

Xerox Customer Education

CentreWare 5.5 Scanning to Desktop (Operator) Training Course

Course Purpose

The course is designed to teach you all aspects of operating and achieving best productivity from the connected Document Centre ST

Who Should Attend?

The course is aimed at Operators responsible for managing scan jobs, utilising CentreWare software. Xerox Document Centre Operator Training knowledge and PC literacy would be useful, but not essential as a pre-requisite to the course. Your Instructor can tailor the course to your requirements

How is the course run?

The course is carried out on your premises. Maximum duration is ½ day

How many students will there be?

Maximum of 4 per course

PRE-REQUISITES

- **SCANNING MUST HAVE BEEN SET UP AND INSTALLED**
- **TEMPLATES SHOULD HAVE BEEN CREATED FOR THE USERS**
- **PAPERPORT, OMNIPAGE AND THE IMAGE RETRIEVER MUST HAVE BEEN INSTALLED AND CONFIGURED ON THE CLIENT WORKSTATIONS**

What topics will be covered?

Only the Windows version of the software is covered on this course

Basic Scanning

- Using the Scan Options at the Document Centre to Scan to the repository
- Importing scans into PaperPort or setting up PaperPort to open automatically using the Image Retriever
- Using the basic features of PaperPort to Annotate, Edit and File scanned documents
- Using PaperPort to place scans into other applications (No training on the applications themselves)
- OCR Into Word Processing applications using OmniPage
- Using OmniPage to improve OCR activities