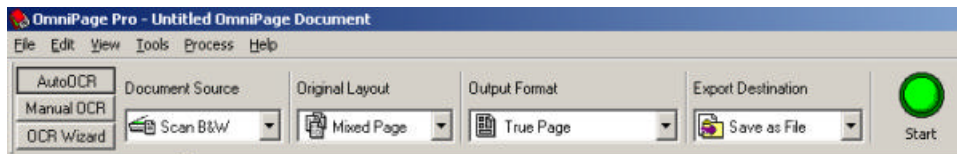
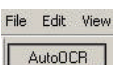
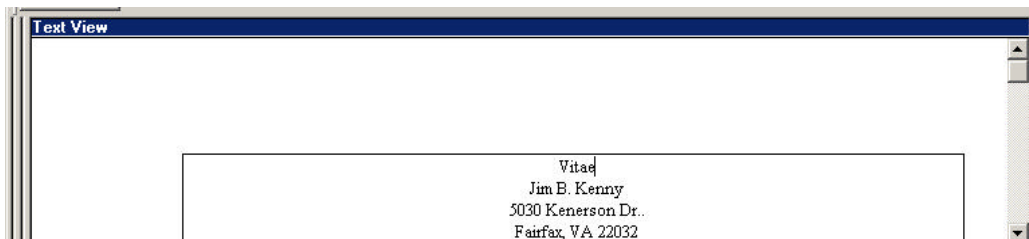



How to Scan Using OCR (Optical Character Recognition) Scanning Software – OmniPage Pro 10

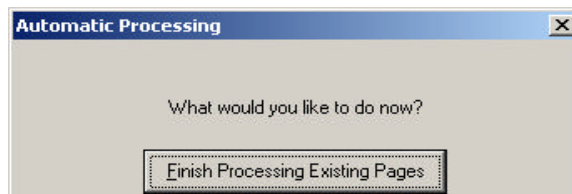
1. **Place** original on top right corner of glass.
2. **Open *OmniPage Pro 10.0*** software (*Start, Programs, OmniPage Pro 10, Caere OmniPage Pro 10.0*).
3. **Wait** five (5) seconds while the *OmniPage* editing window opens.



4. **Click** , then make the appropriate choices from the options listed in the pull-down menus under *Document Source*, *Original Layout*, *Output Format*, *Export Destination*.
5. **Click** *Start*, and wait fifteen (15) seconds for the scanner to activate.
6. The *scanned image* is now in the editing (text) window.
7. **Proofread** and **edit** the *scanned image*.



8. **Click**  and **respond** to the dialog box by selecting *Finish Processing Existing Page*.



9. **Print** the *scanned image* in *image* format. (*File, Print, Image*)
10. **Print** the *scanned image* in *text* format (*File, Print, Text*).
11. **Save** the new document in desired file format (.doc, .xls, .html etc).