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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.

The software described in this document is furnished under a license agreement which states the terms of use of this product. The software may be used or copied only in accordance with the terms of that agreement.

No part of this publication may be reproduced, transmitted, stored in a retrieval system, or translated into another language without the prior written consent of I.R.I.S.
System Requirements
The minimum required specifications to run Readiris PDF are:

Software requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer and processor</td>
<td>1.5 GHz processor or higher</td>
</tr>
<tr>
<td>Memory</td>
<td>8 GB RAM or higher</td>
</tr>
<tr>
<td>Available hard drive space</td>
<td>5 GB or higher</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10, Windows 11, 64-bit</td>
</tr>
<tr>
<td>Other</td>
<td>Internet connection</td>
</tr>
</tbody>
</table>

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](http://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:

- A 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**.

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.

1. 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.

2. The **main Viewer** allows you to process your document and view your actions.

3. The **Viewer Toolbar** allows you to process your document and view your actions.

4. The **Viewer Toolbar** allows you to:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tooltip</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="View Previous/Next page" /></td>
<td>View Previous/Next page</td>
<td>Move through pages</td>
</tr>
</tbody>
</table>

**Toggle Scrolling/Single-page/Multi-page View**

By default, the **scrolling view** is on. The **scrolling view** allows you to scroll vertically all the pages of your document.
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).

<table>
<thead>
<tr>
<th>Icon</th>
<th>Mode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎬</td>
<td>Select items</td>
<td>Select objects on the page or draw areas on the page with your mouse cursor.</td>
</tr>
<tr>
<td>👁️</td>
<td>Move inside image</td>
<td>Move around the page following your mouse cursor (similar to scrolling up or down as well as left or right at the same time)</td>
</tr>
</tbody>
</table>
| 💫   | Zoom                  | • 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.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Info" /></td>
<td><strong>Info.</strong> Gives you information about this software (version, serial number)</td>
</tr>
<tr>
<td><img src="image" alt="Open" /></td>
<td><strong>Open.</strong> 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.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td><strong>Save.</strong> Allows you to save your active document to various destinations (local computer, email, Cloud) and includes shortcuts to convert to other formats.</td>
</tr>
<tr>
<td><img src="image" alt="Save as..." /></td>
<td><strong>Save as...</strong> Opens a Save As dialog to save your document locally.</td>
</tr>
<tr>
<td><img src="image" alt="Close document" /></td>
<td><strong>Close document.</strong> Closes the current active document.</td>
</tr>
<tr>
<td><img src="image" alt="Share" /></td>
<td><strong>Share.</strong> Gives you access to your favorite shared destinations via shortcuts (Email, Cloud)</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td><strong>Print.</strong> Opens the print page. For a description, go to chapter Print</td>
</tr>
<tr>
<td><img src="image" alt="User Settings" /></td>
<td><strong>User Settings.</strong> Allows you to set your preferences</td>
</tr>
<tr>
<td><img src="image" alt="Activation" /></td>
<td><strong>Activation.</strong> Allows you to activate this software</td>
</tr>
<tr>
<td><img src="image" alt="Update" /></td>
<td><strong>Update.</strong> Allows you to search for updates</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td><strong>Help.</strong> Opens the User Guide</td>
</tr>
<tr>
<td><img src="image" alt="Exit" /></td>
<td><strong>Exit</strong> the application</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Modern mode</th>
<th>Ribbon mode</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Modern mode" /></td>
<td><img src="image" alt="Ribbon mode" /></td>
</tr>
</tbody>
</table>

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**

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

**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:

- From Files
- From Scanner
- New Document
- On The Fly Operations
- Capture

**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 📋/enção.

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:

<table>
<thead>
<tr>
<th>TWAIN</th>
<th>It supports almost any flatbed and sheet-fed scanner, all-in-one device, digital camera and scanner currently available. A TWAIN scanner requires a <strong>TWAIN driver</strong>. Make sure it is installed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>32-bit drivers</td>
<td>It supports 32-bit scanners only</td>
</tr>
<tr>
<td>Simplex &amp; Duplex</td>
<td>Scanners that offer duplex scanning are supported</td>
</tr>
<tr>
<td>USB</td>
<td>Scanners with USB plugin are supported</td>
</tr>
<tr>
<td>Network or Wi-Fi</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

---

### '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:

- **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:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page counter</td>
<td>E.g. If the page counter is 2, then the separation is done every two pages.</td>
<td></td>
</tr>
</tbody>
</table>
Barcode

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.

