



ReadirisTM PDF

User Guide

Version 1.5.0.10

I.R.I.S. SA/NV

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Foreword

Information in this documentation is subject to change without notice and does not bear any commitment on the part of I.R.I.S.

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System Requirements

The minimum required specifications to run Readiris PDF are:

Software requirements

Component	Requirement
Computer and processor	1.5 GHz processor or higher
Memory	8 GB RAM or higher
Available hard drive space	5 GB or higher
Operating System	Windows 10, Windows 11, 64-bit
Other	Internet connection

Hardware requirements

Readiris PDF uses all **computer resources** (CPU and GPU), so the more resources you have, the faster the application will run.

The **minimum screen size** for an optimal user experience is 13 inches.

For **compatibility with scanners**, go to [Configure your scanner](#).



Caution: small form factor PCs or virtual machines may not be compatible.

Download and Install

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

Download

Visit www.irislink.com to download Readiris PDF

Install Readiris PDF

- 1 Double click the **executable installation file** (.msi) to start the Installation Wizard
- 2 Follow the on-screen instructions to finish the installation.



Tip: Run the installer from your local drive. Running the installer from a virtual or an external drive may display security messages.



Note: Some Operating Systems might require a reboot before opening.



Note: This is a trusted application. If your antivirus software generates a warning message, you may proceed.



Note: The first launch after installation may take a little longer.

Activate Readiris PDF



Once you have installed Readiris PDF, you need to activate it.



Note: An Internet connection is required!

With a Product Key

Activation

- 1 Go to **File**  > **Activation**  > **Activation Code**.
- 2 Enter your Product Key (22-character code) in the **Activation code** Panel.
- 3 Click on **Online activation**.

The information about your license in the right panel **License** is updated.

Deactivation

To reuse the same Product key on another computer, you must first **deactivate** it on your current computer (one active use at a time).

- 1 Copy and paste the current Product key in the **Activation code** Panel.
- 2 Click on **Online deactivation**.

Once confirmed, it is ready to reuse.

Open Readiris PDF

Double-click the Readiris PDF icon on the **Desktop** to launch the application.



Note: This is a trusted application. If your antivirus software generates a warning message, you may proceed.



Note: Only one application instance can run on the same computer.

Set as default PDF reader

At launch, a message asks you if you want to set Readiris PDF as the default application for opening PDFs.

Readiris PDF is not your default PDF handler. Do you want to set Readiris PDF as your default PDF application?

☐ Don't show this message again

Yes

No

Click **Yes** and a message will inform you how to proceed.


Information

Go to Search Windows (Win+S) > Type Default Apps > Select .pdf > Set to Readiris PDF



OK

You can also click **No** and decide later.

Exit Readiris PDF

- 1 Go to **the upper-right corner of the title bar**
- 2 Click on the **Close button** 

OR

- 1 Go to **File Menu** 
- 2 Select **Exit the application** 

Navigate the interface

Readiris PDF offers you two menu modes: an **office-style Ribbon** and a **Modern Menu** based on a '**input-process-output**' workspace.

What is the '**Input -> Process -> Output**' concept?

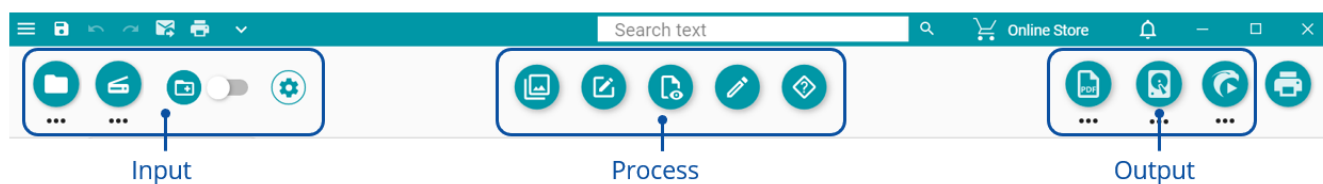
It is an intuitive **workspace** divided into **3 main areas**:

- At the top left, you import and set the document(s) you want to work on
- In the center, you process and edit the documents
- At the top right, you define your output and export (save) your result.

At any time, you can **toggle between** [office-style Ribbon](#) or [Modern presentation](#) by pressing **F12**.



Tip: When hovering the pointer of your mouse on an icon or a button, a **tooltip** appears, giving you information about the item.



Input Area

The upper left area of the interface is dedicated to **Inputs**.



You can find more detailed explanations about this panel in the [Import](#) chapter.

Process Area

The **central area** and its complete workspace just below are dedicated to **document processing**. In short, we will just call it the **Workspace**.







- 1. The **features icons bar** (main menu) contains all the possible **actions/processes** to perform on your documents.
In the [Preferences](#), you can choose to display those actions in a classical **Ribbon** mode.
You can find more detailed explanations on each feature in the [Process](#) chapter.
- 2. The **Tab bar** allows you to see which document is currently open for processing. By right-clicking on the title, you can rename the document, [merge](#) it, or close all documents (all tabs). By pressing F2, you can rename the document.
- 3. The **main Viewer** allows you to process your document and view your actions.
- 4. The **Viewer Toolbar** allows you to:


Icon	Tooltip	Description
	View Previous/Next page	Move through pages
	Toggle Scrolling/Single- page/ Multi-page View	<p>Toggle between the scrolling view, the single-page view or the multi-page view.</p> <p>By default, the scrolling view is on. The scrolling view allows you to scroll vertically all the pages of your document.</p>

The **single-page view** allows you to visualize the page objects (zones and annotations) and to edit text.

The **multi-page view** allows you to organize your pages. By right-clicking on a page, you access the cut, copy, paste, split, merge and delete options. You can zoom in or zoom out with Ctrl+mouse wheel. You can reorder pages with drag and drop or cut, copy and paste. You can select multiple pages with Ctrl+click. (see [Keyboard shortcuts](#) for further options).

	Select items	Select objects on the page or draw areas on the page with your mouse cursor.
	Move inside image	Move around the page following your mouse cursor (similar to scrolling up or down as well as left or right at the same time)
	Zoom	<ul style="list-style-type: none">• Zoom to fit the window size.• Zoom to fit the page width.• Zoom to fit the page height.• Zoom in/out: define the display of your page (in percentage). Use the buttons +/- OR type in a number OR use the shortcut Ctrl+ mouse wheel. On a tablet, use your thumb and index on the touchpad and pinch in or stretch out.

5. The **left navigation panel** allows you to visualize and control the items present at **document level**. You can customize the display thanks to the slide button show/hide.
- **Thumbnail panel** : allows you to preview the pages of your document (in scrolling or single-page view). By **right-clicking on a thumbnail**, you access the cut, copy, paste, split, merge, extract and delete options (see [compose](#) features). You can zoom in or zoom out with Ctrl+mouse wheel. You can reorder pages with drag and drop or cut, copy and paste. You can select multiple pages with Ctrl+click. (See [Keyboard shortcuts](#) for further options).
 - **Bookmark panel**: the list of existing bookmarks is displayed. When you click on a bookmark, the target page is displayed. Go to [How to: PDF bookmarks](#) for more details.
 - **Attachment panel**: the list of Attachments is displayed. If you select an attachment, the page on which it is located is displayed. An attachment icon  shows you the location. Go to [How to: PDF attachments](#) for more details.

- **Zone panel:** displays the list of zones and Smart Zones. Go to [Edit > Page analysis](#) for more details on zones. Go to [Edit > Smart Zone](#) for more details on Smart Zones.
 - **Content panel:** displays the list of **additional content items** (image, text, or barcode). These content items are **applicable to all output formats**. Go to [Edit](#) for more details.
 - **Comment panel:** displays the list of PDF comments. These comments are only **exported with the PDF output format**. Go to [Comment](#) for more details.
 - **Protection panel:** displays the list of protection items such as signature or password (for **PDF format**).
 - **Properties panel:** displays the current document properties (number of pages, page size and resolution, document language).
6. The **Settings panel (dynamic panel)** allows you to view settings in the context of your current process.
 7. The **Search box** in the **Title bar** allows you to **search and find text** in the **active/current document**. Go to [How to search and replace](#) for more details.
 8. The **Quick Access Toolbar** allows you to access common commands no matter which process menu is selected. By default, it shows the **Save as..., Undo, Redo, send to Email and send to Printer** commands, but you can **customize** other commands depending on your needs via the drop-down list indicated by the down arrow icon .

Output Area

The upper right area of the interface is dedicated to **Outputs**.


You can define the **settings** of **format and destination** of your exports.

You can **execute** your exports (cf. **Save** button).

You can find more detailed explanations about this panel in the [Export](#) chapter.

You can send your document to the [printer](#).















Note: You can **show or hide** the left panels and the Settings panel by clicking on the **show/hide arrow** .

Print



The **Print button**  opens the print page. For a description, go to chapter [Print](#).

File menu

The **File Menu**  opens a **navigation rail**.

Icon	Description
	Info. Gives you information about this software (version, serial number)
	Open. Allows you to open a document from Files, Scanner or Clipboard (cf. Import) and shows you the recently opened documents . Also, gives you access to several actions via shortcuts : create PDF, edit and modify, convert PDF, annotate and comment PDF, combine PDF, batch processing, and help.
	Save. Allows you to save your active document to various destinations (local computer, email, Cloud) and includes shortcuts to convert to other formats.
	Save as... Opens a Save As dialog to save your document locally.
	Close document. Closes the current active document.
	Share. Gives you access to your favorite shared destinations via shortcuts (Email, Cloud)
	Print. Opens the print page. For a description, go to chapter Print
	User Settings. Allows you to set your preferences
	Activation. Allows you to activate this software
	Update. Allows you to search for updates
	Help. Opens the User Guide
	Exit the application


Preferences

- 1 Go to **File Menu** 
- 2 Select **User Settings** 

User Interface

Light or dark mode


By default, the **light mode** is on.


