Version 1.1

Readiris 14
Windows

User Guide

Table of Contents

Welcome to the Readiris documentation. The aim of this documentation is to help you get up to speed with using Readiris. It covers Readiris' installation and setup, the basic processing steps and the application's commands and working areas. At the end of the documentation you find an How to section in which particular questions are addressed.

The procedures described in this documentation are based on the Windows 7 operating system.

This documentation is written with the assumption that you know how to work in a Microsoft Windows environment. Consult your Windows documentation if necessary, in case you are not familiar with menu commands, dialog boxes, drop-down lists, docking windows and so on.

The information in this documentation is subject to change without prior notice.

INTRODUCING READIRIS

Readiris is I.R.I.S.' flagship document recognition software. With Readiris you can scan paper documents, open image files and digital camera images and turn them into fully editable text documents and text-searchable PDF documents you can save, share and send to the Cloud. Readiris supports a wide range of output formats, the most important ones being Microsoft Word, Microsoft Excel and PDF.

The documents Readiris generates can either be saved on your computer, directly sent via e-mail or exported to Cloud applications such as Evernote, Dropbox, GoogleDocs and box. With Readiris

Corporate you can also send documents to Microsoft SharePoint, Therefore, IRISNext and FTP web sites.

Readiris recognizes documents in 137 languages. All American and European languages, including the Central-European, Baltic and Cyrillic languages as well as Greek and Turkish are supported. Readiris also recognizes Arabic, Farsi and Hebrew, as well as four Asian languages: Japanese, Simplified and Traditional Chinese and Korean.

Besides text recognition, Readiris offers powerful compression features for PDF and XPS files, thanks to I.R.I.S.' compression technology iHQC.

WHAT'S NEW IN READIRIS 14

- Brand-new Interface

- New OCR engine

- New iHQC engine

- Multi-thread Processing

- Output Formats .DOCX and .XLSX

- Export to the Cloud

- Easy Web viewing PDF files

- Multiple Watched Folders

Brand-new Interface

If you ever used a previous version of Readiris you'll notice immediately that the interface of Readiris 14 looks completely different. The menus and toolbars have been replaced by a Ribbon.

The Ribbon contains all the commands you need to process documents and to complete your OCR tasks. Commands are classified per group. Groups, in turn, are collected under tabs. Each tab is dedicated to one type of activity, such as scanning documents or exporting documents.

> **Tip**: to learn more about the new interface, see the topic **Exploring the interface**.
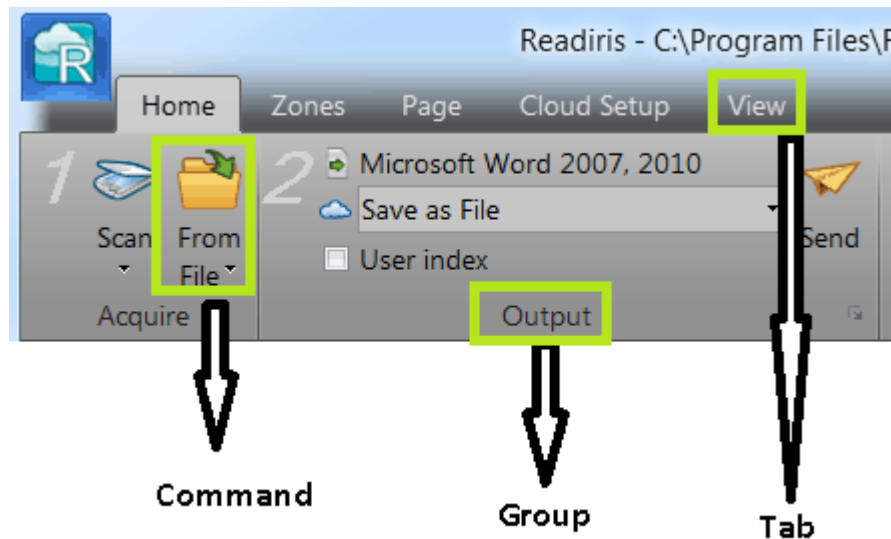
New OCR Engine

In Readiris 14, I.R.I.S.' new OCR engine DRS 15 is used, which leads to improved accuracy.

New iHQC Engine

The new iHQC engine used in Readiris 14 is now compatible with the **Preview** application on Apple iOS and Mac OS 10.7.

Multi-thread Processing

Readiris uses Multi-thread Processing if your computer is equipped with a multi-core processor.

Thanks to Readiris' multi-threading architecture, the processing speed has been drastically improved.

How does Multi-thread Processing work in Readiris?

When you open or scan a document, Readiris carries out several conversion tasks - or threads - in order to recognize the document. The number of threads Readiris is able to execute at the same time, depends on the number of cores in your computer. Suppose your computer is equipped with a quad-core processor. In that case, Readiris is able to execute 4 threads on 4 different pages. As soon as one thread is finished on a page, Readiris immediately starts the next one.
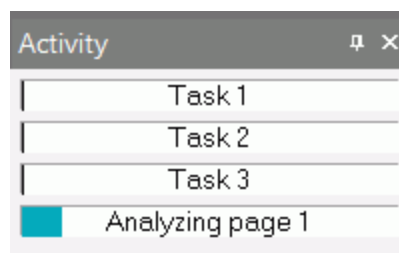
Output Formats .DOCX and .XLSX

The new standard Microsoft Word format .docx and the new standard Microsoft Excel format .xlsx are now supported as output format by Readiris.

Export to the Cloud

The documents you process with Readiris can be sent to several Cloud applications. Readiris Pro sends documents to the Cloud applications Evernote, Dropbox GoogleDocs and box.

Readiris Corporate also sends documents to Microsoft SharePoint 2011, SharePoint Online, Therefore 2011, Therefore Online, IRISNext and FTP web sites.
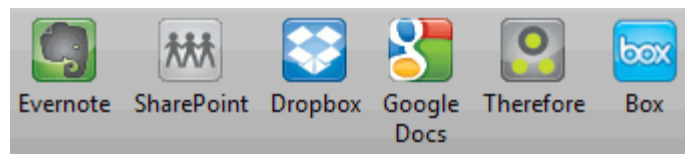
Easy Web viewing PDF files

Readiris now also generates linearized PDF files, which allow faster web viewing. This feature is especially convenient when you are accessing documents stored on a web server.

Multiple Watched Folders

Readiris 14 supports the use of up to 32 Watched Folders and is no longer limited to 1.

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AutoFormat and Linguistic technology by I.R.I.S.
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Patents

iHQC™ patent-protected. US Patent No. 8,068,684.

SECTION 1:
INSTALLATION AND ACTIVATION

SYSTEM REQUIREMENTS

The minimum system requirements to install and run Readiris are:

- A 1GHz CPU or higher. A Multi-Core processor is recommended.

  Note: when your computer is equipped with a multi-core processor, Readiris uses the multiple cores to achieve faster processing.

- 1 GB RAM. 2 GB RAM is recommended.

- 200 MB free hard disk space. 1 GB free hard disk space is recommended.

- Microsoft Windows XP (as of Service Pack 2), Windows Vista (32 and 64 bit), Windows 7 (32 and 64 bit) Operating System.

  Microsoft .NET Framework 2 is required.

INSTALLING READIRIS

Before you try and install Readiris, make sure you have the necessary **administrator rights** to install applications on your computer.

To install Readiris:

- Insert the Readiris CD-ROM in the CD-ROM drive of your computer.

- When the **AutoRun** window appears, click Readiris to start the Installation Wizard.

  In case the **AutoRun** window does not appear (this depends on your Windows settings):

  - Go to Computer > CD-ROM Drive.

  - Double-click the CD-ROM Drive icon, and then double-click **setup.exe** to start the Installation Wizard.

- Select the installation language and click **OK**.

- Accept the terms of the license agreement.

- A **complete** installation is offered. If you are an experienced user you can also select **Custom** and only install the components you need.

- Click **Next** and follow the on-screen instructions.

- Click **Finish** to complete the installation.
  The submenu **IRIS > Readiris** in the Windows **Programs** list is created automatically by the installation program.
  The installation program also creates a shortcut to the Readiris application on the Windows desktop.

ACTIVATING READIRIS

Once you have installed Readiris you need to activate it. Unactivated copies of Readiris are only available for use for 10 days.

To activate Readiris:

- Double-click the Readiris shortcut on the Desktop to start.

- You are prompted to activate Readiris. Click **Yes** to do so.

- Note that an internet connection is required to activate Readiris.

- Enter the **activation code** you find on the label inside the DVD box.

  Note: if you downloaded an ESD version, your activation code was sent to you by e-mail.

- Then click **OK** to finish the activation.

> **Tip**: if an error occurs during the activation process, note that you can also do a manual activation.
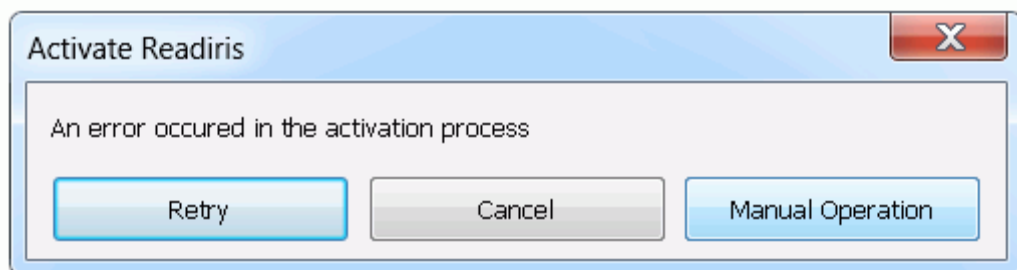
If errors keep occurring, you might need to deactivate your firewall and try again. Consult the Windows help file if necessary. To do so, press **f1** on your keyboard while you're on the Desktop.

SOFTWARE REGISTRATION

Once you've activated your software you can also register it.

Registering is required to get **Technical Support**. It also offers other benefits, such as free updates, free trial downloads, video tutorials, discount on new products, and so on.

To register Readiris:

* Click the Readiris button in the top left corner of the interface, then click **Readiris Registration**.
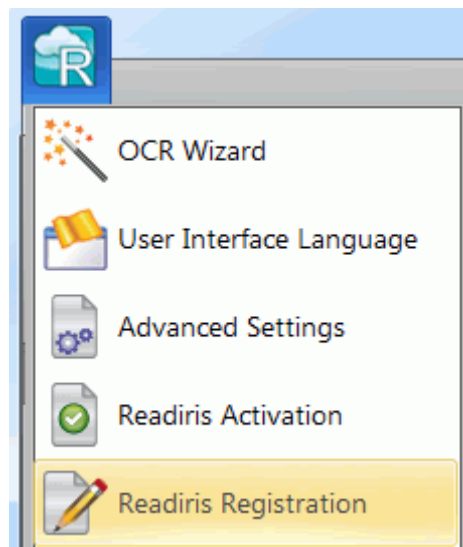
* Fill in the Registration form and click **Register now**.

    Note that an internet connection is required to register.

CHECK FOR UPDATES

When you register your copy of Readiris you are entitled to free software updates.

To check if updates are available:

- Click the Readiris button in the top left corner of the interface.

- Then click **Check for updates**.

   Note: Readiris automatically checks for updates every 30 days.
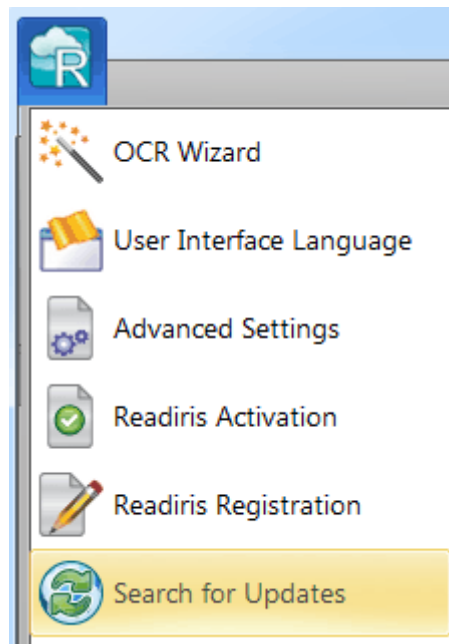
UNINSTALLING READIRIS

Should you want to remove Readiris from your computer, follow the procedure below.

To uninstall the application:

* Close **Readiris**.

* From the Windows **Start** menu, go to the **Control Panel**.

* Click **Programs and Features**.

* Then select **Readiris** from the list and click **Uninstall**.
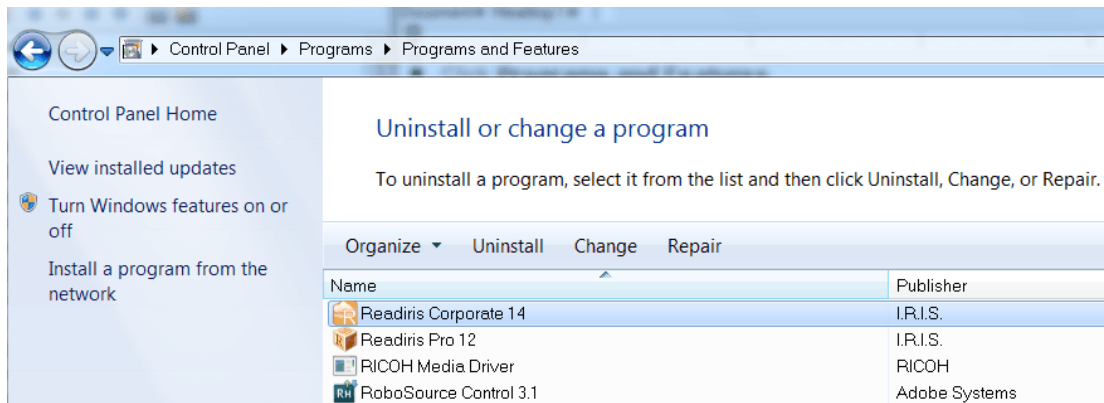
TECHNICAL SUPPORT

If you register your copy of Readiris you are entitled to free technical support. In the **Technical Support** section of our website **www.irislink.com/support**. you can find F.A.Q.'s (frequently asked questions), Video Tutorials, and much more information to solve common issues.

If you still can't find an answer to your question, click **Technical Support Contact** and fill in the **Web Contact Form**.

Tip: also check the **User Guides** section on the site to make sure you have the latest version of this User Guide.

23

SECTION 2: GETTING STARTED

USING READIRIS FOR THE FIRST TIME

To run Readiris:

- Double-click the Readiris icon on the Desktop.

Or start Readiris from the Windows **Programs** list:

- Click **Start** > **All Programs** > **IRIS** > **Readiris**.
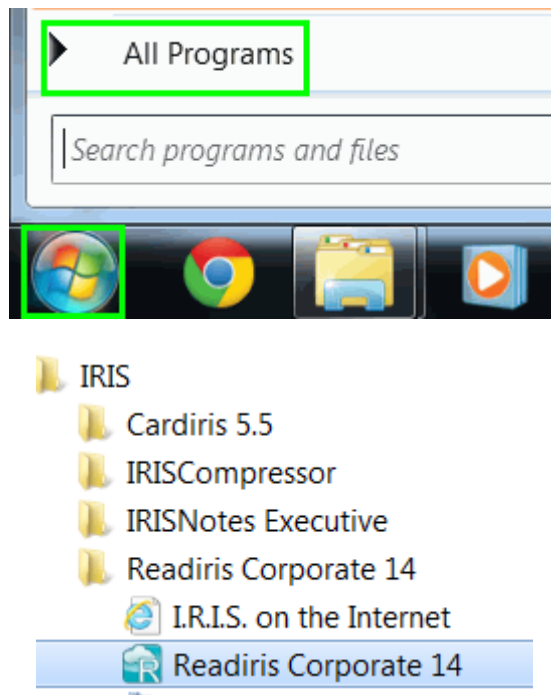
EXPLORING THE INTERFACE

The new Readiris interface looks as follows:
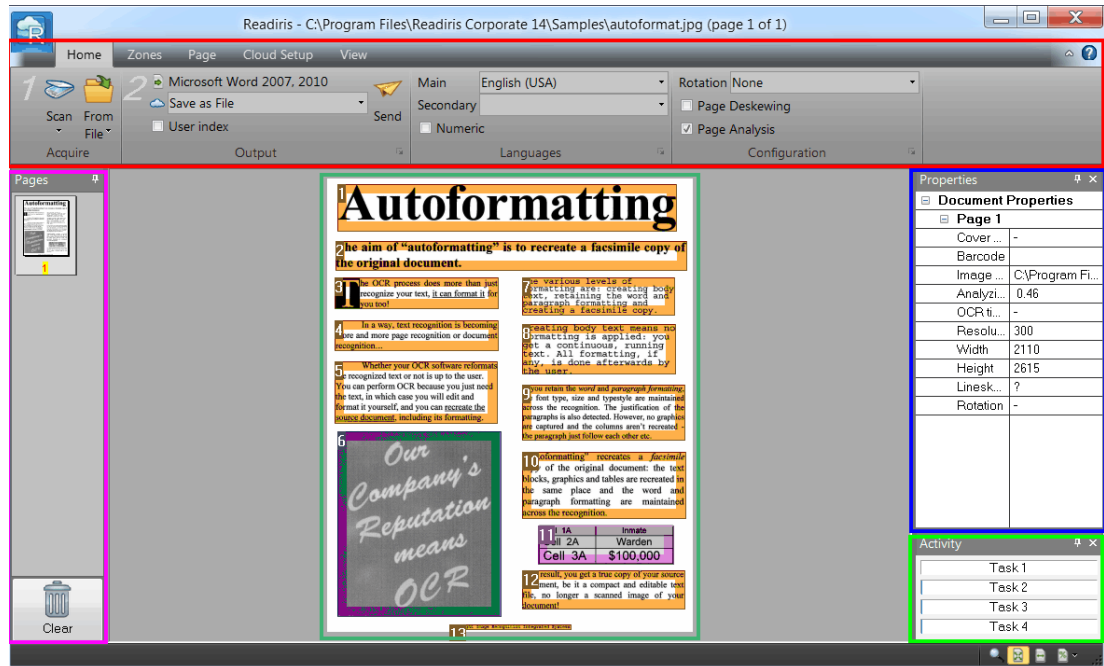
The interface consists of the following components and panels:

1. Ribbon

> The Ribbon is by far the most important tool in Readiris. It contains all the commands you need to process your documents. The commands are classified per group. Groups, in turn, are collected under tabs.
>
> The numbers on the ribbon indicate the order of the steps you should take.
>
> 1. **Scan** a document, or open an image **From File**.
>
> 2. Select the **Output format** and **Destination**.
>
> **Tip:** it is recommended to set the **Language** and **Configuration** settings before scanning or opening documents.

> **Tip**: point the cursor to the different commands to display their tooltip. The tooltips describe what each command does.
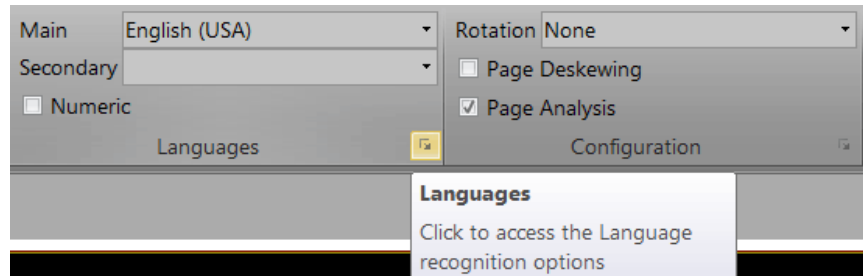
2. Pages panel

Each page you scan or open in Readiris has its thumbnail displayed in the Pages panel. The pages are processed top-down.

To change the order of the pages, you drag a page from one location to another. You can also move pages up and down, or delete them by right-clicking them and selecting the corresponding action.
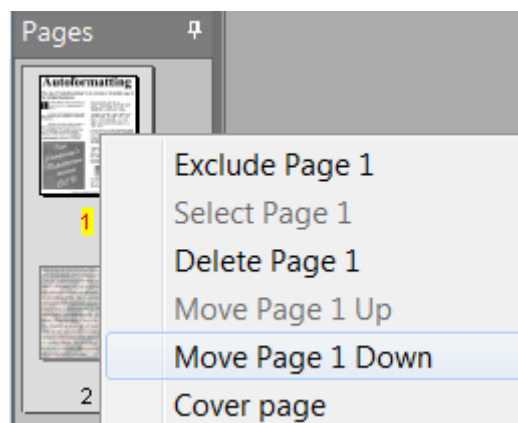
3. Activity panel

The **Activity** panel displays the tasks that Readiris is carrying out. In each field you see a description of the task, and on which page it is being carried out.

Note: the more cores you computer is equipped with, the greater the processing speed will be.
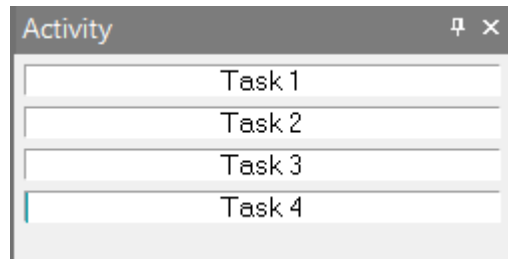
4. Properties panel

The **Properties** panel displays the properties information of each page, such as the scan time, OCR time, the scan resolution, etc.
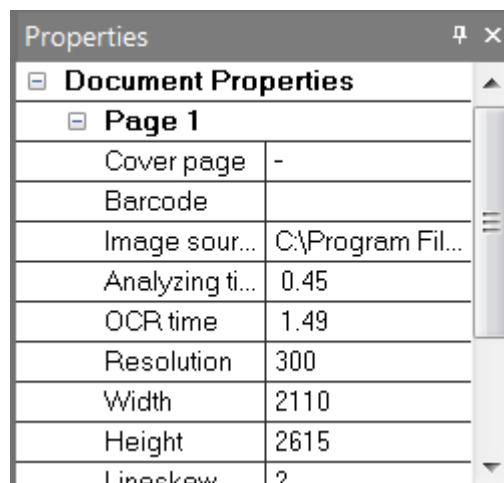
5. SmartTasks / Scanned image

When no images have been scanned or opened in Readiris, the SmartTask dashboard is displayed. The SmartTasks allow you to do the most common scanning and conversion tasks in Readiris.

See the topic **Using the SmartTasks** to learn how to change their default configuration.
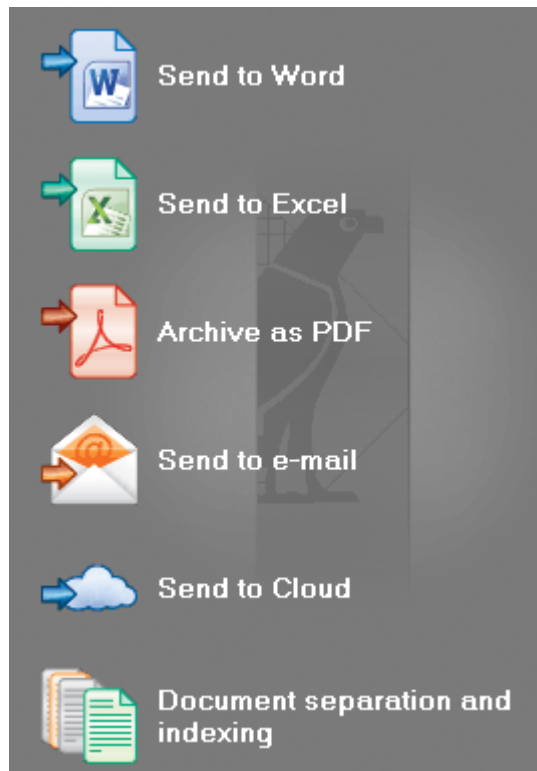
When a document is scanned or opened into Readiris, its image is displayed. The different recognition zones are displayed. To learn how to modify the recognition zones, see the topic **Editing the Recognition Zones**.

Note that the appearance of the components and panels described above can be customized to your liking.

CUSTOMIZING THE INTERFACE

The interface can be customized in several ways:

Note that the **Pages** panel cannot me hidden or moved around.

Autohiding the panels

The panels can be auto-hidden to save space in the Readiris interface.

- Click the Auto-hide icon on a panel to hide it.

- When a panel is hidden, its name appears vertically in the left or right sidebar.
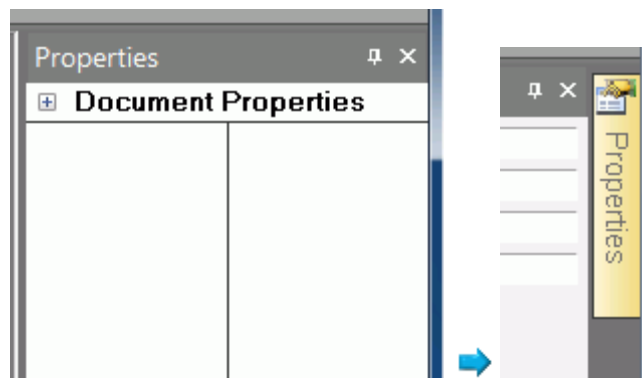
- Point the cursor to the name to make the panel appear.

- To disable the Autohide function, click the Autohide icon again.

Hiding panels

In case you want to hide the panels completely:

- Click the **View** menu.

- Clear the check boxes of the panels you want to hide.
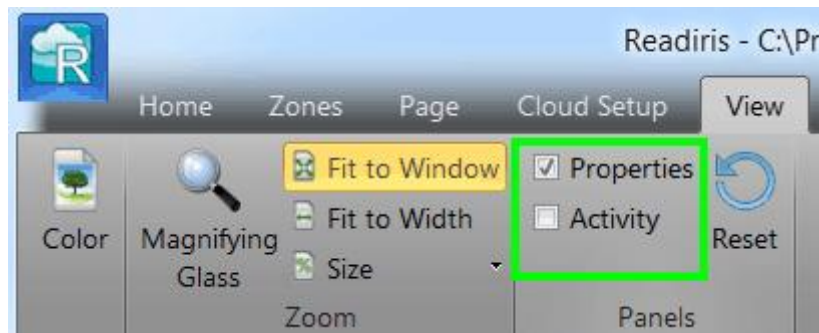
Moving the panels around

The panels do not have fixed positions. They can be placed anywhere inside the Readiris interface.

To move a panel:

- Double-click its title bar.
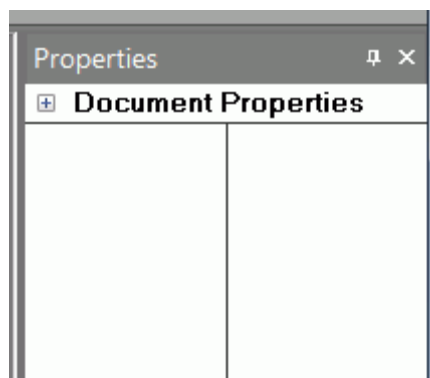
- The panel appears in a reduced version in the middle of the interface.

