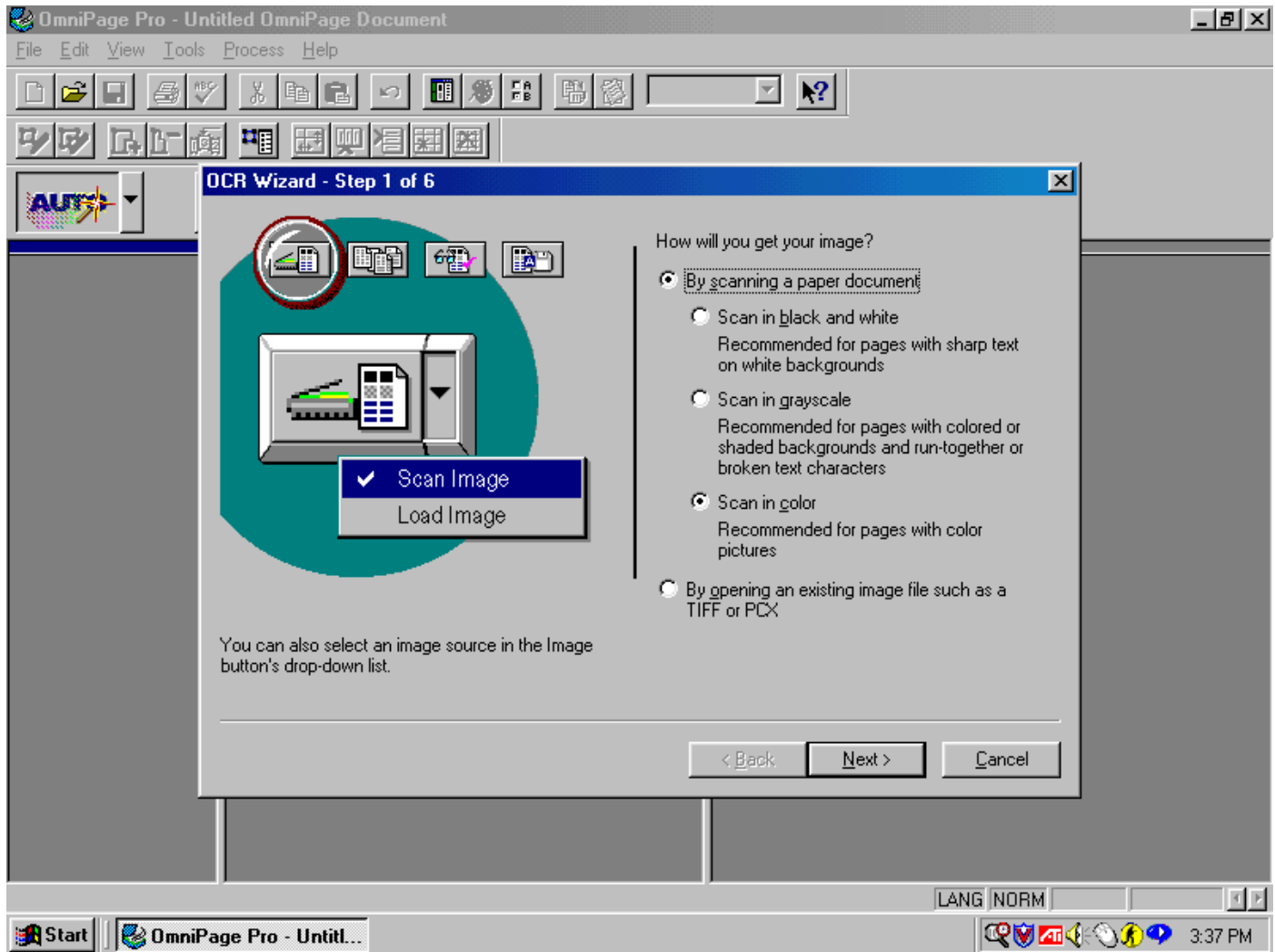


# Scanning the document into Omnipage Pro

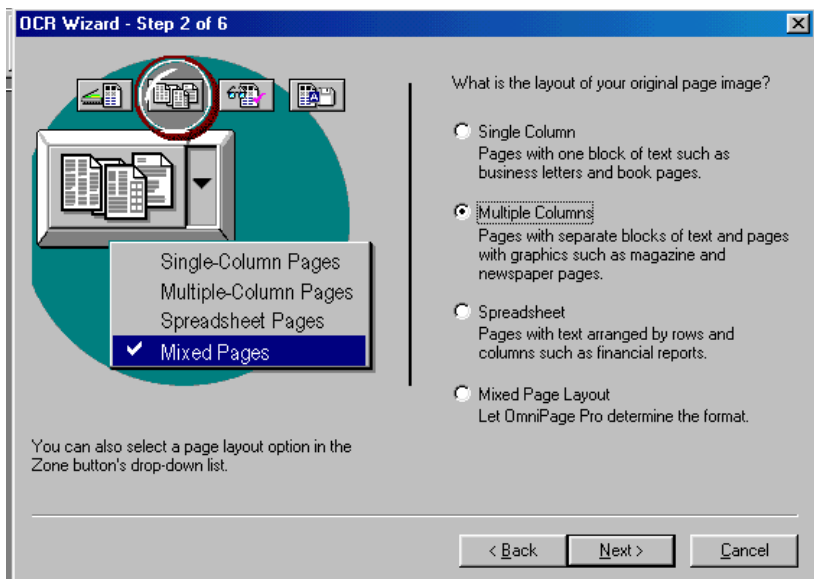
(or other OCR program) \*OCR – Optical Character Recognition

1. Open up Omnipage Pro.
2. Click onto the OCR Wizard button
3. Follow the 6 steps to scan your document.



In Step 1 you will choose how you want to scan (whether in Black & White, Grayscale, or Color) or if instead of scanning you choose to load an existing image file.