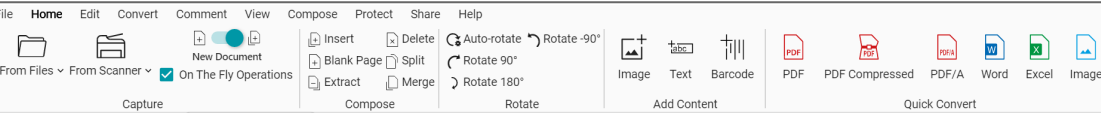
Click on the slide button  to switch to the **dark mode**.

Ribbon or Modern presentation


By default, the **Ribbon presentation** is on. The groups of commands are displayed in a **classic Ribbon** (with **tabs**).

However, the same groups of commands can be displayed in an **icon bar**, which is called the **Modern mode**. This documentation is mainly based on the Modern presentation, to help you familiarize with it. **Tooltips** help you to understand the icons.

Click on the slide button  to switch to **Modern mode**. You can also press **F12** to toggle between the two modes.

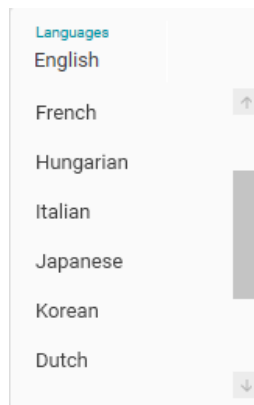
Modern mode	
Ribbon mode	

Remember session

By default, your workspace (active tabs) is not remembered at closing of the application. When starting again, go to **File Menu > Open > Recent documents** to reopen your latest documents, or, to save your workspace at each closing, click on the slide button  to activate the **Remember session** option.

Change the interface language

Select your interface language within the '**Languages**' drop down list.



Legal Notice

By default, the **Usage Intelligence** is on.

Click on the slide button to switch it off.

OCR Settings

Favor text over layout

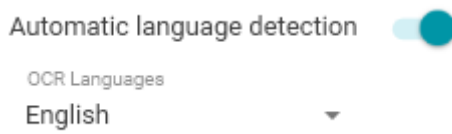
The default OCR settings favor the layout over the text. This means the result after recognition will be as close as possible to 'what you see is what you get'.

However, you can choose to favor text over layout (click on the slide button to switch mode). By doing so, Readiris PDF will give the focus on the text and therefore might give a different result of what you see.

Automatic Language Detection (ALD)



Note: By default, the Automatic Language Detection is switched on and excludes [manual settings](#).



Readiris PDF can detect the *main* OCR language automatically. The aim of this feature is to automatically detect **the most probable language on a page**.

The [Properties panel](#) shows the detected language of the document. To modify the OCR language easily and even add two additional OCR languages (e.g. for documents mixing languages), go to **Edit > Languages**. The **Settings panel** opens. You can apply these settings to all pages at once by clicking **Apply to all pages**.

ALD supported languages

English, German, French, Spanish, Italian, Swedish, Danish, Norwegian, Dutch, Portuguese, Galician, Icelandic, Czech, Hungarian, Polish, Romanian, Slovak, Croatian, Slovenian, Finnish, Turkish, Estonian, Lithuanian, Latvian, Albanian, Catalan, Irish Gaelic, Scottish Gaelic, Basque, Indonesian, Malay, Swahili, Tagalog, Haitian Creole, Kurdish, Cebuano, Ganda, Kinyarwanda, Malagasy, Maltese, Nyanja, Sotho, Sundanese, Welsh, Javanese, Azeri (Latin), Uzbek, Bosnian (Latin), Afrikaans.

Serbian, Russian, Belarusian, Ukrainian, Macedonian, Bulgarian, Kazakh.

Greek.

Hebrew.

Arabic, Farsi.

Traditional Chinese, Simplified Chinese, Japanese, Korean.



Note: Similar variations of a main language are assimilated. E.g. Spanish assimilates all variations of Spanish, Portuguese assimilates Brazilian or French assimilates all variations of French.

Manual setting

- 1 **Switch off the Automatic language detection (ALD)** by clicking on the slide button next to it.
- 2 **Select manually an OCR language** from the OCR Languages drop down list.

Import documents

With Readiris PDF you can **open or scan** a various number of file formats and use them as **input**.

Supported input specifications

Input type	Specifications
Resolution	from 96 to 1200 DPI
PDF versions	PDF 1.3, 1.4, 1.5, 1.6, 1.7 Extension Level 3 (AES encryption) iHQC - PDF compressed (all levels) (from I.R.I.S)
Image formats	JPG, JPEG, JPG2000, TIF, TIFF, BMP, PNG
MS Office formats	.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX

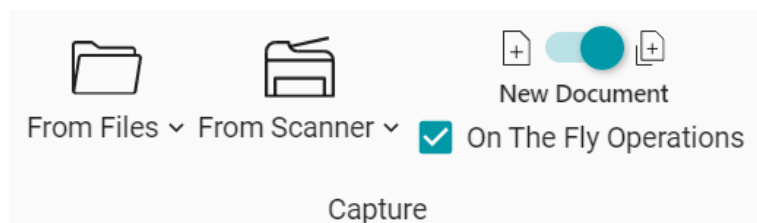


Warning: For a correct image handling and processing, make sure your image size does *not* exceed 75 megapixels



Tip: To configure your **input settings**, go to [Configure input settings](#).

In the **Ribbon mode**, go to tab **Home > Capture** to access the import menus and options:




Open from local files

- 1 In the **input area**, click on **Open** or press **F5**
- 2 The file browser opens, select your file to import

3 Click **Open**


Or simply **drag and drop** a file from the file browser.

Import pages from a scanner


- 1 In the **input area**, click on **Scan**  or press **F4**
- 2 The first time, a pop-up window opens for you to select your source scanner. Once your source is selected, clicking on the **Scan button** will launch the scanning

Create a new document or append to current document

A slide button  allows you:

- to import more files by creating a new document (**create in a new document**) . This is the default setting. Then when you import from a scanner, a pop-up window opens asking you to name the new document. Once the name is confirmed, the scanning is launched. A new **tab** is created for each new document in the [tab bar](#).


OR

- to import more files into the current document (**append to current document**) . The imported pages are added to your current document. You can see them in the thumbnail view. More help at [How to scan multiple pages into one document](#).



Note: You can **Rename** the title of your document by right-clicking on the tab title or by pressing **F2**.



'On the fly' Operations

This button  allows you to activate or deactivate 'On The Fly' operations during import. **By default, this option is enabled.**

This option offers **three automatic operations** that can be configured and applied while opening a file or scanning a document: **automatic image processing, automatic separation or automatic naming**.

For example, this can be useful if you want to open a long file with several pages and automatically split it into several documents. Or, if you want to scan several documents in one batch and split automatically that batch into separate documents. In both cases, you can also add a rule to automatically name each new document.

To configure these operations, go to the [settings of each input source](#).

If you do not need these automatic operations, you can **quickly disable** the 'on the fly' operations option by clicking on the button  /  .

In the **Ribbon mode**, this button is a checkbox:  On The Fly Operations

Import from Clipboard

You can import content from your clipboard thanks to the **Ctrl-V shortcut**. This can be done into an **existing document** or into a **new document**.

For an existing document:


- 1 Open an **existing document**.
- 2 In the **thumbnail panel (or multi-page view)**, select with your mouse cursor the place (between pages - red line) where you want the new page to be created.
- 3 Press **Ctrl-V or right-click your mouse and select Paste** (Paste Before or After if you right-clicked *on* a page).
- 4 A new page is created in your document with your clipboard content.

For a new document:

- 1 Create a **new document** by pressing the plus sign (+) in the tab bar.
- 2 Enter a **document name**. Click **OK**.
- 3 Press **Ctrl-V**.
- 4 The clipboard content is pasted in your new document.

Configure input settings


Configure your local folder

- 1 In the **input area**, click on the **Option menu** ... (Input settings) under the **Open** button . A window opens.
- 2 Select the file format you want to consider for importing.
- 3 By default, the '**Use file name**' box is checked. Thus, your document reuses the same name as the file.
If you uncheck this box, the file name is not kept and you are asked for a name when creating a new document.
- 4 If necessary, customize the rules for ['on the fly' operations](#).

Configure your scanner

Readiris PDF is **compatible** with:

TWAIN	It supports almost any flatbed and sheet-fed scanner, all-in-one device, digital camera and scanner currently available. A TWAIN scanner requires a TWAIN driver . Make sure it is installed.
32-bit drivers	It supports 32-bit scanners only
Simplex & Duplex	Scanners that offer duplex scanning are supported
USB	Scanners with USB plugin are supported
Network or Wi-Fi	Scanners that are available on a network or wireless network. Note that network and Wi-Fi scanning must be properly configured for the scanners to be visible to Readiris PDF.

- 1 In **the input area**, click on the **Option menu** ... (Scan settings) under the **Scan** button . A window opens.
- 2 Select your **scanner** from the drop down list. All the available scanners (i.e. connected to your computer) have been detected.

3 If necessary, customize the rules for 'on the fly' operations.

Note: In the **Ribbon mode**, go to tab **Home > Capture**. Clicking on the small down arrow besides the **From File** button or besides the **From Scanner** button opens the settings windows.

From Files ▾

From Scanner ▾

New Document

On The Fly Operations

Capture

'On the fly' Operations

Whether you are opening a file or scanning a document, you can define 'On The Fly' Operations.

The **three automatic operations** are as follows:

1. Image processing operations

Four [image processing](#) operations are available:

On The Fly Operations

- ☐ Delete blank pages
- ☐ Deskew pages
- ☐ Auto-rotate pages
- ☐ Remove black borders

Select the operations you want *to be executed while opening a file or scanning a document*. Combinations are allowed. Be aware however that the more operations you select, the more time the opening or the scanning will take.

2. Automatic separation

An **automatic separation** of documents can be configured according to certain conditions and thus be executed when opening files or scanning papers. The system follows the configured condition to apply the separation. The separation creates a new document. There will be as many documents as there are separations.

