

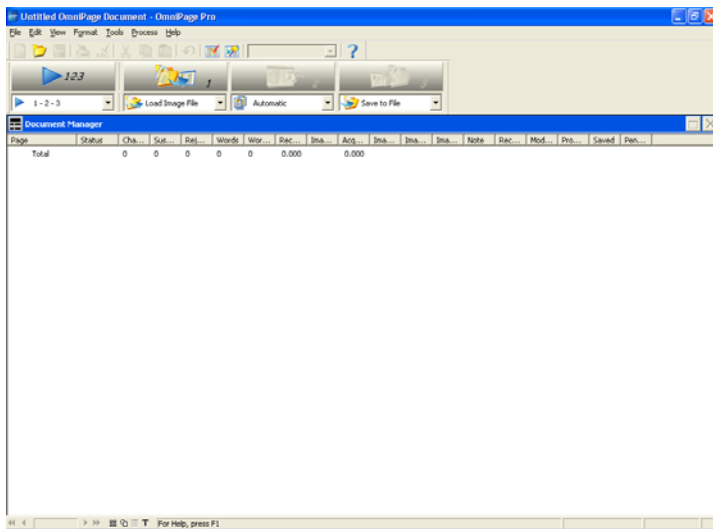
Converting PDF Documents to Word, WordPerfect or Text Using OmniPage Professional

Using Scansoft OmniPage Professional, you can convert PDF documents to Word, WordPerfect or text documents.

Note: The quality of the converted document is dependent on the quality of the PDF document.

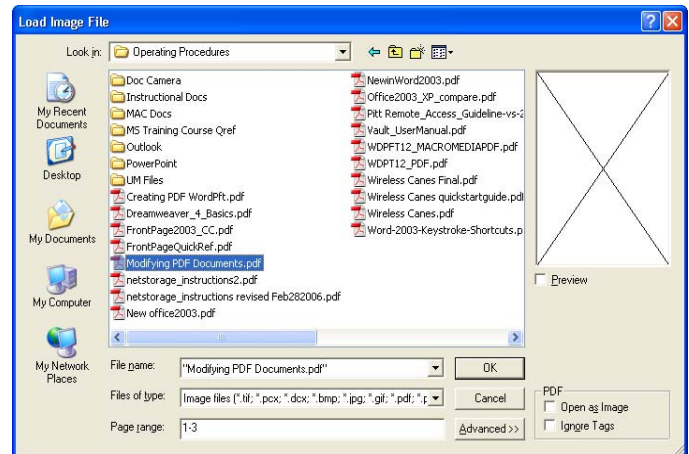
1. To open Scansoft OmniPage Professional, click on **Start, All Programs, Scansoft OmniPage Pro, OmniPage Pro.**

The program opens to the **Document Manager Screen.**

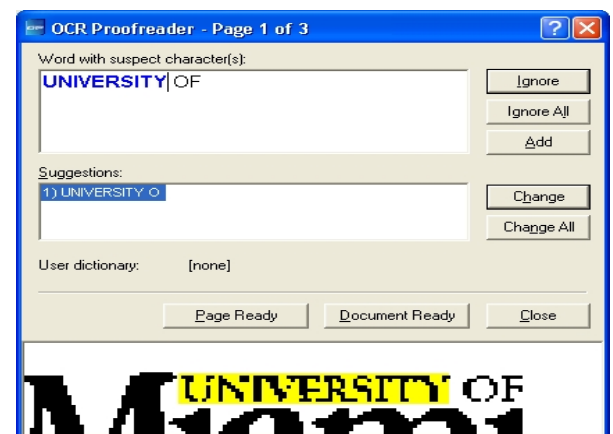


2. Click the  button.

In the **Load File Image** window that appears, you will be prompted to select the PDF document that you want to convert.



