How to Use OCR

Description:
This document provides you with details on how to use OCR (Optical character recognition). It is a way to convert scanned pages or images into editable documents.

Privacy Policy:
No student or faculty member has the right to scan copyrighted material. The only exception would be that you have a written permission from the original copyright holder or you are the copyright owner of the material.

Instruction to Use OCR:
These instructions help you to use OmniPage 11.0 in the lab. These information may be applied to other computers or other versions of OmniPage.

1. Login to the computer
Your information should be as followed:
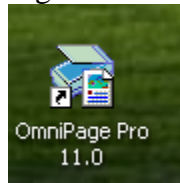Username: Same as York username (such as York password or Acadlabs)
Email address: username@econ.yorku.ca
Password: the password that you use to access dept.econ.yorku.ca using telnet or SSH. It is the same password as when you activated your econ account through "My Services".
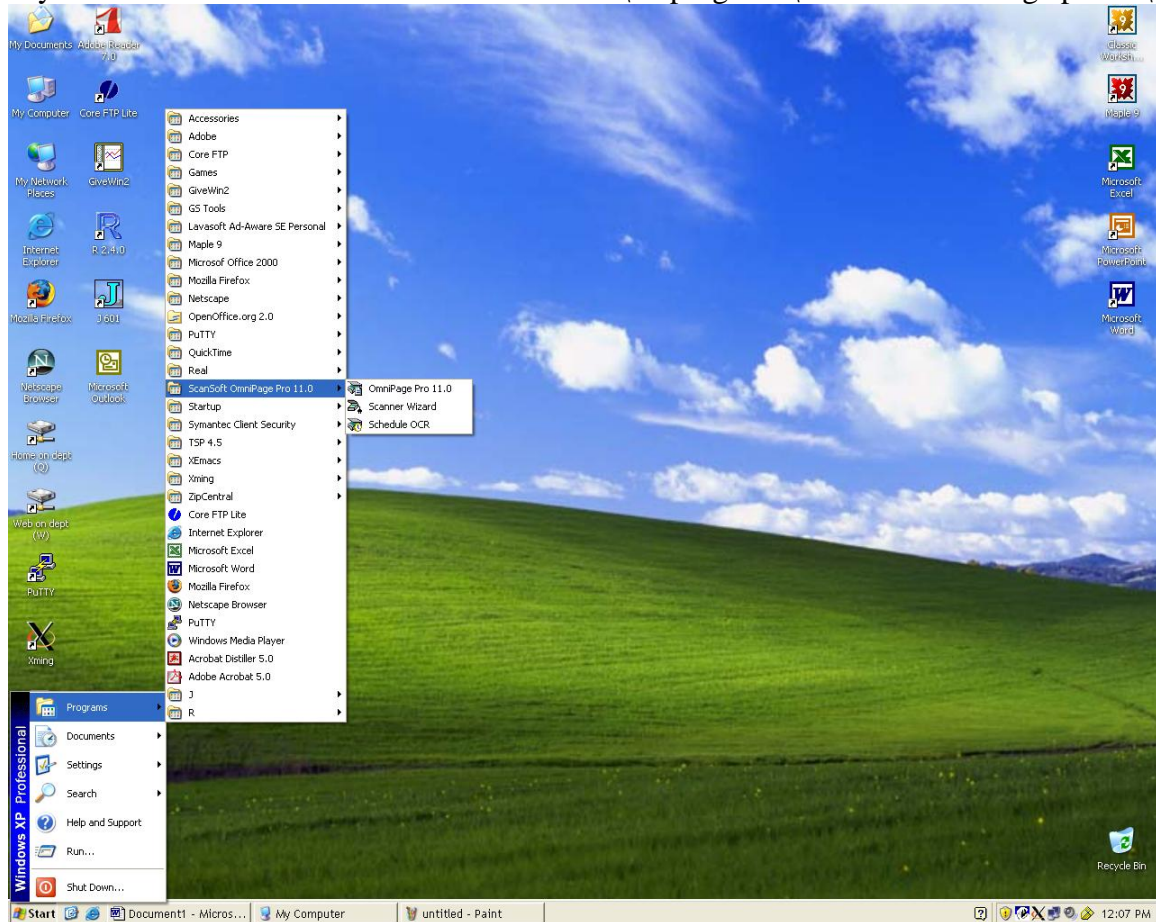
2. Locate the OmniPage
On the screen look and find the OmniPage Icon and open the software.

