



# Welcome to OmniPage Limited Edition

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Step up to Caere's most feature-rich OCR software for a special low price.

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**OmniPage Limited Edition, Version 5 for Windows**

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Caere Text 802-0583-030A.pdf



## Chapter 1

# Setup and Installation

This manual will help you get started quickly with OmniPage Limited Edition, your OCR software.

Optical character recognition (OCR) is the process of turning an image, such as a scanned-paper document or an electronic fax file, into computer-editable text so you do not have to type the text.

Choose *Help* in the OmniPage Limited Edition menubar for additional information.



Before you install OmniPage Limited Edition, *please test your scanner* to make sure it's running correctly with your computer system using the manufacturer's scanning utility or imaging software.

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## Minimum System Requirements

Generally, you'll need the following to run OmniPage Limited Edition:

- Computer with an 80386 or higher processor
- Microsoft Windows version 3.1 or higher running in Enhanced mode, Windows 95, or Windows NT 3.5.1 or 4.0.
- Windows-compatible mouse
- VGA 640x480, 16 colors
- 6MB available hard disk space (more for multilingual versions)

### Windows 3.1 Additional Requirements

- 8MB RAM
- MS-DOS 5.0 or higher
- 10MB swap file for U.S. version or 12MB swap file for the non-U.S. version

### Windows 95 Additional Requirements

- 8MB RAM
- MS-DOS 5.0 or higher
- 6MB swap file for U.S. version or 8MB swap file for the non-U.S. version. Caere recommends that you allow Windows 95 to manage your virtual memory.

### Windows NT Additional Requirements

- 12MB RAM
- 6MB swap file for U.S. version or 8MB swap file for the non-U.S. version.

## Memory

OCR is memory intensive; the system requirements above are minimums. The more RAM your system has, the better. In addition, you must have enough free-disk space for temporary files. Dense, complex pages require more disk space.

Setting up a large, permanent swap file (virtual memory) can speed text recognition. See "How to Create a Windows 3.1 Swap (Virtual Memory) File" on page 6 for instructions on how to set up virtual memory.



If you received your OmniPage Limited Edition as bundled software with a scanner, the OmniPage Limited Edition installation files may be included on the scanner software DC-ROM.

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## Software Installation (for Windows 3.1, NT, and 95)

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If you received your software on a scanner CD-ROM, you may have already installed OmniPage Limited Edition. Follow the procedure below if you received diskettes.

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### To install from disks, run the SETUP program on disk #1 as follows:

- 1 Start Windows.
- 2 Exit any open applications.
- 3 In Windows 3.1x or NT 3.5.x, open the Program Manager.
- 4 Insert OmniPage Limited Edition disk #1 in drive a: (or b:) of your computer.
- 5 Choose *Run...* from the File menu of Windows 3.1 or NT 3.5, or from the Taskbar Start button of Windows 95 or NT 4.0.  
The Run dialog appears.
- 6 Type a: \setup (or b: \setup) in the *Command Line* edit box and click *OK*.  
With some versions, the OmniPage Limited Edition Product Registration dialog appears during installation. It provides a number to call so you can receive and then enter a registration code in the dialog.
- 7 Click *OK* in the OmniPage Limited Edition Product Registration dialog if you entered a number in the Registration Number text box. Otherwise, click *Cancel* to continue installation.
- 8 Select your word-processing software when prompted and click *Continue*.  
This choice will be set up automatically to work with OmniPage Limited Edition's direct input (OCR Aware) feature.

Insert the other installation disks and follow instructions in the various dialogs as prompted.

### To install from a Caere-labeled OmniPage Limited Edition CD-ROM:

- 1 Type x: \Disk1\setup.exe on the command line, where x: is your CD drive.
- 2 Press Return.

## How to Create a Windows 3.1 Swap (Virtual Memory) File

To run OmniPage Limited Edition, it helps to have 8-12MB of free disk space set up as a Windows swap file (virtual memory). For best performance, use a *Permanent* rather than a *Temporary* swap file.

The swap file acts as virtual memory disk space that is used as if it were volatile memory (RAM). Information is stored temporarily on disk rather than using RAM. This allows you to run more programs than you could with RAM alone. However, using virtual memory is slower.

For more information about virtual memory, see the Windows User's Guide. For more information about the Windows swap file, or if you have any difficulty creating a swap file, see the chapter "Optimizing Windows" in the Windows User's Guide.

