Main Index

This index is a list of topics available in the OmniPage Professional Help system.

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To learn how to use OmniPage Pro's basic features, click on *Basic Skills.*

For an index of OmniPage Pro procedures for different recognition tasks, click on *Procedures.*

For an index of all OmniPage Pro commands and settings, click on *Commands.*

To learn how to use Multiple zones, click on *Multiple zones and Zone Contents.*

To learn how to train recognition, click on *Custom Character Recognition.*

For helpful hints on improving text recognition accuracy, click on *Accuracy*.

For help with troubleshooting installation and operation problems, click on *Troubleshooting.*

When an index appears, simply click on the topic you need help with and help text will appear.

Improving Text-Recognition Accuracy

Document Quality

Scanner Options

Character Window

Scanner Glass Clarity

Paper Transparency

If you use OmniPage Pro to scan a typeset, high-quality printed document, you will probably find that the program recognizes text perfectly: the text that appears in the Transitional Editor matches the text in the scanned document letter-for-letter.

If conditions are less than perfect, text-recognition accuracy will be lessened.   To help you make the most out of the documents you have, this topic explains the factors that most affect text-recognition accuracy:

Basic Skills

This topic guides you through the basic steps of using OmniPage Professional to recognize text from either a scanned document, image, or fax file.

We assume you have installed OmniPage Professional according to the instructions in Chapter 2, Installation, of the Owner's Manual and that you know how to work in the Microsoft Windows environment.

Not all OmniPage Professional features are described here; for a complete description of any option or setting, see Chapter 4, Commands and Settings, of the Owner's Manual.   Chapter 3, Procedures, of the Owner's Manual provides outlines of how to use the program for various tasks   scanning magazine articles, spreadsheets, graphics, and more.

To use OmniPage Professional, follow four basic steps:

Step 1 Open OmniPage Professional, put a document in your scanner, and click on *Scan* in the Process menu.

Or, if you want to recognize text from an existing image or fax file, click on *Open* in the File menu.

Step 2 Set options in the Scan/Recognize Settings dialog box.

Step 3 Click on *OK* to process the page and start recognition.

Step 4 Edit and save the file in the Transitional Editor.

For simplicity, OmniPage Professional is referred to in this topic as OmniPage Pro.

> **Step 1 - Open**
>
> **Step 2 - Set Options**
>
> **Step 3 - Process**
>
> **Step 4 - Edit and Save**
>
> **For more Information**
>
> **How to use the Owner's Manual**
>
> **Online Help**

Changing Your Installation

After installing OmniPage Pro, you can change your scanner or delete file format conversion filters.

Change a Scanner

Add a File Format Filter

Commands

This topic explains how to use OmniPage Pro commands and settings. It is organized hierachically: menu bar title, menu command, dialog box section, setting, and option.

The six OmniPage Pro menus are:

The <u>File Menu</u>	lets you manage OmniPage Pro file operations.
The <u>Edit Menu</u>	lets you revise text.
The <u>Style Menu</u>	lets you format text in bold, underline, or italic.
The <u>Process Menu</u>	allows you to configure OmniPage Pro for different kinds of tasks.
The <u>Defaults Menu</u>	lets you set up OmniPage Pro to always use some particular settings.
The <u>Help Menu</u>	lets you get information about OmniPage Pro and its performance.

The File Menu

From this menu, you can:

Open an existing Caere text file, image or fax file, or deferred job

Save an existing file to disk

Save As a new file to disk

Close (stop working) on a file

Revert to Saved an open file

Print a file from the Transitional Editor

Exit the OmniPage Pro program

The Edit Menu

From this menu, you can:

Cut text

Copy text

Paste cut or copied text

Clear (delete) selected text and purge the memory buffer

Find/Replace a text string

Check Spelling in a text file

Auto Spell check a text file

This topic also includes information on the **Verification Window**.

The Process Menu

The Process menu lets you perform OmniPage Pro operations on documents and opened image or fax files.   From this menu, you can:

Scan a document

Scan and edit an **Image**

Quick Scan a document bypassing the Scan Settings dialog box

Train Recognition by creating a character file

Edit Character File to look at and edit the contents of a character file

Create or **Edit Zone Contents File**

The Defaults Menu

With this menu you can:

Set **System** options

Choose a **Language** character set

Setup a **Scanner**

Set **Spelling** defaults

Set **User Dictionary** defaults

Load a file of Default settings

Save a file of Default settings

Custom Character Recognition

This topic explains how to teach OmniPage to recognize special characters that would otherwise be unidentifiable.

Introduction

Custom Character Recognition Examples

How to Create a Character File

Overview of the Procedure

Editing a Character File

File Formats

OmniPage Pro supports the word-processor, spreadsheet, database, fax, and image file formats listed in this topic.

Word-Processor, Spreadsheet, and Database File Formats

Fax File Formats

Image File Formats

Multiple Zones and Zone Content

The *Multiple zones* feature lets you select specific areas of a page for text recognition or for saving as a graphic.   The *Zone contents* feature lets you identify the contents of a zone as text and numbers, just numbers, graphics, or a limited set of characters.

Introduction

Multiple Zones Tools

Overview of the Procedure

Edit Zone Contents File

Procedures

This topic describes how to use OmniPage Pro for different kinds of tasks.

To get the most out of this topic, you should have a basic understanding of how OmniPage Pro works. For a tutorial-like introduction to OmniPage Pro, read the **Quick Manual.**

Procedures outlined here show how to work with:

Simple Documents

Magazine Articles

Spreadsheets

Complex Pages (Zone contents)

Custom Character Recognition (Training)

Automatic Saving

Image/Fax Files

Editing and Saving

Graphics

Each procedure describes, in flowchart style, a type of document or task, appropriate Scan Settings, the basic techniques for doing the work, and appropriate tips for getting the most out of OmniPage Pro.   The procedures will give you a general idea of how to do the work; however, they are not definitive or complete.

See the Commands and Settings topic for detailed explanations and instructions for settings described here.   Topics in the Commands and Settings chapter are organized hierarchically: left-to-right across the menu bar, and top-to-bottom down the menu commands.

Troubleshooting

Although OmniPage Pro is designed to allow new users to get up and running quickly, problems sometimes occur.   The information in this topic is organized in four sections:

Scanning Problems
You are unable to perform a text or image scan.

Operation Problems
You were able to install OmniPage Pro but certain features do not work, performance is poor, or you experience intermittent system crashes.

Using the OmniPage Pro Test Files
You want to verify OmniPage Pro's ability to perform recognition accurately.

Technical Support
You are unable to resolve a problem or you need additional technical information.

Before You Begin Troubleshooting OmniPage Pro

Whatever problem you are experiencing with OmniPage Pro, first verify that your computer and other applications are functioning properly.   Windows 3.0 and your scanner's image scanning software should be installed and working properly before you install OmniPage Pro.   If you have a problem with OmniPage Pro, try using other Windows 3.0 applications such as Write or Paintbrush.   If the problem occurs when a scanning operation is requested, try using the scanning software that came with your scanner.   Resolve any problems that occur with Windows 3.0 or your image-scanning software before you try using OmniPage Pro again.

Release Notes

There are no release notes with this Help file.

Scanners

Once a scanner is installed and working with its image scanning software, most users can install and use a Caere product with no other changes to their system.

To get up and running as quickly as possible, install your scanner hardware and any software you received with your scanner according to the manufacturer's instructions. Use the scanning software supplied by the manufacturer to be sure the scanner is working on your system before scanning with a Caere product. Consult your scanner documentation or your scanner's manufacturer if your scanner does not work with the manufacturer-supplied scanning software. Resolve any problems before continuing.

The Fujitsu scanners and drivers are only supported under Windows 3.0, not under Windows 3.1.

Supported Scanners List

Supported Scanners

Scanner	Driver ScanMgr	Version	Interface
A			
Abaton DTP Scan 4	PSCAN.SYS SCMGR01.EXE	1.10	EV-2208
Abaton Scan 300/FB, 300SF	SCN8.COM SCMGR02.EXE	Revision E	ISI-8
Abaton Scan 300S, 300GS	ABASCAN.SYS SCMGR01.EXE	2.01	EV-8114
Abaton Transcribe/300	TRANSCRB.SYS SCMGR01.EXE	1.0	EV-3114
Agfa Focus I, II, and Color	None SCMGR12.EXE		ASC-88
Apple OneScanner	ASPI2DOS.SYS SCMGR07.EXE		AHA-1510
AVR 3000	AVRTC.SYS SCMGR08.EXE	1.05	TIGerCUB
B			
Brother BS300	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B
Brother BS300G	USCAN.SYS SCMGR04.EXE	4.22	GS11-PC
C			
Canon IX-12, IX-12F	IXHND2.COM SCMGR05.EXE	1.04	IF-3
Canon IX-30F	SI3.SYS SCMGR31.EXE	1.21	GIX-IF (AZDSI-30)
Complete Flatbed Scanner	CPCFSCAN.SYS SCMGR08.EXE	1.09	Flatbed Scanner Interface
Complete Page Scanner	CPCSCAN.SYS SCMGR13.EXE	2.08	Scanner Interface Board
D			
DataCopy GS Plus	XIS380GS.SYS SCMGR07.EXE	1.01	Model 1201 SCSI Adapter
DEST PC Scan	SCANDRVR.SYS SCMGR07.EXE	2.1	DEST PC Interface
DEST Scan 2000, Scan 3000	SCANDRVR.SYS SCMGR07.EXE	2.1	DEST PC Interface
E			
Epson ES-300C	EPSN300C.PXW SCMGR07.EXE	NA	B808011
F			
Fora IMG-311, IMG-321, IMG-511	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC
Fujitsu 309X w/Dunord interface	I2000.EXE SCMGR55.EXE	1.03	I-2000
Fujitsu 309X w/Kofax interface	KF9X00.EXE SCMGR07.EXE	1.10	KF-9200
Fujitsu 3096G w/Adaptec interface	ASPI4DOS.SYS	2.10	AHA-1542

	SCMGR07.EXE		

G, H

Scanner	Driver	Version	Interface
Howtek Personal Color Scanner	None SCMGR07.EXE		Kofax KF-9200
HP ScanJet, ScanJet Plus	SJDRIVER.SYS SCMGR08.EXE	2.0	88290A, 88490A
HP ScanJet IIc	SJII.SYS SCMGR42.EXE	1.39	C1752A
HP ScanJet IIp	SJII.SYS SCMGR42.EXE	1.39	C1752A

I

IBM 3119	None SCMGR07.EXE		

J, K

Kyocera A-800	SCNDRV.SYS SCMGR33.EXE	1.16	KS-800

L

Lightspeed 320F, 300G	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC

M

Mectel UF32/UF42, UG80	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC
Microtek MS-300A	MSCAN.SYS SCMGR09.EXE	2.5	MS-PCE
Microtek MS-300C	MSCAN.SYS SCMGR09.EXE	2.5	MS-PCX
Microtek MS-II	MSCAN.SYS SCMGR11.EXE	2.64	MS-PCX
Microtek MSF-300G, MSF-400G	MSCAN.SYS SCMGR09.EXE	2.64	MS-PCY
Microtek MSF-300Q, MSF-300Z	MSCAN.SYS SCMGR09.EXE	2.64	MS-PCY
Microtek ScanMaker 600G, 600Z	MSCAN.SYS SCMGR09.EXE	2.64	MS-PCY
Microtek ScanMaker 600Z w/ADF	MSCAN.SYS SCMGR09a.EXE	2.64	MS-PCY

N, O, P

Panasonic FX-RS307, FX-RS506	MEISCAN7.COM SCMGR10.EXE	4.0	FX-BS181

Q, R

Ricoh IS30-M2, RS312	SCN8.COM SCMGR02.EXE	Revision E	ISI-8
Ricoh RS320, RS322, RS322+	SCN8.COM SCMGR02.EXE	Revision E	ISI-8
Ricoh IS60 (parallel)	SCN8.COM SCMGR02.EXE	Revision E	ISI-8
Ricoh IS50, IS60 (SCSI)	Interface dependent SCMGR07.EXE		various

S

Sharp JX-300	GPIB.DLL GPIB.INI SCMGR07.EXE	C.12	Nat'l Instr. GPIB-PCII

Siig Sirius32, 32GS	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC

T,U

Umax UF32/UF42, UG80	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC

V

Visa FBS300/FBS400,GS300	USCAN.SYS SCMGR04.EXE	4.22	USE-TB Rev B, GS11-PC

W

Wang SC300	SCN8.COM SCMGR02.EXE	Revision E	ISI-8

X, Y, Z

Document Quality

OmniPage Pro recognizes characters in almost any font from 6 to 72 points in size.
However, keep the following considerations in mind when using OmniPage Pro:

The print should be reasonably clean and crisp. Characters must be distinct: separated from each other and not blotched together or run-on.

