

ABBYY® FineReader 12

Quick Start Guide

This document provides basic instructions for using ABBYY FineReader. A complete user's manual for ABBYY FineReader, Screenshot Reader, and Hot Folder is available at [ABBYY web-site](#). It is also available for download as a PDF document form [ABBYY web-site](#).

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Introducing ABBYY FineReader

ABBYY FineReader is an optical character recognition (OCR) program designed to convert scanned documents, PDF documents, and image files (including digital photos) into editable formats.

ABBYY FineReader 12 benefits

- Fast and accurate OCR
- Support for the majority of the world's languages
- Ability to check and adjust OCR results
- Intuitive user interface
- Ability to recognize photos of documents
- Supports multiple saving formats and cloud storage services
- Free technical support (available to registered users only)

Installing and Starting ABBYY FineReader

System requirements

1. 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
2. Microsoft® Windows® 8, Microsoft® Windows® 7, Microsoft Windows Vista, Microsoft Windows XP, Microsoft Windows Server 2012/2012 R2, Microsoft Windows Server 2008/2008 R2, or Microsoft Windows Server 2003
The operating system must support the language you select for the user interface.
3. 1024 MB RAM
An additional 512 MB of RAM is required for each additional processor in a multi-processor system.
4. 850 MB of free disk space for installation and an additional 700 MB for program operation
5. Video card and monitor supporting a resolution of at least 1024×768
6. Keyboard and mouse or other pointing device

Installing ABBYY FineReader

To install ABBYY FineReader 12:

1. Double-click the **Setup.exe** file on the setup disk or in the folder that contains the setup files.
2. Follow the instructions of the setup program.

ABBYY FineReader 12 Corporate can be installed on a local area network. There is a System Administrator's Guide available for download from [ABBYY web-site](#).

Starting ABBYY FineReader

To start ABBYY FineReader 12:

- On the taskbar, click the **Start** button, click **All Programs**, and then click **ABBYY FineReader 12** (or **ABBYY FineReader 12 Corporate**), or
- In a **Microsoft Office** application, click the **ABBYY FineReader** button on the **FineReader 12** tab on the ribbon, or

- Right-click an image file in Windows Explorer and then click **Open in ABBYY FineReader 12** on the shortcut menu or select a format to which to convert the file

