About Microsoft Document Imaging Format (MDI)

Microsoft Office Document Imaging uses Microsoft Document Imaging Format (MDI), a file format based on the Tagged Image File Format (TIFF) that is designed to store images by page layout. In Office Document Imaging, you can open and save files in the MDI format as well as the Tagged Image File Format (TIFF) format. Both formats are capable of storing text recognized by optical character recognition (OCR) along with images.

File format comparison

While you can open and edit TIFF files created with Office Document Imaging by using many other graphics applications, MDI files can only be opened or edited in Office Document Imaging. If you are going to share files with people who are using Office Document Imaging 2002, or another document imaging program, save your files in TIFF format for compatibility.

MDI files have the following advantages over TIFF files:

Reduced file size Images that are saved in the MDI file format take up less disk space than the same images saved in the TIFF format.

Improved image fidelity Images saved in the MDI file format are generally higher fidelity (or quality) than the same images saved in the TIFF (with the **Perform lossless compression (LZW).** option selected) format.

File format selection

There are different times within Office Document Imaging when you can choose the file format (either MDI with an .mdi extension or TIFF with a .tif extension) for your document:

Scanning a document The scanning preset you choose determines the format the scanned document is saved in. You can create your own scanning preset or edit an existing preset to change the file format.

Saving a document You can select the file format in the **Save as type** list in the **Save As** dialog box when you save a file.

Importing a document The **File Import preferences** button on the **Other** tab in the **Options** dialog box (**Tools** menu) allows you to select the default file format for documents that you import from other programs.

Technical details

About Microsoft Office Document Imaging

With Microsoft Office Document Imaging, you can use a scanned document as easily as other Microsoft Office documents on your computer.

You can:

Scan both single and multi-page documents.

Perform optical character recognition (OCR).

Copy and export scanned text and images to Microsoft Word.

Read a scanned document as easily as a paper document.

Search for text within scanned documents.

Reorganize scanned document pages as easily as rearranging papers in a folder.

Send scanned documents to others in e-mail or as a fax over the internet.

Annotate scanned documents and faxes.

When should you use Microsoft Office Document Imaging?

Use Microsoft Office Document Imaging when you want to:

Access and work with the text or images contained in scanned documents or faxes.

Extract the text from existing scanned documents or faxes for archiving.

Rearrange the page order of multi-page scanned documents.

Read scanned documents quickly and easily on the screen.

Annotate an electronic fax and return it to the sender.

Scanning and imaging

Microsoft Office Document Imaging actually has two components— a scanning component and an imaging component— listed separately in the Windows **Start** menu as **Microsoft Office Document Scanning** and **Microsoft Office Document Imaging**.

The first component controls the scanning of documents into your computer by using any installed scanner. This is done by using scanning presets, which control your scanner by using settings that are optimized for specific purposes. For example, the **Black and white** scanning preset is ideal when scanning pages of text for OCR, while the **Color** scanning preset is best for scanning full-color pictures or artwork. Also, OCR is automatically performed by default on text documents immediately after scanning, and you can easily scan multiple pages into a single file.

The second component makes it easy to view scanned documents on the screen, rearrange multi-page documents, select and manipulate recognized text, annotate scanned documents and electronic faxes, and send documents to others by e-mail or fax.

What's new in Microsoft Office Document Imaging

- ▶ New file format with improved image compression
- Support for importing files from other programs
- Support for annotating documents
- New page pane views
- Optical character recognition (OCR) changes
- Support for sending documents to a fax service
- Support for Automation

About Tagged Image File Format (TIFF)

TIFF is a commonly used format for various imaging applications, including those that scan and fax. Microsoft Office Document Imaging uses the TIFF format, utilizing the format's capability to contain text recognized by optical character recognition (OCR). When you scan new documents, they are saved in TIFF format (with a .tif extension), and any OCR text is stored in the TIFF file along with the image.

You can open and edit TIFF files created with Office Document Imaging by using many other graphics applications. When you do so, any OCR text that the file contains is lost. You will have to rerun OCR if you want to access the text in the TIFF file again in Office Document Imaging.

Technical details

Command line options

You can use command line options when you start Microsoft Office Document Imaging from either the **Run** command (**Start** menu) or from a command prompt.

Command	Result
mspview <path:filename.tif> mspview</path:filename.tif>	Starts Office Document Imaging and opens the specified file.
<path:filename.mdi></path:filename.mdi>	
mspview -r <path:filename.tif></path:filename.tif>	Starts Office Document Imaging and opens the specified file in Reading view.
mspview -r <path:filename.mdi></path:filename.mdi>	
mspview -o <path:filename.tif> mspview -o</path:filename.tif>	Starts Office Document Imaging, performs optical character recognition (OCR) on the specified file, and then saves the file with the new OCR text.
•	This command has no effect if OCR has already been performed on the file.
	Notes
•	If the TIFF image is monochrome, it will be compressed in TIFF CCITT G4 format.
•	If the TIFF image is grayscale or color, it will be compressed in TIFF 6.0 JPEG format.
•	If the MDI image is monochrome, it will be compressed in MODI BW format.
•	If the MDI image is grayscale or color, it will be compressed in MODI Color format.
•	If the image is over 900 dots per inch (dpi), it will be saved at 900 dpi.

 The file is saved using the additional compression and OCR settings in the **Options** dialog box.

mspview -f <path:filename.tif> Starts Office Document Imaging, performs OCR on the specified file, and then saves the file with the new OCR text.

mspview -f

<path:filename.mdi> Use this command if you want to perform OCR on a file that has already had OCR performed on it.

Notes

- If the TIFF image is monochrome, it will be compressed in TIFF CCITT G4 format.
- If the TIFF image is grayscale or color, it will be compressed in TIFF 6.0 JPEG format.
- If the MDI image is monochrome, it will be compressed in MODI BW format.
- If the MDI image is grayscale or color, it will be compressed in MODI Color format.
- If the image is over 900 dpi, it will be saved at 900 dpi.
- The file is saved using the additional compression and OCR settings in the **Options** dialog box.

For example, the following command opens Mypic.tif in Reading view.

mspview -r "C:\My Documents\mypic.tif"

Return values

Show or hide a toolbar

On the **View** menu, point to **Toolbars**, and then click the toolbar you want to show or hide.

About annotating documents

When you are reviewing a Microsoft Office Document Imaging document, you can use annotations to mark up your document. You can add text as a note or comment, apply highlighting to important text, draw freeform text or shapes to circle text in question, or insert a picture in your document by using the buttons on the **Annotations** toolbar.



