

ABBYY® FineReader 14

Quick Start Guide

This Quick Start Guide provides essential information on the use of ABBYY FineReader. For the complete user’s manual, please visit <http://help.abbyy.com/>. If you have already started ABBYY FineReader, you can access the complete user’s manual by pressing F1 or selecting the Help menu item.

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Introducing ABBYY FineReader

ABBYY FineReader 14 is your one-stop solution for working with printed documents and PDFs of any type. It offers powerful optical character recognition (OCR) and PDF authoring and reviewing capabilities.

Key features

- Scan and convert paper and PDF documents to editable formats (including Microsoft® Word, Microsoft Excel®, searchable PDF and many more) for further editing and re-use.
 - Work with any type of PDF, including document scans.
With ABBYY FineReader, you can:
 - Edit text and pictures
 - Carry out full-text searches in the body text of documents, as well as the text within comments, bookmarks, and metadata
 - Add, delete, and rearrange pages in PDFs
 - Easily quote fragments from document scans or photos
 - Sign documents with a digital signature
 - Protect PDF documents with passwords
 - Remove sensitive information
 - Add comments and notes
 - Create PDF documents suitable for long-term storage
 - Fill PDF forms
- Compare two versions of the same document.*
The two versions need not be in the same file format. For instance, you can compare a text document and its image, or you can compare a scan and its version in Microsoft Word. ABBYY FineReader will automatically find any differences between the two texts, which can then be easily reviewed item by item or saved to a file.
- Automatically convert documents using ABBYY Hot Folder.*
ABBYY Hot Folder is a scheduling application that automatically processes documents stored in user-defined folders.

* Not available in some editions of ABBYY FineReader. For more information visit the ABBYY website at www.ABBYY.com/FineReader.

System Requirements

Minimal requirements:

- Operating system:
 - Microsoft® Windows® 10 / 8.1 / 8 / 7
 - Microsoft Windows Server® 2016 / 2012 / 2012 R2 / 2008 R2
- 1 GHz or faster x86 or x64 processor with SSE2 instruction set
- 1 GB RAM (recommended: 4 GB RAM)

In multi-core systems, an additional 512 RAM is required for each CPU core.

- 1.2 GB hard-disk space for installing ABBYY FineReader locally and 1.2 GB for running the program
- Video card and monitor supporting at least 1024x768 resolution
- An Internet connection in order to activate your serial number

Supported file formats

Input:

- PDF documents, including PDF/A
- Image files: TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS*
- Editable text documents:** DOC(X), XLS(X), PPT(X), VSD(X), HTML, RTF, TXT, ODT, ODS, ODP

Output:

- PDF documents, including PDF/A
- Image files: TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, DjVu
- Editable text documents: DOC(X), XLS(X), PPTX, HTML, RTF, TXT, CSV, ODT
- E-book formats: EPUB, FB2

* Requires Microsoft .NET Framework 4.

** You need to have the appropriate version of Microsoft Office or Apache OpenOffice installed on your computer.

Installing ABBYY FineReader


To install ABBYY FineReader 14, start the **Setup.exe** file from the folder that contains the setup files and follow the instructions of the setup program.

You can install ABBYY FineReader 14 on multiple workstations*. For detailed instructions, see the [System Administrator's Guide](#).

* Not available in some editions of ABBYY FineReader. For more information visit ABBYY website www.ABBYY.com/FineReader.

Starting ABBYY FineReader

To start ABBYY FineReader 14, do one of the following:

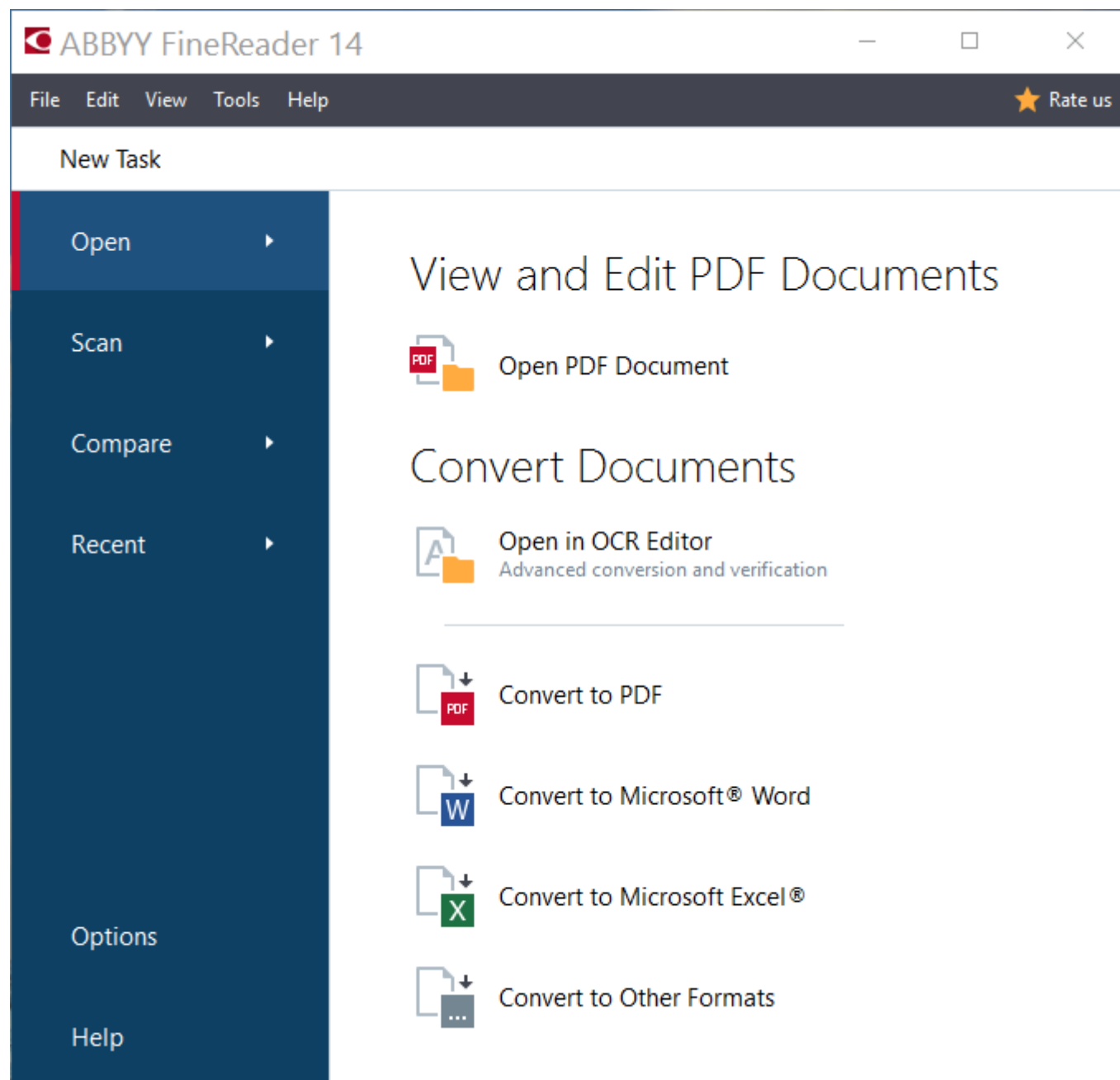
- Click **Start** > **Programs** > **ABBYY FineReader 14** (in Windows 10, click  > **All apps** > **ABBYY FineReader 14**)
- In Windows Explorer, right-click a file in any of the [supported formats](#) and then either click **Edit with ABBYY FineReader 14** on the shortcut menu or click **Convert with ABBYY FineReader** and select one of the format options.

Working with ABBYY FineReader

This section describes the tasks that ABBYY FineReader is commonly used for.

The New Task screen

When you start ABBYY FineReader, a **New Task** window opens, listing the most common tasks you may encounter when working with documents. If you don't see the **New Task** window (e.g. if you closed it or if you initiated a particular ABBYY FineReader task by right-clicking a file in Windows Explorer), you can always open it by clicking the **New Task** icon on the main toolbar.




To start processing a document, select a task:

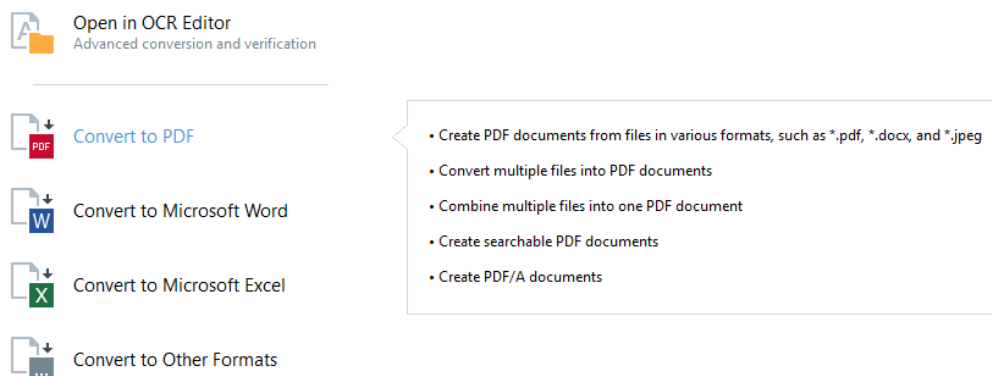
1. In the left-hand pane:
 - Click **Open** if you already have documents that you need to process.


- Click **Scan** if you need to scan paper documents first.
- Click **Compare** if you want to compare two versions of the same document.
- Click **Recent** to resume work on a previously saved PDF or OCR project.

2. In the right-hand pane, click the task that you want to perform.

 **Note.** For your convenience, when you hover the mouse cursor over a task, a popup window appears listing the most common scenarios covered by that task.

Convert Documents



 **Note.** The settings for all ABBYY FineReader tasks are specified in the **Options** dialog box. To open this dialog box, click **Options** at the bottom of the left-hand pane.

Working with PDF documents

ABBYY FineReader offers a wide range of powerful features for working with all kinds of PDF documents, including PDF scans, allowing you to view, search, and edit their content.

