



## **PREFACE**

Welcome to Xerox Imaging Systems' **TextBridge™**, OCR for Windows™. TextBridge incorporates powerful **optical character recognition** technology and an easy-to-use interface so you can quickly convert hard copy and on-line images into formatted text files.

Files produced by TextBridge are compatible with a variety of word processing, desktop publishing, data base, and spreadsheet applications.

Before going on to find out more about TextBridge, please read this preface, as it describes these important items:

- About this manual
- Documentation conventions
- Related publications
- Customer support

## **ABOUT THIS MANUAL**

This user's guide includes introductory and procedural information designed primarily for non-technical users. However, you should be familiar with the management and operation of your personal computer (PC) and Microsoft Windows, version 3.1.

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**Note** This manual should provide all the information you need to operate TextBridge. However, Xerox Imaging Systems invites your comments about the information provided here. Please fill out the accompanying registration card and mail it as directed to Xerox Imaging Systems, Inc.

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## Organization of this manual

This manual is designed mainly as a reference tool with many practical tips. It is organized as follows:

- Chapter 1, “Overview,” discusses TextBridge features and benefits, the TextBridge Help system, and how to proceed with installing and using TextBridge.
- Chapter 2, “Installation,” provides complete information about installing TextBridge and configuring your PC for using the application.
- Chapter 3, “Using TextBridge,” provides step-by-step procedures to process hard copy and on-line document images to usable text files on your PC.
- Chapter 4, “Tips and Techniques,” provides practical suggestions for getting the best performance from TextBridge. It also describes the use of TextBridge OCR from within other applications.
- Appendix A, “Troubleshooting and Error Correction,” describes common problems that you can encounter during TextBridge installation, system configuration, and operation. It recommends a solution for each of the problems. It also lists the error messages that can be generated during TextBridge operation and suggests ways for correcting the errors.
- The “Glossary of Terms” defines words, phrases, and concepts used in this manual.

This manual also provides a comprehensive index for quickly locating the information you need.

## Documentation conventions

As described in Table P–1, TextBridge documentation uses certain graphical elements and formatting to emphasize information and denote meaning in text.

**Table P–1.** Documentation Conventions

Convention	Description
<b>bold</b>	Introduces a new term, or the first use of an important term in a chapter; also sometimes used to denote strong in-line emphasis.
<i>italic</i>	Denotes titles of other manuals or books. Also used to denote generic representations of file name entries in examples, for example,  <i>filename.tif</i>
monospace	Denotes examples, menu text, actual file names or messages that appear on the computer screen.
“ ” (quotes)	Denotes titles of chapters and sections in this manual. Also used for values that you may type into a menu. For example:  Enter a number from “1” to “10” ...
+	Introduces <b>tips</b> that provide useful information about a procedural step or system function.
<b>Note</b>	Introduces information of note about the current subject.

## RELATED PUBLICATIONS

Refer to the *TextBridge Quick Reference* card for capsule summaries of TextBridge operation.

Refer also to the on-line *Release Notes* included with the product.

- + The *Release Notes* document, in Microsoft Write format, is included on the TextBridge installation disks. After you install TextBridge, the *Release Notes* document automatically appears in the TextBridge OCR program group under the Windows Program Manager:



Double-click the icon to view up-to-date information that is not in the standard documentation set. Please read the *Release Notes* carefully before proceeding with TextBridge operation.

TextBridge provides drivers for a number of popular desktop scanners. Refer to the scanner manufacturer's documentation for complete information on the scanner.

Finally, refer to Microsoft's *Windows 3.1 User's Guide* for information about operating and configuring Windows on your PC.

## CUSTOMER SUPPORT

If you should experience problems with TextBridge that you cannot resolve, do the following:

First, consult Appendix A of this manual for troubleshooting information, and a list and description of errors and suggestions to correct them.

If you purchased TextBridge from a Xerox Imaging Systems' authorized reseller, and you cannot resolve the problem, call the reseller for assistance.

If you should need to call, be ready to provide:

- your software registration number (the serial number on Disk 1 of the original TextBridge installation diskettes)
- a description of the steps that led up to the problem
- if TextBridge generated an error message, a verbatim description of the error message (and/or number)