

# OmniPage Pro

## Creating Editable Text: From a Scan or from a File

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### WHAT

With OmniPage Pro, you can scan text documents to your computer as text that can be edited and read electronically. OmniPage can also be used to recognize an image as text in an existing file.

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### WHY

Not only can text be changed if it is “editable”, but text saved as an image (or “not editable”) is much larger in terms of file storage size. Text that is editable is rendered as a file that is much smaller in terms of this size. Text that is editable can also be recognized by special software that can “read” text, such as screen reader software used by non-sighted users. Ensuring that your text is editable helps fulfill criteria for *accessibility*.

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### WHEN

- Scan a hard copy of a document into an editable Word document
- Convert an existing PDF image into a PDF containing text
- Reduce the size of a file for the Web by converting image text to text only.

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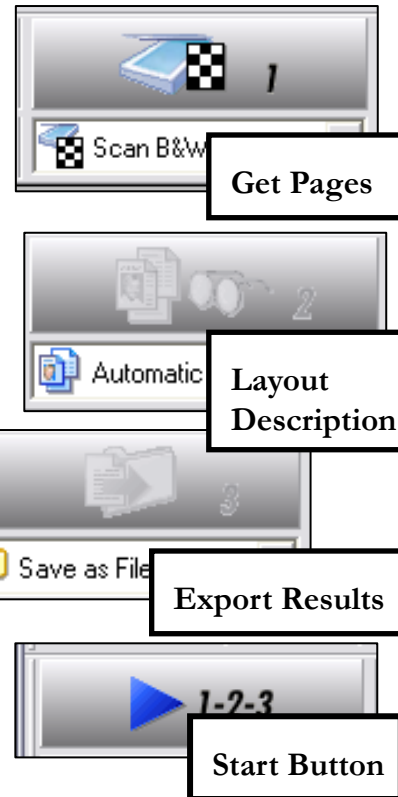
## HOW

To get started creating editable text documents, follow these steps

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### Scan A Text Document

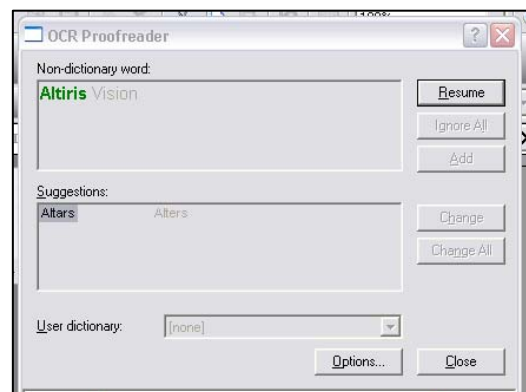
- step 1.* Place your document face down in the scanner (you can use either of the two main lab scanners in the FSRC).
- step 2.* Open OmniPage Pro. Click **Start > All Programs, ScanSoft OmniPage Pro 12.0**
- step 3.* Follow the instructions on the **Scanner Setup Wizard**, if it appears. Choose the scanner you are using on the first screen of the wizard.
- step 4.* Select **Scan B&W** from the **Get Pages** menu, select **Automatic** from the **Layout Description** menu, and select **Save as File** from the **Export Results** menu.
- step 5.* Click the **Start** button to begin the scan.
- step 6.* Follow the prompts on the **OCR Proofreader** to correctly recognize the text in your document. Click **OK** when the OCR Proofread is complete.
- step 7.* Choose a file type and location for your file.
- step 8.* Click the **Start** button again to add more pages to your document, or to scan in a new document.



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### Convert an Existing File to Editable Text

- step 1.* Follow **Step 1** through **Step 3** above. In **Step 3**, select **Use current settings** from the first screen in the wizard.
- step 2.* In **Step 4**, select **Load Image File** from the **Get Pages** menu instead of **Scan B&W**; follow the remaining steps in **Step 4**.
- step 3.* Complete **Step 5** through **Step 8** above to complete the process.



For even more features and ideas, see Nuance Communication's *OmniPage 12 User Guide* (download the ZIP file for *OmniPage 12*)  
<http://support.nuance.com/usersguides/default.asp>