

Readiris™ 17



No retyping. No paper.
Just smart documents.

for Windows®

#1 Conversion Software

Table of Contents

Readiris 17	1
Introducing Readiris.....	1
What's new in Readiris 17.....	2
Legal Notices	3
Section 1: Installation and Activation.....	5
System Requirements	5
Installing Readiris.....	6
Activating Readiris.....	7
Software Registration.....	8
Search for updates	9
Uninstalling Readiris	10
Technical Support.....	11
Section 2: Getting Started.....	12
Using Readiris for the first time	12
Exploring the interface	13
Customizing the interface	16
Changing the user interface language	18
Configuring your scanner.....	19
Section 3: Basic Document Processing	22
Basic Document Processing.....	22
Saving the processing settings	24
Loading settings	25
Restoring factory settings	25
Using the Wizard	26
Section 4: Selecting the Recognition Options	28
Recognition Options.....	28
Document Language	28
Other Recognition Options (Readiris Pro + Corporate)	28
Other Recognition Options (Readiris Corporate only)	30
Advanced Recognition Options	32
Acquire options.....	33
Font type and Character pitch	33
Barcodes	34
Document Processing	34
Teaching options	34
Language options	34
Section 5: Scanning and Opening Documents	35
Scanning Documents	35
Selecting the Scanner Settings.....	36
Scanning batches of documents	39
Opening Image Files	42

Opening options	43
Other ways of opening image files	43
Processing Batches of Image Files	44
Teaching Mode	45
Section 6: Adjusting the Image Quality	48
Section 7: Editing the Recognized Documents	52
Modifying the Page Options.....	53
Editing the Recognition Zones	55
Using Zoning templates.....	61
Using the Text Corrector.....	62
Section 8: Adding Annotations for PDF export	64
Using Annotations.....	64
Annotation types	67
Text to Speech	67
Watermark	69
Sticky Note	71
Free text	72
Web Link	74
Audio Record	75
File Attachment	77
Highlight, Underline or Strikethrough Text	78
Stamp.....	79
Section 9: Saving Documents	82
Available Output Formats	85
Adding Properties to Documents	89
Saving Scanned Documents as Image Files.....	90
Selecting the Formatting Options.....	91
Layout Options	93
General Options.....	96
SpreadsheetML Options	97
Paper Size	98
Pictures	99
Selecting the PDF Options.....	100
Selecting the PDF Options.....	100
Compressing PDF documents	102
Password-protecting PDF Documents.....	104
Digitally Signing PDF Documents	105
Selecting the XPS Options.....	106
Selecting the XPS Options.....	106
Compressing XPS Documents	108
Section 10: Sending Documents to the Cloud.....	109
Configuring the Connectors	109

Sending Documents	110
Sending Indexed Documents to the Cloud.....	111
How to	112
How to configure your scanner in Readiris	112
How to obtain good recognition results.....	115
How to scan multiple documents	116
How to process digital camera images.....	117
Tips for taking pictures with your digital camera	117
How to recognize barcodes	118
How to separate document batches	119
How to separate batches of image files.....	121
How to process low-resolution images.....	123
How to do a right-click conversion	124

Readiris 17

Welcome to the Readiris documentation.


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

The procedures described in this documentation are based on the **Windows 7** and **Windows 10** operating systems.

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

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

For additional information about Readiris, open the **Help** menu. There, you have access to Getting Started videos, a Knowledge Base, I.R.I.S. support, etc.

 Readiris offers various features that come unlocked depending on the license number that is purchased. Three editions are available: Readiris **PDF**, **Pro** or **Corporate**. This documentation describes all the features available in the Corporate Edition. To verify what features are covered by your purchased edition, please see the comparison table on our website at <http://www.irislink.com/ri17table>.

You can easily upgrade your license number if needed.

Introducing Readiris

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

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

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

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

What's new in Readiris 17

Adding Annotations exportable in the PDF output format

An annotation associates an object such as a note, sound, or text with a location on a page of a document. Readiris includes a **PDF Annotations tab** that allows you to add annotations in your documents before you export them into a PDF format. That function can be useful in a revision process.

Among the annotation types supported is the [Text to Speech \(TTS\)](#) annotation.

Other Output formats than PDF do not support annotations. Those annotations are fully compatible with Adobe Reader. The best result cannot be guaranteed with any another PDF viewer.

MP3 Output Format

A new available output format is MP3 (compressed audio format).

JPEG Output Format

The JPEG output format allows one page/image per file only.

Improved performances

A new OCR engine increases the quality and the speed of the character recognition.

Legal Notices

RI_17_sjo_20180701_01

Copyright

© 2018 I.R.I.S. All Rights Reserved.

I.R.I.S. owns the copyrights to the Readiris software, to the online help system and to this publication.

The information contained in this document is the property of I.R.I.S. Its content is subject to change without notice and does not represent a commitment on the part of I.R.I.S. The software described in this document is furnished under a license agreement which states the terms of use of this product. The software may be used or copied only in accordance with the terms of that agreement. No part of this publication may be reproduced, transmitted, stored in a retrieval system, or translated into another language without the prior written consent of I.R.I.S.

This documentation uses fictitious names as examples; references to actual persons, companies or organizations are strictly coincidental.

Trademarks

The Readiris logo and Readiris are trademarks of Image Recognition Integrated Systems S.A.

OCR and barcode technology by I.R.I.S.

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

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

iHQC compression technology by I.R.I.S.

Windows is a registered trademark of Microsoft Corporation in the United States and other countries.

All other products mentioned in this documentation are trademarks or registered trademarks of their respective owners.

Patent Statements

Readiris is protected under these issued patents: US8068684; EP2143039; JP5501958B2; US8331706; US8666185; US8995780; BE1022635; US8913836; BE1021013; US9058517; US9311558; BE1022630; US8897600; US9183636; BE1022636; US8811751; BE1022166; BE1022562; US9798943; BE1024194; US9836646; applied for by I.R.I.S. SA.

Third Party Software Acknowledgements

Readiris for Windows® utilizes third-party software subject to the licenses described below.

OSS		
Description	Version	License
Podofo *	0.9.5.0	LGPL , version 2
FreeImage	3.17	FIPL
Lame *(www.mp3dev.org)	3.1	LGPL , version 2
Boost		Boost Software License
Zlib		Zlib License
Minizip		Custom

Pugxml		MIT
Freetype		Freetype License
Commercial Software Products or Components		
Description		
Aspose PDF for .Net		
Aspose Words for .Net		
BCGControlBar		

*Since the free library is subject to the LGPL, it is possible for any user to modify, recompile or replace the free LGPL library (here, podofo.dll and libmp3lame.dll) and use its modified version with Readiris.

Disclaimer

The content of this document was created and arranged with the utmost care.

I.R.I.S. SA assumes no responsibility for the accuracy, completeness and timeliness of the provided content.

Section 1: Installation and Activation

System Requirements

The minimum system requirements to install and run Readiris are:

Component	Requirement
Computer and processor	1GHz processor or higher. A Multi-Core processor is recommended. Note: when your computer is equipped with a multi-core processor, Readiris uses the multiple cores to achieve faster processing.
Memory	Minimum 1 GB RAM. 2 GB RAM is recommended.
Hard disk	Minimum 400 MB free hard disk space*. 1 GB free hard disk space is recommended.
Operating System	Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP (as of Service Pack 3). All 32 or 64 bit. Windows 7 or higher is recommended.
Other	Internet connection for the download version and the software activation. Note: some scanner drivers may not work under the latest version(s) of Windows. See the documentation supplied with your scanner to find out which platforms are supported.

*During the installation the required disk space is double because of temporary files that need to be stored.

Installing Readiris

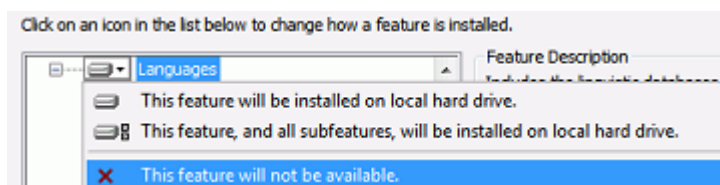
Before you try and install Readiris, make sure you have the necessary **administrator rights** to install applications on your computer.

To install Readiris:

- Download your software package on <http://www.irislink.com/softwaredownload>.
If your Readiris was bundled with IRIScan scanners, make sure to download the software package of your scanner: it will include Readiris.
- Double-click the **installation file** to start the Installation Wizard.
- Select the installation language and click **OK**.
- Accept the terms of the license agreement.
- A **complete** installation is selected by default.

In case you only want to install certain recognition languages:

- Select **Custom** and click **Next**.
- Click the down arrow in front of Languages and select **This feature will not be available**.
All languages are now unselected.



- Now click the down arrow in front of the language(s) you want to install, and select **This feature will be installed on local hard drive**.
- Click **Next** and follow the on-screen instructions.
- Click **Finish** to complete the installation.
The submenu **IRIS > Readiris** in the Windows **Programs** list is created automatically by the installation program.
The installation program also creates a shortcut to the Readiris application on the Windows desktop.



Activating Readiris

Once you have installed Readiris you need to activate it.

Note: Unactivated copies of Readiris allow you to convert a maximum of 150 pages during a period of 10 days, for documents of 10 pages maximum at a time (**trial mode**).

To activate Readiris:

- Double-click the Readiris shortcut on the Desktop to start.
- You are prompted to activate Readiris. Click **Yes** to do so.
Note that an internet connection is required to activate Readiris.
- Enter the activation code you find on the label inside the product box.
Note: if you downloaded an electronic version, your activation code was sent to you by email.
- Then click **Activate now** to finish the activation.

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

Readiris Corporate

Activation code

Register

Getting Started

Tutorials

Feedback

Please enter your activation code

• **I have an activation code for this product**

- - - - - - - -

The 34 digit activation code should be located inside the product box OR in the confirmation email sent while purchasing an electronic version of the software

For more information about the location, please follow this link: [Where can I find my activation code ?](#)

[If you do not have a product key, you can buy a new one.](#)

Activate now **Buy now**

• **I'd like to continue to use this product on a trial basis**

* First Name

* Last Name

* Country/Region

* Email

* ☐ I agree to receive emails, software updates and product offers from I.R.I.S.

* ☐ I have read and I agree to the privacy policy [Privacy Policy](#)

* *Required fields*

Continue

Tip: if an error occurs during the activation process, note that you can also do a manual activation.

Activate Readiris

An error occurred in the activation process

Retry **Cancel** **Manual Operation**

If errors keep occurring, you might need to deactivate your firewall and try again. Consult the Windows help file if necessary. To do so, press **F1** on your keyboard while you are on the Desktop.

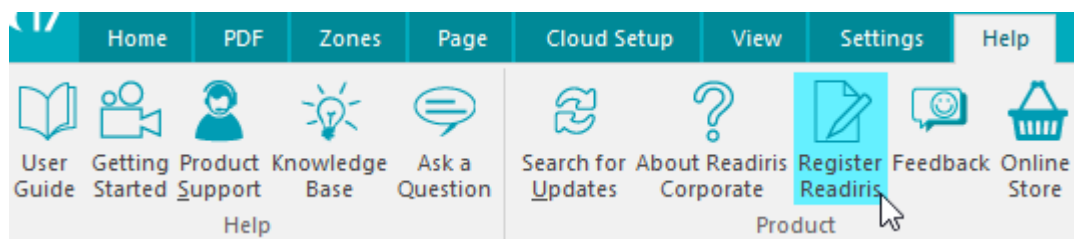
Software Registration

Once you have activated your software you can also register it.

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

To register Readiris:

- Click the **Help** tab.
- Click **Register Readiris**.



- Fill in the Registration form and click **Register now**.
Note that an internet connection is required to register.

Register your Readiris software

Online Registration Form		Why Should You Register Your Software	
Country/Region *	<input type="text" value="Belgium"/>	✓	Free Software updates (Keep your version up-to-date)
First Name *	<input type="text"/>	✓	Exclusive membership offers and discounts
Last Name *	<input type="text"/>	✓	Free technical support
Company	<input type="text"/>	✓	Receive user tips and products tutorials
Email *	<input type="text"/>	✓	
Device Model	<input type="text" value="HP Webcam"/>		
<input type="checkbox"/> I agree to receive emails, software updates and product offers from I.R.I.S.			
* <input type="checkbox"/> I have read and I agree to the privacy policy Privacy Policy			
* Required fields			
<input type="button" value="Register now"/>			

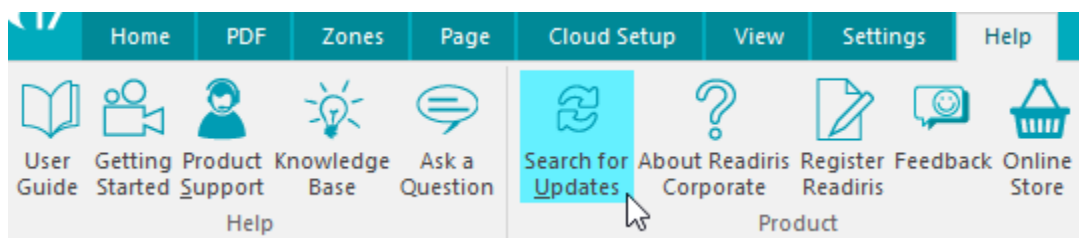
Search for updates

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

To check if updates are available:

- Click the **Help** tab.
- Then click **Search for updates**.

Note: Readiris automatically checks for updates every 20 days.

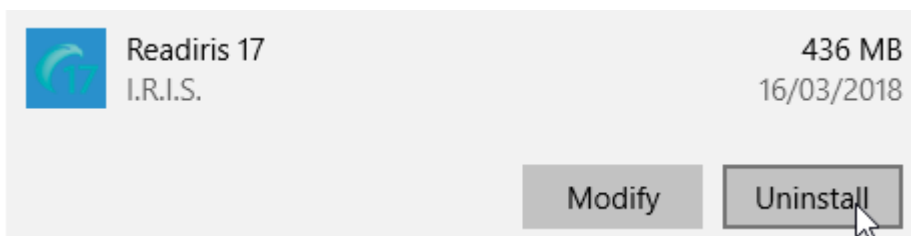


Uninstalling Readiris

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

To **uninstall** the application:

- Close Readiris.
- From the Windows **Start** menu, go to the **Control Panel**.
- Click **Programs and Features**.
- Then select **Readiris** from the list and click **Uninstall**.



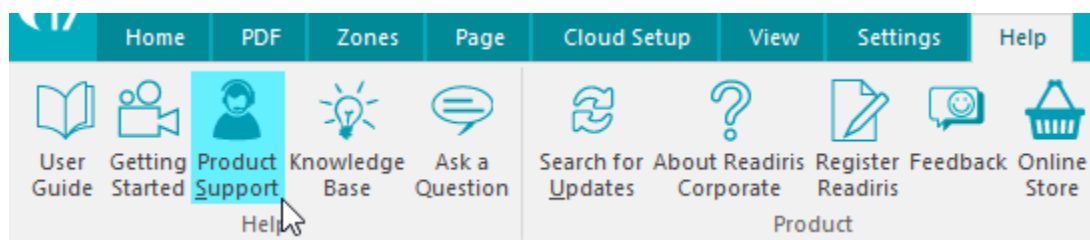
Note: On **Windows 10**, go to **Settings/System/Apps & features**. Select **Readiris** and Click **Uninstall**.

Technical Support

If you register your copy of Readiris you are entitled to free technical support.

To access Technical Support:

- Click the **Help** tab.
- Click **Product Support**.



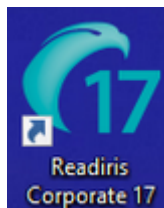
From the **Help** menu you can also access Getting Started videos and a Knowledge Base, ask us a question, etc.

Section 2: Getting Started

Using Readiris for the first time

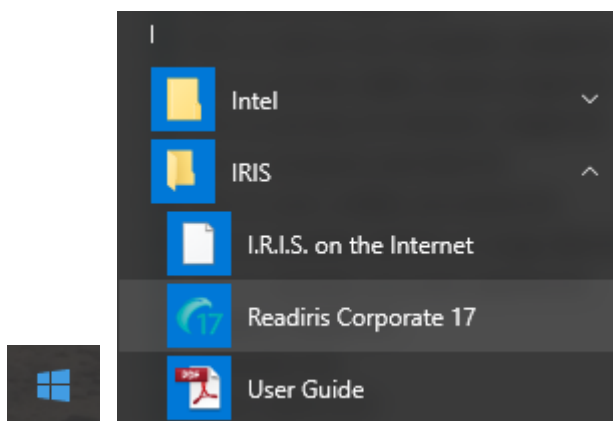
To run Readiris:

- Double-click the Readiris icon on the Desktop.



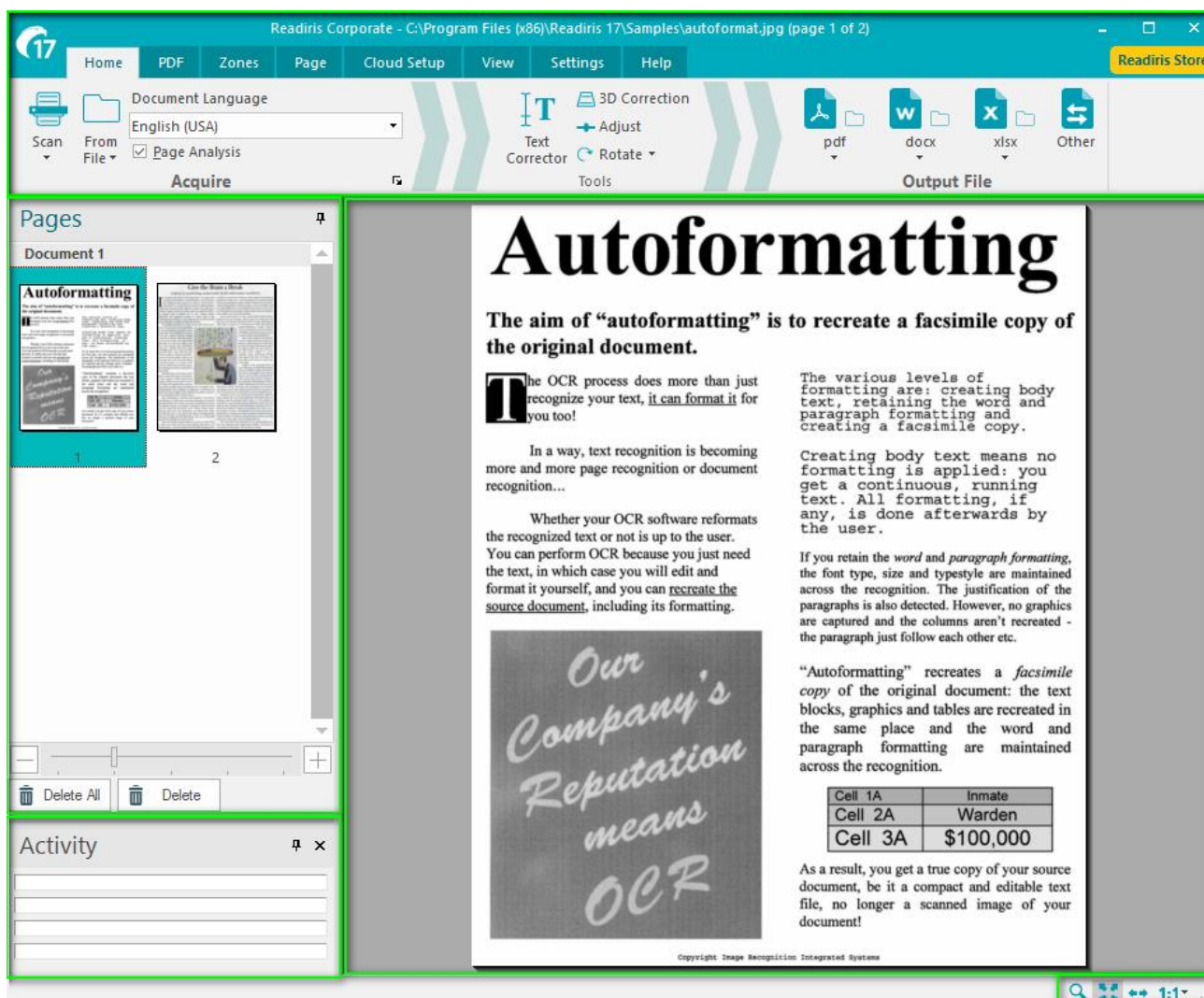
Or start Readiris from the Windows **Programs** list:

- Click **Start > All Programs > IRIS > Readiris**.



Exploring the interface

The Readiris interface looks as follows:




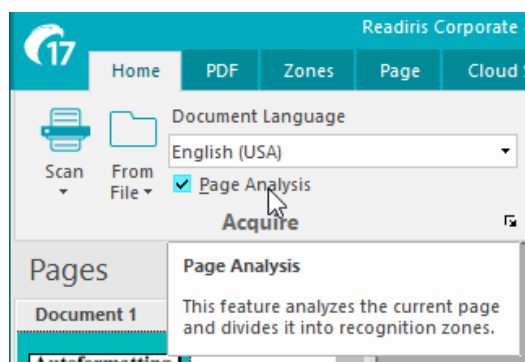
The interface consists of the following components and panels:

1. Ribbon

The Ribbon is by far the most important tool in Readiris. It contains all the commands you need to process your documents. The commands are classified per group. Groups, in turn, are collected under tabs.

 **Tip:** it is recommended to set the **Language** settings before scanning or opening documents.

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



Note: should you want to autohide the ribbon, select the corresponding option in the **View** menu.

2. Pages panel

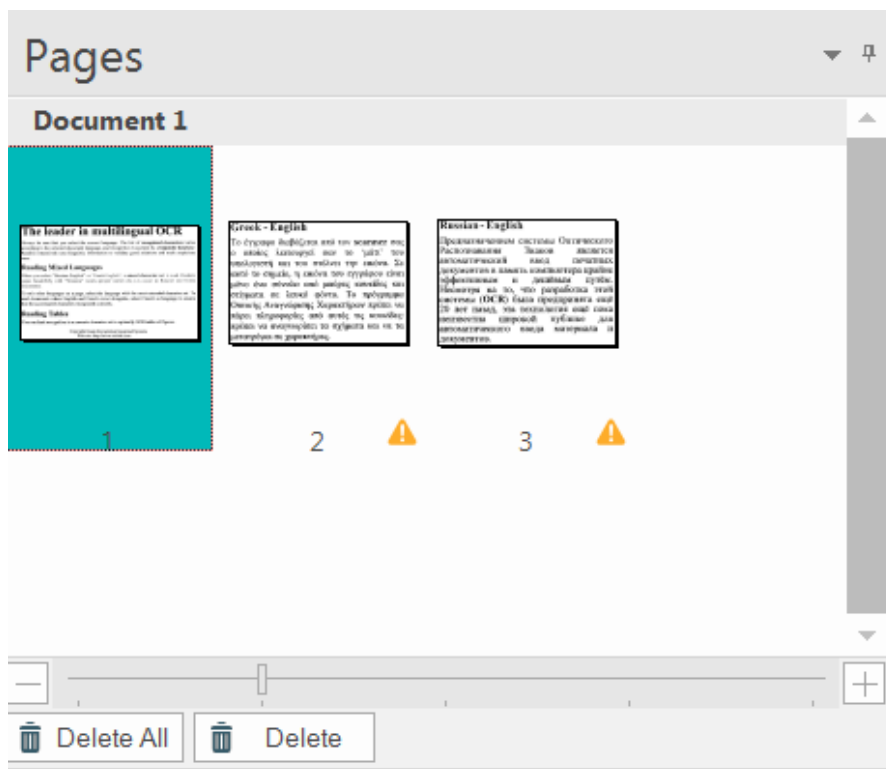
Each page you scan or open in Readiris has its thumbnail displayed in the **Pages** panel.

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

The size of the thumbnails can be increased or decreased using the slider. This way the thumbnails can be displayed over more columns.

To delete

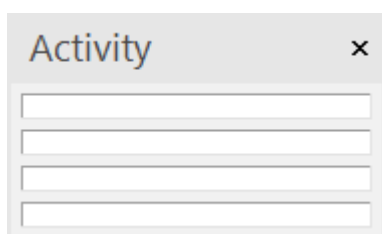
- all pages, click **Delete All**.
- selected page(s), click **Delete**.



3. Activity panel

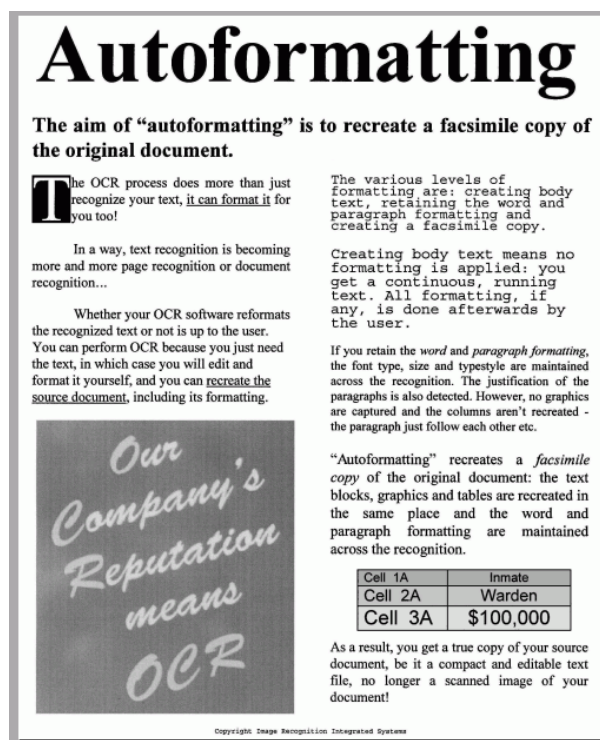
The **Activity** panel displays the tasks that Readiris is carrying out. In each field you see a description of the task, and on which page it is being carried out.

Note: the more cores your computer is equipped with, the greater the processing speed will be. Note however that Readiris is limited to 4 threads, so more than 4 cores does not offer an advantage.

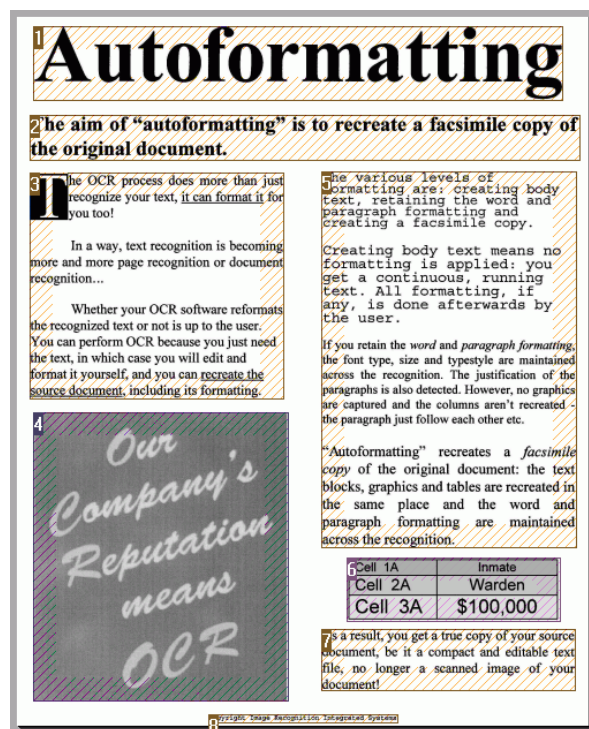


4. Scanned image

When a document is scanned or opened into Readiris, its image is displayed.



To view the analysis of the image into recognition zones, click the **Zones** tab.



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

Customizing the interface

The interface can be customized in several ways:

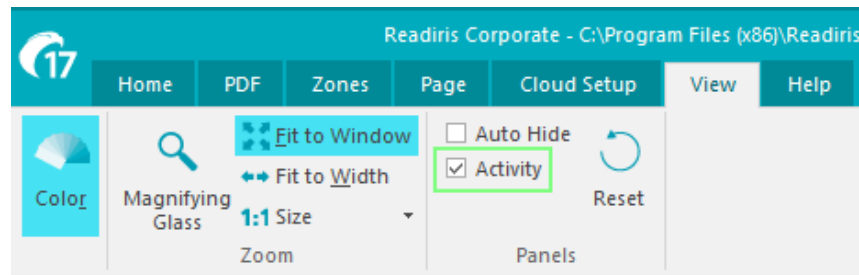
Autohiding the ribbon

To autohide the ribbon, select the corresponding option in the **View** menu.

Hiding panels

In case you want to hide the panels completely:

- Click the **View** menu.
- Clear the **Activity** box if you want to hide the **Activity** panel.



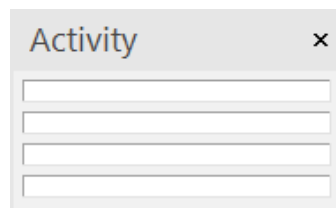
- Or click the cross on the panel to close it

Moving the panels around

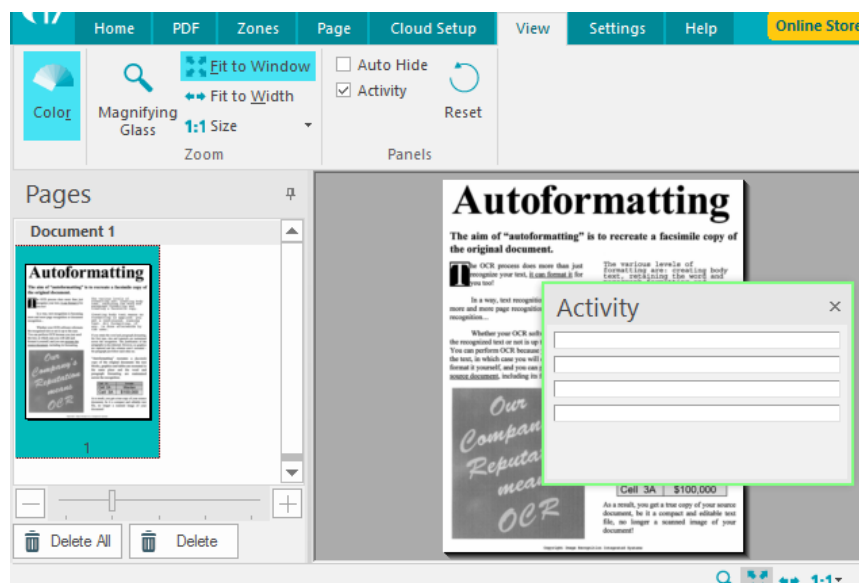
The panels do not have fixed positions. They can be placed anywhere inside the Readiris interface.

To move a panel:

- Double-click its title bar.



- The panel appears in a reduced version in the middle of the interface.
- Now you can drag it to a different position, and expand it.



- To restore a panel to its initial position, double-click its title bar again.

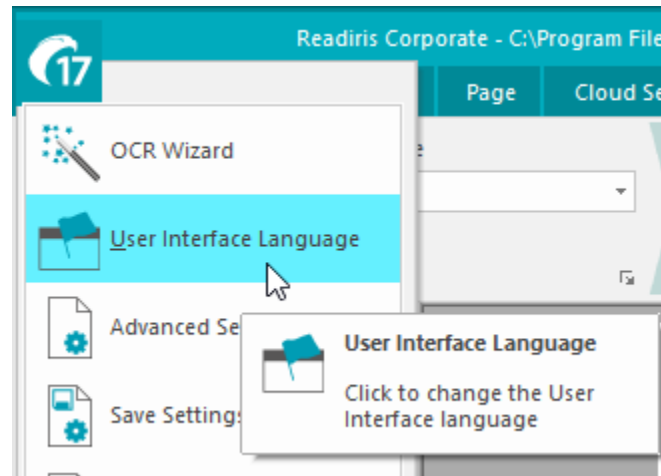
Note: to undo any changes you made

- in the **View** tab, click the **Reset** button.
- in all other settings, you can restore the factory settings. To do so, click the Readiris button in the top left corner, and then click **Restore Factory Settings**.

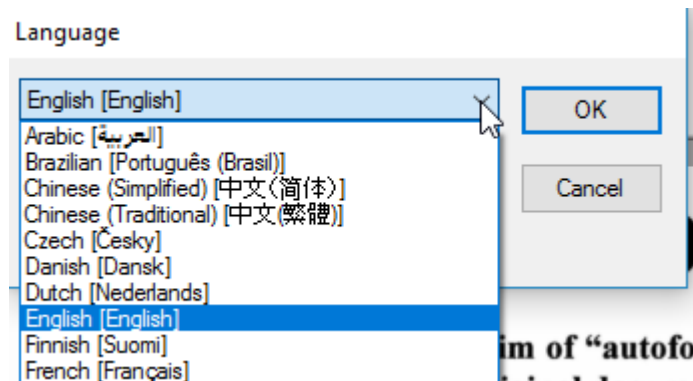
Changing the user interface language

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

- Click the **Readiris** button in the top left corner or go to the tab **Settings**, then click **User Interface Language**.



- In the **Language** window that opens, select the language of your choice, then click **OK**.



Note: If you selected an incorrect language by mistake, click **Ctrl+U** inside Readiris. The **Language** dialog box opens and you can select another language from the list.

Configuring your scanner

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

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

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

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

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

Scanner configuration in Readiris

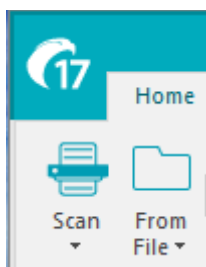
Readiris will try to detect automatically an installed scanner, its driver and will do an automatic configuration of any other needed settings such as resolution, paper format, etc.

The automatic scanner detection is currently possible for an installed I.R.I.S., Canon, and HP device.

