

# Contents for WinOCR Help

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## **Loading a bitmap**

There are two ways to load a bitmap into WinOCR.

Open a bitmap file

Paste a bitmap from the clipboard

## **Converting a bitmap to text**

This step follows [loading a bitmap](#) into WinOCR. The aim is to produce text that looks as if it has been typed in. Help is available on how to . . .

[Start an OCR](#)

[Stop an OCR](#)

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## Retrieving the text

There are two ways to retrieve text from WinOCR. By using the clipboard or via the built-in editor. Help is available on how to . . .

[Use the built-in editor](#)

[Transfer text to the clipboard](#)

## Opening a bitmap file

1. Display the file open dialog box:

Menu: Select OPEN from the BITMAP menu.

Keyboard: ALT-B-O.

Accelerator: CTRL+O.

2. Select the file you want to open.
3. Press the OK button in the dialog box.

## Pasting a bitmap from the clipboard

1. The PASTE option will be normal (not greyed) in the BITMAP menu if a bitmap is available in the clipboard.
2. Paste the bitmap from the clipboard:  
Menu: Select PASTE from the BITMAP menu.  
Keyboard: ALT-B-P.  
Accelerator: CTRL+P.

## Viewing large bitmaps

A bitmap that has been loaded into WinOCR may be too large to see the entire bitmap at once. To solve this problem:

1. Adjust the size of the window. Refer to the Windows User's Guide for more information on how to do this.
2. Bring a different part of the bitmap into view. This can be done using the scroll bars.
3. Shrink the bitmap. This displays the bitmap at 1 / 2 the original height and width.

## Hiding the scroll bars

To gain additional space to view a large bitmap the scroll bars in the bitmap window can be turned off. They can be turned on again when required.

1. The SCROLL BARS option will be checked in the VIEW menu if the scroll bars are currently on. However, they may not be currently being displayed if a small bitmap has been loaded which is entirely visible.
2. Hide the scroll bars:  
Menu: Select SCROLL BARS from the VIEW menu.  
Keyboard: ALT-V-L.  
Accelerator: F7.



## Removing the editor

The main window of WinOCR is divided into two parts, the bitmap window and the edit window. To give additional space to view a large bitmap the editor can be removed. It can be turned on again when required.

1. The EDIT option will be checked in the VIEW menu if the editor is currently on.
2. Remove the editor:  
Menu: Select EDIT from the VIEW menu.  
Keyboard: ALT-V-E.  
Accelerator: F3.

## Removing the bitmap window

The main window of WinOCR is divided into two parts, the bitmap window and the edit window. To give the entire space to the editor the bitmap window can be removed. It can be turned on again when required.

1. The BITMAP option will be checked in the VIEW menu if the bitmap window is currently on.
2. Remove the editor:  
Menu: Select BITMAP from the VIEW menu.  
Keyboard: ALT-V-B.

## Shrinking the bitmap

1. The SHRINK option will be normal (not greyed) in the VIEW menu if the bitmap can be shrunk.
2. Shrink the bitmap:
  - Menu: Select SHRINK from the VIEW menu.
  - Keyboard: ALT-V-H.
  - Accelerator: -.

## Starting an OCR

To start an OCR you must load a bitmap.

1. When it is possible to start an OCR the RECOGNISE option in the ACTION menu will be normal (not greyed) and the GO button in the RIBBON will be enabled.
2. Start the OCR:
  - Menu: Select RECOGNISE from the ACTION menu.
  - Keyboard: ALT-A-R.
  - Accelerator: CTRL+R.
  - Button: Select GO in the RIBBON.

## Stopping an OCR

After an OCR has been started it may be necessary to halt or abort the process for a variety of reasons. Help is available on how to . . .

[Halt an OCR temporarily](#)

[Abort an OCR](#)

[Reset the program](#)

## Setting up an OCR

How much setting up has to be done before a bitmap can be processed will vary. Sometimes all that will be required is to press the GO button; other times more is required. Help is available on how to . . .

