User Guide

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INTRODUCTION

IRISCompressor is a handy compression tool that allows you to convert your image and PDF files into compressed PDF or XPS files in just a few mouse clicks.

The PDF and XPS files IRISCompressor generates are fully text-searchable, thanks to I.R.I.S.' OCR technology (Optical Character Recognition).

Depending on your needs, you can use IRISCompressor either via its interface or directly by right-clicking files.

IMPORTANT NOTES

IRISCompressor Pro can process multiple image and PDF files at a time. The total number of pages combined may not surpass 25. The OCR can be done in the languages you select during installation (maximum 5).

In case you need to compress larger input files or entire batches of files, we can recommend other I.R.I.S. products such as **Readiris** and **IRISDocument Server**. These products also support a vast number of OCR languages. Visit the I.R.I.S. website **http://www.irislink.com** for more information.

The information and procedures provided in this documentation are based on the Windows 7 operating system.

LEGAL NOTICES

Copyrights

Trademarks

INSTALLATION AND SETUP

SYSTEM REQUIREMENTS

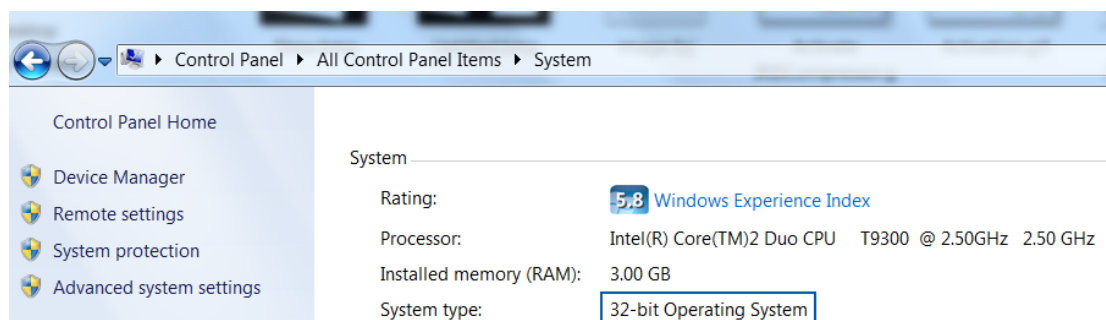This is the **minimal system configuration** required to use IRISCompressor:

- A Pentium-based PC.

- 128 MB RAM.

- 115 MB free disk space.

- Microsoft Windows XP, Windows Vista, Windows 7 Operating System.
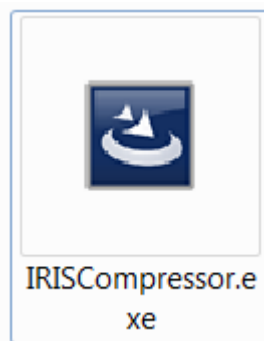
INSTALLATION

Before you start the installer:

Check if you need the 32-bit or 64-bit version; go to the Windows **Control Panel**, and click **System**. Then check your **System type**.

To install IRISCompressor:

- **ESD version**: download the installer to your computer.

- Double-click the installer to start it.

IRISCompressor.e
xe

- Select the **Setup language** and click **OK.**

  ATTENTION IRISCompressor Pro: the language you select here will be selected automatically as OCR language in the next steps of the installation.
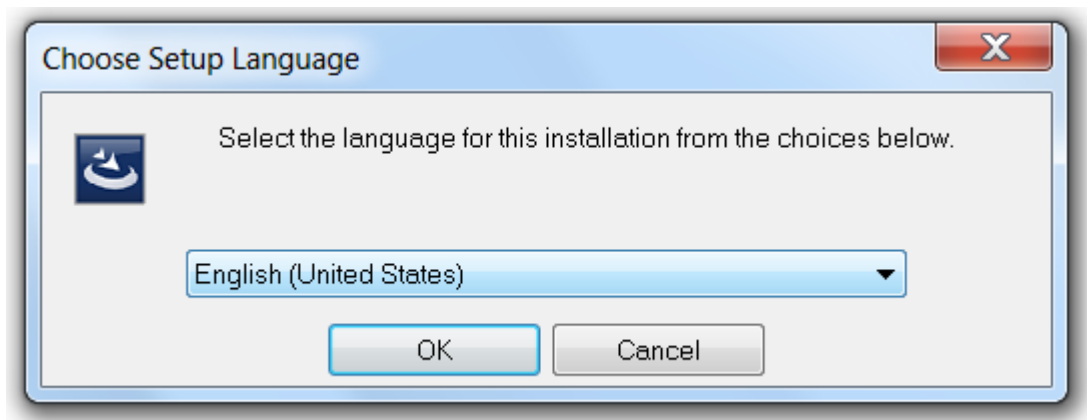
- Then, click **Next** and follow the on-screen instructions.

