ABBYY® FineReader

Version 10
User's Guide

Contents

Introducing ABBYY FineReader

This chapter provides an overview of ABBYY FineReader and its features.
Chapter contents:

● What Is ABBYY FineReader

● What's New in ABBYY FineReader

What is ABBYY FineReader

ABBYY FineReader is an optical character recognition (**OCR**) system. It is used to convert scanned documents, PDF documents, and image files, including digital photos, into editable formats.

ABBYY FineReader advantages
Fast and accurate recognition

● The OCR system used in ABBYY FineReader lets users quickly and accurately recognize and retain the source formatting of any document (including text on background images, colored text on colored backgrounds, text wrapped around an image, etc.).

● Thanks to ABBYY's adaptive document recognition technology (**ADRT®**), ABBYY FineReader can analyze and process a document as a whole, instead of page by page. This approach retains the source document's structure, including formating, hyperlinks, e–mail addresses, headers and footers, image and table captions, page numbers, and footnotes.

● ABBYY FineReader can recognize documents written in one or several of **186 languages**, including Korean, Chinese, Japanese, Thai, and Hebrew. ABBYY FineReader also features auto–detection of document languages.

● What's more, ABBYY FineReader is largely immune to printing defects and can recognize texts printed in virtually any font.

● The program also includes a wide range of options for output data: documents can be saved in a variety of formats, sent by e–mail, or transferred to other applications for further processing.
Ease of use

● ABBYY FineReader's user–friendly and intuitive results–driven interface allows you to use the program without any additional training. New users can master the main functions in almost no time at all. Users can change the interface language directly in the program.

● **ABBYY FineReader Quick Tasks** include a list of the most frequently used tasks for converting scanned documents, PDF, and image files into editable formats, and make it possible to retrieve an e–document with one mouse–click.

● Seamless integration with Microsoft Office and Windows Explorer lets you recognize documents directly from Microsoft Outlook, Microsoft Word, Microsoft Excel, and Windows Explorer.

● FineReader also features a Help menu with examples that illustrate how to use the program to accomplish a number of complex conversion–related tasks.

What's New in ABBYY FineReader

Below are descriptions of the new features and updates in ABBYY FineReader.
Intelligent document processing

● **ABBYY's ADRT® technology**
ABBYY FineReader uses the revolutionary new Adaptive Document Recognition Technology **ADRT® 2.0**, which lets users analyze and process entire documents at once, instead of page by page.
Now, with ADRT technology, users can restore the document heading hierarchy and use it to construct an index. The restoration process for components of the logical document structure, such as headers and footers, footnotes, image and table captions, etc., is now improved. When recognition results are saved in Microsoft Word, these elements are reproduced not just as text, but as the appropriate Microsoft Word objects.

● **Automated image pre–processing**
ABBYY FineReader 10 can automatically preprocess digital images. When activated, the image preprocessing feature automatically decides what action to take depending on the input image type and applies the correction. Adjustments include removing noise from digital photos, deskewing, straightening text lines, and correcting trapezium distortions.
This type of processing considerably improves the quality of digital photos recognition.

● **MRC compression of PDF and PDF/A files**
If data are exported to PDF and PDF/A formats, users have option to use **MRC** (Mixed Raster Content), an advanced compression technology. This technology produces improved file compression results with no damage to the quality of the file. MRC is the best choice for processing color documents.

● **Language recognition**

ABBYY FineReader can recognize documents in **186 languages**, including Russian, English, German, French, Spanish, Italian, Swedish, Finnish, Bulgarian, Hungarian, Slovakian, Czech, Bashkir, Byelorussian, Kazakh, Ukrainian, Chinese, Japanese, Thai, and Hebrew.

The latest version also supports recognition of texts in Korean.

Ease of use

● **Auto–detection of document languages**

ABBYY FineReader uses the latest technologies to automatically detect document languages, making the program more user–friendly and improving recognition quality.

● **New Quick Tasks**

The expanded selection of quick tasks, including the most frequently used recognition tasks, lets you easily and quickly achieve the results you want. The input data can be provided as PDF documents, image files, digital photos, or scanned documents.

● **Enhanced interface**

The new results–driven interface of ABBYY FineReader 10 has been enhanced, making it even more user–friendly and intuitive.

● The new **New Task** window makes it easier to work with quick tasks.

● New toolbars provide access to basic commands.

● Keyboard shortcuts can now be customized, and the most frequently used tools are displayed on the quick access bar.

● **ABBYY FineReader features optimized performance on multi–core processors**

ABBYY FineReader runs efficiently on multi–core processors, which are featured in more and more personal computers today. This helps significantly accelerate document processing.

The ABBYY FineReader 10 Interface

ABBYY FineReader's user–friendly, intuitive, and results–driven interface makes it easy to use the program without any additional training. It takes new users almost no time at all to master the main functions.
ABBYY FineReader's interface can be customized.

You can customize your workspace to suit your individual needs.

● Change the window position and size

● Set up the the quick access bar for access to the most frequently used commands

● Set up the keyboard shortcuts — you can change the preset key combinations and add your own to run specific program commands

● Select your preferred interface language, etc.

Chapter contents:

● The Main Window

● Toolbars

● Customizing the ABBYY FineReader Workspace

● The Options Dialog Box

The Main Window

When ABBYY FineReader is started, the **main window** opens and the **New Task** window is used to execute ABBYY FineReader Quick Tasks.
The main window displays the ABBYY FineReader document that is currently open. For details, see ABBYY FineReader documents.
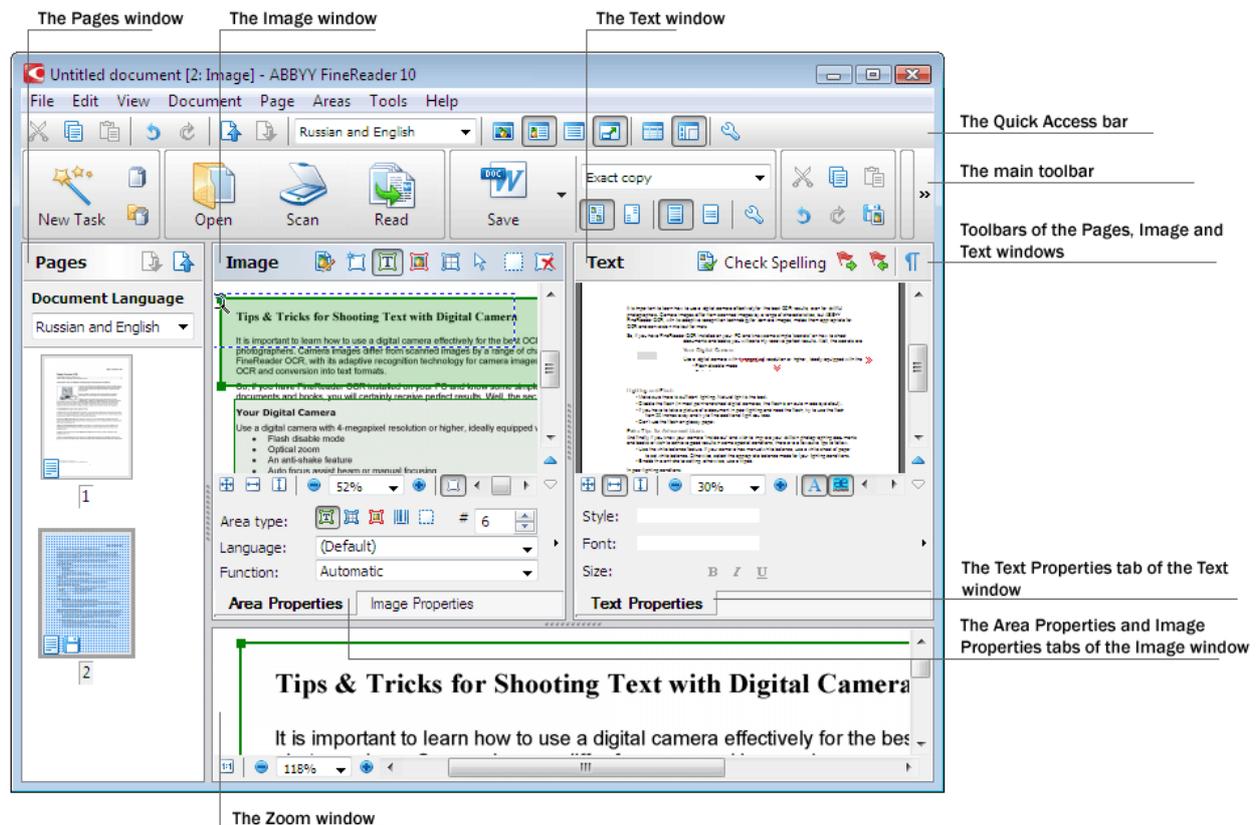
● In the **Page** window, you can view the pages of the current FineReader document. There are two page viewing modes: icons (which shows a small image) or a list of document pages and their properties. You can toggle between these modes from this window's shortcut menu, from the **View** menu, and the **Options** dialog box (**Tools**>**Options…**).

● The **Image** window displays an image of the current page. You can edit image areas, page images, and text properties in this window.

- In the **Text** window, you can view recognized text. You can also check spelling and format and edit recognized text in the Text window.

- The **Zoom** window displays an enlarged image of the line or processed image area currently being edited. While the **Image** window displays the general page view, the **Zoom** window provides an easy way to view the image in greater detail, adjust the area type and position, or compare uncertain characters with the enlarged image. You can change the image scale in the **Zoom** window from the panel [1:1 | ⊖ 187% ▼ ⊕] in the bottom part of the window.
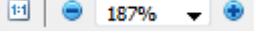
Window toggle keys

- Press **Ctrl+Tab** to toggle between windows

- Press **Alt+1** to activate the **Page** window

- Press **Alt+2** to activate the **Image** window

- Press **Alt+3** to activate the **Text** window

Toolbars

The main window of ABBYY FineReader features several toolbars. Toolbar buttons provide easy access to program commands. The same commands can be executed from the program menu or with keyboard shortcuts.

The **Main Toolbar** has a fixed set of buttons for all basic actions: opening a document, scanning a page, opening an image, recognizing pages, saving results, etc.

The **Quick Access Bar** can be customized by adding special buttons for virtually any command in the main menu. By default, this bar is not displayed in the main window. Todisplay it, select the **Quick Access Bar** under **View>Toolbars**, or from the main toolbar's shortcut menu.
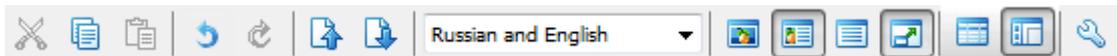
To customize the Quick Access Bar by adding or removing buttons used to access program commands:

1. Open the Customize Toolbars and Shortcuts dialog box. (Tools>Customize…)

2. On the **Toolbars** tab in the **Categories** field, select the desired category.
   Note. When a different category is selected, the commands on the **Commands** list will change according to the set of commands on the main menu.

3. Select a command from the **Commands** list and click the **>>** (or<<) button.
   The selected command will appear on (or disappear from) the toolbar's command list.

4. In order to save your changes, click the **OK** button.

5. In order to reset the Quick Access Bar to its default view, click the **Reset All** button.

You can find the toolbars for the **Pages**, **Image**, and **Text** windows in the top part of these windows with fixed button sets.

The **Document Messages Pane** displays error warnings and pop–up messages when the program is running. By default, the pane is displayed when the page is selected in the **Pages** window. You can browse through messages with the ◀ / ▶ buttons.

Page 2: Check the recognition language.

Delete
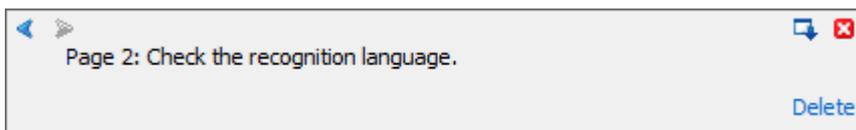
Customizing the ABBYY FineReader Workspace

- You can temporarily hide the windows you do not use. In order to hide/show windows, use the **View** menu options or keyboard shortcuts:

  - **F5** for the **Pages** window

  - **F6** for the **Image** window

- **F7** for the **Image** and **Text** windows

- **F8** for the **Text** window

- **Ctrl+F5** for the **Zoom** window

- You can change the window size by dragging the window spacers with your mouse.

- You can also change the position of the **Pages** and **Zoom** windows.Use the commands in the **View** menu or the window shortcut menu.

- You can customize the way warnings and error messages are displayed while the program is running. By default, warnings and error messages pop up when a page is selected in the **Pages** window. In order to display warnings and error messages in a pane docked to the bottom of the main window, click .

- To show/hide the **Properties** panel in the **Image** or **Text** window, right–click anywhere in the window and then select **Properties** from the shortcut menu. Alternatively, you can click at the bottom of the **Image** window or at the bottom of the **Text** window.

- Some window settings can be customized in **Options** dialog box on the **View** tab.

The interface language
The interface language is selected when ABBYY FineReader is installed. This language will be used to write all messages, and the names of dialog boxes, buttons, and program menu items will be displayed in this language. You can toggle between the interface languages in the program as it runs.

In order to do so, follow these instructions:

1. Open the **Options** dialog box on the **Advanced** tab (**Tools**>**Options…**).

2. Select the desired language from the **Interface language** drop–down menu.

3. Click the **Close** button.

4. Restart ABBYY FineReader.

The Options Dialog Box

The **Options** dialog box contains the settings you can use to manage options for opening, scanning, and saving documents in different formats, customizing the appearance of program windows, selecting your preferred language, and specifying the source document's print type, program interface language, and more.
Important! The options dialog box is under the **Tools**>**Options…** menu. It can also be accessed from the options toolbar, dialog boxes for saving data in different formats, the dialog boxes used to open images, and the toolbar's shortcut menu.
The dialog box has 6 tabs. Each tab contains options for certain program functions:

- **Document**
  Use this option to customize the following:

  - Document languages (the languages in which the input document is written)

  - The document print type

  - Document properties (the file name, author, and keywords)

- **Scan/Open**
  Use this option to customize the general options for automated document processing, and the settings for pre–processing images when scanning and opening documents, such as activating/deactivating the following:

  - Automatic analysis of document layout (identifying layout areas and types)

  - Automatic image conversion

  - Automatic image pre-processing

  - Automatic identification of page orientation

  - Automatic separation of facing pages
  You can also select your scanner driver and scanning interface.

- **Read**
  This option contains recognition settings:

  - Recognition can be set to either "fast" or "detailed".

  - You can also determine whether or not you wish to use a custom template during recognition.

- **Save**
  This option lets you select the format in which the output document will be saved:

- RTF/DOC/DOCX
  For details, see Saving in RTF/DOC/DOCX.

- XLS/XLSX
  For details, see Saving in XLS/XLSX.

- PDF
  For details, see Saving in PDF.

- PDF/A
  For details, see Saving in PDF/A.

- HTML
  For details, see Saving in HTML.

- PPTX
  For details, see Saving in PPTX.

- TXT
  For details, see Saving in TXT.

- CSV
  For details, see Saving in CSV.

- **View**
  This option contains:

  - Settings for the page view in the **Pages** (**Thumbnails** or **Details**) window

  - Options for the **Text** window, including the option to highlight uncertain characters and words (and the highlighting color), whether non-printable characters (e.g. line feed) should be displayed, and what font should be used to display plain text

  - The settings for the colors and thickness of borders enclosing various types of areas in the **Image** window

- **Advanced**
  This option contains settings for:

  - The selection of fonts used in the output document

  - The spell checker for recognized text

  - The path to the folder where user languages will be saved

  - Opening the most recently used document when the application starts up

  - The program interface language

  - The button used to save the current full option set into a file

  - The button used to load the full option set from a previously saved file saved

  - The button used to reset the option set to default options

Working With ABBYY FineReader

This chapter provides an overview of ABBYY FineReader: how to quickly produce an e–document in a format convenient for editing and use, and how to perform complex and nonstandard text–recognition tasks.
Chapter contents:

- ABBYY FineReader Quick Tasks
  - Primary Quick Tasks
  - Quick Tasks for Conversion Into a Microsoft Word Document
  - Quick Tasks for Converting a Document Into a Searchable Adobe PDF
  - Other Quick Tasks
- ABBYY FineReader Step–by–Step
  - Getting an Image
  - Recognition
  - Checking and Editing
  - Saving Results
  - Sending Results by e–mail
- ABBYY FineReader Document
  - General
  - Working With ABBYY FineReader Documents
  - Page Numbering in ABBYY FineReader Documents
- How to Incorporate Specific Features of Your Paper Document
- Image Acquisition Tips
- Tips for Improving OCR Quality
- Checking and Editing the Recognized Text
- Working with Complex–Script Languages
- Saving the Results in different formats

ABBYY FineReader Quick Tasks

Document processing with ABBYY FineReader often involves the same execution sequence, e.g., scanning and recognizing a document, and then saving the results in a particular format. In order to execute the most frequently used tasks, ABBYY FineReader features the Quick Tasks option in order to obtain recognized text with just a click.
Quick Tasks are launched from the **New Task** window, which opens by default after the application loads. If the **New Task** window is closed, click on the main toolbar and then the **New Task** button.

1. In the **New Task** window, select the desired task tab:

    ● Primary Quick Tasks

    ● Quick tasks for conversion into a Microsoft Word document

    ● Quick tasks for converting a document into a searchable Adobe PDF

    ● Other quick tasks

2. Select recognized languages from the **Document Language** drop–down menu. Additional options are available (at the bottom of the window) for automated tasks used to convert data into a Microsoft Word document or an Adobe PDF document.

3. Click the appropriate button for your automated task.

ABBYY FineReader tasks are executed subject to the settings customized in the **Options** dialog box (**Tools>Options…**). While an automated task is running, the screen shows the **task execution bar** with the task execution indicator, a list of automated task steps, tips, and warnings.
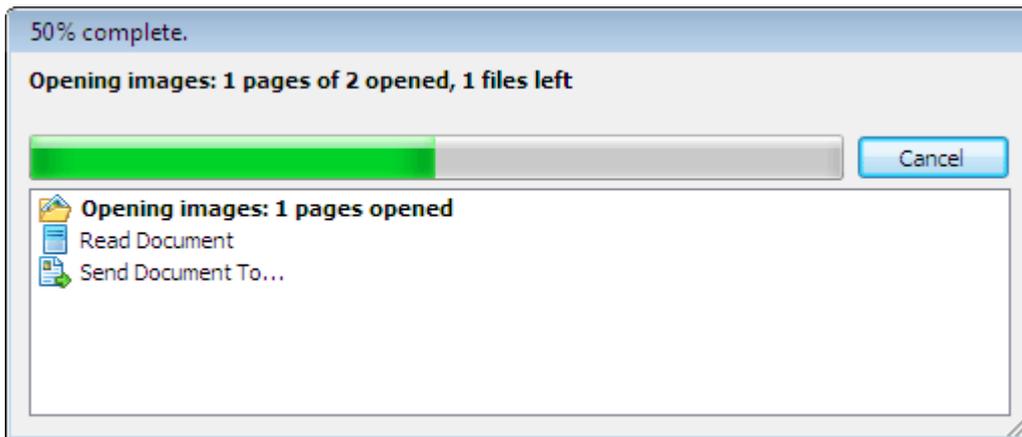
Note. In order to recognize documents with complex structures, you can customize and start each processing stage manually. ABBYY FineReader also includes the option to create your own custom automated tasks with the steps required for your custom jobs.

Primary Quick Tasks
Use the **Common** tab on the **New Task** window to access the most frequently used Quick Tasks in ABBYY FineReader.

1. Select document languages from the **Document Language** drop–down menu located in the upper section of the window.

2. Click the appropriate button for your task:

    ● **Scan to Microsoft Word** lets you scan any paper document and convert it into a **Microsoft Word** document.

    ● **Scan to Microsoft Excel** lets you scan any paper document and convert it into a Microsoft Excel table.

    ● **Scan to Searchable PDF Image** lets you scan any paper document and convert it into a searchable Adobe PDF document.

    ● **Scan to Image** lets you scan any paper document and save the images. When scanning is complete, the application will open the image saving dialog box.

    ● **Convert PDF/Image to Microsoft Word** lets you convert PDF documents and image files into a Microsoft Word document.

    ● **Convert Photo to Microsoft Word** lets you convert images from digital photos into a Microsoft Word document.

3. As a result, a new document with the recognized text will open in the application you have selected. When the **Scan to Image** task is completed, the image saving dialog box will open.

Important! When Quick Tasks are executed, the data are by default converted in line with the program's current settings. If you have changed the application settings, please re–run the task to retrieve the recognized text under the new settings.

Quick Tasks for Conversion Into a Microsoft Word Document
You can use the **Microsoft Word** tab in the **New Task** window to access ABBYY FineReader's Quick Tasks, which are used to convert images of any origin (scanned documents, digital photos, PDF and image files) into a Microsoft Word document for easy editing and use.
Important! You must have Microsoft Word installed on your computer to run the tasks in this group.

1. From the **Document Language** drop–down menu in the top part of the window, select document languages.

2. In the bottom part of the window, select the desired conversion settings:

- ● Document format saving mode

- ● Select **Keep pictures** if you need to retain the images in the target document.

- ● Select **Keep headers and footers** if you need to retain the headers and footers in the target document.

3. Click the appropriate button for your task.

- ● **Scan to Microsoft Word** lets you scan and convert a paper document.

- ● **Convert PDF/Image to Microsoft Word** lets you convert PDF documents and image files.

- ● **Convert Photo to Microsoft Word** lets you convert images from digital photos.

4. When the document processing is complete, a new Microsoft Word document containing the recognized text will open.

Important! When Quick Tasks are executed, data are by default converted in line with the program's current settings. If you have changed application settings, please re–run the task to retrieve the recognized text under new settings.

Quick Tasks for Converting a Document Into a Searchable Adobe PDF

Using the **Adobe PDF** tab in the **New Task** window, you can access ABBYY FineReader's Quick Tasks to convert images of any type (scanned documents, PDF and image files) into a searchable Adobe PDF document.
Important! You must have a PDF viewing application installed on your computer in order to run this group of tasks.

1. From the **Document Language** drop–down menu in the top part of the window, select document languages.

2. Select the **Compress into black & white PDF document** option in the bottom part of the screen to reduce the size of the PDF file by saving an image in black & white mode.

