

Optical Character Recognition Program

**ABBYY FineReader®**

Version 7.0

User's Guide

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# **Welcome!**

Thank you for choosing ABBYY FineReader!

ABBYY FineReader is an Optical Character Recognition (OCR) system that helps convert printed and PDF documents into editable formats while retaining the original layout of the document. The program allows users to create a digital copy of any document in minutes without manually retyping it. Although incredibly easy to use, ABBYY FineReader also provides more sophisticated settings and options to meet the needs of professional users who want fine-tune the application to suit their needs.

## **User's Guide**

The User's Guide introduces you to the basics of using ABBYY FineReader. Each chapter starts with a short summary description and a list of the chapter's contents.

## **Online Help**

FineReader's online Help contains basic and advanced information on program features, settings and dialogs. Online Help is provided in HTML format and has been designed for quick and easy information retrieval.

## **Readme File**

The Readme file contains the latest information on the software.

## **Technical Support**

If you have any questions on how to use FineReader, please consult all the documentation you have available (the User's Guide and the Help file) before contacting our technical support service. Also, take a look at the technical support section on our website at [www.abby.com](http://www.abby.com). You may find the information you need there.

If, after having consulted both your documentation and the ABBYY website, you still require assistance, e-mail us at [support@abby.com](mailto:support@abby.com). Note that our technical support experts will need the following information from you to be able to deal with your enquiries:

- The serial number of your copy of FineReader
- Your scanner make and model
- A general description of the problem and the full error message text (if you have encountered an error message)
- Your Windows operating system version
- Any other information you consider important.

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**Note:** Some system information can be obtained by clicking on **System Info** in the **About...** dialog (menu **Help/About**).

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## Chapter 1

# **Installing and Starting ABBYY FineReader**

This chapter provides detailed instructions on installing ABBYY FineReader, outlines the system requirements of the program and offers instructions for installing the program on workstations and networks. ABBYY FineReader 7.0 includes a specialized installation program that automates the setup process. To insure proper installation, always use the ABBYY FineReader CD-ROM for installation.

### **Chapter Contents:**

- Software and hardware requirements
- Installing ABBYY FineReader
- Network server/workstation installation
- Starting ABBYY FineReader
- About ABBYY FineReader activation

## Software and Hardware Requirements

### ABBYY FineReader 7.0 requires the following:

1. PC with Intel® Pentium®/Celeron®/Xeon™, AMD K6/ Athlon™/Duron™ or compatible processor. Processor must be 200MHz or higher
2. Microsoft® Windows® XP, Microsoft® Windows® 2000, Windows® NT® 4.0 with Service Pack 6 or greater, Windows® ME/98 (for working with localized interfaces, corresponding language support is required)
3. 64 MB (Windows XP/2000/NT 4.0), 32 MB (Windows ME/98), plus 16 MB of RAM for each additional processor (in the case of a multiprocessor system)
4. 150 MB of free hard-disk space for typical program installation
5. 70 MB of free hard-disk space for program operation
6. TWAIN-compatible scanner, digital camera or fax-modem
7. Video card and monitor (min. resolution 800×600)
8. Keyboard, mouse or other pointing device

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**Note:** Microsoft Internet Explorer 4.0 or later is required to search in recognized pages and to read news on the ABBYY Community news channel (only for ABBYY FineReader 7.0 Professional Edition).

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## Installing ABBYY FineReader

The installation program will guide you through installation of ABBYY FineReader . Please close all applications prior to installing ABBYY FineReader.

### To install ABBYY FineReader:

1. Insert the ABBYY FineReader 7.0 CD-ROM into the CD-ROM drive.  
The installation program will launch automatically.
2. Follow the installation instructions.

If the installation program does not automatically launched:

1. Click the **Start** button on the **Taskbar** and select the **Settings/Control Panel**.
2. Double-click on the **Add/Remove Programs** icon.
3. Select the **Install/Uninstall** tab and click the **Install** button.
4. Follow the installation program instructions.

## Installation options

During the installation, you will be asked to select one of the two installation options:

- **Typical** (recommended) – This option installs all components of the program, including all recognition languages. You will be prompted to choose a single interface language during installation.
- **Custom** installation – This option allows you to choose to install only specific components of the program, including all available recognition languages.

Consult the readme.htm file on the ABBYY FineReader CD-ROM if you encounter an error message.

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**Note:** If you wish to retain your user dictionaries and patterns from a previously installed version of ABBYY FineReader, do not uninstall the older version of the program prior to installing the new version. All existing user **dictionaries and patterns** will then be available for use in the latest version.

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## Network Server/Workstation Installation

Only the system administrator may install ABBYY FineReader 7.0 Corporate Edition on a network server. There are two stages to the installation. First, the program is installed on the server. From the server, the program can be installed on workstations using one of the four methods:

- using Active Directory
- using Microsoft System Management Service (SMS)
- from the command line
- manually in interactive mode

### To install ABBYY FineReader 7.0 Corporate Edition on the server:

1. Insert the ABBYY FineReader CD-ROM into the CD-ROM drive.
2. Run setup.exe from the FineReader CD-ROM with the /a command-line option.

The System **Administrator's Guide** (which can be found in the Administrator's Guide folder on the server where ABBYY FineReader is installed) provides additional information about installing ABBYY FineReader on workstations, working with the License Manager and working with the program in a local area network.

## Starting ABBYY FineReader

### To start ABBYY FineReader:

- Select the ABBYY FineReader 7.0 Professional Edition (Corporate Edition) item in the **Start/Programs** menu.

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**Note:** Make sure your scanner is connected to your computer, plugged-in, and turned on before you start FineReader. To install a scanner after installing the program, please consult the user guide supplied with the scanner for installation instructions. If you do not have a scanner, you can still recognize image files using ABBYY FineReader 7.0. You will find sample image files in the **ABBYY FineReader/Demo folder** on the program CD-ROM.

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## About ABBYY FineReader Activation

Software piracy hurts software manufacturers and end users alike—using an illegal product is never safe. Legal software ensures that third party companies cannot introduce detrimental code changes. ABBYY makes every effort to protect its intellectual property rights and the security of its customer through a variety of anti-piracy measures.

ABBYY FineReader 7.0 incorporates a specialized activation technology that prohibits illegal copying and distribution of the software. This technology effectively stops the unauthorized use of ABBYY products by those who have not signed a License Agreement with ABBYY.

A single-user License Agreement allows for installation on a single PC. Installation of the software on additional PCs breaches the License Agreement, as well as international copyright laws. The activation technology controls copying of the software and prevents the installation of a licensed copy on multiple workstations. At the same time, the technology allows the software to be reinstalled on the licensed PC as often as necessary.

Depending on the product version and territory of distribution, the functionality of the software may be limited in the following ways:

- the program cannot save or print recognized Cyrillic texts  
(ABBYY FineReader 7.0 Professional Edition);
- the program cannot save or print recognized text in any language  
(ABBYY FineReader 7.0 Professional Edition);
- the program will not function prior to activation  
(ABBYY FineReader 7.0 Corporate Edition).

## **Step-by-Step Activation Instructions**

The built-in **Activation Wizard** will quickly and efficiently activate the program. A friendly user interface collects and sends all necessary activation information directly to ABBYY. You will also use the **Activation Wizard** to enter the Activation Code (Professional Edition) or Activation File (Corporate Edition) that you receive from ABBYY during activation.

The Wizard will generate a code (called an **Installation ID**), which contains all of the necessary activation information including system parameters and program information. The Installation ID does not include personal information about the computer user or the system, and the code cannot be used to identify the user.

### **You may choose one of three activation methods:**

- **Via Internet (recommended)**  
Over the Internet If you have an Internet connection, you can activate the software automatically within a few seconds. Using this method allows for activation to be carried out automatically.
- **By e-mail**  
By e-mail You may send an e-mail message (which is generated by the program and contains all of the necessary activation information) to ABBYY. To ensure a quick reply from the automated registration system, do not alter the information in the message body or subject field. When you have received your Activation Code or Activation File, enter it into the corresponding field of the Activation Wizard.
- **By fax or phone**(Professional Edition only)  
You may phone the nearest ABBYY office or partner and provide your Installation ID and serial number to the operator. In most countries, you may also fax the information. To use this method, simply print and fax the activation message that is automatically generated by the Wizard to the nearest ABBYY office or partner. An Activation Code will be provided in a reply fax. Enter it into the corresponding field of the Activation Wizard.

After activation, FineReader 7.0 will be fully functional on the registered system. The program can be re-installed on that computer as often as desired without re-activation. The FineReader Activation Wizard detects and tolerates changes to your PC configuration. Minor upgrades will not require re-activation. If major upgrades are made to the system (i.e. reformatting the hard drive, re-installation of the operating system, etc.), an additional activation may be required.

## **ABBYY's Activation Privacy Policy**

Activation may be required to access the full functionality of FineReader 7.0. This process verifies that you are installing a genuine ABBYY product. ABBYY guarantees that activation of the product does not entail the communication of personal information to ABBYY. In fact, activation may be completely anonymous, if desired.

At activation, the FineReader Activation Wizard creates a unique Installation ID that indicates only the configuration of your PC at the time of activation. The Installation ID does not include: personal information about the user; information about other software or data that may reside on the PC; or information about the specific make or model of the PC. The code is used solely for the purpose of activation. The Installation Wizard sends only limited information to the ABBYY activation server, including: your specific Installation ID and the name, serial number, version number, and interface language of your copy of the FineReader software. This information is used only to select the correct language for the program and to generate the contents of a reply message that is sent to you to confirm the results of activation. None of this data will be used for any other purpose.

## Chapter 2

# Quick Start

This chapter will teach you how to input a document in a few easy steps, even if you know nothing about how ABBYY FineReader works!

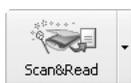
If you already know how to use ABBYY FineReader, you may wish to skip this chapter and go to the chapter called “New features of ABBYY FineReader 7.0”.

### **Chapter Contents:**

- How to input a document in less than a minute
- The ABBYY FineReader main window
- ABBYY FineReader toolbars

## How to Input a Document in Less than a Minute

1. Turn on your scanner prior to starting ABBYY FineReader.  
(*Many scanner models require the unit to be turned on before you start your PC.*)  
Next, turn on the computer and start ABBYY FineReader  
(**Start/Programs/ABBYY FineReader 7.0 Professional Edition** or  
**Corporate Edition**). The main window of ABBYY FineReader will appear on  
your screen.
2. Place the document on the scanner.
3. Click the arrow to the right of the **Scan&Read** button in the main window.  
Select the **Scan&Read Wizard** item in the local menu.



The **Scan&Read Wizard** has Scan&Read and Open&Read modes to guide you through each step of the scanning process. You can use a sample image file contained in the **Demo** folder of FineReader.

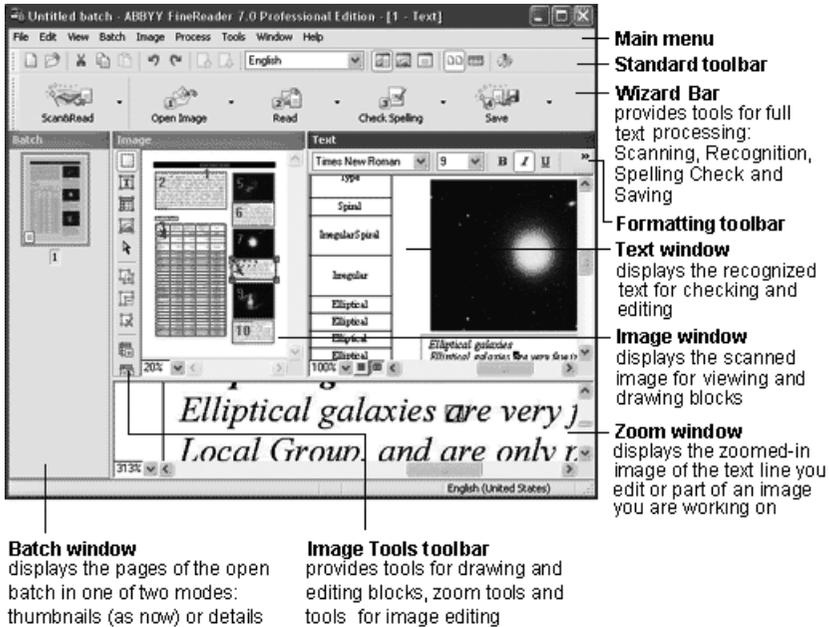
4. Follow the **Scan&Read Wizard** instructions.

There are four steps to input a document: **scanning**, **reading**, **spell-checking** and **saving** recognized text. Once scanning is complete, the scanned document will appear in the Image window. The application then asks you to set up the recognition parameters (i.e. resolution, scan mode and brightness). Once you have identified your preferred parameters, FineReader will start reading the image and analyzing its layout. Recognized text will be shown highlighted in blue within the document. The recognized data will also be displayed as editable text in the **Text** window. Once you have finished correcting your text, the **Scan&Read Wizard** will prompt you to send the final text to an application, save it to a file, or start processing another document.

## The ABBYY FineReader Main Window

ABBYY FineReader uses a batch mode for all document processing. Simply, a batch is a folder that contains images, recognized text files and other FineReader information files. Each scanned image is converted into a separate batch file. If there are several images in a single image file (for example, if you are dealing with a multipage TIFF), each image file will be contained in a separate batch file.

As a default, FineReader opens a new batch at startup. You may choose to work with the newly opened batch or to open a previously created batch. Please see “General Information on Working with Batches” for more information.



Find the FineReader main menu at the top of the FineReader **Main** window. Four toolbars are displayed on the main menu: **Standard**, **Formatting**, **Image Tools**, and **WizardBar**. You may display or hide any toolbar by clicking on the View menu and selecting the Toolbar. You can also right-click on any toolbar to open the local menu and then click on the name of the toolbar that you want to display or hide (currently selected toolbars are highlighted).

### To select the page view in the Batch window:

- Click either  or  on the **Standard** toolbar, or
- Right-click the **Batch** window and select the **View** item in the local menu.

A status bar, located at the bottom of the ABBYY FineReader main window, displays information on the application's status and operations currently being performed, as well as a brief description of menu items and selected buttons.

Other windows in the main window include the **Batch**, **Image**, **Zoom**, and **Text** windows.

The **Image**, **Zoom** and **Text** windows are interconnected: double-clicking on an image area in the **Image** window causes that area to be displayed in the **Zoom** window, and moves the

pointer in the **Text** window to the position you clicked on (if text has already been recognized on the page). You can customize the on-screen windows arrangement To alter the on-screen windows arrangement:

- In the **View** menu, select one of the following items: **Batch Window; Image and Text Windows; Zoom Window.**

Some recommended windows arrangements:	Useful if/when:
<b>Batch</b> window on the left; <b>Batch View: Thumbnails; Image, Text</b> and <b>Zoom</b> windows	...a batch that contains only a small number of pages.
<b>Batch</b> window at the top; <b>Batch View: Details; Image, Text</b> and <b>Zoom</b> windows	...a batch that contains many pages.
<b>Batch</b> window at the top; <b>Batch View: Details; Image</b> and <b>Zoom</b> windows	...layout analysis and recognition.
<b>Batch</b> window at the top; <b>Batch View: Details; Text</b> and <b>Zoom</b> windows	...editing recognized text.

Useful keyboard commands:

- Press **CTRL+TAB**, to switch between windows.
- Press **ALT+1** to activate the **Batch** window.
- Press **ALT+2** to activate the **Image** window.
- Press **ALT+3** to activate the **Text** window.

## ABBYY FineReader Toolbars

There are four toolbars in FineReader: the **Standard, Image Tools, Formatting** and **WizardBar**. These toolbars provide quick and convenient access to the functions of the application. However, you can also access the same functions using the menus or hot keys. Allowing the mouse pointer to hover over a toolbar button displays the function of that button. The button's tooltip will be displayed, and the status bar will display additional button details.

## The WizardBar



The buttons on the **WizardBar** launch the main FineReader functions: **Scanning, Reading, Checking** and **Saving** recognition results. The numbers on the buttons indicate the order in which the document input actions should be performed. You may perform each action separately or combine them into a single action by clicking the **Scan&Read Wizard** button to perform the full document processing cycle automatically.