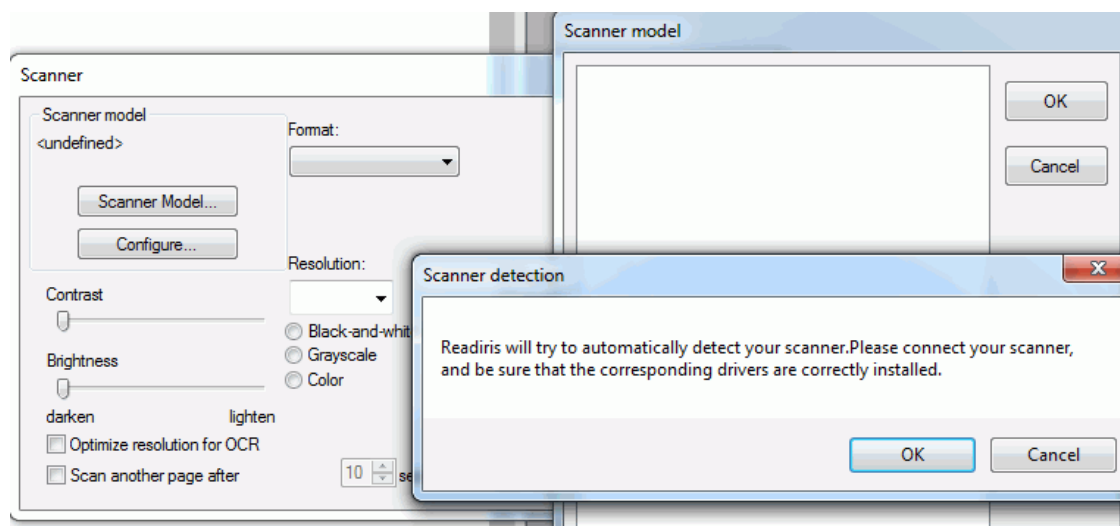
For any other device, you have to do a manual configuration.

Automatic scanner detection

- This feature is activated when you click the **Scan** button
 - the first time you use an installed scanner
 - or
 - after a **Restore Factory Settings** operation



- A **Scanner detection message** is displayed.
 - To confirm the automatic detection action, click **OK**.

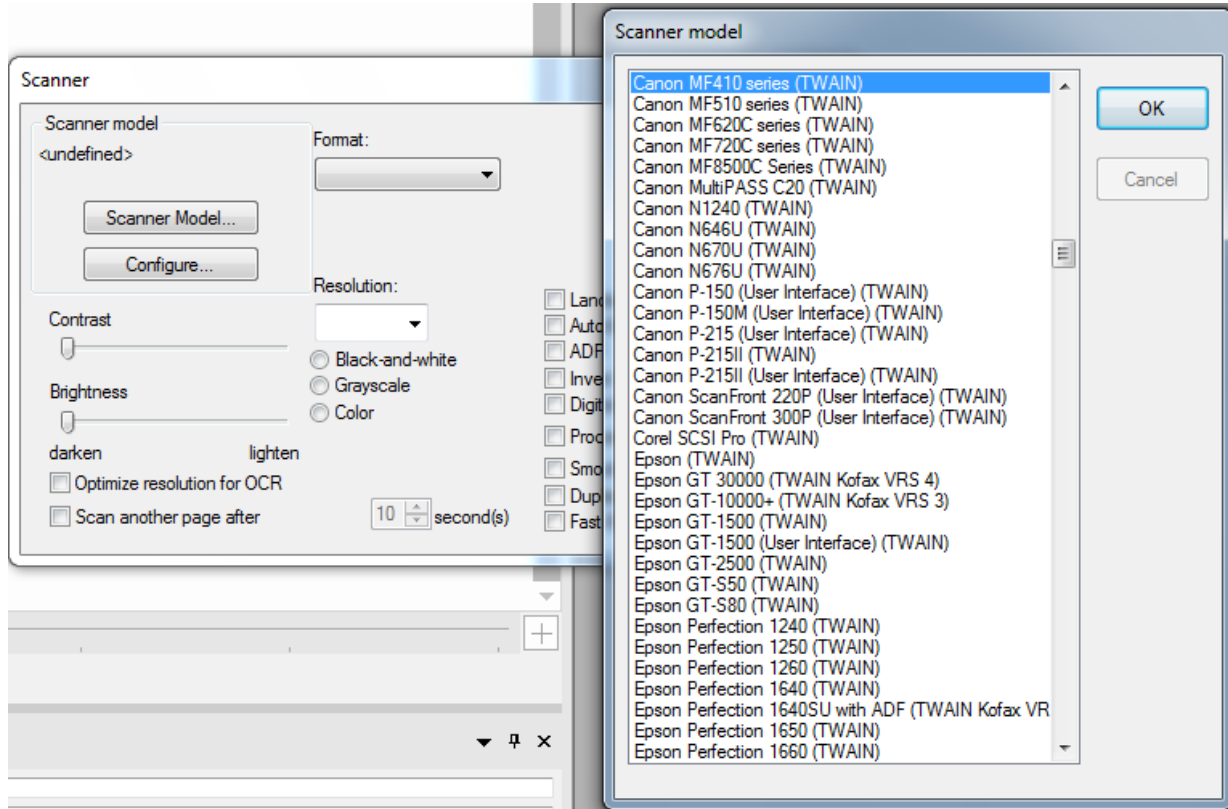


- When clicking **OK**, Readiris starts the matching process. It tries to match the installed scanner with a scanner model or profile of the list of validated scanners in Readiris.

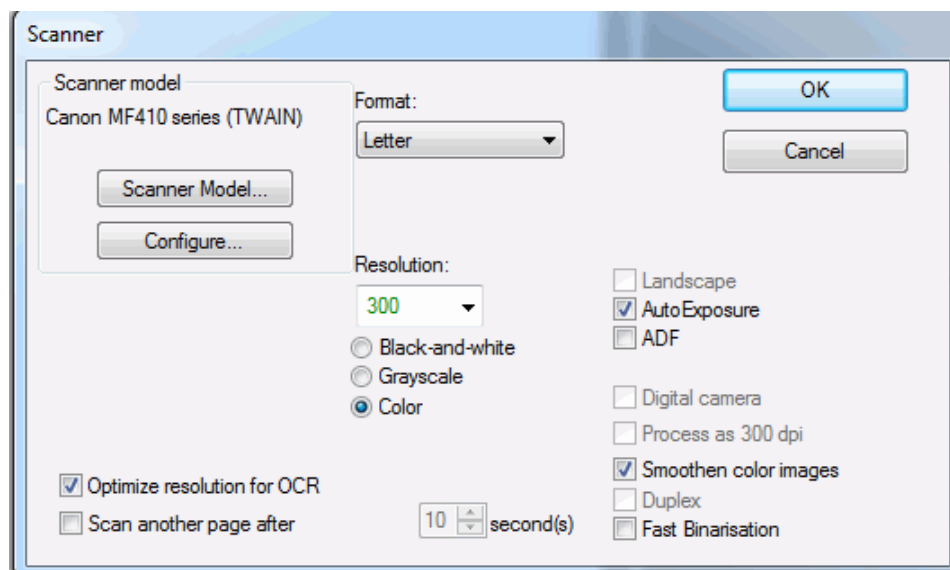
For the time being, this list consists mainly of Canon, HP and IRIS devices.

- If Readiris detects a match, it proposes the corresponding scanner profile in the **Scanner model** window.

*In this example, a Canon MF416dw MFP device is configured and Readiris proposes **Canon MF410 series***



- To confirm the proposed device as the current model to be used in Readiris, click **OK**.
- If Readiris cannot find your scanner model, go to the **Manual scanner detection** section.
- Readiris will, then, load the corresponding TWAIN driver installed on the system, and display the **Scanner** setting window pre-filled with the scanner capabilities, such as resolution, paper format, etc.



- To start scanning, click **OK**.

For more information about the different scanner settings, see the topic [Selecting the Scanner Settings](#).

Manual scanner detection

- If Readiris cannot find automatically your scanner model, select it manually in the **Scanner model** list.

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

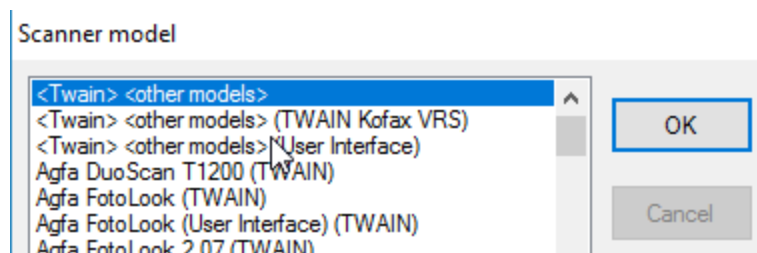
Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

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

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

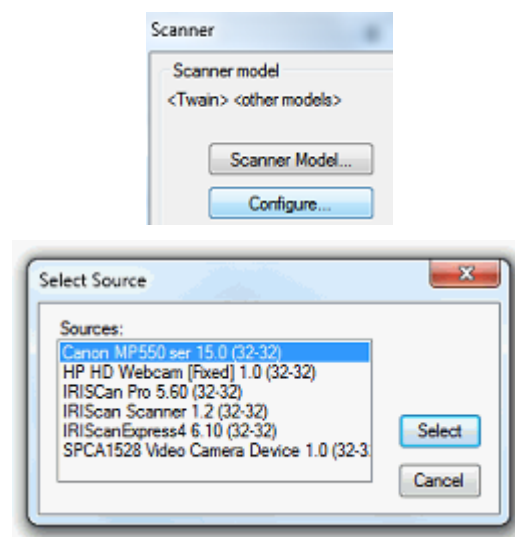
Select **<Twain><OTHER MODELS>(User interface)** if you want to use your scanner user interface to scan documents.

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



- Once you have selected a scanner model, you must configure your scanner **driver**.
 - Click **Configure** to select your scanner **driver**.

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



Note: you can also configure the scanner driver directly on the main toolbar. Just click the down arrow beneath **Scan** and click **Select Source**.

- Once the scanner has been configured you can start scanning, using the default scanner settings. For more information about the different scanner settings and how to change them, see the topic [Selecting the Scanner Settings](#).

Section 3: Basic Document Processing

Basic Document Processing

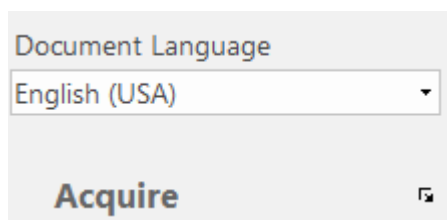
Processing documents with Readiris is fairly straightforward when using a basic configuration. In this topic we discuss which steps to take when doing such a basic configuration. For detailed information about all the configuration steps, see sections 4 to 9.

Before you begin:

Select a **Document Language** from the drop-down menu in the **Acquire** group.

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

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



Processing documents

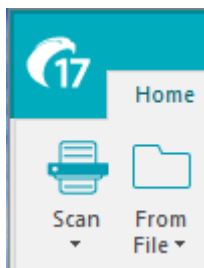
Step 1: Scan or Open your documents

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

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

or

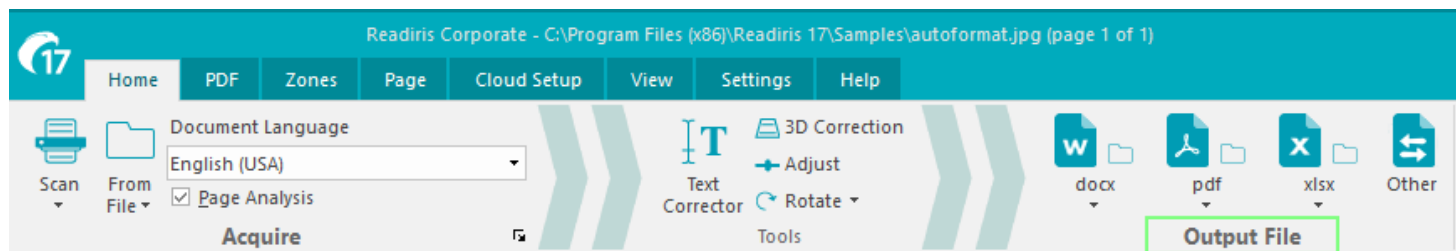
- Click **From File** to open existing image files.



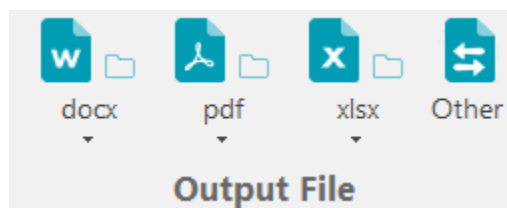
The images are displayed in the interface. If necessary you can modify the recognition zones, and also the recognized text. See the section [Editing the Recognized Documents](#) for detailed information.

Step 2: Select the Output Format and the Destination

- Select one of your favorite output formats from the **Output File** group.

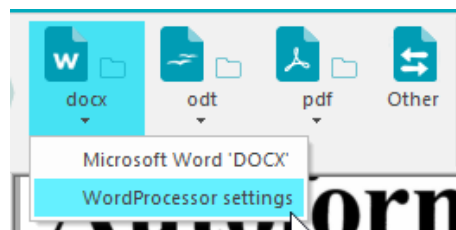


- The 3 output formats you used most recently are displayed in the **Output File** group.

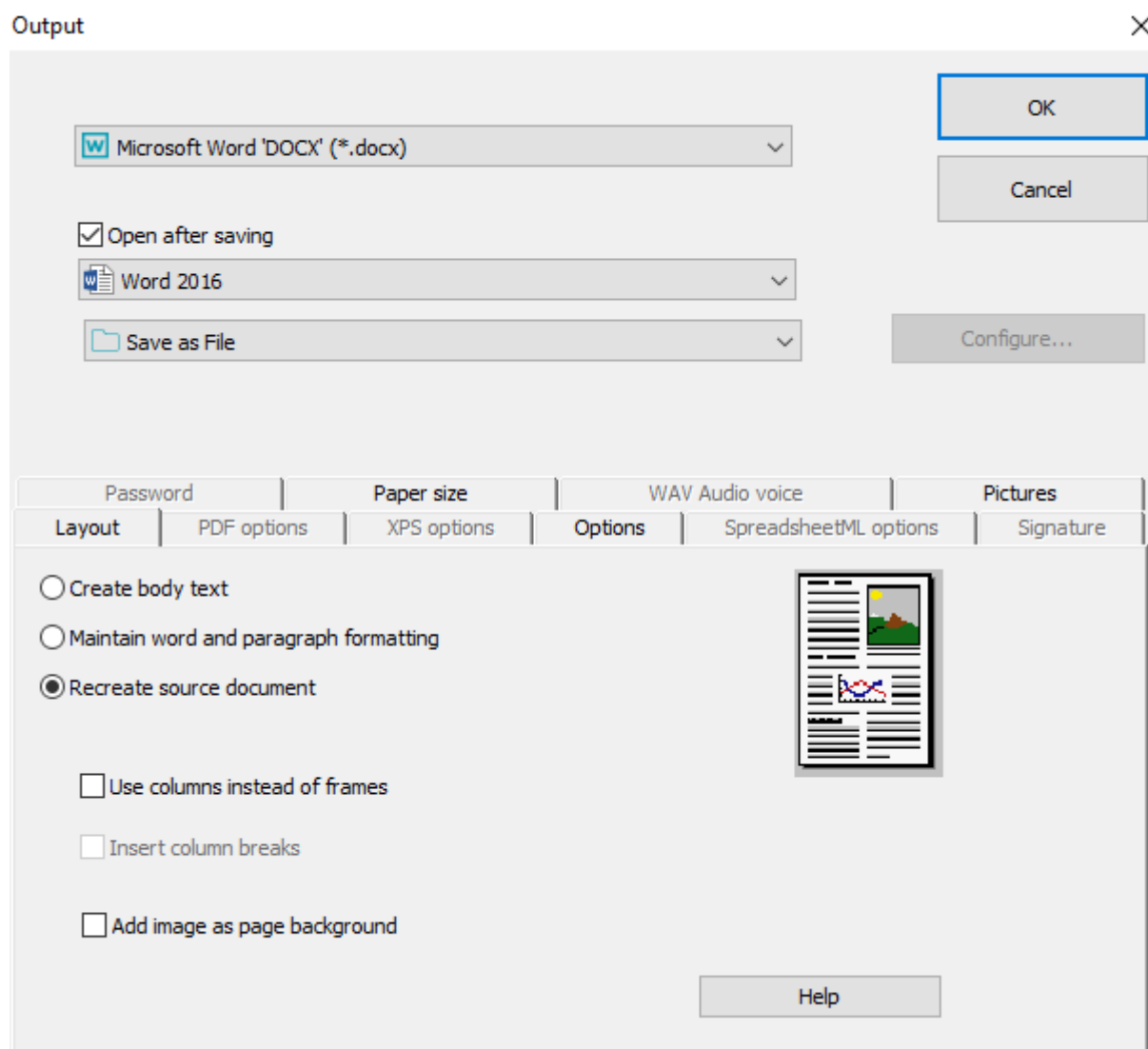


For detailed information about the different output formats and the different formatting options, see the sections [Saving Documents](#) and [Selecting the Formatting Options](#).

- To select a different output format, click **Other**.
- To modify the settings of the selected format, click the down arrow beneath it, and then click its settings.

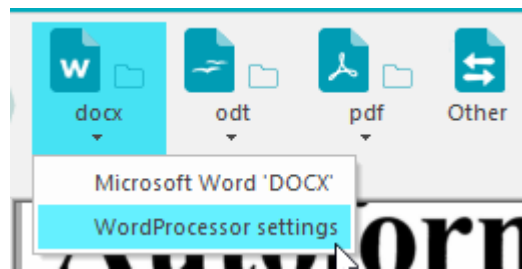


Note that the first time you click an output format button, you are prompted to confirm or change the output settings.



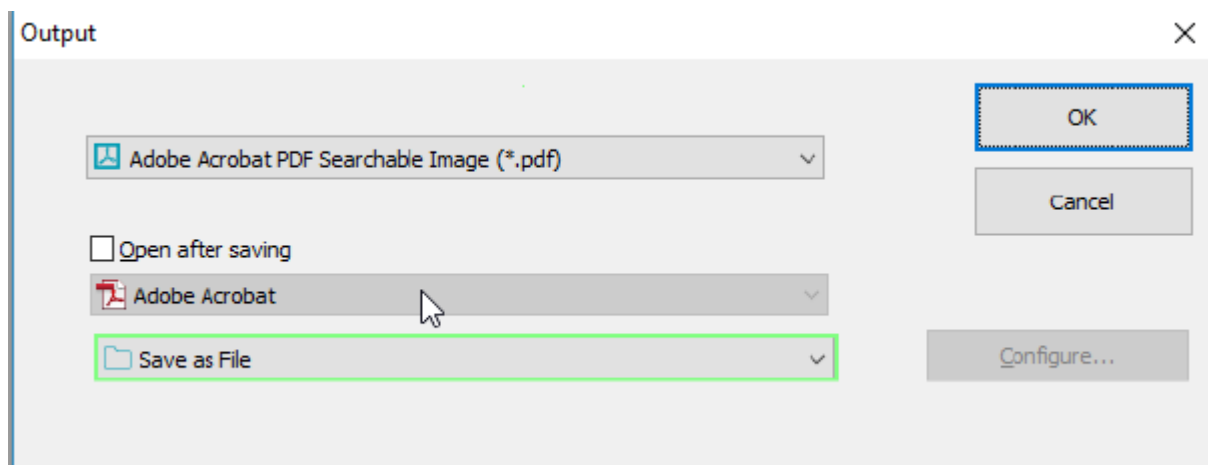
Select the Destination

- Select one of your favorite destinations from the **Output File** group. Click the down arrow, and then click settings



- The 3 destinations you used most recently are displayed in this group.
 - Select **Save as File** to save the documents locally to your computer or portable storage device.
 - Select **E-mail** to send the documents by e-mail.
 - Or select a **Cloud application** to send your documents to the Cloud. Note that the connection to the Cloud applications must be configured correctly to be able to export. See the section [Sending Documents to the Cloud](#) to learn how to do so.
- To modify the settings of the selected destination, click the down arrow beneath it, and then click its settings.

Note that the first time you click an output format button, you are prompted to confirm or change the output settings.



When you have gone through these steps, Readiris starts processing documents.

Tip: In case you want more guidance while configuring Readiris, use the Wizard. The Wizard guides you through each step of the configuration. See the section [Using the Wizard](#) for more information about each step.

Saving the processing settings

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

In case you want to save a specific settings profile:

- Click the Readiris button or the tab **Settings**.
- Then click **Save Settings** and name the settings file.

Loading settings

- Click the Readiris button or the tab **Settings**
- Then click **Load Settings** and select the settings file you saved.

Restoring factory settings

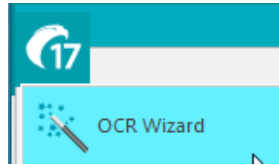
- Click the Readiris button or the tab **Settings**
- Then click **Restore Factory Settings**.

Using the Wizard

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

To start the Wizard:

- Click the Readiris button or the tab **Settings**, then click **OCR Wizard**.



Steps of the Wizard

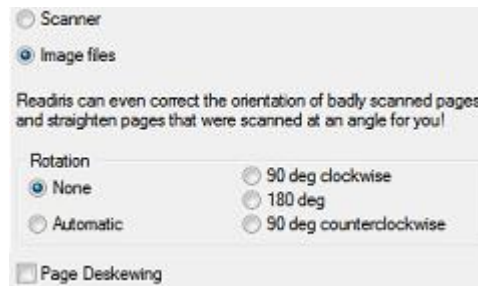
Step 1: Select the image source.

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

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

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

Figure Step 1

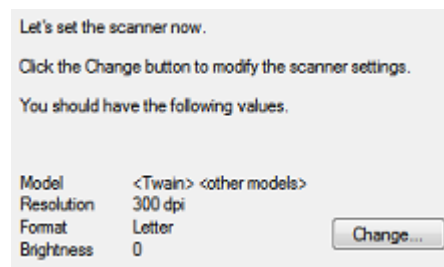


Step 2: Select your **scanner**

(**Note:** if you selected **image files** in the previous step, proceed to **Step 3**).

If you have already configured your scanner, your scanner model is displayed here. If it is not, see [Configuring your scanner](#) and [Selecting the Scanner Settings](#).

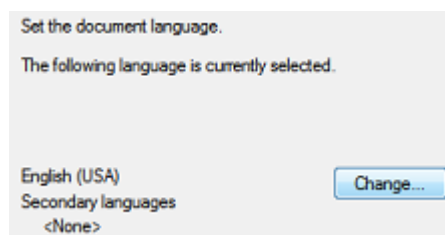
Figure Step 2



Step 3: Select the **Document Language** of your documents.

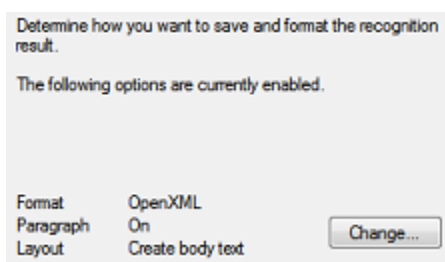
The default document language is set to the language you selected during installation. Click **Change** to select a different language.

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

Figure Step 3**Step 4:** Select the **Output Format** and **(Cloud) Destination**.

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

For more information about the different output formats and their options, see the section [Saving Documents](#) and [Selecting the Formatting Options](#).


Figure Step 4

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

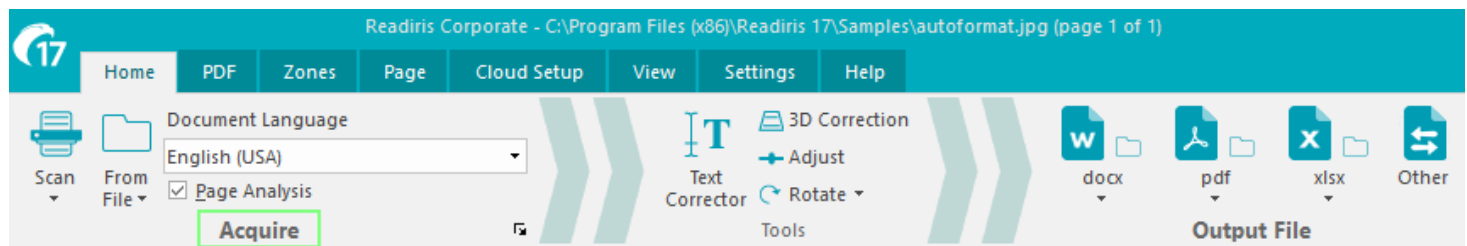
Section 4: Selecting the Recognition Options

Recognition Options

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

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

The recognition options are located in the **Acquire** group.



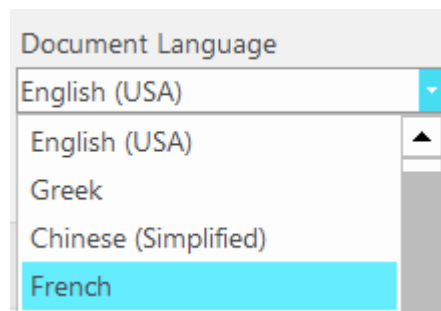
Below you find an overview of the different options.

Document Language

The **Document Language** is by far the most important recognition option. The quality of the document recognition depends a great deal on selecting the correct recognition language. The recognition language is set to the language you selected during installation.

To select a different language:

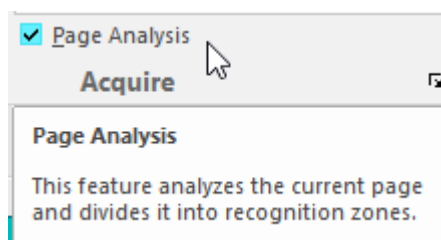
- Click the down arrow right of the **Document Language** list and select the language of your choice.



Other Recognition Options (*Readiris Pro + Corporate*)

Page Analysis

By default, Readiris executes the text recognition of your pages. However, the recognition can be turned off on demand by unchecking the **Page Analysis** box. Simply turn the recognition on again by checking the same box.



Note: when the automatic recognition is turned off, you can still [define the zones manually](#) or load a previously [saved template](#).

Recognizing numeric documents

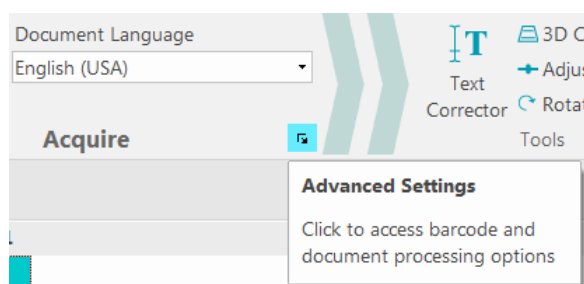
When you are processing documents that only contain numbers and almost or no text, then it is recommended to select the **Numeric** option.

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

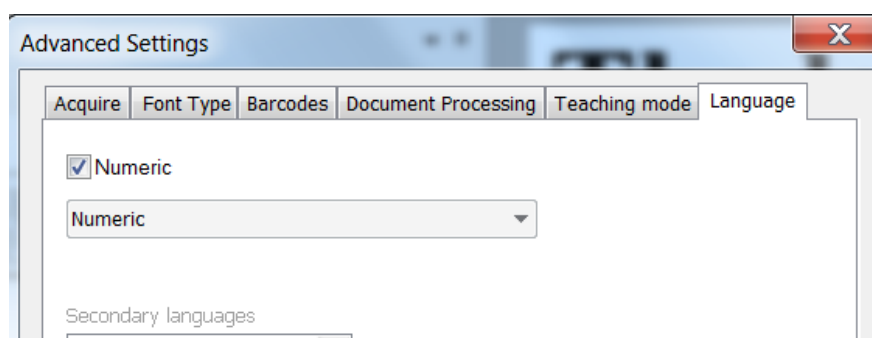
+	*	/	%	,
plus sign	asterisk	slash	percentage sign	comma
.	()	-	=
period	opening parenthesis	closing parenthesis	hyphen	equation sign
\$	£	€	¥	
dollar sign	pound sign	euro sign	yen sign	

To select the Numeric option:

- Click the expansion arrow on the **Acquire** group to open the **Advanced Settings**.



- Click the **Language** tab and then, check the **Numeric** box.



Recognizing Western words in Cyrillic and Slavic languages and in Greek

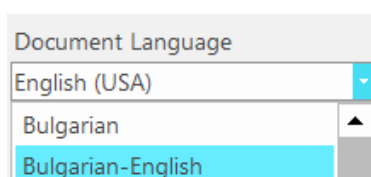
When you are processing Cyrillic, Slavic or Greek documents that also contain "Western" words written in the Latin alphabet - such as proper nouns, then it is recommended to select one of the available **Language pairs**.

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

To select a Language pair:


- Click the down arrow right of the **Document Language** list.
- Then select the required language pair.

Example



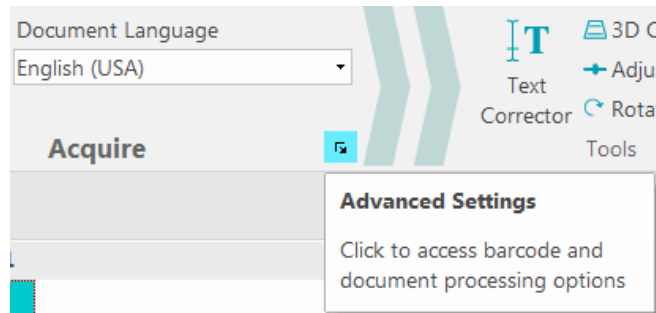
Speed vs. Accuracy (Readiris Corporate only)

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

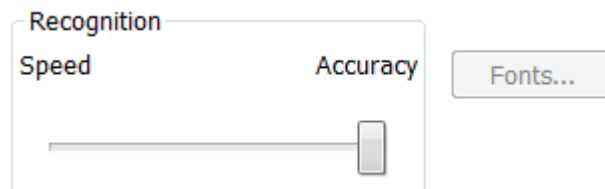
 **Tip:** when you are processing low-quality images, it is recommended to set this feature to accuracy. This yields markedly better results.

To access the Speed vs. Accuracy option:

- Click the expansion arrow on the **Acquire** group to open the **Advanced Settings**.



- Click the **Language** tab.
- Move the slider to **Speed** for faster processing.
- Or move the slider to **Accuracy** for better recognition results.

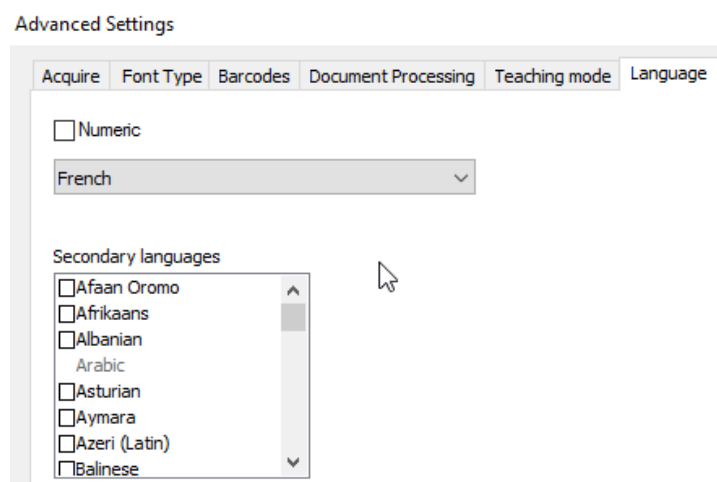


Other Recognition Options (Readiris Corporate only)

Recognizing Secondary Languages inside a single document

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

- Click the expansion arrow on the **Acquire** group to open the **Advanced Settings**.
- Click the **Language** tab.
- Check the boxes of the required languages of the **Secondary languages** list.
- Secondary languages that are unavailable for the selected main language are grayed out.

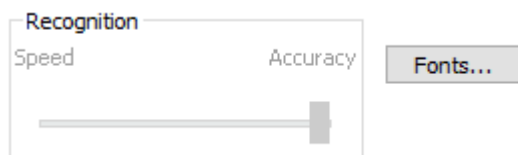


Recognizing Arabic Documents

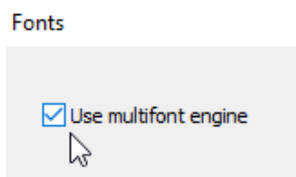
When recognizing Arabic documents in Readiris Corporate, you can choose which recognition engine to use: omnifont or multifont.

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

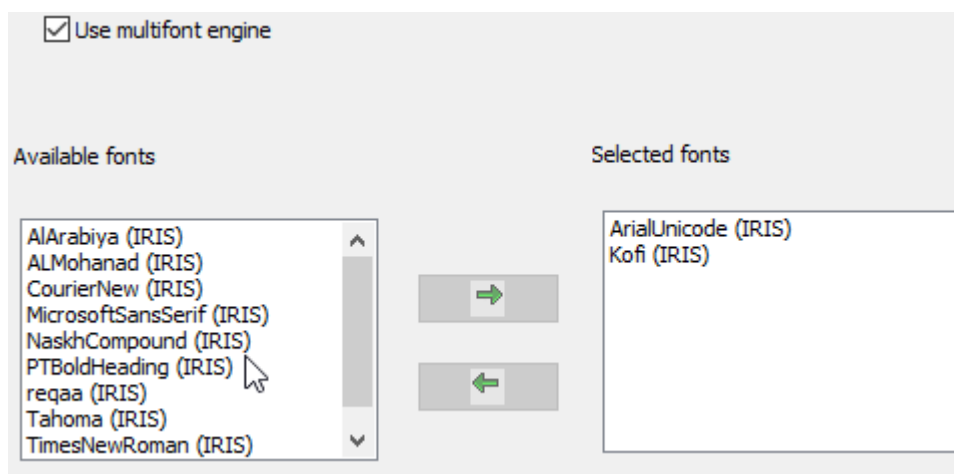
- Click the expansion arrow on the **Acquire** group.
- Then select **Arabic** from the main language list. The **Fonts** button now becomes available.



