

Readiris 15

User Guide

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Readiris 15

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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 Mac OS Yosemite operating system.

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

Introduction

Readiris is I.R.I.S.' flagship document recognition software. With Readiris you can scan paper documents, open image files, PDF 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 online Storage Systems. Readiris supports a wide range of output formats, the most important ones being PDF, DOCX and XLSX.

The documents Readiris generates can either be saved on your computer, directly sent via e-mail or exported to online Storage Systems such as Evernote, Dropbox, Google Drive, Box and Microsoft OneDrive. With Readiris Corporate you can also send documents to Microsoft SharePoint.

Readiris recognizes documents in 130 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 Hebrew, as well as four Asian languages: Japanese, Simplified and Traditional Chinese and Korean.

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

What's new in Readiris 15

- Improved User Interface
- New OCR engine
- New Asian OCR engine
- Multi-thread Processing
- New Activation Procedure
- New Output Formats: E-pub and Audio
- New online Storage Systems: Box: OneDrive, SharePoint
- Possibility to append PDF documents
- Possibility to import password-protected PDF files
- New PDF compression
- New PDF / A-2 format
- Easy Web viewing PDF files

Improved User Interface

The Readiris interface has been improved. The top toolbar now contains separate **Format** and **Destination** settings.

Tip: to learn more about the new interface, see the topic [Exploring the interface](#).

New OCR engine

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

New Asian OCR engine

A new engine is used, which leads to better OCR results when recognizing Simplified and Traditional Chinese, Japanese and Korean, and language combinations with those four Asian languages.

Multi-thread Processing

Readiris now uses Multi-thread Processing. Thanks to Readiris' multi-thread architecture, the processing speed has been drastically improved.

New Activation Procedure

Each version of Readiris needs to be activated. The activation can be done during installation, when starting the application or at any other moment (from the **Help** menu).

New Output Formats: E-pub and Audio

Save your documents as E-pub to view them on an eReader.

Save your documents in Audio to have the text read out to you.

New online Storage Systems: Box: OneDrive, SharePoint

The documents you process with Readiris can now be sent to Box and Microsoft OneDrive. Readiris Corporate also sends documents to Microsoft SharePoint.

Possibility to append PDF documents

In Readiris 15 you can add pages to existing PDF documents. When you save new scans to a PDF document that already exists, you have the possibility to append the existing document with the new pages.

Possibility to import password-protected PDF files

PDF documents of which the editing has been password-restricted can now be opened in Readiris. PDF documents that require a password to open them cannot be opened however.

New PDF compression

Additional levels of I.R.I.S.' proprietary compression technology iHQC are now available in Readiris Corporate.

New PDF / A-2 output

Readiris Corporate can now generate version 2 of the PDF / A format. PDF / A files are suited for long-term archiving and contain only what is strictly needed for opening and viewing them.

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 processing documents stored on a web server.

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BCR and field analysis technology by I.R.I.S.

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Patents

Readiris is patent-protected. See the Release Note for more information.

Acknowledgements

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Section 1: Installation and Activation

System requirements

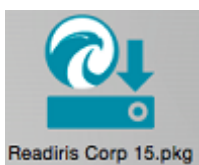
This is the **minimal system configuration** required to use Readiris:

- A Mac computer with a 64 bits Intel processor
- The operating system Mac OS X 10.8 or higher. Earlier versions of the Mac OS operating system are not supported.
- 300 MB of free hard disk space.

Installation and Activation

Installation

- Insert the Readiris CD-ROM in the CD-ROM drive of your computer. Then click the Readiris CD-ROM icon on the Desktop.
- Or download the Readiris package from www.irislink.com/softwaredownload.
- Run the Readiris installation package and follow the on-screen instructions.



- **Agree** with the terms of the license agreement.
- Then click **Install** to start the actual installation.

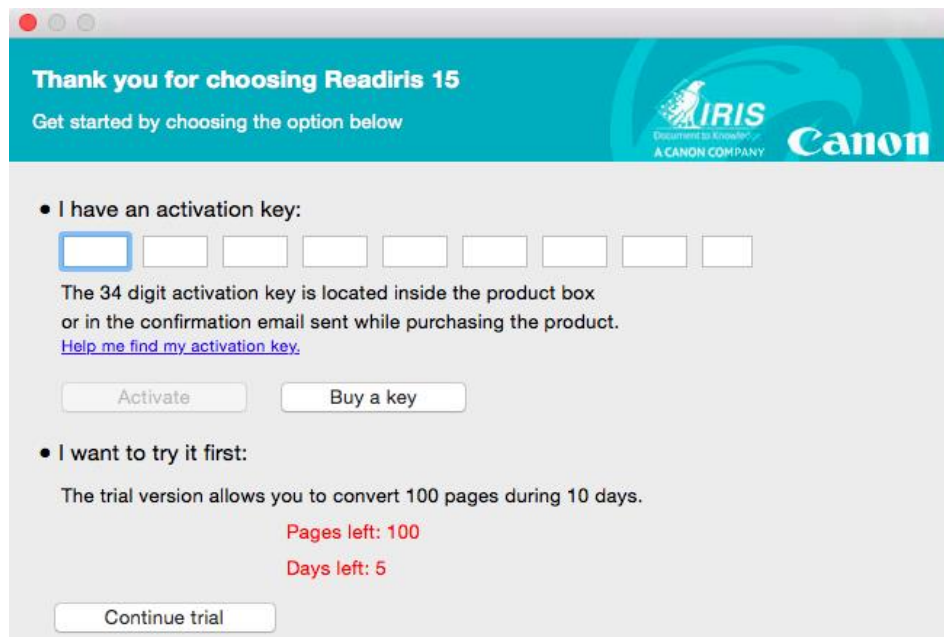
You might be asked to enter an Administrator Username and Password to install Readiris.

Activation

- You are prompted to **activate** Readiris.
- The activation code consists of 34 characters. Depending on how you purchased Readiris, the code can be found:
 - Inside the DVD box
 - On the sticker on the backside of the CD-ROM sleeve
 - On a license sheet called "License sheet for SN for IRIScan..." located inside the product box
 - On a separate explanatory sheet for IRIScan Book Executive 3
 - In your confirmation e-mail for electronic order
- Enter the **activation key**, and then click **Activate**.

Note that an internet connection is required to activate.

You can also click **Continue trial** if you do not want to activate Readiris at this time. Next time you start Readiris you will be prompted again to activate the software.



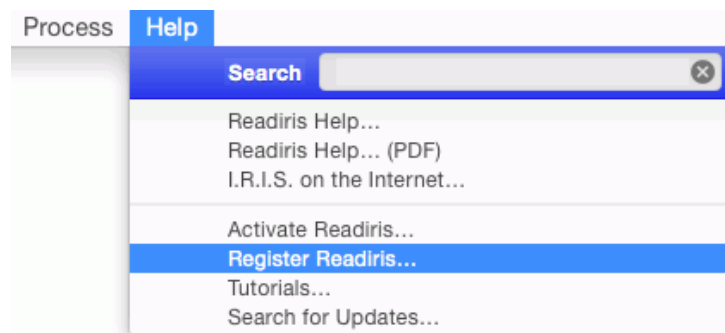
- When the installation is finished, click **Close**.
The **Readiris** folder is added to the **Applications** folder by the installation program.

Software Registration

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:

- On the **Help** menu, click **Register Readiris** to be directed to the Registration page.



- Fill in your data and click **Submit**.

Note that an internet connection is required to complete the registration.

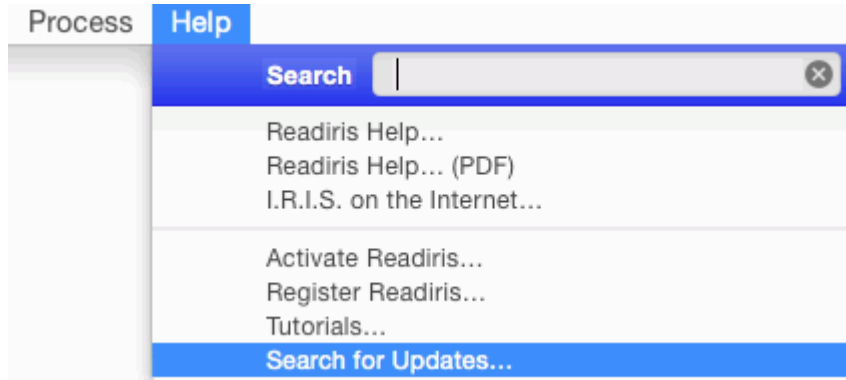
Check for updates

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

To check if updates are available:

- On the **Help** menu, click **Search for Updates**.

Note: Readiris automatically checks for updates every 30 days.



Uninstalling Readiris

To remove Readiris from your computer:

- Click **Finder** and open the **Applications** folder.
- Drag the **Readiris** folder to the **Trash**.

Readiris will be removed from your machine.

Note: the Readiris **preferences** are *not* removed by dragging the **Readiris** folder to the trash can, in case you should want to re-install the software later on.

To remove the preferences:

- In the Finder's **Go** menu, press and hold **Alt**.
- Click **Library** and open the **Application Support** folder.
- Drag the **Readiris** folder to the trash.

Technical Support

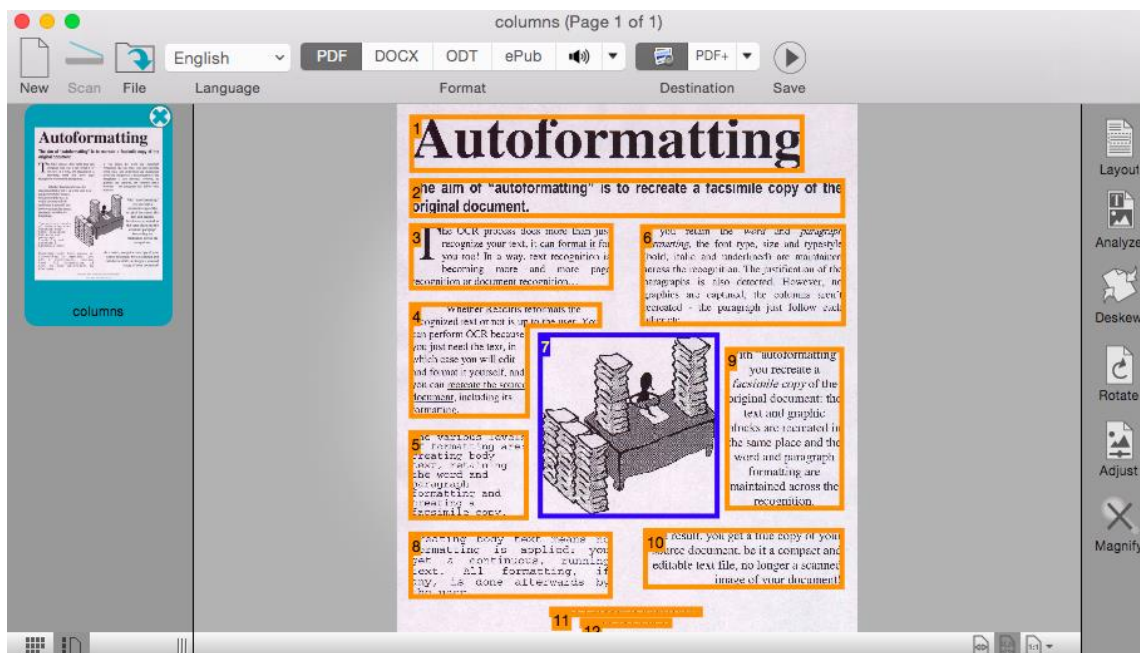
If you register your copy of Readiris you are entitled to free technical support. In the **Technical Support** section of our website www.irislink.com/support you can find F.A.Q.'s (frequently asked questions), Video Tutorials, and much more information to solve common issues.

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

Section 2: Getting Started

Exploring the interface

The new Readiris interface looks as follows:



The interface consists of the following components and panels:

1. The Readiris menu bar

The Readiris menu bar regroups all the commands and options available in Readiris, including advanced settings.

2. The top toolbar

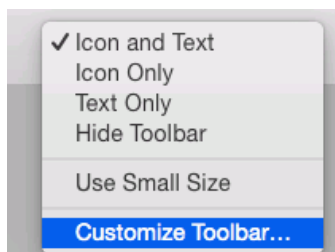
The top toolbar is by far the most important tool in Readiris. It contains all the basic commands you need to process your documents. The commands are classified per group.

The top toolbar can be customized in two ways:

- You can add or remove output formats in the **Format** group and add or remove destinations from the **Destination** group by clicking the down arrows.



- You can add or remove commands from the toolbar: **Ctrl-click** the toolbar, click **Customize Toolbar** and drag-and-drop the commands you want to move from or to the toolbar.



3. The Scanned image

When a document is scanned or opened into Readiris, its image is displayed. The different recognition zones are displayed. The zones can be edited with the tools in the **Image and Layout Editing** panel.

4. The 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.

To have a better overview of the page thumbnails you can switch to Thumbnail view. In this view only the page thumbnails are displayed. The analyzed image is not displayed anymore. In Thumbnail view the thumbnails run from left to right, and from top to bottom.

To switch to Thumbnail view, click the Thumbnail view icon at the bottom of the Pages panel.



5. The Image and Layout Editing panel

The Image Editing panel allows to modify the current page: you can deskew pages that were scanned at an angle, rotate them, adjust the image quality, and so on. Point to the different buttons to display their tooltips.

Also see the sections [Optimizing the Scanned Documents](#) and [Editing the Recognition Zones](#) for more information.

Changing the user interface language

Readiris opens in the user interface language that is currently activated in your Mac System Preferences.

To change the user interface language in Readiris:

- Click the **System Preferences** icon.



- Click the **Language & Region** icon.



- Drag the language of your choice to the top of the list.

The user interface of Readiris is available in a wide range of languages.

- Close Readiris and restart the computer to apply the new language settings.

Configuring your scanner in Readiris

Readiris supports all **Twain 1.9** compliant scanners, all **Image Capture** compliant scanners, and **IRIScan 2** and higher scanners.

Most Image Capture scanners are plug and play. Before you can use a Twain scanner, however, its drivers need to be installed on your Mac.

Twain scanners

- Connect your scanner to your Mac and power it on.
- Install your scanner's Twain driver.

In general, drivers can be found on the CD-ROM provided with your scanner and 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 Mac OS. See the documentation supplied with your scanner to find out which platforms are supported. If necessary, contact your scanner manufacturer.

IRIScan Express scanners

- Connect your IRIScan Express scanner to your Mac and power it on.
- If Readiris is part of your IRIScan product, the driver has been installed during the installation of Readiris.

If that is not the case, visit our website www.irislink.com/support to download and install the required driver.

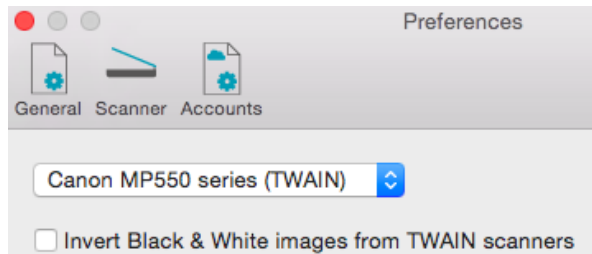
IRISCard Anywhere / IRIScan Anywhere / IRIScan Book scanners

You do not need to install any drivers when using these scanners. They are not Twain driver-based scanners that can be used from within any application to scan documents. Instead, they are designed to be used on their own, disconnected from any computer. The documents you scan are stored in the scanner's internal memory (or optional SD card / USB flash drive). From there, they can be loaded directly into Readiris when you connect the scanner or insert the SD card or USB flash drive into your Mac.

To check if the scanner driver has been installed successfully:

- In the **Readiris** menu, click **Preferences**.
- Click the **Scanner** tab.
- You should see your scanner listed*.

*This is not the case for the IRISCard Anywhere, IRIScan Anywhere and IRIScan Book scanners.



If your scanner is not listed, its driver has not been installed successfully.

Note that the **IRIScan** settings at the bottom are only available if an **IRIScan Express 2** scanner is connected. Later versions of IRIScan Express function as regular Twain drivers.

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

Section 3: Basic Document Processing

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

Step 1: Scan or Open your images

In order to scan paper documents your scanner must be correctly configured. See the section [Configuring your scanner](#) if necessary.