Working with ABBYY FineReader

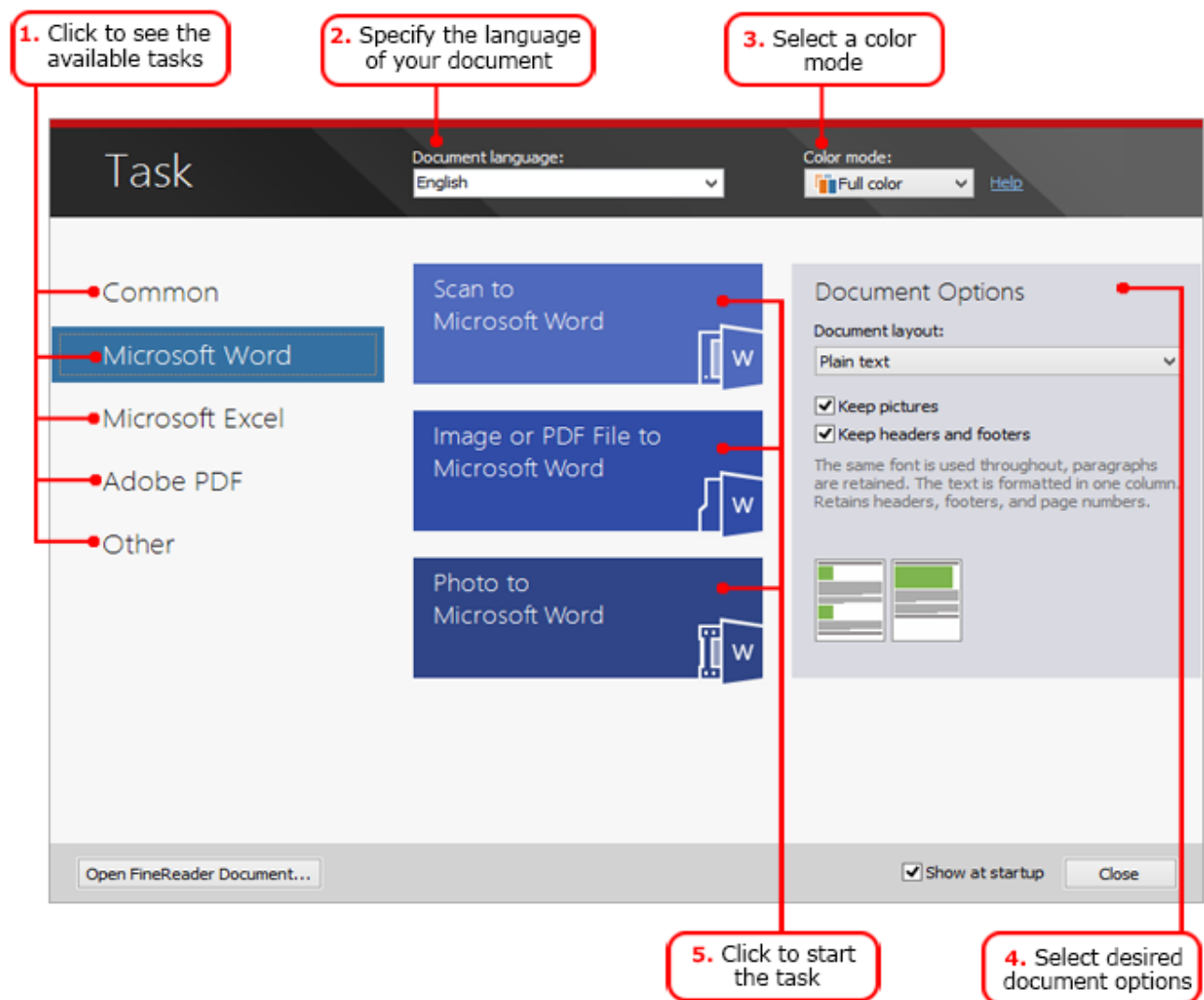
To process a document with ABBYY FineReader, you need to complete the following four steps:

- Acquire an image of the document
- Recognize the document
- Check and adjust the results
- Save the results in a format of your choice

If you need to repeat the same steps over and over again, you can use an automated task, which will execute the required actions with just one click of a button. To process documents with complex layouts, you can customize and execute each step separately.

Built-in automated tasks

When you start ABBYY FineReader, the **Task** window is displayed, listing the automated tasks for the most common processing scenarios. If you can't see the **Task** window, click the **Task** button on the main toolbar.



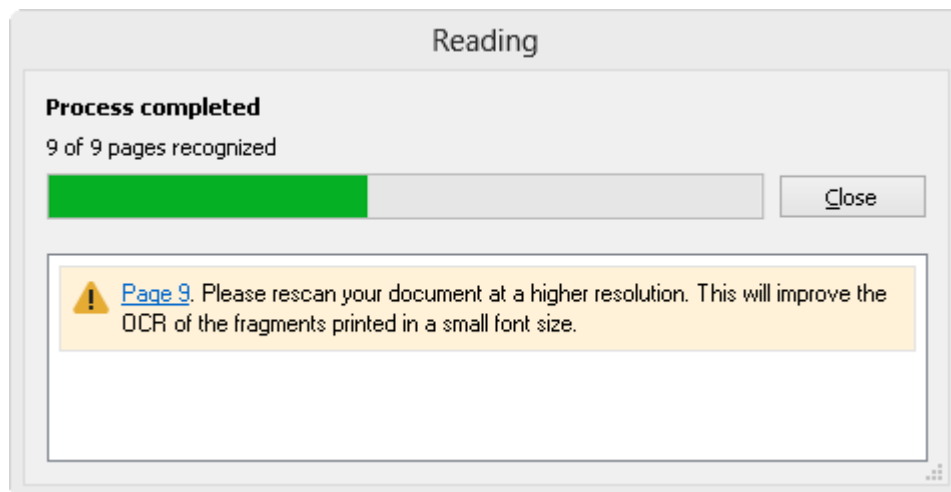
To convert a document:

1. In the **Task** window, click a tab on the left:
 - **Common** lists the most commonly used ABBYY FineReader tasks
 - **Microsoft Word** lists tasks that automate conversion of documents to Microsoft Word
 - **Microsoft Excel** lists tasks that automate conversion of documents to Microsoft Excel
 - **Adobe PDF** lists tasks that automate conversion of documents to PDF
 - **Other** lists tasks that automate conversion of documents to other formats
 - **My Tasks** lists your custom tasks (ABBYY FineReader Corporate only)
2. From the **Document language** drop-down list, select the languages of your document.
3. From the **Color mode** drop-down list, select a color mode:
 - **Full color** preserves the colors of the document
 - **Black and white** converts the document to black and white, which reduces its size and speeds up the processing

Important! Once the document is converted to black and white, you will not be able to restore the colors. To obtain a color document, either scan a paper document in color or open a file that contains color images.

4. If you are going to run a Microsoft Word, Microsoft Excel or PDF task, specify additional document options in the right-hand part of the window.
5. Start the task by clicking its button in the **Task** window.
When you start a task, it will use the options currently selected in the **Options** dialog box (select **Tools > Options...** to open the dialog box).

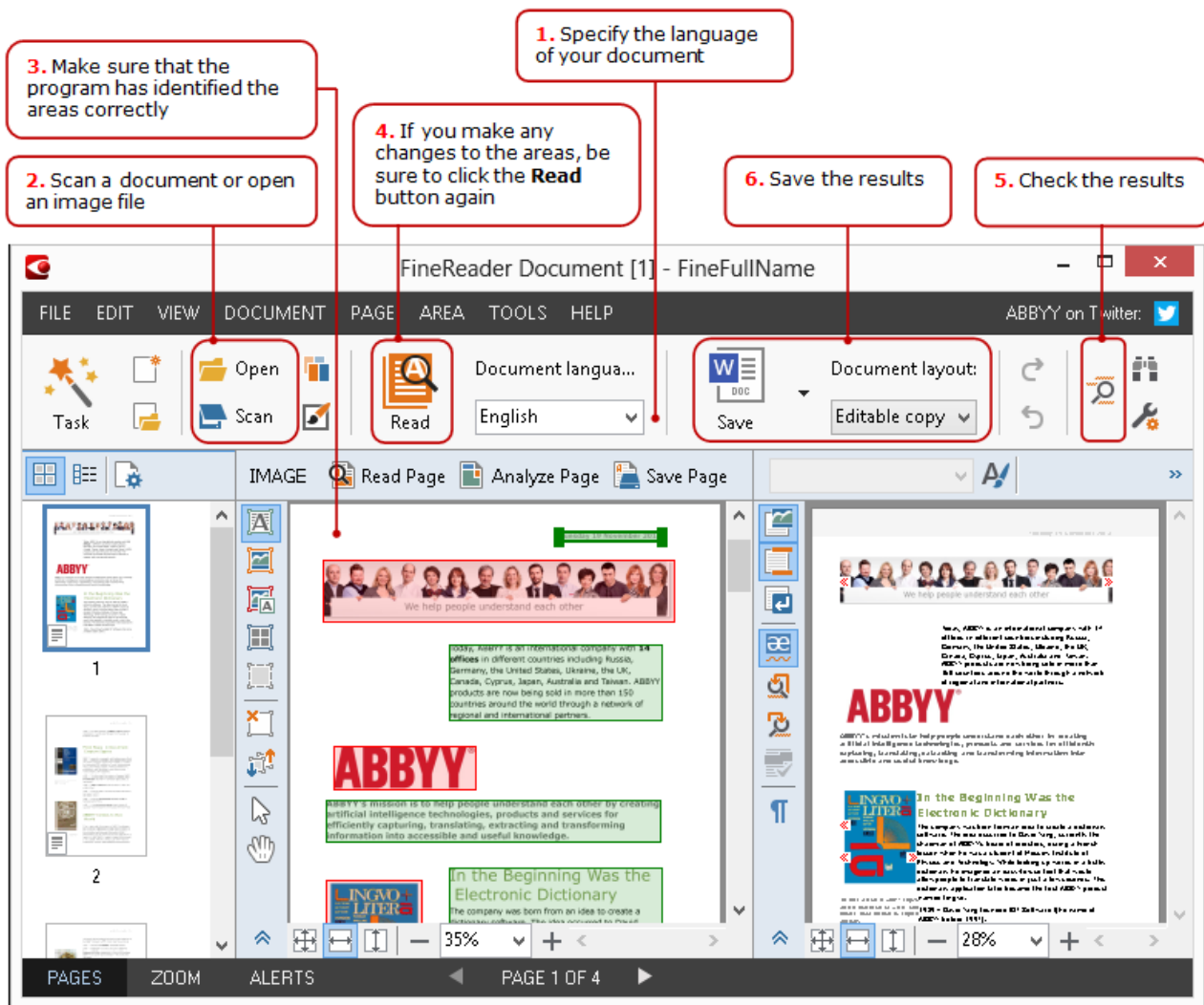
While a task is running, a task progress window is displayed, showing the current step together with tips and alerts issued by the program.



