

## GO-CR Index

The Index contains a list of all Help topics available for GO-CR. Index items are arranged in alphabetical order within each major category. You can use the scroll bar to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose Using Help from the Help menu.

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## GO-CR keys

Use the following keys in GO-CR:

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### In Window with Recognized Text:

Moving the Insertion Point

**Key(s)**

Up Arrow  
Down Arrow  
Right Arrow  
Left Arrow  
Ctrl+Right Arrow  
Ctrl+Left Arrow  
Home  
End  
PgUp  
PgDn  
Ctrl+End

**Function**

Moves up one line.  
Moves down one line.  
Moves right one character.  
Moves left one character.  
Moves right one word.  
Moves left one word.  
Moves to the beginning of the line.  
Moves to the end of the line.  
Moves up one window.  
Moves to the beginning of the document.  
Moves to the end of the document.

Selecting Text

**Key(s)**

Shift+Left or Right Arrow  
  
Shift+Down or Up  
  
Shift+PgUp  
  
Shift+PgDn  
  
Shift+Home  
Shift+End  
Ctrl+Shift+Left Arrow  
Ctrl+Shift+Right Arrow  
Ctrl+Shift+Home  
Ctrl+Shift+End  
Ctrl+Ins

**Function**

Selects text one character at a time to the left or right or, if the character is already selected, cancels the selection.  
Selects one line of text up or down or, if the line is already selected, cancels the selection.  
Selects text up one window. Or, if the previous window is already selected, cancels the selection.  
Selects text down one window. or, if the next window is already select, cancels the selection.  
Selects text to the beginning of the line.  
Selects text to the end of the line.  
Selects the previous word.  
Selects the next word.  
Selects text to the beginning of the document.  
Selects text to the end of the document.  
Copies the selected text onto Clipboard

In window with scanned image

**Key(s)**

Arrows  
Space+arrows

**Function**

Scrolls the image in the arrow's direction  
Draws a frame into the image to mark an area for subsequent recognition

## Commands

### File Menu

New  
Save  
Save As...  
Save Image Selection...

### Edit Menu

Undo  
Cut  
Copy  
Paste  
  
Select All

### Recognize Menu

Read From Scanner  
Read Last Bitmap

### Prescan Menu

Scale

### Show Menu

Last Text  
Last Bitmap, Scale

### Options Menu

Parameters...  
Control  
Tools

## File Menu

New

Save

Save As...

Save Image Selection...

## Edit Menu

Undo

Cut

Copy

Paste

Clear

Select All

## Recognition Menu

Read From Scanner

Read Last Bitmap

## Prescan Menu

Scale

**Show Menu**

Last Text

Last Bitmap, Scale

## Options Menu

Parameters...

Control

Tools

## Recognizing from scanner

### To recognize text from the scanner:

- 1 Set parameters in the **Options** menu if necessary.
- 2 **From menu:** choose 'Read from Scanner' from the **Recognize** menu.



**By graphic tools:** click on this tool on the left side of the window.

- 3 Move the scanner carefully in the selected direction over the text to be recognized.
- 4 Hit any key to stop the scanning process. The recognition process begins and the text appears on the screen.

### Notes

- 1 If the scanner's light goes off before the desired part is scanned the available memory buffer is full. In this case using the text merging option is recommended.
- 2 The scanned image can be later displayed at different scale values.

### Related Topics

[Recognizing from the recently scanned image](#)

[Recognizing a part of the recently scanned image](#)

[Merging texts or putting texts together](#)

[Displaying the recently scanned image at different scales.](#)

## Recognizing from the recently scanned image

To recognize text from the recently scanned image:

\* **From menu:** choose 'Read from Last Bitmap' from the *Recognize* menu.



**By graphic tools:** click on this tool on the left side of the window.

The recognition process begins and the text appears on the screen.

Related Topics

[Recognizing from scanner](#)

[Recognizing a part of the recently scanned image](#)

## Recognizing a part of the recently scanned image

To recognize a part of the recently scanned image:

- 1 Select the desired part of the image by drawing a bounding frame on it.
- 2 **From menu:** choose 'Read Last Bitmap' from the **Recognize** menu.



**By graphic tools:** click on the tool on the left side of the window.

The recognition process begins and the text appears on the screen.

Related Topics

[Recognizing from scanner](#)

[Recognizing from the recently scanned image](#)

[Selecting a part of the scanned image.](#)

## Scanning an image

### To scan an image:

- 1 Set parameters in the **Options** menu if necessary.
- 2 **From menu:** choose '**Scale**' from the **Prescan** menu and choose the desired scale value for displaying the image (**100%**, **50%**, **25%**) from **Scale's** submenu.