The document should be free of notes, lines, or doodles; anything that is not a printed character will slow OmniPage Pro considerably, and any character distorted by a mark will be unrecognizable.

The document font must be non-stylized; for example, the Zapf Chancery font is too fancy for OmniPage Pro.

It's hard to recognize underlined text accurately; the underline crosses descenders, changing their shape.

Scanner Options

Two settings in the Scanner Options section of the Scan Settings dialog box affect text-recognition accuracy: the *Brightness* control and *Resolution.*

Brightness

The *Brightness* control helps you deal with differences in paper and print quality. By setting brightness, you can ensure the highest accuracy of text recognition with all kinds of documents: newsprint, glossy paper, thickly inked, etc.

To adjust the *Brightness* control, either click on the left or right arrows or move the mouse pointer to the box, hold the mouse button down, and slide the control left or right. The number in the control's box is a reference you can use when you scan other documents. If you find that a particular brightness setting is effective with a certain quality of document, use that setting the next time you scan.

Auto intensity

OmniPage Pro can automatically set brightness with some scanners. Select Auto intensity if you're not sure about the proper brightness setting, if your page is dirty, if text is printed on a colored screen, or if the page has shading from a copy machine. Scanning is slower when Auto intensity is selected.

Resolution

If your scanner is capable of scanning at 400 dpi, you can set the *Resolution* list box to that setting to improve recognition accuracy. However, recognition speed is lessened at 400 dpi. To speed things up, turn off the Verification Window; click on *System* in the Defaults menu and de-select Verification Window in the System Options dialog box. The minimum resolution for text recognition is 200 dpi.

The Character Window

The Character Window appears while OmniPage Pro performs text recognition on a page; it displays small portions of the scanned image.

The Character Window helps you adjust the correct *Brightness* setting in the Scanner Options. It also shows you if you put the page in the scanner skewed or upside-down. If text characters appear thick and run-together, move the slide towards *Lighten.* If characters appear thin and broken, move the slide towards *Darken.* If characters appear at an angle, rescan the document after straightening the page in the scanner.

Scanner Glass Clarity

The sheet of glass on the flatbed of the scanner must be clear. If it gets dirty, wipe it gently with a soft, damp, lint-free cloth or tissue. Be sure it is completely dry before you put pages on it.

Paper Transparency

Some paper is thin enough that the scanner sees text printed on the opposite side of the scanned page. This is often the case with telephone-book pages. To correct this problem, put a black piece of paper behind the page: between the page and the lid of the scanner.

Error Messages

A scanner error occurred. Aborting...

The scanner is unable to physically complete a scan. Paper jams on a ADF are the most common reason for this error.

C:\AUTOEXEC.BAT not found, edit your autoexec.bat manually.

The installation program, OPSETUP, may need to make additions to your *autoexec.bat*. OPSETUP also expects certain operating system options to be already in effect for Windows 3.0. If you do not have an autoexec.bat file, you must create one. Refer to your DOS Operations Manual and your Windows 3.0 User's Guide for information on creating an appropriate *autoexec.bat* file.

Cannot find the Windows swap file.

OmniPage Pro requires a 4MB permanent Windows swap file. You will receive this message if you did not create a permanent swap file prior to installing OmniPage Pro or the swap file has been removed. Refer to the installation procedures in this manual and your Windows 3.0 User's Guide for information on creating a permanent swap file.

Cannot read file *filename.ext.*

OPSETUP presents this error message when it cannot read a file on the OmniPage Pro disk set. The file is probably corrupted. Contact Technical Support for a replacement disk.

Change to field must be filled in.

clicked on *OK* in the Replace dialog box without entering text in the change to field. If you open the Replace dialog box and decide not to perform a change, click on cancel. Otherwise, enter text in the change to field and click on *OK*.

Error activating Recognition Task.

OmniPage Pro is unable to load and run the recognition portion of the program. This problem can occur if there is not enough memory to load that portion of the program, if the OmniPage Pro files become corrupted, or because of an incompatible memory resident device driver or application.

First close any open applications to increase the memory available to OmniPage Pro. If the problem persists, reinstall OmniPage Pro using the OPSETUP installation program.
Finally, examine your *autoexec.bat* and *config.sys* files for memory resident applications or device drivers that can be removed.

Warning: Do not remove a device driver unless you are aware of its function and know it may be safely removed.

Find field must be filled in.

You clicked on *OK* in the Find dialog box without entering text in the find field. If you open the Find or Replace dialog box and decide not to perform a search, click on cancel. Otherwise, enter text in the find field and click on *OK*.

Incorrect filename extension for a dictionary.

The correct filename extension for a user dictionary is .ud. No other filename extension may be used for a

user dictionary.

Invalid dictionary.

The main dictionary is corrupted. Copy the main dictionary (main dictionaries end with file extension .md) from the OmniPage Pro disk set to your OmniPage Pro directory.

Invalid filename.

 The specified filename is incorrect. Check that the entry is correct and typed accurately.

Invalid pathname, filename or directory.

The specified path, filename or directory is incorrect or non-existent. Check that the entry is correct and typed accurately.

Main dictionary close error.

See Invalid dictionary.

Main dictionary load error.

There is not enough memory to load the main dictionary or the main dictionary is corrupted. Close one or more open applications to free enough memory to open the dictionary. If the problem persists, copy the main dictionary (main dictionaries end with file extension .md) from the OmniPage Pro disk set to your OmniPage Pro directory.

Main dictionary open error.

See Main dictionary load error.

No text in Find edit cell

You clicked on *OK* in the Find dialog box without entering text in the find field. If you open the Find or Replace dialog box and decide not to perform a search, click on cancel. Otherwise, enter text int he find field and click on *OK.*

Not a line-art image.

OmniPage Pro can only perform recognition on a line-art image. It cannot perform recognition on a half-tone (dithered) or grayscale image.

Not enough disk space.

There is not enough disk space to save a text file, temporary file, command file, or character file on the drive specified. Text files are saved to the drive and directory specified by the path you typed in or the default directory in the Save dialog box. Temporary files are stored on the drive and directory specified by the DOS SET TEMP command in your *autoexec.bat* file. Command and Character files reside in the OmniPage Pro directory. Check the amount of disk free disk space in each location and delete any unnecessary files.

Not enough memory to print.

If you have several applications open, you may not have enough memory to print from OmniPage Pro. Close one or more open applications to free enough memory to print from OmniPage Pro.

Not enough memory to run OmniPage Pro.

OmniPage Pro requires 4MB of available RAM configured as 1MB conventional memory and at least 3MB of extended memory. The 3MB of extended memory must be configured for use with Windows 3.0 running in enhanced mode.

The 4MB Windows permanent swap file (required to launch OmniPage Pro) usually provides enough memory to allow OmniPage Pro to run at any time. However, if you have several applications open, you may not have enough memory to run OmniPage Pro. Close one or more open applications to free enough memory to run OmniPage Pro.

Not enough memory to use the spelling checker.

Close one or more open applications to free enough memory to run the spelling checker.

OmniPage Pro is already running.

OmniPage Pro is already running in background. Only one session of OmniPage Pro may run at a time.

Print error.

Your printer may not be properly connected to your computer, or the printer's configuration with Windows may be incorrect. Check *Printers* in the Windows Control Panel program.

Scanner read error

OmniPage Pro has found the device driver and interface card and is able to issue commands to the scanner. The command issued by OmniPage Pro to the scanner is not completed by the scanner.

Several scanners allow you to physically lock down the scanning mechanism so you may safely transport your scanner. If the scanning mechanism is locked down, the scanner is unable to complete the command issued to it by OmniPage Pro. When a command is not completed, OmniPage Pro will wait a few seconds and then issue the "Scanner read error" message.

Check the scanner to make sure the scanning mechanism is not locked down or otherwise unable to move.

The Complete Page Scanner from the Complete PC will also exhibit this problem if the scanning resolution button is set to 200 dpi.

Text is not found.

The search text specified does not exist. Check that the entry is correct and typed accurately. There may be punctuation marks or spaces that need to be included in the search text.

The temporary directory does not exist.

The temporary directory specified by the DOS SET TEMP does not exist. Check that the entry is correct and accurately typed in your *autoexec.bat* file.

There is no more room for text on this page.

You have exceeded the 32K limit for a page in the transitional editor. This may occur if you typed or copied and pasted large amounts of text into a scanned page. Save the file and continue your editing in your word processor.

Unable to find the key.

This message occurs only with international versions of OmniPage Pro. The hardware key that should be on the parallel port is missing.

Unable to initialize scanner.

There are several reasons why OmniPage Pro may not be able to initialize the scanner.
The scanner may be off or the device driver not loaded. The cable connections may be loose, the cable connectors have one or more bent pins, or a grounding strap is not attached.

Check to make sure the scanner is turned on and the device driver loads when the system boots. Power down your computer and scanner to check your cable connections. Remove your cables and examine the connectors for bent pins. Reconnect the cables, power up your scanner, then power up your computer. Try scanning again with OmniPage Pro.

You may also have a port address or memory address conflict between your scanner interface card and another interface card. Run the scanning software provided by the scanner manufacturer. If the software exhibits a similar problem, refer to your scanner owner's manual to troubleshoot and resolve the problem before continuing with OmniPage Pro.

Unable to load the transitional editor

There is probably not enough memory to load the transitional editor. Close one or more open applications to free enough memory to run OmniPage Pro.

Unable to locate ScanMgr

The ScanMgr file for your selected scanner does not exist in the OmniPage directory. If you changed the scanner selection under the Defaults menu, you must copy the appropriate ScanMgr file from your OmniPage disk set to your OmniPage directory. See the Scanners booklet and the OmniPage installation procedures for additional information.

Unable to open the file. The file is not a Caere (.MET) file.

You tried to open a text file that was not a Caere file (with the extension .met). Caere files can only be created by OmniPage Pro.

Unable to read the image file.

The file format for the image file you tried to open is incompatible with OmniPage Pro. This may happen with FAX files that have proprietary file formats or TIFF files that use a compression scheme or TIFF tags unsupported by OmniPage Pro.

Unable to recognize this page.

Too many errors during recognition is the most common reason for this error. See the section on Improving Text Recognition earlier in this manual for tips on increasing performance and recognition.

Unable to save the text because of a file creation error.

The file cannot be saved because of a creation error at the DOS level. Make sure you have not exceeded the number of files for a DOS directory and no other problem exists with the disk. Save your file to a different directory or drive until you resolve the problem.

Unable to save the text because of an error opening the file DLL.LST.

The file DLL.LST is corrupted. Copy DLL.LST from the OmniPage Pro disk set to your OmniPage Pro directory.

Unable to save the text because there is not enough free disk space.

OmniPage Pro is unable to save the file to the drive requested because there is not enough disk space. Save your file to a different drive.

Unable to save the text because there is not enough free memory.

Close one or more open applications to free enough memory to complete the save operation.

Unable to start print job.

Your printer may not be properly connected to your computer, or the printer's configuration with Windows may be incorrect. Check *Printers* in the Windows Control Panel program.

Windows in not running in Enhanced Mode. OmniPage Pro cannot run in Standard or Real Mode.

OmniPage Pro will only work in Windows 3.0 Enhanced Mode. From the Windows Program Manager, choose About Program Manager under the Help menu to find the mode Windows is using. Refer to your Windows 3.0 documentation for information on running Windows in Enhanced mode.

Word is too long for dictionary.

A word must be 50 characters or less to add to a user dictionary.

Changing a Scanner

See the <u>Scanners</u> topic for a list of scanners that work with OmniPage Pro.

To change your scanner installation:

1. Install the scanner according to the manufacturer's instructions.

2. Run the scanning software provided by the manufacturer to be sure the scanner works on your system.

   (Skip Step 3 if you did not delete unused ScanMgr files after your initial OmniPage Pro installation.)

3. Decompress and copy the *ScnMgr* file (and possibly a driver file) for your scanner to your OmniPage Pro directory.   To decompress and copy a *ScnMgr* file:

   a. Copy the file *Decomp.exe* from Disk 1 to your OmniPage directory.

   b. Look up the name of your scanner's ScnMgr file in the Scanners boolklet.

   c. Insert Disk 3 into your disk drive.

   d. Type the following command:

      ```
      Decomp a:scnmgrxx.ex$ c:\op\scnmgrxx.exe
      ```

      where xx is the number of your scanner's Scnmgr file, a: represents the disk drive with your diskette, and c:\op represents the drive and directory of your OmniPage Pro installation.

      If you wish to reinstall several or all scnmgr files, reinstall OmniPage Pro.