3. Click the appropriate button for your task:

- ● **Scan to Searchable PDF Image** lets you scan any paper document and convert it into a searchable Adobe PDF document in the **Text under the page image** mode.

- ● **Scan to Editable PDF Document** lets you scan any paper document and convert it into an Adobe PDF document in the **Text over the page image** mode.

- ● **Convert to Searchable PDF Image** lets you convert PDF documents and image files into an Adobe PDF document in the **Text under the page image** mode.

- ● **Convert to Editable PDF Document** lets you convert PDF documents and image files into an Adobe PDF document in the **Text over the page image** mode.

4. A new PDF document will open in the PDF document viewing application.

Important! When Quick Tasks are exected, data are by default converted in line with the program's current settings. If you have changed application settings, please re–run the task to retrieve the recognized text under new settings.
Tip. When saving your scanned document to PDF, you can set passwords to protect your PDF document from unauthorized opening, printing, or editing. For details, see PDF security settings.

Other Quick Tasks

Use the **Other** tab on the **New Task** window to access ABBYY FineReader's other Quick Tasks options.

1. From the **Document Language** drop–down menu in the top part of the window, select document languages.

2. Click the appropriate button for your task.

- ● **Scan to HTML Document** lets you scan any paper document and convert it into an HTML document.

- ● **Scan to Other Formats** lets you scan any paper document and convert it into any of the supported formats.

- ● **Convert PDF/Image to Microsoft Excel** lets you convert PDF documents and image files into a Microsoft Excel document.

- ● **Convert PDF/Image to Other Formats** lets you convert PDF documents and image files into any of the application's supported formats.

- ● **Scan** lets you scan a paper document.

- ● **Open** lets you open PDF documents and image files.

3. Depending on the task selected, a new document will open, or a dialog box with saving options will open. If a document is opened, it will contain the recognized text, and the images will be added to a FineReader document.

Important! When Quick Tasks are executed, data are by default converted in line with the program's current settings. If you have changed the application settings, please re–run the task to retrieve the recognized text under new settings.

ABBYY FineReader Step–by–Step

The process in which documents are added to ABBYY FineReader is made up of four stages. An image is retrieved, recognized, and checked, and the recognition results are saved. This section contains information about each of the four stages.

● Getting an Image

● Recognition

● Checking and Editing

● Saving Results

● Sending Results by e–mail

Getting an Image

To begin the OCR process, ABBYY FineReader needs to retrieve an image of your document. There are several ways to create an image, including:

● Scanning your paper document

● Opening an existing image file or PDF document

● Taking a picture of your text

Scanning paper documents

1. Make sure that your scanner is connected and turned on.
   Consult your scanner's documentation to ensure it is set up correctly. Be sure to install the software provided with your scanner. Some scanner models must be turned on before the computer is turned on.

2. Put the page to be scanned into the scanner. If the scanner is equipped with an automatic document feeder, you can put multiple pages into the scanner if you need to process a multi–page document.

3. Click **Scan**, or select **Scan Pages…** from the **File** menu.
   The scanning dialog box will open. Select the appropriate settings and start scanning. The scanned pages will be added to the **Pages** window in ABBYY FineReader.

Tip. Typical printed office documents are best scanned in greyscale at 300 dpi.
The quality of OCR results depends on the quality of the source document quality and the selected scanning options. Low image quality may affect recognition results. That's why it is important to correctly customize scanning settings and account for the features of the input document.

Opening image files and PDF documents
You can open files in PDF format and recognize finished image files (for details, see Supported Image Formats).
How to open an image or PDF file:

● In ABBYY FineReader, click Open, or select Open PDF File/Image… from the File menu.
   In the dialog box, select **Open image**:

   1. Select one or more images.

   2. Specify the page range for a multi–page document.

   3. Enable the **Detect page orientation** option to automatically detect the page layout when opening images.

   4. Activate the **Split dual pages** option to automatically split dual pages into separate images when opening images.

   5. Enable the **Enable image preprocessing** option to perform automated image preprocessing when images are opened.
   Note. When page images are opened or scanned for the first time, they are added to a new FineReader document displayed in the **Pages** window. Later, when the page images are opened or scanned, they will be added to the bottom of the open FineReader document.

● In **Windows Explorer**, right–click the appropriate image file and select **Open in ABBYY FineReader** from the shortcut menu.

● In **Microsoft Outlook**, select the e–mail message with the image or PDF attachments you wish to open, and then click on the toolbar. Select one file from the dialog box.

● In **Microsoft Outlook** or **Windows Explorer**, drag the desired image file into ABBYY FineReader's main window. The image will be added to the current ABBYY FineReader document.

Note. The author of a PDF file may choose to restrict access to it. For example, the author may create a password or restrict certain features, such as the ability to extract text and graphics. To adhere to copyright guidelines, ABBYY FineReader will ask you for a password to open such files.

Taking a picture of a text with a camera

ABBYY FineReader can perform OCR on images created with a digital camera.

1. Take a picture of the text.
   Note. Good quality photos are required for successful OCR results.

2. Save the photo to your hard disk.

3. Click on the **Open** button, or select **Open PDF File/Image…** from the **File** menu.

Recognition

ABBYY FineReader uses Optical Character Recognition technologies to convert document images into editable text. Before performing OCR, the program analyzes the structure of the entire document and detects the areas that contain text, barcodes, images, and tables.

ABBYY FineReader documents are by default recognized automatically under current program settings.
Tip. You can disable automatic analysis and OCR for newly added images from the **Scan/Open** tab of the **Options** dialog box (**Tools>Options…**).

To achieve the best OCR quality, select the appropriate options for the recognition language, recognition mode, and recognized text print type.
In some cases, the OCR process can be started manually. For example, if you disabled automatic recognition, manually selected areas on an image, or changed the following settings in the **Options** dialog box (**Tools>Options…**):

● The recognition language on the **Document** tab.

● The document print type on the **Document** tab.

● The recognition settings on the **Read** tab.

● Font matching on the **Advanced** tab.

To launch the OCR process manually:

● Click the **Read** button on the main toolbar, or

● Select **Read** from the **Document** menu

Tip. To recognize the selected area or page, use the appropriate options on the **Page** and **Areas** menus, or use the shortcut menu.

Checking and Editing

Recognition results are displayed in the **Text** window. Uncertain characters are highlighted in color in this window. This makes it easy to locate possible errors and quickly correct them.

You can edit the output document either directly in the **Text** window or with the built–in **Check Spelling** dialog box (**Options…>Check Spelling…**), which lets you browse through uncertain words, find spelling errors, add new words to your dictionary, and change the dictionary language.

ABBYY FineReader also lets you adjust the formatting of recognized text.

You can edit recognized text in the **Text** window with the buttons on the main toolbar and the **Text Properties** panel (via the shortcut menu of the **Text>Properties** window).
Note. When ABBYY FineReader performs OCR, it automatically detects the document's styles. All of the selected styles are displayed on the **Text Properties** panel. By editing styles, you can easily change the formatting of the entire text. ABBYY FineReader preserves all styles when saving text to RTF/DOC/DOCX formats.

Saving Results

Recognized text can be saved to a file, sent to the application of your choice, copied to the Clipboard, or sent by e–mail in any of the formats supported by ABBYY FineReader. You can save either the entire document, or selected pages only.
Important! Be sure to select the appropriate saving options before clicking Save.

To save recognized text:

1. Select the format saving mode on the main toolbar's drop–down menu.
   Document Format Saving Modes.

   ● **Exact copy**
     lets you obtain a document with formatting that corresponds to that of the original.
     It is recommended for documents with complex formatting, such as promotion booklets. Note, however, that this option limits the ability to change the text and format of the output document.

- **Editable copy**
produces a document in which the formatting may differ slightly from that of the original. Documents produced in this mode is easy to edit.

- **Formatted text**
retains fonts, font sizes, and paragraphs, but does not retain the exact spacing or locations of the objects on the page. The text produced will be left–aligned. Text read from right to left will be aligned on the right–hand side margin.
Note. Vertical texts will be changed to horizontal in this mode.

- **Plain text**
This mode does not retain text formatting.
Important! The list of available options may vary depending on the selected saving format.

2. On the **Save** tab of the **Options** dialog box, select the desired saving options and click **OK**.

3. Click the arrow to the right of the **Save** button on the main toolbar and select the appropriate option, or use commands from the **File** menu.

Note. ABBYY FineReader lets you save page images. For details, see Saving an Image of the Page.

Sending Results by e–mail

ABBYY FineReader lets you send your recognition results by e–mail in any of the formats supported by ABBYY FineReader.

To send a document:

1. Select **e–mail>Document** from the **File** menu.

2. In the dialog box, select:

   - The format in which the document should be saved

   - The pages of the document to be saved and sent: all pages, or only selected pages

   - File options

3. Click **OK**. An e–mail message will be created with the attached file(s). Simply specify the recipient and send the message.

You can also e–mail the images of document pages.

To send page images:

1. From the **File** menu, select **e–mail>Page Images**.

2. In the dialog box:

   - Select the format in which the document should be saved.

   - Select the page images to be sent: all of the pages, or only selected pages.

   - Select Send only selected areas if you need to send images of the selected page areas only.

   - Select Send as multi–page image file if you need to send images as a multi–page file.

3. Click **OK**. An e–mail message will be created with the attached file(s). Simply specify the recipient and send the message.

ABBYY FineReader Document

An ABBYY FineReader document contains both source document images and recognized text. Most program settings (e.g. the scanning and OCR options selected by the user, patterns, languages, and language groups) apply to the entire ABBYY FineReader document.

- ABBYY FineReader Document: General
Provides information on how page images are displayed in the **Document** window and how to customize the view of the **Document** window.

- Working with ABBYY FineReader Documents
Provides information on how to open, delete, and close an ABBYY FineReader document, how to add images to a document, and how to save a document or document options.

- Page Numbering in ABBYY FineReader Documents

General

A new ABBYY FineReader is opened by default when you start ABBYY FineReader. You can use it or open an existing ABBYY FineReader document.
All document pages are displayed in the **Pages** window. The page thumbnails in the **Pages** window are displayed according to the selected display mode.

To change the thumbnail display mode:

● Click **View**>**Pages Window**. Then select **Thumbnails** or **Details**.

● In the shortcut menu of the **Pages** window, select **Pages Window View**. Then select either **Thumbnails** or **Details**.

● On the **View** tab of the **Options** dialog box (**Tools**>**Options…**), in the **Pages Window** group, select either **Thumbnails** or **Details**.

To view a page document, click its thumbnail in the **Pages** window (in **Thumbnails** mode) or double–click its number (in **Details** mode). In the **Image** window you will then see the page image, and in the **Text** window, the recognition results (if the document was recognized).

Note: When opening FineReader documents created in earlier versions of ABBYY FineReader, the program attempts to convert them into its new format. As this conversion cannot be undone, ABBYY FineReader will prompt you to save the converted document under a new name. All recognized text will be lost in the process.

Working With ABBYY FineReader Documents

When working with an ABBYY FineReader document, you can do the following:

● **Create a new document**

   ● From the **File** menu, select **New FineReader Document**, or

   ● On the main toolbar, click

● **Delete a page from the current document**

   ● In the **Document** window, select the page you wish to delete and then select **Delete Page from Document** from the **Page** menu, or

   ● In the **Document** window, right-click the page you wish to delete and then select **Delete Page from Document** from the shortcut menu
To select several pages, hold down the CTRL key and click each of the desired pages in turn.

● **Open a document**
At launch, ABBYY FineReader automatically creates a new document.
Note. If you wish ABBYY FineReader to open the last document on which you were working in the previous session, select **Tools**>**Options…**, click the **Advanced** tab, and then select **Open the last used FineReader document at startup**.

   To open a document:

   1. From the **File** menu, select the **Open FineReader Document…**

   2. In the **Open Document** dialog box, select the desired document.

Note. You can also open an ABBYY FineReader document directly from Windows Explorer by right–clicking the desired document folder (document folders are displayed as) and selecting **Open with ABBYY FineReader** from the shortcut menu.

● **Add images to the current document**

   ● From the **File** menu, select **Open PDF File/Image…**

   ● In the **Open Image** dialog box, select the desired images and click **Open**. The selected images will be added to the document and their copies saved in the document folder.

Note. You can also add images directly from Windows Explorer:

   ● In Windows Explorer, select the desired image files, right-click the selection, and select **Open with ABBYY FineReader** from the shortcut menu.
   If ABBYY FineReader is running, the selected files will be added to the current document. Otherwise, ABBYY FineReader will be launched and the selected files will be added to a new document.

● **Save the current document**

   1. From the **File** menu, select **Save FineReader Document…**

   2. In the **Save Document** dialog box, type in a name for your document and specify a storage location.
   Note. Saving an ABBYY FineReader document will save the page images, the recognized text, the trained patterns, and the user languages (if any).

● **Close the current document**

● To close a page of the current document, select the page and then select **Close Current Page** from the **Document** menu.

● To close the entire document, select **Close FineReader Document** from the **File** menu.

● **Save the current document options**

To save the current document options to a file:

1. Select **Tools>Options…** and click the **Advanced** tab.

2. Click the **Save Options…** button.
   Note. To restore the default options, click **Reset to Defaults**.

3. In the **Save Options** dialog box, type in a name for your file and specify a storage location.

The following document options will be saved:

● the options selected on the **Document**, **Scan/Open**, **Read**, **Save**, **View**, and **Advanced** tabs of the **Options** dialog box (**Tools>Options…**)

● language groups, user dictionaries, and patterns

● the path to the folder where user languages and dictionaries are stored
To restore the default settings, click the **Reset to Defaults** button on the **Advanced** tab of the **Options** dialog box (**Tools>Options…**).

● **Load document options**

1. Select **Tools**>**Options…** and click the **Advanced** tab.

2. Click the **Load Options…** button.

3. In the **Load Options** dialog box, select the file containing the desired document options (options files have the extension *.fbt) and click **Open**.

Page Numbering in ABBYY FineReader Documents

All pages in a document are numbered. Page numbers are displayed in the **Pages** window near the page thumbnails.

To add page numbering:

1. In the **Pages** window, select one or multiple pages.

2. On the shortcut menu of the **Pages** window, click **Renumber Pages**.

3. In the dialog box that opens, choose one of the following:

● **Renumber pages**
This changes all page numbers successively, starting with the selected page.

● **Restore original page numbers after duplex scanning**
This restores the initial numbering of the source document, if you used the feeder to separately scan, first, the odd pages, and, second, the even ones.
Important! A minimum of 3 pages with successive numbering must be allotted for this operation.
Note. To cancel this operation, select Undo "Restore page numbers after duplex scanning".

4. Click **OK**.
The order of pages in the **Pages** window will change according to the new numbering.

Notes:

1. To change the number of one page, click its number in the **Pages** window and enter the new number in the field.

2. In **Thumbnails** mode, you can change page numbering simply by dragging selected pages to the desired place in the document.

Taking Into Account Some of the Features of Your Paper Document

OCR quality greatly depends on the quality of the source image. Consider the following elements to ascertain whether you will get the scanning results you desire:

● **Print Type**
Various devices may be used to produce printed documents, such as typewriters or faxes. Recognition quality for these documents may vary. This section provides recommendations for selecting the right print type.

● **Print Quality**
OCR quality may be greatly impaired by "noise" that sometimes occurs on poor quality documents. This section provides recommendations for scanning these documents.

- **Document Languages**
  A document may contain text written in multiple languages. This section provides recommendations for selecting recognition languages.

Print Type

When recognizing typewritten texts or faxes, OCR quality can be improved by selecting the corresponding **print type** in the **Options** dialog box.

For most documents, the program will detect the print type automatically. For automatic print type detection, the **Autodetect** option must be selected under **Document print type** in the Options dialog box (the **Tools>Options…>** menu, then the **Document** tab). You may also choose to manually select the print type as needed.
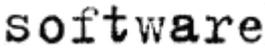
software	An example of typewritten text. All letters are of equal width (compare, for example, "w" and "t"). For texts of this type, select **Typewriter**.
software	An example of a text produced by a fax machine. As you can see from the example, the letters are not clear in some places, in addition to noise and distortion. For texts of this type, select **Fax**.
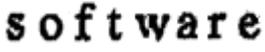
Tip. After recognizing typewritten texts and faxes, be sure to select **Autodetect** to process regular printed documents.

Print Quality

Poor–quality documents with "noise" (i.e. random black dots or speckles), blurred and uneven letters, or skewed lines and shifted table borders may require specific scanning settings.
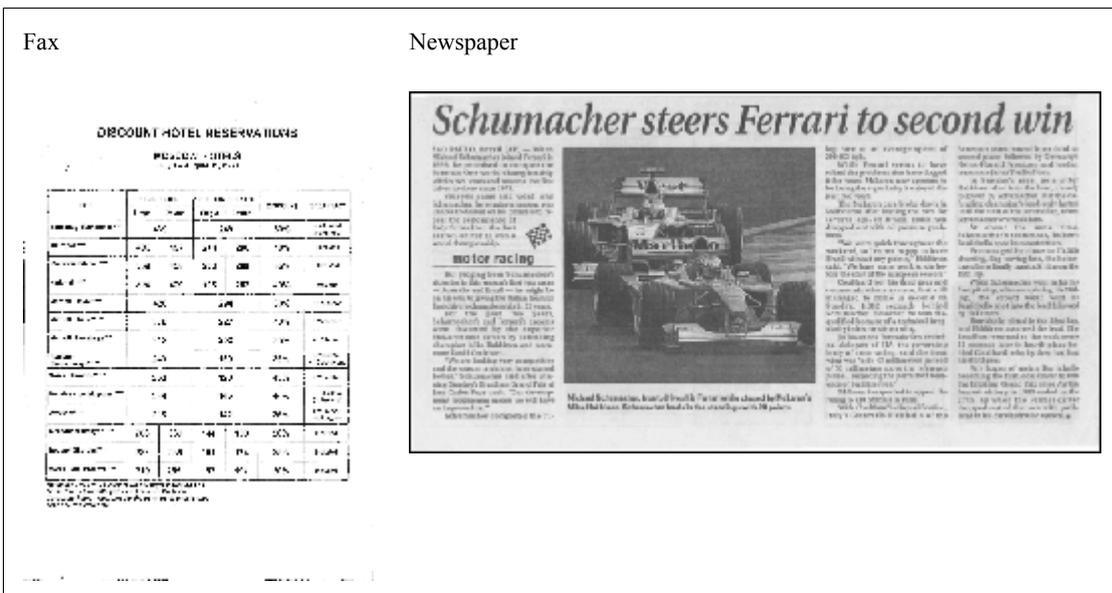
Poor–quality documents are best scanned in grayscale. When scanning in grayscale, the program will select the optimal brightness value automatically.

Grayscale color mode retains more information about the letters in the scanned text to achieve better OCR results when recognizing documents of medium to poor quality. You can also correct some print defects using the tools in the **Edit Image** dialog box.

Document Languages

ABBYY FineReader recognizes both mono– and multi–lingual (e.g. written in two languages) documents. For multi–lingual documents, you must select several recognition languages.

To set the document recognition language, in the **Pages** window (or the **New Task** window, if you are using quick tasks), use the **Document Languages** drop–down list, and select one of the following:

- **Autoselect**
  ABBYY FineReader will automatically select the appropriate languages from the user–defined list of languages. To modify this list:

  1. Select **More languages…**

2. In the **Language Editor** dialog box, select the option **Automatically select document languages** from the following list is selected.

3. Click the **Specify…** button.

4. In the **Language List** dialog box, select the desired languages.

● **A language or a combination of languages**
Select a language or a language combination. The list of languages includes the languages most often used on the computer, as well as English, German, and French.

● **More languages…**
Select this option if the language you need is not visible in the list.
In the **Language Editor** dialog box, select the **Specify languages manually** option and then select the desired language or languages by checking the appropriate boxes. If you often use a particular language combination, you can create a new group for these languages.

There are several reasons that a language may not be listed:

1. The language is not supported by ABBYY FineReader.

2. The language was disabled during custom installation.
To install additional recognition languages:

1. Click **Start**>**Settings**>**Control Panel** and then double-click **Add or Remove Programs**.

2. In the list of installed programs, select **ABBYY FineReader 10** and click **Change**.

3. In the **Custom Setup** dialog box, select the desired languages.

4. Follow the setup instructions.

Image Acquisition Tips

OCR quality depends on the quality of the original image and the settings used during the scanning process.

● Customizing Scanning and Image Opening Settings

● Selecting the Scanning Mode
Refer to this section more information about scanning with the ABBYY FineReader interface and the scanner driver interface, the features of the interfaces and how to toggle between them.

● Brightness Tuning Settings

● Font Is Too Small

● Adjusting Image Resolution

● Scanning Facing Pages

● Photographing Documents
This section will help you set up your digital camera and produce an image of the document that is suitable for OCR.

● Automatic Image Preprocessing

● Editing Images Manually

Customizing Scanning and Image Opening Settings

ABBYY FineReader lets users modify global automatic document processing options and options for scanning and opening document pages, including: activating/deactivating automatic document analysis and recognition, image preprocessing, and selecting the scanning interface.

The appropriate settings can be selected directly from the image Opening or Scanning dialog boxes (when using the ABBYY FineReader interface to scan documents) and on the **Scan/Open** tab of the **Options** dialog box (**Tools>Options…**).
Important! Any program setting changes made in the **Options** dialog box require re–scanning or re–opening the image. These steps are required to processyour image under the new settings.

The following settings are available on the **Scan/Open** tab of the **Options** dialog box:

● Launching automatic analysis and recognition of the retrieved images
ABBYY FineReader is by default set to analyze and recognize documents automatically. These settings can be modified as needed. The following options are available:

● **Automatically read acquired page images**
Document analysis and recognition will be performed automatically.

● **Automatically analyze acquired page images**
Document analysis will be performed automatically, and recognition will require the user's attention.

- **Do not read and analyze acquired page images automatically**
  The scanned or opened images will be added to the FineReader document. The user will have to initiate document analysis and recognition manually. This mode is used for processing documents with a complex structure.