Viewing and commenting PDF documents

In the **New Task** window, click **Open** and then click **Open PDF Document**. The document will be opened in a PDF Editor, where you can review it and add your comments.

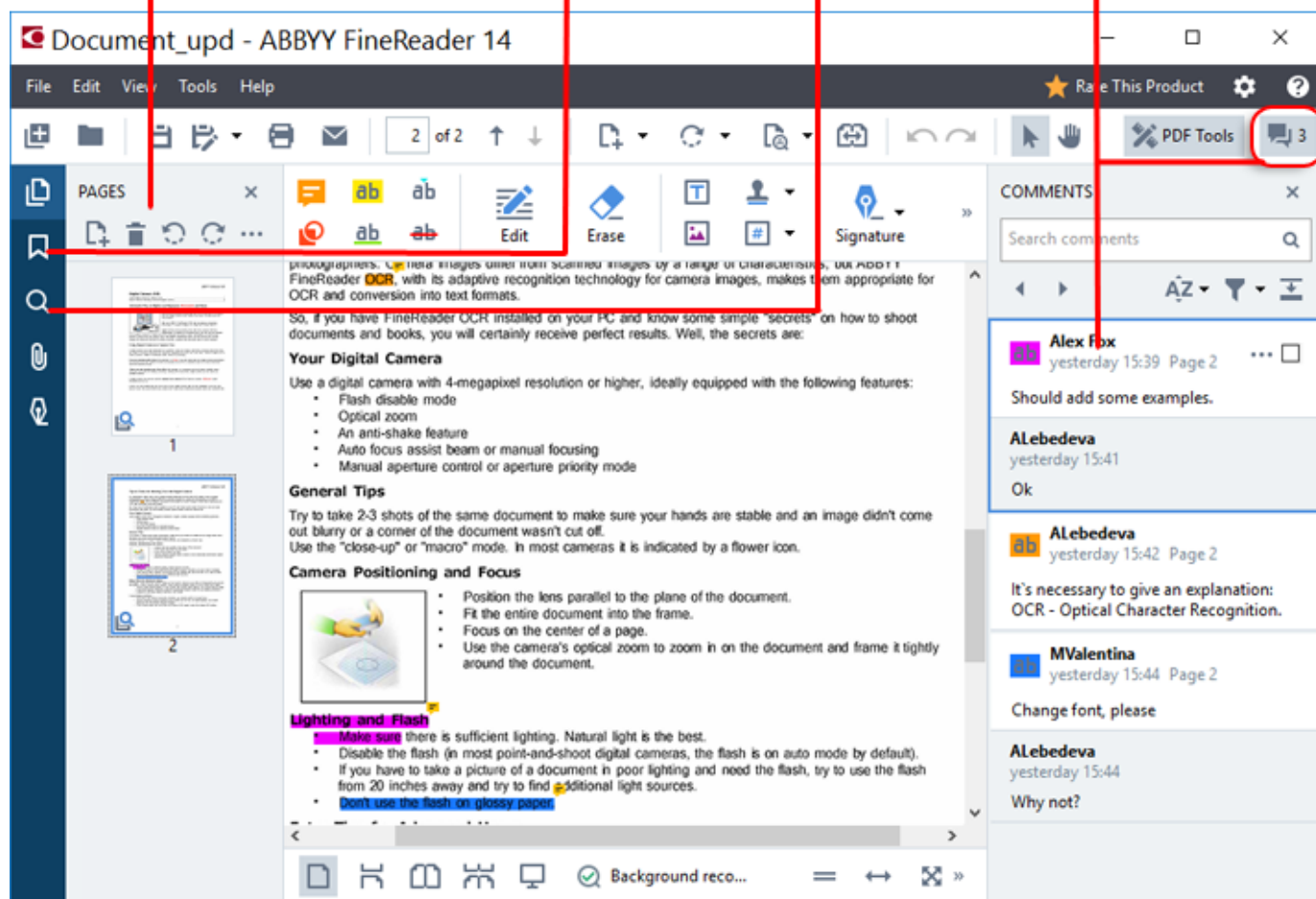
The following navigation panes and tools are available:

Pages
view and manage
pages

Bookmarks
view and create
bookmarks

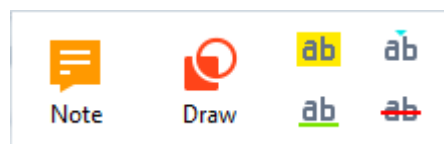
Search
find and mark up
content

Comments
view and manage
comments



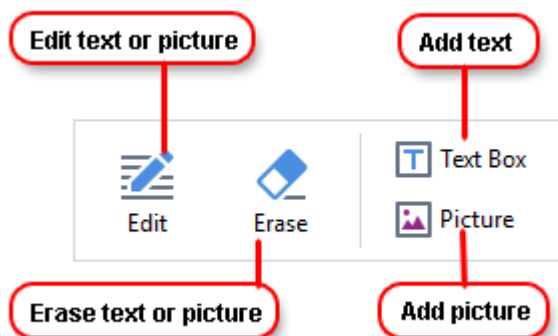
To add your comments, use these reviewing tools:

- Add Note
- Highlight, Underline, Strikethrough, Insert Text
- Drawing tools, which allow you to draw lines, arrows, and shapes



Editing PDF documents

To edit a PDF document, use these editing tools:



Protecting PDF documents

With ABBYY FineReader, you can:



Filling PDF forms

ABBYY FineReader allows you to fill, save, and print PDF forms.