- Select **I accept the terms in this license agreement** and click **Next**.

- Enter a **User Name** and **Organization** (optional).

- **IRISCompressor Pro**: Select the languages in which you want IRISCompressor to recognize documents, and click **Install**.

  You can select up to 5 languages. The language you selected as installation language was selected automatically, but this can be changed if necessary.
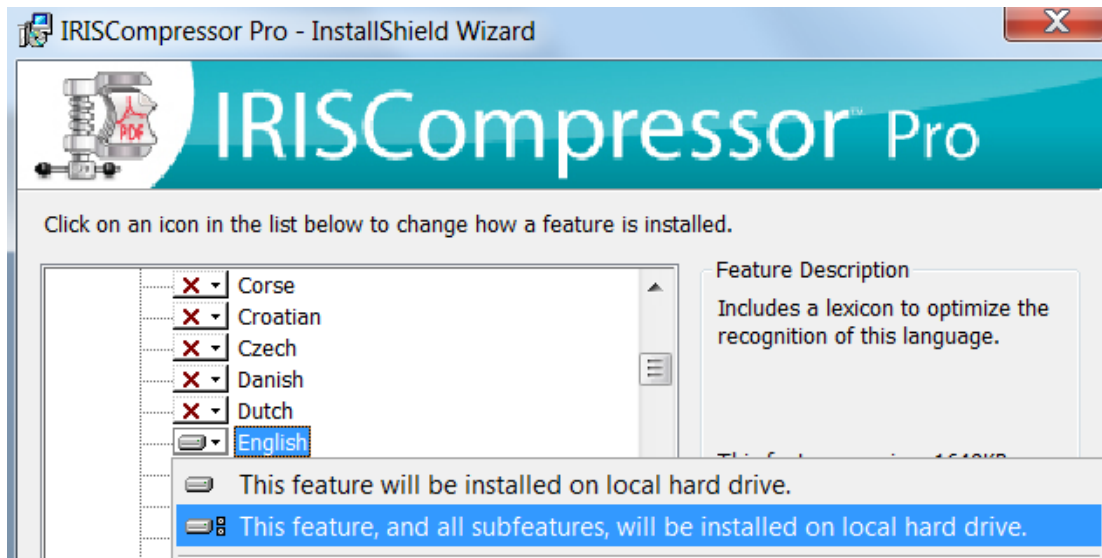

- Select the destination folder where IRISCompressor will be installed, and click **Install**.

- Click **Finish** to complete the installation.

IRISCompressor Pro: In case you want to install other OCR languages than the ones you selected, uninstall IRISCompressor, then re-install it and select the other languages of your choice.

It is not recommended to have more than one version of IRISCompressor installed at the same time. In case you want to upgrade to a superior version, always uninstall your current version first before installing the superior version. See the topic **Uninstall** for more information.

ACTIVATION

Once you have installed IRISCompressor you need to activate it. Unactivated copies of IRISCompressor are only available for use for ten days.

To activate IRISCompressor:

- Right-click a file you want to compress, and click **IRISCompressor** > **Compress here** in the menu that appears.
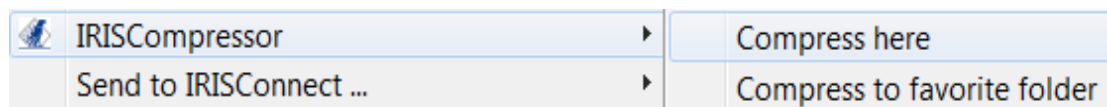
- You are prompted to activate IRISCompressor. Choose **Yes** to do so.
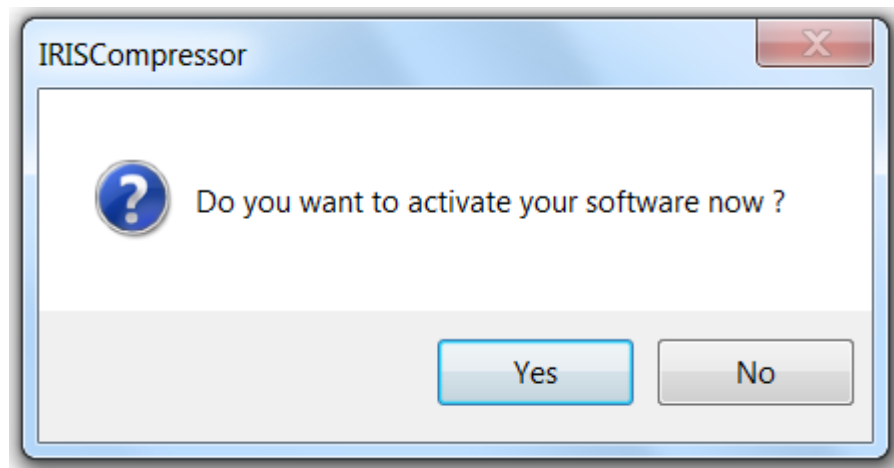
- Fill in your activation key in the **Activation key** field.

  If you downloaded an ESD version of IRISCompressor (Electronic Software Delivery), the activation key was sent to you by e-mail.

  If you purchased a regular version you find the activation key inside the product box.

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- Then click **Next** and follow the on-screen instructions.
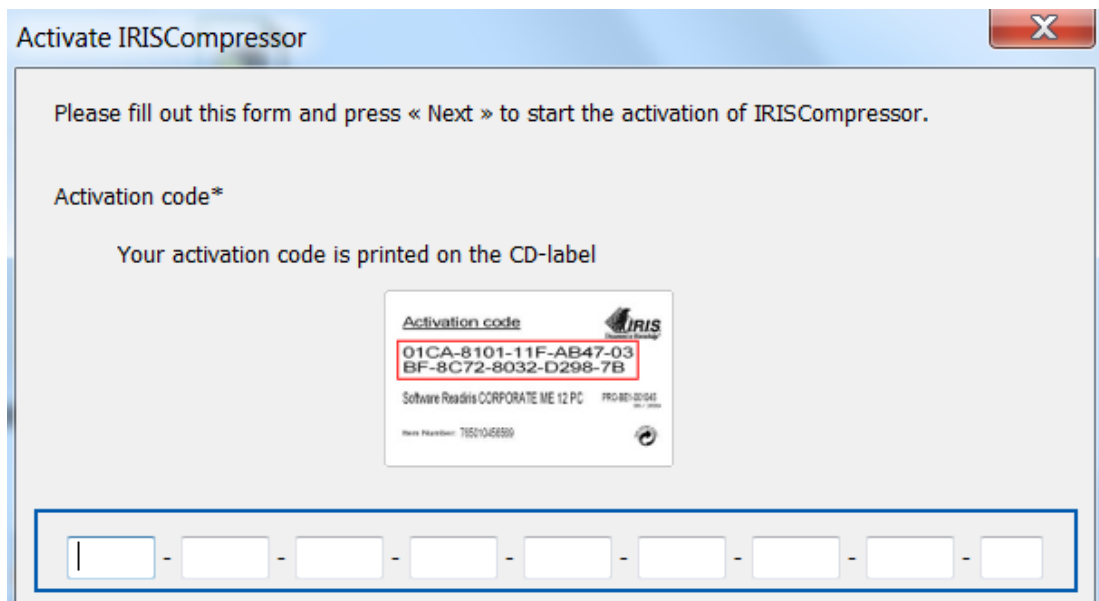
  Note that an internet connection is required to complete the activation.