- Image processing methods

  - **Enable image preprocessing**
    Enable image preprocessing if you need to OCR a book or a digital photo of a text document. When activated, this feature automatically decides what action to take depending on the input image type and applies the correction. Adjustments include removing noise from digital photos, deskewing, removing motion blur, straightening text lines, and correcting trapezium distortions.

  - **Detect page orientation**
    Enable this feature to automatically detect the orientation of pages added to the FineReader document.

  - **Split dual pages**
    Enable this feature when scanning a facing or opening dual pages. It will automatically split pages before adding them to the FineReader document.
    Note. The image preprocessing features are only available in the Edit Image dialog box to process the images opened in FineReader, and are not available while scanning or opening document pages. For details, see "Editing Images".

- The scanner interface to be used while scanning

Selecting the Scanning Interface

ABBYY FineReader can communicate with a scanner in the following ways:
1. Via the ABBYY FineReader interface.
    In this case, the **ABBYY FineReader** interface is used to set up scanning mode. The following settings are available:

- Resolution, Brightness, and Color Mode.

- Image preprocessing options:

  - **Detect page orientation**. Enable this feature to automatically detect page orientation while scanning.

  - **Split dual pages**. Enable this feature to automatically split dual pages into separate images.

  - **Enable image preprocessing**. Enable this feature to perform automatic processing of scanned images.

- Multi–page document scanning options:

  - Use the Automatic Document Feeder (ADF)

  - Apply automatic duplex scanning (if supported by the scanner)

  - Set the page scanning delay in seconds.

  Note. The **Use ABBYY FineReader interface** option may not be available for some scanner models.
2. Via a TWAIN interface or the scanner's WIA driver.
    In this case, scanning options are selected from the scanner driver's dialog box. Consult the technical documentation provided with the scanner for more information about the dialog box and its components.
    Important! Consult the scanner manual for proper setup. Make sure to install the software supplied with the scanner.

The ABBYY FineReader scanning interface is used by default.

To change the scanning interface:

1. Open the **Options** dialog box from the **Scan/Open** tab (**Tools**>**Options…**).

2. Set the toggle switch in the Scanner group to either: Use ABBYY FineReader interface or Use native interface.

Tuning Brightness

ABBYY FineReader will display a warning message during scanning if the brightness setting is incorrect. You may also need to adjust the brightness setting when scanning in black–and–white mode.

To adjust the brightness:

1. Click the **Scan** button.

2. In the dialog box, specify the desired brightness.
   Depending on which scanning interface is being used, either the ABBYY FineReader scanning dialog box or the scanner driver dialog box will open. A medium value of around 50% should suffice in most cases.

3. Proceed to scan the document.

If the resulting image contains too many "torn" or "glued" letters, troubleshoot using the table below.

Your image looks like this	Recommendations
brightness	This image is suitable for OCR.
brightness characters are "torn" or very light	● Lower the brightness to make the image darker. ● Scan in grayscale. Brightness will be tuned automatically.
brightness characters are distorted, glued together, or filled	● Increase the brightness to make the image brighter. ● Scan in grayscale. Brightness will be tuned automatically.

Font is Too Small

For optimal OCR results, scan documents printed in very small fonts at higher resolutions.

1. Click the **Scan** button.

2. In the dialog box, specify the desired resolution.
   Depending on which scanning interface is being used, either the ABBYY FineReader scanning dialog box or the scanner driver dialog box will open.

3. Proceed to scan the document.

You may wish to compare the images of the same document obtained at different resolutions by opening them in the **Zoom** window in **Pixel–to–Pixel** mode (**View**>**Zoom Window**>**Scale**>**Pixel–to–Pixel**)

Source image	Recommended resolution
FineReader	300 dpi for typical texts (printed in fonts of size 10pt or larger)
FineReader	400–600 dpi for texts printed in smaller fonts (9pt or smaller)

Adjusting Image Resolution

The **Image Resolution** indicates how detailed the image is. Resolution is normally measured in dpi (dots per inch).

The best resolution for OCR is 300 dpi.
Important! For best OCR results, vertical and horizontal resolutions must be the same.

Setting the resolution too high (over 600 dpi) increases the recognition time. Increasing the resolution does not yield substantially improved recognition results. Setting an extremely low resolution (less than 150 dpi) adversely affects OCR quality.
You may need to adjust the resolution of your images if:

● The resolution of your image is less than 250 dpi or higher than 600 dpi.

● The resolution of your image is non–standard.
   For example, faxes may have a resolution of 204 x 96 dpi.

To adjust the resolution:

1. Click the **Scan** button.

2. Depending on the scanning interface used, the ABBYY FineReader interface or the scanner driver interface will appear.
   Choose the desired resolution in the scanning dialog box.

3. Scan the document.
Tip. Resolution corrections are also possible via the **Edit Image** dialog box (**Page**>**Edit Page Image…**).

Scanning Facing Pages

When scanning facing pages from a book, both pages will appear in a single image. See Sample Image.
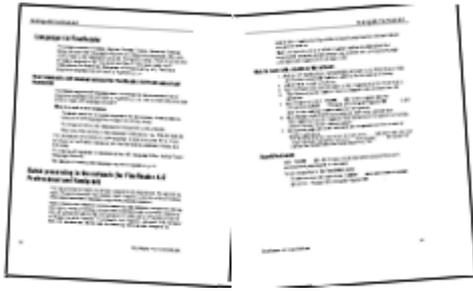
To improve OCR quality, split the facing pages into two separate images. The program features a special mode that automatically splits two facing pages into two separate images in the ABBYY FineReader document.

Scanning facing pages or dual pages:

1. Open the **Options** dialog box from the **Scan/Open** tab (**Tools**>**Options…**).

2. Check the **Split dual pages** option in the **Image Processing** group.

3. Scan the pages.
The automatic splitting option is also available in the **image opening dialog** (**File>Open PDF File/Image…**) and ABBYY FineReader's **scanning dialog box**. For details, see Selecting the Scanning Interface.

Important! If the image contains text in Chinese or Japanese, use the **Edit Image** dialog box to split pages manually. These types of images are not supported by the automatic page splitting feature.

To split facing pages manually:

1. Open the Edit Image dialog box (Page>Edit Page Image…).

2. Use the options in the **Split** group to split the page.

Photographing Documents

Taking photos of documents requires some skill and practice. Your camera's features and shooting conditions are also important.
Note. For detailed information about the your camera's settings, please refer to the documentation supplied with your camera.

Before taking pictures:

1. Make sure that the entire page fits within the frame.

2. Make sure that the lighting is evenly distributed across the page and that there are no dark areas or shadows.

3. Position the lens parallel to the plane of the document and point it toward the center of the document. Smooth out the paper (e.g. at the spine of the book) if possible.

The topics below outline the required camera specifications and shooting modes.

Digital Camera Requirements
Minimum requirements

● Matrix size: calculated in proportion to the image page format at the rate of 2 million pixels per A4 page. Smaller size matrices may be sufficient for photographing small format documents such as business cards.

● Variable focal distance. Fixed focus cameras (focused to infinity) should not be used to photograph documents. These types of cameras are commonly built into mobile phones and PDAs.
Recommended settings:

● Matrix size: calculated in proportion to the image page format at the rate of 5 million pixels per A4 page

● Flash disable feature

● Manual aperture control, i.e., availability of Av or full manual mode

● Manual focusing

● An anti–shake system or use of a tripod is recommended
● Optical zoom

Photography Tips
Lighting
It is best to shoot in the daylight or in a well–lit area. When shooting with artificial lighting, use two light sources positioned to avoid shadows.
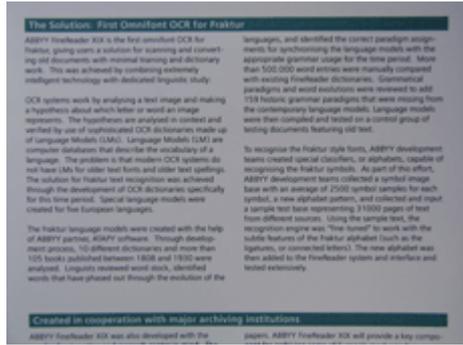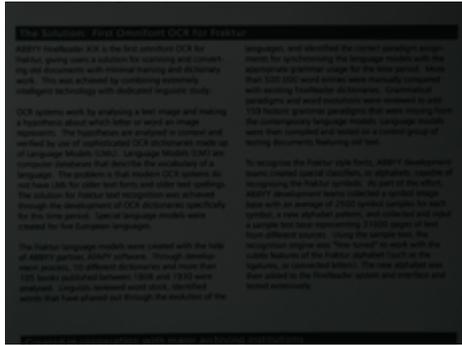
Camera Positioning

A tripod is recommended for shooting documents. Position the lens parallel to the plane of the document and point it toward the center of the text.

At full optical zoom, the distance between the camera and the document must be sufficient to fit the entire document into the frame. This distance is usually approximately 50–60 cm.

Flash

If there is enough light, turn the flash off to prevent sharp highlights and shadows. When using the flash in poor lighting conditions, make sure to shoot from a distance (approximately 50 cm).

Note. We suggest combining the flash with background lighting.

Important! The flash must not be used to photograph glossy documents.
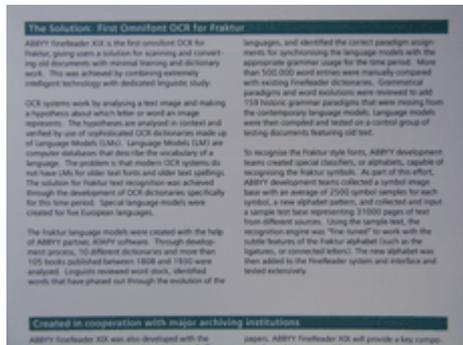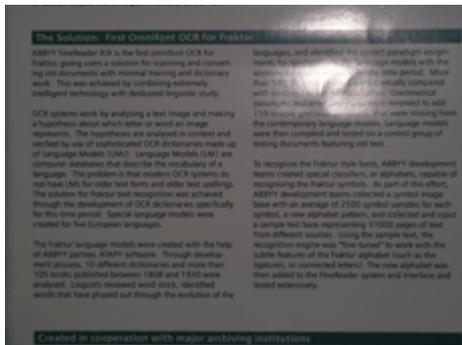
White Balance

If possible, set the custom white balance by aiming at the document paper. Otherwise, select the white balance mode which best suits the current lighting conditions.
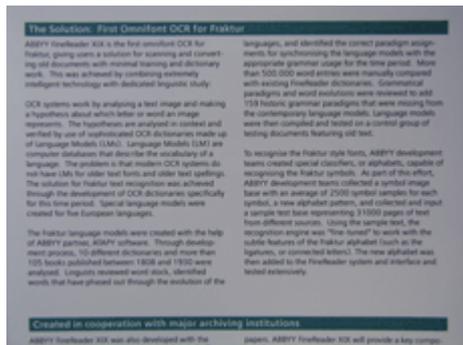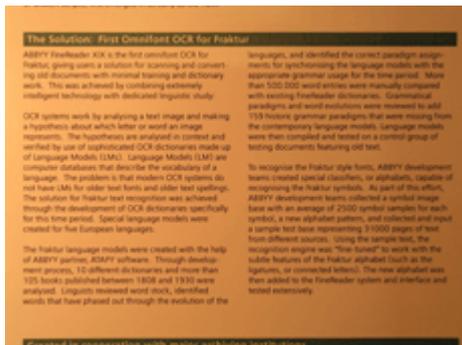
What if...

Not Enough Light

When shooting in poor lighting conditions:

● Set the largest **Aperture Value** by opening the diaphragm all the way. Note that it is better to use higher aperture values while shooting in bright daylight for crisper images.

● Set a high **ISO Value** for higher light sensitivity.

● Use the **Manual Focus** since the automatic focus may fail (failure to focus causes blurry images).

The picture is too dark and too soft

Try to use brighter lighting. Otherwise, set a lower aperture value.

The picture is not sharp enough

Autofocus may not work properly in poor lighting or when shooting from a close distance. Try to use brighter lighting. If this does not help, try focusing the camera manually.

If only a part of the image is blurry, try setting a higher aperture value. Shoot from a greater distance at maximum optical zoom. Focus on a point anywhere between the center and the border of the image.

When shooting in automatic mode in poor lighting, the camera will set slower shutter speeds, which adversely affects image sharpness. In this case, try the following:

● Enable the anti–shake system, if available.

● Use the self–timer. This will help prevent the shaking that often happens when the shutter button is pressed. Shake–related issues may occur even when shooting from a tripod.

The flash causes a large highlight area in the middle of the frame.

Turn off the flash. Or try using other light sources and shoot from a greater distance.

Automatic Image Preprocessing

OCR quality may be affected by distorted text lines, document skew, noise, and other defects commonly found on scanned images and digital photos.

ABBYY FineReader offers an image preprocessing feature to deal with image defects of this kind. When activated, the image preprocessing feature automatically decides what action to take depending on the input image type and applies the correction. Adjustments include removing noise from digital photos, deskewing, straightening text lines, and correcting trapezium distortions.

Note. These operations can be very time consuming.

To activate automatic preprocessing when images are scanned and opened:

1. Open the **Options** dialog box (**Tools**>**Options…**).

2. Make sure to check the **Enable image preprocessing** option on the **Scan/Open** tab in the **Image Processing** group.

Important! The automatic preprocessing option may also be toggled in the image opening dialog box (**File** menu>**Open PDF File/Image…**) and in the ABBYY FineReader scanning dialog box. For more information, see Selecting the Scanning Interface.

Note. If the **Enable image preprocessing** option was turned off while scanning or opening images, the image can be processed manually using the Edit Image dialog box.

Editing Images Manually

ABBYY FineReader 10 offers automatic image preprocessing, which means that the program decides if any correction is needed and applies it to the image.

However, some images may require manual editing. For example, when only a part of an image needs to be recognized or if you need to process only some of the pages in a document.

To edit an image:

1. Open the Edit Image dialog box (Page>Edit Page Image…).
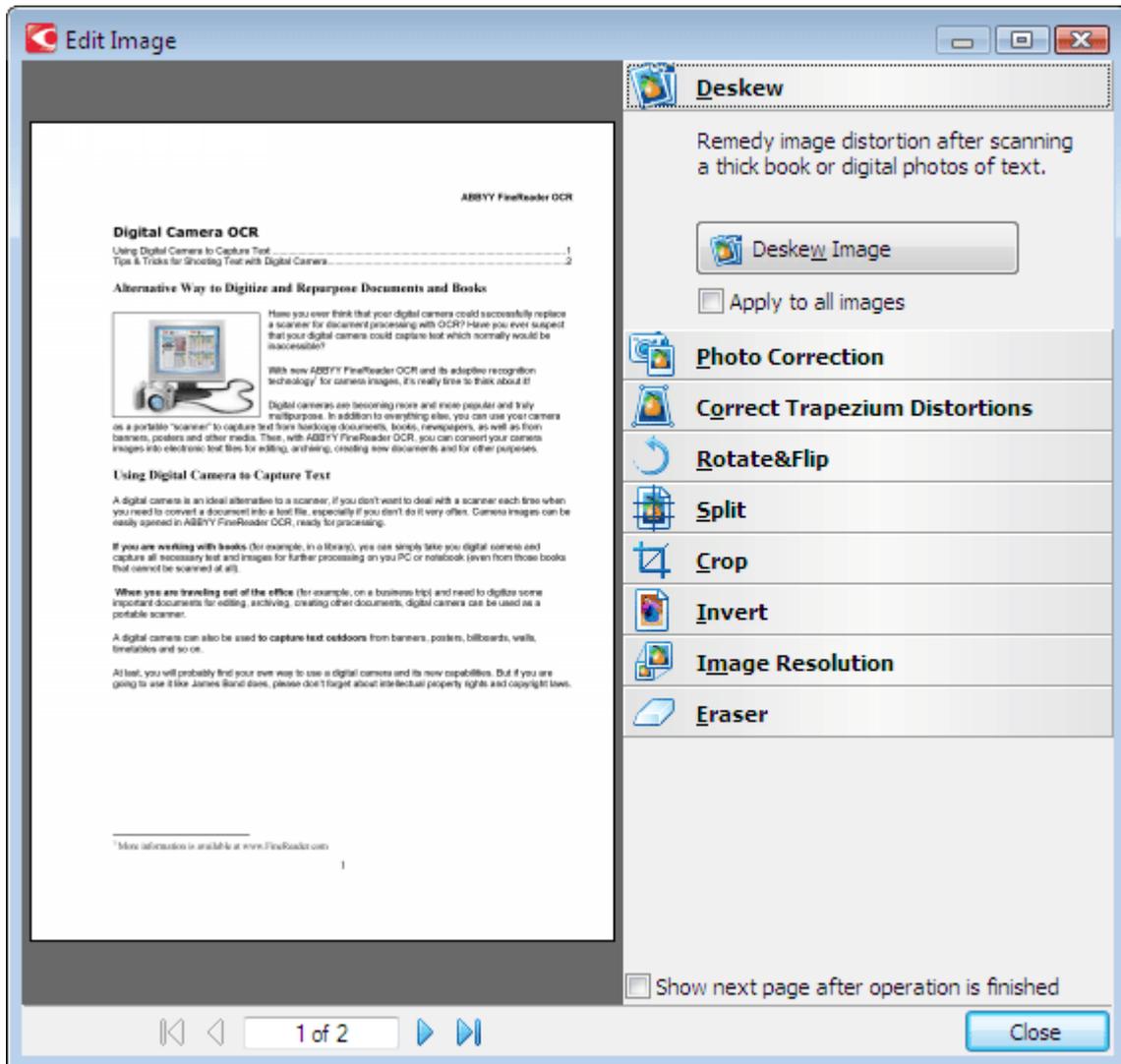
The left–hand side of the dialog box displays the current page of the document opened in ABBYY FineReader, and the right–hand side contains image editing tools. The page navigation pane is at the bottom.

2. An overview of editing tools:

● **Deskew** corrects image skew.

● **Photo Correction** straightens text lines, removes motion blur, and reduces noise.

● **Correct Trapezium Distortions** corrects perspective distortions.

● **Rotate&Flip** rotates the image to standard orientation (horizontally, left to right).

● **Split** splits the image (e.g. facing pages) into separate units.

● **Crop** is used to crop the unneeded edges of an image.

● **Invert** enables standard inversion of document colors (dark text against light background).

● **Image Resolution** changes image resolution.

● **Eraser** erases a part of the image.

Click the button of tool you want to use to perform the necessary adjustments. The left–hand side of the dialog box displays a preview of the results. Most of the tools can be applied to all of the pages in a document by checking the **Apply to all images** option.

3. Once you have made all of the necessary adjustments, close the dialog box by clicking [X] .

Tips for Improving OCR Quality

This chapter provides advice on selecting the OCR options that best match the structure of your document and choosing the right settings to handle non–standard situations. You will learn about the possible causes of errors and poor OCR quality, as well as ways to eliminate some problems and avoid others, if possible.

- OCR Options

- When the Complex Structure of a Paper Document Is Not Reproduced in the Electronic Document

- Adjusting Area Shapes and Area Borders

- Picture Not Detected

- Barcode Not Detected

- Table Not Detected

- Table Cells Detected Incorrectly

- Changing Text Properties

- Vertical or Inverted Text Not Recognized Properly

- Paper Document Contains Decorative (Non–Standard) Fonts

- Incorrect Font in Recognized Text or Some Characters Are Replaced with "?" or "□"

OCR Options

Selecting the right OCR options is crucial for flawless and fast OCR. The choice depends not only on the type and complexity of your paper document but also on how you are planning to use the electronic version.

OCR options are grouped together on the **Read** tab of the **Options** dialog box (**Tools>Options…**).
Important! ABBYY FineReader automatically recognizes the pages added to a document using the current settings. You can turn off automatic analysis and OCR of newly added images on the **Scan/Open** tab of the **Options** dialog box (**Tools>Options…**).
Note. If you change the OCR options after a document has been recognized, run the OCR process again with the new options.

On the **Read** tab of the **Options** dialog box, you may select from the following options:

- **Reading mode**
  Select a reading mode.
  Two reading modes are available:

    - **Thorough reading**
      In this mode, ABBYY FineReader analyzes and recognizes both simple documents and documents with complex layouts, even those with text printed on a color or raster background and documents with complex tables (including tables with white grid lines and tables with color cells).
      Note. Compared to the **Fast** mode, the **Thorough** mode takes more time but ensures better recognition quality.

    - **Fast reading**
      This mode is recommended for processing large documents with simple layouts and good quality images.

  Select the mode that best suits your needs.

- **Training**
  Pattern training is disabled by default. Select the **Train user pattern** option to teach ABBYY FineReader new characters when it performs OCR on your pages.
  Pattern training is useful for the following types of texts:

    - Texts printed in decorative fonts

    - Texts which contain special characters (e.g. mathematical symbols)

    - Large documents (more than 100 pages) of poor print quality

  You can either use the built–in character patterns or create your own. Select the desired option under **Training**.

When the Complex Structure of a Paper Document Is Not Reproduced in the Electronic Document

Before running the document recognition process, ABBYY FineReader conducts an analysis of the logical structure of the document and detects areas containing text, pictures, tables, and barcodes. The program then relies on this analysis to identify the areas and the recognition order. This information helps recreate the formatting of the original document.

By default, ABBYY FineReader is set to automatically analyze the document. However, very complex formatting may cause incorrect detection of some areas. Correcting only the problem areas is much faster approach than drawing all of the areas manually.

Layout correction can be performed by using the following tools and commands:

● Manual area adjustment tools on the **Image** window toolbar.

● Shortcut menu commands available by right–clicking the selected area in the **Image** window or the **Zoom** window.

● Commands in the main **Areas** menu.
Restart the OCR process after making the desired adjustments.

Adjusting Area Shapes and Area Borders

Before recognition, the program analyzes and highlights different area types, such as: **Text**, **Image**, **Table** and **Barcode**. Different types of border areas are distinguished by different colors. ABBYY FineReader relies on this analysis to identify areas and the recognition order. This information helps recreate the original page formatting.
The highlighted area is active. Click an area to make it active. You can use the **Tab** key to navigate through the areas. Each area is numbered. These numbers determine the order of navigation. By default, the ordinal numbers of the areas are not displayed in the **Image** window — this feature is activated by selecting the area re–numbering function.
If the text of an area does not fit within its borders (this may happen, for example, if you edit the recognized text), the text outside the borders of a non–active area may not be visible on the screen. Red markers that appear on the borders of the area will alert you to this. Once an area becomes active, its borders will expand to fit the entire text to the screen.

