



## CAERE OMNIPAGE PRO – INTRODUCTION

*Course Duration: 1 Day*

### 1. Introduction

- What Is OCR
- OCR Capabilities
- Basic Steps of OmniPage Pro OCR
- OmniPage Pro Desktop
- Standard Toolbar
- OmniPage Toolbox
- Image Toolbar

### 2. Processing Documents

- Different ways to process documents
- Converting Documents using OCR
- Automatic processing
- Manual processing
- Processing documents in other applications
- Improving OCR Results
- Changing zone Properties
- Matching Original Document Fonts
- Proofreading OCR Results
- Checking Recognized Text Against Original Text

### 3. Working with OmniPage Documents

- Resizing a Page View
- Changing Pages
- Reordering Pages
- Deleting Pages
- Printing a Document
- Closing a Document

### 4. Settings and Commands

- Setting Toolbar Commands
- Selecting OmniPage Pro Settings

### 5. Saving and Exporting

- Saving a Document
- Saving Updates to a File
- Copying a Document to the Clipboard
- Sending a Document as a Mail Attachment
- Converting Text to Speech