FROM PDF TO EXCEL/WORD

The DSS lab has the text recognition software OmniPage. It is installed in the computer connected to the scanner, near the printer.

That computer is not online, users need to bring a USB with your files to use.

Log into the computer, no password necessary. Run OmniPage (OP), there is an icon on the desktop.

Once open, it is a three-step process:

- 1) Load (or scan) the file.
- 2) Perform OCR, it may ask you to confirm changes.
- 3) Save the file in the desired format.