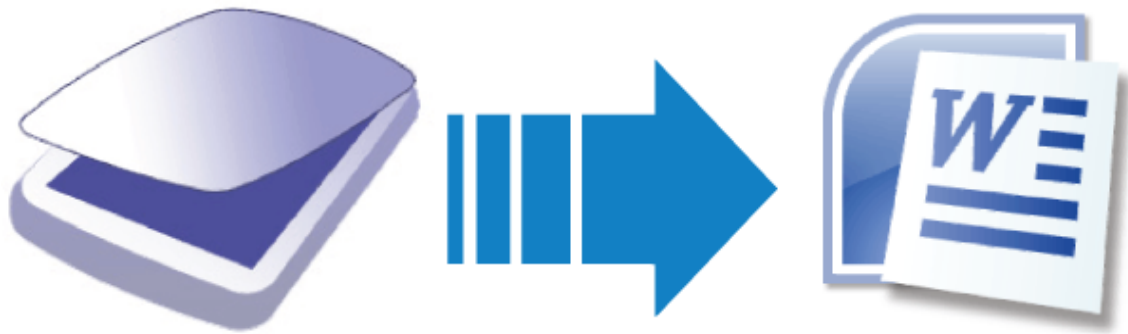




EASY OCR

For Microsoft® WORD 2007/2010

QUICK-START GUIDE



**Quick and Easy
Cost-Effective OCR**



ABOUT EVAS EASY OCR

EVAS *Easy OCR* was created to make scanning, recognizing and reading printed material easy for people with low vision or who are blind. There are no complex programs to configure or learn; EVAS *Easy OCR* works from within Microsoft® *Word* with a simple click or keystrokes. You can use today's most popular assistive technology to access the documents *Easy OCR* scans and displays in *Word*. Now users of *JAWS* or *Window-Eyes* can quickly and easily OCR and read printed material, while *ZoomText*, *SuperNova Suite* and *MAGic* users can scan, magnify and read text and view graphics or pictures.



All of *Word's* document handling functions can be used to work with the material created by *Easy OCR*. Documents can be edited, formatted and saved. The program's interface is simple to use and fully accessible with a wide range of scanning and recognizing features. EVAS *Easy OCR*, when combined with appropriate assistive technology, turns a computer with Microsoft® *Word* into a cost-effective and easy-to-use reading system.



REQUIREMENTS

EVAS *Easy OCR* requires Microsoft® *Word 2007* or *Word 2010* and a scanner configured to work with your computer, as well as the following prerequisites:

Operating Systems:

- Windows XP SP3
- Windows Vista SP1
- Windows 7 SP1

Computer System:

- 512 MB RAM
- 620MB free disk space

Software Needed:

All software required to run *Easy OCR* is included on the installation CD and will be installed as needed.

IMPORTANT!

The *Windows* user account must have Administrator privileges in order to install and use *Easy OCR*.

INSTALLATION

1. Insert the CD into your drive. An AutoPlay dialog box will appear asking what you want to do. Choose ***Run setup.exe***.
2. Depending on the software already installed on your computer, you may get dialog boxes asking you to install Microsoft *.NET Framework 4 Client and/or C++ 2010 Runtime* packages. In each case, accept the license agreement(s) and follow the wizards to install any of the required software components which are located on the CD.
3. The *Welcome to EVAS Easy OCR 2007* (or 2010) Setup Wizard will appear. Click ***Next***.
4. To accept the disclaimer, click the ***Accept*** button.
5. A Confirm Installation dialog box appears: click ***Next***.

6. Installation occurs; when done, click **Close**.
7. When the “Configuration successfully installed” message appears, click **Close**.
8. To complete installation, open *Word*. You will be prompted to install the “customization”; click **Install**.