- Click the **Fonts** button, then select **Use multifont engine**.



- Select the fonts you want to recognize in the left column, and move them to the right column by clicking the right arrow.



Note: when the multifont engine is selected, Readiris actually uses both the onmifont and the multifont engine to do the recognition and then uses a voting mechanism to choose the best result. To favor the multifont engine, move the slider to the right. Note that when you move the slider to zero, the multifont engine will not be used.

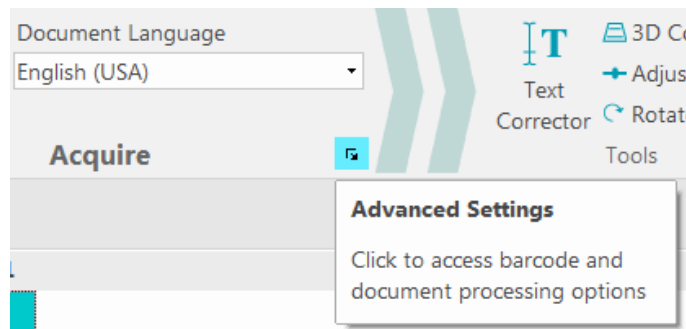
Tip: should the recognition results be unsatisfactory, even though you selected the correct recognition options, then the image quality of your documents is probably insufficient. See the section [Adjusting the Image Quality](#) to solve this problem.

Advanced Recognition Options

Next to the document language, you can also configure other, advanced options that play an important role in the processing of documents, such as the **Font type** and **Character pitch** for instance.

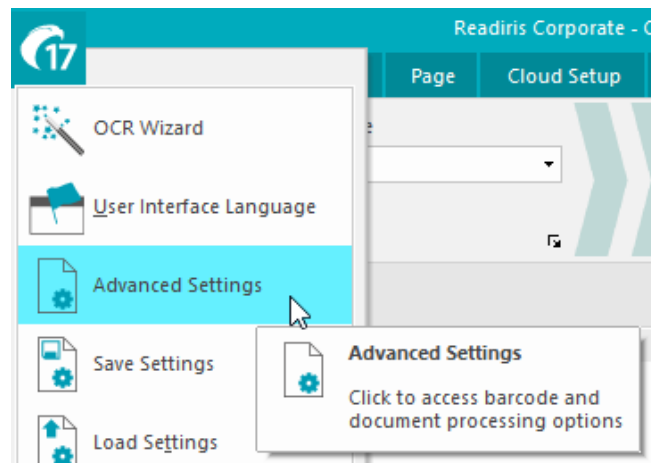
To access the advanced recognition options:

- Click **Advanced Settings** on the **Acquire** tab.



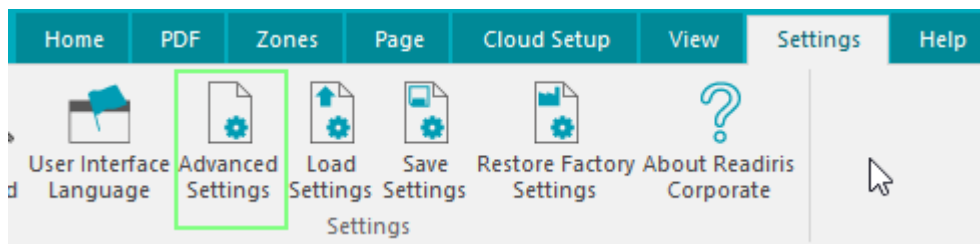
Or

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



Or

- Click the tab **Settings** and click **Advanced Settings**.



Acquire options

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

Rotation options

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

When you are processing a bunch of documents that do not have the same orientation, select **Automatic**. In that case Readiris rotates the documents automatically in the right direction.



Note: make sure your documents are facing the right direction - meaning the text is facing the scanning surface. Otherwise Readiris will not be able to rotate them.

Page Deskewing

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



If the **Acquire** options you selected do not generate the results you were hoping for, you can change them manually after scanning/opening your documents. See [Section 7: Editing the Recognized Documents](#) to learn how to do so.

Font type and Character pitch

Font type

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

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

Far out in the uncharted back

To select the font type:

- Click the Readiris button, and then click **Advanced Settings**.
- Click the tab **Font type**.
- The font type is set to **Automatic** by default.

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

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

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

Character pitch

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

To select the character pitch:

- Click the Readiris button, and then click **Advanced Settings**.
- Click the tab **Font type**.
- The character pitch is set to **Automatic** by default.
- Click **Fixed** if all characters of the font have the same width. This is often the case in old typewriter documents.
- Click **Proportional** if the characters of the font have a different width. Virtually all fonts in newspapers, magazines and books are proportional.



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

Barcodes

How to process barcodes is explained in the corresponding How to section: [How to recognize barcodes](#).

Document Processing

The Document Processing options are explained in the corresponding How to section: [How to separate document batches](#).

Teaching options

The Teaching options are explained in the section: [Teaching Mode](#).

Language options

The Language options were already explained in the section [Recognition Options](#).

Section 5: Scanning and Opening Documents

Scanning Documents

Before you begin: make sure your scanner is connected to your computer and configured correctly. If necessary, see the topic [Configuring your scanner](#).

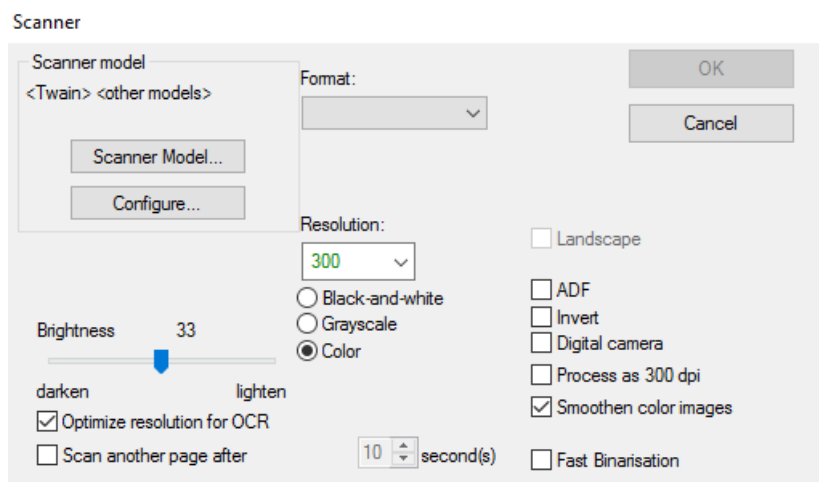
Readiris is Twain compliant. It supports almost any flatbed and sheet-fed scanner, all-in-one device, digital camera and scanner currently available.

Selecting the Scanner Settings

Scanner model

Readiris proposes an automatic scanner detection. If your scanner model is not yet included in the list of the supported scanners for the automatic scanner detection, you have to perform a manual scanner configuration.

To select manually your scanner model, click **Scanner Model** to select your **scanner profile** from the list. The scanner profile allows you to access features specific to your scanner. For example, automatic document feeder (ADF). Settings that are unavailable for your scanner are not displayed or grayed out.



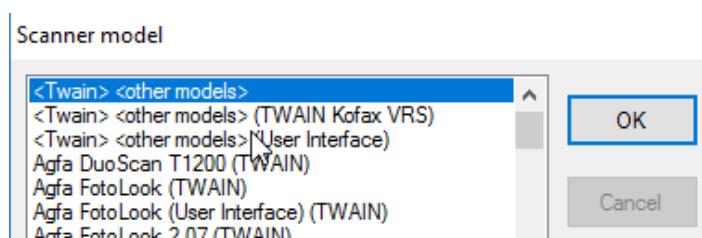
Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

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

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

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

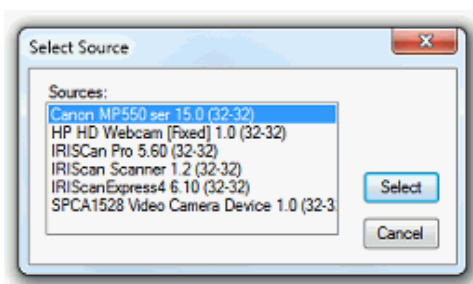
Select **<Twain><OTHER MODELS with duplex feeder>** when you are using a duplex scanner, which scans both the front and backside of a page.



Configure

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

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



Note: you can also configure the scanner driver directly on the main toolbar. Just click the down arrow beneath **Scan** and click **Select Source**.

Contrast

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

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

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

Brightness

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

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

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

Optimize resolution for OCR

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

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

Scan another page after

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

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

Format

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



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

Resolution

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

Color mode

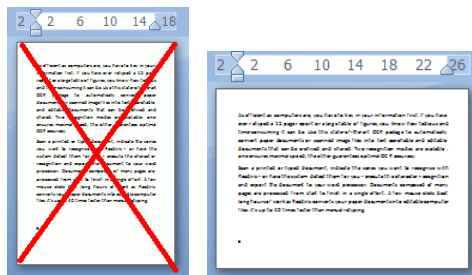
Readiris can scan documents in **color**, **black-and-white** and **grayscale**.

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

Landscape

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

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



Auto-exposure

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

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

ADF

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

Invert

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

Digital camera

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

See the section [How to process digital camera images](#) for tips on using a camera as scan source.

Process as 300 dpi

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

Smoothen color images

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

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

Duplex

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

Fast Binarization (Readiris Corporate only)

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



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

Scanning batches of documents

(This section applies to Readiris Corporate only)

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

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

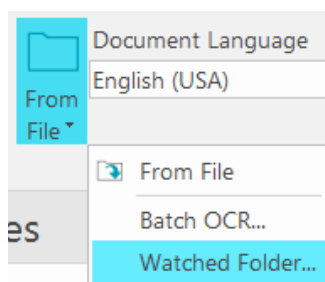
Readiris supports up to 63 Watched Folders. Each watched folder can have a specific configuration. One watched folder configuration can for instance generate Compressed PDF documents and export them to Therefore. Another can generate RTF documents and export them to Google Drive, where they can be edited. While yet another one can also send documents to a different instance of Google Drive, using different credentials (user name and password) and settings (output folder, etc.).

Important notes:

- When using a Readiris Watched Folder, it is not possible to use Readiris as scanning application at the same time.
- When you already have documents open in Readiris, the Watched Folder option is unavailable. Either process or delete the documents to access the Watched Folder option.

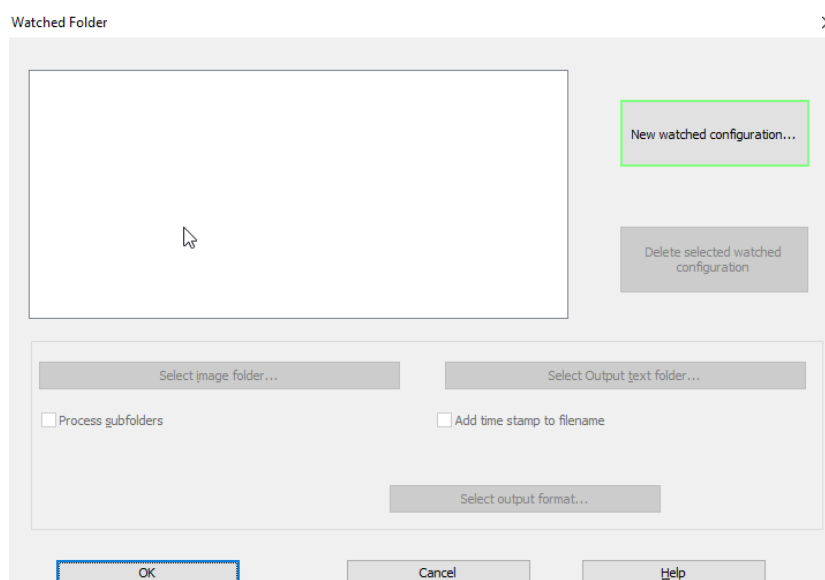
To set up a Watched Folder configuration:

- Click the down arrow beneath the **From File** button.
 - Then click **Watched Folder**.
- Note that the **Watched Folder** option is only available when no documents are opened in Readiris.



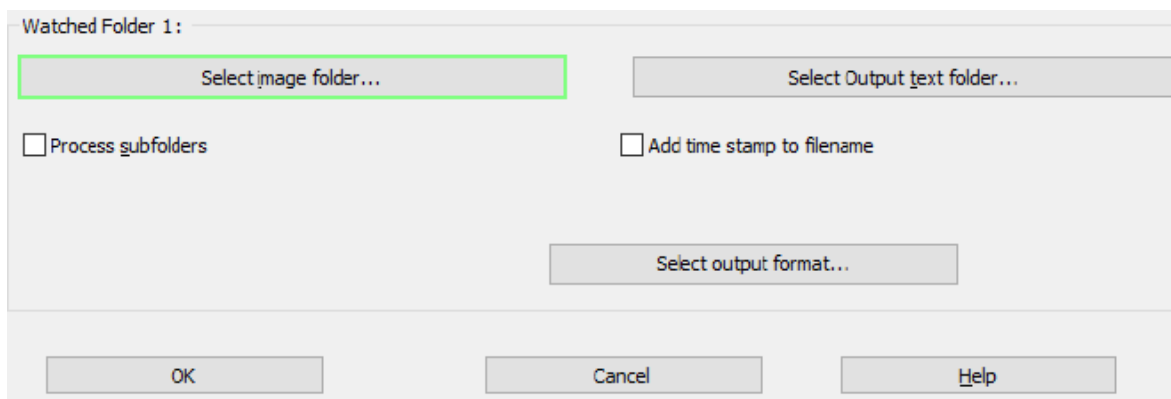
In the Watched Folder window, you need to define the following settings:

- Set up a new **watched configuration**.
 - Click the corresponding button.

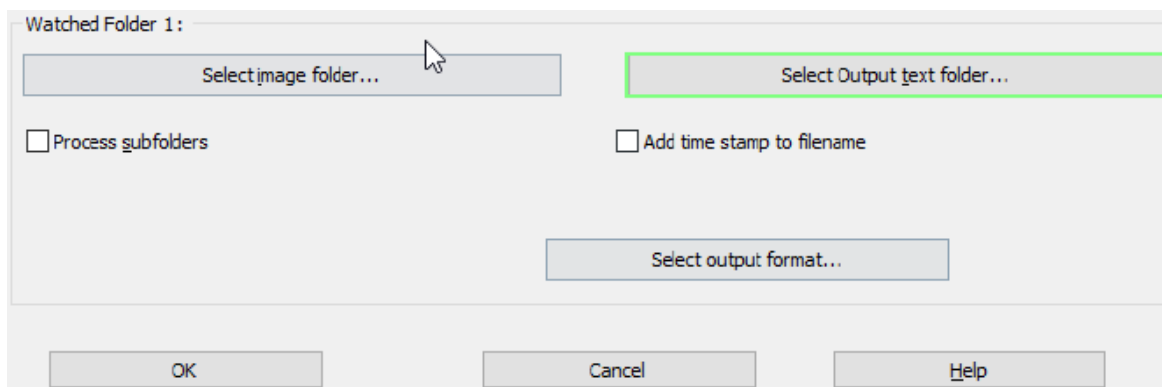


- In the **Window Folder 1. : Select image file**, browse for the **input folder** to which you will scan the documents.
- Click **OK** to confirm.

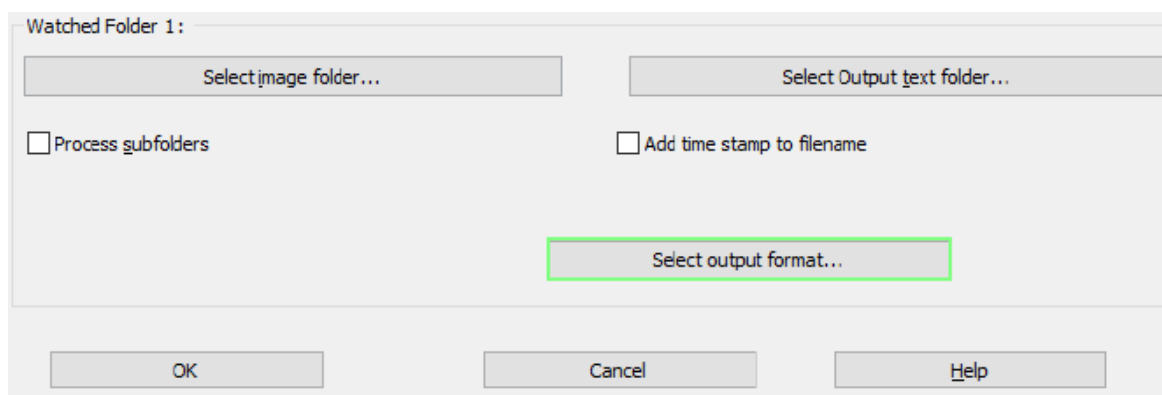
If you want to change the input folder, click **Select image folder**.



- Select the **output text folder** (*Skip this step if you want to save your output files in the Cloud*).
 - Click the corresponding button to save your files on your computer



- In the **Window Folder 1. : Select Output text folder**, browse for the **output** folder which must be different from the input folder.
 - Click **OK** to confirm.
- Select the **output format settings**.
 - Click the corresponding button to define the **output format** and **destination**.



- In the **Output - Watched Folder 1.**, Select the output format, destination and lay-outing options. For more information see [Saving Documents](#) and [Sending Documents to the Cloud](#).
- Click **OK** to confirm.

**Tips:**

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

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

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

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

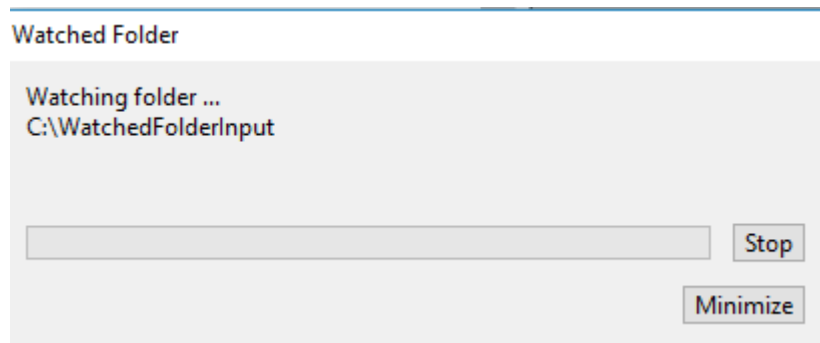
This way, you avoid generating output files that have the same file name, which would be overwritten when using the same output destination. A time stamp looks as follows <filename>_YYYYMMDDHHMMSS and contains the year, month, date, hour, minutes and seconds of the creation time.

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

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



Tip: click **Minimize** to have Readiris run in the background.



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

- Scan documents using your scanner's interface, or
- Move existing image files to the Watched Folder.

Opening Image Files

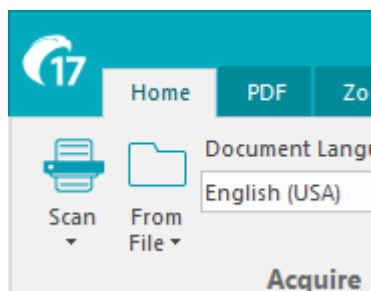
Besides scanning documents, you can also open image files and PDF files with Readiris.

Readiris supports the following image file and document file formats.

Image file format and document file format	File extension
Adobe PDF	*.pdf
JPEG images	*.jpg, *.jpeg
JPEG 2000 images	*.j2c, *.j2k, *.jp2
Microsoft Word documents	*doc(x)
Microsoft Excel worksheets	*xls(x)
Microsoft PowerPoint presentations	*ppt(x)
Rich Text Format documents	*rtf
Portable Network Graphics	*.png
(Compressed and multipage) TIFF images uncompressed and LZW, PackBits, Group 3, Group 4 and JPEG compressed	*.tif, *.tiff
Windows bitmap	*.bmp
ZSoft Paintbrush images	*.pcx

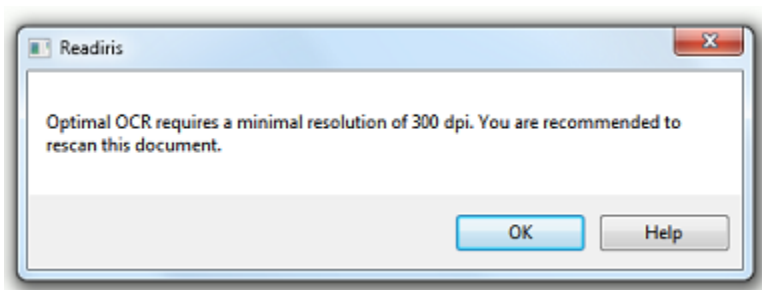
To open existing image files:

- Click the **From File** button.



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

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



Click **Open anyway** to continue with your image.

Tip: click the [Help](#) button for pointers on how to obtain the best possible results with low-resolution images.

Opening options

When opening image files, several options are available:

Digital camera

Select this option to open digital camera images. Then, in the **Home** view, click the **3D Correction** tool to optimize them.

Smoothen color images

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


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

Process as 300 dpi

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

Fast Binarization (Readiris Corporate)

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

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

Page range

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

Select **All pages** to open the entire document.

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

Other ways of opening image files

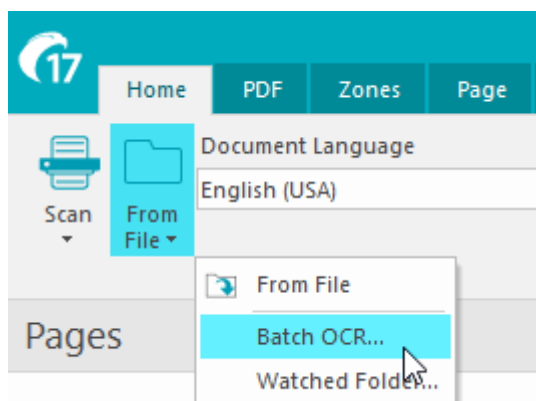
Besides the **From File** button you can also open image files by dragging them to the Readiris interface.

Processing Batches of Image Files

(This section applies to Readiris Corporate only)

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

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

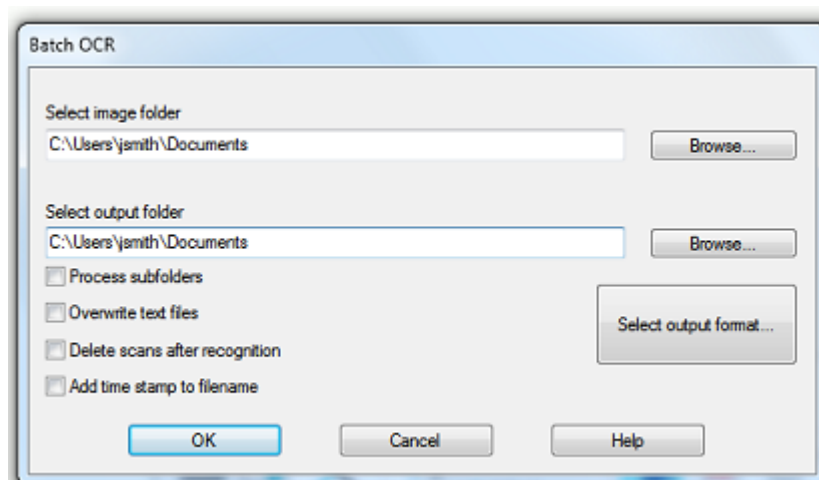


- Then click **Batch OCR**.
Note that the Batch OCR option is only available when no documents are opened in Readiris.
- Browse** for the **input folder**, where your image files are located.
- Click the **Select the output format** button to select the required output format, the formatting options and the destination.

 **Tip:** see the topics [Saving Documents](#) and [Selecting the Formatting Options](#) for more information.

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

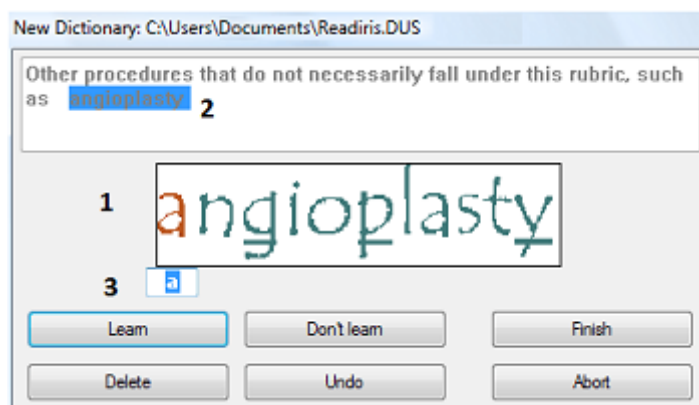
Skip this step if you want to send your processed files to the Cloud.



- Then select the processing options:
 - Process subfolders** processes any underlying folders of the input folder.
 - Overwrite output text files** overwrites any existing output files with the same name in the output folder.
 - Delete scans after recognition** deletes your original input images once they have been processed.
 - Add time stamp to filename** add the date and time to the filename of your document. This way, you avoid generating output files that have the same file name, which would be overwritten when using the same output destination. A time stamp looks as follows <filename>_YYYYMMDDHHMMSS and contains the year, month, date, hour, minutes and seconds of the creation time.
- When you are done selecting the options, click **OK** to start processing documents.

Teaching Mode


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



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

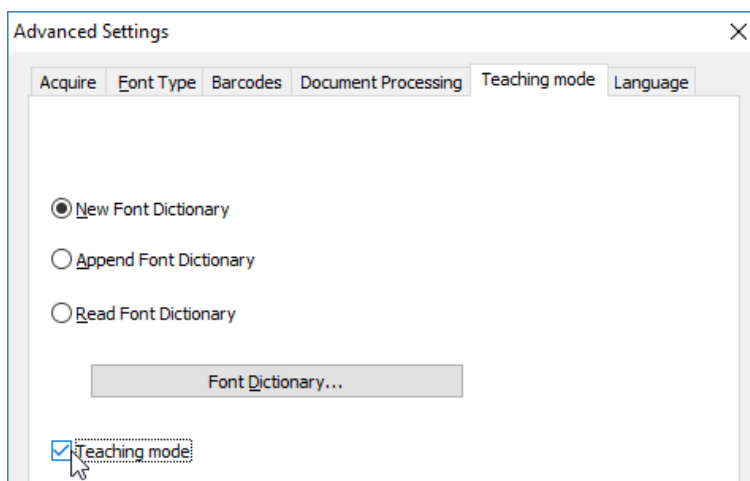
Teaching can substantially enhance the accuracy of the recognition system and is particularly useful when recognizing distorted, defaced forms. Teaching can also be used to train Readiris on special symbols it is unable to recognize initially, such as mathematical and scientific symbols and dingbats.

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

 **Tip:** in case the recognition results still need to be edited afterwards, you can use the **Text Corrector**. See the topic [Editing the Recognized Documents](#) for more information.

Accessing the Teaching Options

- Click **Advanced Settings** on the **Settings** tab
- Or click the expansion arrow in the **Acquire** group from the **Home** tab
- Click the **Teaching mode** tab.
- Check the **Teaching Mode** box.



Font Dictionaries

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

When you are using the Teaching Mode for the first time and you have not created a Font Dictionary yet, select **New Font Dictionary**. Now enter a name for the dictionary in the window that opens, and click **Open**.

Note: Do not modify the .DUS extension of the dictionary.

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



To use an existing Font Dictionary afterwards, either select **Append Font Dictionary** or **Read Font Dictionary**.

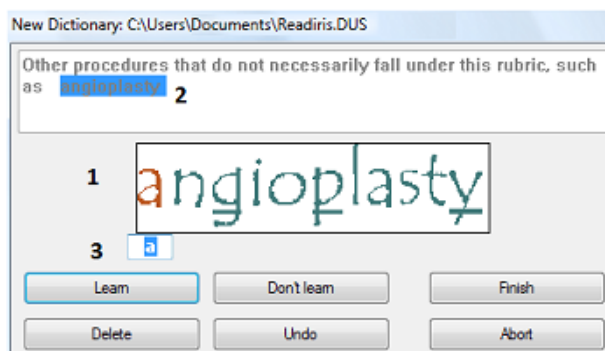
When you select **Append Font Dictionary**, make sure to enable the Teaching Mode. In this mode Readiris recognizes the characters shapes stored in the dictionary and adds the new teaching results.

When you select **Read Font Dictionary**, Readiris only recognizes the character shapes stored in the dictionary but does not add the new teaching results, even if the Teaching Mode is enabled. Note however that it can still be useful to use the Teaching Mode to check, and if necessary, correct the recognition results which are not saved in the font dictionary.

Caution: make sure you do not open an existing dictionary while the dictionary mode is set to **New Dictionary**. This will erase the contents of the existing dictionary and create a new one using the same name.

Using the Teaching Mode

- When you are done configuring the Teaching and Font Dictionary options, open or scan your documents.
- At the end of the recognition, Readiris enters the **Teaching Mode**. The characters the recognition system is not sure of are displayed.



If the results are correct:

- Click the **Learn** button to save the result as sure.
If you are *not* using a Font Dictionary, the teaching results are temporarily stored in the computer memory, for the duration of the recognition. When you scan a new document, you will have to go through the same steps again.
If you *are* using the **New Font Dictionary** option or **Append Font Dictionary** option, the results are saved in the dictionary and you won't have to go through the same steps again.
- Click **Finish** to save all solutions the software offers.

If the results are incorrect:

- Type in the correct characters and click the **Learn** button.

or

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

Section 6: Adjusting the Image Quality

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

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

Example 1: text is too dark

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

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

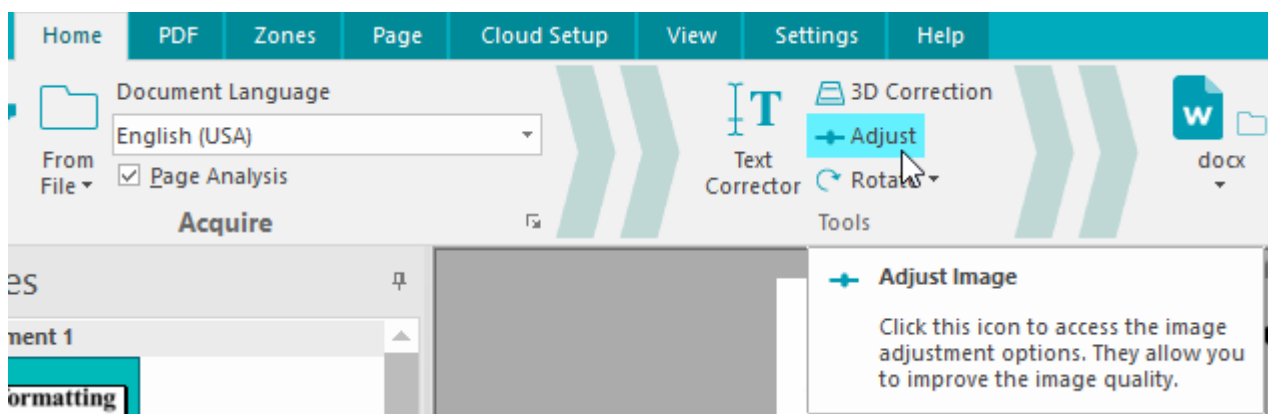
Example 2: text is too bright

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

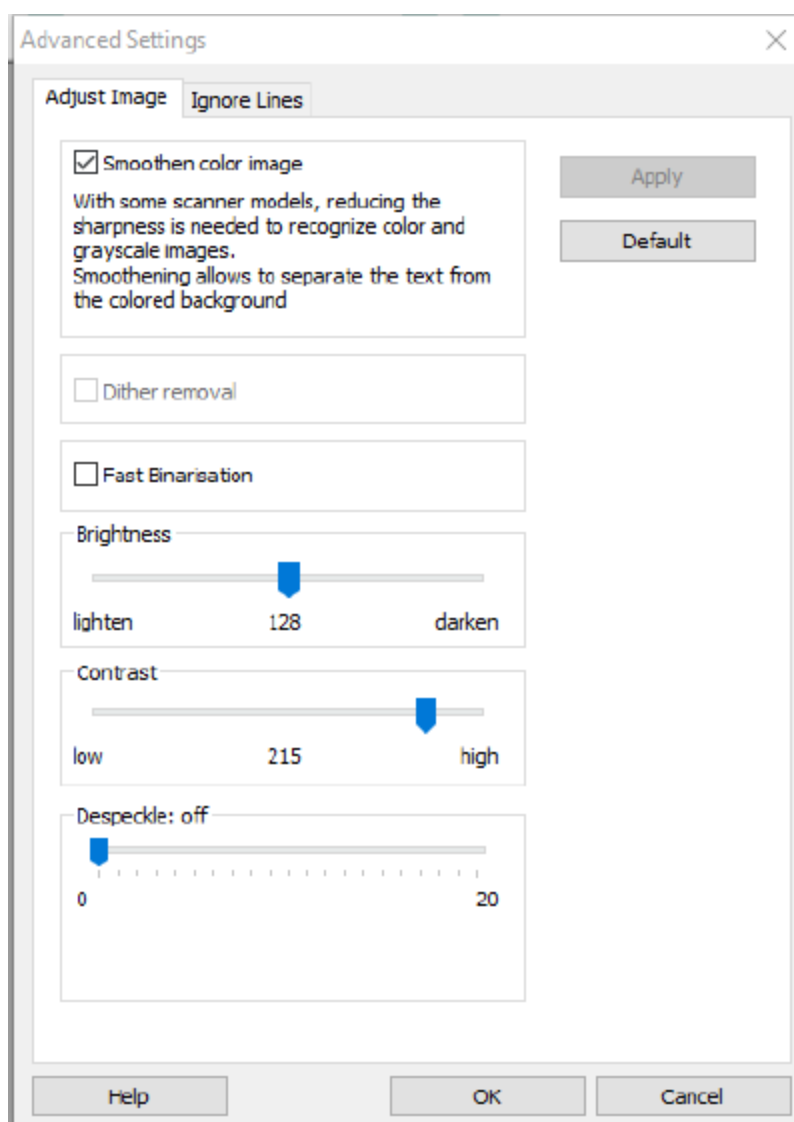
"Autoformatting" recreates a facsimile copy of the original document: the text blocks, graphics and tables are recreated in the same place and the word and paragraph formatting are maintained across the recognition.

