# ABBYY FineReader 14
## YOUR DOCUMENTS IN ACTION

Combining powerful OCR with essential PDF capabilities, FineReader provides a single solution for working with PDFs and scanned paper documents.

ABBYY®

# Content

# Your Single Solution for Working with Documents

**ABBYY FineReader 14 is an all-in-one PDF and OCR software application for increasing document productivity. It provides powerful tools for convenient work with both scanned paper documents and PDFs.**

### 01 | Edit and Comment PDFs

PDF has become the de-facto standard for sharing digital documents and information. With FineReader 14, PDF documents, whether scanned or digitally created, are accessible for immediate use. You can edit, comment and protect any type of PDF, fill out PDF forms, collaborate with your colleagues, and create and share PDFs with ease.

### 02 | Convert PDFs and Scans

For more than 20 years ABBYY FineReader has been synonymous with OCR (optical character recognition). It has enabled business professionals and knowledge workers around the world to work more efficiently with documents – allowing them to digitize and access information previously locked in paper and image-based documents, find relevant information faster and better prepare documents for long-term archiving.

### 03 | Compare Documents

Comparing text from different versions of a document is a time consuming and laborious task. FineReader 14 provides an efficient and fast way to detect text differences between two document versions and to make sure that no critical changes were made to previously finalized text. You can now compare the final version of a contract in Word with the scanned copy that your partner sent back signed – quickly, easily and efficiently.

### 04 | Automate Conversion

Sometimes there are just too many documents to process one by one. With ABBYY FineReader 14 this is no longer an issue. It provides Hot Folder tool that allows you to schedule automated processing of your documents, leaving you free to deal with other tasks. Whether you need to convert multiple images and scans into searchable PDF and PDF/A documents for long-term archiving or conversion of documents into editable file formats such as Microsoft® Word and Excel®, FineReader has your back.

# Key Features

## 01 Edit and Comment PDFs

### Convenient PDF viewer with extras

- Using FineReader as default PDF viewer makes the information in any type of PDF document – whether scanned or digitally created – immediately actionable.
- PDFs are immediately searchable as soon as they are opened, even if they were created using a scanner.
- Convenient adding and editing of bookmarks to quickly return to important parts of a document.
- Easy navigation through documents thanks to a variety of display options.

### Collaborate with colleagues

- Versatile commenting and annotation tools enable you to exchange feedback and ideas with your colleagues, as well as track the status of comments.
- Drawing tools for commenting graphs, charts, drawings and other document elements, besides text.

### Edit and modify PDF documents

- Direct editing of typos and other small corrections within a PDF – works for both digitally created and scanned documents alike.
- Rearranging or adding new pages or even adding and moving images.
- Adding, changing or removing document properties (metadata).
- Form filling for interactive fields in PDF forms.

### Extract information

- Quick extraction of tables and text by selecting an area directly either in digital or scanned PDF documents – no additional text recognition needed.

### Protect documents and information

- Redaction of sensitive information so that it cannot be retrieved at a later point of time. Even from multiple instances within the document simultaneously.
- Quick removal of "hidden data" within PDF documents – metadata, text layers, comments, attached files, bookmarks, etc.
- Different levels of password protection restrict opening, printing, editing or accessing of information in a PDF.
- Control of the integrity and authenticity of PDFs through application of one or multiple digital signatures.

### Create PDFs

- Creation of PDF documents from a scanner, from Office documents or from any application with a print function using the virtual printer.
- Creating of multiple PDFs or merging of different file formats into one PDF document.
- MRC compression when creating PDFs – delivers the same visual quality in a smaller file size.

# 02 Convert PDFs and Scans

## Scan and convert documents into editable formats

- Up to 99.8 %* recognition accuracy and precise retention of layout and formatting deliver documents in editable files (such as Microsoft® Office or OpenOffice® Writer documents) that look just like the original.

- Exact reconstruction of tables, even with complex structures, for performing editing and calculations directly within Microsoft® Excel® .

- Over 190 recognition languages, including newly-added recognition of single-line mathematical formulas and transcription symbols.

- Superior conversion results from documents scanned directly with FineReader thanks to automatic image pre-processing.

## Check and correct recognition results

- Side-by-side comparison of the original document image and the recognized text gives a quick overview of uncertain characters – or of recognition areas that require adjustment.

- Verification tool for systematic examination of every uncertain character and immediate correction, if necessary.

