

How to... convert to MP3 from a scanned document with Dolphin EasyConverter

This step-by-step guide will show you how to create an MP3 from a scanned document and also how to use the OCR editor.

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Step 1: Start your conversion from here

To start the project choose 'New Project'. This will take you to the first stage of the Conversion Wizard.



Step 2: Project information

Choose a name for your project.

Choose a name for your project.

Project name:

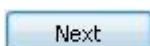
This section shows where the project will be saved. Use the 'Browse' button to change the location.

Select a path to save your project to. Use the "Browse" button to change where the project is saved to.

Project path:

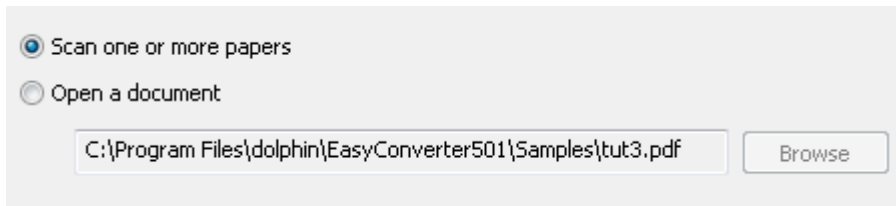
Complete project path:

Choose 'Next' to continue.



Step 3: Choose your input document

Select 'Scan one or more documents'.



The screenshot shows a software interface with two radio button options. The first option, 'Scan one or more papers', is selected with a blue dot. The second option, 'Open a document', is unselected. Below the options is a text input field containing the file path 'C:\Program Files\dolphin\EasyConverter501\Samples\tut3.pdf' and a 'Browse' button to its right.

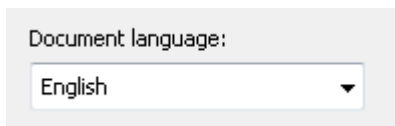
Step 4: Choose your scanned input document settings

Select your scanner from the list box.



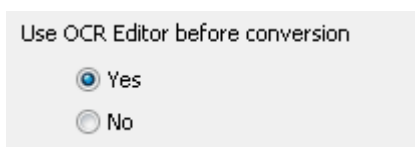
The screenshot shows a dropdown menu labeled 'Scanner device:'. The selected item is 'TWAIN: CanoScan LiDE 100'.

Select your document language.



The screenshot shows a dropdown menu labeled 'Document language:'. The selected item is 'English'.

Choose 'Yes' to edit the document with the OCR editor before converting.



The screenshot shows a section titled 'Use OCR Editor before conversion' with two radio button options. The 'Yes' option is selected with a blue dot, and the 'No' option is unselected.

Step 5: Document settings

Choose 'Yes' to have EasyConverter automatically detect any headings in your document.

Choose if you want EasyConverter to automatically detect the headings in your document.

Use heading detection during conversion:

Yes

No

In the second set of radio buttons choose 'Yes' if you want to edit your document in Microsoft Word before converting it.

Decide if you want to edit your document in Microsoft Word before converting.

Edit the intermediate document in Microsoft Word during conversion:

Yes

No

Choose 'Next' to move onto the next stage of the conversion wizard.

Next

Step 6: Choose your alternative format

Choose MP3 from the drop down list box at the top of the screen.

New output type:

Choose the voice and lexicon (if any) that you wish to use for the MP3.

Choose your MP3 audio settings.

MP3 audio settings:

Voice:

Lexicon:

Now choose if you want one MP3 for the whole document or have EasyConverter create a separate MP3 per heading.

Choose to create one MP3 track for the whole document, or to create one MP3 track for each heading in the document.

MP3 track splitting:

Create one MP3 for the whole document

Create one MP3 per heading

Select 'Next' to move onto the next stage of the conversion wizard.

Step 7: Choose your output name for MP3

Choose a name for your conversion. By default this will be the name of your input document.

Choose a name for your conversion.

New output:

EasyConverter can add extra information to the end of your chosen file name. These differ depending on the output. If converting to MP3 you can choose to add 'MP3', the date the file was created, the voice or lexicon used. Uncheck the checkbox if you do not wish this extra information to be added.

Append selected item to the output name

- (MP3)
- (28-10-2009 1650)
- (Voice ScanSoft Daniel_Full_22kHz)
- (Lexicon test)

The final section on the page shows the location and name of the final output.

Output folder:

Select 'Next' to move onto the next stage of the conversion wizard.

Next

Step 8: Copy your alternative format

Your project will be saved automatically but you can choose to save a second copy to a different folder, CD/DVD or USB device. These options change depending on what type of output you have chosen.

Copy it to:

The following options will change depending on what option you chose in the previous list box. If you choose 'CD/DVD' then it will give you the option of which CD/DVD drive you would like to use.