### To create an 8MB Windows swap file:



- 1 Close any open applications.
- 2 Double-click the Control Panel icon in the Main window of the Program Manager.
- 3 Double-click the 386 Enhanced icon to display the 386 Enhanced dialog.
- 4 Click *Virtual Memory...* to display the Virtual Memory dialog.
- 5 Check the entry after *Size*.
  - A swap file equal to or larger than 8192 is sufficient. Click *Cancel* to return to the 386 Enhanced dialog and click *Cancel* again. Close the Control Panels.
  - A swap file that is smaller than 8192KB must be changed. Proceed to step 6.
- 6 Click *Change>>* to expand the dialog.
- 7 Select a new drive in the *Drive* drop-down list if you want the swap file to be somewhere other than on the default drive.

If you cannot find a drive with 8192KB of contiguous free space, you need to delete files to free up space or "defragment" the disk by using the DOS `defrag` command.
- 8 Type at least 8192 in the *New Size* edit box.
- 9 Click *OK* and exit the Control Panels.
- 10 Click *Yes* in the dialog that asks if you are sure you want to make changes.
- 11 Click *Restart Windows*. Do not press Ctrl-Alt-Del to restart.

## **Installation Troubleshooting**

There are conditions that you can easily remedy in which OmniPage Limited Edition may stop functioning. Refer to “Installation Checklist” on page 24

## **Getting the Latest Information**

There may have been minor changes in a feature or procedure between the time this manual was printed and the time the program was finished. If there are any such changes, they are explained in a file called README.TXT located in the directory where you installed OmniPage Limited Edition. To view this file, open Windows File Manager, locate the file, and double-click on it.



## Chapter 2

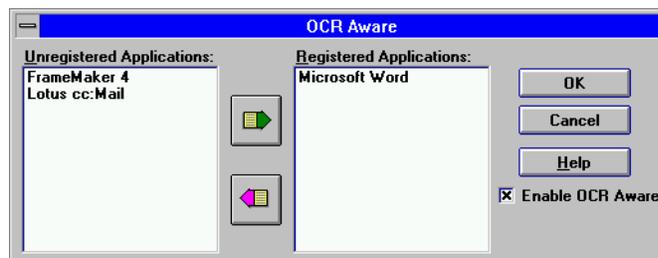
# Acquiring Scanned Text into Your Word Processor

You can scan and recognize text without leaving your word processing or spreadsheet application. Once you register an application as OCR Aware, the *Acquire Text...* command will be enabled and appear in your application's File menu.

You can then initiate scanning while in that application.

### Register an Application as Being OCR Aware

- 1 Launch OmniPage Limited Edition if it is not open already.
- 2 Launch any applications in which you want to add the *Acquire Text...* command.
- 3 Choose *OCR Aware...* in the OmniPage Limited Edition Tools menu.

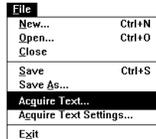


Current applications appear in the left list. The word processor you chose during installation appears in the right list.

- 4 Select an application name in the *Unregistered Applications* list box on the left.
- 5 Click the green arrow.
- 6 Click *OK* when you are finished.

## Use Direct Input

- 1 Launch a registered application.
- 2 Click to place the cursor where you want scanned and recognized text to appear in your document.
- 3 Choose *Acquire Text...* in the first (usually the File) menu. OmniPage Limited Edition will let you scan and OCR text. The text will then appear in your open application beginning at the point you placed the cursor.



## Open File Dialog



If your scanner is not turned on or connected, or OmniPage Limited Edition does not support scanning with your scanner, an Open File dialog appears.

From this dialog, you can import a previously scanned file, such as a .tif or .bmp file.

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## Chapter 3

# Scanning Text Directly from OmniPage Limited Edition

This section guides you through the basic steps of using OmniPage Limited Edition to scan and recognize text. See “Acquiring Scanned Text into Your Word Processor” on page 8 for information on using OmniPage Limited Edition from within other applications.

There are three basic steps:



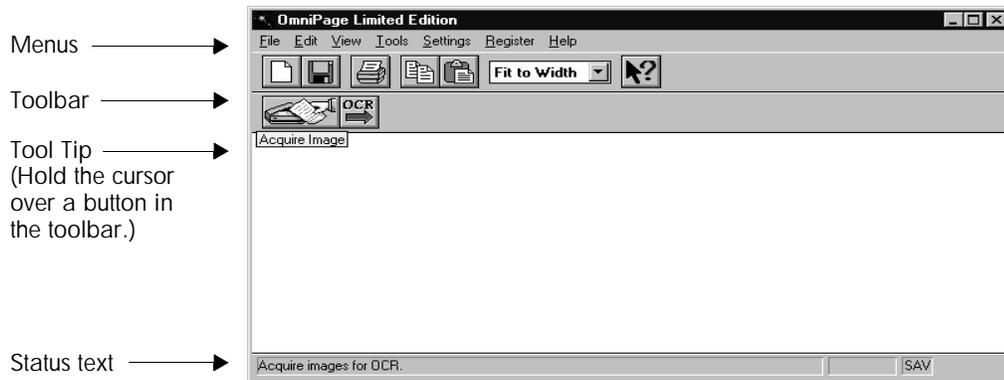
- Click the Acquire Image button to scan a page.
- Click the OCR button to recognize text on the page.
- Click the Save As button to save the recognized text in your word processor’s file format.

### Scan a Page



- 1 Double-click the OmniPage Limited Edition icon in the Caere Applications program group.

The program launches and the OmniPage Limited Edition main window appears.



- 2 Multilingual versions offer several recognition language and user-interface language choices. Choose *Language...* in the Tools menu to open the Language dialog.
- 3 Place a page in the loading tray of your scanner. Make sure it is aligned correctly.



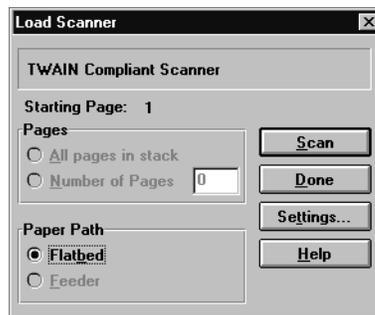
Choose a high-quality, laser-printed page similar to a business letter.

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- 4 Click the *Acquire Image* button in the toolbar or choose *Acquire Image* in the File menu.

Scanning starts automatically if you placed a page in an automatic document feeder. Otherwise, the Load Scanner dialog appears.



- 5 Click *Scan* if this dialog appears.
- 6 Click OK to continue.

## Open File Dialog

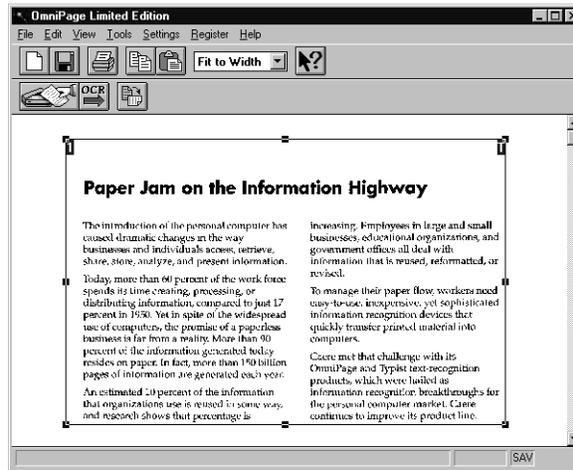
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If your scanner is not turned on or connected, or OmniPage Limited Edition does not support scanning with your scanner, an Open File dialog appears. From this dialog, you can import a previously scanned file, such as a .tif or .bmp file.

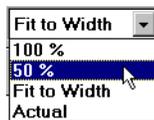
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OmniPage Limited Edition scans the page and displays it in the preview area.



### Zones and Zoning Techniques

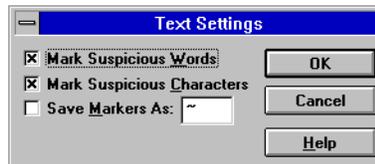
OmniPage Limited Edition automatically draws a single zone around the entire page area. You might want to select a new zone or resize the existing zone to omit unwanted information or graphics.



- To **resize** the zone, drag any of the four side handles. You can resize the zone vertically and horizontally of the zone box. When you resize a zone, your cursor will change to a plus sign with “abc” in the lower right quadrant. You can also drag any corner-zone handle to simultaneously change the zone’s vertical *and* horizontal dimensions.
- To **adjust** the size of your acquired image, select the pull-down menu in the toolbar. You can view the image at various magnifications. Or, you can select **Zoom** in the View menu.
- To **move** the zone, place your cursor inside the zone. The cursor will change to a four-way arrow. Click and drag the zone, which will keep its size, to a new location.
- To **delete** the zone, press the Del key.
- To **draw** a new zone, point your “abc” cursor at one corner of a new intended zone, and click and drag a box around the area you want to recognize.
- To **rotate** a zone in 90-degree increments clockwise or counter-clockwise, click the Rotate button and press the left-mouse button for counterclockwise rotation or the right-mouse button for clockwise rotation.