Press NEXT after choosing your option.



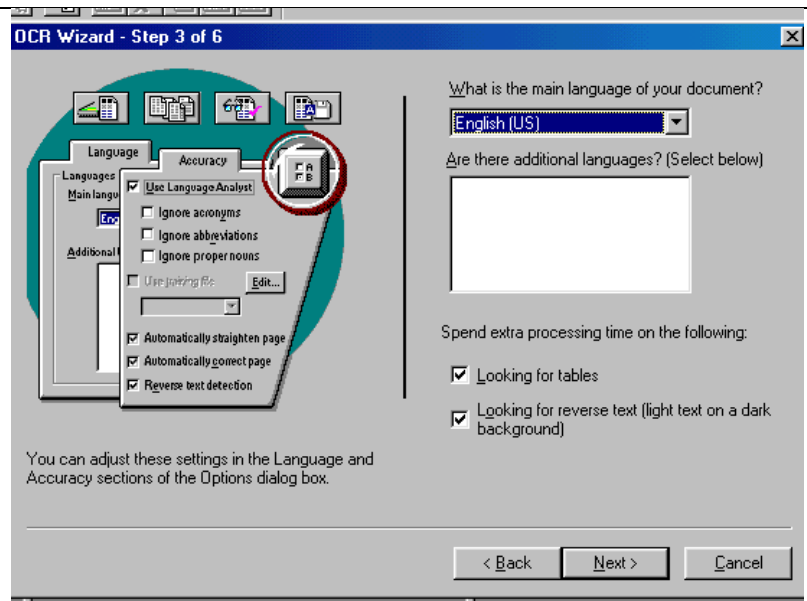
In Step 2 you will choose the layout of your original document.

Press NEXT after choosing your option.

In Step 3 you will choose the main language used in the document and type in any additional languages that may be used.

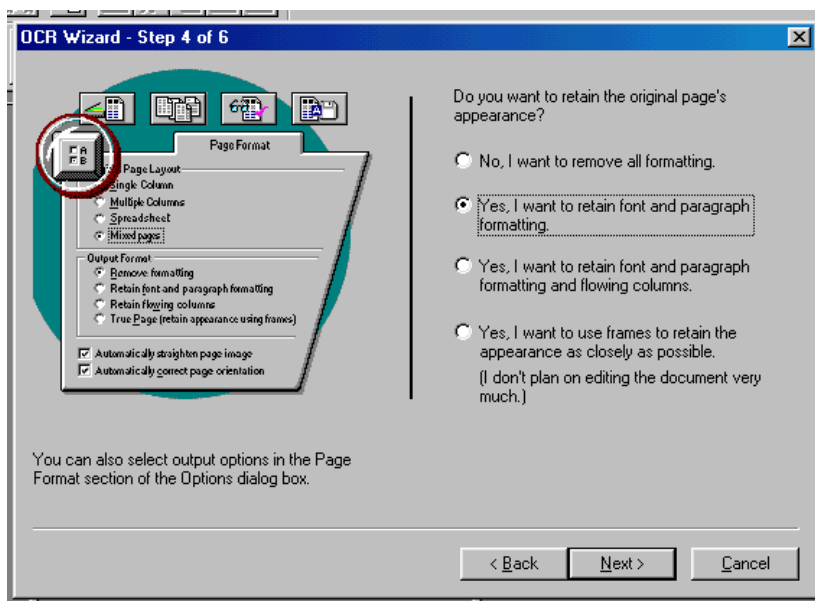
Select whether the program will need to look for tables or for reverse text within your document.