Each button offers several function modes. Click the small downward-pointing arrow located at the right side of each button and select the mode of your choice in that local menu. The button icon automatically displays the previously selected mode. Click the button itself to run this mode again.

### Scan&Read



**Scan&Read** – scans and read a document using the current options.

**Scan&Read Multiple Images** – scans and reads several consecutive images.

**Open&Read** – opens and reads the images selected in the **Open** dialog.

**Scan&Read Wizard** – launches Scan&Read mode. ABBYY FineReader guides you through the document processing steps and helps you to obtain the desired results.

### 1-Scan



**Open Image** – adds image(s) to the batch. Each added image is copied to the batch folder.

**Scan Image** – scans an image.

**Scan Multiple Images** – scans images continuously. Select the **Stop Scanning** item in the **File** menu to stop scanning.

**Hot Folder** (Corporate Edition only) – launches folder monitoring (all images that are added to a specified folder will be automatically opened in the ABBYY FineReader window). To disable folder monitoring, select **Disable Hot Folder** in the **File** menu.

**Options** – opens the **Scan/Open Image** tab (**Options** dialog) to allow you to set scanning options.

## 2 – Read



**Read** – reads the open batch page.

**Read All** – reads all unrecognized batch pages.

**Options** – opens the **Recognition** tab (**Options** dialog) to allow you to set document recognition options.

---

## 3 – Check Spelling



**Check Spelling** – searches the text for misspelled and uncertain words (i.e. those words where character recognition was uncertain).

**Options** – opens the **Check Spelling** tab (**Options** dialog) to allow you to set spelling checker options.

---

## 4 – Save



**Save Wizard** – opens the **Save Wizard** to allow you to select saving options and the destination application.

**Save Text to File** – saves the recognized text to a file.

**Send Selected Pages To** – allows you to export only selected batch pages when you select the desired pages and export destination application. ABBYY FineReader will export the pages to the application of your choice without saving the text first.

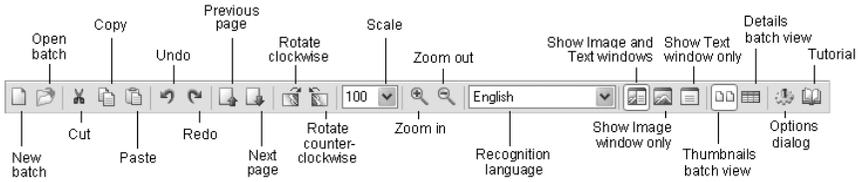
**Send All Pages To** – exports all recognized pages to the application of your choice without saving the text first.

**Options** – opens the **Formatting** tab (**Options** dialog) to allow you to set saving options.

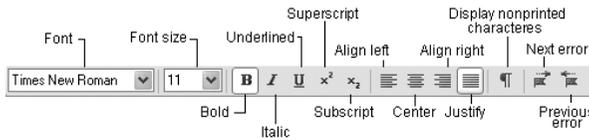
---

## The Standard toolbar

The **Standard** toolbar features file and image tools (e.g. undo/redo an action, scroll the batch pages, clean and rotate the image) and a list of **Recognition Languages**.

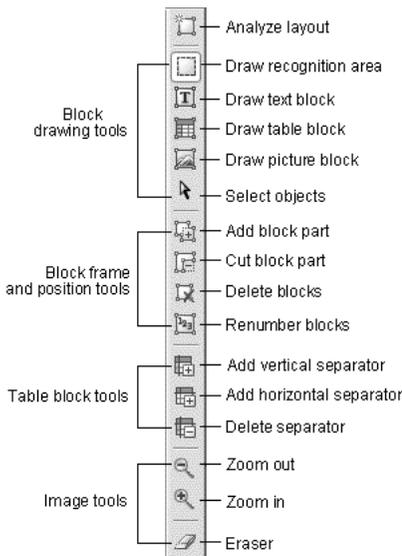


## The Formatting toolbar



The **Formatting** toolbar features various text formatting tools. You can edit and format text in the **Text** window.

## The Image toolbar



The **Image** toolbar features page layout analysis (e.g. block creation and editing) tools, as well as tools for scaling (increasing/decreasing the size) and editing (erasing portions of an image, for example) images.

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**Note:** Block creation and editing buttons may be used both in the Zoom and in the Image windows.

---

## Setting up the toolbar

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**Note:** Low monitor resolution may limit the number of buttons displayed on ABBYY FineReader's toolbars. Although all of FineReader's functionality is available through the program menus, you must increase the monitor's resolution to display all available buttons. FineReader allows you to customize the **Standard**, **Image** and **Formatting** toolbars by removing or adding application command buttons.

---

Each menu item has its own icon. You can access the full list of commands and their respective buttons in the **Customize** (**Tools>Customize** menu) dialog in the **Commands** list.

To add a button to a toolbar:

1. Select a category in the **Categories** field.  
**Note:** The list of commands is grouped according to menu item, and the choice of category will affect the list of commands displayed in the **Commands** list.
2. Select the toolbar in the **Toolbars** field where you want to add a button.
3. Select a command in the **Commands** list and click the () button.

The selected command will be added to the list of toolbar commands and displayed on the chosen toolbar in the main window.

To remove a button from a toolbar:

- Select the button you wish removed in the **Toolbar** buttons list and click the () button.

---

### **Note:**

1. The **Toolbar** buttons list determines the order of the buttons on the toolbar. To change the order, select the command you wish to move and click the **Up** (**Down**) button to move the command.
  2. Commands may be distributed between a set of groups: select the **Separator** item in the **Commands** list and click the **Add** button. A separator will be added to the list of toolbar buttons. The separator may be moved.
  3. To restore the default set of buttons on a given toolbar, select the toolbar in the **Toolbars** list and click the **Reset** button. To restore the default set of buttons on all toolbars, click the **Reset All** option.
-

## Chapter 3

# General Features of ABBYY FineReader

ABBYY FineReader is designed to help you easily convert documents into editable files. A single click of the **Scan&Read** button initiates the automated process so that you can start working without spending hours studying the User's Guide. FineReader supports a wide range of formats and you can send recognized text to the application of your choice or save it into any supported format.

### **Chapter Contents:**

- What is an OCR system?
- New features of ABBYY FineReader 7.0
- Supported document saving formats
- Supported image formats

## What is an OCR System?

Optical character recognition (OCR) is the translation of optically scanned bitmaps of printed text characters into character codes, such as ASCII. An OCR system is an efficient way to help you turn printed/scanned documents, image or PDF files into files that can be edited, searched and otherwise manipulated on a computer.

ABBYY FineReader is an easy-to-use program that recognizes texts in practically any font without any prior training. The program features high recognition accuracy and low sensitivity to print defects due to its incorporation of special recognition technology based on the principles of Integrity, Purposeful and Adaptable (IPA) perception.

ABBYY's IPA Technology:

ABBYY FineReader's recognition process is based on the principles of ABBYY's IPA perception. Three principles determine the behavior of the system:

- **Integrity** – the identification of recognition objects based on a set of basic elements and their interrelations.
- **Purposefulness** – the generation and purposeful verification of recognition hypotheses.
- **Adaptability** – the system's ability to learn and be trained.

### **There are two stages in the process of inputting a document for OCR:**

1. **Scanning.** During the scanning stage, a scanner reads the image and transfers it into a computer. The acquired image is nothing more than a picture (a set of black, white and color dots that is not editable with a word processor).
2. **Recognition.** During the recognition stage, FineReader analyzes the image file transmitted by the scanner (layout analysis) and recognizes each character. The layout analysis (selecting the recognition areas, tables, pictures, lines, and individual characters) and image reading processes are closely related. Page layout analysis is more accurate when the nature of the text is known to the application.

The system generates a hypothesis about a recognition object (a character, part of a character, or several glued characters) and then accepts or rejects the hypothesis according to whether the structural elements are present. These structural elements are computer equivalents of character parts crucial for human perception (arcs, circles, dots, etc.). The application then adapts itself to the text according to the degree of accuracy attained. Purposeful searching and context information enable the system to recognize even torn and distorted characters making the system oblivious to print defects. Recognized text, which can be edited or saved in a convenient format, is displayed in FineReader Text window. The final result is the recognized

text that you see in the FineReader **Text** window, a text you can edit and save in any convenient format.

## **New Features of ABBYY FineReader 7.0**

### **Recognition Accuracy**

- Recognition accuracy has been improved up to 25% over the previous version. Analysis and recognition of documents with complex layouts has been improved, particularly, on documents with text on a color or raster background and documents with complex tables (including tables with white grid lines and tables with color cells).
- Specialized English and German dictionaries have been added that include the most frequently used legal and medical terminology, providing unmatched recognition accuracy of specialized legal and medical texts.
- Recognition of **barcodes** has been improved and support for PDF-417 2D barcodes has been added.

### **XML Support and Integration with Microsoft Office**

- ABBYY FineReader now supports the Microsoft Word XML format.
- The program is fully integrated with Microsoft Word 2003, to allow you to check and edit recognition results by using Microsoft Word tools. At the same time, users can compare the exported results that have been saved in Microsoft Word with the original image from ABBYY FineReader's Zoom window from within Microsoft Word.
- ABBYY FineReader can insert recognized documents directly within Microsoft Word. This provides flexibility to allow you to collect and transform information from papers or PDF documents into a single electronic document.

### **Improved PDF Conversions**

- The quality of recognition of PDF documents has been drastically improved in version 7.0. ABBYY FineReader can extract and recognize texts that are placed on a background from PDF file.
- The recognized PDF documents can be edited in the ABBYY FineReader editor. The results can be saved in any of the supported saving formats including PDF.
- PDF documents created by ABBYY FineReader are optimized for publishing on the World Wide Web. The first page of the document is viewable before the entire document has been downloaded.

## New Saving Options

- A new saving format, **Microsoft PowerPoint**, supports the quick creation of new presentations or the editing of existing documents from PowerPoint slides or handouts.
- Results saved in **Microsoft Word** are smaller files than in previous versions. The program more accurately retains the formatting of documents with various separators. In addition, new saving options for images have been added.
- The program more accurately retains complex formatting elements in **HTML** (e.g. text flowing around non-rectangular images) documents. The output files are now smaller in size for more efficient document publishing on the Internet.

## Interface

- The **program interface** has been improved to be more user friendly. Users can customize toolbars. New customization tools allow for the fine-tuning and personalization of the ABBYY FineReader windows. For example, individual Zoom settings can be created for each window.
- A new **Tutorial** provides beginners with easy-to-follow instructions for quickly getting started with ABBYY FineReader. Savvy users will find advanced tips to maximize the recognition quality and productivity.

## Additional Features

New capabilities in FineReader 7.0 Professional Edition include:

- The **image splitting tool** lets you split an image into multiple areas and save them as separate pages. This mode is particularly useful for recognizing a page of business cards, books, and PowerPoint printouts.
- **Search with morphology support.** Any batch created in ABBYY FineReader can be used as a fully searchable small database. You can search for words in any grammatical form. (This feature is available for the 34 languages that have dictionary support.)
- **Intel Hyper-Threading Technology support.** This technology greatly increases the productivity in recognizing large or numerous documents.
- **Duplex scanning.** The program creates two separate images if you scan a two-sided document using a duplex scanner. This option can be turned off if you do not need duplex scanning.
- **JPEG 2000** image files can be opened and saved.

## Network Capabilities of ABBYY FineReader Corporate Edition

- **Network installation.** FineReader Corporate Edition supports installation from servers to workstations using Active Directory, Microsoft Systems Management Server, and the command line.
- **Support for multi-functional devices, including network MFPs.** MFPs that combine the functionality of a scanner, printer, copier and fax are becoming increasingly popular. ABBYY FineReader works with such devices when they are connected to a workstation or a network. Special program settings allow users to open and recognize scanned images automatically from anywhere in the network or from an FTP server.
- **Multiple corporate licensing program.** In addition to the concurrent licensing program, ABBYY offers multiple corporate licensing. Choose the licensing policy that best suits your needs.
- **License Manager.** This utility manages licenses in a network environment. This feature allows administrators to monitor the usage of ABBYY FineReader Corporate Edition on workstations, assign licenses to particular workstations, and add new licenses.

Refer to the “System Administrator’s Guide” in the Administrator’s Guide folder (located on the server where ABBYY FineReader is installed) for more information about installing ABBYY FineReader on workstations, working with the License Manager, and working with the program in a local area network.

## Supported Document Saving Formats

### ABBYY FineReader saves recognition results in the following formats:

- Microsoft Word Document (\*.DOC)
- Rich Text Format (\*.RTF)
- Microsoft Word XML Document (\*.XML) (MS Word 2003 only)
- Adobe Acrobat® Format (\*.PDF)
- Hypertext Markup Language HTML
- Microsoft PowerPoint Format (\*.PPT)
- Comma Separated Values (\*.CSV)
- Plain Text (\*.TXT). FineReader supports various code pages (Windows, DOS, Mac, ISO) and Unicode encoding
- Microsoft Excel Spreadsheet (\*.XLS)
- Database Format (\*.DBF)

## Supported Image Formats

### ABBYY FineReader opens image files in the following formats:

**PDF:**

Files in PDF format (Version 1.5 or earlier)

**BMP:**

2-bit – black and white

4- and 8-bit – Palette

16-bit – Mask

24-bit – Palette and TrueColor

32-bit – Mask

**PCX, DCX:**

2-bit – black and white

4- and 8-bit – Palette

24-bit – TrueColor

**JPEG:**

gray, color

**JPEG 2000:**

gray, color

**TIFF:**

black and white – uncompressed, CCITT3, CCITT3FAX, CCITT4, Packbits, ZIP

gray – uncompressed, Packbits, JPEG, ZIP

TrueColor – uncompressed, Packbits, ZIP

Palette – uncompressed, Packbits, ZIP

multi-image TIFF

**PNG:**

black and white, gray, color

### ABBYY FineReader saves image files in the following formats:

**BMP:**

black and white, gray, color

**PCX:**

black and white, gray

**JPEG:**

gray, color

**JPEG 2000:**

gray, color

**TIFF:**

black and white – uncompressed, CCITT3, CCITT3FAX, CCITT4, Packbits, ZIP

gray – uncompressed, Packbits, JPEG, ZIP

color – uncompressed and JPEG, ZIP

multi-image TIFF

**PNG:**

black and white, gray, color

## Chapter 4

# Acquiring the Image

The quality of the source image greatly impacts recognition quality. In this chapter, you will learn how to scan documents for best results, how to open and read saved images (see the list of supported image formats in “Supported Image Formats” section), and how to process images to improve recognition quality (by eliminating scanning “dust” etc.).

### Chapter Contents

- Scanning
- Setting scanning parameters
- Tips on brightness tuning
- Scanning multi-page documents
- Opening images
- Acquiring images from the Hot Folder
- Scanning dual pages
- Adding business cards images to a batch
- Page numbering
- Working with the image
- Batch image options

## Scanning

ABBYY FineReader communicates with the scanner through a TWAIN interface. The TWAIN standard, which was adopted in 1992, is a universal standard that unifies the interaction between a computer image input device (such as a scanner) and an external application.

ABBYY FineReader communicates with a scanner through a TWAIN driver in two ways:

- through the **ABBYY FineReader interface**. In this case, use the **Scanner Settings** dialog and select Use FineReader interface;
- **using the scanner's TWAIN interface**. In this case, use the scanner's TWAIN dialog to set scanning options; select **Use TWAIN–Source interface**.

Each mode has its advantages and disadvantages.

Using the TWAIN source interface makes the “preview image” option available so that you can set the scanning area and tune the brightness precisely, and see how these changes effect the previewed image. Every scanner has a unique TWAIN driver dialog. Consult your scanner's documentation for precise instructions on using the TWAIN dialog. Using the ABBYY FineReader interface provides access to a couple of additional features; a) the ability to scan multiple pages with a scanner that does not have an automatic document feeder (ADF); and b) the ability to access scanning options in the batch template file (\*.fbt) and use them for other batches.

Switching between modes is easy:

- Select the **Scan/Open Image** tab in the **Options** dialog (menu **Tools>Options**) select the interface - either **Use TWAIN-Source interface** or **Use FineReader interface**.