## Text Settings

Text settings affect how the text will be processed. To see or change the text settings, choose Text Settings from the Settings menu. The Text Settings menu dialog appears. See the detailed information on 19.



With the Text Settings dialog, you can specify that suspicious words or characters are to be marked, and can select a marking character.

Your application must be registered as *being* OCR aware before this feature works. See “Registering an Application as Being OCR Aware” on 8.

## Use Scanner Settings



Choose *Scanner Settings...* in the OmniPage Limited Edition Settings menu to fine tune your scanner for your image. Be sure that *Scan Resolution* is set to 300 d.p.i., and try adjusting *Brightness* manually if you do not get acceptable results.

## Auto Thresholding

Auto Thresholding is available with some scanning solutions. Auto Thresholding technology improves OmniPage Limited Edition’s recognition by improving the quality of the image that comes from your scanner. Auto Thresholding technology provides automatic-image enhancement that can increase the accuracy of recognition, particularly on degraded pages.

Auto Thresholding technology can help enhance the characters to provide a better image and more accurate OCR results. For example, Auto Thresholding can help eliminate the background “noise” often found when text is printed on a colored or dark background. Now you can scan a wider variety of documents and get more usable results.

### Using Auto Thresholding

Auto thresholding is controlled by the Brightness control in the Scanner Settings window.



Auto Threshold button

To enable Auto Thresholding, click the button to the left of the brightness scroll bar (“Auto” appears to the right of the scroll bar). To disable Auto Thresholding, click the icon again (a brightness percentage or text appears to the right of the scroll bar).

### Recognizing the Text



Click the OCR button in the toolbar or choose *OCR* in the File menu.

OmniPage recognizes the document’s text. The Progress Monitor window displays the process.

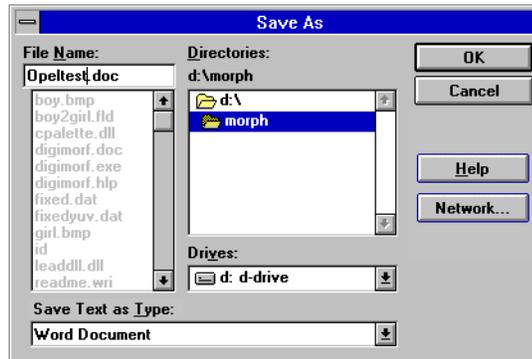


After OCR a dialog allows you to scan more pages or to finish.

## Saving the Text



After you finish scanning, the Save As dialog appears. If it does not appear, click the Save As button or choose *Save as Document...* in the File menu.



- 1 Enter a name for your job in the File Name text box.
- 2 Choose a new location for the saved file if you wish.
- 3 Select a file type for the word-processing format you normally use in the drop-down list at the bottom.
- 4 Click *OK*.

OmniPage Limited Edition saves the text file as directed. You can now edit the text in your word processor or spreadsheet.



## Chapter 4

# Scanning Tips

This section explains how to achieve the best recognition accuracy possible. See the online Help for more detailed information.

### Improving OCR Accuracy

OCR accuracy depends on the quality of the scanned image. You'll have very few errors if you scan sharp, laser-printed documents. Scanning faxes, dot matrix documents, and poorly printed pages may produce unacceptable results.

#### Consider the following when you scan a page:

- The print should be reasonably clean and crisp.
- The document should be free of notes, lines, or doodles; anything that is not a printed character will slow OmniPage Limited Edition considerably.
- The document font must be non-stylized; for example, the Zapf Chancery font is too fancy for OmniPage Limited Edition.
- It's hard to recognize underlined text accurately; the underline changes the shape of descenders on the letters q, g, y, p, and j.
- The scanner glass must be clean.



If you scan a foreign-language document and you get many OCR errors, check that the document's language is selected as the Recognition Language in the Tools menu/*Language* dialog.

If there is no listing for the language, upgrade to OmniPage Pro, which recognizes 13 language-character sets.

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## Chapter 5

# Command Reference

This section describes all OmniPage Limited Edition menu commands. Many menu commands have corresponding shortcut buttons in the toolbars.

### Help Menu



Online procedures are thoroughly explained for using all OmniPage Limited Edition features. You can access Help by clicking a *Help* button in a dialog, by choosing *Help* in the OmniPage Limited Edition menubar, or by clicking the Help button in the toolbar and then clicking on a toolbar button.