The tools for manually marking and editing the areas can be found in the **Image window**, as well as the pop–up toolbars for **Text**, **Image** and **Table** areas (pop–up toolbars appear next to the active area).
Important! After you have finished adjusting the areas, re–launch the OCR process.

Creating a new area

1. Select a tool from the **Image** window:

    draws a Recognition Area.

    draws a Text Area.

    draws an Picture Area.

    draws a Table Area.

2. Use the mouse to draw an area.
New areas can be drawn without selecting a tool from the **Image** window toolbar. Just draw an area on the image while holding the following keys:

   ● Ctrl+Shift draws a **Text** area.

   ● Alt+Shift draws an **Image** area.

   ● Ctrl+Alt draws a **Table** area.

   ● Ctrl+Shift+Alt draws a **Barcode** area.
You can change the area type. Right–click the selected area to choose **Change Area Type** from the shortcut menu, and then select the desired area type.

Adjusting area borders

1. Place the mouse cursor on the area border.

2. Left-click and drag in the desired direction.

3. Release the mouse button when done.
Note. You can simultaneously adjust the vertical and horizontal borders of the area by placing the mouse pointer on a corner of the area.

Adding/removing area parts...

1. Select the / tool on the pop-up toolbar for **Text** or **Image** areas.

2. Place the mouse cursor inside the area and select part of the image. This segment will be added to or deleted from the area.

3. Adjust the area border, if necessary.
Notes:

1. These tools may only be applied to **Text** and **Image** areas. You cannot add/delete a segment in a table or barcode area.

2. The area borders can also be adjusted by adding vertices (splitting points). The resulting segments can be dragged in any direction using the mouse. To add a new vertex, move the cursor to the desired point on the border while holding **Ctrl+Shift** (this switches the pointer to crosshairs) and click. A new vertex will appear on the area border.

Selecting one or more areas...

● Select one of the ⬚, ⬚ or ⬚ tools from the **Image** window toolbar and click on the desired areas while holding the **Ctrl** key. Click on the selected area once again to cancel the selection.

Moving an area...

● Select an area and move it while holding the **Ctrl** key.

Re–numbering areas...

1. Select **Order Areas** from the **Areas** menu.

2. Select the areas in the order desired for the output document.
Note. The areas are automatically numbered from left to right during automatic page analysis, regardless of the direction of the text on the image.

Deleting an area...

● Select the ⬚ tool and click the area you wish to delete.

● Select the areas to delete and then click **Delete Area** from the shortcut menu.

● Select the areas to delete and then press the **Delete** key.

To delete all areas:

● Select **Delete All Areas and Text** from the **Image** window shortcut menu.
Important! Deleting an area from an image that has already been recognized will delete all of the text in the corresponding **Text** window.

Changing text orientation...

● Select the desired text orientation from the drop-down **Orientation** menu on the **Area Properties** toolbar (the **>Area Properties** shortcut menu).

Changing area border colors...

1. Open the **Options** dialog box in the **View** tab (**Tools**>**Options…**).

2. Select the area type under **Appearance** and choose the color on the **Color** palette.

Picture Not Detected

Picture areas mark the pictures contained in your document. You can also use picture areas to select any text fragments that you want treated as pictures (ABBYY FineReader will not perform OCR on these areas). If the program fails to detect a picture automatically, use the **Picture** tool to draw a picture area around the picture manually.

1. On the toolbar at the top of the **Image** window, select ⬚ tool and then use the mouse to draw a rectangle around the picture on your image.

2. Re–launch the OCR process.

You can change the type of any area to **Picture** by right–clicking inside the area and selecting **Change Area Type**>**Picture**.

Barcode Not Detected

Barcode areas mark the barcodes contained in a document. If your document contains a barcode that you would like to render as a sequence of letters and digits rather than as an image, select the barcode and change the area type to **Barcode**.

To make ABBYY FineReader detect barcodes:

1. Hold **Ctrl+Shift+Alt** and use the mouse to select an area in the **Image** window or the **Zoom** window.

2. Run image recognition.

Barcode types supported by ABBYY FineReader 10:

Code 3 of 9	Code 128	Check Interleaved 2 of 5	UPC–A
Check Code 3 of 9	EAN 8	Matrix 2 of 5	UPC–E
Code 3 of 9 without asterisk	EAN 13	Postnet	PDF417

Codabar	IATA 2 of 5	Industrial 2 of 5	Aztec code
Code 93	Interleaved 2 of 5	UCC–128	Data Matrix

Note: The default barcode type is **Autodetect**, which means that barcode types are to be detected automatically. However, not all barcode types can be autodetected, and sometimes you may need to select the appropriate type manually on the Area Properties panel.
ABBYY FineReader can automatically detect the following types of barcode: Code 3 of 9, Code 93, Code 128, EAN 8, EAN 13, Postnet, UCC–128, UPC–E, PDF417.

Table Not Detected

Table areas mark tables or text fragments arranged in a tabular form. If the program fails to detect a table automatically, use the Table tool to draw a table area around the table manually.

1. Select ![icon] tool on the toolbar at the top of the **Image** window and use the mouse to draw a rectangle around the table on your image.

2. Select **Analyze Table Structure** from the table shortcut menu or click ![icon] button on the **Table** area's pop–up toolbar.

3. Edit the results by using the pop–up toolbar, the table shortcut menu, or the commands from the main **Areas** menu.

4. Re–launch the OCR process.

You can assign the **Table** to an already recognized area. To do so, select **Change Area Type**>**Table** from the shortcut menu by right–clicking on the area.

Table Cells Detected Incorrectly

If ABBYY FineReader failed to correctly detect the rows and columns in a table while running automatically, you can adjust the layout manually and re–run the OCR process.

Editing Tables in the **Image** window or the **Zoom** window:

● Use the **Areas menu** commands and the shortcut menu by right–clicking the selected **Table** area to:

 ● **Analyze Table Structure** — automatic table structure analysis replaces manually drawing vertical and horizontal separators in a table.

 ● **Split Cells**, **Merge Cells**, and **Merge Rows** correct of the rows and columns that were automatically detected in the table.

● Use the pop–up toolbar for the selected table to:

 Add a horizontal or vertical separator, delete table separators, analyze table structure, split table cells, or merge table cells or rows.

 Click the **Table** area and select the appropriate tool from the pop–up toolbar: ![toolbar].

Notes:

1. The cell splitting command can only be applied to table cells that were previously merged.

2. To merge or split table cells or rows, select them on the image and then choose the appropriate tool or menu command.

3. If the table contains vertical text cells, you may need to change the text properties first.

4. If the table cells only contain an image, check the **Treat selected cells as picture** option on the **Area Properties** panel (the **>Area Properties** shortcut menu).
   If the cell contains a combination of image and text, select the image to turn it into a dedicated area inside the cell.

Changing Text Properties

When performing automatic document analysis, ABBYY FineReader detects **different area types** on document pages (such as tables, images, text and barcodes). The program also analyzes the document structure and identifies headings and other layout elements such as headers and footers, images and diagram captions, etc.
You can manually change incorrectly defined properties in some **Text** and **Table** areas.

1. Select the area in the **Image** window or the **Zoom** window and adjust the properties in the **Area Properties** panel of the **Image** window.
   The Area Properties panel lets you set the following properties:

   ● **Language** — For details, see Document languages.

   ● **Function** displays the function of the text, i.e., header or footer, heading, etc. (applies only to **Text** areas).

   ● **Orientation** — For details, see Vertical or Horizontal Text Not Recognized Properly.

   ● **Print type** — For details, see Print Type.

   ● **Inversion** — For details, see Vertical or Horizontal Text Not Recognized Properly.

   ● **Hieroglyphic text direction** — For details, see Recognizing Documents in More Than One Language.
   Notes:

      ● Use ▶/◀ buttons to navigate left and right along the properties panel if the **Image** window is not wide enough to display the entire properties panel.

      ● Some of the text properties can be modified using the shortcut menu available by right–clicking on a **Text** area.

2. Re–launch the OCR process after making the necessary changes.

Vertical or Inverted Text Not Recognized Properly

A fragment of recognized text may contain a large number of errors if the orientation of the fragment was detected incorrectly or if the text in the fragment is inverted (i.e. light text is printed on a dark background).

To solve this problem:

1. In the **Image** window, select the area or the table cell that contains vertical or inverted text.

2. In the **Image** window on the **Area Properties** panel (right–click the area and select **Area Properties** to make the panel visible), select:

   ● Vertical (top–to–bottom) or Vertical (bottom–to–top) from the Orientation drop–down list
   or

   ● **Inverted** from the **Inversion** drop–down list

3. Re–launch the OCR process.

Paper Document Contains Decorative (Non–Standard) Fonts

The Training mode improves OCR quality on documents with decorative fonts or documents containing special characters (e.g. mathematical symbols).
In Training mode, a user pattern is created which can be used when performing OCR on the entire text.

To use a **pattern** to recognize a document:

1. Open the **Options** dialog box (**Tools>Options…**) and then click the **Read** tab.

2. Under **Training**, select the **Train user pattern** option.
   Note. If you select **Use built–in patterns**, ABBYY FineReader will use both the user patterns and its factory preset patterns for OCR.

3. Click the **Pattern Editor…** button.

4. In the **Pattern Editor** dialog box, select the desired pattern and then click **Close**.

5. In the ABBYY FineReader main window, click the **Read** button.

Incorrect Font in Recognized Text or Some Characters Are Replaced with "?" or "□"

If you see "?" or "□" replacing letters in the **Text** window, check to see if the fonts selected to display the recognized text contain all the characters used in your text.

You can change the font in the recognized text without launching the OCR process again.

To change the font in a short document:

1. Select a text fragment where some characters are displayed incorrectly.

2. Right–click the selection and select **Properties** from the shortcut menu.

3. On the **Text Properties** panel, select the desired font. The font in the selected text fragment will change accordingly.

To change the font in a long document where styles are used:

1. From the **Tools** menu, select **Style Editor…**

2. In the **Style Editor** dialog box, select the desired style and change its font.

3. Click **OK**. The font in all the text fragments using this style will change accordingly.

Important! If an ABBYY FineReader document was recognized or edited on another computer, the text in the document may be displayed incorrectly on your computer. If this is the case, make sure that all the fonts used in this document are installed on your machine.

Checking and Editing the Recognized Text

Once the OCR process is complete, the recognized text appears in the **Text** window for review and editing. This section provides you with information on working with recognized text.

● Checking the Text in the Text Window

● Checking Spelling

● User Dictionary: Adding and Removing Words

● Using Styles

● Editing Hyperlinks

● Editing Tables

Checking Text in the Text Window

You can check, edit, and format recognition results in the **Text** window.

The **Text** window toolbar in the upper part of the window lets you open the **Check Spelling** dialog box. This dialog box activates spellchecking, which can also be run by using the spellchecker control buttons in the **Text** window.

Use the ⚑/⚑ buttons to toggle between the next/previous uncertain word or character. If uncertain characters are not highlighted, click the 🔤 button in the bottom area of the **Text** window.

To check an uncertain word in the **Text** window:

1. Click the word in the **Text** window. In the **Image** window, the location of the word will be shown, and, in the **Zoom** window, you will see the magnified image of the word.

2. Make changes in the word in the **Text** window, if necessary.

This method is convenient when you need to compare the source and resulting documents.

The Main Toolbar provides access to the drop–down saving options menu.

The tools for formatting recognized text are available on:

● **The right–hand side** of the Main Toolbar.
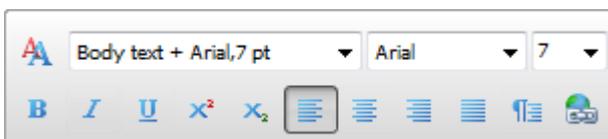
● The **Text Properties** panel (right–click and select **Text>Properties**).

Note. Use the ▶/◀ buttons to navigate left and right along the properties panel if the **Text** window is not wide enough to display the entire text properties panel.

Checking Spelling

You can check the words with uncertain characters from the **Check Spelling** dialog box (**Tools>Check Spelling…**).

Identical to the Zoom window,
show words with uncertain characters

Type of error

Recognized text

Spelling suggestions
for the selected word
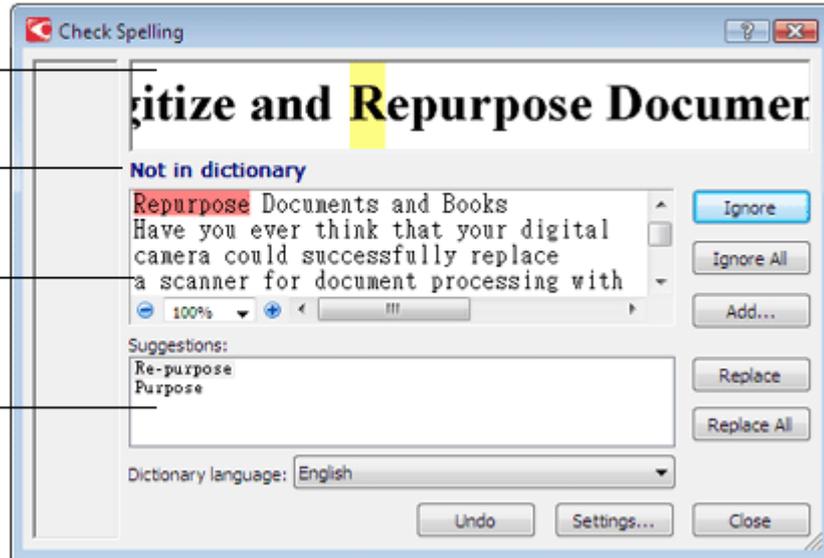
In this dialog box, you can choose to apply (or reject) the suggested changes either to the current occurrence or to all the occurrences of a word in the text.

● Click **Ignore** to skip the word without making changes.
  The highlighting will be removed.

● Click **Replace** to replace the word with one of the suggested corrections.

● Click **Add…** to place the selected word into the dictionary.
  At next use, this word will not be treated as an error.
Tip. To customize spell checking, click the **Settings…** button in the **Check Spelling** dialog box.

For character–based languages, the program will suggest similar–looking characters when a direct match is unclear.

Identical to the Zoom window,
show words with uncertain characters

Type of error

Recognized text

Recognition variants

User Dictionary: Adding and Removing Words

If your text contains many special terms, abbreviations, and proper names, adding these terms to the user dictionary will improve OCR quality. For each added word, ABBYY FineReader generates all possible word forms to allow the program to reliably recognize it in its various forms (plural, verb, etc.).

To add a word to the dictionary while checking the spelling:

1. In the **Check Spelling** dialog box, click the **Add…** button.

2. In the **Primary form** dialog box enter the following information:

   ● **Part of speech** (Noun, Adjective, Verb, Uninflected)

   ● If the word is always capitalized, select the **Sentence case** item

   ● The primary form of the word

3. Click **OK**. The **Create Paradigm** dialog box will open.
   ABBYY FineReader will ask you questions about the possible forms of the word in order to construct the paradigm of the new word. Click **Yes** or **No** to answer these questions. If you make a mistake, click the **Anew** button and ABBYY FineReader will repeat the question. The created paradigm will be displayed in the **Paradigm** dialog box.
   Important! Paradigms can only be created for words added in the following languages: English, Spanish, Italian, German (old and new spelling), Russian, Ukrainian, and French.

When adding English words, you have the option of entering them in their uninflected form rather than creating a paradigm. On the **Advanced** tab, click **Spell Checker Settings…** and select **Skip prompting for word forms (English dictionary only)**.

To add or remove a word while viewing the dictionary:

1. From the **Tools** menu, select **View Dictionaries…**

2. In the **Select Dictionary** dialog box, select the desired language and click **View…**

3. In the **Dictionary** dialog box, type a word and click **Add…** or select a word and click **Delete**.

The program will notify you if the desired word is already in the dictionary. You may then wish to view its paradigm. If the paradigm is incorrect, create a new paradigm by clicking the **Add…** button in the **Add Word** dialog box.

You can import user dictionaries created in previous versions of ABBYY FineReader (versions 6.0, 7.0, 8.0 and 9.0 are supported).

1. From the **Tools** menu, select **View Dictionaries…**, select the desired language, and click **View…**

2. In the **Dictionary** dialog box, click the **Import…** button and select the dictionary file you wish to import (it must have the extension *.pmd, *.txt, or *.dic).

Using Styles

During text recognition, ABBYY FineReader detects the styles and formatting used in the original document. These styles and formatting are reproduced in the output document by creating the appropriate style hierarchy. If necessary, you can review and edit the document styles and create new styles to format recognized text in the **Text** window.

To apply a style to a selected text fragment:

1. Select the desired text fragment in the **Text** window.

2. Select **Properties** from the shortcut menu.

3. Select the desired style in the open **Text Properties** panel from the **Style** list.

Note. When saving recognized texts in RTF, DOC, and DOCX formats, all styles are preserved.

To modify, view, create, or delete a style:

1. Go to the **Tools** menu and select **Style Editor…**

2. Select the desired style from the list of available options in the **Style Editor** dialog box. The right–hand side of the dialog box contains the selected style settings (style name, font name, font size, font effects, character spacing, and scale). You can change these settings as needed.

3. To create a new style, click the **New** button. The newly created style will be added to the list of available styles. Select the appropriate settings for the new style in the right–hand side of the dialog box.

4. To delete all styles, click the **Remove All** button.

Editing Hyperlinks

ABBYY FineReader detects hyperlinks and recreates their destination addresses in the output document. Detected hyperlinks are underlined and displayed in blue.

When viewing the recognized document in the **Text** window, rest the mouse pointer on a hyperlink to view its address. To follow a hyperlink, select **Open Hyperlink** from its shortcut menu, or press **Ctrl** and left–click on the hyperlink.

To add, delete or change the text or address of a hyperlink:

1. In the **Text** window, select the desired hyperlink.

2. To remove a hyperlink, right–click it and select **Remove Hyperlink** from the shortcut menu.

3. To add or change a hyperlink, click Hyperlink… in its shortcut menu, or click on the main toolbar at the top of the **Text** window. In the **Edit Hyperlink** dialog box, you can:

   ● Make the necessary text changes in the **Text to display** field.

   ● Select/change the hyperlink type in the **CLink to** group:

      ● Select **Web page** to link to an Internet page.
      In the **Address** field, specify the protocol and the URL of the page (e.g. *http://www.abbyy.com*)

      ● Select **Local file** to link to a file.
      Click **Browse…** to browse for the file to which the hyperlink will point (e.g. file://D:/MyDocuments/ABBYY FineReaderGuide.pdf)

      ● Select **E–mail address** so that the user can send an e–mail message to the address contained in the hyperlink by simply clicking the hyperlink.
      In the **Address** field, specify the protocol and the e–mail address (e.g. *mailto:office@abbyy.com*).

Editing Tables

ABBYY FineReader lets you edit recognized tables in the **Text** window. The following options are available:

1. Split table cells.
   Click the left mouse button to select a cell, and then select **Split Table Cells** from the **Edit** menu.
   Important! This command can only be applied to table cells that have been previously merged.

2. Merge table cells.
   Use the mouse to select the table cells to be merged, and then select **Merge Table Cells** from the **Edit** menu.

3. Merge table rows.
   Use the mouse to select the table rows to be merged, and then select **Merge Table Rows** from the **Edit** menu.

4. Delete cell contents.
   Select the cell (or a group of cells) with the contents you wish to delete and press the **Delete** key.

Note. By default, the table editing tools are not displayed on the toolbar. You can add buttons to the toolbar by using the **Customize Toolbars and Shortcuts** dialog box **(Tools>Customize…)**.

Working with Complex–Script Languages

ABBYY FineReader can recognize texts written in Hebrew, Yiddish, Japanese, Chinese, Thai, and Korean. Consider the following when working with documents in character–based languages and documents in which a combination of character–based and European languages is used.
You may need the to do the following to recognize these types of documents:

● Installing Additional Languages

● Recommended Fonts
This section contains tips and guidelines on improving recognized text quality:

● Disabling Automatic Image Processing

● Recognizing Documents Written in More Than One Language

● Non–European Characters Not Displayed in the Text Window

● Selecting the Direction of Recognized Text

Installing Additional Languages

To recognize texts written in Japanese, Chinese, Thai, Korean, Hebrew, or Yiddish you may need to install these languages separately.
Note. Microsoft Windows Vista and Windows 7 support these languages by default.

To install new languages in Microsoft Windows XP:

1. Click **Start** on the **Control panel**.

2. Select Control Panel>Regional and Language Options.

3. On the **Language** tab, select:

   ● Install files for complex script and right–to–left languages
      to support Hebrew, Yiddish, and Thai

   ● **Install files for East Asian languages**
      to support Japanese, Chinese, and Korean

4. Click **OK**.

Recommended Fonts

The table below lists recommended fonts for working with Hebrew, Yiddish, Thai, Chinese, and Japanese texts.

OCR Language	Recommended Font
Hebrew	Arial™ Unicode™ MS*
Yiddish	Arial™ Unicode™ MS*
Thai	Arial™ Unicode™ MS* Aharoni David Levenim mt Miriam Narkisim Rod
Chinese (PRC), Chinese (Taiwan), Japanese, Korean, Korean (Hangul)	Arial™ Unicode™ MS* SimSun fonts For example: SimSun (Founder Extended), SimSun–18030, NSimSun. Simhei YouYuan PMingLiU MingLiU Ming(for–ISO10646) STSong

* This font is installed together with Microsoft Windows XP and Microsoft Office 2000 or later.

Disabling Automatic Image Processing

By default, any pages you add to an ABBYY FineReader document are automatically recognized.
However, if your document contains a text in a Character–based language combined with a European language, we recommend disabling automatic page orientation detection and using the dual page splitting option only if all of the page images have the correct orientation (e.g., they were not scanned upside down).

The **Detect page orientation** and **Split dual pages** options can be enabled and disabled directly in the image scanning and opening dialog boxes, and from the **Options** dialog box on the **Scan/Open** tab.
Note. If a document is written in **Hebrew** or **Yiddish** and dual pages need to be split, you should first select the recognition language, and only then use the **Split dual pages** option to correctly restore the document page order.