4. Start OmniPage Pro.

5. Select *Scanner* in the Defaults menu.

   The Select Scanner dialog box will appear.

   Your scanner's name should appear in the list box. If the scanner's name does not appear, check your OmniPage Pro directory to be sure the ScanMgr file is present.

6. Highlight the name of your scanner and click *OK.*

   Depending on the make of your scanner, a dialog box may appear prompting you for information about parameters for your scanner driver. For information about your scanner, see the <u>Scanners</u> topic.

Adding File Format Conversion Filters

OmniPage Pro can support the file formats of the programs listed in the File Formats topic. It does this by using file format conversion filters.

OmniPage Pro copies all conversion filters to your hard disk during installation. If you deleted filters to save disk space, you may need to add a filter to OmniPage Pro. Look up the correct conversion file for your program in the <u>File Formats</u> topic, then copy the conversion file to your OmniPage Pro directory.

The file format will appear in the OmniPage Pro *Format* list boxes.

Word-Processor, Spreadsheet, and Database File Formats

OmniPage Pro copies all file format coversion filters to your hard disk during installation. If you want to save disk space (about 26K per file), you may delete unused filters. To reinstall a full set of filters, reinstall OmniPage Pro.

The chart below lists the applications and their conversion filter file names.

ASCII, ASCII Standard, ASCII Stripped	W4W01T.EXE
Ami Professional	W4W33T.EXE
Caere (.met)	
DBbase II, III+	W4W70T.EXE
Dec Dx	W4W30T.EXE
DisplayWrite (DCA/RFT)	W4W15T.EXE
EBCDIC	W4W02T.EXE
Enable 1.1, 2.0, 2.15	W4W28T.EXE
Excel Text	W4W21T.EXE
Framework III 1.0, 1.1	W4W29T.EXE
GSA NAVY DIF	W4W18T.EXE
HP Advance Write Plus	W4W22T.EXE
IBM Writing Assist l.0	W4W13T.EXE
Lotus .WK1	W4W20T.EXE
Lotus Manuscript 2.0, 2.1	W4W24T.EXE
Microsoft RTF	W4W19T.EXE
Microsoft Word 3.0, 3.1, 4.0, 5.0 ,5.5	W4W05T.EXE
MultiMate 3.3	W4W10T.EXE
MultiMate Adv. 3.6	W4W10T.EXE
MultiMate Adv. II 3.7	W4W10T.EXE
OfficeWriter 4.0, 5.0, 6.0, 6.1	W4W16T.EXE
PeachText 5000, v.2.1	W4W27T.EXE
PFS:First Choice 1.0, 2.0	W4W08T.EXE

PFS:Prof. Write 1.0, 2.0, 2.2	W4W08T.EXE
PFS:WRITE Ver C	W4W08T.EXE
Q&A Write 3.0	W4W23T.EXE
Rapid File 1.2	W4W25T.EXE
Samna Word IV, IV+	W4W22T.EXE
Volkswriter Dlx 2.2	W4W11T.EXE
Volkswriter 3, 4	W4W14T.EXE
Wang PC 3.0	W4W26T.EXE
WordPerfect 4.1, 4.2	W4W06T.EXE
WordPerfect 5.0, 5.1	W4W07T.EXE
WordStar 3.3, 3.31, 3.45, 4.0, 5.0, 5.5, 6.0	W4W04T.EXE
XyWrite III, III Plus	W4W17T.EXE

The Caere File format has no conversion filter file name and is permanently installed in OmniPage Pro.

Fax File Formats

OmniPage Pro supports the proprietary file formats of the fax machines listed below. Other fax file formats may work with OmniPage Pro, but these have been tested by Caere. OmniPage Pro also supports the .PCX file format; many faxes can receive or convert the .PCX format.

Brother - Intellifax V1.3
The Complete PC - The Complete Fax
GammaLink - GammaFax
Hayes - JT Fax
Intel - Connection Co-Processor
Panasonic - FX-BM88/89
Quadram - JT Fax 9600 V2.1

Image File Formats

OmniPage Pro supports the following image file formats:

PCX
TIFF Uncompressed
TIFF Compressed

       OmniPage Pro reads Types II, III, IV, and PackBits TIFF files.

       OmniPage Pro writes TIFF files in a format compatible with Types II and IV.

Multiple Zones and Zone Contents

The *Multiple zones* feature lets you select specific areas of a page for text recognition or for saving as a graphic. The *Zone contents* feature lets you identify the contents of a zone as text and numbers, just numbers, graphics, or a limited set of characters.

For example, imagine you are scanning a page from a corporation's annual report. The page has three distinct elements: text, a table, and a picture of the president.

You want to recognize part of the text (perhaps a quote from the president) and the figures in the table. You also want to save the image of the president as a TIFF file. With *Multiple zones* and *Zone contents*, you can draw a zone around the text you want, draw a zone around the table you want and identify the zone contents as *Numerics,* and draw a zone around the picture of the president and identify the contents as *Graphics.* You can also specify the order in which you want the text and table recognized; even though the text is before the table on the page, you can have it appear in any order you want in your text file.

By identifying the contents of the table as *Numerics,* you tell OmniPage Pro to look for numbers rather than letters. Without *Zone contents,* a five (5) might be recognized as an S. With *Numerics* selected, the five will always be recognized as a 5.

Multiple Zones Tools

After OmniPage Pro scans a page and before recognition, an image of the page will appear along with the *Multiple zones* tools.

The tools lets you select and order zones, zoom the view in or out, and specify zone contents: *Alphanumerics, Numeric, Graphic,* or your own special character set.

See the topics listed below for additional information on the Multiple Zones tools.

Zoom in/out

Draw Zones

Order Zones

Erase Zones

Zone contents

Draw zones

Click on the Draw zones tool and then enclose each area you want recognized (or saved as a graphic) with a selection box by holding the mouse button down and dragging the mouse. Zones will be recognized in the order you select them unless you use the Order zones tool (the pound symbol).

A number appears in each zone indicating the order in which the zone will be selected. You may draw up to 99 separate zones.

Once you have drawn a zone, you can adjust its size. First, click on the zone to select it. Handles will appear on the edge of the selection box. Then move the mouse pointer to a selection box border, hold the mouse button down, and move the mouse to adjust the box size.

Erase zones

If you want to de-select a zone, click on the *Erase zones* tool and then click on the zone you want to de-select. The contents of the zone will not be affected; only the selection box will be removed.

Zoom in/out

If you want a close-up view of an area, click on the *Zoom in* tool and then click on the area of the page you want enlarged. Click on the *Zoom out* tool and then click on the area to return to a normal view.

The levels of zoom are Fit in Window, 25%, 50%, and 100%. The 100% view gives you a pixel-for-pixel view of the scanned image. If you want to zoom all the way in or out, hold down the CTRL key when you click on a zone with a zoom tool.

Order zones

Normally, zones are recognized in the order you select them. To change the order in which the zones will be recognized, click on the *Order zones* tool.   The numbers in the zones will disappear.

Click on the zone you want recognized first. The number 1 will appear in the zone. Then click on the next zone you want recognized; the number 2 will appear. Continue until the zones are appropriately ordered.

Zone contents

You can identify the contents of a zone as *Alphanumerics* (letters and numbers), *Numerics* (numbers), *Graphics,* or your own special character set.

To identify zone contents, select the zone by clicking on the zone while the *Draw zones* tool is selected.

The current zone contents status will appear in the *Zone contents* list box. To change the zone contents, click on the appropriate listing in the *Zone contents* list box.

In the example we gave for the annual report, you would identify the contents of the text as *Alphanumerics*, the contents of the table as *Numerics,* and the contents of the picture as *Graphics.*

If you specify Graphics, the Save Graphic Zones As dialog box will appear when you click *Recognize* in the toolbar. You can enter a file name of up to four characters only. OmniPage Pro automatically appends three numbers and a letter to the file name and increments these characters if you selected multiple graphic zones. The first graphic zone file name will have the characters 001A appended to it. The 001 indicates the page the graphic is on. If you are scanning multiple pages and the first graphic zone was on page three, the number would be 003. The A indicates the number of the graphic zone on the page. If you selected three graphic zones on the first page, the first number would be 001A, the second number would be 001B, and the third number would be 001C.

You can create a zone contents file that just contains characters you select. For example, you may want to recognize a spreadsheet that contains numbers, dollar and percentage symbols, and the letters CR and BAL.   By selecting Edit Zone Contents File in the Process menu, you can create a special zone contents file just for your special case.

Multiple pages and Interactive mode

If you selected *Multiple pages* in Page Options (and you did not select *Interactive mode* in Recognition Options), the same zones will be recognized on each page that is scanned. For example, if you select a zone on a form, and then scan five forms, the same zone will be recognized on each form.

If you selected *Interactive mode,* the Scan Settings dialog box will appear after each page is scanned and you can select different zones.

If you would prefer that previously selected zones reappear whenever *Multiple zones* is selected, de-select *Multiple zones - clear after each scan* in the System Options dialog box. If you would prefer that the Scan Settings dialog box not appear with each page when *Interactive mode* is selected, de-select *Interactive mode - set Scan Settings* in the same box. The System Options dialog box is available by clicking *System* in the Defaults menu.

Overview of the Procedure

1. Select Scan Settings, including *Multiple zones,* and click OK.

2. Image of page and the *Multiple zones*tools appear: draw zones.

3. Use tools to zoom, order, erase, and specify zone contents.

4. Click Recognize in the toolbar.

5. If necessary, specify a four-character file name in the Save Graphic Zones As... dialog box.

Edit Zone Contents File

Select *Edit Zone Contents File* in the Process menu to create or edit a special file of characters for use with the *Zone contents* feature.

Your spreadsheet may contain characters that are not included in the Numerics zone contents file.   For example, you may use BAL to indicate balance or CR to indicate credit. You can add the BALCR characters to the Numerics file or you can create a new file with just the characters you need.

To create or edit a zone contents file:

1. Select *Edit Zone Contents File* in the Process menu.

    The dialog box lists all current zone contents files on your system.

2. If you want to edit an existing file, highlight the file name in the list box and click on *Edit.*

    If you want to create a new file, click on *New.*

    The dialog box contains a list box of the extended ANSI character set and an edit box of characters in the zone contents file. If you selected *New*, the 94 character (typical keyboard) ASCII character set is displayed.

3. Edit the contents of the edit box by typing in characters you want to add to the file and deleting (with your Backspace or Delete keys) undesired characters. If you want to add a character from the extended ANSI character set, double click on the character in the ANSI character list box; the ANSI character will appear in the edit box.

4. Select *Reset* to replace the contents of the edit box with the ASCII character set.

    Select *Save* to save your changes to an existing zone contents file.

    Select *Cancel* to return to the first Edit Zone Contents File dialog box without saving any changes.

    All zone contents files appear in the *Zone contents* list box in the *Multiple zones* tools.

Step 1 Open

To open the program, double-click on the OmniPage Professional icon in the Windows environment. Unless you have changed your Windows setup, the icon should be in the Caere Applications program group box.

OmniPage Pro will recognize images from two sources: your scanner or a disk. If you want to scan a document and recognize text:

1. Load the document in your scanner.
2. Click on *Scan* in the Process menu.

If you want to recognize text from an existing image or fax file:

1.   Click on *Open* in the File menu.
       The Open dialog box will appear

2.   Click on the *Image/Fax* button located in the middle of the dialog box.

       Any image or fax files in the current directory will appear in the left-hand list box.

3.   Click on the file you want recognized; it will appear in the right-hand list box.

4.   Click on the *Recognize* button.

Step 2 Set Options

Page Options

Recognition Options

Scanner Options

Save Options

After you click on *Scan* in the Process menu or *Recognize* in the Open dialog box, the Scan/Recognize Settings dialog box will appear.

In this dialog box, select options that describe the page you are scanning, how you want OmniPage Pro to recognize text, scanner parameters, and save procedures.

Page Options

Select Page Options that describe the physical characteristics of the page you are scanning.

The basic settings are for size and orientation:

Size - Select a paper size: either *Letter, A4,* or *Legal.*

Orientation - Select how text on your page is arranged: either *Portrait* or *Landscape. Landscape* indicates that the page is printed lengthwise like a spreadsheet.

Other options let you select for dot-matrix print or OCR-A font, multiple pages, or image only (when you want to scan an image for use as a graphic).

If you are recognizing an image or fax file, only the *Doc type* option is available.

Recognition Options

Select Recognition Options that describe how you want OmniPage Pro to recognize columns, whether you only want certain areas of the page recognized, and so on.

The basic settings are for *Column selection mode* and *Multiple zones:*

Column selection mode - Select *Auto detect* in the list box to let OmniPage Pro automatically determine the number of columns in your document.
Select *Single column/Tables* in the list box if you are scanning a table or spreadsheet; although a table has many small columns, it must be recognized with this setting. Otherwise, the data will be improperly formatted.

