

CATS TUTORIALS

ABBYY Fine Reader



In this tutorial we will go through the basic steps needed to get results from ABBY by using the Scan & Read wizard. The version used in this tutorial is ABBY Fine Reader V8.0 Corporate Edition.

1. Starting ABBYY Fine Reader

- a. You can start ABBY Fine Reader either by double clicking the icon located on the desktop with appearing like this

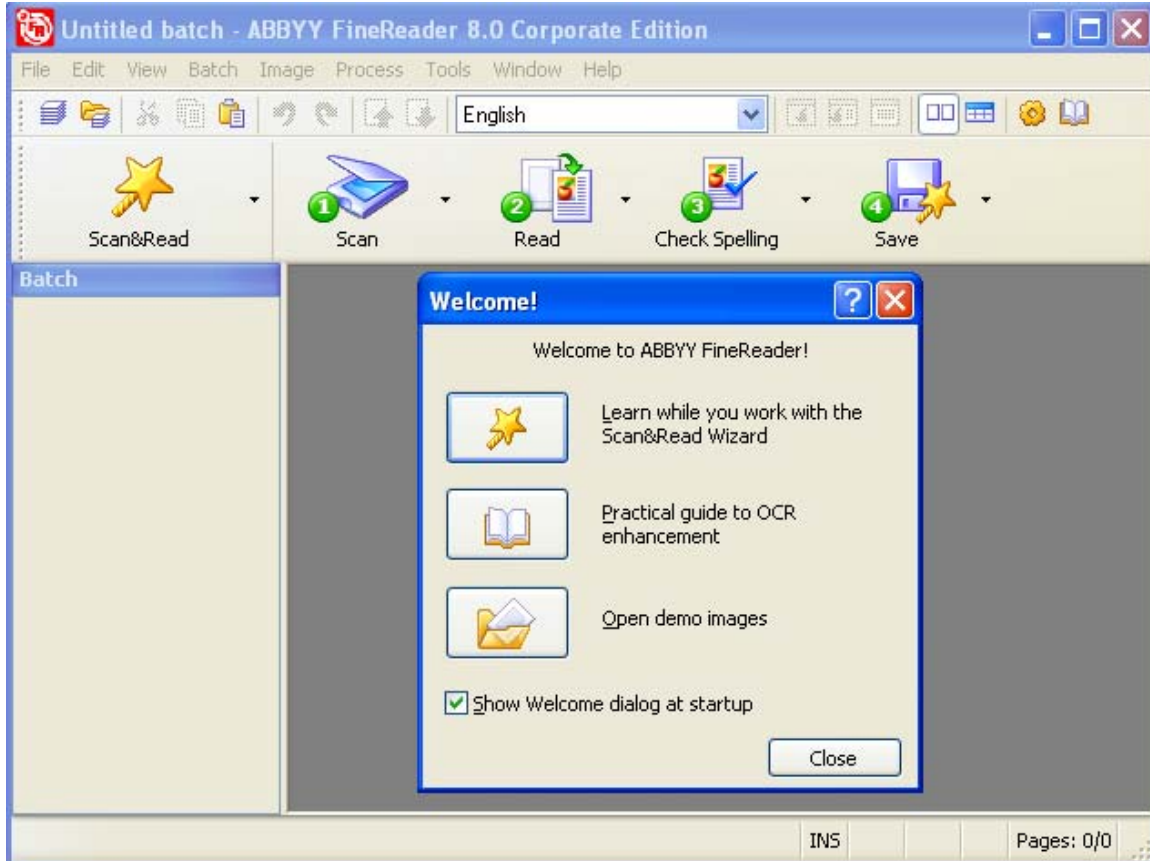


Or

- b. Go to Start menu → All Programs → ABBYY FineReader 8.0 → ABBYY FineReader 8.0 Corporate Edition.



The following image illustrates the ABBYY Fine Reader interface



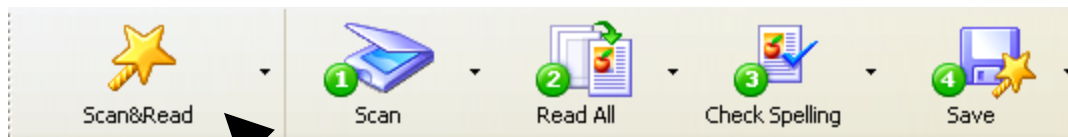
2. Starting the Wizard

- a. Once you start ABBYY, a **Welcome!** window will pop up offering some options; Scan&Read Wizard, User guide, and Demo images. Start the wizard by left-clicking the **Scan&Read Wizard** button from the welcome window.

