

# Quick User Guide

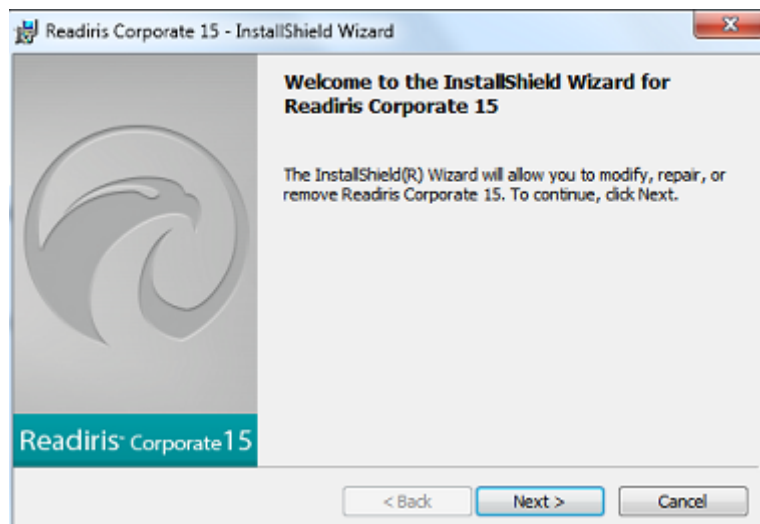
This Quick User Guide is to help you install and get started with Readiris™ 15.

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](http://www.irislink.com/support).

The descriptions in this guide are based on the Windows 7 operating system. All information is subject to change without prior notice.

## 1. Installing Readiris™

- Insert the **Readiris™** CD-ROM in the CD-ROM drive of your computer.
- When the **AutoRun** windows appears, click **Readiris™** to start the Installation Wizard.
- Click **Next** and follow the on-screen instructions.



If the **AutoRun** window does not appear:

- Go to **Computer > CD-ROM Drive**.
- Double-click the CD-ROM Drive, and then the Readiris™ folder. Double-click **Setup.exe** within to start the Installation Wizard.

## 2. Starting Readiris™

During installation, a Readiris™ program shortcut was created on your Desktop.

Double-click the shortcut to start Readiris™.



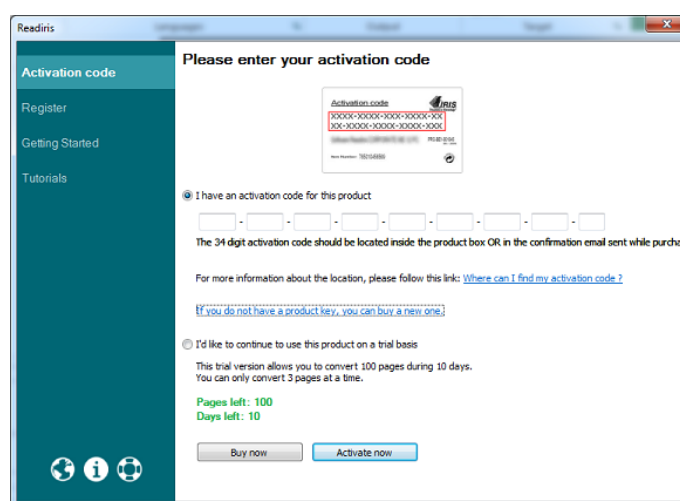
### 3. Activation and Registration

#### Activation

When you start Readiris™, you are asked to activate it. Unactivated versions can only be used for 10 days.

- Click **Yes** to activate Readiris™.  
Note that an Internet connection is required to activate.
- Enter the activation code you find inside the DVD box or that was sent to you by e-mail, and click **OK**.

**Tip:** if an error occurs during the activation process, note that you can also do a manual activation.



#### Registration

Once the Activation is completed, you are asked to Register Readiris™. Registering is required to get Technical Support. Registering also offers other benefits such as product updates and discounts on future products.

Fill in the Registration form and click **Register Now** to send.

Note that an internet connection is required to register.