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

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

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
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:

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description and options</th>
<th>Result</th>
</tr>
</thead>
</table>
| <FILENAME> or <DOCUMENT> | <FILENAME> is the tag that applies by default when importing from files. | Structure  
<FILENAME>_freeText  
YourDocument_freeText |
|           | Remember that the 'Use file name' box is checked by default.  
☑️ Use file name |  
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 not contained between <> signs. Below the **Structure line**, you can preview the result. |
|           | You can erase this tag from the Structure and click the plus button + to add it again. |  
<DOCUMENT> is the tag that applies by default when importing from a scanner. |
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>

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>

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.

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

<table>
<thead>
<tr>
<th>Icon/tooltip</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto-rotate</td>
<td>Auto-rotate rotates images automatically</td>
<td></td>
</tr>
<tr>
<td>Rotate 90°</td>
<td>Rotate 90° clockwise</td>
<td></td>
</tr>
<tr>
<td>Rotate 180°</td>
<td>Rotate 180°</td>
<td></td>
</tr>
<tr>
<td>Rotate -90°</td>
<td>Rotate 90° anti-clockwise</td>
<td></td>
</tr>
<tr>
<td>Deskew</td>
<td>Deskew aligns a scanned image horizontally to compensate for skewing</td>
<td></td>
</tr>
</tbody>
</table>
| Contrast brightness | Adjust the contrast and the brightness levels to color or grayscale images | • Brightness slider: optimizes the intensity of light  
  • Contrast slider: optimizes the distinction between lighter and darker areas |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
<th>Options/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grayscale</td>
<td>Grayscale converts color images into grayscale images</td>
<td></td>
</tr>
<tr>
<td>Binarize</td>
<td>Binarize turns color and grayscale images into binary (black-and-white) images</td>
<td>• Brightness slider: optimizes the intensity of light</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contrast slider: optimizes the distinction between lighter and darker areas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Smoothing slider: it removes noise from the scans. The higher the value, the higher the removal</td>
</tr>
<tr>
<td>Negative</td>
<td>Negative inverts the colors of the scanned documents</td>
<td></td>
</tr>
<tr>
<td>Crop</td>
<td>Crop the image by defining an area.</td>
<td>• Click on <strong>Crop</strong>. The <strong>Settings panel</strong> opens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the <strong>mouse</strong> and <strong>draw</strong> a box around the section you want to crop.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Drag and drop the box where you want and resize it according to your needs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click <strong>Apply</strong> in the Settings panel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once the cropping is applied, you <em>cannot</em> come back to the original image. You will need to import or scan it again.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click <strong>Cancel</strong> to remove your cropping selection (before applying).</td>
</tr>
<tr>
<td>Remove black borders</td>
<td>Remove black borders (or dark surroundings)</td>
<td>• Border: 1 (low), 2 (medium), 3 (high)</td>
</tr>
</tbody>
</table>
Remove punch holes  | Remove black punch holes from your page
---|---
Perspective correction  | Correct the perspective distortions of your page (3D correction)
Downscale  | Reduce the size of your page

Remove all recognized text zones (on single-page view).

- 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.

Text Removal

If you do not want to delete all 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.

For more information on recognition zones, go to Page Analysis.

- Crop to a selected area of the image: tick the box to enable the cropping
- Automatic crop
- Downscale percentage (from 100% to 1%)
- 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
Click on the desired image processing
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

<table>
<thead>
<tr>
<th>Icon/tooltip</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Split document</strong></td>
<td>Cut one or more pages from your current document. The split pages are pasted into a new document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Open the document you want to split</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click on <strong>Split</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter a name for the new document to be created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The new document is created and contains the split content</td>
<td></td>
</tr>
<tr>
<td><strong>Merge documents</strong></td>
<td>You can merge two files from among those open in your <strong>workspace</strong>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Open the document you want to merge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click on <strong>Merge</strong>. A pop-up window opens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Choose the <strong>Document name</strong> you want to merge into</td>
<td></td>
</tr>
</tbody>
</table>
• 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

<table>
<thead>
<tr>
<th>Cut</th>
<th>Cut the selected page(s) and copy to clipboard (Ctrl+X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>Copy the selected page(s) and copy to clipboard (Ctrl+C)</td>
</tr>
<tr>
<td>Paste</td>
<td>Paste the content of the clipboard (Ctrl+V, paste after per default)</td>
</tr>
</tbody>
</table>
| Delete pages | - 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.](image)