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

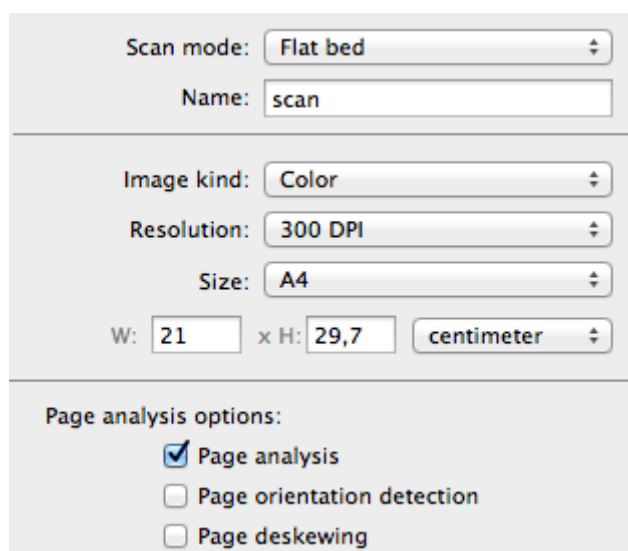
A preview window opens and displays your scanner settings. With TWAIN scanners, these settings differ from one scanner to another.

- Select **Color** and **300 DPI** as preferences to obtain optimal results.
- Select the **Page Analysis Options** of your choice:

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) documents and **rotate** them by means of **Page orientation detection**.

When your scanner generates black borders around your documents, or when your documents contain information that is partially cut from the page, Readiris tends to create recognition zones on the borders of the document, even though they do not contain any useful content. In such cases it is recommended to use the option **Ignore border zones**.

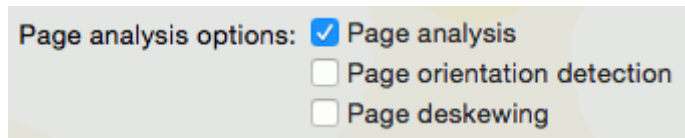


The screenshot shows a configuration window for a scanner. It is divided into several sections:

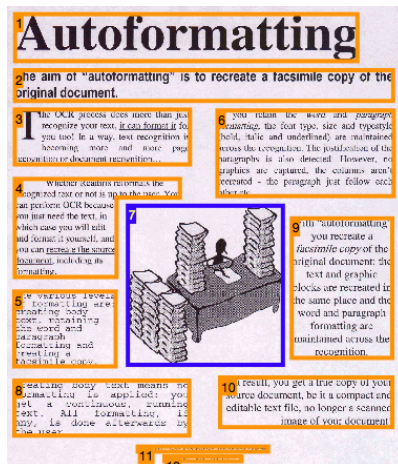
- Scan mode:** A dropdown menu set to "Flat bed".
- Name:** A text input field containing "scan".
- Image kind:** A dropdown menu set to "Color".
- Resolution:** A dropdown menu set to "300 DPI".
- Size:** A dropdown menu set to "A4".
- Dimensions:** Two input fields for width and height, with "W: 21" and "x H: 29,7", followed by a unit dropdown menu set to "centimeter".
- Page analysis options:** A section with three checkboxes:
 - Page analysis
 - Page orientation detection
 - Page deskewing

or

- Click **File** to open existing image files.
 - Select the **Page Analysis Options** of your choice.
The same **Page Analysis Options** are available here.



The images are displayed in the interface.



Step 2: Modifying the images

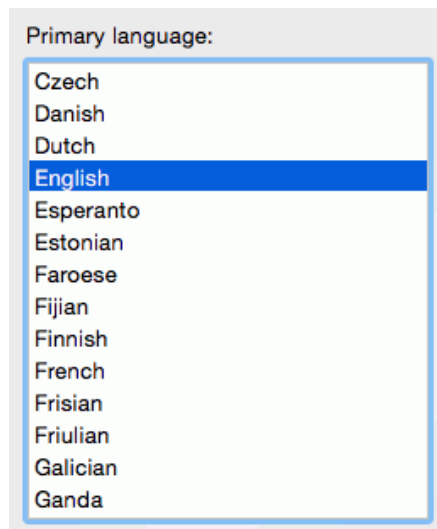
The images you scan and load into Readiris can be modified easily:

- To change the order of the pages, drag the thumbnails to a different position in the Pages panel.
- To delete a page, select a page and click the delete icon.
- To delete a zone, select it and press the Backspace button on your keyboard.

If necessary you can modify the recognition zones. See the section [Editing the Recognition Zones](#) for detailed information.

Step 3: Select the Recognition Language

Selecting the right document language is essential to obtain good recognition results with Readiris. The default language is set to the current language of your operating system.

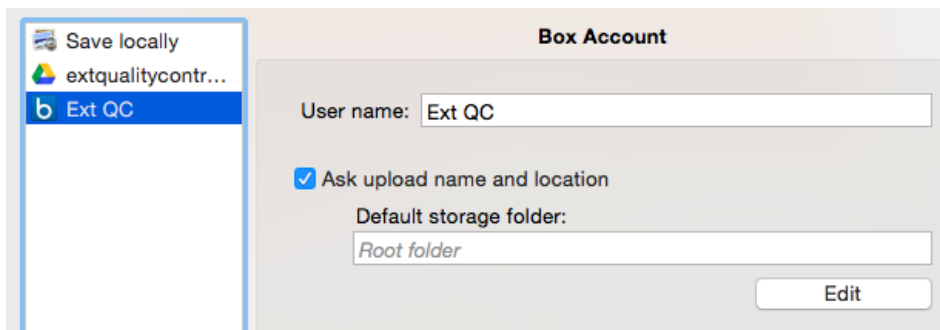


Step 4: Select the Output format

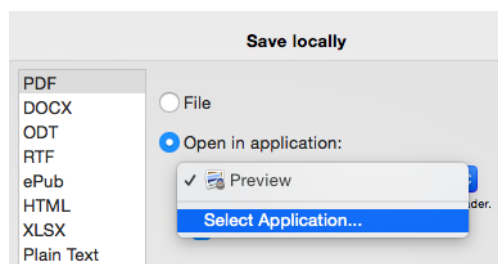
- In the **Format** group, click the output format you want to generate.
You can, for instance, save your documents as **DOCX** documents to do text editing, or save them as **PDF** documents for storage purposes.
- If the format of your choice is not listed:
 - Click the down arrow.
 - Select the format of your choice and drag it to the **Favorites** list.
 - Configure its formatting options.
For detailed information about the different output formats and the different formatting options, see the sections [Saving Documents](#) and [Selecting the Layout Options](#).
 - Click **OK** to close the settings.
 - Now select the format you configured in the **Format** list.

Step 5: Select the Destination

- In the **Destination** group, select where you want to send your documents: you can save documents locally or in a configured online Storage System.
Note that the connection to the online Storage System must be configured correctly to be able to export. See the section [Saving Documents to online Storage Systems](#) to learn how to do so
- Click the down arrow, and then select the destination of your choice.



- When you select **Save locally**, a default application is suggested for the selected output format.
When you select PDF for instance, the output file will be opened in the Preview application. DOCX and RTF documents will be opened in the installed text editing applications. XLSX documents will be opened in the installed worksheet editor.
- To change the application, click it and then click **Select Application**.



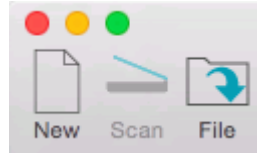
When you've gone through these steps, click **Save** to start the text recognition and generate output documents.

Starting a new project

When you are done saving your scanned documents, or when you want to start over:

- Click **New** on the top toolbar.

This command erases your documents from Readiris so you can start a new project.

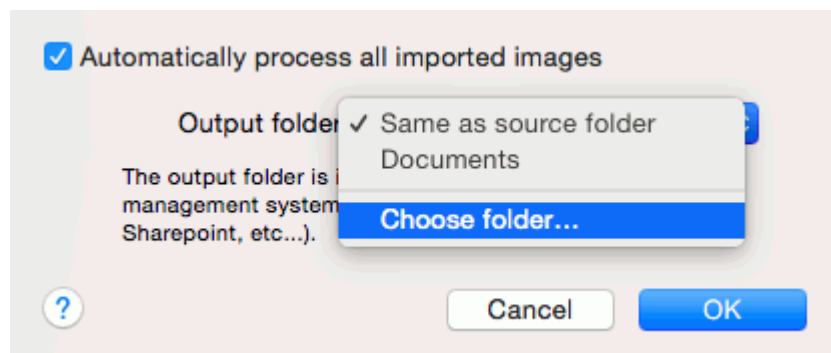


Automatic Processing

If you want to speed up the processing in Readiris or need to process batches of scanned documents, you can use the **Automatic Processing** feature. This feature automatically processes the documents you scan and open in Readiris, converts them into the output format you defined, and exports them either to a specific folder you defined or to the configured Storage System.

To start automatic processing:

- First, determine all the settings you want Readiris to apply. See the section [Basic Document Processing](#) if necessary.
- On the **Process** menu, click **Automatic Processing**.
- Select **Automatically process all imported images**, and select an **Output folder** to which the processed documents are exported.



- Then start scanning or opening documents in Readiris. Or drag series of image files to the Readiris icon.

Important notes:

When you scan multiple documents one after the other - on a scanner equipped with a document feeder for instance - all the documents are bundled into a **single output file**. The same goes for opening multiple image files at a time.

When you scan documents on a flatbed scanner, each page will be saved in a **separate output file**.

Notes:

You can also export documents to your online Storage Systems Google Drive, Evernote and Dropbox. In that case any Output folder you selected is ignored.

Tip:

To add the Automatic Processing feature to the top toolbar:

- Ctrl-click inside the top toolbar, and select **Customize Toolbar**.
- Then drag the Automatic Processing icon to the toolbar and click **Done**.

Tip:

Besides Automatic Processing, **Readiris Corporate** also offers [Batch Processing](#) and [Watched Folder](#) features to process larger batches.

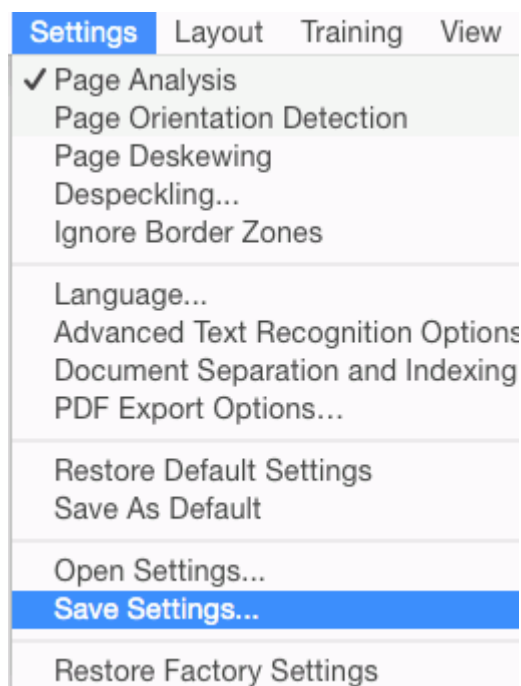
Saving and loading settings

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:

- First, select the required settings.
- On the **Settings** menu, click **Save Settings**.
- Name the settings, select an location and click **Save**.

Note: if you want to save specific settings as default settings, click **Save as Default** on the Settings menu.



The following settings will be saved: primary and secondary languages, favor recognition accuracy over speed, font type, character pitch, output format and any selected output format options, including PDF passwords, target application, online storage system settings, page sizes, page separation and indexing settings, user lexicon options, page analysis, despeckling and deskewing options and training options.

Google Drive account passwords are saved securely in the Mac OS KeyChain password container.

Loading Settings

To load a settings file you saved:

- On the **Settings** menu, click **Open Settings**.
- Browse for the settings file you saved.

Restoring Factory Settings

- On the **Settings** menu, click **Restore Factory Settings**.

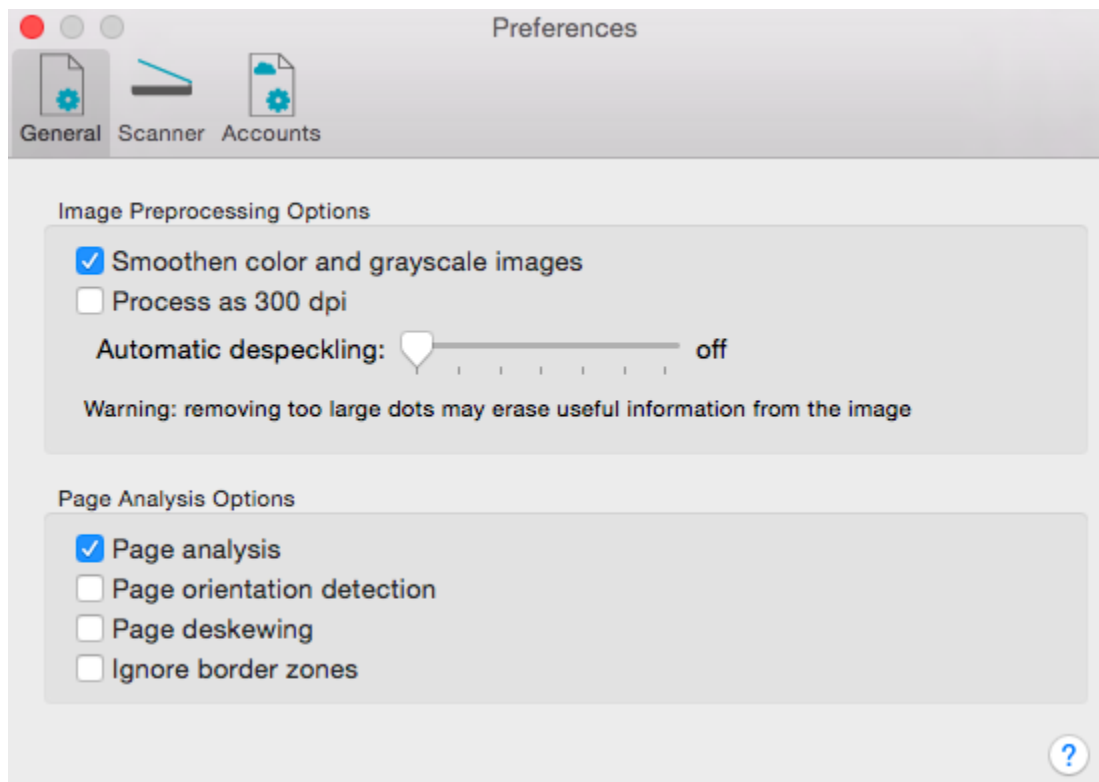
Section 4: Scanning and Opening Documents

General Processing Options

When scanning and opening documents, Readiris applies several general processing options.

To access these options:

- On the **Readiris** menu, click **Preferences**.
- The **Preferences** window opens on the **General** tab.



The options you set here are applied as default to all the documents you'll open or scan.

Preprocessing Options.

Smoothen color and grayscale images

This option is activated by default. It renders grayscale and color images more homogeneous by smoothing out differences in intensity. As a result, a stronger contrast is created between the foreground (text) and background (artwork). Sometimes smoothing is the only way to separate text from a colored background.

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.

Automatic despeckling

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.

Page Analysis Options

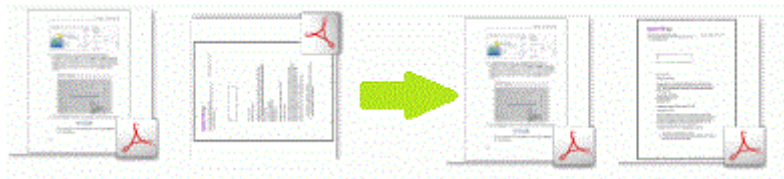
Note that you can also access these options via the **Settings** menu.

Page Analysis

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.

Page Orientation Detection

This option detects in which direction your documents are oriented and rotates them automatically.



Page Deskewing

This option straightens - or deskews - pages that were scanned at an angle.



Ignore Border Zones

When your scanner generates black borders around your documents, or when your documents contain information that is partially cut from the page, Readiris tends to create recognition zones on the borders of the document, even though they do not contain any useful content. In such cases it is recommended to use the option **Ignore Border Zones**.

When you are done, close the **Preferences** window. The settings are saved automatically.

Scanning Documents

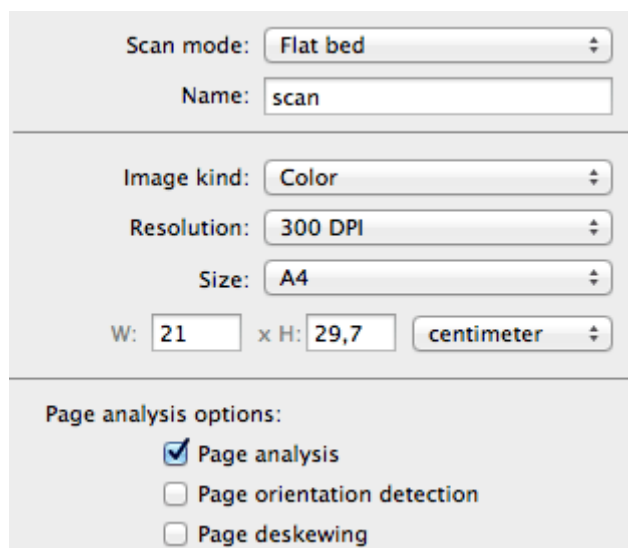
Readiris is Image Capture and Twain compliant. It supports almost any flatbed and sheet-fed scanner, all-in-one device, digital camera and scanner currently available.

