

Quick User Guide

This Quick User Guide is to help you install and get started with Readiris™ 15.

For detailed information about Readiris™ full range of features, consult the help file provided with the software, or the latest User Guides on www.irislink.com/support.

The descriptions in this guide are based on the OS X Mavericks operating system. All information is subject to change without prior notice.

1. System requirements

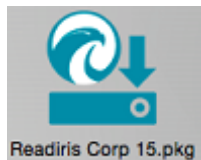
This is the **minimal system configuration** required to use Readiris™:

- A Mac computer with a 64 bits Intel processor.
- The operating system Mac OS X 10.8 or higher. Earlier versions of the Mac OS operating system are not supported.
- 300 MB of free hard disk space.

2. Installation and Activation

Installation

- Insert the Readiris™ CD-ROM in the CD-ROM drive of your computer. Then click the Readiris™ CD-ROM icon on the Desktop.
- Or download the Readiris™ package from www.irislink.com/softwaredownload.
- Run the Readiris™ installation package and follow the on-screen instructions.



- **Agree** with the terms of the license agreement.
- Then click **Install** to start the actual installation.

You might be asked to enter an Administrator Username and Password to install Readiris™.

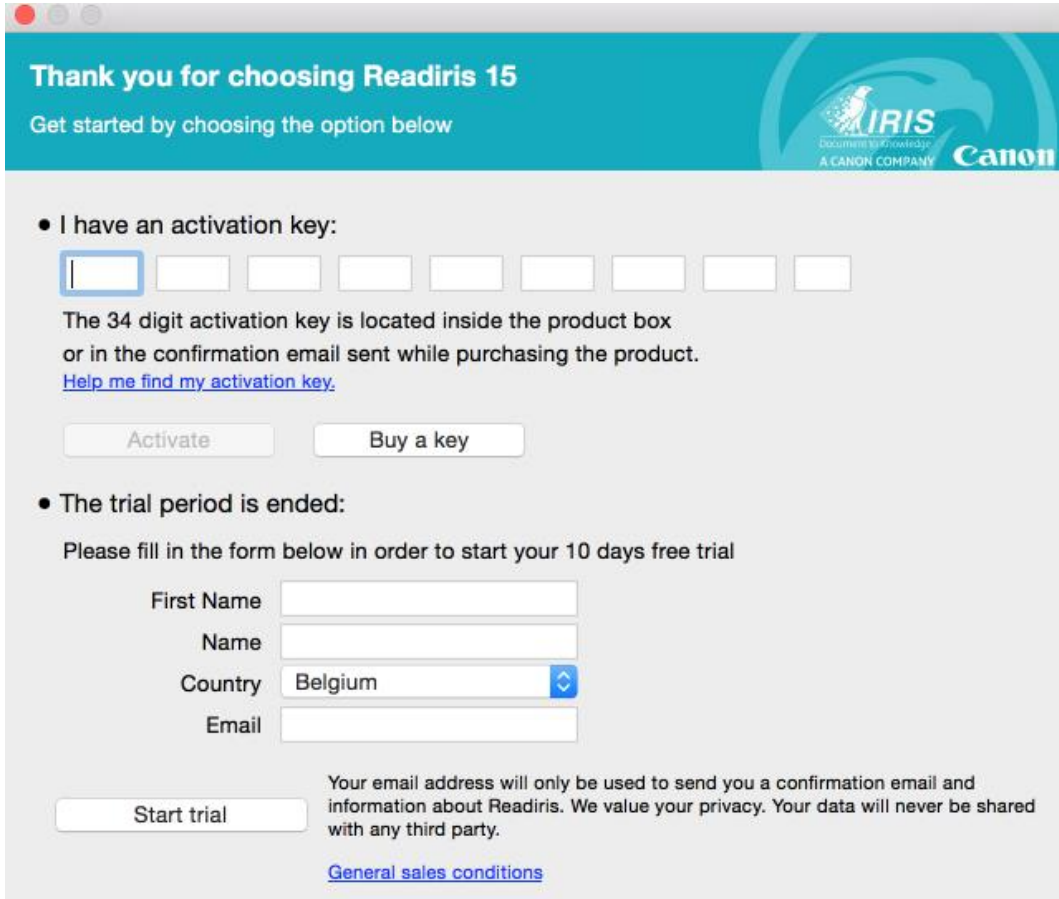
Activation

- You are prompted to **activate** Readiris™.
- The activation code consists of 34 characters. Depending on how you purchased Readiris™, the code can be found:
 - Inside the DVD box
 - On the sticker on the backside of the CD-ROM sleeve
 - On a license sheet called "License sheet for SN for IRIScan™..." located inside the product box
 - On a separate explanatory sheet for IRIScan™ Book Executive 3
 - In your confirmation e-mail for electronic order

- Enter the **activation key**, and then click **Activate**.