Automatic separation can be based on a:

Condition	Description	Options
<div><div>Page counter</div><div><div>Condition for creating a new document</div><div>A number of imported pages ▾ 2 ▴ ▾</div></div></div>	E.g. If the page counter is 2, then the separation is done every two pages.	

Barcode

Condition for creating a new document

Barcode is detected

Select the barcode type.

Any Type

Barcode Content

Any

☐ Remove separator pages

Separation is performed each time a barcode is encountered (anywhere on the page). If there is more than one barcode on a page, the first one found is taken into account.

You can select the **barcode type** (among those supported by Readiris PDF) and the **barcode content**. The barcode content can be **any, changing or fixed**. When you select a fixed barcode content, you can type all or part of the content to search (the search is *not* case sensitive).

You can decide to delete all the pages that are used as separators by simply checking the "Remove separator pages" box.

Blank page

Condition for creating a new document

Blank page is detected

☐ Duplex

☐ Remove separator pages

Separation is performed every time a blank page is encountered.

Check the box "Duplex" if your scanner is performing duplex scanning.



Note: Simplex scanning relates to one page/ side of a sheet of paper while Duplex scanning relates to both pages/ sides of a sheet of paper.

You can decide to delete all the pages that are used as separators by simply checking the "Remove separator pages" box.

Smart Zone

Condition for creating a new document

Smart Zone is detected

Smart Zones

Content

Any

☐ Remove separator pages

Separation is performed each time a Smart Zone is encountered. A **Smart Zone** can contain text or a barcode. This condition requires a fixed page size, for example A4 only, since the detection is done on

You can select the **Smart Zone** (created beforehand) and its **content**. The Smart Zone content can be **any, changing or fixed**. When you select a fixed content, you can type all or part of the content to search

this zone only and not on the whole page. Go to [Edit](#) to **create and manage Smart Zones**.

in the Smart Zone (the search is *not* case sensitive).
You can decide to delete all the pages that are used as separators by simply checking the "Remove separator pages" box.

No Separation

Condition for creating a new document
No Separation

No separation applies


3. Automatic naming

Automatic separation can be accompanied by **automatic file naming**. As each time a separator is encountered, a new document is created, you can configure under which structure the new document will be named. However, automatic naming can be applied independently of automatic separation.

A naming structure can contain **tags or free (fixed) text**. The structure gives **tags** per default, but you can select your favorite **tags**, and/or add **free text**.


The result of your automatic naming structure can be previewed.

The **predefined tags** are:

Tag	Description and options	Result
<FILENAME> or <DOCUMENT>	<p><FILENAME> is the tag that applies by default when importing from files.</p> <p>Remember that the 'Use file name' box is checked by default. <input checked="" type="checkbox"/> Use file name</p> <p>You can erase this tag from the Structure and click the plus button  to add it again.</p> <p><DOCUMENT> is the tag that applies by default when importing from a scanner.</p>	<p>Structure</p> <p><FILENAME>_freeText</p> <hr/> <p>YourDocument_freeText</p> <p>The Structure line shows you the naming structure with tags and free text. You can add your own free (fixed) text anywhere in the structure. Free text is <i>not</i> contained between <> signs. Below the Structure line, you can preview the result.</p>

The '**Prompt for document name**' box is checked by default. ☒ Prompt for document name

<DATE>

Click the plus button  to add the **current <DATE> tag** to your document name.

You can select between 3 date formats:

- Universal: <YYYY-MM-DD>
- US format: <MM-DD-YYYY>
- EU format: <DD-MM-YYYY>


Structure

MyText_<DOCUMENT>_<DATE>

[MyText_YourDocument_2022-11-28](#)

This **Structure line** gives you an example of **free text** + the **<DOCUMENT>** tag + the **<DATE>** tag with underscores as delimiters. Preview the result.

<TIME>

Click the plus button  to add the **current <TIME> tag** to your document name.

You can select between 2 time formats:

- <HH-MM-SS>
- <HH-MM>


Structure

MyText_<DATE>_<TIME>

[MyText_2022-11-28_11-02-24](#)

This **Structure line** gives you an example of **free text** + the **<DATE>** tag + the **<TIME>** tag with underscores as delimiters. Preview the result.

<COUNTER>

Click the plus button  to add the **<COUNTER> tag** to your document name.

You need to set the value at which the counter will start counting: **Counter starting at 1** for example.

Structure

MyText_<DATE>_<COUNTER>

[MyText_2022-11-28_1](#)


This **Structure line** gives you an example of **free text** + the **<DATE>** tag + the **<COUNTER>** tag with underscores as delimiters. Preview the result.



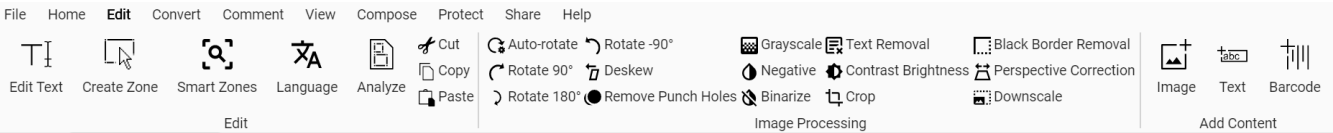
Notes:

- **Invalid characters** in the file names are replaced by the hash sign (#).
- Each separation method has an associated naming structure preset. Changes you make to these presets are persistent. To reset the default presets, click the **Reset Naming Structure button**.

Process image


Image processing features  aim to obtain the best possible scan results. The higher the quality of the scans, the higher the recognition accuracy.

In the **Ribbon mode**, go to tab **Edit > Image Processing** to find the image processing features.



Some image processing features listed below require setting properties. Thus, a **Settings panel** opens if applicable.

In the **Settings panel**, you can **modify**, **apply** or **cancel** your settings.

**Warning: Rotating pages with PDF comments, or additional content** can give unwanted results. We recommend that you rotate your pages before adding these objects.

Options

Icon/tooltip	Description	Settings
Auto-rotate	Auto-rotate rotates images automatically	
Rotate 90°	Rotate 90° clockwise	
Rotate 180°		
Rotate -90°	Rotate 90° anti-clockwise	
Deskew	Deskew aligns a scanned image horizontally to compensate for skewing	
Contrast brightness	Adjust the contrast and the brightness levels to color or grayscale images	<ul style="list-style-type: none">Brightness slider: optimizes the intensity of lightContrast slider: optimizes the distinction between lighter and darker areas

		<ul style="list-style-type: none"> Gamma slider: gamma optimizes the contrast and brightness in the midtones
Grayscale	Grayscale converts color images into grayscale images	
Binarize	Binarize turns color and grayscale images into binary (black-and-white) images	<ul style="list-style-type: none"> Brightness slider: optimizes the intensity of light Contrast slider: optimizes the distinction between lighter and darker areas Smoothing slider: it removes noise from the scans. The higher the value, the higher the removal
Negative	Negative inverts the colors of the scanned documents	
Crop	<p>Crop the image by defining an area.</p> <ul style="list-style-type: none"> Click on Crop. The Settings panel opens. Click the mouse and draw a box around the section you want to crop. Drag and drop the box where you want and resize it according to your needs. Click Apply in the Settings panel. <p>Once the cropping is applied, you <i>cannot</i> come back to the original image. You will need to import or scan it again.</p> <p>Click Cancel to remove your cropping selection (before applying).</p>	
Remove black borders	Remove black borders (or dark surroundings)	<ul style="list-style-type: none"> Border: 1 (low), 2 (medium), 3 (high)

		<ul style="list-style-type: none">• Crop to a selected area of the image: tick the box to enable the cropping
Remove punch holes	Remove black punch holes from your page	
Perspective correction	Correct the perspective distortions of your page (3D correction)	<ul style="list-style-type: none">• Automatic crop
Downscale	Reduce the size of your page	<ul style="list-style-type: none">• Downscale percentage (from 100% to 1%)
Text Removal	<p>Remove <i>all</i> recognized text zones (on single-page view).</p> <ul style="list-style-type: none">• Go to the Zone panel to show the zones (slide button). Text zones are identified in blue.• Click on Text removal. All text zones are removed.• In the Settings panel, click Apply to confirm the deletion or Cancel to go back. <p>If you do not want to delete <i>all</i> text zones, you must first cancel recognition of the zone you want to keep as text. To do this, select it in the Zone panel, right-click it and select Delete from the context menu.</p> <p>For more information on recognition zones, go to Page Analysis.</p>	<ul style="list-style-type: none">• Type: normal, best quality or fast• Dilate the text area in pixels (from 0 to 10)• Radius of the Inpainting (from 0 to 15)

Apply on *all* images

To apply an image processing on *all* pages:

- 1 Go to the [Thumbnail panel](#)
- 2 Press **CTRL+A**

- 3 Click on the desired image processing
- 4 Wait until the execution has finished running

Some image processing options display the **Settings panel** first. In this case, adjust the settings as necessary and then click **Apply**.

Compose

Compose features  allow you to **organize** your document.

In the **Ribbon mode**, go to tab **Compose > Tools** to find the compose features.



Some Compose features listed below require setting properties. Thus, a **Settings panel** opens if applicable.

In the **Settings panel**, you can **modify**, **apply** or **cancel** your settings.

Options

Icon/ tooltip	Description	Settings
Split document	<p>Cut one or more pages from your current document. The split pages are pasted into a new document.</p> <ul style="list-style-type: none">• Open the document you want to split• Select the page from which you want a split to occur (it will include that page and the next ones). Use thumbnail panel or multi-page mode.• Click on Split• Enter a name for the new document to be created• The new document is created and contains the split content	
Merge documents	<p>You can merge two files from among those open in your workspace.</p> <ul style="list-style-type: none">• Open the document you want to merge• Click on Merge. A pop-up window opens• Choose the <i>Document name</i> you want to merge into	

- Check the box **Merge on top** if you want your document to be inserted before (by default, it is inserted after)
- Click **OK**
- The first document is added into the second one (on top or at the end according to your choice)

To combine multiple files into one document directly from the import step, use the [Append](#) feature.

