

Scanning, photo editing and photo stitching. Handout for Jewish Genealogical Society of Greater Orlando

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To accompany May 1, 2018 presentation by JGSGO Secretary Tom Hirsch.

NOTE: this is NOT a complete list of websites on the topics covered, it's a few of the more common sites to help you.

### 1. Why scan?

- \* to save documents & images that are deteriorating
- \* to convert document to text file, allowing you to save, email, and search the document. Allows you to copy and paste text into biographies, narratives, and other documents you are writing
- \* to share with relatives to help them, to share with organizations and research centers
- \* to capture images of things that you can't transcribe, such as old items in foreign languages. You can print images and email images to translator
- \* to save time while you are at research center. You can quickly photograph scan a page much faster than you can read it and type or write notes on it.
- \* to capture high-quality, distortion-free digital images of your photos
- \* to convert negatives into digital photos

2. What types of scanners will most meet your needs? Photos/images, converting text documents to text files (OCR-optical character recognition); converting documents and images to PDF's; converting text documents to searchable PDF's; flatbed scanner, handheld wand scanner; multifunction device; feed-through document scanners.

### 3. Where to buy a scanner

Office supply store, electronics store, computer store; online technology stores such as Tiger Direct, Microcenter, New Egg; and if you are cheapskate like me, Craigslist, eBay, ham radio swap meets, and hamfests.

4. Buying tips for scanner; text, images. If you have any need to capture text, make sure the scanner you buy will do the kind of OCR scanning you need. Use manufacturer website to learn what computer OS are compatible with that model scanner, and what capabilities the scanner has. Look for reviews on websites, such as CNet, Amazon.com, eBay, and other sites, search the web using the brand and model number of the scanner to find information on it. If buying a used scanner, make sure you get the software disk with the scanner, or that the manufacturer's website has the software to download on its website, and that it's compatible with your computer and OS and the next OS.

### 5. valuable free software to help you

- Irfanview a great free photo editor [www.irfanview.com](http://www.irfanview.com)
- Microsoft Image Composite Editor to stitch overlapping photos into one composite image. (your camera may have a disk which includes a photostitching program)  
<https://www.microsoft.com/en-us/download/details.aspx?id=52459> Windows 64-bit version  
<https://www.microsoft.com/en-us/download/details.aspx?id=52413> Windows 32-bit version

6. If you have a scanner, and it doesn't do all these things now, you can buy aftermarket software to enable your scanner to do OCR. Make sure the software you plan to buy is compatible with your scanner and computer OS. Some offer short free trial use.

\* Readiris Pro

<http://www.irislink.com/EN-US/c1770/IRIS---The-World-leader-in-OCR--PDF-and-Portable-scanner.aspx?>

\* ABBYY Fine Reader

[https://www.abbyy.com/en-us/?\\_\\_c=1](https://www.abbyy.com/en-us/?__c=1)

\* Textbridge Pro and Omnipage software

<http://www.xeroxscanners.com/en/us/support/BundledOmniPage.asp>

\* other OCR software, some free, some offer free trial

<http://download.cnet.com/s/ocr-software/>

<https://www.howtogeek.com/howto/14595/ocr-anything-with-onenote-2007-and-2010/> One Note OCF

<https://www.microsoft.com/en-us/store/p/ares-ocr-light/9p7v6061jgxw?rtc=1> Ares OCR light; and links to others

\* Freeware to OCR PDF and JPG files

<http://www.paperfile.net/> Free OCR is the name of the program

7. Online OCR services

<https://finereaderonline.com/en-us>

<https://onlineocr.net>

8. Document conversion software

<https://www.lifewire.com/free-document-converter-software-programs-2622864> convert PDF, DOCX, XLSX, TIF, WPS and other file types into another file type.