

ABBYY®

ABBYY FineReader Quick Reference Guide

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Introduction

ABBYY FineReader uses optical character recognition (OCR) to capture a document and for PDFs. The main use of this program allows for the conversion of image documents, such as scans and PDF files, to become editable in other software, such as Microsoft Office, Adobe and more. Using ABBYY is not as hard as you assume. This will be your quick guide to use this software and complete your work in a quick and easy.

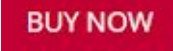
Note




This is a quick reference guide to navigate through ABBYY. For more in-depth instruction, please visit [ABBYY FineReader](#).

Getting Started:How to Install and Purchase

Step 1: Be sure your computer qualifies in the system requirements to use ABBYY at this site https://help.abbyy.com/en-us/finereader/14/user_guide/system_requirements

Step 2: Now Use this link to get to the product page <https://www.abbyy.com/en-us/finereader/>

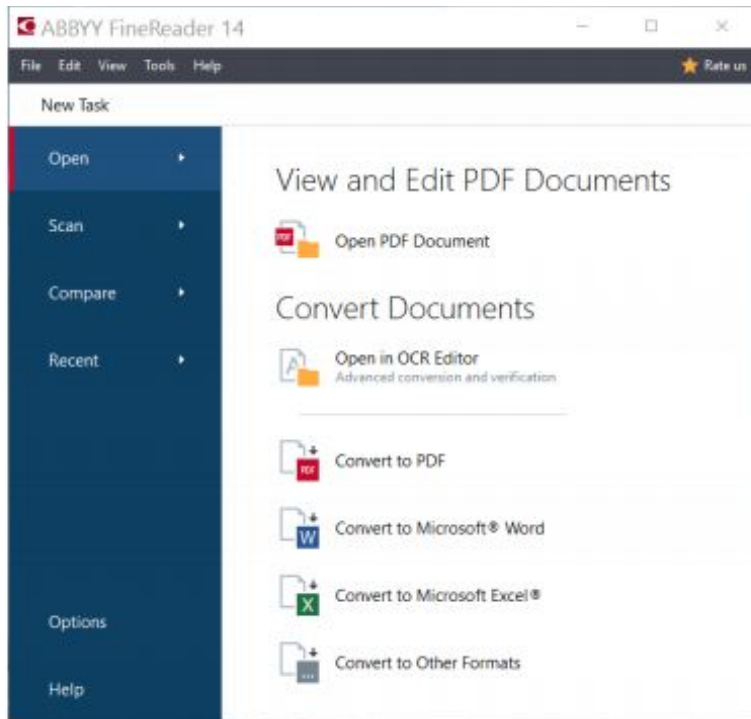
Step 3: Click  button. Choose offer options according to personal needs.

For individuals		For organizations
Standard \$ 199 one-time payment	Corporate \$ 299 one-time payment	Volume licensing
		

Step 4: After making payments and downloading program, open it.



Processing A Document

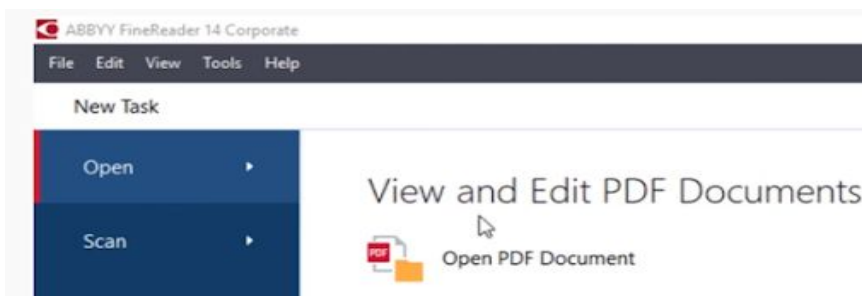


This is the main screen for ABBYY. This is where one can **Open**, **Scan**, **Compare**, see **Recent** documents, **Options** and **Help**. To choose any of these options simply: Hover over desired need and left-click.

Viewing a PDF

Step 1: Using this interface on the left side, hover over **Open** and left-click.

Step 2: Hover over **Open PDF Document** and left-click.



Creating a PDF

Step 1: Hover over **Open** and left-click **Convert to PDF**.

