

The OmniPage Desktop and Views

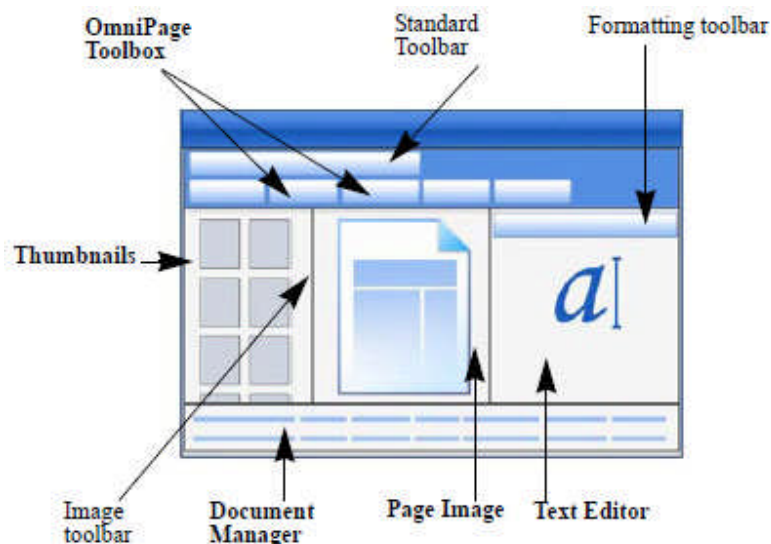
OmniPage comes with three different views to suit your task the best.

- Classic View - This view has a similar look and feel to previous versions of OmniPage.
- Flexible View - This view is a new alternate layout of the OmniPage function panels stacked in a tabbed view to give each panel more space.
- QuickConvert View - This view is designed for quick and easy document conversion without having to learn a lot. The most important conversion options are clearly visible on one screen.

Use the Windows menu to switch between views and to save your own custom view. For a custom view, arrange the panels and toolbars as you wish, then choose Window > Custom Views > Manage. Click Add and name your view. Your screen layouts will be displayed in the Custom Views submenu with a checkmark beside the active one.

Classic View

In Classic View, the OmniPage Desktop has four main working areas, separated by splitters: the Document Manager, the Page Image, Thumbnails and the Text Editor. The Page Image has an Image toolbar and the Text Editor has a Formatting toolbar.



OmniPage toolbox: This Toolbox lets you drive the processing.

Thumbnails panel: This displays page thumbnails.

Document Manager: This provides an overview of your document with a table. Each row represents one page. Columns present statistical or status information for each page, and (where appropriate) document totals.

Page Image: This displays the image of the current page, together with its zones. When a page is displayed, the Image toolbar is available.

Text Editor: This displays the recognition results from the current page.

Flexible View

Use this view to set up the OmniPage workspace so that it fits your task optimally. Suggested scenarios:

Maximizing workspace (single screen)



Load a document. Open the panels you want to use. Grab them by their captions one by one, and drag them so that they dock behind the active one as tabs. You can also dock online Help to avoid handling two separate windows.

Working with recognition results (single screen)



Load a document and have it recognized. Close all panels except the Document Manager and the Text Editor. Maximize both horizontally, scale down the Document Manager and dock it to the top or bottom. You can now step through the pages double-clicking them one by one in the Document Manager, inspecting recognition results in the Text Editor. The number of suspect words and reject characters in the Document Manager will help you identify problematic pages.

Handling large documents (dual-screen)



Load the document you want to work on. Move its Thumbnail View to your second monitor and maximize it for a large scale overview of your document and far more space for thumbnail operations.

Verifying (dual-screen)



Place the Page Image on one screen and the Text Editor on the other. This gives you more space for editing and proofing.

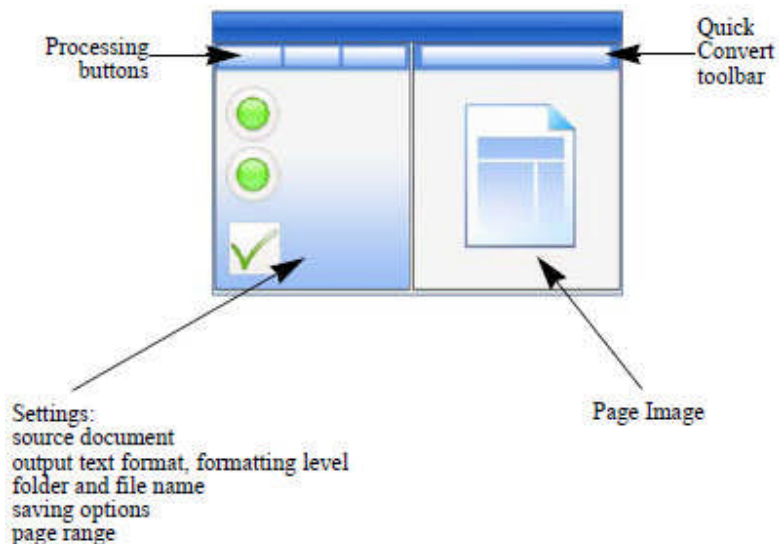
The Page Image is always available for verifying recognition and for performing on-the-fly zoning and editing.



The scenarios presented above are only examples to give you an idea of what you can do in Flexible View.

QuickConvert View

Use the QuickConvert View for fast recognition and saving. You can switch to Quick View only when you have no opened document and it can handle only one document at a time.



The Toolbars

The program has eleven main toolbars. Use the View menu to show, hide or customize them. Status bar texts at the bottom edge of the OmniPage program window explain the purpose of all tools.

Standard toolbar: Performs basic functions.

Image toolbar: Performs image, zoning and table operations. Three of its tool groups can now be handled separately (mini-toolbars):

- **Zones toolbar:** Offers zoning tools.

- Rotate toolbar: Provides rotating tools.
- Table toolbar: Inserts, moves and removes row and column dividers.

Formatting toolbar: Formats recognized text in the Text Editor.

Verifier toolbar: Controls the location and appearance of the verifier.

Reorder toolbar: Modifies the order of elements in recognized pages.

Mark Text toolbar: Performs text marking and redacting.

Form Drawing toolbar: Creates new form elements.

Form Arrangement toolbar: Arranges and aligns form elements.

All toolbars can be moved and customized in each view to your particular needs, including use of a secondary monitor.



The Form toolbars and the Mark Text toolbar (for details see Chapter 5) appear only in OmniPage Professional 16.

Program Panels

OmniPage has six panels that can be handled (docked, floated, resized) separately: Thumbnails, Page Image, Text Editor, Document Manager, Workflow Status, and Online Help.

To float a panel anywhere on the screen, keep CTRL pushed while dragging. To dock it, drag the panel over the OmniPage main window, hold down the left mouse button and start pressing space to see all possible docking positions. To select a given position, release the mouse button.