Multiple zones - Select this option if you only want certain areas of a document recognized. For example, you may only want a few paragraphs recognized out of an entire page. You will select recognition zones before the document is recognized.

Other options let you use a character file to aid recognition, retain a document's original format, and more.

Scanner Options

Select Scanner Options to set parameters for your particular scanner.

For recognizing text files, only the *Brightness* and *Resolution* options are available:

Brightness - Adjust this control toward *Lighten* or *Darken* depending on the print quality of your document. If text characters are thick and run-together, move the slide towards *Lighten*. If characters are thin and broken, move the slide towards *Darken*.
Use the number in the slide control as a reference when you scan other documents.

Resolution - If you have a 400 dpi scanner, you can select 400 dpi in the *Resolution* list box. However, recognition is much faster when you select 300 dpi.

Save Options

Save Options let you set different ways of saving files: automatically, with incremented file names, etc. For a detailed description of these special features, see the Process Menu/Scan/Save Options section of Chapter 4, Commands and Settings, in the Owner's Manual.

Step 3 Process

Click on *OK* at the bottom of the Scan/Recognize Settings dialog box after you have set options.

Multiple zones

If you selected *Multiple zones* in the Scan Settings Recognition Options, an image of the document and a toolbar and toolswill appear on the screen. The tools lets you select and de-select zones, order zones for recognition, and zoom in or out.

1. Click on the *Draw zones* tool (the selection box) and then enclose each area you want recognized with a selection box by holding the mouse button down and dragging the mouse. Zones will be recognized in the order you select them unless you use the *Order zones* tool (the # symbol).

   A number appears in each zone indicating the order in which the zone will be recognized.

   You may draw up to 99 separate zones. If you want to de-select a zone, click on the *Erase zones* tool (the eraser) and then click on the zone you want to de-select. (Only the selection box will be erased - not the zone itself.)

   To adjust a zone, first select it by clicking on the *Draw zones* tool and then clicking on the zone. Then move the mouse pointer to a selection box handle, hold the mouse button down, and move the mouse.

   To learn how to use the other tools, refer to the Multiple Zones and Zone Contents topic.

2. Click on *OK* in the toolbar to start recognition.

Recognition and the Recognition Window

Before OmniPage Pro recognizes text, it parses (divides) the page (or selected zones) into text blocks and graphics. Graphic areas are separated out and text blocks are outlined.

During recognition, text blocks are painted gray and then black on the screen as OmniPage Pro works. Meanwhile, the Recognition Window appears; it displays small samples of the scanned image.

The Recognition Window helps you adjust the correct *Brightness* setting in the Scanner Options. It also shows you if you put the page in the scanner skewed or upside-down. If text characters appear thick and run-together, move the slide towards *Lighten.* If characters appear thin and broken, move the slide towards *Darken.* If characters appear at an angle, rescan the document after straightening the page in the scanner.

Step 4 Edit and Save

After recognition, the text automatically appears in the Transitional Editor.

The Transitional Editor lets you check recognition quality and edit the file before you save it in your word-processor, database, or spreadsheet format.

Edit

The Edit menu has standard *Cut, Copy,* and *Paste* features. *Find..., Find Same, Replace...,* and *Replace Same* help you search and replace text strings.

The spelling features let you edit your document with a full-featured, interactive spelling checker. See the Commands and Settings topic for a complete description of all the spelling features.

The Verification Window

The Verification Window is an important feature that lets you check the context of text you want to edit. If you double-click on a word in the Transitional Editor, the actual scanned image of the word and its surrounding area will appear. You can then edit the text file accordingly.

Save

After editing, click on *Save As* in the File menu to save your work. The *Save As* dialog box will appear.

You can save your file in any of the word-processor or database formats listed in the Text Save Options/Format list box. If you are not sure what format to choose, select the Caere (.met) format. You can re-open Caere-format files in OmniPage Pro and then save them in any of the listed formats.

For More Information...

The instructions in this help file only scratch the surface of OmniPage Pro's capabilities. To learn more about OmniPage Pro features, please read the Owner's Manual.

How to Use the Owner's Manual

The Owner's Manual has complete, definitive instructions on how to use all of the program's features.

To get an idea of things you can do with OmniPage Pro, read Chapter 3, Procedures.

For complete descriptions of OmniPage Pro features organized in a hierarchical structure, read Chapter 4, Commands and Settings.

To learn more about two very useful Recognition Options, read Chapter 5, Multiple Zones and Zone Contents.

For a tutorial-like guide to OmniPage Pro's training capabilities, read Chapter 6, Custom Character Recognition.

For tips on how to get the most accurate recognition from OmniPage Pro, read Chapter 7, Improving Text-recognition Accuracy.

On-line Help

On-line Help is available within the OmniPage Pro program by selecting *Help Index* in the Help menu. The Help program follows the standard Windows Help format; the Help Index is a list of topics such as Basic Skills, Procedures, and Commands and Settings.

Custom Character Recognition

OmniPage Pro automatically recognizes a limited ANSI character set: the characters most often used in most documents. But what if your document contains special mathematical symbols, or you are recognizing text in a chess book where symbols are used to denote Kings, Queens, and other chess pieces?

Custom Character Recognition lets you teach OmniPage Pro to recognize these special characters that otherwise would be unidentifiable. You create a *Character file* that OmniPage Pro can use to augment text recognition. This file is a set of your pre-identified symbols or characters.

After you create a *Character file*, it is listed in the *Character file* list box. This list box is in the Recognition Options section of the Scan Settings dialog box.

You can create as many character files as you like; they will all be available in the list box. If you don't need to use a character file, you can select *None* in the list box. Recognition is faster when *None* is selected.

When OmniPage Pro recognizes a document, it first tries to identify all the characters using feature analysis: it looks at the shape of a character and identifies it as a text character in the limited ANSI character set. If you selected a character file to augment recognition, OmniPage Pro then compares any characters or symbols it can't identify with the pre-identified ones in your character file. If it finds a match, it identifies the character or symbol as you identified it in the character file.

Custom Character Recognition Examples

You will be scanning mathematics documents that contain the Greek letter beta. You create a character file that contains beta. When OmniPage first tries to recognize the text, it will not recognize beta as a letter. It then compares the shape to the characters in the character file. Finding a match, it correctly recognizes the character as a beta in your text file.

You have a set of pages printed in an unusual font. OmniPage Pro does a near-perfect job of recognizing the characters; however, the number five (5) in this font looks a lot like the letter ess (S), and it is sometimes mis-recognized in your text file. To solve the problem, you create a character file that identifies the number five as, indeed, a 5. When OmniPage Pro uses the character file, recognition is perfect.

You are recognizing text from a chess book. Unfortunately, instead of printing the words King or Queen, the book prints the symbols for these pieces. You create a character file that identifies the different chess symbols as the text strings King, Queen, and so on. In your text file, instead of getting something like Your ~ can now check the ~, you'll get Your Queen can now check the King.

How to Create a Character File

Creating a character file is a matter of three steps:

Scan a sample page

Specify unrecognized characters

Save the set of identifications as a character file

Scan

The first step in creating a *Character file* is to scan a sample page.

1. Put a sample page in the scanner that includes the characters you want represented in the character file.

   This feature only works with fully formed characters. Dot-matrix printed characters cannot be trained.

2. Select *Train Recognition* in the Process menu.

   The Train Settings dialog box will appear.

3. Select the appropriate settings that describe your sample page.

   The Train Settings dialog box is a subset of the Scan Settings dialog box. The settings are thoroughly described in the Process Menu/*Scan* entry in Chapter 4, Commands and Settings.

   An exception is the *Partial page* setting. If this is selected, the *Multiple zones* screen will appear after the sample is scanned; however, you may draw only one zone.

4. Click on *OK*.

   OmniPage will scan and recognize text in the sample page.

You can click on *Open File* in the Train Settings dialog box to load a TIFF or PCX file for recognition.

Specify

After recognition, the Train Recognition dialog box will appear.

This box displays unrecognized and recognized characters from the sample page. Each box shows the character and, if it was recognized (wrongly) as a character, what OmniPage Pro thought the character was.

To specify a character:

1. Double-click on an unrecognized or mistakenly recognized character or click on the *Specify* button to specify it.

   The Specify Character dialog box will appear.

   This box displays a close-up of the character, a list box of ANSI characters, and an edit box.

2. Select the correct character in the ANSI list box or type it in the edit box.

   If the character you want to specify belongs to the extended ANSI character set, double-click on the character in the ANSI list box on the left. If you are specifying a character that is represented on your keyboard, type the character in the edit box.

   If the character does not belong to the ANSI character set, you can enter a particular character or character combination in the edit box. For example, you can type in /sigma/ for the character. When OmniPage Pro creates a text file, it will substitute /sigma/ for that character. Then, when you use a text-handling program that can produce non-ANSI characters, you can search and replace /sigma/ with the appropriate Greek-letter character.

3. Click on *OK*.

   The Train Recognition dialog box will reappear; you can specify as many characters as you like by repeating the above steps.

Save

After you have specified your characters, save your file or append your specified characters to an existing character file.

1. Click on *OK* or *Append* in the Train Recognition dialog box to save or append specified characters to a character file.

   Only characters that you identified in the Specify Character dialog box will be saved or appended. All others will be ignored.

   The Save Character File dialog box will appear.

2. Enter or highlight a filename and click *OK*.

   The Scan Settings dialog box lists all character files.

Overview of the Procedure

The following instructions reiterate the sequence for creating a character file:

1. Put a sample page in the scanner.

2. Click on *Train Recognition* in the Process menu.

3. Adjust settings and click *OK* in the Train Settings dialog box.

4. Highlight the character to specify in the Train Recognition dialog box. Click on the Specify button.

5. Specify character in the Specify Character dialog box.

6. Repeat above two steps as necessary.

7. Click *OK* in Train Recognition dialog box.

8. Name the character file and click *OK* in the Save Character File dialog box.

Editing a Character File

Select *Edit Character File* in the Process menu to edit or view an existing character file.

You may, at some point, want to add to your character file; or, you may not be sure what characters are in a particular file and you may want to look at it.

To edit a character file:

1. Select *Edit Character File* in the Process menu.
   The Load Trained Characters dialog box will appear.

2. Select the name of the character file you want to view or edit and click *OK*.
   The Train Recognition dialog box will appear.

3. Use the feature just as it is described in the "How to Create a Character File" starting with Specify.

   You can make changes and save the file or simply look at the file and not save it. If you save the file, all the characters in the Specify Character dialog box will be saved.

Scanning Problems

If you think the problem you are experiencing is scanner related, you can test OmniPage Pro's ability to perform recognition and other functions by opening a TIFF file for recognition. The file OPTEST.TIF and its corresponding Settings file, OPTEST.CMD, is provided on the OmniPage Pro disk set and was copied to your OmniPage Pro directory during the installation of OmniPage Pro. You will find the procedure for using these files in the topic, Using the OmniPage Pro Test Files.

If OmniPage Pro successfully completes recognition, the problem is probably scanner related. Continue reading the information in the Scanner subtopics listed below and review the scanner error messages in the Error Messages topic.

If OmniPage Pro is unable to perform recognition, review the installation and operation troubleshooting sections and the corresponding error messages in the Error Messages topic.

Scanner Hardware

Scanner Software

Scanner Hardware

OmniPage Pro supports most of the scanner hardware configurations shipped by a scanner manufacturer.

However, if you are experiencing a problem between OmniPage Pro and your scanner, verify that the hardware used matches the hardware OmniPage Pro supports. For example, OmniPage Pro supports a Canon IX-12 scanner, but only with the Canon IF-3 interface card, not the older IF-2 or the JLaser interface card for Canon scanners.
The Scanners booklet explains the scanner hardware configurations expected by OmniPage Pro.

For many scanners you will also need to know the scanner interface card switch settings and addresses. Refer to your scanner owner's manual for information on the scanner interface card switch settings and address options.

Scanner Software

There are two or more files that make up the software interface that allows OmniPage Pro to communicate with the scanner hardware. One is called a device driver, which is often supplied by the scanner manufacturer and may be used by more than one scanning application. The other is a program called *ScanMgr*, which is only supplied with and used by OmniPage Pro.

Device Drivers

When you turn your system on, DOS will load any device drivers it finds in your *config.sys* or *autoexec.bat* file. Check the information about your scanner in the Scanners booklet to find the device driver name, version, and whether an entry needs to be made in the *config.sys* or the *autoexec.bat* file.

Compare this information with the contents of your *config.sys* or *autoexec.bat* file. Sometimes the installation procedure for scanning software provided by the scanner manufacturer will not install the device driver OmniPage Pro needs or will install a different device driver.