Wizard



- b. If the Welcome! window does not appear in your computer you can start the wizard by left-clicking on the Scan&Read button (with the star image) from the standard menu.



Wizard

Note: The Image above shows the 4 basic steps ABBYY uses; Scan, Read, Check spelling, and Saving. You can manually skip steps by using these buttons.

3. Acquiring an Image

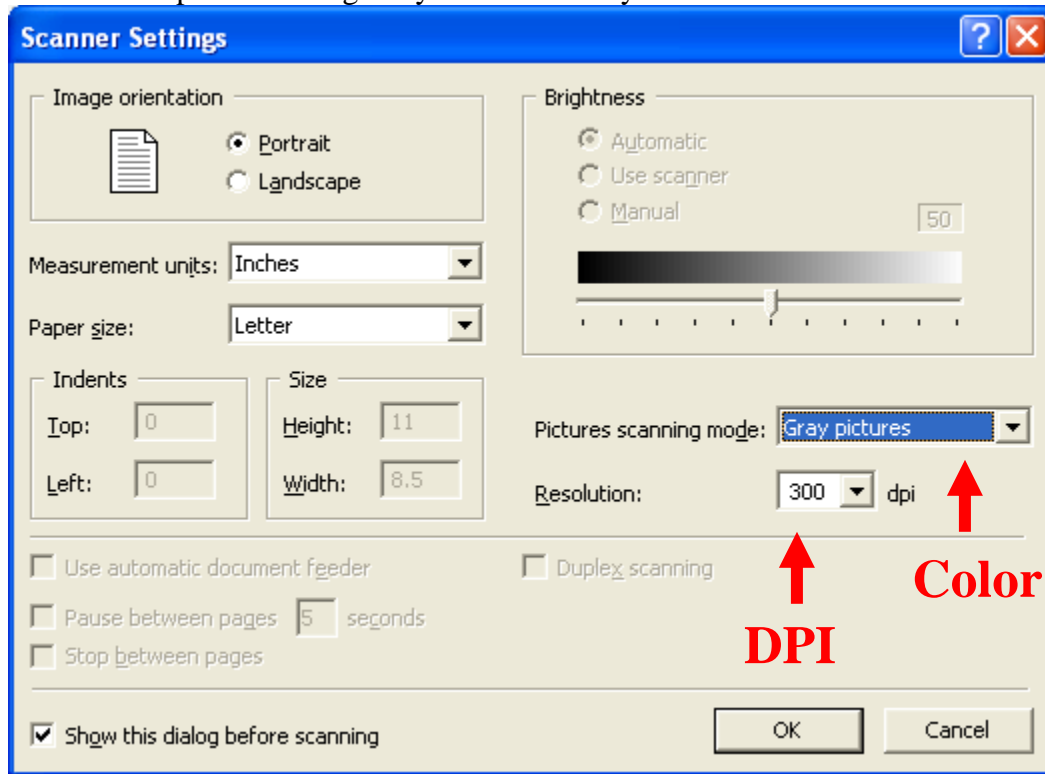
- a. You can acquire an image either through an input device such as a scanner or a camera, or you can open an image already stored in you local hard drive. The wizard will ask you how you will get your image, for this example we will choose **From scanner** and click **Next**.



- b. In the following window you will see the default recommended configuration for the scanner, by clicking **Next** the scanner settings window will appear.



- c. The **Scanner Settings** window. Here you can select the default recommended values shown in the previous image or you can choose your own values.



Note: These options are very important when acquiring from an external device; the image needs to be scanned at a dpi (dots per inch) resolution, and color mode which affects the speed process of the scan as well as the recognition of characters. The Gray color mode with a dpi of 300 or more is recommended.

4. Reading the Image

After scanning the image you can select the recognition language from the drop down list. In this case choose **English** and click **Next**. The program will start reading and recognizing the different objects such as text, tables, and images.

