ABBYY®

ABBYY FineReader 14
Full Feature List

Productivity and Ease of Use

Working with PDF NEW

Read and search

Review and comment

Text extraction and quotation

Edit and modify

Form filling

Security

Prepare document for digital archiving

Create and merge

Batch PDF processing

Document Conversion

Quick conversion

Convert to editable formats

Convert to PDF

Convert to other formats

Batch conversion

Advanced conversion capabilities

Recognition areas detection

Results verification and correction

Scans and photos pre-processing

Customize recognition for specific tasks

Set up import and export options

Benefits of OCR project

Automate conversion

Hot Folder tool

Customizable automated user tasks

Compare documents NEW

Compare two documents

Review changes

Save and share results

Technologies

OCR (Optical Character Recognition)

Document layout and structure retention

ABBYY Screenshot Reader

(bonus for registered users)

Installation

Productivity and Ease of Use

All-in-one software application for OCR, document conversion, working with PDFs and document comparison	●
Easy-to-use task-oriented interface designed for different tasks — from quick document conversion to convenient PDF editing and advanced OCR	●
Quick execution of the most common tasks by handily organized shortcuts in Start window ("New Task")	●
Direct scanning of paper documents for editing or conversion with built-in scanning interface	●
Multiple user-interface and help system languages	[24 interface languages](#) [1]
High-speed conversion of multi-page documents with productive multi-core processing	●
Compliance with accessibility standards (Section 508)	●

Working with PDF `NEW`

READ AND SEARCH

Open and view PDF documents	●
Ability to set FineReader 14 as a default PDF viewer	●
Setting different viewing modes incl. the "Full Screen Mode" for reading	●
View content of PDF: pages, attachments, metadata, comments etc.	●
Navigate inside PDF document using pages thumbnails and bookmarks; adding bookmarks to a page, specific place or phrase in a PDF	●
Ability to search in PDF file of any type including image-only PDF scans	●
Ability to search for information contained inside any part of PDF: body text, comments, bookmarks, and metadata	●
Print PDF documents	●

REVIEW AND COMMENT

View, add, delete and manage comments directly in PDF files	●
Add comments to PDF documents using mark-up tools (highlight, underline, strikethrough or insert text) and drawing tools (such as ink, lines, arrows, circles, clouds etc.)	●
Search for keywords in any type of PDF file and easily mark-up results manually or automatically	●
Add, create and manage stamps	●
Track discussions by adding comments and replying to them	●
Assign statuses to comments (such as „accepted", „rejected", „canceled", „completed")	●

TEXT EXTRACTION AND QUOTATION

Copy text, images and tables directly from scanned, searchable or digital PDFs to clipboard with formatting and structure preserved	●
Adjust table separators before copying table (move, add, delete separators, merge and split cells)	●

EDIT AND MODIFY

Edit text within a line in any type of PDF file, including scans	●
Add new text in PDF file of any type	●
Change text font, size, style, color and writing direction	●
Add and edit hyperlinks	●
Work with images inside PDF: delete, resize, move and rotate pictures and insert new ones (for digital PDF)	●
Add and delete watermarks	●

Erase areas of an image or any area on page using the Eraser tool with background color auto-detection	●
Enhance image pages including skew correction, image resolution and page orientation	●
Manage pages: rearrange pages, add, delete, rotate pages manually or use automatic correction of page orientation	●
Add pages from other documents (PDF, images, Office documents etc.), scanner, or add blank pages	●
Manage metadata: add, edit, or delete document properties such as authors, keywords etc.	●
Work with attachements: view, add, rename, delete or save them as separate files	●

FORM FILLING

Fill in interactive PDF forms	●
Insert facsimile signatures or digital signatures into special form fields	●
Import/export PDF form fields data (using .fdf files)	●

SECURITY

Password protection support (40-bit RC4, 128- or 256-bit AES encryption passwords) to control access to PDF document content	●
Add password protection to prevent PDF document opening, editing, printing, copying text and other content	●
Add one or multiple digital signatures	●
Automatic digital signatures validation when opening PDF file	●
Redact sensitive information from PDF document such as confidential text fragments, logos etc.	●
Search and automatically redact words in the entire document (including document text, comments and metadata)	●
Remove hidden information such as metadata, text layers, comments, bookmarks etc. from the whole document simultaneously	●

PREPARE DOCUMENT FOR DIGITAL ARCHIVING

Reduce PDF document size (as much as 20 times smaller[2])	●
Use MRC for raster pages compression	●
Create PDF/A documents for long-term archiving corresponding to ISO standard (all levels and versions of PDF/A are supported)	●
Add Bates Numbering to PDF pages inside PDF	●