---

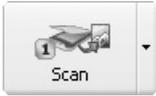
### Note:

1. The **Use FineReader interface** may be unavailable (or disabled) in certain scanner models.
2. If you wish to see the **Scanner Settings** dialog in **Use FineReader interface** mode, select the **Display options dialog before scanning** item on the **Scan/Open Image** tab (**Tools>Options**).

---

**Important:** Consult your scanner's documentation to ensure it is set up correctly. After connecting the scanner to the computer, install a TWAIN driver and/or the scanner software.

---

**To start scanning:**

Click the **1-Scan** button or select the **Scan** item in the **File** menu. The Image window containing a scanned image of the page will appear in ABBYY FineReader's **Main** window.

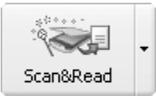
To scan multiple pages simultaneously, click the arrow to the right of the **1-Scan** button and select the **Scan Multiple Images** item.

If scanning does not begin immediately, one of two dialogs will open:

- The scanner's **TWAIN-Source** dialog. Check the scanning options and click the **OK** button to start scanning.
- The **Scanner Settings** dialog. Check the scanning options and click the **OK** button to start scanning.

---

**Tip:** To start recognition immediately after the source images are scanned, use the **Scan&Read** or **Scan&Read Multiple Images** option:



Click the arrow at the right of the **Scan&Read** button and select either **Scan&Read** or **Scan&Read Multiple Images** item in the local menu.

ABBYY FineReader will scan and read the images. The scanned image will appear in the **Image** window and the recognition results will be displayed in the **Text** window of the main window. From there, the text may be exported to an external application or saved in any of a variety of formats.

**Setting Scanning Parameters**

Recognition quality depends greatly on the quality of the scanned image. You can improve the image quality by altering the main scanning parameters: resolution, scan mode and brightness.

**The main scanning parameters are:**

- **Resolution** – use 300 dpi resolution for regular texts (font size 10 pts or greater) and 400–600 dpi resolution for texts set in smaller font sizes (9 pts or less).
- **Scan mode** – **gray**.  
Scanning in grayscale mode is best for recognition purposes. During grayscale scanning, brightness is adjusted automatically.

- **Scan mode – black and white.**  
Black and white scanning maximizes scanning speed but may result in the loss of some character information. This may lower recognition in documents of medium and low print quality.
- **Scan mode – color.**  
Select this mode for documents that contain pictures, colored text or colored backgrounds, so that you can retain the original colors. In all other cases, gray scan mode is preferable.
- **Brightness** – a medium brightness value of around 50% should suffice for most documents. Some documents scanned in black and white mode may require additional brightness tuning.

---

**Note:** Scanning at 400 to 600 dpi resolution (instead of the default 300 dpi) or scanning in grayscale or color (instead of black & white) mode takes more time. Some scanners may take up to four times longer to scan at 600 dpi rather than 300 dpi resolution scanning.

---

### **Set scanning parameters:**

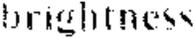
- To scan images using the **ABBYY FineReader TWAIN interface**, select the **Scanner Settings** item in the **Tools** menu. The **Scanner Settings** dialog will open. Select the appropriate scanning options from the dialog.
- If you wish to scan your images using the **TWAIN-Source interface**, your scanner's TWAIN dialog will open automatically when you click the 1-Scan button. Set the scanning parameters in the dialogue. Scanning options may have different names depending on the scanner model. For example, for brightness the word "threshold", a "sun" symbol or a black and white circle may be used. Consult your scanner documentation for a full description of available options.

## **Tips on Brightness Tuning**

To be recognized, a scanned image must be legible. Check the legibility of the image in the **Zoom** window.

**brightness** – an example of an image that is appropriate for OCR

If you see that the scanned image is compromised (characters are glued or torn), consult the table below to find ways to improve image quality.

Your image looks like this:	Possible remedy:
 characters are “torn” or very light	<ul style="list-style-type: none"> <li>● Lower the brightness (to make the image darker).</li> <li>● Scan it in gray mode (to activate brightness autotuning).</li> </ul>
 characters are distorted, glued, or filled	<ul style="list-style-type: none"> <li>● Increase the brightness (to make the image brighter).</li> <li>● Scan in gray mode (to activate brightness autotuning ).</li> </ul>

## Scanning Multi-Page Documents

ABBYY FineReader offers a specialized scanning mode (**Scan Multiple Images**) to allow for convenient multi-page document scanning. This mode will allow you to scan an unlimited number of pages. However, note the following:

- If you use the **ABBYY FineReader TWAIN interface**, scanning will be continuous so that when one page is finished, the program will automatically start on the next.
- If you use the **TWAIN-Source interface**, the TWAIN-dialog of the scanner will remain open after scanning a page so that the next page can be placed onto the scanner immediately.

The process of scanning a large number of pages changes if you are using a scanner with an Automatic Document Feeder (ADF) or one without.

### ADF Scanning:

1. If you are using the **ABBYY FineReader interface**, select the **Use ADF** option in the **Scanner Settings** dialog (menu **Tools>Scanner Settings**) and then select **File>Scan Multiple Images** to start scanning.
2. If you are using the **TWAIN-Source interface**, select the **Use ADF** option in the TWAIN dialog of your scanner (remember that each scanner may name this option differently; consult your scanner documentation for details) and then select **File>Scan Multiple Images** to start scanning.

## Non-ADF Scanning

- If you are using the **ABBYY FineReader interface**, select **Scan Multiple Images** from the **File** menu.

If you are using a flatbed scanner without an ADF and the **ABBYY FineReader interface**, there are two ways to increase its efficiency:

- Set a pause value (i.e. the time that will elapse between the scanning of one page and the next). To do this, select the **Pause between pages** option and then set the pause value (in seconds) in the **Scanner Settings** dialog (**Tools>Scanner Settings** menu). The scanner will pause for the predefined time before scanning the next page to allow you to place the next page onto the scanner. After the pause, scanning continues automatically.
- Select the **Stop between pages** option in the **Scanner Settings** dialog (**Tools>Scanner Settings** menu). Each time a page scan is completed, a dialog will ask you if you wish to continue scanning. Click the **Yes** button to continue scanning or **No** to end the process.

When you have finished scanning your pages, select the **Stop Scanning** item in the **File** menu.

If you are using the **TWAIN-Source interface**

- Select the **Scan Multiple Images** item in the **File** menu. The TWAIN dialog of your scanner will open. Click the **Scan (Final, or other)** button to start scanning.

Scan a page, insert the next page into the scanner and click the **Scan** button in the **TWAIN dialog** of your scanner to continue scanning.

When all pages have been scanned, click the **Close** or other scanner-specific button in the **TWAIN dialog** of your scanner.

---

**Tip:** To have greater control over the quality of your scanned images, select the **Open image during scanning** option on the **Scanning** tab (**Tools>Options**). This command opens each scanned page in the Image window immediately after it has been scanned. Reject the scanned page and halt the scanning process by clicking on **Stop Scanning** in the File menu. Next, re-scan the image.

---

## Opening Images

You can recognize image files without using a scanner (see the list of supported image formats under “Supported Image Formats”).

### To open an image:

- Click on the downward-pointing arrow to the right of the **1-Scan** button and select the **Open Image** item in the local menu. An **Open** caption will replace the **Scan** caption on the button.
- Select the **Open Image** from the **File** menu.
- In Windows Explorer, right-click the image file you want to open and select Open with FineReader from the local menu. If ABBYY FineReader is running, the image will be added to the current batch. Otherwise, the program will be launched and the most recently used batch opened before the image is added.
- In Microsoft Outlook or Windows Explorer, click on the image file you want to open and drag it onto the minimized ABBYY FineReader window. The image will be added to the current batch and opened in the **Image** window.

Select one or several images in the **Open** dialog. The selected images will be displayed in the **Batch** window, and the last selected image displayed in the **Image** and **Zoom** windows. All selected images are copied into the batch folder. See “General Information on Working with Batches” section for more information on batch organization and a description of how pages are displayed within batches.

---

**Tip:** If you want the opened images to be recognized immediately, select the **Open&Read** mode:

1. Select the **Open&Read** item from the **Process** menu or press **CTRL+SHIFT+D**. The **Open** dialog will open.
2. Select the images for recognition in the **Open** dialog.

---

## Opening PDF files

The author of a PDF file can limit access to his PDF file. For example, the author may protect his file by a password or restrict certain features such as extracting text and graphics. It would be a violation of the author's copyright to access these restricted features, therefore ABBYY FineReader will ask you for a password to open such files.

## Acquiring Images from the Hot Folder (Corporate Edition only)

Multifunction devices, which combine a scanner, printer and scanner into a single device, may be used with ABBYY FineReader to automatically acquire images.

The folder monitoring feature directs the program to monitor a specified folder on a local disk, in a network, or on an FTP server for new items. In this mode, the program automatically opens all the scanned images, faxes and PDF documents that are placed in the “hot” folder. New items will be added to the ABBYY FineReader batch and deleted from the monitored folder.

To enable the Hot Folder:

- Select the **Hot Folder...** item in the **File** menu, or
- Select the **Hot Folder** item from the local menu of the **Scan&Read** toolbar.

When the Hot Folder mode is enabled, the **Scan&Read** icon on the status bar will be replaced with the **Hot Folder button** . If an error occurs, it will change again to . Double-clicking this icon to view the error message.

To disable the Hot Folder mode:

- Select the **Disable Hot Folder** item in the **File** menu, or
- Select the **Disable Hot Folder** on the **Scan&Read** toolbar.

## Scanning Dual Pages

When scanning a bound document (i.e. a book), a dual-page scan, which scans both pages simultaneously, is easiest. You can increase recognition quality, though, by splitting the two sides after scanning, in order to perform recognition, layout analysis, and de-skewing (if necessary).

To split a dual page:

- Select the **Split Dual Pages** option on the **Scan/Open Image** tab (**Tools>Options** menu) prior to scanning.

This command splits each dual page into two batch pages. See “General Information on Working with Batches” section for more information on batches.

---

**Note:** If a dual page has been split incorrectly, deselect the **Split dual pages** checkbox and re-scan the dual page, or add the page images to the batch again. Finally, try to split the image manually using the **Split Image** dialog (**Image>Split Image**).

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## Adding Business Card Images to a Batch

The most efficient way of inputting business cards is to fit as many cards as possible onto the scanner plate. After input, though, each card should be recognized as a separate page (particularly if de-skewing has been done). You may choose either automatic or manual splitting tools to separate the business card image into individual cards.

Note: This process requires that the cards be arranged in a specific order. Consult the “Working with Business Cards” section in the ABBYY FineReader Tutorial for more information.

### To split the image:

1. Select the image in the **Batch** window.
2. Select the **Split Image** from the **Image** menu to open the **Split Image** dialog.
3. Click the **Split business cards**.

### Note:

1. This process removes the split page from the batch and replaces it with individual card images. For more detailed information, see “General Information on Working with Batches” section.
2. If the image has been split incorrectly, try to split the image manually by using the **Add vertical separator/Add horizontal separator** button.
3. In order to delete all separators, click the **Remove all separators** button.
4. To move a separator, switch to **Select separator** mode (click the  button).
5. To delete a separator, switch to **Select separator** mode (click the  button) and move the separator outside of the image.

## Page Numbering

A number is assigned to each scanned page. The default number is the number of the last batch page plus one.

You may set page numbers manually if you want to retain the original page numbers in the document or if you want to scan pages according to page number. To specify page numbers:

- Select the **Ask for page number before adding page to the batch** item on the **Scan/Open Image** tab (**Tools>Options** menu).

To scan a large number of double-sided pages according to page number:

1. Select the **Ask for page number before adding page to the batch** item on the **Scan/Open Image** tab (**Tools>Options**).

2. Specify a number for the first scanned page in the **Page number** dialog, then select **Odd and even separately** in the **Page numbering** field. Select an order for the pages: ascending or descending to reflect the way in which the double-sided pages have been entered into the automatic document feeder (i.e. whether the last page or the first page has been placed on top).

## Working with an Image

- Despeckle image
- Invert image
- Rotate or flip image
- Clear block
- Increase/Decrease image scale
- Get image information
- Print image
- Undo the last action

### 1. Despeckle image

The recognized image may contain a large amount of “dust” (i.e. excess dots) if the original is medium-to-low print quality. Dust, when it resides close to character outlines, may adversely effect recognition quality. To decrease the number of dots:

- Select the **Despeckle Image** from the **Image** menu.

To despeckle a particular block:

- Select the **Despeckle Block** from the **Image** menu.

---

**Note:** Despeckling may decrease recognition quality if the original document is very faint or contains a light font. Very small characters, such as periods or commas, and parts of very thin characters may disappear.

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If you scan or open a “dusty” image, select **Despeckle image** in the **Image Preprocessing** group on the **Scan/Open Image** tab (**Tools>Options** menu) to despeckle the image prior to adding them to the batch.

### 2. Invert image

Some scanners invert images (turning black into white and vice versa) during scanning.

You may wish to apply the **Invert Image** option to create a uniform or standard appearance (e.g. a black font against a white background) among the documents. To do this:

- Select the **Invert Image** from the **Image** menu.

**Note:** If you scan or open inverted images, select the **Invert image** item in the **Image Preprocessing** group on the **Scan/Open Image** tab (**Tools>Options** menu) prior to adding these images to the batch.

### 3. Rotate or Flip Image

Recognition quality relies on the image having a standard orientation (the text should be read from top to bottom and all lines should be horizontal). ABBYY FineReader automatically detects page orientation during the recognition stage. If the program detects page orientation incorrectly, clear **Detect image orientation (during recognition)** on the **Scan/Open Image** tab and **rotate the image** manually. To do this:

- Click  or select the **Rotate Clockwise** from the **Image** menu to rotate the image 90° clockwise.
- Click  or select the **Rotate Counter-Clockwise** from the **Image** menu to rotate the image 90° counter-clockwise.
- Select **Rotate Upside Down** item in the **Image** menu to rotate the image 180°.

To **flip** the image:

- horizontally (around the vertical axis) – select the **Flip Horizontal** from the **Image** menu,
- vertically (around the horizontal axis) – select the **Flip Vertical** from the **Image** menu.

### 4. Clear block

You may choose to skip recognizing a particular image area or eradicate large areas of dust on the image by erasing them. To do this:

- Select  and then select the image area you want to erase by holding down the left mouse button. Release the button to erase the selected image area.

### 5. Increase/Decrease image scale

- Select  /  on the **Image** bar (from the **Image** window) and click on the image. The image scale will double/halve.
- Right-click the image and select the **Scale**. Input the desired scale (by percentage) from the local menu.

### 6. Get image information

You can obtain a number of parameters about your image: image width and height in pixels; vertical and horizontal resolution per inch (dpi); and image type. To do this:

- Right-click on the image and select the **Properties** item from the local menu. In the open dialog, select the **Image** tab.

## 7. Print image

You can print the image in the **Image** window, the pages selected in the **Batch** window, or all batch page images. To do this:

- Select **Print image** from the **File** menu. The **Print** dialog will open. Set the desired printing parameters (the printer to be used, number of pages to be printed, the number of copies etc.).

## 8. Undo the previous action

- Click the **Undo** button on the **Standard** bar  .

**Tip:** To undo the **Undo** action click the **Redo** button on the **Standard** bar  .

---

## Batch Image Options

Convert color and gray images to black and white (**Scan/Open Image** tab, **Tools>Options** menu)

Select **Convert color and gray images to black and white** to scan images in grayscale using the **TWAIN-Source interface**. The scanned images will not retain color pictures or colored fonts or backgrounds. This option reduces the amount of disk space needed to store scanned images.

## Chapter 5

# Page Layout Analysis

Before starting the recognition process, ABBYY FineReader must know which image areas it needs to recognize. To achieve this, the page layout analysis process identifies text blocks, picture blocks, table blocks, and barcode blocks.

In this chapter you will learn more about: when manual page analysis is necessary; what block types are available; how to edit blocks drawn using automatic layout analysis; and how to streamline the layout analysis with block templates.

### **Chapter Contents:**

- General information on page layout analysis
- Block types
- Automatic page layout analysis options
- Drawing and editing blocks manually
- Manual table layout analysis
- Using block templates

## General Information on Page Layout Analysis

Page layout analysis can be done either automatically or manually. In most cases, ABBYY FineReader manages the complex task of analyzing page layout by itself. Start automatic analysis by clicking on the **2-Read** button. Recognition and layout analysis are performed simultaneously.