**By graphic tools:** see below.

Click on this  tool to display the image without compression after scanning.

Click on this  tool to display the image at 50% compression after scanning.

Click on this  tool to display the image compressed to 25% of its original size after scanning

After selecting the scale of displaying click on this  tool to start scanning.

- 3 Move the scanner carefully over the document to be scanned.
- 4 Hit any key to stop the scanning process.

### Notes

\* If the scanner's light goes off before the desired part is scanned the available memory buffer is full.

### Related Topics

[Displaying the recently scanned image at different scales](#)

## Displaying the recently scanned image at different scales

To display the recently scanned image:

- 1 **From menu:** choose '**Last Bitmap, Scale**' from the **Show** menu and choose the necessary scale value for displaying the image (100%, 50%, 25%) from '**Last Bitmap, Scale**'s submenu.

**By the graphic tools:** see below.

Click on this  tool to display the image without compression.

Click on this  tool to display the image at 50% compression.

Click on this  tool to display the image compressed to 25% of its original size

- 2 If using graphic tools and the window currently contains recognized text one additional step is required:

Click on this  tool to display at the selected scale value

Notes

- \* This procedure can be carried out after recognizing from scanner too. It is not necessary to make a prescan first to get a bitmap of the scanned image.

Related Topics

[Scanning an image](#)

[Recognizing from scanner](#)

## Displaying the recently recognized text

To display the recently recognized text:

\* **From menu:** choose '**Last Text**' from the **Show** menu.



**By the graphic tools:** click on this tool on the left side of the window.

Notes

\* This procedure can be used if the recently scanned image is displayed after recognition.

Related Topics

[Displaying the recently scanned image at different scales.](#)

[Recognizing from scanner](#)

## Saving the resulting text of a Recognition

### To save the recognized text under a new name:

- 1 Choose '**Save As...**' from the *File* menu.
- 2 Enter a new filename or select an existing one from the listbox.
- 3 Select the **Save** button in the dialog box

### To save the current text after subsequent changes:

- \* Choose '**Save**' from the *File* menu.

#### Notes

- \* The text is saved in ASCII format, characters are represented in the output character set that was selected at recognition time.

#### Related Topics

[Appending text to an existing file](#)

## Saving the resulting image of a Prescan or a Recognition

### To save the the image under a new name:

- 1 Choose '**Save As...**' from the **File** menu.
- 2 Enter a new filename or select an existing one from the listbox.
- 3 Checkmark the **compressed** checkbox to create a compressed TIFF (PackBits) file or remove the checkmark to create an uncompressed TIFF file.
- 4 Select the **save** button in the dialog box

### To save the scanned image under the current name:

- \* Choose '**Save**' from the **File** menu.

#### Notes

- 1 An image can be saved only if it is currently displayed in GO-CR's window, i.e. after '**Prescan**' or '**Show Last Bitmap**'.
- 2 The scanned image is saved in it's original size regardless of the current scaling factor.

#### Related Topics

[Saving a part of the scanned image](#)

[Scanning an image](#)

[Displaying the recently scanned image at different scales](#)

## Saving a part of the scanned image

### To save a part of the scanned image:

- 1 Select a part of the image.
- 2 Choose '**Save Image Selection...**' from the **File** menu.
- 3 Enter a new filename or select an existing one from the listbox.
- 4 Set the **compressed** flag to checked to create a compressed (PackBits) TIFF file or set it to unchecked to create an uncompressed TIFF file.
- 5 Select the **save** button in the dialog box

### To save the image selection under the current name:

- \* Choose '**Save**' from the **File** menu.

### Notes

- 1 An image selection can be saved only if it is currently displayed in GO-CR's window, i.e. after '**Prescan**' or '**Show Last Bitmap**'.
- 2 The selected part is saved in it's original size regardless of the current scaling factor.

### Related Topics

[Saving the resulting image of a 'Prescan' or a 'Recognize'](#)

[Scanning an image](#)

[Displaying the recently scanned image at different scales.](#)

## Appending text to an existing text file

### To append text:

- 1 Choose '**Save As...**' from the **File** menu.
- 2 Select an existing file name from the listbox.
- 3 Checkmark the append checkbox in the dialog box.
- 4 Select the **save** button in the dialog box.

### Notes

- \* The text is saved in ASCII format, characters are represented in the output character set that was selected at recognition time.

### Related Topics

[Saving the resulting text of a recognition](#)

## Deleting the actual text and/or image

**To delete the actual text and/or image:**

- \* Choose '**New**' from the ***File*** menu.