- Now you can drag it to a different position, and expand it.
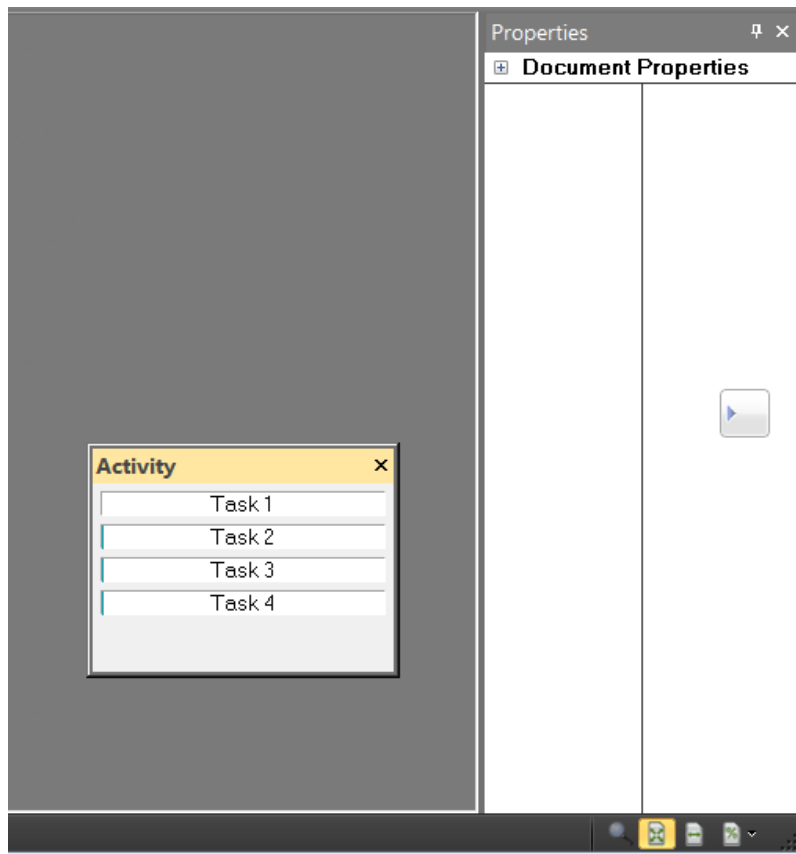
- To restore a panel to its initial position, double-click its title bar again.

Minimizing the Ribbon

The ribbon can be minimized to save space in the Readiris interface.

- To minimize the ribbon, right-click inside the ribbon, then click **Minimize**.

- The ribbon will then look as follows:

- Click a tab to display its options.

CHANGING THE USER INTERFACE LANGUAGE

Readiris opens in English by default. If you want to change the interface language:

- Click the Readiris button in the top left corner, then click **Interface Language.**
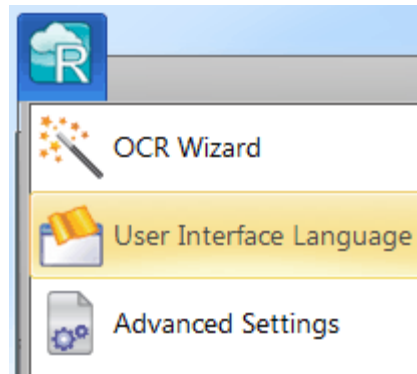
- In the **Language** window that opens, select the language of your choice, then click **OK**.
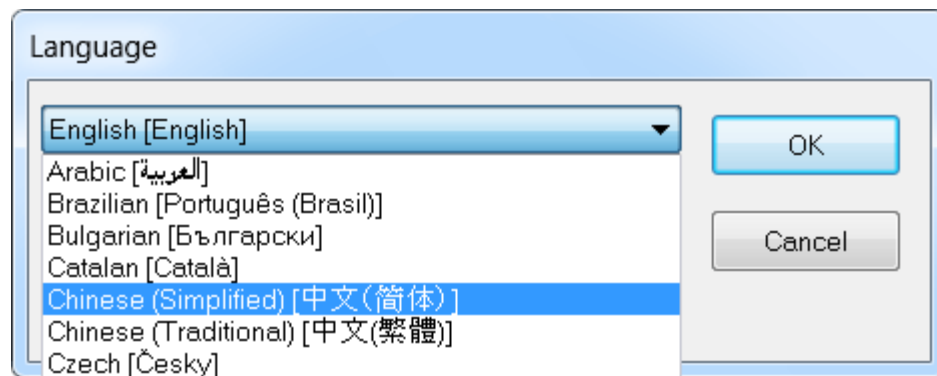
Note: If you selected an incorrect language by mistake, click **Ctrl+U** inside Readiris. The **Language** dialog box opens and you can select another language from the list.

CONFIGURING YOUR SCANNER

In order to scan documents in Readiris, your scanner must be configured correctly.

Before you configure the scanner in Readiris:

1. Make sure your scanner is connected to your computer, and switched on.

> **Note**: the scanner should be physically connected to your computer with a USB cable. An ethernet or wireless connection may also be used if the Twain driver supplied by the manufacturer has been engineered with that capability.

2. Make sure you have the latest available Twain driver installed for your scanner.

> In general, drivers can be found on the website of your scanner manufacturer. They are not provided by I.R.I.S. Note that some scanner drivers may not work under the latest versions of Windows. See the documentation supplied with your scanner to

find out which platforms are supported. If necessary, contact your scanner manufacturer.

Configuration

- Click the down arrow beneath **Scan** in the ribbon.

- Then click **Settings**.

- When you do this for the first time, the **Scanner Model** list appears automatically.

  In this list you select your **scanner profile**. The scanner profiles allow you to access features specific to your scanner. For example, duplex scanning.

  Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

  Important note: in case you don't find the exact same profile, ***do not*** select a profile that resembles it. Instead, select a **universal Twain profile**. Different Twain profiles are available:

  Select **<Twain><OTHER MODELS>** when you are using a regular, flatbed scanner.

  Select **<Twain><OTHER MODELS>(User interface)** if you want to use your scanner user interface to scan documents instead of Readiris.

Select **<Twain><OTHER MODELS with duplex feeder>** when you are using a duplex scanner, which scans both the front and backside of a page.

Once you've selected a scanner model, you must configure you scanner **driver**.

- Click **Configure** to select your scanner **driver**.

  If you do not see your scanner listed in the **Select Source** window, then your scanner driver has not been installed properly. Re-install your scanner driver before trying to configure it in Readiris. The scanner driver can usually be found on the website of your scanner manufacturer.

Once the scanner has been configured you can start scanning, using the default scanner settings.

For more information about the different scanner settings and how to change them, see the topic **Selecting the Scanner Settings**.

SECTION 3: BASIC DOCUMENT PROCESSING

BASIC DOCUMENT PROCESSING

Processing documents with Readiris is fairly straightforward when using a basic configuration. In this topic we discuss which steps to take when doing such a basic configuration. For detailed information about the all the configuration steps, see sections 4 to 10.

Before you begin:

1. Select the **Main document language** on the **Languages** tab.

Selecting the right document language is essential to obtain good recognition results with Readiris. The default language is set to the language you selected during installation.

Note: you can always change the document language after opening a document, but know that Readiris then has to redo the recognition on the entire document. This of course slows down your process.
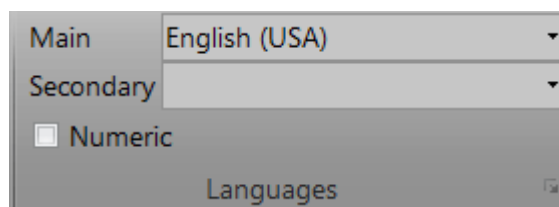
2. Select the **Page Configuration options** of your choice on the **Configuration** tab:

Page Analysis is selected by default. This option divides your documents into recognition zones. Without recognition zones, Readiris cannot process your documents. If you choose to disable this function, you will need to draw recognition zones manually on your documents.

Readiris can **deskew** (straighten) and **rotate** the documents you open.
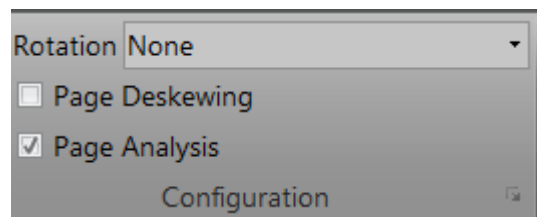
Processing documents

Step 1: *Scan* or *Open* your documents

- Click **Scan** to scan paper documents with your scanner.

  In order to scan documents your scanner must be correctly configured. See the section **Configuring your scanner** if necessary.

  or

- Click **From File** to open existing image files.

The images are displayed in the interface. If necessary you can modify the recognition zones. See the section **Editing the Recognition Zones** for detailed information.
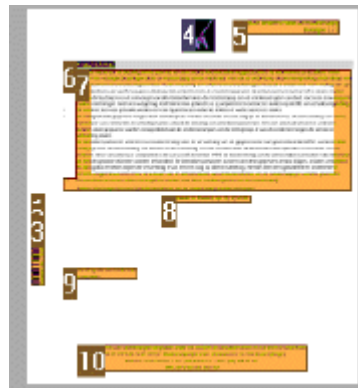
Step 2: Select the Output Format and Destination

- Click the **Output Format** list.
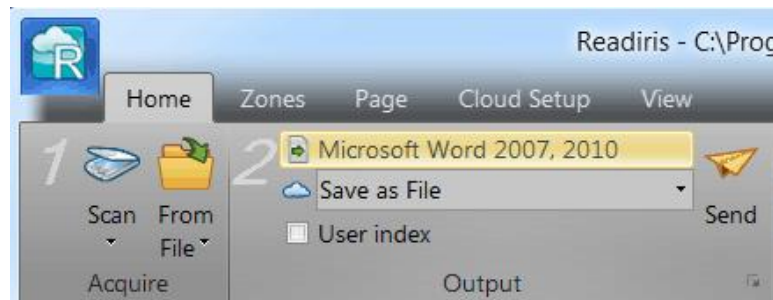
- Then select the required Output Format from the list.

  You can, for instance, save your documents as **Word** documents to do text editing, or save them as **PDF** documents for storage purposes. For detailed information about the different output formats and the different formatting options, see the sections **Saving Documents** and **Selecting the Formatting Options**.
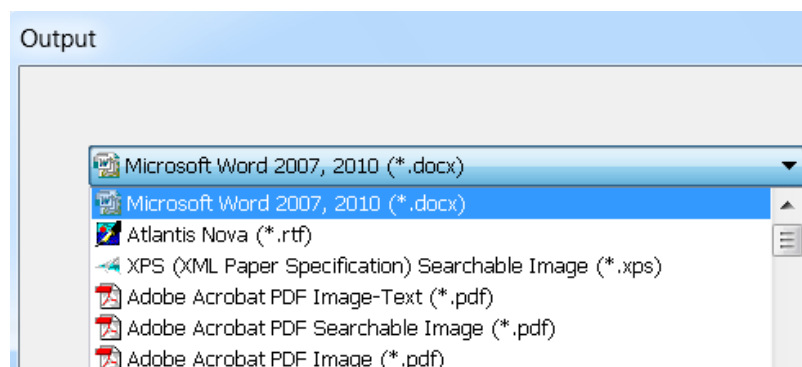
- In the second list, you select the **Destination** of your documents:

  o Select **Save as File** to save the documents locally to your computer or portable storage device.

  o Select **E-mail** to send the documents by e-mail.

  o Or select a Cloud application to send your documents to the Cloud.

  Note that the connection to the Cloud applications must be configured correctly to be able to export. See the section **Sending Documents to the Cloud** to learn how to do so.
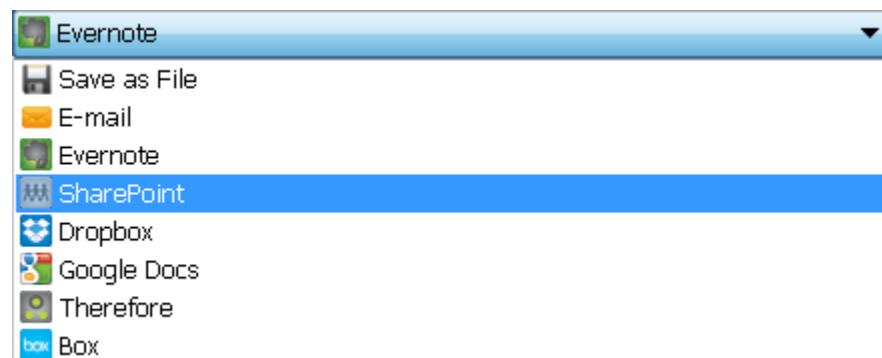
When you've gone through these steps, click Send to start processing documents.
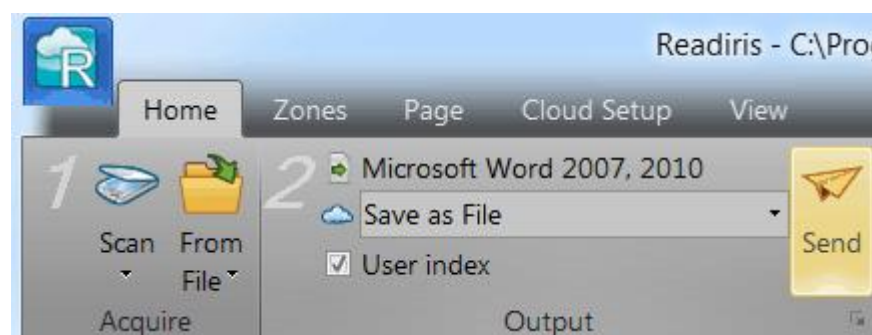
Tips:
In case you want more guidance while configuring Readiris, use the **Wizard**. The Wizard guides you through each step of the configuration. See the section **Using the Wizard** for more information about each step.

> Another way to get quick results with Readiris, is using the **SmartTasks**. They contain pre-configured commands and allow you to process documents in just a few clicks. See the section **Using the SmartTasks** for more information.

Saving the processing settings

Note that Readiris saves the processing settings automatically when closing the application. Next time you start Readiris it applies the same settings.

In case you want to save a specific settings profile:

- Click the Readiris button.

- Then click **Save Settings** and name the settings file.

Loading settings:

- Click the Readiris button.

- Then click **Load Settings** and select the settings file you saved.

Restoring factory settings:

- Click the Readiris button.

- Then click **Restore Settings.**

USING THE WIZARD

The Wizard guides you step by step through the configuration process. Once you've gone through the steps, click **Go** to start the automatic Readiris process.

To start the Wizard:

- Click the Readiris button, then click **Wizard**.
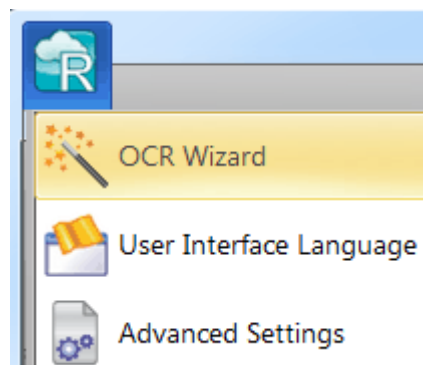
Steps of the Wizard

Step 1: Select the image source

You can use your **scanner** to scan documents, or open **image files** you already have on your computer.

During this first step you can also apply **rotation** options.

Select **Page Deskewing** if your documents are scanned crooked and you want to straighten them.

Figure Step 1
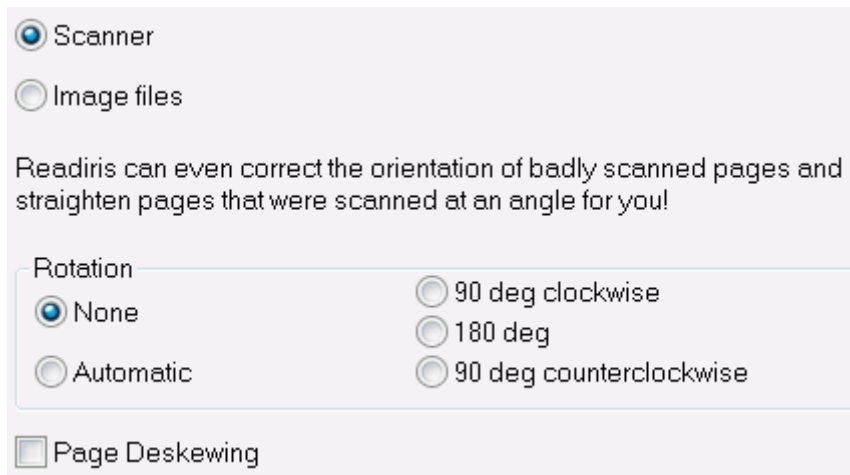
Step 2: Select your scanner (Note: if you selected image files in the previous step, proceed to Step 3)

If you already configured your scanner, your scanner model is displayed here. If it is not, the **Scanner Model** list is displayed. Select your exact same **Scanner Model**, then click **Configure** to configure the driver.

For more information on how to configure the scanner, see **Configuring your scanner**. For more information about the scanner settings, see the topic **Selecting the Scanner Settings**.

Figure Step 2
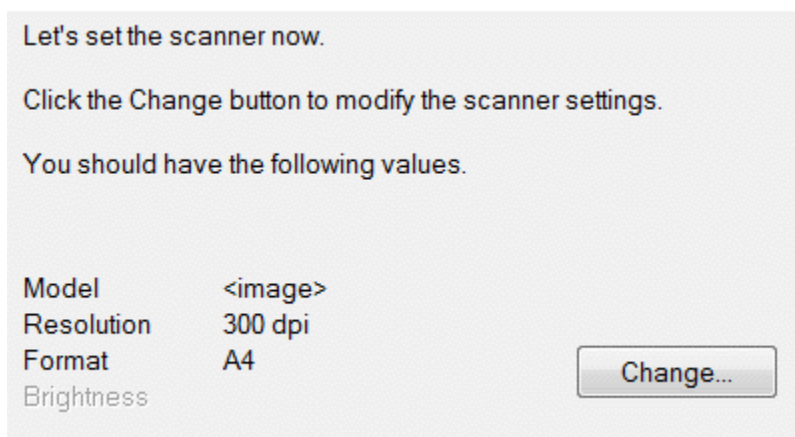
Step 3: Select the Document Language of your documents.

The default document language is set to the language you selected during installation. Click **Change** to select a different language.

Note: selecting the correct language is extremely important in order to obtain good recognition results.

Figure Step 3

Set the document language.

The following language is currently selected.

English (USA)
Secondary languages
    <None>
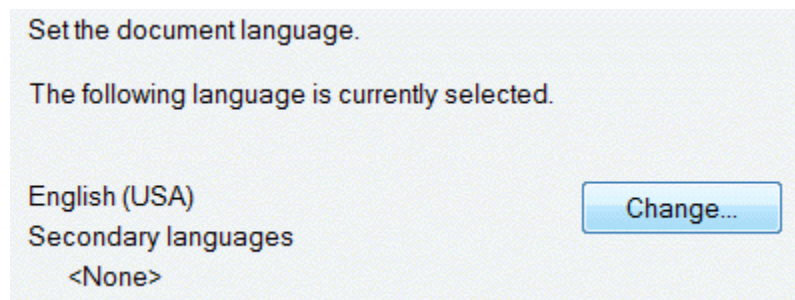
Change...

Step 4: Select the **Output Format** and **(Cloud) Destination**.

Your documents are saved as **Microsoft Word** files by default. Click **Change** to select a different output format or destination application.

For more information about the different output formats and their options, see the section **Saving Documents** and **Selecting the Formatting Options**.

Figure Step 4

Determine how you want to save and format the recognition result.

The following options are currently enabled.

Format	Microsoft Word 97, 2000, 2002, 2003
Paragraph	On
Layout	Recreate source document

Change...

44
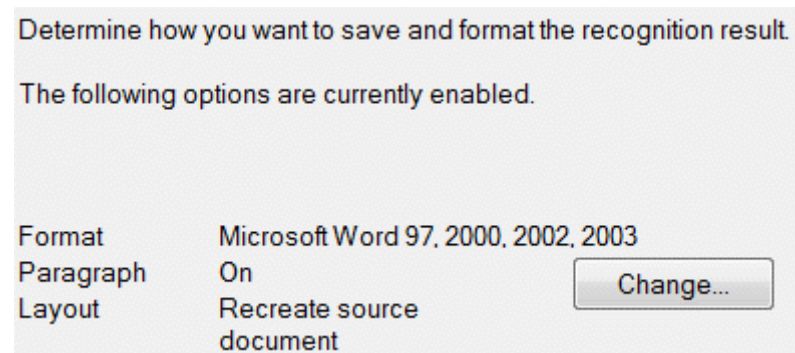
When you are done selecting the settings, click **Next** and then click **Go** to start processing documents.

USING THE SMARTTASKS

The SmartTask dashboard is one of the fastest ways to use Readiris. It contains pre-configured commands that allow you to scan, process and send your documents in just a few mouse clicks.

If your scanner is configured correctly in Readiris, you can just click one of the SmartTasks to start processing documents, using the default settings. In case you still need to configure the scanner, see the topic **Configuring your scanner** first.

To change the default settings of the SmartTasks:

- Right-click, or double-click on the SmartTask icon of your choice.

- Select **Scanner** if you want to scan paper documents, or select **Image files** to load existing images files on your computer.

- Then click **Configure** to determine the **Output Format**, its **Formatting Options** and any **Cloud destinations**.

  The formats and options that are available here depend on the SmartTask you are using.

  Detailed information about the different output formats and their formatting options can be found in the sections **Saving Documents**, **Selecting the Formatting Options** and **Sending Documents to the Cloud**.
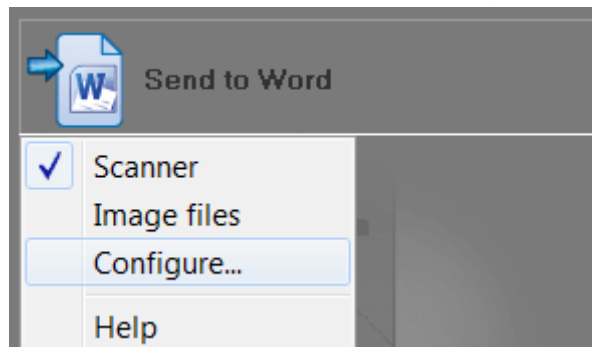
- Once you are done configuring your SmartTask, click it to start processing your documents.

  If you selected **Scanner**, Readiris starts scanning your documents.

  If you selected **Image files**, a window opens in which you can select your images files.

- When Readiris has finished processing your documents, the **Output File** window opens. Name your output file and select where you want to store it.
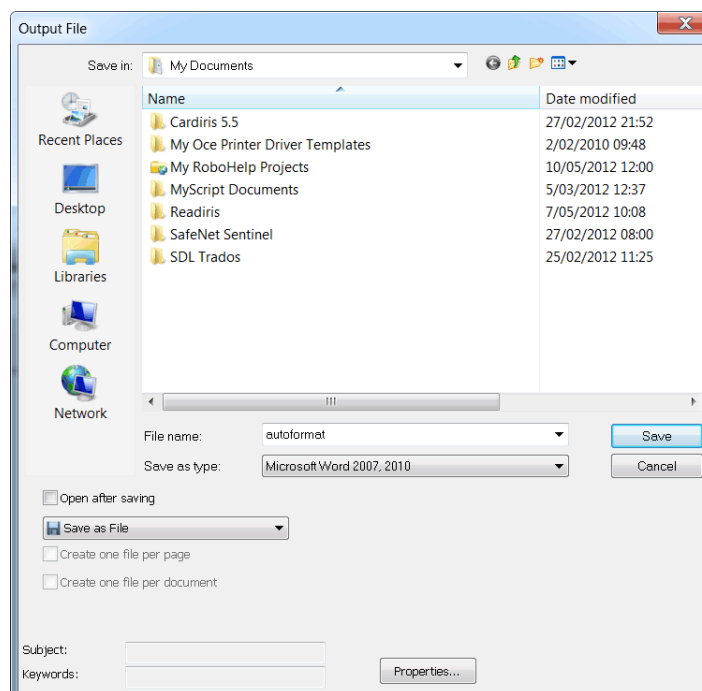
When you are using the **Send to e-mail** SmartTask, your default e-mail software will open.

When you are using the **Send to Cloud** SmartTask, your documents are sent to the configured Cloud application.

For information on how to use the SmartTask **Document separation**, see the section **How to Separate Document Batches**.

SECTION 4: SELECTING THE CONFIGURATION OPTIONS

CONFIGURATION OPTIONS

Before you scan or open any documents in Readiris you can set a number of **Configuration options**. These options help to improve the recognition results and are carried out during the scanning/opening of documents.

The **Configuration options** are located in the **Configuration** group.
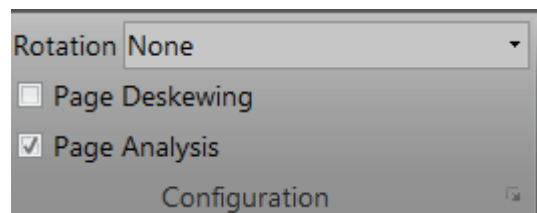
Rotation options

Readiris can rotate your documents 90° to the right, 180° and 90° to the left.

When you are processing a bunch of documents that do not have the same orientation, select **Automatic**. In that case Readiris rotates the documents automatically in the right direction.
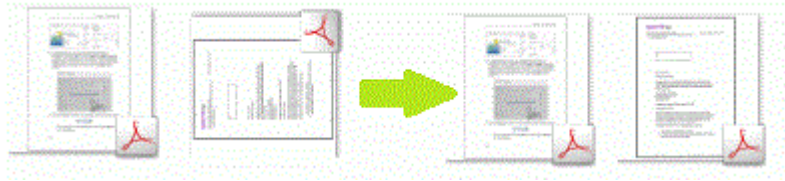
Note: make sure your documents are facing the right direction - meaning the text is facing the scanning surface. Otherwise Readiris will not be able to rotate them.

Page Deskewing

Select this option when you need to straighten documents that were scanned crookedly.
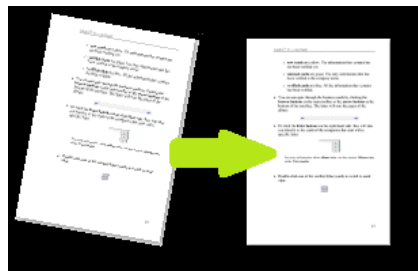
Page Analysis

This option is activated by default. It splits up each page in **recognition zones**. Readiris analyzes the entire page and indicates which zones contain text, images and tables.

These recognition zones are required in order to process your documents. If your documents do not contain any recognition zones, Readiris will not be able to process them.

See the section **Editing the Recognition Zones** for detailed information on the recognition zones, and on how to change them if necessary.
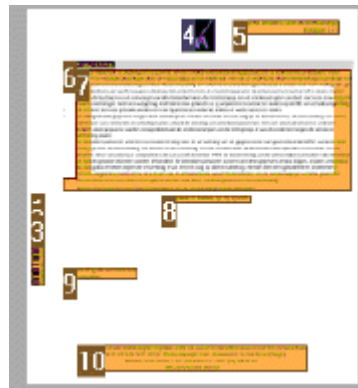
Next steps

When you are done selecting the options, click **Scan** to scan your documents, or click **From File** to open existing files.