---

**Note:** Stand-alone page layout analysis is also available (**Process>Analyze Layout** menu).

This process may be needed at times, but often this approach provides inferior page layout analysis, since coupled layout analysis/recognition uses information acquired during recognition to improve layout analysis

### You may opt to draw blocks manually if:

1. Only part of a page is to be recognized;
2. Automatic layout analysis drew blocks incorrectly.

---

### Tip:

- In some cases, the quality of the automatic layout analysis can be improved by altering the page layout analysis options. To view the current layout analysis options, go to the **Recognition** tab (**Tools>Options** menu).
- If the application has drawn some blocks incorrectly, it is often faster to edit the incorrect blocks with the block editing tools than to delete the blocks and draw them again manually.

---

## Block Types

Blocks are image areas enclosed in frames. Blocks tell the system which image areas should be recognized and in what order. The blocks also influence how the original page layout is retained. The differently colored frames indicate different types of blocks. The frame colors of the blocks can be changed on the **View** tab of the **Options** dialog (**Tools>Options** menu) in the **Appearance** group. Select the required block type in the **Item** field and the desired color in the **Color** field.

### The following block types are available:

**Recognition Area** – this is used for automatic recognition and analysis. After the **2-Read** button is clicked, all blocks of this type will be automatically analyzed and recognized.

**Text** – this is used for text image areas and should only contain single-column text. If there are pictures within the text, draw separate blocks around them.

**Table** – this is used for table image areas or for areas of text that are structured in a table. When the application reads this type of block, it draws vertical and horizontal separators inside the block to form a table. This block is represented as a table in the output text. You can draw and edit tables manually.

**Picture** – this is used for image areas that contain pictures. This type of block may enclose an actual picture or any other object that should be displayed as a picture (e.g. a section of text).

**Barcode** – this is used for barcode image areas. If your document contains a barcode that should be displayed as a series of numbers and letters rather than as a picture, draw a separate block for the barcode and set the block type to barcode.

---

**Note:** It is possible to have barcode analysis and recognition carried out automatically, but this is not a default option. To enable it, select the **Look for barcodes** item on the **Recognition** tab (**Tools>Options** menu).

---

## Automatic Page Layout Analysis Options

As part of automatic page layout analysis the following types of blocks are drawn: text, table, picture, and barcode.

To start automatic layout analysis (and text recognition), click the **2-Read** button. Before clicking this button, however, select the main layout analysis options: document type and table analysis options.

### Document type

Usually, text layout is determined automatically. Automatic detection is performed if the **Autodetect layout** value on the **Recognition** tab in the **Document Type** group (**Tools>Options** menu) is selected. Note that the default value is set.

To select the document type manually:

- Select the desired type in the **Document type** group on the **Recognition** tab in the **Options** dialog (**Tools>Options** menu).

### Available document types :

- Auto detect layout** – (set by default) Text layout is determined automatically. Recognition of all text types, including texts containing multiple columns or tables and pictures, is performed automatically.
  
- Single column** – The text is formatted into one column. Use this option if automatic page layout analysis incorrectly determines the text type as multi-column.
  
- Plain text formatted with spaces** – The text is formatted into a single column and set in a uniformly sized, mono-spaced font. In the recognized text, left indents are represented by spaces, each line is separated into a separate paragraph, and empty lines separate original paragraphs. This approach is useful, for example, when recognizing C++ code printouts or old computer printouts.

### Table analysis options

Usually, the application divides tables into rows and columns automatically. If additional tuning of table options is needed, open the Recognition tab (Tools>Options) and in the Tables group select the desired item. Change these options if:

- Automatic page layout analysis has drawn the table rows and columns incorrectly;
- The document contains a large number of simple tables of the same type (i.e. there are no merged cells or there is always only one line of text per cell).

1. Use the **One line of text per cell** option if your table has no (or minimal) black separators and each cell has only a single line of text. For example:

Kilometers	Miles
1	0.62
5	3.2

– This table has only one line of text per cell

Physical phenomenon	t, degrees centigrade
Water boiling point	100
Water freezing point	0

– This table has more than one line of text per cell

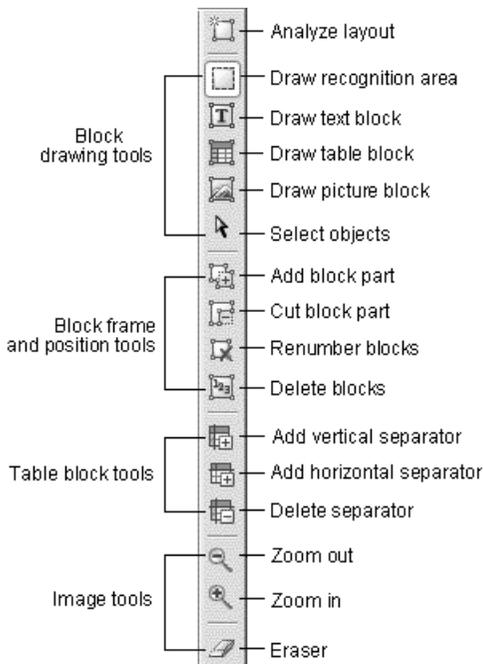
2. Use the **No merged cells in table** option if your table has no merged cells in it. For example:

Temperature	
Degrees centigrade	Degrees Kelvin
-273	0
100	373

– the **Temperature** cell is a merged cell

**Note:** Do not select One line of text per cell and/or No merged cells in table if the text contains tables with differing structures. Selecting these options may result in errors during layout analysis and may adversely affect recognition quality.

## Drawing and Editing Blocks Manually



### **To create a new block:**

1. Select one of the following tools:
  -  – to draw a recognition area;
  -  – to draw a text block;
  -  – to draw a picture block;
  -  – to draw a table block.
2. Position the mouse where you want a corner of your block to be. Hold down the left mouse button and drag the mouse pointer to the point where you want the opposite block corner to be.
3. Release the mouse button.

A frame will enclose the image area selected.

You may change the drawn block type to any of the following: Recognition Area, Text, Table, Picture, or Barcode. To change a block type:

- Right-click the block and select the **Block Type** item followed by the corresponding block type in the local menu.

### **Modifying blocks**

#### **To move the block borders:**

1. Click the block border and hold down the left mouse button. The mouse pointer will become a two-headed arrow.
2. Drag the pointer in the desired direction.
3. Release the mouse button.

---

**Note:** you click a block corner, you can move both horizontal and vertical borders of the block simultaneously.

---

#### **To add a rectangular block part:**

1. Select the  tool.
2. Click the block you wish to add to. Press and hold down the left mouse button and drag the mouse pointer diagonally. Select the desired image area and release the button. The resulting rectangle will be added to the block.
3. If necessary, move the block border.

**To cut a rectangular block part:**

1. Select the  tool.
2. Click on the portion of the block you wish to cut. Press and hold down the left mouse button then drag the mouse pointer diagonally. Select the desired area and release the button. The selected rectangle will be cut from the block.
3. If necessary, move the block border.

---

**Note:**

1. You can alter block borders by adding new nodes (splitting points). Use the mouse to move split border segments in any direction. To add a new node, press **Shift**, place the mouse pointer to where you want a new node (the pointer will become a cross) and click on the border. A new node will be created.
2. ABBYY FineReader imposes certain limitations on block form. To be successfully recognized, text lines within blocks must be unbroken. To enforce these requirements, ABBYY FineReader automatically corrects block borders as parts are added or deleted. For example, if you delete a portion from the top or bottom of a block, a whole block corner will automatically be cut. Similarly, if you try to cut off a part from between the two upper or lower corners, the application will cut the right block corner (upper or lower) as well. The program will also forbid operations that involve moving the segments that form the block borders.

---

**To select a block or a group of blocks:**

- Select the  tool and click on the desired block or press the left mouse button and draw a rectangle around all the blocks you want to select.

---

**Note:** You can select one or more blocks using the block drawing tools. To select several blocks at once, hold down SHIFT or CTRL when one of the following tools is activated: , ,  or . Drag the arrow over the blocks you want to select. To invert the selection (i.e. to select an unselected block or vice versa), hold down the **CTRL** key while one of the tools is activated: , ,  or  and drag the arrow over the desired blocks.

---

**To move blocks:**

1. Hold down **ALT** with one of the tools activated: , ,  or  and move the blocks.

### To renumber blocks:

1. Select the  tool.
2. Click the blocks in the desired order. The contents of blocks will be displayed in the output text in the same order.

---

**Note:** If you delete blocks on an image that has already been recognized, the recognized text in the Text window will also be deleted.

---

### To delete a block:

- Select the  tool and click the block you wish to delete, or
- Select the blocks you wish to delete and press **DEL** on the keyboard.

---

**Note:** If you delete a previously recognized block, its associated text in the Text window will be deleted as well.

---

### To delete all image blocks:

- Select **Delete blocks and text** in the Batch menu.

---

**Note:** If you delete blocks on an image that has already been recognized, the recognized text in the **Text** window will also be deleted.

---

## Manual Table Layout Analysis

---

**Tip:** If automatic table layout analysis has incorrectly drawn table rows and columns, editing the automatic analysis results instead of deleting all the blocks and re-drawing them manually is usually more efficient.

---

### Editing a table manually:

Use the following **Image** tools to edit a table:

 – Add a vertical separator

 – Add a horizontal separator

 – Remove a separator

If the table cell only contains a picture, select **Treat cell as picture** in the **Block Properties** dialog (**View>Properties** menu). If the table cell contains both text and pictures, draw a separate picture block (or blocks) inside the cell.

**To merge table cells or rows:**

7. Select the **Merge Table Cells** or **Merge Table Rows** in the **Edit** menu.

---

**Note:** You can split previously merged cells using the **Split Table Cells** command (**Edit** menu). The **Merge Table Rows** option does not affect the division of the table into columns.

---

**Note:** To avoid drawing horizontal and vertical separators manually, draw a separate table block, then right-click on it. Select **Analyze** Table Structure in the local menu. The system will then draw all the necessary separators. Should the system draw any separators incorrectly, you can edit the table manually.

---

## Using Block Templates

If you are processing a large number of documents with an identical layout (e.g. forms or questionnaires), analyzing the layout of every page will be time consuming. To save time, create a block template (i.e. a standard set of a particular type blocks that correspond to a page's layout) and then apply the template to all pages you wish recognized that have the same layout.

---

**Note:** Documents should always be scanned using their respective template(s) and using the resolution that was used to create the template(s).

---

**To create a block template:**

1. Open an image and draw the blocks automatically or manually.
2. Select **Save Blocks** in the **Image** menu. The **Save Blocks As** dialog will open. Type a file name for the block template in the dialog.

### **To load a block template:**

1. Click the **Batch Window** and select the pages you want to apply the block template to.
2. Select the **Load Blocks** in the **Image** menu. The **Open Blocks** dialog will open.
3. Select the relevant block template file in the dialog.
4. Click the appropriate **Apply to** item in the group. The **All pages** item applies the block template to all batch pages, the **Selected pages** applies the block template only to selected pages.
5. Click the **Open** button.

## Chapter 6

# Recognition

The goal of OCR is to read a text from a source image and retain the source page layout. To succeed, however, the main recognition parameters (recognition language, font type of the source text, and document type) must be identified. This chapter deals with these parameters and other important recognition issues, including the use of different recognition settings.

### **Chapter Contents:**

- General information on recognition
- Recognition languages
- Source text print type
- Other recognition options
- Background recognition
- Recognition with training
- How to train a user pattern
- How to edit a user pattern
- User languages and language groups
- How to create a new language
- How to create a new language group

## General Information on Recognition

---

**Note:** Always confirm that recognition options (including recognition language, print type of the source text, and document type) have been set correctly prior to beginning recognition.

---

### You may:

1. Recognize a block or several blocks drawn on an image.
2. Recognize an open page or all pages selected in the **Batch** window.
3. Recognize all unrecognized batch pages.
4. Recognize all pages in background mode. Background mode allows you to edit and recognize pages simultaneously.
5. Recognize pages in training mode. Training mode recognizes texts set in decorative fonts or expedites processing of large documents (over a hundred pages) of inferior print quality.
6. Recognize the same batch on several workstations.

### To start recognition:

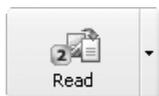
- Click **2-Read** on the **WizardBar** toolbar, or
- Select the item of your choice in the Process menu:

**Read** – To recognize the open page or all the pages selected in the Batch window;

**Read All Pages** – To recognize all unrecognized batch pages;

**Read Block** – To recognize a block or multiple blocks drawn on the image;

**Start Background Recognition** – To begin recognition in background mode.



As a default, the 2-Read button recognizes the open image. To change the mode of the 2-Read button, click the small downward arrow to the right of the button and select the mode of your choice in the local menu.

---

**Note:** When you perform OCR on a page that has already been recognized, only new or modified blocks will be recognized.

---

## Recognition Languages

ABBYY FineReader recognizes documents containing a single or multiple languages. When recognizing documents in English or in German, you may also use the corresponding specialized medical or legal dictionaries in addition to the general-purpose ABBYY FineReader dictionaries.

To set the text recognition language, select it in the drop-down list on the **Standard** toolbar.



### To recognize a multi-lingual document:

1. Select **Select multiple languages** in the language list on the **Standard** toolbar. The **Recognition Language** dialog will open.
2. Select the desired language in the **Recognition Language** dialog.

### Note:

1. You may choose to create a language group that includes the language combinations that you use regularly.
2. Increasing the number of the recognition languages used simultaneously may reduce recognition quality. For best results, limit the number of languages to two or three.
3. Before recognizing a document, check that the fonts selected on the **Formatting** tab support all the characters contained in the recognition language(s) chosen. Unsupported characters will be displayed incorrectly (“?” or “\_” symbols will appear instead of letters). See “Fonts for Recognition Languages that may be Displayed in Text Editor Incorrectly” in ABBYY FineReader Help for more information.

Your desired language may not be listed if:

1. ABBYY FineReader does not support the language. See the complete list of recognition languages under “Supported Languages” in the ABBYY FineReader Help.
2. The language hasn’t added to the recognition language list on the **Recognition** toolbar. To add a language, select **Choose more languages** in

the language list on the **Standard** toolbar. The **Recognition Language** dialog will open. Select the desired language.

3. The language was disabled during custom installation.

**Note:** Always use the folder that contains ABBYY FineReader.

---

### To show/hide a language in the drop-down list on the toolbar:

- Select the language of your choice in the **Language Editor** dialog (**Tools>Language Editor**) and then check or uncheck the **Show this language** in the drop-down list on the toolbar item.
- 

**Tip:** You may specify recognition language down to the block level. To do this, right-click the desired block and select **Properties** in the local menu. The **Properties** dialog will open. Select the **Block** tab in the dialog and then select the block recognition language in the **Languages** field on the tab.

---

## Source Text Print Type

Usually, source text print type is determined automatically. To ensure this is the case, select **Autodetect** in the **Print Type** group (**Tools>Options** menu, **Recognition** tab).

Select an alternate **print type** to increase recognition quality of dot matrix printouts done in draft mode or typewritten texts:

- Select the **Typewriter** item if you wish to recognize typewritten texts
- Select the **Dot Matrix Printer** item if you wish to recognize dot matrix printouts.

software

An example of draft mode dot matrix text. Character lines are made up of individual dots.

software

An example of typewritten text. All letters are of equal width (compare, for example, “w” and “a”).

### To change print type:

- Select the print type of your choice on the **Recognition** tab in the **Options** dialog (**Tools>Options** menu).
- 

**Note:** Once you have completed recognition of typewritten texts or dot matrix printouts, re-enable the **Autodetect** item to recognize normal texts again.

---

## Other Recognition Options

### Show image during recognition

When processing large numbers of pages, recognition is invariably faster if the processed image is not displayed on-screen. To run recognition without displaying the image:

- Clear the **Show image during recognition** item on the **General** tab (**Tools>Options** menu).

### Text direction

If the application recognizes blocks containing vertical text incorrectly (a text block or a table cell):

- right-click the block with vertical text and select the **Properties** item in the local menu. The **Block properties** dialog will open. Select the relevant item in the **Text direction** list in the dialog and re-recognize the image.