- Picture added as an annotation
- Highlighting applied to call out important information
- Freeform shape drawn to call attention to a detail
- Text added as a comment for a reviewer

You can move, resize, and remove annotations. You can select the font you want to use as well as the background color (if any) for any text you add to your document. You can also choose the thickness and color of ink for the pens you use to add highlighting and drawings. Five preset pens for drawing freeform text or shapes, and three preset pens for adding highlighting allow you to quickly change pen color and thickness by clicking the arrow next to the **Pen** button or the **Highlighter** button.

If you are going to share the document with others who do not have Office Document Imaging, you can make your annotations a permanent part of your document so they can view your revisions. When you make annotations permanent, text that was added as an annotation will be recognized after you run optical character recognition (OCR).

Other information about annotations

You can display or hide all annotations.

You can print your document with or without annotations.

You cannot add annotations in reading view.

Annotations do not display in the thumbnail pane.

Annotations do not rotate when you rotate a page.

Note When you make annotations a permanent part of the document, the annotations display in the thumbnail pane and rotate with the page. Additionally, you can not hide annotations that have been made permanent or print your document without permanent annotations.

Color annotations in a black and white document

When you add color annotations to a black and white document, you can choose to retain the color when you save the file (resulting in a larger file size), or you can choose to convert the annotations to black and white and maintain the smaller file size.

You can also choose to maintain the color of your annotations when you copy color annotations to the clipboard.

Show or hide annotations

On the **Tools** menu, point to **Annotations**, and then click **Show Annotations** or **Hide Annotations**.

Note To print or insert annotations, annotations must be shown.

Move an annotation

- 1. Select the annotation.
 - ▶ How?
- 2. Do one of the following:
 - Move by using the mouse
 - Move by entering measurements

Delete an annotation

- ▶ Delete a single annotation
- ▶ Delete all annotations on a page

Resize an annotation

- 1. Select the annotation.
 - ▶ How?
- 2. Do one of the following:
 - ▶ Resize by using the mouse
 - ▶ Resize by entering measurements

Apply or remove highlighting

When you apply highlighting, it is added as an annotation to your document.

- Apply highlighting
- ▶ Remove highlighting

Draw or change freeform text or shapes

Although you cannot change, or remove scanned text or images on a page, you can draw freeform text or shapes as an annotation on a page, and make changes to the annotation.

- Draw freeform text or shapes
- ▶ Change individual freeform text or shape

Insert a picture

Although you cannot remove or change the size of scanned images on a page, you can add a picture as an annotation on a page, and then move, resize, or remove that picture.

1.	On the Annotations toolbar, click Insert Picture	
	on the finite technique to the technique	

2. In the **Open** dialog box, locate the folder that contains the picture that you want to insert, and then click the picture file.

Make annotations permanent

Make annotations a permanent part of your document if you want to share the document with users who do not have Office Document Imaging and you want them to see the annotations. You can make annotations permanent in the open document only, or you can make annotations permanent each time you save a document.

Do one of the following:

- Make annotations permanent in the open document
- Make annotations permanent every time you save a document

Note When you make annotations permanent, text that was added as an annotation will be recognized after you run optical character recognition (OCR).

Add, change, or delete text

Although you cannot change, or remove scanned text on a page, you can add text as an annotation on a page, and then change, or remove that text.

- Add text
- Change an individual text box
- Change text box defaults

Change predefined pen or highlighter settings

- ▶ Change predefined pen settings
- Change predefined highlighter settings

About Office Document Imaging Automation

Microsoft Office Document Imaging supports Automation. When an application supports Automation, the objects the application exposes can be accessed by Visual Basic. A programmer can use a number of different programming languages, for example Visual Basic, C++, or VBScript, to manipulate these objects by invoking methods on the object or by getting and setting the object's properties. Office Document Imaging exposes a document object, and a viewer object, so that a program can be written for example to open a Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) document, change the zoom scale, compression options, and OCR text information.

For details on the properties and methods supported by Microsoft Office Document Imaging, visit the Microsoft Developer Network Web site. There you can find the objects, functions, properties, and methods supported by Microsoft Office Document Imaging, along with additional programming information and code samples.

Find MODI VBA Reference on MSDN

The Microsoft Office Document Imaging 2003 (MODI) application exposes its functionality through programmable objects. However, the documentation for the MODI object model is not included in the Help files that were installed when you installed Microsoft Office 2003.

Programmers wanting to use the MODI objects in other applications as part of a custom application can easily add the MODI object library to their project. You can also obtain the MODI object documentation on MDSN.

- ▶ To add the MODI object library
- ▶ To obtain the MODI VBA reference documentation

About importing documents

Importing is a method that allows you to create a digital image of a document that was created in another program that you can then send in e-mail as a fax to others, annotate, modify, archive, and share with others who use Microsoft Office Document Imaging or another imaging software program. You can import any file created in a program that is installed on your computer, and that can be printed from that program. When you import a file, the file is saved in either Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) to a location on your computer's hard disk and opened in Office Document Imaging.

Import preferences

To choose the file format or location on your hard disk for importing documents, you can use the **Preferences** button in the **Import** dialog box at the time you import, or you can set your preferences at any time by using the **File Import preferences** button on the **Other** tab in the **Options** dialog box (**Tools** menu).

Caution The Microsoft Office Document Image Writer print driver is installed with Microsoft Office Document Imaging and is used to import documents. Do not delete or uninstall the Microsoft Office Document Image Writer print driver from your computer.

Export text or pictures

- ▶ Export text and pictures to a new Microsoft Word document
- Copy text to another program
- Copy pictures or artwork to another program

Send a document to someone

- ▶ Send a document in e-mail
- ▶ Send a document as a fax over the Internet

Advanced Scan Settings dialog box

Option	Description
Resolution (DPI)	Specifies the dots-per-inch resolution for the current preset. This sets the number of dots per inch scanned from your original document. Selecting a larger number will make finer detail visible, but will create larger files and may take longer to scan.
	Note Documents scanned at resolutions greater than 900 dots per inch will be converted to 900 dots per inch if Auto contrast, Save as monochrome, Auto rotate, or Auto straighten is selected.
Туре	Specifies the amount of information to record for each pixel to be scanned for the current preset. The options 24 bit color and 8 bit gray record more detailed information about an image than does Monochrome , but they create larger files and may take longer to scan.
Auto contrast, save as monochrome	Creates high-contrast images for optimum optical character recognition (OCR). After scanning by using the selected scan type, the resulting file is saved in 1-bit monochrome, resulting in a smaller file size. This option can be helpful when scanning for OCR those documents with background colors or colored text.
Save files as	Specifies the default file format for saving the file with the current preset.
TIFF	After scanning, the image is saved in Tagged Image File Format (TIFF). Select Perform lossless compression (LZW) if you want to share the TIFF images with others. Select a setting under Optimize JPEG compression in favor of to specify the compression to perform for the current preset.
MDI	After scanning, the image is saved in Microsoft Document Imaging Format (MDI). Select a setting under Optimize compression in favor of to specify the compression to perform for the current preset.