Note that an internet connection is required to activate.

You can also choose to start the trial if you do not want to activate Readiris™ at this time. Fill in the form and click **Start trial**. Next time you start Readiris™ you will be prompted again to activate the software.



The screenshot shows a window titled "Thank you for choosing Readiris 15" with the subtitle "Get started by choosing the option below". The window features the IRIS logo (Document to Knowledge, A CANON COMPANY) and the Canon logo. There are two main sections:

- I have an activation key:** This section includes a 34-digit activation key input field (the first digit is highlighted with a blue border), a "Buy a key" button, and a "Start trial" button. Text below the key field states: "The 34 digit activation key is located inside the product box or in the confirmation email sent while purchasing the product." and provides a link: "[Help me find my activation key.](#)"
- The trial period is ended:** This section asks the user to "Please fill in the form below in order to start your 10 days free trial". It contains input fields for "First Name", "Name", "Country" (set to "Belgium" with a dropdown arrow), and "Email". Below these fields is a "Start trial" button and a privacy notice: "Your email address will only be used to send you a confirmation email and information about Readiris. We value your privacy. Your data will never be shared with any third party." and a link: "[General sales conditions](#)".

- When the installation is finished, click **Close**.
The **Readiris™** folder is added to the **Applications** folder by the installation program.

3. Starting Readiris™

- To start Readiris™, go to **Finder > Applications > Readiris™**.
- Then double-click the Readiris™ icon.

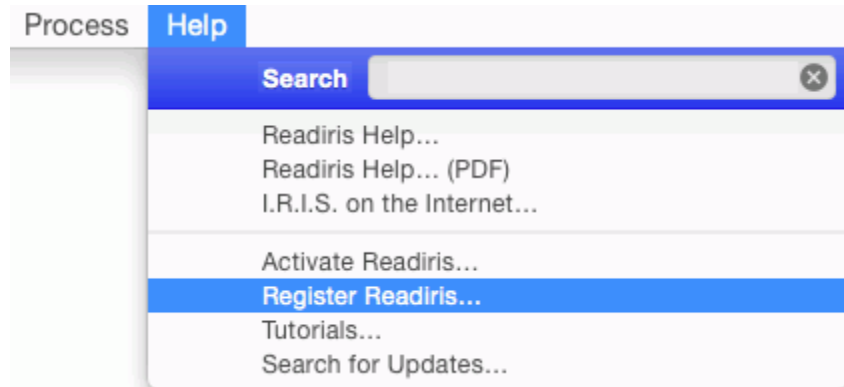


4. Software Registration

Registering is required to get **Technical Support**. It also offers other benefits, such as free updates, free trial downloads, video tutorials, discount on new products, and so on.

To register Readiris™:

- On the **Help** menu, click **Register Readiris™** to be directed to the Registration page.



- Fill in your data and click **Submit**.

Note that an internet connection is required to complete the registration.

5. Scanner Configuration

In order to scan documents in Readiris™, your scanner must be configured correctly.

Readiris™ supports all **Twain 1.9** compliant scanners, all **Image Capture** compliant scanners, and **IRIScan™ 2** and higher scanners.

Most Image Capture scanners are plug and play. Before you can use a Twain scanner, however, its drivers need to be installed on your Mac.

Twain scanners

- Connect your scanner to your Mac and power it on.
- Install your scanner's Twain driver.

In general, drivers can be found on the CD-ROM provided with your scanner and on the website of your scanner manufacturer. They are not provided by I.R.I.S. Note that some scanner drivers may not work under the latest versions of Mac OS. See the documentation supplied with your scanner to find out which platforms are supported. If necessary, contact your scanner manufacturer.

IRIScan Express scanners

- Connect your IRIScan Express scanner to your Mac and power it on.
- If Readiris™ is part of your IRIScan product, the driver has been installed during the installation of Readiris™.

If that is not the case, visit our website www.irislink.com/support to download and install the required driver.