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**

<table>
<thead>
<tr>
<th>Icon/tooltip</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stamp</strong></td>
<td>Add pre-defined stamps (e.g. 'Approved' or 'Draft')</td>
<td>Create a new stamp by clicking on the + button</td>
</tr>
<tr>
<td></td>
<td>• Click on Stamp. The <strong>Settings panel</strong> opens.</td>
<td>• Remove a stamp from the list by selecting it and then clicking on the - button</td>
</tr>
<tr>
<td></td>
<td>• Select the stamp of your choice from the list.</td>
<td>• Text to display (e.g. Confidential)</td>
</tr>
<tr>
<td></td>
<td>• Click on the page. The stamp is displayed.</td>
<td>• Add metadata such as author, date, time-stamp</td>
</tr>
<tr>
<td></td>
<td>• Drag and drop the stamp wherever you want, resize or rotate it to fit your needs.</td>
<td>• Font type</td>
</tr>
<tr>
<td></td>
<td>To customize or to create your own stamps, use the <strong>Settings panel</strong>.</td>
<td>• Font color</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Border type: no border, square, rounded square, left arrow</td>
</tr>
</tbody>
</table>
## Draw

Draw various shapes on the page.
- 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.

### 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

Add a **stamp of digital signature**.
- 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**.
  The **signature stamp** is displayed in one location, but the signature is global for the document.

- 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

Add a small text or a sticky note to your page.

- **Text**: write text, select font color, background color, border color, border pattern, border thickness and opacity of the full shape.
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.

Watermark
Add a watermark across each page.
(Not visible on thumbnail and in multi-page view)
- Click on Watermark. The Settings panel opens.
- Fill in the settings.

- Sticky note: write text, select border color.

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.

Markup
Add markups to words or sentences.
- Click on Markups. The Settings panel opens.
- Select a markup type and a color
- Mouse select the word or sentence you want to markup.

Also available with Select Text + Right-click

- Markup type:
  Highlight, Underline, Squiggly line or Strikethrough
- Color: select a color

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.

Redaction
Permanently remove (blackening out) sensitive information from your document.
- 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.

---

**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.

---

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.
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

<table>
<thead>
<tr>
<th>Icon/tooltip</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Editor</td>
<td>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.</td>
<td>Text Reflow: select a formatting type:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Automatic rearranges automatically the edited text in its paragraph frame according to the alignment options. Resizing the paragraph automatically rearranges it.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Manual keeps the edited text on the same line and the paragraph width is adjusted. The Enter key</td>
</tr>
</tbody>
</table>

File Home Edit Convert Comment View Compose Protect Share Help
| Edit Text | Create Zone | Smart Zones | Language | Analyze | Out Copy Paste | Auto-rotate | Rotate -90° | Deskew | Rotate 90° | Rotate 180° | Remove Punch Holes | Binarize | Crop | Image Processing | Grayscale | Text Removal | Negative | Contrast Brightness | Perspective Correction | Downscale | Image | Text | Barcode | Add Content |
Create a new recognition zone and associate a type to it. cf. Page Analysis below

- 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

The Zone panel shows you the new added zone.

Smart Zone

Manage a Smart Zone that can be used to customize automatic separation in 'on the fly' operations.

- 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.

Smart Zone list: drop-down list

Name: the default name is 'Smart Zone' + counter. You can edit it.

Content: this field is filled in automatically, as it is recognized by Readiris PDF. You cannot edit it.
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

Allows you to change the OCR language of the current document.

- 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

Each page is divided into recognition zones. cf. Page Analysis below.

The Zone panel shows you all the recognized zones on a page. Click on the slide button to show/hide them. (Page > Zones)

When you click on a zone, the Settings panel opens and the zone type is shown. There you can change it.

A zone can be moved or resized thanks to the move or resize cursor.

Zone types: image/graphics, text, table, or barcode

Add Image

Add an ‘image’ to your page

- 'Open file' button: browse for the image you want to use as a 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
- 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

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...

Add Text (Stamp)

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.

Add Barcode
Drag and drop the barcode box wherever you want. Rotate and resize it to fit your needs.

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.

<table>
<thead>
<tr>
<th>Zone Type</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>blue</td>
</tr>
<tr>
<td>Image/graphics</td>
<td>green</td>
</tr>
<tr>
<td>Table</td>
<td>pink</td>
</tr>
<tr>
<td>Barcode</td>
<td>light orange</td>
</tr>
</tbody>
</table>
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

