

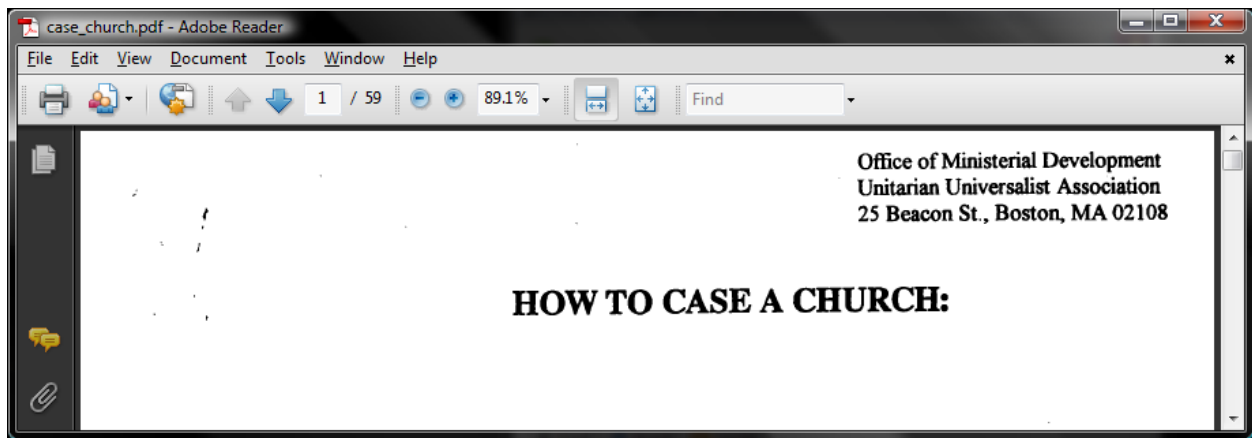
OCR with Windows + Microsoft Office

This tutorial will teach you how to take a .pdf or other image based file and use software on your computer to extract text from the image.

Step 1:

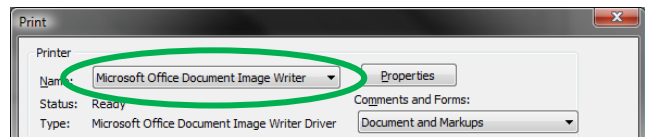
Open the file. For this tutorial I'll be using a .pdf however this method will work on other file types as well. If you'd like a copy of the .pdf it can be found here:

http://www.uua.org/documents/mpl/transitions/case_church.pdf



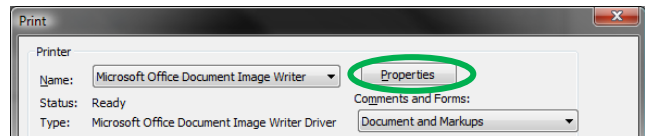
Step 2:

File >> Print >> Select Microsoft Office Document Image Writer from the list of Printers

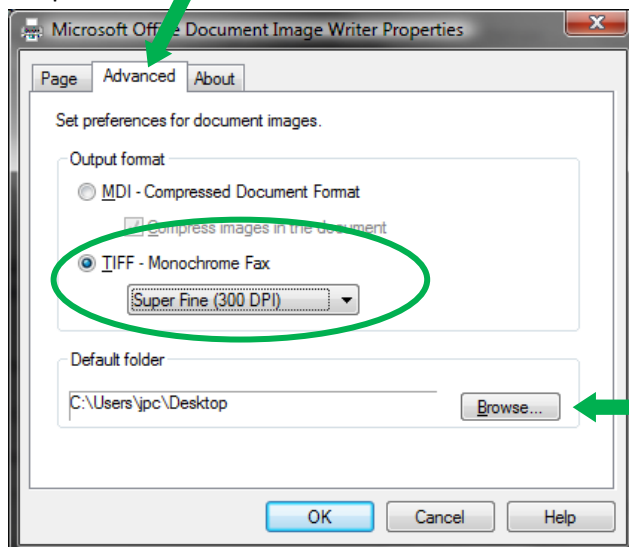


Step 3:

Select Properties



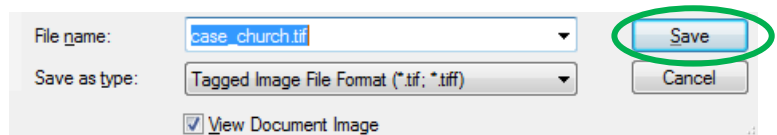
Step 4:



Select the Advanced Tab and make sure that "TIFF Monochrome Fax" and "Super Fine (300 DPI)" are selected. You'll also need to choose the location to save the .tif file to (you can select this by clicking the Browse button) . You can see I've chosen to save it to the desktop.

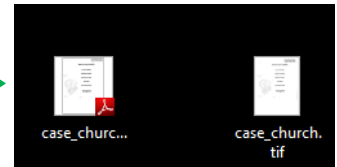
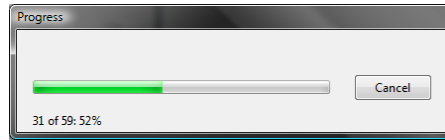
Step 5:

Say OK then OK again a Save Dialogue box will appear. Select Save (You can change the name if you'd like, though for simplicity I've left it the same as the .pdf)



Step 6:

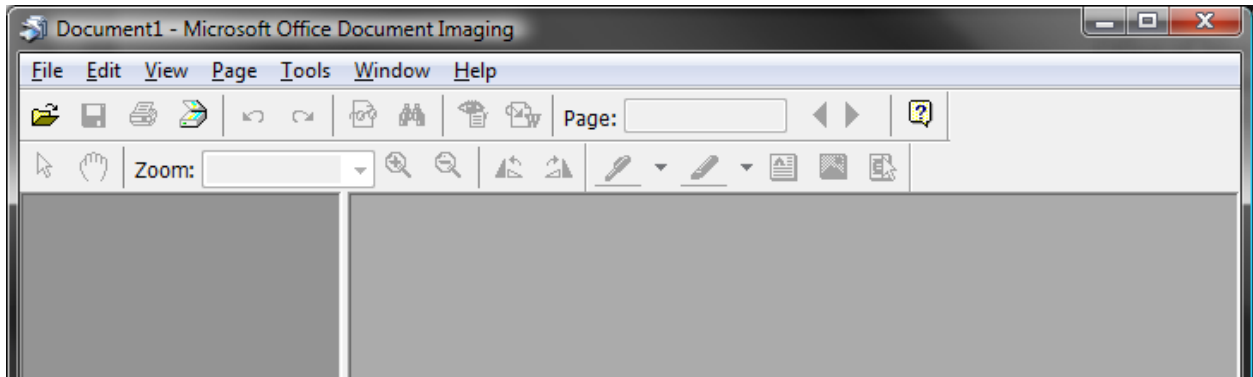
Wait while the file is being converted.



(Once it's complete you should have 2 files)