### File Menu

#### New Job



Choose *New Job* to start a new job by scanning a page. The New Job button provides much of the same functionality as the Acquire Image button; however, the New Job button starts a new job (discarding previously scanned pages), while the Acquire Image button adds scanned pages to the existing job.

#### Save as Document



Choose *Save as Document* to open the Save As dialog so you can save the text from OCR'd files. See "Saving the Text" on page 15.

#### Acquire Image



Choose *Acquire Image* to scan pages and bring them into the Preview area. The Acquire Image command provides much of the same functionality as the New Job command. The Acquire Image command starts a new job at the beginning of a new session; however, it adds pages to the existing job, while the New Job command always starts a new job. See "Zones and Zoning Techniques" 12.



If your scanner is not turned on or connected, or OmniPage Limited Edition does not support scanning with your scanner, an Open File dialog appears. From this dialog, you can import a previously scanned file, such as a .tif or .bmp file.

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### OCR



Choose *OCR* to process the current page or pages in the job. After text recognition takes place, the Save As dialog will appear if *Auto Save* is selected in the Settings menu. Otherwise, choose *Save as Document* in the File menu after OCR takes place.

### Print



Choose *Print* to print the page appearing in the Preview area using the default Windows Print Setup settings.

### Exit

Choose *Exit* to leave the OmniPage Limited Edition program. You'll be prompted to save any work that was scanned but not saved.

## Edit Menu

### Copy



Choose *Copy* to copy an entire page or selected zone into the Clipboard and then paste it into other applications. When you copy, text from the selected zones is recognized and pasted rather than the image itself.

### Paste



Choose *Paste* to paste an image that was copied from another Windows application. The image is copied from the Clipboard to the Preview area.

### Clear

Choose *Clear* to eliminate a selected zone from the preview image.

### Select All

Choose *Select All* to select a previously described zone.

## View Menu

### Rotate



The Rotate menu item lets you rotate the page in the Preview area clockwise 90, 180, or 270 degrees. The Rotate button allows you to rotate the page in 90-degree increments, clockwise using the left-mouse button or counter-clockwise using the right-mouse button.

### Zoom



When you select Zoom in the View menu, a pull-down menu appears where you can view the page in the Preview area at various magnifications.

## Tools Menu

### Language

Choose *Language* to display the Language dialog, where you can change the language used for OmniPage Limited Edition's menus, dialogs, and other messages and choose another recognition language. (These options are not available in all versions of OmniPage Limited Edition.)

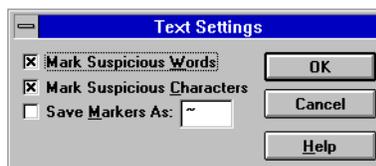
### OCR Aware

Choose *OCR Aware* (direct input) to set up one or more Windows applications for use with OmniPage Limited Edition. OmniPage Limited Edition displays the OCR Aware dialog, which you use to add new applications or delete existing applications from the list of those registered. See “Acquiring Scanned Text into Your Word Processor” on page 8.

## Settings Menu

### Text Settings

Text settings affect how text is processed in OmniPage Limited Edition. To see or change text settings, choose Text Settings from the Settings menu. The Text Settings dialog appears.



### **Mark Suspicious Words**

When enabled (X in the box), uncertain words are marked for proofing in the word processing format of your choice when you save your document.

### **Mark Suspicious Characters**

When enabled (X in the box), uncertain characters are marked for proofing in the word processing format of your choice when you save your document.



Mark Suspicious Characters or Mark Suspicious Words must be enabled in the Text Settings dialog (X in the boxes) *before* you OCR.

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### **Save Markers As**

During recognition, OmniPage Limited Edition keeps track of all characters and words for which recognition was uncertain. You have the option of marking these uncertain characters and words in your finished document and specifying the character to use as a marker. If you want your finished document to contain markers, enable Save Markers As (X in the box) and type the desired marker character in the box. You should specify a character that is used infrequently so that you can use your word processor's search function to quickly find all markers.

### **Auto OCR**

OmniPage Limited Edition can be set to automatically start OCR after a page is scanned by enabling Auto OCR in the Settings menu. Auto OCR uses the current settings and zones. You can also enable Auto OCR on a case-by-case basis by clicking on the New Job or Acquire Image button with the right mouse button.