OmniPage Pro
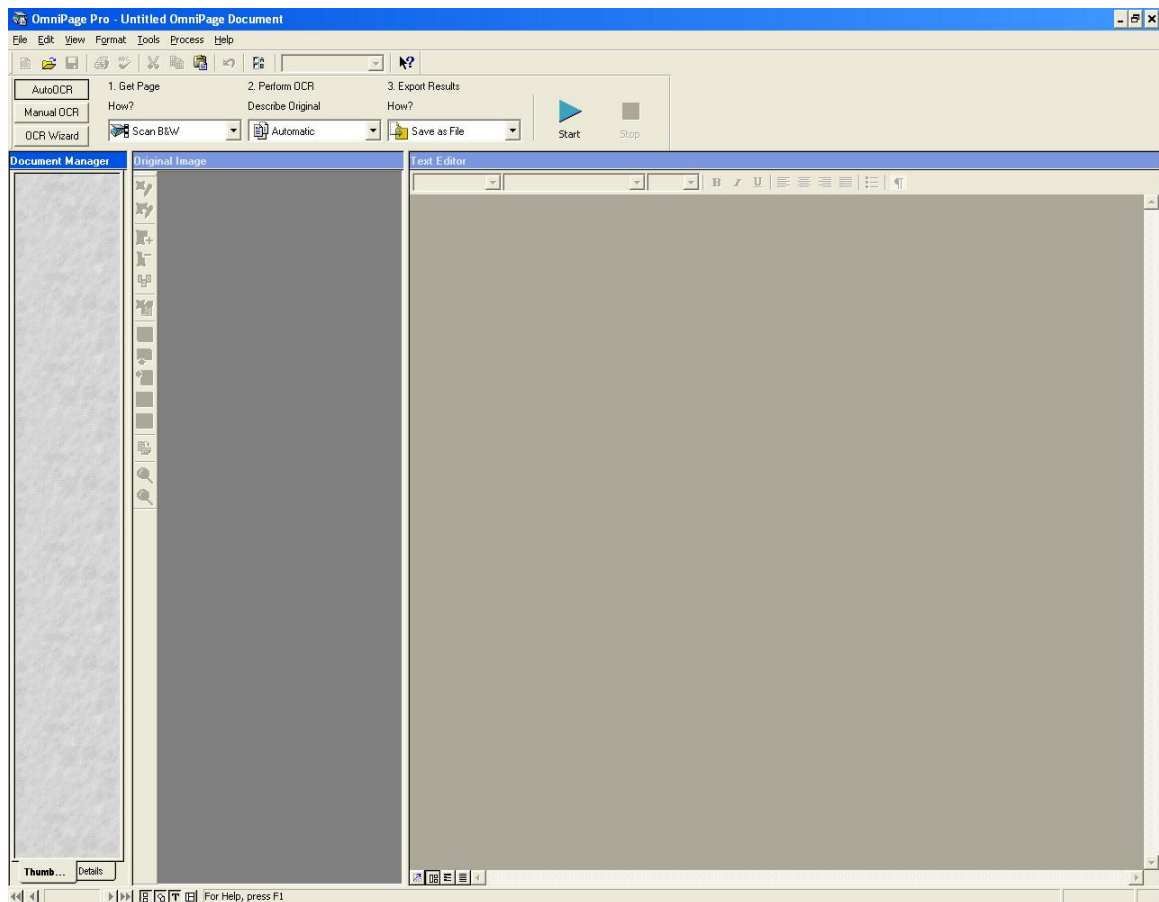11.0

If you cannot find the icon then look under start\all programs\Scansoft OmniPage pro 11\