### Inverted or flipped block

If the application recognizes blocks containing inverted or flipped text incorrectly (a text block, a table cell, or a whole table):

- Right-click on the appropriate block and select **Properties** in the local menu. The **Block properties** dialog will open. Select the **Inverted** or **Flipped** item in the dialog and re-recognize the image.

## Background Recognition

If you wish to simultaneously edit previously recognized pages and run recognition, you may find background recognition mode useful. To start background recognition:

- Select the **Start Background Recognition** item in the **Process** menu. The sign  will appear in the status line at the bottom of FineReader's main window. If the **Details** view mode is active in the **Batch** window (to activate **Details** view mode, right-click on the **Batch** window and select **View>Details** in the local menu), the page currently being recognized will display the  icon in the **Opened by** column.

When background recognition mode is activated, recognition will resume automatically if an unrecognized page is added to the batch.

---

**Note:** Running in Background mode on a multiprocessor system increases recognition speed if the batch being processed contains a large number of pages.

---

### **To stop background recognition:**

- Select the **Stop Background Recognition** item in the **Process** menu.

---

**Note:** The background recognition mode uses the recognition options that were active when the process started.

---

## **Recognition with Training**

As noted, ABBYY FineReader can read texts set in practically any font regardless of print quality. Consequently, no prior training is required prior to recognition. Regardless, ABBYY FineReader offers a number of user pattern training tools.

The **Train User Pattern** mode may come in useful when:

1. Recognizing texts set in decorative fonts;
2. Recognizing texts containing unusual characters (e.g. mathematical symbols);
3. Recognizing large volumes (more than a hundred pages) of low print-quality texts.

---

**Tip:** Use **Train User Pattern** mode only if one of the above applies. In other cases, the time and effort required will outweigh the slight increase in recognition quality.

---

Pattern training creates a pattern based on one or two pages recognized in training mode. ABBYY FineReader uses this pattern to improve recognition of the remaining text.

Sometimes two or three characters may get “glued” together, and ABBYY FineReader may be unable to enclose each character in an individual frame to separate them. If you cannot move the frame so that it contains only one whole character, you can train ABBYY FineReader to recognize the entire character combination. Examples of character combinations (or ligatures) that are frequently found glued together include ff, fi, and fl.

---

**Note:**

1. A pattern is only useful when a document has the same font, font size, and resolution as the document used to create the user pattern.
  2. Each pattern is created specifically for a particular batch. Consequently, it is deleted if the associated batch is deleted. Patterns can, however, be copied into other batches. To transfer a user pattern to another batch, simply save the batch options in a batch template format file.
  3. If you switch to recognizing texts set in a different font, always disable any user patterns – choose **Do not use user pattern** on the **Recognition** tab, menu **Tools>Options**.
-

**To train a user pattern:**

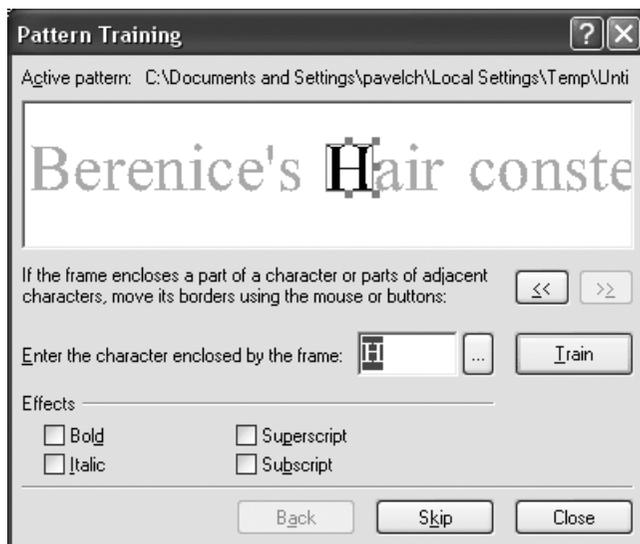
1. Start **Train user pattern** mode by clicking the **Train user pattern** radio button on the **Recognition** tab, **Tools>Options** menu, in the **Training** group. The default pattern name (“Default”) will be displayed in the status line.
  2. Click the **2-Read** button.
  3. Train your pattern by recognizing one or more pages in **Train user pattern** mode. Trained characters are saved in the default pattern. Once you have completed training the pattern, ABBYY FineReader will save the pattern (Default.ptn) in the current batch folder
  4. Edit your pattern.
  5. Deactivate the training mode (click **Use user pattern** on the **Recognition** tab).
  6. Recognize the rest of the text by clicking the **2-Read** button.
- 

**Note:**

1. To create several patterns for the same batch, use the **Pattern Editor** dialog (click the **Pattern Editor** button on the **Recognition** tab or select the **Tools>Pattern Editor** menu item). Create a new pattern by clicking on the **New** button in the dialog and select it by clicking on the **Set Active** button. Working with a created pattern is no different than working with a default pattern (see steps 1-5). Keep in mind, however, that only one pattern may be active at a time.
  2. If you’ve created several patterns for the same batch, the last created pattern will be active. The status bar displays the active pattern. To activate another pattern, select the desired pattern from the pattern list in the **Pattern Editor** dialog (**Tools>Pattern Editor** menu) and click **Set Active**. Next, click on **Use user pattern** on the **Recognition** tab, **Tools>Options** menu, in the **Training** group.
  3. If the **Use built-in patterns** option is set, ABBYY FineReader will recognize all texts using its built-in patterns and stop only at uncertain characters. If you are training the system to read decorative and/or non-standard fonts (for example, Tibetan) the use of in-built patterns may result in characters being read incorrectly. To avoid this problem, disable the use of built-in patterns (clear the **Use built-in patterns** checkbox on the **Recognition** tab) and train the system to recognize each unknown character.
-

## How to Train a User Pattern

1. Make sure the Train user pattern radio button is enabled on the **Recognition** tab (**Tools>Options** menu) in the Training group.
2. Click **2-Read**. ABBYY FineReader will start recognition. When the program encounters an unknown character, the **Pattern Training** dialog will open, and the character image will be displayed.



### Training to recognize a character:

The frame in the top dialog window should enclose **a single character**, and this character **must be fully enclosed** by the frame. If the frame encloses only part of a character or more than one character, click the frame borders and move them to enclose the character. The **<<** and **>>** buttons may be used to move the frame border (and are useful for training italic symbols — see below). Once you have positioned the frame correctly, type in the character and click the **Train** button.

### Note:

1. The system can only be trained to recognize characters that are in the alphabet of the language being recognized. If the keyboard does not contain the character that you want to train, denote the character by combining two characters or copy the required character from the **Character Table**. To access this table, click the **...** button in the **Pattern Training** dialog.

2. The system can be trained to retain character formatting. Select the corresponding **Italic** or **Bold** item in the **Pattern Training** dialog and then click the **Train** button.
3. Training is case sensitive. During training, make sure that you use upper or lower case characters as appropriate.

Correct mistakes made during training by clicking the **Back** button to return the frame to its previous position. The last “image-character” pair to be entered will automatically be removed from the pattern. The “undo” function is limited to the last word trained.

### Training to recognize ligatures

Ligatures, which are a combination of two or three “glued” characters (such as fi, fl, ffi, etc.), are difficult to separate because they are “glued” as part of the printing process. Better results can be obtained training the software to recognize the compound characters as a single unique character.

Train the same way that you would train separate characters:

1. Type the necessary character combination and click the **Train** button.
2. The frame in the top dialog window should enclose **the entire ligature**. You can move the frame border using the mouse or by clicking the  and  buttons.

Each pattern may contain up to 1000 new characters. Limit the number of ligatures that you train, since these characters may lower recognition quality.

### When you train ABBYY FineReader, please remember:

1. ABBYY FineReader doesn’t differentiate between certain characters that are unique to the human eye. These multiple characters will be categorized together and assigned a certain character. For example, the straight (’), right (’) and left (‘) apostrophes are all identified as a single character – the straight apostrophe. These characters will never appear in recognized text even if you try to train them.
2. The recognition of some characters depends on their environment.

### How to Edit a User Pattern

You may want to edit your newly created pattern before you begin recognition, since an incorrectly trained pattern will reduce recognition quality. Remove characters with cut edges and incorrectly labeled characters from the pattern.

### **To edit a user pattern:**

1. Select **Pattern Editor** in the **Tools** menu. The **Pattern Editor** dialog will open.
2. Select the desired pattern and click **Edit** in the dialog. The **User Pattern** dialog will open.
3. Select a character and click **Properties** to edit the character caption and set the correct typeface: italic, bold, subscript or superscript. You may also click the Delete button to remove incorrectly trained characters from the batch.

## **User Languages and Language Groups**

In addition to the built-in languages and language groups, you may also create a new language or a new language group (from languages supported by FineReader) and use it for recognition.

### **You may want to create a new language if you need:**

#### **1. Connect a user dictionary.**

- For example, you might need to recognize an English text that contains abbreviations. Create an abbreviation dictionary, create a new language and connect the dictionary to the English language. Next, create a new language group that consists of the English language (with the system dictionary) and the new language (with the abbreviations dictionary). Use this language group to recognize your texts.

#### **2. Recognize specialized documents, such as:**

- Supermarket product lists that contain only product codes. These codes are a combination of letters and numbers. Create a new language that consists of only the necessary characters and use it to recognize these documents.
- Documents that are made up of only capitalized text. You may increase the recognition quality in these documents by creating a language that prohibits all lowercase letters.

Create a language group for often-used language combinations. To create a new language or a language group, open the Language Editor dialog (Tools menu, Language Editor item).

## How to Create a New Language

To create a new recognition language:

1. Select the **Language Editor** item in the **Tools** menu.
2. Click on **New**, select the **Create a Copy of the Language** radio button. Then select the appropriate source language.
3. The **Simple Language Properties** dialog will open.



Set the following language parameters for the new language in the **Simple Language Properties** dialog:

1. The new language name.
2. The basic alphabet that should be used by the new language. This parameter is set in the **Alphabet** field. If necessary, edit the alphabet by clicking the  button.
3. The dictionary that ABBYY FineReader should use for recognition and spelling checking. Choose one of the following:
  - **None** (no dictionary to be used).
  - **Built-in** (the dictionary supplied with FineReader)
  - **User dictionary**

You can add words to the ABBYY FineReader dictionary; use an existing user dictionary; or use a text file in Windows (ANSI) or Unicode encoding (the only requirement is that words be separated by spaces or other non-alphabetic characters). To do this, click on **Edit Dictionary**.

**Note:** The spelling checker will consider capitalization of words in the user dictionary to be correct if they are found in the text with any of the following capitalizations: dictionary set capitalization; lowercase only; uppercase only; sentence case capitalization (first letter capitalized, remaining letters lowercase). Examples include:

Dictionary set capitalization:	Correct occurrences of the word:
abc	abc, Abc, ABC
Abc	abc, Abc, ABC
ABC	abc, Abc, ABC
aBc	aBc, abc, Abc, ABC

- **Regular expression** (used to specify the grammatical rules of the new language; see the Regular Expressions section in ABBYY FineReader Help for details.).

---

**Note:**

1. Click on the Advanced button in the Simple Language Properties dialog to set advanced properties for the new language (e.g. characters to be ignored, prohibited characters, etc.).
  2. As a default, new user languages are saved into the batch folder. Note that ABBYY FineReader Corporate Edition allows you to specify a folder where the language should be saved. For more information on group work with user languages and dictionaries, see “Group work with the same user languages and user dictionaries” in ABBYY FineReader Help.
- 

## How to Create a New Language Group

If you often recognize texts written in a certain language combination (e.g. English/German or Italian/French), you may create a language group that combines these languages. The created group will be displayed in the language list on the Standard toolbar.

---

**Note:** Customize the recognition languages that are shown on the language list of the **Standard** toolbar by selecting **Select multiple languages** in the list. The **Recognition Language** dialog will open. Select the desired languages in the dialog.

---

### To create a recognition language group:

1. Select **Language Editor** in the **Tools** menu and click the **New** button. A dialog will open. Select the Create a new group of languages item in the dialog.
2. The **Language Group Properties** dialog will open.



### Set the following new language group parameters (all parameters are set in the Language Group Properties dialog):

1. Group name.
2. Languages contained in the group.

#### Note:

1. If you know that your text will not contain certain characters, you may wish to prohibit the characters in the relevant language group's properties. Limiting the characters to be recognized will increase recognition speed and quality. To prohibit characters, click the **Advanced** button in the **Language Group Properties** dialog. The **Advanced Language Group Properties** dialog will open. Specify the set of prohibited characters in the Prohibited characters line.
2. By default, the newly created user language group will be saved in the batch folder. In ABBYY FineReader Corporate Edition, you may specify the destination folder. For more information on group work with user languages and dictionaries, see "Group work with the same user languages and user dictionaries" in ABBYY FineReader Help.



## Chapter 7

# Checking and Editing Text

After recognition, the Text window will display the recognized text. The Text window is ABBYY FineReader's built-in editor, and should be used to check recognition results and edit recognized text.

### **The FineReader text editor has two distinctive features:**

1. A built-in spell check system (see the list of languages with spell check support under "Supported Languages" in ABBYY FineReader Help).
2. To increase readability, the **Zoom** window displays the source image of the text line being edited.

### **The built-in spelling checker features:**

1. Tools for finding uncertain words (words containing uncertain characters).
2. Tools for finding misspelled words.
3. Tools for adding unknown words to the ABBYY FineReader dictionary. Adding words to the dictionary improves recognition quality.

### **Chapter Contents:**

- Checking text in ABBYY FineReader
- Check and edit text options
- Adding and deleting words to/from the user dictionary
- Editing text in ABBYY FineReader
- Editing tables

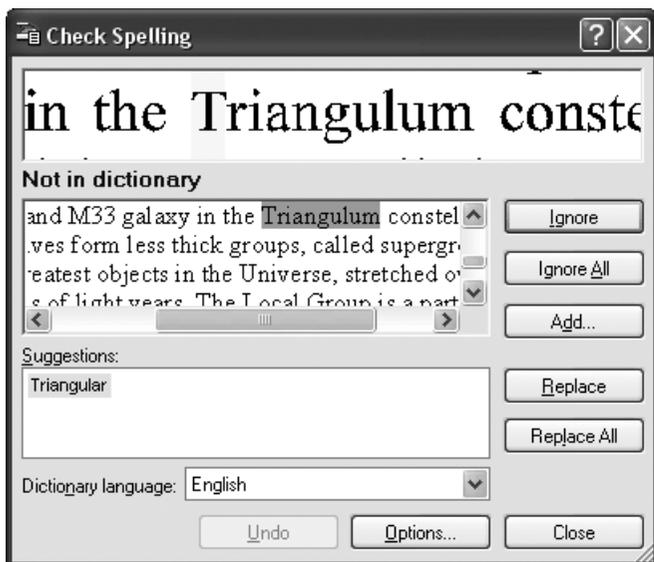
## Checking Text in ABBYY FineReader

ABBYY FineReader highlights uncertainly recognized characters and words not found in the dictionary in different colors. Usually, light blue is used for uncertain characters and pink for words not found in the dictionary. To change the default colors:

- Select the **Uncertain Character** (or **Not in Dictionary Word**) item followed by the desired color in the **Color** item on the **View** tab (**Tools>Options** menu) in the **Appearance** group

### To check recognition results:

1. Click the **3-Check Spelling** button on the **WizardBar** toolbar (or select the **Check Spelling** item in the **Tools** menu).
2. The **Check Spelling** dialog will open.



3. The Check Spelling dialog contains three windows. The top window is similar to the ABBYY FineReader Zoom window and displays the original image of the word. The middle window displays the actual word, while the line above it identifies the error type. The Suggestions window at the bottom provides replacement suggestions (if any). Note that suggestions are based on the dictionary selected in the Dictionary language drop-down list; any language may be chosen from this list.

**Note:** You can enlarge the **Check Spelling** dialog to make it easier to check and edit text. Simply click the dialog border; the mouse pointer will become a double-headed arrow. Drag the border to make the dialog larger or smaller.