Choose Scanner dialog box

Use this dialog box to select an available scanner.

Option	Description
Scanner	Lists the available scanners for your computer. Select the one you want to use.
Use automatic document feeder	Select this check box if your scanner has an automatic document feeder (ADF), and you want to use it.
Show scanner driver dialog before scanning	Select this check box to display the dialog box for the scanner software that came with your scanner. This option is useful if you want to control advanced features and settings of your scanner.

Find dialog box

Use this dialog box to search for text in a scanned document.

Option	Description
Find	Type the text you want to find.
Previous	Click to find the previous occurrence of the text.
Next	Click to find the next occurrence of the text.
Close	Click to close the dialog box.
Options	Click to select the search options you want to use. Displays the Find tab in the Options dialog box.

Note Before you can find text, optical character recognition (OCR) must first be performed on the document.

Go To Page dialog box

In the Page box, select or type the number of the page you want, and then click OK.

Indexing Service dialog box

Indexing is a special service that enables fast file searches on your computer. Text found in files on your computer is added to the index, which also stores a reference to the file in which the text was found.

Note You must have administrator permissions to change settings in this dialog box because indexing is a system service.

Option	Description
Use OCR to recognize the text in TIFF and MDI files when indexing	Select this check box to perform optical character recognition (OCR) on Tagged Image File Format (TIFF) and Microsoft Document Imaging Format (MDI) files when the Windows Indexing Service compiles search indexes. This allows the Microsoft Windows search function to access text in TIFF and MDI files that do not already contain OCR information.
Auto rotate	Select this check box to detect the orientation of text on the page and perform OCR on images that are upside down or sideways.
OCR Language	Lists the available languages for OCR. Select the language you want to use.

Insert File dialog box

Use this dialog box to insert the contents of a Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file into the current document.

The message "Insert n page(s)" at the top of the dialog box indicates how many pages the selected file contains.

Option	Description
In front of page	The new pages are inserted before the page number you select in the box.
At the beginning of the document	The new pages are inserted before the first page.
At the end of the document	The new pages are inserted after the last page.

Launching Scanner Driver dialog box

This dialog box appears when Microsoft Office Document Imaging cannot set your scanner settings, or when you selected the **Show scanner driver dialog before scanning** check box in the **Choose Scanner** dialog box. In these cases, Office Document Imaging cannot control scanner settings from the currently selected scan preset, so you will need to do so manually.

When you click **OK**, you'll see the scanner driver dialog box for your currently selected scanner. Use this dialog box to set desired scan settings and begin scanning.

Option	Description
Don't Show Me	Select this check box if you want to hide the
This Dialog Again	Launching Scanner Driver dialog box in the future.

Microsoft Office Document Image Writer Properties dialog box

Use this dialog box to change the file format and location for files that you import in Microsoft Office Document Imaging. Importing is especially useful to create a quick copy of a file, maybe for adding annotations and reviewing. When you import a file, the file is opened and then saved in the file format, (either Microsoft Document Imaging Format (MDI) or Tagged Image File Format (TIFF)), and in the location you choose.

Option Description

format

Output Select the file format you want the new file saved in.

Select the **MDI - Compressed Document Format** option when you want the final document to be saved in color or grayscale. However, this option results in a larger file size.

- Select **Compress images in the document** if you want a smaller file size (with degraded image quality.) Clear this option to retain original image quality but larger file size.
- Select the **Tiff Monochrome Fax** option for a smaller file size and when you want the file saved in Black and White.

▶ Tip

Default Specifies the current location for saving imported files. The **folder** default location is the My Documents folder.

Browse Click to change the current location for saving files.

Scan New Document dialog box

You can use the Microsoft Office Document Scanning feature to scan new documents, as well as to recognize text in existing documents.

Option	Description
Select a preset for scanning	Scanning presets are optimized for different types of documents. The default preset is Black and white .
Scan	Click to scan the document by using the selected preset.
Preset	Click to choose one of the following options.
options •	Create new preset Create additional custom scanning presets for specific tasks by using the Preset Options dialog box.
•	Edit selected preset Modify settings in any existing preset by using the Preset Options dialog box.
•	Delete selected preset Permanently remove a preset from the list.
Scanner	Click to select the scanner you want to use. Opens the Choose Scanner dialog box.
Original is double sided	If your scanner is equipped with an automatic document feeder (ADF), click this option to scan the front and back of multiple pages. Place the pages in the feeder so that the page fronts are scanned first.
	The Scan New Document dialog box will reappear, allowing you to turn the pages over and scan the page backs. Microsoft Office Document Scanning automatically collates the pages in the correct order after scanning is complete.
Prompt for additional pages	Click this option to pause after each page is scanned, allowing you to place the next page in your scanner. Or, if you are using an ADF, click this option to pause when the feeder is empty, allowing you to load more pages.
	You can use this option with an ADF when you are scanning

books or other documents that won't fit or are too long to load into the feeder. The **Scan New Document** dialog box reappears after each page is scanned, or after the feeder in your ADF is empty.

View file after scanning

Select this check box to open the newly scanned document and display it in the Microsoft Office Document Image Viewer.

Options dialog box - Annotations tab

Use this dialog box to change annotation settings.

Option	Description
-	Select this option to open the Pen Settings dialog box. Click to change the color, thickness, or tip style for the preset pens or highlighters.
Default font	Shows the default font, size, and color used when you add text to your document.
Format Font	Select this option to change the default font, size, and color used when you add text.
Fill Color	Select this option to change the background color used for text.
Fill transparency	Select this option to change the transparency percentage used for text background. Option settings range from 100% (no color, completely transparent) to 0% (solid color, cannot view the document underneath the text and background.)
Make annotations permanent when document is saved	Select this option to make annotations part of the image when you save the document. If you share documents with someone who uses another program to view image documents, such as Photoshop or Kodak, select this option if you want your annotations to be visible. You cannot select or change an annotation in the document after saving the document with this option selected.
Convert black and white documents to color documents	Select this option to retain color annotations in a Black and White document when you save the file. This option results in increased files size.
Keep annotation color when copying image as	Select this option to retain color annotations in a Black and White document when you copy your image and paste it into another program.

bitmap

Options dialog box - Compression tab

Use this dialog box to change the default file compression settings used when you save a document.