Before you begin: make sure your scanner is connected to your computer and configured correctly. To do so, go to the **Readiris** menu and click **Preferences**. If you see your scanner listed on the **Scanner** tab it is correctly installed. If you don't see it, refer to the topic [Configuring your scanner](#).

To scan documents:

- Click **Scan**.
- A preview window opens, displaying the settings available for your scanner.
Note that with TWAIN scanners these settings differ from one scanner to another.
- Select **Color** and **300 DPI** as preferences to obtain optimal results.

When you are scanning business cards or Asian languages it is recommended to use a scanning resolution of 400 dpi.



The screenshot shows a scanning dialog box with the following settings:

- Scan mode: Flat bed
- Name: scan
- Image kind: Color
- Resolution: 300 DPI
- Size: A4
- W: 21 x H: 29,7 centimeter
- Page analysis options:
 - Page analysis
 - Page orientation detection
 - Page deskewing

- Then select the **Page Analysis options**
See [General Processing Options](#) for more information.
- Click the **Scan** button in the dialog box to start scanning documents.
Note: pay attention to line skew. Line skew over 0.5° increases the risk of OCR errors.

Tips:

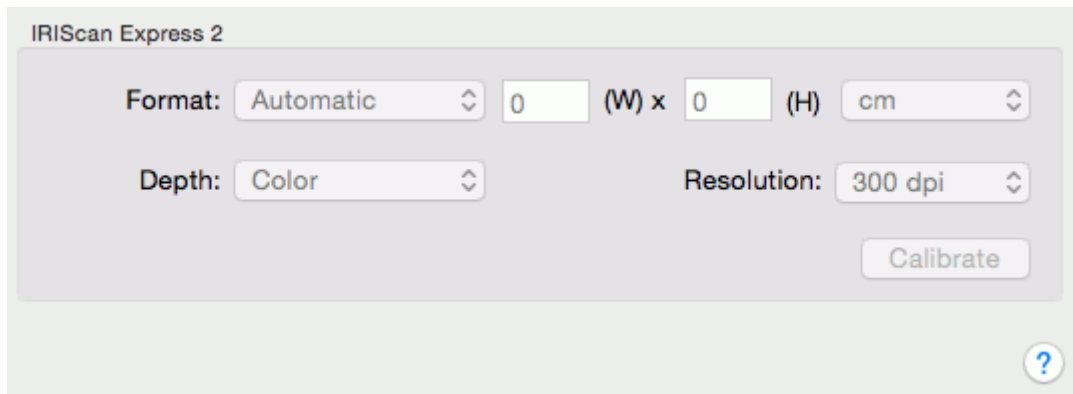
- Sometimes Twain scanners display white text on a black background when scanning in black-and-white. To avoid this, click **Preferences** on the **Readiris** menu. Then click the **Scanner** tab and select **Invert Black & White images from TWAIN scanners**.
- To scan batches of documents, see the sections [Automatic Processing](#) and [Watched Folder](#).
- Readiris can be set as target application of your scanner, if your scanner supports that feature. That way you scan documents on your scanner and transfer them to Readiris, just by clicking your scanner buttons. See your scanner documentation for more information.

Scanning with I.R.I.S. scanners

IRIScan Express 2

When using an IRIScan 2 scanner there are specific settings you can apply.

- On the **Readiris** menu, click **Preferences**.
- Click the **Scanner** tab.



Format

You can either choose an **automatic** scanning format or a **custom** format for which you can indicate the page height and width.

Depth

Readiris supports black-and-white, grayscale and color images.

Resolution

Select a scanning resolution of 300 dpi.

When you are scanning business cards or Asian languages it is recommended to use a scanning resolution of 400 dpi.

Calibrate

Click the **Calibrate** button should it be necessary to calibrate your scanner.

- When you are done, close the **Preferences** windows and start scanning documents.

IRISCard / IRIScan Anywhere / IRIScan Book

Preliminary note

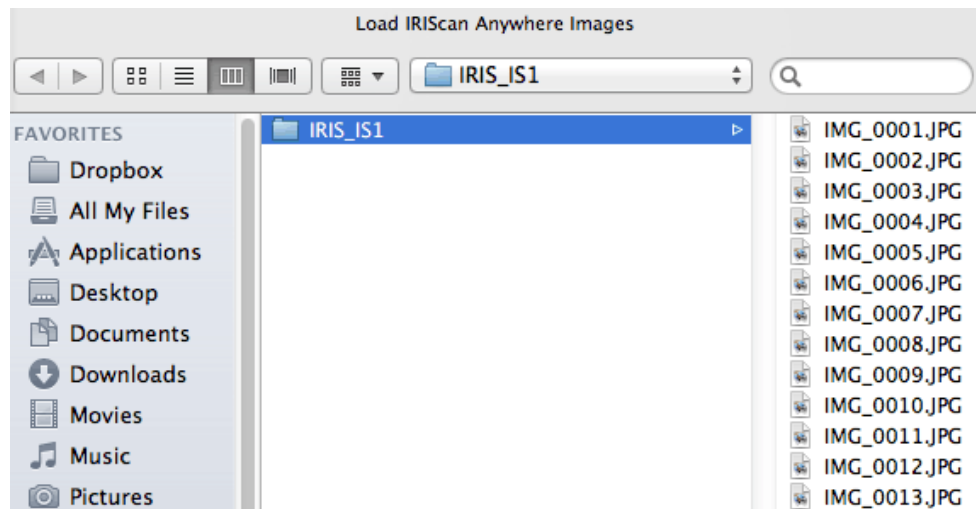
The IRISCard and IRIScan Anywhere, and IRIScan Book scanners are designed to be used on their own, disconnected from any computer. The documents you scan are stored in the scanner's internal memory (or optional SD card / USB flash drive).

From there they can be loaded into Readiris.

So, note that these scanners are not Twain-driver scanners that can be used from within any application to scan documents. Instead, think of them as USB storage devices that are able to scan independently.

To load scanned documents into Readiris:

- Connect your scanner to your computer with the provided USB cable and power it on.
- OR insert the SD card or USB flash drive you used in the scanner into your Mac.
- Readiris detects if card images were scanned to the storage medium. Click **Yes** to select them. Readiris then opens the right folder.



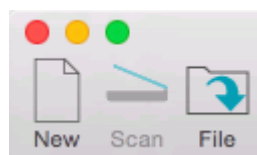
Opening Image Files

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

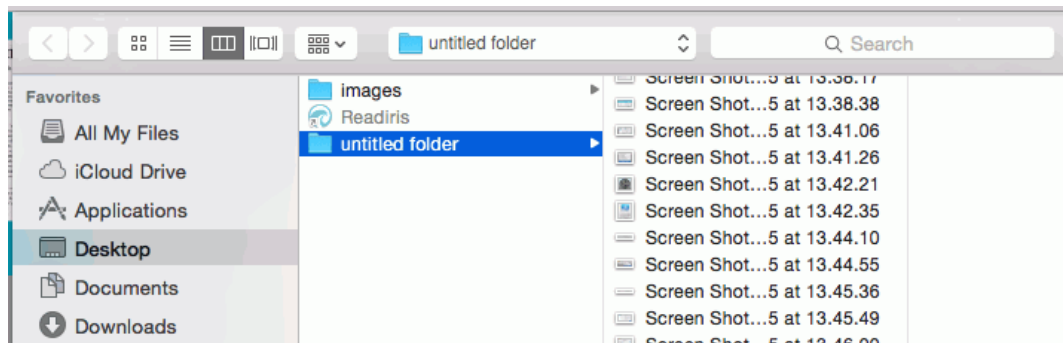
Readiris supports the following image file formats: GIF images, JPEG images, JPEG2000 images, Photoshop images, PNG images, (uncompressed, packbits and Group 3 compressed) TIFF images, multipage TIFF images, Windows bitmaps (BMP) and PDF documents.

To open existing image files:

- Click the **File** button.



- Then select the images files you want to process, and click **Open**.



You can also open multiple images files at a time:

- Select the first image file and hold down the **Cmd**-key as you select additional images or;
- Select a continuous range of image files by clicking the first image and holding down the **Shift** key as you select the last image.

Should you want to abort the loading process, click the x icon in the top right corner of the progress bar.

Tip: when loading multipage image files (TIFF images) and PDF documents, you can define the page range (in case you only need a certain chapter of a document for instance).

Note: when you click the **File** button on the top toolbar **after** you saved your current document, you are prompted whether you want to delete the current document. Click **No** to add image files to the recognized document or click **Yes** to start a new document.

Other ways of opening image files

- Drag image files to the Readiris icon to open them.
- **Ctrl**-click any image file you want to open, point to **Open With** and click **Readiris**. The Readiris software will open and display the image.
- Readiris can be set as target application of your scanner, if your scanner supports that feature. That way you scan documents on your scanner and transfer them to Readiris, just by clicking your scanner buttons. See your scanner documentation for more information.

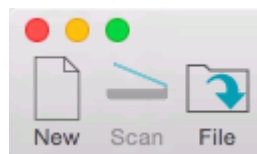
Tip: to process batches of images files, see the topics [Automatic Processing](#) and [Batch Processing](#).

Opening Digital Camera Images

Readiris automatically detects when images have been made by a digital camera and uses special recognition algorithms to process them.

To open digital camera images:

- Click **File** on the top toolbar.

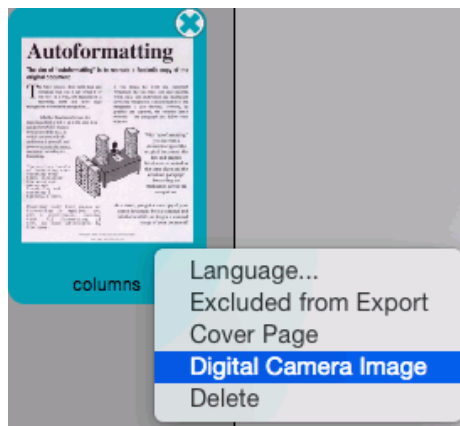


- Select your digital camera images and click **Open**.
- In the page thumbnail, you see a little camera icon, which indicates Readiris recognizes the image as digital camera image.



If Readiris does not detect your image is a digital camera image:

- Ctrl-click the page thumbnail.
- Select **Digital Camera Image**.

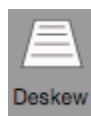


Deskewing Digital Camera Images

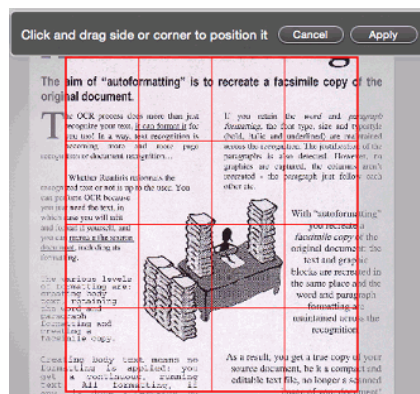
When photographing documents with a digital camera, it may happen that the documents are shot from an angle, which gives them a 3D effect and renders the recognition impossible.

To solve this issue, you can deskew your digital camera images:

- Open your digital camera image.
- On the Layout and Editing toolbar, click the **Deskew** icon.



- Drag the corners one by one in the direction of your text.



- Click **Apply** to deskew the image.

Tips for making digital camera images

- 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.
- Disable the flash when photographing glossy paper.
- Avoid opening compressed camera images.

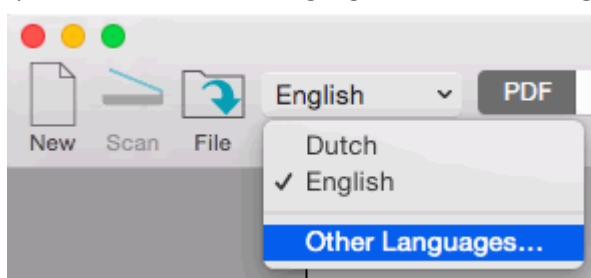
Section 5: Selecting the Recognition Options

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 select the correct **recognition options**.

By far the most important recognition option is the **document language**.

To select the document language:

- Click the language list, and select your document language.
When you are using Readiris for the first time, a list of 10 languages is displayed. This list corresponds to the preferred languages list of your Mac Operating System. Afterwards, the 10 languages most frequently used in Readiris will be displayed.
- To access the complete list of available languages, click **Other Languages**.



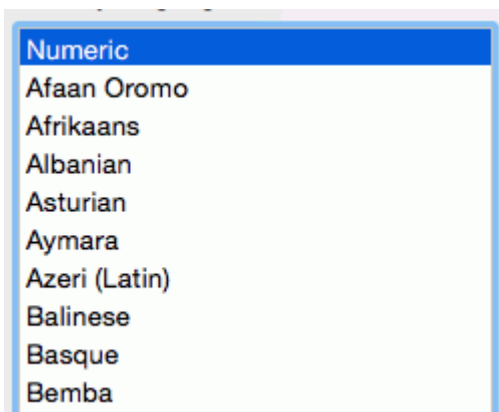
Tip Readiris Pro: in case you want to recognize documents in multiple languages, make sure to select the language with the largest character set. E.g. if you want to recognize a document that contains both English and French text, select French as document language. This way, the accents will be recognized correctly.

Other Recognition Options

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:

- Click the language list and select **Other Languages**.
- Then select **Numeric** at the top of the list.



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

+	*	/	%	,
plus sign	asterisk	slash	percentage sign	comma
.	()	-	=
period	opening parenthesis	closing parenthesis	hyphen	equation sign
\$	£	€	¥	
dollar sign	pound sign	euro sign	yen sign	

Recognizing Western words in non-Latin alphabets

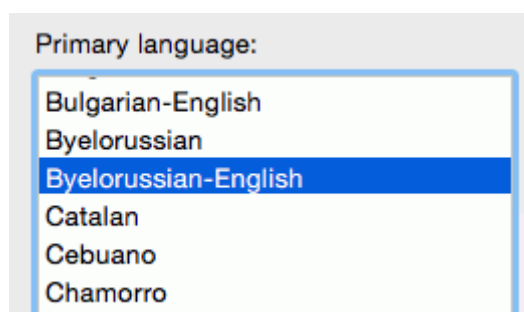
When you are processing Cyrillic, Slavic, Greek or Asian documents that also contain "Western" words written in the Latin alphabet - such as proper nouns, then it is recommended to select one of the available **Language pairs**.

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

Note: when processing Asian or Hebrew documents, mixed characters sets are used automatically.

To select a Language pair:

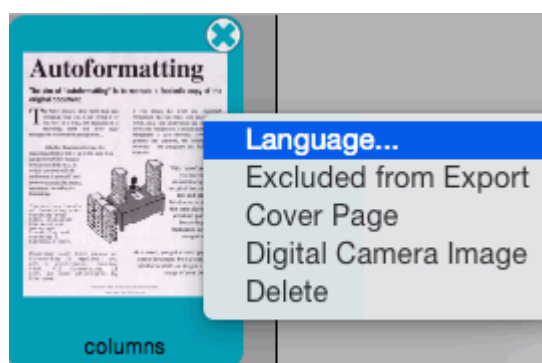
- Click the language list > **Other languages**.
- Select the required language pair in the (primary) language list.



Selecting the language per page

When specific pages use a different language than the overall document, you don't need to define a secondary language. You can apply a different language to those pages.

Select the pages in the Pages panel, **Ctrl-click** them and use the command **Language** to assign another language than the overall document language to that/those page(s).



Pages with a different language than the overall language are **marked in red** in the Pages panel.



Unlike secondary languages, there are no limitations here.

Note: the tooltip of each page in the Pages panel indicates which language applies to that page.

Recognizing Secondary Languages inside a single document (*Readiris Corporate only*)

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 language list.
- Select the **Primary language**.
- Cmd-click to select the **Secondary languages**.

The list of secondary languages changes depending on the selected primary languages.

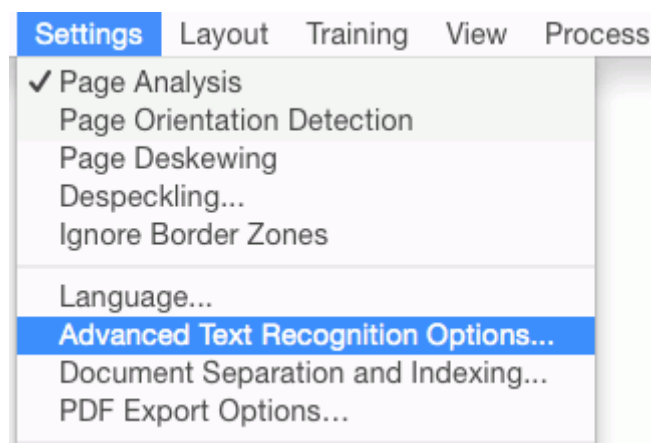
Note: do not select languages that do not apply; the bigger the character set, the slower the recognition and the higher the risk of OCR errors.