To improve the recognition results:

- First make sure your documents have been scanned in a resolution of at least 300 dpi. If that's not the case, re-scan your documents using a proper resolution. See the section [Selecting the Scanner Settings](#) if necessary.
- Click **Adjust** in the **Home** tab.
(The same command is also available on the **Page** tab).



Adjust Image tab



Smoothen color image

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

Dither Remove

For image files containing text in colored background and scanned in black and white, there is dithering (i.e. black and white spots) in the scanned black and white file, that influences the OCR quality.

Due to the fact that during the dithering process a part of the image information is lost, the resulting image after the dithering removal will not be the same as the original. However, the resulting image would improve the OCR quality.

This tool can be used only on black & white images.

Fast Binarization (Readiris Corporate)

When you selected **Fast Binarization** in the [From File](#) options or in the [Scanner Settings](#), the same option is selected in the **Adjust Image** menu. This option is useful when scanning or opening many image files at the same time, as it increases the processing speed considerably.

When this option is selected, you cannot manually adjust the **Brightness** and **Contrast** options however. Clear this option to be able to adjust them manually.

Brightness

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

Example 1: image is too dark

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

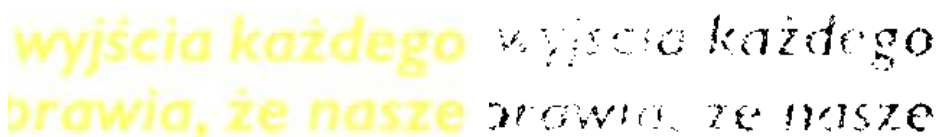


In this case you need to brighten the image in order for the text to be displayed.

**Verenigde Staten,
een antwoord te vi**

Example 2: image is too bright

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



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

**wyjścia każdego
brawia, że nasze**

Contrast

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

Example

The image below results in broken text characters.



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

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

Despeckle

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

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

When you are done adjusting the image quality:

- Click **Apply** to preview the results.
- If the results are satisfactory, click **OK**. If not, change the settings again.

Ignore Lines tab

Advanced Settings

Adjust Image Ignore Lines

☐ Ignore vertical lines

Minimum length: 128

Maximum thickness: 16

Maximum gap: 2

☐ Ignore horizontal lines

Minimum length: 128

Maximum thickness: 16

Maximum gap: 2

Apply

Default

Help OK Cancel

You can use this option to remove vertical, horizontal or both types of lines from scanned black and white images in order to improve the page analysis and facilitate the OCR .

Minimum length: minimum length of the lines to remove.

Maximum thickness: maximum thickness of the lines to remove.

Maximum gap: maximum line gap to close (in case of broken, interrupted lines).

Please note that this tool doesn't actually remove the lines from the output files.

Section 7: Editing the Recognized Documents

The recognized documents can be edited in several ways in Readiris. Not only can you rotate and deskew the scanned pages, and edit their recognition zones, but you can also edit the recognized text in the **Text Corrector**.

See the following sections for more information:

[Modifying the Page Options](#)

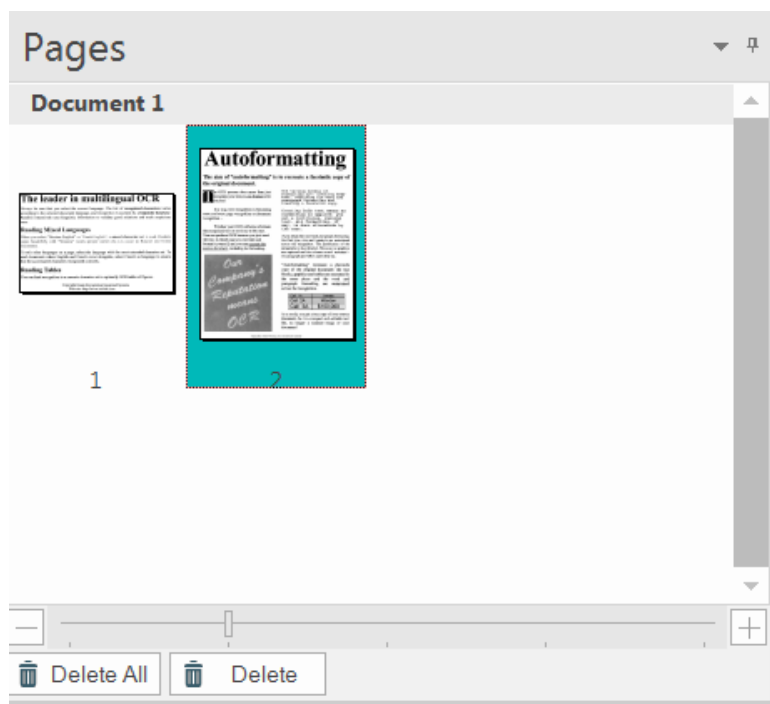
[Editing the Recognition Zones](#)

[Using Zoning Templates](#)

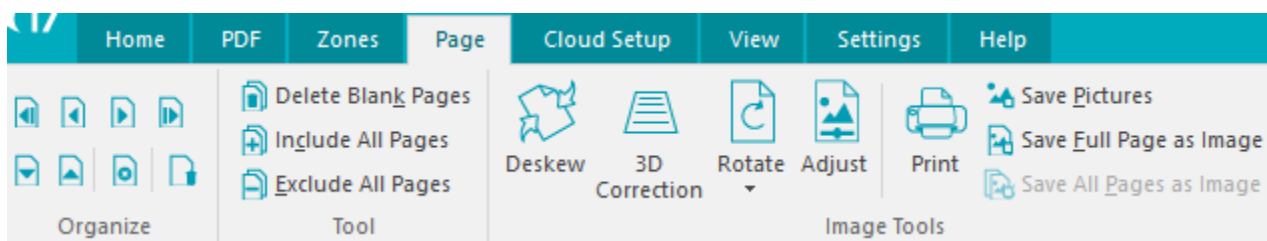
[Using the Text Corrector](#)

Modifying the Page Options

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



- Then click the **Page** tab in the main toolbar.



Organize

Use the arrows in the **Organize** group to switch to other pages.

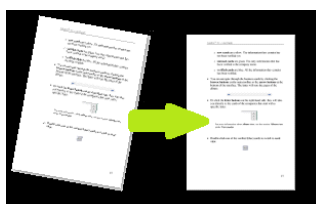
Tools

- Click **Delete Blank Pages** to delete any blank pages you have currently scanned / opened in Readiris.
Note: this option is not available if there are no blank pages among your documents.
Move the slider to determine which pages must be considered blank. The more you move the slider to **'high'**, the faster a page will be considered as blank.
- Click **Include All Pages** to include all pages in the output file.
- Click **Exclude All Pages** to exclude all pages from the output file.

Image Tools

Deskew

Click **Deskew** to straighten a page that was scanned crookedly.



3D Correction

Click **3D correction** to apply perspective correction on an image.

Note: obtaining the right perspective correction is essential to produce good recognition results. Readiris automatically searches for the page borders or text alignments to determine which perspective correction to apply.



Rotate

Click the down arrow and select how to rotate the page: left, right or upside down.

Adjust


The **Adjust** options allow you to adjust the image quality. See [Section 6: Adjusting the Image Quality](#) for more information.

Print

This command prints the selected page.

Save as Image

On the **Page** tab you can also save your pages as images. This is explained in the section [Saving Documents as Image Files](#).

 **Tip:** If you want to modify the recognition zones, click the Zones tab. See the topic [Editing the Recognition Zones](#) for more information.

Editing the Recognition Zones

Introduction

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

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

Notice that each zone type has its own color.

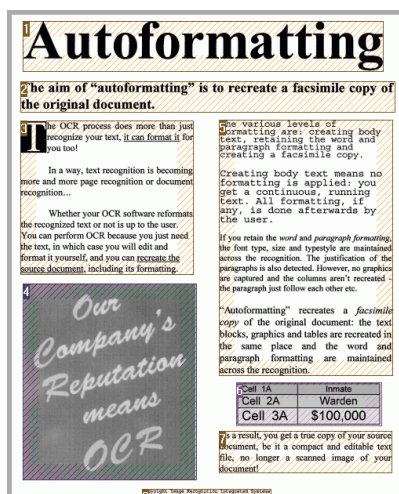
Text zones	Orange
Image zones	Purple
Table zones	Pink
*Barcode zones	Green

*Readiris Corporate only.

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

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

Example of recognition zones



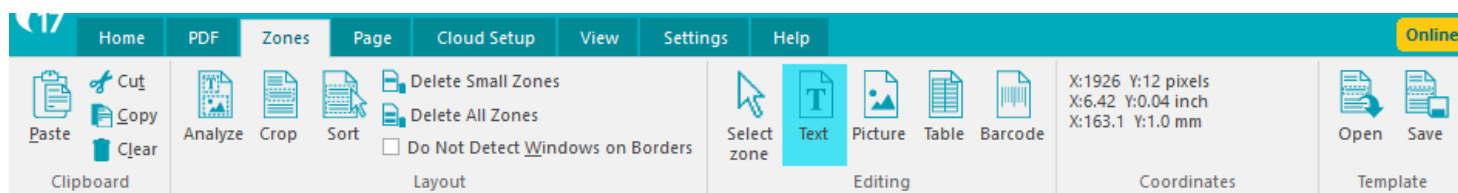
Modifying the automatic Page Analysis

The zones we discussed above are created automatically when you click the **Zones** tab. Note however that this automatic page analysis is far from fixed. It can be modified in several ways. For instance, you can manually create new zones, change the zone of existing zones, expand and reduce zones in size, change the sort order, and so on.

Note: if you want to do text editing, use the [Text Corrector](#).

To access the Editing and Layout options:

- Scan or open a document in Readiris.
- Click the **Zones** tab.



The Editing and Layout options

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

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

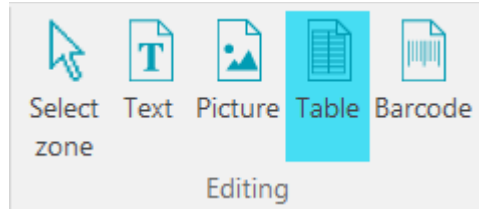
Manually drawing zones

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

Note that barcode zones must always be drawn manually.

To draw zones:

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

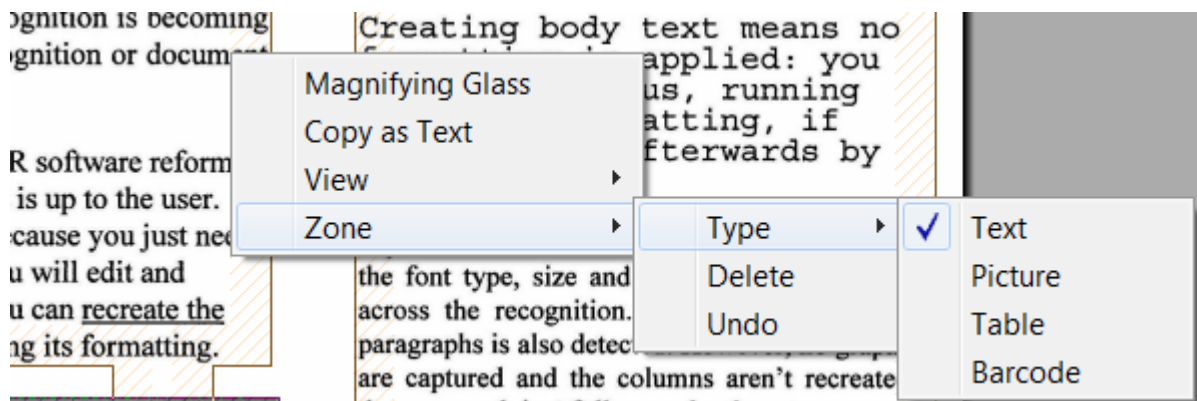


- Then click and hold the left mouse button and draw a frame around the section you want to recognize.

Changing the zone type

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

- Right-click the zone you want to change.
- Point to **Zone > Type**, and then click the zone type of your choice.

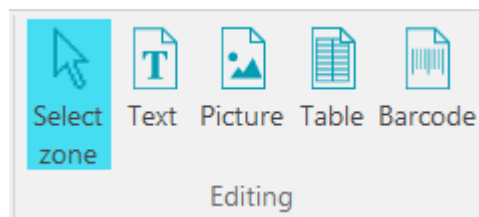


Important note: if you are processing bad quality images, Readiris will likely have problems recognizing them correctly. Refer to the section [Adjusting the Image Quality](#) to learn how you can avoid such issues.

Changing the zone type of multiple zones simultaneously

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

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

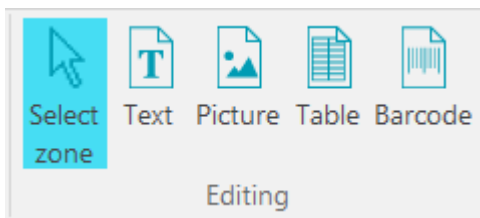


- Press and hold the **Shift** key while clicking the zones you want to modify.
- Then, while still pressing the **Shift** key, right-click inside a selected zone, point to **Zone > Type** and click the zone type of your choice.

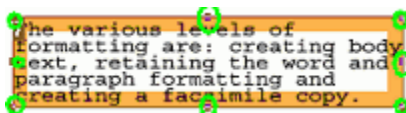
Important note: if you are processing bad quality images, Readiris will likely have problems recognizing them correctly. Refer to the section [Adjusting the Image Quality](#) to learn how you can avoid such issues.

Expanding or reducing zones

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



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

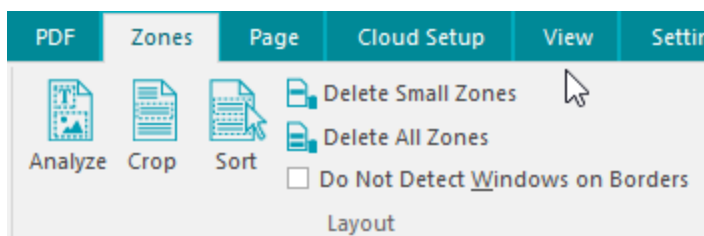


Changing the sort order of zones

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

- Click the **Sort** button in the Layout group.

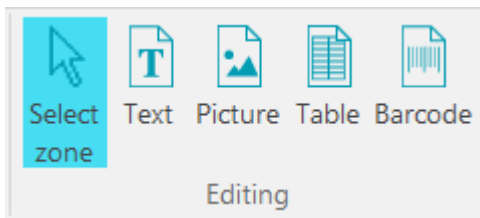
The numbers now disappear from the zones.



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

Moving zones

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

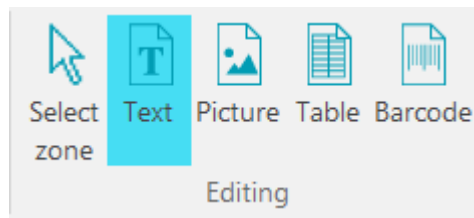


- Then click inside the zone you want to move, hold the left mouse button, and drag the frame to the position of your choice.

Connecting zones

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

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



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



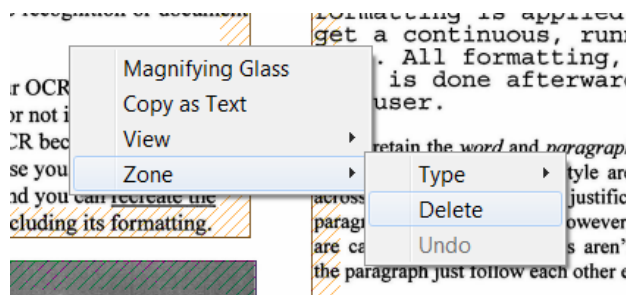
- The two zones are merged into one.

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

Deleting zones

In case you want to exclude zones from the recognition:

- Click **Select zone** in the **Editing** group.
- Then press and hold the shift key and select the zones you want to delete.
- Right-click one of the selected zones, point to **Zone** and click **Delete**.

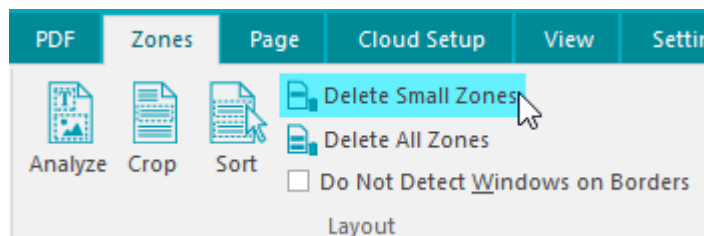


Deleting small zones

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

To exclude these zones from recognition:

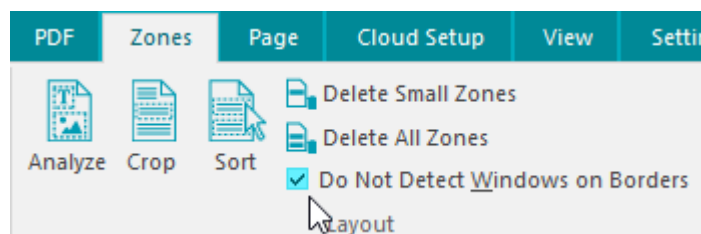
- Click the option **Delete small zones**.
- This option erases all windows smaller than 0.5" and re-sorts the remaining zones.



Ignoring zones on borders

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

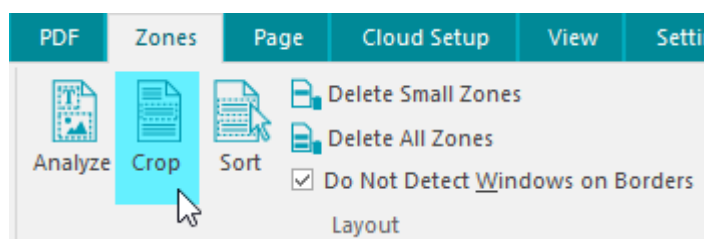
In such cases it is recommended to use the option **Do Not Detect Windows on borders**. That way, the border zones will be excluded from the recognition.



Ignoring a certain zone

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

- Click **Crop** in the **Layout** group.
- Then draw a frame around the section that contains the information. Everything outside the frame will be ignored.

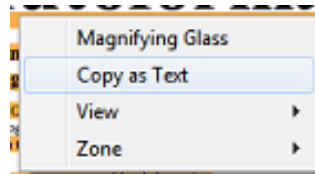


Note: you can also use this option to create Zoning templates, in case all your documents have a similar layout. See the section [Using Zoning Templates](#).

Recognizing the content of a particular zone

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

- Right-click the text zone you want to recognize.
- Then click **Copy as Text**.



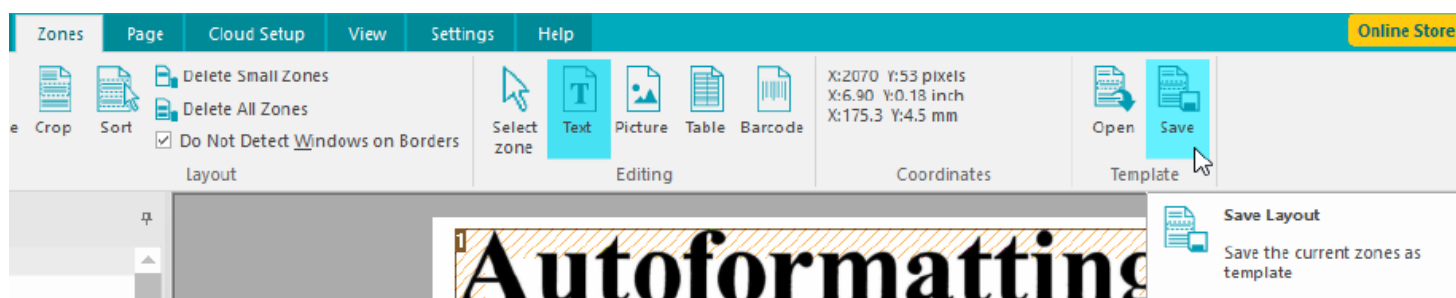
The results are copied to the clipboard as body text. You can now **paste** them into other applications.

Using Zoning templates

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

To create a zoning template:

- Scan the first document.
- Click the **Zones** tab to edit the zones to your liking.
See [Editing the Recognition Zones](#) for more information.
- Then click **Save** to save the zoning template.



To use a zoning template:

- Scan or open your documents in Readiris.
- On the **Zones** tab, click **Open Layout**.
- Select the layout file of your choice.
- If you want to apply the layout to all the pages you have open in Readiris, select **Apply layout to all pages**.
- Then click **Open**.

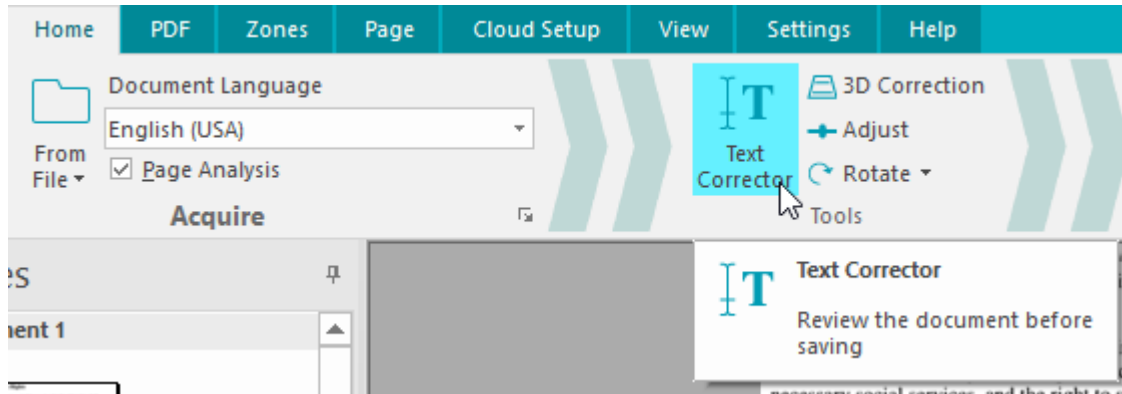
Using the Text Corrector

The Text Corrector allows you to correct the recognition results.

To access the Text Corrector:

- Click **Text Corrector** in the main toolbar.

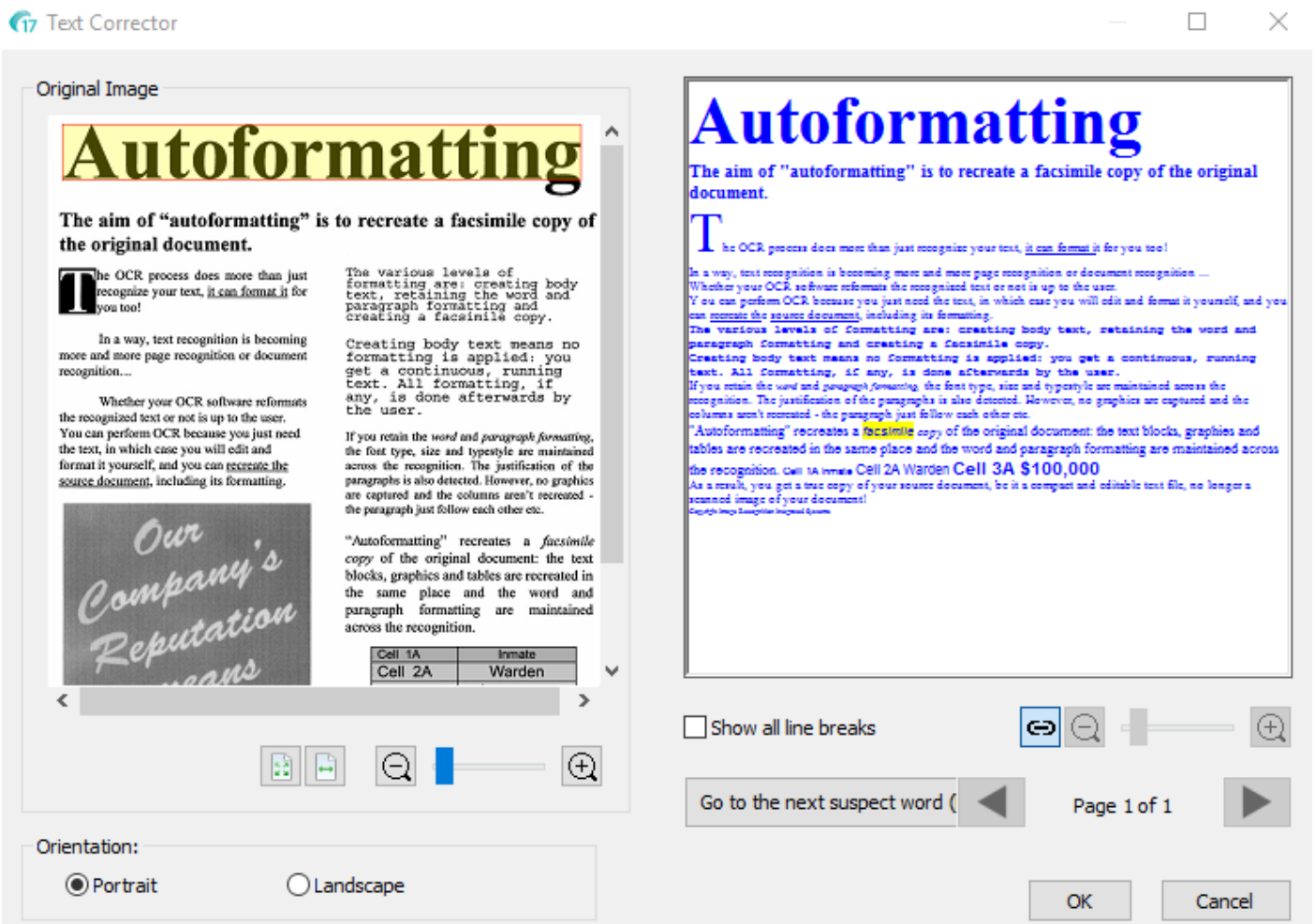
Note: the **Text Corrector** command is only available if you have at least one document open in Readiris.



How does the Text Corrector work?

The Text Corrector displays the recognition results of the currently selected page. The original image is shown in the left-hand column and the recognized text in the right-hand column. The Text Corrector is displayed in **Portrait** view by default, meaning the columns are displayed side by side.

To switch to **Landscape** view, where the columns are displayed on top of each other, select **Landscape**.



Portrait view

The suspected words are marked in yellow in a red frame.

To correct a word:

- Click inside the recognized text column.
- Type in the corrections.
- Press **delete** on the keyboard to delete the unwanted results.
- You can also delete entire words and paragraphs by selecting them with the mouse cursor and by pressing delete.
- To undo editing actions, press **Ctrl+Z** on they keyboard.
- To redo action you have undone, click **Ctrl+Y**.

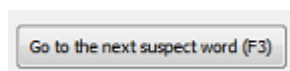


Note: images are not displayed in the recognition results, but will be included in the output files of course.

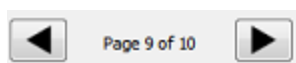
Note: when you open a document that contains tables, a warning is displayed notifying you that tables are displayed as plain text in the recognition results, but will also included in the output files. The content of the tables is fully editable.

Note: right-to-left languages such as Arabic and Hebrew are not supported in the Text Corrector.

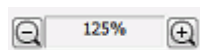
- To switch to the next suspect word, click the corresponding button or press **F3** on the keyboard.



- To move to different pages, click the forward or backward arrows.



- To zoom in or out on the original image and/ or the recognition results, use the corresponding zoom commands.



- To link the zoom levels of the original image and the recognized text and have a synchronized view, click the following button.



- When you are done correcting the results, click **OK** to confirm.
- To cancel all corrections you did, click **Cancel** and then select **Yes** to abort.

Section 8: Adding Annotations for PDF export

Using Annotations

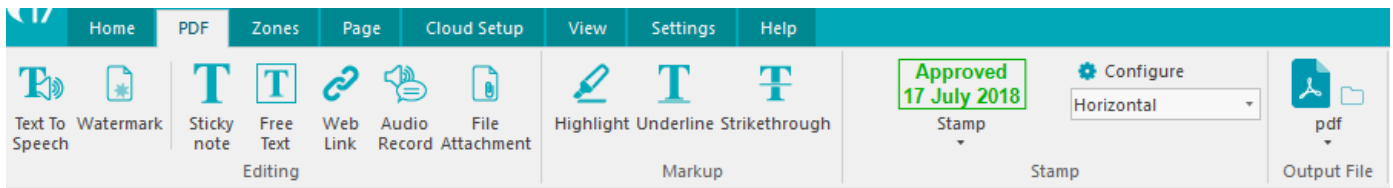
The 'Annotate' Option allows you to add comments of various types on your document.

Warning:

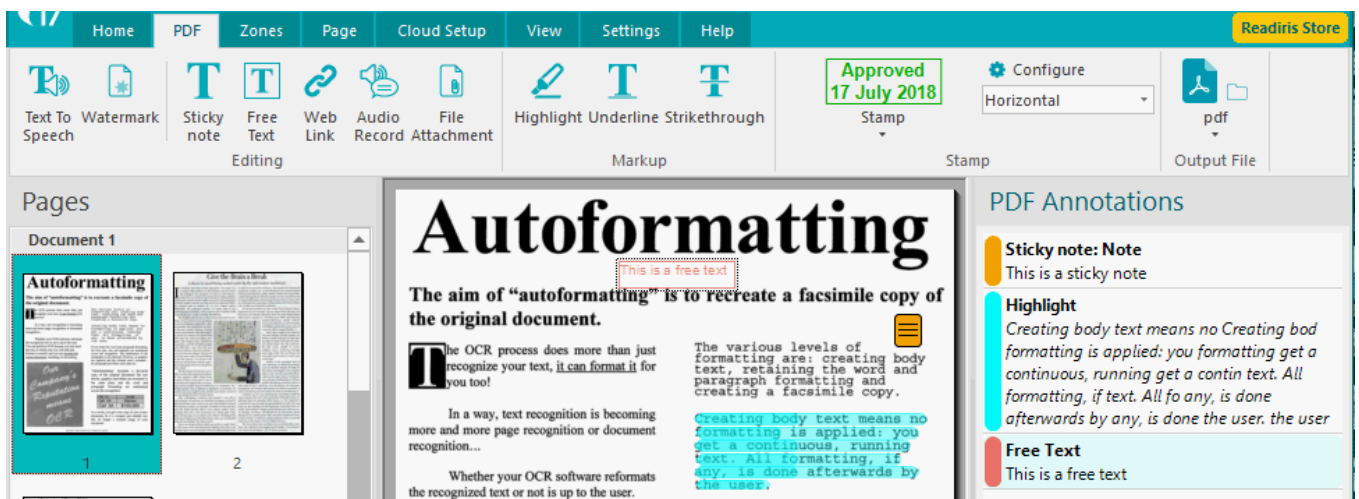
Those annotations are supported and included into the final document when exporting to a **PDF format only**. Optimal results are rendered with the PDF viewer Acrobat Reader. Good results with any other PDF viewer are NOT guaranteed.

To access the Annotation tool

- Click the **PDF tab** in the Menu bar.



- The [Ribbon](#) shows you the commands to add Annotations.
- A **PDF Annotation Panel** appears on the right hand side of the screen. This panel lists and shows the annotations saved on the current page.



To add an annotation on a page

See individually the supported annotation types for an accurate description:

- [Text to speech](#)
- [Watermark](#)
- [Sticky note](#)
- [Free text](#)
- [Web link](#)
- [Audio Record](#)
- [File attachment](#)
- [Highlight, underline or strikethrough Text](#)
- [Stamp](#)

When saved, all annotations are associated with a creation date and the username of their author. Depending on the annotation's type, those information can be shown on the output PDF document. It is the case for Sticky notes and Audio records.

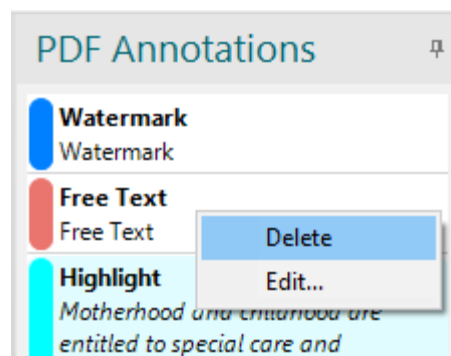
When a page is modified (rotation, text edition,...), the annotations are kept and repositioned or rotated if needed.

To remove an annotation on a page

Three possible ways.

From the **Annotation Panel, in the list:**

1. Right-click on the Annotation type you want to remove. A context menu opens.
2. Select **Delete**



OR, on the page:

1. Right-click the icon. A context menu opens.
2. Select **Delete**.

OR, using the keyboard:

1. Select the annotation icon on the page or in the annotations list
2. Press **Delete**

To edit an existing annotation on a page

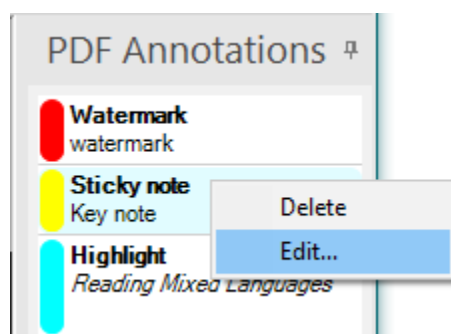
Three possible ways.

From the **Annotation Panel, in the list:**

1. Double-click the Annotation type you want to edit. The Edition window opens.

OR

1. Right-click the Annotation type you want to edit. A context menu opens.
2. Select **Edit....**



OR, on the page

1. Double-click on the icon. The Edition window opens.

To quit the Annotation tool

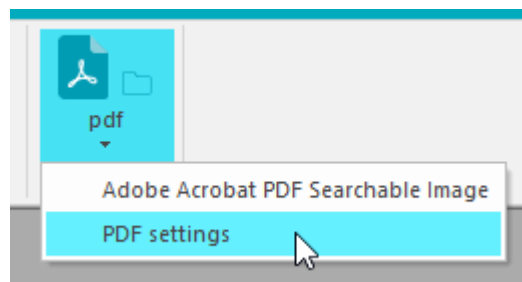
- Leave the **PDF tab**.

