





Converting PDF files to editable text using OmniPage

If you have an Adobe Acrobat PDF file that you wish to convert to editable text, you can use OmniPage, an Optical Character Recognition (OCR) program that is normally used to convert scanned pages into text. The OmniPage program is available on the scanner computers in Cofrin 101 and JMS 317.

1. Double-click on the OmniPage icon, or go to Start ▶ Programs ▶ ScanSoft OmniPage Pro ▶ OmniPage Pro.
2. In OmniPage, change the “Get Page” drop-down list (step 1) to Load File.
3. Click the Start button (blue arrow).
4. Navigate to where the PDF file is stored & select it, then click the Open button.
5. Wait while your document is processed. (There’s a status bar at the bottom that tells you what it’s doing.) If prompted, answer whether you wish to Stop Loading Pages or Add More Pages (this box may appear under the proofreading window).
6. When it is finished recognizing the text, it will open the OCR Proofreader window and walk you through proofreading possible errors. Change or Ignore the errors as needed.
7. When the proofreading is complete, you will be prompted to save the file. If you save it in Microsoft Word format (the default), and leave the “Save and Launch” box checked, the file will then open in Word.
8. In OmniPage’s “Text Editor” window on the right side, you can change how the results of your scanned document are formatted. Using the small buttons at the bottom of that pane , choose between:

	True Page View	maintains the text layout exactly, including columns; puts each heading, paragraph, etc. in its own text box; more difficult to work with the text
	Retain Font and Paragraph View	keeps the text formatting, but the layout may change; text boxes are not used; text in columns is converted to regular full-width paragraphs; easier to work with the text; this is the option most people will want to use
	No Formatting View	extracts plain text only, with no formatting

9. If you do not have more pages to convert, close OmniPage. If you have more pages to add to the same document, click the blue arrow button (it will either be labeled Finish or Additional, depending upon your earlier choice), choose Add More Pages, and repeat the scanning process with the next page(s).
10. When you scan multi-page documents, the program will prompt you to save the file after each page. You need to choose to save it as the *same file name* each time, and answer “Yes” when it asks if you wish to replace the existing file with the new one. (You are replacing your original 1-page version with the 2-page version, then replacing the 2-page version with the 3-page version, etc.)

Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.