To fill a PDF form, select a value or enter text in blank fields (these fields will normally be highlighted).

Note. If no fields are highlighted, use the **Text Box** tool to type text into the form.

Converting documents

ABBYY FineReader offers two types of conversion:

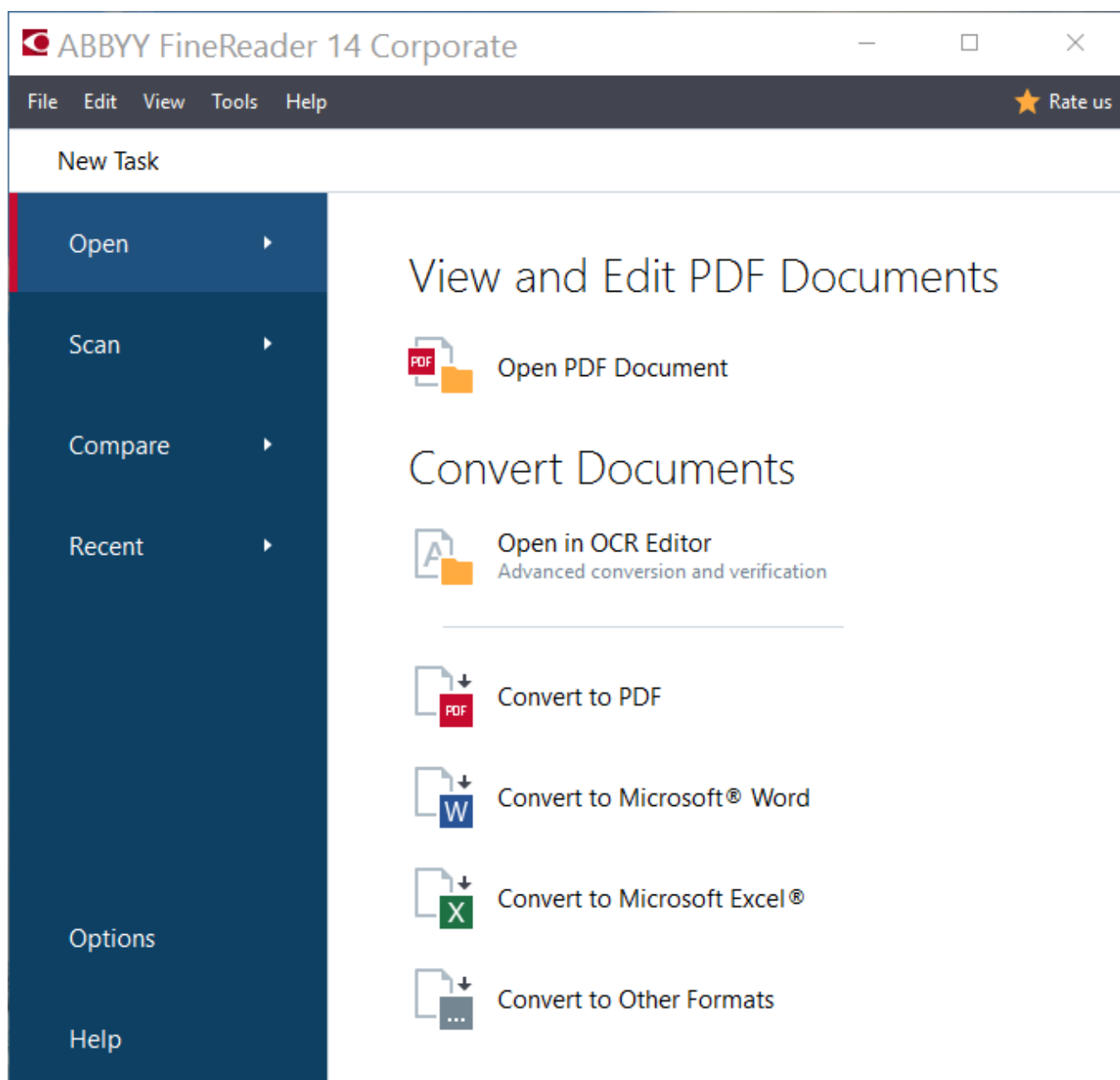
- Fast conversion, for converting documents to a desired format. You can either use the default conversion settings or specify your own. The document will be automatically saved to a folder of your choice.
- Advanced conversion, for converting documents in the OCR Editor and making any necessary adjustments prior to saving conversion output.

Tip. Use advanced conversion for large documents with complicated layouts and for important tasks.