CREATE AND MERGE

Create PDF and PDF/A from image, scans, Microsoft® Office files, PDFs and other formats:	PDF, TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS, DOC(X), XLS(X), PPT(X), VSD(X), HTML, RTF, TXT, ODT, ODS, ODP
Scan to PDF (incl. searchable PDF)	●
Enhancement of visual appearance of characters in scanned PDF with PreciseScan technology	●
Create PDFs directly from Windows Explorer	●
Create PDFs from any application with „print" function using virtual printer — PDF XChange 5.0 for ABBYY FineReader 14	●
Combine files of different formats into one PDF file	●

BATCH PDF PROCESSING

Process multiple PDF documents simultaneously to: • create PDF/A files • reduce file size using MRC compression • enhance images in image-only PDFs • use password protection • remove hidden data • change metadata	●
Batch processing of PDFs one-to-one	●
Merge batch-processed files into one PDF document	●

Document Conversion

Quick conversion

CONVERT TO EDITABLE FORMATS

Input various file formats, such as images, scans and PDFs, for conversion:	PDF, TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS
Save results to Office formats	DOC(X), XLS(X), PPTX, HTML, RTF, TXT, CSV, ODT
Document formatting retention profiles (when converting to Word, ODT, RTF): editable copy, exact copy, formatted or plain text	●
Keep/omit page headers and footers, pictures, etc.	●
Merge separate files into one document during conversion	●

CONVERT TO PDF

Create PDF documents from images, editable files, and any type of PDF:	PDF, TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS, DOC(X), XLS(X), PPT(X), VSD(X), HTML, RTF, TXT, ODT, ODS, ODP
Merge different file types into a single PDF file	●
Save to searchable PDF	●
Save as image-only PDF	●
Save to PDF/A for long-term archiving (all versions and levels are supported)	1a, 1b, 2a, 2b, 2u, 3a, 3b, 3u
Save to PDF using different export modes (text under image, text over image, text and pictures, image only)	●
Intelligent processing of PDFs - OCR is performed only if needed (i.e. on scanned PDFs)	●
MRC compression to optimize PDF file size	●
Create of PDF bookmarks based on detected headings	●
Password protection for PDF to secure from unathorized opening, editing, printing or copying text, images and other content	●

CONVERT TO OTHER FORMATS

Save to e-book formats:	EPUB and FB2
Export or save to DjVu for delivery of compact, high-quality files	●

BATCH CONVERSION

Batch conversion of multiple images, scans and PDFs to editable formats using the same settings	●
Batch PDF creation from different file formats at once using the same options	●
Ability to set preprocessing options for improving quality of images and OCR	●

Advanced conversion capabilities

RECOGNITION AREAS DETECTION

Automatic detection of document areas (text, table, image, background image, barcodes) ●

Adjust boundaries of recognition areas manually, change area type ●

Add, delete, move table separators, merge and split table cells ●

Specify cell type and properties, such as text orientation, images, language and numbers ●

Set a custom order of areas manually to control order of content in the output document ●

RESULTS VERIFICATION AND CORRECTION

Check recognition results, correct formatting and review overall document layout using built-in Text Editor ●

Systematic examination and easy correction of every uncertain character and non-dictionary words with Verify tool ●

Create, change or merge document font styles using the Style Editor ●

Easy page re-numbering after duplex scanning or splitting book pages ●

Find-and-Replace function extends ability to correct errors in the entire document ●

Integration with Microsoft® Word Custom Dictionary enables the creation of customized word lists for processing industry-specific documents ●

SCANS AND PHOTOS PRE-PROCESSING

Automatically applies a set of necessary pre-processing functions to images captured
with scanners or smartphones:

- Detect page orientation
- Straighten curved text lines
- Split dual pages
- Deskew
- Correct image resolution
- Remove color marks
- Invert colors
- Invert colors
- Convert to black and white
- Detect page edges*
- Whiten page background *
- Reduce ISO noise*
- Remove motion blur*
- Correct trapezoid distortions*

* extended pre-processing options especially for photos

●

Manual image editing to ensure better accuracy and visual appearance (available in Image Editor):

- Split images into multiple pages
- Clean background color and illumination
- Remove color stamps or color pen
  on basic business documents
- Rotate (90°, 180°, 270°) and flip images
- Crop pages
- Invert colors
- Correct image resolution
- Correct ISO noise
- Trapezium crop
- Correct blurred images
- Correct brightness and contrast
- Adjust levels
- Eraser tool

●

Apply changes in images to a defined page or pages — all pages, odd pages, even pages
and one or more selected pages ●

CUSTOMIZE RECOGNITION FOR SPECIFIC TASKS

Create and add custom dictionaries and languages ●

Use pattern training to recognize documents with non-standard characters, ligatures and fonts ●

Create, save and reuse area templates on documents with same simple structure ●

SET UP IMPORT AND EXPORT OPTIONS

Turn off automatic images pre-processing or recognition ●

Set the balance between OCR speed and accuracy using „thorough" mode for complex, bad quality scans
or „fast" — for documents with simple structure and good quality ●