If the device driver name and version in your *config.sys* or *autoexec.bat* file does not match the information listed for your scanner, check the Scanners booklet to see if the correct driver is supplied with your OmniPage Pro disk set, and copy the driver to the OmniPage Pro directory.

If the correct device driver is not supplied on your OmniPage Pro disk set (which will happen if Caere does not have license to distribute the driver), contact the scanner manufacturer and request the driver specified in the Scanners booklet for your scanner.
Edit your *config.sys* or *autoexec.bat* file to allow DOS to load the device driver required by OmniPage Pro. For information on how to edit your *config.sys* or *autoexec.bat* file, see your DOS Operations Manual. Be sure to reboot your computer when you have finished editing. DOS will load the new device driver when the system reboots.

Here are a few examples of device driver entries in a *config.sys* or *autoexec.bat* file.

A typical config.sys entry for a Microtek scanner device driver would look like this:

    device=c:\pro\mscan.sys

This line in your *config.sys* file tells DOS to load the device driver named mscan.sys, which is located in the PRO directory on the C drive.

Some device drivers require one or more parameters designating port address, interrupt (IRQ), or Direct Memory Access (DMA) channel. The values for the parameters are determined by the switch settings and addresses used in the scanner hardware installation. See your scanner manual for information on these settings.

An entry in your config.sys for the Complete Page Scanner might look like this:

    device=c:\pro\cpcscan.sys 2e0 2 1

Other device drivers are loaded with a batch file, usually the *autoexec.bat* file, instead of the *config.sys*.

An entry in your *autoexec.bat* for the Canon IX-12 scanner could look like this:

    c:\pro\ixhnd2/08

This line in your *autoexec.bat* file tells DOS to load the device driver called IXHND2 and defines the port address and memory address for the device driver to use when communicating with the scanner interface card.

Record any parameter information. For a few scanners, this information will be required when you launch OmniPage Pro for the first time or if you change your scanner installation. Refer to the Scanners booklet to find what parameter information you will need for your scanner software installation.

Warning: Load only *one* device driver for your scanner at a time. Multiple device drivers for the same scanner may cause problems between OmniPage Pro and the scanner hardware.

ScanMgr

There is a different *ScanMgr* file for each scanner or scanner family supported by OmniPage Pro. The device driver entry in your *config.sys* or *autoexec.bat* must be the device driver the *ScanMgr* file expects or an error will occur. Select *Scanner* from the Defaults menu if you are unsure which *ScanMgr* file is installed. The scanner selected in the Select Scanner dialog box indicates the *ScanMgr* file in use.

Operation Problems

OmniPage Pro works but operates slowly and frequently accesses the hard disk drive.

As a Windows 3.0 application, OmniPage Pro is able to take advantage of the Windows swap file when running low on memory. This may occur with a minimally configured system (only 4MB of RAM), if memory has become fragmented with use or if other applications are running in background. When low memory conditions occur, Windows will use disk space to simulate the RAM it does not have available. Disk access time is much longer than RAM access time; the computer system will run much slower when it has to use a swap file.

A quick fix for memory fragmentation problems is to quit OmniPage Pro and Windows and reboot your system. This will clear any fragmentation of memory that has occurred (until, of course, it happens again).

Try closing any other applications that are running in background. This will usually free enough memory for OmniPage Pro to operate without using the swap file.

If you regularly work with long, complex documents, adding more RAM to your system would be the best solution.

For more information on optimizing your system and application performance under Windows 3.0, refer to the Windows User's Guide.

The scanner moves slowly when used with OmniPage Pro but operates normally when used with another scanning application.

OmniPage Pro scans slowly when the Verification Window is used. Turn off the Verification Window by selecting *System* from the Defaults menu to increase scanning speed when verification is unnecessary (as with high-quality documents that produce few recognition errors).

The scanner will begin to scan and stop. The entire system locks up and you have to reboot your computer.

You may have an interrupt conflict between your scanner and another device. If you have a bus mouse and you usually do not use the mouse and scanner at the same time, check the interrupt used by the scanner and mouse for a possible conflict. The interrupt address typically used by some network cards may cause the same problem.

Using the OmniPage Pro Test Files

Use the OmniPage Pro test files to verify the functionality, recognition performance, and accuracy of OmniPage Pro. Successful completion of the test procedure:

verifies OmniPage Pro's ability to perform text recognition

provides a benchmark for recognition time on your system

verifies recognition accuracy independently of your document or scanner image quality.

If you are experiencing a problem with OmniPage Pro but are able to successfully complete recognition with the test file, the problem is probably scanner related.

If OmniPage seems to run slowly even with all other applications closed, use the test files and procedure to find the typical recognition time for a good-quality document and image on your system.

The test files will produce a text file with 100% text recognition accuracy. If you are unable to achieve a similar level of accuracy with your documents, review Chapter 7, Improving Text-Recognition Accuracy, for possible problem areas and solutions.

To load the test command file and TIFF file:

1. Select *Load* in the Defaults menu.
    This will open the Load Settings dialog box.

2. Double-click on the file *optest* to select the test command file.
    You will receive the message:
        Settings from: optest have now been loaded

3. Click on *OK*.

4. Select *Open* in the File menu.

5. Locate and select your OmniPage Pro directory in the Directories list box.
    Make sure the Image/Fax button is selected.

6. Click on *optest.tif* to select the test TIFF file.

7. Click on *Recognize*.
    The Recognition Settings dialog box will appear.
    Warning: Do not change any of the settings!

8. Click on *OK* .
    OmniPage Pro should now load the test TIFF file and perform recognition.

Technical Support

If you need further assistance, contact Caere Technical Support at 1-800-GO-CAERE (1-800-462-2373). To get help as quickly and efficiently as possible, please be near your computer and have the following information ready when you call:

OmniPage Pro Serial Number

OmniPage Pro Version

DOS Operating System version

Scanner Manufacturer and Model

The amount of RAM in your system

The amount of free conventional memory available

A listing of the autoexec.bat file

A listing of the config.sys file.

The size and location of your Windows swap file

The make and model of your computer system and peripheral devices (printers, monitors, etc.)

Simple Documents

The procedure for recognizing text from simple documents is the basic method for performing most OmniPage Pro operations: you adjust Scan Settings, click *OK* to start the scan, edit the resulting text file in the Transitional Editor, and save the file in an appropriate format.

Simple documents, such as letters or legal briefs, have regular columnar structure (either one column or multiple, evenly spaced columns).   We'll assume that you want all the text on the page recognized.   Any graphics on the page will be ignored.

1.   Load a document in your scanner.

2.   Select Process Menu/Scan.

3.   Adjust Scan Settings.
       Set Page Options: Size. (legal?)
       Set Recognition Options: Column selection mode/Auto detect.
       Set Scanner Options: Brightness.

4.   Click OK.

OmniPage Pro will scan and recognize the page.   After recognition, the resulting text file will appear in the Transitional Editor for editing and saving.

Legal briefs have line numbers printed on the left margin.   If you want to keep text formatted like the original document with the line numbers intact, save the file in ASCII format; a carriage return will be added to the end of each line.   If you don't want the numbers recognized, select *Multiple zones* in Recognition Options and draw a zone around just the text you want recognized.

With legal briefs, remember to adjust the Page Options *Size* setting to *Legal.*

Magazine Articles

Magazine articles are typically spread out over several pages and have multiple columns.   Graphics, ads, and insets usually break up each page differently.   With this procedure, you can draw zones on each page around just the text that belongs to the article and then recognize all the zones at once.

1. Adjust Scan Settings.
    Set Page Options: *Multiple pages*.
    Set Recognition Options: *Column selection mode/Auto detect*, *Multiple zones*, *Defer recognition,   Interactive mode.*
    Set Scanner Options: *Brightness* (Darken for glossy paper).

2. After the scan, use the *Multiple zones* tools and draw zones around the desired text.

3. Click *Recognize* in the toolbar.

4. Repeat the above step for each page.

5. Respond to the prompt: either perform recognition immediately or save the scan as a deferred job for later recognition.

A deferred job can be recognized at any time from the File Menu/Open dialog box.   Deferred jobs have a **.job** extension.

Even though text may be formatted in several columns in the magazine, it will be in one-column format when the text appears in the Transitional Editor.   To re-create columnar structure, set the Columns command in your word processor or publishing software.   You may wish to create a columnar style sheet or template in your word processor for easy reformatting.

If you are recognizing zones on several pages with *Interactive mode* selected, you can set system defaults so that the Scan Settings dialog box does not reappear after each page is scanned.   Select *System* in the Defaults menu and de-select *Interactive mode - set Scan Settings*.

If you are recognizing the same areas on each page, you can set system defaults so that the same zones will reappear on each page. Select *System* in the Defaults menu and de-select *Multiple zones - clear after each scan*.

Spreadsheets

OmniPage Pro identifies spreadsheets and tables by the regular distances between fields.   As long as there are five or more en spaces between a field, OmniPage Pro will convert the spaces into a TAB space.   Most spreadsheet applications recognize the TAB space as a delimiter for a new field.

A feature of OmniPage Pro is the ability to identify the contents of a zone.   By using the *Multiple zones* tools to identify a zone as containing all numerics, numbers printed in spreadsheets and tables will be recognized much more accurately.

1. Adjust Scan Settings.
    Set Page Options: *Size* (legal?)*,Orientation* (landscape?)*, Doc type* (dot matrix?).
    Set Recognition Options: *Column selection mode/Single column/Tables, Multiple zones*.
    Set Scanner Options: *Brightness* (Darken if dot matrix).

2. After the scan, use the Multiple zones tools and draw a zone around the desired area.   Identify Zone contents as Numerics.

3. Click *Recognize* in the toolbar.

4. Save the file in a spreadsheet, database, or word-processor format.

If spreadsheet data looks jumbled in your word processor, try adjusting the word processor's TAB settings.   Also, tables are often printed in a smaller point size than surrounding text; as a result, lines of table data may wrap around in your word processor.   To properly format the data, you may have to reduce the data's point size.

If your spreadsheet uses letters such as CR or BAL, you can add them to the *Numerics* zone contents file.   Select *Edit Zone Contents File* in the Process menu.

Complex Pages   (Zone contents)

Some pages have several different components.   For example, a corporation's annual report may have text, an officer's picture, and a table on the same page.   With OmniPage Pro, you can save the officer's image, recognize partial areas of text, and recognize the table as numerics only - all with one scan.

1. Adjust Scan Settings.
    Set Page Options.
    Set Recognition Options: *Column selection mode/Auto detect, Multiple zones*.
    Set Scanner Options: *Brightness*.

2. After the scan, use the *Multiple zones* tools and draw a zone around the desired graphic.
    Identify *Zone contents* as *Graphics.*

3. Draw a zone around the table.   Identify *Zone contents* as *Numerics.*

4. Draw a zone around the desired text.   Identify *Zone contents* as *Alphanumerics.*

5. Click *Recognize* in the toolbar.

For highest-quality graphic reproduction, select *Image only* in Page Options and scan the entire page to create an image file.   This will let you set different Scanner Options such as *Tone* and *Contrast*.   You can then crop the portion of the page image you need with your graphics application.

If you also want to recognize text on the page, scan the page again: turn off *Image only*, adjust other settings, and rescan.

Custom Character Recognition (Training)

Technical documents may contain characters such as Greek letters (beta, mu) that OmniPage Pro normally does not identify.   Specialized fonts may contain characters that are consistently mis-recognized; a document with particularly tight kerning may have unrecognizable letter pairs; or, a broken printer may consistently misprint a particular character.

The OmniPage Pro Custom Character Recognition feature lets you scan a sample page, identify special characters, and create a character file.   OmniPage Pro can then use the character file in conjunction with its normal feature-analysis recognition to maximize recognition accuracy.

1. Place a sample page, which includes special characters, in your scanner.

2. Select *Train Recognition* in the Process Menu.

3. Adjust Train Settings (a subset of Scan Settings) and click *OK*.

4. After the scan, identify characters in the Train Recognition and Specify Character dialog boxes.

5. Save identified characters as a character file.

6. Select *Scan* in the Process Menu.

7. Adjust Scan Settings.
    Set Page Options.
    Set Recognition Options: *Character file*.
    Set Scanner Options.

8. Click *OK.*

Identify non-ANSI characters such as diamonds, clubs, and chess figures with a text string such as /club/. When you open the file with software capable of creating those figures, you can use a search and replace feature to reinstate them.

Automatic Saving

With an automatic document feeder (ADF) and OmniPage Pro's automatic saving features, you can scan a batch of forms and have OmniPage Pro automatically save each form as a separate file with a unique file name.   Also, you can scan several sets of multi-page documents at once and have OmniPage Pro automatically save each set with a different file name.

