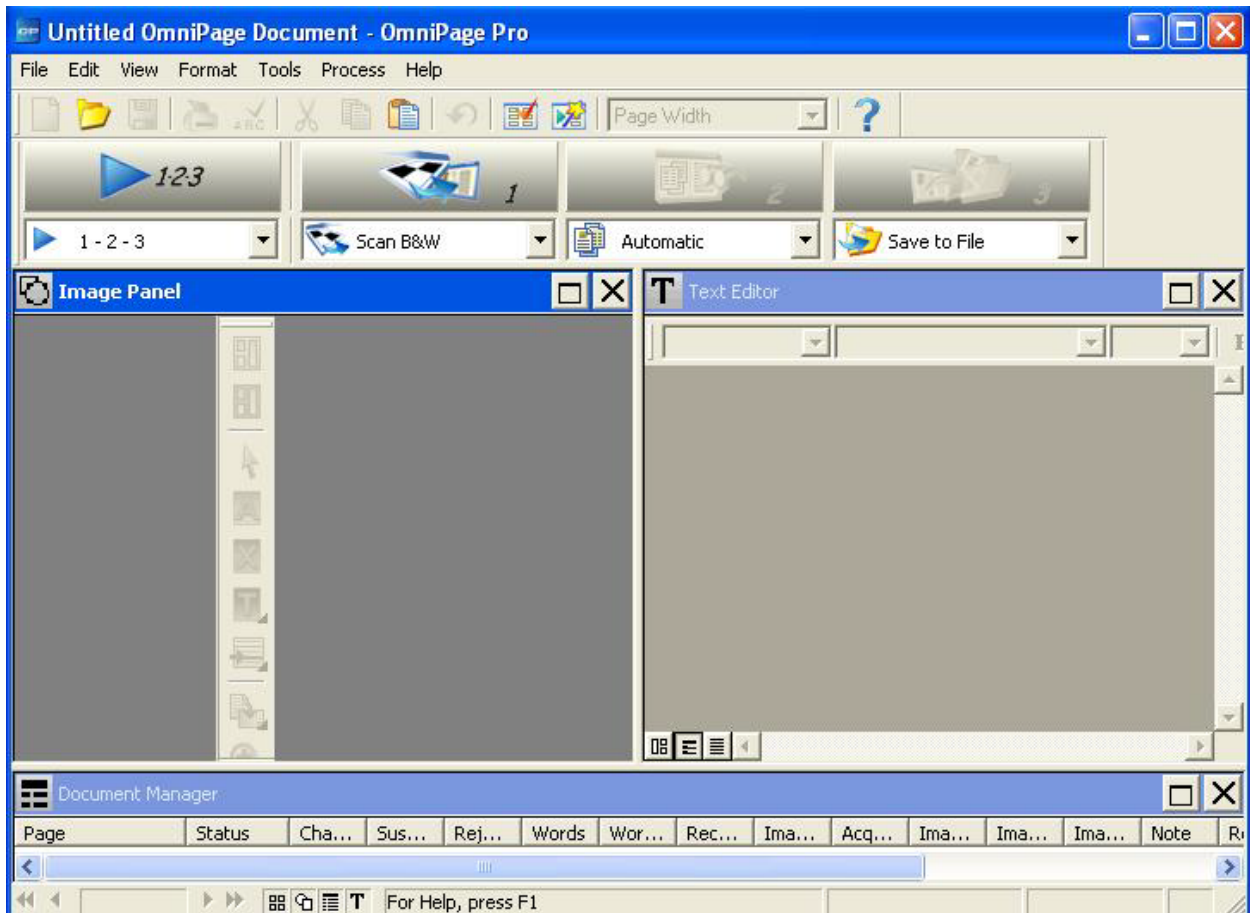


# ***OmniPage Pro: Scanning software User guide***

1. Click on the OmniPage Icon on the desktop, as shown in the picture below:

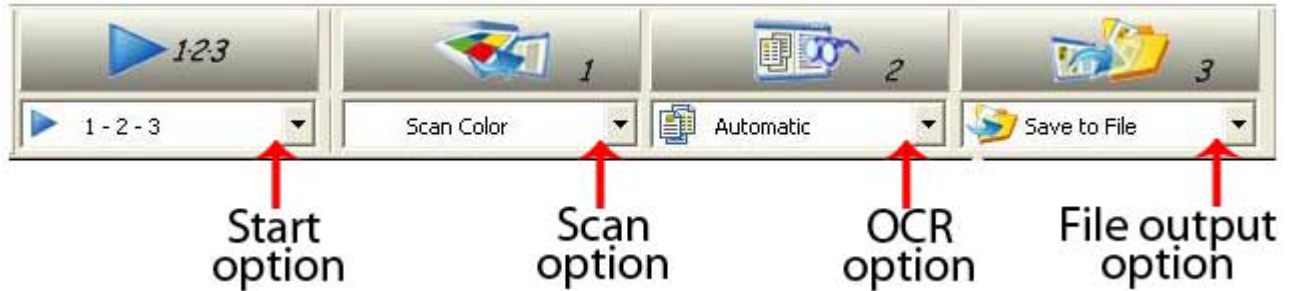


2. OmniPage application will start up as shown in the picture below:



3. Make sure that the HP scanner is “Power on”, so that OmniPage can initialize the scanner and use the scanner.

4. The OmniPage Toolbox controls both automatic and manual processing, as shown in the picture below:



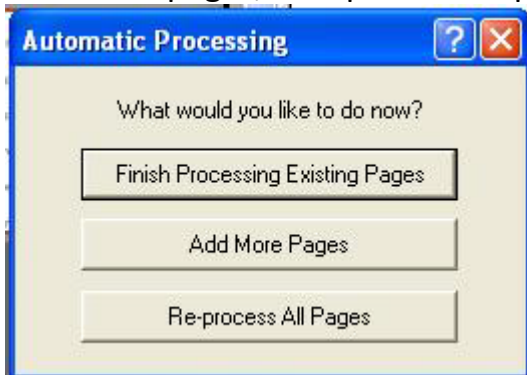
5. Click on the drop down for different option that you can choose from, if you do not know what setting to choose, leave it as default. As OmniPage in MML are set with a standard workflow, which is 1) Scan option -as “Black & white”, 2) OCR option -as “Automatic” and 3) File output option –as “Save to file”. For the list of option please refer to table below:

<p><b>Workflow</b> drop-down list</p> 	<p>The item 1-2-3 lets you do automatic and manual processing. You also have four predefined workflows and any workflows you have created.</p>
<p><b>Get Page</b> drop-down list</p> 	<p>These are choices for bringing page images into OmniPage Pro. You can load image files or scan pages in black-and-white, grayscale or color. The items listed depend on your version of OmniPage Pro and your computing environment.</p>