CD/DVD burner:

Select 'Next' to move onto the next stage of the conversion wizard.

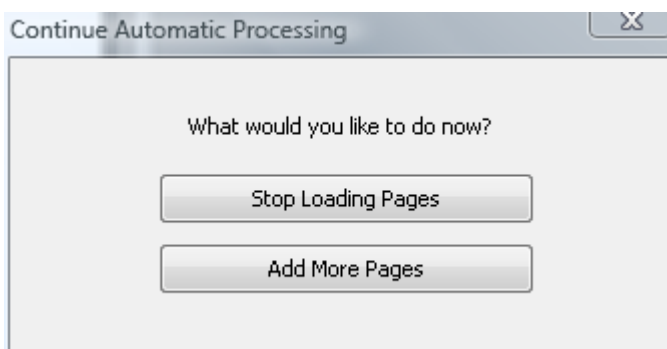
Step 9: Start the conversion

Select 'Finish' to begin the conversion.



Step 10: Scanning

Select 'Stop loading pages' if you do not wish to scan anymore pages or 'Add more pages' to add some more.



Step 11: OCR Editor

If you wish to import more pages into the OCR editor you have two choices:

1. Choose 'Add' to import electronic documents such as PDFs or scanned images.

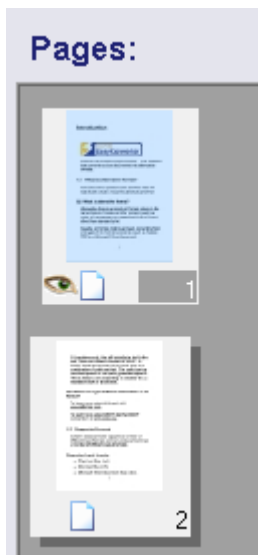


2. Choose 'Scan' to import more documents from your scanner.



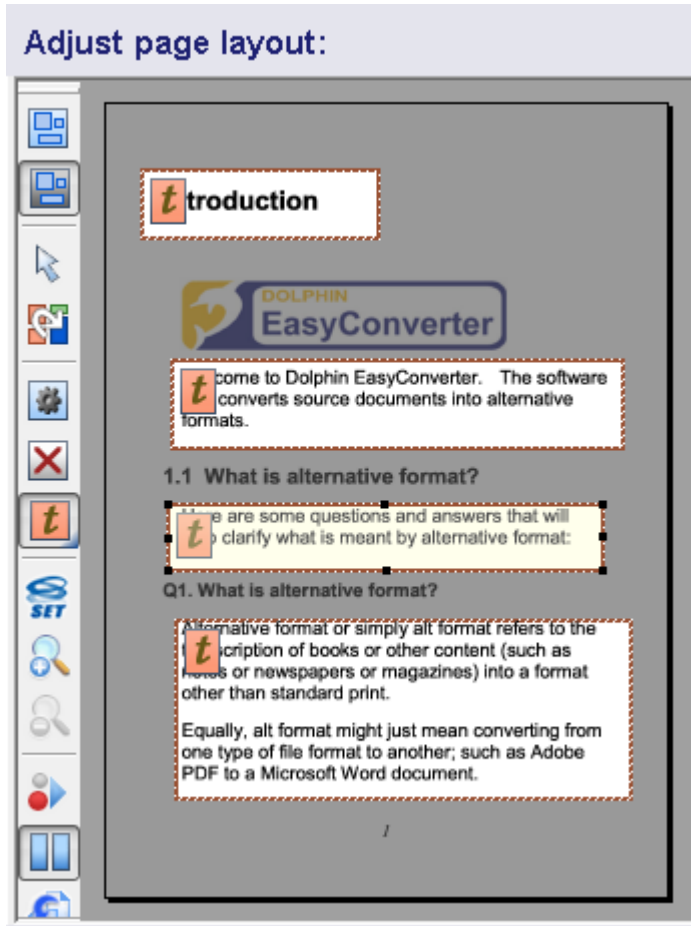
Pages

All the pages that have been imported into the OCR editor will be visible under 'Pages'. From here you can alter the order of the pages, remove pages and choose which page is visible in the next section, 'Adjust page layout'.



Adjust page layout

When you have selected a page from the 'Pages' section it becomes visible in 'Adjust page layout'. From here you can edit the layout of the page, choose to ignore sections and edit images.



Basic tools

To select an area that you want to use choose the 'Draw text zone' tool. Use this to draw a box around text that you wish to be in your final conversion.



Or use the 'Draw ignore zone' to draw a box around sections of text that you don't want to be used.