[Select a part of the bitmap](#)

[Use templates](#)

## Halting an OCR temporarily

1. When it is possible to halt an OCR the HALT option in the ACTION menu will be normal (not greyed).
2. Halt the OCR:  
Menu: Select HALT from the ACTION menu.  
Keyboard: ALT-A-H.  
Accelerator: CTRL+H.

## **Aborting an OCR**

1. When it is possible to abort an OCR the ABORT button in the RIBBON will be enabled.
2. Abort the OCR:  
Button: Select ABORT in the RIBBON.



## Resetting the program

1. Reset the program:  
Menu: Select RESET from the ACTION menu.  
Keyboard: ALT-A-T.

## Selecting part of a bitmap for processing

Selections are performed using tools that are found in the Tool Box. To display them first activate the Tool Box. Help is available on how to . . .

Turn selection on  
Mark out an area

## Displaying the Tool Box

1. The TOOL BOX option will be checked in the VIEW menu if the Tool Box is currently on.
2. Displaying the Tool Box:  
Menu: Select TOOL BOX from the VIEW menu.  
Keyboard: ALT-V-T.  
Accelerator: F4.

## Turning area selection on

1. The  button will be visible if area selection has been turned on and a black box will surround the bitmap. If area selection is off the  button will be displayed.
2. Toggle selection on and off:  
Button:       Select  or  in the TOOL BOX.

## Marking out an area

1. The top-left and bottom-right buttons in the Tool Box will be enabled if it is possible to mark out an area.
2. Select a marker:  
Button:       Select 'top-left' or 'bottom-right' in the TOOL BOX.
3. The cursor which will change shape when you click on of these tools. Move the cursor to the chosen position over the bitmap window.
4. Press the left mouse button at the point that you have chosen.

## Using templates

WinOCR uses templates. The user has to select a template that corresponds to the letters in the bitmap before starting the OCR.

When there is no template for the current bitmap the user has to create a new one for the particular letter type that is being worked with. Help is available on how to . . .

Create new templates  
Save the templates  
Remove old templates

## **Selecting a template**

A template is selected from the List in the RIBBON.

1. Select the list box:  
Keyboard: CTRL+T  
Button: Select the drop-down arrow in the RIBBON.
2. Use the up and down arrow keys to select the template you require.
3. Press return to select your chosen template.

## Creating a new template

1. If the Template Box is not present first activate the Template Box.
2. Set the Template Box to a template not being used or no longer required.
3. Clear the template, if it is currently set.
4. Name the template. This is the name used in the list box in the Ribbon to select templates.
5. Select the font for the template.
6. Select the template that has just been created. That is this template will then become the current template.
7. Create the scale for the template.
8. Save the templates for future use.



## **Saving the templates**

1. Save templates:  
Button: Select SAVE in the TEMPLATE BOX.

## Removing old templates

1. Clear a template:  
Button: Select CLEAR in the TEMPLATE BOX.

## **What are fonts?**

WinOCR uses templates, and the basis of a template is a font. The program comes with a number of fonts and these can be used to make templates.

## **What are templates?**

WinOCR uses templates. A template is a record of the characteristics of the letters in the bitmaps being analysed. Using templates increases the speed and accuracy in analysing bitmaps.

The features of letters that are recorded in the template are the font and size. Note that size will vary depending on the resolution of the scanner used to produce the bitmap.

Help is available on how to . . .

[Use templates](#)

[Select a template](#)

[Display the Template Box](#)

## Displaying the Template Box

1. The TEMPLATE BOX option will be checked in the VIEW menu if the Template Box is currently on.
2. Displaying the Template Box:  
Menu: Select TEMPLATE BOX from the VIEW menu.  
Keyboard: ALT-V-P.  
Accelerator: F5.

## **Setting the Template Box**

1. Move to the Name field.
2. Use the up and down arrow keys to select the template you require.

## **Naming a template**

1. Move to the name field:  
Mouse: Click in the name field.
2. Enter a name.

## **Selecting the template font**

1. The name of the current font is the selected button.
2. Select the font.



## Scaling the template

1. Scale templates:
  - Keyboard: Select SCALE from the ACTION MENU.
  - Button: Select SCALE in the TEMPLATE BOX.

## Using the built-in editor

Once an OCR is complete the user can transfer the text produced to the built-in editor and use the commands available there to inspect or modify the text. Help is available on how to . . .