<p><b>Layout Description</b> drop-down list</p> 	<p>This list provides you with choices for description of the layout of the pages in the original document to assist the program when auto-zoning is performed. Templates will appear on the list only if any have been saved.</p>
<p><b>Export Results</b> drop-down list</p> 	<p>You can export pages with recognized text and retained graphics for use in other applications by saving them to file, sending them as mail attachments, directing them to other targets or copying them to the Clipboard.</p>

6. After processing has been started, the Start button changes to Stop, as shown in the picture below:



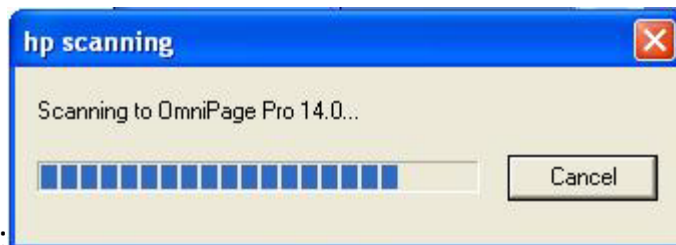
7. The Stop button interrupts the processing. The step in progress is cancelled, but all completed steps are conserved. Then you can make changes in settings and zoning. When you press the Start button to restart processing, the Automatic Processing dialog box lets you choose whether to finish processing existing pages, load and process additional pages, or reprocess all pages, as shown in the picture below:



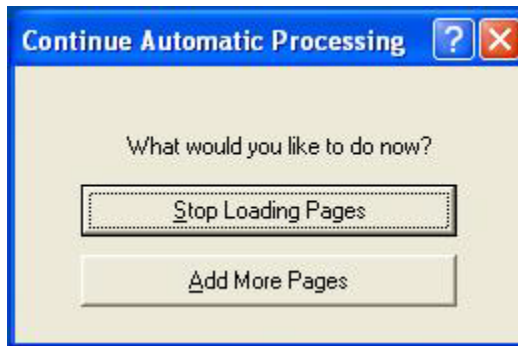
8. In default setting, once scanning is finish, the OCR will start, followed by save to file, the picture below show the flow of the process.



i. If you use OmniPage for the first time:

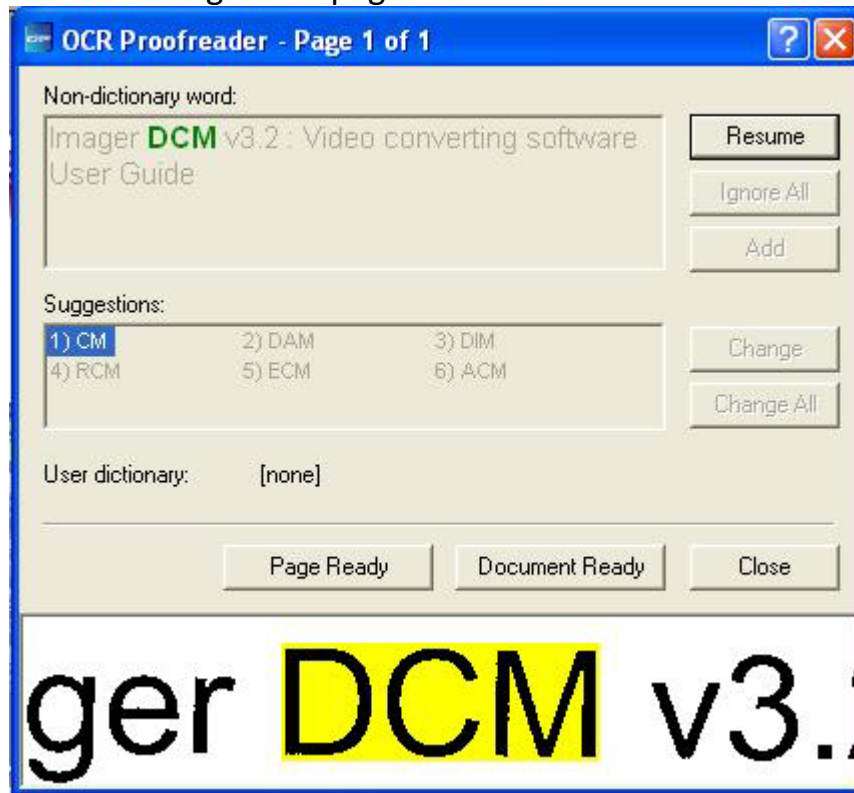


ii. Scanning to OmniPage:

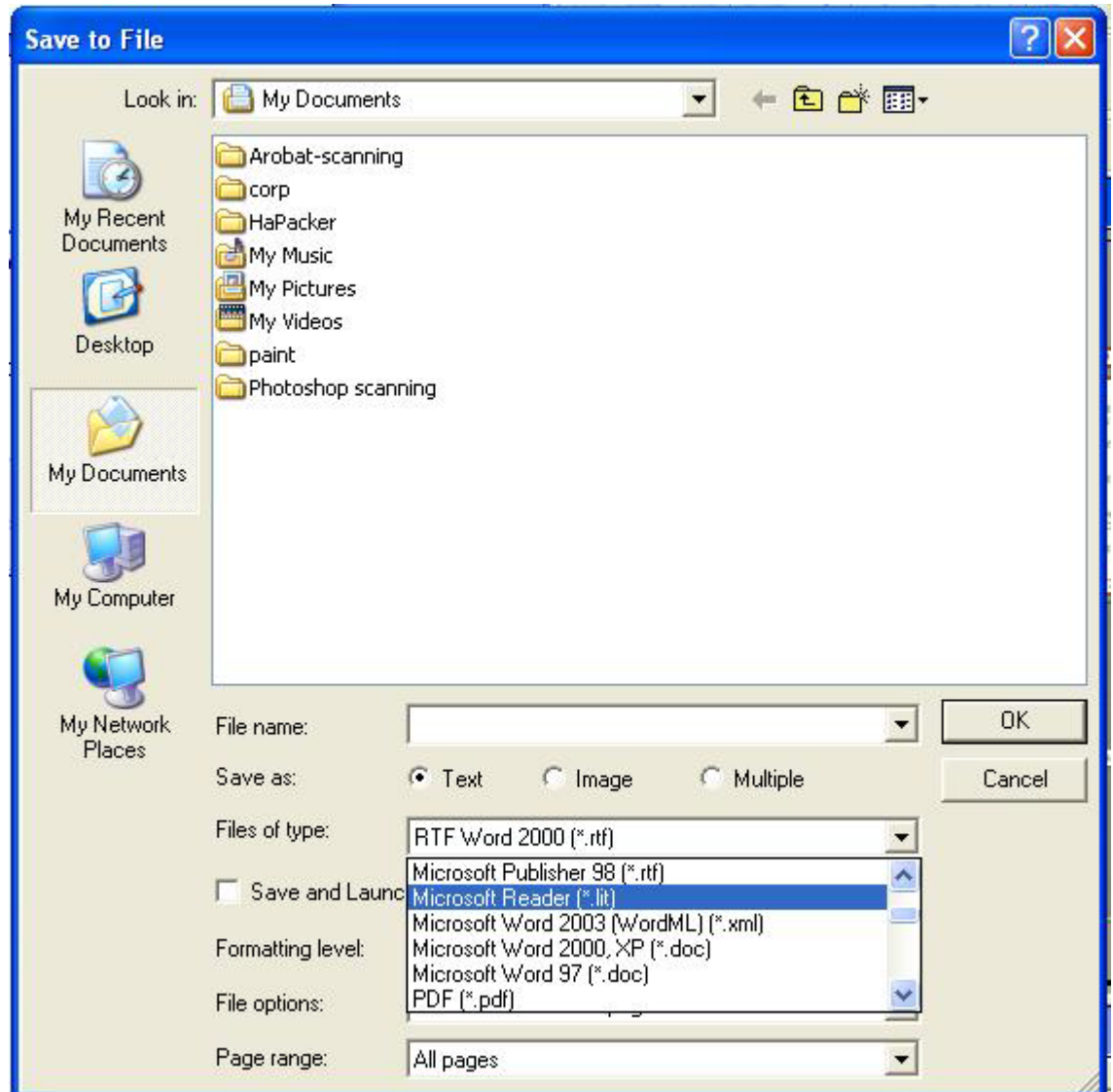


iii. Anymore pages:

iv. Proof Reading of the page :



- v. After proof reading, prompt for file save location and file type that you wish to save as:



9. Please take note of the location of the file that you selected, so that you may go to that location to copy out your file.