---

4. If words have been misspelled, you may:

- Click the **Ignore** button to leave the word unchanged.
  - Click the **Ignore All** button to leave all misspelled words in the text unchanged.
- 

**Note:** When you click the **Ignore** or **Ignore All** button, the “uncertain” flag is removed from the word and the system assumes that the word no longer contains unrecognized or uncertain characters and removes the highlighting. As a result, when you export such words in .PDF format and select the **Replace uncertain words with images** mode, the software will not replace these with images.

---

- Select a replacement suggestion and then click the **Replace** or **Replace All** button to replace the current word or all words in the text. If none of the options in the **Suggestions** window are correct, you can enter one yourself in the middle window. (Important: When you switch to edit mode, certain buttons may change function and adopt new captions.) Click the **Confirm (Confirm All)** button to change the current word (or all such words) in the text and move to the next uncertainly recognized word.
- Click **Add...** to add the word to the dictionary. Once a word is added, all subsequent occurrences of this word will be recognized.
- Click **Options...** to set the spell check options.
- Click **Close** to close the dialog window.

### **Moving between uncertain words**

To check the recognition results quickly, you can use the  button and  button to move to the next or previous uncertain word respectively.

You can also use the **F4 (SHIFT F4)** hotkey to navigate between uncertain words.

## Check and Edit Text Options

These options are set on the **Check Spelling** tab (**Tools>Options** menu).

- Error display level

---

**Note:** This option must be set before you start recognition.

---

- Stop at words with uncertain characters
- Stop at words not found in the dictionary
- Stop at compound words
- Ignore words with digits and other nonalphabetic characters
- Correct spaces before and after punctuation marks

### Error display level

In the **Error display level** list, you may select the following values:

- **None** – recognition errors are not highlighted.
- **Standard** – unrecognized and uncertainly recognized characters are highlighted.
- **Thorough** – the same as **Standard**, but words not found in the dictionary are also highlighted.

---

**Note:** The number of errors displayed in the **Text** window will change after you re-recognize the page.

---

### Stop at words with uncertain characters

This option stops the spell checker at words with uncertain characters.

### Stop at words not found in the dictionary

This option stops the spelling checker at words not found in the dictionary. If a word is not found in the dictionary, it may have been incorrectly recognized.

### Stop at compound words

This option stops the spelling checker at the words not in the dictionary, which can be either made up according to the available morphology models or from the words in the dictionary.

### Ignore words with digits and other non-alphabetic characters

This option causes the spell checker to treat all words with digits and other not included in the recognition language characters as correct, unless they contain uncertain characters.

## Correct spaces before and after punctuation marks

This option will automatically correct spacing before or after punctuation marks without stopping the spell check.

## Adding and Deleting Words to/from the User Dictionary

### Adding words to the user dictionary

Enlarging the dictionary increases recognition quality. During recognition, ABBYY FineReader checks every word it encounters for possible dictionary entries. Add new words that are likely to come up frequently (e.g. specialized terms, abbreviations, names etc.) to the user dictionary.

A distinctive feature of ABBYY FineReader's spell checker is that, in addition to adding each word in its original form, the program also adds its paradigm (i.e. the set of all of its forms). This feature allows ABBYY FineReader to recognize an entered word in *all* of its forms.

### To add a word to the dictionary during the spell check:

- Click **Add** in the **Check Spelling** dialog.

Set the following parameters in the **Primary Form** dialog:

1. **Part of speech** (Noun, Adjective, Verb, Uninflected).
2. If a capital letter always begins the word, select **Proper name**. If you add an abbreviation, select the **Abbreviation** item.
3. The **primary form** of the word.

Click **OK**. The **Create Paradigm** dialog will open. ABBYY FineReader will query you about the word forms in order to construct a paradigm for the new word. Select **Yes** or **No** to answer these questions. If you make a mistake, click **Anew** to have ABBYY FineReader ask the question again. The **Paradigm** dialog will display the constructed paradigm.

---

### Note:

1. If you want to add uninflected words rather than creating a paradigm, select the **Add without prompting for word forms** option (English dictionary only) on the **Check Spelling** tab (**Tools>Options** menu).
2. You may also add words when you view the list of added words. Simply select **View Dictionaries** in the **Tools** menu. The **Select Dictionary** dialog will open. Select the desired language in the **Select Language** dialog and click **View**. The dictionary with the list of the added words will open. Add words by clicking on the **Add** button.

3. The following languages support paradigms: Armenian (Eastern, Western, Grabar), English, Italian, French, German (Old and New spelling), Russian, Spanish and Ukrainian.

---

The program will notify you if you try to add a word that already exists in the dictionary. You may view its paradigm and construct a new one if you think the existing paradigm is incorrect (as with homonyms, for example. Click the **Add** button in the **Add Word** dialog.

---

**Tip:**

1. ABBYY FineReader allows you to import user dictionaries created by previous versions (3.0, 4.0 and 5.0).
  2. ABBYY FineReader also allows you to import user dictionaries (\*.dic) created using Microsoft Word 6.0, 7.0, 97, and 2000.
- 

**To import a dictionary:**

1. Select **View Dictionaries** from the **Tools** menu, then select the dictionary language, and click **View**.
2. Click **Import** in the opened dialog and select files with \*.pmd, \*.txt or \*.dic extensions.

**To delete a word from the dictionary:**

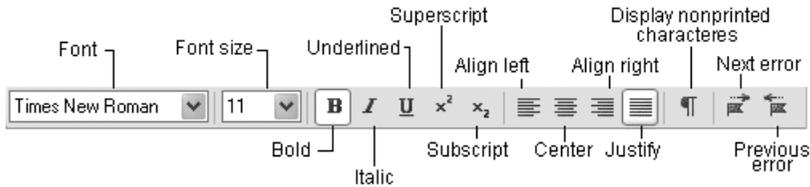
1. Select **View Dictionaries** from the **Tools** menu. Select the desired language and click **OK**. A dialog will open.
2. Select the word you want to delete and click **Delete**.

## **Editing Text in ABBYY FineReader**

---

**Note:** If the ABBYY FineReader Text window displays characters incorrectly (i.e. “?” replaces some or all of the letters), your current font is not supported in full by your recognition language alphabet. To correct the problem, select a font that supports your entire recognition set (for example, Arial Unicode or Bitstream Cyberbit) on the **Formatting** tab (**Tools>Options** menu) in the **Fonts** group, and recognize the document again. See under “Fonts for Recognition Languages that May be Displayed in Text Editor Incorrectly” in ABBYY FineReader Help.

---



After recognition, the page text is displayed in the **Text** window. When you send your text to an external application, the layout retention options mandate how the text layout is retained. Set these options on the **Formatting** tab (**Tools>Options** menu) and in the format dialogs.

The program automatically highlights uncertainly recognized characters. To disable this feature, unselect **Highlight uncertain characters** on the **View** tab (**Tools>Options** menu).

ABBYY FineReader editor features two document viewing modes: full mode (the full layout is displayed) and draft mode.

In full mode blocks with recognized text, tables and pictures are displayed exactly as they are to be found on the original image. The complete original layout is retained: columns, tables, pictures and dropped capitals (oversized letters that are several line widths high). The block where the pointer is located is the active block. If the pointer is moved using the arrow keys, the order of navigation between blocks is determined by their numbering on the original image. If editing makes the amount of text inside a particular block too large to be contained in the block, parts of other inactive blocks may become invisible. The borders of these block(s) will be displayed with red markers. When a block is active, its borders are enlarged to display all of the text.

Draft mode displays the following text features: left indent; paragraph alignment (all paragraphs are aligned to the left); and text and background color. Draft mode uses a predetermined font size (12pt by default) throughout to display text. Effects (bold, italic, underlined, superscript and subscript) are retained.

Switch between draft and full modes by clicking the  (full mode) or  (draft mode) buttons in the **Text** window.

To change font size in draft mode:

1. Select the **Options** item in the **Tools** menu.
2. Set your preferred font size by selecting in the **Draft editor font size** item on the **View** tab.

## The FineReader built-in editor is supplied with the following text editing features:

- Copy, cut, paste
- Search and replace
- Font effects
- Text alignment
- Undo and redo

### Copy, cut, paste

1. Before you use the copy, cut, and paste commands, highlight the relevant text.
2. Follow the instructions below depending on the action you wish to carry out:



Copy button

#### To copy the selection:

- Click **Copy** on the **Standard** toolbar  
or
- Select **Copy** in the **Edit** menu or local menu  
or
- Press **CTRL+C**



Cut button

#### To cut the selection:

- Click **Cut** on the **Standard** toolbar  
or
- Select **Cut** in the **Edit** menu or local menu  
or
- Press **CTRL+X**



Paste button

#### To paste the copied text:

- Click **Paste** on the **Standard** toolbar  
or
- Select **Paste** in the **Edit** menu or the local menu  
or
- Press **CTRL+V**

### Search and replace

To find a word or phrase in the text you are editing:

1. Try one of the following:
  - Select **Find** in the **Edit** menu, or
  - Press **CTRL+F**
2. The **Search** dialog will open. Type the word or phrase you wish to find in the **Find what** line of the dialog and set the search parameters.

---

**Note:** To redo an identical, press F3.

---

To search and replace a word or phrase in the text you are editing:

1. Try one of the following:
  - Select **Replace** in the **Edit** menu, or
  - Press **CTRL+H**
2. The **Replace** dialog will open. Type the word or the phrase you want to find in the **Find what** line of the dialog, type the word or phrase that is to replace the search pattern in **Replace with** line, and set the search parameters.

## Font effects

1. Click on the desired word or highlight the appropriate text.
2. Try one of the following:
  - Click the appropriate font-effect button (e.g.  ) on the Formatting bar, or
  - Right-click the **Text** window and select **Character Properties** in the local menu. The **Character** dialog will open. Select the desired font and set the required font parameters in the dialog, or
  - Press **CTRL+B** for boldface, **CTRL+I** for italics, **CTRL+U** for underlining.

---

**Note:** The program allows you to specify the following parameters in the **Font** dialog: character spacing, character scale, and use of lowercase capitals. These formatting changes will only be visible once you export your document to an application that supports formatting (such as MS Word) and cannot be seen in ABBYY FineReader's built-in text.

---

## Text alignment

1. Select the text you wish to align.
2. Try one of the following:
  - Click the desired alignment button (e.g.  ) on the Formatting bar, or
  - Right-click on **Text** and select **Character Properties** in the local menu. The **Character** dialog will open. Select the necessary item in the **Alignment** field.

## Undo and redo

Perform one of the following actions:

**To undo an action:**

- Click **Undo** on the **Standard** toolbar
- or
- Select **Undo** in the **Edit** menu
- or



**Undo** button ● Press **CTRL+Z**



Redo button

**To redo an undone action:**

- Click **Redo** on the **Standard** toolbar  
or
- Select **Redo** in the **Edit** menu  
or
- Press **CTRL+Y**

## Editing Tables

**The table editor provides you with tools to carry out the following:**

- Merge cell or row contents
- Split cell contents
- Split row/column contents
- Delete cell contents

**To merge cell or row contents:**

- Hold down the **CTRL** key and select the cells or rows you wish to merge, and then press **Merge Table Cells** or **Merge Table Rows** in the **Edit** menu.

**To split cell contents:**

- Select **Split Table Cells** in the **Edit** menu.

---

**Note:** This command may only be applied to cells merged previously.

---

**To split row or column contents:**

- Select the  or  tool on the toolbar in the **Image** window, then click the row/column you wish to split or add a new horizontal/vertical separator to.

---

**Tip:** You can merge row contents by using the  tool or the **Merge Table Rows** command (**Edit** menu).

---

**To delete cell contents:**

- Select the cell(s) you wish to delete in the **Text** window and press **DEL**.

## Chapter 8

# **Saving into External Applications and Formats**

You can choose to save recognition results to a file, export them to an external application without saving them, copy them to the Clipboard or e-mail them in a supported file saving formats. You can save specific pages or all of the pages in the document.

### **FineReader can export recognition results to the following applications:**

Microsoft Word 6.0, 7.0, 97 (8.0), 2000 (9.0), 2002 (XP) and 2003 (11.0); Microsoft Excel 6.0, 7.0, 97 (8.0), 2000 (9.0), 2002 (10.0) and 2003 (11.0); Microsoft PowerPoint 2002 (10.0), 2003 (11.0); Corel WordPerfect 7.0, 8.0, 9.0, 2002 (10.0), 2003 (11.0); Lotus Word Pro 9.5, 97 and Millennium Edition; StarWriter 4.x, 5.x and 6.x, PROMT 98, and other applications that support the ODMA standard.

### **Chapter Contents:**

- General information on saving recognized text
- Text saving options
- Saving the recognized text in RTF, DOC and Word XML formats
- Saving the recognized text in PDF format
- Saving the recognized text in HTML format
- Saving the recognized text in PPT format
- Saving the page image

## General Information on Saving Recognized Text

### You may:

- save recognized text using the **Save Wizard**,
- save opened or selected pages to a file or send them to an external application,
- save all the batch pages to file or export them into an external application,
- save page image.



Send recognition results to a certain application or save them to a file by clicking on **4-Save**. The icon appearance changes to reflect the current saving mode. The **Save** button caption displays the name of the currently selected export application..

### To save the recognized text:

1. Click on the downward-pointing arrow to the right to the **4-Save** button and select the desired item in the local menu.

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**Note:** To save a specific number of pages, select them prior to clicking the **4-Save** button.

---

After the export is finished, the **4-Save** button icon will change to reflect the previous action (sending the recognized text to an application, sending it by e-mail, copying it to the Clipboard or saving it to a file). The last export mode becomes the default for the **4-Save** button, so that clicking the icon will use that save option without going to the button's local menu.

## Text Saving Options

Text saving options can be specified on the **Formatting** tab in the **Tools>Options** menu. Some saving options can also be set in the **Save Wizard** and **Save Text As** dialogs. This section will outline.

- Formatting and text layout retention modes
- The retain pictures option
- Image resolution (saving in RTE, etc.)
- JPEG quality
- Fonts to use
- Save all or selected batch pages
- Recognized text saving modes

### **Formatting and text layout retention modes (saving in RTF/DOC/Word XML, PPT and HTML formats)**

- **Retain full page layout** – Document layout is fully retained, including paragraph arrangement, font type and font size, columns, text direction, text color, and table structure.
- **Retain font and font size** – Table structure, paragraph arrangement, font type, and font size are all retained.
- **Remove all formatting** – Only table structure and paragraph arrangement are retained.

---

**Note:** Some additional options may become available depending on the chosen export format. In the case of the **RTF/DOC/Word XML** formats, you can set the default page size and highlight uncertain characters. In the **HTML** format, you can set the picture resolution and code page. To set these options, go to the **Formats Settings** dialog (**Tools>Formats Settings** menu). Since the dialog has a separate tab for each format, just click on the desired format tab and set the options.

---

### **Retain pictures**

If you chose this option, pictures will be saved together with recognized text. The option is only available in the case of **RTF/DOC/Word XML, PPT** and **HTML** formats.

### **Image resolution (RTF/DOC/Word XML, PDF, PPT and HTML formats)**

Sometimes you may want to reduce the image resolution that you are using. For example, HTML files are normally viewed using browsers, and high-resolution files, due to their size, are usually unwelcome on the Internet. To reduce image resolution (and, consequently, HTML file size) without lowering image quality, enter a lower resolution value in the **Reduce picture resolution to** field on the **Formats>RTF/DOC/Word XML (PDF, PPT, HTML)** tab.

---

**Note:** Entering a higher resolution value than the one originally entered in the **Reduce picture resolution to** field will cause the value to be ignored. Instead, the pictures will be saved using the source resolution.

---

### **JPEG quality (saving in RTF, DOC, Word XML, PDF, PPT and HTML)**

When saving text in PDF, PPT and HTML formats, JPEG format is used.

When saving results in RTF, DOC, Word XML formats, you can specify that the image be saved in the JPEG format.

The JPEG format uses a "quality loss" algorithm to compress the image (i.e. the compressing technology averages groups of pixels and saves the entire region as a single number rather than assigning numbers to each pixel). The quality of the image will be determined by the value specified in the **JPEG quality** field (**Tools>Formats Settings, PDF, RTF/DOC/Word XML, PPT** and **HTML** tabs). Specify a value from 1 to 100 (the default value is 50 - the average value).