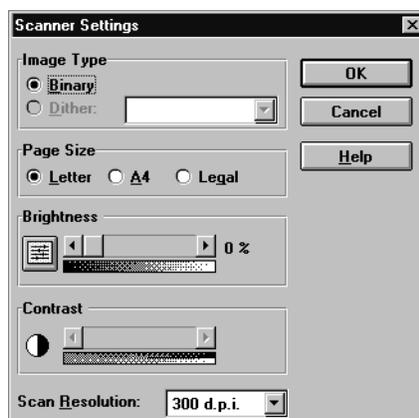
### **Auto Save**

You can choose to be prompted to save your documents after processing has completed. When Auto Save is enabled (a check mark appears next to it), the Save As dialog appears automatically after processing.

## Scanner Settings



Scanner settings affect how pages are scanned, and thus can affect text recognition. To change scanner settings, choose Scanner Settings from the Settings menu.



Click on the Auto-Threshold button (left of the Brightness slider bar) to enable automatic brightness; the word or percentage next to the brightness scroll bar will change to *Auto*.

### **Image Type**

Binary images include line art that are typically black lines on a white background. Choose *Binary* for scanning pages with text and line art.

If your scanner supports dithering, you can choose *Dithered* for scanning pages of mixed half-tone images and text. A dithered pattern is an arrangement of black-and-white dots that simulates a half-tone. Different dither patterns produce extremely different results, and it is generally much coarser than a half-tone due to the limitation of scanning and printing at 300 dots-per-inch.

### **Page Size**

Choose the input size of the page you are scanning. Select *Letter* to scan 8 1/2" x 11" pages, *Legal* to scan 8 1/2" x 14" pages, or *A4* to scan 21cm x 29.7cm pages.

### **Brightness**

The brightness scroll bar lets you lighten and darken pages to compensate for less-than perfect originals. You must adjust the brightness setting before scanning a page. Changing this setting does not affect a page that has already been scanned.

Changing the brightness has the same effect as on a photocopier. Choose *darken* when scanning light pages, and choose *lighten* when scanning dark pages.

Your scanner has preset “darker” and “lighter” settings, which are accessed by clicking to the right or left of the center gauge; the display will change to the words *Darker* or *Lighter*, accordingly. Click on the left or right arrow buttons to set dark and light percentages.

***Contrast***

Contrast does not affect the quality of recognition. Change the Contrast setting to improve the quality of images you capture. The Contrast setting is disabled when Auto-Threshold is enabled, and it is recommended that you use Auto-Threshold for OCR.

***Scan Resolution***

Choose the desired scan resolution from the drop-down list box. Generally, you want to use 300 dots-per-inch (dpi) when processing text. You can use a higher dpi setting for special recognition situations or for capturing graphics.

**Register/Upgrade**

Choose *Register* to register your copy of OmniPage Limited Edition. After you register, the menu command will change to *Upgrade*. Phone numbers for your location are provided in the Register dialog list.

Choose *Upgrade* to upgrade to OmniPage Pro, Caere’s most-advanced, full-featured OCR program. Registered users can buy OmniPage Pro for a special, low price. Phone numbers for your location are provided in the Upgrade dialog list.

## Chapter 6

# Troubleshooting and Support

### Overview

Use this chapter for any of the following reasons:

- You could not complete installation because the installation program had problems with your system configuration.
- You just finished installing OmniPage Limited Edition and it does not work.
- OmniPage Limited Edition was working correctly but suddenly stopped working.
- System performance is not acceptable.

Throughout this section, the directory `c:\oplimit` refers to the default directory in which you installed OmniPage Limited Edition. If you installed OmniPage Limited Edition in a different directory or on a different disk drive, substitute the appropriate information when necessary.



## Installation Checklist

Use this checklist to find and remedy the most common installation problems when using Windows 3.1 or Windows 95.

- Make sure your **PC starts normally** (without any error messages) and can run other software.
- Make sure **Windows 95 or Windows 3.1 is installed and working** correctly. Windows 3.1 should be operating in its Enhanced mode. Try running other Windows software such as Paintbrush, Notepad, or Calculator to see if they run properly.
- Be sure to **reboot your computer after installing** Windows so that the Windows subdirectory is added to your path. If the OmniPage Limited Edition installation program cannot find your Windows subdirectory in the path, the installation program may terminate.
- Make sure your **system has at least 8MB of free RAM** for OmniPage Limited Edition. More may be needed if you want to load other programs at the same time or use OCR Aware.
- Make sure your **scanner is plugged in, turned on, and that it is working according to the specifications**. If you have not done that, it is important to do so now, before continuing with troubleshooting. If you have another software package that uses your scanner, use it to see whether the problem is specific to OmniPage Limited Edition or common to other programs.
- If you are using a **disk cache program** (other than the `smartdrv.exe` program included with Windows 3.1), temporarily **disable it and try to install again**. Some cache programs interfere with proper memory allocation.  
Once you complete the installation, **re-enable** the cache program and make sure it works. You should **never run Windows without a disk cache program** — performance will not be acceptable. In most cases, you will want to use `smartdrv.exe`.
- **Windows 3.1** From the Windows Program Manager, choose About Program Manager from the Help menu to determine the mode in which Windows is operating and the amount of available memory. Windows should be running in Enhanced mode and report at least 6 MB (9 MB preferred) of free memory. Consult the Windows installation and the configuration information.
- **Windows 95:** Double-click the “My Computer” icon and choose About Windows 95 under the Help menu to see the amount of memory and system resources you have.