Option	Description
Perform lossless compression (LZW)	Compression option for all new and modified documents you save in the Tagged Image File Format (TIFF) format. With lossless compression, all of the information in the file is completely restored when the file is uncompressed. Select this check box if you want to share TIFF files with others. When you select this check box, the Optimize JPEG compression in favor of: setting is not available.
Optimize JPEG compression in favor of:	Select a setting to specify the default compression to perform when you save a new document in the TIFF format, or an existing TIFF file that you have made changes to in Microsoft Office Document Imaging. You cannot select this setting if the Perform lossless compression (LZW) checkbox is selected.
Optimize compression in favor of:	Select a setting to specify the default compression to perform when you save a document in the Microsoft Document Imaging Format (MDI) format.

Options dialog box - Find tab

Use this dialog box to change the settings that are used when you search for text. These same settings are available when you click **Options** in the **Find** dialog box.

Option	Description
Match full/half width form	Select this check box to search text without distinguishing between full-width and half-width characters.
Match minus/dash/cho- on	Select this check box to search text without distinguishing between minus signs, dashes, and long vowel sounds.
Match hiragana/katakana	Select this check box to search Japanese text without distinguishing between hiragana and katakana characters.
Whitespace characters	Clear this check box when you want to include spaces in the text you are searching for. For example, to search for white space and not whitespace , clear this option.

Options dialog box - OCR tab

The first three options control optical character recognition (OCR) settings when you are using the **Recognize Text Using OCR** command on the **Tools** menu.

Option	Description
Auto rotate	Select this check box to detect the orientation of text on the page and rotate page images that are upside down or sideways.
Auto straighten	Select this check box to detect the orientation of text on the page and correct any slightly misaligned pages.
OCR Language	Lists the available languages for OCR. Select the language you want to use.
Indexing Service	Click to open the Indexing Service dialog box.

Note Documents scanned at resolutions greater than 900 dots per inch (dpi) will be converted to 900 dpi if **Auto rotate** or **Auto straighten** is selected.

Options dialog box - Other tab

These properties pertain to the entire active document.

Option	Description
Reset	Click to specify Office Document Imaging as the default application used to open Tagged Image File Format (TIFF) files.
•	Click to display the Office Document Image Writer Properties dialog box.

Preset Options dialog box - General tab

Use this dialog box to specify settings for Microsoft Office Document Scanning presets.

Option	Description
Preset Name	Indicates the name of the current preset. When creating a preset, enter a descriptive name for your preset.
Scan Type	Specifies the type of scan (color, grayscale, or black and white) to be performed for the current preset.
Advanced	Click to open the Advanced Scan Settings dialog box to view or modify settings for the scan type.
Create Shortcut	Click to create and place on the desktop a shortcut icon that launches Microsoft Office Document Scanning and immediately starts a new scan by using the current preset.

Preset Options dialog box - Output tab

Use this dialog box to specify settings for saving and naming files created by Microsoft Office Document Scanning.

Option	Description
Save in folder	Specifies the current location for saving files. The default location is the My Documents folder.
Change	Click to change the current location for saving files.
Auto name based on first words on page	Select to create file names based on the first few words of text extracted using optical character recognition (OCR).
Auto number	Select to create sequentially numbered file names.
Date and time	Select to create file names containing the date and time of scanning.
Format	Specifies the format to be used for file names generated by using date and time.

Note If you want to use the Auto name based on first words on page option, you must select the Use OCR to recognize the text of the scanned image check box on the Processing tab.

Preset Options dialog box - Page tab

Use this dialog box to specify settings for the size of pages being scanned, if applicable, and for automatic document feeders (ADF).

Option	Description
Page Size	Lists a variety of standard sizes for the page being scanned. When this option is available, you can select Custom to specify Width and Height . Available page sizes depend on the scanner model.
Width	Specifies the width of the page being scanned. Available only when the Custom page size is selected.
Height	Specifies the height of the page being scanned. Available only when the Custom page size is selected.
Save each page as a separate document	Select to save multi-page scans as separate documents. This is useful when scanning individual documents using an ADF.

Preset Options dialog box - Processing tab

Use this dialog box to specify settings that control optical character recognition (OCR) and scanning.

Option	Description
Use OCR to recognize the text of the scanned image	Microsoft Office Document Imaging runs OCR automatically after scanning is completed. If this option is turned off, the rest of the options on this tab are unavailable.
Auto rotate	Select this check box to detect the orientation of text on the page and rotate scanned pages that are upside down or sideways.
Auto straighten	Select this check box to detect the orientation of text on the page and correct pages that are slightly misaligned.
OCR Language	Lists the available languages for OCR. Select the language you want to use.

Note Using the **Auto rotate** and **Auto straighten** options may slow down the scanning process. If you are scanning at a higher resolution, using either of these options also reduces the resolution to 900 dots per inch.

Page Properties dialog box

These properties pertain only to a selected page in the current document. The thumbnail image at the top displays a small representation of a page in the current document.

Option	Description
Page scanned on	Time and date that the current page was originally scanned.
Page scanned by	Name of the user who scanned the current page.
Scanner	The model name of the scanner used to scan the current page.
Scanner software	The name and version number of the scanner software used to scan the current page.
OCR status	Indicates whether or not optical character recognition (OCR) has been performed on the current page.
lmage parameters	Lists technical statistics pertaining to the Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) image of the current page, including length and width, resolution in dots per inch, and type of image compression used.
Page statistics	Lists statistics pertaining to the results of OCR performed on the current page only, including numbers of characters, words, lines, and paragraphs.

Send Text to Word dialog box

Use this dialog box to send all or part of the current document to Microsoft Word.

Option	Description
Current selection	If you selected a portion of the document in the page pane or in Reading view, select this option to send the selection to Word.
Selected pages	Select this option to send everything on the selected pages to Word.
All pages	Select this option to send everything in the document to Word, regardless of the selection.
Maintain pictures in output	Select this option to include pictures in the selection, selected pages, or document in what is sent to Word.
Browse	Click to specify the default folder for saving files that contain what is sent to Word.

Format Object dialog box - Color tab

Option	Description
Color	Select the color you want for the background of the selected text.
Transparency	Select the transparency percentage you want for the background of the selected text. Option settings range from 100% (no color, completely transparent) to 0% (solid color, cannot view the document underneath the text and background.)

