

OCR MATERIALS: OmniPage Pro OCR:

1. Open OmniPage Pro.
2. Set the drop down boxes for workflow steps to: 1) Load Image File, 2) Custom (User defined), 3) Save to File
3. Click on the workflow step (1) with “Load Image File” selected in the dropdown box below it.
 - a. Browse to the image [tiff] file you saved for OCR purposes.
 - b. Choose file and click “Okay”
4. On the OmniPage Image panel, you should see a representation of the tiff you just loaded.
 - a. If the image doesn't appear, select “**View—page image**” from the tools menu
5. There are two options by which to select text:
 - a. **MANUAL:** Choose the “T” box for text selection. Draw a box around selected text. (ignore mastheads, running titles, page numbers, but include image captions, if any.)
 - b. **AUTOMATIC:** Or choose the arrow image on the left. The arrow automatically blocks text. Sometimes, however, this function “thinks” text is a graph or image. In that situation, you may wish to choose the “T” box and manually draw the box around selected text. Try each and see what works best for you.
6. Resize text selection boxes to make sure that all text is included. You may wish to maximize the page image panel while completing this step.
 - a. Click the second workflow step. This performs the OCR.
 - b. You should now have the OCR'd text in the text editor panel on the right and an OCR Proofreader box popped up.
 - If this box doesn't appear, select Proofread OCR from the tools menu.
 - If text editor box doesn't appear, select “**View—text editor**” from tools menu.

PROOFREADING:

7. The proofreader will show you any non-recognized words in context, along with an enlarged image of the word in the actual image document. Make corrections as deemed appropriate.
 - a. If you need a larger view, you can resize the proofreader.

EDITING:

8. Hyphens:
 - a. Remove hyphens from divided words (usually placed on far right of page), such as “*John was kick-ing a tire.*”
 - b. Do not remove hyphens from compound words, such as “*one-half*” or “*dim-witted*”

9. When proofreading is complete for a page, click the *save to file* workflow step. Make sure that settings are:
 - a. Files of type: **Text (*.txt)**
 - b. File options is set to “Create one file per page” when dealing with a multiple page document
 - c. Page Range “Current page”

10. Save OCR text file using same file-naming conventions as image. **JPEG image name and OCR text name must match.**

If you get part-way through a document and are ready to go home, save as an OPD (OmniPage Document) on your local machine. You will be able to open this file in OmniPage and continue working where you left off.