## If OmniPage Limited Edition has Stopped Working

If OmniPage Limited Edition worked at one time, but suddenly stopped working, you may have inadvertently altered your system configuration. Review the following questions to help pinpoint the problem. If this does not help, try reinstalling OmniPage Limited Edition before calling for help.

- **Is your scanner plugged in, turned on, and securely connected to your interface card?**

This can cause errors when launching or running OmniPage Limited Edition. Can you run your scanner with any other software package?

- **Have you installed cards in your computer** that might interfere with the memory addresses being used for your scanner card?

You may need to reconfigure the new cards to use other memory addresses, DMA channels, or interrupts.

- **Did your scanner have a paper jam?**

Clear the paper jam, turn the scanner off and then back on, and then reboot your system.

- **Are the OmniPage Limited Edition program files or the disks that they are on corrupted?**

Run the DOS `chkdsk` program to find out.

- **Have you run out of disk space** for saving your documents?

If you have been scanning images, you can run out of disk space.

- **Did you reinstall Windows?**

If you reinstalled Windows, you must save the OmniPage Limited Edition `oplimit.ini` file before deleting the Windows directory.

- **Are you receiving the following error message?**

“Can’t create a default page directory.”

- Create a directory under the OmniPage Limited Edition directory called `temp`, and then restart OmniPage Limited Edition.

- **Are you receiving one of the following error messages?**

“Can’t launch RSP or couldn’t find it after launch.”

“Zone list full.”

“Not enough memory to load executable.”

“General Protection Fault in XOCR.”

These can be related to virtual memory size. Be sure you have at least 9 MB of virtual memory.

### Possible Remedies for Users of Windows 3.1

- **Have the system configuration files (`autoexec.bat` and `config.sys`) been modified recently?**  
Installing a new application program may have modified these files in such a way that they will no longer work with OmniPage Limited Edition. (To determine the last time they were modified, check the date and time displayed by the DOS `dir` command.)
- **Did you recently install a new Windows 3.1 application?**  
If so, it may have changed the `EMMSize` parameter in the `system.ini` file. For proper operation, the `EMMSize` parameter should be left blank: `EMMSize =`
- **Have you installed memory-resident application programs that take up too much memory or conflict with Windows operation? Or, have you loaded other Windows programs that are leaving too little memory free for proper operation of Windows and OmniPage Limited Edition?**
- **From the Windows 3.1 Program Manager, choose *About Program Manager* from the Help menu to determine the mode in which Windows is operating and the amount of available memory.** Windows 3.1 should be running in Enhanced mode and report at least 9 MB of total free memory. Consult the installation and configuration information included with Windows to determine how to correct any problems.  
  
Choose About Program Manager from the Windows Program Manager Help menu to check the amount of free memory.  
  
Check the virtual memory size within the Windows Control Panels and make sure there is at least 9 MB.

### Possible Remedies for Users of Windows NT

- **Did you attempt to install OmniPage Limited Edition while operating at the *User group* level?**  
If you are in an organization that has a MIS (network and technical services department), ask them to install OmniPage Limited Edition at the *Admin user* level. OmniPage Limited Edition will not install at the User group level, which is an intentional safeguard of Windows NT.

- **Have the system configuration files (autoexec.bat and config.sys) been modified recently?**  
Installing a new application program may have modified these files in such a way that they will no longer work with OmniPage Limited Edition. To determine the last time they were modified, **check the date** and time displayed by the DOS `dir` command.
- **Did you recently install a new Windows 3.1 application?**  
If so, it may have changed the `EMMSize` parameter in the `system.ini` file. For proper operation, the `EMMSize` parameter should be left blank: `EMMSize =`
- **Have you loaded other Windows NT programs** that are leaving not enough memory free for proper operation of OmniPage Limited Edition?  
Within the System Settings in the Control Panel, check the **amount of free memory (RAM)**. Under Performance, increase the default amount of memory or allocate more disk space. Check the virtual **memory size** within the Windows Control Panels and make sure there is at least 9 MB.
- Check the **disk space used** on the volume that has Windows NT installed. If your volume is close to being full, you will have difficulties. Free some space.