Insert document

Insert a document from file only

- Open the document in which you want to insert another one (or more)
- Click on **Insert**. A file browser opens.
- Select one or more files
- Click **OK**
- The selected file is added into the current one (after the selected page)

To insert a page/document from a scanner, use the [Append](#) feature.

Blank page

- Select a page (from thumbnail panel or multi-page view)
- Click on **Blank page**
- A **blank page** is inserted after the selected page

The blank page is the same size as the previous page. If you start your document with a blank page, then by default an A4 is created.

Extract document

Extract one or more pages from your current document. The extracted pages are not deleted from the current document. They are copied into a new document.

- Open the document from which you want to extract one or several pages. Select the pages to be extracted (cf. thumbnail panel or multi-page view).

- Click on **Extract**
- Choose the *Document name* for your new document
- Click **OK**
- A new document is created out of your extracted pages


Cut	Cut the selected page(s) and copy to clipboard (Ctrl+X)	
Copy	Copy the selected page(s) and copy to clipboard (Ctrl+C)	
Paste	Paste the content of the clipboard (Ctrl+V, paste after per default)	
Delete pages	<ul style="list-style-type: none"> • Select the page(s) you want to delete (from thumbnail panel or multi-page view) • Click on Delete pages • A confirmation box appears: click yes or no 	




Tip: From the **thumbnail panel** or from the **multi-page view**, you can:

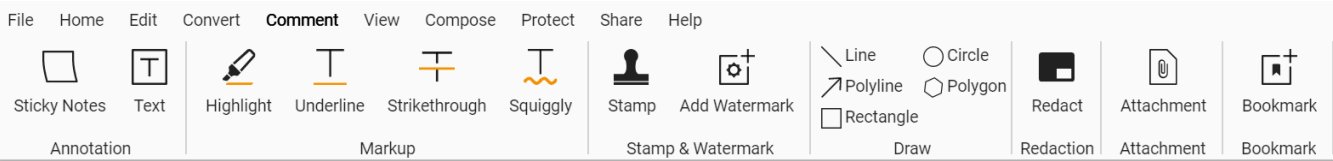
- reorder pages by dragging and dropping
- cut, copy, paste, split, merge, extract and delete pages by right-clicking on a thumbnail or a page

Comment

Comment features  allow you to **annotate** your document.

**Caution:** for most of the **comments** to appear on your exported documents, the output format *must* be a **PDF**.

In the **Ribbon mode**, go to tab **Comment** to find the annotation features.





Some Review features listed below require setting properties. Thus, a **Settings panel** opens if applicable.

In the **Settings panel**, you can **modify and apply** your settings.

Options

Icon/tooltip	Description	Settings
Stamp	Add pre-defined stamps (e.g. 'Approved' or 'Draft')	
	<ul style="list-style-type: none">Click on Stamp. The Settings panel opens.Select the stamp of your choice from the list.Click on the page. The stamp is displayed.Drag and drop the stamp wherever you want, resize or rotate it to fit your needs. <p>To customize or to create your own stamps, use the Settings panel.</p>	<ul style="list-style-type: none">Create a new stamp by clicking on the + buttonRemove a stamp from the list by selecting it and then clicking on the - buttonText to display (e.g. Confidential)Add metadata such as author, date, time-stampFont typeFont colorBorder type: no border, square, rounded square, left arrow

Draw	<p>Draw various shapes on the page.</p> <ul style="list-style-type: none"> Click on Draw. The Settings panel opens. Select the shape of your choice. Draw the shape on the page. The shape is displayed. For Polygon and Polyline, draw line segments with your mouse (one-click each), then double-click when your shape is finished. Fill in the settings. Drag and drop the drawing wherever you want and resize it to fit your needs. 	<ul style="list-style-type: none"> Rectangle: select border color, background color, border pattern (dash), border thickness and opacity. Circle: select border color, background color, border pattern (dash), border thickness and opacity. Straight line: select color, dash pattern, thickness and opacity of the line. Check the box to add an arrow at the start or at the end of the line. Polygon: select border color, background color, border pattern (dash), border thickness and opacity. Polyline: select color, dash pattern, thickness and opacity of the polyline. Check the right box to add an arrow at the start or at the end of the line.
Signature	<p>Add a stamp of digital signature.</p> <ul style="list-style-type: none"> Click on Signature Click on the page. The stamp box is displayed. The Settings panel opens. Thanks to the move cursor, you can place the stamp wherever you want. Fill in the settings. <p>The signature stamp is displayed in one location, but the signature is global for the document.</p>	<ul style="list-style-type: none"> Digitally signed by (choose an available certificate in the drop-down list). Make sure your certificate is loaded in Readiris PDF before using it. If your certificate does not appear, restart the application. Reason Location Contact
Annotation	<p>Add a small text or a sticky note to your page.</p>	<ul style="list-style-type: none"> Text: write text, select font color, background color, border color, border pattern, border thickness and opacity of the full shape.


	<ul style="list-style-type: none"> Click on Annotation. The Settings panel opens. Select a type: text or sticky note. Draw the box on the page. The text box or the sticky note is displayed. Fill in the settings. Drag and drop the box wherever you want and resize it to fit your needs. 	<ul style="list-style-type: none"> Sticky note: write text, select border color. <p>The plus button  allows you to add a reply to the comment (with name and timestamp). Simply use the bin button to delete your comment if needed.</p>
Watermark	<p>Add a watermark across each page. (Not visible on thumbnail and in multi-page view)</p> <ul style="list-style-type: none"> Click on Watermark. The Settings panel opens. Fill in the settings. 	<ul style="list-style-type: none"> Text to display (e.g. Confidential) Orientation (diagonal or horizontal) Font type Font color Opacity slider (from 0 to 255) Text size slider (from 30 to 100)
Markup	<p>Add markups to words or sentences.</p> <ul style="list-style-type: none"> Click on Markups. The Settings panel opens. Select a markup type and a color Mouse select the word or sentence you want to markup. <p>Also available with Select Text + Right-click</p>	<ul style="list-style-type: none"> Markup type : Highlight, Underline, Squiggly line or Strikethrough Color: select a color <p>The plus button  allows you to add a comment to the markup (with name and timestamp). Simply use the bin button to delete your comment if needed</p>
Redaction	<p>Permanently remove (blacking out) sensitive information from your document.</p> <ul style="list-style-type: none"> Mouse select the sensitive text Click on Redact 	


The text is blacked out permanently after saving.

Also available with [Select Text + Right-click](#)


Attachments

Attach a file to your document

- Click  on **Attachments**. The file browser opens.
- Select your file to import
- Click **Open**

The file is attached on the current page. The **attachment icon**  appears. Thanks to the move cursor, you can place the attachment wherever you want.

Go to [How to view, add or delete attachments](#) for further explanations.

The **plus button**  allows you to **add a comment** to the attachment (with name and timestamp). Simply use the **bin button** to delete your comment if needed.

Bookmarks

Add bookmarks to your document (PDF output)

- Select the page you want to bookmark
- Click on **Bookmarks**

A new bookmark is created, named and ordered after the targeted page number.

Bookmarks are visible from the **Bookmark panel**.

Go to [How to view, add, rename or delete Bookmarks](#) for further explanations.

Delete Annotations

- 1 Select the annotation you want to delete. You can do this either via the [PDF annotation panel](#) or directly on the page.
- 2 Press **Delete** or right-click and select **Delete**. A confirmation message is displayed.
- 3 Click **Yes**.

Select Text + Right-click

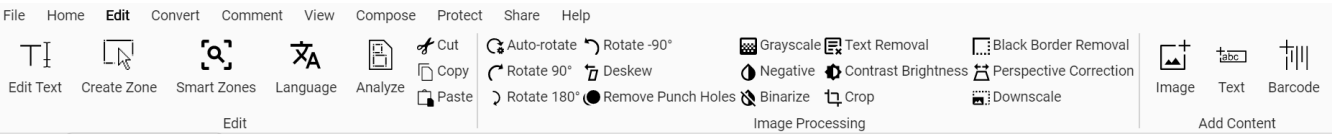
If you mouse select some text on a page and right-click, you can access a few **shortcut actions**:

- **copy** the selected text
- **highlight, underline, strikeout or squiggle** the selected text (quick markup)
- **redact** the selected text
- **rename the document** with the selected text as title

Edit


Edit features  allow you to **enter and edit** the content of your document.

In the **Ribbon mode**, go to tab **Edit > Edit** to find the edit features.




Some Edit features listed below require setting properties. Thus, a **Settings panel** opens if applicable.

In the **Settings** panel, you can **modify, apply or cancel** your settings.

**Warnings:**

- The current **text editing engine** only works with **left-to-right languages**. Support for right-to-left languages will be added later.
- Recognition, edition, and creation of **vertical text** are not supported.
- We recommend that you *do not rotate* your pages before or after editing text. **Rotating** may prevent you from editing text or cause random editing of text zones.

Options

Icon/tooltip	Description	Settings
	Text Editor. You can edit the content of your document at word, sentence or paragraph levels. Go to How to use the Text Editor for more information. Editing text is only possible in the single-page view .	Text Reflow: select a formatting type: <ul style="list-style-type: none">• Automatic rearranges automatically the edited text in its paragraph frame according to the alignment options. Resizing the paragraph automatically rearranges it.• Manual keeps the edited text on the same line and the paragraph width is adjusted. The Enter key

(new line) must be placed manually.