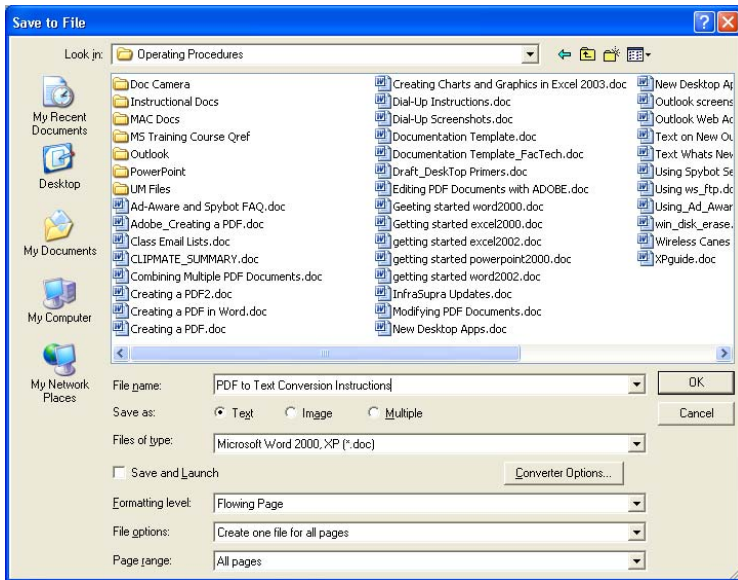
3. Select the PDF document you want to convert and click **OK** for the conversion process to begin.
4. When the **OCR Proofreader** window appears, click **Document Ready**.



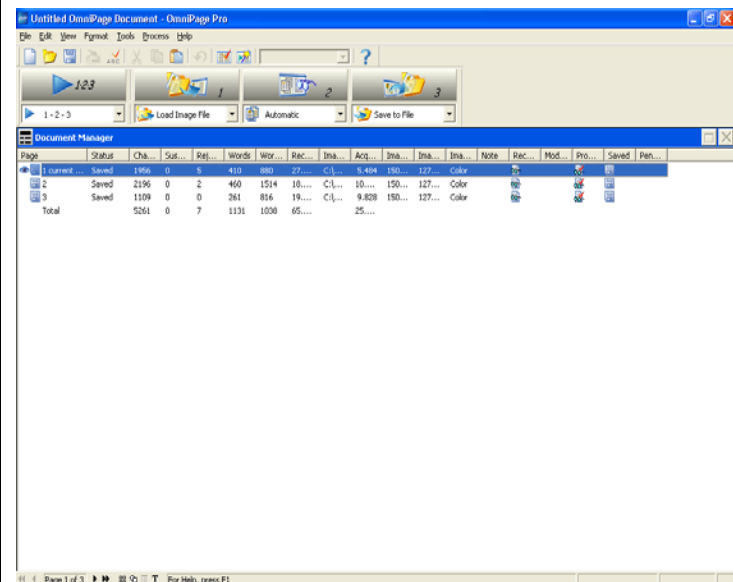
5. When **Image Not Available** appears in the window under **Document Ready**, click **Close**.

When the document conversion is complete you will be prompted to save the newly converted document to a file.

13. In the **Document Manager Window**, look in the **Status** column at the far left hand side of the screen. Under **Status** all pages should show **Saved** as the status.



6. Select the folder where you want to save the converted document.
7. Next to **File Name**, type the name for the converted document.
8. Next to **Save As**, make sure **Text** has been chosen.
9. Next to **Files of Type**, select to save the file as Word, WordPerfect, Text, Excel etc.
10. Next to **File Options**, make sure **Create One File for All Pages** has been chosen.
11. Next to **Page Range**, make sure **All Pages** has been chosen.
12. Click **OK**.



14. When **Status** shows **Saved** for all pages listed in the **Document Manager** window the document has been converted and saved. You can now view your converted document.
15. Close OmniPage Professional.
16. Open your Word or WordPerfect document as you normally would.

NOTE: *In most cases some degree of clean up editing to the converted document will be required. The quality of the converted document is dependent on the quality of the PDF document from which it was converted. Results will vary from document to document.*