Format Object dialog box - Ink tab

Use this dialog box to change the color or thickness of the selected freeform text or shape, or highlighting.

Option	Description
Based on pen	Select this option to apply an existing pen format to the selected freeform text, shape, or highlighting.
	Select this option to apply a custom pen format to the selected freeform text, shape, or highlighting. Click Color to select the ink color you want. Click Thickness to select the ink thickness you want.

Format Object dialog box - Size and Layout tab

Use this dialog box to change the size or location on the page of the selected annotation.

Option	Description
Height	Enter the height you want for the annotation.
Width	Enter the width you want for the annotation.
Vertical	Enter the distance from the top of the page you want the annotation to be located.
Horizonta	Enter the distance from the left edge of the page you want the annotation to be located.

Pen & Highlighter Settings dialog box - Highlighter Settings tab

Option	Description
Current highlighters	One of three preset highlighters you can use to apply highlighting to your document. Select the highlighter you want to change and then select the highlighter settings.
Color	Select the color you want to use with the selected highlighter when you apply highlighting.
Thickness	Select the thickness you want to use with the selected highlighter when you apply highlighting.
Tip style	Select the style of the highlighter tip you want to use with the selected highlighter when you apply highlighting.

Pen & Highlighter Settings dialog box - Pen Settings tab

Option	Description
Current pens	One of five preset pens you can use to draw freeform text or shapes in your document. Select the pen you want to change and then select the pen settings.
Color	Select the color of ink you want to use with the selected pen when you draw.
Thickness	Select the line thickness you want to use with the selected pen when you draw.
Tip style	Select the style of pen tip you want to use with the selected pen when you draw.

About image compression

Image compression is a technique used for storing a visual image that reduces the amount of digitized information needed to store the image electronically. When you save a document in either Microsoft Document Imaging Format (MDI) or Tagged Image File Format (TIFF), image compression is used to reduce the size of the file.

The MDI format uses an improved image compression technology that results in smaller file size, and better image fidelity than the TIFF format.

- ▶ Change the image compression options when you save a document
- ▶ Change the image compression options when you scan a document

When you use the **Options** dialog box (**Compression** tab) or the **Advanced Scan Settings** dialog box to change the compression options, you can choose to optimize the compression either in favor of file size or image quality. Saving a document to achieve a smaller file size will result in more image loss; saving a document for better image quality results in a larger file size. The optimal setting depends on how you intend to use the image.

What happens when you change compression options?

When you select a different compression option, the pages in a document are compressed using the new option under the following conditions:

you save the document with a different file format or file extension (all of the pages in the document are saved with the new compression option)

you make annotations a permanent part of the document (any page with an annotation will be saved with the new compression option)

you make changes to a page (any page that you make changes to is saved with the new compression option)

So, when you save a file with a different compression option (without changing the file format), only pages that you have made changes to are saved with the new compression option. To compress all the pages with a new compression option, you must make changes to each page. For example, rotate all the pages in a document 90° right, then 90° left to make sure that each page is marked as changed, but without actually making any visible changes to your document.

Technical details

Change the image compression in a document

- ▶ Change the image compression in an individual document
- ▶ Change the image compression settings for all new documents

Image compression options

The **Options** dialog box, **Compression** tab allows you to change the default image compression settings used when you save a document. The **Advanced Scan Settings** dialog box allows you to change the image compression settings used for your selected preset when you scan a document. The following table provides a few examples to help you decide which file format and image compression options you need.

То	Do this
share TIFF files with others who do not use Office Document Imaging and ensure that all of the information in the file is completely restored when the file is uncompressed	Save the file in the TIFF format. Under TIFF color compression, select the Perform lossless compression (LZW) checkbox.
save a TIFF image with the smallest file size when you are not sharing with others and image quality is not an issue	Save the file in the TIFF format. Under TIFF color compression, clear the Perform lossless compression (LZW) checkbox. Under Optimize JPEG compression in favor of:, drag the control all the way to the left toward Smaller file size.
share a file with others who use Office Document Imaging when image quality is not an issue	Save the file in the MDI format. Under MDI compression, under Optimize compression in favor of, drag the control all the way to the left toward Smaller file size.
scan a series of color magazine articles with a mixture of text and pictures, and store them on your local hard drive for later viewing	Edit the Color scanning preset to save the scanned image in MDI format. Work with scanning presets This will give you a reduced file size over the TIFF format.
scan and archive last year's magazine issues	Edit the Color scanning preset to save the scanned images in MDI format. Work with scanning presets The resulting file will open and display more quickly than the same images saved in TIFF, and the

	color images and text will be more clear.
scan a large number of black and white and color images from a variety of magazines, newspapers and newsletters, and e-mail the resulting documents to other people	Edit the Color scanning preset to save the scanned images in MDI format. Work with scanning presets The resulting file will have better image quality than the same images saved in TIFF.
scan a number of magazine articles and white papers and store the resulting image documents on a network server so that a design team can review and re-use the document content	Edit the Color scanning preset to save the scanned images in MDI format. Work with scanning presets The resulting file will have better image quality than the same images saved in TIFF.
scan several documents that must be shared with the entire corporation	Use one of the default scanning presets to save the documents in TIFF format so users of Office Document Imaging and Microsoft Office Document Imaging version XP can view.

Create a document

You can create a Microsoft Office Document Imaging document by scanning a document, moving pages from a document, or by saving pages from a document.

- Scan a document
- Move pages into a new document
- Save pages to a new document

Open a document

Microsoft Office Document Imaging can open Microsoft Document Imaging Format (MDI) files and most Tagged Image File Format (TIFF) files.

Do one of the following:

On the File menu, click Open.

On the **File** menu, click the name of a document that was previously opened.

Office Document Imaging keeps a list of the last four documents opened.

Save a document

You can save documents created in Microsoft Office Document Imaging in Tagged Image File Format (TIFF) or in Microsoft Document Imaging Format (MDI).

- Save a document
- ▶ Save a document with a different file format or compression option
- Save a document with a new file name

Note When you save a file in Office Document Imaging, the optical character recognition (OCR) text is saved within the TIFF or MDI file. If you open and save a TIFF file that contains OCR text using another program, the OCR text will be lost. You must run OCR again using Office Document Imaging if you want to access the text in the TIFF file.

Print a document

- 1. On the **File** menu, click **Print**.
- 2. Click OK.

Note In the **Print Options** list, the **Fit to page** option reduces images that are too large, or enlarges small images to fill the page.

Close a document

On the **File** menu, click **Close**.