Fast conversion

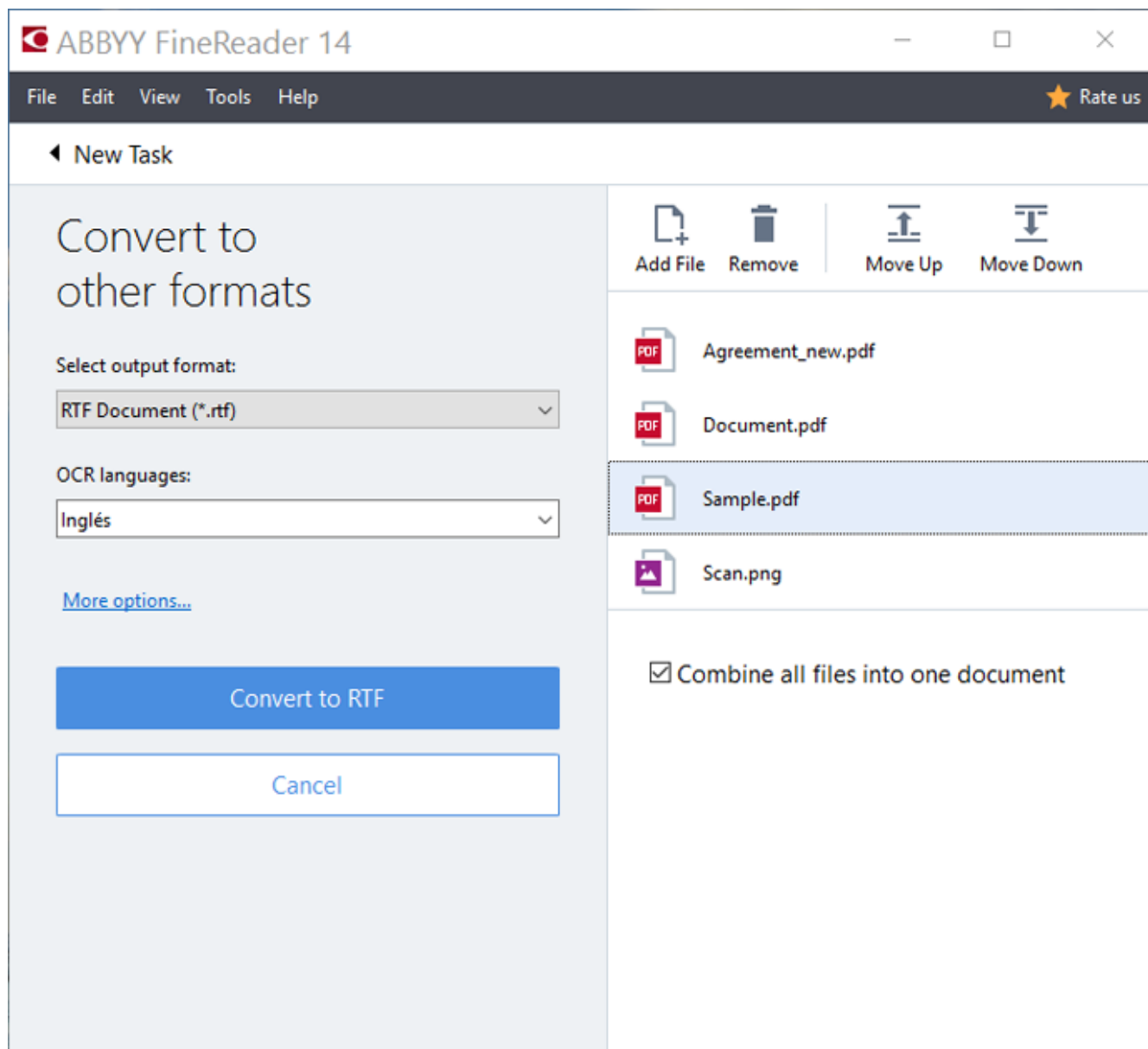
The **Open** tab on the start screen contains tasks that allow you to convert PDF documents or image files into a number of other formats, or create PDF documents from documents in other formats.

1. Click the **Open** tab and then click the task that you want to perform:



- **Convert to PDF** creates a PDF from files in other formats (*.pdf, *.docx, *.html, *.jpeg and many more) or combines multiple files into one PDF.
- **Convert to Microsoft® Word** creates a Word documents from a PDF or image file or combines multiple files into one Word document.
- **Convert to Microsoft Excel®** creates an Excel spreadsheets from a PDF or image file or combines multiple files into one Excel spreadsheet.
- **Convert to Other Formats** converts PDF and image files into some of the most common document formats, including *.odt, *.pptx, *.epub, *.html and many more.

2. Select files to convert in the dialog box.



3. Specify conversion settings.

These settings determine the appearance and properties of the output document.

4. Add or remove files if necessary.

5. Select **Combine all files into one document** and arrange the files in the desired order if you need to merge all of your selected files into one document.

6. Click the **Convert to <format>** button.

7. Specify a destination folder for the output file.

Once the task is completed, the resulting file will be placed into the folder that you specified.

Advanced conversion

Advanced conversion allows you to draw OCR areas manually, check recognized text, train the program to recognize non-standard characters and fonts, and use some other advanced features to achieve maximum OCR and conversion quality.