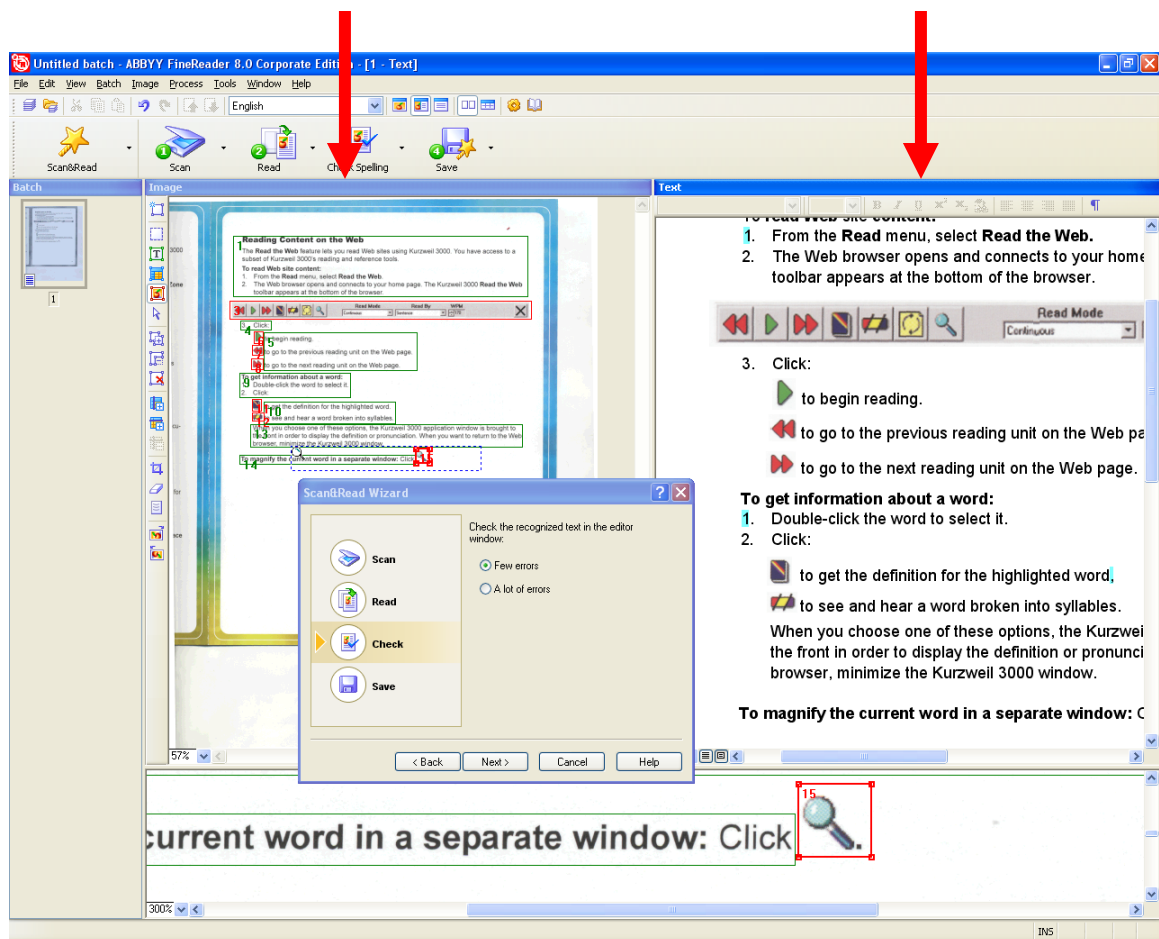


5. Checking the Image

- a. After the Reading process is complete, you will see rectangles and other shapes in different colors in a numbered sequence; this is to differentiate objects such as text, images, and tables. On the right hand side you will see the recognition of text and graphics, ABBY will try its best to keep the same layout of the page as the one in the scanned image. Click **Next** in the Wizard window to continue.

Image Window

Recognized text



- b. ABBYY then lets you spell check the document. If you do need to correct the spelling click on **Yes**, otherwise choose **No** and click on the **Next** button.



6. Saving the document

- a. In this last step, ABBYY allows you to save your document in many formats (Word, Excel, Powerpoint, PDF, HTML); choose the one that best fits your need. In our example we choose **Microsoft Word**. Click **Next** to continue.



- Next, the document will be opened in Microsoft Word automatically. Please note, at this point the document has not yet been saved in any location, so you will have to click on the save button in Microsoft Word to save your document. You can edit your recognized document in any word processor you use.

- b. At the end the wizard will ask you if you want to keep scanning or opening more images to recognize. To keep opening more images choose **Load next page** or choose **Quit Scan&Read Wizard** to terminate. Click **Next** to continue.



Final note: ABBY Fine Reader can do batch processing which can ease your work load by opening as many images as you want in a batch window and then running the recognition process. CATS will create an additional lesson for this process at a future date. For more information on what you've learned today of upcoming tutorials, please call CATS at (718)-281-5014.