Click the thumbnails in the **Pages** panel and check if the options have been correctly applied. Should not be the case, know that you can modify them manually via the **Page** tab on the ribbon.
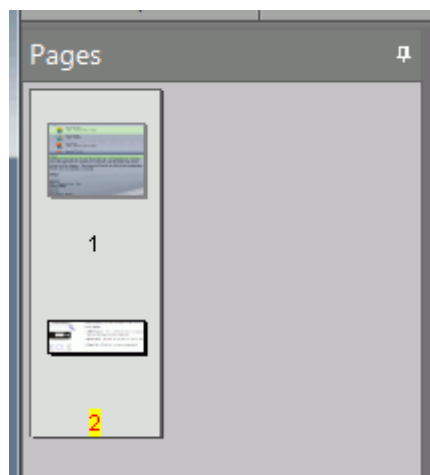
Modifying the page configuration options

If the page configuration options you selected do not generate the results you were hoping for, you can change them manually after scanning/opening your documents.

To modify the options:

- In the **Pages** panel, select the page that needs to be changed.

- Then click the **Page** tab. Here you can re-apply the **deskewing** and **rotation** options.
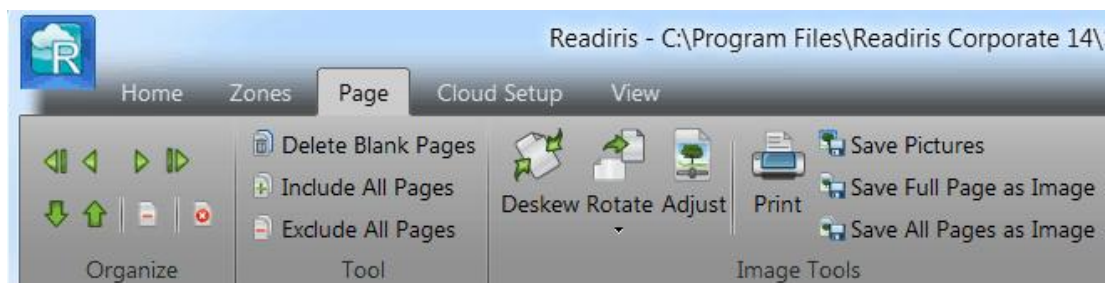
- Use the arrows in the **Organize** group to switch to other pages.

Tip:

If you want to modify the recognition zones, click the **Zones** tab. See the topic **Editing the Recognition Zones** for more information.

SECTION 5: SELECTING THE RECOGNITION OPTIONS

RECOGNITION OPTIONS

Readiris converts scanned images, image files and PDF files into editable text documents and text-searchable PDF documents. In order for Readiris to recognize the text in your images, you need to activate the correct **recognition options**.

> **Tip**: it is recommended to set the document recognition options *before* you scan or open any documents in Readiris. The reason for this is that Readiris carries out the document recognition simultaneously while opening or scanning multiple pages.

The recognition options are located in the **Languages** group. Advanced recognition options are available via the expansion arrow in the **Configuration** group.
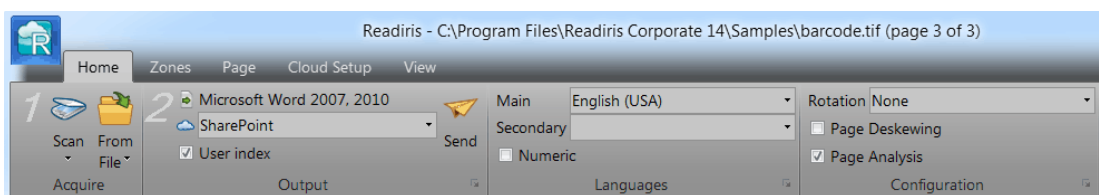
Below you find an overview of the different options.

The Main language

The **Main language** is by far the most important recognition option. The quality of the document recognition depends a great deal on

selecting the correct recognition language. The recognition language is set to the language you selected during installation.

To select a different language:

- Click the down arrow right of the **Main** list and select the language of your choice.

Other Recognition Options *(Readiris Pro + Corporate)*

Recognizing numeric documents

When you are processing documents that only contain numbers and almost or no text, then it is recommended to select the **Numeric** option.

When this option is selected Readiris only recognizes the numerals 0-9 and the following series of symbols:

+	*	/	%	,
Plus sign	Asterisk	Slash	Percentage	Comma
.	(	)	-	=
Period	Opening parenthesis	Closing parenthisis	Hyphen	Equation sign
$	£	€	¥	
Dollar sign	Pound sign	Euro sign	Yen sign	

54

Recognizing Western words in Cyrillic and Slavic languages and in Greek

When you are processing Cyrillic, Slavic or Greek documents that also contain "Western" words written in the Latin alphabet - such as proper nouns, then it is recommended to select one of the available **Language pairs**.

Language pairs are always combined with the English language and are available for Russian, Byelorussian, Ukrainian, Serbian, Macedonian, Bulgarian and Greek.

To select a Language pair:

- Click the down arrow right of the **Main** list.

- Then select the required language pair.

Example
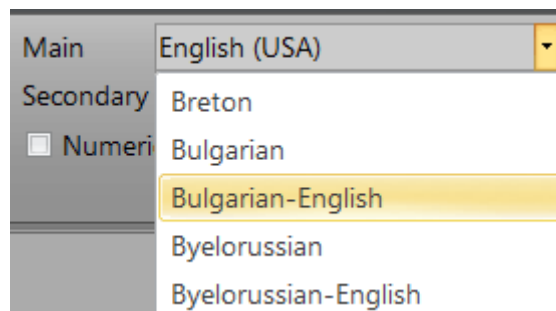
Speed vs. Accuracy

In Readiris Corporate you can choose whether to favor recognition **speed** over **accuracy** and the other way around.

> **Tip:** when you are processing low-quality images, it is recommended to set this feature to accuracy. This yields markedly better results.

55

To access the Speed vs. Accuracy option:

- Click the expansion arrow in the **Languages** group.
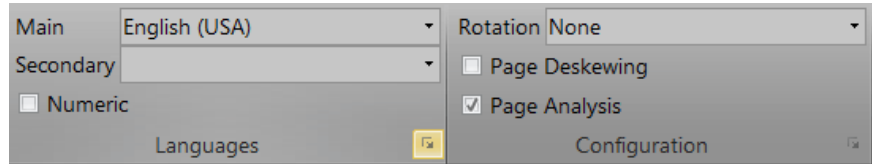
- Move the slider to **Speed** for faster processing.

- Or move the slider to **Accuracy** for better recognition results.
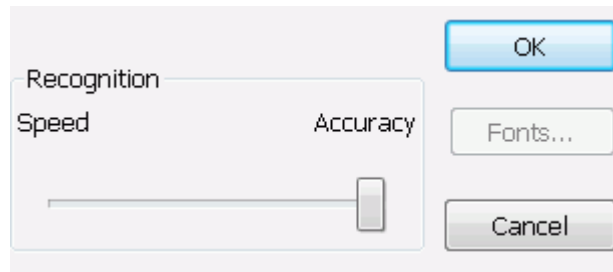
Other Recognition Options (*Readiris Corporate only*)

Recognizing Secondary Languages inside a single document

When your documents contain text in multiple languages, it is recommended to select a main recognition language, combined with several **Secondary languages**. You may select up to 4 secondary languages:

- Click the down arrow right of the **Secondary** list and check the boxes of the required languages.

- Secondary languages that are unavailable for the selected main language are greyed out.
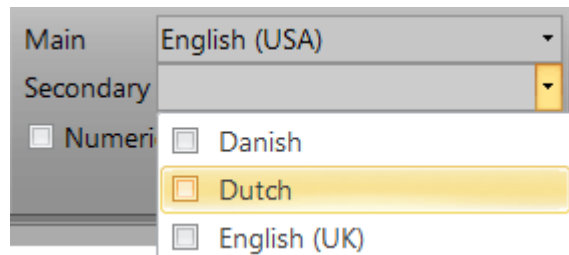
Recognizing Arabic Documents

When recognizing Arabic documents in Readiris Corporate, you can choose which recognition engine to use: omnifont or multifont.

By default, Readiris uses the **omnifont** engine, which recognizes all fonts. To obtain the best recognition results it is recommended to use the **multifont** engine. This way, you can select the fonts used in your documents.

- Click the expansion arrow on the **Languages** group.

- Then select **Arabic** from the **Main** language list. The **Fonts** button now becomes available.
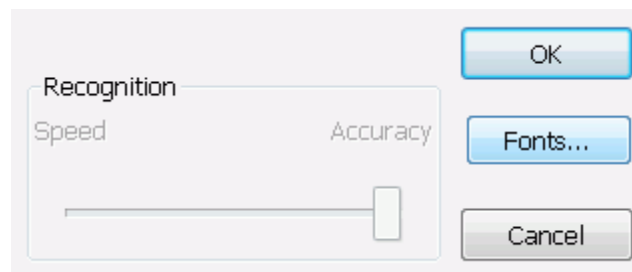
- Click the **Fonts** button, then select **Use multifont engine**.
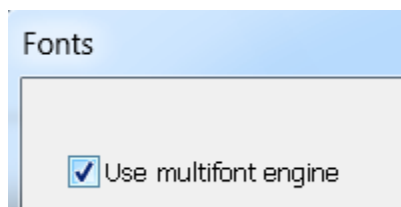
- Select the fonts you want to recognize in the left column, and move them to the right column by clicking the right arrow.

Available fonts

CourierNew (IRIS)
Lucida Sans (Windows)
Lucida Sans Typewriter (Window
Malgun Gothic (Windows)
Meiryo (Windows)
Microsoft JhengHei (Windows)
Microsoft Sans Serif (Windows)
Microsoft Uighur (Windows)
Microsoft YaHei (Windows)
MicrosoftSansSerif (IRIS)

Selected fonts

Gulim (Windows)
Kofi (IRIS)
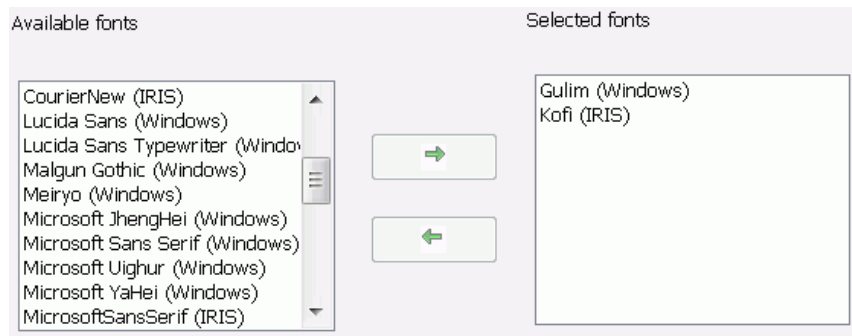
> **Tip**: should the recognition results be unsatisfactory, even though you
> selected the correct recognition options, then the image quality of your
> documents is probably insufficient. See the section **Adjusting the Image**
> **Quality** to solve this problem.

ADVANCED RECOGNITION OPTIONS

Next to the document language, other document characteristics such
as the **Font type** and **Character pitch** play an important role in the
processing of documents.

You can access them by clicking the expansion arrow in the
Configuration group, or via the Readiris button > **Advanced**
Settings.

OCR Wizard

User Interface Language

Advanced Settings
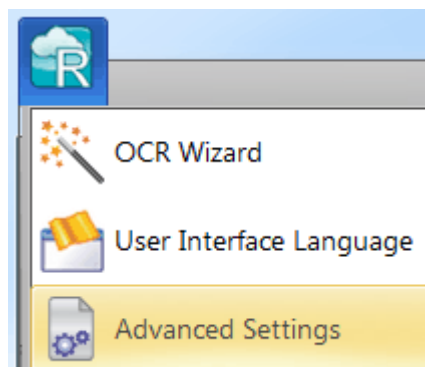
Font type

Readiris distinguishes between "regular" and dot matrix printed documents. Dot matrix printers are printers that create documents with text made up of isolated, separate dots.

Special segmentation and recognition techniques are required to recognize dot matrix documents and need to be activated.

Far out in the uncharted back

To select the font type:

- Click the Readiris button, and then click **Advanced Settings**.

- Click the tab **Font type**.

- The font type is set to **Automatic** by default.

  That way, Readiris recognizes "24 pin" or "NLQ" (Near Letter Quality) dot matrix, or other "normal" printing.

- To recognize only dot matrix printed documents, click **Dot matrix**.

  Readiris will recognize so-called "draft" or "9 pin" dot matrix printed documents.

Character pitch

The character pitch is the number of characters per inch in a particular font. The character pitch can either be **fixed**, in which case all characters have the same width, or **proportional**, in which case the characters have a different width.

To select the character pitch:

- Click the Readiris button, and then click **Advanced Settings**.

- Click the tab **Font type**.

- The character pitch is set to **Automatic** by default.

- Click **Fixed** if all characters of the font have the same width. This is often the case in old typewriter documents.

- Click **Proportional** if the characters of the font have a different width. Virtually all fonts in newspapers, magazines and books are proportional.

Important: these document characteristics do not apply to Asian, Hebrew or Arabic documents.

SECTION 6: SCANNING AND OPENING DOCUMENTS

SCANNING DOCUMENTS

Before you begin: make sure your scanner is connected to your computer and configured correctly. If necessary, see the topic **Configuring your scanner**.

Readiris is Twain compliant. It supports almost any flatbed and sheet-fed scanner, all-in-one device, digital camera and scanner currently available.

See the topic **Selecting the Scanner Settings** for detailed information on the available scanner settings in Readiris.

Important note: Readiris Pro can scan 50 pages at a time. It is not possible to scan or open more than 50 pages inside a single Readiris project. Readiris Corporate can open an unlimited number of pages inside a single project.

Selecting the Scanner Settings

This section gives an overview of all the available scanner settings in Readiris.

To access the scanner settings:

- Click the down arrow beneath the **Scan** button, then click **Settings**.
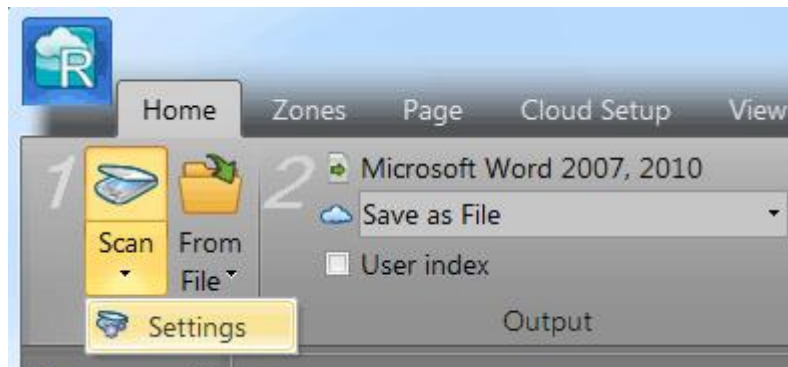
- The **Scanner** window is displayed.
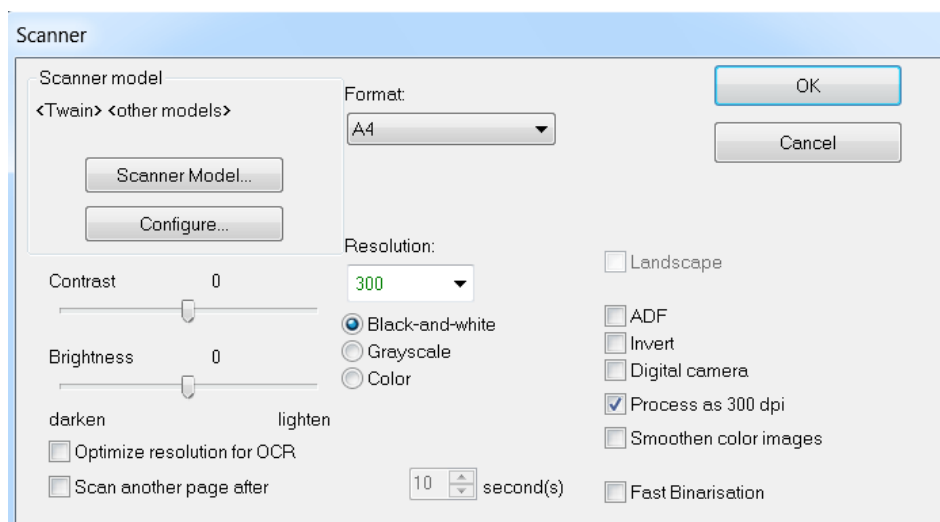
Below you find an overview of all available scanner settings.

Scanner model

Click **Scanner Model** to select your **scanner profile** from the list. The scanner profile allows you to access features specific to your scanner. For example, duplex scanning (ADF). Settings that are unavailable for your scanner are not displayed or greyed out.

Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

If you do not find your exact scanner in the list, *do not* select a similar profile. Instead, select a **universal Twain profile**. Different Twain profiles are available:

> Select **<Twain><OTHER MODELS>** when you are using a regular, flatbed scanner.

> Select **<Twain><OTHER MODELS>(User interface)** if you want to use your scanner user interface to scan documents instead of Readiris.

> Select **<Twain><OTHER MODELS with duplex feeder>** when you are using a duplex scanner, which scans both the front and backside of a page.
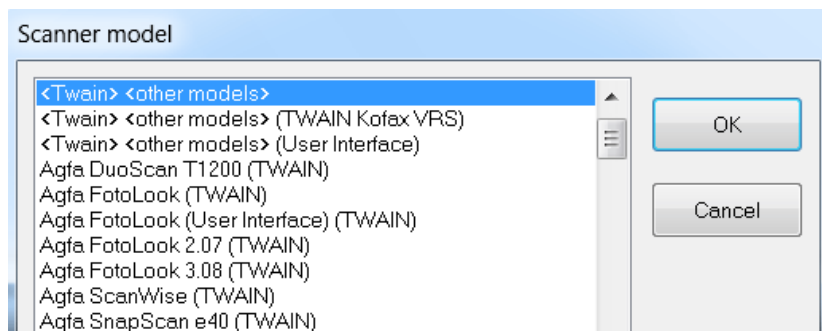
Configure

Click **Configure** to select your **scanner driver**. Selecting the correct scanner driver is required for Readiris to be able to communicate with the scanner.

If you do not see your scanner listed in the **Select Source** window, then your scanner driver has not been installed properly. Re-install your scanner driver before trying to configure it in Readiris. The scanner driver can usually be found on the website of your scanner manufacturer.
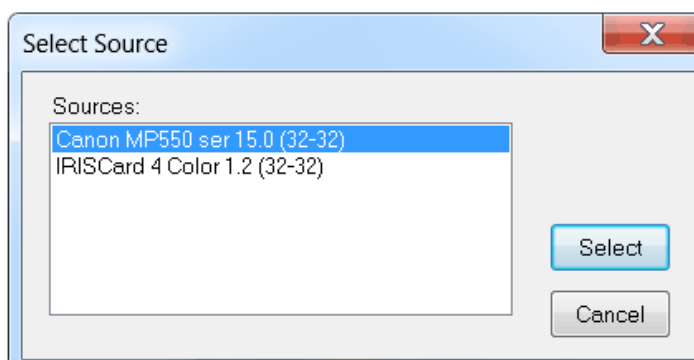
Contrast

When scanning low-quality documents, adjusting the **Contrast** level is sometimes required to obtain an optimal scan result.

Move the **Contrast** slider to the right to increase the contrast between the background and the text. Move it to the left to reduce the contrast.

Note: when the option **Auto-exposure** is selected, the **Contrast** slider is unavailable. The contrast settings are then adjusted automatically.

Brightness

When you are scanning dark, blurry images, or extremely light images, it may be necessary to adjust the **Brightness** settings.

Move the **Brightness** slider to the right to increase the brightness of your scans. Move the slider to the left to reduce the brightness.

Note: when the option **Auto-exposure** is selected, the **Brightness** slider is unavailable. The brightness settings are then adjusted automatically.

Optimize resolution for OCR

This option adjusts the resolution of images that were scanned with too much detail (over 600 dpi). When this option is activated Readiris reduces the resolution to a suitable level.

Note that this option doesn't increase the resolution of images scanned with too little detail.

Scan another page after

This option is useful when you are scanning multiple pages on a flatbed scanner. It allows you to determine after how many seconds Readiris scans another page. This way, you have the time to change the pages on the scanner while Readiris scans them automatically. You no longer need to go back to your Readiris application and click the **Scan** button every time you want to scan a new page.

Use the up and down arrows to determine after how many seconds you want Readiris to scan a new page.

Format

Click the **Format** list to define the size of the documents you are scanning.

> **Tip**: in the US **Letter** and **Legal** are the two most common formats. Internationally, **A4** is the standard.

Resolution

Select in which **resolution** you want to scan images. A resolution of **300 dpi** (dots per inch) is recommended. When you are scanning very small print or Asian languages, **400 dpi** is recommended.

Color mode

Readiris can scan documents in **color**, **black-and-white** and **grayscale**.

Note that grayscale and color images return the best OCR results.

Landscape

Select the **Landscape** option when scanning landscape-oriented documents instead of portrait-oriented documents.

When this option is selected, Readiris displays your documents as landscape-oriented documents in the interface.
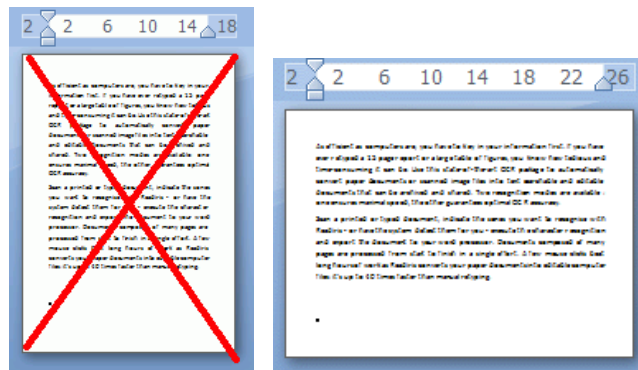
Auto-exposure

With some scanners the Auto-exposure option is selected by default. This option adjusts the contrast and brightness settings automatically. A good contrast is required to obtain optimal recognition results.

Note: when this option is selected, the **Contrast** and **Brightness** sliders are unavailable.

ADF

ADF stands for Automatic Document Feeder. This option is available when your scanner is equipped with an automatic document feeder. Select this option when you want to scan stacks of documents all at once.

Invert

Sometimes Twain scanners display white text on a black background when scanning documents in black-and-white. To reverse the color of text/background on your documents, select the **Invert** option.

Digital camera

When you are using a **Twain compatible digital camera**, you can use your camera directly as scan source. To do so, select the **Digital camera** option. Readiris will then use special recognition routines to process the digital camera images.

See the section **How to process digital camera images** for tips on using a camera as scan source.

Process as 300 dpi

Select the option **Process as 300 dpi** when you are processing images of an incorrect or unknown resolution. The images will be processed as if they had a 300 dpi resolution.

Smoothen color images

This option is selected by default. It improves the appearance of color and grayscale images in your documents.

Note: with some scanners, image smoothening is required to recognize color and grayscale images successfully.

Duplex

When using a duplex scanner - a scanner that can scan both the front and the back side of documents - the **Duplex** scanning option is available. Select this option to have Readiris scan the front and back side of documents.

Fast Binarization (Readiris Corporate only)

When you are using a high-speed scanner it is recommended to activate **Fast Binarization**. This option increases the processing speed considerably.

Tip: avoid selecting this option when scanning very low-quality documents.

SCANNING BATCHES OF DOCUMENTS

(This section applies to Readiris Corporate only)

If you need to scan entire batches of documents you can use Readiris' **Watched Folder** feature.

This way, you can scan all your documents to specific folders that are being monitored by Readiris. Whenever Readiris spots a new document inside one of the Watched Folders, it processes it and exports it to a destination of your choice: in an output folder, in the Cloud or on an FTP web site.

Readiris supports up to 32 Watched Folders. Each watched folder can have a specific configuration. One watched folder configuration can for instance generate Compressed PDF documents and export them to Therefore. Another can generate RTF documents and export them to Google Docs, where they can be edited. While yet another one can also send documents to a different instance of

Google Docs, using different credentials (user name and password) and settings (output folder, etc.).

Important notes:

- When using a Readiris Watched Folder, it is not possible to use Readiris as scanning application at the same time.

- Watched Folders can either use the **Default settings** - being the settings you configured in Readiris - or **Specific settings**. In the latter case, the settings you configure for a watched folder have nothing to do with the settings you configured inside Readiris itself.

To set up a Watched Folder configuration:

- Click the down arrow beneath the **From File** button.

- Then click **Watched Folder**.

    Note that the **Watched Folder** option is only available when no documents are opened in Readiris.

- Click **New watched configuration**.

- Browse for the **input folder** to which you will scan the documents. Click **OK** to confirm.

- In case you want to apply the current Readiris configuration to the Watched Folder, keep the option **Default settings** selected.

  Note that the option **Select Output text folder** is only available when the output is set to **Save as File** in the current Readiris configuration.
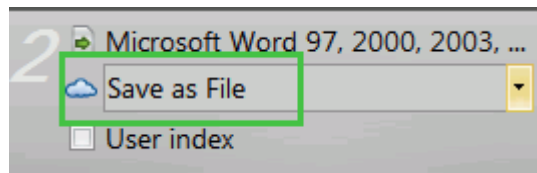
  The option **Select output format** is only available when using **Specific settings**.
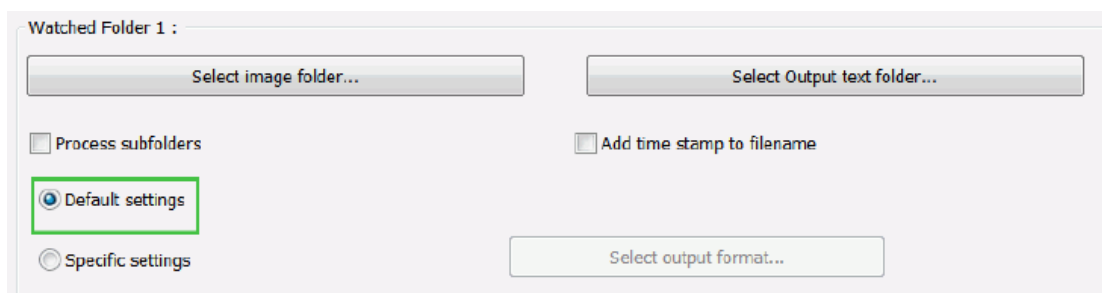
- In case you want to apply specific settings to a Watched Folder configuration, select the option **Specific settings**.

- Now the **Output settings** screen appears.

  Select the output format, destination and lay-outing options. For more information see **Section 9: Saving Documents** and **Section 10: Sending Documents to the Cloud**.

- Click **OK** to confirm.

  Tips:

  o If you want Readiris to process the subfolders of a Watched Folder, then select **Process subfolders**.

> **Note:** when the **Process subfolders** feature is activated, it is not possible to use a subfolder of an existing watched folder as watched folder in a new watched folder configuration.

> **Example**: in **Configuration 1** you select **Process subfolders** and you use C:\Input as Watched Folder. C:\Input has a subfolder called Batch1. In that case C:\Input\Batch1 cannot be used as Watched Folder in **Configuration 2**.

- o When using multiple Watched Folders, it is very useful to use the feature **Add time stamp to filename**.

  > This way, you avoid generating output files that have the same file name, which would be overwritten when using the same output destination. A time stamp looks as follows <filename>_YYYYMMDDHHMMSS and contains the year, month, date, hour, minutes and seconds of the creation time.