If your document has a complex structure, we recommend disabling automatic analysis and OCR for images and performing these operations manually.

To disable automatic analysis and OCR:

1. Open the **Options** dialog box (**Tools>Options…**).

2. Select the Do not read and analyze acquired page images automatically option on the Scan/Open tab.

3. Click **OK**.

Recognizing Documents Written in More Than One Language

The instructions below will help you process a document written in English and Chinese.

1. Disable the automatic analysis and OCR options.

2. Select **More languages…** in the **Pages** window from the **Document Languages** list. Select **Specify languages manually** from the **Language Editor** dialog box and select Chinese and English from the language list (for details, see Document Languages).

3. Scan or open images after disabling **Detect page orientation**. The dual page splitting option should be used only if all page images have the correct orientation. The pages will be added to the current ABBYY FineReader document after the command is executed.
    Important! When scanning, be sure that the pages are properly centered on the scanner's glass bed. If the skew is too large, the text may be recognized incorrectly.

4. To draw areas on the image manually, use the tools for Adjusting Area Shapes and Area Borders.

    Note. If the structure of your document is simple, you can launch automatic layout analysis. Click the ⬚ (**Analysis**) button or press **Ctrl+E** on the toolbar of the **Image** window.

5. If there are areas on the image where text is written in only one language:

    ● Select these areas.

    ● Select the language of the text area (Chinese or English) on the **Area Properties** panel.
      Important! You can only specify a language for areas of the same type. If you select both **text** and **table** areas, you won't be able to specify a language.

    ● If necessary,select the text direction from the **Orientation** drop–down menu (for details, see Vertical or Inverted Text Not Recognized Properly).

    ● For texts in character–based languages, the program provides a selection of the text directions in the **Hieroglyphic text direction** drop–down menu (for details, see Changing Text Properties).

6. Click **Recognize**.

Non–European Characters Not Displayed in the Text Window

If a character–based language is displayed incorrectly in the **Text** window, you may have selected the **Plain text** mode.

To change the font used in **Plain text** mode:

1. Open the **Options** dialog box (**Tools>Options…**).

2. Go to the **View** tab.

3. Select Arial Unicode MS from the Font used to display plain text drop–down menu.

4. Click **OK**.

If nothing has changed in the **Text** window, refer to: Incorrect Font in Recognized Text or Some Characters Are Replaced with "?" or "□".

Selecting the Direction of Recognized Text

ABBYY FineReader automatically detects text direction when it performs OCR. If required, you can manually adjust the direction of recognized text.

1. Go to the **Text** window.

2. Select one or several paragraphs.

3. Click ▤ on the main toolbar.

Note. For character–based languages, use the **Hieroglyphic text direction** option to select the text direction before text recognition is performed. For details, see Changing Text Properties.

Saving the Results

Recognized texts can be saved to a file, sent to another application without saving them to disk, copied to the Clipboard, or sent by e–mail as attachments in any of the supported saving formats.

● Saving: General
  Describes the saving capabilities provided by ABBYY FineReader.

● Document Properties

● Saving in RTF/DOC/DOCX

● Saving in XLS/XLSX

● Saving in PDF

● Saving in PDF/A

● PDF Security Settings
Explains the security settings available when saving in PDF: protecting your document with passwords that prevent unauthorized opening, editing, or printing and selecting an encryption level compatible with earlier versions of Adobe Acrobat.

● Saving in HTML

● Saving in PPTX

● Saving in TXT

● Saving in CSV

● Saving to Microsoft SharePoint

● Saving an Image of the Page
Describes the procedure that saves your page without performing OCR on it and provides advice on reducing the size of your images.

Saving: General

On the **File** menu you can choose from different saving methods for the recognized text and send it to various applications:

● **File>Save FineReader Document**
Saves the current ABBYY FineReader document. Both the recognized text and the page images are saved.

● **File>Save Document As**
Saves the recognized text on your hard disk in a format of your choice.

● **File>Send To**
Opens the recognized text in an application of your choice. No information is saved on your drive.

● **File>Send Selected Pages To**
Opens the selected pages in an application of your choice. No information is saved on your drive.

● **File>Save To Microsoft SharePoint**
Saves the recognized text in a network location: on a Web site, on a portal, or in an electronic library.

● **File>e–mail**
Sends the image or recognized text via e–mail. In the **e–mail Pages** dialog box, select the desired options for your e–mail attachment and click **OK**. A new e–mail message will be created with the image or recognized text attached to it.

● **File>Print**
Prints the text or the images of the selected pages of the current ABBYY FineReader document.

Supported applications

● Microsoft Word 2000 (9.0), 2002 (10.0), 2003 (11.0), and 2007 (12.0)

● Microsoft Excel 2000 (9.0), 2002 (10.0), 2003 (11.0), and 2007 (12.0)

● Microsoft PowerPoint 2003 (11.0) (with Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 formats) and 2007 (12.0)

● Corel WordPerfect 10.0 (2002), 11.0 (2003), 12.0, 13.0, and 14.0

● Lotus Word Pro 97 and Millennium Edition

● OpenOffice.org 3.0, 3.1

● Adobe Acrobat/Reader (5.0 and later).
Note: To ensure better compatibility, we recommend installing the latest updates and upgrades available for the above applications.

Document Properties

Document properties contain information about the document (the extended title of the document, author, subject, key words, etc). Document properties can be used to sort your files. Additionally, you can search for documents by their properties.
When recognizing PDF–files and a number of image types, ABBYY FineReader exports the properties of the source document. You can change them later.

To add or modify document properties:

● Click Tools>Options...

● Click the **Document** tab, and, in the **Document properties group**, specify the title, author, subject and key words.

Saving in RTF/DOC/DOCX

To save your text in RTF/DOC/DOCX:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**Microsoft Word Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **RTF/DOC/DOCX** tab.
The saving options on this tab are grouped into the following categories:

Retain layout
Depending on how you are planning to use your electronic document, select the best option below:

● **Exact copy**
Produces a document that maintains the formatting of the original. This option is recommended for documents with complex layouts, such as promotion booklets. Note, however, that this option limits the ability to change the text and formatting of the output document.

● **Editable copy**
Produces a document that nearly preserves the original format and text flow but allows easy editing.

● **Formatted text**
Retains fonts, font sizes, and paragraphs, but does not retain the exact locations of the objects on the page or the spacing. The resulting text will be left–aligned. (Right–to–left texts will be right–aligned).
Note. Vertical texts will be changed to horizontal in this mode.

● **Plain text**
Unlike the **Formatted text** mode, this mode does not retain formatting.

Default paper size
You can select the paper size to be used for saving in RTF, DOC or DOCX format from the **Default paper size** drop–down list.
Tip. To ensure the recognized text fits the paper size, select the **Increase paper size to fit content** option. ABBYY FineReader will automatically select the most suitable paper size when saving.

Text settings

● **Keep headers and footers**
Retains running titles (headers and footers) in the output text.

● **Keep page breaks**
Retains the original page arrangement.

● **Keep line breaks**
Retains the original arrangement into lines.

● **Retain text and background colors**
Retains the original color of the letters.
Note. Word 6.0, 7.0, and 97 (8.0) have a limited text and background color palette, therefore the original document colors may be replaced with the ones available in the Word palette. Word 2000 (9.0) or later retains the colors of the source document in full.

Picture settings
Documents containing a large number of pictures are very large. To reduce the size of the file, select the desired option in the **Image quality** group.
Tip:

● To change the picture saving parameters, click **Custom…**. In the Custom Picture Settings dialog box, select the desired parameters and click **OK**.

● If you don't want to keep pictures in the recognized text, make sure the **Keep pictures** option is clear.

Advanced
Some of the more advanced saving options become available by clicking the **Advanced** group.

● **Highlight uncertain characters**
Select this option to edit the recognized text in Microsoft Word rather than in the ABBYY FineReader **Text** window. All uncertain characters will be highlighted in the Microsoft Word window.
Tip. You can change the color of uncertain characters on the **View** tab of the **Options** dialog box (**Tools**>**Options…**).

● **Enable compatibility with other word processors**
Produces a document that can be opened and edited in earlier versions of Microsoft Word and other word processing applications that support the RTF format.

Saving in XLS/XLSX

To save your text in XLS/XLSX:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**Microsoft Excel Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **XLS/XLSX** tab.
The following options are available:

● **Ignore text outside tables**
Saves only the tables and ignores the rest.

● **Convert numeric values to numbers**
Converts numbers into the "Numbers" format in the XLS file. Microsoft Excel may perform arithmetical operations on cells of this format.

● **Keep headers and footers**
Preserves headers and footers in the output document.

Saving in PDF

To save your text in PDF:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**PDF Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **PDF** tab.
The saving options on this tab are grouped into the following categories:
Default paper size
From the **Default paper size** drop–down list, choose the paper size to be used for saving in PDF format.

Save mode
Depending on how you are planning to use your electronic document, select one of the best option below:

● **Text and pictures only**
This option saves only the recognized text and the associated pictures. The page will be fully searchable and the size of the PDF file will be small. The appearance of the resulting document may slightly differ from the original.

● **Text over the page image**
This option saves the background and pictures of the original document and places the recognized text over them. Usually, this PDF type requires more disk space than **Text and pictures only**. The resulting PDF document is fully searchable. In some cases, the appearance of the resulting document may slightly differ from the original.

● **Text under the page image**
This option saves the entire page image as a picture and places the recognized text underneath. Use this option to create a fully searchable document that looks virtually the same as the original.

● **Page image only**
This option saves the exact image of the page. This type of PDF document will be virtually indistinguishable from the original but the file will not be searchable.
 Depending on the save mode you select, some of the following options will become available:

● **Retain text and background colors**
Select this option to retain the font color and background when saving in PDF.

● **Keep headers and footers**
Preserves headers and footers in the output document.

● **Enable Tagged PDF (compatible with Adobe Acrobat 5.0 and above)**
Select this option to add PDF tags into the output PDF document.
Apart from text and pictures, PDF files can contain information about the document structure such as logical parts, pictures, and tables. This information is encoded in PDF tags. A PDF file equipped with PDF tags may be reflowed to fit different screen sizes and will display well on handheld devices.
Important! If your recognized document contains text in Hebrew or Yiddish, you cannot create a tagged PDF file.

● **Use Mixed Raster Content**
Select this option to retain the visual quality of the text and the pictures in a highly compressed document.

Picture settings

If your document contains a large number of pictures, the resulting file may be very large. You can reduce its size by selecting picture settings manually in the **Image Quality** group.

Tip:

● To change the image saving parameters, click **Custom…**. In the **Custom Picture Settings** dialogue box, the desired parameters and click.

● If you don't want to save images in the recognized text, make sure the **Keep pictures** option is clear.

Font settings

You can use either the standard Acrobat fonts or the fonts installed on your system. To specify the font set to be used, in the **Font** drop–down list, select one of the following:

● **Use standard fonts**
If this option is selected, the PDF file refers to the standard Acrobat fonts: Times New Roman, Arial, and Courier New.

● **Use system fonts**
If this option is selected, the PDF file refers to the standard fonts installed on your computer.

If you don't want to use embedded fonts in your PDF–document, make sure the **Embed fonts** option is clear.

Security

You can use passwords to prevent your PDF document from unauthorized opening, printing or editing:

● Click the **PDF Security Settings…** button and in the dialog box, select the desired security settings.

Saving in PDF/A

Select the PDF/A saving format if you want to create a PDF–document with full–text search capabilities that maintains visual quality or a document to be stored in an archive.

To save your text in PDF/A:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**PDF Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **PDF/A** tab.

The saving options on this tab are grouped into the following categories:

Default paper size

From the **Default paper size** drop–down list, choose the paper size to be used for saving in PDF format.

Save mode

Depending on how you are planning to use your electronic document, select one of the best option below:

● **Text and pictures only**
This option saves only the recognized text and the associated pictures. The page will be fully searchable and the size of the PDF file will be small. The appearance of the resulting document may slightly differ from the original.

● **Text over the page image**
This option saves the background and pictures of the original document and places the recognized text over them. Usually, this PDF type requires more disk space than **Text and pictures only**. The resulting PDF document is fully searchable. In some cases, the appearance of the resulting document may slightly differ from the original.

● **Text under the page image**
This option saves the entire page image as a picture and places the recognized text underneath. Use this option to create a fully searchable document that looks virtually the same as the original.

● **Page image only**
This option saves the exact image of the page. This type of PDF document will be virtually indistinguishable from the original but the file will not be searchable.

Depending on the save mode you select, some of the following options will become available:

● **Retain text and background colors**
Select this option to retain the font color and background when saving in PDF.

● **Keep headers and footers**
Preserves headers and footers in the output document.

● **Enable Tagged PDF (compatible with Adobe Acrobat 5.0 and above)**
Select this option to add PDF tags into the output PDF document.

Apart from text and pictures, PDF files can contain information about the document structure such as logical parts, pictures, and tables. This information is encoded in PDF tags. A PDF file equipped with PDF tags may be reflowed to fit different screen sizes and will display well on handheld devices.

Important! If your recognized document contains text in Hebrew or Yiddish, you cannot create a tagged PDF file.

● **Use Mixed Raster Content**
Select this option to retain the visual quality of the text and the pictures in a highly compressed document.

Picture settings

If your document contains a large number of pictures, the resulting file may be very large. You can reduce its size by selecting picture settings manually in the **Image Quality** group.

Tip:

● To change the image saving parameters, click **Custom…**. In the **Custom Picture Settings** dialogue box, the desired parameters and click **OK**.

● If you don't want to save images in the recognized text, make sure the **Keep pictures** option is clear.

PDF Security Settings

When you save a recognized text in PDF format, you can protect the contents of the PDF–document:

1. With a password required to open the document

2. With a password required to modify or print the document or copy information to another application

3. With encoding

Passwords and other PDF security parameters are set in the **PDF Security Settings** dialog box.
To open it, click the **PDF Security Settings…** button located on the bottom of the **Save>PDF** tab of the **Options** dialog box (**Tools>Options…**).

Password for opening the document

This password protects the PDF–document from unauthorized opening. The user will be able to open the document only after entering the password specified by the author.
To set a password required to open the document:

1. Select Require password to open document

2. Click [···]

3. In the **Enter Document Open Password** dialogue box, enter your password and confirm it.
The password you specified will be displayed as dots in the **Document Open Password** field of the PDF Security Settings dialogue box.

Password for editing and printing the document

This password protects the PDF–document from unauthorized editing and printing as well as copying information to another application. The user will be able to do the described action only after entering the password specified by the author.
To set a password required to access file contents:

1. Select Restrict printing and editing the document and its security settings

2. Click [···]

3. In the **Enter Permissions Password** dialogue box, enter your password and confirm it.
The password you specified will be displayed as dots in the **Permissions Password** field of the PDF Security Settings dialogue box.
Next, select the actions you want to allow the users to do with the PDF–document. These restrictions are set in the Permissions settings group.

● Items in the **Printing allowed** drop–down list let you allow or prohibit document printing.

● Items in the **Changes allowed** drop–down list let you allow or prohibit document editing.

● If the **Enable copying text, pictures, and other content** option is selected, the user will be able to copy the contents of the PDF–document (text and images) to Clipboard. If you want to prohibit such actions, make sure this option is clear.

● If the **Enable text access for screen reader devices** option is selected, the user will be able to make screenshots of the opened PDF–document. If you want to prohibit such actions, make sure this option is clear. Note that this option is only available for PDF–documents with 128–bit encoding or higher.

Encoding level

Items in the **Encryption level** drop–down list let you set the encoding type for the password–protected PDF–document.
Select one of the encoding levels:

● **Low (40 bit) – compatible with Adobe Acrobat 3.0 and above** sets a low 40–bit encoding level based on the RC4 standard.

● **High (128 bit) – compatible with Adobe Acrobat 5.0 and above** sets a high 128–bit encoding level based on the RC4 standard, but the users of earlier Adobe Acrobat versions will not be able to open such PDF–document.
● **High (128–bit AES) – compatible with Adobe Acrobat 7.0 and above** sets a high 128–bit encoding level based on the AES standard, but the users of earlier Adobe Acrobat versions will not be able to open such PDF–document.

Saving in HTML

To save your text in HTML:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**HTML Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools**>**Options…**, click the **Save** tab, and then click the **HTML** tab.
The saving options on this tab are grouped into the following categories:
Retain layout
Depending on how you are planning to use your electronic document, select the appropriate option:

● **Flexible layout**
Produces a document that maintains the formatting of the original. The output document can be easily edited.

● **Formatted text**
Retains fonts, font sizes, and paragraphs, but does not retain the exact locations of the objects on the page or the spacing. The resulting text will be left–aligned. (Right–to–left texts will be right–aligned.)
Note. Vertical texts will be changed to horizontal in this mode.

● **Plain text**
This mode does not retain formatting.
Use CSS
Select this option to save the file in HTML 4 format, which allows maintaining the document layout by using a style table incorporated in the HTML–file.

Save mode

● **Keep line breaks**
Retains the original arrangement of lines.

● **Retain text and background colors**
Retains the original color of the letters.
● **Keep headers and footers**
Preserves headers and footers in the output document.

Picture settings
Documents containing a large number of pictures are very large. To reduce the size of the file, select the desired option in the **Image quality** group.
Tip:

● To change the picture saving parameters, click **Custom…**. In the Custom Picture Settings dialog box, select the desired parameters and click **OK**.
● If you don't want to keep pictures in the recognized text, make sure the **Keep pictures** option is clear.

Character encoding
ABBYY FineReader detects the code page automatically. To change the code page or its type, select the desired code page or code page type from the drop–down lists under **Character encoding**.

Saving in PPTX

To save your text in PPTX:

● In the drop–down list on the main toolbar, choose a document layout saving mode.

● Click **File**>**Save Document As**>**Microsoft PowerPoint 2007 Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools**>**Options…**, click the **Save** tab, and then click the **PPTX** tab.
The saving options on this tab are grouped into the following categories:

Text settings

- **Keep line breaks**
  Retains the original arrangement of lines.

- **Wrap text**
  This option is only available if **Keep line breaks** is selected. All recognized text is fit entirely inside the text block in the slide.

- **Keep headers and footers**
  Preserves headers and footers in the output document.

Picture settings

Documents containing a large number of pictures are very large. To reduce the size of the file, select the desired option in the **Image quality** group.

Tip:

- To change the picture saving parameters, click **Custom…**. In the Custom Picture Settings dialog box, select the desired parameters and click **OK**.

- If you don't want to keep pictures in the recognized text, make sure the **Keep pictures** option is clear.

Important! When saving results in PPTX, ABBYY FineReader creates special HTML files that contain the different parts of the presentation. To save the presentation as a single file, re–save it using Microsoft PowerPoint (select **Save As** from the **File** menu and specify PPTX as the saving format).

Saving in TXT

To save your text in TXT:

- In the drop–down list on the main toolbar, choose a document layout saving mode.

- Click **File**>**Save Document As**>**Text Document** or the **Save** button on the main toolbar. Click the arrow near the **Save** button and choose a saving format from the list. If there is no suitable format in the list, click **Save to other formats…**, and, in the dialog box that opens, select the desired format.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **TXT** tab.
The saving options on this tab are grouped into the following categories:

Text settings

- **Keep line breaks**
  Retains the original arrangement of lines.

- Insert page break character (#12) as page break
  Saves the original page arrangement.

- **Use blank line as paragraph separator**
  Separates the paragraphs with blank lines.

- **Keep headers and footers**
  Preserves headers and footers in the output document.

Character encoding

ABBYY FineReader detects the code page automatically. To change the code page or its type, select the desired code page or code page type from the drop–down lists under **Character encoding.**

Saving in CSV

To save your text in CSV:

- In the drop–down list on the main toolbar, choose a document layout saving mode.

- Click the arrow near the "Save" button on the main toolbar, or click **File**>**Save Document As**>**CSV Document**.

Tip. Additional saving options are available in the **Options** dialog box: select **Tools>Options…**, click the **Save** tab, and then click the **CSV** tab.
The saving options on this tab are grouped into the following categories:

Text settings

- **Ignore text outside tables**
  Saves only the tables and ignores the rest.

- Insert page break character (#12) as page separator
  Saves the original page arrangement.

● **Field separator**
   Selects the character that will separate the data columns in the CSV file.

Character encoding
ABBYY FineReader detects the code page automatically. To change the code page or its type, select the desired code page or code page type from the drop–down lists under **Character encoding.**

Saving to Microsoft SharePoint
(only for ABBYY FineReader Corporate Edition and ABBYY FineReader Site License Edition)
ABBYY FineReader allows you ton save recognized text to a network resource — a Web site, an online library, etc.

To save recognized text in Microsoft SharePoint:

1. On the File menu, click Save to Microsoft SharePoint…

2. In the dialog box that opens, specify the file name, the format, the network folder the file will be saved to, and the file options.

3. Click **Save**.

Important!

● Make sure you have **Microsoft Office SharePoint Portal Server Client Components** installed on your computer and the **Web Client** is running.

● When working with addresses like **http://Server/share**, it is impossible to replace a file already existing in the network.

Saving an Image of the Page

To save one or more images:

1. Select the pages in the **Pages** window;

2. On the **File** menu, click **Save Images…**

3. In the **Save Images As** dialogue box, select the disk and folder to save the file to

4. Select either to save all document pages or the selected ones

5. Select a graphical format you want to save the image in.
   Important! If you want to save multiple pages to one file, choose the TIF format and select **Save as multi–page image file**.

6. Specify the file name and click **Save**.

To save one or multiple areas:

1. Select the areas in the **Image** window

2. On the **File** menu, click **Save Images…**

3. In the **Save Images As** dialog box, select the disk and folder to save the file and the file format

4. Select Save only selected areas.
   Tip. This option is available if only one page is selected in the **Pages** window.

5. Specify the file name and click **Save**.

Tip. When saving, you can select the image format and compression method. Image compression lets you decrease file size. Methods used for image compression differ by compression rate and data losses. Two factors define the choice of compression method: the resulting image quality and file size.

Selecting an image compression method when saving in TIF format...
ABBYY FineReader lets you use the following compression methods:

● **ZIP** — provides for no data losses and is used for images containing large sections of one color. For example, this method is used for screenshots and black-and-white images.

