

Accurate OCR Tips

If possible use a Serif font

Although our OCR will read most fonts, the best results are usually obtained with Serif fonts such as Times New Roman, or Courier.

Use a good quality scanner

The higher quality the scanner, the better the image it will produce. Accurately scanned images create less errors, so you get faster more accurate results.

Always check the image for potential scanning problems

If you're processing a small number of documents, it's always worth having a quick look to check for anything that might cause a problem. For example, badly distorted images, correction fluid, folded pages etc. If you're processing large batches, it's essential that you check the scanner too. A small amount of correction fluid on the glass could cause an error on every single page that you process.

Use 300 or 400 DPI

This is the optimum resolution for representing a normal sized character. It provides just the right balance between accuracy and efficiency. If the resolution is too low then the characters will be difficult to recognize. If it's too high, processing time will increase and you'll use more storage space.

Use the “scan for OCR feature” if available

Some scanners have built in filters to handle photo images and text differently. Using these filters will help produce a more accurate and readable image.

Scan in black and white

Using colour or grey scale can increase the image file size by 10 to 50 times. To keep the amount of data being processed and stored to a minimum, always scan in black and white where possible.