A higher value will result in a higher quality saved image. This value also effects image size: higher values result in the creation of a larger JPEG file. To achieve the most favorable size/quality ratio, save the image using different JPEG values, and open it in an image viewing application. The JPEG quality value is set on the **Formats Settings>PDF (PPT, RTF/DOC/Word XML, HTML)** tab.

Fonts to use (when saving in RTF/DOC/Word XML, PPT or HTML format)

The fonts specified on the **Formatting** tab are used as the default when saving in RTF/DOC/Word XML, PPT or HTML formats. You can, specify which fonts are used. To change fonts, go to the **Text** window or select other fonts on the **Formatting** tab in the Fonts group.

### **Save all batch pages or selected ones only**

You may choose to save all of the pages in a batch or only selected ones. To save specific pages, select them before saving.

### **Recognized text saving modes (when saving several batch pages at a time)**

- **Create a separate file for each page** – The program saves each batch page as a separate file. The batch page number is automatically appended to the file name.
- **Name files as source images** – This option saves each page in a separate file and retains the name of the original image.

---

#### **Note:**

1. Pages that are un-related to the original image (e.g. scanned pages) will not be saved in this mode. A warning will be displayed when this type of page is encountered.
  2. If consecutive batch pages share the same image as the original image or if all images are named the same thing, the program will treat the pages as a multi-page TIFF and save the text into a single file. If several pages have identical names but are not in consecutive order, the pages will be treated as individual image files, and the text will be saved in different files, with an index appended to their file names ( \_1, \_2, etc.).
-

- **Create a new file at each blank page** – This option treats the entire batch as a set of page groups that contain a blank page at the end of each group. Pages from different groups are saved into different files with file names consisting of the user-specified name and index number: -1, -2, -3, etc.
- **Create a single file for all pages** – All (or all selected) batch pages are saved as a single file.

---

## **Saving the Recognized Text in RTF, DOC and Word XML Formats**

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**Important!** The option of saving in Word XML is only available for MS Word 2003.

---

Layout retention modes are set on the **Formatting** tab in the **Options** dialog (Tools>Options menu).

---

**Note:** When you save the text in RTF, DOC and Word XML formats, the program uses the fonts that are specified on the **Formatting** tab in the **Options** dialog (Tools>Options menu) or those you set during text editing in the **Text** window.

---

### **Tips:**

- If you edit the recognized text in Microsoft Word rather than in the FineReader text window, uncertain characters can still be highlighted. Select the **With background color** and/or the **With text color** items on the **RTF/DOC/Word XML** tab in the **Highlight uncertain characters** group. All uncertain characters will be highlighted with the specified color.
  - When saving results in Word XML, the recognized image can be viewed in the Zoom window integrated into MS Word. This window presents the magnified image of the current line or portion of the document. By default, the **Open FineReader's Zoom window in MS Word 2003** option is checked on the **RTF/DOC/Word XML** tab.
- 

## **Saving the Recognized Text in PDF Format**

### **Document save modes:**

1. **Text and pictures only** – This option saves only the recognized text and the associated pictures.
2. **Page image only** – This option saves only the image.

3. **Text over the page image** – This option saves the entire image as a picture and saves text areas over the picture.
4. **Text under the page image** – This option saves the entire image as a picture and puts recognized text under it. This option is useful if you export your text to document archives: the full-page layout is retained and the full-text search is available in this mode.

### To set these options:

1. Select **Formats Settings** in the **Tools** menu. The **Formats Settings** dialog will open.
2. Set the options you need on the **PDF** tab in the dialog.

---

### Note:

1. A special **Replace uncertain words with images** option is available if you use the **Text and pictures** only or the **Text over the page image** mode. This option replaces all uncertain words with their images. Set this option on the **PDF** tab in the **Formats Settings** dialog.
2. When you save texts that use a non-Latin codepage (such as Cyrillic, Greek, Czech, etc.), ABBYY FineReader uses the fonts provided by ParaType company ([www.paratype.com/shop](http://www.paratype.com/shop)).
3. If during the export in PDF, a message indicates that non-standard fonts are present in the textis, you must select a mode of working with Type 1 fonts and the Type 1 fonts themselves as well. These fonts must be available via Adobe® Type Manager or via postscript font installer (in Windows 2000). See more detail about Type 1 fonts in “Using Type 1 fonts during export to PDF” section of ABBYY FineReader Help.
4. Before you can edit PDF files that use non-Latin code page (such as Cyrillic, Greek, Czech, etc.) in Adobe Acrobat®, you must change the font of the current text section to a font installed on your computer.

---

## Saving the Recognized Text in HTML Format

Layout retention modes are set on the **Formatting** tab in the **Options** dialog (**Tools>Options** menu).

---

**Note:** When you save text in HTML format, set the used fonts on the **Formatting** tab in the **Options** dialog (**Tools>Options** menu) or in the Text window during text editing.

---

### To retain pictures in a HTML file:

- Set the **Keep pictures** option on the **Formatting** tab in the **Options** dialog (**Tools>Options** menu).

---

**Note:** Each picture is saved into a separate \*.jpg file. Determine the resolution and quality of the images on the **HTML** tab of the **Formats** dialog (**Tools>Formats**).

---

### HTML formats available:

1. **Full (uses CSS and requires Internet Explorer 4.0 or later)** – Uses the latest HTML format (HTML 4). HTML 4 supports all document layout retention types (the actual retention type used depends on the options set on the **Formatting** tab in the **Retain layout** group). The built-in style sheet is used.
2. **Simple (compatible with all Internet-browsers)** - Uses the HTML 3 format. The approximate document layout is retained (i.e. the program retains the approximate font size but not the first line indent). HTML 3 format supports only a limited number of font sizes, so ABBYY FineReader chooses the HTML 3 format font size that corresponds most closely to the actual font size of the text. HTML 3 is supported by all browsers (Netscape Navigator, Internet Explorer 3.0 and later).
3. **Auto (saves Full and Simple formats in a single file with autoselection depending on browser type)** – Saves both formats (Simple and Full) to the same file. The browser you use will determine the format that is used.

---

**Note:** If your browser does not have full HTML4/CSS support (e.g. Microsoft Internet Explorer 3.0 or earlier, Netscape 4.x, etc.), use the **Simple** saving mode.

---

### To set the HTML format of your choice:

- Click the appropriate button on the **HTML** tab in the **Formats Settings** dialog (**Tools>Formats** menu) in the **Formats** group.

---

**Note:** The application detects the code page automatically. To switch the code page, select the code page of your choice in the **Code page** field on the **HTML** tab in the **Formats Settings** dialog.

---

## Saving the Recognized Text in PPT Format

Set layout retention modes on the **Formatting** tab in the **Options** dialog (**Tools>Options** menu).

---

**Note:** When you save text in the HTML format, ABBYY FineReader uses either the fonts specified on the **Formatting** tab in the **Options** dialog (**Tools>Options** menu) or those set during text editing in the **Text** window.

---

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

---

## Saving the Page Image

1. Select a batch page.
2. Select **Save Image As** item in the **File** menu. The **Save Image As** dialog will open.
3. Select the disk or the folder where you want to save the file and the file format.

---

**Note:** You may want to save only some of the image areas enclosed by blocks (regardless of type). To do this, select the block or blocks you wish to save, and then check the **Save only selected blocks** checkbox in the **Save Image As** dialog. This is only an option when saving a single image. Next, enter the file name.

---

4. Click **OK**.

---

**Note:** To save several images to a single file (a multi-page TIFF):

- Select the images from the **Batch** window.
  - Select the **Save Image As** item in the **File** menu. Select the TIFF format and the **Save as multipage image file** option.
- 

**Note:** If you save several page images from the Batch window as separate files (i.e. the images are not being saved as one multi-page TIFF), the file names will consist of the file name entered, the page number (4 digits), and the file suffix.

---

## Chapter 9

# Working with Batches

Batches are the main data depository in ABBYY FineReader, and contain scanned images, recognized text and other data. Most ABBYY FineReader settings are batch settings: scanning, recognition, saving options, etc. User patterns, user languages and user language groups are also property of a batch. New batches can be assigned the default batch settings, the settings of the current batch, or settings saved in an \*.fbt file.

### **Chapter Contents:**

- General information on working with batches
- Creating a new batch
- Opening a batch
- Adding images to a batch
- Batch page number
- Saving a batch
- Closing a batch page or the whole batch
- Deleting a batch
- Batch settings
- Full-text search in recognized batch pages

## General Information on Working with Batches

ABBYY FineReader automatically creates a new batch upon starting. A batch may contain up to 9,999 pages.

**Tip:** Saving similar-type pages (e.g. pages from the same book, those written in the same language, or those with a similar layout) in the same batch is often useful, since it streamlines the work process.

The Batch window displays a list of the pages contained in the open batch. To view a page, click on its icon or double-click on its page number. All files related to this batch page will open in the appropriate windows, i.e. the text file in the Text window, the image file in the Image window, etc.

### There are two main ways of displaying pages in the Batch window:

Batch View	Description
<b>Thumbnails</b>	Batch pages are displayed as thumbnails (a miniature image of the original page). Additional icons appear on the thumbnails as the images are processed, to provide information about which actions have been performed on them (e.g. recognition, saving, etc.). Thumbnail images are particularly useful when searching for a particular batch page. To open an image, click on its thumbnail.
<b>Details</b>	This view provides detailed information about each batch page in the batch window and offers page lists organized by a user-specified feature. The batch window accommodates a large number of pages, which is useful when organizing large batches. Open a page by double clicking on it.

### To choose the page view in the Batch window:

- Click either  or  on the **Standard** toolbar, or
- Right-click the **Batch** window and select the **View >...** item in the local menu.

To customize the Batch window to display specific features or sort according to certain criteria:

- Right-click the **Batch** window and select **Batch View>Customize** in the local menu. A dialog will open. Select the appropriate options on the **Thumbnails** and **Details** tabs of the dialog.

You may select several different pages, or a number of consecutive pages, or all of the batch pages in a row:

- To select a number of consecutive pages, hold down the **SHIFT** key and click the first and then the last page of the group you want to select.
- To select several pages, hold down the **CTRL** key and click the desired pages.
- To select all batch pages, activate the **Batch** window and choose the **Select All** item in the **Edit** menu or press **CTRL+A**.

## Creating a New Batch

To create a new batch:

- Select **New Batch** item in the **File** menu, or
- Click on **New Batch** button ().

## Opening a Batch

ABBYY FineReader automatically creates a new batch at startup.

---

**Note:** To tell ABBYY FineReader to open the last open batch at startup, check **Open the last batch at startup** on the **General** tab of the **Options** dialog (**Tools>Options**).

---

To open another batch:

1. Select **Open Batch** item in the **File** menu or click the **Open Batch** button (). The **Open Batch** dialog will open.
2. Select the appropriate folder in the **Open Batch** dialog.  
When you open a batch, ABBYY FineReader automatically closes and saves the previous batch. Prior to exiting the program, save any new batch that might be needed in the future.

Batches can be opened directly from Windows Explorer:

- Right-click the batch folder (represented by the  icon) and select the **Open with FineReader** item in the local menu. ABBYY FineReader will launch and open the chosen batch.

## Adding Images to a Batch

- Select **Open Image** item in the **File** menu or press **CTRL+O**.
- Select the desired image(s) in the **Open Image** dialog.  
ABBYY FineReader will add the image to the open batch and copy the image to the batch folder.

---

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

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1. Select an image file or group of files in Windows Explorer.
2. Right-click the selection and select **Open with FineReader** from the local menu. If ABBYY FineReader is currently running, the selected files will be added to the current batch. Otherwise, ABBYY FineReader will be launched and the selected files will be added to a new batch.  
This local menu item is only enabled in Windows Explorer if ABBYY FineReader 7.0 supports the file format.

## Batch Page Number

All batch pages are numbered. A batch may contain up to 9,999 pages. The batch page numbers are displayed in the batch.

You can renumber pages directly in the **Batch** window or from the **Renumber Pages** dialog.

### To renumber pages directly in the Batch window :

1. Click a page in the **Batch** window or press **F2**.
2. Enter the new page number.

Once the page number has been changed, all pages in the **Batch** window will be re-ordered to reflect the new numbering.

---

**Note:** Double-clicking a page number opens the page.

---

### To renumber pages in the Renumber Pages dialog:

1. Select a single page or several pages.
2. Select the **Renumber Pages** item in the **Batch** menu.
3. Set the new number for the first page selected (the page with the lowest number).

**Note :**

1. To renumber all batch pages, select the **All Pages** item in the **Renumber Pages** dialog.
  2. To renumber only part of a batch:
    - Select the pages you wish to renumber in the **Batch** window.
    - Select the **Selected pages** item in the **Renumber Pages** dialog.
  3. To renumber selected pages continuously, select the **Continuous page numbering** option. An example: The renumbering option would cause pages numbered 2, 5, and 6 (assuming 1 was chosen as the first number) to be renumbered as 1, 2, and 3. Otherwise (i.e. if the **Continuous page numbering** option is not selected), on renumbering page numbers 2, 5, and 6 would become 1, 5, 6. The first page has been assigned the chosen number, but the remaining pages have retained their original numbers.
- 

**Note:** If you renumber only certain batch pages, and allocate a number to a page that has been used, a warning will be issued and the operation will be cancelled.

---

## Saving a Batch

**To save a batch:**

- Select **Save Batch As** in the **File** menu.
- In the **Save Batch As** dialog, specify the name of the batch and the desired storage location .

## Closing a batch page or the whole batch

**To close a batch page:**

- Select **Close current page** item in the **Batch** menu.

**To close a batch:**

- Select **Close Batch** item in the **File** menu.

## Deleting a Batch

---

**Note:** When a batch is deleted, all of its contents (including image and text pages, related files, user patterns, user languages, etc.) will be deleted, leaving the folder empty.

---

### To delete a batch:

- Delete **Delete Batch** in the **Batch** menu.

### To delete a batch page:

1. Select the page(s) you wish to delete in the **Batch** window.
2. Select **Delete Page** in the **Batch** menu or just press **DEL**.

## Batch Settings

### To save batch settings in a file:

- Click the **Save** button on the **General** tab (**Tools>Options**). The **Save Batch Template As** dialog will open.
- Enter the file name.

The following settings will be saved: the **Recognition**, **Scan/Open Image**, **Formatting**, and **Check Spelling** tab settings, and the settings on the **Formats Settings** tab. The user languages, user language groups and user patterns will also be saved in the file. To apply the template to all new batches, check **Apply this template to new batches** in the **Save Batch Template As** dialog.

### To return to the default settings:

- Click on **Use defaults** button on the **General** tab.

### To load the settings:

- Click **Load** on the **General** tab and select the **FineReader batch template (\*.fbt)** file that contains the desired settings.

## Full-Text Search in Recognized Batch Pages

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**Important!** You need Internet Explorer 4.0 or later to accept this option.

---

ABBYY FineReader allows you to search all recognized pages for words in every possible grammatical form. The search pattern may consist of one or several words. The search term may be in any form (for languages with dictionary support), and the search process will identify the indicated words anywhere within the text (no matter how far apart) and in any order.

To do a full-text search:

1. Select **Advanced search** item in the **Edit** menu or press **ALT+F3**.
2. The **Search** window will open below the **Zoom** window.
3. Enter the desired text in the **Find what** field. You can also paste the Clipboard contents into the field or select a previous search from the drop-down list.
4. Click **Find**.

The **Search results** window will display the list of batch page numbers that contain all of the words from the **Find what** field. The date that each identified page was modified will be displayed and the first page section to contain the search pattern will be highlighted. Click on a page number to open it in the **Image**, **Text** and **Zoom** windows. The found words will be highlighted in color in all three windows.

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**Note:** The search function cannot locate specialized characters, such as end-of-line characters or paragraph marks.

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## Chapter 10

# Network Document Processing

ABBYY FineReader Corporate Edition is especially designed for network document processing. You must install a separate copy of ABBYY FineReader on each computer involved in network processing. (For more information about installing ABBYY FineReader on workstations, working with the License Manager, and working with the program on a local area network, please refer to the “System Administrator’s Guide” which can be found in the Administrator’s Guide folder on the server on which ABBYY FineReader was installed.)