Select:

- Font and font size
- Font color
- Bold, italic
- Text alignment: left, center, right, justify

<p>Create Zone</p>	<p>Create a new recognition zone and associate a type to it. cf. Page Analysis below</p> <ul style="list-style-type: none"> • Select the page on which you want to create a new zone • Click on Create Zone • Draw a box around the zone you want to define. • Fill in the settings in the Settings panel • Drag and drop the box wherever you want. Resize it to fit your needs <p>The Zone panel shows you the new added zone.</p>	<p>Zone types: image/graphics, text, table, or barcode</p>
<p>Smart Zone</p>	<p>Manage a Smart Zone that can be used to customize automatic separation in 'on the fly' operations.</p> <ul style="list-style-type: none"> • Select the page on which you want to create a new zone • Click on Smart Zone. The Settings panel opens. • Click the plus button and draw a box around the zone you want to define. The box can contain text or a barcode. The content is automatically recognized. 	<p>Smart Zone list: drop-down list</p> <p>Name: the default name is 'Smart Zone' + counter. You can edit it.</p> <p>Content: this field is filled in automatically, as it is recognized by Readiris PDF. You cannot edit it.</p>

- Change the **Name of your Smart Zone** in the **Settings panel** if you want.
- Drag and drop the box wherever you want. Resize it to fit your needs

To **edit** an existing Smart Zone, select it from the drop-down list and change the settings.

To **delete** a Smart Zone, select it from the drop-down list and click on the bin button in the **Settings panel**.

Languages	<p>Allows you to change the OCR language of the current document.</p> <ul style="list-style-type: none"> • Fill in the settings in the Settings panel. You can select up to 3 languages in the same document. • Click on Apply to all pages to confirm the change(s). 	
Analyse	<p>Each page is divided into recognition zones. cf. Page Analysis below.</p> <p>The Zone panel shows you all the recognized zones on a page. Click on the slide button to show/hide them. (Page > Zones)</p> <p>When you click on a zone, the Settings panel opens and the zone type is shown. There you can change it.</p> <p>A zone can be moved or resized thanks to the move or resize cursor.</p>	<p>Zone types: image/graphics, text, table, or barcode</p>
Add Image	<p>Add an 'image' to your page</p>	<ul style="list-style-type: none"> • 'Open file' button: browse for the image you want to use as a stamp

- Select the page on which you want to add an image (single-page view)
- Click on **Add Image**
- In the **Settings panel**, open the file browser by clicking on the 'open file' button
- Browse and Select the image you want to add
- Click **Open**. The image is displayed in the **Settings panel**.
- Click on the page for the image to be displayed
- Drag and drop the image wherever you want. Rotate and resize it to fit your needs

Add Text (Stamp)

Add a **'text' stamp** to your page

- Select the page on which you want to add text as a stamp (single-page view)
- Click on **Add Text**
- Fill in the **settings** in the **Settings panel**
 - Text
 - Font type
 - Font size
 - Font color
- Draw the box on the page. The text box is displayed.
- Drag and drop the text box wherever you want. Rotate and resize it to fit your needs

Add Barcode

Add a **'barcode'** to your page

- Select the page on which you want to add a barcode (single-page view)
- Click on **Add Barcode**
- Fill in the **settings** in the **Settings panel**
- Draw the box on the page. The barcode box is displayed.

By default, the QR code type is selected because it offers you presets. See [How to add a QR code](#) for more information on the QR type and its presets.

If you want another type of barcode, go to the **Type field** and select between Code 39, Code 128, Datamatrix or PDF417. Fill in the **Content**

- Drag and drop the barcode box wherever you want. Rotate and resize it to fit your needs
- field** and draw the box on the page.
-

Delete additional content items

- 1 Select the content item you want to delete. You can do this either via the [Content panel](#) or directly on the page.
- 2 Press **Delete** or right-click and select **Delete**. A confirmation message is displayed.
- 3 Click **Yes**.

What is page analysis?

When you scan a document or open an image file in Readiris PDF, each page is automatically divided into **recognition zones**.

To have them displayed, go to the [Zone panel](#) and click on the slide button (show/hide).



Readiris PDF uses those zones to determine how each part of your documents must be converted. If your document does not contain any zones, it cannot be recognized (OCR).

There are 4 kinds of recognition zones. You have **text zones**, **image zones**, **table zones**, and **barcode zones**.

Each **zone type** has its own color.

Text	blue
Image/graphics	green
Table	pink
Barcode	light orange

You can also re-launch the **page analysis**:

- 1 Click **Edit**  in the Icon bar or Ribbon
- 2 Click **Analyze** 

Modifying the recognition zones

To change a zone type

- 1 Go to the [Zone panel](#)
- 2 Click on the slide button to show the zones.
- 3 Click on the zone for which you want to change type. The **Settings panel** opens and the zone type is shown
- 4 Change the zone type between graphic, text, table, or barcode.



Tip: for better recognition of a **logo containing text**, set it as a 'graphic' zone type




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


Export documents

With Readiris PDF you can **save** your work under a various number of file formats, locally, or **export** it to the Cloud.


Supported Output specifications

Input type	Specifications
PDF versions	PDF 1.4, 1.5, 1.6, 1.7
	PDF/A
	PDF compressed (all levels) (iHQC - from I.R.I.S)
	Extension Level 3 (AES encryption)
Image formats	JPG, JPG2000, TIFF, BMP, PNG
MS Office formats	.DOCX, .XLSX, .PPTX
Web format	HTML
e-Book file format	EPUB


**Warning:** For a correct image handling and processing, make sure your image size does *not* exceed 75 megapixels

**Tip:** For further details on the available **settings per format or per destination**, go to [Configure output settings](#)

Select your Output format

- 1 In **the output area**, click on **Output format** . A navigation rail opens listing all the possible output formats
- 2 Select the format of your choice
- 3 If needed, click on the **Option menu** ... to define the **settings** of your output format

Select your Output destination

- 1 In **the output area**, click on **Output destination** . A navigation rail opens listing the possible destinations
- 2 Select the destination of your choice: **Local, Cloud, or Email**.
- 3 Click then on the **Option menu** ... to define the **settings** of your output destination

Save/Save Batch

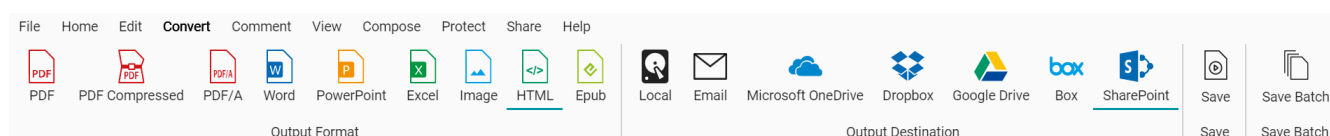
Once you are ready to export/save, click the **Save button**  or the **Save Batch button** via the **Option menu** ...

Save Batch allows you to save multiple documents in one shot with the same settings.

- 1 Click on **Save batch**. A pop-up window opens and list all the **currently active documents in the workspace**
- 2 Select the documents you want to save/convert
- 3 Click **OK**.

The selected documents are being exported/saved.

In **Ribbon mode**, go to the **Convert** tab to find the export formats, destinations and Save/Save batch buttons.



Quick Convert


Readiris PDF remembers your latest output format and output destination, so that you can simply click the **Save button** if no change in your settings is needed.

In the **Ribbon mode**, the **Quick convert** buttons are available from the **Home** tab. These are the shortcuts to your favorite output formats, without opening the Settings panel.

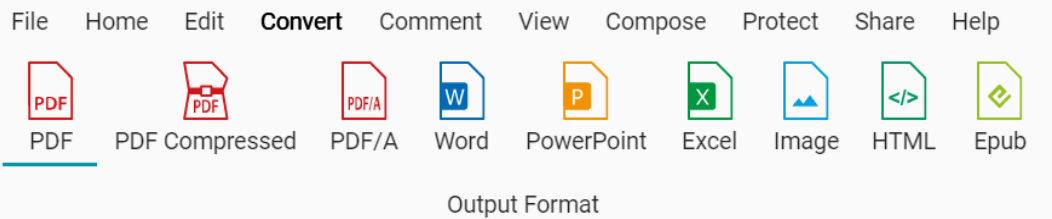
A **Save As** dialog appears allowing you to choose a name and destination for the file.

Configure output settings

Settings per format

- 1 In **the output area**, click on **Output format** . A navigation rail opens listing all the possible output formats
- 2 Select the format of your choice
- 3 Click on the **Option menu** ... below the **Output format** button. A window opens
- 4 Define the settings

In **Ribbon mode**, go to tab **Convert > Output format**. When you select an output format, the **settings panel** opens.



PDF

Section	Option	Description
Generalities	PDF type	<ul style="list-style-type: none">• PDF Searchable (recognized text in background + original image on top of it) (default)• PDF Image (original image only)• PDF Text and graphic zones (recognized text only, image as graphics)• PDF Text over image (image in the background and recognized text on top of it)
	PDF version	8 PDF versions to choose from
	Quality slider	<p>Slider from 0 to 8:</p> <ul style="list-style-type: none">• 0: minimal size• 1: very small size• 2: small size• 3: favor size over quality

		<ul style="list-style-type: none"> • 4: medium quality • 5: favor quality over size • 6: high quality • 7: very high quality • 8: maximal quality
	Check boxes: <ul style="list-style-type: none"> • JPEG 2000 compression • Embed fonts • Smoothing 	Depending on the PDF type you select, some of these options are made available.
Security	Password to open	Set a password (max. 32 characters) that will be required at opening of your document
	Password to edit	Set a password (max 32 characters) that will be required to edit your document. 'Password to open' and 'Password to edit' should be different.
	Printing allowed (if password to edit is checked)	No per default. If yes, high resolution or low resolution
	Changes allowed (if password to edit is checked)	No per default. If yes, set the change type you are allowing in your document (from a drop-down list)
	Enable text access for screen reader devices for the visually impaired (if Password to edit is checked)	No per default. If yes, then the text can be read by screen readers for blind or visually impaired users.
	Enable copy (if Enable text access is checked)	No per default. If yes, then the text can be copied.
	Signature	Available digital IDs or certificates are listed in a drop-down list. This is a global signature of the PDF file . Make sure your certificate is loaded in Readiris PDF before using it. If your certificate does not appear, restart the application.
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