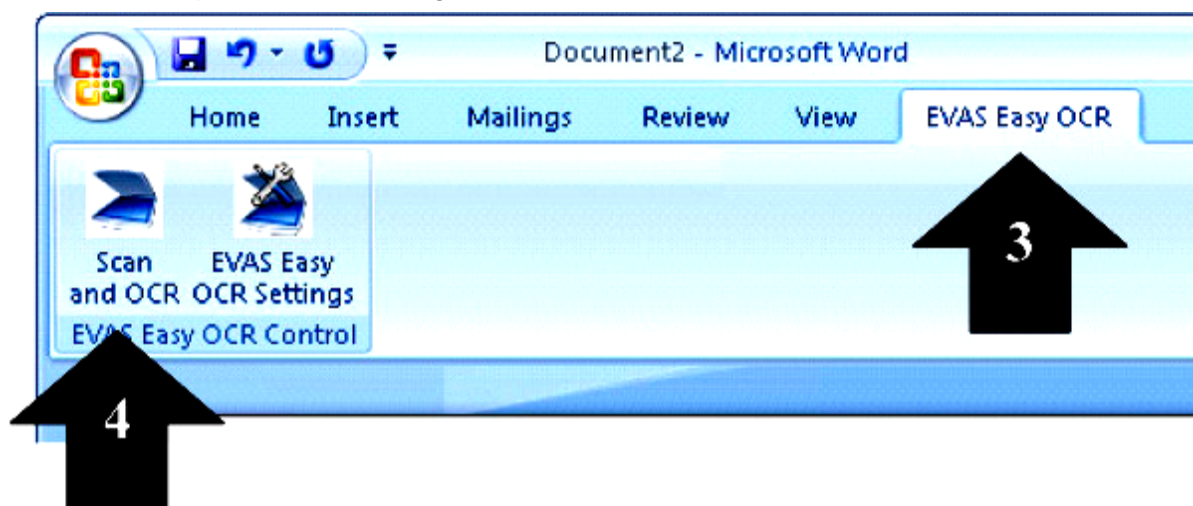
NOTE: To install Easy OCR on other user accounts on the same computer, you must click “**START > EVAS Easy OCR > EVAS Easy OCR Plug-in**” to install the plug-in for that particular Windows user account.

IMPORTANT: If you have trouble getting the Add-In to install in Word, please see “**Problem Installing Add-In?**” on page 18.

BASIC USAGE

To insert a scanned document into *Word*:

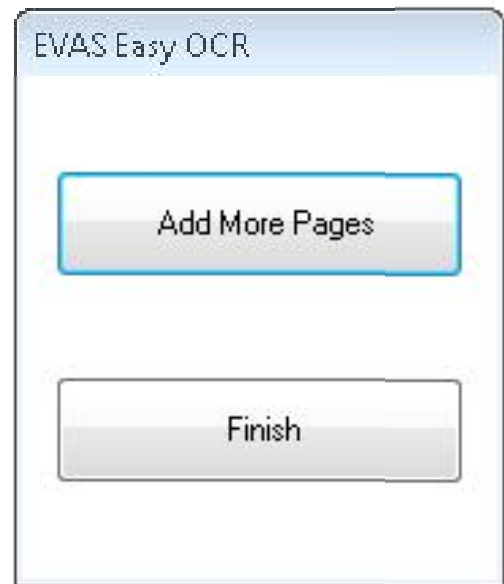
1. Open *Word*. If you want to insert the text into an existing document*, then open that document. If not, just open a blank document. (*Please see **Note 3**, below.)
2. Put the document to be scanned into the scanner. (If you have a scanner with document feeder, see **Note 2**, below.)
3. Click on the **EVAS Easy OCR** tab on the *Word* ribbon. (To use *keystrokes*, See **Note 1**, below).



4. Click on **Scan and OCR**. The scanner will first scan the document. (It may need to warm up briefly.)

5. *Easy OCR* presents you with this dialog box:

- If you have more pages in this document, place the next page to be scanned into the scanner and click **Add More Pages**.
- If you are done scanning into this document, click **Finish**.



6. The page(s) will be recognized, and the resulting text will be displayed in your *Word* document.

7. You may use *Word* commands to get to the top of the scanned information, and then use your assistive technology commands to have the document read or magnified.

