

Introduction

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General Information

The Batch Recognition Utility is useful for the scanning and / or recognition of multiple pages at once.

There are two frames in the Batch Recognition Utility main window. On the left is the File List Frame which shows a list of images in a particular folder. On the right is the Recognition Task Structure Frame which shows open tasks and their structures.

If you already have the images you wish to recognize on your hard drive, you can create a new Batch Recognition Task. Select an image in the File List Frame and then choose ADD IMAGE from the EDIT MENU. You will be prompted with the create new document dialog. Here you select a name for the text document that will be created after recognition. After doing so, you will see the new task listed in the Task Structure Frame with the image you selected as a sub-item. After you have a task with at least one image, you can choose to recognize all images listed in that task.

A typical task structure looks like this:

```
<document1.rtf>
  <image1.tif>
  <image2.tif>
<document2.rtf>
  <image3.tif>
  <image4.tif>
etc., etc.
```

Where <document1.rtf> is the name of the file to be created after the recognition of <image1.tif> and <image2.tif>.

You can test it with the sample images which came with the CuneiForm`99 or you could run the Scan Wizard to scan the multiple images in batch mode.

We recommend to new users that they make use of the Scan and Recognition Wizards because of their ease of use.

An Important Note About Contextual Help

Please note that for the initial release of CuneiForm 99, not all contextual help hotspots will be enabled. You may encounter an error dialog box with the title, "Windows Help" and the message, "The topic does not exist. Contact your application vendor for an updated help file. (129)."

If you encounter this error, please do not call technical support. We already know about it and it will not affect the functionality of CuneiForm 99. We will be posting updates for the help files at various times during the year. You will be able to download them at your convenience. Please see our web page for more information.

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New Command

Creates a new, empty Batch Recognition Task. BRTs store information about the source images and destination text files you define prior to recognition.

Open Command

opens an existing Batch Recognition Task.

Save Command

updates the previously saved Batch Recognition Task. If you are saving the task for the first time you will see the SAVE AS dialog box.

Save As Command

Saves the current Batch Recognition Task under a new file name.

Select Folder Command

Selects a folder to display the contents of in the File List Frame.

Find Image File Command

Searches for a specific image file. You can select which type(s) of images you wish to look for as well as the volume(s) you wish to search on.

Recent File List

Shows up to four of the most recently opened Batch Recognition Tasks.

Exit Command

Exits the Batch Recognition Utility.

Edit Menu

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Edit Document Command

You may edit a text file with the CF Editor after the recognition process is completed. If you run a task and then open it later you can edit the text file.

To use the EDIT DOCUMENT COMMAND follow these steps:

1. Highlight the text file in the File List Frame.
2. Activate the Batch Recognition Task Structure Frame.
3. Select EDIT DOCUMENT.

The CF Editor will open with your document already loaded.

Create Document Command

Adds a name for the target text file to the Batch Recognition Task. The target text file will be created when the task is executed. If the file name that you chose is not used already, the document won't be created until the recognition is run. If the document name is already used, the existing file will be overwritten when the recognition is run.

Rename Document Command

Renames the text document in the Batch Recognition Task.

Add Image Command

You can add an image to a Batch Recognition Task. If you have more than one text file defined as a target, make sure that you select the desired target in the Task Frame.

Delete Image Command

You can delete an unwanted image from a Batch Recognition Task. Make sure that image is highlighted first.

Delete Document

This will remove a target file's name from the task structure. Removing a target file's name means that the next time you run the task, that target file won't be created.

Please be aware that "deleting the document" does not mean that the target file will be removed from the hard drive. If you chose a name for the target file that already exists, or you executed the recognition, the target file will have been created and is still on your hard drive.

Delete ED File Command

ED files are generated and used by the Cuneiform engine. Normally a user will have no need to use an ED file, but in some cases ED files can be helpful.

If you were in the middle of a batch process and it was interrupted for some reason, you can resume the task instead of starting over again by selecting the ED files and converting them to RTF format.

DELETE ED FILE will delete the highlighted ED file.

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View Status Bar Command

Shows the status bar.

View Toolbar Command

Shows the toolbar.

View Large Icons Command

You can choose to show files in the File List Frame as large icons.

View Small Icons Command

You can choose to show files in the File List Frame as small icons.

View Details Command

You can choose to show detailed file information in the File List Frame.

View Image Command

You can choose to view the selected image with the CuneiForm ImageViewer.

View Image Type

Allows you to choose which types of images you wish to display in the File List Frame.

Refresh Command

Refreshes the File List Frame.

View Logfile Command

Shows you the automatically generated logfile of a Batch Recognition Task that's been run.

View Options Command

Shows the Batch Recognition Options Dialog Box.

View Startup Options Command

Shows the Startup Options Dialog Box. You can choose whether you want the Batch Wizard to open by default or not.

OCR Menu

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Recognize Command

This command starts the batch recognition process. It expects from the user that there is at least one Batch Recognition task open (or created) with at least one target document (text file) and at least one source image (either scanned or saved earlier).

If Batch Recognition task (i.e. example.brt) and images (i.e. test001.tif, test002.tif, something.tif, etc.) are specified then the Batch Recognition task will launch an automatic OCR process and will save the results into a specified document.

Recognition Wizard

The Recognition Wizard is recommended for new users of CuneiForm. The Wizard will guide you through the batch recognition process. It is however optional and you can use the Recognize command instead.

Scan Wizard

The Scan Wizard is recommended for new users. The Batch Recognition Utility's default setting is to display the Scan Wizard on startup. You can choose a different setting from the startup options dialog box.

Help Menu

It shows a list **of available Help**

Help Topics Command

Displays the help topics.

About Batch Recognition Utility

Shows important product information including version number and registration status.