ABBYY FineReader Corporate Edition allows you to:

### **1. Work with the same batch over a network**

The Corporate Edition allows you to process documents more quickly. In addition, the program tracks the entire process, and reports the logins and computer I.D. numbers of everyone involved in opening, scanning, recognizing, and checking batch pages. Changes made by a specific user are not tracked, but are simply assigned to all users of that batch.

### **2. Group work with the same user languages and user dictionaries**

The ABBYY FineReader Corporate Edition allows users to work with and expand (e.g. while running a spell checker) user languages and dictionaries simultaneously.

### **3. Group work with customized dictionaries for languages with dictionary support**

ABBYY FineReader provides built-in dictionaries for languages that support it. These dictionaries contain the most commonly encountered words, but may not include proper names, specialized technical terms, acronyms, etc. Adding these types of terms to customized dictionaries increases recognition quality and speeds up the spell check because ABBYY FineReader will encounter fewer words that are not included in the dictionary. In addition, the ABBYY FineReader 7.0 Corporate Edition allows multiple users to work with the same customized dictionary simultaneously.

### **Chapter Contents:**

- Working with the same batch over a network
- Group work with the same user languages and dictionaries
- Group work with customized dictionaries (languages with dictionary support only)

## Working with the Same Batch over a Network

(Available only in ABBYY FineReader 7.0 Corporate Edition)

1. Create or open a batch and set up the necessary scanning and recognition options.  
Run ABBYY FineReader and open the batch to be processed on all of the involved computers.
2. Run Background recognition (**Process>Start background recognition**) on all computers involved in recognizing the batch.
3. Start the scanning on the computer with an ADF scanner.

---

**Tip:** If your high-speed scanner doesn't support TWAIN, scan your pages directly into the ABBYY FineReader batch folder. To do this, scan the images with any scanning application on the local computer to which the scanner is attached and save the images to the ABBYY FineReader batch folder. The scanned images must then be named according to the following rule: the files must be named (in the order they are scanned) 0001.tif, 0002.tif, 0003.tif..., etc. ABBYY FineReader will automatically detect and process all of the scanned images.

---

4. You may edit the recognized text and save it to a file or send it to a selected application.

You may monitor the status of the page (scanned, recognized, edited or exported) in the **Batch** window. This information is displayed in the corresponding columns in the **Details** batch page view. To set up the **Details** page view:

- Click  on the **Standard** toolbar, or
- Right-click the **Batch** window and select the **View>Details** item in the local menu.

Customize the **Details** page view by specifying the columns you want to display in the **Batch** window or selecting a column to sort the pages on:

- Right-click the **Batch** window and select the **View>Customize**. Set the desired options on the **Details** tab of the **Batch View Settings** dialog.

If several computers process the batch, ABBYY FineReader will automatically distribute the workload between them. As each scanned page becomes available, the first free workstation running the background recognition will begin processing it. All other computers are locked out of the page. Refresh the batch page list by pressing **F5** or by selecting **Update page list** in the **Batch** menu. At the same time, any of the workstations can open already recognized pages for checking, editing and saving. All users of the batch can access the changes made by other users.

**Note:** Recognition speed enhancements from this approach will be particularly noticeable in batches that contain a lot of pages.

---

## Group Work with the Same User Languages and Dictionaries

(Available only in FineReader 7.0 Corporate Edition)

Create a batch and set up the necessary scanning and recognition options.

All of the user languages and dictionaries will be stored in one folder. The default is the batch folder. Prior to creating a user language, you must specify a folder where user languages will be stored with the other user dictionaries. To specify a folder:

- Click **Change** in the **Language Editor** dialog (**Tools>Language Editor**) and select the appropriate folder from the dialog.

This folder will become the default storage folder for all user languages and dictionaries.

After the setup is complete, save the batch settings in a batch template file (\*.fbt). To do this:

- Click **Save** on the **Options>General** tab (**Tools>Options**). In the **Save Batch Template As** dialog select the folder and enter the file name.

Each user who wants to work with the user languages and their associated dictionaries will have to load the batch settings from the previously saved \*.fbt file when creating a new batch.

### To do this:

Select **Batch template (.fbt)** in the **Template** field. In the **Open Batch Template** dialog, select the necessary \*.fbt file. This will set the previously saved batch settings, including the path to user languages and their dictionaries. Once this is done, all users will have the same path to user languages and the associated dictionaries.

You can edit user dictionaries using these user languages for recognition. All users can access changes made by another user. In addition, all users who load the batch template can access the user languages created in this folder. View the list of available user languages and their properties in the **Language Editor** dialog in the **User-defined languages** group.

The dictionary is locked while a user adds or removes terms. To update a dictionary, click on **Add** in the **Check Spelling** dialog or any button in the **Select Dictionary** dialog.

**Note:**

1. You must give read/write access to all users who access a dictionary if you are using a folder in which the dictionaries of multiple users are stored.
  2. User languages that are shared between multiple users are available as “read-only” files (which do not allow changing any parameter of the user language that has already been created). Entries may be added or removed from the user dictionary.
- 

## **Group Work with Customized Dictionaries (Languages with Dictionary Support Only)**

**(Available only in ABBYY FineReader 7.0 Corporate Edition)**

Create a batch and set up the necessary scanning and recognition options. By default, the custom dictionaries for predefined main languages (languages with dictionary support) are saved in the folder where the application is installed (for Windows 2000, the file path is: Documents and Settings\[user profile]\Application Data\ABBYY\FineReader\7.00\UserDictionaries).

To enable the shared use of custom dictionaries for predefined languages by multiple users, specify a public folder where all such dictionaries are saved. It can be either a local or a network folder. To specify the folder:

- Click **Browse** on the **Check Spelling** tab of the **Options** dialog (**Tools>Options** menu). Select the appropriate folder for storage of user dictionaries for predefined languages.

Every user can expand these custom dictionaries. The dictionary is locked while a user adds/removes a word. Changes made by a user are available for all users of the folder. To update the dictionary, click Add in the **Check Spelling** dialog or any button in the **Select Dictionary** dialog.

---

**Note:** If several users share a folder where custom dictionaries are stored, all of them must have read/write access to this folder.

---



A p p e n d i x

## **Hot Keys and Glossary**

### **Chapter Contents:**

- Hot Keys
- Glossary

## Hot Keys

Menu	Command	Shortcut Key
File	Open image from file	Ctrl+O
	Scan image	Ctrl+K
	Scan multiple images	Ctrl+Shift+K
	Stop scanning	Ctrl+T
	Create new batch	Ctrl+N
	Open a batch	Ctrl+P
	Save text to file	Ctrl+F2
	Save image to file	F12
Edit	Undo the last action	Ctrl+Z
	Redo the last undone action	Ctrl+Y
	Cut the selection and put it to the Clipboard	Ctrl+X
	Copy the selection to the Clipboard	Ctrl+INS or Ctrl+C
	Paste the Clipboard contents	Ctrl+V or Shift+INS
	Delete the active block, the selection, the selected pages	DEL
	Select all text in the <b>Text</b> window, select all batch pages, select all blocks on the open image	Ctrl+A
	Find the specified text	Ctrl+F
	Find the next occurrence of the search text	F3
Search for and replace the specified text	Ctrl+H	
View	Magnify the image in the Image window	Ctrl+Shift+Num +
	Zoom Out the image in the Image window	Ctrl+Shift+Num -
	Zoom In to selected blocks	Ctrl+Shift+Num *
	Properties	Alt+ENTER
Batch	Open next batch page	Alt+Down
	Open previous batch page	Alt+Up
	Open page with specified number	Ctrl+G
	Close the current page	Ctrl+F4
	Delete the recognized text in the <b>Text</b> window	Ctrl+Shift+DEL
	Delete all blocks in the <b>Image</b> window and all recognized text in the <b>Text</b> window	Ctrl+DEL
	Update page list	F5

Menu	Command	Shortcut Key
Process	Scan and read an image	Ctrl+D
	Open and read an image	Ctrl+Shift+D
	Start Scan&Read Wizard	Ctrl+W
	Analyze layout	Ctrl+E
	Analyze layout on all batch pages	Ctrl+Shift+E
	Read active or selected pages	Ctrl+R
	Read all batch pages	Ctrl+Shift+R
Tools	Read active or selected blocks	Ctrl+Shift+B
	Spell the recognized text	F7
	Move to the next error or uncertain word.	F4
	Move to the previous error or uncertain word.	Shift+F4
	View Dictionaries	Ctrl+Shift+V
	Translate word with Lingvo	Ctrl+Shift+T
	Open the <b>Language Editor</b> dialog to create and edit languages and language groups	Ctrl+Shift+L
	Open the <b>Pattern Editor</b> dialog where you can create and edit the user's patterns	Ctrl+Shift+A
	Set the scanner parameters	Ctrl+Shift+S
	Open the <b>Formats Settings</b> dialog where you can set save options for supported output formats	Ctrl+Shift+X
Window	Open the <b>Options</b> dialog	Ctrl+Shift+O
	Open the next window	Ctrl+F6
	Open the previous window	Ctrl+Shift+F6
	Open the <b>Batch</b> window	Alt+1
	Open the <b>Image</b> window	Alt+2
	Open the <b>Text</b> window	Alt+3
	Open the <b>Zoom</b> window	Alt+4
	Switch to the <b>Advanced search</b> window	Alt+5
Open the <b>Advanced search</b> window	Alt+F3	
Help	Open help	F1
General	Make the selection <b>bold</b>	Ctrl+B
	Make the selection <i>italic</i>	Ctrl+I
	Make the selection <u>underlined</u>	Ctrl+U
	Go to the next table cell	left arrow, right arrow, up arrow, down arrow

## Glossary

### A

#### **Abbreviation**

A shortened form of a word or phrase used to represent the whole. For example, MS-DOS (for Microsoft Disk Operating System), UN (for United Nations), etc.

#### **Activation**

The process of obtaining a special code from ABBYY which allows the user to use his copy of the software in full-function mode on a given computer.

#### **Activation Code**

A code that is issued by ABBYY to each user of ABBYY FineReader Professional Edition during the activation procedure. The Activation Code is required to activate ABBYY FineReader on the computer that generated the Installation ID.

#### **Activation File**

A file issued by ABBYY to each user of ABBYY FineReader Corporate Edition during the activation procedure. The Activation File contains information required to activate the software on the server or on a standalone computer as the case may be. From the server, the product will be activated on workstations.

#### **Active block**

Indicates the block that is currently ready to have actions (e.g. deleting, changing type, etc.) applied to it. The active block frame is bold and there are "squares" in its corners.

#### **ADF (Automatic Document Feeder)**

A device that automatically feeds documents through a scanner. A scanner with an ADF can scan any number of pages without manual intervention. ABBYY FineReader also supports scanning multiple images.

### B

#### **Background recognition**

A special recognition mode that allows the user to edit and save already recognized pages while ABBYY FineReader recognizes other pages at the same time.

#### **Batch**

A folder that contains image files, recognized text files and other ABBYY FineReader information files. There may be up to 9,999 pages in a batch. It is useful to save similar pages (such as all pages from the same book, those in the same language, or images with the same layout) in the same batch to streamline the work process.

#### **Block**

A framed image area.

#### **Block template**

A particular block arrangement that can be used to recognize pages of similar layout. A block template may be saved in a special file.

#### **Block type**

Each block has a type. The following block types are available in ABBYY FineReader: Recognition Area, Text, Picture, Table and Barcode.

#### **Brightness**

A scanning parameter that indicates the contrast between black and white image areas. Setting the correct brightness increases recognition quality.

#### **Brightness autotuning**

Automatic brightness tuning performed either by scanner or ABBYY FineReader. The autotuning process sets the brightness for every image area separately.

**C**

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**Code page**

A table that sets the interrelation between the character codes and the characters themselves. Users can select the characters they need from the set found in the code page.

**Compound word**

A word made up of two or more stems (general meaning); a word not found in the dictionary, but potentially made up of two or more terms found in the dictionary (ABBYY FineReader meaning).

**D**

---

**Despeckle image**

Delete excess small black dots from an image.

**dpi (Dots per Inch)**

How resolution is measured.

**Driver**

A program controlling a computer peripheral (e.g., a scanner, a monitor, etc).

**F**

---

**Font effects**

Certain variations of a font outlook (i.e. bold, italic, underlined, strikethrough, subscript, superscript, small caps).

**H**

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**Hot folder**

A special folder monitored by ABBYY FineReader. Images added to this folder are automatically opened in the ABBYY FineReader window.

**I**

---

**Ignored characters**

Any non-letter characters found in words (e.g. syllable characters or stress marks). These characters are ignored during the spell check.

**Image type**

A scanning parameter that determines whether an image must be scanned in black and white, gray or color mode.

**Installation ID**

A computer code that is generated on the basis of the PC hardware parameters.

**Inverted image**

An image with white characters against a dark background.

**L**

---

**License Manager**

A utility used for managing ABBYY FineReader licenses and activating ABBYY FineReader 7.0 Corporate Edition.

**Ligature**

A combination of two or more “glued” characters, for example, fi, fl, ffi etc. These characters are difficult separate because they are usually “glued” in print. Treating them as a single compound character improves scanning accuracy.

**M**

---

**Monospaced font**

A font (such as Courier New) in which all of the characters are equally spaced. Select the Typewriter item on the Print Type group (Recognition tab) to increase the recognition quality of documents set in monospaced fonts.

## O

### **Omnifont system**

A recognition system that recognizes characters set in any font and font size without prior training.

### **Open&Read**

A command that processes an image file: opens, analyzes the page layout; and recognizes it.

### **Optional hyphen**

A hyphen ( ) that indicates exactly where a word or word combination should be split if it occurs at the end of a line (e.g. "autoformat" should be split to "auto-format"). ABBYY FineReader replaces all hyphens found in dictionary words with optional hyphens.

## P

### **Page layout**

A combination of the way text, tables and pictures are arranged on a page, the way text is arranged into paragraphs, the font and font size of the text, the number of text columns, the character and background color, and the text orientation.

### **Page layout analysis (drawing blocks)**

A process of analyzing the page layout and enclosing different image areas in blocks according to the layout. Blocks may be of different types. Page layout analysis may be performed automatically in a coupled recognition/page layout analysis procedure (run by clicking the 2-Read button) or manually.

### **Paradigm**

The set of all grammatical forms of a word.

## **Pattern**

A set of pairs (the character image and the character itself) that is created during pattern training. A pattern provides additional information during recognition.

### **Primary form**

The form of words in dictionary.

### **Prohibited characters**

If certain characters will never be found in recognized text, they may be specified in a set of prohibited characters in the language group properties. Specifying these characters increases the speed and quality of recognition. To specify a set of prohibited characters, click on Advanced in the Language Group Properties dialog. The Advanced language group properties dialog will open. Specify the set of prohibited characters in the Prohibited characters line.

## R

### **Resolution**

A scanning parameter determining how many dpi to use during scanning. Resolution of 300 dpi should be used for texts set in 10pt font size and larger, 400 to 600 dpi is preferable for texts of smaller font size (9pt and less).

## S

### **Scanner**

A device for inputting images into computer.

### **Scan&Read**

The main ABBYY FineReader button. Click it to have ABBYY FineReader scan and recognize your image(s).

### **Scan&Read Wizard**

Runs a special Scan&Read mode. ABBYY FineReader guides you through document processing and provides advice on getting best results.

### **Source Text Print Type**

A parameter reflecting how the source text was printed (on a laser printer or equivalent, on a matrix printer in the draft mode, on a typewriter). For laser-printed texts, the **Auto** mode should be set; for typewritten texts, the **Typewriter** mode should be set, for texts printed on a dot matrix printer in draft mode, and the **Dot Matrix Printer** mode should be set.

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## **T**

### **Training**

Creating pairs of a character image and the character itself. See the “Recognition with Training” section for details.

### **TWAIN, TWAIN dialog**

A scanner dialog.

---

## **U**

### **Uncertain characters**

Characters recognized with a certain degree of uncertainty. ABBYY FineReader marks characters that may be incorrectly recognized.

### **Uncertain words**

Words containing one or several uncertain characters.

### **Unicode**

A standard developed by The Unicode Consortium (Unicode, Inc.). The standard is a 16-bit international encoding system for processing texts written in the main world languages. The standard is easily extended. The Unicode Standard determines the character encoding, as well as properties and procedures used in processing texts written in a certain language.