Notes

- \* If there is text and/or image not yet saved the program gives the opportunity to save it before completing this command.

Related Topics

[Saving the resulting text of a Recognition.](#)

[Saving the resulting image of a Prescan or Recognition](#)

## Changing GO-CR's working parameters

### To change GO-CR's parameters **from menu:**

- 1 Choose '**Parameters...**' from the **Options** menu.
- 2 Set the necessary options in the dialog box or select the **defaults** button.
- 3 Select the **OK** button to confirm the new options or **cancel** to abandon changes.

### To change GO-CR's parameters **by graphic tools:**

- \* Select the necessary option tool at the bottom of GO-CR's window by clicking on it with the mouse.  
Not all the parameters can be changed with the option tools.

Related Topics

[Using Action/Option tools](#)

## Selecting the output character set

### To select the output character set:

- 1 Choose '**Parameters...**' from the *Options* menu.
- 2 Select one of the character sets in the dialog box. The following sets are available : IBM ASCII, ANSI,Roman 8.
- 3 Select **OK** to set the new character set.

### Notes

- 1 This parameter cannot be changed by the graphic tools.
- 2 To select the appropriate output character set the user must know how the text will be processed later.

### Related Topics

[Saving the resulting text of a recognition](#)

## Selecting the scanning direction

### To select the scanning direction from menu:

- 1 Choose '**Parameters...**' from the **Options** menu.
- 2 Select one of the scanning directions in the dialog box. The following directions can be selected:  
Vertical (top to bottom) and horizontal (left to right and right to left).
- 3 Select **OK** to set the new scanning direction.

### To select the scanning direction by graphic tools:

\* Click on the  or



or



tool at the bottom of the window depending on the scanning direction.

#### Notes

- \* Column handling options are valid only with vertical scanning direction.

#### Related Topics

[Scanning/recognizing multi-column texts/images](#)

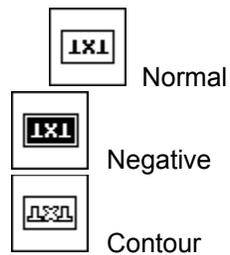
## Selecting the image processing attribute

### To select image attributes **from menu**:

- 1 Choose '**Parameters...**' from the **Options** menu.
- 2 Select one of the image attributes in the dialog box. The following attributes are available: Normal, Negative and Contour.
- 3 Select 'OK' to set the new image attribute.

### To select an image attribute **by graphic tools**:

- \* Click on one of the following image attribute tools at the bottom of the window:



#### Notes

- \* Select '**Normal**' to recognize black letters on white background or to scan an image as it is on the original.
- \* Select '**Negative**' to recognize white letters on black background or to invert the scanned image.
- \* Select '**Contour**' to have the objects in the image outlined. (This option cannot be used with 'Recognition').

## Selecting column handling options

### To select column options **from menu:**

- 1 Choose '**Parameters...**' from the **Options** menu.
- 2 Select one of the column options in the dialog box. The following options can be selected: **No columns**, **discard left**, **discard right**, **discard both** and/or **decolumnize**.
- 3 Select **OK** to set the new column options.

### To select column options **by graphic tools:**

- \* Click on one of the following column handling tools at the bottom of the window:



**no columns** or



**discard left** or



**discard right** or



**discard both** and



**decolumnize**

### **Important notes**

- 1 See the related topic to have detailed information on column handling.
- 2 Column handling options are valid only with vertical scanning direction.

### Related Topics

[Scanning/recognizing multi-column texts/images](#)

## Selecting the merging option

### To set the merging option **from menu**:

- 1 Choose '**Parameters...**' from the **Options** menu.
- 2 Checkmark the **merge texts** checkbox.
- 3 Select **OK** to set the new option.

### To select the merge option **by graphic tools**:

- \* Click on this  tool at the bottom of the window.

### **Important notes**

- 1 See the related topic to have detailed information on text merging.

### Related Topics

[Merging texts or putting texts together](#)

## Merging texts or putting texts together

- 1 Select the **merge texts** option.
- 2 Start recognition from scanner and scan the text. Because **merge texts** is selected this starts a series of successive recognitions.
- 3 Stop the scanning process as described at the corresponding procedure. The recognition begins and the recognized text appears on the screen.
- 4 A dialog box pops up with two buttons: **stop** and **continue**.
- 5 Choose **continue** to do more scanning and recognition, or **stop** to finish this series of recognitions.
- 6 If **continue** is chosen the scanner is switched on again and the scanning can be continued. After scanning go to step 3.