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

⚠️ **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

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF type</td>
<td></td>
<td>• PDF Searchable (recognized text in background + original image on top of it) (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PDF Image (original image only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PDF Text and graphic zones (recognized text only, image as graphics)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PDF Text over image (image in the background and recognized text on top of it)</td>
</tr>
<tr>
<td>Generalities</td>
<td>PDF version</td>
<td>8 PDF versions to choose from</td>
</tr>
<tr>
<td></td>
<td>Quality slider</td>
<td>Slider from 0 to 8:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0: minimal size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1: very small size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2: small size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3: favor size over quality</td>
</tr>
<tr>
<td>Check boxes:</td>
<td>Depending on the PDF type you select, some of these options are made available.</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>JPEG 2000 compression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Embed fonts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoothing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password to open</th>
<th>Set a password (max. 32 characters) that will be required at opening of your document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password to edit</td>
<td>Set a password (max 32 characters) that will be required to edit your document. 'Password to open' and 'Password to edit' should be different.</td>
</tr>
<tr>
<td>Printing allowed (if password to edit is checked)</td>
<td>No per default. If yes, high resolution or low resolution</td>
</tr>
<tr>
<td>Changes allowed (if password to edit is checked)</td>
<td>No per default. If yes, set the change type you are allowing in your document (from a drop-down list)</td>
</tr>
<tr>
<td>Enable text access for screen reader devices for the visually impaired (if Password to edit is checked)</td>
<td>No per default. If yes, then the text can be read by screen readers for blind or visually impaired users.</td>
</tr>
<tr>
<td>Enable copy (if Enable text access is checked)</td>
<td>No per default. If yes, then the text can be copied.</td>
</tr>
</tbody>
</table>

**Security**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Available digital IDs or certificates are listed in a drop-down list. This is a <strong>global signature of the PDF file</strong>. Make sure your certificate is loaded in Readiris PDF before using it. If your certificate does not appear, restart the application.</th>
</tr>
</thead>
</table>

**Metadata**

| Title, subject, author and keywords | Set metadata to provide additional information about your file |
## PDF Compressed

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

## PDF Archive (PDF/A)

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

## Image

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image format</td>
<td></td>
<td>• TIFF multi pages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• BMP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• JPEG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PNG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TIFF single page</td>
</tr>
<tr>
<td>Quality slider</td>
<td></td>
<td>Set a quality level for JPEG format (in percentage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from 1 to 100)</td>
</tr>
<tr>
<td>Section</td>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Generalities</td>
<td>Paper size</td>
<td>Select the paper size from a drop-down list (default is automatic)</td>
</tr>
<tr>
<td></td>
<td>Document structure: Exact</td>
<td><strong>Exact</strong>: 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.</td>
</tr>
<tr>
<td></td>
<td>Document structure: Editable</td>
<td><strong>Editable</strong>: 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.</td>
</tr>
<tr>
<td></td>
<td>Document structure: Flowing</td>
<td><strong>Flowing</strong>: 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.</td>
</tr>
<tr>
<td></td>
<td>Document structure: None</td>
<td><strong>None</strong>: the layout of the original pages is not retained, all elements are written as body text in reading order.</td>
</tr>
<tr>
<td></td>
<td>Landscape</td>
<td>Check the box for a landscape orientation</td>
</tr>
<tr>
<td>Metadata</td>
<td>Title, subject, author and keywords</td>
<td>Set metadata to provide additional information about your file</td>
</tr>
</tbody>
</table>
### Excel

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalities</td>
<td>Document structure</td>
<td>3 choices:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Recreate source document (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Tables and text</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Tables only</td>
</tr>
<tr>
<td>Metadata</td>
<td>Title, subject, author and keywords</td>
<td>Set metadata to provide additional information about your file</td>
</tr>
</tbody>
</table>

### PowerPoint

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalities</td>
<td>Layout</td>
<td>3 choices:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Standard (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fit content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wide screen</td>
</tr>
<tr>
<td>Metadata</td>
<td>Title, subject, author and keywords</td>
<td>Set metadata to provide additional information about your file</td>
</tr>
</tbody>
</table>

### HTML

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalities</td>
<td>Document structure</td>
<td><strong>Exact</strong>: 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Flowing</strong>: 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.</td>
</tr>
</tbody>
</table>
None: the layout of the original pages is not retained, all elements are written as body text in reading order.

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

EPUB

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata</td>
<td>Title, subject, author and keywords</td>
<td>Set metadata to provide additional information about your file</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Path</td>
<td>Define the path to your local output folder</td>
</tr>
<tr>
<td></td>
<td>Check box: Open the file after creation</td>
<td>Check that box for the file to open straight after export is finished</td>
</tr>
</tbody>
</table>

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:

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

![Warning icon] **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 (x).
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).

<table>
<thead>
<tr>
<th>Ribbon mode</th>
<th>Modern mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home &gt; Capture</td>
<td>Input area</td>
</tr>
</tbody>
</table>

| From Files | From Scanner | On The Fly Operations | Capture |

| Append |

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.
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.
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.

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

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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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Documentation version 1.5.0.10 - Product version 23.0

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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;
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