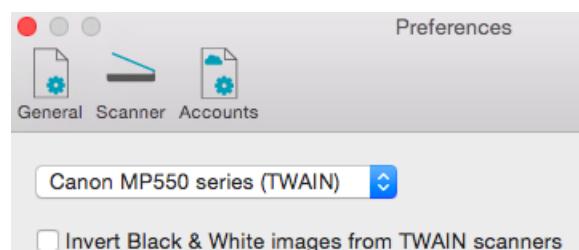
IRISCard Anywhere / IRIScan Anywhere / IRIScan Book scanners

You do not need to install any drivers when using these scanners. They are not Twain driver-based scanners that can be used from within any application to scan documents. Instead, they are designed to be used on their own, disconnected from any computer. The documents you scan are stored in the scanner's internal memory (or optional SD card / USB flash drive). From there, they can be loaded directly into Readiris™ when you connect the scanner or insert the SD card or USB flash drive into your Mac.

To check if the scanner driver has been installed successfully:

- In the **Readiris™** menu, click **Preferences**.
- Click the **Scanner** tab.
- You should see your scanner listed*.

*This is not the case for the IRISCard Anywhere, IRIScan Anywhere and IRIScan Book scanners.



If your scanner is not listed, its driver has not been installed successfully.

Note that the **IRIScan** settings at the bottom are only available if an **IRIScan Express 2** scanner is connected. Later versions of IRIScan Express function as regular Twain drivers.

- Once the scanner has been configured you can start scanning, using the default scanner settings.

6. Basic Processing Steps

In this section we cover the basic processing steps in Readiris™.

Follow these steps in order to scan documents, open PDF files and image files, recognize them and send them to your application (e.g. Microsoft Word, Adobe Reader) or to the Cloud.

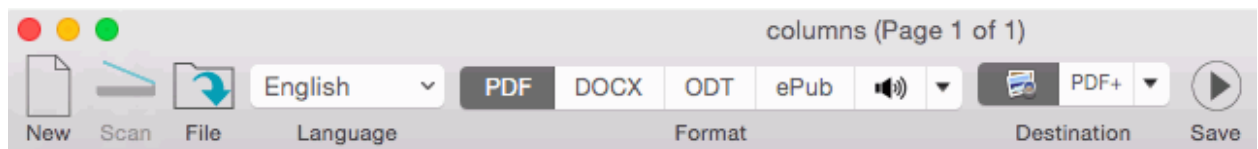
Please consult the User Guide for a complete overview of the output formats and applications.

Steps Overview

1. **Scan** a document OR **open** an existing image or PDF file
2. Modify the scanned/opened images and their recognition zones
3. Choose the **document language**
4. Choose the **output format** and **destination**
5. **Save** your recognized documents

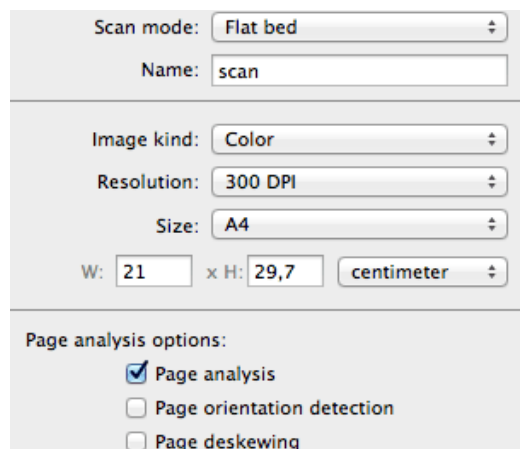
Basic Configuration

1. Scan a document OR open an existing image or PDF file



Scanning a document

- Click **Scan** to scan paper documents with your scanner. A preview window opens and displays your scanner settings.

The image shows a settings dialog box for scanning. It has several sections: 'Scan mode' with a dropdown set to 'Flat bed'; 'Name' with a text field containing 'scan'; 'Image kind' with a dropdown set to 'Color'; 'Resolution' with a dropdown set to '300 DPI'; 'Size' with a dropdown set to 'A4'; and 'W: 21 x H: 29,7' with a unit dropdown set to 'centimeter'. Below these is a 'Page analysis options' section with three checkboxes: 'Page analysis' (checked), 'Page orientation detection' (unchecked), and 'Page deskewing' (unchecked).

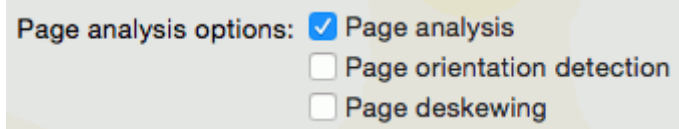
- Select **Color** and **300 DPI** as preferences to obtain optimal results.
- Select the **Page Analysis** options:

Keep the default option **Page analysis** activated. This option divides your documents automatically into recognition zones. Readiris™ uses the zones to recognize your documents.

