

This tutorial chapter describes different ways you can process a document and also provides information on key parts of this processing.

## Processing methods

Using OmniPage, you can choose from the following processing methods:

### Automatic



A fast and easy way to process documents is to let OmniPage do it automatically for you. Select settings in the Options dialog box and in the OmniPage Toolbox drop-down lists and then click Start. It will take each page through the whole process from beginning to end, when possible running in parallel. It will typically auto-zone the pages.

### Manual



Manual processing gives you more precise control over the way your pages are handled. You can process the document page-by-page with different settings for each page. The program also stops between each step: acquiring images, performing recognition, exporting. This lets you, for instance, draw zones manually or change recognition language(s). You start each step by clicking the three buttons on the OmniPage Toolbox.

1. Use button one to get a set of images.
2. Manually zone pages where you want to process only part of the page or if you want to give precise zoning instructions. Use ignore backgrounds or zones to exclude areas from processing. Use process backgrounds or zones to specify areas to be autozoned.
3. Use button two to have the pages recognized.
4. Do proofing and editing as desired.
5. Use button three to save your results.

The default for manual processing is to have all entered pages automatically selected. This way you can have all new pages recognized by a single mouse click. You can remove this default in the Process panel of the Options dialog box.

## Combined

You can process a document automatically and view results in the Text Editor. If most pages are in order, but a few have not turned out as expected, you can switch to manual processing to adjust settings and re-recognize just those problem pages. Alternatively, you can acquire images with manual processing, draw zones on some or all of them, and then send all pages to automatic processing by pressing the Start button and choosing to process existing pages.

## Workflow



A workflow consists of a series of steps and their settings. Typically it will include a recognition step, but it does not have to. It does not have to conform to the 1-2-3 pattern of traditional processing.

Workflows are listed in the Workflow drop-down list – sample workflows plus any you create. Workflows allow you to handle recurring tasks more efficiently, because all the steps and their settings are pre-defined. You can choose to place the OmniPage Agent icon on your taskbar.

Its shortcut menu lists your workflows. Click a workflow to launch OmniPage and have it run.

Let the Workflow Assistant guide you in creating new workflows. It provides a choice of steps and the settings they need. Click Next after each step to add another one. You can use the Assistant just to get more guidance when doing automatic processing. See "Workflow Assistant" in Chapter 7.

## At a later time



You can schedule OCR jobs or other processing jobs in OmniPage Batch Manager to be performed automatically at a later time, when you may not even be present at your computer. This is done through the Batch Manager. It does not matter if your computer is turned off after the job is set up, so long as it is running at job start time. If you are scanning pages, your scanner must be functioning at job start time, with the pages loaded in the ADF.

When you choose New Job, first the Job Wizard, and then the Workflow Assistant appears - the latter with a slightly modified set of choices and settings. In the first panel of the Job Wizard, you define your job type and name your job; next you are to specify a starting time, a recurring job or watched folder instructions.

A job incorporates a workflow with timing instructions added. See "Batch Manager" in Chapter 7.

## Processing from other applications

You can use the Direct OCR™ feature to call on the recognition services of OmniPage while you work in the following applications: Microsoft Office 2000 or higher, Corel WordPerfect 12 or X3. First you must check the Enable Direct OCR check box under Tools > Options > General. Then, two items in its Add-Ins (File Menu in applications apart from MS Office 2007) open the door to OCR facilities.

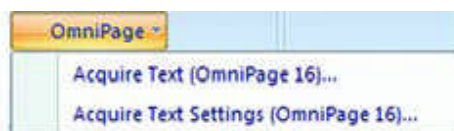
## How to set up Direct OCR

Start the application you want connected to OmniPage. Start OmniPage, open the Options dialog box at the General panel and select Enable Direct OCR.

In the target application, go to Add-Ins (or the File menu in applications other than Office 2007) > OmniPage > Acquire Text Settings > Direct OCR, and specify OCR, Scanner, Output Format and Direct OCR settings. Select process options for proofing and zoning. These function for future Direct OCR work until you change them again; they are not applied when OmniPage is used on its own.

## How to use Direct OCR

1. Open your application and work in a document. To acquire recognition results from scanned pages, place them correctly in the scanner.
2. Use the target application's Add-Ins (or File) Menu item Acquire Text Settings... to review your recognition settings, if necessary.



1. Use the Add-Ins (File) Menu item Acquire Text to acquire images from scanner or file.
2. If you selected Draw zones automatically in the Direct OCR panel of the Options dialog box, under Acquire Text Settings..., recognition proceeds immediately.
3. If Draw zones automatically is not selected, each page image will be presented to you, allowing you to draw zones manually. Click the Perform OCR button to continue with recognition.
4. If proofing was specified, this follows recognition. Then the recognized text is placed at the cursor position in your application, with the formatting level specified by Acquire Text Settings... .