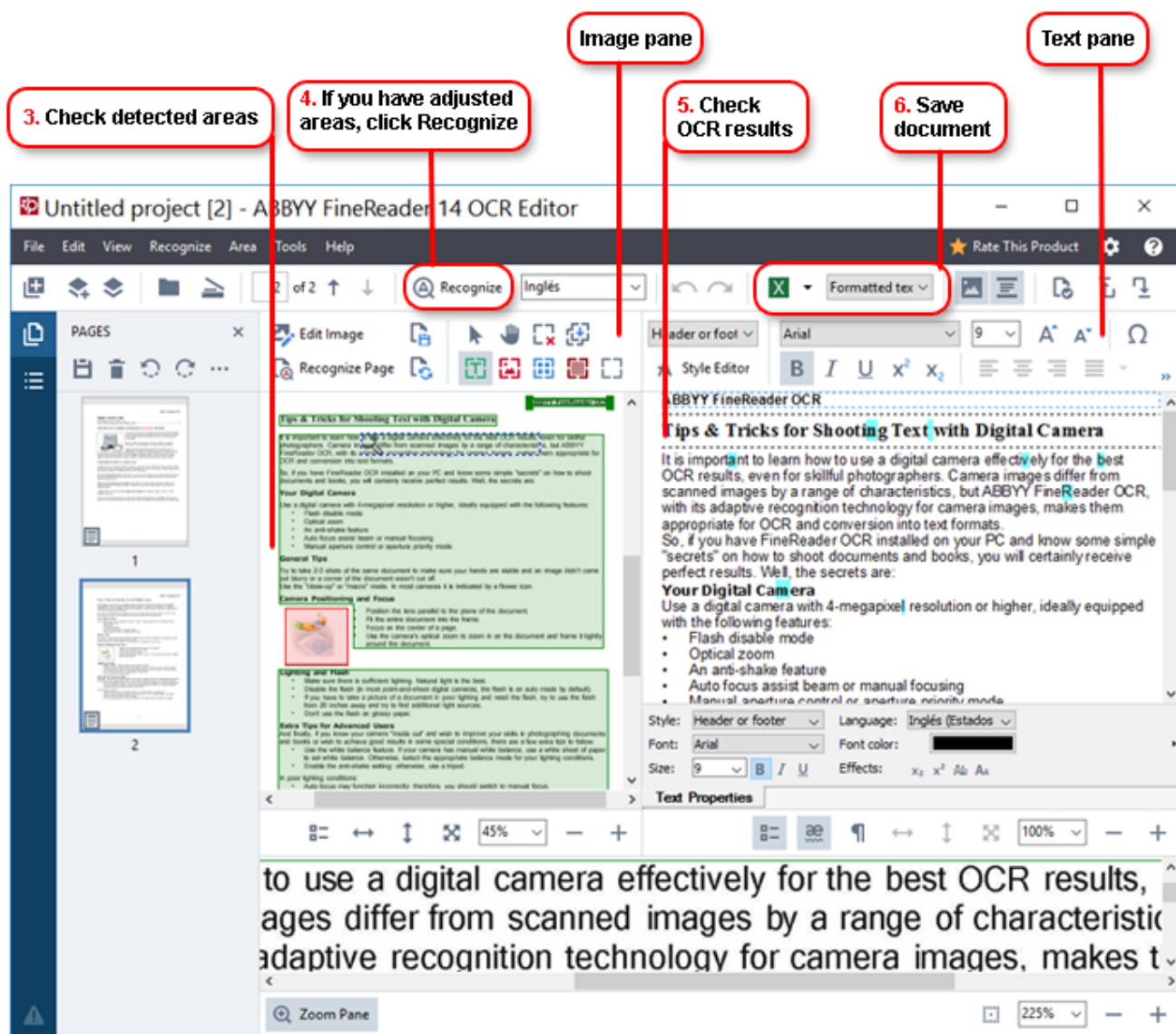
1. To start advanced conversion, do one of the following:

- Click **New Task > Open > Open in OCR Editor**
- Click **New Task > File > Open in OCR Editor...**
- Click **New Task > Tools > OCR Editor**
- In the PDF Editor, click **Tools > OCR Editor**

Tip. You can set the OCR Editor to open automatically each time you start ABBYY FineReader. To do this, click **New Task > Tools > Options**, in the dialog box that opens, click the **General** tab, and under **When OCR Editor starts**, select either **Open a new OCR project** or **Open the last used OCR project**.

2. In the dialog box that opens, select the files that you want to process.

By default, the program will automatically start analyzing and recognizing the document. You can modify this using the **Image processing** tab of the **Options** dialog box (click **Tools > Options...** to open this dialog box).



3. In the **Image** pane, review the detected recognition areas and [edit them](#) if necessary.
4. If you adjust the position or type of any areas, be sure to click the **Recognize** button on the main toolbar.
5. In the **Text** pane, review the recognized text and edit it if necessary.
6. Save the result. To select a format to save in, click the arrow next to the **Save** button on the main toolbar.

Adjusting recognition areas

ABBYY FineReader will automatically analyze your document to determine its logical structure and identify areas that contain text, pictures, tables, and barcodes.