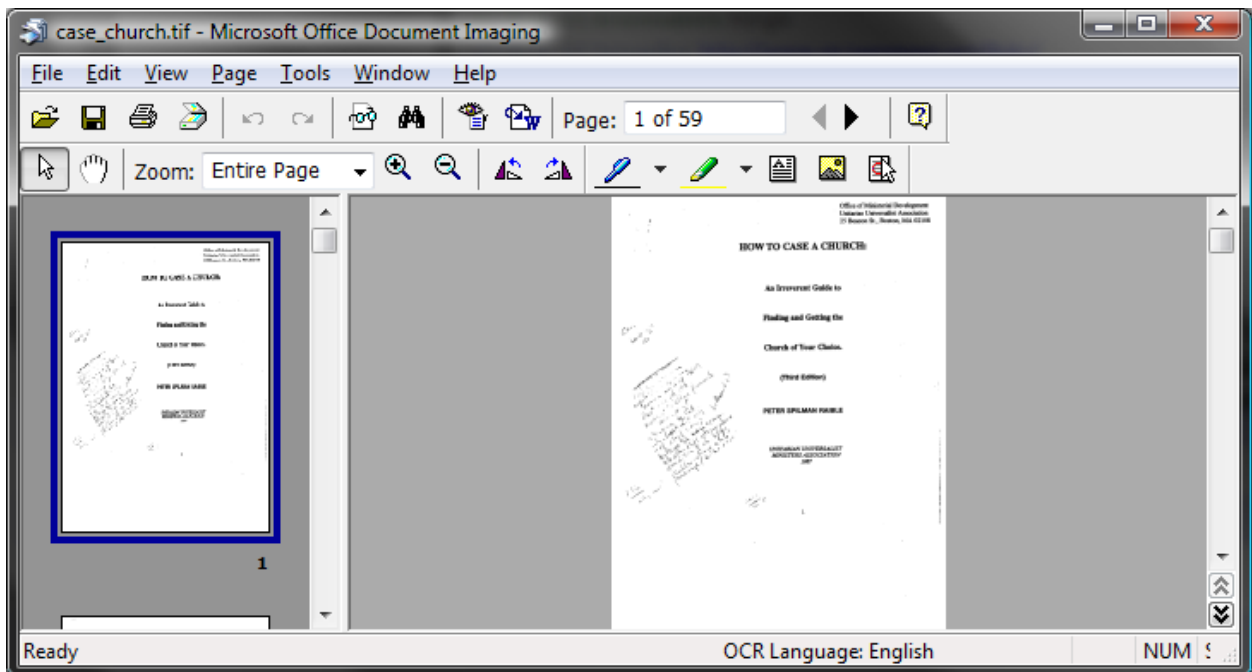
Step 7:

Go to Start >> All Programs >> Microsoft Office 2003 >> Office Tools >> Microsoft Document Imaging

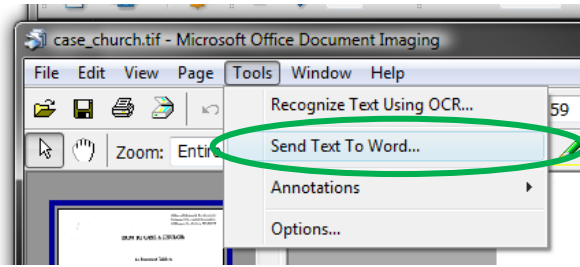


Step 8:

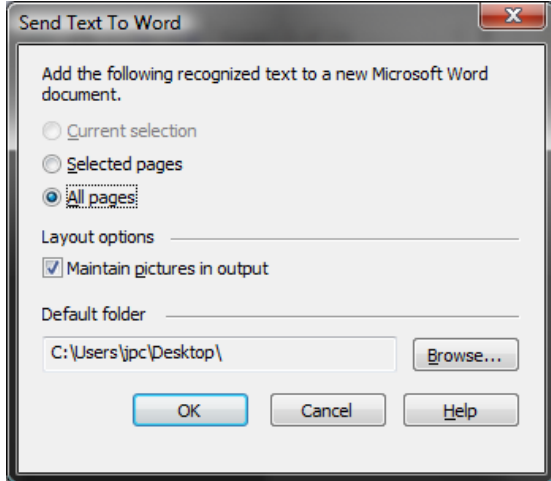
Open the .tif file File >> Open Navigate to where you saved the file (if you're following the tutorial it's on the desktop) and Select Open.