If you are scanning a batch of pages you want to save as individual files, place the batch in your ADF.   If you are scanning several sets of pages and you want to create one file per set, put a blank white page between each set and then place the stack in your ADF.

1. Adjust Scan Settings.
   Set Page Options: *Multiple pages*.
   Set Recognition Options.
   Set Scanner Options.
   Set Save Options:
   For a batch of individual forms, select *Save text automatically* and *Multiple text files*.For several sets of pages, also select *Blank page between files*.

2. In the Save Options dialog box, enter a path, format, and file name of one to five characters. OmniPage Pro will increment the file name by appending 001, 002, 003, and so on as needed.

3. Click OK.

OmniPage Pro will scan and recognize the pages.   After recognition, the resulting text files will not appear in the Transitional Editor.

Use the same basic procedure (and select *Image only*) to scan and automatically save batches of images.   You can also scan a page for text recognition and simultaneously save the image as an image file by selecting *Save image automatically* and entering a file name.

Recognizing Image/Fax Files

OmniPage Pro recognizes text in image and fax files.   You may have a TIFF or PCX file created by a hand-held scanner not supported by OmniPage Pro.   You can recognize it if the file was scanned as black and white line art at 200 dpi or better.   OmniPage Pro also supports most popular fax file formats; you can recognize faxes directly from your hard disk.   See the File Formats topic for a list of supported file formats.

1. Select *Open* in the File menu.

2. Click on *Image/Fax* in the Open dialog box.

3. Highlight the files you want recognized and click on *Recognize*.

4. Adjust Scan Settings.
    Set Page Options.
    Set Recognition Options.
    Set Scanner Options.
    Set Save Options.

OmniPage will scan and recognize the pages.   If you selected more than one file and did not select *Save text automatically*, all the text will appear in one file in the Transitional Editor.

For best text recognition, TIFF files should be scanned at 300 dpi as line art.   Faxes should be transmitted in fine mode (200x200).   Faxes transmitted in normal mode (200x100) often do not provide adequate resolution for good text recognition.

Graphics

Use the Graphic Editor to scan or work with graphics.   The Graphic Editor is Caere's image-editing software available when you select when you select Image... in the OmniPage Pro Process menu.   The Graphic Editor provides full control of your line -art or grayscale scanner.   You can enhance and touch-up line-art and grayscale images; print halftones that look like photos; and save your images in a variety of file formats wit several compression options.

Use the Graphic Editor Help for additional information on this topic.

Editing and Saving

The Transitional Editor lets you use OmniPage Pro's text editing and interactive spell checking features with the Verification Window: an important tool that displays the actual scanned image of any word by simply clicking on the word in the Transitional Editor.   In addition, the word's surrounding area is displayed so you can see the word in context.

Options in the Style menu let you format text in *Bold*, *Underline* and *Italic* styles. The Find/Replace option in the Edit menu provides several options for searching and replacing words and characters.

The interactive spelling checker suggests alternative words based on likely text-recognition errors rather than keyboard-entry mistakes.   Using this capability, the Auto Spell feature can automatically spell-check and replace any mis-recognized words in an entire document.

The US-version spelling dictionary contains 100,000 words.   To obtain foreign-language dictionaries, call Caere at (800) 535-SCAN.

1. Scan and Recognize a document without selecting automatic save options.

2. In the Transitional Editor, use the *Check Spelling*, *Find/Replace*, and *Style* menu features.

4. Double-click on mis-recognized words to see the original images in the Verification Window.

5. Save the text file in an appropriate word-processor format by selecting File menu/*Save as*.

Save the file in Caere format (.met) if you are not sure what word-processor format in which you want to save a file, or if you may want to re-open the file in OmniPage Pro to use the spelling features.   Caere-format files are the only types of text files that can be opened in OmniPage Pro.

Open...

Select *Open...* to edit a Caere-format (.met) text file, recognize text in existing <u>image or fax files</u>, or start recognition on a <u>deferred job</u>.

Opening a Text File

You can open a text file that was previously saved in Caere format (.met). A Caere-format text file is the initial text file created by OmniPage Pro after a text-recognition process. By initially saving a text file in Caere format, you can reopen the file and then save it in any number of other supported file formats you wish.

To open a text file from the Open dialog box:

1. Click on the *Text* button in the center of the dialog box.
2. Specify the path and directory where your Caere-format files reside.
   Files in the specified directory will appear in the *Files* list box.
3. Click on the appropriate file name.
   The file name will appear in the *Selected files* list box. If you change your mind and want to remove a file name from the box, highlight it and click on *Clear.* To remove all the file names from the list, click on *Clear All.*
4. Click on *Open.*

The file will appear in the Transitional Editor. You can then edit the file and save it in any of the supported output file formats.

Opening Image/Fax Files

OmniPage Pro can recognize text in one or more image or fax files at a time. For example, you may have a number of TIFF files stored on the network or you may have a day's worth of faxes in a directory on your hard disk.

See Appendix A of the Owner's Manual for a list of supported image and fax file formats.

To recognize text in one or more image or fax files:

1. Click on the *Image/Fax* button in the Open dialog box.
2. Specify the path and directory where your image or fax files reside.
    Files in the specified directory will appear in the *Files* list box.
3. Select the files you want recognized by clicking on them.
    To select all the files in the list, click on *Select All.*
    Selected files will appear in the *Selected files* list box on the right. If you change your mind and want to remove a file name from the box, highlight it and click on *Clear.* To remove all the file names from the list, click on *Clear All.*
4. When all the files you want recognized appear in the *Selected files* list box, click on *Recognize.*
    The Recognize Settings dialog box will appear.
5. Adjust Recognize Settings as needed and click on *OK.*
    If you recognize more than one file at a time, all the files will combine into one text file. If you want the text from each image or fax file saved as a separate file, select *Save text automatically* and *Multiple text files* in the Save Options of the Scan dialog box.

Opening a Deferred Job

A *Deferred job* is a file created when you select *Defer recognition* in the Recognition Options of the Scan Settings dialog box and you choose to save the job for later recognition.

For a complete description of this feature, see the <u>Defer recognition</u> topic.

To open a *Deferred job*:

1. Click on the *Deferred job* button in the Open dialog box.
2. Follows steps 2-4 in Opening Image/Fax Files above.
   The Deferred job(s) will be immediately recognized according to the Scan Settings in effect when the job file was created. The Recognize Settings dialog box will not appear.

Save

Select *Save* to write the contents of your current working file to disk.

Your file will be saved to disk and you can continue working on your file. If you are saving the file for the first time, the "Save As..." dialog box will appear.

Save As

Select *Save As* to choose a file format and save a file to disk.

The Save As... dialog box displays the current path and directory, a file name box, and a list of file formats. After entering a path and file name, click on the appropriate file format in the *Format* selection box; OmniPage Pro will automatically add the appropriate file format extension to the file name. After saving, the current working file returns to the screen.

See the *File Formats* help topic for a list of supported word-processor, database, fax, and image file formats.

There are two ways to save a text file in more than one file format:

> Save the file in Caere (.met) format. A Caere-format file is the initial text file created by OmniPage Pro after a text-recognition process. By first saving the file in Caere format, you can later open the file in OmniPage Pro and save it in different file formats.

> While the initial text file is open in the Transitional Editor, save it in each format you want. Remember, only a Caere-format file can be re-opened (and re-saved in a different format) in OmniPage Pro.

Close

Select *Close* to stop working on a file.

A prompt will appear and ask you if you want to save the current file if it has changed since the last save. The main OmniPage Pro screen will then appear.

Revert to Saved

Select *Revert to Saved* to lose edits made to a file and return to the last-saved version of the file. For example, if you have cut-and-pasted text into unreadable gibberish, select *Revert to Saved* and the file will reappear as it was before you last saved it.

Print

Select Print to print a document from the Transitional Editor.

OmniPage Pro will print the document according to the current Windows print settings. To change printers or print settings, open Printers in the Windows' Control Panel program. Refer to your Windows User's Guide for detailed instructions.

Exit

Select *Exit* to quit the OmniPage Pro program.

A prompt will appear and ask you if you want to save your current working file.

Verification Window

The Verification Window is an important feature that lets you check the context of text you want to edit. If you double-click on a word in the Transitional Editor, the scanned image of the word and its surrounding area will appear. You can see the original image of the document and edit the text file accordingly.

The Verification Window displays the original scanned image of a document; it will not show the original image of text that has been cut or pasted in the Transitional Editor.

Text recognition is faster when the Verification Window is turned off. To turn off the window, select *System* in the Defaults menu. In the System Defaults dialog box, de-select *Verification Window.*

Cut

Select *Cut* to delete selected text from the screen.

To select text, position the text cursor at the start of the text you wish to select. Hold the mouse button down and drag the cursor across the text; the selected text will appear highlighted.

Cut text is stored in the clipboard and may be pasted anywhere in the document (see the *Paste* command). The text remains in the clipboard until new text is cut or copied.

<u>Copy</u>

Select *Copy* to duplicate selected text.

For instructions on how to select text, see the *Cut* command topic. Once text is selected, click on *Copy.* Then move the cursor to where you want to place the copied text and click on *Paste.*

Copied text is stored in the clipboard and may be pasted anywhere in the document. The text remains in the clipboard until new text is cut or copied.

__Paste__

Select *Paste* to place cut or copied text on the screen. Pasted text will appear at the text cursor location. A copy of the pasted text remains in the clipboard until new text is cut or copied.

Clear

Select *Clear* to permanently delete selected (highlighted) material from the screen.

For instructions on how to select text, see the *Cut* command topic.

Find/Replace

Select Find/Replace to show or remove the Find/Replace toolbar in the Transitional Editor. When toggled on, the toolbar appears below the menubar.

To find a word or set of characters, type the word or set of characters in the *Find:* edit box. Then click on the *Find* button. The Verification Window will display the image of the word. To repeat the search, click on *Find* again.

To replace a word or set of characters with another word, type the word you want to replace in the *Find:* edit box. Type the replacement work in the *Replace:* edit box and then click on the *Replace* button. To replace all instances of a word, click on the *Replace all* button.

The Options selection box provides different ways to find and replace words:

Additional topics

Match case
Whole word
Find Backwards
Wrap around
Find After Replace

Additional Topics for Find/Replace

Match Case

To be found, a word must exactly match the upper- and lower-case attributes of the word in the *Find:* edit box.

Whole Word

To be found, a word must match, in length, the work in the *Find:* edit box. Compound words that contain the searched for word within them will not be found.

Find Backwards

The search will progress backwards from the location of the text cursor to the beginning of the document.

Wrap around

After reaching the end of a document, the search will continue from the beginning of the document to the location of the text cursor.

Find After Replace

After a found word is replaced, the next instance of the work in the *Find:* edit box will be searched.

Check Spelling

To check a text file for spelling errors, click on the *Check* button. All text following the cursor will be checked. If an area of text is highlighted, OmniPage Pro will only check the highlighted text.

When OmniPage Pro finds a misspelled word, the misspelled word is highlighted in the text file and the OK and Add buttons become active. The Verification Window displays the image of the word and a list of suggested replacement words appears in the *Suggestions:* list box. Select *Spelling* in the Defaults menu for spelling and dictionary options.

Additional topics

Check
OK
Add
Suggestions

Additional topics for Spelling

Check

Clicking on *Check* starts or continues the spell-checking process. If a misspelled word is highlighted and you click on *Check*, OmniPage Pro will ignore the word and find the next misspelled word.

OK

Clicking on *OK* adds the misspelled (or highlighted) word to a temporary dictionary. OmniPage Pro will ignore future instances of the word and will go on to find the next misspelled word.

The temporary dictionary is active until you close the document or change dictionaries.

Add

Clicking *Add* adds the misspelled (or highlighted) word to your permanent User Dictionary. OmniPage Pro will ignore future instances of the word and will go on to find the next misspelled word.

Suggestions

Clicking on a word in the *Suggestions:*edit box replaces the highlighted word in the text with the word in the edit box. The misspelled word is kept in the *Suggestions:*edit box in case you want to click on it and return it to the text.

Click on *Check* to continue to the next misspelled word.

Auto Spell

Auto Spell automatically checks spelling errors and replaces unknown words with words that are most likely to be correct. OmniPage Pro determines replacement words by computing likely text-recognition errors. To use *Auto Spell*, first choose an insertion point in your document. OmniPage Pro will check all text following the cursor. Then select *Auto Spell.* A dialog box will appear.

When the *Ignore abbreviations etc.* box is checked, abbreviations, acronyms, and proper names will not be altered. See *Select Dictionary* for an explanation of spelling options invoked by the *Ignore Abbreviations, etc.* box. To start *Auto Spell*, click on the *Begin* button.