## 4. Scanner Configuration

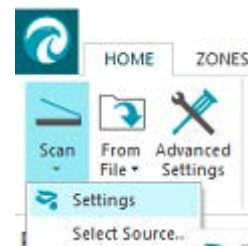
In order to scan documents in Readiris™, your scanner must be configured correctly.

### Prerequisites

1. Make sure the scanner is connected to your computer with a USB cable, and powered on.
2. Make sure you have the **latest available Twain driver installed** for your scanner.

### To configure your scanner in Readiris™:

- On the **Home** tab, click the down arrow beneath **Scan**.
- Then click **Settings**.



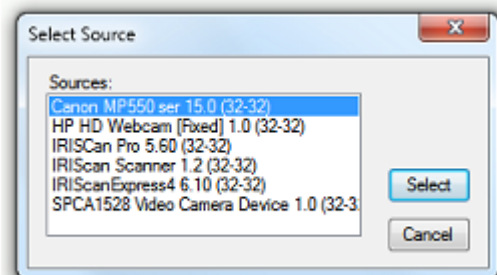
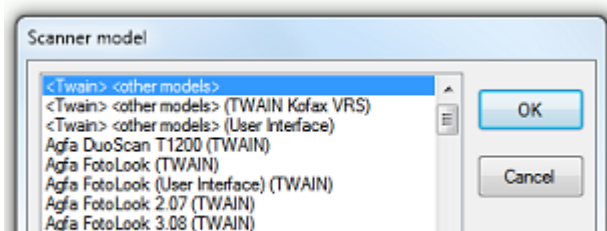
When you do this for the first time, the **Scanner Model** list opens automatically.

1. Choose your **scanner model** and click **OK**.

If you do not find your exact same scanner model in the list, select the universal Twain profile **<Twain><Other models>**.

2. Click **Configure** to select the scanner **driver**.

If you don't find your scanner listed in the **Select Source** window, then your scanner driver has not been installed properly. Re-install your scanner driver before trying to configure it in Readiris™.



# 5. 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.

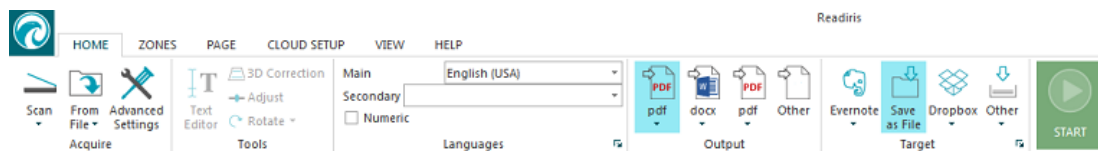
Please consult the User Guide for a complete overview of the output formats and applications.

1. Select the document language.
2. Open an existing image file OR scan a document.
3. Select the Output Format.
4. Select the Destination.
5. Process your documents.

## Basic Configuration

### 1. Select the document language

In the **Languages** group, click the down arrow to open the **Main** list, then select the language of your document.



#### Multiple languages in the same document (Readiris™ Corporate only)

Follow the previous steps and then click the down arrow to open the **Secondary** list. Then select the language(s) you want to add.

### 2. Open an existing image file or scan a new document

**To open an image file:** click **From File**, then select your document(s).

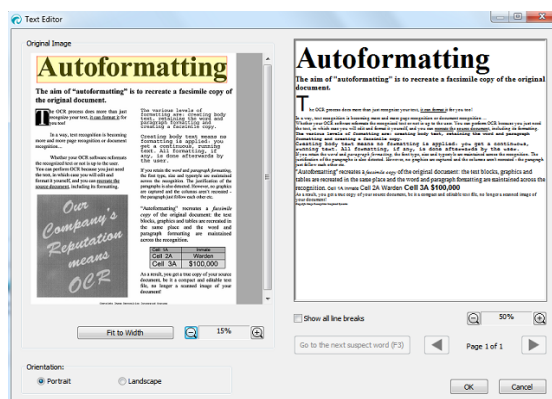
**To scan a document:** click **Scan**.