Accessibility features in Microsoft Office Document Imaging

Microsoft Office Document Imaging includes features that make the software accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

Keyboard shortcuts

You can carry out commands in Microsoft Office Document Imaging using the keyboard instead of the mouse.

Get more information about **Keyboard shortcuts**.

Page size and view options

- ▶ Change the display size of your page
- ▶ Change the position of your page on-screen
- Use Reading View
- Scroll and zoom by using the Microsoft IntelliMouse or other pointing device

Annotation options

- ▶ Change predefined pen or highlighter color, thickness, or tip style
- ▶ Change textbox default font, color, or transparency

Keyboard shortcuts

You can carry out commands in Microsoft Office Document Imaging using the keyboard instead of the mouse.

- Keys for editing
- Keys for undo and redo actions
- Keys for file operations
- Keys for navigating documents
- ▶ Keys for navigating and using Help
- ▶ Keys for navigating in the page pane
- ▶ Keys for navigating in the thumbnail pane
- ▶ Keys for navigating in Reading view

Import a document

You can import any file created in a program that is installed on your computer, and that can be printed from that program. When you import a file, the file is saved in Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file format to a location on your computer's hard disk and opened in Office Document Imaging.

- 1. On the **File** menu, click **Import**.
- 2. To change the file format or location for the imported document, click **Preferences**.
- 3. In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to import.
- 4. In the folder list, locate and open the folder that contains the file.
- 5. Click the file, and then click **Import**.

Caution The Microsoft Office Document Image Writer print driver is installed with Microsoft Office Document Imaging and is used to import documents. Do not delete or uninstall the Microsoft Office Document Image Writer print driver from your computer.

Insert pages into a document

You can copy a single page, or multiple pages, and paste either into another Microsoft Office Document Imaging document or within the same document. Or you can insert all pages from a Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file into any open document.

- Insert a page
- Insert multiple pages
- ▶ Insert all pages from an image document

Move pages to a new document

You can move pages from an existing Microsoft Office Document Imaging document into a new document. Use this procedure to divide multi-page documents into smaller or more meaningful pieces.

- ▶ Move a single page to a new document
- ▶ Move multiple pages to a new document

Copy and paste text and images

- Copy and paste text
- ▶ Copy and paste images
- Copy and paste annotations
- Copy and paste page contents into another program
- ▶ Paste images from another program

Crop a page

If you have a page that is only partially filled with content, you can crop it within Microsoft Office Document Imaging.

- 1. On the **View** toolbar, click **Select**
- 2. In the page pane, drag the mouse to select just the area containing the content.
- 3. On the **Edit** menu, click **Copy Image**.
- 4. In the thumbnail pane, click the thumbnail that precedes the location where you want to paste the copied image, and then click **Paste Page** on the **Page** menu.

Note This procedure does not alter the original page, but creates a new page with the cropped image.

Rearrange pages

You can change the order of pages in a multi-page Microsoft Office Document Imaging document, or move pages between documents.

- Rearrange pages by dragging
- Rearrange pages by cutting and pasting
- ▶ Copy or move pages between two open documents

Rotate pages

You can change the orientation of scanned pages by rotating them 90 degrees to the left or right, or 180 degrees.

- Rotate a page
- Rotate multiple pages

Delete pages

- Delete a page
- Delete multiple pages

About OCR international issues

When optical character recognition (OCR) is performed on a scanned document, text is recognized using sophisticated pattern-recognition software that compares scanned text characters with a built-in dictionary of character shapes and sequences. The dictionary supplies all uppercase and lowercase letters, punctuation, and accent marks used in the selected language.

By default, Microsoft Office Document Imaging uses the dictionary for the same language that your other Microsoft Office applications use. You can easily change the dictionary to scan documents in other languages.

The OCR language dictionary is used in the following scenarios.

- Scanning new documents using Office Document Imaging
- Running OCR on previously scanned documents
- Adding foreign language text to the index for fast file searches

Recognize Text using OCR dialog box

Use this dialog box to select the pages in the document that you want to perform optical character recognition (OCR) on.

Option Description

Options Click to open the Options dialog box with the OCR tab selected. Use this tab to choose whether to detect the orientation of text on the page, or to choose the language you want to use to recognize text.

Page range: Select Selected page(s) to recognize text only on the pages that are selected in the thumbnail pane.

- Select **Pages with no OCR information** to recognize text only on pages that have not already had OCR performed on them.
- Select **All pages** to run OCR on all pages in the document.

About optical character recognition (OCR)

Optical character recognition (OCR) translates images of text, such as scanned documents, into actual text characters. Also known as text recognition, OCR makes it possible to edit and reuse the text that is normally locked inside scanned images. OCR works using a form of artificial intelligence known as pattern recognition to identify individual text characters on a page, including punctuation marks, spaces, and ends of lines.

OCR can be performed in three scenarios:

Automatic OCR runs automatically each time you perform a new scan, unless you change the scanning presets.

Manual Run OCR manually for documents that were scanned using another program.

Indexing Indexing is a system service that helps you to quickly find files on your computer using text searches. When you perform OCR on Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) files, recognized text is available to the index, making it possible to find relevant TIFF and MDI files when you search. You can index any and all TIFF and MDI files on your computer.

- Setting OCR options
- Optimizing OCR accuracy

About indexing text in TIFF and MDI files

When Microsoft Office Document Imaging performs optical character recognition (OCR) on a scanned document, the text is stored within a Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file when you save it.

This text is available not only when you open the document in Office Document Imaging, but also when you search for files using other Microsoft Office programs, or when you use Microsoft Windows search features.

The indexing service

Indexing is a special service that enables fast file searches on your computer. Text found in files on your computer is added to the index, which also stores a reference to the file where the text was found.

Without indexing, you can search for words only in TIFF or MDI files that have had OCR performed on them— either automatically at scan time, or manually from the **Tools** menu. With indexing, you can search for any TIFF or MDI file based on the words it contains.

The indexing service is part of the operating system in both Windows 2000 and Windows XP and the resulting index is used by the search features in both Windows and Office. For information about controlling the indexing service in Windows, see Microsoft Windows Help.

If the indexing service is turned off, only the following text is available in TIFF and MDI files that have not had OCR performed on them: the file name itself and any file properties that might be available.

Indexing TIFF files without embedded OCR information

OCR is automatically performed on other TIFF and MDI files that exist on your computer, making the text available to the indexing service for file searches. In this case, the OCR text is stored only in the index, not within the TIFF or MDI files. This process takes several seconds per TIFF or MDI file encountered.