### **If OmniPage Limited Edition Performance is Unacceptable**

There are many different areas that can affect the performance of OmniPage Limited Edition and other programs. Check the following:

- If performance (or accuracy) is not acceptable, **adjust the brightness** setting and try again. With some scanners, depending on the quality of your original document, the wrong setting can result in very slow recognition.
- Recognition **performance varies with the quality, point size, font, and density** of the original document. A page of 8 point type with 6,000 characters will take much longer to recognize than a page of 12 point type with 2,000 characters. Also, pages with complex formats require more recognition time than simple, single-column pages.
- Make sure there is **sufficient disk space** for the temporary files that Windows and OmniPage Limited Edition must create. For best performance, your disk should have at least 25% of its space free. If it has less space than this, files may be fragmented (that is, written in small blocks in many different places on your disk). This results in very slow performance.

- **Optimize your disk** regularly. When you start with a new hard disk, all the data in one file is stored in contiguous blocks from beginning to end. As you (and your programs) create, modify, and delete files, DOS uses whatever space is available on your disk. This means that small portions of files are stored in blocks all over the disk; the disk becomes “fragmented.” Instead of the disk quickly reading the entire file in one operation, it must search for all the individual blocks.

An optimization program reorganizes your disk and puts all blocks of each file into a contiguous space. Programs that do this are available from your computer dealer and should be run regularly.

- **Check for a computer virus.** Computer viruses corrupt your system when you install software from infected diskettes or download infected programs from modems. They can even get into your system over a network connection. A virus can not only slow down your system it can also damage your programs and data. You should regularly check your system for viruses.

## Product Support

Product support is available if you need help. However, please check the table of contents in this manual to find the information you need — you may be able to save a phone call.

### Services

Product support and information are available through the services listed on the separate Product Support sheet, which is included. We suggest that you save the Product Support sheet for future reference.

You can also find help at the Caere Corporation Internet site. Visit:

**<http://www.caere.com/>**

Seek the “Support” pages.

### Information We Will Need From You

For the most efficient response, please have the following information ready and be near your computer when you call:

- OmniPage Limited Edition serial number (printed on your program disks).
- OmniPage Limited Edition version number.
- DOS operating system version.
- Scanner manufacturer and model.
- If you have a TWAIN-compliant scanner, the name and revision level of your TWAIN software.
- The amount of RAM in your system.
- The amount of free conventional memory available.
- A listing of the `autoexec.bat` file.
- A listing of the `config.sys` file.
- The size and location of your Windows 3.1 swap file.
- The make and model of your computer system and peripheral devices (printers, monitors, etc.).
- The text of any error message you received.
- Details about what you were doing when the error occurred.

## Chapter 7

# Upgrade to OmniPage Pro



Our top-of-the-line OCR package provides advanced features that make page recognition faster, easier, and more accurate. The features include:

- **The Language Analyst**, Caere's most-accurate OCR technology, to give you a dramatic increase in accuracy and performance.
- **Scanning Capability** for the widest range of documents: faxes, résumés, stacks of double-sided pages, and so on.
- **True Page Recognition** lets you save a document's original layout and font styles.
- **AutoOCR Toolbar** runs OCR with a single click and follows your progress.
- **Recognition of 13 Language-character sets**. You can even recognize multilingual documents.
- **Drag and Drop** capabilities
- **Zone Templates** allow faster and more accurate recognition of similar document formats.
- **Verification Window** shows suspect words for quick proofreading.
- **Multiple Zones** let you create up to 64 regions and specify (or reorder) only the text you want to OCR.
- **Deferred Processing** lets you save time by scheduling OCR.
- **Performs as a 32-bit, native Windows 95 application** and uses Microsoft's interface conventions.
- **OCR Training** for hard-to-read characters.
- **OCR Wizard**, context-sensitive help, **Hoover Help**, and **Tool Tips**.

Registered OmniPage Limited Edition users can upgrade to OmniPage Pro at a special low price.

*In the US and Canada*, call **(800) 224-0660**. (In the UK, call **0800-614-759**) to order your copy or for more information. *Outside the US/UK*, please choose the *Register/Upgrade* menu for a list of local phone numbers.