8. You may choose to add to, edit and save the document or to discard it using all of *Word's* functions.

Note 1:

To use keystrokes for steps 3 and 4, hit the **Alt** key. *Word* will display a shortcut key hint to activate EVAS Easy OCR.

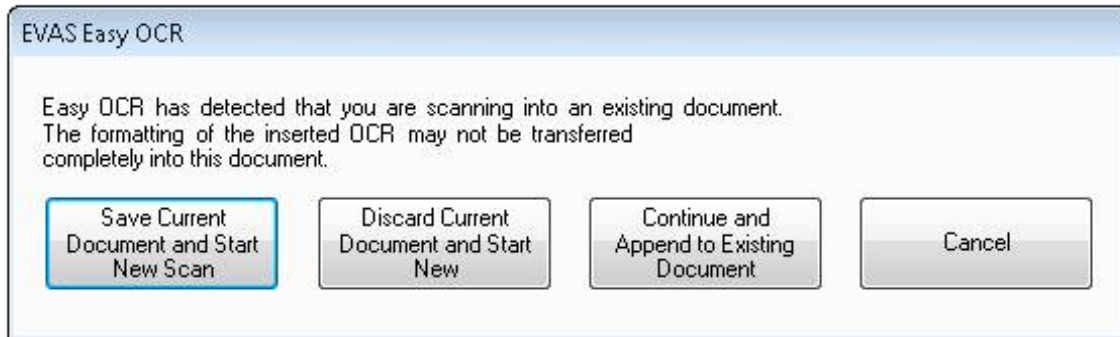
It will then display additional shortcut keys to choose *Scan and Read*. You may need sighted help the first time around to determine what those keystrokes are, as *Word* assigns them on the fly to items on the ribbon. However, once *EVAS Easy OCR* is installed, the keys should not change. A typical sequence might be: **Alt X 1 Y 2**.

Note 2:

If your scanner has a document feeder, you will need to check the *Show Scanner User Interface (UI)* checkbox under the *Scan Options* tab.

Note 3:

If you scan into an existing document, the following dialog box will be displayed:



When you attempt to scan into an existing document, the formatting of the new document may not be transferred into the existing document because it will inherit the existing document's formatting (Word Template) instead. You are presented with the following options:

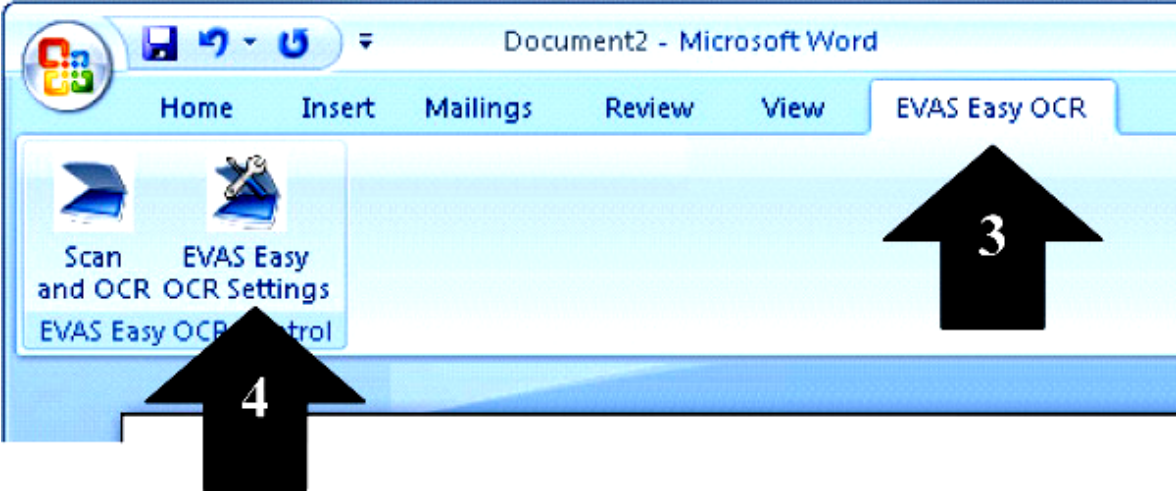
- ***Save Current Document and Start New Scan*** saves your current document, opens a blank new document and scans into that.
- ***Discard Current Document and Start New*** discards your current document, opens a blank new document and scans into that.
- ***Continue and Append to Existing Document*** scans and appends the newly recognized text at the end of your current document.