Advanced Text Recognition Options

Next to the document language you can also configure **Advanced Text Recognition Options** in Readiris. You can modify the document characteristics **Font type** and **Character pitch**, which play an important role in the recognition process, favor recognition **accuracy over speed** or vice versa and use **User Lexicons** to assist the recognition.

To access the Advanced Text Recognition Options, click **Settings > Advanced Text Recognition Options**.



Font type

Readiris distinguishes between "regular" and dot matrix printed documents. Dot matrix symbols (of the type 9 pin) are 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

- The font type is set to **Automatic** by default.
That way, Readiris recognizes "25 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 typeface. 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.

- The character pitch is set to **Automatic** by default.
- Click **Fixed** if all characters of the typeface have the same width. This is often the case in old typewriter documents.
- Click **Proportional** if the characters of the typeface have a different width. Virtually all fonts in newspapers, magazines and books are proportional.



Note: the **Font type** and **Character pitch** settings do not apply when processing Asian or Hebrew documents.

User Lexicons (*Readiris Corporate only*)

During recognition, Readiris is assisted by linguistic databases to recognize text correctly. These linguistic databases are standard lexicons and are available for every supported language.

As powerful as these standard lexicons may be, the recognition accuracy can still be boosted using customized user lexicons. By means of user lexicons, Readiris can recognize technical, scientific, legal and company-specific terminology it would otherwise have difficulty with.

See the section [Using User Lexicons](#) for more information.

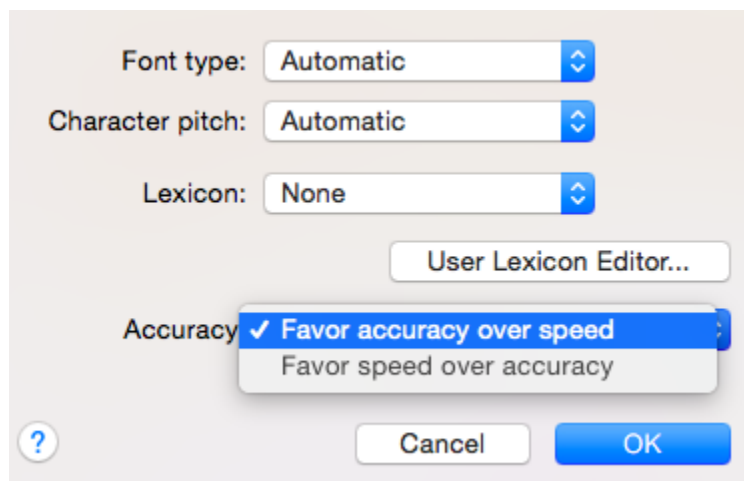
Speed vs. Accuracy

In Readiris 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.

To access the Speed vs. Accuracy option:

- Click the **Settings > Advanced Text Recognition Options**.
- Click the **Accuracy** list and then select the required option.



Using user lexicons

(This section applies to Readiris Corporate only)

During recognition, Readiris is assisted by linguistic databases to recognize text correctly. These linguistic databases are standard lexicons and are available for every supported language.

As powerful as these standard lexicons may be, the recognition accuracy can still be boosted using customized user lexicons. By means of user lexicons, Readiris can recognize technical, scientific, legal and company-specific terminology it would otherwise have difficulty with.

To create and use a user lexicon:

- On the **Settings** menu, click **Advanced Text Recognition Options**.
- Click **User Lexicon Editor**.

You can also access the **User Lexicon Editor** in the Readiris installation folder.

- On the **File** menu click **New** to open a new lexicon.



- Insert the words you want Readiris to recognize and click the **Add** button.
You can also copy-paste text segments from other files and **import** and **edit** existing text files.

Tip: importing company documents or word lists may be the fastest way to create a user lexicon containing company-specific terminology.

The terms you enter are sorted alphabetically.

Duplicate words are removed automatically.

- Click **Save** to save the lexicon file in the folder of your choice.
- Return to the **Advanced Text Recognition Options** in Readiris.
- Click **Lexicon > Select lexicon file**.
- Select the user lexicon file of your choice in the dialog box.

Note that in order for Readiris to recognize the words in the user lexicon, the correct language must have been selected. Also note that words containing characters that do not exist in the selected language will not be recognized correctly.

- Click **OK** to close the settings.
- Then process your documents to start the recognition.

Syntax rules

Several syntax rules apply when inserting terminology:

- **Case differences** are maintained.
E.g. IRISCard stays IRISCard
- All **punctuation symbols** and **special characters** at the beginning and end of words are filtered out automatically.
- Hyphens inside words are maintained.

E.g. Notre-Dame-de-Paris stays Notre-Dame-de-Paris

Tip: watch out for hyphenation at the end of a line when you import text files or copy-paste words that cover two lines.

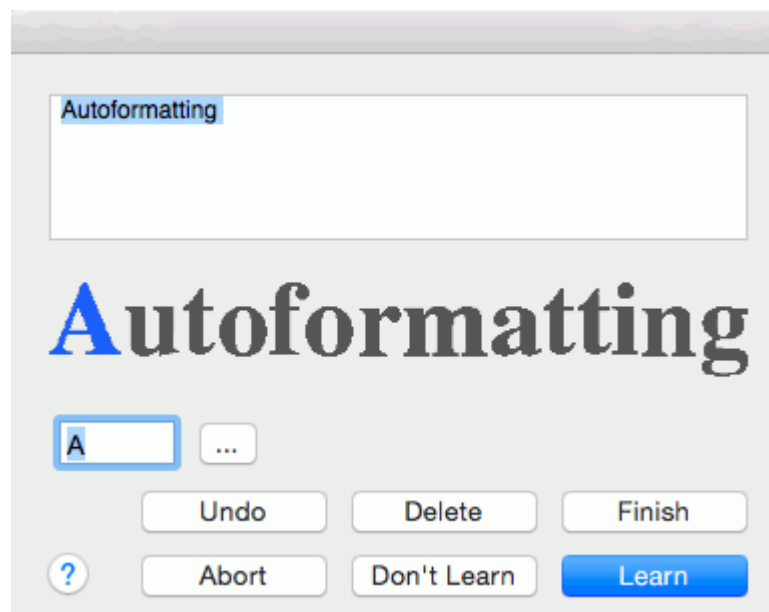
- **Numbers** are rejected. **Digits**, however, can occur inside product names and are included.

E.g. FAT32 stays FAT32. Systolic 150 will become Systolic

Training Mode

(This feature is not available for Asian languages)

To improve the recognition results, you can use Readiris' **Training Mode**. By means of training you can train the recognition system on fonts and character shapes, and correct the OCR results if necessary. During the training process, any characters the recognition system isn't sure of are displayed in a preview window, in combination with the word in which they were spotted and the result suggested by Readiris.



1	A character Readiris isn't sure of.
2	The word in which the character was spotted.
3	The solution how Readiris suggests to recognize it.

Training can substantially enhance the accuracy of the recognition system and is particularly useful when recognizing distorted, defaced forms. Training can also be used to train Readiris on special symbols it is unable to recognize initially, such as mathematical and scientific symbols and dingbats.

ATTENTION: training occurs *during* recognition. The training results are temporarily stored in the computer memory, for the duration of the recognition. Readiris will no longer display the trained characters when OCRing the rest of the document. When a new document is OCRed, the training results are erased. To save training results permanently, use the Training Mode in combination with a **font dictionary**.

To enable Training mode:

- Click the **Training** menu.
- Select **Training Mode**.

Using Font Dictionaries

As stated above, it is recommended to use the Training Mode combined with a **Font Dictionary**, in order to store the training results permanently.

To create a new Dictionary:

- Enable **Training mode** as explained above.
- Click **Training > New Dictionary**.
- Process your document, go through Training Mode (explained below) and **Save** your document.
- Click **Training** again and now select **Save Dictionary**.
- Name the Dictionary and save it in a location of your choice.

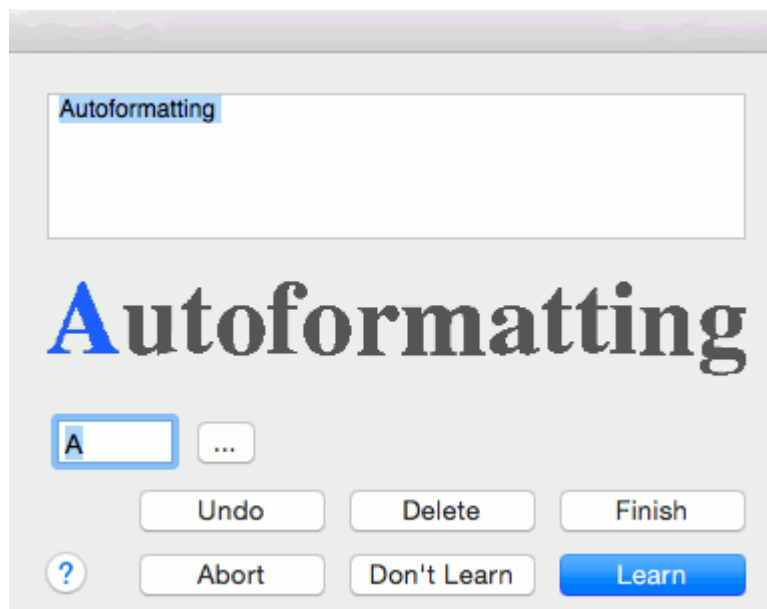
Note: Font Dictionaries are limited to 500 shapes. You are recommended to create separate dictionaries for specific applications.

To open an existing Dictionary:

- Click **Training**.
- Click **Open Dictionary**.
- Browse for your Dictionary file and click **Open**.

Using Training Mode

- Enable **Training mode** as explained above.
- Scan or Open your document and click **Save**.
- At the end of the recognition, Readiris enters the Training Mode. The characters the recognition system isn't sure of are displayed.



If the results are correct:

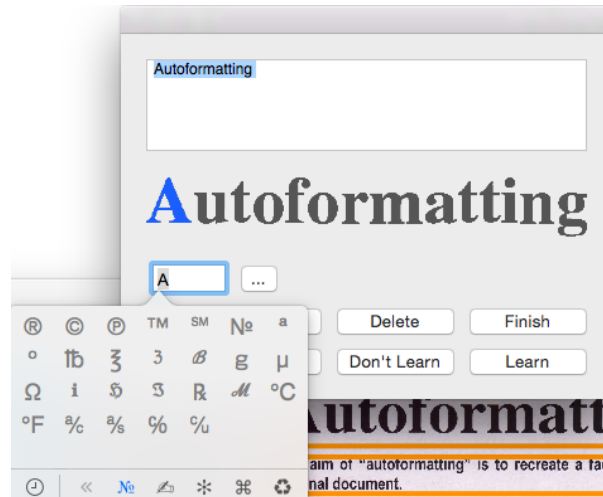
- Click the **Learn** button to save the result as sure. If you are *not* using a Font Dictionary, the training results are temporarily stored in the computer memory, for the duration of the recognition. When you scan a new document, you will have to go through the same steps again.

If you *are* using the **New Font Dictionary** option and **Save** the Dictionary afterwards, you won't have to go through the same steps again.

- Click **Finish** to accept all solutions the software offers.

If the results are incorrect:

- Type in the correct characters and click the **Learn** button.
Note: if you are dealing with documents that contain special characters that are not available on your keyboard, click the browse button to open the Character Palette. Double-click the character you want to insert. You can also drag and drop a character from the Character Palette to the character field in Training Mode.



or

- Click **Don't learn** to save the result as unsure.
Use this command for damaged characters which could be confused with other characters if trained. E.g. the number 1 and the letter l, which have an identical form in many fonts.
- Click **Delete** to delete characters from the output.
Use this button to prevent document noise from appearing in the output file.
- Click **Undo** to correct mistakes.
Readiris keeps track of the last 32 operations.
- Click **Abort** to abort Training mode.
All training results will be deleted. Next time you click **Save**, Training Mode will start again.

Section 6: Optimizing the Scanned Documents

The documents you scan and open in Readiris can be optimized in several ways with the Image and Layout Editing toolbar on the right side of the interface.

Deskewing pages

When a page has been scanned crookedly it can be **deskewed** - or straightened.

To deskew a page: select the page, then click the **Deskew** icon.



Deskewing digital camera images

Readiris automatically detects if an image was made by a digital camera.

Notice the camera icon on the page thumbnail.



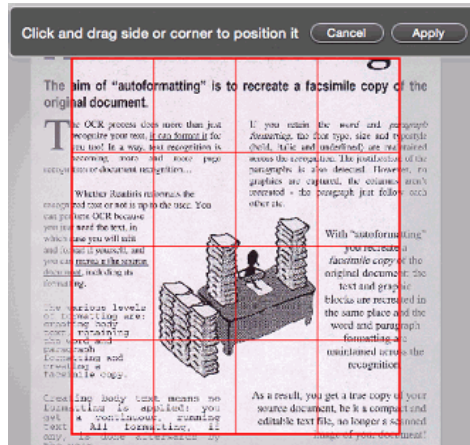
If the image was made from an angle, you can correct its perspective with the **Deskew** icon.

Notice that the Deskew icon looks different for digital camera images.



To deskew an image:

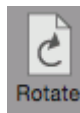
- Select the image, then click the **Deskew** icon.
- Drag the corners one by one in the direction of your text.
Make sure the top and bottom sides are parallel to the text.
Make sure the right and left sides are parallel to the text margins.



- Click **Apply** to deskew the image.

Rotating images

To rotate an image, click the **Rotate** icon. Then click the required option.



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.

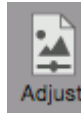
“Autoformatting” recreates a *facsimile* copy of the original document: the text blocks, graphics and tables are recreated in the same place and the word and paragraph formatting are maintained across the recognition.

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 color.
- If that's not the case, re-scan your documents using these settings.

Then access the Image Adjustment options:

- Click the **Adjust** icon on the Image and Layout Editing toolbar.



Smoothen (color or grayscale) image

This option is selected by default. It smoothens out differences in intensity, creating a greater contrast between the text and the background. Sometimes smoothing 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.

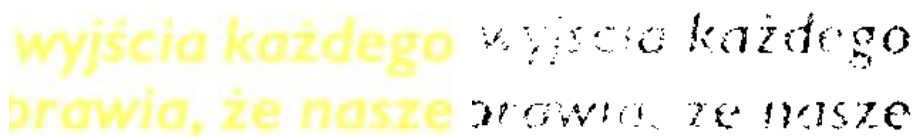


In this case you need to brighten the image in order for the text to be displayed.

**Verenigde Staten,
een antwoord te vi**

Example 2: image is too bright

The image below is too light and results in broken text characters. The text is hardly legible.



In this case you need to darken the image to obtain satisfactory results.

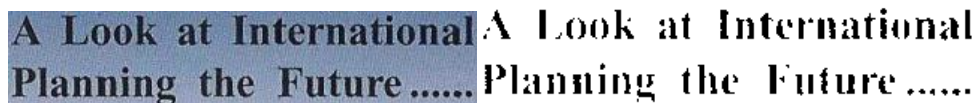
**wyjścia każdego
brawia, że nasze**

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

Important note: the **Image Adjustment** options are applied the binarized image only. Once you have applied them, the original image is displayed again.

Section 7: 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, no recognition will be done.

In Readiris there are 4 kinds of recognition zones. You have **text** zones, **image** zones, **table** zones and **barcode** zones.

Notice that each zone type has its own color.

Text zones	Orange
Image zones	Blue
Table zones	Purple
Barcode zones	Green

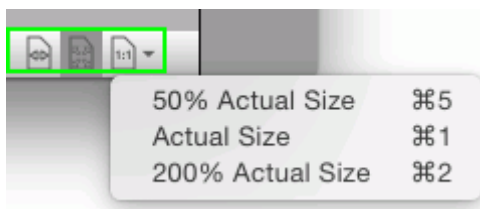
The zones are also numbered; notice the number in the top left corner of each zone. The numbers run top-down and from left to right. They indicate the order in which the zones are recognized.

Viewing the Recognition Zones

Several viewing options are available allowing you to inspect the opened images and their recognition zones.

Changing the View Size

- Click the **Size** icons in the bottom right corner of the interface.



- Then select the required option.

Note that you can also use keyboard shortcuts to apply these viewing options.

Zooming in on images

- Click the **Loupe** icon on the Image and Layout Editing toolbar.



- Then move the Loupe over the image.

You can also use the keyboard to zoom in on images:

- Shift-click on an image to zoom in.
- Then Alt-click on the image to grab it and move to another section of the image.

Modifying the automatic Page Analysis

Readiris divides documents into **text**, **table** and **graphic** recognition zones when the option **Page Analysis** has been activated. This automatic page analysis can be modified in several ways. For instance, you can expand and reduce zones in size, move zones to a different location, manually create new zones, change the zone type of existing zones, 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 after you sent your documents to a target application. With Readiris you can for instance send your documents to word processors such as TextEdit, Microsoft Word, Pages, and so on.