Readiris™ can **deskew** (straighten) documents and rotate them by means of **Page orientation detection**.

Opening an image or PDF file

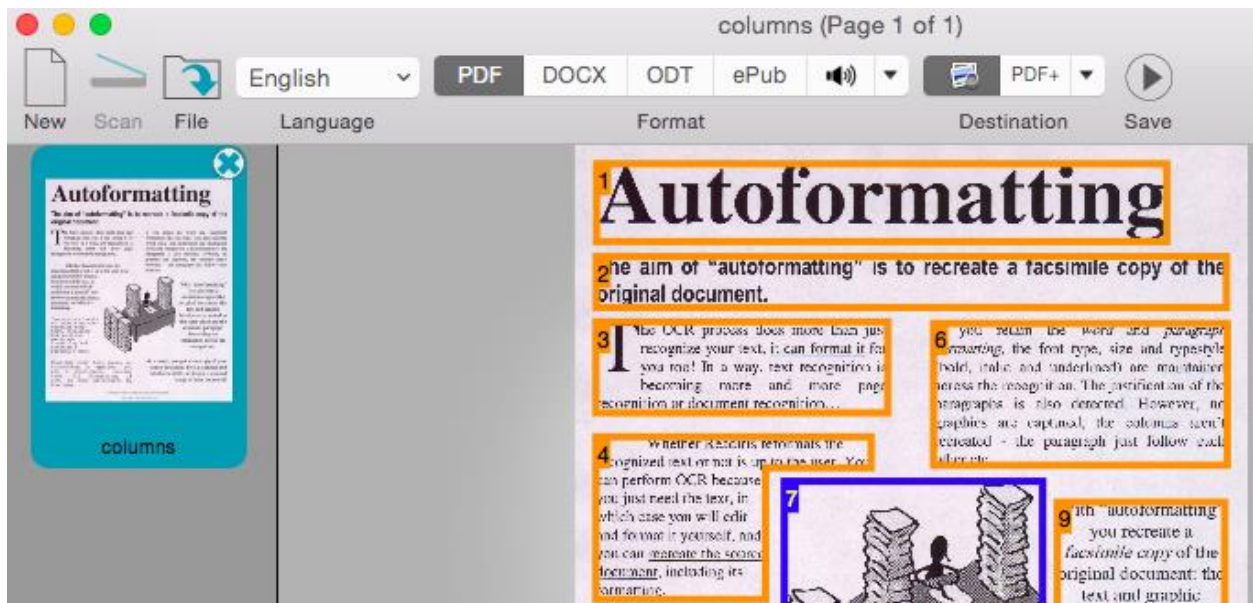
- Click **File** and select the file you want to open.
- The same **Page Analysis Options** can be selected here.



2. Modify the scanned/opened images and their recognition zones

When scanning/opening documents in Readiris™ the page thumbnails are displayed in the Pages panel.

The current image - and its recognition zones - are displayed in the center of the interface.



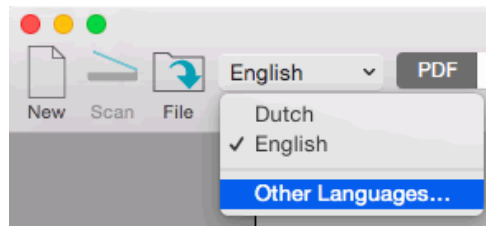
They can be modified easily:

- To change the order of the pages, drag the thumbnails to a different position in the Pages panel.
- To delete a page, select a page and click the delete icon.
- To delete a zone, select it and press the Backspace button.

3 Choose the document language

Click the language list in the top toolbar and select the language of your document.

When you are using Readiris™ for the first time, a list of 10 languages is displayed. This list corresponds to the preferred languages list of your Mac Operating System.



To select another language:

- Click **Other Languages**.
- Select the language of your document from the language list.

To select multiple languages inside the same document (Readiris™ Corporate only)

- Click **Other languages**.
- Select the **Primary language**.
- Cmd-click up to 4 secondary languages from the **Secondary languages** list.