Switch off detection of structural elements before export to desired format (such as headers and footers, pictures etc.)	●
Direct export to multiple applications and clipboard and use „Send to" option to continue working with the converted document or preview the result before saving	●

BENEFITS OF OCR PROJECT

Save current work as an OCR project and return to it later without re-recognizing	●
Merge files of different formats into one OCR project	●
OCR Project contains all recognition options including OCR languages, user dictionaries and templates for further work and is shareable	●

Automate conversion [3]

HOT FOLDER TOOL [4]

Create a „watched folder": designate a folder location to be monitored by FineReader and automatically process any file of supported format placed in it	●
Easy placement: input folder can be located on a local drive, network drive, FTP server or in mailbox attachments	●
Automatic recognition of e-mail attachments on arrival	●
Schedule conversion: define specific time to start a task or set task to run periodically	●
Automatic conversion of PDF, images (JPG, PNG, TIFF, etc.), scans (XPS, DJVU, etc.)	●
Save results to editable formats (DOC(X), ODT, XLS(X), RTF, PPTX, etc.), searchable PDF, images or as OCR-project for further editing and verification	●
Multiple output documents: create separate output documents in subfolders in the location monitored by a Hot Folder task	●
Manage Hot Folder tasks: run, stop, and delete several selected tasks simultaneously	●
High-productive processing: with up to 1.8x speed increase in Hot Folder with 4 processor cores (FineReader Enterprise) compared to 2 processor cores (FineReader Corporate)	●

CUSTOMIZABLE AUTOMATED USER TASKS

Create custom routine conversion tasks	●
Shareable custom tasks: custom tasks can be shared by FineReader users working with one document handling scenario (e.g. inside one company)	●

Compare documents [3] NEW

COMPARE TWO DOCUMENTS

Cross-format comparison of scans, images, PDF and text documents, between any two of:	PDF, TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS, DOC(X), XLS(X), PPT(X), VSD(X), HTML, RTF, TXT, ODT, ODS, ODP
Multilingual documents comparison	35 comparison languages
Detects differences in body text, headings and footers	●

REVIEW CHANGES

Displaying changes in text: text deleted, text added, replaced, and punctuation symbols	●
Synchronized view of changes in 2 documents	●

SAVE AND SHARE RESULTS

Save a version of your document as PDF with all text changes marked-up as comments	●
Save the list of changes in Word document	●
Copy any difference for further discussion	●

Technologies

OCR (OPTICAL CHARACTER RECOGNITION)

Exceptional OCR accuracy — up to 99.8% recognition accuracy[2]	●
Support of multiple OCR languages including a variety of languages with Latin and Cyrillic alphabets, Armenian, Greek, Chinese, Japanese, Korean, Hebrew, Arabic and more (48 with dictionary support)	192 OCR languages
Multilingual document recognition	●
Automatic detection of document languages: all languages with dictionary support except Asian languages	●

DOCUMENT LAYOUT AND STRUCTURE RETENTION

Retention of document layout including text, images, tables, background images, barcodes	●
Font and font style retention	●
Recognition of non-standard paragraphs such as vertical, color and inverted text	●
Preserving the structure of multi-page documents, including headers, footers, footnotes, text columns, numbered lists, heading structure, text flow between pages, etc. — thanks to ADRT® (Adaptive Document Recognition Technology®)	●
Re-creation of bullet points and numbering, converting to native Microsoft® Word lists	●
Retention of hyperlinks — detects links and converts them into hyperlinks	●
Recognition of 1-D and 2-D Barcodes	Supported barcodes

ABBYY Screenshot Reader (bonus for registered users)

Take screenshots and recognize texts on any area of your desktop	●
Various screen capturing options: select custom area, a window, whole screen or timed screen	●
Recognize multilingual texts on screenshots	●
Save recognition result as text, table or image file	●
Send the recognition results to clipboard, Word, Excel®, or as an e-mail attachment	●

Installation

Administrators can remotely install the software on multiple workstations via command line or using automation tools, such as Active Directory, SCCM	●
Roll-out using installation package with Automatic Activation — can be deployed company-wide with no need to activate each copy	●
Managing licenses in a network within the License Manager utility: assigning licenses to particular workstations, add new licenses, etc.	●
Terminal server support: can be installed and used on terminal servers with special type of license	●

[1] *Number of UI languages may differ in some region-specific versions of FineReader*

[2] *According to internal testing done by ABBYY*

[3] *Available in Corporate and Enterprise editions of ABBYY FineReader 14*

[4] *Processing documents within Hot Folder is limited to 5000 pages monthly and 2 CPUs (for FineReader 14 Corporate) and 10 000 pages monthly and 4 CPUs (for FineReader Enterprise). Batch conversion within main FineReader interface (New Task window) is unlimited.*