- • When you are done, click **OK** to start monitoring the Watched Folder. Or click **New watched configuration** to configure another Watched Folder.

  > During monitoring, Readiris processes any images it spots inside the folder.

  > **Tip**: click **Minimize** to have Readiris run in the background.
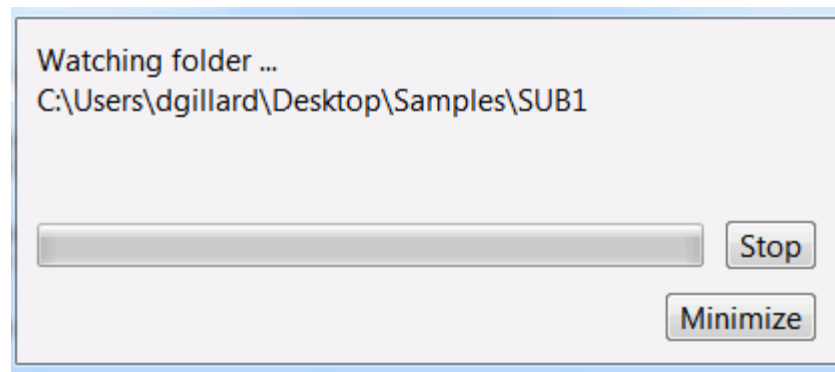
To add documents to the Watched Folder while it is being monitored by Readiris:

- Scan documents using your scanner's interface, or

- Move existing image files to the Watched Folder.

OPENING IMAGE FILES

Besides scanning documents, you can also open image files and PDF files with Readiris.

Important note: Readiris Pro can open multipage image files of up to 50 pages. It is not possible to open more than 50 pages inside a single Readiris project. If you need to process more pages inside a single project, switch to **Readiris Corporate**.

Readiris supports the following image file formats.

Image File Format	File Extension
Adobe PDF	*.pdf
DCX fax	*.dcx
DjVu images	*.djv, *.djvu
JPEG images	*.jpg, *.jpeg
JPEG 2000 images	*.j2c, *.j2k, *.jp2
Portable Network Graphics	*.png
(Compressed and multipage) TIFF images uncompressed and LZW, PackBits, Group 3, Group 4 and JPEG compressed	*.tif, *.tiff
Windows bitmap	*.bmp
ZSoft Paintbrush images	*.pcx

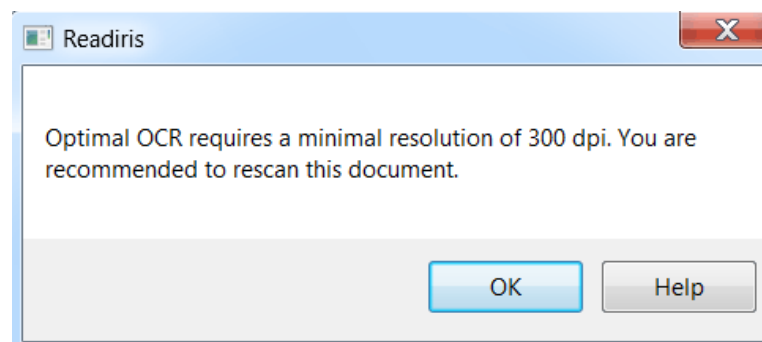**To open existing image files:**

- Click the **From File** button.
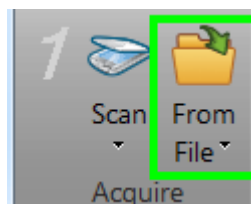
- Then select the images files you want to process, and click **Open**.
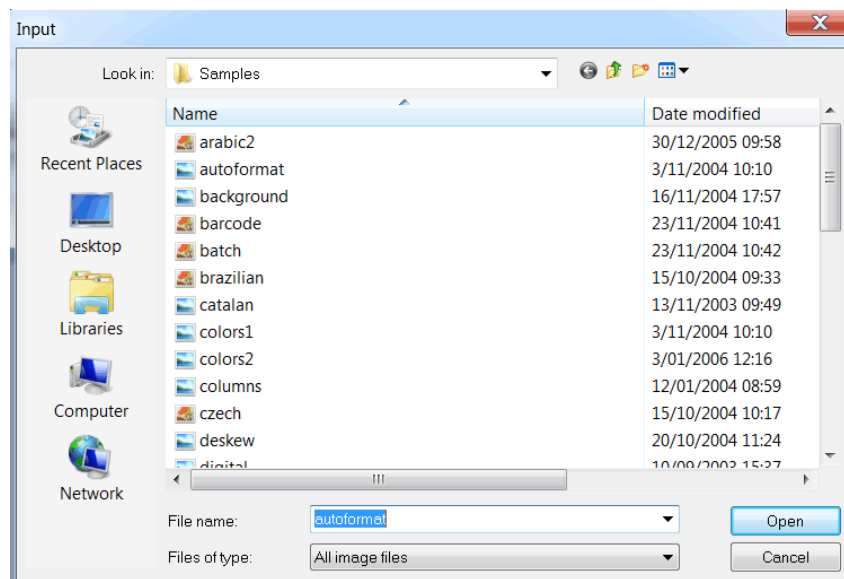
Note:

If your image file has been scanned in a low or unknown resolution, Readiris displays the following warning:

Click **Open anyway** to continue with your image. **Tip**: click the **Help** button for pointers on how to obtain the best possible results with low-resolution images.

Opening options

When opening image files, several options are available:

Load PDF documents in color

This option does exactly what it says: it opens PDF documents in color.

Deactivate his option if you want to open PDF documents in black-and-white, to speed up the opening process.

Smoothen color images

This option is selected by default. It improves the appearance of color and grayscale images in your documents.

Note: with some scanners, image smoothening is required to recognize color and grayscale images successfully.

Process as 300 dpi

Select **Process as 300 dpi** when you are processing images of an incorrect or unknown resolution. The images will be processed as if they had a 300 dpi resolution.

Fast Binarization (Readiris Corporate)

When you are opening many image files at the same time, it is recommended to activate **Fast Binarization**. This option increases the processing speed considerably.

> **Tip**: avoid selecting this option when scanning very low-quality documents.

Page range

Use this option when you only want to open a certain section of multipage TIFF or PDF files.

Select **All pages** to open the entire document (up to 50 pages in Readiris Pro).

Or select **Pages** and indicate the page range.

Other ways of opening image files

Besides the **From File** button you can also open image files by dragging them to the Readiris interface.

PROCESSING BATCHES OF IMAGE FILES

(This section applies to Readiris Corporate only)

When you are processing entire batches of image files, you can use Readiris' **Batch OCR** folder.

- Click the down arrow beneath the **From File** button.
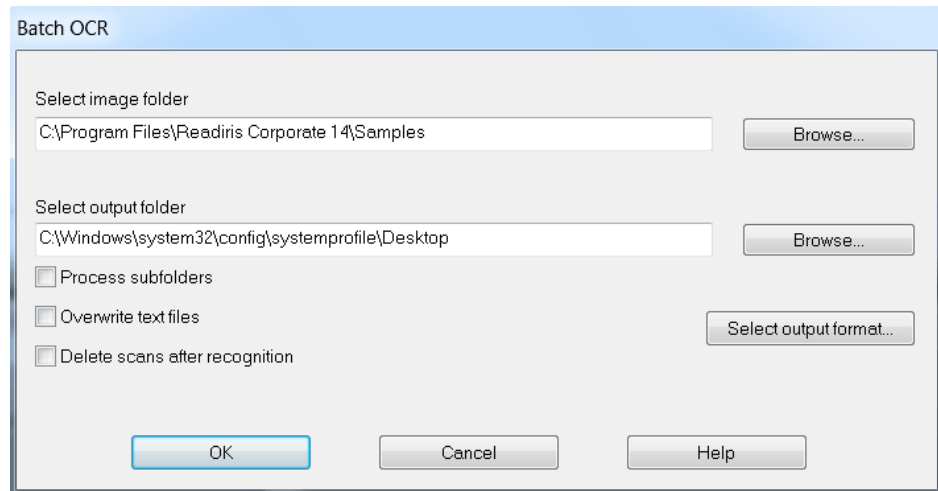

- Then click **Batch OCR**.

  Note that the Batch OCR option is only available when no documents are opened in Readiris.

- Browse for the **input folder**, where your image files are located.

- Then browse for the **output folder**, where your processed documents will be stored.

- Then select the processing options:

  - **Process subfolders** processes any underlying folders of the input folder.

  - **Overwrite output files** overwrites any existing output files with the same name in the output folder.

  - **Delete scans after recognition** deletes your original input images once they have been processed.

- Click the **Select Output Format** button to select the required output format and the formatting options.

> **Tip**: see the topics **Saving Documents** and **Selecting the Formatting Options** for more information.

- When you are done selecting the options, click **OK** to start processing documents.

SECTION 7: ADJUSTING THE IMAGE QUALITY

The recognition results depend a great deal on the **image quality** of your documents. If you're scanning very low-quality documents, Readiris will not be able to recognize them properly.

The reason for this is that Readiris works by converting **pictures** of text characters into **actual text characters**. If your documents are too dark, the characters fade into one another and create black spots. If your documents are too light, the text characters might be broken. Consequently, Readiris will not be able to recognize them.

Example 1: text is too dark

Here, the letter shapes begin to fill in and become fuzzy. Letters like a, e, and o are almost completely blurred.

"Autoformatting" recreates a *facsimile* copy of the original document: the text blocks, graphics and tables are recreated in the same place and the word and paragraph formatting are maintained across the recognition.

Example 2: text is too bright

Here, the text characters start to show gaps and incomplete shapes.

"Autoformatting" recreates a *facsimile* copy of the original document: the text blocks, graphics and tables are recreated in the same place and the word and paragraph formatting are maintained across the recognition.

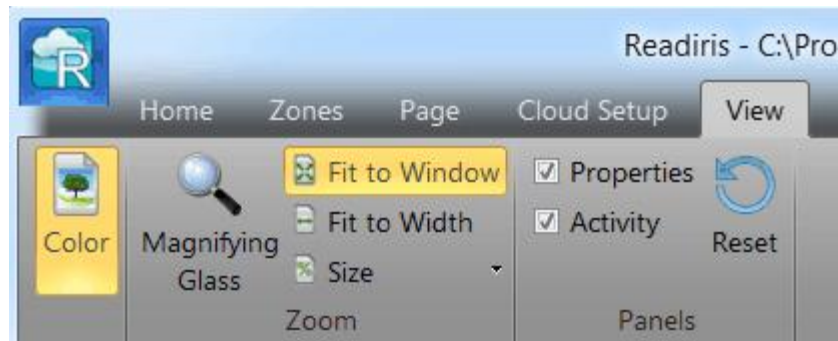**To improve the recognition results:**

- Check the **Scanner Settings** and make sure your documents have been scanned in a resolution of **300 dpi** and in **grayscale.**

  See the section **Selecting the Scanner Settings** if necessary.

- If that's not the case, re-scan your documents using these settings.
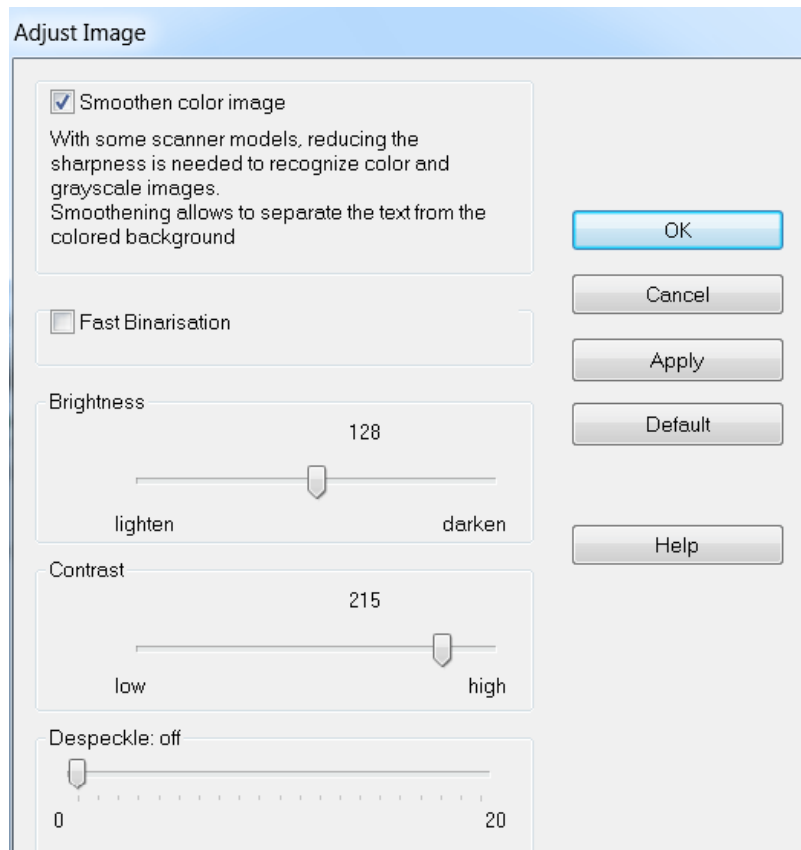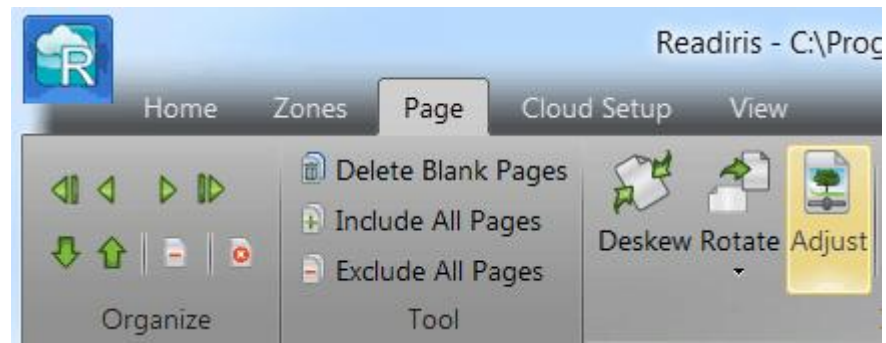
Then access the Image Adjustment options:

- Click the **View** tab.

- Clear the option **Display Document in Color**.

- Then click **Size > 100 %**.

  This enlarges the image, allowing you to inspect the text characters. The characters should not be touching each other, filled in, faded, or broken.

- Now click the **Page** tab, and click **Adjust** to start adjusting the image.

Smoothen color image

This option is selected by default. It smoothens out differences in intensity, creating a greater contrast between the text and the background. Sometimes smoothening is the only way to separate text from a colored background.

Brightness

Move the slider to increase or decrease the brightness of your documents.

Example 1: image is too dark

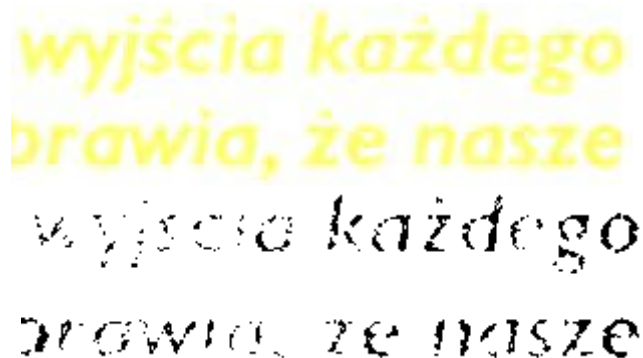The image below is too dark and results in a plain black image. There is no text to be recognized.

In this case you need to brighten the image in order for the text to be displayed.

Example 2: image is too bright

The image below is too light and results in broken text characters. The text is hardy legible.
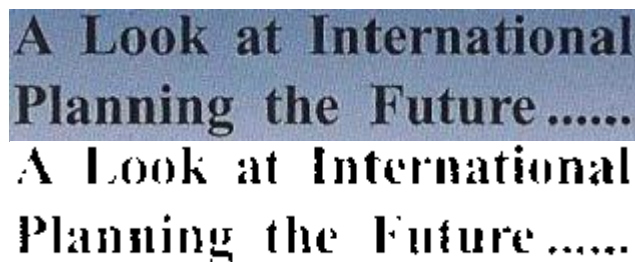
In this case you need to darken the image to obtain satisfactory results.

wyjścia każdego
brawia, że nasze

Contrast

Move the slider to increase or decrease the contrast between the text and the background.

Example

The image below results in broken text characters.

A Look at International
Planning the Future......
A Look at International
Planning the Future......

In this case you need to increase the contrast to obtain satisfactory results.

A Look at International
Planning the Future......

Despeckle

Sometimes documents contain a lot of "noise" - little black spots that occur when scanning low-quality documents or using bad scanner settings.

To remove these little black spots, use the **Despeckle** slider. The more you move it to the right, the larger the spots that will be removed.

When you are done adjusting the image quality:

- Click **Apply** to preview the results.

- If the results are satisfactory, click **OK**. If not, change the settings again.

SECTION 8: EDITING THE RECOGNITION ZONES

Introduction

When you scan a document or open an image file in Readiris, each page is divided automatically into **recognition zones**. Readiris uses these zones to determine how each part of your documents must be converted. If your document does not contain any zones, it cannot be recognized.

In **Readiris Pro** there are 3 kinds of recognition zones. You have **text** zones, **image** zones and **table** zones. In **Readiris Corporate** you can also have a fourth zone type, being **barcode** zones.

Notice that each zone type has its own color.

Text zones	Orange
Image zones	Purple
Table zones	Pink
*Barcode zones	Green

*Readiris Corporate only.

The zones are also numbered; notice the number in the top left corner of each zone. The numbers run top-down and from left to right*. They indicate the order in which the zones are recognized.

***Note**: when processing Arabic documents, the numbers run from right to left, if you select Arabic as main language.

**Example of recognition zones**
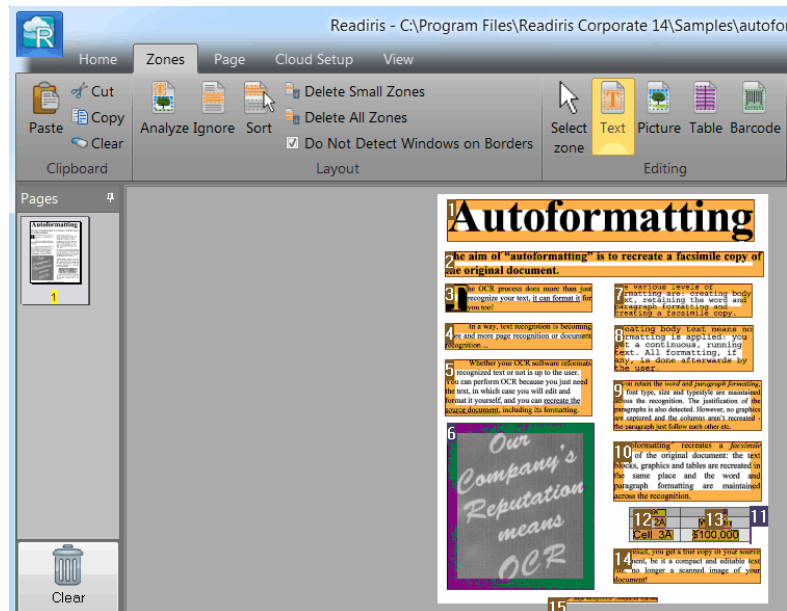
Modifying the automatic Page Analysis

The zones we discussed above are created automatically by an option called **Page Analysis**. This automatic page analysis is far from fixed. It can be modified in several ways. For instance, you can manually create new zones, change the zone of existing zones, expand and reduce zones in size, change the sort order, and so on.

Note, however, that is not possible to do any **text editing** inside Readiris. That sort of editing is to be done in your target application, e.g. Microsoft Word, Excel, etc.

To access the Editing and Layout options:

- Scan or open a document in Readiris.

- Click the **Zones** tab.
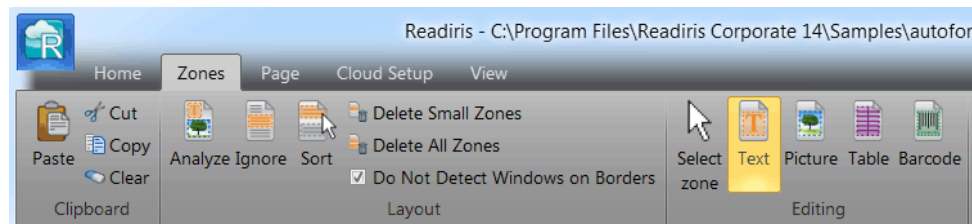
The Editing and Layout options

Below you find an overview of the editing and layout options in Readiris.

Note: when you make any modifications to the layout, Readiris redoes the recognition on the entire page.
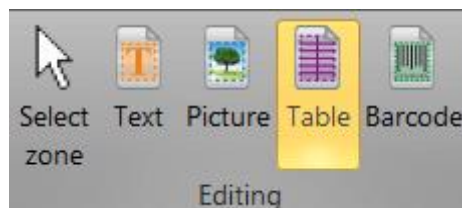
Manually drawing zones

In case Readiris missed any recognition zones you can draw them manually.

Note that barcode zones must always be drawn manually. They are not created automatically by the **Page Analysis** feature.
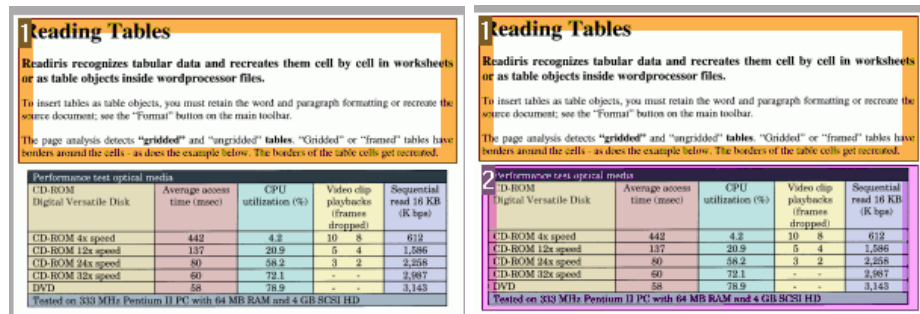
To draw zones:

- In the **Editing** group, click the **zone type** you want to create.

- Then click and hold the left mouse button and draw a frame around the section to want to recognize.

    In the image below, we manually drew a new **table zone** (the pink frame).

Changing the zone type

When scanning bad quality documents, it may occur that Readiris does not determine the zone types correctly. If that happens, know that you can change the zone types manually:

- Right-click the zone you want to change.

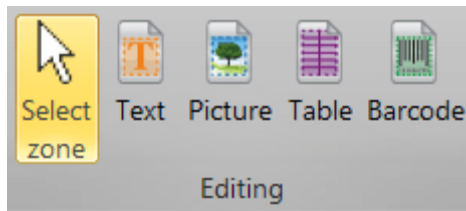- Point to **Zone** > **Type**, and then click the zone type of your choice.
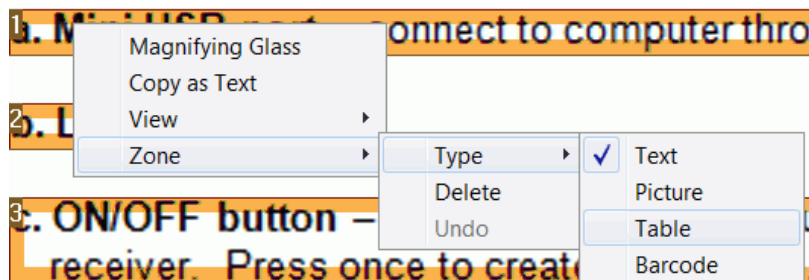
> **Important note**: if you are processing bad quality images, Readiris will likely have problems recognizing them correctly. Refer to the section **Adjusting the Image Quality** to learn how you can avoid such issues.

Changing the zone type of multiple zones simultaneously

When scanning bad quality documents, it may occur that Readiris does not determine the zone types correctly. If that happens, know that you can change the zone types manually:

- Click **Select** zone on the **Editing** group.

- Press and hold the **Shift** key while clicking the zones you want to modify.

- Then, while still pressing the **Shift** key, right-click inside a selected zone, point to **Zone** > **Type** and click the zone type of your choice.
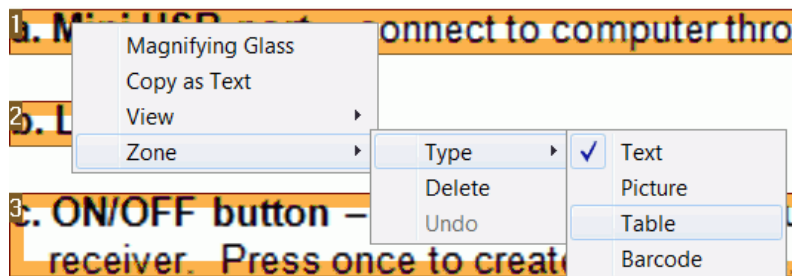
> **Important note**: if you are processing bad quality images, Readiris will likely have problems recognizing them correctly. Refer to the section **Adjusting the Image Quality** to learn how you can avoid such issues.

Expanding or reducing zones

- Click **Select zone** in the **Editing** group.
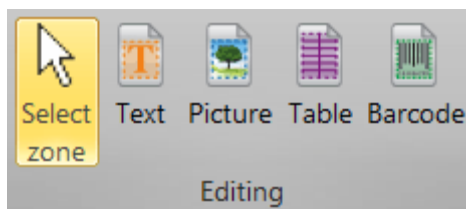
- Then click inside the zone you want to reduce or expand.

- Click and hold one of the bullets on the frame, then drag the frame in the desired direction to expand or reduce the zone.

Changing the sort order of zones

The order in which the zones are numbered determines in which order they will be included in the output documents. To change the order:

- Click **Select zone** in the **Editing** group.

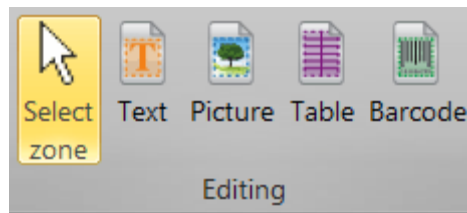- Then click the **Sort** button.

  The numbers now disappear from the zones.

- Now click the recognition zones one by one, in the order you want to sort them in.

Moving zones

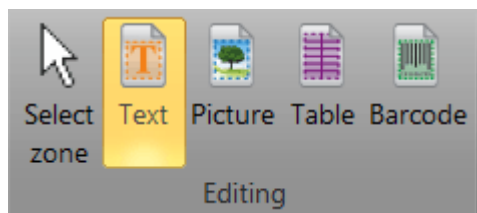- Click **Select zone** in the **Editing** group.

