

instructional support

Enhancing Teaching and Learning through Technology

Scanning and Saving Text Using OmniPage Pro

To scan text:

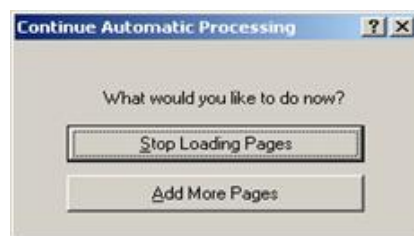
1. Make sure the power is on to the scanner and computer. (The scanner must be turned on before the computer. If not, you will need to turn it on and restart the computer.)
2. Put your document (page one) in the scanner, top right corner.
3. On the PC desktop, open the **OmniPage Pro** icon to open the program.
4. When the program opens it has default on “► 1-2-3.” If you choose this option, you will not know if there’s any mistake with the scanned text nor choose to save the file as pdf or Word document.



5. **Step 1** Click on the drop down arrow to select Scan B&W/Grayscale/Color → **Click on image no 1**

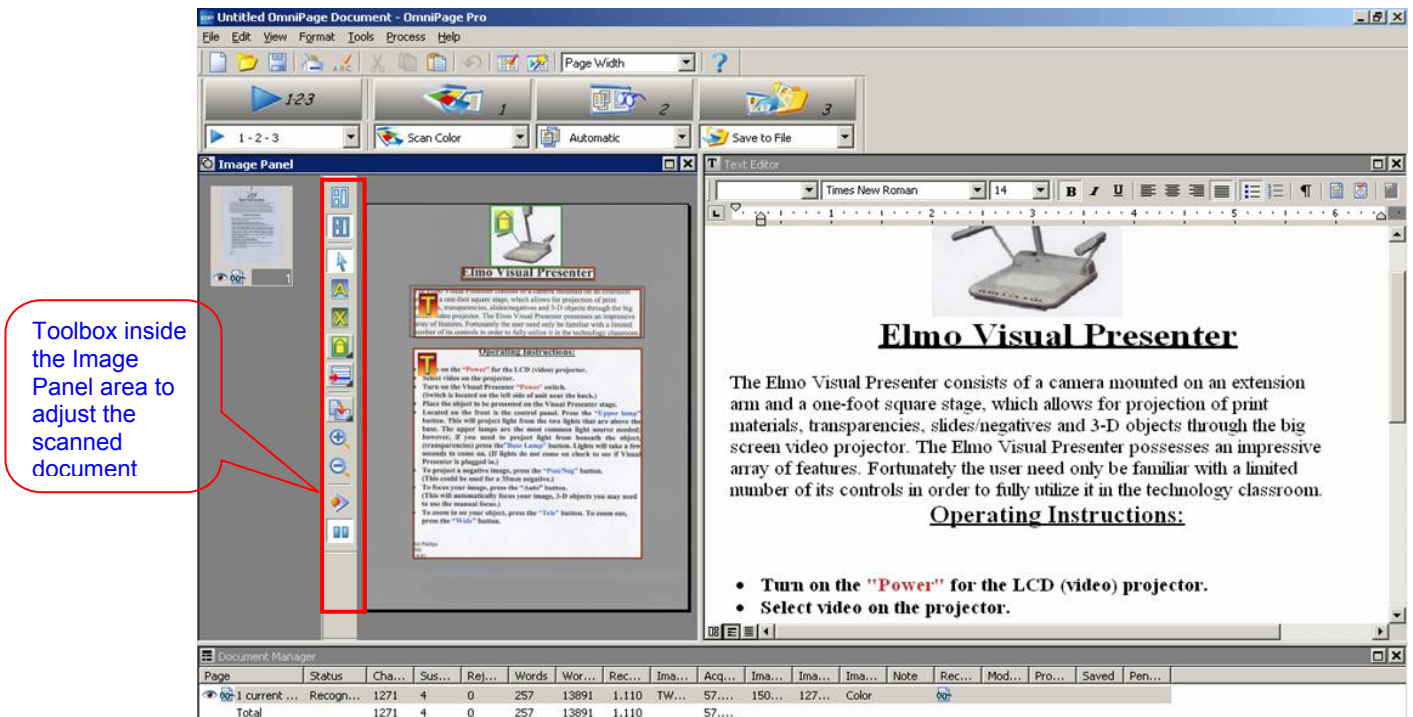


6. It will ask you if you want to scan more pages. Choose **Add More Pages** to scan more pages, otherwise choose **Stop Loading Pages**.



7. **Step 2** Select **image no 2 to perform OCR reading**, leave the default to **Automatic**. OmniPage will perform Spelling check. You can fix the spelling or Ignore All. When it’s done, it will prompt a message “**OCR Proofreading is complete.**” Click **OK**.

8. You can make some adjustments to the document using the **toolbox inside the Image Panel area**.
 - If you make any adjustment, such as adding the image that OCR didn't capture the first time, select **image no 2 again to perform OCR reading**. Click **Yes** to re-scan the page.
 - If you don't make any adjustment, proceed to the next step.



9. **Step 3** Select image no 3 to export results

- Select the **location** to save the file from the 'Look In'.
- Type in the File Name.
- Leave 'Save as:' value to **Text**. If you have both image and text, select **Multiple**.
- You can select the **format for this file** from the 'Files of type.' The file format can be HTML, Word, RTF, Plain text, or Word Perfect.
- Leave 'Formatting Level' value to **Flowing Page**.
- 'File Options' defaults to **Create one file for all pages**.
If you scan more than 1 page, you can create a separate file for each page.
'File Options' gives you option to do **Create one file per page**.
- Leave 'Page Range' value to **All Pages**.
- Click **OK** to save the file.