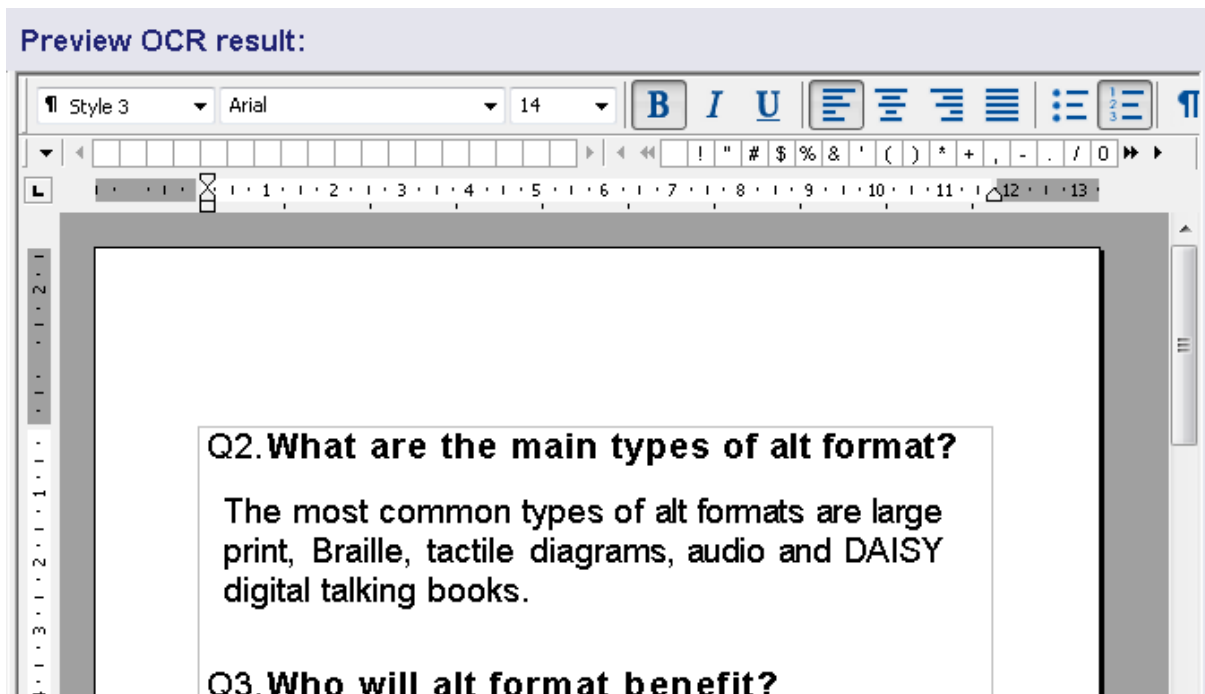


Dolphin EasyConverter uses the OCR engine to change an image into text. This text can then be edited and converted into your desired format. Choose 'Start OCR' to perform this action.



Preview OCR result

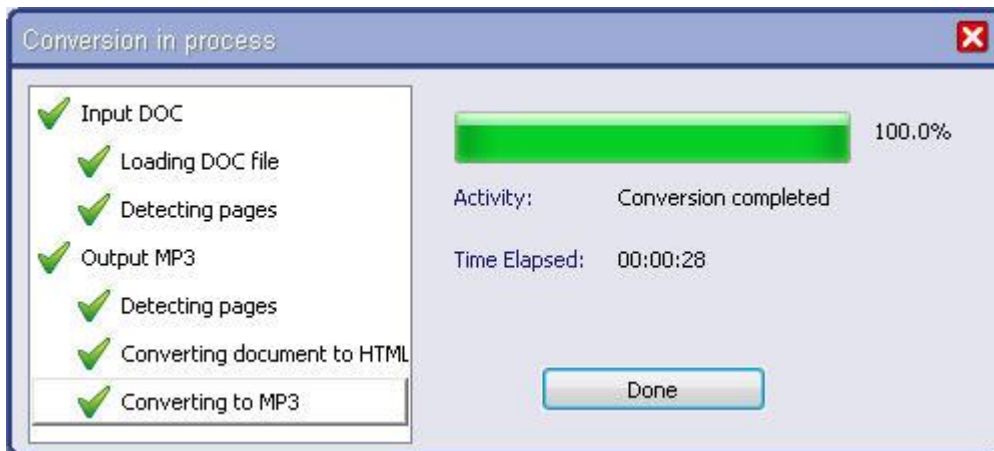
After the document has been through the OCR process it will be available for final editing and preview within 'Preview OCR result'. Here you can add text, change the formatting and check the spelling.



Choose 'Save and return' to finish the editing and begin the conversion.



The 'Conversion in process' window will then appear. When it has reached 100% select 'Done' to complete the conversion and return to the EasyConverter main screen.



Step 12: Resulting alternative formats

Choose 'View output' to view your conversion. How this opens will differ depending on what the format is. A DTB will open in Dolphin EasyReader; a large print document will open in Microsoft Word.



A document that has been converted to MP3 will open in Windows Media Player.