

Quick Reference

Using OmniPage From MS Word

1. Open Microsoft Word and begin working in a document.
2. Place the page face down in the scanner.
3. Verify the correct settings by going the **File Menu** item *Acquire Text Settings* (this only has to be done once).
 - Under the **Format Tab**:
 - Choose *Auto* for the input format
 - Choose *Retain font and paragraph formatting* for the output format
 - Under the **Direct OCR Tab**:
 - Check *Draw zones automatically*
 - Uncheck *Proofread OCR* (If proofing is specified, it will follow recognition.)
 - Select *Scan B&W* in the *Image Source* combo box
 - Note: Any settings not offered take their values from those last used in OmniPage Pro (see the second page of this document)
4. Go to the File Menu item *Acquire Text* to scan a document.
5. The recognized text is placed at the cursor position in your Microsoft Word document.

Scanning within OmniPage

1. Open OmniPage
2. Verify the correct settings (see the second page of this document)
3. Go to the **View Menu** (ALT+V), then *OmniPage Toolbox*. Select *OCR Wizard*
4. Go to the **Process Menu** (ALT+P). Select *Start*. This will open a dialog box which will walk you through 6 steps. After choosing the desired settings on each page, select *Next*.
 - a. **Step 1:** Choose whether you would like to scan in Black and White, Grayscale or Color (Or choose to perform OCR on an image file).
 - b. **Step 2:** Choose what the original document is like. *Let OmniPage Pro decide (auto)* is the recommended setting.
 - c. **Step 3:** Choose the *OCR method*. *More Accurate* is the recommended setting. You can also identify the languages that the document contains. English should be selected by default.
 - d. **Step 4:** Choose the level of formatting to retain from the original document. *I want to retain font and paragraph formatting* is recommended.
 - e. **Step 5:** Choose whether to proofread the finished text. *No* is the recommended setting. You can also choose whether to apply IntelliTrain or not.
 - f. **Step 6:** Choose whether to save the finished file, or copy it to the clipboard and select *Finish*. If you have chosen *Save it as a file on my computer*, you will be prompted for a file name and location after scanning and recognition is complete.

OmniPage Quick Reference

Settings to check within OmniPage

1. Open OmniPage
2. Go to the **Tools Menu**, then *Options*, and select *All*
3. Under the **Direct OCR** Tab
 - a. Check *Enable Direct OCR*
 - b. Check *Draw Zones Automatically*
 - c. Uncheck *Proofread OCR*
4. Under the **Process** Tab
 - a. Check *Automatically Correct Page Orientation*
5. Under the **Proofing** Tab
 - a. Uncheck *Automatically proofread results after OCR*
6. Under the **Custom Layout** Tab
 - a. Set *Flowing text* to *Auto*
 - b. Set *Tables* to *Auto*
 - c. Set *Graphics* to *No Graphics*