- Then click inside the zone you want to move, hold the left mouse button, and drag the frame to the position of your choice.
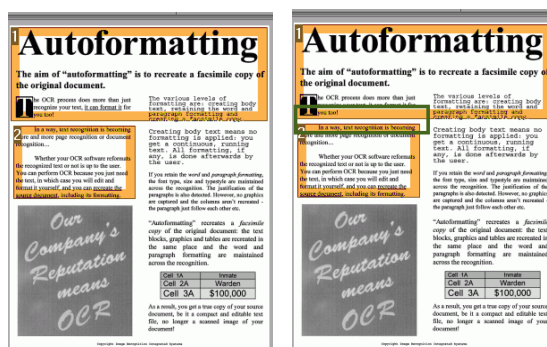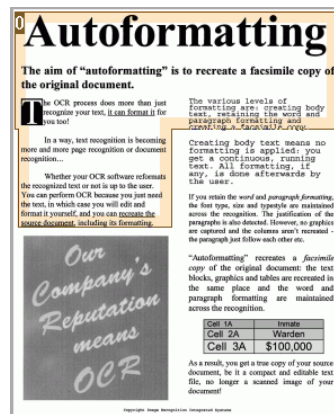
Connecting zones

Suppose you have two text zones that belong together, and you want to turn them into one single text zone. In that case:

- Select **Text** in the **Editing** group.

- Then draw a text zone between the two zones to connect them.

- The two zones are merged into one.

  Note that only zones of the same zone type can be connected.

Deleting zones

In case you want to exclude zones from the recognition:

- Click **Select zone** in the **Editing** group.

- Then press and hold the shift key and select the zones you want to delete.

- Right-click one of the selected zones, point to **Zone** and click **Delete**.
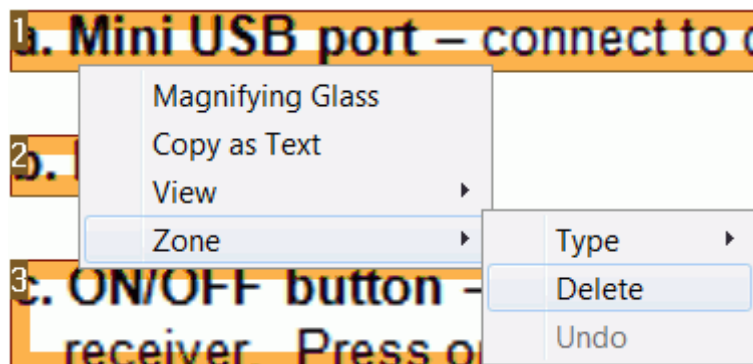
Deleting small zones

Sometimes documents contain a lot of "noise" - little black spots that occur when scanning low-quality documents or using bad scanner settings. When that is the case, Readiris tends to mark them as recognition zones, even though they do not contain any useful content.
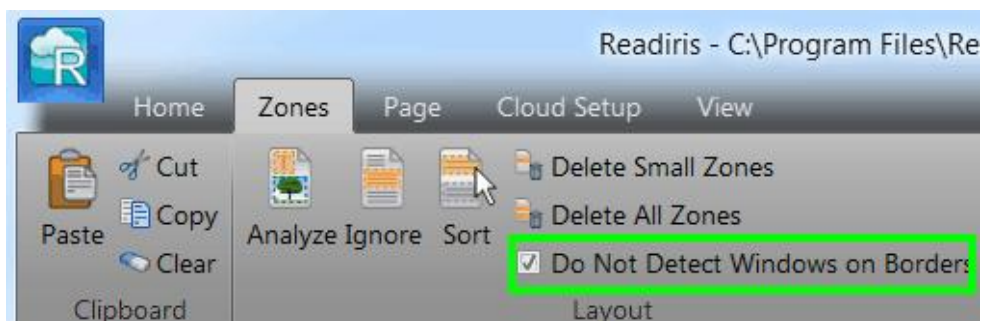
To exclude these zones from recognition:

- Click the option **Delete small zones**.

- This option erases all windows smaller than 0.5" and re-sorts the remaining zones.
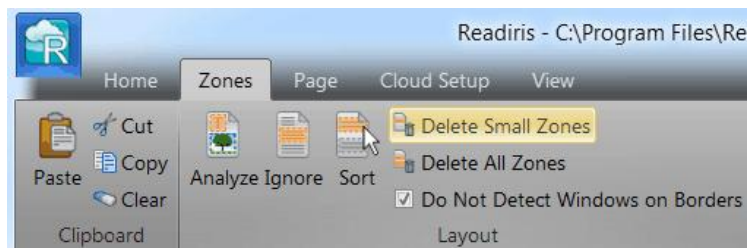
Ignoring zones on borders

When your scanner generates black borders around your documents, Readiris tends to mark them as recognition zones, even though they do not contain any useful content.

In such cases it is recommended to use the option **Ignore zones on borders**. That way, the border zones will be excluded from the recognition.

Ignoring a certain zone

In case your document only contains content in a certain area of the page, you can use the **Ignore** option to exclude the remainder of the page from the recognition.

- Click **Ignore** in the **Layout** group.

- Then draw a frame around the section that contains the information. Everything outside the frame will be ignored.
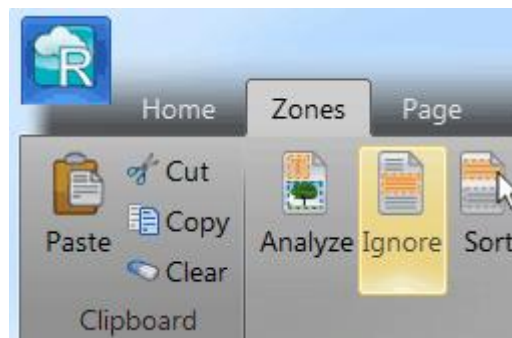

> **Note**: you can also use this option to create Zoning templates, in case all your documents have a similar layout. See the section **Using Zoning Templates**.

Recognizing the content of a particular zone

In case you only want to recognize the content of a particular text zone, and you don't need a fully converted output document, then you can use the **Copy as Text** option.

- Right-click the text zone you want to recognize.

- Then click **Copy as Text**.
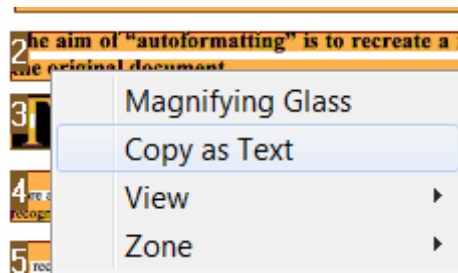
The results are copied to the clipboard as body text. You can now **paste** them into other applications.
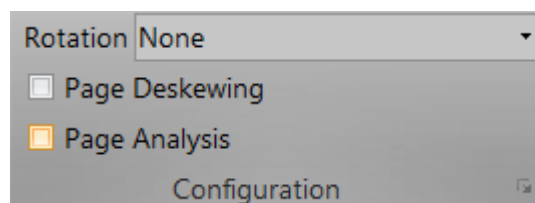
Re-doing the Page Analysis

If you are not satisfied with the changes you made, note that you can always redo the automatic page analysis.

- Click the **Analyze** command to do so.

If you want to disable the automatic page analysis all together:

- Click the **Home** tab.

- Clear the option **Page Analysis**.

In this case you need to manually define the recognition zones. If your document does not contain recognition zones, Readiris cannot process it.
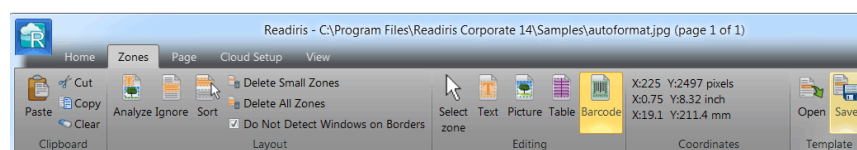
USING ZONING TEMPLATES

When you want to scan many similar looking documents, it might be useful to apply **zoning templates**, instead of editing the recognition zones each time. In a zoning template you indicate what your documents look like and where the text, picture or tables zones are located. This way, Readiris only looks in the indicated areas, saving you a considerable amount of time.

To create a zoning template:

- Scan the first document.

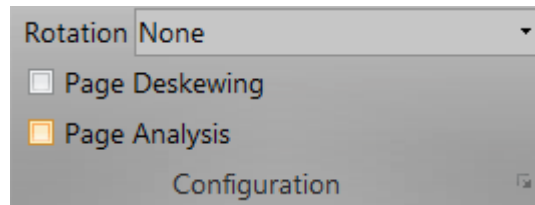- Click the **Zones** tab to edit the zones to your liking.

  See **Editing the Recognition Zones** for more information.

- Then click **Save** to save the zoning template.

To use a zoning template:

- First, deactivate **Page Analysis** on the **Configuration** tab.

- Then, scan or open your documents in Readiris.

- On the **Zones** tab, click **Open**.

  You are asked to load the zoning template for the current page, or for all the already opened pages.

SECTION 9: SAVING DOCUMENTS

SAVING DOCUMENTS

The documents you process with Readiris can be saved in a large number of output formats, ranging from plain text files to fully formatted Word and Excel files, and also PDF and XPS files.

With Readiris you can also turn Image PDFs - in which you cannot select or copy any text - into fully text-searchable PDF documents. The same goes for Image XPS documents.

Below you find an overview of the supported output formats.

- **PDF**

PDF stands for "Portable Document Format". It is a format developed by Adobe System Inc. to facilitate document exchange. PDF files are device-independent and resolution-independent, and can be opened on any Operating System (Windows, Mac OS, Linux, iOS, Android, etc.) PDF files are mostly used for storage purposes. Note that the content of PDF files cannot be edited (easily).

With Readiris you can generate 4 types of PDF files:

- **PDF Image-Text (= PDF Searchable Image)** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

> **Note**: since the image covers the text, any recognition mistakes will not be visible.

- **PDF Text-Image**. This file type is the opposite of PDF Image-Text. It contains the original image in the background, and the recognized text on top of the image.

  > **Note**: any recognition mistakes will be visible in this format.

- **PDF Text**. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file.

- **PDF Image**. When you select this file type, Readiris doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it only contains the image of your original document.

  > **Note**: many options are available for PDF files. Readiris can generate hyper-compressed PDF files, password-protected PDF files, digitally signed PDF files, PDF/A-compliant PDF files. See the section **Selecting the PDF Options** for more information.

  > **Tip**: with Readiris you can also turn Image PDFs into **text-searchable PDFs**.

- **XPS**

XPS stands for XML Paper Specification. It is a fixed-layout document format designed by Microsoft Inc. to preserve document fidelity. XPS files - just like PDF files - are mostly used for storage purposes. Note that the content of XPS files cannot be edited (easily).

With Readiris you can generate 4 types of XPS files:

- **XPS Image-Text**. This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

  Note: since the image covers the text, any recognition mistakes will not be visible.

- **XPS Text-Image**. This file type is the opposite of XPS Image-Text. It contains the original image in the background, and the recognized text on top of the image.

  Note: any recognition mistakes will be visible in this format.

- **XPS Text**. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the XPS file.

- **XPS Image**. When you select this file type, Readiris doesn't execute the text recognition on your document. Your XPS file will not be text-searchable, it only contains the image of your original document.

  Note: Readiris can also generate hyper-compressed XPS documents. See the section **Selecting the XPS Options** for more information.

- **RTF**

RTF stands for "Rich Text Formatting". It is a free document file format developed by Microsoft Inc. to facilitate document exchange. Most text processors are able to read and write RTF documents. Examples are Microsoft Word 97, 2000, 2002, 2003.

Again many levels of lay-outing are available. See the section **Selecting the Formatting Options** for more information.

- **DOCX**

DOCX is the new standard text processor format used in Microsoft Word 2007 and 2010. This file format is based on the XML (extensible markup language) format.

The same layouting options are available as for DOC and RTF documents. See the section **Selecting the Formatting Options** for more information.

- **DOC**

Doc is the standard format used in Microsoft Word 97, 2000, 2002 and 2003. It is one of the standard text processor formats.

Note that many levels of layouting are available for .doc documents. See the section **Selecting the Formatting Options** for more information.

Note that Microsoft Word must be installed on your computer in order to generate DOC files.

- **ODT**

ODT stands for "Open DocumentText". It is an open-source file format.

ODT files can be opened with any OpenOffice-compatible text processor.

See the section **Selecting the Formatting Options** for more information about the available layout options.

- **Spreadsheet ML (xml)**

SpreadsheetML is an XML dialect developed by Microsoft Inc. It is the standard spreadsheet format in Microsoft Excel 2003. This format is useful when processing documents with lots of tables and figures.

Specific layouting options are available for SpreadsheetML. See the section **SpreadsheetML Options** for more information.

- **XLSX**

XLSX is the new standard spreadsheet file format in Microsoft Excel 2007 and 2010. XLSX files are created using the Open XML standard. Each cell in an XLSX file can have a different formatting.

See the section **Selecting the Formatting Options** for more information about the available layout options.

- **CSV**

CSV stands for "Comma Separated Value". It is a text format for storing tabular data. In a CSV file comma's are used to separate values. This format is usually associated with Microsoft Excel on Windows computers.

- **TXT**

A TXT file is a standard text document that contains unformatted text. TXT files can be opened in any text editing or word processing application.

No Layout options are available for TXT files.

- **HTML**

HTML stands for "Hypertext Markup Language". It is the predominant markup language for web pages. It provides a means to describe the structure and formatting of text-based information in a document. This file format can be opened in Microsoft Excel, in

Web browsers such as Internet Explorer, and in Web page editors such as Adobe Dreamweaver.

See the section **Selecting the Formatting Options** for more information about the layout options.

- **TIF**

Tif stands for "Tagged Image File". It is a high-quality graphics format that is often used for storing images with many colors.

Select this format if you want Readiris to convert your documents into image files. No text recognition will be done on your documents.

> **Note**: a number of older file formats are supported as well.
>
> **Note**: RTF files created by Readiris can also be opened in the web-based office applications AjaxWrite, ThinkFree, Zoho Writer and Google Writely. When using one of these applications make sure to select the layout option **Retain Word and Paragraph Formatting**.

To save your documents:

- Click the expansion arrow on the **Output** group.

  The **Output** window opens.
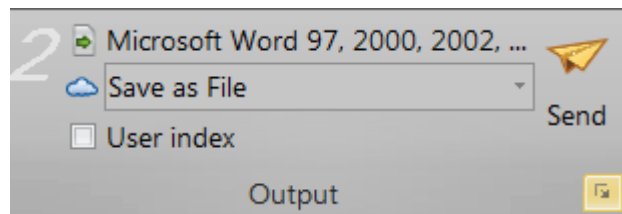
- Select the format of your choice from the first drop-down list.

- Select **Open after saving** if you want the corresponding application to open when Readiris is done processing the documents.

  Note that the required application must be installed on your computer for this option to work.

- Keep **Save as file** selected in the second drop-down list.
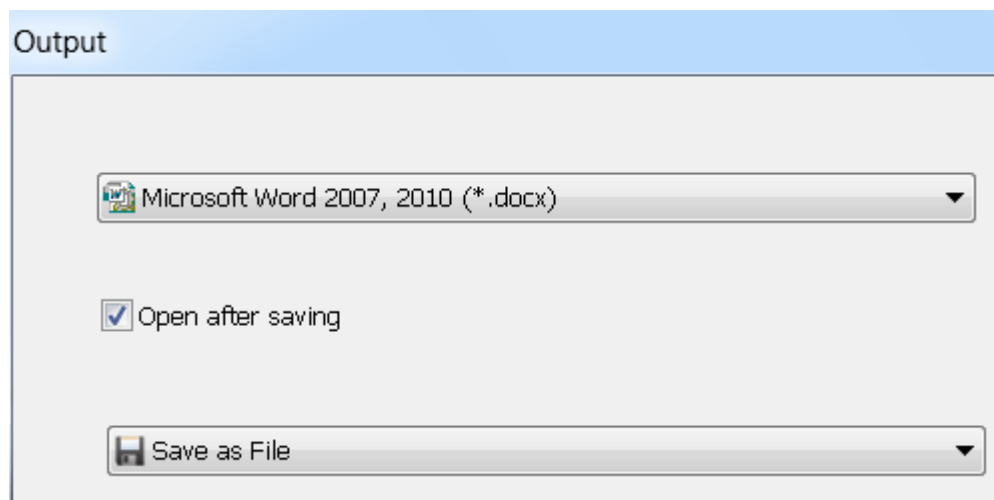

- Select any formatting options if necessary.

  See the section **Selecting the Formatting Options** for more information.

- Click **OK** to close the **Output** window.

- Then click **Send** to convert and save your documents.
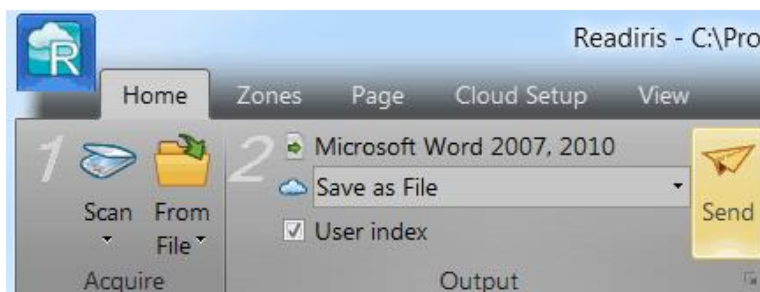
- When Readiris is done processing, the **Output File** window opens. Now name your output file.

  Note: Readiris, by default, saves all pages to a single output file. In case you want to generate one file per page, select **Create one file per page**.
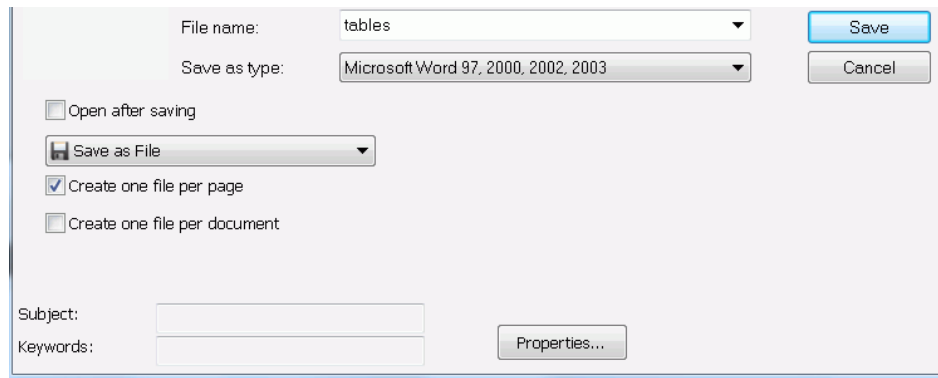
  Note: once you've saved your documents, they are not automatically removed from the Readiris interface. This way you have the opportunity to change the settings, if necessary, and to save your documents in other formats as well.

To start a new project in Readiris:

- Click the **Trash can** icon at the bottom of the **Pages** panel.

  This command erases your document from Readiris so you can start a new one.

ADDING PROPERTIES TO DOCUMENTS

The documents you process can be complemented by properties. This means you can apply key "tags" to your documents, such as the author, the document type, the scanning date, etc. This way, you can retrieve them more easily once they have been stored.

To add properties to documents:

- Scan or open your documents into Readiris.

- Select the desired output format, and make sure the option **Save as file** is activated.
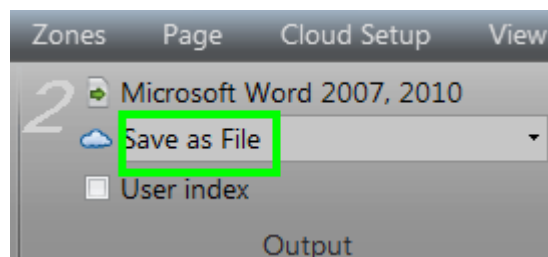
- Click **Send** to save your documents.

- In the **Save As** window that opens, click **Properties** to add properties to your documents.
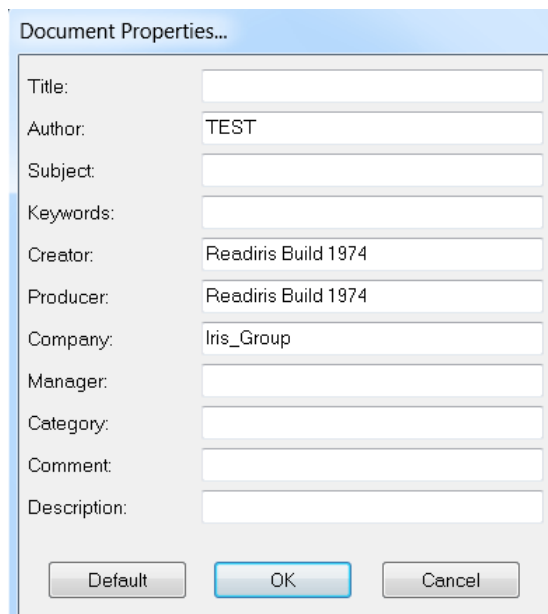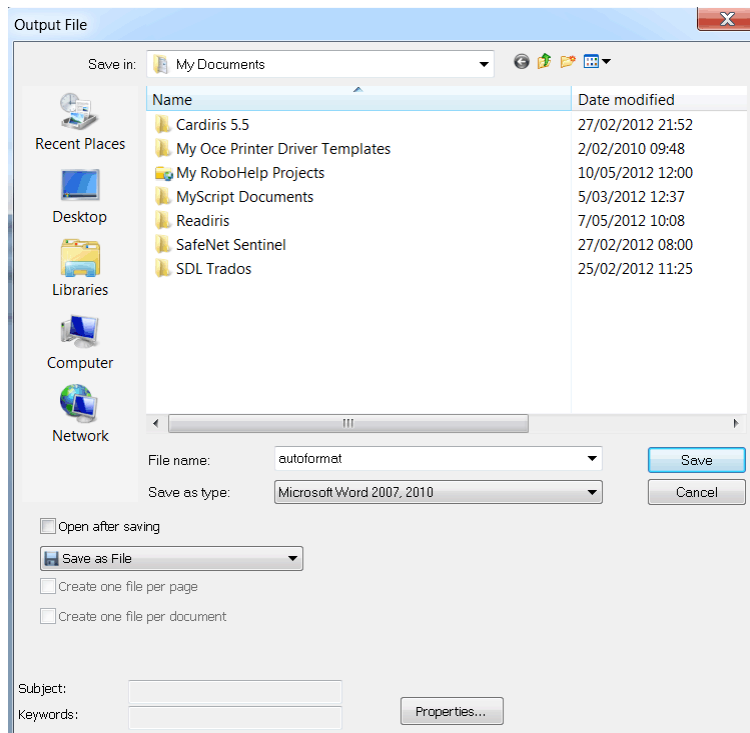
- Fill in the properties, then click **OK** to save them.

SAVING SCANNED DOCUMENTS AS IMAGE FILES

The documents you scan do not necessarily need to be converted into text output files. You can also choose to save them as optimized image files.

To do so:

- Scan or open your documents in Readiris.

- Apply the necessary **Page Configuration** options, such as **Deskew** and **Rotate**.
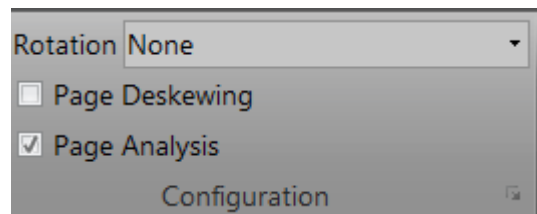
- Then click the **Page** tab:

  - Click **Save Pictures** to save only the picture zones to an image file.

  - Click **Save Full Page as Image** to save the current page as an image file, or;

  - Click **Save All Pages as Image** to save all the pages in Readiris as image file(s).

> **Note**: with this third option, you can choose to save all pages to a multipage image files, or save each page separately in separate image files.
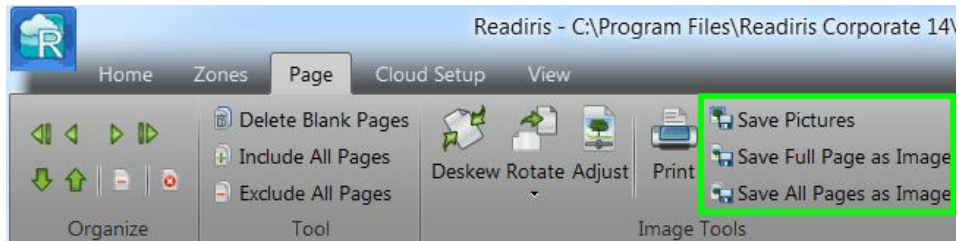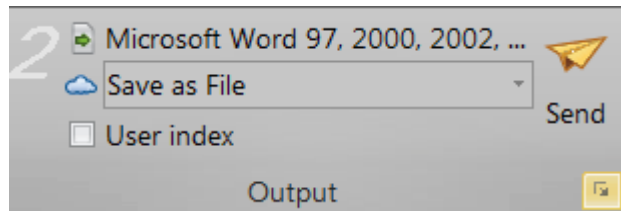

- Name your document and select as which type of image you want to save it.
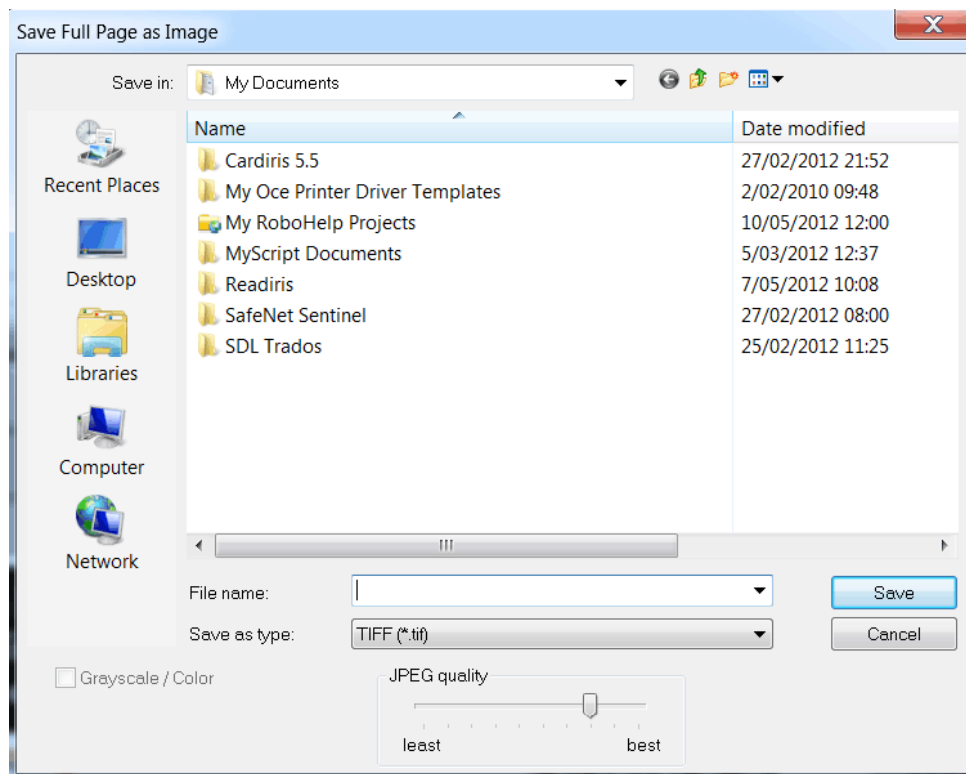

- Depending on the image format you select, a **JPEG quality** slider may be available. With this slider you can determine the quality of your image files.

SELECTING THE FORMATTING OPTIONS

Depending on the output format you select in the **Output** window, different formatting options are available.