Expanding or reducing zones

- Click inside a zone.
Notice the markers on the sides and in the corners of the zone.
- Click on a marker, hold the mouse button and drag the frame to the required size.

Moving zones

- Click inside a zone you want to move.
The entire zone is now marked in its corresponding color.
- Hold the mouse button, and drag the frame to the position of your choice.

Deleting zones

- Click the zone you want to delete.
- Or Cmd-click to select multiple zones.
The entire zone(s) are now marked in their corresponding color.
- Then press the Backspace button on your keyboard.

Deleting all zones

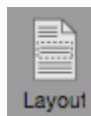
- On the **Edit** menu, click **Delete All Zones**.

Deleting small zones

- On the **Edit** menu, click **Delete Small Zones**.
All zones that are smaller than 50 pixels will be removed.

Manually drawing zones

- Click the **Layout** icon to display the Layout tool.



- Click the zone type you want to create. E.g. Text.
- On the right side of the tool, set the option to **Click and drag to draw new Text zones**.

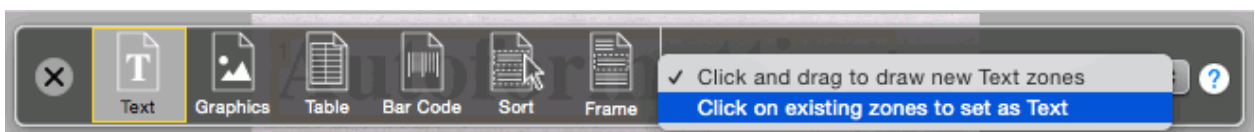


- Then click and hold the mouse button and draw a frame around the section to want to recognize as text.

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

Changing the zone type

- Click the **Layout** icon to display the Layout tool.
- Click the zone type you want to create.
- On the right side of the tool, set the option to **Click on existing zones to set as**



- Then click the zones you want to change.

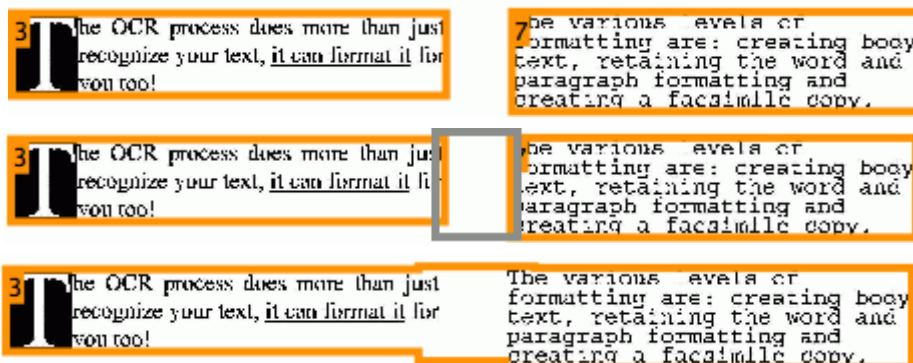
Changing the sort order of zones

- Click the **Layout** icon to display the Layout tool.
 - Click the **Sort** icon.
- The numbers now disappear from the zones.
- Now click the recognition zones one by one, in the order you want to sort them in.
- Zones you do not click, will be excluded from recognition.
- Then click **OK** to save the new sort order, or click **Cancel** to keep the original sort order.

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:

- Click the **Layout** icon to display the Layout tool.
- Click the **Text** icon.
- Then draw a text zone that overlaps the two zones to connect them.

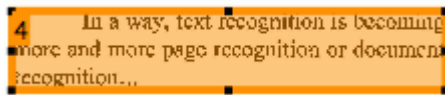


- The two zones are merged into one.

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

OR

- Close the Layout tool.
- Click a zone to select it. The entire zone is now marked in its corresponding color and the markers on the borders are displayed.
- Click one of the markers and expand a side of the zone until it overlaps with another zone of the same type.



- The two zones are merged into one.

Recognizing a particular area

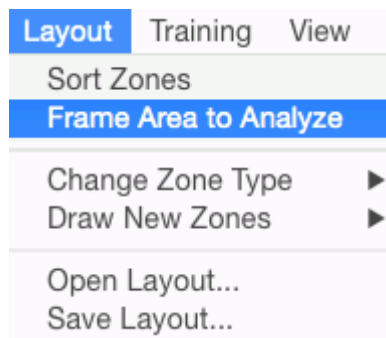
In case your document only contains content in a certain area of the page, you can use the **Frame** option to exclude the remainder of the page from the recognition.

- Click the **Layout** icon to display the Layout tool.
- Click the **Frame** icon.
- Then draw a frame around the section that contains the information.

Everything outside the frame will be ignored.

You will also be prompted whether you want to ignore the same area on all the pages of the current document.

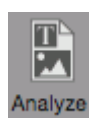
Note: the command **Frame Area to Analyze** on the **Layout** menu carries out the same operation.



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** icon to do so.

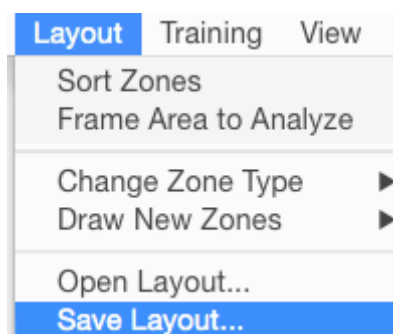


Using zoning templates

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.

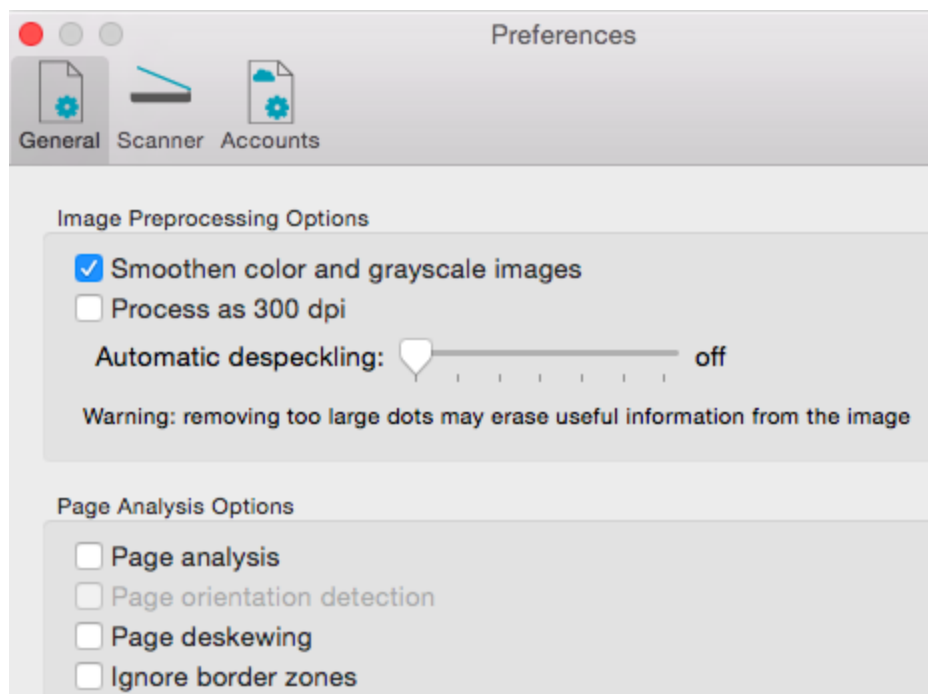
To create a zoning template:

- Scan the first document.
- Edit the zones to your liking.
See [Editing the Recognition Zones](#) for more information.
- On the **Layout** menu, click **Save Layout**.



To use a zoning template:

- First, deactivate Page Analysis on the **Readiris** menu > **Preferences** > **General**.



- On the **Layout** menu, click **Open Layout**.
- Then, scan or open your documents in Readiris.
- The same layout is applied to all the documents you open.

To stop using the template, re-activate **Page Analysis** again.

Manually copying the zoning layout.

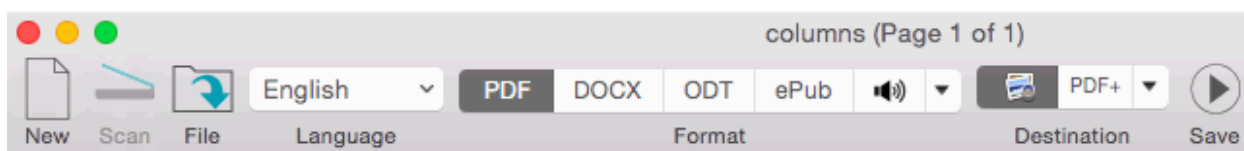
It is also possible to manually copy the zoning layout from one page to another:

- Cmd-click the zones you want to copy to another page.
Tip: make sure the Layout tool is closed. Otherwise, Cmd-click won't work.
- Then press **Cmd+C** on the keyboard.
- Go to the page to which you want to copy the zoning layout.
- Click inside the image and press **Cmd+V** on the keyboard.

Section 8: Selecting the Output Format

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 processing and Spreadsheet files, and PDF files. With Readiris you can also turn Image PDFs - in which you cannot select or copy any text - into fully text-searchable PDF documents.

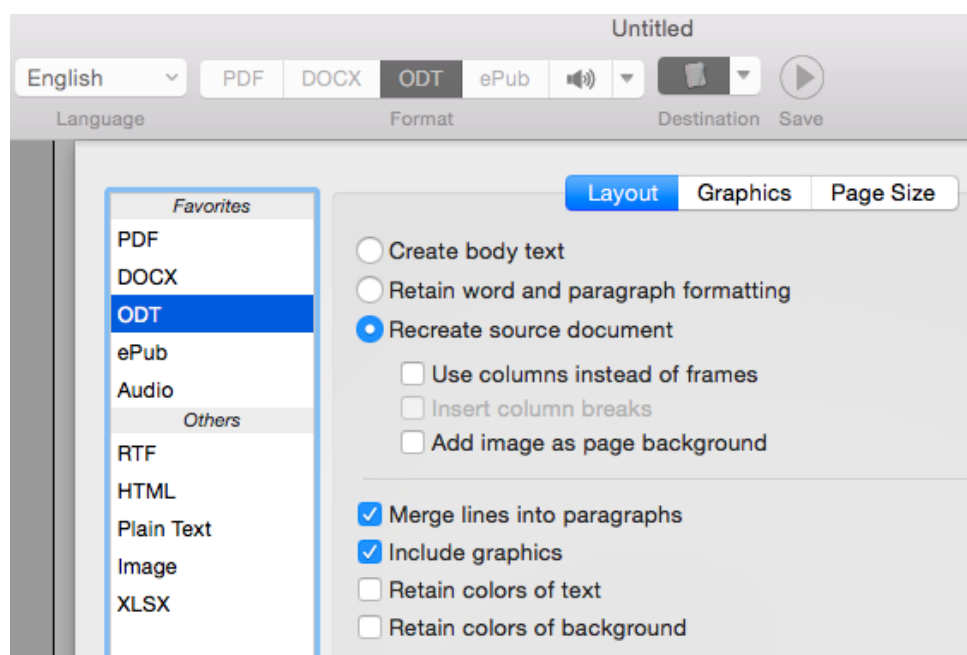
The output formats are displayed in the **Format** group.



The default formats are PDF, DOCX, ODT, EPUB and Audio.

To change the default formats:

- Click the down arrow in the **Format** group.
- Drag the required format to one of the top positions in the **Favorites** list. The five top formats are displayed in the toolbar.



Below you find an overview of the supported output formats. For each of these output formats, specific layout options are available. See the section [Selecting the Layout Options](#) for more information.

PDF

PDF stands for "Portable Document Format". It is a format developed by Adobe Systems 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.** 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, PDF/A-compliant PDF files. See the section [PDF Options](#) for more information.

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

DOCX

DOCX is the standard text processor format used since Microsoft Word 2008. It is a standard format in several applications on the Microsoft Windows operating systems.

DOCX is also supported by Pages for Mac and DOCX with simplified layout is supported in TextEdit.

ODT

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

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

RTF

RTF stands for "Rich Text Formatting". It is a free document file format developed by Microsoft Inc. to facilitate document exchange.

Use the RTF format when you do not have the possibility to use the DOCX or ODT formats. It is recommended to use Microsoft Word to open RTF documents generated by Readiris.

XLSX

XLSX is the standard spreadsheet file format used since Microsoft Excel 2008. XLSX files are created using the Open XML standard. Each cell in an XLSX file can have a different formatting.

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 Safari, and in Web page editors such as Adobe Dreamweaver.

Note: HTML is the recommended format when saving documents to Evernote.

TXT (Unicode text)

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.

EPUB

EPUB is a free and open e-book standard by the International Digital Publishing Forum (IDPF). EPUB is designed for reflowable content, meaning that the presentation of the content automatically adapts itself to the device on which it is opened. EPUB also supports fixed-layout content.

Note that Readiris only creates body text in EPUB files. Images are not included.

Audio

Audio .aiff is an audio file format standard for storing sound data. Save your documents in .aiff to have the text read out to you. See [Audio Options](#) for more information.

Image File formats

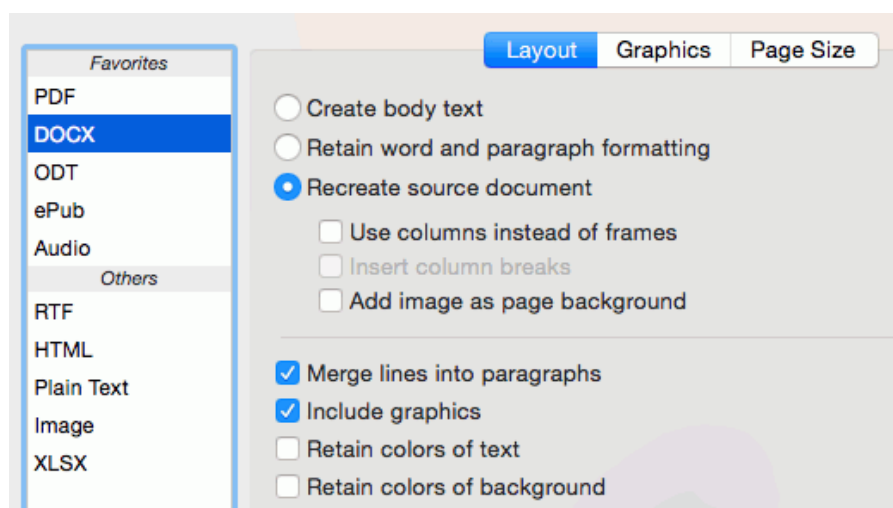
Although Readiris is a text recognition application, it can also save documents as image files.

The following image file formats are supported as output: TIFF, PNG and JPEG.

Selecting the Layout Options

To access the **Layout** Options:

- Click the down arrow in the **Format** group.
- Select the Format of your choice.
- Its options are displayed in the right-hand side of the windows.
Below you'll find a short description of each options group.



Layout Options

The [Layout Options](#) play an important role when generating Word processor documents (DOCX, ODT, RTF), Spreadsheet documents (XLSX) and Web page documents (HTML). They determine for a large part what your final documents will look like.

Which layout options are available depends on the output format you select. When you select an image output format, such as PDF Image, or TIFF, for instance, these options are not available.

See the sections [Layout Options \(Text Documents\)](#) and [Layout Options \(Spreadsheet Documents\)](#) for more information.

Graphics Options

The [Graphics Options](#) determine how the graphic zones 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 Graphics Options will be unavailable in Readiris.

See the section [Graphics Options](#) for more information.

Page Size

The [Page 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 DOCX, ODT, RTF and XLSX.

See the section [Page Size](#) for more information.

PDF Options

When generating PDF documents, only the specific [PDF Options](#) are available. These include bookmarking, iHQC-compression and password protection.

See the sections [PDF Options](#) and [PDF Passwords](#) for more information.

Layout options (Text documents)

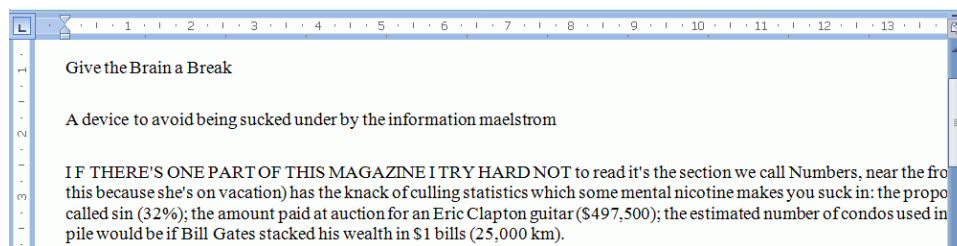
The [Layout Options](#) play an important role when generating Word processor documents (.docx, .rtf, .odt), Spreadsheet documents (.xlsx) and Web page documents (.htm). They determine for a large part what your final documents will look like.