  In case you do not have an internet connection on this machine but still want to do the activation, then click **Next** anyway. A new dialog box appears. Select **Manual Activation** and follow the instructions described there.
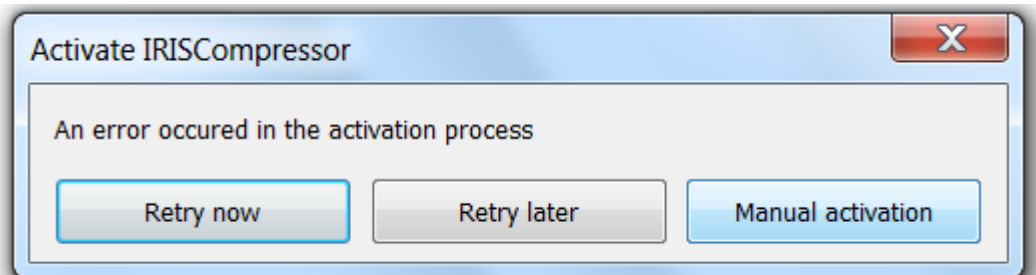
AUTOMATIC UPDATE

Each time a new update is available you will be prompted to install it. Click **Download and Install** to do so.
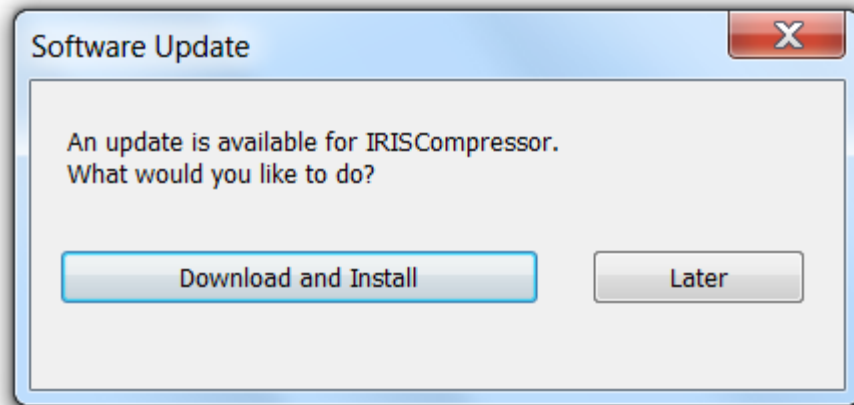
REGISTRATION

When you launch IRISCompressor for the first time, you are prompted to register. Registering your copy of IRISCompressor offers such benefits as product updates, product support, discounts on new products, and so on.

To register:

Fill out the registration form, then click **Register now**.

In case you want to register at a later time, click **Cancel** for now. You can register IRISCompressor afterwards by clicking the **Register** command in the IRISCompressor interface.

Note: the **Register** command is only available when you activated IRISCompressor first.

UNINSTALL

To uninstall IRISCompressor:

- Close **IRISCompressor**.

- Go to Windows **Control Panel**.

- Click **Programs and Features**.

- Then select **IRISCompressor** from the list and click **Uninstall**.

USING IRISCOMPRESSOR PRO

With IRISCompressor Pro you can compress your image and PDF files in 2 ways: either via the **interface** or by **right-clicking** files.

The IRISCompressor Pro interface

The interface allows to **import** your files, **arrange** them in the order of your choice, and compress them using all possible **output settings.**

See the section **IRISCompressor Pro Interface** for more information.

Right-clicking files

Simply right-click the files you want to compress and:
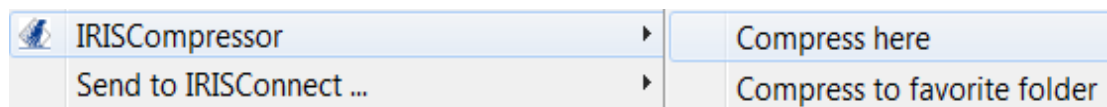
- Click **Compress here** to compress your files in the same location as the original.

    Your files are converted to compressed PDF files by default.

    Note: if you convert regular PDF files into compressed PDF files, the original files are replaced by the compressed versions.

- Click **Compress to favorite folder** to compress the files to a specific folder. The default folder is your **Documents** (**C:\Users\"YourUser"\Documents**).

To change the default settings: right-click a file, point to **IRISCompressor** and select **Options**. See the section **IRISCompressor Options** for more information.

Important note: Adobe Reader is recommended to open compressed PDF files on a mobile OS (e.g. on an iPad or Android tablet)

Supported image file types

IRISCompressor is able to compress the following image file types:

JPEG	JP2K (JPEG2000)
BMP	TIFF
PDF*	GIF
PNG	

****Attention:** PDF files are compressed best when they contain images. PDF files that only contain text will hardly be reduced in size.