[Transfer text to the editor](#)

[Save the contents of the editor](#)

[Print the contents of the editor](#)

## **Transferring text to the clipboard**

1. The COPY OCR option will be normal (not greyed) in the TEXT menu if text can be transferred to the clipboard.
2. Copy text to the clipboard:  
Menu: Select COPY OCR from the TEXT menu.  
Keyboard: ALT-T-Y.

## Transferring text to the editor

1. The PASTE OCR option will be normal (not greyed) in the TEXT menu if text can be transferred to the editor
2. Copy text to the editor  
Menu: Select PASTE OCR from the TEXT menu.  
Keyboard: ALT-T-E  
Accelerator: CTRL+E

## **Saving the contents of the editor**

1. The SAVE and SAVE AS options will be normal (not greyed) in the TEXT menu if text can be saved.
2. If necessary display the file save dialog box:  
  
Menu:           Select SAVE AS from the TEXT menu.  
Keyboard:       ALT-T-A.
3. Select the filename you want to save the text as.
4. Press the OK button in the dialog box.

OR

2. Save the text with the current filename.  
  
Menu:           Select SAVE from the TEXT menu.  
Keyboard:       ALT-T-S.  
Accelerator:   CTRL+S.

## **Printing the contents of the editor**

1. Print the text:  
Button: PRINT in the RIBBON.

## Menus

The menu contains the commands that are available to the user. They are grouped into a number of categories. More information is available about the . . .

Action menu

Bitmap menu

Text menu

View menu

Options menu

Help menu

## **The bitmap window**

The bitmap window is used to display the scanned bitmap.

Once a bitmap has been loaded a variety of commands are available to adjust the bitmap window. Help is available on how to . . .

[View a large bitmap](#)

[Hide the scroll bars](#)

[Remove the editor](#)



## **The edit window**

The edit window contains the editor. Text can be loaded into the editor for correction or modification.. Help is available on how to . . .

[Remove the editor](#)

[Remove the bitmap window](#)

[Use the editor](#)

[Edit text using the editor](#)

## **How the editor works**

The editor works in exactly the same way as the notepad editor supplied with windows as an accessory.

## Action menu

The commands available under this option are used to control the program; for example, to stop and start actions. More information is available about the following options . . .

Recognise

Scale

Clear Scale

Reset

Halt

Start

Exit

## Bitmap menu

The commands available under this option are used to control the bitmap that is loaded or being loaded into the system. More information is available about the following options . . .

Open

Save

Save As

Clear

Paste

Rotate

Flip

Inv<sup>e</sup>rt

## **Text menu**

The commands available under this options are used when the action required involves text; for example, to place text into the editor or to place the results of an OCR directly into the clipboard. More information is available about the following options . . .

Open

Save

Save As

Cut

Copy

Paste

Delete

Clear All

Paste OCR

Copy OCR

## **View menu**

The commands available under this option are used when the change the user requires involve the appearance of the program; for example whether the editor is visible or the bitmap displayed is reduced. More information is available about the following options . . .

Ribbon Bar

Bitmap

Edit

Status Bar

Shrink

Enlarge

Tool Box

Template Box

Train Box

Memory Box

Error Box

Bitmap Scrollbars

Edit Scrollbars

## Options menu

The commands available under this option are used when the change the user wants to set options; for example whether the trace is on. More information is available about the following options . . .

Speed

Accuracy

Trace

Verbose

Match

Save Settings on Exit

## Help menu

The commands available under this option are used when the user wants to access the help system. More information is available about the following options . . .

Contents

How to Use Help

About Shareware



## Recognise

Use: Starts the OCR process.

Precondition: Loaded bitmap, valid template.

Comments: Once an OCR has been started it can be halted by using the HALT command

## Scale

Use: Create scale information for a template.

Precondition: Loaded bitmap, template has no scale.