To export as PDF

- Click on the **PDF** button in the ribbon. The **Save as** dialog box opens.

For more **PDF settings**:

1. Click the down arrow beneath the **pdf** button.
2. Select [PDF Settings](#).

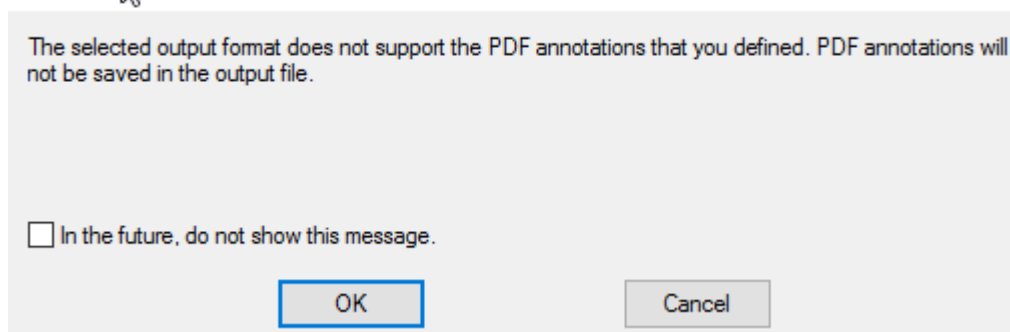


Warning:

When selecting another format than PDF for export, a warning pop-up window is displayed: Annotations are not supported by other formats than PDF.

The option 'In the future, do not show this message' can be selected.

Readiris 



Annotation types

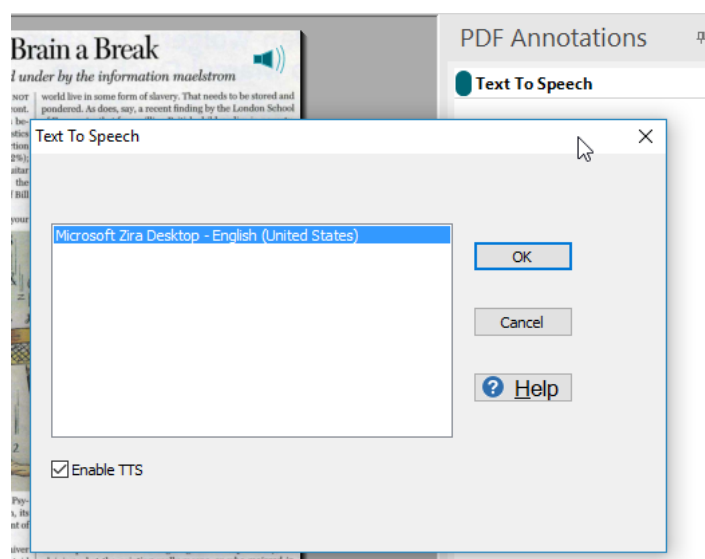
Text to Speech

A **text-to-speech (TTS)** system converts normal language text into speech. By using this type of annotation, the text can be read out loud to you after the export as a PDF.

To add **Text-to-speech** to your document:

In the **PDF tab**:

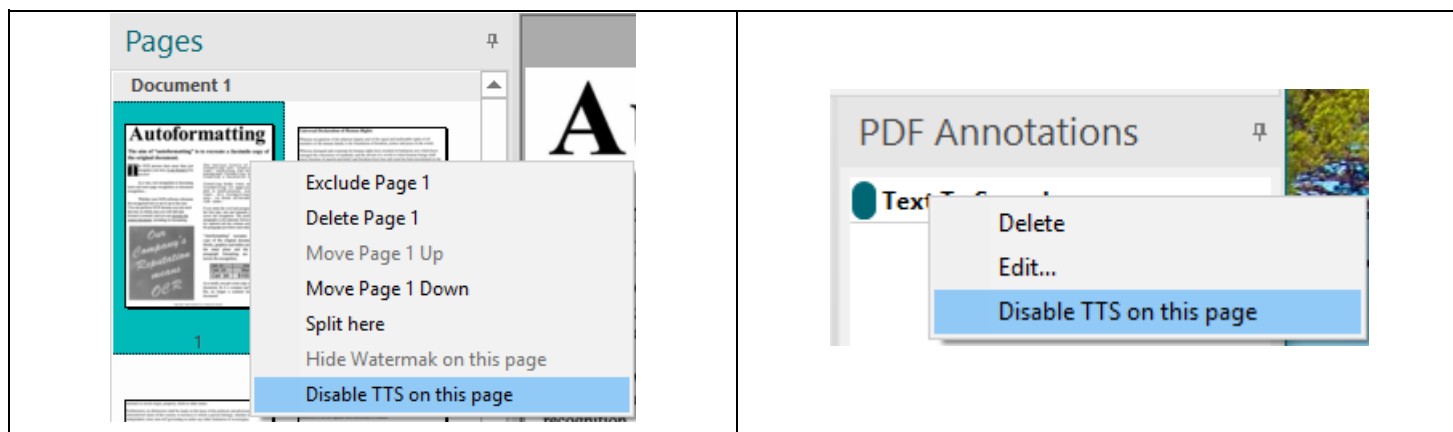
1. Click **Text To Speech** in the [Ribbon](#). An edition box opens.
2. Check **Enable TTS**. Click **OK**
3. The Text-to-Speech engine does the conversion (cf. the [Activity panel](#)). To show that the annotation type is active, it appears in the PDF annotations panel and the icon of a loud speaker is displayed in the upper right corner of the pages.



Default features:

- The Text-to-speech is added to all the pages of the document. As an **option**, you can disable it from the PDF Export on the pages you have selected.
 - From the [Pages Panel](#), select the pages concerned, right-click to open a **Context menu**, then select the option '**Disable TTS on this page**'.
 - From the PDF Annotation Panel, right-click on the Text To Speech type, then select the option '**Disable TTS on this page**'. The annotation type is now grayed out.

Follow the same paths to enable again TTS on the page.



Note:

- The **Text To Speech** annotation is not reset when a new document is started.
- If active, the **Text To Speech** annotation is also added to **PDF** documents created in [batch](#), in [watched folder mode](#) or by [conversion](#) with the right mouse click in Windows Explorer.

Voices and languages

By default, Windows is using a 'voice' that comes with your Windows interface configuration (**Settings/Time & Language/Region & language/languages**). For more voices and/or languages, refer to the Windows Help.

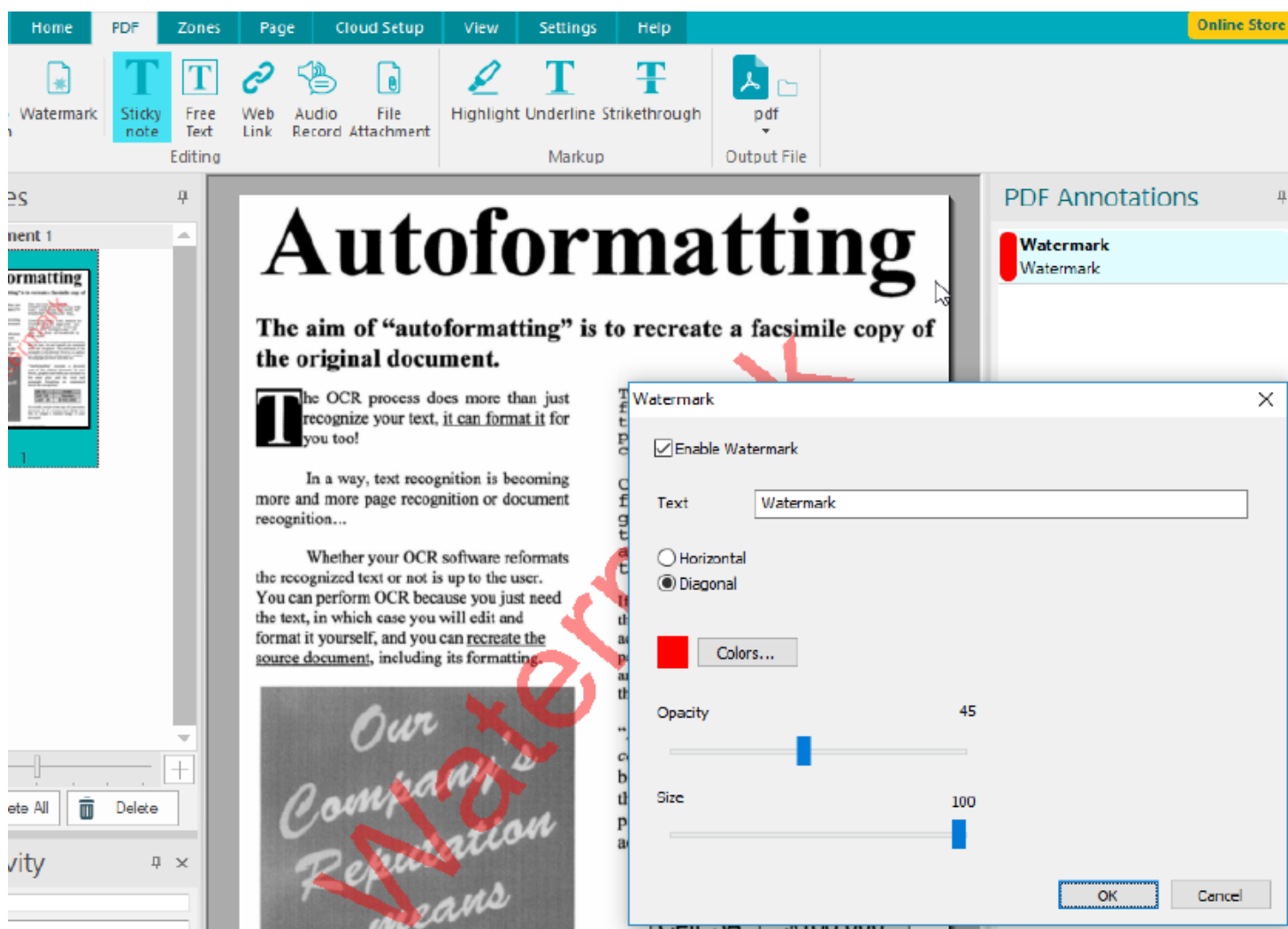
Watermark

The **watermark annotation** is a text drawn across a document's page.

To add a Watermark:

In the **PDF tab**:

1. Click **Watermark** in the [Ribbon](#). An edition box opens.
2. Check **Enable Watermark**
3. Define and edit your watermark
4. Click **OK**



Edition options:

- Text **definition**
- Text **orientation**: horizontal or diagonal
- Text **color**
- Text **opacity** (from 0 to 100%)
- Text **size** (from 0 to 100%)

Default features of a Watermark:

- The text is a single line

- The text is centered horizontally and vertically on the page
- The text font style is predefined
- The watermark is added to all the pages of the document. As an **option**, you can hide the watermark from the PDF Export on the pages you have selected.
 - From the [Pages Panel](#), select the pages concerned, right-click to open a **Context menu**, then select the option '**Hide Watermark on this page**'.
 - From the PDF Annotation Panel, right-click on the Watermark type, then select the option '**Hide Watermark on this page**'. The annotation type is now grayed out

Follow the same paths to unhide the watermark on the page.



To remove a Watermark:

1. Open the edition dialog box by clicking **Watermark** in the [Ribbon](#) or by double-clicking on the watermark annotation in the annotation's list
2. Uncheck **Enable Watermark**
3. Click **OK**

Note:


- When exported into a PDF file, the watermark is permanent. It cannot be hidden when displayed or printed.
- The watermark attributes are not reset when a new document is started and it is possible to set or edit them even if there is no page imported in Readiris.
- The watermark is also added to documents created in [batch](#), in [watched folder mode](#) or by [conversion](#) with the right mouse click in Windows Explorer.

Sticky Note





The **sticky note annotation** is a note that can be positioned anywhere on the page. It appears as an icon and the text is attached to it. When you drag the mouse over the icon, the text content is shown as a tooltip.

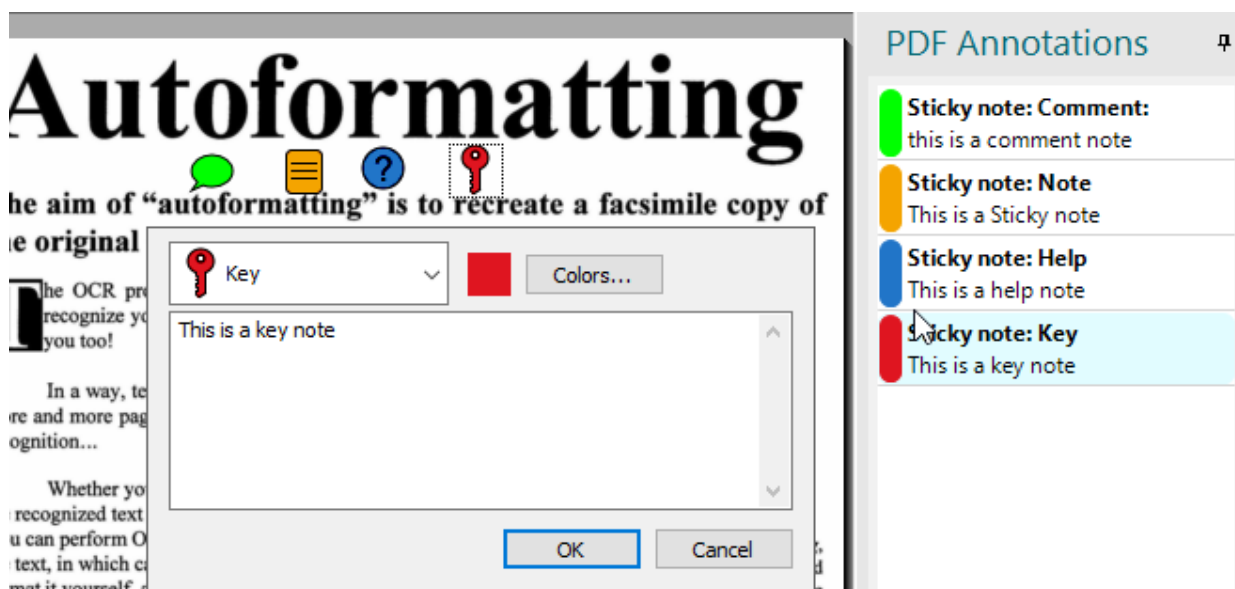
To add a Sticky Note:

In the **PDF tab**:

1. Click **Sticky Note** in the [Ribbon](#).
2. Click on the page where you want the icon of the note to be placed. An edition box opens.
3. Select a **sticky note type** in the drop-down list.
4. Select a color for the sticky note.
5. Type your text in the text box.
6. Click **OK**
7. You can move the position of your sticky note when it is selected and the **move cursor** appears 

Edition options:

- Icon **Color**
- Various **sticky note types**:
 - **Comment**: with a speech bubble icon 
 - **Note**: with an note symbol icon 
 - **Help**: with a question mark icon 
 - **Key**: with a key icon 



- **Text Content**: the text is edited in the text box and is shown in the **Annotations panel**.





Note: The text color or text font of a Sticky note cannot be edited. It is not supported by the PDF format.

Free text


The **free text annotation** is made of one or several text lines added on a document's page.

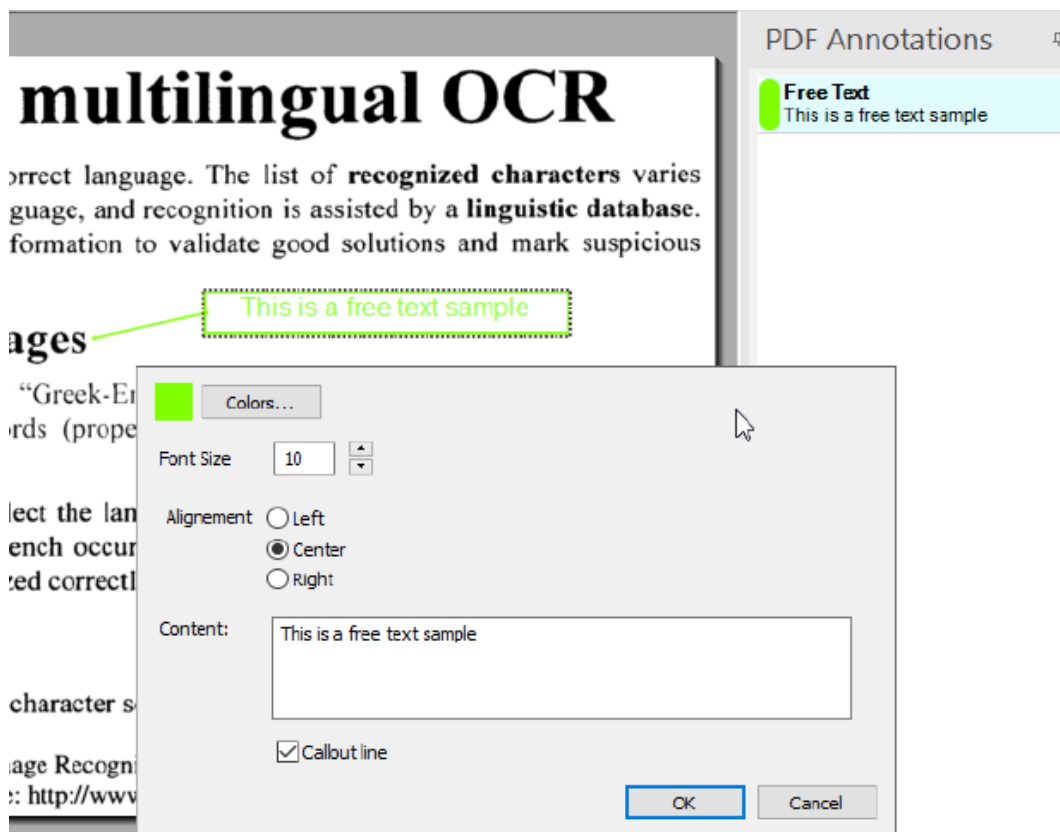
To add a Free text:

In the **PDF tab**:

1. Click **Free text** in the [Ribbon](#).
2. Click on the page where you want the free text to be displayed. An edition box opens.
3. Type your text in the text box.
4. Click **OK**
5. On the page, you can adapt the box size when the resize icon shows up (width  or height  or both . Drag your mouse around the border of the text box).
6. You can move the position of your free text when it is selected and the **move cursor** appears .

Edition options:

- Text **color** (and callout line if selected)
- Text **Font size**
- Text **alignment**: left, center or right
- Free Text as a **Callout**. When **Callout line** is selected, a small 'tail' is attached to the text box. The end point of that line can be dragged & dropped where you want on the page (thanks to the **move cursor** ). When the end point is moved, the start point location is updated automatically to prevent from the callout line to be drawn over the annotation text.



Default features of a Free text:


- The text is drawn on a semi-transparent white background. That way it is easier to read without masking completely the content behind.
- The content of the free text can still be re-defined in the PDF export.

Web Link

The **web link annotation** allows you to include a URL anywhere on the page.

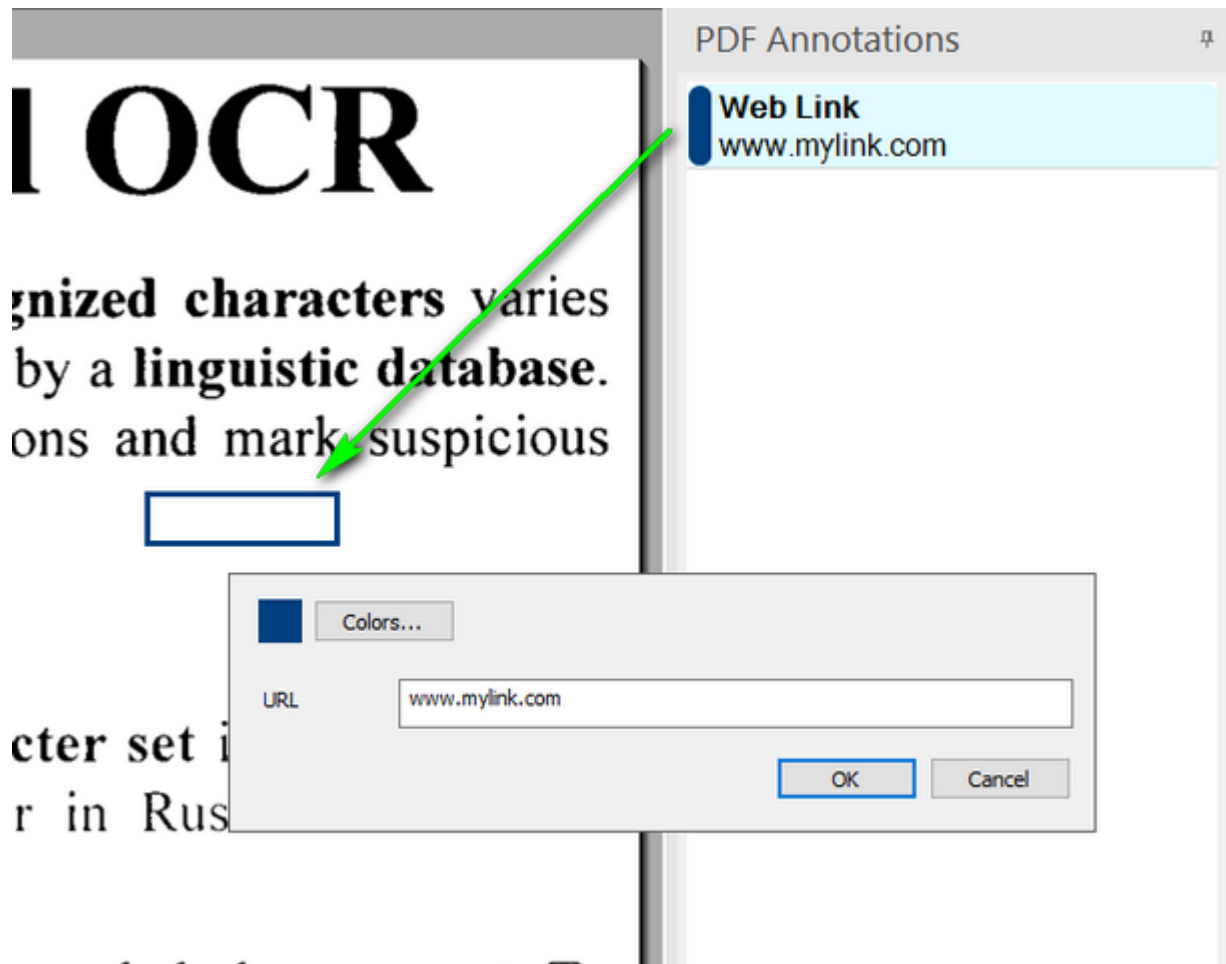
To add a Web Link:

In the **PDF tab**:

1. Click **Web Link** in the [Ribbon](#).
2. Click on the page where you want the web link to be displayed. An edition box opens.
3. Type the URL in the text box.
4. Click **OK**
5. You can move the position of the web link when it is selected and the **move cursor** appears 

Edition options:

- Text and Border **color**



Note: Only the web link box appears on the page, the text is invisible. When you drag the mouse over the box, the URL is shown as a tooltip. In the PDF export, the cursor turns into a hand icon to indicate there is a URL to click on.

Audio Record

An **audio record annotation** is a short sound recording embedded in the file.



To add an Audio record:

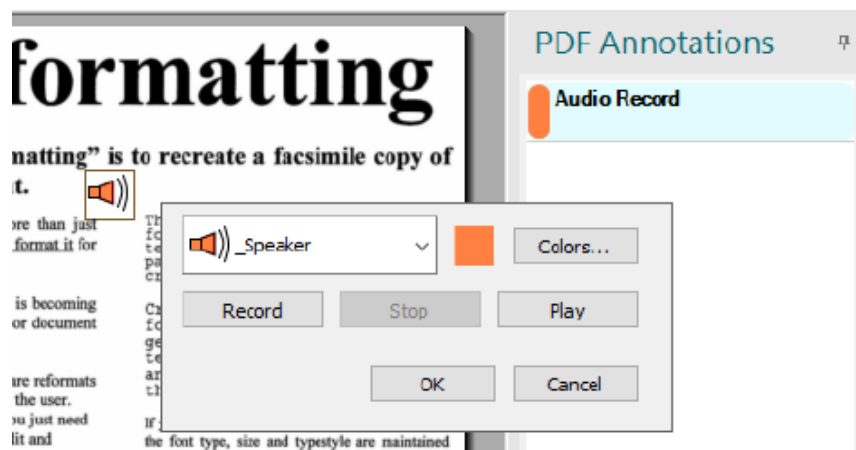
In the **PDF tab**:

1. Click **Audio record** in the [Ribbon](#).
2. Click on the page where you want the icon of the audio record to be placed. An edition box opens.
3. Select a **icon type** in the drop-down list.
4. Select a color for the icon.
5. Record your audio annotation by using the [recording buttons](#).
6. Click **OK**.
7. You can move the position of your audio comment when it is selected and the **move cursor** appears



Edition options:

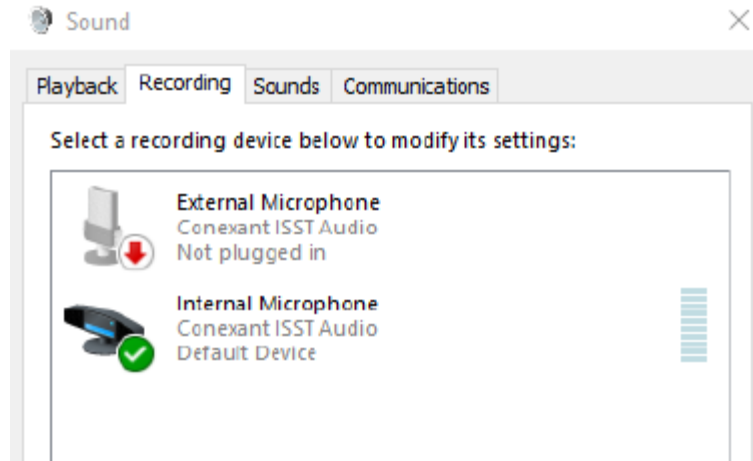
- Icon **types**: a loud speaker  or a microphone 
- Icon **color**
- **Recording buttons**:
 - **Record**: Click **Record** for the system to start the recording.
 - **Stop**: Click **Stop** to stop the recording or the playback.
 - **Play**: Click **Play** to play the recording.



Default features of an Audio record:

- **Recording buttons** are enabled only when relevant.

- The internal microphone (built-in) of your PC is used to register the audio records. Please refer to the **Sound settings or Device Manager** if you wish to change the device for sound input. The **Windows help** can provide you with more information.



Sound Settings in Windows 10

To play an Audio annotation in the PDF export (Acrobat Reader):


1. Click on the loud speaker icon . The **audio record** is played on the default audio output of your device.

File Attachment



A **File attachment annotation** embeds a file at a selected location in your document, so that after the exportation as PDF, the reader can open it for viewing. By attaching files as a comment, you can reference longer documents that cannot easily be pasted into a sticky note or text box. To view an attachment, the reader must have an application installed that can open the attachment.

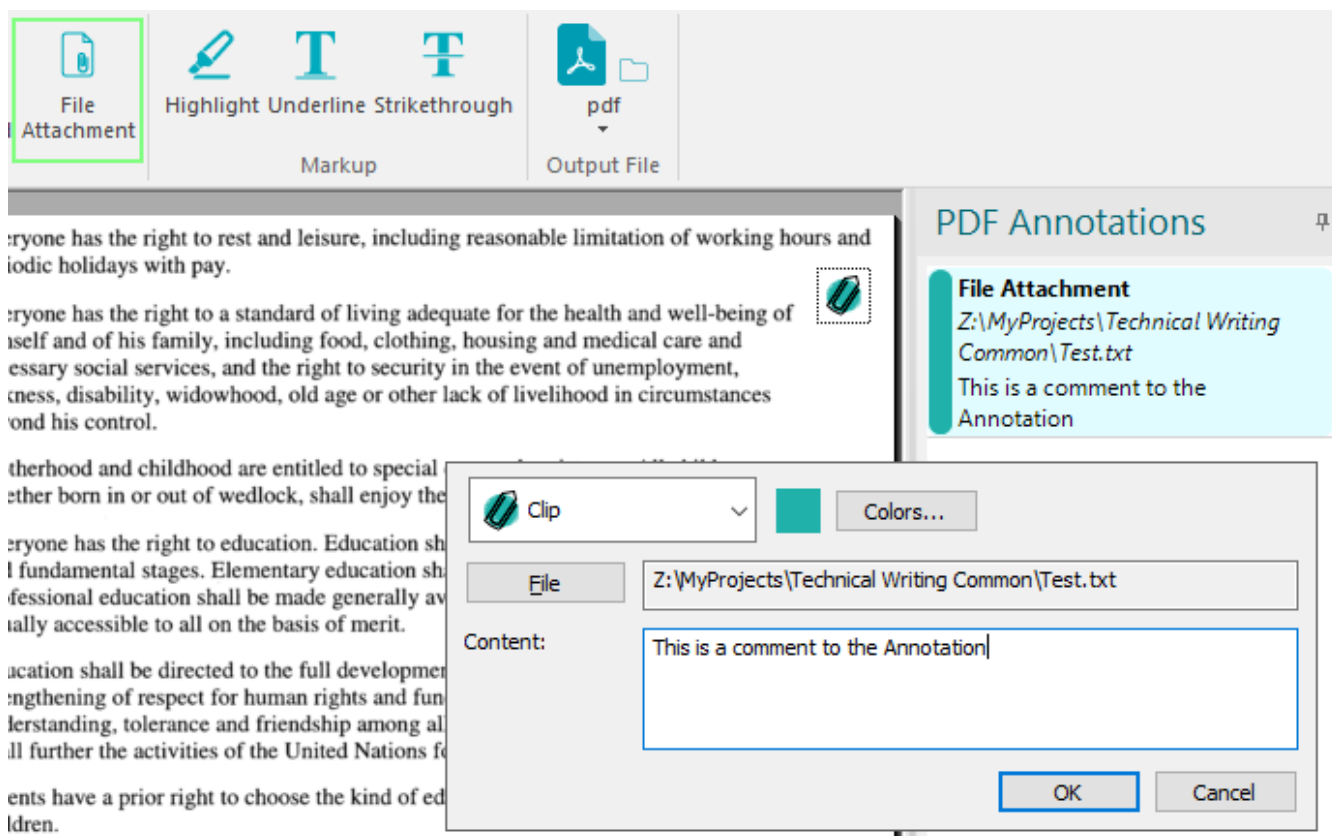
To add a File Attachment:

In the **PDF tab**:

1. Click **File Attachment** in the [Ribbon](#).
2. Click on the page where you want the icon of an attached file to be displayed.
3. The file browser window opens. Select the file to attach and click **Open**.
4. The Edition window opens. Click **OK**. The annotation is created.
5. You can move the position of the icon when it is selected and the **move cursor** appears 

Edition options:

- Icon **Color**
- Icon types:
 - Paper clip: 
 - Pin: 
- **Content/Comment:** in some PDF viewers, this content or comment is shown when the mouse cursor runs over the icon.



Highlight, Underline or Strikethrough Text

These **text annotations** consist in adding a graphical effect on existing text.

To highlight, underline or strikethrough some existing Text:

In the **PDF tab**:

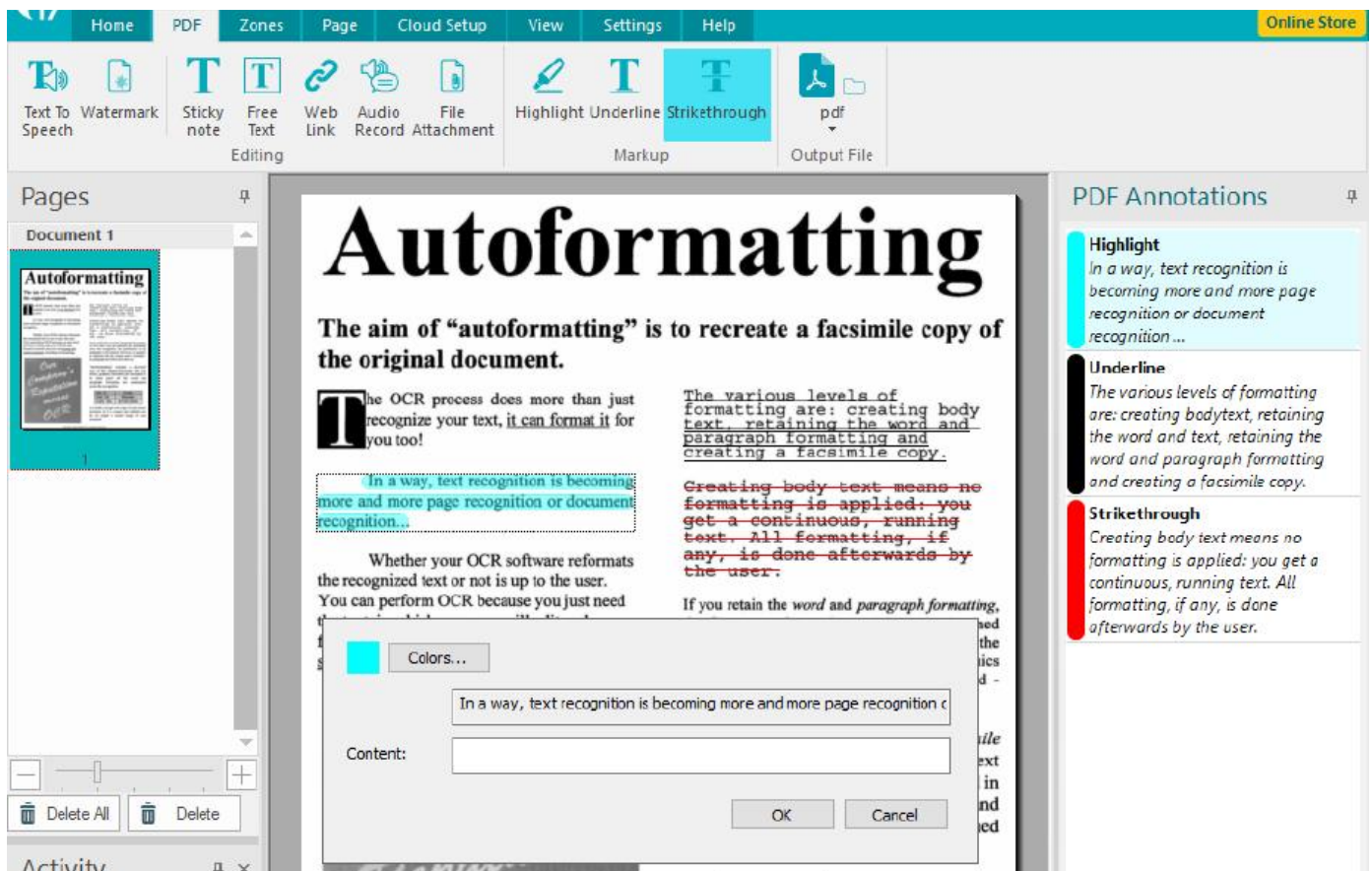
1. Select one of the three markups in the [Ribbon](#).