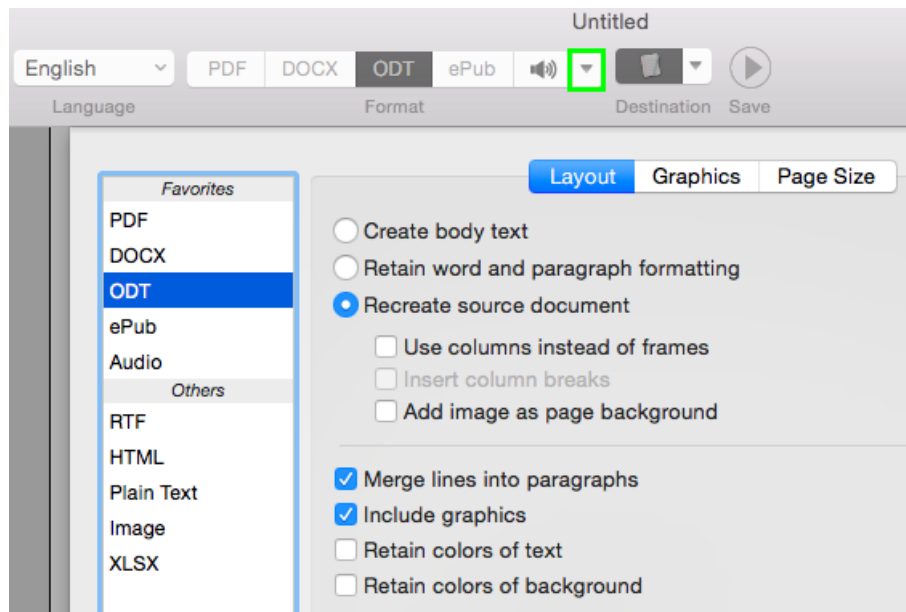
4 Select the Output Format and Destination

Output Format

- In the top toolbar, click the output you want to generate. For instance **DOCX** to do text editing, **PDF** for storage purposes.
- To select a different format, click the down arrow in the **Format** group. Then drag one of the other formats to the **Favorites** list. This format will now be available in the top toolbar.
- In this window you also determine the **Layout** options. The **Layout** options determine to what degree the layout of your original documents will be re-created.

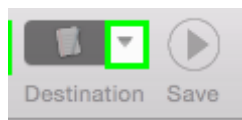
Tip: when you select DOCX as format, choose **Recreate source document > Use columns instead of frames** to get the best results.

Tip: if you select PDF, choose **Image-Text** to get the best results.

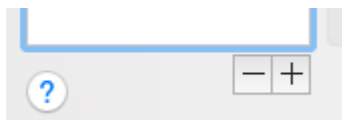


Destination

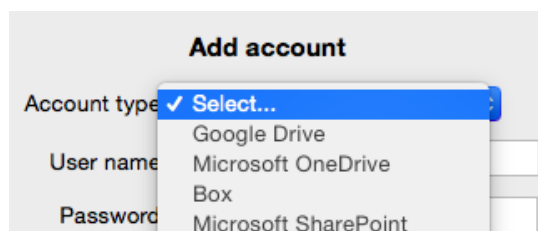
- The **Destination** is set to **Save locally** by default. A default application that supports the Output Format you selected will open your recognized documents.
- To change the default settings, click the down arrow in the **Destination** group.



- Select **File** to save the documents locally to your computer or portable storage device.
- To open your documents immediately in an application after you save them, keep **Open in application** selected. To select a different application, click the drop-down list and click **Select Application**. Then browse for the application you want to use.
- To send your documents to an **online Storage System**: (Internet access required)
 - Click the plus sign at the bottom of the window.



- Select an account from the **Account type** list.

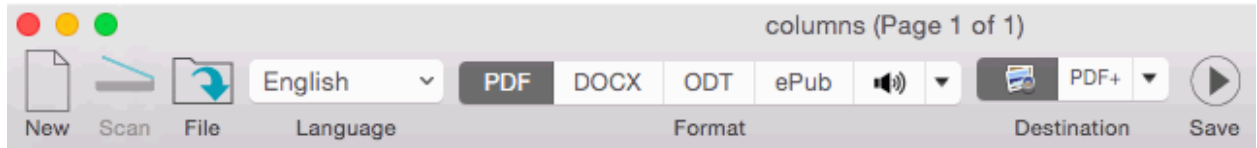


- Select the option that allows Readiris™ to access your account.
- Select the folder to which you want to export documents, and then click **Finish**.

Important note: to send documents to Evernote or Dropbox, the Evernote and Dropbox applications must be installed on your Mac, and they must be connected to your Evernote/Dropbox account.

5 Save your recognized documents

Click **Save** to save your documents.



7. FAQ and Technical Support

If you register your copy of Readiris™ you are entitled to free technical support. In the **Technical Support** section of our website www.irislink.com/support you can find F.A.Q.'s (frequently asked questions), Video Tutorials, and much more information to solve common issues.

If you still can't find an answer to your question, click **Technical Support Contact** and fill in the **Web Contact Form**.