

SCANNING TEXT – USER’S GUIDE

Optical Character Recognition with OmniPage Pro

Objective: Scan and recognize Text Documents using *OmniPage Pro* Software

p.1	Introduction
p.1	Using OmniPage Pro to Scan, Recognize (OCR) and Save Text Documents
p.1	Launching the program
p.2	The OmniPage Pro Desktop
p.3	Scanning “1-2-3”
p.4	Options
p.4	Proofreading
p.5	Saving files

Introduction

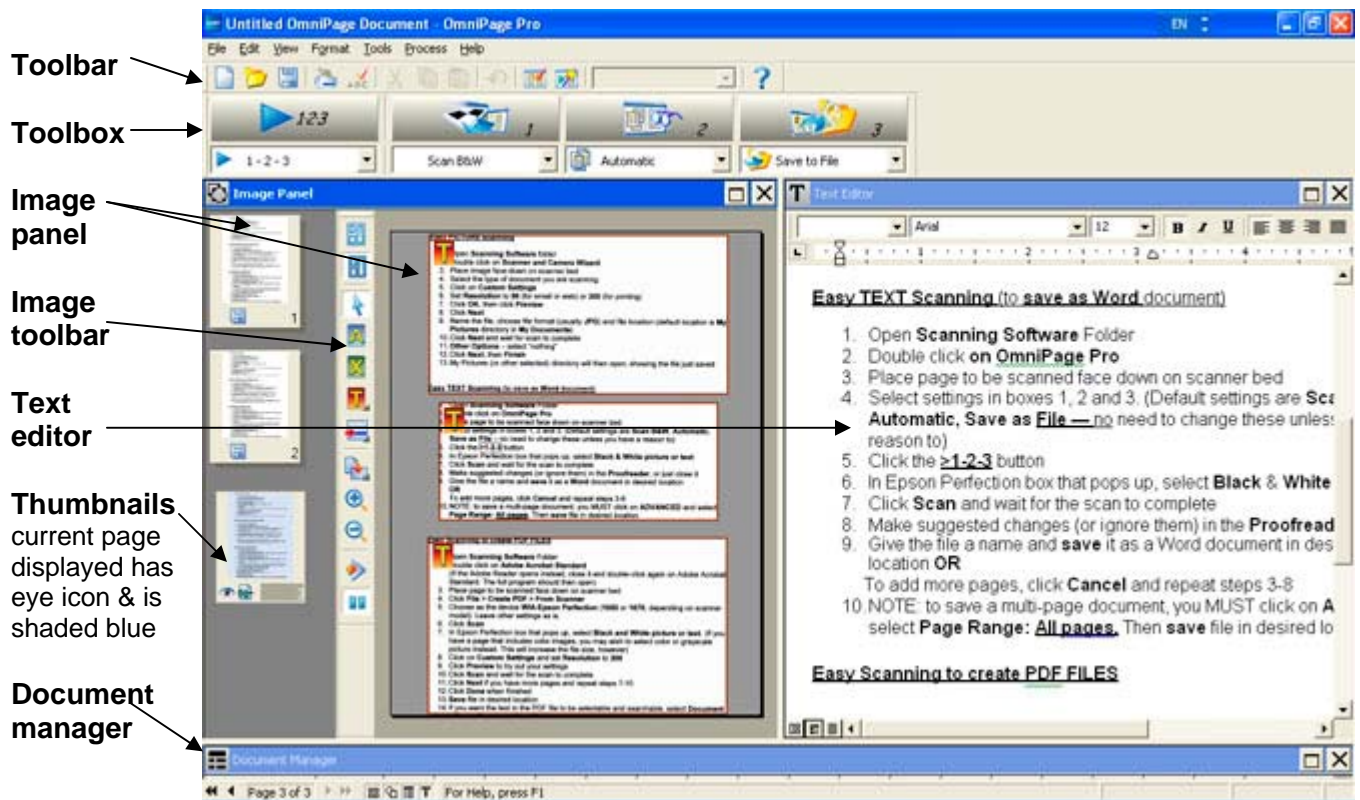
Optical Character Recognition (OCR) is a process that allows the user to scan a page of text on a flatbed scanner and then recognize the characters in that text so it can be saved as an editable text document rather than a non-editable image file. Illustrations or graphics within the scanned page are retained in the text document. Scanned pages of text can be saved in a variety of programs, including Rich Text Format, Word, WordPerfect, PDF and others. The OCR software available in the Information Commons is called **OmniPage Pro**, currently in version 14.0.

NOTE: Highly formatted pages (with columns, tables, graphics, etc.) may scan and OCR differently each time even with the same settings. If you are not happy with the results the first time, try scanning again with a different OCR setting (under button 2 for Auto-Processing or Step 2 of the OCR Wizard) or even with the same setting. Highly formatted pages may still require further editing in a word processing program in order to achieve formatting similar to the original document.