As *Auto Spell* checks a document, the dialog box displays the current page it is checking, the number of words it has replaced, and the total number of words it has checked. If you find that *Auto Spell* replaced a significant number of words, you may want to click *Cancel* and replace the misspelled words interactively with the *Check Spelling* feature.

Auto Spell invisibly marks each word it replaces. To check the replacement words, you can run the *Check Spelling* feature. This feature will stop on each word *Auto Spell* replaced and allow you to check the word within the context of the document.

Spelling Defaults

Use *Spelling defaults* to select main or user (personal) dictionaries for the spelling features. The *Spelling defaults* dialog box will appear.

The left selection box shows the main dictionaries installed on your system. These dictionaries have the file name extension .md. The right selection box lists user (personal) dictionaries. These dictionaries have the file name extension .ud. One main (US or foreign language) and one user dictionary may be active at the same time.

Foreign-language dictionaries are available from your local Caere distributor or by calling Caere at (800) 535-SCAN.

To learn how to add words to the current dictionary, see the User Dictionary topic.

Additional topics

Ignore all CAPS
Ignore proper nouns
Ignore abbreviations
Phonetic suggestions
AutoSpell after recognition

Additional topics for Spelling Defaults

Ignore all CAPS

OmniPage Pro will ignore entirely capitalized words of four characters or less (for example, HUD, USDA, etc.)

Ignore proper nouns

OmniPage Pro will ignore a word not beginning a sentence that has a capitalized first letter (for example, He saw Jane throw...)

Ignore abbreviations

OmniPage Pro will ignore a capitalized letter followed by three or fewer lower case letters and a period (for example, Mrs., Cal., etc.)

Phonetic suggestions

The *Suggestions:*edit box in the Check Spelling toolbar will list suggested replacement words based on phonetic possibilities as well as likely OCR errors. For example, if OmniPage Pro encounters the word "coarn," it may suggest "Koran," or "corner," as well as "corn."

<u>User Dictionary</u>

Select *User Dictionary* to edit entries in your personal dictionary. You can build a custom word list that includes special words used in your profession.

The box on the left lists all the words currently in the user dictionary. The edit box on the right lets you add a word to the list. To make a word appear in the edit box, you can either type the word or highlight the word in the list box. You will then have the following options:

Add

Click *Add* to add the word in the edit box to your user dictionary.

Delete

Click *Delete* to delete the word in the edit box or a word highlighted in the list box from your user dictionary. Delete several words by highlighting them in the list box (use the Shift key - click combination) and clicking on *Delete.*

You can add all the words from a particular document to your personal dictionary or save your word list as a text file by using the *Import* and *Export* features.

Import

Import lets you add words in a text file to your user dictionary. For example, you may want to add technical terms from a particular document. When you select *Import,* a dialog box will appear prompting you for a file name. Enter the file name of the document that contains words you would like to have in your user dictionary. The program will go through the text file, discard words that are already in the main or user dictionaries, and add the words that are left to your user dictionary.

The imported text file can be any document or word list that is in ASCII format. Most word processors have a way of converting a file into ASCII format; see your program's documentation.

Export

Export lets you save your user dictionary as a text file. When you select *Export*, a dialog box will appear prompting you for a file name and destination. You will be able to use the text file in other dictionaries or save it for later use with OmniPage Pro.

Purge

Purge deletes all words from your user dictionary.

Save As

Save As lets you name and save a new dictionary or save an edited dictionary with a new name.

OK

OK saves your editing dictionary and exits the User Dictionary option.

Cancel

Cancel exits the User Dictionary function without saving any changes.

Scan

Select *Scan* to adjust scan settings and scan a document. The Scan Settings dialog box will appear:

Scan settings appearing in the dialog box are the last settings used. The dialog box is divided into four sections:

Page Options describe the physical characteristics of the page you are scanning: its size, orientation, and so on.

Recognition Options describe how you want OmniPage Pro to recognize the page: whether it will look for multiple columns, whether you want specific portions of the page recognized, and how you want the text to be formatted for your application.

Scanner Options control how your scanner will scan a page: the resolution and brightness.

Save Options describe how you want to save your output: automatically, corresponding to double-sided pages, and so on. Clicking on the *Save Options* button opens the Save Options dialog box.

Page Options

Page Options describe a page's physical characteristics.

The options are:

Size

Orientation

Doc type

Multiple pages

<u>Size</u>

The *Size* list box lets you select the dimensions of the document you are scanning. Select:

Letter for 8.5" by 11" size pages.
A4 for 21cm by 29.7cm European-size pages.
Legal for 8.5" by 14" size pages.

Orientation

The *Orientation* list box lets you select the orientation of the document you are scanning. Select:

Portrait if your page is printed in portrait orientation as shown below.
Landscape if your page is printed in landscape orientation as shown below.

When scanning landscape-oriented pages, be sure you load them in your scanner correctly. See the Scanners booklet for instructions on how to load your scanner.

Doc type

The Doc type list box lets you select various font characteristics of your document.

Fully formed

Select *Fully formed* for conventionally printed text characters.

Dot matrix

Select *Dot matrix* for characters printed in draft mode by a 9-pin dot-matrix printer. Do not select *Dot matrix* for pages printed in near-letter-quality mode or printed by a 24-pin dot-matrix printer.

When you are finished scanning with the Dot matrix setting, be sure to toggle the setting off. The Dot matrix setting is only appropriate for draft-mode, 9-pin dot-matrix printed material.

OCR-A

Select *OCR-A* if all of the characters in your document are printed in OCR-A font. If the document contains a mixture of OCR-A and a conventional font, select *Fully formed* for faster recognition.

Multiple pages

Select the *Multiple pages* checkbox if you want to scan multiple pages into one text file.

After a page is scanned and recognized on a flatbed scanner, a prompt will appear asking you if you want to scan more. If you use an automatic document feeder (ADF), the prompt will appear when the ADF is empty.

The Transitional Editor displays text one page at a time: if you select Multiple pages and scan three pages, only the first page shows when the text file appears in the Transitional Editor. To see or edit different pages, use the slide control in the bottom left corner of the screen: left to go to a lower page number, right to go to a higher number. The page icon in the slide shows which page is currently displayed. If you want to scan multiple pages and create a different file for each page, select *Multiple text files* in Save Options.

Recognition Options

Recognition Options describe how you want OmniPage Pro to recognize your document.

The options are:

Column selection mode

Character file

Multiple zones

Defer recognition

Manual block selection

Interactive mode

Retain format

Column selection mode

Column selection modes describe how blocks of text on the page will be ordered for recognition. For text recognition, OmniPage Pro usually divides a page into a series of text blocks and strips out graphics. If text blocks are separated by white space (gutters), OmniPage Pro recognizes separate columns of text blocks and orders text in the text file accordingly. Depending on the Column selection mode, OmniPage Pro either automatically discerns columns of text blocks, recognizes a designated number of columns, or recognizes the page as a single column of text blocks.

Auto detect

Select *Auto detect* if you want OmniPage Pro to automatically discern columns.

With the *Auto detect* setting, OmniPage Pro looks for regular vertical separations of text (gutters) to define columns. It then recognizes column-wide text blocks. It starts at the top of the first column, moves to the bottom, and then continues to the top of the next column, "snaking" through the text. The resulting text file displays the text in one column from beginning to end.

Single column/Tables

Select *Single column/Tables* when there is one column on a page as with correspondence or when scanning a table, financial form, or spreadsheet.
With the *Single column/Tables* setting, OmniPage Pro treats the entire page as one column. It starts at the top of the page and moves to the bottom outlining page-wide text blocks. If OmniPage Pro detects five rows or more of characters divided into columns, it assumes the document is a spreadsheet. It will insert tabs as delimiters between the columns and preserve the tabular format.

Do not use the Auto detect setting for tables and financial forms. Although these kinds of documents have multiple columns, snaking will destroy their spreadsheet format.

No parsing

Select *No parsing* to have OmniPage Pro recognize the entire document as a single text block.

OmniPage Pro will not divide the text into separate text blocks or strip out graphics. The document will be recognized as one text block; if there are graphics on the page, OmniPage Pro will attempt to recognize them as text elements.

This feature is useful if you are scanning small text that might appear as graphics to OmniPage Pro: for example, telephone book pages. Also, use *No parsing* if you are scanning multiple small zones.

Multiple columns (n)

Select *Multiple columns (n)* if you want to designate the number of columns on a page. The number in parentheses is the number of columns; you can select up to nine columns.

In the example on the left, there are two main text columns. A table is at the bottom of one column. Normally, you would use *Auto detect* to recognize the two columns; however, to recognize the table, you would need the *Single column/Tables* setting. The solution is to use *Multiple columns (2),* designating two columns. OmniPage Pro will then accurately recognize the table as well.

This option is not available (or necessary) when you use a Hewlett-Packard scanner with HP AccuPage.

Character file

You can select a file of trained (pre-recognized) characters to augment the recognition process.

All existing character files are listed in the selection box; simply highlight the appropriate file and continue to set other options. For a complete description of how to create a character file, see the <u>Custom Character Recognition</u> help topic.

Multiple zones

Select *Multiple zones* when you want specific sections, or areas, of a page recognized. If the *Multiple zones* option is off, the entire page will be recognized.

For a complete description of how to use the Multiple zones feature, read the <u>Multiple Zones and Zone Contents</u> help topic.

Defer recognition

Select *Defer recognition* to scan pages and delay text recognition.

After you set other options and click *OK*, OmniPage Pro will scan your page or pages. You will be able to select zones (if you selected *Multiple zones*) or blocks (if you selected *Manual block selection*). You will then be prompted to either recognize text or to save the page, selected zones, or blocks as a deferred job for later recognition. The saved file (with the extension .job) can later be recognized by highlighting the file in the File menu Open... dialog box and clicking the *Recognize* button.

This feature is most useful when you want to select different zones or text blocks on multiple pages. Instead of selecting areas on a page, recognizing the text, selecting areas on the next page, recognizing the text, and so on, you can select areas on one page, select areas on the next page, and so on, and then recognize the selected areas all at once.

Manual block selection

Select *Manual block selection* to pick specific text blocks you want recognized and arrange them in a particular order.

This feature is useful when a page is composed of irregular columns or text articles interrupted by captions, sidebars, etc. For example, a magazine page may have three columns in one area and a wide, single column in a text box. In order to correctly set the order in which the text blocks will be recognized, you pick the blocks you want recognized and, if necessary, reorder them.

Text blocks are numbered, indicating the order in which they will be recognized.

To pick blocks for recognition, click on the selection tool (the pointer) in the toolbox and click on the blocks you want recognized. They will become highlighted.

To re-order blocks for recognition, click on the ordering tool (the # symbol). The numbers in the text blocks will disappear. Click on the first block you want recognized, then the second block, and so on. The blocks you click on will appear numbered and highlighted.

You can zoom your view of the blocks in or out by clicking on the zoom tools (the magnifying glasses). Zoom levels are Fit in Window, 25%, 50%, and 100%. To zoom all the way in or out, hold down the CTRL key when you click on a block.

When you are done selecting and ordering blocks, click on *OK* in the toolbox to start recognition.

Interactive mode

Select *Interactive mode* if you are scanning multiple pages into one text file and you may want to change settings for different pages. The Scan Settings dialog box will reappear after each page is scanned.

For example, imagine you are scanning a magazine article that stretches over several pages. You select *Multiple zones* because you don't want to recognize all the advertisements that are on the page. You also select *Interactive mode* because each page has a different text/ad layout and you will have to select different zones for each page. After each page is scanned, the Scan Settings dialog box appears where you can set options for the next page.

If you would prefer that the Scan Settings dialog box not reappear with each page and that you just have the option of drawing new zones, select *Interactive mode - set Scan Settings* in the System Options dialog box. This dialog box is available by selecting *System* in the Defaults menu.

Save Options are not available during an interactive mode scanning sequence.

Retain format

Select *Retain format* if you want OmniPage Pro to retain the original format of the document in the created text file.

If *Retain format* is selected, OmniPage Pro will re-create the following formatting features when it creates a text file of the recognized document: indentation (regular, hanging, or none), justification (left, right, or ragged right), blank vertical space (six lines per inch), and centered lines.

If the file is saved in a non-ASCII format, features such as boldface, italics, and underlining will also be saved. Files saved in ASCII format do not retain any formatting other than spaces and carriage returns.

This feature is useful for handling forms such as resumés.

The *Multiple zones* feature is unavailable if *Retain format* is selected.

Scanner Options

Scanner Options set parameters for your scanner.

The options are:

Resolution

Auto intensity

Brightness

__Resolution__

Select the resolution for your scan.