### Important notes

The results of the recognitions are put together in the following way:

1. If there are overlapping text parts between two adjacent recognition passes the two parts are merged together in a way that the overlapping is eliminated. Always the second set is kept from the two sets of the common lines.
2. If there is no overlapping the second part is simply appended to the preceding one.
3. The overlapping lines do not have to be exactly the same. The merging algorithm tolerates some differences between the corresponding lines.
4. **Merge texts** is allowed both in vertical or horizontal scanning direction. This option is extremely useful when recognizing text without columns with lines longer than the scanning width. In this case scan the text horizontally with the **Merge texts** option set.

### Related Topics

[Selecting the merging option](#)

## Scanning/recognizing multi-column texts/images

- 1 Select the necessary column handling option.
- 2 Select vertical scanning direction.
- 3 Do Recognition (**Read**)/Prescan from the scanner. If doing Recognition optionally set the **merge texts** option.
- 4 After scanning the columns are processed according to the selected options.

### Important notes

The columns are processed in the following way:

1. **Discard left:** the first whole or fractional column on the left side is discarded, the rest of the image remains intact.
2. **Discard right:** the first whole or fractional column on the right side is discarded, the rest of the image remains intact.
3. **Discard both:** the two whole or fractional columns on the left and right sides are discarded, the rest of the image is processed according to the **Decolumnize** option, i.e. if **Decolumnize** is not set, the rest of the image remains intact. If **Decolumnize** is set, the columns are arranged one below the other. Decolumnizing is successful only if the columns which remain in the image after discarding are approximately of the same width.
4. If there is one whole and one fractional column in the scanned image (e.g. at any side of a newspaper or magazine) then **DISCARD (fractional column's side)** and **DISCARD BOTH** settings give the same result.

### Related Topics

[Recognizing from scanner](#)

[Selecting column handling options](#)

[Selecting the scanning direction](#)

## Checking the scanner's switches and document quality

### To check the scanner and the document:

- 1 Set the **letter/text/photo** switch (if there is one) to the letter(text) position (marked usually with a black square) to get a line-art image. Only line-art images are suitable for recognition.
- 2 Set the resolution switch to 200, 300 or 400 dpi.
- 3 Scan the document at 100% displaying scale to get an image on the screen.
- 4 Check the image on screen. The settings are adequate if the characters are not fragmented and do not touch each other.
- 5 If necessary correct the Brightness and go to step 3.

Related Topics

[Scanning an image](#)

## Copying, Cutting and Pasting text

### To copy and paste or cut and paste text:

- 1 Select the text.
- 2 Choose '**Copy**' from the **Edit** menu to copy text or choose '**Cut**' to cut text.
- 3 Move the insertion point where you want the text to appear or select text you want to replace.
- 4 Choose '**Paste**' from the **Edit** menu.

Related Topics

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## Deleting text

### To delete one character at a time:

- 1 Press Backspace to delete the character to the left of the insertion point.
- 2 Press Delete to delete the character to the right of the insertion point.

### To delete more than one character:

- 1 Select the text you want to delete.
- 2 Press Backspace or Delete, or choose '**Cut**' from the **Edit** menu to place the text onto Clipboard, or choose '**Delete**' to delete the text, but leave the Clipboard contents intact.

Related Topics

[Copying, Cutting and Pasting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## Selecting all the text

To select all the text:

\* Choose '**Select All**' from the *Edit* menu.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Undoing edits](#)

## Undoing edits

### To undo the last edit:

\* Choose '**Undo**' from the ***Edit*** menu.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

## Copying image (bitmap) onto Clipboard

**To copy a part of the scanned image onto Clipboard:**

- 1 Scan an image or show the recently scanned one.
- 2 Select a part of the image.
- 3 Choose '**Copy**' from the ***Edit*** menu

Related Topics

[Scanning an image](#)

[Displaying the recently scanned image at different scales.](#)

[Selecting a part of the scanned image.](#)

## Using Action/Option tools

### Using the action tools:

The **Action Tools** appear at the left side of GO-CR's window. Choosing an action can be done by clicking on it with the mouse. The mouse button must be released while the mouse cursor is in the action tools area. If the mouse button is released outside it, the action will not be chosen

### The Action Tools are the following ones:



Read from Scanner



Read last Bitmap



Prescan



Show last Text



Show last Bitmap

The **Option Tools** appear at the bottom of GO-CR's window. Selecting an option can be done by clicking on it with the mouse. The actual setting is indicated by a frame on the selected option's image (blue on color monitors). Options not available at the current settings are dimmed. Column handling tools are flashing while the program processes columns. The 50% and 25% **'Scale'** tools are flashing while the scanned image is being scrolled and disk transfer occurs.

