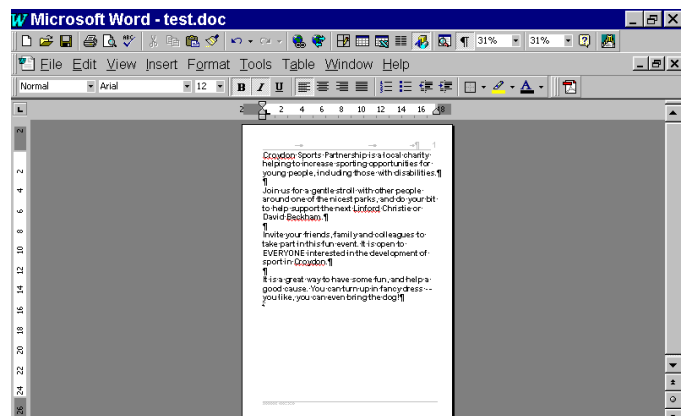
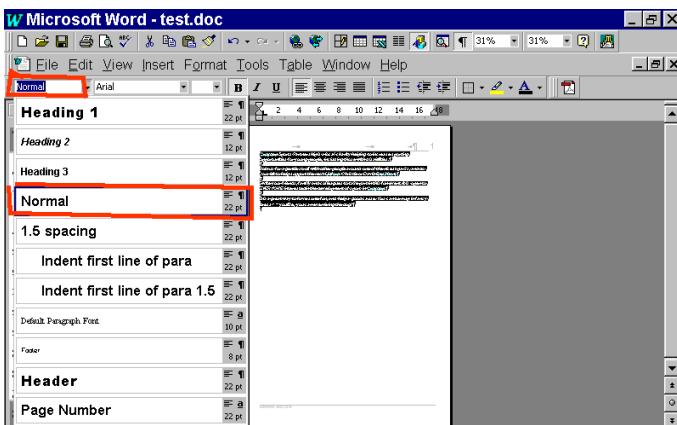
18. The text is inserted into your document.
Note that although the formatting has been removed, Textbridge has tried to retain the original font/size.



19. Highlight the entire document. (You can do this really quickly and easily if you use keystrokes. Ctrl/Home takes you to the top of the document. Shift-Ctrl/End highlights the entire thing.)

Drop down the Paragraph Styles box and select 'Normal'.

This will change the text into large print.



Experiment with the other Paragraph Style options in this template. If using Windows XP, its version of Word has a 'Clear Formatting' option in the Paragraph Styles. This removes the need for Step 19. Without highlighting the text, select 'Clear formatting'. The text will revert to the 'Normal' largeprint font.

21. Edit and layout your file.

SAVE THE FILE