Note that your scanner must be configured correctly in order to scan.

### 3. Edit the recognized text

If necessary you can edit the recognized text in the **Text Editor**.

**Note:** right-to-left languages such as Arabic and Hebrew are not supported in the Text Editor.



#### 4. Select the Output Format

In the **Output** group, select one of the pre-configured output formats, or click **Other** to access more output formats and options.

When you click **Other**:

- Select the desired format in the top list.
- Configure its settings on the tabs at the bottom.

**Tip:** If you select PDF, choose **Adobe Acrobat PDF Searchable Image** or **ImageText** to get the best results.

**Tip:** if you select Word, choose **Recreate source document > Use columns instead of frames** on the **Layout** tab to get the best results.

When you are done, click **OK** to close the **Output** window.

#### 4. Select the Destination

Select **Save as File** to save your documents to your computer or click **Other** and select a connector to send them to the Cloud.

To configure a Cloud connector, click its down-arrow and then click **Settings**. You will be asked to enter your credentials.

**Note (Readiris™ Corporate only):** when using Therefore an up-to-date Therefore Client must be installed and configured on your computer.

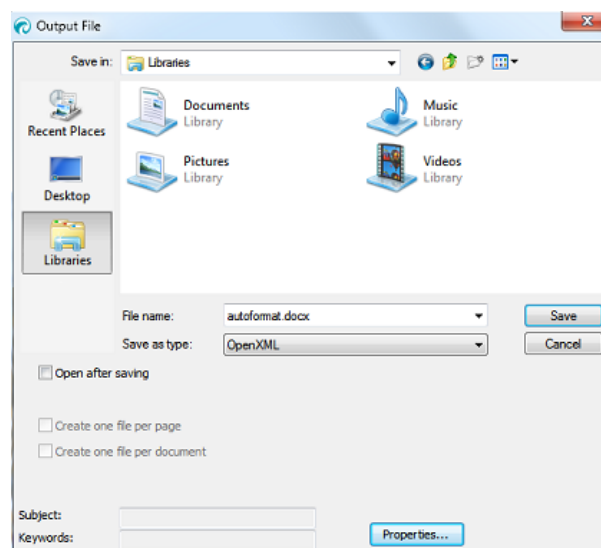
**Tip:** select **E-mail** to send documents directly as e-mail attachments to Outlook, Outlook Express and Windows Live Mail.

#### 5. Process your documents

Click **Start** to start the processing.

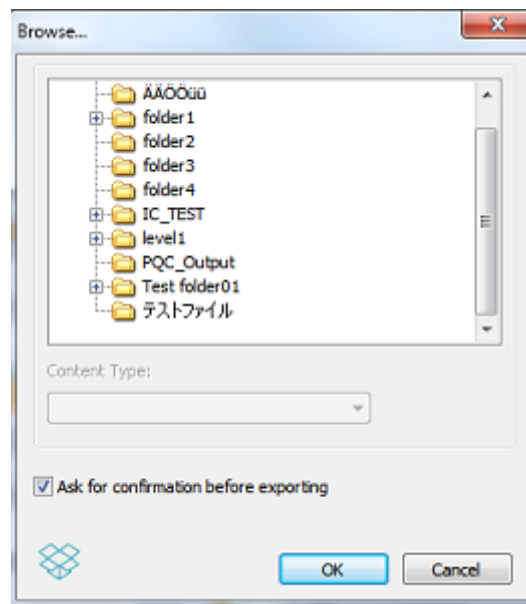
**If you selected Save as File:**

- The **Output File** window opens.
- Name your file and choose where to save it.



If you selected a Cloud connector:

- The **Connector** window opens.
- Choose the Cloud location and click **OK**.
- Then name your file and click **OK** again.



## 6. FAQ and Technical Support

For additional information about Readiris™, open the **Help** menu. There, you have access to Getting Started videos, a Knowledge Base, I.R.I.S. support, etc.