IRISCOMPRESSOR PRO INTERFACE

Use the IRISCompressor interface to **import** your image and PDF files, **arrange** them in the order of your choice, and select the **output settings**.

To access the IRISCompressor interface:

- From the Windows **Start** menu, go to **All Programs** > **IRIS** > **IRISCompressor**.
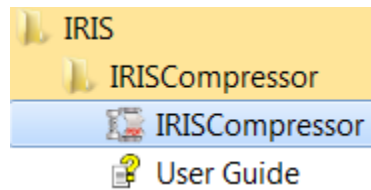
- Click **IRISCompressor** to open the interface.

OR
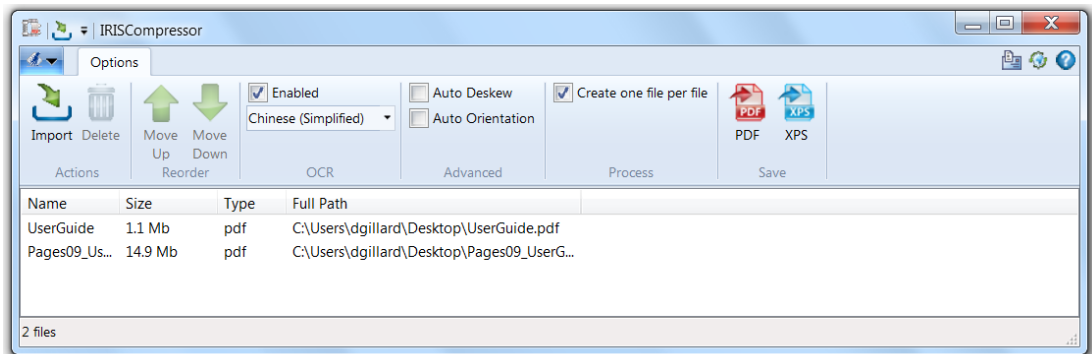
- Right-click a file you want to compress, and click **IRISCompressor** > **Open with IRISCompressor**.

Step 1: Importing image and PDF files

- Click **Import** and select your files.

OR

- Drag and drop your image and PDF files in the interface.

    Tip: you can also drag e-mail attachments to the interface.

Attention: IRISCompressor can compress maximum **25 pages** at a time. So, make sure the total number of pages contained in your different files does not exceed 25. For your information: 1 image corresponds to 1 page. If you try to compress documents that contain more than 25 pages, only the first 25 will be processed.
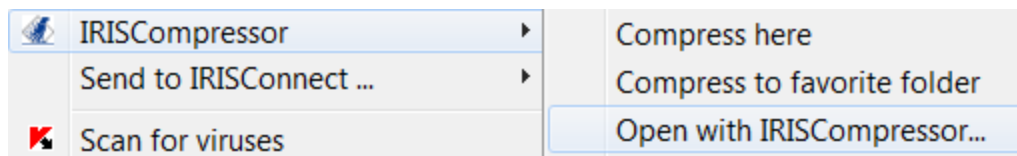
Step 2: Rearranging the files

The order in which the files are displayed in the interface is the order in which they are converted into PDF or XPS files. This is important when compressing a series of files into 1 single output file.

To change the order of files, select one file and:

- Click the **Move up** or **Move down** arrows.

| Name	Size	Type	Full Path
0302-04 - G...	117 Kb	pdf	C:\Users\d(
IMG_0006	82 Kb	jpg	C:\Users\d(
blank	149 Kb	tif	C:\Users\d(

OR

- Press **Page Up** or **Page Down** on your keyboard.

To delete files from the interface, simply select them and click the **Delete** icon or press **Delete** on your keyboard.

Step 3: Selecting the OCR settings

The **OCR option** is selected by default. This feature creates fully text-searchable output files. In case you only want to compress your files, clear this option.