Below you'll find a short description of each Options group. See the corresponding sections below for more detailed information.
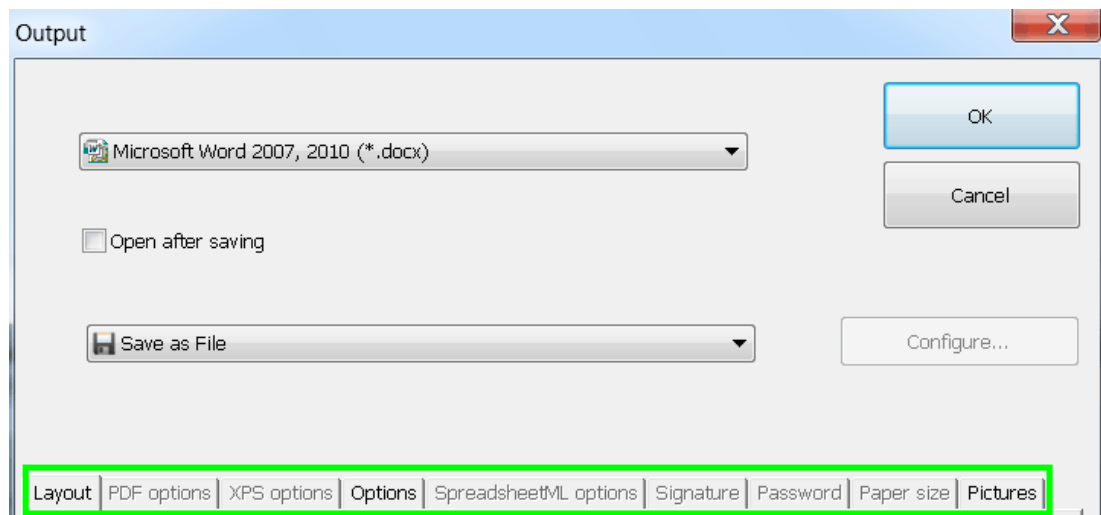
Layout Options

The **Layout Options** play an important role when generating Word processor documents, Spreadsheet documents and Web page documents. They determine for a large part what your final documents will look like.

General Options

The **General Options** are available for each output format on which Readiris does text recognition. When you select an image output

format, such as PDF Image, or TIF, for instance, the General Options are not available.

The General Options complement the Layout Options and determine, amongst others, if the colors and graphics are maintained in the output documents.

SpreadsheetML Options

When generating **SpreadsheetML** documents for Microsoft Excel (2002, 2003, 2007 and 2010), dedicated SpreadsheetML Options are available, besides the **Layout** and **General Options**.

The **SpreadsheetML Options** determine how the worksheets will be formatted in your Excel document.

PDF Options

When generating PDF documents, only the specific **PDF Options** are available. These include bookmarking, iHQC-compression, password protection and digital signing.

XPS Options

When generating XPS documents, only the specific **XPS Options** are available. These include bookmarking and iHQC compression.

Paper Size

The **Paper Size** options allow you to define in which paper size (e.g. A4, Letter, Legal) your output documents will be generated.

These options are available for most RTF output formats.

Pictures

The **Pictures Options** determine how the pictures will be presented in the output documents, e.g. in black-and-white or in color. They also define their resolution.

Note: when you select an output format or application that does not support images, then the Pictures Options will be unavailable in Readiris.

LAYOUT OPTIONS

The **Layout Options** play an important role when generating Word processor documents (.doc, .docx, .rtf, .odt), Spreadsheet documents (.xml, .xlsx) and Web page documents (.htm). They determine for a large part what your final documents will look like.

Below you find a description of what each Layout option does and examples of real documents. Also notice the thumbnail on the right side of the window. It gives you a general idea of the document layout based on the Layout option you select.

Note: the **Layout Options** tab is of course unavailable when you select PDF, XPS or TIF as output format. PDF and XPS are fixed-layout formats and by default re-create the original layout of the document. And TIF is an image format, on which no recognition is done.

Note: if any Layout option is unavailable for the output format you selected, this means the option in question is not supported.
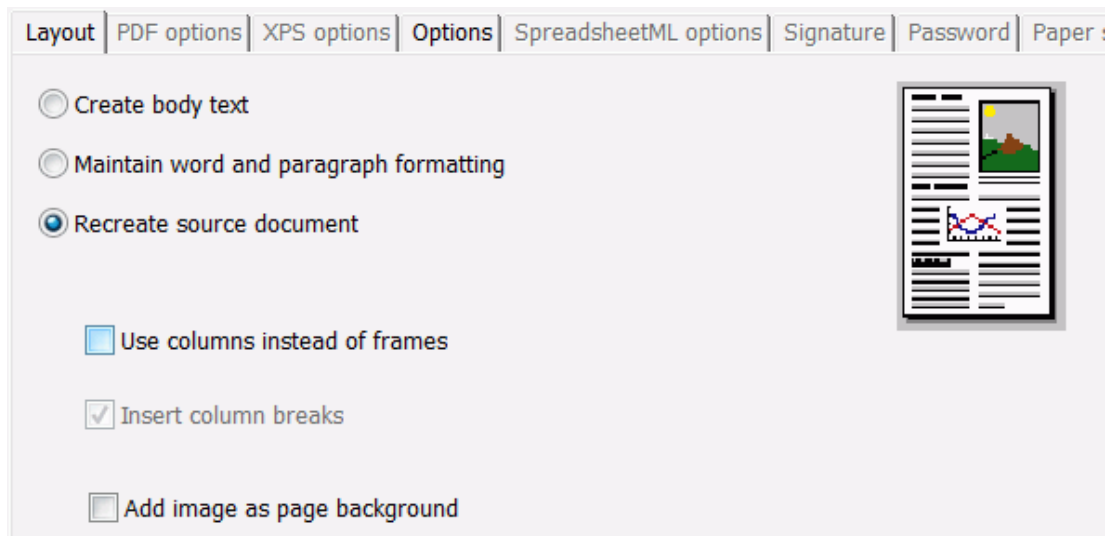
- The option **Create body text** generates a continuous, running line of text. The result is a document without any formatting. The formatting is to be done manually, by the user.

Example of body text
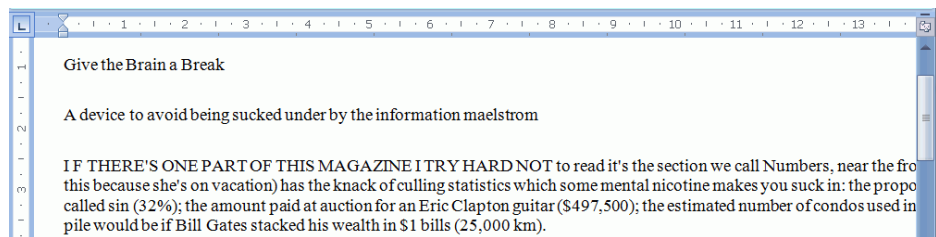
- The option **Retain word and paragraph formatting** keeps the general format structure of your scanned document.

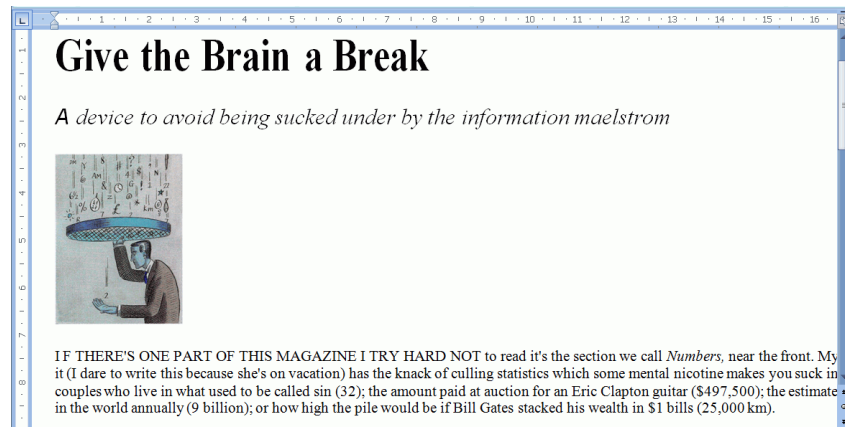   The font type, size and type style are maintained across the recognition process.

    The tabs and the alignment of each block are recreated.

    The text blocks and columns aren't recreated; the paragraphs just follow each other.

    Tables are recaptured correctly.

    Pictures are not captured.

114

Example of word and paragraph formatting

- The option **Recreate source document** tries to stay as close to the original layout as possible.

   The text blocks, tables and pictures are re-created in the same place as the original.

   The word and paragraph formatting are maintained.

   Hyperlinks are re-created too.

Example of a re-created source document

o The option **Use columns instead of frames** creates columns instead of text frames to position the information on the page.

Columnized texts are easier to edit than documents containing multiple frames: the text flows naturally from one column to the next.

Note: should Readiris be unable to detect columns in the source document, then frames are still used as substitute solution.

Tip: use this option when generating Word documents.

o The option **Insert column breaks** inserts a hard column break at the end of each column, which maintains the format of the text. Any text you edit, add or remove, remains inside its column; no text flows automatically across a column break.

Tip: disable this option (**Insert column breaks**) when you have body text that contains columns. You'll ensure the natural flow of the text from one column to the next.

o The option **Add image as page background** places the scanned image as page background beneath the recognized text.

Note: this option increases the file size of the output files substantially.

The format **PDF Text-Image** modifies PDF files in the same manner.

To avoid the file increase discussed above, select the option **Retain colors of background** on the **Options** tab. This provides a similar but less drastic, more compact alternative.

GENERAL OPTIONS

The **General Options** are available for each output format on which Readiris does text recognition. When you select an image output format, such as PDF Image, or TIF, for instance, the General Options are not available. The General Options complement other

116

options such as the Layout and SpreadsheetML Options. Note, however, that some general options are unavailable depending on the other Formatting options you select.

Below you find a description of what each option does and examples of real documents.
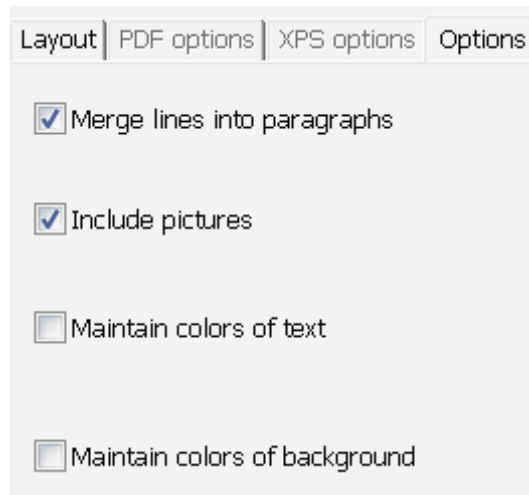
- The option **Merge lines into paragraphs** enables automatic paragraph detection.

    Readiris wordwraps the recognized text until a new paragraph starts, and reglues hyphenated words at the end of a line.

- The option **Include pictures** does exactly what it says; it includes images in your output documents.

    Clear this option in case you only need lay-outed text.

- The option **Maintain colors of text** keeps the original color of the text in your source documents.

- The option **Maintain colors of background** recreates the background color of each document.

    Note: in a spreadsheet application, this option recreates the background color of each cell.

	A	B	C
1	Performance optical media		
2	CD-ROM	Average access	CPU
3	Digital Versatile Disk	time (msec)	utilization (%)
4	CD-ROM 24x speed	80	58.2
5	CD-ROM 32x speed	60	72.1
6	DVD	58	78.9
7	Tested on 333 MHz Pentium II with 64 MB RAM and 4 GB HD		

SPREADSHEETML OPTIONS

When you select **Microsoft Excel 2002, 2003, 2007, 2010 (SpreadsheetML)** as output format, specific SpreadsheetML options are available.

Below you find a description of what each option does and examples of real documents.
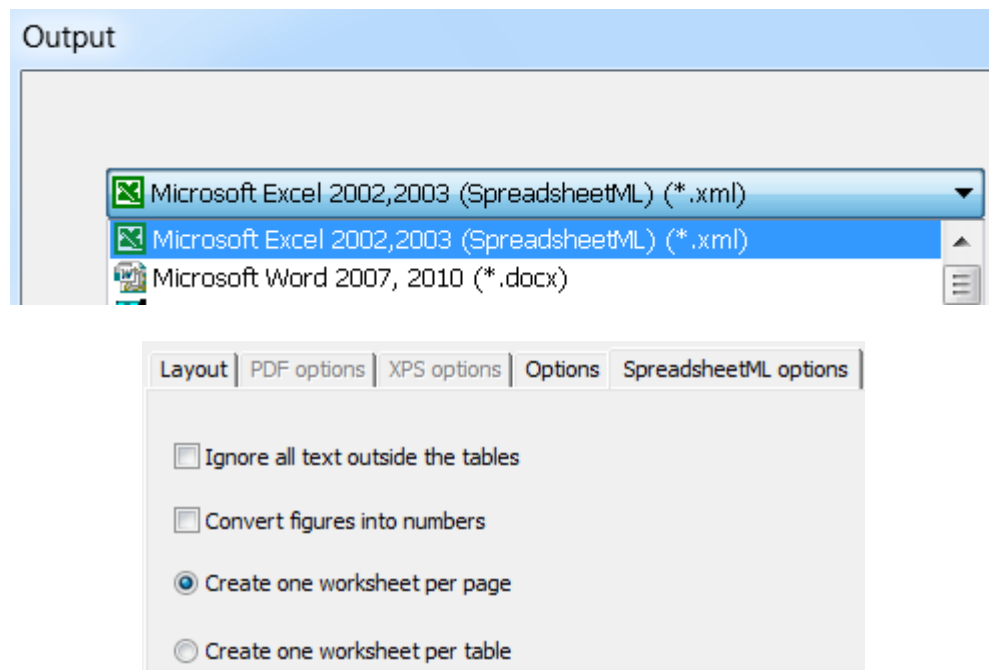
- The option **Ignore all text outside the tables** saves the tables and ignores all other recognition results.

All data inside the tables is recaptured; any data outside the tables is not.

Example image
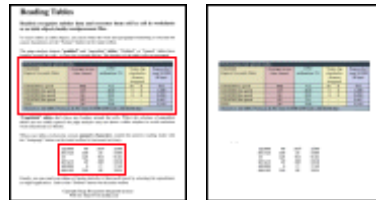
- The option **Convert figures into numbers** encodes recognized figures as numbers.

  As a result, you can execute arithmetical operations on those cells. The text cells (in any table) remain text.

  Note that only figures inside tables are encoded as numbers.

- The option **Create one worksheet per page** sees to it that one worksheet is created per scanned page.

  If a page contains tables and text, all is placed inside the same worksheet.

- The option **Create one worksheet per table** places each table in a separate worksheet and includes the recognized text (outside the tables) in another worksheet.

  If the document being processed contains more than one page, each page will be processed in the same manner.

  This option is useful when processing tables of different sizes and different headings.

PAPER SIZE

The **Paper Size** options allow you to define in which paper size (e.g. A4, Letter, Legal) your output documents will be generated. These options are available for most RTF output formats.
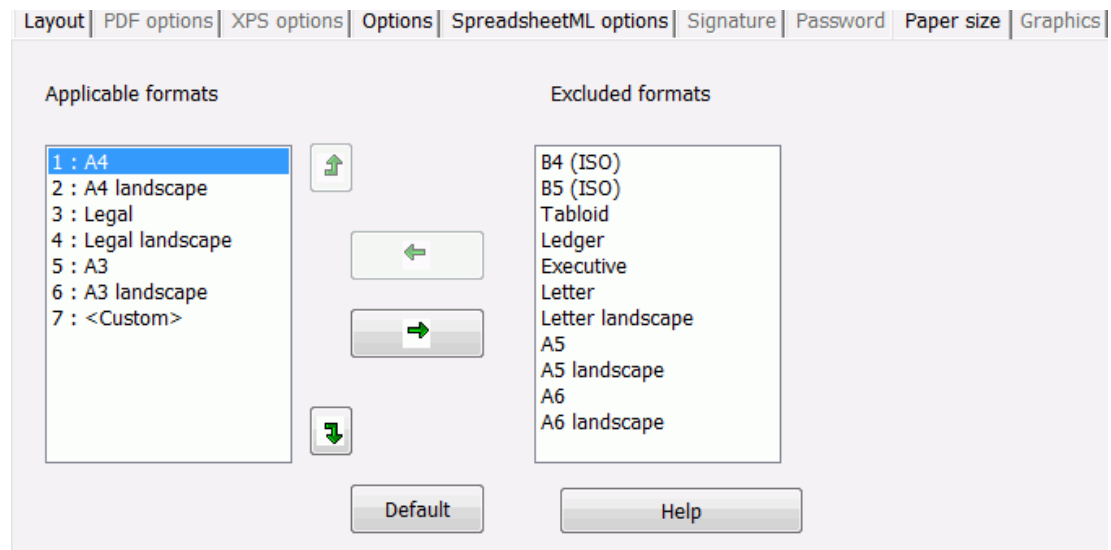
- Click the **Paper size** tab and use the arrow buttons to apply and exclude paper sizes.

- Readiris will go through the active paper sizes in the user-set order and will use the first paper size that is sufficiently large to hold the scanned document.

  Note: the default paper sizes vary depending on your operating system.

PICTURES

The **Pictures Options** determine how the images will be presented in the output documents, e.g. in black-and-white or in color. They also define their resolution.

120

Note: when you select an output format or application that does not support images, then the Graphics Options will be unavailable in Readiris.

Below you find a description of what each option does.
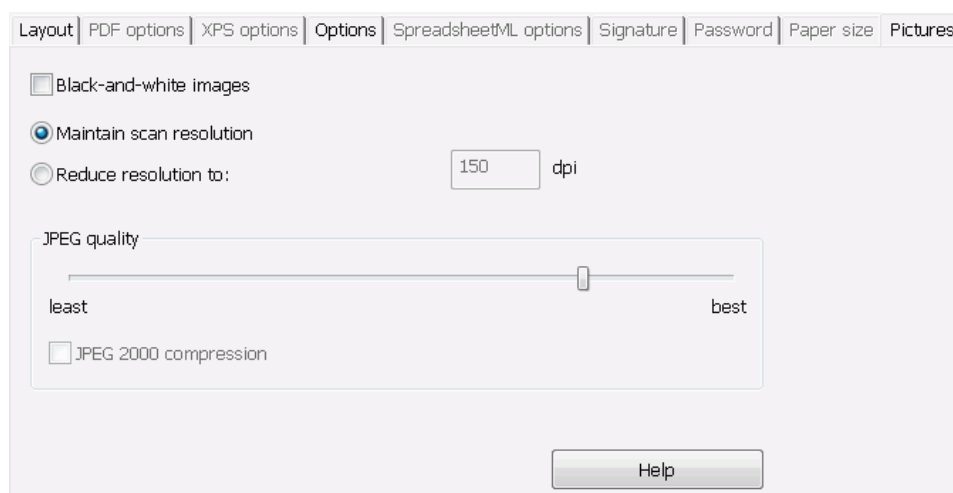
- **Black-and-white images**

  Readiris by default saves images in color. Select this option to generate black-and-white images. The colors of the text inside your documents can still be maintained.

- **Maintain scan resolution**

  This option is activated by default. Readiris generates the output documents in the same resolution as your scanned documents. To verify in which resolution your documents have been scanned, check the Scanner Settings. Or check the image properties in the interface.

- **Reduce resolution to:**

  If you don't want to maintain the original scan resolution, then select the option **Reduce resolution to**, and indicate to which resolution you want to reduce the images;

  Note: it is recommended to use a resolution of at least 72dpi.

- **JPEG quality**

  Images stored inside PDF, XPS, Word and RTF documents are saved in the JPEG format.

  Use the slider to adjust the JPEG quality.

- **JPEG 2000 compression**

  When saving files in the PDF or XPS format, Readiris can apply JPEG 2000 compression to the color-grayscale images stored inside those files.

SELECTING THE PDF OPTIONS

The documents you process with Readiris can be saved as PDF documents.

About PDF documents

PDF stands for "Portable Document Format". It is a format developed by Adobe System Inc. to facilitate document exchange. PDF files are device-independent and resolution-independent, and can be opened on any Operating System (Windows, Mac OS, Linux, iOS, Android, etc.) PDF files are mostly used for storage purposes. Note that the content of PDF files cannot be edited (easily).

To save documents as PDF documents:

- Click the **Format** button in the **Output** group.
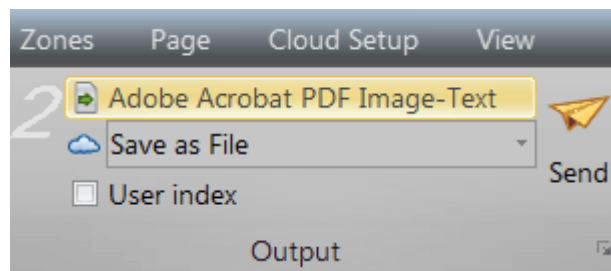
- Select the desired PDF type from the drop-down list:

- **PDF Image-Text (= PDF Searchable Image).** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

  Note: since the image covers the text, any recognition mistakes will not be visible.

- **PDF Text-Image**. This file type is the opposite of PDF Image-Text. It contains the original image in the background, and the recognized text on top of the image.

  Note: any recognition mistakes will be visible in this format.

- **PDF Text**. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file.

- **PDF Image**. When you select this file type, Readiris doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it only contains the image of your original document.

The PDF options
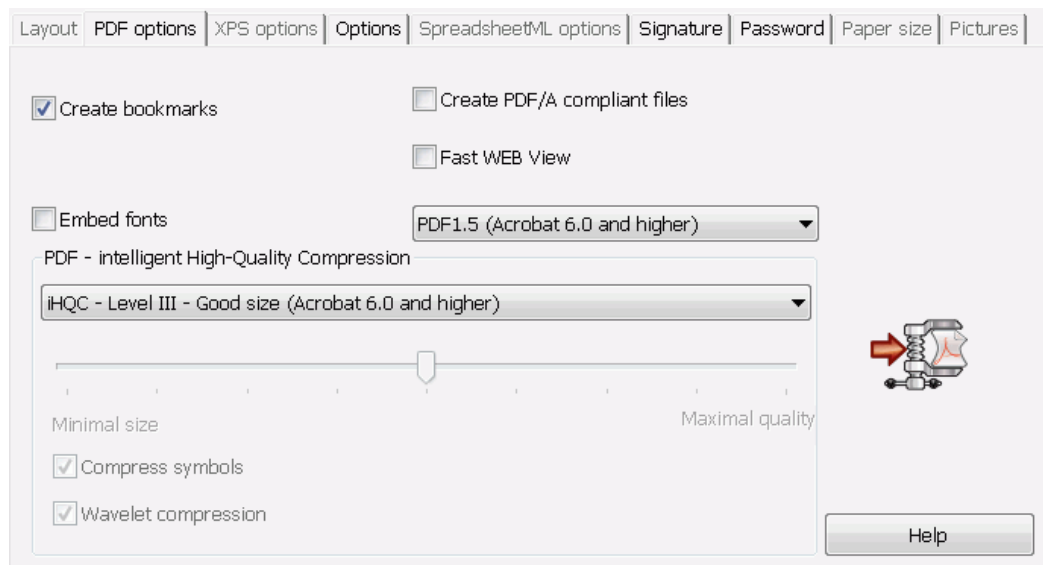
Create bookmarks

Bookmarks are types of links inside a PDF document, which contain representative information about the section they are linked to. Bookmarks give structure to your PDF documents. They are grouped in the **Bookmarks** panel in the **Navigation** pane.

In Readiris, the option **Create bookmarks** creates a bookmark for each text zone, image zone and table zone inside a PDF file.

Example of bookmarks
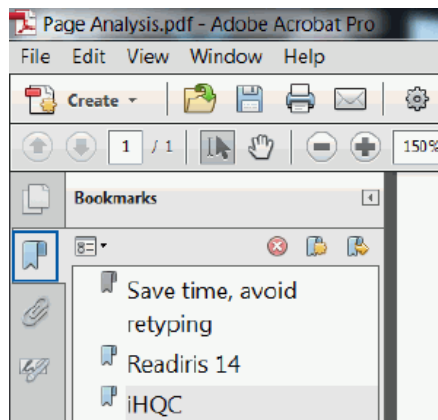
Embed fonts

The option **Embed fonts**, embeds - or includes - the original fonts of your documents in the PDF file. This way, other users will always see the documents in their original fonts on their computer, even if they don't have the particular font you used installed on their computer.

Note that embedding fonts increases the file size of your output documents.

Create PDF/A fully compliant files *(Readiris Corporate)*

This option generates PDF files that are suited for long-term archiving. PDF/A stands for "Portable Document Format **Archivable**". PDF/A files contain only what is strictly needed for opening and viewing them.

Fast WEB View

The option **Fast WEB View** restructures a PDF document for page-per-page downloading from web servers. This option is useful when accessing the documents you sent to the Cloud.

PDF Version

In this drop-down list you can select which PDF version you want to generate. Behind each version, the Acrobat version required to open the PDF's is mentioned.
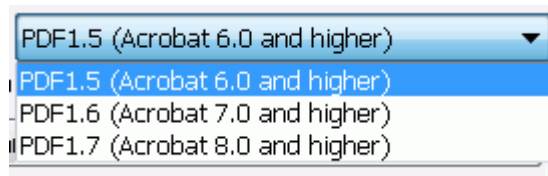
PDF - intelligent High-Quality Compression

In Readiris you also have the possibility to compress your PDF documents. Refer to the separate section **Compressing PDF documents** for more information.
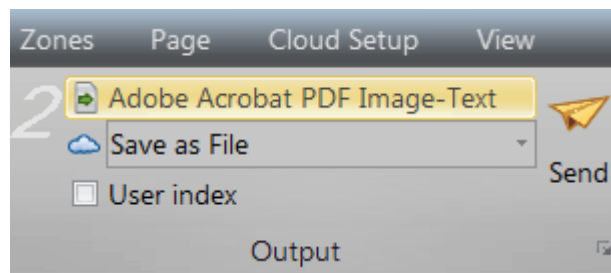
> **Tip**: also see the section **Password-protecting PDF documents** and **Digitally signing PDF documents**.

COMPRESSING PDF DOCUMENTS

The PDF documents you generate with Readiris can be hyper-compressed by means of iHQC. iHQC stands for **intelligent High-Quality Compression**, I.R.I.S.' proprietary, efficient compression technology. iHQC is to images what MP3 is to music and what DivX is to movies.

To generate compressed PDF documents:

- Click the **Format** button in the **Output** group.

- Select the required PDF type from the drop-down list.

