

OmniPage Pro 15

SCANNING INTO WORDPERFECT



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Click on any blue, underlined text to go to its linked reference.

This lesson shows how to scan documents into WordPerfect using this optical character reader (OCR) program. Here's how to do it.

1. Double, left-click on the program's shortcut (**Figure 1**).



Figure 1

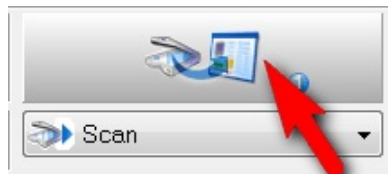


Figure 2

2. With the document in your scanner, and the scanner on, Left-click on the Scan button in OmniPage (**Figure 2**).

3. When the scanner's window appears, left-click on the Scan button at the bottom (**Figure 3**).

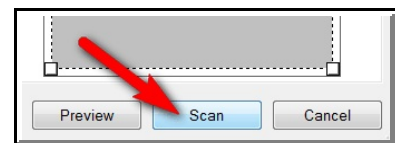


Figure 3

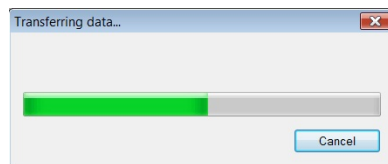


Figure 4

4. As the document is transferred from the scanner to the computer, you'll see the "Transferring data" window (**Figure 4**).

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5. When the “Continue Automatic Processing” window appears (Figure 5). Left-click on the “Stop Loading Pages” button.

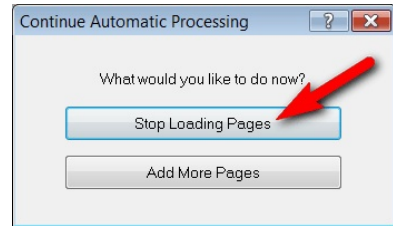


Figure 5



Figure 6

6. Left-click on the “t” button on the left-side of the window to permit you to select a text area (Figure 6).

7. Left-click, hold, and drag a box around the text you want to scan (Figure 7).



Figure 8

8. Left-click on the “Scan” button (Figure 8).

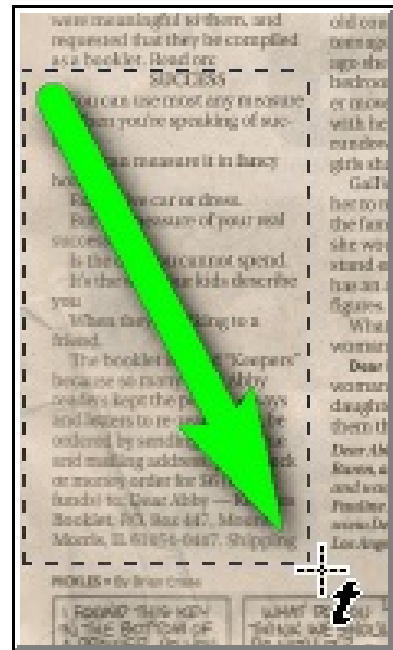


Figure 7

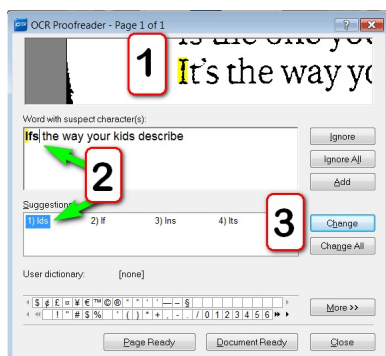


Figure 9

9. The Proofreader window opens (Figure 9):

- ❶ The text as shown in the scanner’s window appears with any questionable text highlighted.
- ❷ The program’s recommendation, plus alternatives, is shown.
- ❸ Make the change in either place in ❷, and click on either “Change” if you make one or “Ignore” if you don’t make changes.

10. The “proofreading is complete” window appears. Click on “OK” button (**Figure 10**).



Figure 10



Figure 11

11. Left-click on the “Copy to Clipboard” button (**Figure 11**).

12. The “Copy to Clipboard” window appears. Left-click on the “OK” button (**Figure 12**).

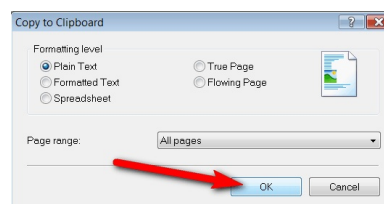


Figure 12



13. Open WordPerfect by double, left-clicking on the desktop shortcut (**Figure 13**).

Figure 13

14. Left-click on the “Special Paste” button on the ToolBar in WordPerfect (**Figure 14**).

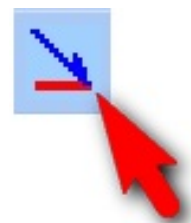


Figure 14

15. The scanned text appears in WP (**Figure 15**).

SUCCESS ¶
 You can use most any measure. When you're speaking of success. ¶
 You can measure it in fancy home, ¶
 Expensive car or dress. ¶
 But the measure of your real success ¶
 Is the one you cannot spend: It's the way your kids describe you ¶
 \When they're talking to a friend. ¶
 The booklet is titled "Keepers" because so many Dear Abby readers kept the poems, essays and letters to re-read. It can be ordered by sending your name and mailing address, plus check or money order for \$6 (U.S. funds) to: Dear Abby— Keepers Booklet, P.O. Box 447, Mount Morris, IL 61054-0447. Shipping ¶

Figure 15



16. Left-click on the “Scan-Fix” button (**Figure 16**). This is a macro that converts the basic text into WordPerfect formatted text.

Figure 16

17. The resulting text is much more professional in appearance (**Figure 17**). For example, compare the quote marks around “Keepers” between *Figure 15* to *Figure 17*.

|SUCCESS ¶
 You can use most any measure. When you're speaking of success. ¶
 You can measure it in fancy home, ¶
 Expensive car or dress. ¶
 But the measure of your real success ¶
 Is the one you cannot spend: It's the way your kids describe you ¶
 \When they're talking to a friend. ¶
 The booklet is titled "Keepers" because so many Dear Abby readers kept the poems, essays and letters to re-read. It can be ordered by sending your name and mailing address, plus check or money order for \$6 (U.S. funds) to: Dear Abby— Keepers Booklet, P.O. Box 447, Mount Morris, IL 61054-0447. Shipping ¶

Figure 17