## Prepare documents for digital archiving

- Precise conversion of scanned documents into searchable PDF and PDF/A files for fast retrieval of documents through keyword search and for long-term archiving.

- MRC compression reduces the size of PDF files in order to save storage space and costs, while preserving the visual quality of documents.

## Collect and consume information on the go

- Conversion of scanned articles and books into e-book formats such as EPUB® or FB2 for convenient reading on the go.

- Documents captured with digital cameras deliver conversion results with the same exceptional quality as scanned documents thanks to advanced image pre-processing.

*   According to internal ABBYY tests. Accuracy, speed and formatting results may vary depending on document quality and scanner settings.

# 03 Compare Documents

- Quick identification of crucial text changes between different versions of the same document, even if they are in different formats – e.g. a scanned paper document and its original version in Word.

- Easy revision thanks to intuitive navigation through the detected changes that are highlighted in the compared documents.

- Export of identified changes as comments in a PDF or as a change log for convenient sharing.

# 04 Automate Conversion

- Automated conversion of multiple documents with the Hot Folder tool: Just set FineReader 14 to "watch" a folder on a local drive, network drive, FTP server or mailbox and all incoming documents will be processed automatically.

- Sophisticated settings for improving text recognition and conversion quality are available.

- Easy scheduling of document processing workflows to run at a specified time.

## Bonus for Registered Customers

- ABBYY Screenshot Reader: Lets you capture text or tables from your computer screen and convert them directly into editable, re-usable text that you can paste into your documents – no retyping required.

- Free technical support*.

## Ease of Use

- Intuitive start screen provides a convenient hub for all common tasks for working with scanned paper documents and PDFs of all types.

- Simple and clear user interface makes dealing with both regular and more complex tasks fast and easy.

- Intelligent detection of document types eliminates additional manual steps, while delivering superior results.

*Connection fees for telephone and internet may apply.

# Choose the
# Right FineReader

## Your Document Tasks –
## Your FineReader

With ABBYY FineReader 14 you can choose from different options, depending on your specific document-related tasks - from the daily interaction with PDFs and scans to automated conversion of multiple documents. In addition, IT managers can select from a variety of license types, to best serve the infrastructure of their organization.

| ABBYY FineReader 14 | Standard | Corporate | Volume Licensing |
|---|---|---|---|
| 01 \| Edit and Comment PDFs | ✓ | ✓ | Multiple licenses for companies and organizations.<br><br>Benefit from progressive volume discounts, network deployment and license management, and various license types to fit your infrastructure. |
| 02 \| Convert PDFs and Scans | ✓ | ✓ | |
| 03 \| Compare Documents | — | ✓ | |
| 04 \| Automate Conversion | — | ✓<br>5.000 pages per month via Hot Folder*<br>2 cores | |
| *The number of pages per month resets every 30 days. | | ⌄ Download 30-day TRIAL | ⌄ Learn more |

# Benefits for You and Your Business



## Team Benefits

### All-in-one tool for your document-related tasks

Support employees with their document-related tasks, regardless of department or requirements. FineReader 14 combines OCR, PDF editing and document comparison – making it suitable for a wide range of tasks when working with PDF documents and scans. Employees can rely on one multi-function document tool to get their work done.

### Efficient collaboration

Creating, updating and finalizing documents as a team or with external partners is much easier thanks to a collaboration tool that makes it easy and straightforward to comment, annotate, assign statuses and find relevant changes. Make your group efforts really count with a tool that enables team cooperation and collaboration.

ABBYY FineReader 14 takes information locked in paper-based documents and PDFs and makes it actionable, for efficient work and collaboration.

### Fast information access from documents of all types

Paper-based information is quickly accessible for easy searching, editing, commenting, re-use, sharing, protecting. FineReader allows you to recover time previously lost to re-typing, re-formatting and finding documents and use it for more important things.