### The Option Tools (scanning direction):



top to bottom,



left to right,



right to left

### The Option Tools (column handling):



no columns,



discard left,



discard right,



discard both



merge texts,



decolumnize

### The Option Tools (image display scaling):



no compression,



compress to 50%,



compress to 25%

### The Option Tools (image attributes):



normal image



negative (invert) image,



outline image

Notes

\* All functions are available without graphic tools.

### Related Topics

[Showing/hiding the Action/Option tools](#)

[Changing GO-CR's working parameters](#)

## Showing/hiding the Action/Option tools

### To show tools (if not showed):

- \* Choose '**Tools**' from the *Options* menu.

### To hide tools (if showed):

- \* Choose '**Tools**' from the *Options* menu.

Related Topics

[Using Action/Option tools](#)

## Selecting a part of the scanned Image

### With mouse:

- 1 Click with the mouse to any corner of the area to be selected and hold down the mouse button.
- 2 Drag the mouse to the opposite corner of the area with the mouse button still pressed. The selected area is marked with a frame drawn with a broken line.
- 3 The frame can be removed by a simple mouse click.

### With keyboard:

- 1 Position the cursor with the arrow keys to any corner of the area to be selected.
- 2 Press and hold down the space bar.
- 3 Use the arrow keys to draw the frame.
- 4 To remove the frame press spacebar.

### Related Topics

[Recognizing a part of the recently scanned image](#)

[Copying image \(bitmap\) onto Clipboard](#)

## Changing the type of the hand scanner

To select the type of the hand scanner currently used:

- 1 Choose '**Control**' from the *Options* menu.
- 2 Select the type of your hand scanner.
- 3 If DMA buttons are enabled then select the DMA channel you want to use.

## Procedures

Recognizing from scanner  
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Undoing edits  
Copying image (bitmap) onto Clipboard  
Using the Action/Option tools  
Showing/hiding the Action/Option tools  
Selecting a part of the scanned image  
Changing the type of the hand scanner

**New**

Clears the current working area (removes text and/or image).

## Related Topics

[Saving the resulting text of a Recognition](#)

[Saving the resulting image of a Prescan or a Recognition](#)

**Save**

Saves the recognized text or scanned image.

## Related Topics

[Saving the resulting text of a Recognition](#)

[Saving the resulting image of a Prescan or a Recognition](#)

**Save As...**

Saves the recognized text or scanned image under the specified file name.

## Related Topics

[Saving the resulting text of a Recognition](#)

[Saving the resulting image of a Prescan or a Recognition](#)

## **Save Image Selection**

Saves the selected part of the scanned image under the specified file name.

Related Topics

[Saving a part of the scanned image](#)

## **Undo**

Undoes the last edit.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## **Cut**

Copies the selected text onto Clipboard and removes it from the current text.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## **Copy**

Copies the selected text or bitmap onto Clipboard.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

[Copying image \(bitmap\) onto Clipboard](#)

## **Paste**

Pastes text from the Clipboard.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## **Delete**

Deletes the selected text.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

[Copying, Cutting and Pasting texts](#)

**Select all**

Selects the whole text.

Related Topics

[Copying, Cutting and Pasting text](#)

[Deleting text](#)

[Selecting all the text](#)

[Undoing edits](#)

## **Read from Scanner**

Starts the recognition from the scanner.

Related Topics

[Recognizing from scanner](#)

## **Read from Last Bitmap**

Starts the recognition from the recently scanned image (bitmap).

Related Topics

[Recognizing from the recently scanned image](#)

[Recognizing part of the recently scanned image](#)

**Prescan from scanner**

Starts the scanning from the scanner and displays the resulting image at the selected scale value.

Related Topics

[Scanning an image](#)

[Checking the scanner's switches and document quality](#)

**Show last text**

Displays the recently recognized text if the corresponding image is displayed.

Related Topics

[Displaying the recently recognized text](#)

**Show last bitmap**

Displays the last bitmap at the selected scale value.

Related Topics

[Displaying the recently scanned image at different scales](#)

## **Parameters**

Invokes the parameter setting dialog box.

Related Topics

[Changing GO-CR's working parameters](#)

**Control**

Invokes the dialog box for changing the scanner type.

## Related Topics

[Changing the type of the hand scanner](#)

**Tools**

Shows or hides the Action/Option tools.

Related Topics

[Showing/hiding tools](#)