● **JPEG** — used for gray and color images, for example, photos. This method provides for a high-density compression but leads to data losses and poorer image quality (blurred outlines and poor color palette).

● **CCITT Group 4** — provides for no data losses and is used for black-and-white images created in graphical programs or scanned images. The **CCITT Group 4** compression is a widespread compression method applied to virtually all images.

● **Packbits** — provides for no data losses and is used for scanned black-and-white images.

● **LZW** — provides for no data losses and is used for graphics and gray images.

Advanced Features

Chapter Contents

- Working in Other Applications
- Using Area Templates
- Recognition With Training
- User Languages and Language Groups
- Group Work in a LAN
- ABBYY FineReader Automated Task Management
- ABBYY Hot Folder

Working in Other Applications

When you install ABBYY FineReader 10, you may choose to integrate the program with Microsoft Office applications and Windows Explorer. Integration means that:

- An **ABBYY FineReader 10** toolbar will appear in Microsoft Word, Microsoft Excel, and Microsoft Outlook.

- An **ABBYY FineReader 10** option will appear in the supported format shortcut menu in Windows Explorer.
You can check and edit recognition results using standard Microsoft Office tools, run Quick Tasks, and open images and PDF files in ABBYY FineReader directly in Windows Explorer.
Note. Integration with Windows Explorer is not supported on 64–bit platforms.

To perform OCR on a document in a Microsoft Office application:

1. Click button on the **ABBYY FineReader 10** bar.

2. In the dialog box, check the options and click **Start**.

ABBYY FineReader will be launched, and the recognized text will be opened in the current Microsoft Office application when the OCR process is completed.

To open an image or PDF file from Windows Explorer:

1. Select the Windows Explorer file.

2. Select ABBYY FineReader 10>Open in ABBYY FineReader from the file's shortcut menu.
Note. This command will appear only if the program supports the selected file's format.

ABBYY FineReader 10 will launch and the selected image will be added to a new ABBYY FineReader document. If ABBYY FineReader 10 is already running, the image will be added to the current ABBYY FineReader document.
If the ABBYY FineReader button doesn't appear on the Microsoft Office application toolbar...

If the ABBYY FineReader 10 panel doesn't appear on the Microsoft Office application toolbar:

- Select **ABBYY FineReader 10** from the application toolbar's shortcut menu.

If the **ABBYY FineReader 10** option is not available on the shortcut menu, it means that ABBYY FineReader 10 integration with **Microsoft Office** applications was disabled during custom installation.

To enable integration:

1. Go to Add or remove progams (Start>Settings>Control Panel).
   Note. In Microsoft Windows Vista and Windows 7, this command is called **Programs and Features**.

2. In the list of installed programs, select **ABBYY FineReader 10** and click **Change**.

3. In the **Custom Installation** dialog box, select the appropriate components.

4. Follow the setup instructions.

Using Area Templates

If you are processing a large number of documents with an identical layout (e.g. forms or questionnaires), analyzing the layout of every page will be time consuming. To save time, you can analyze only one document in a set of similar documents and save the detected areas as a template. Then you can use this template for the other documents in the set.

To create an area template:

1. Open an image and either let the program analyze the layout automatically or draw the desired areas manually.

2. From the **Areas** menu, select the **Save Area Template…** command. In the saving dialog box, provide a name for your template and click **Save**.

Important! To be able to use an area template, you must scan all the documents in the set using the same resolution value.

Applying an area template:

1. In the **Document** window, select the pages you wish to apply an area template to.

2. From the **Areas** menu, select the **Load Area Template…**

3. In the **Open Area Template** dialog box, select the desired area template (area template files have the *.blk extension).

4. In the same dialog box, next to **Apply to**, select **Selected pages** to apply the template to the selected pages.
   Note. Select **All pages** to apply the template to all the pages in the current ABBYY FineReader document.

5. Click the **Open** button.

Recognition With Training

The Training mode is used for:

● Texts set in decorative fonts

● Texts containing unusual characters (e.g. mathematical symbols)

● Long (more than a hundred pages) documents of low print quality
Use the Training mode *only* if one of the above applies. In other instances, the slight increase in recognition quality will be outweighed by considerably longer processing times. For details, see Paper Document Contains Decorative (Non–Standard) Fonts.

● Training User Patterns
Provides instructions on training a user pattern, with additional information on training characters and ligatures.

● Selecting a User Pattern
Provides instructions on selecting a user pattern, with some additional tips on how to make the appropriate choice.

● Editing a User Pattern
Provides instructions on viewing the characters in a user patter and changing the font effects.

Training User Patterns

1. Select **Tools**>**Options…** and click the **Read** tab.

2. Select Train user pattern under Training.

3. Click the **Pattern Editor…** button.

4. In the **Pattern Editor** dialog box, click **New…**.

5. In the **Create Pattern** dialog box, type in a name for your new pattern and click **OK**.

6. Close the **Pattern Editor** and the **Options** dialog boxes by clicking the **Close** button in each.

7. On the toolbar at the top of the **Image** window, click **Read**.
   Now if ABBYY FineReader encounters an unknown character, a **Pattern Training** dialog box will display the unknown character.
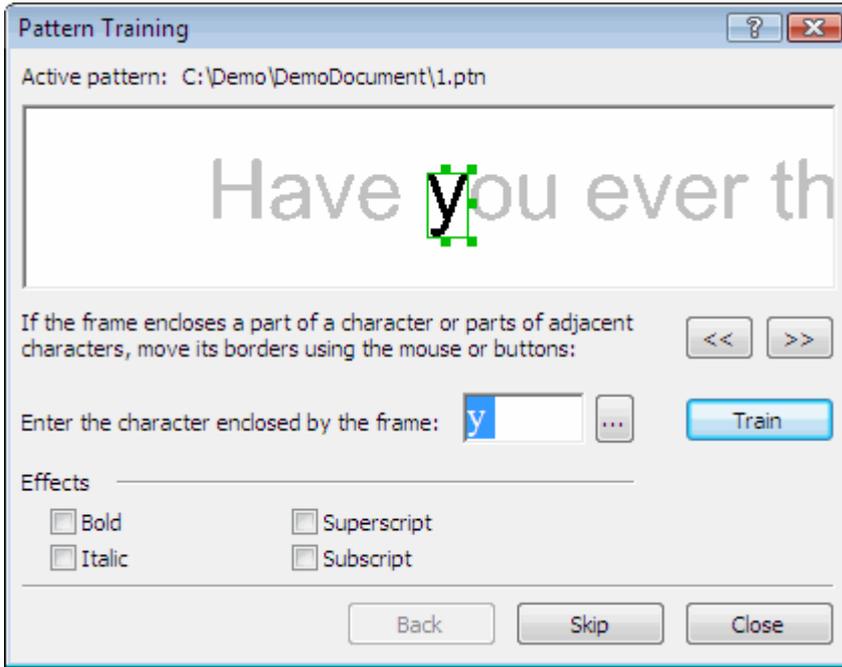
8. Teach new **characters** and **ligatures**.
    A ligature is a combination of two or three "glued" characters (for example, fi, fl, ffi, etc.). These characters are difficult to separate because they are "glued" during printing. In fact, better results can be obtained by treating them as single compound characters.
    Note. Words printed in bold or italic type in your text or words in superscript/subscript may be retained in the recognized text by selecting the corresponding options under **Effects**.
    To go back to a previously trained character, click the **Back** button. The frame will jump to its previous location and the latest trained "character image–keyboard character" correspondence will be removed from the pattern. The **Back** button will function only within one word.

Important!

● You can only train the system to read the characters included in the alphabet of the recognition language. To train ABBYY FineReader to read characters that cannot be entered from the keyboard, use a combination of two characters to denote these non–existent characters or copy the desired character from the **Insert Character** dialog box (click [...] to open the dialog box).

● Each pattern may contain up to 1,000 new characters. However, avoid creating too many ligatures, as this may adversely affect OCR quality.

Selecting a User Pattern

ABBYY FineReader allows you to use patterns to improve OCR quality.

1. From the **Tools** menu, select **Pattern Editor…**.

2. In the **Pattern Editor** dialog box, select the desired pattern from the list of available patterns and click **Set Active**.

Some important points to remember:

1. Rather than differentiating between some similar but diverse characters, ABBYY FineReader recognizes them as one and the same character. For example, the straight ('), left ('), and right (') quotes will be stored in a pattern as a single character (straight quote). This means that left and right quotes will never be used in the recognized text, even if you try to train them.

2. For some character images, ABBYY FineReader will select the corresponding keyboard character based on the surrounding context. For example, an image of a small circle will be recognized as the letter O if there are letters around it and as the number 0 if there are digits around it.

3. A pattern can only be used for documents that have the same font, font size, and resolution as the document used to create the pattern.

4. To use the same pattern later, save the current document options to a file.

5. To recognize texts set in a different font, be sure to disable the user pattern by selecting the **Do not use user patterns** option in **Tools>Options…>Read**.

Editing a User Pattern

You may wish to edit your newly created pattern before launching the OCR process. An incorrectly trained pattern may adversely affect OCR quality. A pattern should contain only whole characters or ligatures. Characters with cut edges and characters with incorrect letter correspondences should be removed from the pattern.

1. From the **Tools** menu, select **Pattern Editor…**.

2. In the **Pattern Editor** dialog box, select the desired pattern and click the **Edit…** button.

3. In the **User Pattern** dialog box, select the desired character and click the **Properties…** button.
   In the dialog box, type the letter corresponding to the selected character and select the desired font effect (italic, bold, superscript, or subscript).
   To delete characters that have been trained incorrectly, select the desired characters and click the **Delete** button.

User Languages and Language Groups

You can create and use your own recognition languages and language groups in addition to the predefined languages and groups included with the program.

● Creating an OCR Language
This is used to process texts containing many uncommon elements, such as code numbers.

● Creating a Language Group
This is used to recognize documents written in several languages that are not present in predefined language pairs.

Creating an OCR Language

When performing OCR on a document, ABBYY FineReader uses some information about the language of the document (this language should be selected from the **Document Languages** drop–down list in the **Document** window). If there are too many unusual abbreviations or words in the text, the program may fail to recognize them correctly. If this is the case, you may wish to create your own recognition language for this document.

1. From the **Tools** menu, select **Language Editor…**.

2. In the **Language Editor** dialog box, click **New…**.

3. In the **New Language or Group** dialog box, select **Create a new language based on an existing one** and from the drop–down list below, select the desired language. Click **OK**.

4. In the **Language Properties** dialog box, specify the properties of the new OCR language.

   ● **Language name** — Type a name for your OCR language in this field.

   ● **Source language** — The language on which your new OCR language will be based. (Displays the language you selected in the **New Language or Group** dialog box. Click the arrow to the right to select a different language.)

   ● **Alphabet** — Lists the characters of the alphabet of the source language. Click [...] to add or remove characters.

   ● **Dictionary** — The dictionary that ABBYY FineReader will use to perform OCR on your document and to check the recognized text. The following options are available:

      ● **None**
      No dictionary will be used.

      ● **Built-in dictionary**
      The dictionary supplied with ABBYY FineReader will be used.

      ● **User dictionary**
      A user dictionary will be used. Click the **Edit…** button to add words to the dictionary or to import an existing user dictionary or text file in Windows (ANSI) or Unicode encoding. The words in the text file you wish to import must be separated by spaces or other non-alphabetic characters.
      Note. The words from the user dictionary may occur in the recognized text in the following capitalizations: 1) lowercase only, 2) uppercase only, 3) first letter capitalized, 4) as spelt in the user dictionary. The four possibilities are summed up in the table below.

Word as spelt in the user dictionary	Possible occurrences of the word in the text
abc	abc, Abc, ABC
Abc	abc, Abc, ABC

ABC	abc, Abc, ABC
aBc	aBc, abc, Abc, ABC

- **Regular expression**
  You can use a regular expression to create new language.

- **Advanced…** — Opens the **Advanced Language Properties** dialog box, where you can specify more advanced properties for your language:

  - Non-letter characters that may occur at the beginning or at the end of words

  - Standalone non-letter characters (punctuation marks, etc.)

  - Characters to be ignored if they occur inside words

  - Prohibited characters that may never occur in texts written in this language

  - All the characters of the language that will be recognized

  - Text may contain Arabic numerals, Roman numerals, and abbreviations.

5. Once you have finished creating your new language, select it as the recognition language for your document.

By default, user languages are saved in the ABBYY FineReader document folder. To change this folder, select **Tools>Options…**, click the **Advanced** tab, and specify a new folder under **User languages folder**.

Creating a Language Group

If you are going to use a particular language combination regularly, you may wish to group the languages together for convenience.

1. From the **Tools** menu, select **Language Editor…**.

2. In the **Language Editor** dialog box, click **New…**.

3. In the New Language or Group dialog box, select Create a new group of languages and click OK.

4. In the **Language Group Properties** dialog box, type a name for your new group and select the desired languages.
   Note. If you know that your text will not contain certain characters, you may wish to explicitly specify these so–called prohibited characters. Specifying prohibited characters can increase both recognition speed and quality. To specify prohibited characters, click the **Advanced…** button in the **Language Group Properties** dialog box. In the **Advanced Language Group Properties** dialog box, type the prohibited characters in the **Prohibited characters** field.

5. Click **OK**.

The newly created group will be added to the **Document Languages** drop–down list in the **Document** window.

By default, user language groups are saved in the ABBYY FineReader document folder. To change this folder, select **Tools>Options…**, click the **Advanced** tab, and specify a new folder under **User languages folder**.
Tip. If you need a particular language combination for a document, you can also select the desired languages directly, without creating a group for them.

1. From the **Document Languages** drop–down list, select **More languages…**

2. In the Language Editor dialog box, select Specify languages manually.

3. Select the desired languages and click **Cancel**.

Group Work in a LAN

ABBYY FineReader 10 provides tools and capabilities for processing documents over a local area network (LAN).

- Processing the Same ABBYY FineReader Document on Several LAN Computers

- Using the Same User Languages and Dictionaries on Several Computers

Processing the Same ABBYY FineReader Document on Several LAN Computers

When running ABBYY FineReader over a local area network, all the program tools and capabilities are available on the workstations.
If an ABBYY FineReader document is to be used on several LAN computers simultaneously, the following should be taken into account:

● A separate copy of ABBYY FineReader 10 should be installed on each computer.

● All the users must have full access to the ABBYY FineReader document.

● Each user may add pages to the document and modify them. If a user adds new pages and launches the OCR process for them, the program will process the entire document anew. None of the users will be able to edit the document while the processing is underway.

Once the page background changes to white, all the tools in the **Text** window will become available.

● A document page that is being processed by one user is locked for the other users.

● Users may monitor page status from the **Document** window, including the computer that is processing the document, which user has opened a page, whether it has been recognized or edited, etc. To see the status, switch into the Details view.

● The fonts that are used in the ABBYY FineReader document must be installed on each computer. Otherwise, the recognized text may be displayed incorrectly.

Using the Same User Languages and Dictionaries on Several Computers

In ABBYY FineReader 10, several users can use the same user languages and dictionaries simultaneously. Several users can also add words to the same user dictionaries over the LAN.

To make user languages and dictionaries available to multiple users:

1. Create or open an ABBYY FineReader document and select the desired scanning and OCR options.

2. Before creating a user language, specify the network or local folder where user languages and dictionaries should be stored. By default, user languages and dictionaries are stored in the ABBYY FineReader document folder.
   To specify a storage location for user languages:

   ● Select **Tools>Options…**, click the **Advanced** tab, and provide the path to the folder under **User languages folder**.
   To specify a storage location for user dictionaries:

   1. Select **Tools>Options…**, click the **Advanced** tab, and then click the **Spell Checker Settings…** button.

   2. In the **Spell Checker Settings** dialog box, click the **Browse…** button and select the desired folder.

3. Save the ABBYY FineReader document options to an *.fbt file.

4. The users wishing to work with the languages and dictionaries stored in the above folder should load the document options from this *.fbt file when creating a new ABBYY FineReader document so that the same folder path will be used for all users.

   Important! The users should have read and write permissions for the folder where user languages and dictionaries are stored.

To view the list of available user languages in the **Language Editor** dialog box (select **Tools**>**Language Editor…** and scroll to **User languages**).

When a user language is being used by several users, it is available as "read–only," and users will not be able to change user language properties. However, words can be added to and deleted from a user dictionary that is being used on several LAN computers.

When a user is adding words to a dictionary or editing a dictionary, the dictionary becomes locked for other users. Once finished, changes become available to all users that have access to this language storage folder.

To update a dictionary:

● While checking the spelling (**Tools**>**Check Spelling…**), click the **Add…** button in the **Check Spelling** dialog box
or

● Click any button in the **Select Dictionary** dialog box (**Tools**>**View Dictionaries…**)

ABBYY FineReader Automated Task Management

An ABBYY FineReader automated task is a set of successive steps. Each step corresponds to one of the document recognition stages. Similar actions can be automated using tasks.

Automated task management includes creating, editing, starting, and deleting custom automated tasks. Tasks are managed via the **Automation Manager** dialog box.

To open the **Automation Manager** dialog box, do one of the following:

● Select Automation Manager… in the Tools menu

● Press **Ctrl+T**

The Automation Manager dialog box will display the available automated tasks. These include:

● ABBYY FineReader Quick Tasks are marked with the character .
These tasks cannot be deleted or edited. However, you can copy a task and then modify it.

● Custom automated tasks are marked with character 👤.
   In order to change the name of a custom automated task, select **Rename…** from the task's shortcut menu.

● Tasks that cannot be run on your computer for some reason are marked with ⚠.
   In order to send recognized text to another application, that application must be installed on your computer. It is not possible to execute a task where the recognized text is to be sent to any application that is not installed on your computer.

On the toolbar in the upper part of the **Automation Manager** dialog box, you will find the buttons to create, modify, copy, or delete the selected task, or launch the task.
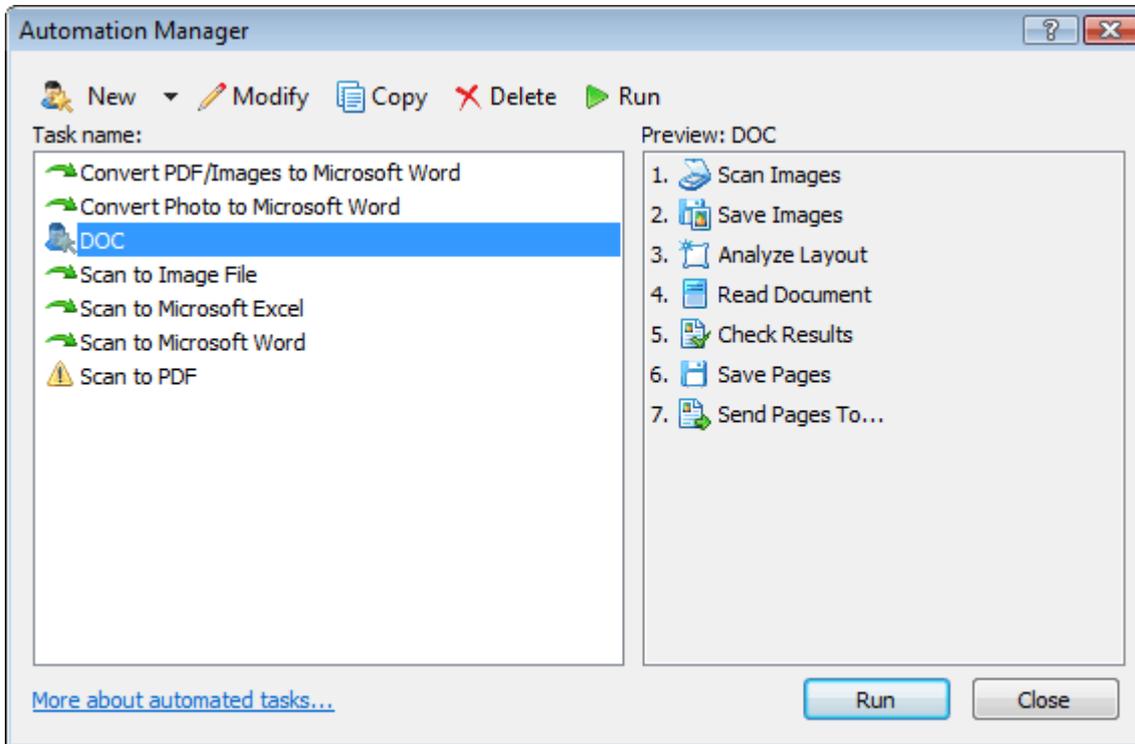
In order to start processing a document in line with the selected task, click the **Run** button or the button ▶ in the **Automation Manager** dialog box.

How to Create a New Automated Task

1. Run the Automation Manager (Tools>Automation Manager…).

2. On the **Automation Manager** toolbar, click **New** and enter the name of the task.

3. When the **Automation Wizard** dialog box opens in the left–hand side of the window, select one of the available steps. The selected step will be displayed in the right–hand side of the window.

4. Steps are added to the task with default settings. In order to change a step's settings, simply click **Change…**.
   Use **Delete** to delete unnecessary steps from a task. The choice of available steps depends on which steps were selected previously. That is why not all steps can be deleted individually. For example, if the **Recognition** step is added to a task, the **Page layout analysis** step can no longer be deleted from the task. In this case, in order to delete the step, you must first click **<< Back** and return to the step you wish to delete.

5. Once you have added all of the necessary steps to your automated task and selected their settings, click **Finish**.

Steps of custom automated tasks

Custom automated tasks offer a wider range of steps compared to quick tasks. The order of steps in your custom automated tasks should correspond to the document processing stages in ABBYY FineReader. Steps such as *image acquisition*, *recognition* and *saving* are mandatory, while other steps such as *result checking* and *page layout analysis* are optional.

When creating a new custom automated task, select one of the available actions for each step:

1. Getting an image
   This is always the first step in an automated task. At this step, ABBYY FineReader retrieves the images to be processed. Select how you would like to retrieve the image:

   ● **Scan Images**
     Scanning is performed using current application settings.

   ● **Open Images**
     Specify the folder from which images will be added into the application when the task is started.

   ● **Open FineReader Document**
     Specify the ABBYY FineReader document from which images will be processed when the task is started.
   Notes:

     ● If images are added to a document that already contains images during task execution, only the added images will be processed. If a new document will be processed during task execution, all of the images from the document will be processed.

