



Course Accessibility

Quick Tips for Converting Text Images into Text Files

K-ACCESS
Kansas State University

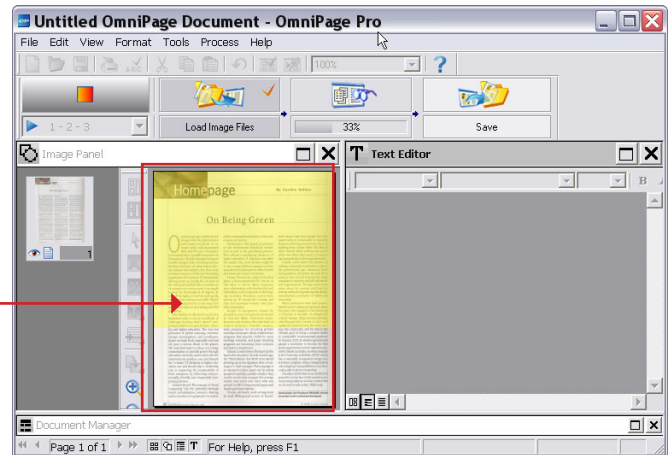
It's not unusual for instructors to scan text documents and place them on the web for students to read. When these scanned documents are saved as images and not text, they can be difficult to read by students who use various forms of technology (some adaptive) to read text. They need text that can be copied, pasted, highlighted, and selected: something that can't be done when text is saved as an image. Fortunately, there is a program that can help you convert these images into Word documents: OmniPage. OmniPage uses a process called Optical Character Recognition, or OCR, to look at each graphical letter and determine its alphanumeric value. It can be found on computers in the Media Development Center (MDC), located in Hale Library, room 214.

LOADING IMAGE FILE IN OMNIPAGE

Before you begin: in order for OmniPage to recognize the text, your image file's resolution must be at least 200 DPI (dots per inch).

1. On the desktop, click the **OP** icon. 
2. Click the **1-2-3** button. 
3. Browse to the file location, select the file and then click **Open**.

OmniPage will load your image file and begin scanning it.

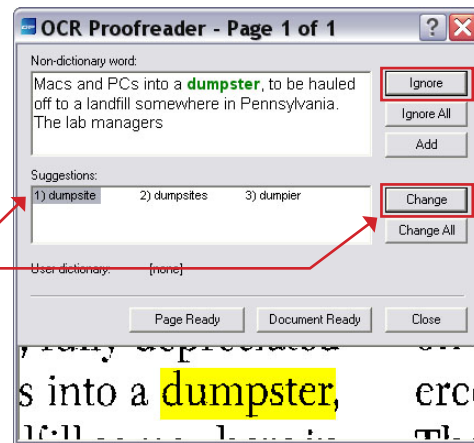


CORRECTING SUSPECTED ERRORS

After scanning, OmniPage highlights words in the OCR Proofreader that it suspects as being incorrect. Just like a spell checker, you have to decide whether or not the highlighted word is wrong.

To change a suspected word to a suggested word, select one of the suggestions and then click **Change**.

To ignore a suspected word and then move to the next, click **Ignore**.



SAVING SCANNED FILE

When OmniPage finds no more suspect words, you will be prompted to save your document.

1. In the **File name** box, type a name for your file.
2. On the **Files of type** menu, choose **RTF Word 2000 (*.rtf)**.
This file type can be opened by many programs.
3. On the **Formatting level** menu, choose **Retain Fonts and Paragraphs**.
4. Click **OK**.