USAGE OPTIONS

If you wish, you can change many of the settings used by EVAS *Easy OCR*.

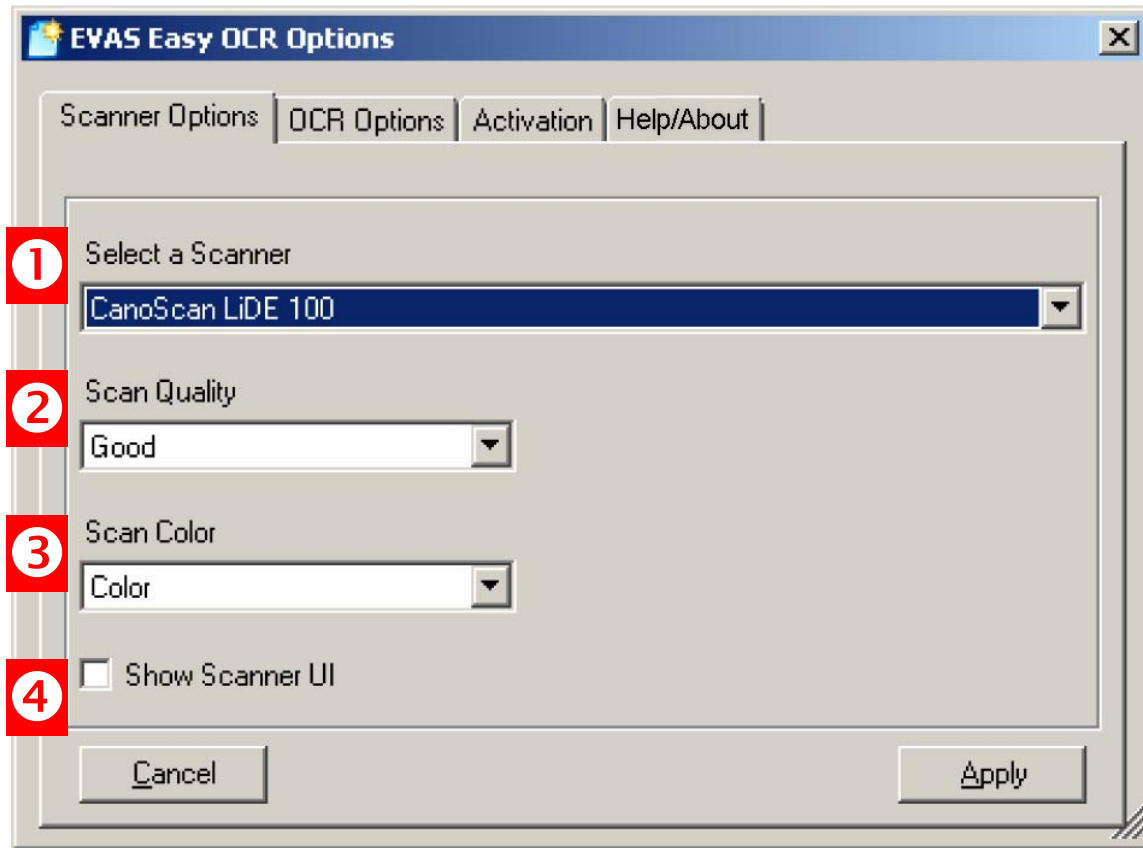
For example, *Easy OCR* normally inserts the scanned text at the cursor position. You can also set it to always append at the *bottom* of your document, or you can ask the program to prompt you each time whether you want to append or insert at the cursor.