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The **OCR language** is set to the language you selected during installation. Click the **language icon** to select a different language.
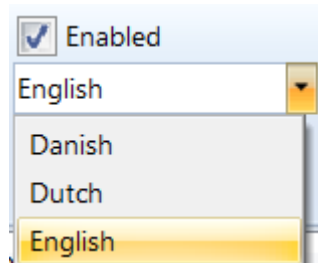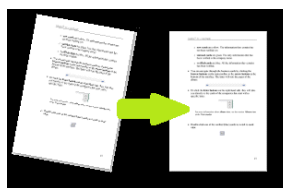

Note: other languages are only available if you selected them during installation. In case no other languages are available or you need different languages, remove and reinstall IRISCompressor and select other OCR languages. You can install a maximum of 5 languages.

Note: make sure the OCR language you select corresponds to the language of your files. Selecting the wrong language will lead to unsatisfactory OCR results.

Step 4: Selecting Advanced options

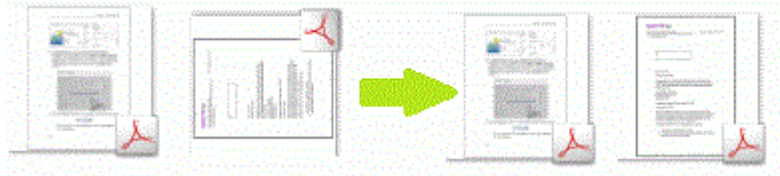- Select **Auto Deskew** in case you are processing images that are not entirely straight - or "skewed". The **Auto Deskew** option straightens your images.

   Note: the skew angle may not exceed 10 degrees.

- Select **Auto Orientation** in case you are processing a combination of images with vertical text and images with horizontal text. The **Auto Orientation** option rotates all images to the same direction.

Note: the images must contain text in order for IRISCompressor to do the orientation.

- Select **Create one file per file** in case you want to generate a separate output file for each input file.

Step 5: Select the output format

- Select **PDF** to generate compressed PDF output files.

  Important note: Adobe Reader is recommended to open compressed PDF files on a mobile OS (e.g. on an iPad or Android tablet)

- Select **XPS** to generate compressed XPS output files.

- Then **name** the output file and save in the location of your choice.

  The default name is the name of the first image.

  Note: IRISCompressor by default compresses all images in the interface into 1 single output file, unless you selected the option **Create one file per file**. In that case you have to name each output file.

Notes:

The **OCR** settings and **Advanced** options you select in the interface are saved automatically. Next time you use IRISCompressor it will apply the same settings.

The options you select in the IRISCompressor interface do not affect the ones you select in the **Options** menu, and vice versa.

Note that you can **customize** the Quick Access toolbar in the IRISCompressor interface. To do so, click the down arrow ⬛ next to the IRISCompressor icon in the upper left corner. Then select **Customize Quick Access Toolbar**. You can also right-click any button in the interface and add it to the Quick Access toolbar.
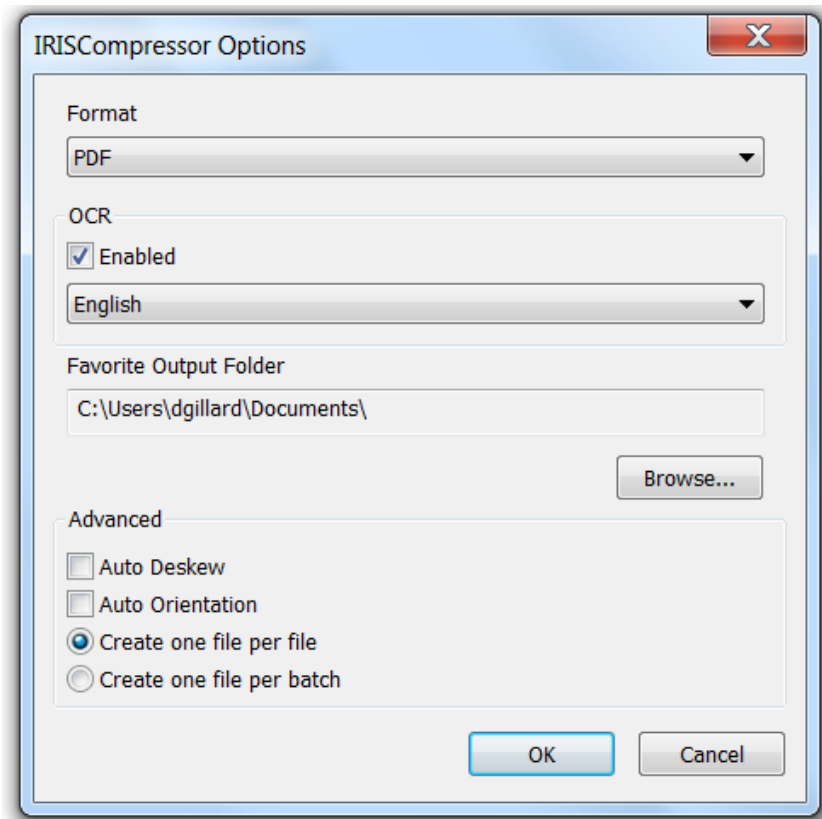
IRISCOMPRESSOR OPTIONS

