

OCRing (approximately 3 hrs./document)

Open Omni page

Click #1 (Load Image File)

Select drive containing document to be read

Make sure “All Files” are selected as file type

Choose the TIFF file for loading

Doc will load

If double OCR windows do not appear on screen, choose View from upper toolbar, then Page Image, then Text Editor.

Hit “1-2-3” (Automatic OCR Wizard)

“Finish Processing Existing Pages”

OCR screen may or may not appear (depending on need for editing) – if it does appear make necessary corrections in OCR Proofreading Window.

Please Note: When using OCR Proofreading, actual text is displayed below proofreading window. Word in question will be highlighted. You may need to refer to original document if you have questions about what a word should be.

If processing creates a badly flawed page, do not OCR proofread that page.

Instead, first try and re-scan the page as a TIFF file (replace the existing TIFF file with the newly scanned page and be sure to give the file the same name as before). In many cases, the new file will be processed clearly.

If re-scanning does not work, look at the original page, and re-type the page into a Word Document in rich text format, with no formatting (italics, bold, etc.) and no spaces besides one space between words.

File

Save As RTF Word 2000 document

Make sure formatting level is “No formatting.”

Open Word document

Remove all excess spacing (other than single spacing between words). Remove formatting--sections, bolding, italics, hyperlinked text, tables etc.

(Some docs may need to be cut and pasted into Notepad and back to Word to strip out formatting.)

After formatting is removed, run Spellcheck.

Save again

Close old file in OmniPage without saving (Select File on upper toolbar, then Close).