PDF Compressed

Section	Option	Description
Generalities	PDF version	12 PDF versions to choose from
	Quality slider	Slider from 0 to 8: same values as PDF settings
Security	Same settings as PDF settings	
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

PDF Archive (PDF/A)

Section	Option	Description
Generalities	PDF type	Same options as PDF settings
	PDF version	6 PDF/A versions to choose from
	Quality slider	Slider from 0 to 8: same values as PDF settings
	JPEG 2000 compression	Check the box if you want to apply the JPEG compression
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

Image

Section	Option	Description
	Image format	<ul style="list-style-type: none"> • TIFF multi pages • BMP • JPEG • PNG • TIFF single page
	Quality slider	Set a quality level for JPEG format (in percentage from 1 to 100)

Word

Section	Option	Description
Generalities	Paper size	Select the paper size from a drop-down list (default is automatic)
	Document structure:	Exact: all detected paragraphs of text are placed in frames to ensure exact reproduction of the original document layout. The whole input image is placed in background to ensure maximum similarity to the original. This option offers less freedom for layout modification.
	<ul style="list-style-type: none"> • Exact (default) • Editable • Flowing • None 	Editable: the detected elements are placed in frames to ensure exact reproduction of the original document layout; graphic elements are created to allow the layout modification. Flowing: the layout of the original pages is reproduced as closely as possible with body text and page columns, using frames only for elements outside of the body text. None: the layout of the original pages is not retained, all elements are written as body text in reading order.
	Landscape	Check the box for a landscape orientation
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

Excel

Section	Option	Description
Generalities	Document structure	3 choices:
		<ul style="list-style-type: none"> • Recreate source document (default) • Tables and text • Tables only
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

PowerPoint

Section	Option	Description
Generalities	Layout	3 choices:
		<ul style="list-style-type: none"> • Standard (default) • Fit content • Wide screen
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

HTML

Section	Option	Description
Generalities	Document structure:	Exact: all detected paragraphs of text are placed in frames to ensure exact reproduction of the original document layout. The whole input image is placed in background to ensure maximum similarity to the original. This option offers less freedom for layout modification.
		<ul style="list-style-type: none"> • Exact (default) • Flowing • None
		Flowing: the layout of the original pages is reproduced as closely as possible with body text and page columns, using frames only for elements outside of the body text.



None: the layout of the original pages is not retained, all elements are written as body text in reading order.

Section	Option	Description
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

EPUB

Section	Option	Description
Metadata	Title, subject, author and keywords	Set metadata to provide additional information about your file

Settings per destination

- 1 In the **output area**, click on **Output destination** . A navigation rail opens listing all the possible output destinations
- 2 Select the destination of your choice: **Local, Cloud, or Email**
- 3 Click then on the **Option menu**  to define the **settings** of your output destination

Local

Section	Option	Description
	Path	Define the path to your local output folder
	Check box: Open the file after creation	Check that box for the file to open straight after export is finished

Cloud

With Readiris PDF you can send documents to **Box, DropBox, MS OneDrive, Google Drive, or SharePoint.**



Warning: You need a valid Box, Dropbox, MS OneDrive, Google Drive, or SharePoint account and an Internet connection to be able to save your documents there.




Note: In **Ribbon mode**, go to tab **Share or Convert**.

Configuring the Connectors

- 1 Once you have selected a **Cloud** as destination, click on the **Option menu** A window opens.
- 2 Click on the folder icon to edit settings
- 3 Follow the on-screen wizard instructions to **configure your account** (authentication and path)

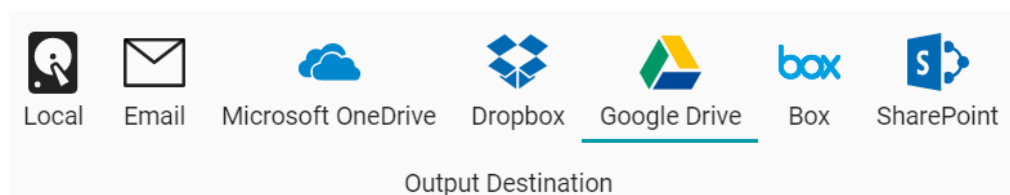
The configuration to your favorite Cloud accounts is persisted. Only the authentication is required again when the token has expired.

Email

- 1 Once you have selected the **Email** as destination , click on the **Option menu** A window opens.
- 2 Enter your recipient email address and a subject



Once you have clicked the **Save** button, Readiris PDF opens your default mail client for you to compose your email.

In **Ribbon mode**, go to tab **Convert > Output destination** or to tab **Share > Share**.





Print

Send to printer

- 1 Click on the **Print button**  in the **Output area** OR go to **File Menu**  and select **Print**.
- 2 The **print page** opens.



- 3 Select a printer from the list.
- 4 Click on the **Printer settings icon**  to edit the printer settings.
- 5 Choose the pages to be printed from the following options: **all pages**, the **current page** or a **custom range**.
- 6 If you chose **Custom range**, enter page numbers and/or page ranges separated by commas. For example: 1,2,4-6
- 7 Start printing by clicking on the **Print button** 

In the **Ribbon mode**, go to tab **Convert > Print** and click on the **Print button**.

How to obtain good recognition results?

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

The document language	Make sure you select the right OCR Language in the User settings (ALD or Manual). Especially if your document mixes languages.
The quality of the scanned documents	If the scanned documents are too bright, or too dark, Readiris PDF might have trouble recognizing them.
The rotation of your image	Make sure the imported image has the right rotation. If not, use the Rotate tool in the Image processing options.
The resolution of your imported images	<p>If you are using a scanner to scan documents, the image quality is also linked to the scanner settings. See the section Configure your scanner to make sure the right settings have been selected for your scanner.</p> <p>Make the scan resolution is set to 300 dpi for regular documents and to 400 dpi for small print and Asian languages.</p>
The recognition zones	see Page Analysis



Warning: an image of very poor quality will not be correctly recognized even after verification of the above points.

How to do a right-click conversion?

You can access some **quick actions** via the **right-click Menu** of your **File Explorer**.



Caution: If you have just installed Readiris PDF, you need to restart before this feature is available.

- 1 In a File Explorer, select *one or more*:
 - image files (.tif, .tiff, .jpg, .jpeg, .bmp, .png)
 - PDF files (.pdf)
 - Microsoft Office Word documents (.doc, .docx)
 - Microsoft Office Excel files (.xls, .xlsx)
 - Microsoft Office PowerPoint files (.ppt, .pptx)
- 2 Right-click and go to Readiris PDF in the menu
- 3 Select an action:
 - If you selected *one file only*, the available actions are:
 - **Open** with Readiris PDF
 - **Convert** to PDF
 - **Convert** to Word
 - **Convert** to Excel
 - **Convert** to PowerPoint
 - If you selected *more than one file*, the available actions are:
 - **Open** with Readiris PDF
 - **Convert** to PDF
 - **Merge** to PDF





Tip: The order of your Convert or your Merge follows the order of your selection/clicks.

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

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

How to use the Text Editor?

To enter editing mode

- 1 Go to **Edit** in the Icon bar 
- 2 Click on **Text** . The **Settings panel** opens.

In the **Ribbon mode**, go to **tab Edit > Edit section > Edit Text**.

To edit a word, a sentence or a paragraph

- 1 Click in the sentence to enter **caret navigation**. An edition box is displayed around the paragraph.
- 2 Edit text (add or remove characters)



Tip: To **select text** in caret navigation, you can use the keyboard shortcut **Shift+Right or Left Arrow**

To move or resize a paragraph

- 1 Click in the paragraph to enter **caret navigation**. An edition box is displayed around the paragraph.
- 2 Thanks to the move cursor, move the paragraph by dragging and dropping the box where you want.
- 3 Thanks to the resize cursor, resize the paragraph as you want (text can stretch or shrink).

To change font type, font size, font color or font style

- 1 Click in a paragraph to enter **caret navigation**. An edition box is displayed around the paragraph.
- 2 Select the text you want to edit.
- 3 Select the font options in the **Settings panel**.



To change paragraph alignment

- 1 Click in a paragraph to enter **caret navigation**. An edition box is displayed around the paragraph.
- 2 Select the alignment options in the **Settings panel**. The full paragraph is aligned as selected.

How to sign a PDF document

Two ways of signing **using digital IDs** are available:

Sign with a stamp

- 1 Go to **Comment** in the Icon bar 
- 2 Click on **Signature** . The **Settings** panel opens.
- 3 Click on the page. Draw a stamp box. Thanks to the move cursor, you can place the stamp where you want.
- 4 In the **Settings** panel, select a digital ID available from the 'Digitally signed by' drop-down list
- 5 In the **Reason** field, select a reason from the drop-down list or enter a new reason (free and optional).
- 6 In the **Location** field, enter a location (free and optional)
- 7 In the **Contact** field, enter the name of a contact (free and optional)

The **signature stamp** is displayed in one location, but is global for the document.

Select a PDF output format for the export.

In the **Ribbon mode**, go to **tab Protect > Sign section** and click on **IDs & Certificate**.

Sign with the PDF output settings

- 1 Go to the [Output area](#), and choose a **PDF output** format
- 2 In the [Settings](#), go to the **Security** section
- 3 Select a digital ID available from the 'Signature' drop-down list. The signature is global for the document

The signature is *not* displayed on the document.



Tip: Available **digital IDs or certificates** are listed in a drop-down list. Make sure your certificate is loaded in Readiris PDF before using it. If your certificate does not appear, **restart** the application.

How to view, add, rename or delete Bookmarks

View

You can **view** bookmarks in your document via the **Bookmark panel** in the left navigation panel.

- 1 Click on **Bookmark panel**


The list of existing bookmarks is displayed.

When you click on a bookmark, the target page is displayed.

Add, Add child, Set Destination

Add

You can **add** bookmarks on selected pages.