2. Create your highlight, underline or strikethrough text by selecting the text into the image view.
3. The Annotation is created as soon as the selection is done

Edition options:

- Markup **color**
- **Content/Comment:** in some PDF viewers, this comment is shown when the mouse cursor runs over the marked text.



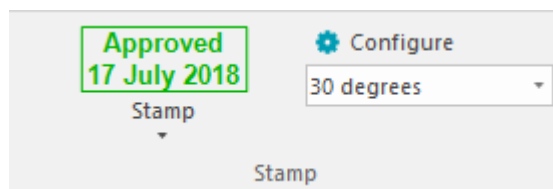
Note: For one same text selection, the type cannot be changed/edited after saving. It has to be removed and recreated.



Stamp

You apply a **stamp** to an e-document in much the same way you apply a rubber stamp to a paper document. You can choose from a list of predefined stamps, or you can create your own stamps.

To add a Stamp:

In the **PDF tab**, go to the **Stamp** group:

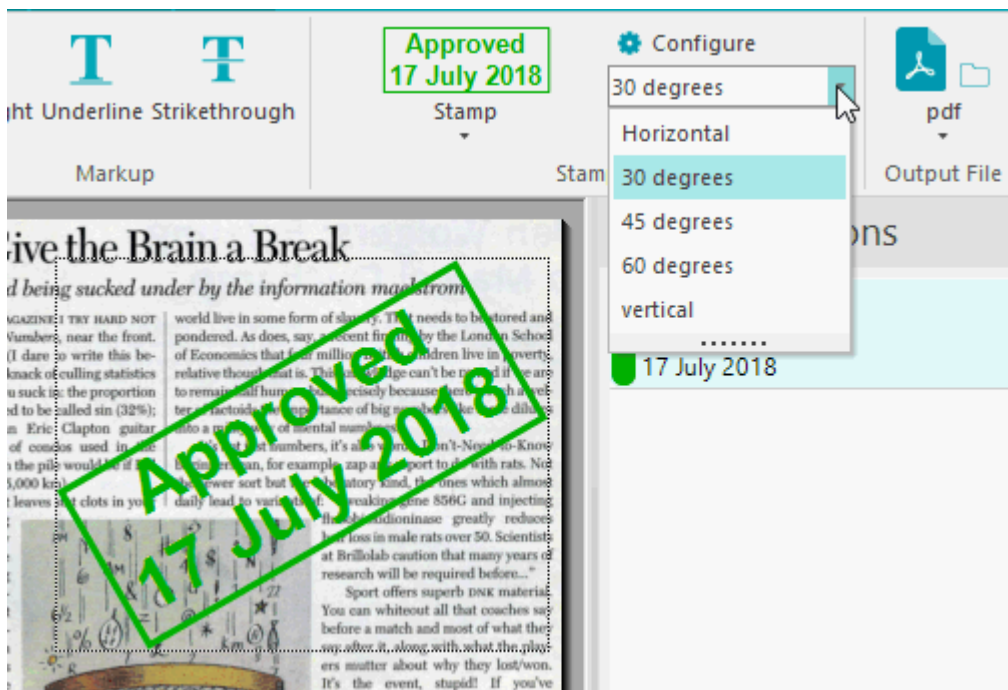


1. Select a Stamp from the list by clicking on the area showing the currently selected stamp.
2. Click on the page where you want the stamp to be placed.
3. You can move the position of your stamp when it is selected and the **move cursor** appears.
4. You can adapt the Stamp size when the resize cursor shows up (width  or height ). Drag your mouse around the border of the stamp box).

Edition options:

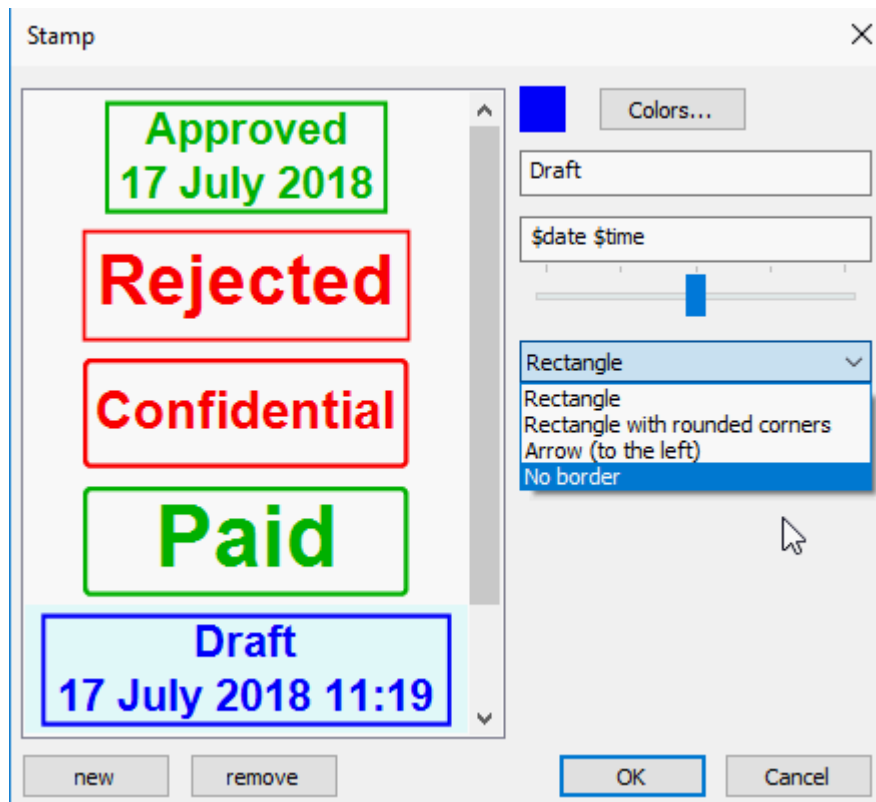
In the **Ribbon**:

- Stamp **orientation**: you can choose among a list of predefined orientations: horizontal, 30 degrees, 45 degrees, 60 degrees or vertical



In the **Configuration window**:

1. In the **PDF tab**, go to the **Stamp** group, click on **Configure....** The **Configuration window** opens.



Configuration Window for Stamps

2. Select a stamp from the list on the left and choose your settings on the right:

- **First line of text:** free text
- **Second line of text:** free text. By default, some predefined stamps show the current date on the second line. The latter can be edited.



TIP: to add the current date or current time to your stamp, you can type in those predefined variables:

- **\$DATE:** is replaced by the system date
 - **\$TIME:** is replaced by the system time
- **Font size of second line:** a slider controls the font size of the text on second line.
- Stamp **Color**:
- **Border type:** 4 possibilities
 - Rectangle
 - Rectangle with rounded corners
 - Arrow (to the left)

Note: for the Arrow type, the color choice will affect the stamp background, the text color being selected automatically.

- No border

Create a custom stamp or delete a stamp from the list:

A custom stamp can be defined at any time from the **Configuration window**.

1. In the **Configuration window**, click **new** at the bottom of the list to create a new custom stamp. Edit.
2. Or, select an existing stamp and click **remove** to remove it from the list.

Default features of a Stamp:

- The stamps list is saved and remains available after Readiris is quit and restarted. The list is reset when [Restore Factory Settings](#) is invoked.
- Editing or deleting a stamp in the predefined list does not affect the annotations of the same type already in use.
- When a new stamp has been created, the font size of its second line and its border attributes are used as defaults for the next created stamp.

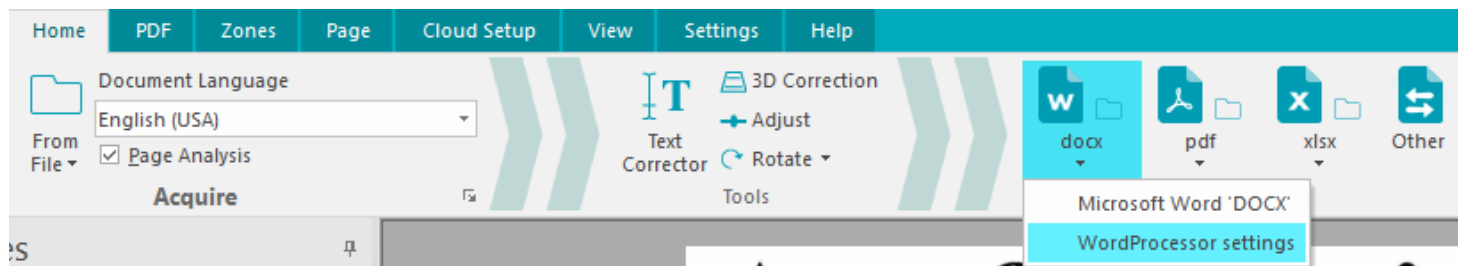
Section 9: Saving Documents

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

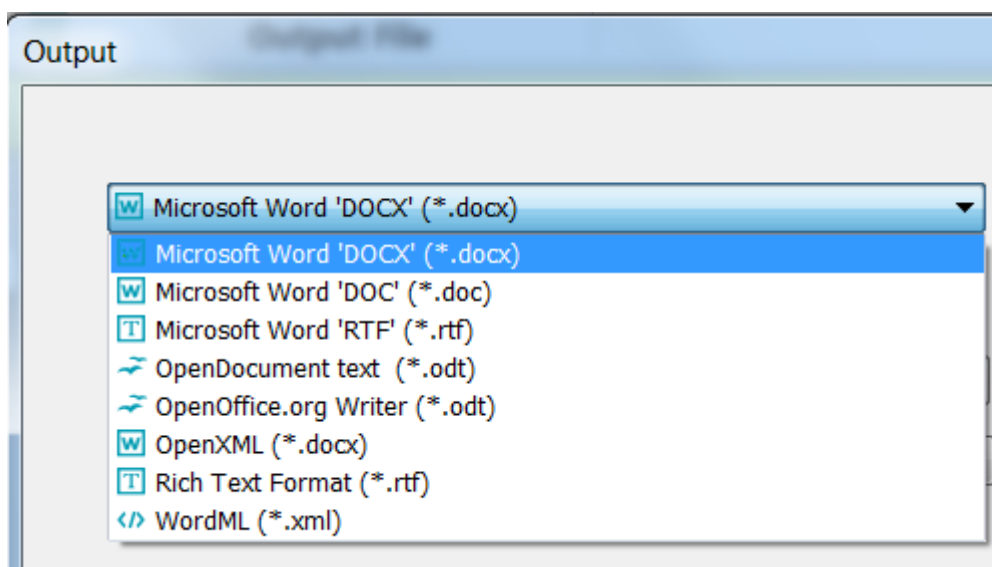
With Readiris you can also turn Image PDFs - in which you cannot select or copy any text - into fully text-searchable PDF documents. The same goes for Image XPS documents.

To select an output format:

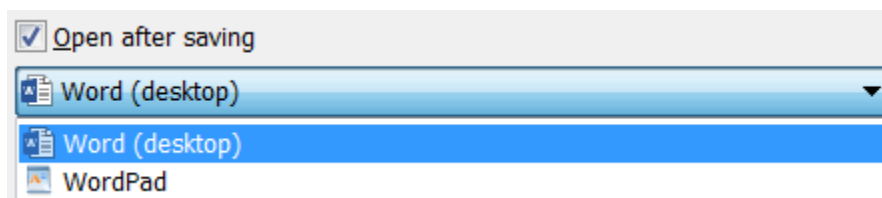
- Click one of the popular output formats in the **Output** group on the Main toolbar.
The 3 output formats you selected most recently are displayed. When you use Readiris for the first time, the 3 default output formats are .docx, .pdf and .txt.
For more information about the available output formats, see the section [Available Output Formats](#).
- Click the down arrow beneath a format to configure its settings.



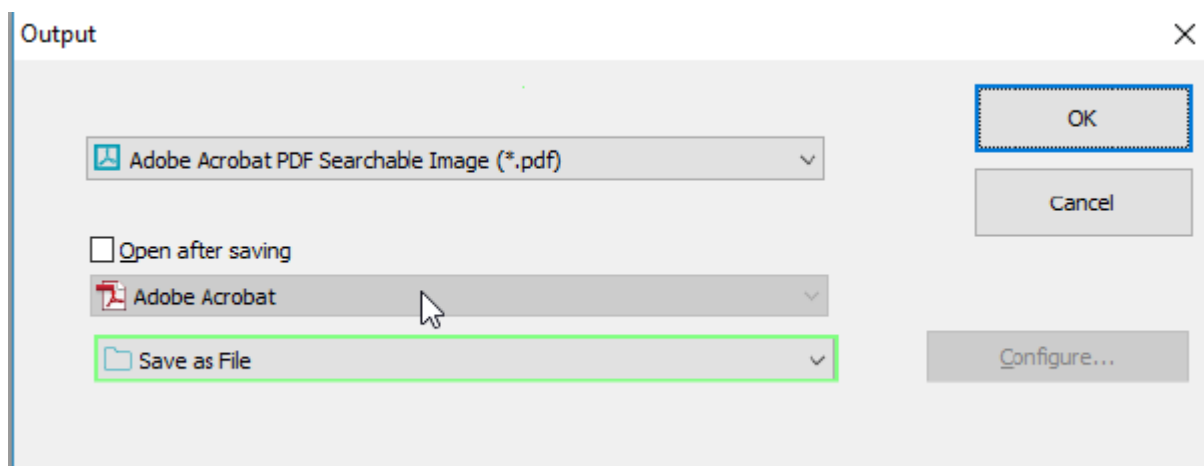
- Select the file extension in the first drop-down list.



- If you want the output file to be opened immediately after processing, select **Open after saving**.
 - The applications you have installed on your computer and that are capable of opening the selecting file format are displayed in the second drop-down list.
 - Select the application of your choice in the list.



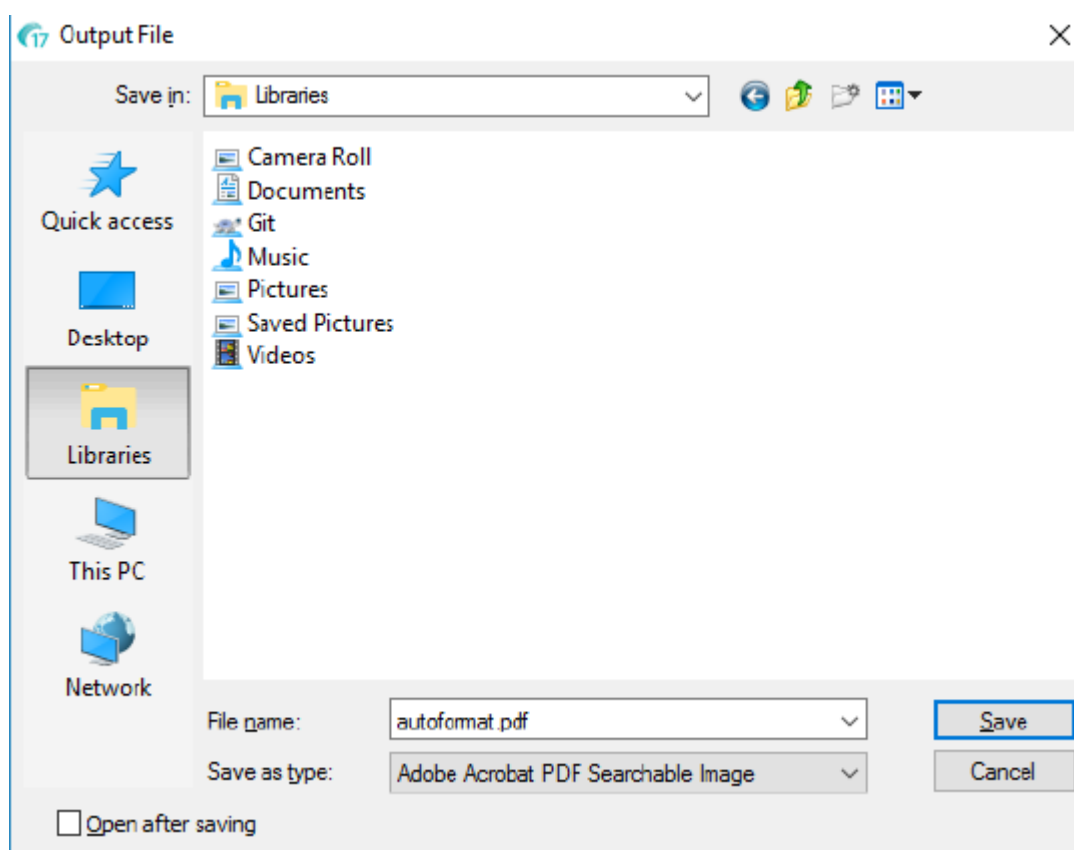
- In the third drop-down list you can select the destination.
The output files are **saved as files** on your computer by default.
You can also select a Cloud destination. For more information see [Sending Documents to the Cloud](#).



- Select the formatting options on the tabs at the bottom of the screen.

Note: only the settings that apply to the selected format are available. For more information see [Selecting the Formatting Options](#).

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



Note: Readiris, by default, saves all pages to a single output file. In case you want to generate a separate file for each scanned page, select **Create one file per page**.

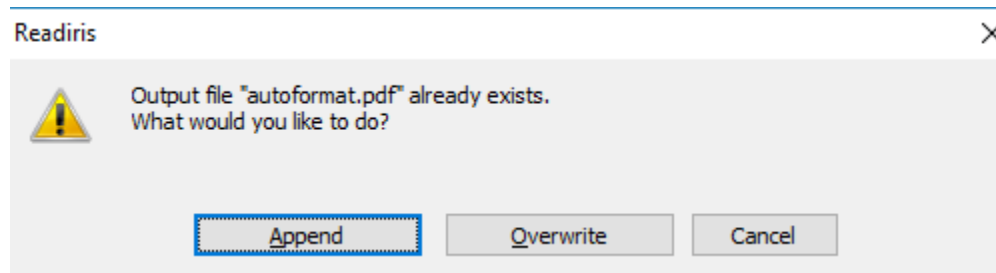
Please note that the option **Create one file per document** exists only in Readiris Corporate where we have the distinction between *page* vs *document* (i.e. possibility to separate and save pages in different documents).

Note: once you have saved your documents, they are not automatically removed from the Readiris interface. This way you have the opportunity to change the settings, if necessary, and to save your documents in other formats as well.

Appending PDF documents

You can add pages to existing PDF documents.

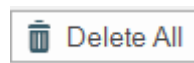
- Select PDF as output format.
- Click the PDF output format button.
- Select an existing PDF document and click **Save**.
- Readiris now asks you whether to append or overwrite the existing file.
- Select **Append** to add the pages to the document.



Starting a new project in Readiris

To start a new project in Readiris:

- Click the trash can **Delete All** icon at the bottom of the **Pages** panel.
This command erases your document from Readiris so you can start a new one.



Available Output Formats

Below you find an overview of the supported output formats.

• PDF

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

With Readiris you can generate 4 types of PDF files:

- **PDF Image-Text (= PDF Searchable Image)** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.
Note: since the image covers the text, any recognition mistakes will not be visible.
- **PDF Image.** When you select this file type, Readiris doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it only contains the image of your original document.
- **PDF Text-Image (Readiris Corporate only).** This file type is the opposite of PDF Image-Text. It contains the original image in the background, and the recognized text on top of the image.
Note: any recognition mistakes will be visible in this format.
- **PDF Text (Readiris Pro and Corporate).** This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file.

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



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

• XPS

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

With Readiris you can generate 4 types of XPS files:

- **XPS Image-Text.** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.
Note: since the image covers the text, any recognition mistakes will not be visible.
- **XPS Image.** When you select this file type, Readiris doesn't execute the text recognition on your document. Your XPS file will not be text-searchable, it only contains the image of your original document.
- **XPS Text-Image (Readiris Corporate only).** This file type is the opposite of XPS Image-Text. It contains the original image in the background, and the recognized text on top of the image.
Note: any recognition mistakes will be visible in this format.
- **XPS Text (Readiris Corporate only).** This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the XPS file.

Note: Readiris can also generate hyper-compressed XPS documents. See the section [Selecting the XPS Options](#) for more information.

- **RTF**

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

Again many levels of lay-outing are available. See the section [Selecting the Formatting Options](#) for more information.

- **DOCX**

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

The same layouting options are available as for DOC and RTF documents. See the section [Selecting the Formatting Options](#) for more information.

- **DOC**

Doc was the standard format used up Microsoft Word 2003.

Note that many levels of layouting are available for .doc documents. See the section [Selecting the Formatting Options](#) for more information.

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

- **ODT**

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

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

See the section [Selecting the Formatting Options](#) for more information about the available layout options.

- **Spreadsheet ML (xml)**

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

Specific layouting options are available for SpreadsheetML. See the section [SpreadsheetML Options](#) for more information.

- **XLSX**

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

See the section [Selecting the Formatting Options](#) for more information about the available layout options.

- **CSV**

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

- **TXT**

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

No Layout options are available for TXT files.

- **HTML**

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

See the section [Selecting the Formatting Options](#) for more information about the layout options.

- **TIF**

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

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

- **JPG**

Jpeg stands for the "Joint Photographic Experts Group". It is a compression standard for digital images that is optimized for use on the Internet. It offers a good ratio between image quality and storage size.

Saving as JPEG format allows one page/image per file only.

- **EPUB**

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

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

- **WAV / MP3**

WAV stands for Waveform Audio File Format. It is a Microsoft and IBM audio file format.

MP3 stands for Moving Picture Experts Group Layer-3 Audio. That format uses data compression so that it reduces the size of the file.

When you save the recognition results in those formats you can listen to the text thanks to a media player (results as **Text to Speech**)

By default, Windows is using a 'voice' that comes with your Windows interface configuration (**Settings/Time & Language/Region & language/languages**). For more voices and/or languages, refer to the Windows Help.

Notes:

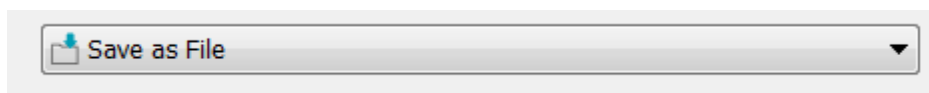
- a number of older file formats are supported as well.
- RTF files created by Readiris can also be opened in the web-based office applications. When using such applications make sure to select the layout option **Retain Word and Paragraph Formatting**.

Adding Properties to Documents

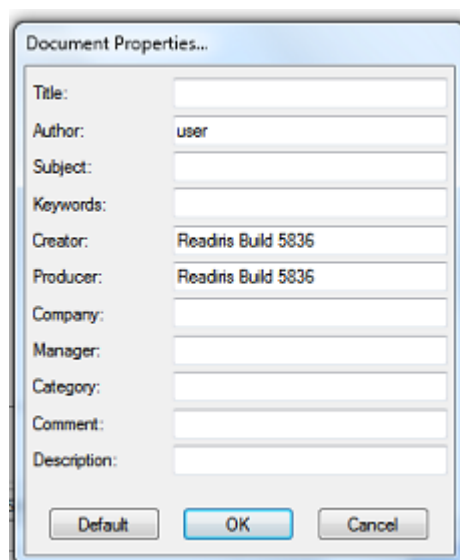
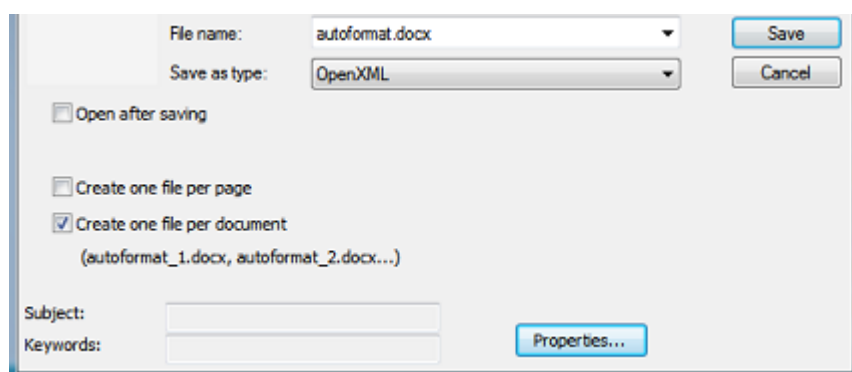
The documents you process can be complemented by properties. This means you can apply key "tags" to your documents, such as the author, the document type, the scanning date, etc. This way, you can retrieve them more easily once they have been stored.

To add properties to documents:

- Scan or open your documents into Readiris.
- Select the desired output format from the **Output File** group.
- Make sure the option **Save as file** is activated in the selected output format settings.



- Click the selected output format button to save your documents.
- In the **Output File** window that opens, click **Properties** to add properties to your documents.



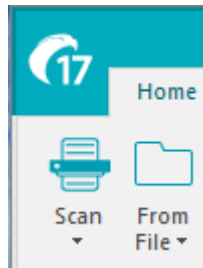
- Fill in the properties, then click **OK** to save them.

Saving Scanned Documents as Image Files

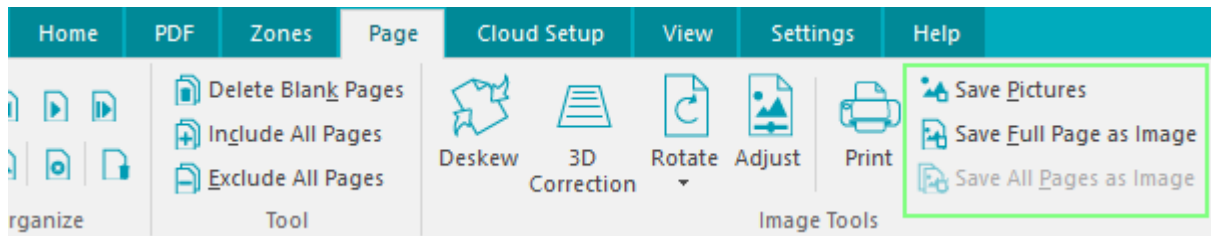
The documents you scan do not necessarily need to be converted into text output files. You can also choose to save them as optimized image files.

To do so:

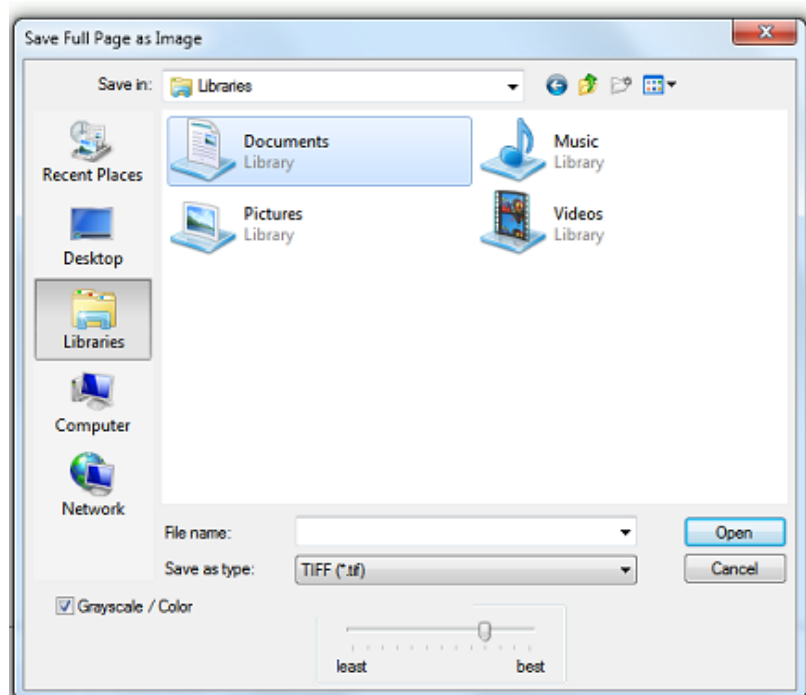
- Scan or open your documents in Readiris.



- Then click the **Page** tab:
 - Click **Save Pictures** to save only the picture zones to an image file.
 - Click **Save Full Page as Image** to save the current page as an image file, or;
 - Click **Save All Pages as Image** to save all the pages in Readiris as image file(s).
Note: with this third option, you can choose to save all pages to a multipage image files, or save each page separately in separate image files.



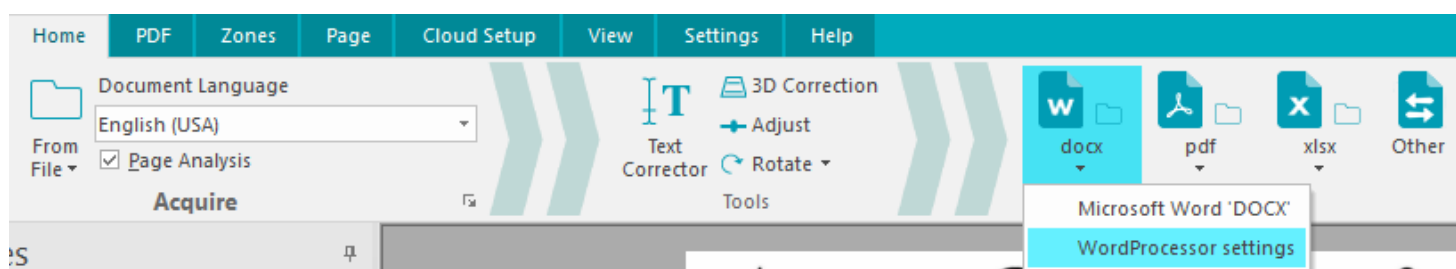
- Name your document and select as which type of image you want to save it.



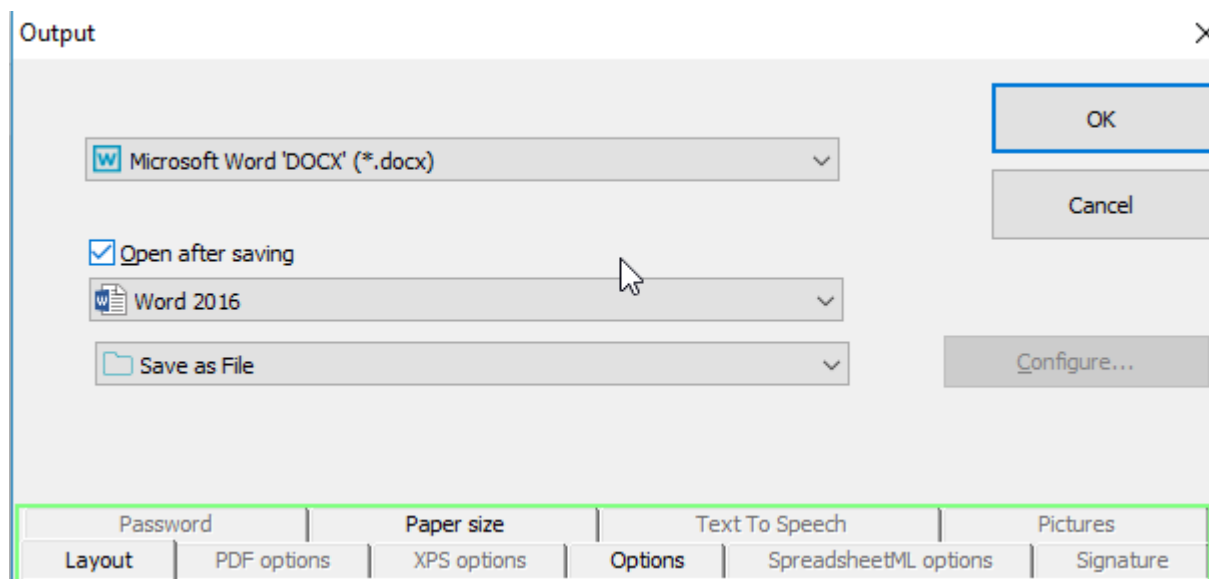
- Depending on the image format you select, a **JPEG quality** slider may be available. With this slider you can determine the quality of your image files.

Selecting the Formatting Options

Depending on the output format you select in the [Output](#) window, different formatting options are available.



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



Layout Options

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

General Options

The [General Options](#) are available for each output format on which Readiris does text recognition. When you select an image output format, such as PDF Image, or TIF, for instance, the General Options are not available.

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

SpreadsheetML Options

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

The [SpreadsheetML Options](#) determine how the worksheets will be formatted in your Excel document.

PDF Options

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

XPS Options

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

Paper Size

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

These options are available for most RTF output formats.

Pictures

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

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

Text To Speech

In the [Text To Speech options](#) you can select the voice and language in which the recognition results will be read.