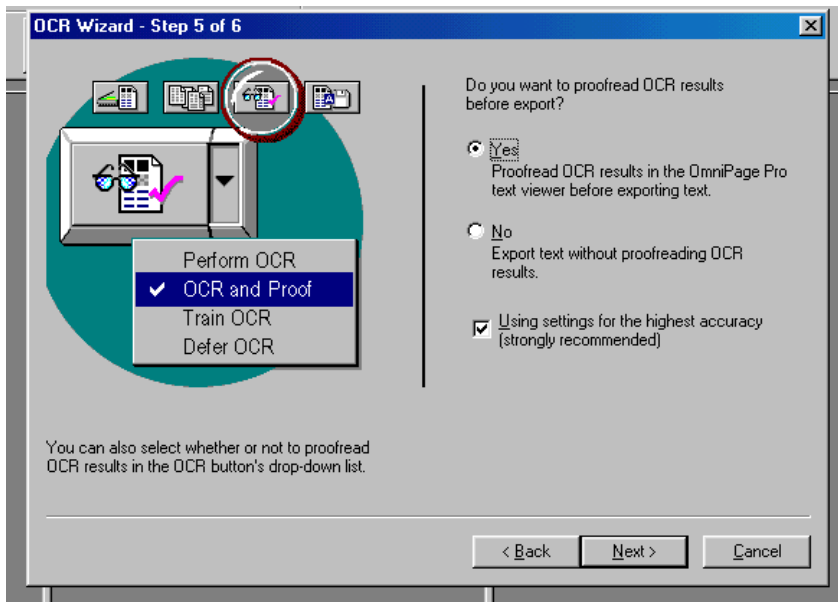
Press NEXT after choosing your option.



In Step 4 you will choose how you want your document formatted. Sometimes its good to experiment with different options here and see how the program actually "reads" your document.

Press NEXT after choosing your option.



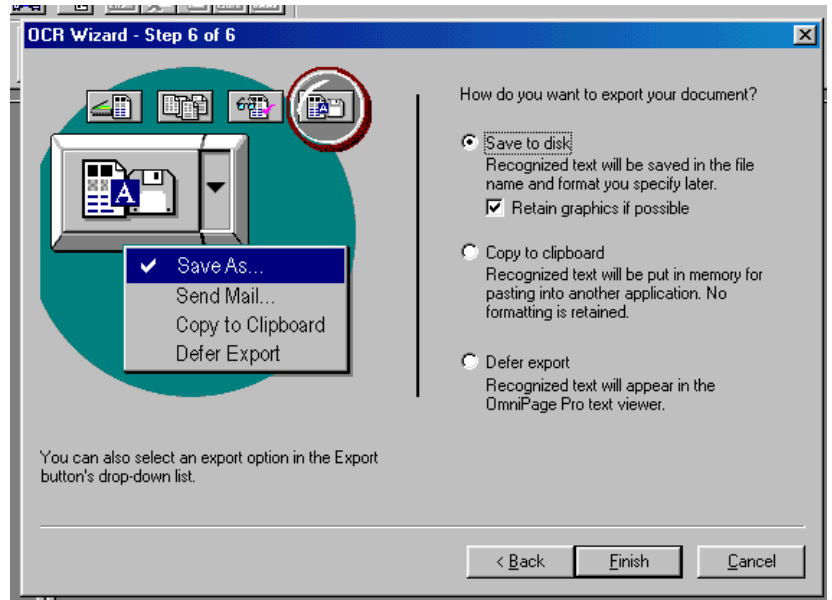


In Step 5 you will choose whether you would like to proofread the results before you export it into a program such as Word. I would recommend proofreading it before exporting.

Press NEXT after choosing your option.

In Step 6 you will choose how you want to export your document. I always recommend saving it to a disk or to your hard drive.

Press FINISH after choosing your option.



After pressing the FINISH button, you will get an alert box. This is only asking you to make sure that your document is in the scanner already. If not, place it on the scanner. If it is already there then press OK. The program will begin scanning your document at this point.

After scanning the first page, it will ask you if you want to scan more pages or stop scanning.

If you choose to stop scanning, it will then bring in the image of your page and immediately go into proofreading mode. It will show you various words and give suggestions to what word it may be. Correct it as you would in Word or any other word processing program.

Once finished it will ask you to save your document. Once you do this, exit out of Omnipage and open your word processing program to begin editing the format or text, etc.