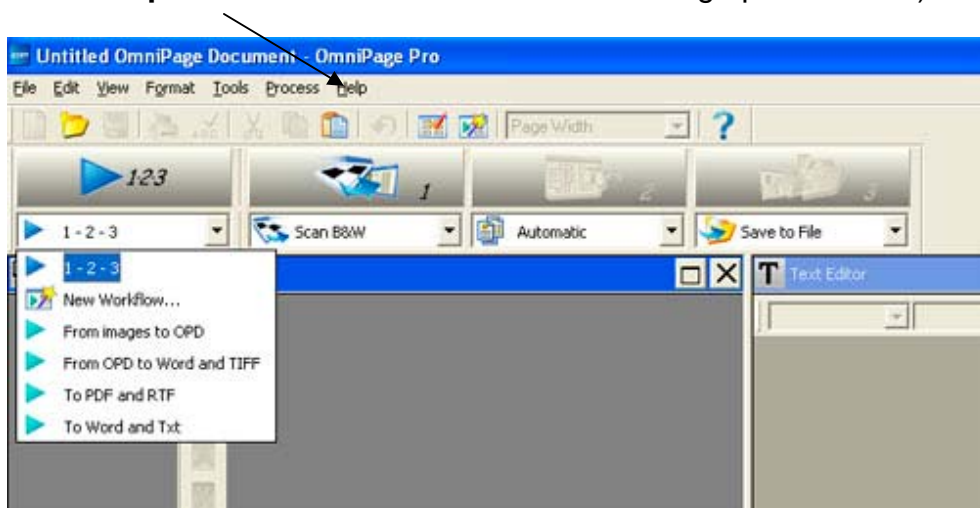
Using OmniPage Pro to Scan, Recognize (OCR) and Save Text Documents

- **Launch** the OmniPage Pro application program. It is located in the **Scanner Software** folder on the desktop.

- Identify major areas of the **OmniPage** desktop:
 - **Top: Toolbar** and **Toolbox**
 - **Left side: Image Panel**, shows thumbnails of scanned pages
 - **Right side: Text Editor**, where text can be manipulated
 - **Bottom: Document Manager**, shows summaries of pages scanned



- The default settings in the four sections of the toolbox are “1-2-3” (auto processing), “Scan B&W”, “Automatic” (OCR method), and “Save to File”. These are the easiest settings to use for scanning text documents to convert to Word. (There are other workflow options besides 1-2-3, including four predefined options, as shown below. See **Help** menus for more information on setting up workflows.)

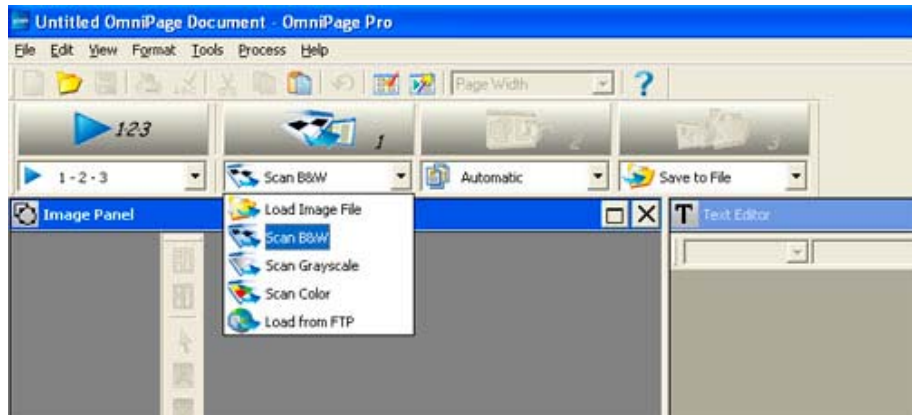


- **Place document on scanner bed** in lower left corner facing down. The top of the document should be pointed towards the front buttons of the scanner.
- **Scanning “1-2-3”**

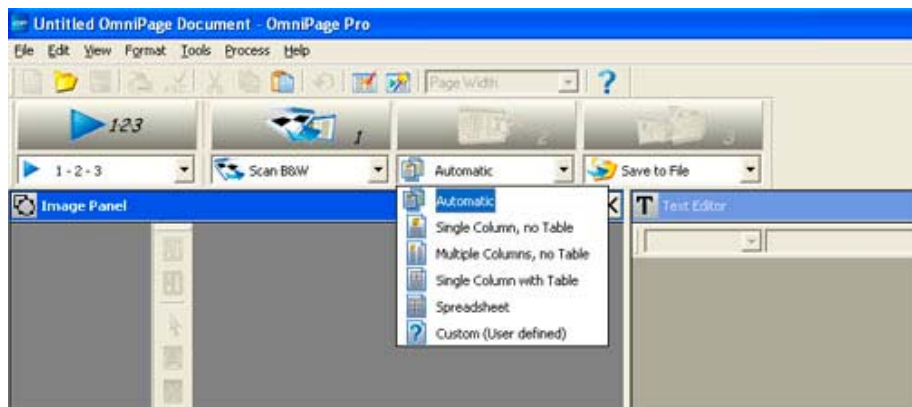


First, use the drop-down menus under the numbered buttons to make selections, based on the type and formatting of the document to be scanned. If in doubt, just leave them at the default settings.