To turn off automatic indexing

1. Click **Options** on the **Tools** menu, and then click the **OCR** tab.

2. Click **Indexing Service**, and then clear the **Use OCR to** recognize the text in TIFF and MDI files when indexing check box.

Indexing in other languages

If you want to index documents in languages other than your computer's default language, you can select a dictionary from the **OCR Language** list in the **Indexing Service** dialog box.

Change the language for optical character recognition

The optical character recognition (OCR) feature of Microsoft Office Document Imaging can recognize text in any installed language.

- 1. On the **Tools** menu, click **Options**, and then click the **OCR** tab.
- 2. In the **OCR Language** box, select the language you want to use.

Change the default language setting

About upgrading Optical Character Recognition

Special offer for Microsoft Office Document Imaging customers

As a Microsoft Office Document Imaging customer, you are entitled to upgrade to ScanSoft's OmniPage Pro OCR software at a special price. To learn more about OmniPage Pro OCR and how it can enhance your scanning capabilities, visit ScanSoft's Information Page (http://www.scansoft.com/omnipage/officexp.asp.)

Why upgrade?

When scanning documents with Microsoft Office Document Imaging, you can capture the words from a page, but you lose the layout and format of your original document. With OmniPage Pro OCR, your scanned documents retain their original formatting. Simply drag the document directly to your favorite Microsoft Office application, and you've got a fully formatted, editable file!

ScanSoft's OmniPage Pro achieves an accuracy rate of over 99%. It allows you to scan documents directly into Microsoft Office applications with just the click of a button, which makes the conversion of paper to editable text so fast and simple that you'll use it instead of retyping. This means you save time. No retyping, correcting, or reformatting— you simply scan and go!

About ScanSoft's OmniPage Pro OCR

Features and benefits:

ScanSoft's most powerful recognition engine has a proven accuracy rate of better than 99%.

True Page® retains color pictures, graphics, illustrations, and artwork, and accurately places them into the digital document.

ScanSoft's intuitive, user-friendly interface makes scanning simple. You can:

Scan paper spreadsheets directly into Microsoft Excel.

Convert documents into Microsoft Word format.

Switch paper documents into HTML by using Microsoft FrontPage.

Add paper documents to your Microsoft PowerPoint presentations.

Powerful table-editing tools improve accuracy and give you more flexibility and control when working with cells. Word tables convert as true cell tables!

ScanSoft's AutoOCR Toolbar™ guides you through the entire optical character recognition process.

Voice Read-Back allows you to double-check for errors before exporting to Word, Excel, or another text-based application by reading OCR results aloud to you. Voice Read-Back uses the Microsoft Speech Application Programming Interface (SAPI), the most widely supported speech API in use today.

The benefit of using ScanSoft's OmniPage Pro? Less editing. Less proofing. Less work. More speed. They're results you really have to see to believe!

To order the upgrade, visit ScanSoft's Information Page (http://www.scansoft.com/omnipage/officexp.asp) or call 888-781-1189.

ScanSoft, Inc. 9 Centennial Drive Peabody, MA 01960 www.scansoft.com

About Reading view

Reading view is a special viewing mode that makes it easier to read scanned documents on the screen. When activated, Reading view presents the current document and hides most nonessential screen elements, including the Microsoft Windows taskbar.

To switch to Reading view, click Reading View on the View menu.

- ▶ The Reading View menu
- Navigating in Reading view
- Selecting text in Reading view
- Closing Reading view

Note To provide an unobstructed reading area, the mouse pointer is hidden until needed. When you stop moving the mouse, the pointer disappears after five seconds. To show the pointer again, move the mouse.

About the page pane

Use the page pane to view a representation of each page in a Microsoft Office Document Imaging document at an easily readable size. When you click an image in the thumbnail pane, that page appears in the page pane.

You can view or hide the page pane by opening the **View** menu and then clicking **Page Pane**.

- Thumbnail pane
- Page pane

You can select and copy text in the page pane. Dragging the mouse in the page pane selects any recognized text within the selection. Only whole words are selected. If only part of a word lies within the selected text, the entire word is selected.

Note You can select text in the page pane only if optical character recognition (OCR) has been performed on a document.

Selecting text in the page pane

After OCR has been performed on a document, you can select text in the page pane by dragging, just as you can in other Microsoft Office programs.

When you drag the mouse to select text, only whole words are selected. If you drag across the middle of a word, the entire word is selected, even if it falls partially outside the selection rectangle.

The selected text is actually contained in a hidden layer, separate from the document image. You can select and copy text in this layer just as you can in a text document.

- Copying text or images
- Copying and cutting pages
- Rotating pages

About the thumbnail pane

Use the thumbnail pane to select a page in a document for viewing in the page pane or in Reading view. When you click an image in the thumbnail pane, that page appears in the page pane.

You can show or hide the thumbnail pane by clicking **Thumbnail Pane** on the **View** menu.

- _. . .
- Thumbnail pane
- Page pane
- Sizing the thumbnail pane
- Sizing thumbnails
- Rearranging thumbnails

Select a page thumbnail

In the thumbnail pane, you can select page images to view, copy, or delete.

- ▶ Select a thumbnail
- Select a series of thumbnails
- Select thumbnails not in a series

Go to a specific page

You can quickly jump to any page in a multi-page scanned document.

- 1. On the **Edit** menu, click **Go To Page**.
- 2. Select or type the number of the page you want.
- 3. Click **OK**.

View an open document

You can view any or all open documents in Microsoft Office Document Imaging.

- Switch to an open document
- View all open documents

View page thumbnails

Use the thumbnail pane to navigate through multi-page documents.

- 1. On the **View** menu, click **Thumbnail Pane** if it is not already selected.
- 2. On the **View** menu, click **Thumbnails**, and then click the size you want. The default size is **Medium**.

▶ Tip

Change the display size or on-screen position of a page

You can zoom to change the size of images displayed in the page pane, or pan to change the on-screen position of pages in documents that are displayed at a large zoom percentage.

- ▶ Change the display size of a page
- ▶ Change the on-screen position of a page

About scanning

Microsoft Office Document Imaging combines and manages the separate tasks of scanning documents and performing optical character recognition (OCR) on scanned documents. In most cases, Office Document Imaging streamlines these tasks by controlling the scanner software and initiating the OCR process without further intervention.

Scan presets

When you scan a new document, Office Document Imaging provides several presets, offering easily selectable settings for common scanning tasks. Each preset is optimized for different scanning needs. You can customize presets, or you can create your own presets for specific purposes. Built-in presets include the following:

Black and white Scans in monochrome at 300 dots per inch. This preset is designed for optimum OCR results when scanning black text on white paper, or when scanning line art. Scanning is faster than with other presets, and the resulting image files are small.