Scanning at 400 dpi (if your scanner supports it) provides sharper image resolution. Text-recognition accuracy improves with 400 dpi. However, the recognition speed is much slower than at 300 dpi, and system memory requirements are higher. OmniPage Pro will pause for a few seconds if you select or de-select 400 dpi.

The recommended resolution for text recognition is 300 dpi. For image scans, you may wish to use a lower resolution to save disk space. However, the quality of the image will be diminished.

OmniPage Pro does not support scanning a legal size page at 400 dpi.

Brightness

Select different brightness settings to lighten or darken a scanned image.

This setting is needed to account for variations in paper quality, print quality, and scanner peculiarities. It acts like the brightness setting on a copier.

The Brightness setting is the most important means you have to affect the accuracy of text recognition.

Set *Brightness* by moving the mouse arrow to the square in the slide, holding the mouse button down, and moving the square toward the desired setting. Or, click on the arrows to the left or right of the slide. Use the numbers in the square as references for future documents. The caret represents the scanner's "normal" setting.

If a page has sharp, distinct characters printed on good-quality non-reflective paper, set the *Brightness* slide to the middle, normal (marked by a caret) setting.

If a page has thin, broken characters or if it is printed on glossy paper, darken the *Brightness* setting by moving the slide toward the right.

If a page has thick, run-together characters or if it is printed on porous paper such as newsprint, lighten the *Brightness* setting by moving the slide toward the left.

To evaluate *Brightness* settings, watch the Character Window as OmniPage Pro performs text recognition. See the Character Window help topic.

Auto intensity

Select this option if OmniPage Pro can automatically set an optimal brightness setting with your grayscale scanner.

This feature is especially useful when you scan text printed on colored paper. If you scan high-quality documents with crisp, black letters printed on white paper, recognition may be faster with this option turned off.

Save Options

Save Options describe how you want to save files.

You can save files two ways:

Automatically, by using the *Save text automatically* or *Save image automatically* options in the Save Options dialog box.

Manually, by using *Save As...* in the *File* menu from the Transitional Editor after the file is processed.

Options let you set different save procedures. If you select *Save text automatically* or *Save image automatically,* you must set save parameters in the Text/Image Save Options sections of the dialog box.

The options are

Save text automatically

Multiple text files

Blank page between files

Double sided

Save image automatically

The Save Options also let you specify your file name, directory and file format.

Save text automatically

Select this option if you want OmniPage Pro to automatically save a text file after recognition. The file will be saved according to the parameters you specify in the Text Save Options. If you also select the *Multiple text files* option, OmniPage Pro will automatically increment your file name for each page.

Multiple text files

 If you selected *Multiple pages* in Page Options and *Save text automatically,* select this option if you want OmniPage Pro to automatically increment file names and create a separate text file for each page that is recognized.

OmniPage Pro will automatically increment your file name for each page scanned. Your file name must be five characters or fewer. OmniPage Pro will add the characters 001, 002, 003 (and so on) to your file name.

For example, if you select a file name form the first file will be named form001, the second file will be named form002, and so on. An extension to the file name will be added depending on your choice of file formats. In the event of a duplicate file name, OmniPage Pro will automatically overwrite the old file.

Blank page between files

If you selected *Multiple pages* in Page Options and *Save text automatically* and *Multiple text files* and you use an automatic document feeder, select this option if you want OmniPage Pro to begin a new file when it scans a blank page.

For example: You have three sets of pages that you want recognized into three separate files. You put the first set of pages in the feeder, insert a blank page, put the second set of pages in the feeder, insert a blank page, and then put the last set of pages in the feeder. You select *Multiple pages, Save text automatically, Blank page between files,* and you enter the file name FORM in the Text Save Options. OmniPage Pro will scan and recognize the first set of pages and the first blank page, save the text file as FORM001, process through the second set of pages and the second blank page, increment the file name and save the file as FORM002, and then process and save the third set of pages as FORM003.

Double sided

If you selected *Multiple pages* in Page Options and are using an automatic document feeder (ADF), select *Double sided* if you scan pages that are printed on both sides: page 1 is on one side, page 2 is on the other side (and so on). OmniPage Pro will scan a stack of pages and then prompt you to turn the entire stack over to scan the reverse sides.

For example, imagine you have three double-sided pages numbered 1 through 6 (1 is on the front, 2 is on the back, 3 is on the front, 4 is on the back, and so on). OmniPage Pro will first scan pages 1, 3, and 5 and then prompt you to turn the stack over in the ADF. It will then scan pages 6, 4, and 2. The resulting text file will consist of pages 1, 2, 3, 4, 5, and 6 in the correct order.

If you were scanning several stacks of pages into one text file, OmniPage Pro would then scan pages 7, 9, and 11 (and so on), and then ask you to turn the stack over. It would then scan pages 12, 10, and 8 (and so on) and append them to the first stack.

Save image automatically

Select this option if you want OmniPage Pro to automatically save an image file. The file will be saved according to the parameters you specify in the Image Save Options.

File name

Type the desired path and file name in this box. Then click on the desired file format in the Format selection box. An extension matching the file format you choose will automatically be appended to the file name when the file is saved.

If you select the *Multiple text files* or *Multiple image files* option, file names are limited to five characters.

Directory

This shows the current path and directory as indicated in the *File name* edit box.

Format

Scroll through this selection box and highlight the file format in which you want the file saved. Most popular word-processor, database, compressed TIFF, uncompressed TIFF, and PCX file formats are available; for a complete list, see the File Format topic.

Quick Scan

Select *Quick Scan* if you want to scan and recognize a document using all current Scan Settings. The Scan Settings dialog box will not appear.

Image

Select Image to scan, edit, or print a graphic image. The Graphic Editor image editing program will launch.

Within the Graphic Editor, you can scan and edit both line-art and grayscale images. You can print images using Caere's LaserGray printing technology directly from the Graphic Editor.

For additional help on this topic, refer to The Graphic Editor Help file.

Train Recognition

Select *Train recognition* to create a character file to augment text recognition.

A character file is a set of pre-identified text characters. When you select a *Character file* in Recognition Options in the Scan/Recognize Settings dialog box, OmniPage Pro will compare, during recognition, unrecognized characters with the set of pre-identified characters in the character file.

For a complete description of how to use the *Train Recognition* feature, read the Custom Character Recognition help topic.

Edit Character File

Select *Edit Character File* to view or edit an existing character file.

When you select *Edit Character File,* an open dialog box will appear. Select the character file you want to view or edit and click OK. The Train Recognition dialog box will appear. You can then use this feature just as it is described in the Custom Character Recognition help topic.

Edit Zone Contents File

Select *Edit Zone Contents File* to create or edit a file of characters for use with the *Zone contents* feature of the *Multiple zones* toolbox.

For a complete description of how to use the *Edit Zone Contents File* feature, read the *Multiple Zones and Zone Contents* help topic.

System

Select *System* to customize OmniPage Pro operations to suit your personal preferences.

The System Options dialog box will appear.

Verification Window

If checked, the Verification Window will be available in the Transitional Editor to help you edit text. However, the Verification Editor slows text recognition; if you prefer speed, de-select this feature.

Multiple zones - clear after each scan

If checked, drawn zones will be cleared after each scan when *Multiple zones* is selected. If you are scanning forms and you want the same area of the page recognized on each page, de-select this option. Any zones you draw (or change) will reappear the next time you use *Multiple zones*.

Interactive mode - set Scan Settings

If checked, the Scan Settings dialog box will appear before each page is scanned when *Interactive mode* is selected. If you want just the *Multiple zones* toolbox to appear between scans, de-select this option.

Confirm on file close

If checked, a warning box will appear whenever you exit OmniPage Pro or close a file without saving. A prompt will ask if you want to save the current file. To turn the warning box off, deselect this option.

Enable upside-down recognition

If checked, OmniPage Pro will automatically reorient a scanned image if recognition is extraordinarily poor/ The program assumes that you accidentally loaded a page upside-down in the scanner.

You may choose to turn this option off to scan a difficult-to-recognize document in order to create a character file or to scan dot-matrix printed documents.

Reject character

This edit box lets you choose a character to mark unrecognized characters in your text file. For example, if OmniPage Pro could not recognize the J in REJECT, and the tilde (~) was the reject character, the string RE~ECT would appear in your text file.

Languages

Select *Languages* to choose one or more languages for text recognition.

OmniPage Pro will recognize additional characters (such as circumflexes, umlauts, etc.) unique to a particular language. You may select more than one language by clicking on multiple selections; however, for faster recognition, use only the minimum number you need.

Scanner

Select *Scanner* to set up a different scanner.

To change a scanner, read the <u>Changing Your Installation</u> topic. Also, read the <u>Scanners</u> topic.

After installing a different scanner, open OmniPage Pro and select *Scanner.* The Select Scanner dialog box will appear.

Highlight the appropriate scanner name and click OK. If a particular scanner requires parameters such as port addresses, speeds, or interrupt vectors, a dialog box will appear where you can enter values. See the Scanners topic for information about scanner parameters.

Default Dictionary

Use *Default Dictionary* to set default main or user (personal) dictionaries and options for the spelling features.

The Default Dictionary dialog box will appear.

The upper selection box shows the main dictionaries installed on your system. These dictionaries have the file name extension .md. The lower selection box lists user (personal) dictionaries. These dictionaries have the file name extension .ud. To select a dictionary for the spelling features, highlight the appropriate dictionary listing and click on *OK*. One main and one user dictionary may be active at the same time.

You may also set spelling options. For a description of these settings, see the Select Dictionary topic.

Select Auto spell after recognition to have OmniPage Pro automatically use the Auto Spell spell-checking feature immediately after an image is recognized.

Foreign-language dictionaries are available from your local Caere distributor or by calling Caere at (800) 535-SCAN.

Load

Select *Load* to open a previously saved set of Scan Settings.

For example, you may have three distinct kinds of documents that you often scan: one with Landscape orientation, one requiring Multiple zones, and one requiring a darkened Brightness setting. By using Default settings, you can simply load a settings file and then scan documents with the appropriate settings.

After you select *Load* in the menu bar, an Open dialog box will appear. This box displays a list of Default Settings files. To load a file of settings, highlight a file name and click on *Load* in the dialog box. The Scan Settings dialog box will appear with the file's settings selected.

To load a file of settings and immediately scan or recognize a document, highlight a file name and select *Scan.* The Scan Settings dialog box will not appear.

The settings will remain current until they are changed or until a new Default Settings file is loaded.

Save

Select *Save* to save the current Scan settings as a Default Settings file.

A Save dialog box will appear. To save a file, type a file name and click *OK*. The current settings will be saved as a Default Settings file.

The Help Menu

The Help menu lets you get information about OmniPage Pro and its performance.

With this menu you can:

See the **Help Index** of commands, settings, and procedures for OmniPage Pro Help.

Display Statistics showing recognition performance.

Learn **About OmniPage Pro** versions, copyrights, and serial number.

Display Statistics

The Display Statistics box shows how well OmniPage Pro recognized the last-recognized document: the percentage of unrecognized characters, recognition time, and so on.

Display statistics are valuable for comparing the effect of different settings on recognition accuracy. For example, if you are not sure about a proper brightness setting, you can compare the recognition accuracy percentages with different settings. You can also quickly tell if a poor-quality document is worth scanning; if the recognition accuracy is less than 96%, it might be quicker to get another copy of the document or to enter the text manually.

Total characters indicates the number of characters and spaces in the file.

Recognition time indicates the time it took for parsing (breaking the page down into text and graphics) and recognition. It does not count scanning time, the time it takes to select multiple zones, or the time spent writing data to disk.

Known errors indicates the number of unrecognized characters. It does not count improper substitutions or incorrectly recognized formatting commands.

Recognition rate in characters per second (cps) is the total number of characters divided by the recognition time. In words per minute (wpm), it is assumed the average word is five characters long. The formula for wpm is [characters per second divided by five] times sixty.

Accuracy rate is determined by the formula [Total characters minus Known errors] divided by Total characters.

About OmniPage Pro

The About OmniPage Pro box shows the current version you are using, any copyrights in effect, the program's registered user, company name, and serial number.

Style Menu

The Style menu lets you format character styles while you edit a text file in the Transitional Editor. With this menu, you can format text in *Bold, Underline,* and *Italic* styles.

To change character formatting, position the text cursor at the start of the text you wish to format. Hold the mouse button down and drag the cursor across the text; the selected text will appear highlighted. Select any or all formatting options in the Style menu.

Bold   Select Bold to change highlighted characters to boldface format.

Italic   Select Italic to change highlighted characters to italicized format.

Underline   Select Underline to change highlighted characters to an underlined format.

Normal   removes all formatting options from your text.

Note: All character formatting is lost if you save a file in ASCII or ANSI format.