To access the IRISCompressor Options:

- Right-click a file, point to **IRISCompressor** and click **Options**.

  Note: the options you select in the **Options** menu do not affect the ones you select in the IRISCompressor interface, and vice versa.
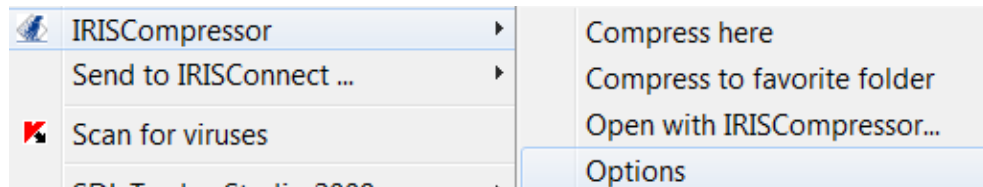
Format

Select the output format you want to generate: **PDF** or **XPS**.

Important note: Adobe Reader is recommended to open compressed PDF files on a mobile OS (e.g. on an iPad or Android tablet)

OCR

- Select **Enabled** in case you want IRISCompressor to recognize the text in your images. IRISCompressor will then generate text-searchable output files. If OCR is disabled, IRISCompressor just compresses your images without recognizing the text.

- Select the required OCR language from the list.

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Note: the languages that are available here are the ones you selected during installation. In case only 1 language is available or you need different languages, uninstall IRISCompressor, reinstall it and select other OCR languages. You can install a maximum of 5 languages.
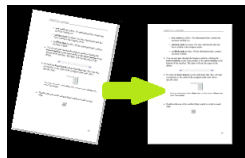
Note: make sure the OCR language you select corresponds to the language of your files. Selecting a wrong OCR language will lead to unsatisfactory OCR results.

Favorite Output Folder

The Favorite Output Folder is the folder where IRISCompressor generates the compressed output files. By default, this folder is **C:\Users\"YourUser"\Documents**. Click the browse button to change it.
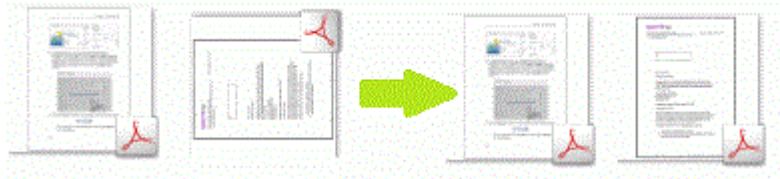
Advanced options

- Select **Auto Deskew** in case you are processing images that are not entirely straight - or "skewed". The **Auto Deskew** option straightens your images.

  Note: the skew angle may not exceed 10 degrees.

- Select **Auto Orientation** in case you are processing a combination of images with vertical text and images with horizontal text. The **Auto Orientation** option rotates all images to the same direction.

  Note: the images must contain text in order for IRISCompressor to do the orientation.

- Select **Create one file per file** in case you want to generate a separate output file for each input file.

- Select **Create one file per batch** in case you want to combine all your input files in one single output file.

  Note: IRISCompressor can process a maximum of 25 pages at a time. So, make sure the total number of pages contained in your different files does not exceed 25. For your information: 1 image corresponds to 1 page. If you try to compress documents that contain more than 25 pages, only the first 25 will be processed.

Note: the settings you select in the **IRISCompressor Options** menu are saved automatically. Next time you use IRISCompressor by right-clicking a file it will apply the same settings.