**How to use ABBYY FineReader**
1. Put your document on the L drive on the desktop.

2. Click on the FineReader OCR Pro icon ( ) in the dock.
3. A new task window will open that gives you the following options:
    a. Convert to PDF Document
    b. Convert to Word Document
    c. Convert to Excel Spreadsheet
    d. Convert to HTML Document
    e. Import Images to New Document
   f. Choose the document language using one of the languages in the dropdown menu.
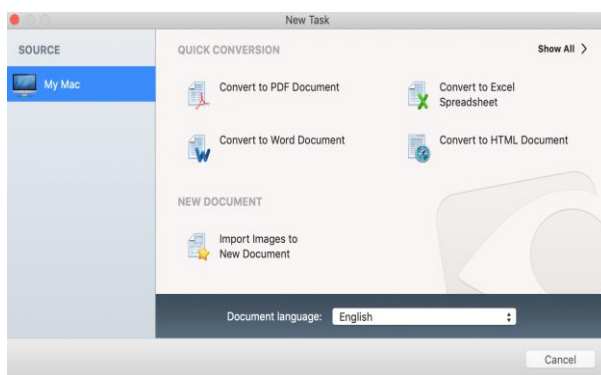
4. A window will open. Locate and select the document you would like to digitize on the L drive, and click open.
5. The software will recognize the document. There is a progress bar to indicate how much time is remaining.
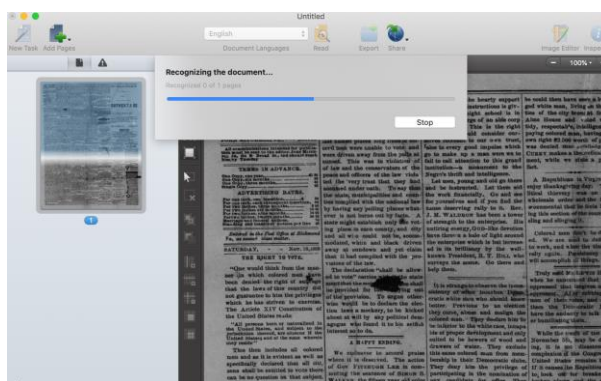

6. You will be asked to create a title and save the OCRed document.
    a. If you do not wish for the OCRed document to open in a separate window, uncheck the box that says open the document after saving.

7. The OCRed document will open in a separate window in Preview. It will not look any different than the original document. Use the search box to search for keywords or phrases. This enables you to test how effective the OCR software has been prior to any end-user intervention.

8. Within the FineReader software, you can right click on the colored boxes. This gives you the following options:
   a. Analyze area
   b. Change area type
      i. Text area
      ii. Table area
      iii. Picture area
      iv. Background image area
      v. Barcode area
      vi. Recognition area
   c. Delete area
   d. Delete all areas
   e. Zoom
      i. Various options
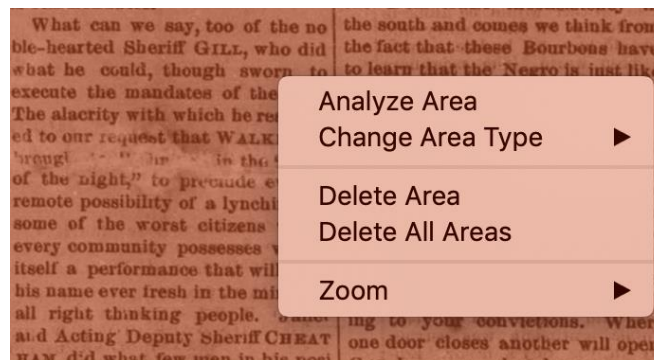
9. The boxes that are green in color are recognized by FineReader as text areas. When you right click on the green colored areas, you are given the following options:
   a. Analyze area
   b. Change area type
      i. See options under 8b
   c. Text function
      i. Autodetect
      ii. Main body text
      iii. Header or footer
      iv. Floating text block
      v. Caption
      vi. Line numbers
   vii. Other
   d. Text orientation
      i. Normal

<ol type="i" start="2">
Rotated left
Rotated right
Rotated 180°

<ol type="a" start="5">
CJK text direction
<ol type="i">
Automatic detection
Horizontal script
Vertical script

Copy recognized text
Delete area
Delete all areas
Zoom
<ol type="i">
Various options
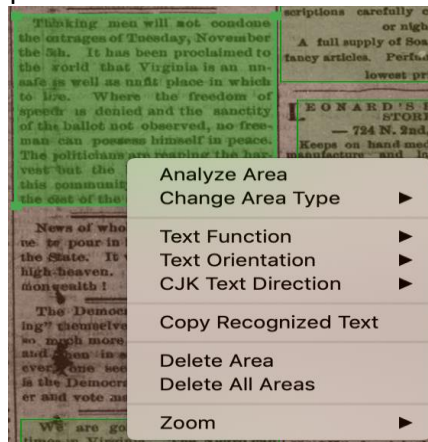


<ol start="10">
The top menu of FineReader provides the following options:
<ol type="a">
New task
Add pages
Document language
Export
Share
Image editor
<ol type="i">
Photo correction
Correct perspective
Rotate and flip
Split pages
Crop
Image resolution
Invert colors
Brightness and contrast
Erase

Inspector
<ol type="i">
Document inspector
Page inspector

iii. Area inspector
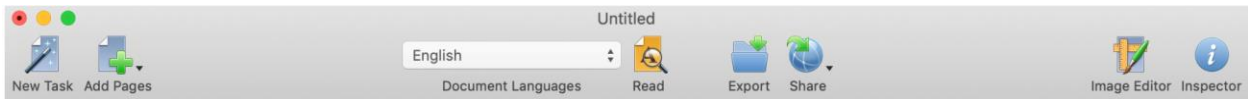
11. When you have finished analyzing the document, go to file > export. You have the option to export the OCRed document as a PDF, DOCX, XLSX, PPTX, EPUB, FB2, image, RTF, ODT, TXT, HTML, or CSV.
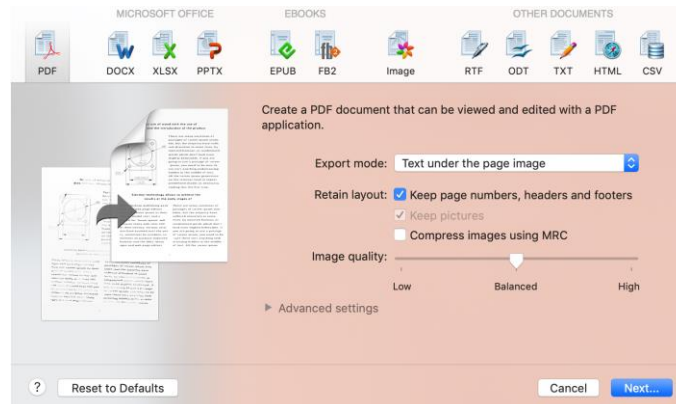
12. For a PDF, you can choose an export mode, whether to retain the layout, and the image quality. Click next when done.
13. You will be asked to create a title and save the OCRed document.
14. It will open in a separate window in Preview.
15. Close all applications when done.

Contact Alyssa Fahringer (afahring@gmu.edu) for any questions.
Copyright: Digital Scholarship Center, University Libraries, George Mason University.

Updated July 2019