To access these settings, follow steps one through three in the Basic Usage section, but choose **EVAS *Easy OCR Settings*** as step four.



USAGE SETTINGS

Scanner Options Tab



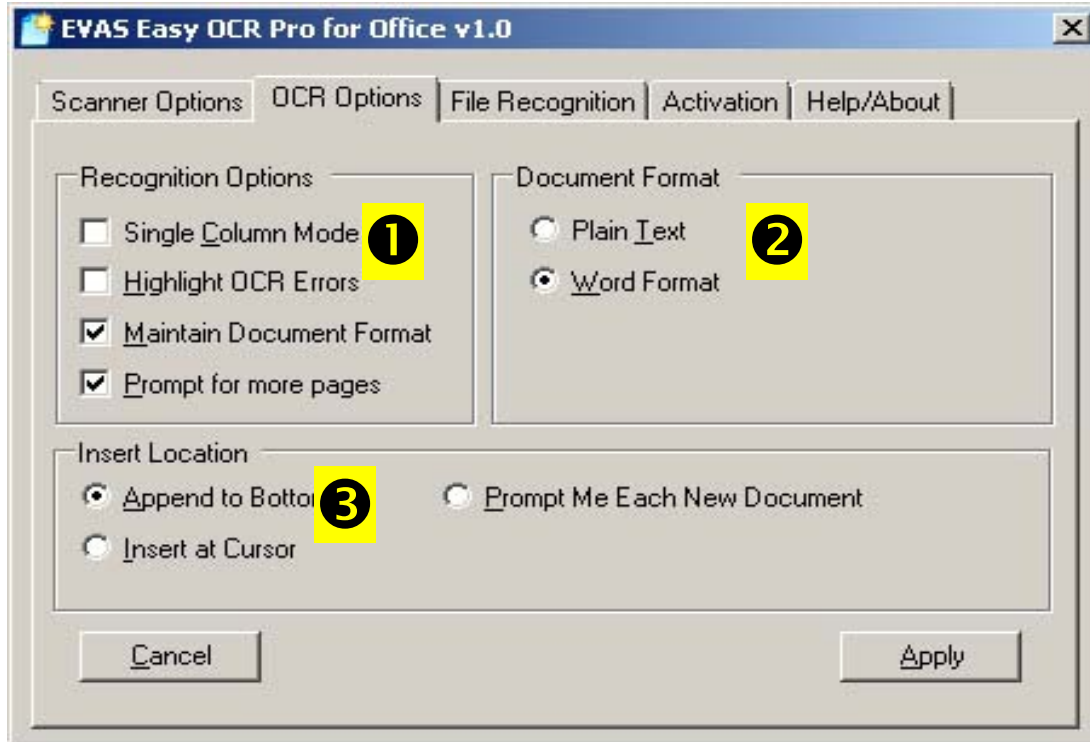
1 The **Select a Scanner** drop-down list allows you to choose which scanner (or scanner driver in the case of multiple drivers for the same scanner, for example, WIA or TWAIN) that EVAS *Easy OCR* will use to get its image. (The default scanner is the first one in the list.)

② The **Scan Quality** drop-down list offers you choices of *Good* (default), *Better* and *Best* scan quality. The better quality scans take more time and may not be needed for most source material, but if your OCR result is not up to par, you can try this and see if it helps.

③ The **Scan Color** drop-down box lets you choose to scan in *Color* (Default), *Grayscale* or *Black and White*. Color and grayscale scanning are more resource-intensive, but depending on your original print document, they may be helpful or needed to produce accurate OCR results.

④ The **Show Scanner UI** checkbox is used to have the underlying driver software show on-screen. This may be useful for troubleshooting, or if your scanner driver requires user intervention, but generally this is left unchecked (default).

OCR Options Tab



1 Recognition Options

The ***Single Column Mode*** checkbox is used to tell the OCR engine whether the material on the original is either in one column, or in multiple columns on the page. For example, if you are scanning in two facing pages in a book, or anything in a table-like form (an invoice for example), then *Single Column Mode* should be **unchecked** (off). If checked, anything “on the same line” will be merged into a single line of text. (This is unchecked by default.)

