



CCS OmniPage Pro Basics

Computing and Communications Services (CCS) offers this OmniPage Pro Basics document as a supplemental information file for its Scanning Service. You can learn more about the Scanning Service by accessing the [CCS Scanning Service FAQ](#) document.

CCS does not recognize OmniPage Pro as one of its fully supported Products and Services and is offering the program as part of the Scanning Service on an 'as is' basis. Expert technical help with the OmniPage Pro program is unavailable to users.

This document is written at an introductory level. It covers the basics of OCR (Optical Character Recognition) and OmniPage Pro. The OmniPage Pro 9.0 User's Manual is also available for viewing at the Front Desk of Computing and Communications Services.

For more information on OmniPage Pro, its capabilities and its features, see the Caere Corporation website at <http://www.caere.com/>

How to scan in a document:

1. Double-click on the OmniPage Pro icon.
2. Place your page face down on the scanner surface and close the lid.
3. On the menu bar, click on Process > OCR Wizard
4. Choose your document type (black & white, grayscale, etc) then click on Next.
5. Choose your page layout (columns, etc.), and then click on Next.
6. Choose the language to scan (English US, English UK, French (unsupported), and click on Next.
7. Choose the formatting for the resulting document, then click on Next.
8. Choose a proofreading option, and then click on Next.
9. Choose your output. It is recommended that you use Defer Export so that you may check your document for errors and see how it scanned in.
10. The document will now scan in and proofreading will start if you have selected that option.

How to save your document

1. Click on File > Save As
2. You will be asked for a file name, and where to save your document, keep in mind you can only save on A:, C:\Temp, G:\GUEST and the Zip Drive, which is Z:.
3. This step vary depending on the format you prefer. Choose the format that applies to your document:

Microsoft Word: Under Save as Type, choose Word97 [TP] (*.wpd).

Corel Wordperfect: Under Save as Type, choose WordPerfect for Windows 95/8[TP](*.wpd).

Any other format: Under Save as Type, choose one of the other options. If the file type you are looking for is not present in the list, try selecting Text Only (*.txt)