Comments: When a template has no scale a cross appears in the ribbon instead of a tick.

## **Clear Scale**

Use: Clear the scale information in a template

Precondition: Loaded bitmap, valid scale in the template.

Comments: When a template has scale information a tick appears in the ribbon instead of a cross.

## **Reset**

Use: Resets the system after an OCR

Precondition: Loaded bitmap.

Comments: Used when you want to start again without reloading the bitmap.

## **Halt**

Use: Stops an OCR.

Precondition: OCR in progress.

Comments: Useful to stop the processing of a very large bitmap before it reaches the end.

## Start

Use: Restarts an OCR.

Precondition: OCR halted.

Comments: Restarts an OCR after it has been halted.

## **Exit**

Use: Exits the program.

Precondition: None.

Comments: Before the program exits the current options are saved so that they can be used when the program is run again.

## Open

Use: To open a bitmap file.

Precondition: None.

Comments: The type of bitmap that can be opened is a DIB.



## **Save**

Use: To save a bitmap file.

Precondition: Loaded bitmap.

Comments: Used to save a bitmap that already has a filename. If the bitmap has no filename a dialog box is displayed.

## **Save As**

Use: To save a bitmap file.

Precondition: Loaded bitmap.

Comments: Used to save a bitmap that has either been pasted into the program via the clipboard or has been modified.

## Clear

Use: To clear the current bitmap.

Precondition: Loaded bitmap.

Comments: Used to clear the screen of a bitmap that is no longer required. The text is not cleared at the same time.

## **Paste**

Use: To load a bitmap from the clipboard into the program.

Precondition: A bitmap in the clipboard.

Comments: A simple way to transfer bitmap from other windows programs.

## **Rotate**

Use: To rotate a bitmap.

Precondition: A loaded bitmap.

Comments: Sometimes it is convenient with some scanners to scan horizontally instead of vertically. This command allows the resulting bitmap to be rotated.

## Flip

Use: To flip a bitmap.

Precondition: A loaded bitmap.

Comments: The commands handles the case where a bitmap is upside down.

## **Invert**

Use: To invert a bitmap.

Precondition: A loaded bitmap.

Comments: Used when there is white text on a black background.

## Open

Use: To open a text file.

Precondition: None.

Comments: The command must only be used to open an ASCII text file.



## **Save**

Use: To save a text file.

Precondition: Text present in the editor.

Comments: Used to save text with the current filename. If there is no filename a dialog box is displayed.

## **Save As**

Use: To save a text file.

Precondition: Text in the editor.

Comments: Used to save text for transfer to another application.

## **Cut**

Use: To move a selected piece from the editor to the clipboard.

Precondition: Selected text.

Comments: Works in exactly the same way as the Windows notepad program. The text placed in the clipboard can now be easily moved to other applications.

## **Copy**

Use: To place the selected piece into the editor without deletion.

Precondition: Selected text.

Comments: Works in exactly the same way as the Windows notepad program. The text placed in the clipboard can now be easily moved to other applications.

## **Paste**

Use: To paste text from the clipboard into the editor.

Precondition: Selected text.

Comments: Works in exactly the same way as the Windows notepad program. It enables the editor built into the program to function like as small text editor.

## **Delete**

Use: To delete text in the editor.

Precondition: Selected text.

Comments: Works in exactly the same way as the Windows notepad program. Note that the deleted text is not placed in the clipboard.

## **Clear All**

Use: To clear the contents of the editor.

Precondition: Text present in the editor.

Comments: Used to clear the text. The bitmap is not cleared by this command.

## **Paste OCR**

- Use: To paste the results of the last OCR into the editor.
- Precondition: OCR performed on bitmap.
- Comments: Used to place the text produced by performing an OCR into the editor where it can be modified or saved.



## Copy OCR

- Use: To place the results of the OCR directly into the clipboard.
- Precondition: OCR performed on bitmap.
- Comments: This is a quick way of transferring text to the clipboard and then to other applications without using the editor.

## **Ribbon Bar**

Use: Hide/Show the ribbon.

Precondition: None.

Comments: Used when you want to have as much space as possible to display the bitmap.