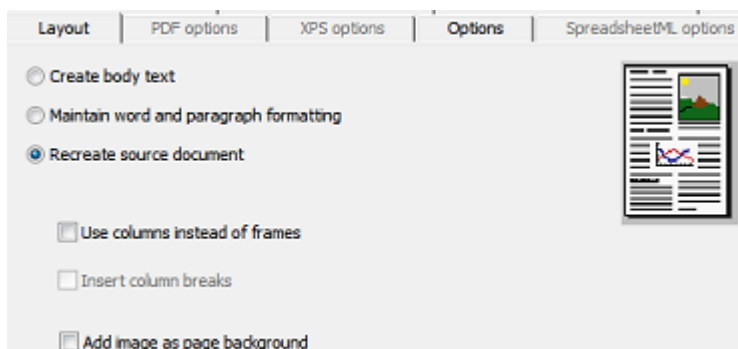
Layout Options

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

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

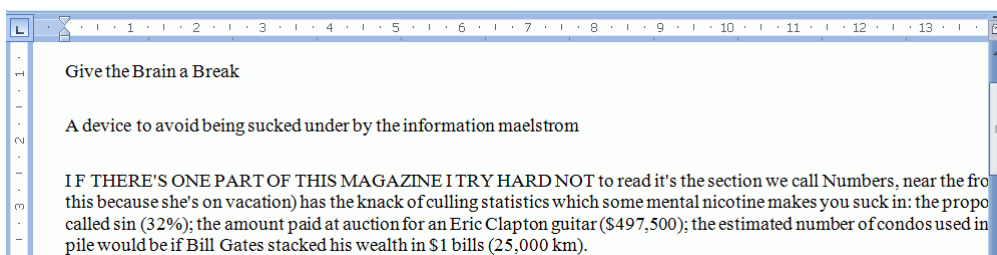
Note: the **Layout** tab is of course unavailable when you select PDF, XPS or TIF as output format. PDF and XPS are fixed-layout formats and by default re-create the original layout of the document. And TIF is an image format, on which no recognition is done.

Note: if any Layout option is unavailable for the output format you selected, this means the option in question is not supported.



- The option **Create body text** generates a continuous, running line of text. The result is a document without any formatting. The formatting is to be done manually, by the user.

Example of body text



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

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

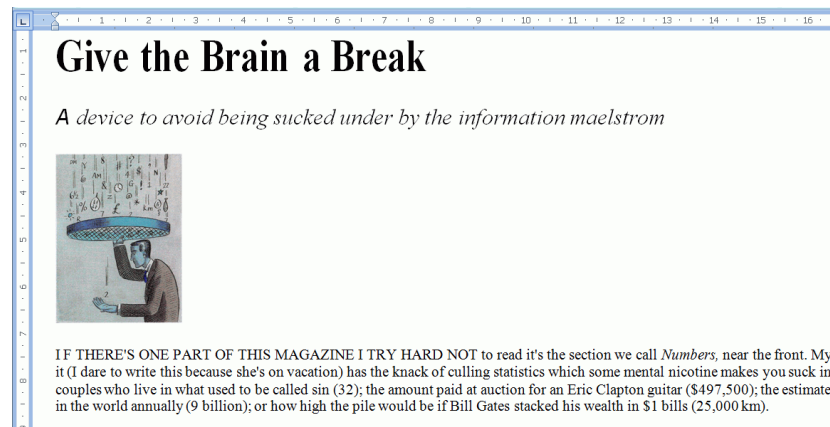
The tabs and the alignment of each block are recreated.

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

Tables are recaptured correctly.

Pictures are not captured.

Example of word and paragraph formatting



- The option **Recreate source document** tries to stay as close to the original layout as possible. The text blocks, tables and pictures are re-created in the same place as the original. The word and paragraph formatting are maintained. Hyperlinks are re-created too.

Example of a re-created source document



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

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

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



Tip: use this option when generating Word documents.

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



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

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

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

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

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

General Options

The [General Options](#) are available for each output format on which Readiris does text recognition. When you select an image output format, such as PDF Image, or TIF, for instance, the General Options are not available. The General Options complement other options such as the Layout and SpreadsheetML Options. Note, however, that some general options are unavailable depending on the other Formatting options you select.

Below you find a description of what each option does and examples of real documents.

- The option **Merge lines into paragraphs** enables automatic paragraph detection.
Readiris wordwraps the recognized text until a new paragraph starts, and reglues hyphenated words at the end of a line.
- The option **Include pictures** does exactly what it says; it includes images in your output documents.
Clear this option in case you only need lay-outed text.
- The option **Maintain colors of text** keeps the original color of the text in your source documents.
- The option **Maintain colors of background** recreates the background color of each document.

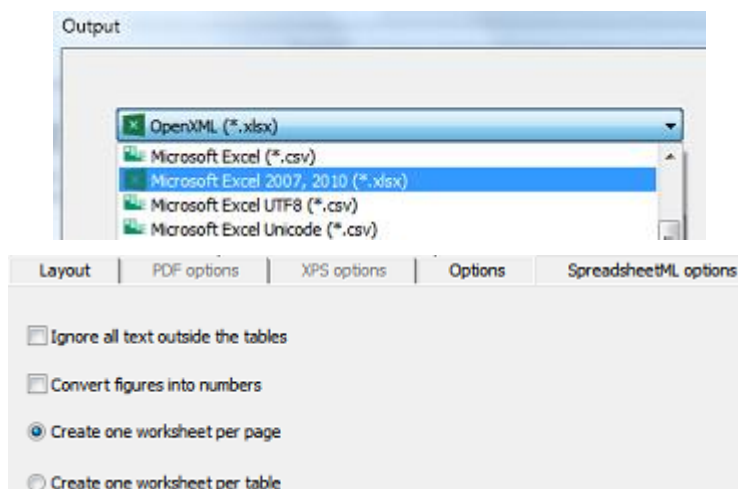
Note: in a spreadsheet application, this option recreates the background color of each cell.

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

SpreadsheetML Options

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

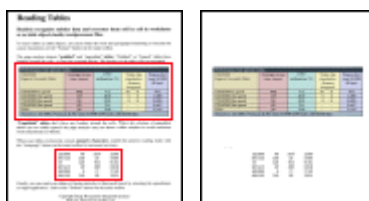
Below you find a description of what each option does and examples of real documents.



- The option **Ignore all text outside the tables** saves the tables and ignores all other recognition results.

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

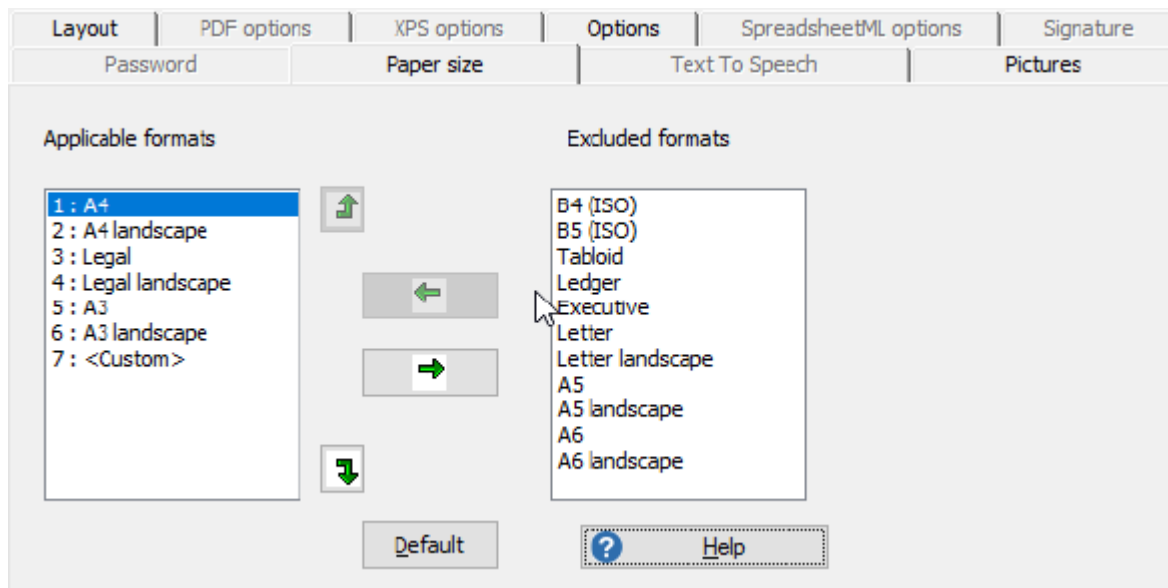
Example image



- The option **Convert figures into numbers** encodes recognized figures as numbers.
As a result, you can execute arithmetical operations on those cells. The text cells (in any table) remain text.
Note that only figures inside tables are encoded as numbers.
- The option **Create one worksheet per page** sees to it that one worksheet is created per scanned page.
If a page contains tables and text, all is placed inside the same worksheet.
- The option **Create one worksheet per table** places each table in a separate worksheet and includes the recognized text (outside the tables) in another worksheet.
If the document being processed contains more than one page, each page will be processed in the same manner.
This option is useful when processing tables of different sizes and different headings.

Paper Size

The **Paper Size** options allow you to define in which paper size (e.g. A4, Letter, Legal) your output documents will be generated. These options are available for most rich text output formats.



- Click the **Paper size** tab and use the arrow buttons to apply and exclude paper sizes.
- Readiris will go through the active paper sizes in the user-set order and will use the first paper size that is sufficiently large to hold the scanned document.

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

Pictures

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

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

Below you find a description of what each option does.

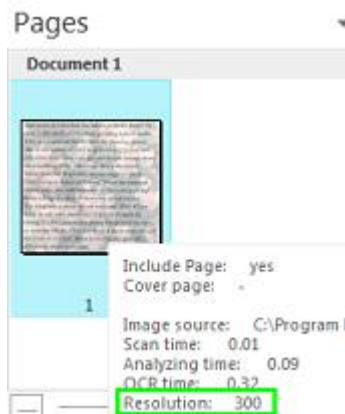


- **Black-and-white images**

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

- **Maintain scan resolution**

This option is activated by default. Readiris generates the output documents in the same resolution as your scanned documents. To verify in which resolution your documents have been scanned, check the [Scanner Settings](#). Or point to a page thumbnail to view its properties.



- **Reduce resolution to:**

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

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

- **JPEG quality**

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

Use the slider to adjust the JPEG quality.

- **JPEG 2000 compression**

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

Selecting the PDF Options

Selecting the PDF Options

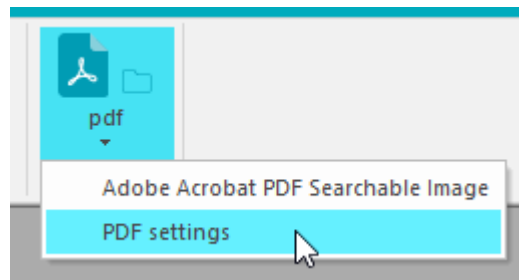
The documents you process with Readiris can be saved as PDF documents.

About PDF documents

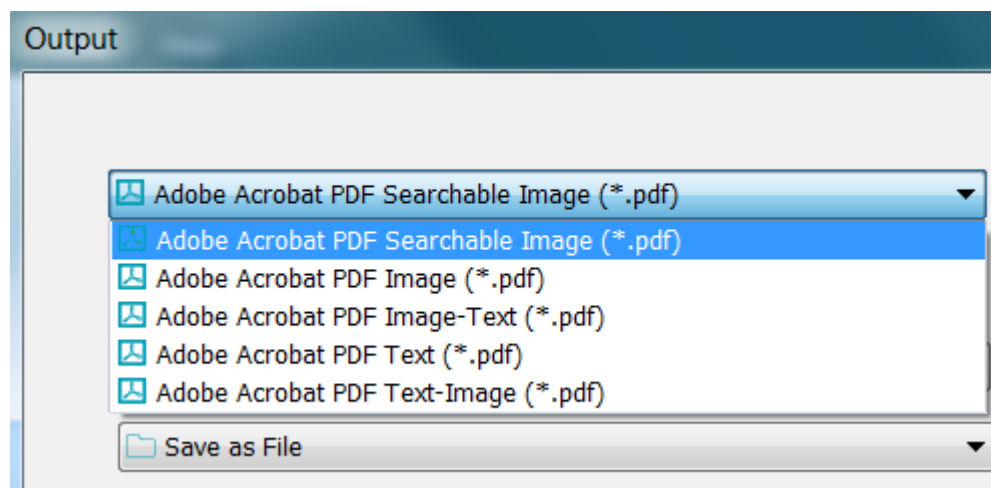
PDF stands for "Portable Document Format". It is a format developed by Adobe Systems Inc. to facilitate document exchange. PDF files are device-independent and resolution-independent, and can be opened on any Operating System (Windows, Mac OS, Linux, iOS, Android, etc.) PDF files are mostly used for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

To save documents as PDF documents:

- Select PDF in the **Output** group, and then click the down arrow beneath it to configure the settings.
Or if PDF is not displayed in the **Output** group, click **Other**.



- Select the desired PDF type from the drop-down list:



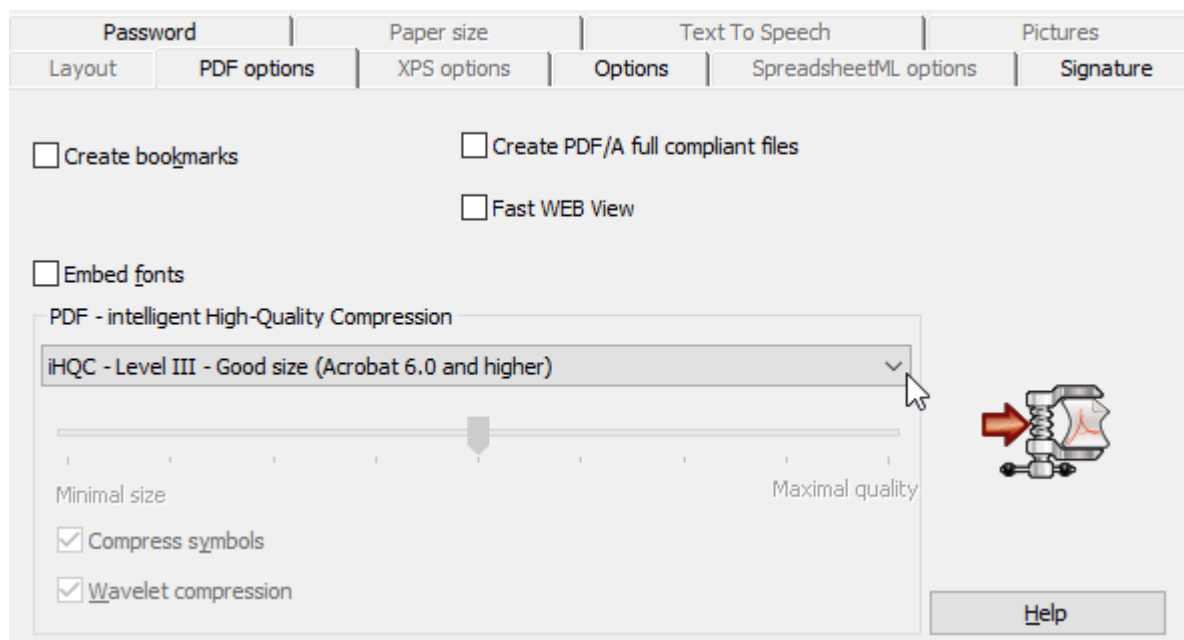
- **PDF Image-Text (= PDF Searchable Image).** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.

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

- **PDF Image.** When you select this file type, Readiris doesn't execute the text recognition on your document. Your PDF file will not be text-searchable, it only contains the image of your original document.
- **PDF Text (Readiris Corporate only).** This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file.
- **PDF Text-Image (Readiris Corporate only).** This file type is the opposite of PDF Image-Text. It contains the original image in the background, and the recognized text on top of the image.

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

The PDF options



Create bookmarks

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

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

Embed fonts

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

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

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

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

Fast WEB View

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

PDF - intelligent High-Quality Compression

In Readiris you also have the possibility to compress your PDF documents. Refer to the separate section [Compressing PDF documents](#) for more information.



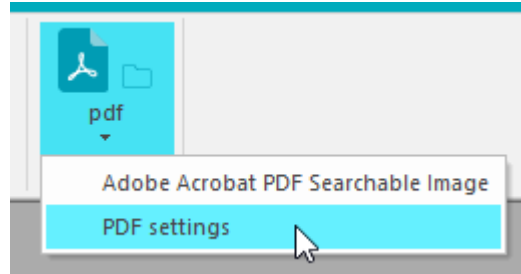
Tip: also see the section [Password-protecting PDF documents](#) and [Digitally signing PDF documents](#).

Compressing PDF documents

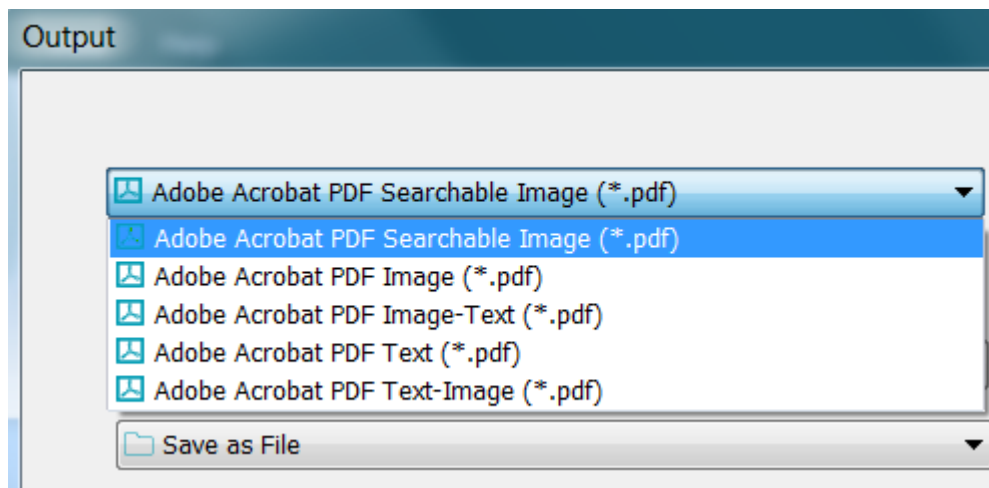
The PDF documents you generate with Readiris can be hyper-compressed by means of iHQC. iHQC stands for **intelligent High-Quality Compression**, I.R.I.S.' proprietary, efficient compression technology. iHQC is to images what MP3 is to music and what DivX is to movies.

To generate compressed PDF documents:

- Select PDF in the **Output** group, and then click the down arrow beneath it to configure the settings.
Or if PDF is not displayed in the **Output** group, click **Other**.

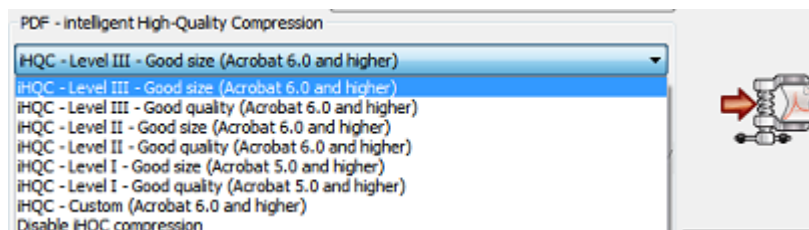


- Select the required PDF type from the drop-down list.
Note that iHQC compression is unavailable for **PDF Text** and **PDF Text-Image** files.



- Select the required compression level: there are three levels of compression.

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

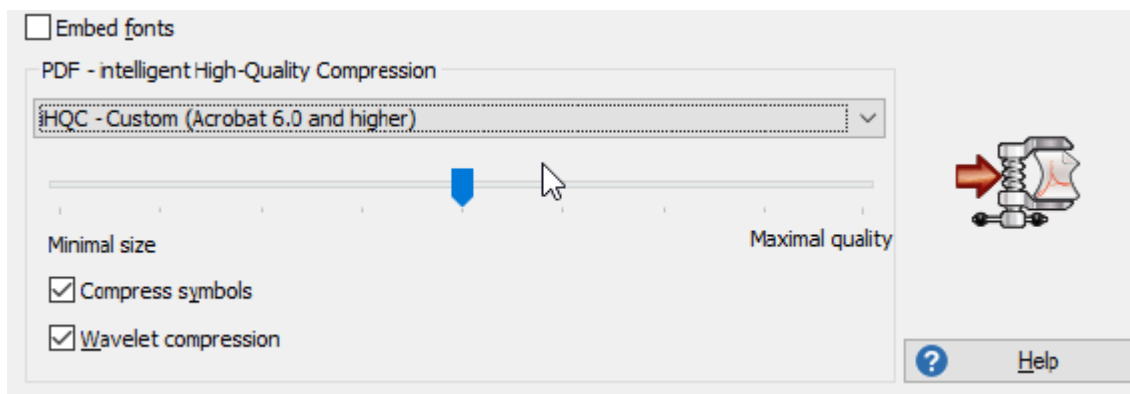


Notes:

In **Readiris Pro** you can select **Level I - Good Size**, and **Level I - Good Quality**.
In **Readiris Corporate** you have access to all levels of iHQC.

Customized Compression (*Readiris Corporate*)

In Readiris Corporate you can also select **Custom** compression. When you select this option, you can determine the Size/Quality ratio yourself by means of a slider.



The option **Compress symbols** is selected by default. This option compresses text inside your documents.

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

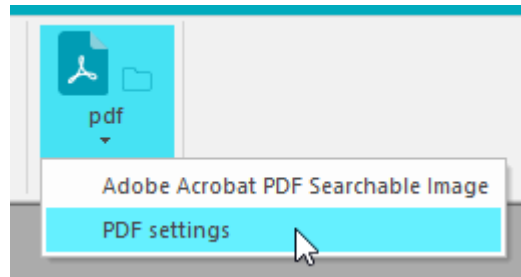
Password-protecting PDF Documents

(This section applies to Readiris Corporate only)

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

To password-protect PDF documents:

- Select PDF in the **Output** group, and then click the down arrow beneath it to configure the settings.
Or if PDF is not displayed in the **Output** group, click **Other**.



- Select the required PDF type from the drop-down list.
- Then click the **Password** tab.

- When you set an **open document password**, you will be prompted to enter that password when opening the PDF output.
- When you set a **permissions password**, you will only be able to perform the actions specified in the security settings. If you do want to change these settings, you must enter the permissions password.

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

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

Digitally Signing PDF Documents

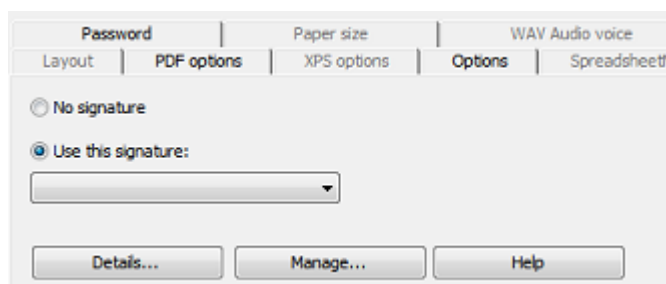
(This section applies to Readiris Corporate only)

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

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

To generate digitally signed documents:

- Select PDF in the **Output** group, and then click the down arrow beneath it to configure the settings.
Or if PDF is not displayed in the **Output** group, click **Other**.
- Select the required PDF type from the drop-down list.
- Click the **Signature** tab to access the signing options.
- Select **Use this signature** then browse for the signature of your choice.



Tips:

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

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

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

See the Adobe documentation for more information about certificates.

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

Selecting the XPS Options

Selecting the XPS Options

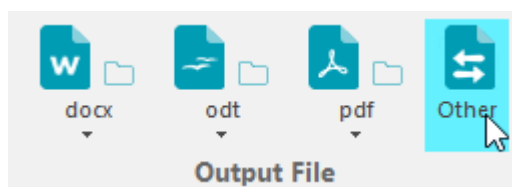
The documents you process with Readiris can be saved as XPS documents.

About XPS documents

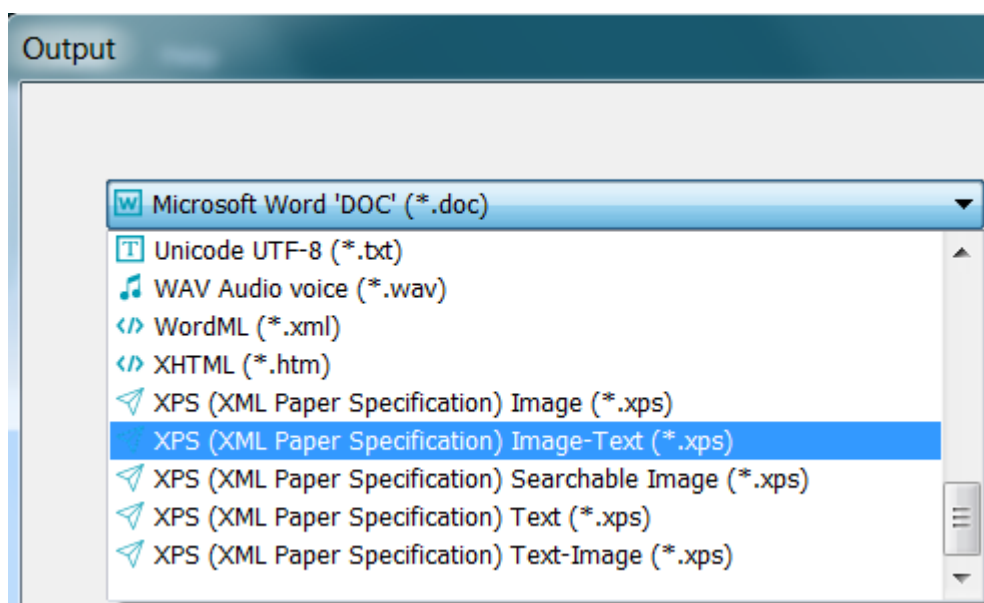
XPS stands for XML Paper Specification. It is a fixed-layout document format designed by Microsoft Inc. to preserve document fidelity. XPS files - just like PDF files - are mostly used for storage purposes. Note that the content of XPS files cannot be edited (easily).

To save documents as XPS documents:

- Click **Other** in the **Output** group.



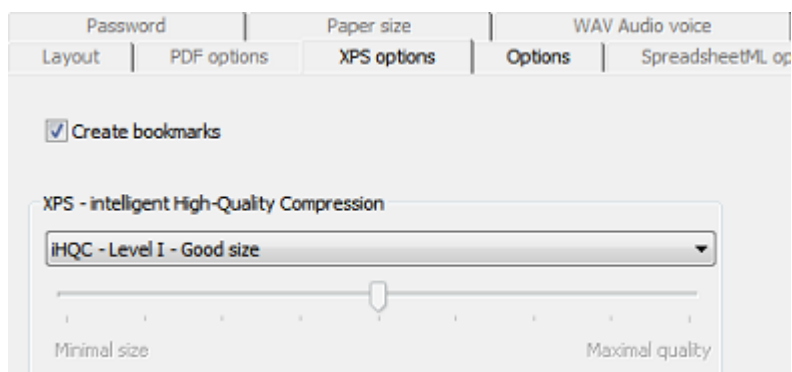
- Select the desired XPS type from the drop-down list:



- XPS Image-Text.** This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.
Note: since the image covers the text, any recognition mistakes will not be visible.
- XPS Image.** When you select this file type, Readiris doesn't execute the text recognition on your document. Your XPS file will not be text-searchable, it only contains the image of your original document.
- XPS Text (Readiris Corporate only).** This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the XPS file.
- XPS Text-Image (Readiris Corporate only).** This file type is the opposite of XPS Image-Text. It contains the original image in the background, and the recognized text on top of the image.

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

The XPS Options



Create bookmarks

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

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

XPS - intelligent High-Quality Compression

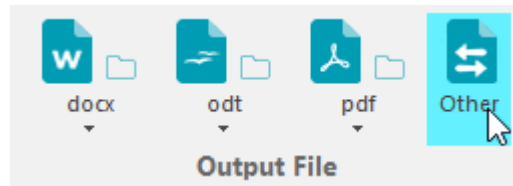
In Readiris you also have the possibility to compress your XPS documents. Refer to the separate section [Compressing XPS documents](#) for more information.

Compressing XPS Documents

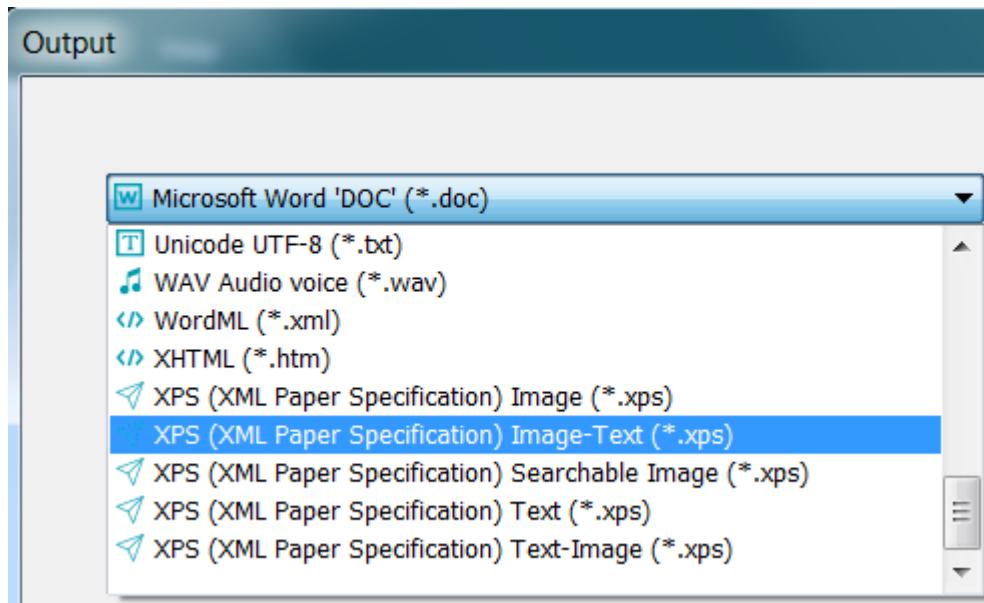
The XPS documents you generate with Readiris can be hyper-compressed by means of iHQC. iHQC stands for **intelligent High-Quality Compression**, I.R.I.S.' proprietary, efficient compression technology. iHQC is to images what MP3 is to music and what DivX is to movies.

To generate compressed XPS documents:

- Click **Other** in the **Output** group.

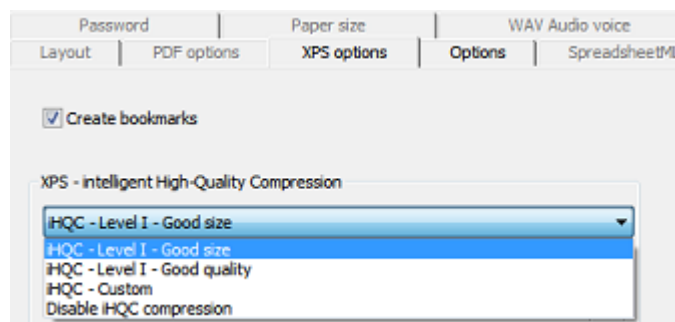


- Select the required XPS type from the drop-down list.
Note that iHQC compression is unavailable for **XPS Text** and **XPS Text-Image** files.

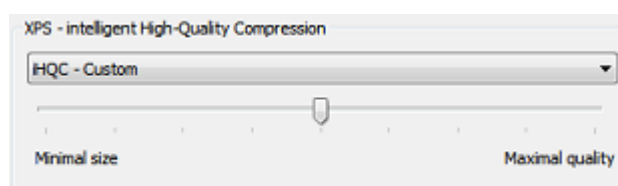


- Select the required compression level:

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



In **Readiris Corporate** you can also select **Custom** compression. When you select this option, you can determine the Size/Quality ratio yourself by means of a slider.



Section 10: Sending Documents to the Cloud

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

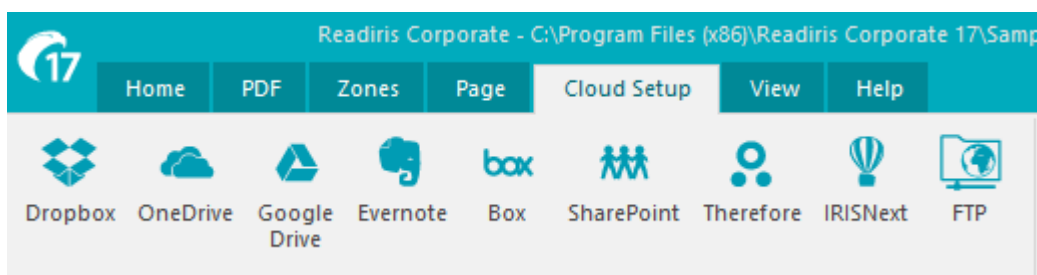
Before you can export to the Cloud, the connections must be configured.

Important note: in order to configure a connection, you need a valid Dropbox, Google Drive, Evernote, box, OneDrive, SharePoint, Therefore, IRISNext or FTP account.

Important note (Readiris Corporate): when using Therefore, an up-to-date Therefore Client must be installed and configured correctly on your computer.