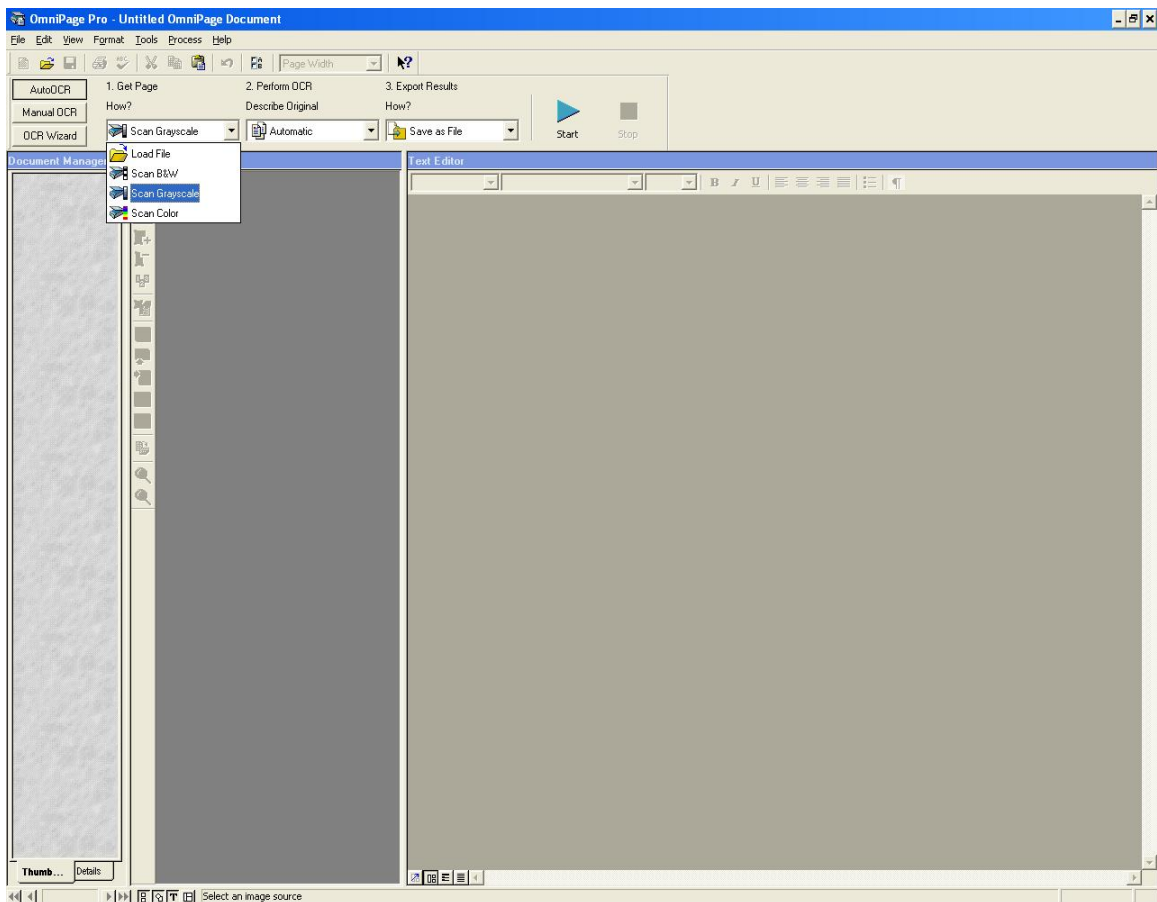

3. load the scanner
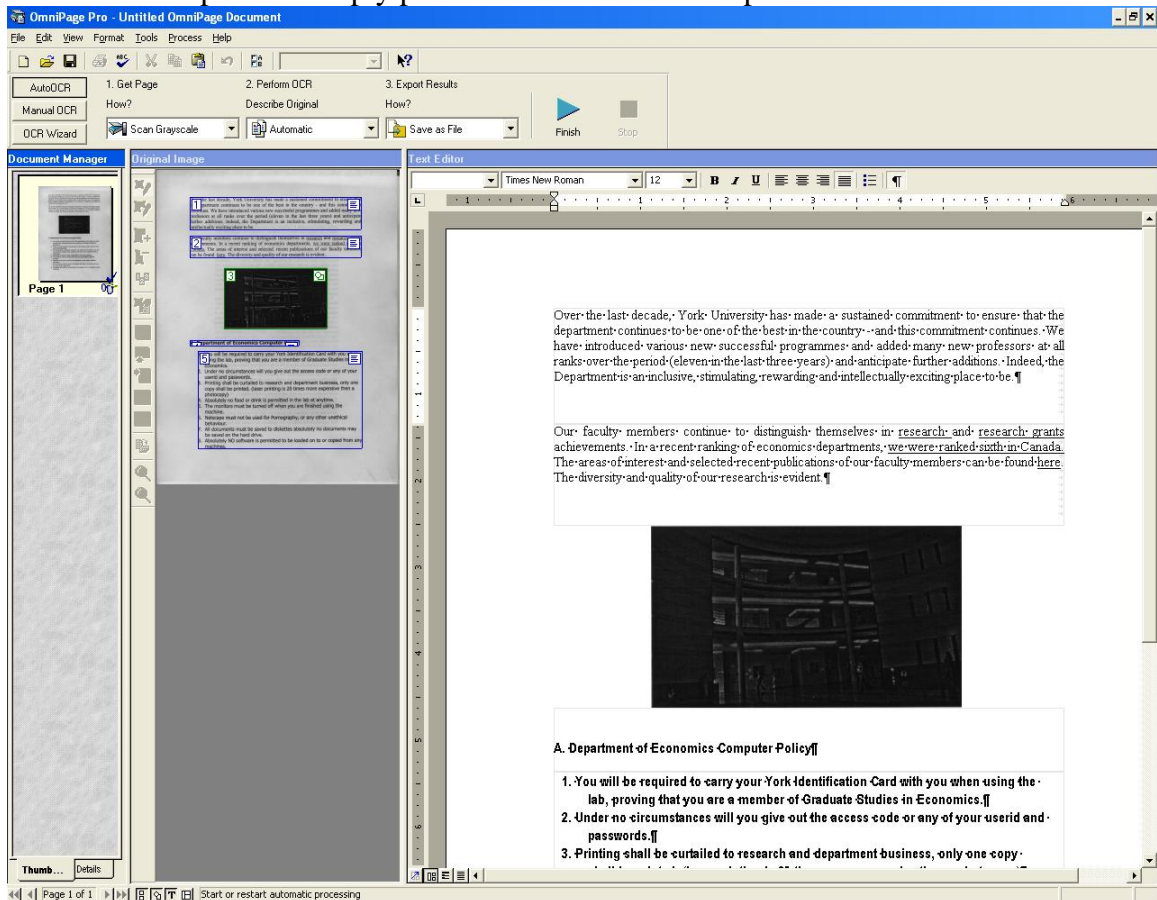Put your documents and papers in the scanner.