- 1 Go to the **Thumbnail Panel**
- 2 Select the page you want to bookmark
- 3 Go to the **Bookmark panel**
- 4 Click **Add** .

A new bookmark is created, named and ordered after the targeted page number.

If you cut/copy and paste a page, the bookmarks targeting that page are copied and pasted too.

In the [Ribbon mode](#), go to tab **Comment > Bookmark section > Add** to add a bookmark.

In the [Modern mode](#), go to tab **Comment > Bookmarks** to add a bookmark.

Add child

By right-clicking on a bookmark, you can also **add a child** to it.

- 1 Go to the **Thumbnail Panel**
- 2 Select the page you want to bookmark as a child
- 3 Go to the **Bookmark panel**
- 4 Right-click on the bookmark under which you want to add a child bookmark
- 5 Select **Add child**

A new child bookmark is created, named and ordered after the targeted page number.

Set destination

You can **redefine the destination** of an existing bookmark.

- 1 Go to the **Thumbnail Panel**
- 2 Select the page on which you want to set the destination
- 3 Go to the **Bookmark panel**
- 4 Right-click on the bookmark for which you want to assign the destination page
- 5 Select **Set destination**

The bookmark points to the new selected page.

Rename

- 1 Go to the **Bookmark panel**
- 2 Right-click on the bookmark you want to rename
- 3 Select **Rename**
- 4 Enter the new name of your bookmark in the pop-up widow. Click **OK**.

The bookmark is renamed.

Delete

- 1 Go to the **Bookmark panel**
- 2 Right-click on the bookmark you want to delete
- 3 Select **Delete**
- 4 A confirmation message is displayed. Click **Yes**.

The bookmark is deleted.

If you delete a page, the bookmarks targeting that page are deleted too.



Caution: for the **Bookmarks** to be included in your exported documents, the output format *must* be a **PDF**.


How to view, add, comment or delete Attachments

View

You can **view** attachments in your document via the **Attachment panel** in the left navigation panel.


- 1 Click on **Attachment Panel**.


The list of Attachments is displayed.

If you select an attachment, the page on which it is located is displayed. An **attachment icon**  shows you the location.

Add

You can **add** attachments to your document.

- 1 Go to the **Attachment panel**
- 2 Click **Add** . The file browser opens.
- 3 Select your file to import
- 4 Click **Open**


The file is attached on the current page. The **attachment icon**  appears. Thanks to the move cursor, you can place the attachment where you want.

In the **Ribbon mode**, go to tab **Comment > Attachment section > File** to add a file as attachment.

In the **Modern mode**, go to tab **Comment > Attachments** to add an attachment.

Comment

You can **add a comment** on a selected attachment.

- 1 Go to the **Attachment panel**
- 2 Select the attachment you want to comment (or select directly the **attachment icon** )
- 3 In the **Settings panel**, click on the plus button to add a comment.

A comment is added.

Simply click the bin icon to delete your comment if needed.

Save


- 1 Go to the **Attachment panel**
- 2 Right-click on the attachment you want to save
- 3 Select **Save**
- 4 The file browser opens, select the location to save the file
- 5 Click **Save**

The attachment is saved.

Delete

- 1 Go to the **Attachment panel**
- 2 Right-click on the attachment you want to delete
- 3 Select **Delete**
- 4 A confirmation message is displayed. Click **Yes**.

OR

- 1 Right-click on the attachment icon 
- 2 Select **Delete**.

The attachment is deleted.






Caution: for the **Attachments** to be included in your exported documents, the output format *must* be a **PDF**.

How to add a QR code

QR codes can be very handy nowadays as they can be read and understood by mobile devices.

Let's take, for example, the QR code 'mailto'.

- 1 Go to **Edit** in the Icon bar 
- 2 Click on **Add Barcode** . The **Settings panel** opens
- 3 Select type **QR** (default selection)
- 4 Select the **'Mail To' Preset**
- 5 Enter an email address in the Content field after the **'mailto:'** prefix. Example: mailto:john.doe@company.com
- 6 Draw the box on the page. The QR code is displayed
- 7 Drag and drop the barcode box wherever you want. Rotate and resize it according to your needs
- 8 Click on **Save**  to export it in your favorite format (PDF, Image, DOCX, HTML or PPTX).




The QR code is included in your document. Anyone who scans it with a smartphone can easily send an email to that recipient or save it as a contact.

Presets for QR Type help you with some **commonly used QR codes**.

These presets come with sample content that you can modify to suit your needs.

The list of presets is as follows: Call me, Visit my website, Mail to, Send SMS, WiFi credentials, Come and visit (map URL), Share contact details (business card).

You can take the following actions on these presets:

	Save changes to this barcode preset. Select an existing preset. Fill in the Content field and click on Save .
	Create new barcode preset. Click on Create . Fill in the Preset Name, add the Content and click on Save .
	Delete this barcode preset. Select an existing preset and click on Delete .


How to search and replace

The **Search box** in the **title bar** allows you to search and find text in the **active/current document**.





In a second step, you can **replace** the found text with a new text.

Search


- 1 Open the document you want to search (single-page view)
- 2 Go to the **Title bar** > **Search text** or press **F3**
- 3 Enter the text or phrase you want to locate
- 4 Click on the **Search** button  or press **Enter**
- 5 The search results are displayed in the **Settings panel** (you are now in **searching mode**).

It shows you the number of instances and the list of results within context. In the **single-page view**, the instances are highlighted in yellow.

Replace



- 1 Enter your new text in the **Replace with** field
- 2 Select the instance in which you want to replace text. Click on **Replace** 
- 3 To update all instances at once, click on **Replace all** 



Note: the **searching mode** does *not* allow selecting text. To select text, exit the searching mode by closing the **Settings panel** (.

How to automatically clean up your scanned images?

You can clean up images *directly at scanning* phase by setting and activating the On The Fly operations.

- 1 In **the input area**, activate the On The Fly operations by clicking on the button 
- 2 Click on the **Option menu** ... (Scan settings) below the **Scan** button . A window opens.
- 3 Select your **scanner** from the drop down list
- 4 Select one or more [image processing](#) operations among:
 - Delete blank pages
 - Auto-rotate pages
 - Deskew pages
 - Remove black borders

Be aware however that the more operations you select, the more time the scanning will take.

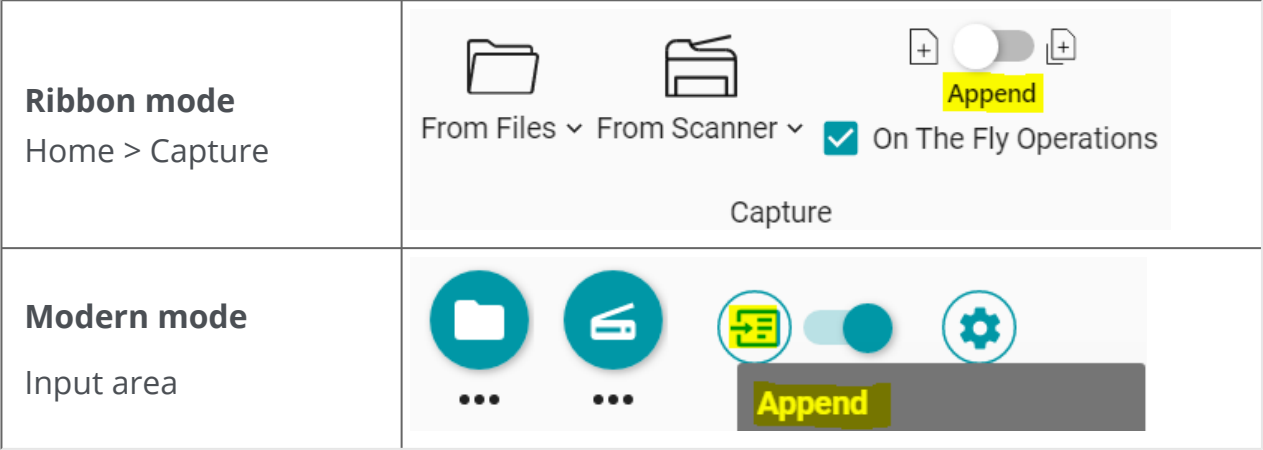
- 5 Click on **Scan**  or press **F4**

As a result, the scanned images are already processed and cleaned up as per your selection of operations.

The setting of these operations is saved and the activate/deactivate button gives you the flexibility to use it only when needed.

How to scan multiple pages into one document

- 1 Go to the **input area** (also capture/import area) and click on the slide button to get the **Append option** (see [Append setting](#)).



- 2 In the same **input area**, scan as many documents as you want by clicking on **Scan** or by pressing **F4**.

For more information on configuring your scanner, go to [Configure your scanner](#).



This same procedure applies to **input from Files**. Click **Open** or press **F5** instead of Scan or F4. Simply select multiple files of [supported formats](#) in the file browser. Click **Open**.



To create a new document, go back to the input area and click on the slide button to get the **New document option** (see [New document setting](#)).

How to separate and name your documents on import

When scanning documents

For **example**, you want to automatically separate the invoices you scan using a blank page as a separator. You want to remove the separator pages, and you want to name the files with the prefix 'invoice', the date and a counter.

- 1 In the input area, make sure the '[On the fly](#)' operations are enabled (enabled per default).
- 2 Click on the **Option menu** ... (Scan settings) under the **Scan** button . A window opens.
- 3 Select your scanner and keep the option 'Prompt for document name' **unchecked**.
- 4 In the **Image Processing section**, select the options you want.
- 5 In the **Separation section**, select the 'Blank page is detected' condition. Check the box 'Remove separator pages'. Check the box 'Duplex' if your scanner is a two-sided scanner.
- 6 In the **Naming section**, go to the **Structure field**. The default preset for this separation method is <DOCUMENT>_<DATE>_<TIME>_<COUNTER>.
- 7 Delete the <DOCUMENT> tag and type 'Invoice' instead.
- 8 Delete the <TIME> tag.
- 9 The resulting naming structure is: Invoice_<DATE>_<COUNTER>. These changes are saved until you click the **Reset** button  to restore the default naming structure.