Once the task is executed, the images will be added to a FineReader document, recognized, and saved in the format of your choice. You can adjust the areas detected by the program, verify the recognized text, and save the results in any other supported format.

Document conversion steps

You can set up and start any of the processing steps in the ABBYY FineReader main window.



1. On the main toolbar, select the document languages from the **Document language** drop-down list.
2. Scan pages or open page images.
By default, ABBYY FineReader will automatically analyze and recognize the scanned or opened pages. You can change this default behavior on the **Scan/Open** tab of the **Options** dialog box (select **Tools > Options...** to open the dialog box).
3. In the **Image** window, review the detected areas and make any necessary adjustments.
4. If you have adjusted any of the areas, click **Read** on the main toolbar to recognize them again.
5. In the **Text** window, review the recognition results and make any necessary corrections.
6. Click the arrow to the right of the **Save** button on the main toolbar and select a saving format. Alternatively, click a saving command on the **File** menu.

Analyzing documents and adjusting detected areas

ABBYY FineReader analyzes page images before reading them and detects different types of areas on the images, such as **Text**, **Picture**, **Background Picture**, **Table**, and **Barcode**. The program relies on this analysis to determine which areas to recognize and in what order. This information is also used to recreate the original formatting of the document.

By default ABBYY FineReader will analyze newly added pages automatically. However, in the case of complex page layouts, you may wish to adjust some of the areas if the program fails to identify them correctly. This is often much more practical than drawing all of the areas by hand.

The tools for drawing and adjusting areas can be found in the **Image** window and on the pop-up toolbars of the **Text**, **Picture**, **Background Picture**, and **Table** areas. To display the pop-up toolbar for an area, left-click the area.

You can use area tools to

- add or remove an area
- change the type of an area
- move area borders or an entire area
- add or remove a rectangular part of an area
- reorder the areas

Once you have adjusted areas, recognize the document once again.

For detailed instructions on using the area tools and for some tips on handling unusual layouts please refer to the complete user's manual which is available at [ABBYY web-site](#).

Activating and Registering ABBYY FineReader

Activating ABBYY FineReader

You may need to activate your copy of ABBYY FineReader 12 to use it in full mode. The activation process is secure and anonymous.

The simplest and fastest way to activate your copy is over the Internet. You can also activate your copy by e-mail, over the phone, or by fax. More information is available at [ABBYY web-site](#).

Registering ABBYY FineReader

We invite you to register your copy of ABBYY FineReader 12. Registration benefits include:

- Free technical support
- ABBYY Screenshot Reader, a bonus application for recognizing text on screenshots
- Ability to recover your lost serial number
- Automatic product updates
- Exclusive product offers from ABBYY

To register your copy of the product, do one of the following:

- Complete the registration form that is displayed when you activate the product
- Select **Help > Register Now...** and complete the registration form
- Complete the registration form at [ABBYY web-site](#).

Privacy Policy

You agree to transfer your personal data to ABBYY during the registration of your copy of ABBYY FineReader 12. You also agree that ABBYY may collect, process, and use the data received from you **under the**

condition of confidentiality and in accordance with applicable law as set forth in the End-User License Agreement. Any personal information provided by you will be used only within the ABBYY group of companies and will not be disclosed to any third party unless ABBYY is required to do so under applicable law or by the End-User License Agreement.

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