

How to Scan and Convert Documents To Text & Audio Files Using WYNN Software

Getting Set up

In the LCC library, there is a workstation where you can scan a document and convert it to a text file. Then you can save the file to a Flash Drive. Both the WYNN and ABYY programs will scan documents and convert them to text. The WYNN program described in this document will convert the text to an audio file.

To find the assistive technology workstation, enter the front door of the library in the Center Building, and go to the last workstation along the right wall just past the reference desk. Most of the workstations are numbered. You want #6.

There is a notice on the screen that students with disabilities have priority for using workstation #6. If someone is using the workstation and not using the assistive technology features, you can ask them to use another workstation.

There is a switch on the right side of the desk that raises or lowers the surface. Push the up arrow to raise it, and the down arrow to lower it.

The workstation has an icon for magnifier software that will enlarge the portion of the screen under the cursor up to nine times. There is also an on-screen keyboard program that displays the keyboard on the screen so that you can click on the keys instead of pressing keys on the keyboard.

The text font on the workstation is tiny. To enlarge it, right click anywhere on the Windows screen and select Properties. Click Settings. Next to the words Screen Resolution, position the mouse cursor over the arrow, hold down the left mouse button, and drag the arrow to the left until the text under the arrow says "800 by 600 pixels." Click OK. The screen will blank for a second, and a window will appear that says, "Your desktop has been reconfigured. Do you want to keep these settings?" Click Yes.

Disclaimer: Software upgrades are installed continuously. As a result, some of these instructions may change.

How To Scan Documents Using WYNN Software:

- Double click the WYNN Wizard icon on the Windows desktop.
- A USER LOG IN BOX will appear entitled "Welcome to WYNN!" to the right of the "Please Sign in Here" area, choose "David Peaslee" by clicking on the tiny arrow on the far right side.
- If a text document appears, click FILE and CLOSE to clear any old files. If an empty window appears, continue with the next step.
- Lift the lid and lay the document face down on the scanner.

- Click SCAN on the upper toolbar, select SCAN PAGE. The program will scan the document, rotate it if needed, and convert it to text. It may take a few moments for the scanner to warm up. Please wait until a text document displays on the screen before continuing.
- Press Page Down or Up to page through the text. Press the Down or Up Arrow to move line by line.
- Click EXACT VIEW on the lower toolbar or TEXT VIEW to switch back and forth between the converted text and the scanned image.
- To enlarge the TEXT VIEW, Click VIEW on the upper toolbar, ZOOM EXACT VIEW, select the percentage for the size you want to view.

How to Save the Document to a Jump/Flash Drive

(There are Flash drives available for daily check out in the Disability Resources office, Building 1, Room 218.)

Note: The drive letter may be something other than E, for example, F. In that case, substitute that letter in place of E.

- Insert the Flash Drive into the USB slot in the left side of the monitor. A green and grey icon should appear in the lower left corner of the screen with the message “Found New Hardware.” Sometimes a window will display that asks what you want to do. Select “Take No Action,” and close the Window.
- An icon should also appear on the screen with the label “Removable Disk (E).”
Note: Double click on the icon if you want to see the files on your drive. Close the window when you are done.

FOR TEXT DOCUMENTS: Select FILE from the upper toolbar. Click SAVE AS.

- Change the “Save As Type” from WYNN to Word Win 6, 7, 8 (*.doc), Rich Text Format (*.rtf), or text (*.txt).
- Type a file name into the “File Name” box.
- Click on the tiny arrow at the top and choose “(E:) Removable Drive” (which refers to your flash drive) from the list that pulls down.
- When the save is finished, click on the green and grey icon in the bottom right corner of the Windows desktop. A message will display, “Safely Remove Hardware” when you place the mouse cursor over the icon. Click on “Safely remove USB Mass Storage device – drive (E:).” When a window appears with the message, “Device can now be safely removed,” remove the drive from the computer slot.

FOR AUDIO (MP3) DOCUMENTS: Click FILE, SAVE TO AUDIO.

- A window will display. The “Save As Type” should say “MP3 Audio file.”
- Click on the tiny arrow at the top and choose (E:) Removable Drive (which refers to your flash drive) from the list that pulls down.

- Type a file name into the “File Name” box.
- When the save is finished, click on the green and grey icon in the bottom right corner of the Windows desktop. A message will display, “Safely Remove Hardware” when you place the mouse cursor over the icon. Click on “Safely remove USB Mass Storage device – drive (E:).” When a window appears with the message, “Device can now be safely removed,” remove the drive from the computer slot.