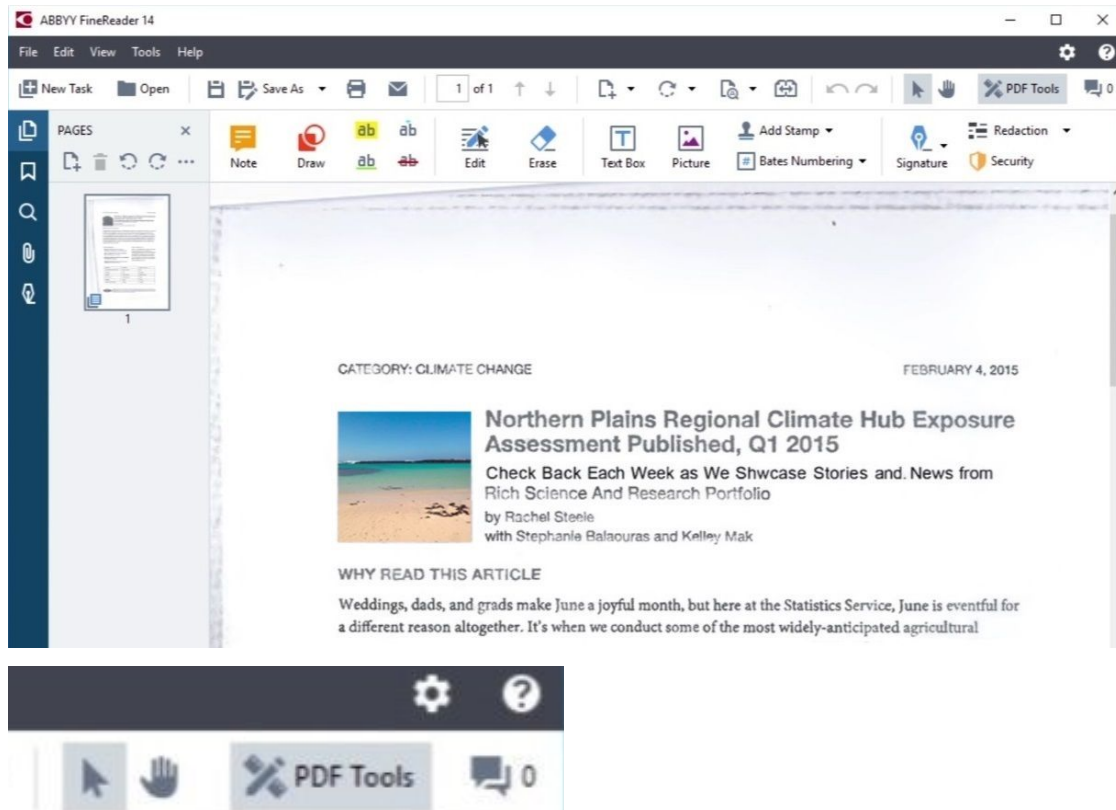
Step 2: Choose file(s) based on need by following the prompt.

Step 3: Left click **Convert to PDF** tab and choose folder for document.



Editing a PDF

To edit a PDF, be sure to open document first. Follow **Viewing a PDF** for help.

Step 1: Locate the **Tools** using the menu above.



Step 2: Selecting the **Arrow**  will help select the area in which you are editing.

Step 3: Once selecting the area, move the arrow to hover over the **Edit**  or **Erase**  option.

Step 4: Hover over **Text Box**  or **Picture**  to add new text or image.



Scanning to PDF

Step 1: In **New Task**, hover over **Scan** and left-click **Scan to PDF**.

Step 2: Follow the prompt choose device and settings.


Step 3: Left-click the preview button to review image. Continue if satisfied or change scanning settings to change image to your liking.

Step 4: Once you are done setting conversion settings, left-click **Scan to PDF**.

Step 5: If there are more items to scan follow prompt. If not, finish process and choose a folder for your new document.



Keyword Search

Step 1: On the left side, there is a  button. Left-click on the **Tab** and a search bar will arise.

Step 2: Type specific word(s) or phrase. Choose if you want an **Exact Match** or **Match Case**.

Step 3: Choose whether you want to highlight, cross out or underline the search.



References

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Tait, Xandru. “Abby Finereader 14 Pc Basic Tutorial.” *YouTube*, 10 July 2017, https://youtu.be/kd_4VvUUSCY.