## **Bitmap**

Use: Hide/Show the bitmap window.

Precondition: Edit window visible.

Comments: Used to turn off the bitmap and therefore have a larger editor.

## **Edit**

Use: Hide/Show the Edit window.

Precondition: Bitmap window visible.

Comments: Used to turn off the editor and therefore have the bitmap use the entire window .

## Status Bar

Use: Hide/Show the Status line.

Precondition: None.

Comments: Used when you want to have as much room as possible for the bitmap or editor.

## **Shrink**

Use: To display a compressed bitmap.

Precondition: None.

Comments: Used to make the whole of a large bitmap visible. The maximum reduction it to 1/16 of the original dimensions. Only the image on the screen is affected, the original bitmap is still used for processing.

## **Enlarge**

Use: To display an enlarge bitmap.

Precondition: Reduced bitmap is being displayed.

Comments: Used to restore a bitmap after it has been reduced. The bitmap can then be displayed at its original size.

## Switching on the Tool Box

Use: To turn the Tool Box on or off.

Precondition: None.

Comments: The Tool Box contains tools and buttons for commands that are used frequently. When not in use it should be closed to reduce clutter.



## Switching on the Template Box

Use: To turn the Template Box on or off.

Precondition: None.

Comments: The Template Box is used to control the template. When not in use it should be closed to reduce clutter.

## Switching on the Train Box

Use: To turn the Train Box on or off.

Precondition: None.

Comments: The Train Box is used to control the built-in fonts. When not in use it should be closed to reduce clutter.

## **Switching on the Memory Box**

Use: To turn the Memory Box on or off.

Precondition: None.

Comments: The Memory Box is used to monitor the usage of memory by the system.  
When not in use it should be closed to reduce clutter.

## Switching on the Error Box

Use: To turn the Error Box on or off.

Precondition: None.

Comments: The Error is used to view the errors generated by the user as the program is run. When not in use it should be closed to reduce clutter.

## **Bitmap Scrollbars**

Use: To turn the Bitmap Scrollbars on or off.

Precondition: None.

Comments: The scroll bars are used to move around a large bitmap. The scroll bars are only displayed if the bitmap at its current size is larger than the bitmap window.

## **Edit Scrollbars**

Use: To turn the Edit Scrollbars on or off.

Precondition: None.

Comments: The scroll bars are used to move around the editor.

## **Speed**

Use: Selects for speed.

Precondition: None.

Comments: Increases the speed of the OCR. Best set to accuracy.

## **Accuracy**

Use: Selects for accuracy.

Precondition: None.

Comments: Increases the accuracy of the OCR. Best left on.



## Trace

Use: Turns the trace on or off.

Precondition: None.

Comments: Allows you to follow the progress of an OCR.

## **Verbose**

Use: To set the level of feedback.

Precondition: None.

Comments: Allows you to follow control the amount of information presented by the program as it performs an OCR.

## Match

Use: To turn on/off matching.

Precondition: None.

Comments: Allows you to compare the character produced by the OCR against the corresponding character in the Editor. If they do not match the program beeps and the OCR process halts. The font can then be modified so that in future the character will be read correctly. N.B. to do this the text corresponding to the bitmap has to be typed in.

## **Save Settings on Exit**

Use: To save the program settings on exit.

Precondition: None.

Comments: Preserves settings between sessions.

## Help Contents

Use: Displays the help contents.  
Precondition: None.  
Comments: Used to access the help system.

## How to Use Help

Use: Displays help about using help.  
Precondition: None.  
Comments: Allows access to help on how to use help.

## **About Shareware**

Use: Displays information about Shareware

Precondition: None.

Comments: Can be used to print the order form and to find out how to get support.

## **Boxes**

The menu contains the commands that are available to the user. They are grouped into a number of categories. More information is available about the . . .

[Tool box](#)

[Template box](#)

[Train box](#)

[Error box](#)

[Memory box](#)



## **Tool Box**

This box contains commonly used tools and buttons for frequently used commands. More information is available on the actions performed by the various buttons in this box . . .