     ● If the task involves processing an ABBYY FineReader document that contains both recognized pages and pages on which areas have been labelled, the recognized pages will not be re-processed, and the pages with labelled areas will be recognized.

2. Page layout analysis

This step is optional. Page layout analysis is used to customize area templates.

- **Load Areas Template**
  Specify the path to the area template file.

- **Analyze Layout**
  After the image is retrieved, ABBYY FineReader will analyze the layout of the image and label its areas. If you need to manually draw areas, enable the **Draw areas manually** option.

3. Recognition
   At this step, ABBYY FineReader performs OCR on the images.

   - **Read Document**
     Recognition is executed using ABBYY FineReader 10's current settings.

4. Checking recognition results
   This step is optional. It lets users customize the settings for recognition result checking.

   - **Check Results**
     Select your preferred method for checking recognized text.

5. Saving recognition results
   At this step, ABBYY FineReader saves the text to a file or sends it to the selected application. An automated task may include several saving steps.

   - **Save Document**
     Specify the desired file name, format, the folder in which the file with recognized text will be saved, and the file options.
     Note. To avoid having to specify a new folder every time you run this step (i.e. re–setting the task), select the **Create time–stamped subfolder** option.

   - **Save document in another format**
     Select the desired format from the drop-down menu.
     You can specify the file name, the folder in which the file with recognized text will be saved, and the file options.

6. Adding **advanced steps** to an automated task allows you to send the recognized text to another application, attach the retrieved image or the recognized text to an e–mail message, or save the ABBYY FineReader document.

   - **Send Document To…**
     Select the desired application from the drop-down menu.
     During task execution, the recognized text will be saved into a new file opened in the selected application.
     Important! In this case, the recognized text will not be saved to the disk.

   - **E-mail Document**
     Select the desired file format from the drop-down menu.
     You can select the page saving option. The recognized text will be saved in the format of your choice, and the files will be attached to your e-mail message.

   - **Save Images**
     Select the desired format from the drop-down menu.
     Select the desired file name, format, the folder in which the file with images will be saved, and the file options.
     Note. In order to save all of the images into one file, select the **Save as one multi–page image file** option (available for TIFF and PDF formats only).

   - **E-mail Images**
     Select the desired format from the drop-down menu.
     Specify the desired file name, format, the folder in which the file with images will be saved, and the file options. The images will be saved in the format of your choice, and the files with images will be attached to your e-mail message.

   - **Save FineReader Document**
     Specify the folder in which the ABBYY FineReader document will be saved.

ABBYY Hot Folder

(Available in ABBYY FineReader 10 Corporate Edition and ABBYY FineReader 10 Site License Edition only)
ABBYY FineReader includes **ABBYY Hot Folder**, a scheduling agent which allows you to select a folder with images and set the time for ABBYY FineReader to process the images contained in the folder. For example, you can schedule your computer to recognize images overnight.
To process images in a folder automatically, create a processing task for that folder and specify the image opening, OCR, and saving options. You must also specify how often ABBYY FineReader should check the folder for new images (at regular intervals or only once) and set the start time for the task.
Important! At the time when the task should start, your computer must be turned on and you must be logged on.

- Installing and Starting ABBYY Hot Folder

- Main Window

- Creating a Task

● Changing Task Properties

● Results Log

Installing and Starting ABBYY Hot Folder

By default, ABBYY Hot Folder is installed on your computer together with ABBYY FineReader 10. If, during custom installation, you chose not to install ABBYY Hot Folder, you can install the application later by following the instructions below:

1. On the Windows taskbar, click **Start** and then select **Settings>Control Panel**.

2. Double–click the **Add or Remove Programs** icon in the **Control Panel** window.

3. In the list of installed programs, select **ABBYY FineReader 10** and then click **Change**.

4. In the **Custom Setup** dialog box, select **ABBYY Hot Folder**.

5. Follow the instructions of the setup program.

Starting ABBYY Hot Folder

There are several ways to start ABBYY Hot Folder:

● Select Start>All Programs>ABBYY FineReader 10 and then select ABBYY Hot Folder or

● In the ABBYY FineReader 10 main window, select Tools>Hot Folder… or

● Double–click the ABBYY Hot Folder icon on the Windows taskbar (this icon will appear once you have set up at least one hot folder).

Main Window

Starting ABBYY Hot Folder opens the feature's main window. Use the buttons on the toolbar to set up, copy, delete, and start folder processing tasks. You can also view detailed reports for each folder.
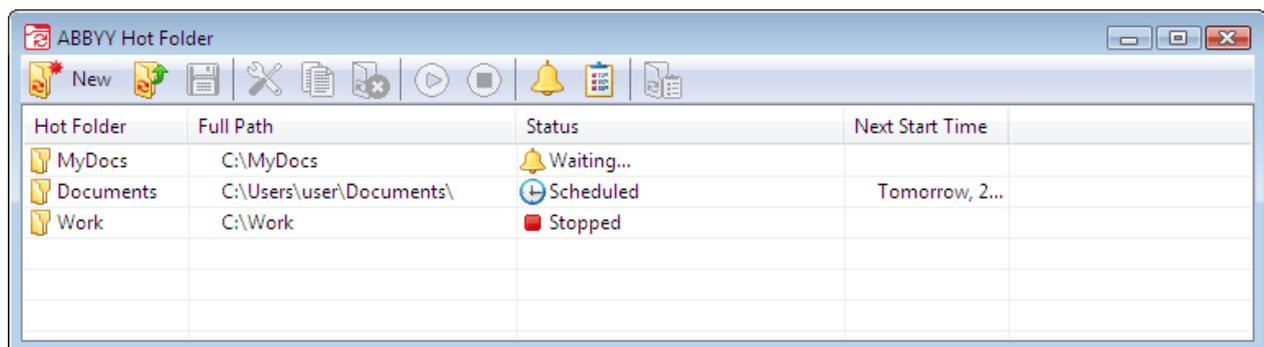
To create a new task, click the **New** button on the toolbar. The **ABBYY Hot Folder Wizard** will guide you through setting up a hot folder.
Note:

● By default, task files are stored in %Userprofile%\Local Settings\Application Data\ABBYY\HotFolder\10.00.
(In Microsoft Windows Vista, Windows 7 in %Userprofile%\AppData\Local\ABBYY\HotFolder\10.00).

● The results will be saved to the folder you specified when setting up the task. In some cases, to prevent the loss of already processed files, the program will create a subfolder in the specified folder and save the subsequent recognition results to this subfolder. The subfolder will be named as follows:

1. **"Hot Folder DD.MM.YYYY HH–MM–SS"**
A subfolder with this name is created when you re–run a task.

2. **"File name(NUMBER)"**
A subfolder with this name is created if a file with a particular name already exists in the folder you specified.

To see messages notifying you that tasks have been completed, click on the toolbar.
A notification message will be displayed in a pop–up window above the Windows taskbar.

The ABBYY Hot Folder main window displays a list of set–up tasks. For each task, the full path to the corresponding hot folder is displayed, together with its current status and the scheduled processing time.
Tasks may have the following statuses:

Status	Description
▶	Running	The images in the folder are being processed.
🔔	Waiting	Waiting for the previous task to finish.
🕐	Scheduled	You chose to check the hot folder for images only once at start time. The start time is indicated in the **Next Start Time** column.
🕐	Watching	ABBYY FineReader will process images in this folder as they come in.
■	Stopped	Processing has been stopped by the user.
✔	Completed	Finished processing images in this folder.
✖	Error	An error occurred when processing images in this folder. ABBYY FineReader did not complete the processing tasks. To find out the cause of the error, select the failed folder and click the **View Log** button on the toolbar.

You can save any task for future use:

1. On the toolbar, click 💾.
2. Specify the name of the task and the path to the task.
3. Click **Save**.

To load a previously saved task:

1. On the toolbar, click 📂.
2. Select the desired task and click **Open**.

Creating a Task

The **ABBYY Hot Folder Wizard** will guide you through the steps required to set up a hot folder.
To set up a task:

1. In the main window, click the **New** button. In the **Hot Folder – Step 1 of 3: Open Images** dialog box, select the folder to be monitored and then specify how often ABBYY FineReader should check this folder.

   ● From the drop-down list at the top of the dialog box:

      ● Select **Folder** if you want ABBYY FineReader to process images form a local or a network folder.

      ● Select **FTP folder** if you want ABBYY FineReader to process images from a folder on an FTP server. Enter the FTP login and password if the server requires authorization. Otherwise, select the **Anonymous login** option to use an anonymous connection.

      ● Select **Outlook folder** if you want to process images arriving into a mailbox folder.

   ● Under **Processed image settings**, specify whether ABBYY FineReader should delete the images from the hot folder after they have been successfully processed.

   ● Under Time settings:

      ● Select **Check folders once at start time** to process only the images that will be available in this folder when the scheduled task begins. Any images added to the folder later will not be processed.

      ● Select **Continually check folder for incoming images** to monitor the folder and process new files as they arrive. ABBYY FineReader will check the folder for new images every 60 seconds.

   ● In the **Start time** field, select the time when ABBYY FineReader must start processing images in the folder. Select **Postpone** to postpone the task.

2. Click **Next**. In the **Hot Folder – Step 2 of 3: Read All Images** dialog box, select a recognition language and a recognition mode.

- From the **Recognition language** drop-down list, select the language corresponding to the language of the texts on the images.
  Note. You can select more than one recognition language.

- To apply an area template to the images, provide a path to the desired area template file in the **Use area template** field.

- Under **Image preprocessing**, select the desired options:

  - **Enable image preprocessing** — the program will automatically preprocess images when running a task

  - **Detect page orientation** — the program will automatically detect page orientation when opening images

  - **Split dual pages** — the program will automatically split facing pages into two separate images

- Under **Recognition mode**, select either

  - **Thorough Reading** (in this mode, ABBYY FineReader will read even poor quality images) or

  - **Fast Reading** (recommended only for good quality images)

3. Click **Next**. In the **Hot Folder – Step 3 of 3: Save Document** dialog box, specify where the recognized text should be saved and in which format.

- From the **Select how you wish to save results** drop-down list, select the desired folder type:

  - **Folder** saves results in a local folder on your computer

  - **Microsoft SharePoint** saves results on the Microsoft SharePoint server (e.g. on a website, on a portal, or in an electronic library).
    If a user name and password are required to access the server, type them in the **Login** and **Password** fields.
    For details, see Saving to Microsoft SharePoint.

- Under saving options:

  - From the **Save format** drop-down list, select the file format in which you wish to save the results.
    Tip. You can save the same recognized text multiple times to have the results in several formats. In the **Save format** drop–down list, select **(Select multiple formats)** and in the dialog box, select the desired formats.

- From the **File options** drop-down list, select:
  – **Create a separate file for each page** to save each page into a separate file
  – **Name files as source images** to save each page into a separate file with the same name as that of the original image
  – **Create a new file at each blank page** to treat the pages as a set of groups, each group ending with a blank page. The pages from different groups are saved into different files with names that are formed based on a user–provided name with an index appended (–1, –2, –3, etc.)
  – **Create a single file for all pages** to save all pages to a single file

- In the **File name** field, type in a name for the file into which recognized text will be saved.
  Note. The appearance of this dialog box depends on the settings you made at Step 1.

4. Click **Finish**.
   The set–up task will be displayed in the ABBYY Hot Folder main window.
   Note:

- By default, task files are stored in %Userprofile%\Local Settings\Application Data\ABBYY\HotFolder\10.00.
  (In Microsoft Windows Vista, Windows 7 in %Userprofile%\AppData\Local\ABBYY\HotFolder\10.00).

- The results will be saved to the folder you specified when setting up the task. In some cases, to prevent the loss of already processed files, the program will create a subfolder in the specified folder and save the subsequent recognition results to this subfolder. The subfolder will be named as follows:

  1. **"Hot Folder DD.MM.YYYY HH–MM–SS"**
     A subfolder with this name is created when you re–run a task.

  2. **"File name(NUMBER)"**
     A subfolder with this name is created if a file with a particular name already exists in the folder you specified.

Important! For tasks to start, your computer must be turned on and you must be logged on.

Changing Task Properties

You can change the properties of an existing task.

To change the properties of a task

1. Stop the task whose properties you wish to change.

2. On the ABBYY Hot Folder toolbar, click the **Modify** button. The **ABBYY Hot Folder Properties** dialog opens.

3. Make the necessary changes and click **OK**.

Results Log

Images in a hot folder are processed according to your defined settings. ABBYY Hot Folder keeps a detailed log of all the operations.
The log file contains the following information:

● The name of the task and its settings

● Errors and warnings (if any)

● Statistics (number of processed pages, number of errors and warnings, number of uncertain characters)

To enable logging:

● On the ABBYY Hot Folder toolbar, click .
The log will be saved as a TXT file in the same folder that contains the files with recognized text.

To open a log file:

1. In the ABBYY Hot Folder main window, select the task you wish to inspect.

2. Click the **View Log** button on the toolbar.

Note. When you hover the mouse pointer over the status of the selected task, a log fragment is displayed in a pop–up window.

Appendix

Chapter Contents

Glossary

A

ABBYY FineReader document is an object created by the ABBYY FineReader software to process one source document with structure analysis. It contains page images with corresponding recognized text (if any) and program settings (scanning, recognition, saving options, etc.).

ABBYY Hot Folder is a scheduling agent which allows you to select a folder with images and set the time for processing images in this folder. The images from the selected folder will be processed automatically at the specified time.

ABBYY Screenshot Reader is an application to create screenshots and recognize texts in them.

Abbreviation is a shortened form of a word or phrase used to represent the whole. For example, MS–DOS (for Microsoft Disk Operating System), UN (for United Nations), etc.

Activation is the process of obtaining a special code from ABBYY which allows the user to use his/her copy of the software in full mode on a given computer.

Activation code is a code that is issued by ABBYY to each user of ABBYY FineReader 10 during the activation procedure. The activation code is required to activate ABBYY FineReader on the computer that generated the **Product ID**.

Active area is a selected area on an image that can be deleted, moved or modified. To make an area active, click it. The frame enclosing an active area is bold and has small squares that can be dragged to change the size of the area.

Automatic Document Feeder (ADF) is a device that automatically feeds documents to a scanner. A scanner with an ADF can scan multiple pages without manual intervention. ABBYY FineReader also supports scanning multi–page documents.

ADRT® (Adaptive Document Recognition Technology) is a technology that increases conversion quality of multi–page documents. For example, it can recognize such structural elements as headings, headers and footers, footnotes, page numbering and signatures.

Area is a section on an image enclosed by a frame. Before performing OCR, ABBYY FineReader detects text, picture, table, and barcode areas in order to determine which sections of the image should be recognized and in what order.

Area template is a template that contains information about the size and location of areas within a set of similar–looking documents.

Automation Manager is a built–in manager which allows you to run an automated task, create and modify automated tasks, and delete custom automated tasks which you no longer use.

B

Barcode area is an area that is used for barcode image areas.

Brightness is a scanning parameter that indicates the contrast between black and white image areas. Setting the correct brightness increases recognition quality.

C

Code page is a table that sets the interrelation between the character codes and the characters themselves. Users can select the characters they need from the set available in the code page.

Color mode is a scanning parameter that determines whether an image must be scanned in black and white, grayscale, or color.

Compound word is a word made up of two or more stems (general meaning); a word not found in the dictionary, but potentially made up of two or more terms found in the dictionary (ABBYY FineReader meaning).

D

Document analysis is a process of selecting logical structure elements and different types of areas in a document. Document analysis can be carried out automatically or manually.

Document open password is a password which prevents users from opening a PDF document unless they type the password the author specified.

Document options is the set of options that can be selected in the **Options** dialog box (**Tools>Options**). Options sets also include user languages and patterns. Options sets can be saved and then used (loaded) in other ABBYY FineReader documents.

Dots per inch (dpi) is standard of measurement for the resolution of images.

Driver is a software program that controls a computer peripheral (e.g., a scanner, a monitor, etc).

F

Font effects is the appearance of a font (i.e. bold, italic, underlined, strikethrough, subscript, superscript, small caps).

I

Ignored characters are any non–letter characters found in words (e.g. syllable characters or stress marks). These characters are ignored during the spell check.

Inverted image is an image with white characters against a dark background.

L

License Manager is a utility used for managing ABBYY FineReader licenses and activating ABBYY FineReader 10 Corporate Edition.

Ligature is a combination of two or more "glued" characters (such as fi, fl, ffi). These characters are difficult to separate because they are usually "glued" in print. Treating them as a single compound character improves OCR accuracy.

M

Monospaced font is a font (such as Courier New) in which all characters are equally spaced. For better OCR results on monospaced fonts, select **Tools**>**Options...**, click the **Document** tab, and select **Typewriter** under **Document print type**.

O

Omnifont system is a recognition system that recognizes characters set in any font and font size without prior training.

Optional hyphen is a hyphen (¬) that indicates exactly where a word or word combination should be split if it occurs at the end of a line (e.g. "autoformat" should be split into "auto–format"). ABBYY FineReader replaces all hyphens found in dictionary words with optional hyphens.

P

Page layout is the arrangement of text, tables, pictures, paragraphs, and columns on a page, as well as fonts, font sizes, font colors, text background, and text orientation.

Page layout analysis is the process of detecting areas on a page image. Areas can be of five types: text, picture, table, barcode, and recognition area. Page layout analysis can be performed automatically when clicking the **Read** button, or manually by the user prior to OCR.

Paradigm is the set of all grammatical forms of a word.

Pattern is a set of pairs (each pair contains a character image and the character itself) that is created during pattern training.

PDF security settings are restrictions that can prevent a PDF document from being opened, edited, copied or printed. These settings include Document Open Passwords, Permissions Passwords, and encryption levels.

Permissions Password is a password which prevents other users from printing and editing a PDF document unless they type the password the author specified. If some security settings are selected for the document, other users will not be able to change these settings until they type the password the author specified.

Picture area is an area that is used for image areas that contain pictures. This type of area may enclose an actual picture or any other object that should be displayed as a picture (e.g. a section of text).

Primary form is the form of a headword in a dictionary entry.

Print type is a parameter reflecting how the source text was printed (on a laser printer or equivalent, on a typewriter, etc.). For laser–printed texts, select **Autodetect**; for typewritten texts, select **Typewriter**; for faxes, select **Fax**.

Product ID is the parameter that is automatically generated based on the hardware configuration when activating ABBYY FineReader on a particular computer.

Prohibited characters — if certain characters will never be found in recognized text, they may be specified in a set of prohibited characters in the language group properties. Specifying these characters increases the speed and quality of OCR.

R

Resolution is a scanning parameter that determines how many dpi to use during scanning. Resolution of 300 dpi should be used for texts set in 10pt font size and larger, 400 to 600 dpi is preferable for texts of smaller font sizes (9pt and less).

Recognition area is an area enclosing a section of an image that ABBYY FineReader should analyze automatically.

S

Scanner is a device for inputting images into a computer.

Separators are symbols that can separate words (e.g. /, \, dash) and that are separated by spaces from the words themselves.

T

Table area is an area that is used for table image areas or for areas of text that are structured as a table. When the application reads this type of area, it draws vertical and horizontal separators inside the area to form a table. This area is the rendered as a table in the output text.

Tagged PDF is a PDF document which contains information about the document structure such as its logical parts, pictures, tables, etc. This structure is encoded in PDF tags. A PDF file equipped with the tags may be reflowed to fit different screen sizes and will display well on handheld devices.

Text area is an area that contains text. Note that text areas should only contain single–column text.

Training is establishing a correspondence between a character image and the character itself. (For details, see Recognition with Training section.)

U

Uncertain characters are characters that may have been recognized incorrectly. ABBYY FineReader highlights uncertain characters.

Uncertain words are words containing one or several uncertain characters.

Unicode is a standard developed by the Unicode Consortium (Unicode, Inc.). The standard is a 16–bit international encoding system for processing texts written in the main world languages. The standard is easily extended. The Unicode Standard determines the character encoding, as well as properties and procedures used in processing texts written in a certain language.

Supported Image Formats

The table below lists the image formats supported in ABBYY FineReader 10.

Format	Extension	Open	Save

Bitmap	bmp, dib, rle	+	+
Bitmap, Black and White	bmp, dib, rle	+	+
Bitmap, Gray	bmp, dib, rle	+	+
Bitmap, Color	bmp, dib, rle	+	+
DCX	dcx	+	+
DCX, Black and White	dcx	+	+
DCX, Gray	dcx	+	+
DCX, Color	dcx	+	+
JPEG 2000	jp2, j2k	+	+
JPEG 2000, Gray	jp2, j2k	+	+
JPEG 2000, Color	jp2, j2k	+	+
JPEG	jpg, jpeg	+	+
JPEG, Gray	jpg, jpeg	+	+
JPEG, Color	jpg, jpeg	+	+
JBIG2	jb2, jbig2	+	+
PCX	pcx	+	+
PCX, Black and White	pcx	+	+
PCX, Gray	pcx	+	+
PCX, Color	pcx	+	+
PNG	png	+	+
PNG, Black and White	png	+	+
PNG, Gray	png	+	+
PNG, Color	png	+	+

TIFF	**tif, tiff**	+	+
TIFF, Black and White, Unpacked	tif, tiff	+	+
TIFF, Black and White, Packbits	tif, tiff	+	+
TIFF, Black and White, CCITT Group 4	tif, tiff	+	+
TIFF, Black and White, ZIP compression	tif, tiff	+	+
TIFF, Black and White, LZW compression	tif, tiff	+	+
TIFF, Gray, Unpacked	tif, tiff	+	+
TIFF, Gray, Packbits	tif, tiff	+	+
TIFF, Gray, JPEG compression	tif, tiff	+	+
TIFF, Gray, ZIP compression	tif, tiff	+	+
TIFF, Gray, LZW compression	tif, tiff	+	+
TIFF, Color, Unpacked	tif, tiff	+	+
TIFF, Color, Packbits	tif, tiff	+	+
TIFF, Color, JPEG compression	tif, tiff	+	+
TIFF, Color, ZIP compression	tif, tiff	+	+
TIFF, Color, LZW compression	tif, tiff	+	+
PDF	**pdf**	+	+
PDF v. 1.6 or earlier	pdf	+	+
DjVu	**djvu, djv**	+	–
GIF	**gif**	+	–
XPS (Microsoft .NET Framework 3.0 required)	**xps**	+	–
WDP (WIC or Microsoft .NET Framework 3.0 required)	**wdp, wmp**	+	–

Supported Saving Formats

ABBYY FineReader saves recognized texts in the following formats:

● Microsoft Word Document (***.DOC**)

● Microsoft Office Word 2007 Document (*.**DOCX**)

● Rich Text Format (*.**RTF**)

● Adobe Acrobat Document (*.**PDF**)

● HTML Document (***.HTM**)

● Microsoft PowerPoint 2007 Presentation (***.PPTX**)

● Microsoft Office Excel Comma–Separated Values File (*.**CSV**)

● Text Document (*.**TXT**)
ABBYY FineReader supports Windows, DOS, Mac, and ISO codepages and Unicode encoding.