Black and white from color page Scans in grayscale at 300 dots per inch, but saves the resulting file in monochrome format. This preset is designed to provide maximum text resolution for OCR when scanning difficult originals containing colored backgrounds or colored text.

Grayscale Scans in grayscale at 200 dots per inch. This preset is useful when scanning pages containing continuous-tone, black and white images (such as photographs) and text, or colored text. This preset creates somewhat larger image files.

Color Scans in color at 200 dots per inch. This preset is designed for scanning full-color documents. Scanning is slower, small text may not be legible enough for OCR, and the resulting image files are large.

In addition to resolution and scan type, each preset controls the following settings:

Page size

Default folder for saving files

Language used for OCR

Save multi-page documents together or as separate pages

Automatically perform OCR after scanning

Automatically create file names

Automatically adjust pages scanned upside down or out of alignment

Scanner drivers

If possible, Office Document Imaging manages the scanning process for you. If you want to adjust settings yourself, you can choose to display your scanner driver dialog box each time you scan. To do so, click **Scan New Document** on the **File** menu, click the **Scanner** button, and then select the **Show scanner driver dialog before scanning** check box. If this option is not available, Office Document Imaging displays your scanner driver dialog box each time you scan.

Automatic document feeders

Automatic document feeders (ADFs) operate in different ways, depending on the type of scanner. Flatbed scanners sometimes have add-on feeder attachments, while multi-function scanners usually have integral feeders. The first time you scan, Office Document Imaging detects the ADF for you.

Notes

If you want to check your settings or turn off ADF support, click **Scan New Document** on the **File** menu, click the **Scanner** button, and then select or clear the **Use automatic document feeder** check box. If this option is not available, Office Document Imaging displays your scanner driver dialog box each time you scan.

When scanning multi-page documents using an ADF, Office Document Imaging usually combines all the scanned pages into a single file on disk. If you prefer to save each page separately, click **Scan New Document** on the **File** menu. In the **Scan New Document** dialog box, click **Preset options**, and then either click **Create new preset**, type a name for the new preset, and then click **OK** or click **Edit selected preset**. On the **Page** tab of the **Preset Options** dialog box, select the **Save each page** as a separate document check box.

TWAIN-emulation drivers will not appear in the **Scanner** list in the **Choose Scanner** dialog box.

Work with scanning presets

Presets are collections of settings used to initiate specific types of scans. When you create or edit a preset, you control the settings for that preset only. All other presets remain unaffected. This way, you can create presets for specific purposes. Microsoft Office Document Imaging comes with several built-in presets for common scanning tasks.

- Edit an existing preset
- Create a new preset
- Delete a preset

Scan a document

You can scan double-sided documents, multi-page documents, or multiple single-page documents in one continuous operation. You can save the individual pages in a single Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file, or you can save each page as a separate file.

When you scan and perform optical character recognition (OCR) on color documents or photographs, you can optimize scanner settings either for accuracy (when scanning for text recognition) or for maximum resolution (when scanning photographs).

- Scan a single-page document
- Scan multiple pages into a single file
- Scan multiple pages into separate files
- Scan a color document
- Scan a color photograph

Scan a document of poor quality

You can use scanning presets to maximize the accuracy of optical character recognition (OCR) on documents of poor quality, whether they are in color or black and white.

- Scan a document for optimum OCR
- ▶ Increase the scanning resolution

Scan a foreign-language document

By default, Microsoft Office Document Imaging performs optical character recognition (OCR) automatically when you scan a document, using your computer's normal language settings. Office Document Imaging can perform OCR on documents in any installed language dictionary.

- ▶ Scan and recognize text in a foreign-language document
- ▶ Recognize text in a previously scanned foreign-language document

Align scanned images

Use this procedure to correct the orientation of pages that were scanned upside down, sideways, or out of alignment.

- 1. On the **Tools** menu, click **Options**, and then click the **OCR** tab.
- 2. Select the **Auto rotate** and **Auto straighten** check boxes, and then click **OK**.
- 3. On the **Tools** menu, click **Recognize Text Using OCR**. If you've already performed optical character recognition (OCR) on the current document, a confirmation message appears.

▶ Tip

About finding text

Use the Microsoft Office Document Imaging **Find** command on the **Edit** menu to locate specific words, word fragments, phrases, or punctuation marks in a scanned document. When text is found, it is highlighted in the page pane, which scrolls multi-page documents to the appropriate page. Each time you click **Next** or **Previous**, additional occurrences of the text are highlighted in the page pane.

Before you can find text in a scanned document, optical character recognition (OCR) must be run on that document. To find text in an annotation, the annotation must be made a permanent part of the document, and OCR must be run again on the document.

If the **Use OCR to recognize the text of the scanned image** check box on the **Processing** tab of the **Preset Options** dialog box is selected for a preset, text recognition is automatically performed on any documents that you scan using this preset.

After text is recognized, it is stored in the Tagged Image File Format (TIFF) or Microsoft Document Imaging Format (MDI) file when you save the document. If you then edit a TIFF file that you saved in Microsoft Office Document Imaging using another program, the text is lost and you must perform OCR on that file again.

Find text

You can search a Microsoft Office Document Imaging document for specific text. Before you can find text, optical character recognition (OCR) must be run on the scanned document. To find text in an annotation, the annotation must be made a permanent part of the document, and OCR must be run again on the document.

- Find text
- Reuse a previous search

Notes

The **Find** command is case-insensitive, treating uppercase and lowercase characters the same.

By default, leading spaces and trailing spaces are ignored. To change this, click the **Options** button in the **Find** dialog box. Under **Ignore**, clear the **Whitespace characters** check box.

Common OCR errors are ignored. For example, the letter combination "rn" is often incorrectly recognized as "m," so the **Find** command will locate both. However, this can occasionally cause false matches.

Troubleshoot annotations

- ▶ I can't select multiple annotations
- ▶ I can't copy annotations
- ▶ Other people can't view annotations in my document

Troubleshoot scanning

- ▶ The scanned text of my document is hard to read.
- My scanned photos or artwork are of poor quality.
- ▶ When I run optical character recognition (OCR), there are too many text-recognition errors.
- Scanning a document takes too long.
- My scanned files are too large.
- ▶ I can't select text in a scanned document.
- ▶ The automatic document feeder doesn't work.
- ▶ I can't scan multiple pages into the same file.