Cross

[ ] Area selection

Top Left

Bottom Right

Up

Down

Left

Right

## **Cross**

Use: Selects the default cross cursor.

Precondition: None.

Comments: Used to select the cross cursor if the cursor has been modified by selecting another cursor.

## **[] Area selection**

Use: Turns on or off area selection.

Precondition: None.

Comments: Used to turn the area selection on or off.

## Top Left

Use: Used to change the cursor to the top left selection cursor.

Precondition: None.

Comments: When only a part of the bitmap is to be processed the selection area should be turned on. Once this has been done this tool can be used to modify the top left of the selected area.

## **Bottom Right**

Use: Used to change the cursor to the bottom right selection cursor.

Precondition: None.

Comments: When only a part of the bitmap is to be processed the selection area should be turned on. Once this has been done this tool can be used to modify the top left of the selected area.

## Up

Use: Used to move the line highlight up.

Precondition: Bitmap has been analysed for lines.

Comments: A bitmap is processed in the following sequence. The bitmap is broken down into lines, each line is broken down into characters. The command allows the user to select the line to process.

## **Down**

- Use:** Used to move the line highlight down.
- Precondition:** Bitmap has been analysed for lines.
- Comments:** A bitmap is processed in the following sequence. The bitmap is broken down into lines, each line is broken down into characters. The command allows the user to select the line to process.

## **Left**

Use: Used to move the character highlight left.

Precondition: Bitmap has been processed.

Comments: Used to move around an analysed bitmap. Useful when assessing the quality of an OCR.



## **Right**

Use: Used to move the character highlight right.

Precondition: Bitmap has been processed.

Comments: Used to move around an analysed bitmap. Useful when assessing the quality of an OCR.

## Template Box

This box is used to control the templates that the program uses. The purpose of the template box is to allow templates to be created or modified. More information is available on the actions performed by the various buttons in this box . . .

Name

Font

Properties

Text

OK button

Save button

Select button

Clear button

Scale button

## **Name**

Use: Allows a template to be selected.

Precondition: None.

Comments: Used to select a template for creation or modification.

## Font

Use: Allows a template to be selected.  
Precondition: Current template not the first.  
Comments: Used to select a font to be used for a template.

## Properties

Use: Allows template properties to be set.

Precondition: None.

Comments: Used to select additional properties for the template

## **Text**

Use: Displays template parameters.

Precondition: None.

Comments: Used to display information about the currently selected template

## **OK button**

Use: Closes the box.

Precondition: None.

Comments: Used to close the box. The templates are not permanently saved.

## **Save button**

Use: To save the current templates.

Precondition: None.

Comments: After a template has been changed the user can save the new configuration so that it can be used on future occasions.



## Select button

Use: To clear the template.

Precondition: None.

Comments: This command is used to clear a template that is no longer required. The template fields are reset to their default values.

## **Clear button**

Use: To clear the template.

Precondition: None.

Comments: This command is used to clear a template that is no longer required. The template fields are reset to their default values.

## Scale button

Use: To save the current templates.

Precondition: None.

Comments: After a template has been changed the user can save the new configuration so that it can be used on future occasions.

## Font Box

This box is used to make modifications to fonts. This is useful if the program fails to recognise a particular symbol as the character that it really is and the user wants to prevent this from happening in the future. More information is available on the actions performed by the various buttons in this box . . .

Font button

Locked button

Pass button

Save button

Skip button

Reset button

Split button

## Font button

Use: To display the current font.

Precondition: None.

Comments: Used to display the current font. This is the font that will be modified if changes are made.

## **Locked button**

Use: To lock the font to the font in the current template.  
Precondition: None.  
Comments: Used to help prevent accidental modification of fonts.

## Pass button

Use: Sets a character.

Precondition: The scan doesn't match the character from the editor.

Comments: If the OCR doesn't match the character from the editor the user should check for spelling mistakes, then that the character in the bitmap is broken or touches a neighbour. This command can then be used to set the character to its correct value.

## **Save button**

Use: Saves the font.

Precondition: None.

Comments: After a font has been modified this button can be used to save it so that the new font will be available in the future.



