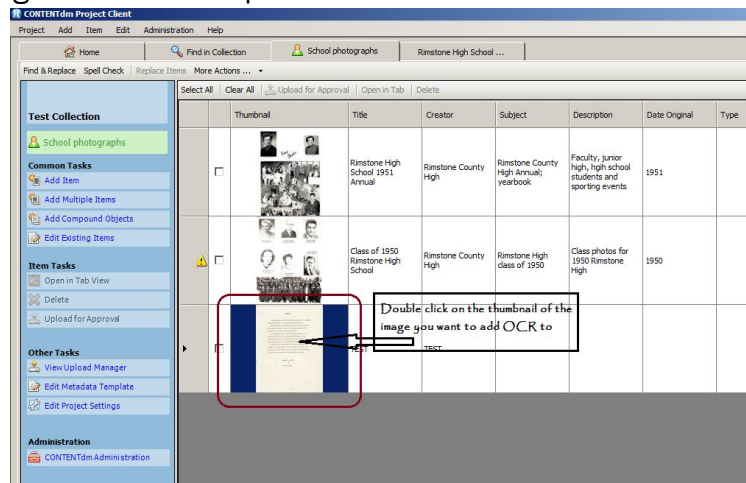
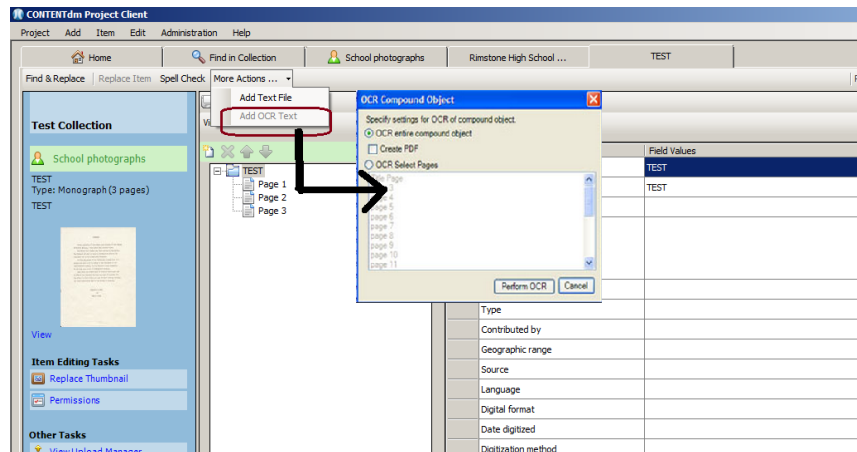


Adding OCR Text to MMP Documents

1. First, complete steps 1-8 on page 5 of the guide Introduction to CONTENTdm's Project Client (Add a Compound Object [Without Hierarchy]. Metadata can continue to be edited (this is step 9) *before or after* you add OCR text. This is your choice with whichever order works best for you.
2. You will add OCR text to one compound object at a time. To do so,
3. Open the Project View and double click on the thumbnail of the image you want to add OCR text to. The below image shows this step.



4. When the Item Edit Tab is opened (this is where you see only the compound object you double clicked on), click **More Actions** and in the drop down, select **Add OCR Text**. Select **OCR entire compound object** and then **Perform OCR**.



5. A progress screen will display while OCR processing takes place.
6. The OCR text is added to the item metadata field of "Transcript"
7. You can still continue to edit metadata if you wish.