Scan Settings


Select a connected scanner.

IRIScan Desk

☐ Prompt for document name

On The Fly Image Processing

☐ Delete blank pages
 ☐ Deskew pages

☐ Auto-rotate pages
 ☐ Remove black borders

On The Fly Separation

Condition for creating a new document

Blank page is detected

☐ Duplex

☒ Remove separator pages

On The Fly Naming

Date
 YYYY-MM-DD

+

Time
 HH-MM-SS

+


Counter starting at
 1

+

Structure
 Invoice_<DATE>_<COUNTER>

↻





Invoice_2023-01-31_1


The automatic separation and naming are ready. You can click on **Scan**  or press **F4**. A **new tab** opens for each new document in the **tab bar**.

When opening a document from file

For **example**, you want to automatically separate a PDF file containing event tickets based on a barcode (anywhere on the page) and you want to name the files with the prefix 'Ticket', the barcode value, the date and a counter.

- 1 In the input area, make sure the 'On the fly' operations are enabled (enabled per default).

- 2 Click on the **Option menu**  (Input settings) under the **Open** button . A window opens.
- 3 Select your file format and *uncheck* the option 'Use file name'.
- 4 In the **Image Processing section**, select the options you want.
- 5 In the **Separation section**, select the following conditions: 'Barcode is detected', 'Any type', and 'Any' Barcode content. The 'Remove separator pages' checkbox is *not* checked.
- 6 In the **Naming section**, go to the **Structure field**. The default preset for this separation method is <FILENAME>_<DATA>_<COUNTER>.
- 7 Delete the <FILENAME> tag and type 'Ticket' instead.
- 8 Keep the <DATA> tag (see the 'extracted data' tag).
- 9 Between <DATA> and <COUNTER>, add  the <DATE> tag followed by an underscore.
- 10 The resulting naming structure is: Ticket_<DATA>_<DATE>_<COUNTER>. These changes are saved until you click the **Reset** button  to restore the default naming structure.



Input Settings

File format

All files (*.*)

☐ Use file name

On The Fly Image Processing

☐ Delete blank pages

☐ Deskew pages

☐ Auto-rotate pages

☐ Remove black borders

On The Fly Separation

Condition for creating a new document

Barcode is detected

Select the barcode type.

Any Type

Barcode Content

Any

☐ Remove separator pages

On The Fly Naming

Input file name

+

Extracted data

+

Date

YYYY-MM-DD

+

Time

HH-MM-SS

+

Counter starting at

1


+

Structure

Ticket_<DATA>_<DATE>_<COUNTER>

↺



Ticket_YourData_2023-01-31_1

The automatic separation and naming are ready. You can click on **Open**  or press **F5**.
A **new tab** opens for each new document in the **tab bar**.

How to create and use a Smart Zone

Create a Smart Zone

See also chapter [Process > Edit > Smart zone](#)



- 1 Select the page on which you want to create a new zone.
- 2 Click **Edit**  in the Icon bar or Ribbon.
- 3 Click **Smart Zone** . The **Settings panel** opens.
- 4 Click the plus button and draw a box around the zone you want to define. The box can contain text or a barcode. The content is automatically recognized.
- 5 Fill in the **Name of your Smart Zone** in the **Settings panel**.
- 6 Drag and drop the box wherever you want. Resize it to fit your needs.


This Smart Zone now defines the specific area that can be used to automatically separate documents on import.


Use a Smart Zone


See also ['on the fly' operations](#).

For **example**, you want to automatically separate the pages you scan based on a text that is always in the same place on the page. You want to name the files with the Smart Zone value, the date, and a counter.

- 1 In the input area, make sure the 'On the fly' operations are enabled (enabled per default).
- 2 Click on the **Option menu**  (Scan settings) under the **Scan** button . A window opens.
- 3 Select your scanner and keep the option 'Prompt for document name' **unchecked**.
- 4 In the **Image Processing section**, select the options you want.
- 5 In the **Separation section**, select the following conditions: 'Smart zone is detected', your Smart Zone, and 'Any' content. The 'Remove separator pages' checkbox is *not* checked.
- 6 In the **Naming section**, go to the **Structure field**. The default preset for this separation method is <DOCUMENT>_<DATE>_<TIME>_<DATA>_<COUNTER>.
- 7 Delete the <DOCUMENT> tag.

- 8 Delete the <TIME> tag.
- 9 Move position between the <DATA> and the <DATE> tags.
- 10 The resulting naming structure is: <DATA>_<DATE>_<COUNTER>. These changes are saved until you click the **Reset** button  to restore the default naming structure.

 Scan Settings



Select a connected scanner.
IRIScan Desk

☐ Prompt for document name

On The Fly Image Processing

☐ Delete blank pages

☐ Deskew pages

☐ Auto-rotate pages

☐ Remove black borders

On The Fly Separation

Condition for creating a new document

Smart Zone is detected

Smart Zones

Smart Zone 1

Content

Any

☐ Remove separator pages

On The Fly Naming

Date

YYYY-MM-DD

+

Time

HH-MM-SS


+

Counter starting at


1

Structure

<DATA>_<DATE>_<COUNTER>





YourData_2023-02-10_1

The automatic separation and naming are ready. You can click on **Scan**  or press **F4**.
A **new tab** opens for each new document in the **tab bar**.



About

To find information about this software



- 1 Go to **File Menu** 
- 2 Select **Info** 

There you find the **software version** and the Serial number.

Search for updates

- 1 Click on **Help**  in the Icon bar or Ribbon (tab Help)
- 2 Click on the **Updates** icon 

OR

- 1 Go to **File Menu** 
- 2 Select **Update** 

In the **Ribbon mode**, go to tab **Help** and click on the **Updates icon**.

Keyboard shortcuts

Navigation



Description	Keyboard Shortcut
Toggle between light theme or dark theme (user interface)	F11
Toggle between modern mode or ribbon mode (user interface)	F12
Select multiple thumbnails or pages (multi-page view)	Shift+Click, Shift+Up or Down Arrow Keys, Shift+Page Down, Shift+Page Up
Select text in text editor	Shift+Right or Left Arrow keys
Zoom in or zoom out in the main Viewer (single or multi-page view) and in the Thumbnail panel	Ctrl+ mouse wheel
Zoom in in the main Viewer (single or multi-page view)	Ctrl+ "+" in the numeric keypad
Zoom out in the main Viewer (single or multi-page view)	Ctrl+ "-" in the numeric keypad

Commands

Description	Keyboard Shortcut
Go to Open section in the File menu	Ctrl+O
Go to Info section in the File menu	Ctrl+I
Go to Page in the Viewer toolbar	Ctrl+G
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V (per default: paste after)

Go to Search bar	Ctrl+F or F3
Undo	Ctrl+Z
Redo	Ctrl+Y
Select all	Ctrl+A
Save as...	Ctrl+S
Print current document	Ctrl+P
Delete	Del
Rename document in the tab bar	F2
Open file	F5
Start scanning	F4
Start exporting	F9
Open Help (user guide)	F1

User Guide

- 1 Click on **Help**  in the Icon bar
- 2 Click on the **Documentation** icon 

OR

- 1 Go to **File Menu** 
- 2 Select **Help** 

In the **Ribbon mode**, go to tab **Help** and click on the **User Guide icon**.

Uninstall Readiris PDF

Should you want to remove Readiris PDF from your computer, follow the **Uninstall instructions** of your **Operating System**.

On a **Windows 10 OS**:

- 1 Close Readiris PDF
- 2 From the **Windows Start menu**, go to **Settings > Apps > Apps & features**
- 3 Select Readiris PDF from the list and click **Uninstall**

Glossary

Duplex scanning

Duplex scanning, or two-sided scanning, refers to the ability of a scanner to scan both sides of a sheet of paper simultaneously.

ICR

ICR stands for Intelligent Character Recognition, I.R.I.S.' proprietary technology for reading printed handwritten characters.

iHQC

iHQC stands for intelligent High-Quality Compression, I.R.I.S.' proprietary, efficient compression technology for PDF image format.

Inpainting

Inpainting is the process of filling-in damaged or missing parts in a designated region of the visual input to present a complete image.

On The Fly

This phrase describes something that is being changed while the process that the change affects is ongoing.

Serial number

Also activation code. That is the number that allows you to fully use Readiris PDF software.

Simplex scanning

Simplex scanning, or one-sided scanning, refers to a scanner that scans only one side of the paper.

Smart Zone

A Smart Zone is an area you can draw anywhere on the page where the data you want to extract appears, and which you can save in the custom Smart Zone library. A Smart Zone has a fixed size and position on the page. The type of Smart Zone is automatically detected and extracted by Readiris, which means that Readiris can determine whether it is a text or a barcode and automatically configure the Smart Zone accordingly. When using the Smart Zone for on-the-fly separation, Readiris searches for data in this zone on each imported page. If data is found (text or barcode, data that is present with any content, that changes content or that contains a specific value), the separation condition is met and the separation will take place on that page. The data will be used to name the file if it is defined in the naming structure with the <DATA> tag. Note that if a Smart Zone is defined on a large page size and you import small pages, the Smart Zone will be outside the imported page. This Smart Zone will be recognized as empty.

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Patent Statements

Readiris PDF integrates the following patent-granted I.R.I.S. technologies: US8068684; US8331706; US8666185; JP5501958; US8995780; EP2143039A2; EP14163365.1; BE1022166; BE1022635; US8913836; BE1022630; US8897600; BE1022636; US8811751;

US8411940; BE1021013; US9058517; US9183636; US9311558; BE1025006; BE1022562;
US9798943; BE1024194; US9836646; BE1024836; CN106462773B;
CN106255979B; JP6609267; JP6693887B2; GB2571530; BE1026039; GB2572386;
BE1026159; BE1026095; US11270143B2.

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Data privacy

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