In the case of very complex layouts, the program may occasionally mistake one recognition area for another. It is often more convenient to correct faulty areas manually rather than draw all areas anew. Use the area tools on the toolbar of the **Image** pane and the pop-up menus for **Text**, **Picture**, **Background Picture**, and **Table** areas.

Using these tools and menus, you can:

- Add and remove recognition areas
- Change the type of an area
- Adjust or move the borders of an area
- Add or remove rectangular area fragments
- Reorder areas

Once you have adjusted the position or changed the type of an area, be sure to click the **Recognize** button on the main toolbar.


For more information about using the area adjustment tools, see the complete user's manual, which is available at <http://help.abbyy.com/>.

Comparing documents

(This feature is not available in some editions of ABBYY FineReader.)

ABBYY FineReader allows you to compare the text of two versions of the same document, which need not be in the same format. ABBYY FineReader will quickly detect any differences between the two texts, so that you will never sign or publish the wrong version.

To start the document comparison feature, do one of the following:

- Click **New Task > Compare > Open ABBYY Compare Documents**
- Click **Start > ABBYY FineReader 14 > ABBYY Compare Documents** (in Windows 10, click  **>All apps > ABBYY FineReader 14 > ABBYY Compare Documents**)
- On the main menu, click **Tools > Compare Documents**
- In Windows Explorer, right-click a file and then click **Compare Document...** on the pop-up menu

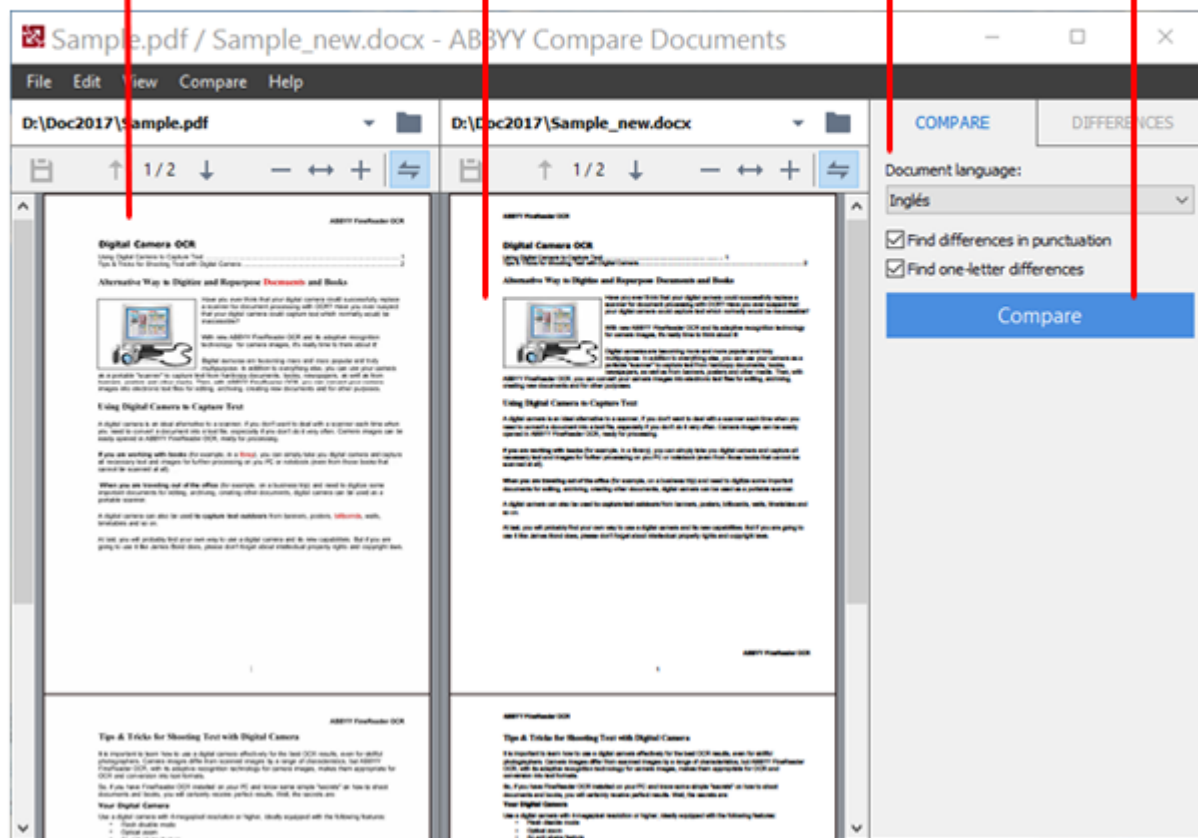
To compare two versions of a document, complete these steps:

1. Open first version

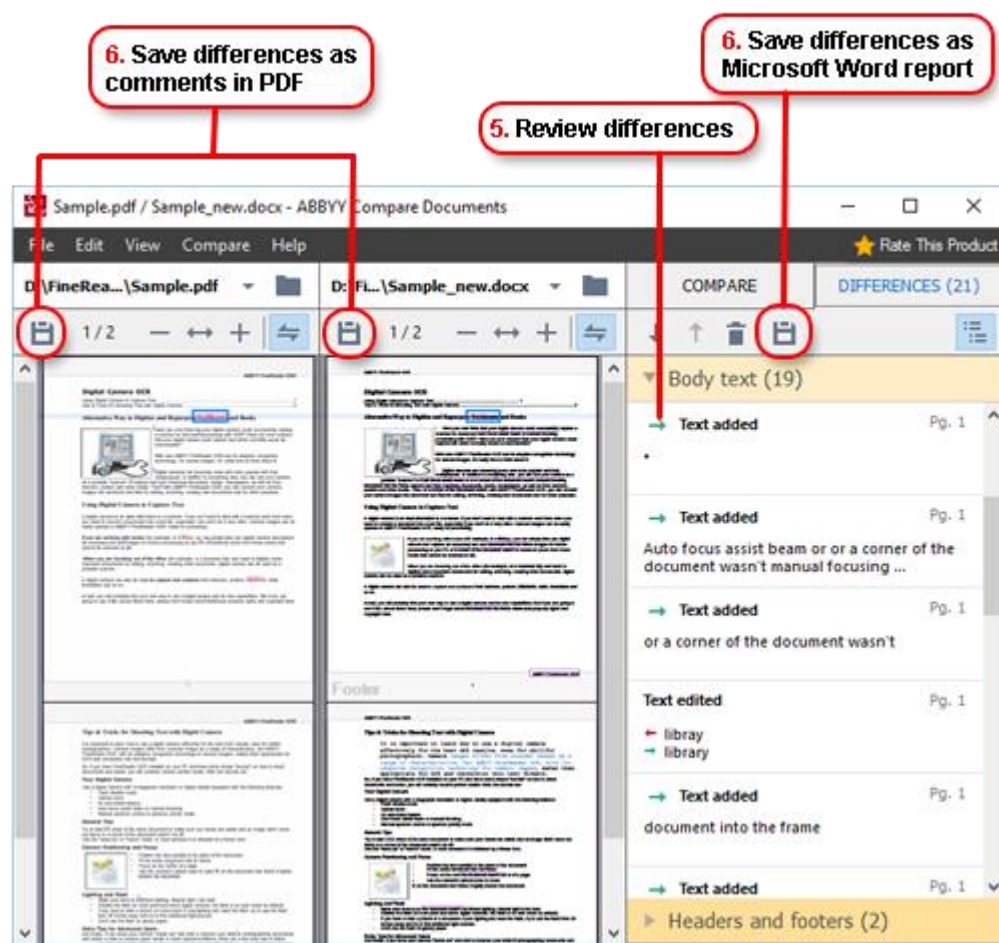
2. Open second version

3. Select document languages

4. Click Compare



1. Open one version of the document.
2. Open the other version of the document.
3. Select the document languages on the **COMPARE** tab.
4. Click the **Compare** button.



5. Review the differences.

Any differences that the program detects will be listed in the **DIFFERENCES** pane and highlighted in both versions of the document. You will easily see where text was deleted, added or changed. You can also scroll the two versions simultaneously to see the changes in a side-by-side view. ABBYY Compare Documents allows you to remove negligible differences from the list and copy the list of differences to the Clipboard.

Note. Any differences that you have removed from the list will not be shown in the comparison report.


6. Save one version of the document as PDF with the comparison results or as a report in Microsoft Word format.

Automated document conversion


(This feature is not available in some editions of ABBYY FineReader.)

ABBYY FineReader includes ABBYY Hot Folder, a scheduling application that enables you to create a schedule for automatic processing of files in the folder of your choice. For instance, you can schedule the program to process files when the computer is idle (e.g. overnight).

To process images automatically, you need to specify a folder with images and set up a processing task. You will need to specify how images should be opened, recognized, and saved. You will also need to tell the program when and how often it should check the folder for new images.

 **Important!** Scheduled processing will only start if the user that created the schedule has signed in.

To open ABBYY Hot Folder, do one of the following:

- Click **Start > ABBYY FineReader 14 > ABBYY Hot Folder** (in Windows 10, click  > **All apps > ABBYY FineReader 14 > ABBYY Hot Folder**)
- On the main menu, click **Tools > Hot Folder**

Activating and Registering ABBYY FineReader

Activating ABBYY FineReader

You may need to activate your copy of ABBYY FineReader 14 to be able to use it in full mode. Activation is secure and completely anonymous.

The easiest and fastest way to activate your copy is over the Internet. You can also activate your copy by e-mail or via an online activation form. For more information about activation, please visit the [ABBYY website](#).

Registering ABBYY FineReader

ABBYY encourages you to register your copy of ABBYY FineReader 14. Registration benefits include:

- Free technical support*
- ABBYY Screenshot Reader, a bonus application for recognizing text on screenshots
- Ability to restore your serial number should you lose it when reinstalling the system

The following registration methods are available:

- You can complete a registration form when activating your copy of the program.
- You can complete a registration form by clicking **Register...** on the **Help** menu.
- You can register your copy on the [ABBYY website](#).

* For more information about technical support, please visit the [ABBYY website](#).

Privacy Policy

ABBYY will use your personal data in compliance with the Privacy Policy as published on the [ABBYY website](#).

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Quick Start Guide

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