  Note that iHQC compression is unavailable for **PDF Text** and **PDF Text-Image** files.
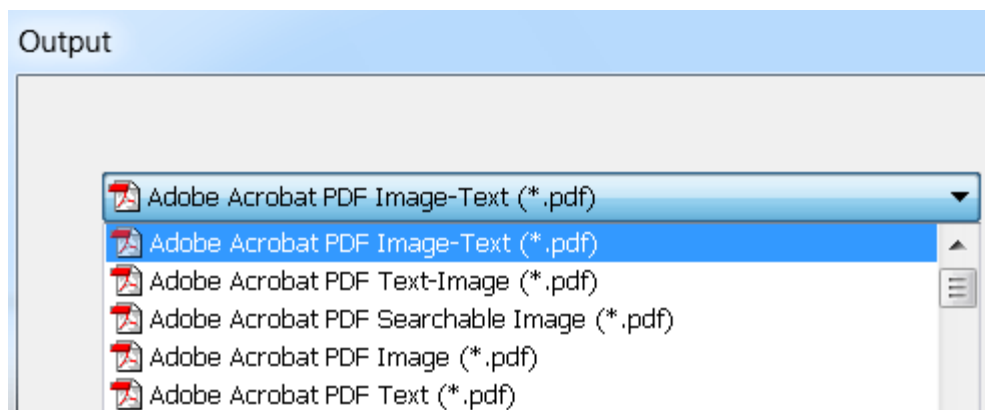
- Select the required compression level:

  There are three levels of compression.

  For each level there are two types of compression: **Good Size** and **Good Quality**. Good Size offers the best compression, with a minimal loss of image quality. Good Quality offers slightly larger output files with better image quality.
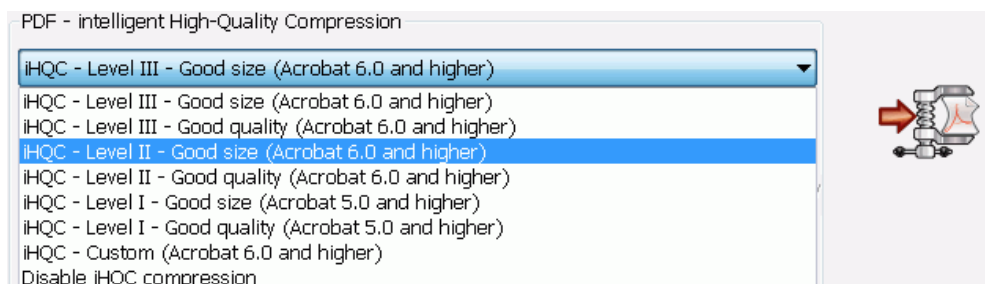
Notes:

In Readiris Pro you can select Level I - Good Size, and Level I - Good Quality.

In Readiris Corporate you have access to all levels of iHQC.

Customized Compression *(Readiris Corporate)*

In Readiris Corporate you can also select **Custom** compression. When you select this option, you can determine the Size/Quality ratio yourself by means of a slider.
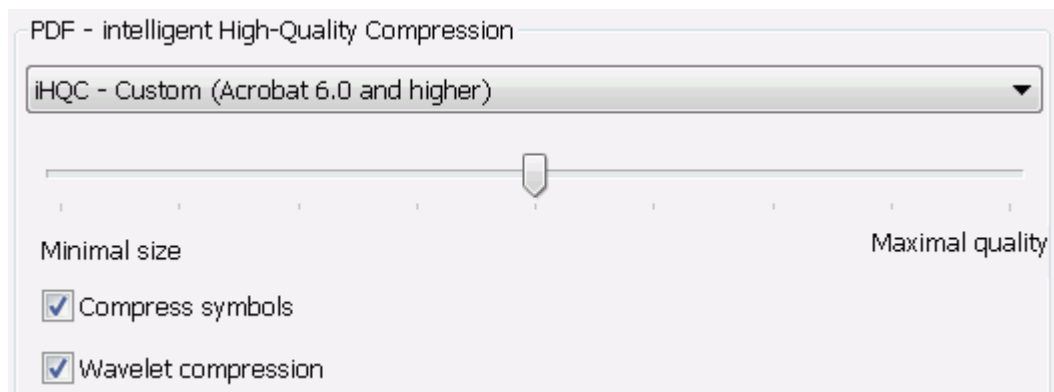
The option **Compress symbols** is selected by default. This option compresses text inside your documents.

The option **Wavelet compression** is also selected by default. This option compresses images inside your documents.

PASSWORD-PROTECTING PDF DOCUMENTS

(This section applies to Readiris Corporate only)

The PDF documents you generate with Readiris can be password-protected. You can set a password to open the documents, and a password that restricts modifications to the documents.

To password-protect PDF documents:

- Click the Format button in the **Output** group.
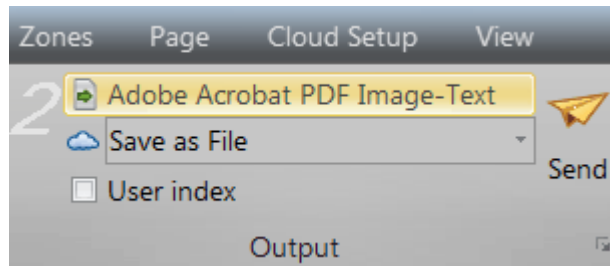
- Select the required PDF type from the drop-down list.

- Then click the **Password** tab.
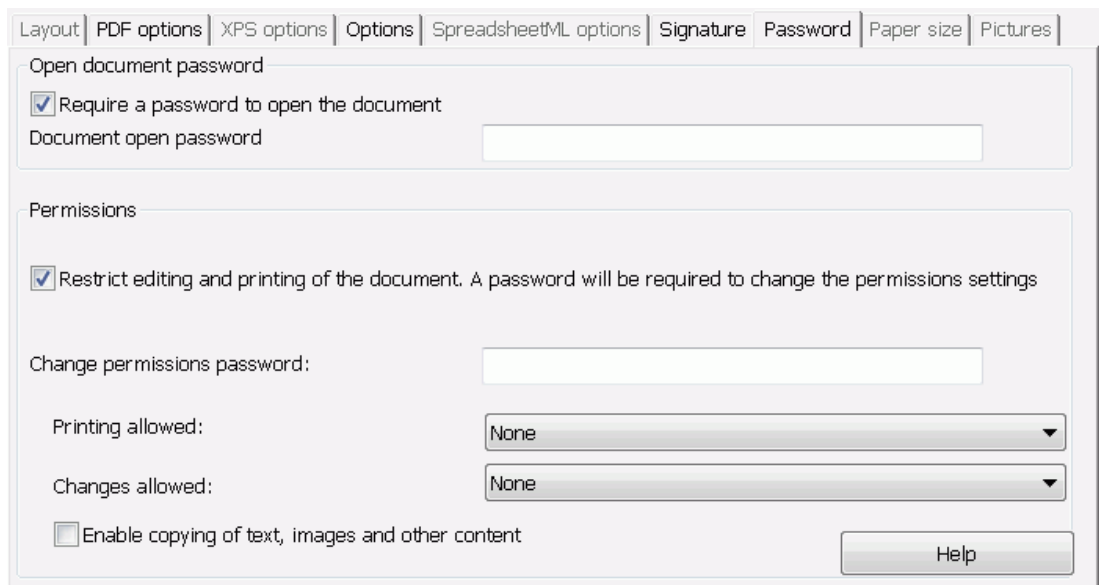
- When you set an **open document password**, you will be prompted to enter that password when opening the PDF output.

- When you set a **permissions password**, you will only be able to perform the actions specified in the security settings. If you do want to change these settings, you must enter the permissions password.

  > The Readiris security settings are similar to the standard protection features offered by Adobe Acrobat.

Note that in Readiris the **open document password** and **permissions password** must be different.

DIGITALLY SIGNING PDF DOCUMENTS

(This section applies to Readiris Corporate only)

The PDF documents you generate with Readiris can be digitally signed. Digital signatures identify the person who created the PDF documents; they authenticate the identity of the author, certify a document and help prevent unwanted changes to PDF documents.

Note, however, that Readiris does not generate digital signatures. You need to have a digital signature at your disposal to generate signed documents with Readiris. You can create digital signatures with Adobe Acrobat or obtain them from companies like VeriSign.

To generate digitally signed documents:

- Click the **Format** button on the main toolbar.

- Select the required PDF type from the drop-down list.

- Click the **Signature** tab to access the signing options.

- Select **Use this signature** then browse for the signature of your choice.
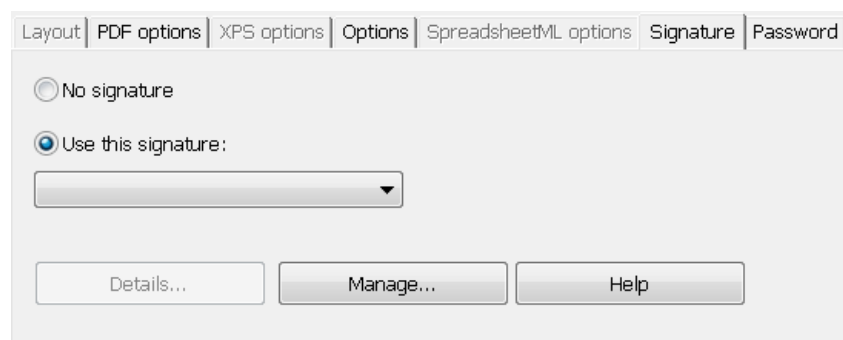
Tips:

If you don't see any signatures in this list, click the **Manage** button. Then click **Import** and follow the instructions in the **Certificate Import Wizard**.

You can also use the options behind the **Manage** button to edit, remove or export any digital signatures on your PC.

Click the **Details** button to display all available information on your current signature.

See the Adobe documentation for more information about certificates.

When you use a digital signature, it appears in the **Signatures** tab of Adobe Acrobat and Adobe Reader.

SELECTING THE XPS OPTIONS

The documents you process with Readiris can be saved as XPS documents.

About XPS documents

XPS stands for XML Paper Specification. It is a fixed-layout document format designed by Microsoft Inc. to preserve document fidelity. XPS files - just like PDF files - are mostly used for storage purposes. Note that the content of XPS files cannot be edited (easily).

To save documents as XPS documents:

- Click the **Format** button in the **Output** group.
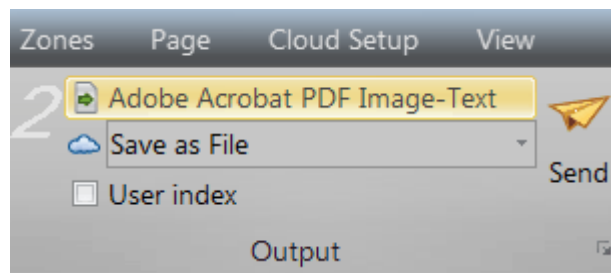
- Select the desired XPS type from the drop-down list:

- **XPS Image-Text**. This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

  Note: since the image covers the text, any recognition mistakes will not be visible.

- **XPS Text-Image**. This file type is the opposite of XPS Image-Text. It contains the original image in the background, and the recognized text on top of the image.

  Note: any recognition mistakes will be visible in this format.

- **XPS Text**. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the XPS file.

- **XPS Image**. When you select this file type, Readiris doesn't execute the text recognition on your document. Your XPS file will not be text-searchable, it only contains the image of your original document.

The XPS Options
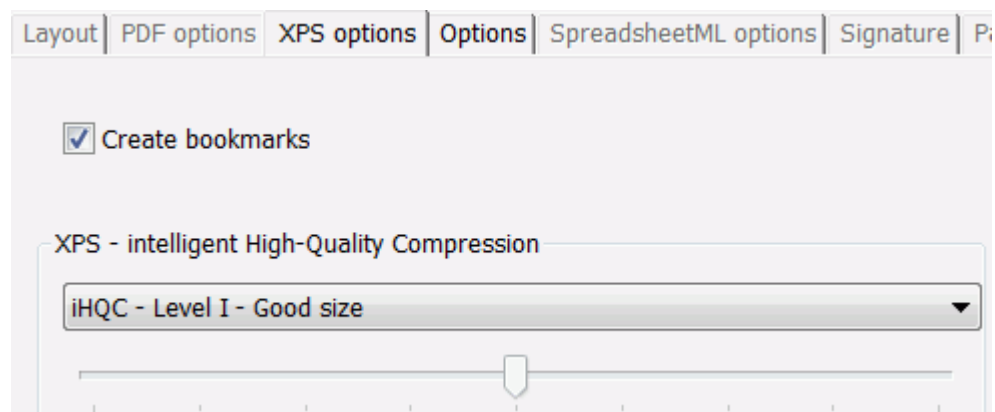
Create bookmarks

Bookmarks are types of links inside an XPS document, which contain representative information about the section they are linked to. Bookmarks give structure to your XPS documents.

In Readiris, the option **Create bookmarks** creates a bookmark for each text zone, image zone and table zone inside a XPS file.
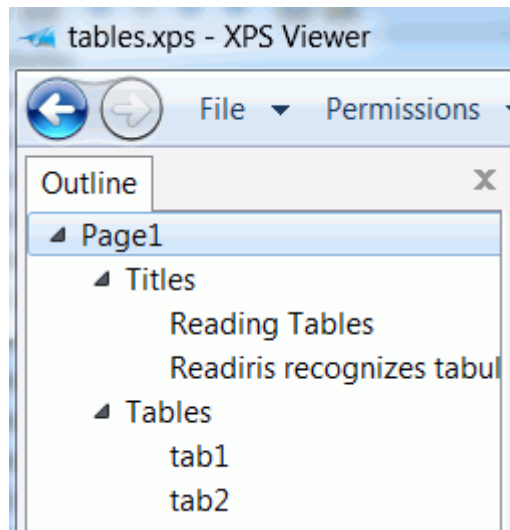
XPS - intelligent High-Quality Compression

In Readiris you also have the possibility to compress your XPS documents. Refer to the separate section **Compressing XPS documents** for more information.

COMPRESSING XPS DOCUMENTS

The XPS documents you generate with Readiris can be hyper-compressed by means of iHQC. iHQC stands for **intelligent High-Quality Compression**, I.R.I.S.' proprietary, efficient compression technology. iHQC is to images what MP3 is to music and what DivX is to movies.

To generate compressed XPS documents:

* Click the Format button in the **Output** group.

- Select the required XPS type from the drop-down list.

  Note that iHQC compression is unavailable for **XPS Text** and **XPS Text-Image** files.
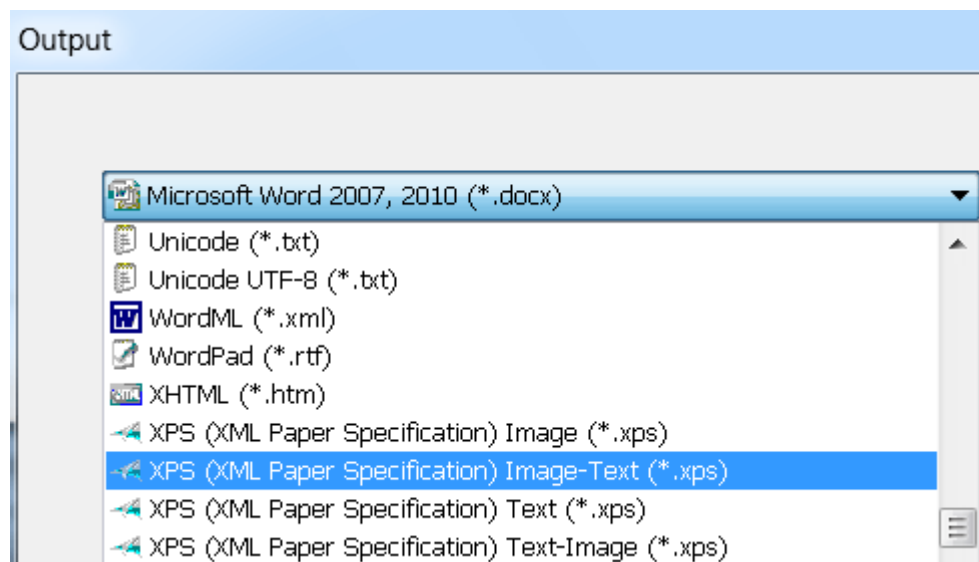
- Select the required compression level:

  For Level I there are two types of compression: **Good Size** and **Good Quality**. Good Size offers the best compression, with a minimal loss of image quality. Good Quality offers slightly larger output files with better image quality.
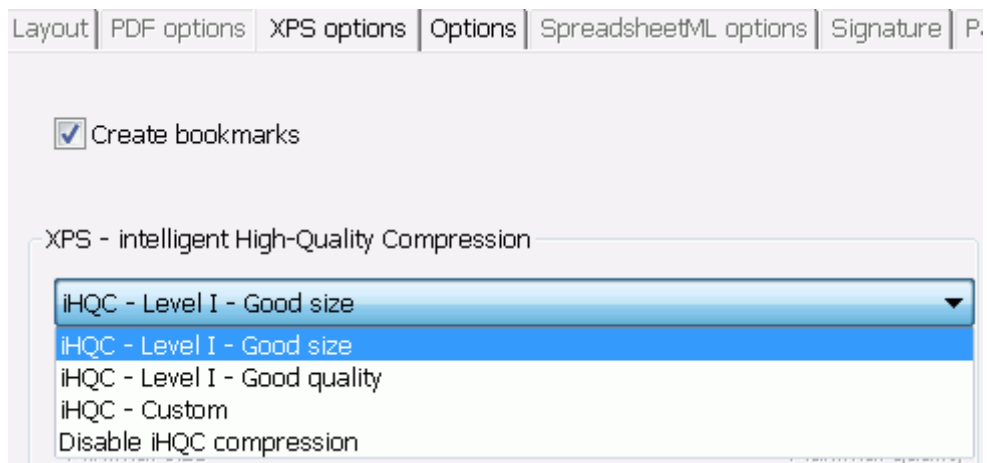
In Readiris Corporate you can also select **Custom** compression. When you select this option, you can determine the Size/Quality ratio yourself by means of a slider.
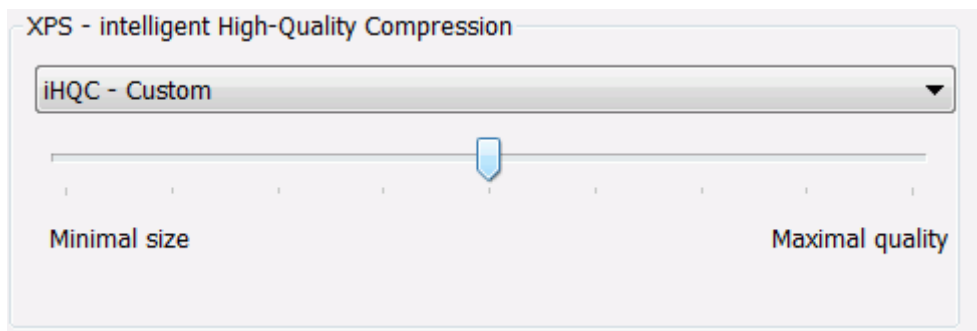
SECTION 10: SENDING DOCUMENTS TO THE CLOUD

The documents you process with Readiris can be sent to various Cloud applications. With Readiris Pro you can send document to Evernote, Dropbox, GoogleDocs and box. With Readiris Corporate you can also send document to Microsoft SharePoint, Therefore, IRISNext and FTP web sites.

Before you can export to the Cloud, the connections must be configured.

Important note: before you can configure a connection, you need to have a valid Dropbox, GoogleDocs, Evernote, Box, SharePoint, Therefore, IRISNext or FTP account.
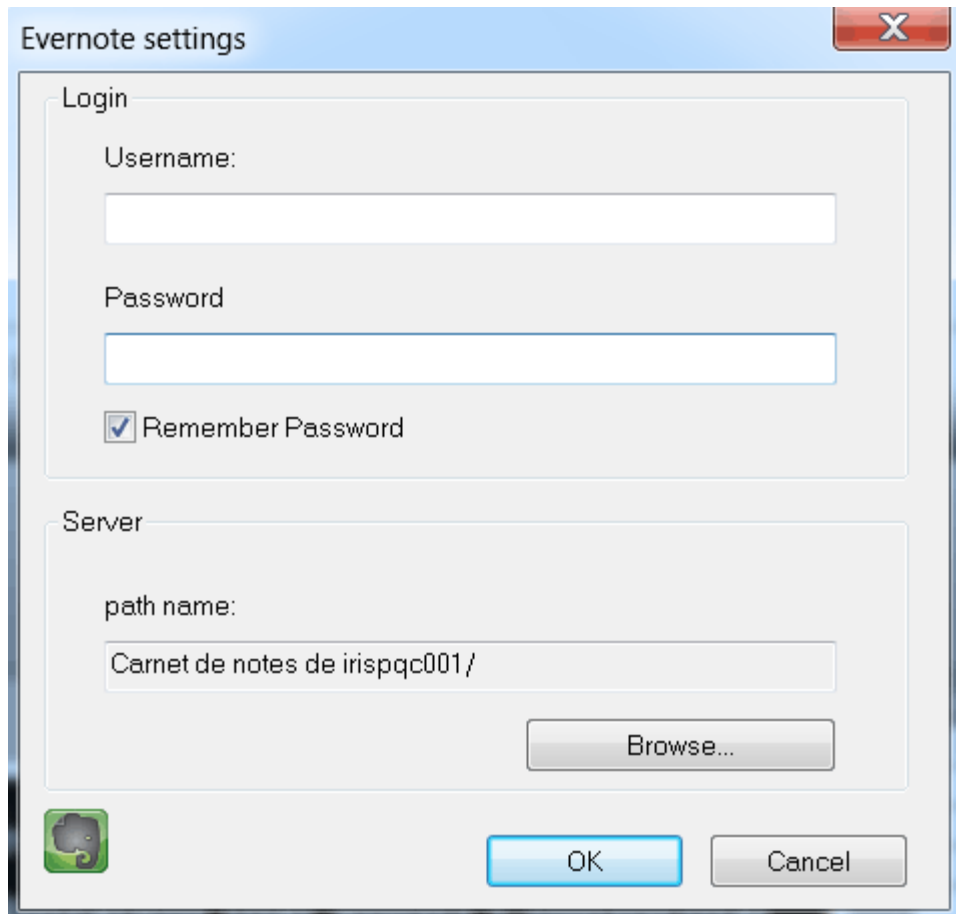
Important note *(Readiris Corporate)*: when using Therefore, an up-to-date Therefore Client must be installed and configured correctly on your computer.

To configure a connection:

- Click the **Cloud Setup** tab, then click the Cloud application of your choice.
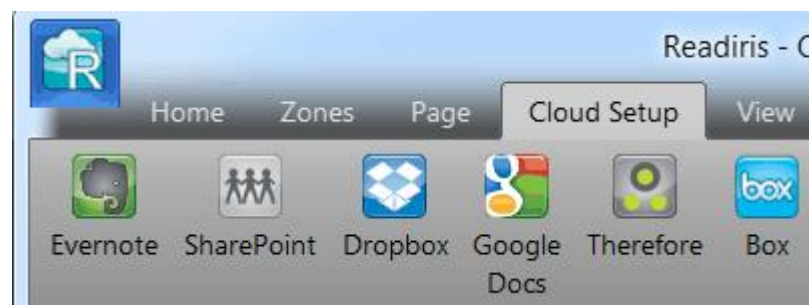
- Enter your **Username** and **Password**.

- Enter the **Server** address.

- If necessary, click **Browse** to select a specific location on your Cloud system.

- Then click **OK** to complete your configuration.

To send documents to the Cloud application:

- Scan or open your documents, and select the required processing settings.

138

Important note: regular users of GoogleDocs cannot export image files to their account. So, make sure you do no select an image file as output format in Readiris. Google Apps Premier customers can upload any document types to their account.

- In the **Output** group, select the Cloud application you configured.
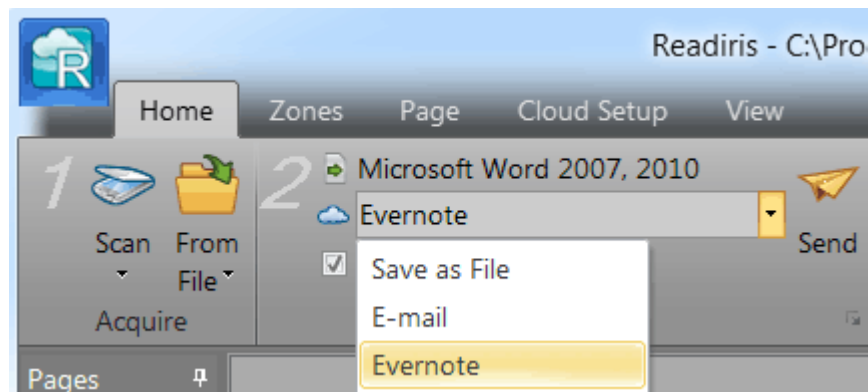
- Then click **Send** to send your documents to the Cloud.

- You are prompted to indicate where exactly on your Cloud system the documents must be exported. Indicate the location, and then click on **OK**.

> **Tip**: clear the option **Ask for confirmation before exporting** if you do not want to indicate the location again in the future.
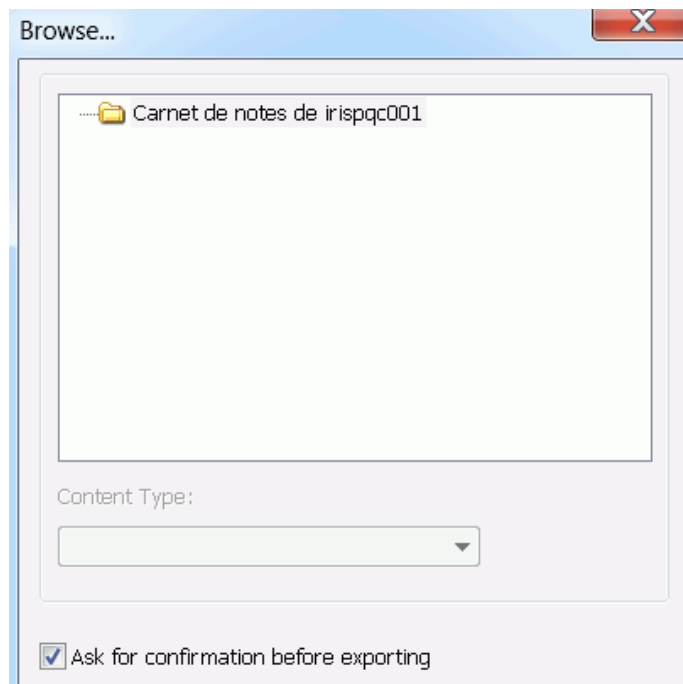
- You are then prompted to name your document. Name the document and click **OK** to complete the export.
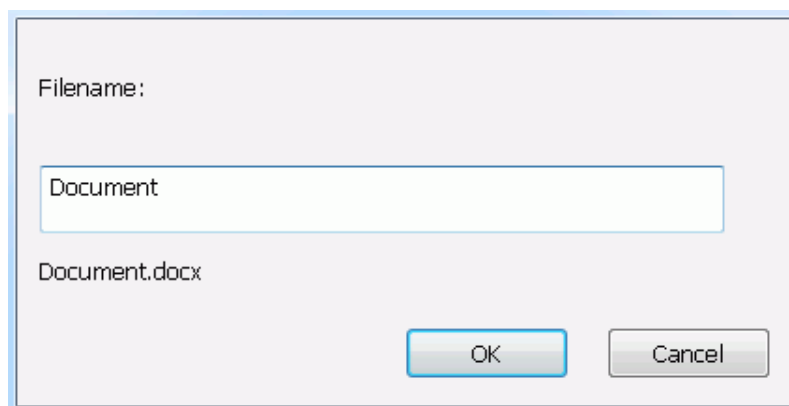
SENDING INDEXED DOCUMENTS TO THE CLOUD

(This section applies to Readiris Corporate only)

When sending documents to Microsoft SharePoint or Therefore, Readiris automatically detects if your SharePoint or Therefore system has any **mandatory index fields** that need to be filled in.