● Microsoft Excel Worksheet (*.**XLS**)

● Microsoft Office Excel 2007 Workbook (***.XLSX**)

● PDF/A (***.PDF**)

Languages and Their Fonts

Language	Font
Main languages	
Armenian (Eastern, Western, Grabar)	Arial Unicode MS[(*)]
Hebrew	Arial Unicode MS[(*)]
Asian Languages	
Chinese (PRC), Chinese (Taiwan)	Arial Unicode MS[(*)], SimSun fonts For example: SimSun (Founder Extended), SimSun–18030, NSimSun. Simhei, YouYuan, PMingLiU, MingLiU, Ming(for–ISO10646), STSong
Japanese	Arial Unicode MS[(*)], SimSun fonts For example: SimSun (Founder Extended), SimSun–18030, NSimSun. Simhei, YouYuan, PMingLiU, MingLiU, Ming(for–ISO10646), STSong
Korean, Korean (Hangul)	Arial Unicode MS[(*)], SimSun fonts For example: SimSun (Founder Extended), SimSun–18030, NSimSun. Simhei, YouYuan, PMingLiU, MingLiU, Ming(for–ISO10646), STSong
Additional languages	
Abkhaz	Arial Unicode MS[(*)]
Adyghian	Arial Unicode MS[(*)], Lucida Sans Unicode
Agul	Arial Unicode MS[(*)], Lucida Sans Unicode
Altai	Arial Unicode MS[(*)], Lucida Sans Unicode
Avar	Arial Unicode MS[(*)], Lucida Sans Unicode
Bashkir	Arial Unicode MS[(*)], Palatino Linotype

Chechen	Arial Unicode MS[*], Lucida Sans Unicode
Chuvash	Arial Unicode MS[*]
Chukchee	Arial Unicode MS[*], Lucida Sans Unicode
Dargwa	Arial Unicode MS[*], Lucida Sans Unicode
Ingush	Arial Unicode MS[*], Lucida Sans Unicode
Gagauz	Arial Unicode MS[*]
Hausa	Arial Unicode MS[*], Lucida Sans Unicode
Kabardian	Arial Unicode MS[*], Lucida Sans Unicode
Khakass	Arial Unicode MS[*]
Khanty	Arial Unicode MS[*]
Koryak	Arial Unicode MS[*], Lucida Sans Unicode
Lak	Arial Unicode MS[*], Lucida Sans Unicode
Lezgi	Arial Unicode MS[*], Lucida Sans Unicode
Mansi	Arial Unicode MS[*], Lucida Sans Unicode
Mari	Arial Unicode MS[*]
Ossetian	Arial Unicode MS[*]
Russian (old spelling)	Arial Unicode MS[*], Palatino Linotype
Tabasaran	Arial Unicode MS[*], Lucida Sans Unicode
Tajik	Arial Unicode MS[*], Palatino Linotype
Thai	Arial Unicode MS[*], Aharoni, David, Levenim mt, Miriam, Narkisim, Rod
Udmurt	Arial Unicode MS[*]
Zulu	Arial Unicode MS[*], Lucida Sans Unicode
Yakut	Arial Unicode MS[*]
Yiddish	Arial Unicode MS[*]

Where to find/supplied with
[*] Microsoft Office 2000 or later

Regular Expressions

The table below lists the regular expressions that can be used to create a new language.

Item name	Conventional regular expression symbol	Usage examples and explanations
Any Character	.	c.t — denotes "cat," "cot," etc.
Character from Group	[]	[b–d]ell — denotes "bell," "cell," "dell," etc. [ty]ell — denotes "tell" and "yell"
Character not from Group	[^]	[^y]ell — denotes "dell," "cell," "tell," but forbids "yell" [^n–s]ell — denotes "bell," "cell," but forbids "nell," "oell," "pell," "qell," "rell," and "sell"
Or	|	c(a|u)t — denotes "cat" and "cut"
0 or More Matches	*	10* — denotes numbers 1, 10, 100, 1000, etc.
1 or More Matches	+	10+ — allows numbers 10, 100, 1000, etc., but forbids 1
Letter or Digit	[0–9a–zA–Za–яА–Я]	[0–9a–zA–Za–яА–Я] — allows any single character [0–9a–zA–Za–яА–Я]+ — allows any word
Capital Latin Letter	[A–Z]	
Small Latin Letter	[a–z]	
Capital Cyrillic letter	[А–Я]	
Small Cyrillic letter	[а–я]	
Digit	[0–9]	
Space	\s	
	@	Reserved.

Note:

1. To use a regular expression symbol as a normal character, precede it with a backslash. For example, [t–v]x+ stands for tx, txx, txx, etc., ux, uxx, etc., but \[t–v\]x+ stands for [t–v]x, [t–v]xx, [t–v]xxx, etc.

2. To group regular expression elements, use brackets. For example, (a\|b)+\|c stands for c or any combinations like abbbaaabbb, ababab, etc. (a word of any non–zero length in which there may be any number of a's and b's in any order), while a\|b+\|c stands for a, c, and b, bb, bbb, etc.

Examples

You are recognizing a table with three columns: the first for the birth date, the second for the name, and the third for the e–mail address. You can create new languages, Data and Address, and set regular expressions for them.

Regular expression for dates:

The number denoting a day may consist of one digit (1, 2, etc.) or two digits (02, 12), but it cannot be zero (00 or 0). The regular expression for the day should then look like this: ((\|0)[1–9])\|([1\|2][0–9])\|(30)\|(31).

The regular expression for the month should look like this: ((\|0)[1–9])\|(10)\|(11)\|(12).

The regular expression for the year should look like this: ([19][0–9][0–9]\|([0–9][0–9])\|([20][0–9][0–9]\|([0–9][0–9]).

What is left is to combine all this together and separate the numbers by period (like 1.03.1999). The period is a regular expression symbol, so you must put a backslash (\) before it. The regular expression for the full date should then look like this:

((\|0)[1–9])\|([1\|2][0–9])\|(30)\|(31)\.((\|0)[1–9])\|(10)\|(11)\|(12)\.((19)[0–9][0–9])\|([0–9][0–9])\|([20][0–9][0–9])\|([0–9][0–9])

Regular expression for the e–mail addresses:

[a–zA–Z0–9_\–\.]+\@[a–z0–9\.\–]+

Shortcuts

ABBYY FineReader has preset shortcuts (hotkeys) for commands described below. The program also allows you to **set your own hotkeys**.

To create a shortcut:

1. Click **Tools>Customize…**. The Customize Toolbars and Shortcuts dialog box will appear.

2. On the **Keyboard Shortcuts** tab, in the **Categories** field, select a category.

3. In the **Commands** field, select a command you want to create or change hotkeys for.

4. Click the **New shortcut key or combination** field, then, on your keyboard, press the keys you want to trigger the selected command.

5. Click **Assign**. The keys you specified will be added to the Current shortcut field.

6. Click **OK** to save the changes.

7. To return shortcuts to their default values, click **Reset** (for a selected command category) or **Reset All** (for all shortcuts).

The File Menu

Command	Shortcut
Scan Pages…	Ctrl+K
Open PDF File/Image…	Ctrl+O
New FineReader Document	Ctrl+N
Open FineReader Document…	Ctrl+Shift+N
Save Document As	Ctrl+S
Save Images…	Ctrl+Alt+S
Send FineReader Document by e–mail	Ctrl+M
Send page images by e–mail	Ctrl+Alt+M
Print Image	Ctrl+Alt+P
Print Text	Ctrl+P

The Edit Menu

Command	Shortcut
Undo	Ctrl+Z
Redo	Ctrl+Enter
Cut	Ctrl+X
Copy	Ctrl+C Ctrl+Insert
Paste	Ctrl+V Shift+Insert

Clear	Delete
Select All	Ctrl+A
Find…	Ctrl+F
Find Next	F3
Replace…	Ctrl+H

The View Menu

Command	Shortcut
Show Pages Window	F5
Show Page Image Only	F6
Show Page Image and Page Text	F7
Show Page Text Only	F8
Show Zoom Window	Ctrl+F5
Next Window	Ctrl+Tab
Previous Window	Ctrl+Shift+Tab
Properties...	Alt+Enter

The Document Menu

Command	Shortcut
Read	Ctrl+Shift+R
Analyze Layout	Ctrl+Shift+E
Go to Next Page	Alt+Down Arrow Page Up
Go to Previous Page	Alt+Up Arrow Page Down
Go to Page…	Ctrl+G
Close Current Page	Ctrl+F4

The Page Menu

Command	Shortcut

Read Page	Ctrl+R
Analyze Page Layout	Ctrl+E
Edit Page Image…	Ctrl+Shift+C
Delete All Areas and Text	Ctrl+Delete
Delete Text	Ctrl+Shift+Delete
Page Properties…	Alt+Enter

The Areas Menu

Command	Shortcut
Read Area	Ctrl+Shift+B
Change Area Type to **Recognition Area**	Ctrl+1
Change Area Type to **Text**	Ctrl+2
Change Area Type to **Table**	Ctrl+3
Change Area Type to **Picture**	Ctrl+4
Change Area Type to **Barcode**	Ctrl+5

The Tools Menu

Command	Shortcut
Automation Manager…	Ctrl+T
Hot Folder…	Ctrl+Shift+H
View Dictionaries…	Ctrl+Alt+D
Language Editor…	Ctrl+Shift+L
Pattern Editor…	Ctrl+Shift+A
Check Spelling…	Ctrl+F7
Next Error	Shift+F4
Previous Error	Shift+F5
Options…	Ctrl+Shift+O

The Help Menu

Command	Shortcut
ABBYY FineReader 10 Help	F1

General

Command	Shortcut
Mark the selected text fragment **bold**	Ctrl+B
Mark the selected text fragment *italic*	Ctrl+I
Underline the selected text fragment	Ctrl+U
Select table cells	Directional buttons
Select the **Pages** window	Alt+1
Select the **Image** window	Alt+2
Select the **Text** window	Alt+3
Select the **Zoom** window	Alt+4

Using ABBYY FineReader Help

Keyboard shortcuts for the Help window

To	Press
Display the Help window	F1
Switch between the Help topic and the **Contents, Search,** or **Index** panes	F6
Display the **Options** menu to access any Help toolbar commands	ALT+O
Hide or show the pane with the **Contents**, **Search**, and **Index** tabs	ALT+O, and then press T
Display one of the previously viewed topics	ALT+O, and then press B to go back or F to go forward
Return to the specified home page	ALT+O, and then press H
Stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)	ALT+O, and then press S
Open the **Internet Options** dialog box for Microsoft Internet Explorer, where you can change accessibility settings	ALT+O, and then press I

Refresh the topic (when viewing a Web page)	ALT+O, and then press R
Print all topics in the current book or the selected topic only	ALT+O, and then press P
Close the Help window	ALT+F4

Using the Contents, Index, and Search pane

Press **F6** to switch from the Help topic to the **Contents, Search, Index** pane.

To	Press
Switch to the next tab	CTRL+TAB
Switch to the **Contents** tab	ALT+C
Switch to the **Search** tab	ALT+S
Switch to the **Index** tab	ALT+N
Open a selected book or Help topic	ENTER
Select the next book or Help topic	DOWN ARROW
Select the previous book or Help topic	UP ARROW
Display a shortcut menu	SHIFT+F10

Using the topic pane

Press **F6** to switch from the **Contents, Search, Index** pane to the open Help topic.

To	Press
Go to the next Help topic	ALT+RIGHT ARROW
Go to the previous Help topic	ALT+LEFT ARROW
Select the next hidden text or hyperlink	TAB
Select the previous hidden text or hyperlink	SHIFT+TAB
Perform the action for the selected hidden text, or hyperlink	ENTER
Scroll toward the beginning or end of a Help topic	UP ARROW or DOWN ARROW
Scroll toward the beginning or end of a Help topic in large increments	PAGE UP or PAGE DOWN
Go to the beginning or end of a Help topic	HOME or END
Print the current Help topic	CTRL+P
Select the entire Help topic	CTRL+A

Copy the selected items to the Clipboard	CTRL+C
Display a shortcut menu	SHIFT+F10

Keyboard shortcuts for browsing search results

To select a topic, use the UP or DOWN arrow keys, and then press **ENTER** to open the topic in the Help window.

Changing the appearance of a Help topic

1. From the **Help** menu, click **Help**.

2. In the **Help** window, click **Options**, and then click **Internet Options**.

3. On the **General** tab, click **Accessibility**, and then select the **Ignore colors specified on Web pages** check box.

4. Click **OK**.

5. In the **Internet Options** dialog box, do one or both of the following:

    ● To change the color of the background or text in Help, click the **General** tab, click **Colors**, and then select the options you want.

    ● To change the font in Help, on the **General** tab, click **Fonts**, and then select the options you want.

Note. If you change the font and background color of the Help topics in the Help window, the change will also affect the font and background color when you view a Web page in Microsoft Internet Explorer.

How to Buy an ABBYY Product

You can buy ABBYY products from our online store or from our partners (see http://www.abbyy.com for the list of ABBYY partners).

For detailed information About ABBYY products, please

- visit our websire at http://www.abbyy.com

- send us an e–mail to sales@abbyy.com

- contact the nearest ABBYY office

Additional fonts for various languages can be purchased from www.paratype.com/shop/.

About ABBYY

ABBYY is a Russian company and one of the world's leading software developers in the domain of optical character recognition (OCR), intelligent character recognition (ICR) and applied linguistics software.

ABBYY offers the following software products:

- **ABBYY FineReader** — an optical character recognition program. It is an ideal solution for those requiring exceptional recognition quality and text layout maintenance. ABBYY FineReader quickly and precisely transforms printed documents, PDF files and digital photos into editable formats. The results can be edited in Microsoft Office applications, sent vie e–mail or published on the Internet.

- **ABBYY Lingvo** — a world of dictionaries, encyclopedias and professional translation for PCs, PDAs and smartphones. It contains the most up–to–date vocabulary. Translate quickly and accurately using the pop–up translation function and online dictionaries. Language learners will find it helpful that ABBYY Lingvo provides pronunciations voiced by native speakers and includes a grammar guide and Lingvo Tutor software.

- **ABBYY FlexiCapture** — a powerful data capture software that works with all source documents including different types of forms (questionnaires, slips). The software has unlimited scaling functions and supports distributed processing. Both printed and hand–printed texts are recognized.

- **ABBYY PDF Transformer** — a versatile and easy–to–use program for working with PDF documents. PDF files can be combined, converted to editable formats, and created out of Microsoft Office documents.

- **ABBYY Recognition Server** — a high–performance server application for document recognition. It can function independently or as an integral part of electronic doc–flow systems, digital archives, etc.

- **ABBYY's products for developers** — products for developers of dataflow systems. You can integrate recognition, full–text search and morphology analysis functions into your applications.

Throughout the world, organizations working with printed documents use ABBYY software to automate labor–intensive work and optimize business processes. ABBYY's products are used in large–scale government projects, for example by Australian Taxation Office, Tax Inspection of the republic of Latvia, Ministry of Education of the Russian Federation, Ministry of Education of Ukraine and Government of Montgomery County, USA.

Technologies developed by ABBYY are licensed by the following companies: BancTec, Canon, EMC/Captiva, Hewlett–Packard, Microsoft, NewSoft, Notable Solutions, Samsung Electronics. Optical character recognition software is bundled with equipment of world's leading manufacturers: BenQ, Epson, Fujitsu, Fuji Xerox, Microtek, Panasonic, Plustek, Toshiba, Xerox and other.

The company's headquarters are located in Moscow, and regional offices are situated in Germany, USA, Japan, Ukraine and Taiwan.

For more information on ABBYY and its products, please visit www.abbyy.com.

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All other regions	Customers from the countries not mentioned above, please contact: **ABBYY Russia** **Phone:** +7 495 783 3700 **Fax:** +7 495 783 2663 **Address:** P.O. Box 32, Moscow 127273, Russia **e–mail:** sales@abbyy.com **Support e–mail:** support@abbyy.ru **Web:** http://www.abbyy.ru http://www.abbyy.com

Activating and Registering ABBYY FineReader

Software piracy hurts software manufacturers and end users alike–using an illegal product is never safe. Legal software ensures that third party companies cannot introduce detrimental code changes. ABBYY makes every effort to protect its intellectual property rights and the security of its customers through a variety of anti–piracy measures.
ABBYY's software includes special protection technology which prevents unauthorized use of software copies by users who have not entered into a license agreement with ABBYY.
To be able to run ABBYY FineReader in full mode, you need to activate it.
Registration is optional and provides a number of benefits.
Chapter Contents

● ABBYY FineReader Activation

● ABBYY FineReader Registration

● Privacy Policy

ABBYY FineReader Activation

After you install ABBYY FineReader 10, you need to activate the program to be able to run it in full mode. In restricted mode, some of the features will be unavailable. The set of disabled features may very from version to version and from region to region. The built–in **Activation Wizard** will help you activate the program within minutes. The Activation Wizard will help you send the data required to activate your copy to ABBYY, and you will receive an activation code in return.

To activate ABBYY FineReader:

1. From the Help menu, select Activate ABBYY FineReader….

2. Follow the instructions of the Activation Wizard.
If you choose to activate your copy by phone, fax, or e–mail, simply enter the activation code or provide the path to the activation file in the corresponding dialog box of the Activation Wizard.
Once you have activated your copy, ABBYY FineReader will run on this computer in full mode.

More about activation methods:

● **Over the Internet**
Activation is carried out automatically and takes only seconds to complete. An active Internet connection is required for this method.

● **By e–mail**
The program will prompt you to send an e–mail message to ABBYY containing the information required to activate ABBYY FineReader. The e–mail message will be generated automatically. You will receive an activation code in reply.
Important! Be sure not to alter the subject field and the body of the generated e–mail message to ensure a quick reply from the e–mail robot.

● **By phone**
Select your country in the corresponding dialog box of the Activation Wizard. The wizard will show the telephone numbers of the nearest ABBYY office or partner in your area. Communicate the serial number and the Product ID displayed in the Activation Wizard to the technical support manager.
Important! Activation codes may be very long and take some time to dictate over the phone.
The ABBYY FineReader Activation Wizard creates a unique **Product ID** parameter. This parameter is created on the basis of computer configuration data as of the moment of activation. The parameter doesn't include any personal information or information about the computer model or installed software, user settings and stored data. In addition to **Product ID**, the serial number, product name and version, and the interface language of ABBYY FineReader are transferred to the server during activation. This information is required to select the appropriate language and content of the activation results message and will not be used for any other purposes.
You can re–install ABBYY FineReader on the computer on which it has been activated as often as you wish, without activating it again. The ABBYY FineReader Activation Wizard detects and tolerates changes to your PC configuration. Minor upgrades will not require re–activation. If major upgrades are made to the system (i.e. formatting the hard disk or re–installing the operating system), you may need to obtain a new activation code.

ABBYY FineReader Registration

ABBYY offers you to become a registered user of the ABBYY FineReader 10 software.
Note. Registration may be obligatory for some of the freeware versions. In such cases, the software will not work until you complete the registration.

To register your copy of ABBYY FineReader, do one of the following:

● Fill out the registration form when activating the program.
Note. If you do not register the program during activation, you can always do it later.

- From the **Help** menu, select **Register Now…** and fill out the registration form that appears.

- Register your copy on the ABBYY Web site.

- Contact the nearest ABBYY office.

Registration benefits:

1. Free technical support.

2. E–mail notifications about new ABBYY releases.

3. BONUS APPLICATION! When you register ABBYY FineReader 10 Professional Edition, you get ABBYY Screenshot Reader for free. ABBYY Screenshot Reader creates screenshots of any part of your screen and performs OCR on areas that contain text.*

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* In ABBYY FineReader 10 Corporate Edition and ABBYY FineReader 10 Site License Edition, ABBYY Screenshot Reader is already enabled and does not require registration.

Privacy Policy

You agree to transfer Your personal data to ABBYY during registration of the ABBYY FineReader 10 software. You also agree that ABBYY can collect, process and use the data provided by You on **condition of confidentiality and under applicable law** in accordance with the License Agreement. Personal information provided by You will be used within ABBYY group of companies only, and will not be granted to any third party except if necessary in cases provided for under applicable law in accordance with the License Agreement or provided for in the License Agreement itself.
ABBYY has the right to send you e–mail messages containing product news, pricing information, special offers and other company and product information only if the user agreed to receive such information from ABBYY by selecting the correspondent option during registration. You can delete your e–mail address from the subscribers' list at any time by contacting ABBYY.

Technical Support

If you have any questions regarding the use of ABBYY FineReader, please consult all the documentation you have (the User's Guide and Help) before contacting our technical support service. You may also wish to browse the technical support section on the ABBYY Web site at www.abbyy.com/support — you may find the answer to your question there.
Our technical support service experts will need the following information to answer your question competently:

● Your first and last name

● The name of your company or organization (if applicable)

● Your telephone number (or fax or e–mail)

● The serial number of your ABBYY FineReader package

● Build number (see **Help**>**About…** and look up the **Build** field)

● A general description of your problem and the full text of the error message (if there was one)

● The type of your computer and processor

● The version of your Windows operating system

● Any other information you consider important
You can gather some of the above information automatically:

1. Select Help>About…

2. In the **About ABBYY FineReader** dialog box, click the **System Info…** button.
   A dialog box will open displaying some of the above information

Important! Only registered users are eligible for free technical support. You can register your copy of the application on the ABBYY Web site or by selecting **Help>Register Now…**