4. Select Scan type

Select how you want to scan your document. If you only have text then grayscale would be good. If you have images in color which you want to refer to later or want to keep in color use color setting.

5. Start

For automated process simply press Start button on the top of the screen.

Over the last decade, York University has made a sustained commitment to ensure that the department continues to be one of the best in the country - and this commitment continues. We have introduced various new successful programmes and added many new professors at all ranks over the period (eleven in the last three years) and anticipate further additions. Indeed, the Department is an inclusive, stimulating, rewarding and intellectually exciting place to be.

Our faculty members continue to distinguish themselves in research and research grants achievements. In a recent ranking of economics departments, we were ranked sixth in Canada. The areas of interest and selected recent publications of our faculty members can be found here. The diversity and quality of our research is evident.

A. Department of Economics Computer Policy

1. You will be required to carry your York Identification Card with you when using the lab, proving that you are a member of Graduate Studies in Economics.
2. Under no circumstances will you give out the access code or any of your userid and passwords.
3. Printing shall be curtailed to research and department business, only one copy

6. Save
After the process was completed you can save your file as an editable document file. You can save in variety of files such as MS word, PDF, WordPerfect …
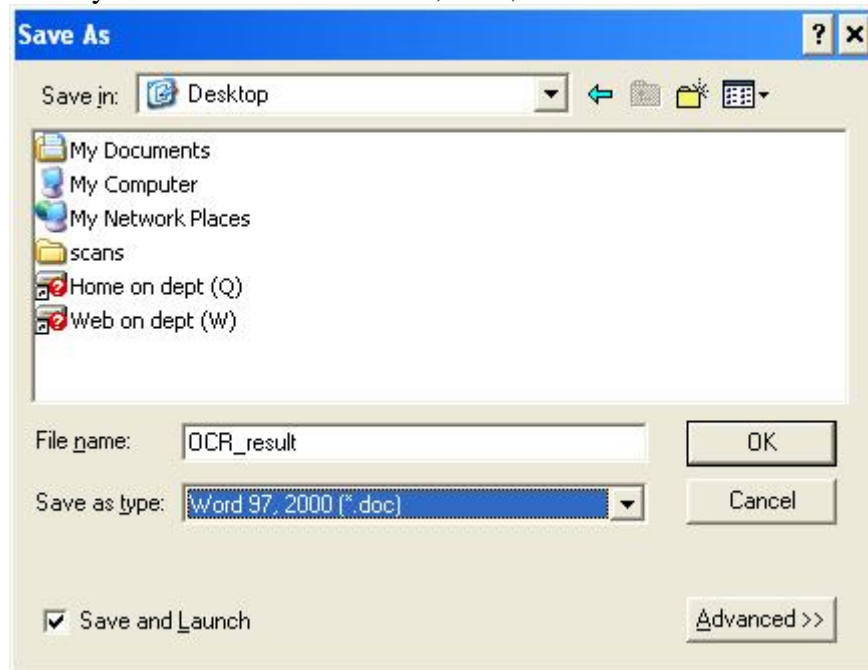
7. Open
Once you saved your file you can open it and edit it.