1. **Scan pages** – for text, use B&W, grayscale or color.



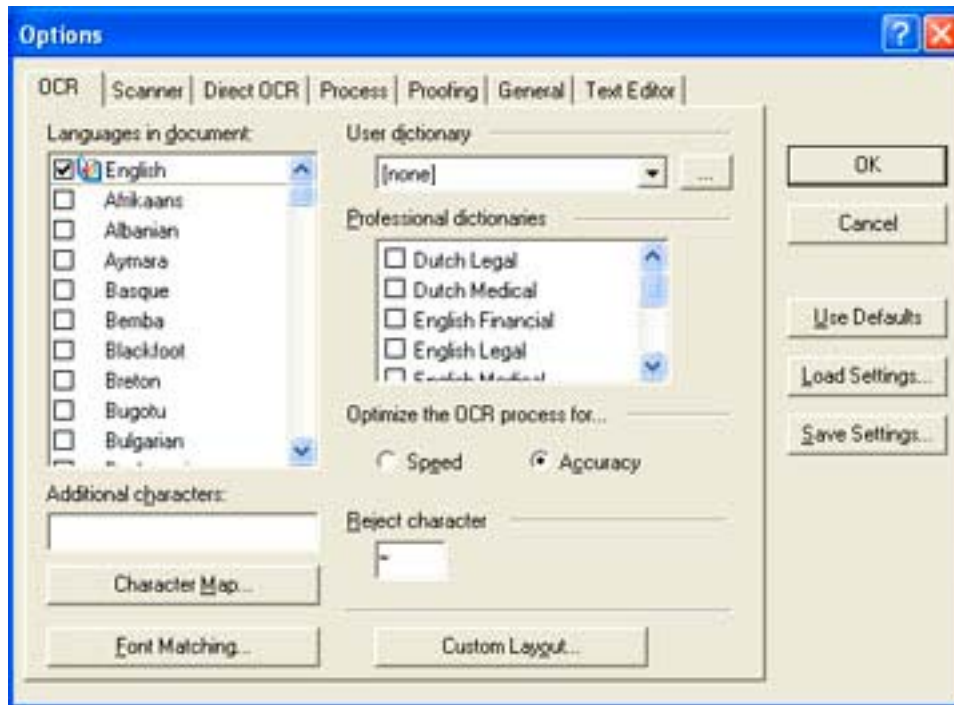
2. **Perform OCR** – choose according to the type of formatting present in the original document. If unsure, or not satisfied with results, select Automatic.



3. **Export Results** – Choose a method for exporting or saving the results. In most cases, this is “Save to File”.



- For additional options, click on the **options** icon in the menu bar. Options under **OCR** include changing to different languages (if your document is in another language). Only those with the open book next to them are available. See below.

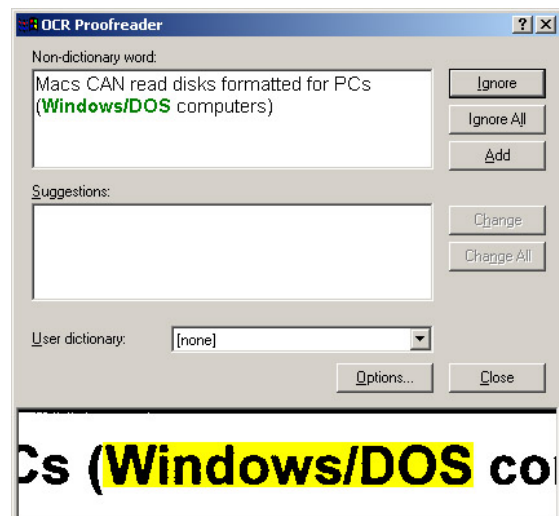


- Under **Proofing**, settings can be made to open a proofreader to check spelling after the scanning and OCR processes have been completed.
- After the above selections have been made, click on the **1-2-3** button to begin the process.



- After OCR is completed, the **Proofreader** window may open. Any unrecognized words appear highlighted in yellow. As with the Spellchecker in Word, you can make corrections or choose to ignore them. Either highlight the change you wish to make in the **Suggestions** window and click **Change**, or make changes by typing directly in the **Text Editor** window.

If you do not wish to proofread or change any of the text within OmniPage Pro, just close the window. (It is always possible to do this later after saving the file and opening it in a word processing program.)



- You will then be prompted to either **Stop Loading Pages** or **Add More Pages**. (Put the next page to be scanned on the scanner *before* clicking Add More pages! It is advisable to stop loading pages and **save** every 5 pages, in case of computer problems.)
- **To delete a scanned page**, right-click on the thumbnail and select **clear**.
- When all pages have been scanned and processed, click on **Stop Loading Pages**.
- In the **Save to File** window, choose the location to save the file (My Documents or your floppy, jump drive, etc.) and the file type to save as (usually Microsoft Word). For multiple pages, there are also options for saving each page as a separate file, or saving all pages as a single file. (Make sure **All pages** is selected.)
- To save in multiple formats (such as Word and TIFF image), click on **Multiple** next to Save as, then select the file types