Below you find a description of what each Layout option does and examples of real documents. The specific Layout options for Spreadsheet documents are discussed in the section [Layout Options Spreadsheet Documents](#).

Note: the **Layout** tab is of course unavailable when you select PDF or image files as output format. PDF is a fixed-layout format and by default re-creates the original layout of the document.

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, in another application.

Example of body text

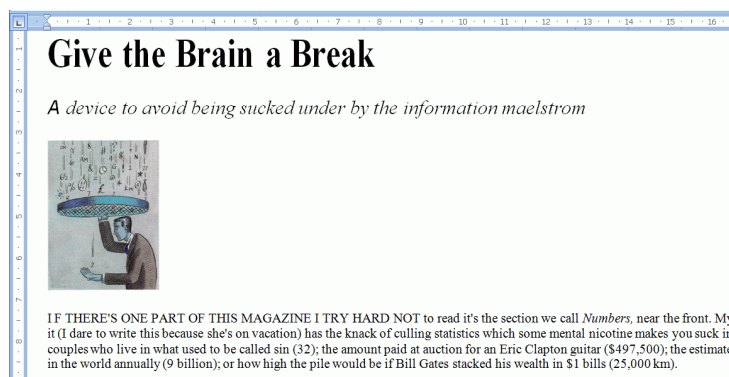
- The option **Retain word and paragraph formatting** keeps the general format structure of your scanned document.

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.

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

- 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.

- 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.

- 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.

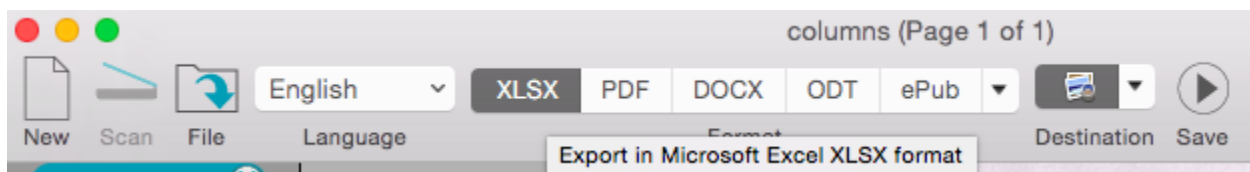
The format **PDF Text-Image** modifies PDF files in the same manner.

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

- 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 graphics** 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.

Layout Options (Spreadsheet Documents)

The following Layout Options are available when you select .XLSX as output format from the **Format** group.



Worksheet:

- 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.

- The option **Retain word style and text paragraphs** 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.

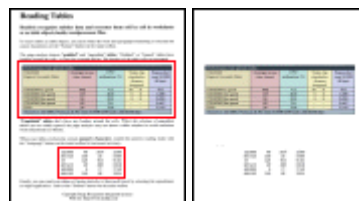
Tables are recaptured correctly.

Pictures are not captured.

- 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 **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 **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.

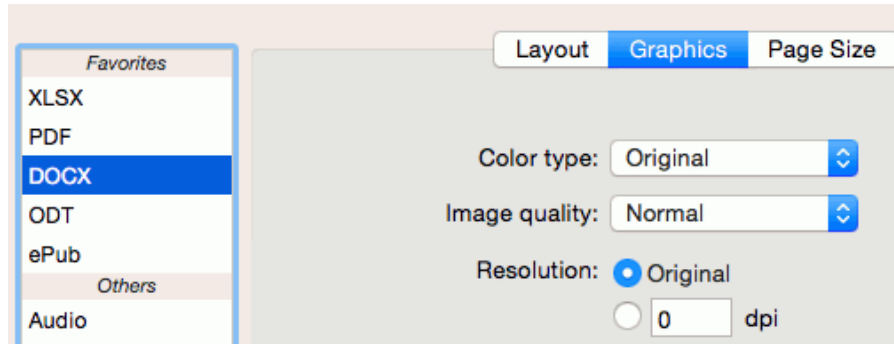
	A	B	C
1	Performance optical media		
2	CD-ROM	Average access	CPU
3	Digital Versatile Disk	time (msec)	utilization (%)
4	CD-ROM 24x speed	80	58.2
5	CD-ROM 32x speed	60	72.1
6	DVD	58	78.9
7	Tested on 333 MHz Pentium II with 64 MB RAM and 4 GB HD		

Selecting the Graphics options

The **Graphics** 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.

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.



Color type

Readiris saves graphics in their **original** depth by default.

Readiris can also save graphics in **black-and-white**, **grayscale** and **color**.

Image quality

You can choose between Low, Normal and High quality graphics.

Resolution

Readiris retains the **original** resolution by default.

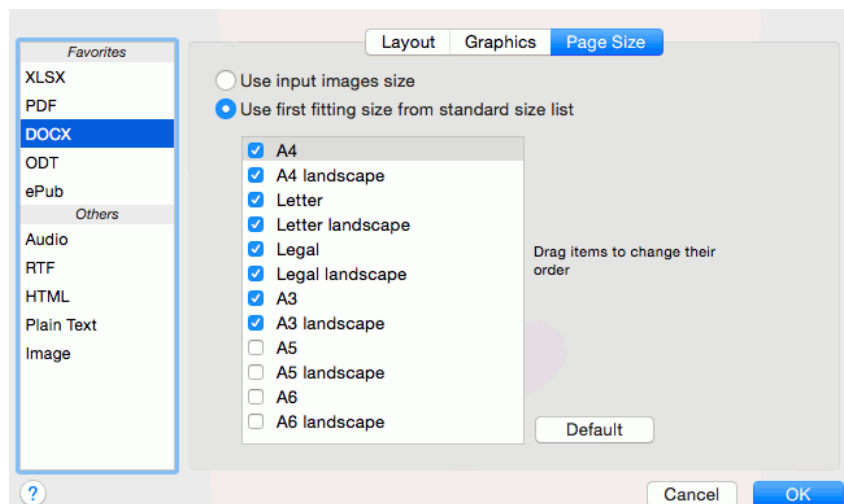
You can also choose to reduce the resolution to a lower **dpi** (between 50 and 300).

Note that you cannot increase the resolution.

Page Size

In Readiris the page size of the documents you scan and open does not necessarily have to be the same as the page size of your output documents.

When generating DOCX, XLSX, ODT or RTF documents, you can select the preferred page sizes:



- Select **Use input images size** to generate output documents that have the exact same size as the original files.
- If you want to use a **standard page size** - in case you want to print your documents for instance - select **Use first fitting size from standard size list**.
- Then select your preferred page sizes.
- Now sort the selected page sizes in the order of your preference.
Readiris tries to use the first page size in the list. If your document is too big for the page size, Readiris tries to second page size in the list, and so on.
So make sure you drag your preferred page sizes to the top of the list.
- When you are done, click **OK** to save and close the settings.

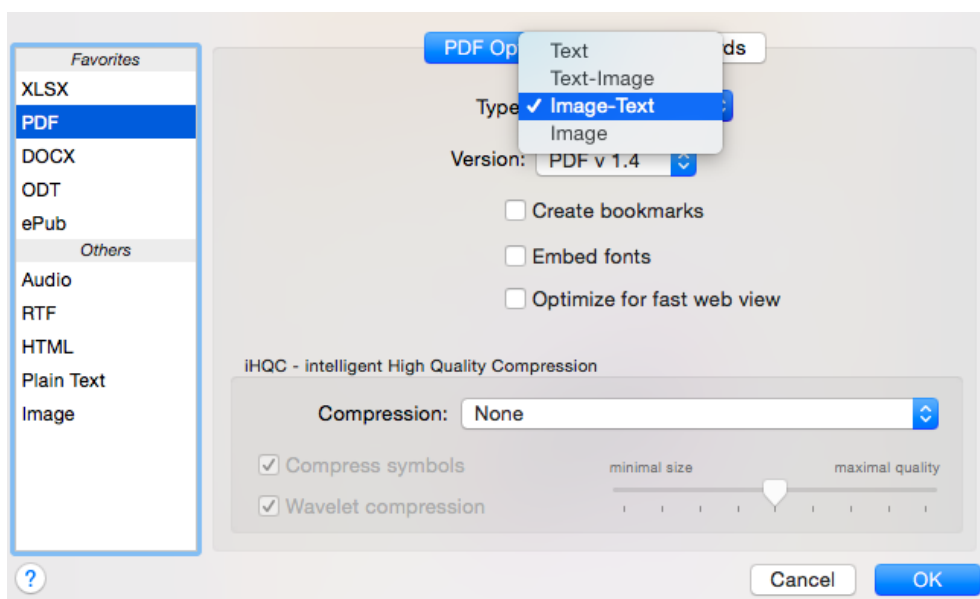
Tip: to restore the default settings, click **Default**.

PDF Options

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

To access the PDF options:

- Click the down arrow in the **Format** group.
- Select **PDF** in the Favorites list.
- The **PDF Options** tab is displayed.



PDF Type

Select the PDF type from the **Type** list:

- **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.
- **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.

- **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.
- **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.

Version

In this drop-down list you can select which PDF version you want to generate.

PDF v 1.4: It takes Adobe Acrobat 5.0 and higher to open these documents.

PDF v 1.7: It takes Adobe Acrobat 8.0 and higher to open these documents.

PDF / A-2: Generates PDF files that are suited for long-term archiving. PDF / A-2 is based on PDF v 1.7.

PDF / A-1: Generates PDF files that are suited for long-term archiving. PDF / A-1 is based on PDF v 1.4.

Note that PDF/A is not supported with Asian languages.

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.

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.

Optimize for fast web view

This option 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.

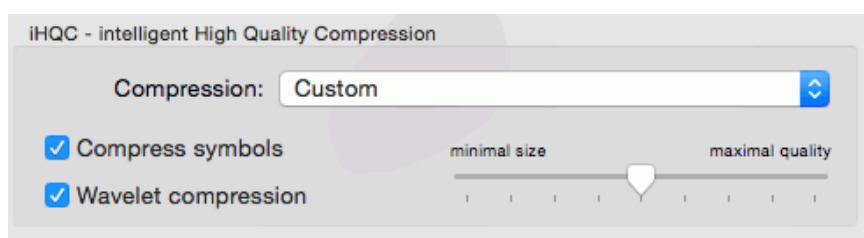
iHQC Compression

In Readiris you also have the possibility to hyper-compress your PDF documents with 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.

iHQC is available for **Image-Text** and **Image PDFs**.

Select the compression type:

- **Good quality - best compatibility:** no use of wavelet compression (JPEG2000) and no use of symbols compression (JBIG2).
- **Good compression - best compatibility:** does the same as the previous option but with more aggressive compression factors for the background and foreground images.
- **Better compression - good compatibility:** use of symbols compression (JBIG2) but no use of wavelet compression (JPEG2000).
- **Better compression - good quality:** use of symbols compression and wavelet compression with moderately aggressive compressions factors
- **Best compression:** use of symbols compression and wavelet compression with more aggressive compression factors.
- **Custom (Readiris Corporate only):** use of symbols compression, wavelet compression and compression factors are set freely.



PDF Passwords

(This section applies to Readiris Corporate only)

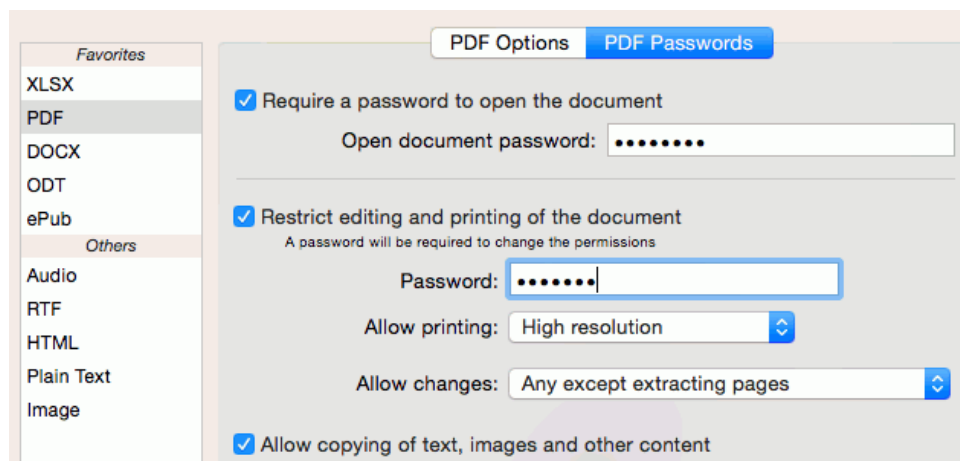
The PDF documents you generate with Readiris can be password-protected. You can set a password to open the documents, and a password that restricts modifications to the documents.

To access the PDF Password options:

- Click the down arrow in the **Format** group.
- Select **PDF** in the Favorites list.
- Then click the **PDF Passwords** 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.

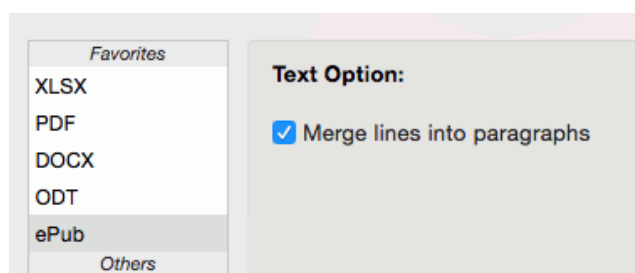


EPUB Options

EPUB is a free and open e-book standard by the International Digital Publishing Forum (IDPF). EPUB is designed for reflowable content, meaning that the presentation of the content automatically adapts itself to the device on which it is opened. EPUB also supports fixed-layout content.

Note that Readiris only creates body text in EPUB files. Images are not included.

The option **Merge lines into paragraphs** is selected by default. Readiris wordwraps the recognized text until a new paragraph starts, and reglues hyphenated words at the end of a line.

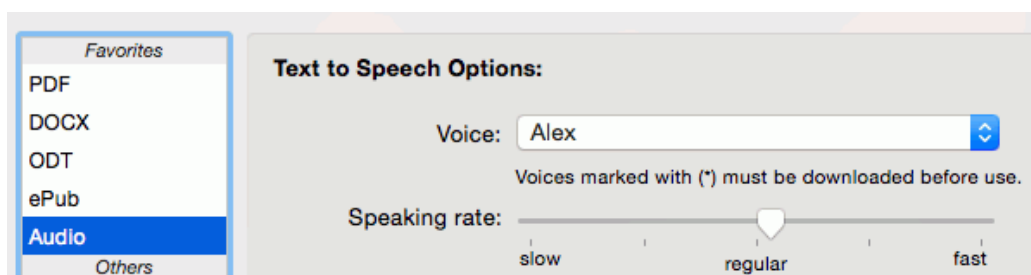


Audio Options

Audio .aiff is an audio file format standard for storing sound data. Save your documents in .aiff to have the text read out to you.

To access the Audio Options:

- Click the down arrow in the **Format** group.
- Click **Audio** in the **Favorites** list.
- Click the **Voice** list and select which voice should read out the text.
Voices marked with (*) must be downloaded before use.
- Move the **Speaking rate** slider to adjust the speed.



Section 9: Saving Documents

The documents you process in Readiris can be saved to different destinations:

- You can **save them locally** as file.

In this case the documents are simply stored on your computer and you can export and share them later.

The pages that are opened in Readiris are saved into a single output file, except when you select an image file as output format. In that case Readiris saves them as separate image files.

- You can open them in an **application**.

This is useful when text editing needs to be done. Once that's done you can save the documents.

Note that the TextEdit application does not support complex layouts.

- You can export them to an online Storage System.

Readiris exports documents to Evernote, Dropbox, Google Drive, Microsoft OneDrive and Box. Readiris Corporate also exports documents to Microsoft SharePoint.

To select a destination:

- Click the down arrow in the **Destination** group.
- Select **Save locally** or select an **online Storage application**.

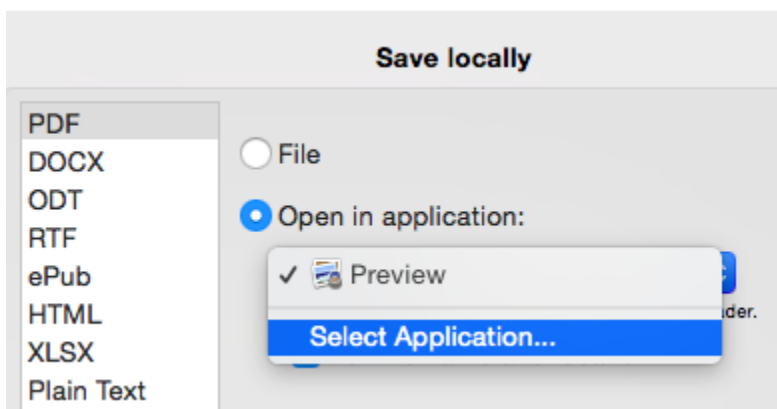
Note that only the online Storage Applications you have already configured are displayed in the list. To configure a new application, click the plus sign at the bottom of the screen. See [Saving Documents to online Storage Systems](#) for more information.