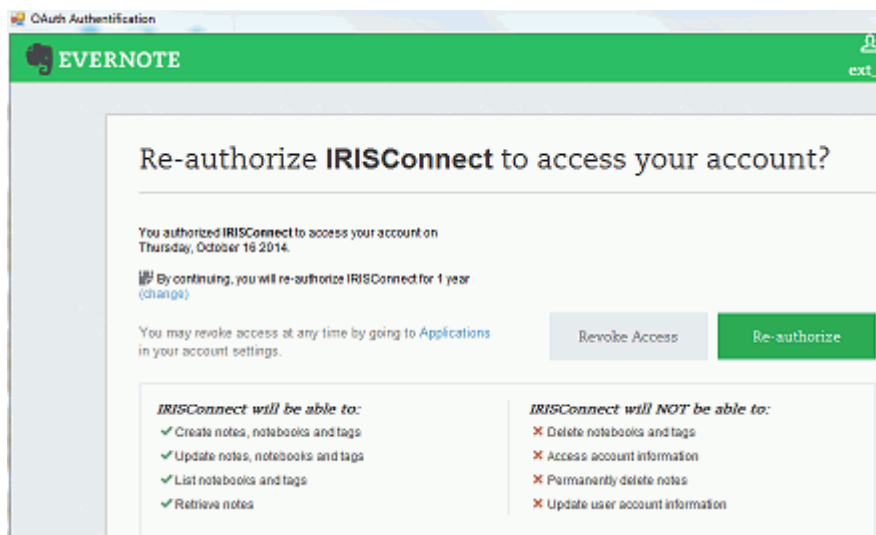
Configuring the Connectors

- Click the **Cloud Setup** tab, then click the Cloud application of your choice.



Evernote, Dropbox, box, OneDrive, Google Drive

- Click **Browse**.
An **OAuth Authentication** window opens.
- Enter your credentials and click **Sign in / Authorize**.
- Select the option that allows IRISConnect to access your account.



Example from Evernote

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

SharePoint, Therefore, IRISNext

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

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

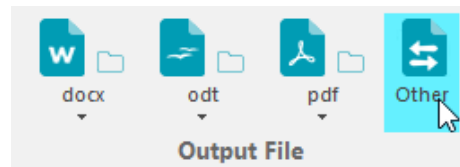
- Click **OK** to finish the configuration.

FTP

- Enter your **Username** and **Password**.
- Enter the FTP address in the **Server** field.
- Enter the **Path** if necessary.
- **Proxy host:** if your FTP server is running behind a firewall that requires an SSL proxy to connect to an outside server, enter the proxy host name in this field. If you can connect correctly to the Internet from your computer, leave this field blank.

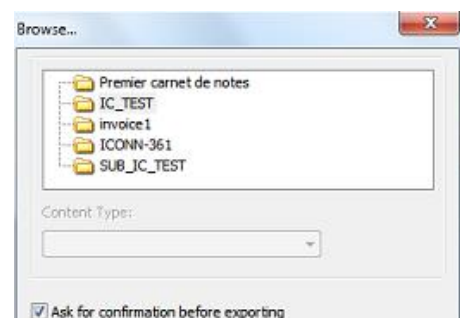
Sending Documents

- Scan or open your documents, and select the required processing settings.
- In the **Output File** group, click **Other** and select the Cloud application you configured.

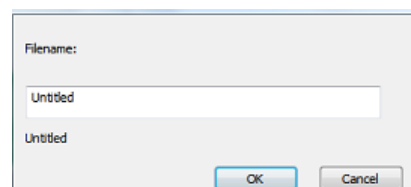


- Then click the required output format button to send your documents to the Cloud.
- You are prompted to indicate where exactly on your Cloud system the documents must be exported. Indicate the location, and then click on **OK**.

Tip: clear the option **Ask for confirmation before exporting** if you do not want to indicate the location again in the future.



- You are then prompted to name your document. Name the document and click **OK** to complete the export.



Sending Indexed Documents to the Cloud

(This section applies to Readiris Corporate only)

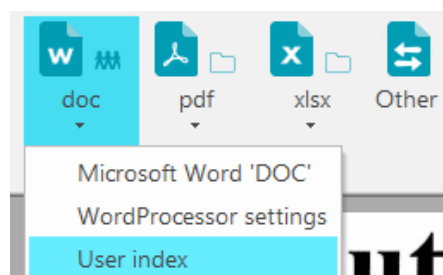
When sending documents to a Cloud location, Readiris automatically detects if the Cloud location has any **mandatory index fields** that need to be filled in.

Example of mandatory SharePoint fields

To send indexed documents:

- Configure one of the Cloud connectors that supports indexes: SharePoint, Therefore or IRISNext.
See [Sending Documents to the Cloud](#) if necessary.
- In the **Output File** group click **Other** and select the connector you configured.
- Click **OK**.
- Return to the **Output File** group, click the down arrow beneath the output file format you previously selected and select **User Index**.

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



- Process your documents and click the desired output file format to send them.
The (mandatory) index fields are displayed on the **Index** tab.

- Now you can either fill in the index fields manually, OR
- Use Readiris' Drag-and-Drop recognition technology to fill them in:
 - Click inside a field you want to fill in.
 - Then click the **Text** icon to recognize text zones, or click the **Barcode** icon to recognize barcode zones.
 - Draw a frame around the zone you want to use as index. When you release the mouse button, the text is filled in in the field.
- Click the desired output file format to send the indexed documents, or click **Discard** to start over.

How to

How to configure your scanner in Readiris

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

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

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

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

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

Scanner configuration in Readiris

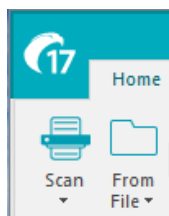
Readiris will try to detect automatically an installed scanner, its driver and will do an automatic configuration of any other needed settings such as resolution, paper format, etc.

The automatic scanner detection is currently possible for an installed I.R.I.S., Canon, and HP device.

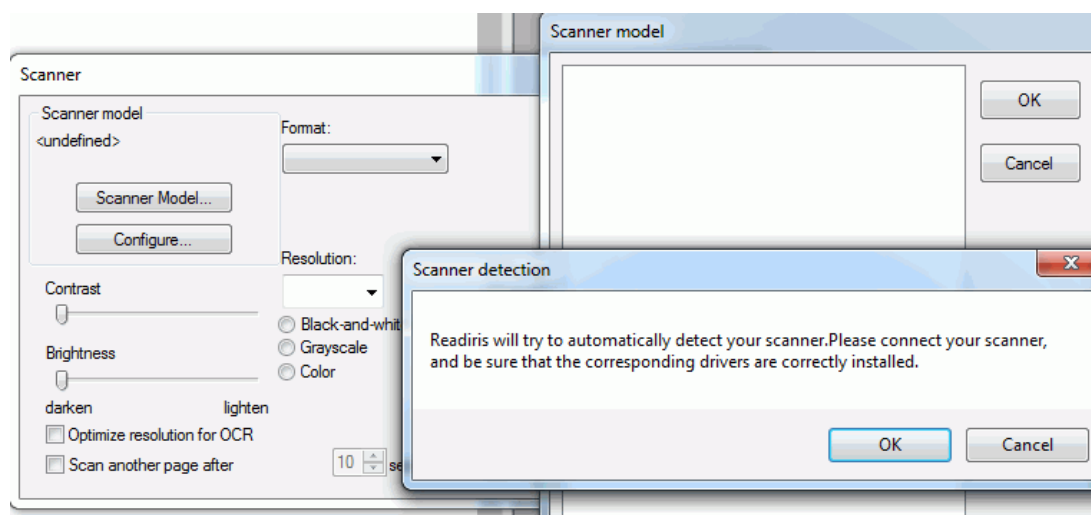
For any other device, you have to do a manual configuration.

Automatic scanner detection

- This feature is activated when you click the **Scan** button
 - the first time you use an installed scanner
 - or
 - after a **Restore Factory Settings** operation



- A **Scanner detection message** is displayed.
 - To confirm the automatic detection action, click **OK**.

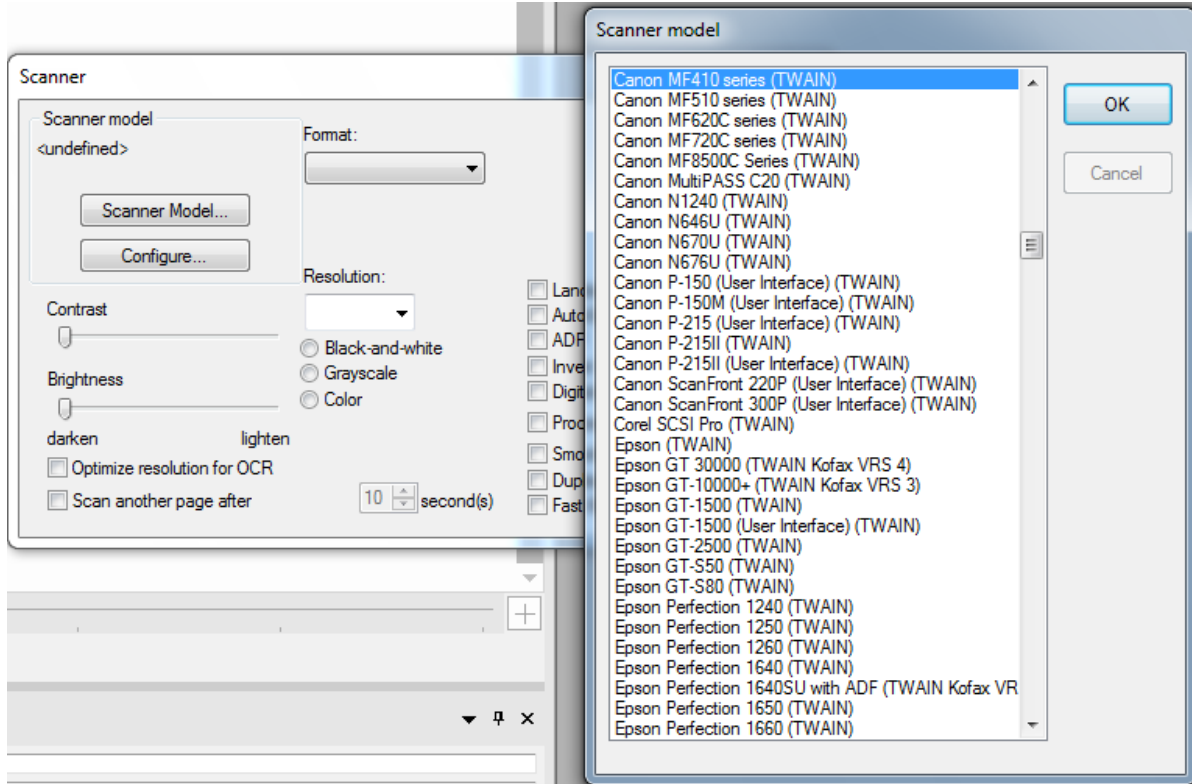


- When clicking **OK**, Readiris starts the matching process. It tries to match the installed scanner with a scanner model or profile of the list of validated scanners in Readiris.

For the time being, this list consists mainly of Canon, HP and IRIS devices.

- If Readiris detects a match, it proposes the corresponding scanner profile in the **Scanner model** window.

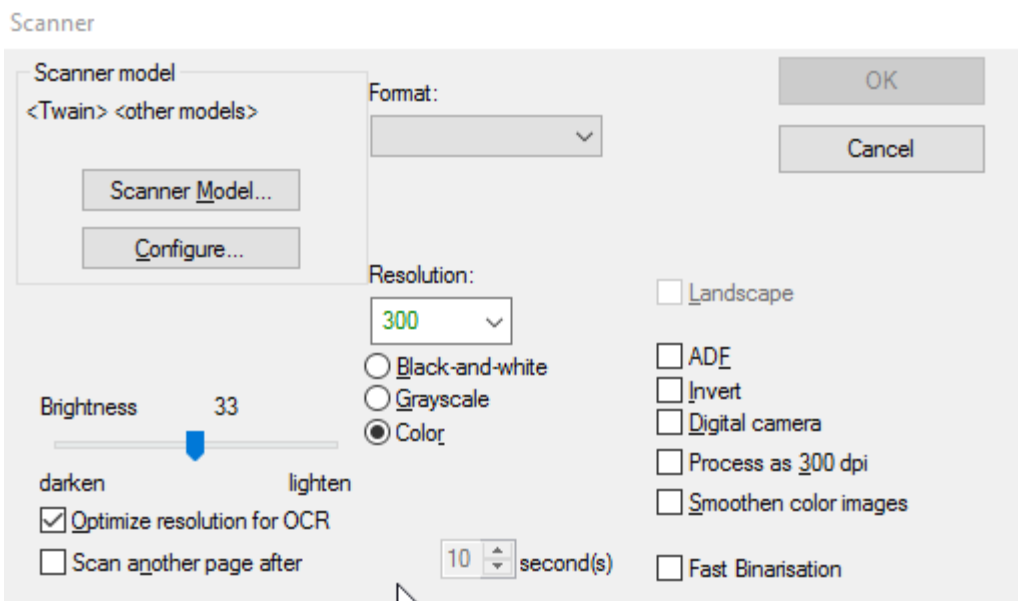
*In this example, a Canon MF416dw MFP device is configured and Readiris proposes **Canon MF410 series***



- To confirm the proposed device as the current model to be used in Readiris, click **OK**.

If Readiris cannot find your scanner model, go to the **Manual scanner detection** section.

- Readiris will, then, load the corresponding TWAIN driver installed on the system, and display the **Scanner** setting window pre-filled with the scanner capabilities, such as resolution, paper format, etc.



- To start scanning, click **OK**.

For more information about the different scanner settings, see the topic [Selecting the Scanner Settings](#).

Manual scanner detection

- If Readiris cannot find automatically your scanner model, select it manually in the **Scanner model** list.

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

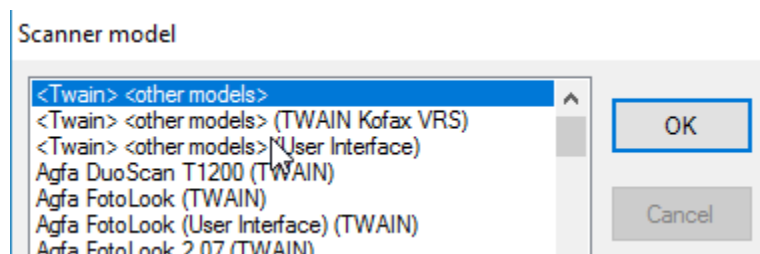
Do not worry if you don't see your scanner in the list; not all scanners have specific scanner profiles.

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

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

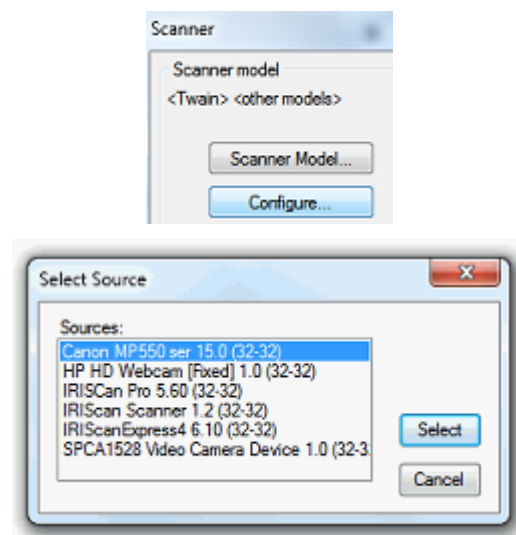
Select **<Twain><OTHER MODELS>(User interface)** if you want to use your scanner user interface to scan documents.

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



- Once you have selected a scanner model, you must configure your scanner **driver**.
 - Click **Configure** to select your scanner **driver**.

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



Note: you can also configure the scanner driver directly on the main toolbar. Just click the down arrow beneath **Scan** and click **Select Source**.

- Once the scanner has been configured you can start scanning, using the default scanner settings. For more information about the different scanner settings and how to change them, see the topic [Selecting the Scanner Settings](#).

How to obtain good recognition results

The "try again" triangle symbol indicates one or more problems with the recognition of your documents.



The quality of the recognition results depends on a number of factors and you're advised to check the following points:

- the document language

Make sure you select the right **Document Language** in the **Acquire** group. See the section [Recognition Options](#) for more information.

- the quality of the scanned documents

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

- the rotation of your image

Make sure the imported image has the right rotation. If not, use the **Rotate** tool in the **Home** tab.

- the resolution of your imported images

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

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

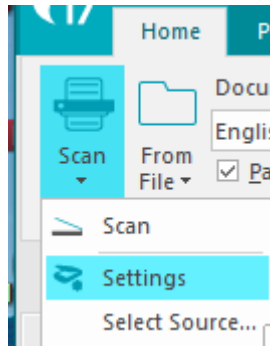
Please note that an image of very poor quality will not be correctly recognized even after verification of the above points.

How to scan multiple documents

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

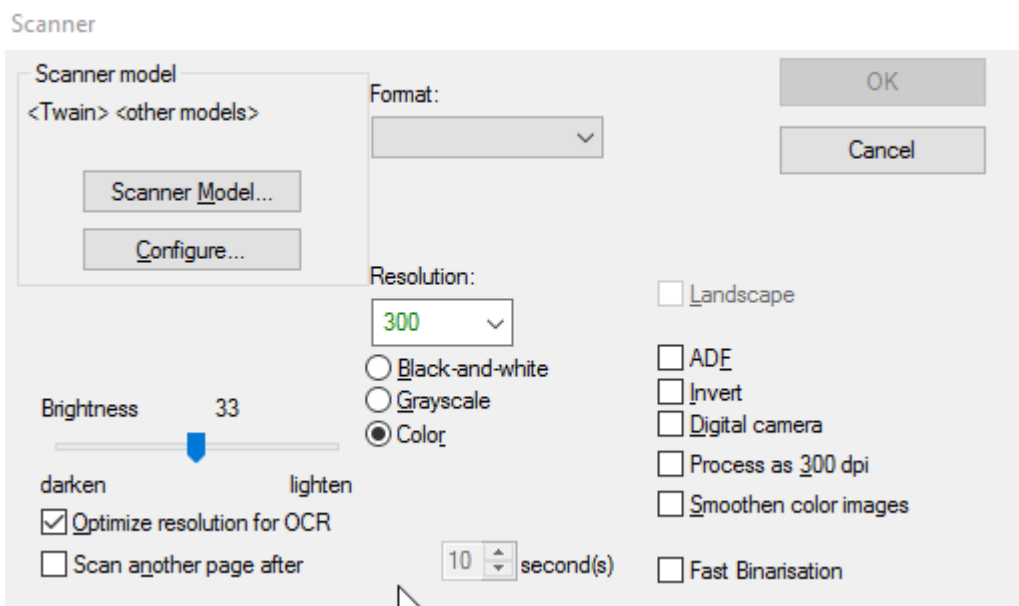
Scanning multiple documents on a flatbed scanner

- Click the down arrow beneath the **Scan** button to access the **Settings**.



- In the **Scanner** window, select **Scan another page after** and then indicate after how many **seconds** the next page must be scanned.

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



Scanning multiple documents on a scanner with a document feeder

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

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

How to process digital camera images

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

The **Digital Camera** option can be activated both in the scanner **Settings** and the **From File** options.

In the scanner Settings:

- First of all, turn on your digital camera and connect it to your computer with a usb cable.
- In Readiris, click the down arrow beneath the **Scan** button, then click **Settings**.
- Click **Scanner Model** and select **<Twain><Other models>** from the list.
- Then click **Configure** and select your camera's Twain driver.

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



Tip: if you don't have a Twain driver, you can always open your camera images **From File**.

- Return to the **Scanner Settings** window and select the **Digital Camera** option.
- When you click **Scan** in Readiris your camera will now make a scan.

In the From File options:

- Turn on your digital camera and connect it to your computer with a usb cable.
- In Readiris, click **From File**.
- Select the **Digital Camera** option.
- Browse for your digital camera's memory and select the files you want to open.

Note: after you have scanned or opened digital camera images, use the 3D Correction feature to optimize them. See below.

Tips for taking pictures with your digital camera

- Calibrate the camera by photographing a white document (before using it with Readiris)
- Always select the highest image resolution.
- Enable the macro mode of the camera to take close-ups.
- Enable the document mode of the camera (if any).
- Only use optical zoom, not digital zoom.
- Hold the camera directly above the document. Avoid photographing documents at an angle.



Tip: in case the angle should not be correct, you can correct it using the 3D Correction feature. See [Section 7: Editing the Recognized Documents](#) > [Modifying the Page Options](#) > [3D Correction](#).

- Produce stable images. Use a tripod if necessary.
- Disable the flash when photographing glossy paper.
- Avoid opening compressed camera images.
- Adapt the Readiris brightness and contrast settings to the environment (daylight, lamp light, neon light). See [Selecting the Scanner Settings](#).
- Select color or grayscale as color mode in Readiris. Also see [Selecting the Scanner Settings](#).

How to recognize barcodes

(This section applies to Readiris Corporate only)

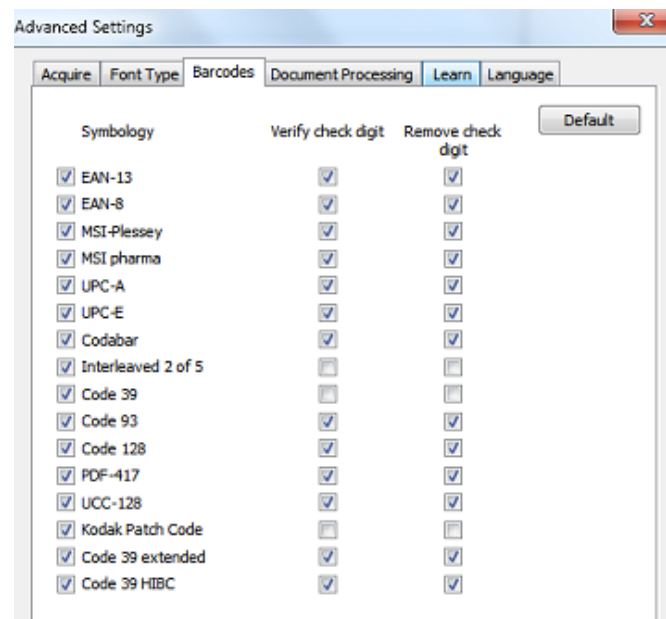
In **Readiris Corporate** you can recognize barcodes. Barcodes can be used to separate documents in a batch.



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

To define which barcodes Readiris should recognize:

- Click the Readiris button, and then click **Advanced Settings**.
- Click the **Barcodes** tab.
- Select the barcode types you want Readiris to recognize.



Important: Readiris automatically recognizes barcodes to separate documents, but the barcodes zones themselves are not recognized as barcodes. In most case, they are recognized as images.

Recognizing barcodes manually:

- Scan or Open your document.
- Click the **Zones** tab.
- Click the **Barcode** icon and draw a frame around the barcode.
- OR right-click the barcode zones that are incorrectly recognized as image, then point to **Zone > Type** and select **Barcode**.
- Then go to the **Output File** group and configure the output settings to save or send your document.

Recognizing a particular barcode

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

- Draw a barcode zone around the barcode.
- Then right-click inside the zone and click **Copy as Data**.

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

How to separate document batches

(This section applies to Readiris Corporate only)

When you are scanning entire stacks of paper - on a scanner equipped with a document feeder for instance - it can be useful to indicate where one document ends and another begins. That way, Readiris can generate a separate output file for each document. This avoids your having to scan only one document at a time.

Example

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

How to separate paper documents

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

- **blank pages**

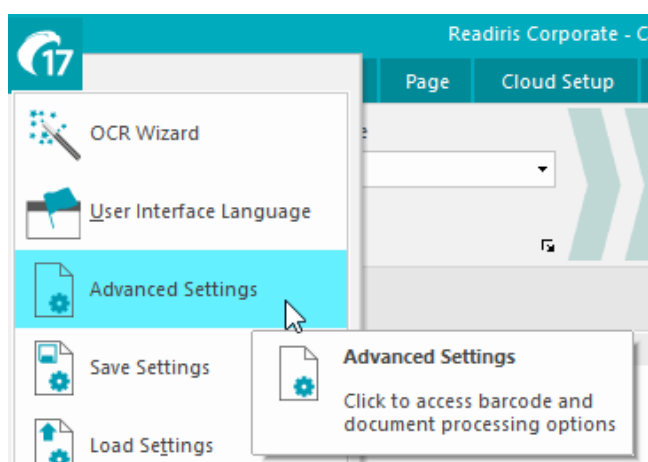
In this case you simply put a blank page between two sheets of paper to indicate where the new document begins.

- **cover pages containing a barcode**

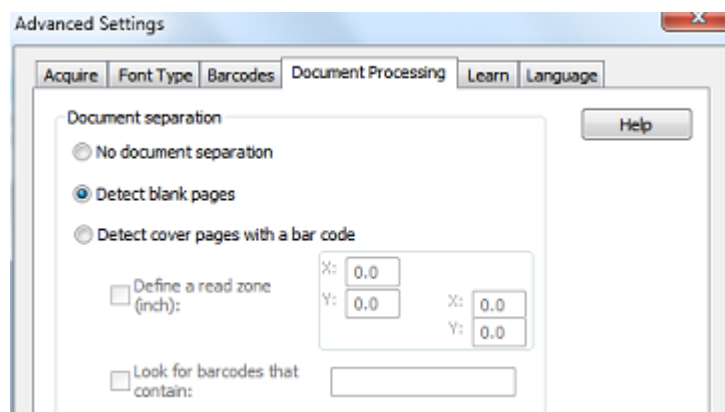
In this case you can, for instance, put a barcode sticker on each first page of a document.

To access the document separation options:


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



- Indicate which separation method you are going to use: **Detect blank pages** or **Detect cover pages with a barcode**.



When you are using cover pages with barcodes, you can indicate where exactly on the page the barcodes are located, by means of a **read zone**. Once you have defined the read zone, Readiris will only search for barcodes in that specific area.

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

- Click the **Zones** tab, and select **Coordinates**.

X:1464 Y:103 pixels
X:4.88 Y:0.34 inch
X:124.0 Y:8.7 mm

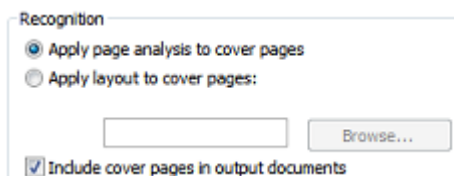
Coordinates

- Now move the cursor over the image to see the coordinates.

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

The Recognition options

If your barcode cover pages also contain other content - besides the barcodes - which you want to include in your output documents, then select the option **Include cover pages in output documents**.



Recognition

☒ Apply page analysis to cover pages

☐ Apply layout to cover pages:

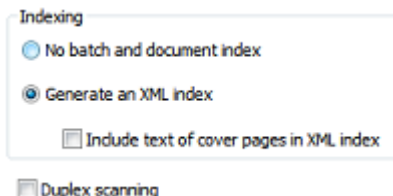
☒ Include cover pages in output documents

The option **Apply page analysis to cover pages** splits the cover pages up into **recognition zones**, just like regular pages.

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

The Indexing options

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



Indexing

☐ No batch and document index

☒ Generate an XML index

☐ Include text of cover pages in XML index

☐ Duplex scanning

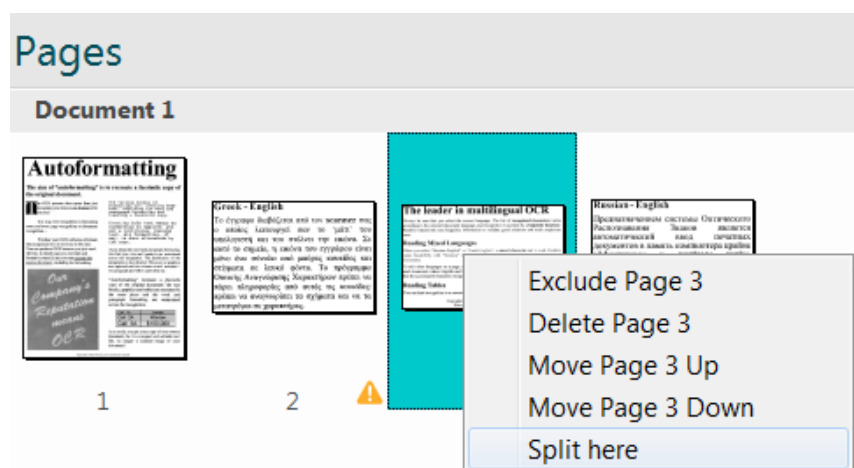
How to separate batches of image files

(This section applies to Readiris Corporate only)

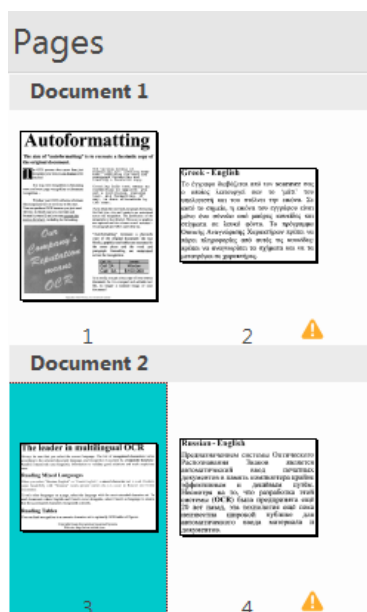
When you are processing batches of image files and do not want Readiris to convert them into a single output file, you can use the **Split here** command to separate them.

To do so:

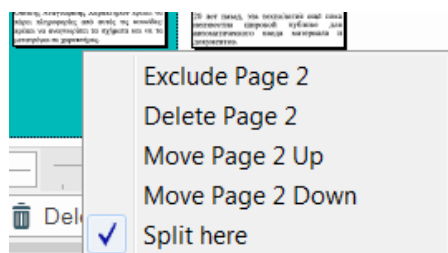
- Import all the images you want to process.
- In the **Pages** panel, indicate at which page you want Readiris to start a new document:
 - Select the page.
 - Then right-click it and click **Split here**.



- The document is split into two different documents.

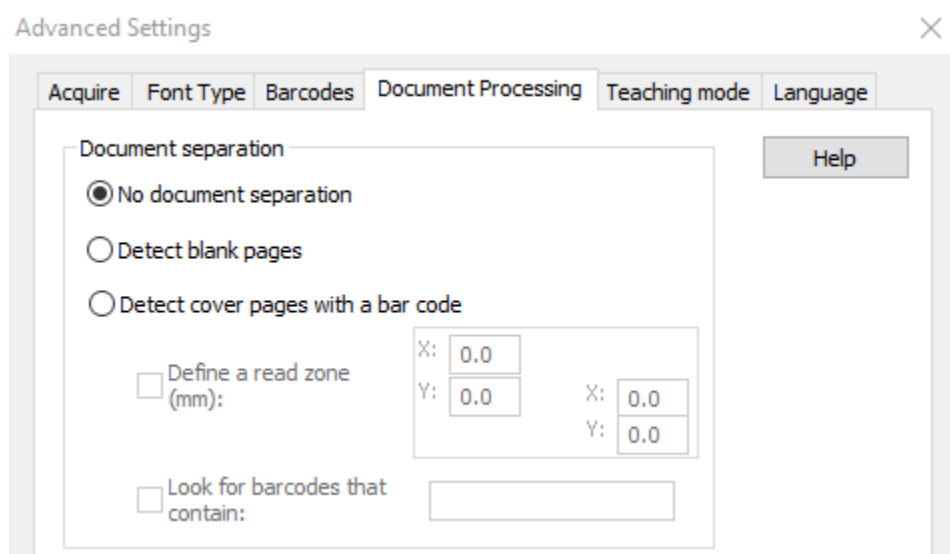


- To cancel this action, right-click the split page and click again **Split here**.



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

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



How to process low-resolution images

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

Tip 1

When scanning images of an **unknown resolution** or images of which the file header displays an **incorrect resolution**, make sure to select the option **Process as 300 dpi**:

- Click the down arrow beneath the **Scan** button.
- Then click **Settings**.
- Select the option **Process as 300 dpi**.

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

Tip 2

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

- Click the down arrow beneath the **Scan** button.
- Then click **Settings**.
- Select the option **Digital Camera**.

Tip 3 (Readiris Corporate only)

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

- Click the expansion arrow on the **Acquire** group.
- Move the slider to **Accuracy**.

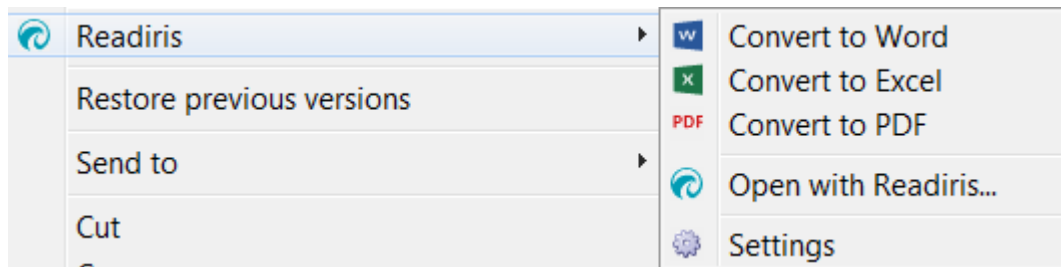
Note: When you are processing low-resolution faxes, there is no need to take special measures. Readiris detects the typical fax resolutions 100 x 200 dpi (normal quality), 200 x 200 dpi (fine quality) and 200 x 400 dpi (superfine quality) and preprocesses these images automatically to ensure optimal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

How to do a right-click conversion

You can select one or more

- image files (.tif, .tiff, .jpg, .jpeg, .bmp, .png, .j2k, .j2c);
- PDF files (.pdf);
- Microsoft Office Word documents (.doc, .docx);
- Microsoft Office Excel files (.xls, .xlsx);
- Microsoft Office PowerPoint files (.ppt, .pptx);
- rtf files (.rtf)

in **Windows Explorer** and convert them to Word (.docx), PDF (.pdf) or Excel (.xlsx) by right-clicking them.



Select other output file formats - Change your configuration

Click **Open with Readiris** option if you want to

- open your files directly in Readiris,
- select another output file format,
- change the settings of the selected output format.

Name your output file

If you selected

- one file, your new document will have the same name as the selected file.
- more than one files, Readiris will generate a single file containing the selected files with an alphabetical order.

This new file will take the name of the folder containing the selected files.

The **Save As** dialog window opens when a file with the same name already exists.