## **Skip button**

Use: To bypass a mismatch.

Precondition: The scan doesn't match the character from the editor.

Comments: Used when the user decides not to press the pass button to correct a mismatch. The system skips the current character and moves on to the next one.

## **Reset button**

Use: To reset the box.

Precondition: None.

Comments: Used when the user wants to reset the box.

## **Split button**

Use: Splits two touching characters.

Precondition: The OCR doesn't match the character from the editor.

Comments: Used when the character being processed consists of two or more actual characters.

## **Error Box**

This box is used to display error messages. It displays the last error that occurred.

## **Memory Box**

This box is used to monitor how the system is using memory. It helps the user especially when the system only has a small amount of memory or is working with very large bitmaps. More information is available on the actions performed by the various button in this box .

Switch button

## Switch button

Use: To select the information to display.

Precondition: None.

Comments: This button is used to select the property to display. These can be the amount of global memory free or the size of the largest block that is free.

## **Ribbon bar**

The ribbon contains buttons for quick access to frequently used commands, fields where information can be displayed and a list box to allow the quick selection of templates. More information is available about each of these categories . . .

Buttons

List box

Fields

## Buttons

The ribbon contains a number of buttons. They are for frequently used commands. More information is available on the actions performed by the various buttons . . .

Go button

Abort button

Print button

Exit button



## **Go button**

Use: To start an OCR.

Precondition: Bitmap present.

Comments: Used to start the OCR process. After this button has been pressed the program begins to process the bitmap displaying the results as each character is read.

## **Abort button**

Use: To abort an OCR.

Precondition: OCR in progress.

Comments: Sometimes it is necessary to stop an OCR before it finishes. This button can be used to achieve this.

## **Print button**

Use: Prints the contents of the editor.

Precondition: Text in the editor.

Comments: This button can be used to print the contents of the editor. Text can be transferred to the editor after an OCR has finished.

## **Exit button**

Use: To stop WinOCR.

Precondition: None.

Comments: Used to quit the program.

## List box

The ribbon contains an important list box. This box also displays the template that is currently selected. More information is available about . . .

[Template list box](#)

## Template list box

Use: To select templates.

Precondition: None.

Comments: Used to select the template that the program should use to recognise characters.

## Fields

The ribbon contains fields that display information. This information is mainly used to monitor the progress of an OCR. More information is available on the various fields . . .

Result field

Bitmap character field

Edit character field

Line field

Scale field

## **Result field**

Use: Display the result for the character processed.

Precondition: OCR in progress.

Comments: Displays the code for the OCR of a particular character can be used to monitor the progress of an OCR.



## **Bitmap character field**

Use: Display the character.

Precondition: OCR in progress.

Comments: Displays the character produced by analysing the bitmap.

## **Edit character field**

- Use: Display the character from the editor.
- Precondition: OCR in progress match option selected.
- Comments: Displays the character from the editor that has the same position as that in the bitmap. Comparing this character with that produced by analysing the bitmap can be used to find problems.

## **Line field**

Use: To display an entire lead as it is being read.

Precondition: OCR in progress.

Comments: Displays the characters as they are produced by analysing the bitmap.

## Scale field

Use: Displays the status of the current template.

Precondition: None.

Comments: Show either a cross or a tick depending on whether the current template has valid scale parameters.

## **Status line**

The status line contains fields that display information. More information is available about the fields . . .

Fields

## **Fields**

The information displayed in the status line is used by WinOCR to inform the user about what the program is doing and the progress of various operations. More information is available on the various fields . . .

Left status field

Middle status field

Right status field

## **Left status field**

Use: Displays help information.

Precondition: None.

Comments: Shows how the user can access the help system.

## **Middle status field**

Use: Shows the progress of the current action.

Precondition: None.

Comments: When a user starts a lengthy operation information is displayed here showing the progress. For example, when an OCR has started and the trace option is on, the current line number and character number is shown here.



## **Right status field**

Use: Shows the program's response to user commands.

Precondition: None.

Comments: When a user begins a command information is shown here indicating that the system is responding.

