

## Converting Images to Full-Text in Summation

### Summation Express/Pro

- “OCR on fly” is now part of the initial load process of images.
  1. The option to have OCR must be selected in the Processing Option Settings when a database is created.
  2. The OCR process generates text from graphic files and then indexes the content so extracted text can be searched, labeled, and so forth.

### Summation iBlaze

- “OCR on the fly” can convert image to text file from the Image Viewer, or Column View in iBlaze.
- Converting Images from Image Viewer
  1. Locate the document image that you want to convert.
  2. Double-click **Image Viewer** in the **Case Tools** area of the **Case Explorer**.  
The **Image Viewer** is opened and displays the image.
  3. Right-click the image and select **OCR Current Document**. The OCR process begins, and the **OCRing Document** window is displayed. The **Done** button is added to the window when the process is complete. (During the process, a **Cancel** button is displayed, which you can click to stop the process.)
  4. Click **Done**.
  5. Double-click **ocrBase** in the **Case Explorer** to view the full-text document.
- Converting Images to Full-Text from the Column View
  1. Double-click **ocrBase** in the **Case Explorer** to view the full-text document.
  2. Locate the document image(s) that you want to convert.
  3. Mark the records of the images that you want to convert. Optionally, you can mark the records that you DO NOT want to convert instead.
  4. From the **Summary** menu, select **Marking Options** and **OCR Marked Documents**.  
The **OCR these Documents** dialog is displayed.
  5. Specify whether you want to convert:
    - A) **All <Total number of summaries in the record set> Summaries**
    - B) **<Number of marked summaries> Marked Summaries**
    - C) **<Number of unmarked summaries> UnMarked**
    - D) **Summaries**
  6. Click **OK**. The image is converted.
  7. Double-click **ocrBase** in the **Case Explorer** to view the full-text document.
- Converting Images to Full-Text from Form View
  1. Locate the document image(s) that you want to convert.
  2. Mark the records of the images that you want to convert. Optionally, you can mark the records that you DON'T want to convert instead.

3. From the **Summary** menu, select **Marking Options** and **OCR Marked Documents**.  
The **OCR these Documents** dialog is displayed.
4. Specify whether you want to convert:
  - A) **All <Total number of summaries in the record set> Summaries**
  - B) **<Number of marked summaries> Marked Summaries**
  - C) **<Number of unmarked summaries> UnMarked**
  - D) **Summaries**
5. Click **OK**. The image is converted.
6. Double-click **ocrBase** in the **Case Explorer** to view the full-text document.