- Select the required **Output Format** from the list.

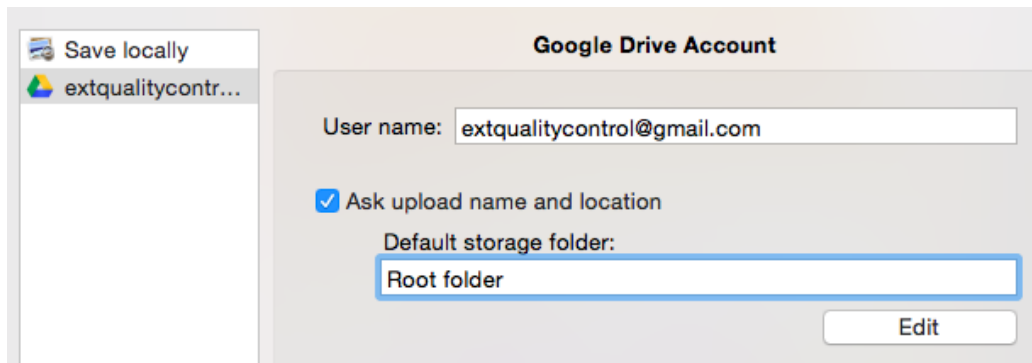
The formatting options you configured in the **Format** group are applied to the format you select here. See [Selecting the Output Format](#) if necessary.

- When you select **Save locally**, you can choose to simply generate the **File** or open your document in an **Application**.

When you select **Open in application**, a default application that supports the selected output format is proposed. To select a different application, click the application list and then click **Select Application**. Browse for a compatible application and click **Open**.



- When you select an online Storage application, specify the location where you want to store your documents.

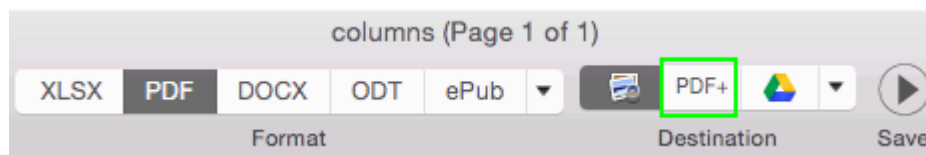


- Now close the settings and process your documents in Readiris to send them to the configured destination.

Appending PDF documents

In Readiris 15 you can not only generate new PDF documents, but also add pages to existing PDF documents.

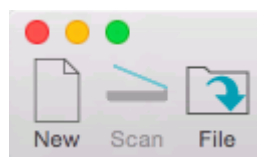
- Select **PDF** in the **Format** group.
- Select **PDF+** in the **Destination** list.



- Process your document and click **Save**.
- In the window that opens select the PDF file to which you want to add your document.

Starting a new project

- Click **New** on the top toolbar.
This command erases your document from Readiris so you can start a new one.



Saving Documents to online Storage Systems

Readiris exports documents to Evernote, Dropbox, Google Drive, Microsoft OneDrive and Box. Readiris Corporate also exports documents to Microsoft SharePoint.

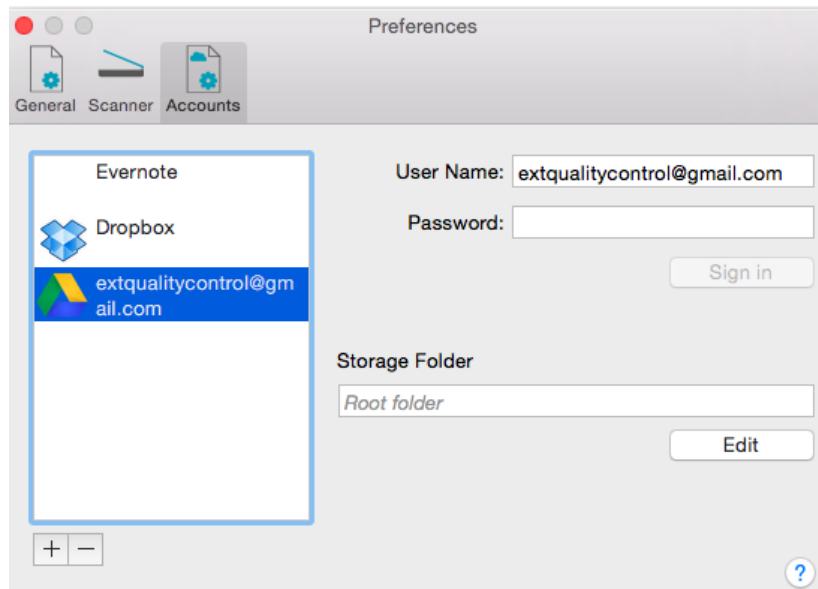
Before you can export to these systems, a few requirements need to be met:

- You need a valid account for each application.
- Internet access is required.
- The connection must be configured.

To configure a connection:

- Click the down arrow in the **Destination** group.
- Click the plus sign at the bottom of the window.
- Select an account from the **Account type** list.

Note: this can also be done via **Readiris > Preferences > Accounts**.

**Google Drive**

- Enter your **Email** and **Password**, then click **Sign in**.
- Select the option that allows Readiris to access your account.
- Select the folder to which you want to export documents, and then click **Finish**.

Note that you can add multiple Google Drive accounts.

Evernote

Preliminary note: the Evernote application must be installed on your computer and must be connected to your Evernote account.

- Click **Select** to specify to which Notebook you want to export documents.

Microsoft OneDrive

- Enter your **Microsoft account** and **Password**, then click **Sign in**.
- Select the option that allows Readiris to access your account.
- Select the folder to which you want to export documents, and then click **Finish**.

Note that you can add multiple Microsoft OneDrive accounts.

Box

- Enter your **Email address** and **Password**, then click **Authorize**.

Note: you can also use **Single Sign On (SSO)**.

- Select the option that allows Readiris to access your account.

- Select the folder to which you want to export documents, and then click **Finish**.

Dropbox

Preliminary note: the Dropbox application must be installed on your computer and must be configured for your Dropbox account.

- Click **Select** to specify to which **Storage Folder** you want to export documents.

When you are done, close the **Preferences** window.

Microsoft SharePoint

- Enter your Username and Password.
- Enter the server to connect to.
- Then click **Browse**.
- Select the required folder to export to.
- If necessary, select **Content Type**.

Note: if you keep the following option selected "**Ask for confirmation before exporting**" you will always need to indicate the export folder when processing documents. To avoid this step, clear this option.

Removing an online Storage System

To remove an online Storage System from the Readiris configuration:

- Click the down arrow in the **Destination** group.
- Select the account you want to remove.
- Then click the minus sign at the bottom.

Saving Documents as Audio File

Readiris can now convert documents into Audio files that can be read out to you.

To access the Audio Options:

- Click the down arrow in the **Format** group.
- Click **Audio** in the **Favorites** list.
- Click the **Voice** list and select which voice should read out the text.
Voices marked with (*) must be downloaded before use.
- Move the **Speaking rate** slider to adjust the speed.

To save a document as Audio File:

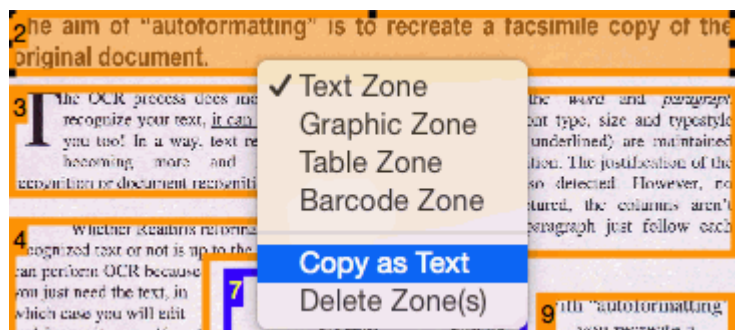
- Click the down arrow in the **Destination** list.
- Click **Save locally**.
- Select **Audio** as Output format.
- Select **Open in application** and click **OK**.
- Now process your documents in Readiris. The document will be read out to you by the application you selected.

Saving the Contents of Particular Zones

Besides saving entire documents, you can also save the contents of particular zones:

- **Ctrl-click** the zone you want to recognize.
- Then click **Copy as ...**
- The results are copied to the clipboard. You can now **paste** them into other applications.

Note that you can also send content directly to Evernote, if the connection is configured correctly.



Saving Images

Although Readiris is a text recognition application, it can also save documents as image files.

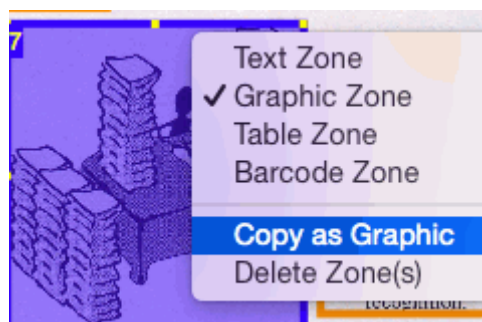
To save documents as images:

- Click the down arrow in the **Destination** group.
- Select **Save locally**.
- Select **Image** as Output Format.

Images can be saved as TIFF, PNG or JPEG, depending on the format you configured in the **Format** settings.

Other ways of saving documents as image files

- Ctrl-click a Graphic zone in your documents, and select **Copy as Graphic**. This command copies the image to the Clipboard.
- The image can now be pasted into another application.



- Or drag a thumbnail from the Pages panel or Thumbnail view to the Desktop to save the entire page as JPEG image.

Section 10: Processing Batches of Documents

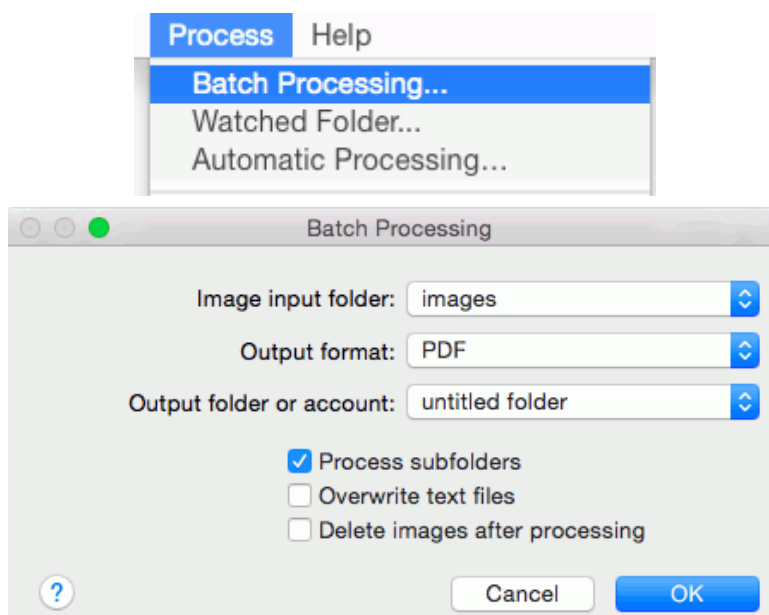
Batch Processing

(This section applies to Readiris Corporate only)

When you are processing entire batches of image files you can use Readiris' **Batch Processing** folder. Batch Processing executes the recognition on all scanned images in a specific folder. Indicate to Readiris in which folder your documents are located, start the processing and all your documents will be converted to the required output format.

To start batch processing:

- On the **Process** menu, click **Batch Processing**.



- Select an **Image input folder**.
This is the folder to which you scan the documents.
- Select an **Output format**.
The configurations you applied in the **Format** group are available here. See the topic [Selecting the Output Format](#) for more information.
- Select an **Output folder or account**.
This is the folder or account where your processed documents will be stored.
The configurations you applied in the **Destination** group are available here. See the topic [Saving Documents](#) for more information.
Important note: do not select an output folder that is also being used as Watched Folder.

Batch Processing Options

- In case you want to process the underlying subfolders of the Input folder, select **Process subfolders**.
- If you want Readiris to overwrite existing output files in the Text output folder, select **Overwrite text files**.

- If you want Readiris to delete the original images from the Input after processing, select **Delete images after processing**.

When you are done selecting the options, click OK for Readiris to start Batch processing the folder.

Readiris processes the images of all supported file formats. You cannot limit the recognition to files of a specific file format.

The recognized documents get the same file name as the original image files.

A log file is created per batch, containing the processing date and the document names and paths.

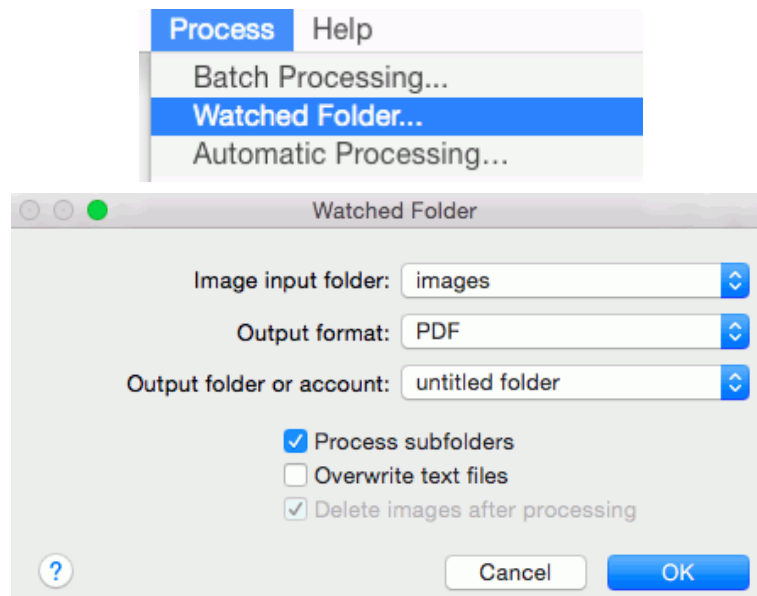
Watched Folder

(This section applies to Readiris Corporate only)

If you need to scan entire batches of documents, on a scanner equipped with a document feeder, for instance, you can use Readiris' Watched Folder feature. This way, you can scan all your documents to a specific folder that is being monitored by Readiris. Whenever Readiris spots a new document inside the Watched Folder, it processes it and sends it to an output folder.

To set up a Watched Folder:

- On the **Process** menu, click **Watched Folder**.



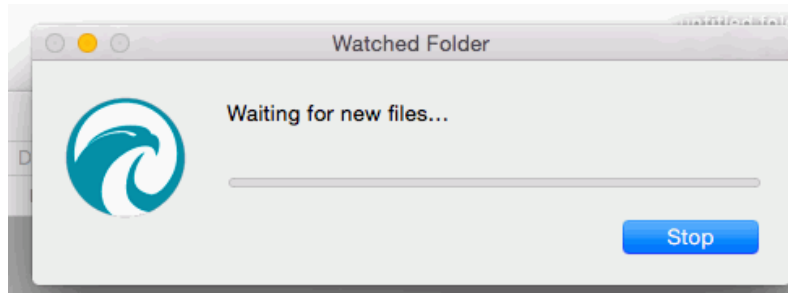
- Select an **Image input folder**.
This is the folder to which you scan the documents.
- Select an **Output format**.
The configurations you apply in the **Format** group are available here. **Tip:** see the topic [Selecting the Output Format](#) for more information.
- Select an **Output folder or account**.
This is the folder or account where your processed documents will be stored.
The configurations you applied in the **Destination** group are available here. See the topic [Saving Documents](#) for more information.
Important note: do not select an output folder that is also being used as Watched Folder.

Watched Folder Options

- In case you want to process the underlying subfolders of the Watched Folder, select **Process subfolders**.
- If you want Readiris to overwrite existing output files in the Text output folder, select **Overwrite text files**.
- If you want Readiris to delete the original images from the Watched Folder after processing, select **Delete images after processing**.

When you are done selecting the options, click OK for Readiris to start monitoring the Watched Folder.

Readiris will process any images it spots inside the folder.



The monitoring continues even if you quit Readiris.

To add documents to the Watched Folder while it is being monitored by Readiris:

- Scan documents to the Watched Folder, or
- Move existing image files to the Watched Folder.

How to

How to configure your scanner in Readiris

Readiris supports all **Twain 1.9** compliant scanners, all **Image Capture** compliant scanners, and **IRIScan 2** and higher scanners.

Most Image Capture scanners are plug and play. Before you can use a Twain scanner, however, its drivers need to be installed on your Mac.

Twain scanners

- Connect your scanner to your Mac and power it on.
- Install your scanner's Twain driver.

In general, drivers can be found on the CD-ROM provided with your scanner and 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 Mac OS. See the documentation supplied with your scanner to find out which platforms are supported. If necessary, contact your scanner manufacturer.