Step 9:
Convert the image to a text file. To do this
Select Tools >> Send to Word

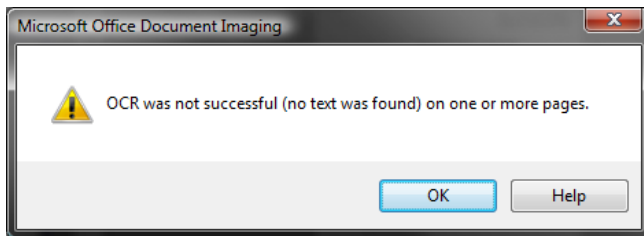
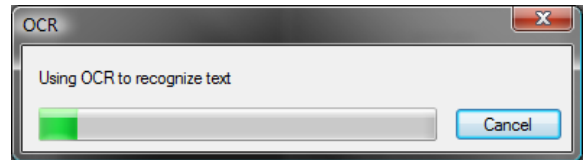


I recommend the settings below:



- All Pages
- Maintain Pictures in Output
- Save to the desktop

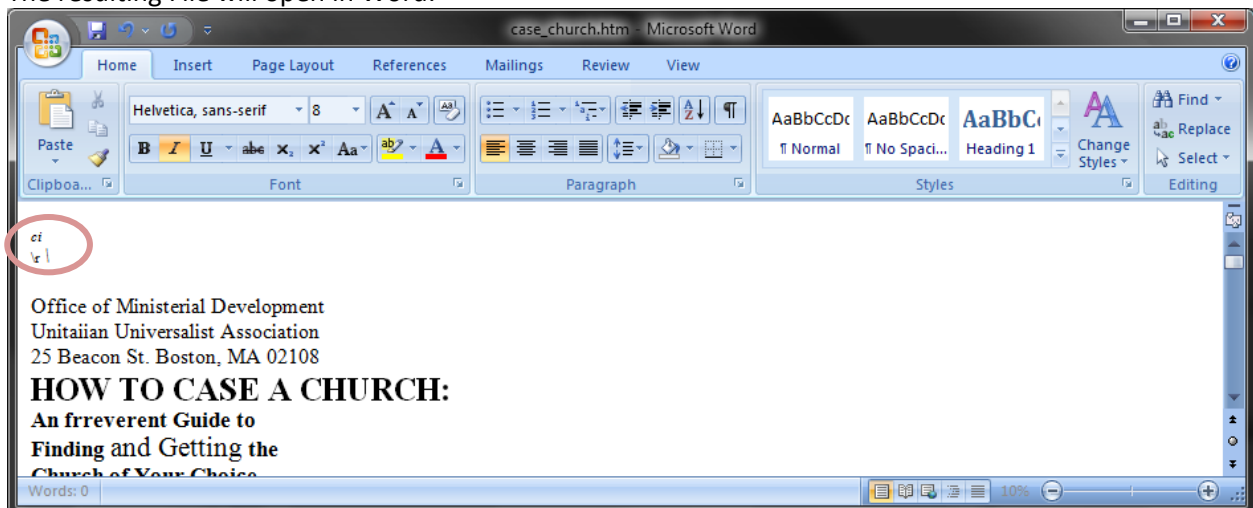
Step 10:
Press OK then OK again and it should begin converting:



If there are blank pages you may have to say OK to this message.



Step 11:
The resulting File will open in Word:



You may need to delete some extra characters or spell check or otherwise clean up the document.

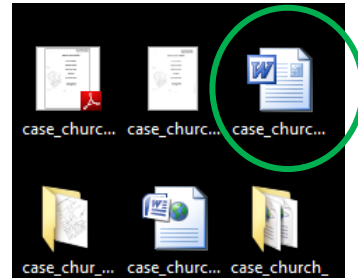
Step 12:

After cleaning up the document you'll want to save as a .doc file File >> Save As... >> Select Word Document (*.doc) from the dropdown menu >> Save

Step 13:

Clean up. If you're like me you'll have ended up with a few files on the desktop. The one we were trying to make is the Word Document:

The rest can be deleted or saved if you wish.



That's it you've converted an image or PDF to text, enjoy!

If you have any suggestions or experienced any problems with this tutorial please contact the UUA helpdesk by phone: 617-948-6109 or by email: helpdesk@uua.org