❶ The ***Highlight OCR Errors*** checkbox is used to tell the OCR engine to mark any doubtful or erroneous results with a highlight in *Word*. This is useful if you want to edit or alter the scanned document, since it provides immediate visual clues to points which may need your attention (for spell-checking, for example). (This is unchecked by default.)

❶ The ***Maintain Document Format*** checkbox tells the OCR engine to make the resulting recognized text look *exactly* like the original scanned document. With this checked, you may find it difficult to edit or navigate through complex documents. This is caused by the OCR engine using formatting (such as frames and columns) to place images and text into specific positions to match the appearance of the original. (This option is checked by default.)

❶ Check the ***Prompt for More Pages*** checkbox to make *EVAS Easy OCR* ask you if you have more pages to scan and append.

② The **Document Format** radio buttons let you choose which format you wish to import into *Word*. Choosing **Plain Text** strips your original document of all pictures and formatting (bold, font size, centering, etc.), leaving only text. Choosing **Word Format** (default) imports the results with all of the formatting in your original document supported by *Word's* **.docx** filetype.

③ The **Insert Location** radio buttons let you choose where *EVAS Easy OCR* inserts the scanned text. The three choices are:

- **Append to Bottom** (default) – Regardless of where the cursor is when you request a scan, the text is added to the very bottom of the document.
- **Insert at Cursor** – The scanned text is inserted at the cursor position. Any existing text after the insertion point is moved down to accommodate the inserted text.
- **Prompt Me Each New Document** will ask you every time whether you want to insert at cursor or append to bottom.

OTHER TABS AND SETTINGS

Activation Tab

- If you received EVAS *Easy OCR* as a 30-day trial, and wish to use it beyond the trial period, you must call EVAS to purchase a license. It can then be activated online within the software.
- If you purchased EVAS *Easy OCR*, you should have received a license code and the software can be activated online.

If you are unable to activate the software online, please call EVAS for assistance.

Help and About Tab

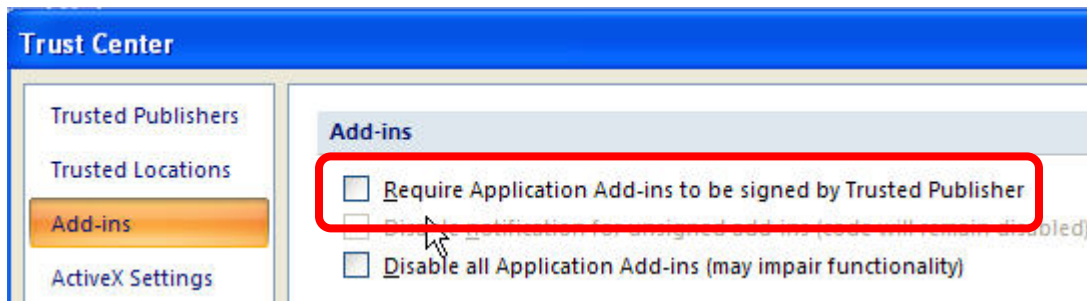
This Guide, contact info and information about the program can be found here. If you have any questions, or need technical assistance, including help with activation, please call EVAS at **1-800-872-3827**, weekdays, 9-5 Eastern Time, or email us at techhelp@evas.com.

Updating EVAS Easy OCR

Click on the **Start > Program Files > EVAS Easy OCR** menu to see if any updates are available. If there is an update available, you must close out of all instances of *Word*, for the update to install.

Problem Installing Add-In?

In the Word 2007/2010 Trust Center, the following setting may need to be unchecked for EASY OCR to install as an Add-In since it does not have a trusted certificate...



- Click **File** -> **Options** -> **Trust Center**.
- Click the **Trust Center Settings** button.
- Click **Add-Ins** on the left-side menu.
- Uncheck "**Require Application add-ins to be signed by Trusted Publisher**".