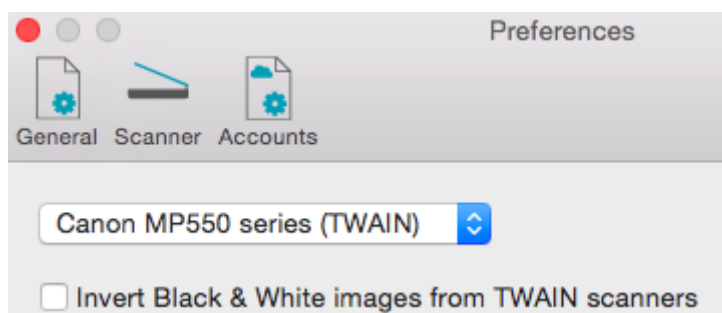
IRIScan scanners

- Connect your *IRIScan scanner to your Mac and power it on.
- Install your scanner's Twain driver.

*Note that you do not need to install any drivers when using an **IRISCard Anywhere**, **IRIScan Anywhere** or **IRIScan Book** scanner. They are not Twain driver-based scanners that can be used from within any application to scan documents. Instead, they are designed to be used on their own, disconnected from any computer. The documents you scan are stored in the scanner's internal memory (or optional SD card / USB flash drive). From there they can be loaded directly into Readiris when you connect the scanner or insert the SD card or USB flash drive into your Mac.

To check if the scanner driver has been installed successfully:

- In the **Readiris** menu, click **Preferences**.
- Click the **Scanner** tab.
- You should see your scanner listed.



If your scanner is not listed, its driver has not been installed successfully.

Note that the **IRIScan** settings at the bottom are only available if an IRIScan Express 2 scanner is connected.

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

How to recognize barcodes

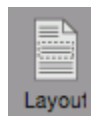
Readiris supports most widespread 2D barcodes, both laser printed and inkjet printed.

In Readiris Corporate, barcodes can also be used to separate documents in a batch. Note that in this case the content of the barcodes is not converted into text, the barcodes are only used to do the separation.



Recognizing barcodes manually

- Scan or Open your document.
- Click the **Layout** icon in the Image and Layout Editing toolbar.



- Then click the **Barcode** icon in the menu that appears, and draw a frame around the barcode zone.
- Close the Layout tool and process your document. The content of the barcode will be processed as well.

Recognizing a particular barcode

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

- Repeat the previous steps to draw a barcode zone.
- Ctrl-click the barcode zone and select **Copy as data**.

The recognized content of the barcode is copied to the Clipboard. From there you can paste it into other applications.

Note that need to close the **Layout** tool in order to Ctrl-click a zone.



Recognizing barcodes to separate document batches

(This section applies to Readiris Corporate only)

Barcodes can be used as separators to separate documents in a document batch. Readiris can automatically look for barcode pages and mark them as cover page, indicating the beginning of a new document.

- On the **Settings** menu click **Document Separation and Indexing**.
- Select **Detect cover pages with a barcode**.
 - If necessary, indicate specific content Readiris should look for. For more information see the section [How to separate document batches](#).
 - Note:** the barcode reading results can also be included in an XML index. Select the option **Generate an XML index** and check the box **Include text of cover pages in index**.
- Click **OK** to save the settings. Then process your documents.

How to improve the recognition results

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

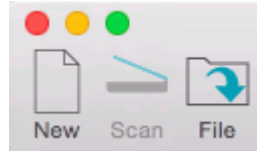
- The document language
 - Make sure you select the right language in the Language list. See the section [Recognition Options](#) for more information.
- The quality of the scanned documents
 - If the scanned documents are too bright, or too dark, Readiris will have trouble recognizing them. Luckily 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 [Scanning Documents](#) and [General Processing Options](#) to make sure the right settings have been selected for your scanner.
 - Make sure the scan resolution is set to 300 dpi for regular documents and to 400 dpi for small print and Asian languages.

How to process digital camera images

Readiris automatically detects when images have been made by a digital camera and uses special recognition algorithms to process them.

To open digital camera images:

- Click **File** on the top toolbar.

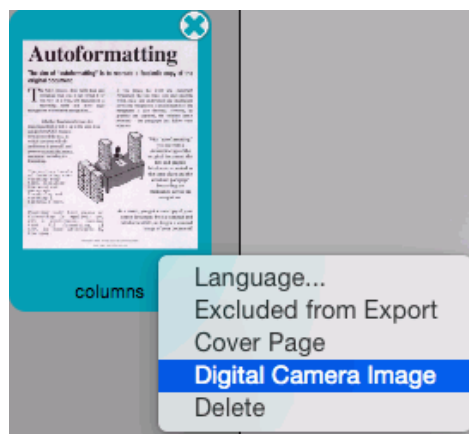


- Select your digital camera images and click **Open**.
- In the page thumbnail, you see a little camera icon, which indicates Readiris recognizes the image as digital camera image.



If Readiris does not detect your image is a digital camera image:

- Ctrl-click the page thumbnail.
- Select **Digital Camera Image**.



Deskewing Digital Camera Images

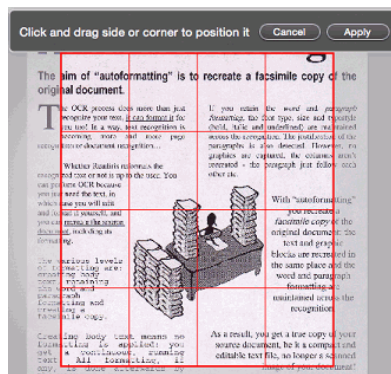
When photographing documents with a digital camera, it may happen that the documents are shot from an angle, which gives them a 3D effect and renders the recognition impossible.

To solve this issue, you can deskew your digital camera images:

- Open your digital camera image.
- On the Layout and Editing toolbar, click the **Deskew** icon.



- Drag the corners one by one in the direction of your text.



- Click **Apply** to deskew the image.

Tips for making digital camera images

- 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.
- Disable the flash when photographing glossy paper.
- Avoid opening compressed camera images.

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 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. Note that you can delete all blank pages simultaneously after recognition should this be necessary: click the command **Delete Blank Pages** on the **Process** menu to do so.

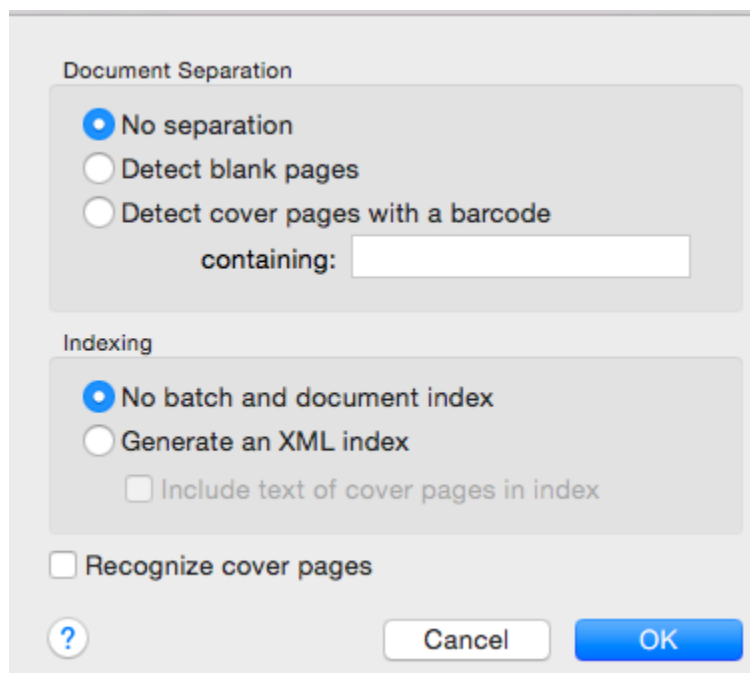
- cover pages containing a barcode

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 **Settings** menu and click **Document Separation and Indexing**.
- Indicate which separation method you are going to use: **Detect blank pages** or **Detect cover pages with a barcode**.

When you are using barcode pages as cover page, you can indicate specific data your barcodes should **contain** in order for Readiris to consider them to be barcode pages. Insert your company name for instance, **I.R.I.S.** in our case, in the field **containing**. Only barcodes that contain the data '**I.R.I.S.**' will be marked as cover pages and will be used to split up your document batch into separate documents. You can also add a variable part to the data, for instance the scanning date. This variable part will indicate the specific indexing data of each individual document.



- 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**.

An XML index file will be created per document. The index file contains detailed information such as the detected barcode separator, the page range, the output file name and the cover page text (if selected).

To include the text of the cover pages in the XML index, select the corresponding option. Note that these reading results are not included in the output document.

- If your cover pages also contain content you want to include in the processed output documents, select **Recognize cover pages**.
- Then click **OK** to save the settings and start processing document batches.

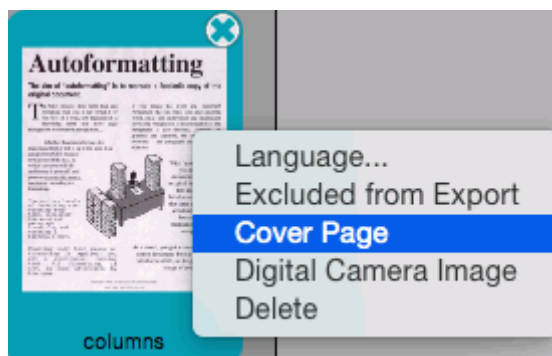
The document batch will be split up and can be saved in separate output documents.

Separating opened documents manually

- Click the **Open** button on the main toolbar and select the documents you want to open.
- Use the [Batch Processing](#) or [Watched folder](#) function when scanning large volumes of documents.

The Pages panel will display the page thumbnails.

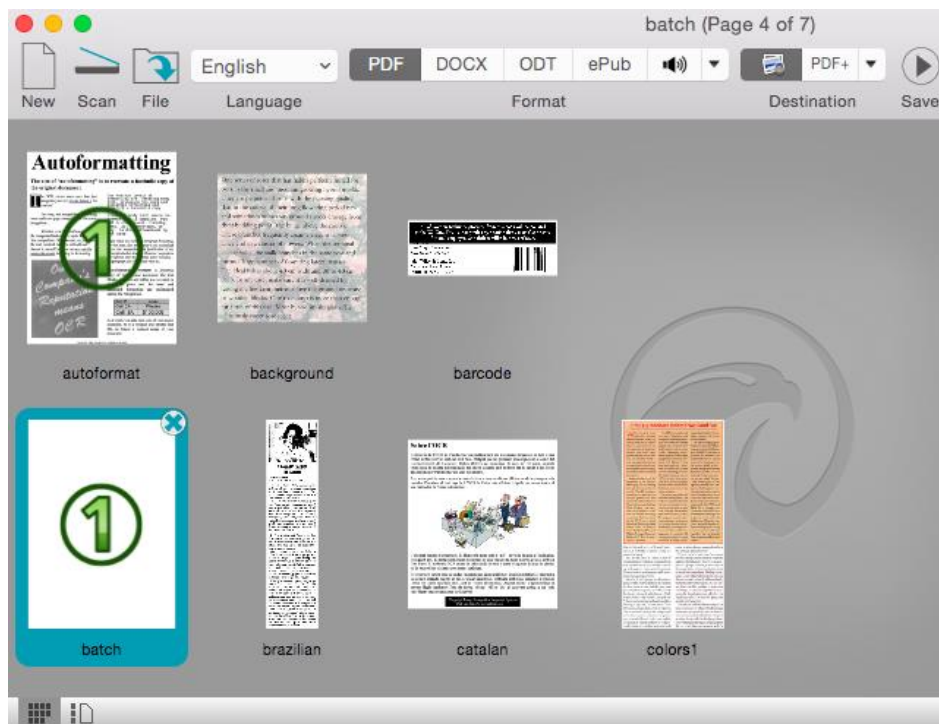
- **Ctrl-click** the pages you want to mark as cover pages, and click **Cover page**.



The page thumbnail in the Pages panel now displays the cover page icon.



Note: in Thumbnail view, each cover page is put on a different line, to facilitate the overview.



- Click the **Save** button to process the documents.

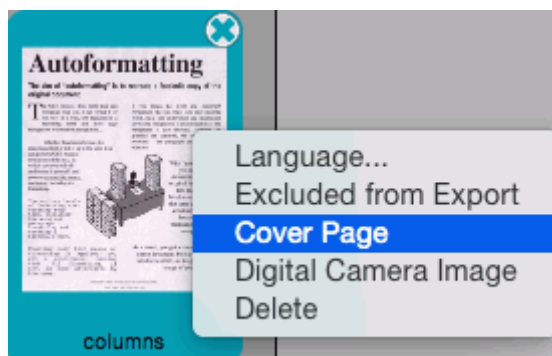
How to separate batches of image files

(This section applies to Readiris Corporate only)

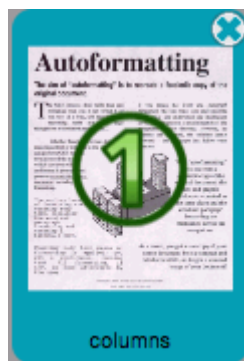
When you are processing batches of image files and don't want Readiris to convert them into a single output file, you can use **cover pages** to separate them.

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 Ctrl-click it and click **Cover page**.

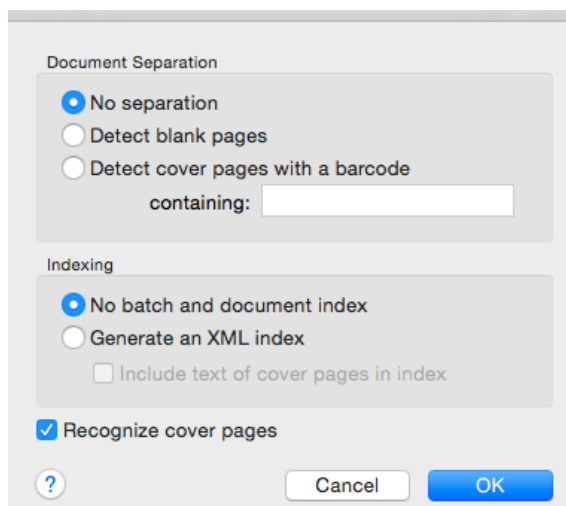


- The page icon turns into a Cover page icon.



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

- On the **Settings** menu, click **Document Separation and Indexing**.
- Then select **Recognize cover pages**.



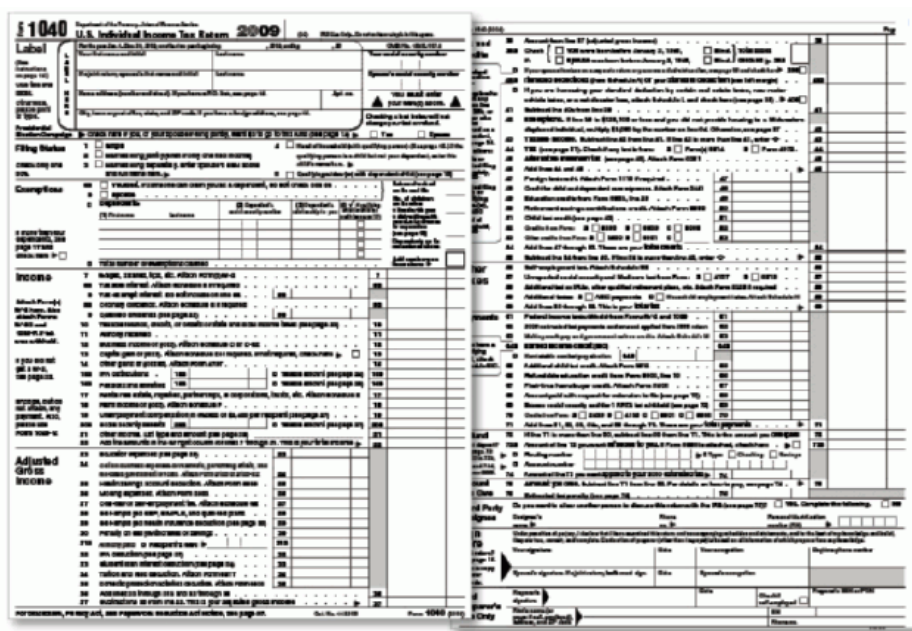
How to recognize forms

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 as 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 or Pages for Mac, 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 try to scan or open images of a resolution lower than 200 dpi or higher than 600 dpi, Readiris will display a warning.

When you are faced with these kind of 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** or images of which the file header displays an **incorrect resolution**, make sure to select the option **Process as 300 dpi**:

- On the **Readiris** menu, click **Preferences**.
- Click the **General** tab.
- 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 (Readiris Corporate only)

Make sure that favor **OCR accuracy** over speed when processing low-quality documents:

- Click the **Settings** menu.
- Click **Advanced Text Recognition Options**.
- Make sure the option **Favor accuracy over speed** is selected.

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.