Examples of mandatory SharePoint fields

To send indexed documents:

- Configure the SharePoint or Therefore Connector.

- Then process your documents using the configuration of your choice.

- In the **Output** group, select **User index** if you want Readiris to display all available index fields on your SharePoint or Therefore system when sending your documents.

- If you leave the User index unselected, Readiris only displays any mandatory index fields when sending your documents.

- Click **Send** to send your documents.

  The (mandatory) index fields are displayed on the **Index** tab.
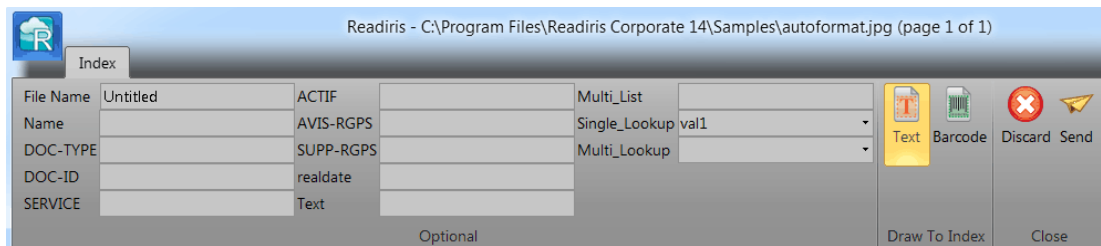
- Now you can either fill in the index fields manually, OR

- Use Readiris' Drag-and-Drop recognition technology to fill them in:

  - Click inside a field you want to fill in.

  - Then click the **Text** icon to recognize text zones, or click the **Barcode** icon to recognize barcode zones.

  - Draw a frame around the zone you want to use as index. When you release the mouse button, the text is filled in in the field.

- Click **Send** to send the indexed documents, or click **Discard** to start over.

HOW TO

HOW TO CONFIGURE YOUR SCANNER

In order to scan documents in Readiris, your scanner must be configured correctly.

Before you configure the scanner in Readiris:

1. Make sure your scanner is connected to your computer, and switched on.

Note: the scanner should be physically connected to your computer with a USB cable. An ethernet or wireless connection may also be used if the Twain driver supplied by the manufacturer has been engineered with that capability.

2. Make sure you have the latest available Twain driver installed for your scanner.

In general, drivers can be found on the website of your scanner manufacturer. They are not provided by I.R.I.S. Note that some scanner drivers may not work under the latest versions of Windows. See the documentation supplied with your scanner to find out which platforms are supported. If necessary, contact your scanner manufacturer.

Configuration

- Click the down arrow beneath **Scan** in the ribbon.

- Then click **Settings**.

- When you do this for the first time, the **Scanner Model** list appears automatically.

  In this list you select your **scanner profile**. The scanner profiles allow you to access features specific to your scanner. For example, duplex scanning.

  Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

  Important note: in case you don't find the exact same profile, *do not* select a profile that resembles it. Instead, select a **universal Twain profile**. Different Twain profiles are available:

  Select **<Twain><OTHER MODELS>** when you are using a regular, flatbed scanner.

  Select **<Twain><OTHER MODELS>(User interface)** if you want to use your scanner user interface to scan documents instead of Readiris.

  Select **<Twain><OTHER MODELS with duplex feeder>** when you are using a duplex scanner, which scans both the front and backside of a page.

Once you've selected a scanner model, you must configure you scanner **driver**.

- Click **Configure** to select your scanner **driver**.

  If you do no see your scanner listed in the **Select Source** window, then your scanner driver has not been installed properly. Re-install your scanner driver before trying to configure it in Readiris. The scanner driver can usually be found on the website of your scanner manufacturer.

  Once the scanner has been configured you can start scanning, using the default scanner settings.

  For more information about the different scanner settings and how to change them, see the topic **Selecting the Scanner Settings**.

HOW TO IMPROVE THE RECOGNITION RESULTS

The quality of the recognition results depends on a number of factors:

- the document language

  Make sure you select the right language in the Language list. See the section **Document Recognition Options** for more information.

- the quality of the scanned documents

  If the scanned documents are too bright, or too dark, Readiris will have trouble recognizing them. Luckily there is a feature that allows you to adjust the quality of scanned documents. See the section **Adjusting the Image Quality** to learn how to do so.

- the scanner settings

  If you are using a scanner to scan documents, the image quality is also linked to the scanner settings. See the section **Selecting the Scanner Settings** to make sure the right settings have been selected for your scanner.

  Make the scan resolution is set to 300 dpi for regular documents and to 400 dpi for small print and Asian languages.

HOW TO SCAN MULTIPLE DOCUMENTS

In Readiris there are a number of features that allow you to scan and process multiple documents easily in Readiris.

Note: in Readiris Pro the number of pages you can process inside a single project is limited to 50.

Scanning multiple documents on a flatbed scanner

- Click the down arrow beneath the **Scan** button to access the **Scanner Settings**.
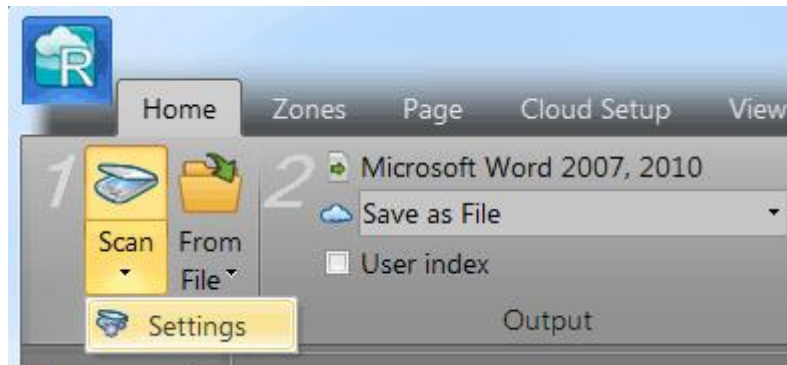
- In the **Scanner Settings** windows, select **Scan another page after** and then indicate after how many **seconds** the next page must be scanned.

  This way, you avoid having to go back to your computer and click the **Scan** button inside Readiris. You can simply replace the pages at your own pace and Readiris starts scanning the next page automatically.

Scanning multiple documents on a scanner with a document feeder

- Click the down arrow beneath the **Scan** button to access the **Scanner Settings**.
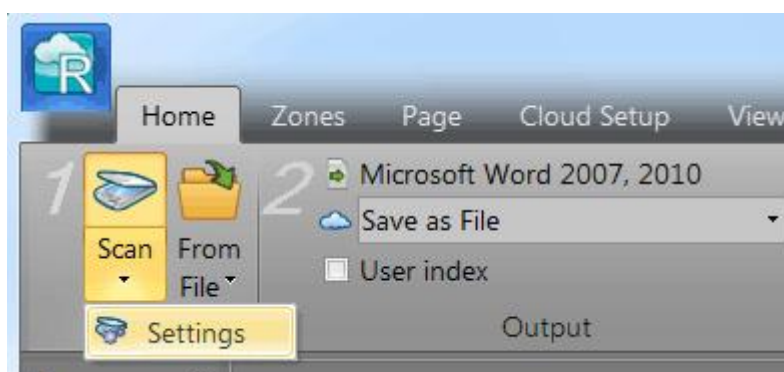
- In the **Scanner Settings** windows, select **ADF** (automatic document feeder).

   This way you can scan one page after the other on your scanner and Readiris will keep up.

HOW TO PROCESS DIGITAL CAMERA IMAGES

Readiris uses special recognition routines to process digital camera images. Make sure the Digital Camera option is activated when processing such images.

To activate the Digital Camera option:

- First of all, turn on your digital camera and connect it to your computer with a usb cable.

- Click the down arrow beneath the **Scan** button, then click **Settings**.

- Click **Scanner Model** and select **<Twain><Other models>** from the list.

  Note: if you don't see your driver in the **Select Source** list, this means the driver has not been installed correctly or your camera does not have a Twain driver. Consult your camera's documentation if necessary.

- Then click **Configure** and select your camera's Twain driver.

- Return to the **Scanner Settings** window select the **Digital Camera** option.

- When you click **Scan** in Readiris your camera will now make a scan.

Tips for taking pictures with your digital camera :

- Calibrate the camera by photographing a white document (before using it with Readiris)

- Always select the highest image resolution.

- Enable the macro mode of the camera to take close-ups.

- Enable the document mode of the camera (if any)

- Only use optical zoom, not digital zoom.

- Hold the camera directly above the document. Avoid photographing documents at an angle.

- Produce stable images. Use a tripod if necessary.

- Disable the flash when photographing glossy paper.

- Avoid opening compressed camera images.

- Adapt the Readiris brightness and contrast settings to the environment (daylight, lamp light, neon light). See **Selecting the Scanner Settings**.

- Select color or grayscale as color mode in Readiris. Also see **Selecting the Scanner Settings**.

HOW TO RECOGNIZE BARCODES

(This section applies to Readiris Corporate only)

In Readiris Corporate you can recognize barcodes. Barcodes can be used to separate documents in a batch.

Note: Readiris supports most widespread 2D barcodes. Readiris supports laser printed and inkjet printed barcodes.

To define which barcodes Readiris should recognize:

- Click the Readiris button, and then click **Advanced Settings**.

- Select the barcode types you want Readiris to recognize.
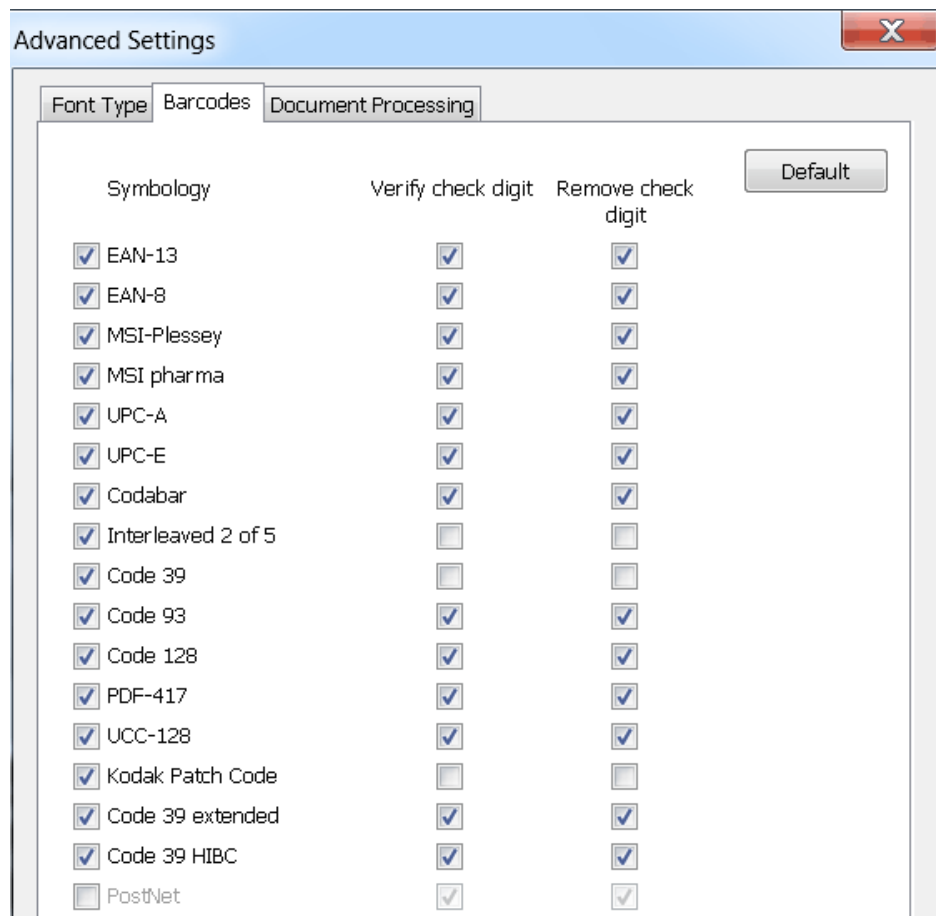
Important note: Readiris automatically recognizes barcodes to separate documents, but the barcodes zones themselves are not recognized as barcodes. In most case, they are recognized as images.

Recognizing barcodes manually:

- Scan or Open your document.

- Click the **Zone**s tab.

- Click the **Barcode** icon and draw a frame around the barcode.
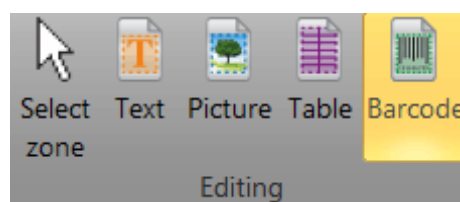
- OR right-click the barcode zones that are incorrectly recognized as image, then point to **Zone** > **Type** and select **Barcode**.
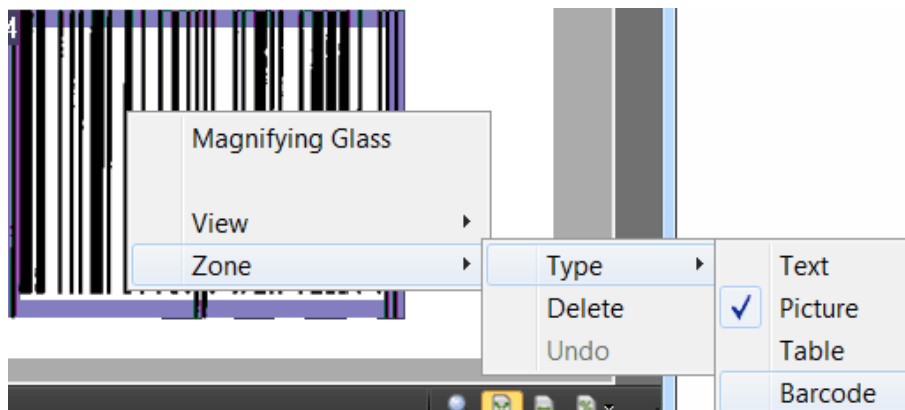
- Then click **Send** to save or send your document.

Recognizing a particular barcode

In case you need to use the content of a particular barcode:

- Draw a barcode zone around the barcode.

- Then right-click inside the zone and click **Copy as Data**.

The content of the zone is copied to the Clipboard. You can now paste it in other applications.

HOW TO SEPARATE DOCUMENT BATCHES

(This section applies to Readiris Corporate only)

When you are scanning entire stacks of paper - on a scanner equipped with a document feeder for instance - it can be useful to indicate where one document ends and another begins. That way,

Readiris can generate a separate output file for each document. This avoids your having to scan only one document at a time.

Example

Let's say you're scanning a stack of 30 pages. The first 10 pages belong to Document 1, pages 11 to 20 belong to Document 2 and pages 21 to 30 belong to Document 3. If you indicate that your stack of paper in fact contains 3 documents, Readiris will generate 3 separate output files.

How to separate paper documents

With Readiris, there are 2 ways in to separate paper documents. You can do this by means of:

- **blank pages**

  In this case you simply put a blank page between two sheets of paper to indicate where the new document begins.

- **cover pages containing a barcode**

  In this case you can, for instance, put a barcode sticker on each first page of a document.

To access the document separation options:

- Click the Readiris button, and then click **Advanced Settings**.

- Click the **Document Processing** tab.
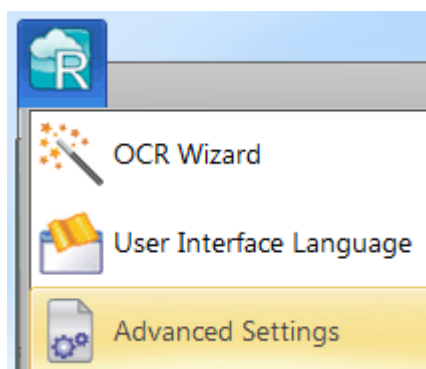
- Indicate which separation method you are going to use: **Detect blank pages** or **Detect cover pages with a barcode**.
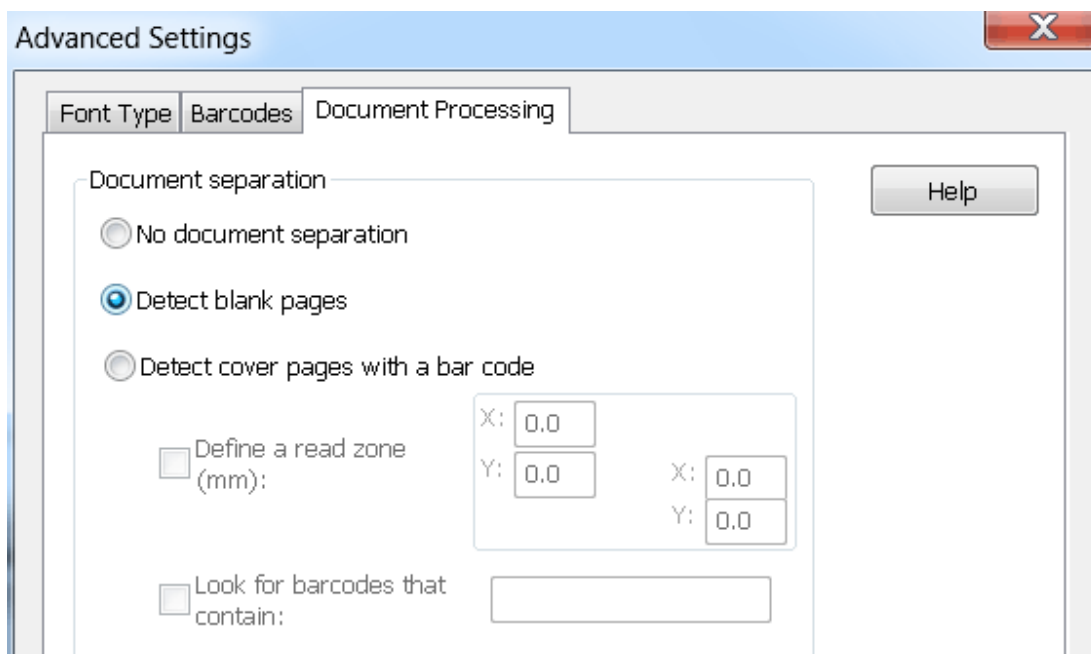
When you are using cover pages with barcodes, you can indicate where exactly on the page the barcodes are located, by means of a **read zone**. Once you have defined the read zone, Readiris will only search for barcodes in that specific area.

> **Tip**: in order to know the dimensions of the read zone, use the **Coordinates** function in Readiris:

- Click the **Zones** tab, and select **Coordinates**.
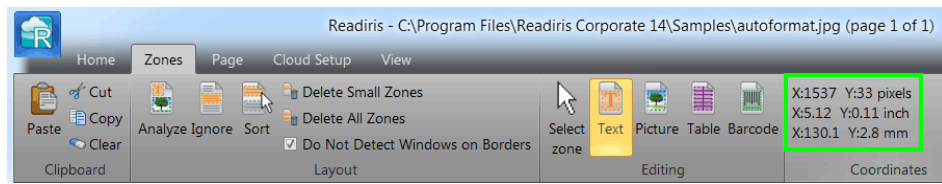
- Now move the cursor over the image to see the coordinates.

You can also indicate specific content your barcodes contain. When you select this option, Readiris will only look for the content you specified. Other barcodes will be ignored as cover page. This feature is recommended if your documents contain barcodes on other pages as well, and not only on the cover pages.

The Recognition options

If your barcode cover pages also contain other content - besides the barcodes - which you want to include in your output documents, then select the option **Include cover pages in output documents**.
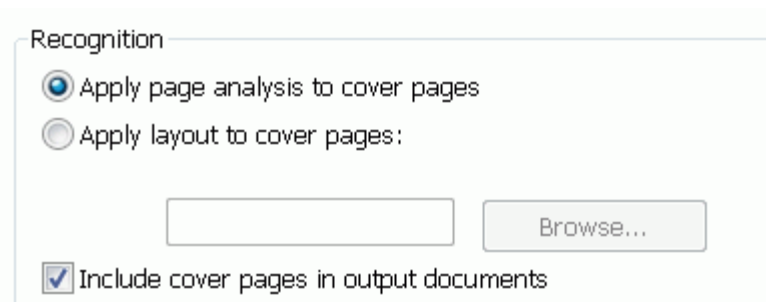
The option **Apply page analysis to cover pages** splits the cover pages up into **recognition zones**, just like regular pages.

By means of the option **Apply layout to cover pages** you can use one of your zoning templates to split up the cover pages into recognition zones. For more information on how to use zoning templates, see the section **Using Zoning Templates**.

The Indexing options

In case you want Readiris to generate an XML index file containing detailed information on the processed documents, select the option **Generate an XML index**.

HOW TO SEPARATE BATCHES OF IMAGE FILES

(This section applies to Readiris Corporate only)

When you are processing batches of image files and don't want Readiris to convert them into a single output file, you can use **cover pages** to separate them.

To do so:

- Import all the images you want to process.

- In the **Pages** panel, indicate at which page you want Readiris to start a new document:

    - Select the page.

    - Then right-click it and click **Cover page**.
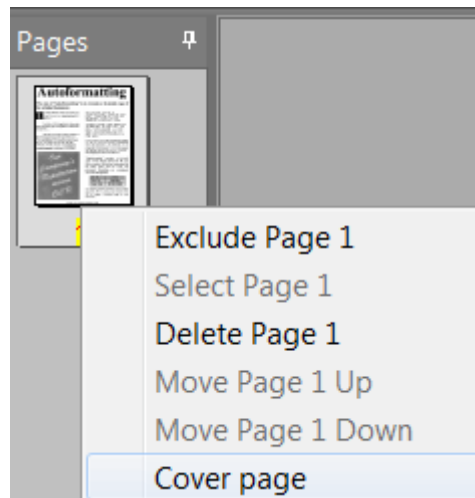
- o The page icon turns into a Cover page icon.

Note: if you want the cover pages to be included in the output documents, select the corresponding **Document Separation** options:

- Click the Readiris button.

- Then click **Advanced Settings** and click the **Document Processing** tab.

157
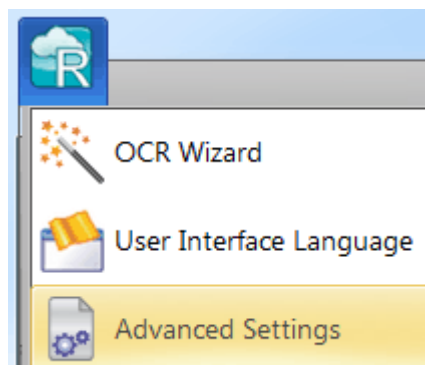
HOW TO RECOGNIZE FORMS

Note that Readiris is not designed to recognize complex forms. Readiris recognizes documents by converting pictures of text characters and numbers into actual text and numbers. Forms, on the other hand, contain many graphic elements such lines, boxes, check boxes and the like, which complicate Readiris tasks.

Use the following rule of thumb if you try to recognize forms: if you would be able to re-create the form fairly easily from scratch inside Microsoft Word, Readiris has a good chance of processing it. If it would take an extraordinary effort to re-create it in Word, then Readiris will have the same difficulty.

Example
Form Readiris would not be able to process correctly
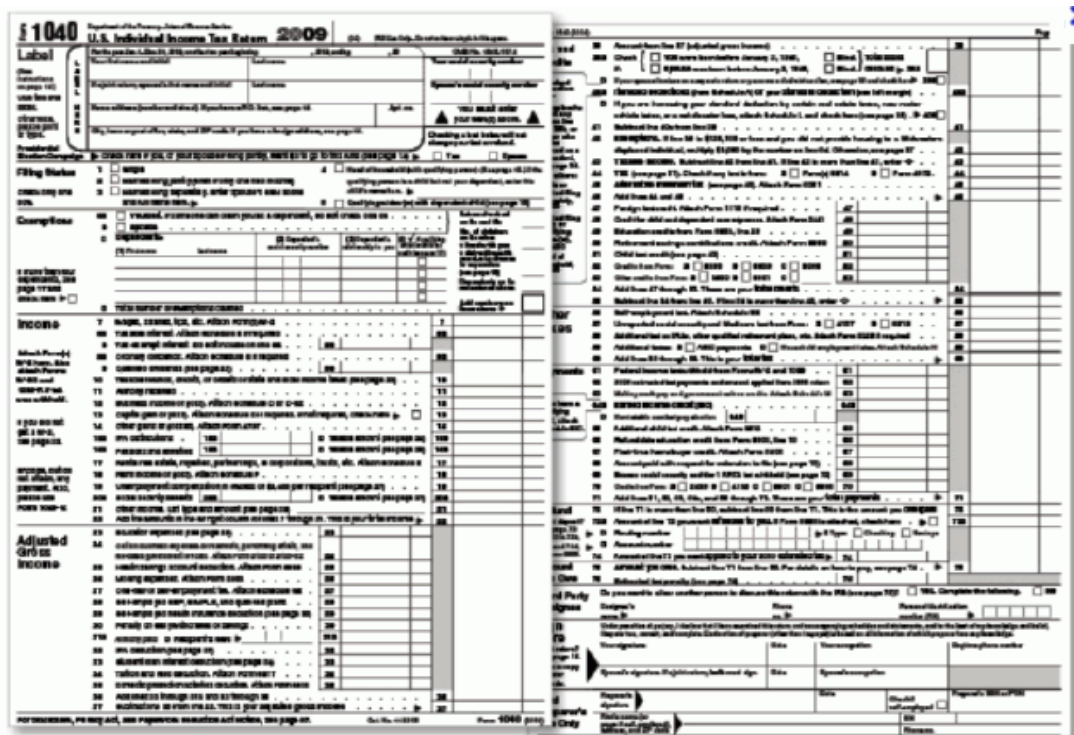
HOW TO PROCESS LOW-RESOLUTION IMAGES

A resolution of **300** to **400** dpi is required to obtain optimal results in Readiris. When you are faced with low-resolution images, the best thing you can do is re-can the images in an appropriate resolution. If that's not possible, there are few tips and tricks that help you obtain better results:

Tip 1

When scanning images of an **unknown resolution** (which is the case with digital cameras) or images of which the file header displays an **incorrect resolution**, make sure to select the option **Process as 300 dpi**:

- Click the down arrow beneath the **Scan** button.

- Then click **Settings**.

- Select the option **Process as 300 dpi**.

  When this option is selected, Readiris treats the images as if they had a 300 dpi resolution.

Tip 2

When scanning images with a digital camera, make sure to select the **Digital camera** option:

- Click the down arrow beneath the **Scan** button.

- Then click **Settings**.

- Select the option **Digital Camera**.

Tip 3 (*Readiris Corporate only*)

Make sure that favor **Accuracy** over Speed when processing low-quality documents:

- Click the expansion arrow on the **Language** group.

- Move the slider to **Accuracy**.

Note:

When you are processing low-resolution faxes, there is no need to take special measures. Readiris detects the typical fax resolutions 100 x 200 dpi (normal quality), 200 x 200 dpi (fine quality) and 200 x 400 dpi (superfine quality) and preprocesses these images automatically to ensure optimal results.

INDEX