### Multilingual for your multilingual documents

FineReader is as international as your company needs it to be. It "reads" documents in over 190 languages and in any combination of languages. Plus, it can automatically detect the language a document has been written in, too.
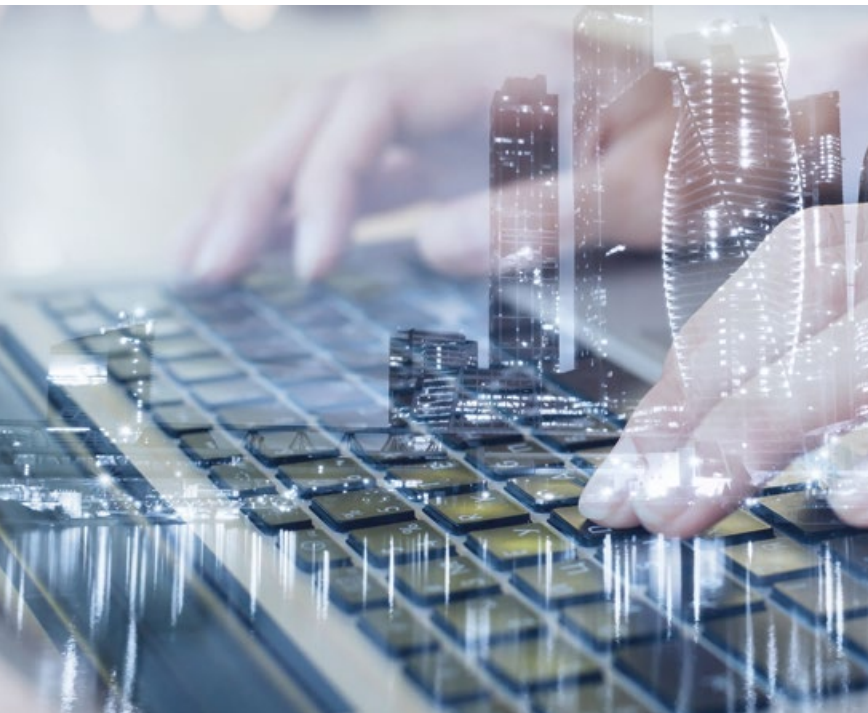
# Business Benefits

### Trusted provider for increased document productivity

Multi-functional teams benefit from improved productivity with this one diverse tool. Applicable and useful across multiple departments and trusted in many industries, FineReader supports enterprise use and enables enterprise-wide efficiency.

### Cost effective

Attractive volume discounts and a low-entry point make it easy for businesses to equip multiple employees with ABBYY FineReader. Instead of providing different tools to employees with different document tasks, you can now equip every employee with one multi-functional tool – and lower your cost per user by purchasing higher volumes from one provider.

# IT Benefits

### Easy deployment and use

Uncomplicated deployment and license management, regardless of the type of license and number of workstations, makes it easy to install FineReader in an organization.

### Flexible licensing options

Depending on the frequency of use and size of organization, IT managers have the freedom and flexibility to choose what best fits their infrastructure and needs today – while knowing they have the scalability needed to meet the needs of tomorrow.

# Volume Licenses for Businesses

## License Types

FineReader 14 offers simple and flexible licensing options that fit the requirements of any organization – from small businesses to large corporations and institutions in the education and government sectors.

| | PER SEAT | TERMINAL SERVER* | CONCURRENT* | SITE |
|---|---|---|---|---|
| Type of license | Multiple user license for local use on workstations. | Terminal license for remote access to software from client computers. | Network license, shared within a LAN, for local use on workstations. | Open license for local use on workstations. |
| Ideal for | Organizations of any size with decentralised or LAN networks, or workstations not connected to the network, such as laptops. | Organizations using terminal services to provide access to software tools or complete desktops to their employees. | Organizations or departments within LAN networks, where multiple employees have the occasional need to use the software. | Organizations with strict network security regulations and no access to the Internet from the workstations. |
| Frequency of use | Regular | Regular | Occasional | Regular |
| Number of users | Equals number of licenses purchased. | Equals number of licenses purchased. | Limited by the number of simultaneous users. | Equals number of licenses purchased, separate written agreement necessary. |
| Entry point** | min. 5 licenses | min. 5 licenses | min. 5 licenses | min. 50 licenses |

\* Available only for FineReader 14 Corporate
\*\* Single user licenses available through **ABBYY online shop** and ABBYY partner resellers.

## Upgrade Assurance

Stay up-to-date with the latest ABBYY technology at a reasonable price. By purchasing annual Upgrade Assurance for ABBYY volume licenses, customers automatically receive upgrades to new product versions as they are released.

CONTACT US sales@abbyyusa.com

# Technical Specifications

## System requirements

- Microsoft® Windows® 10 / 8.1 / 8 / 7
- Microsoft Windows Server® 2016 / 2012 / 2012 R2 / 2008 R2
- Interface languages require Windows support for the corresponding language.
- 1 GHz or faster x86 or x64 processor with SSE2 instruction set
- 1 GB of RAM (4 GB of RAM is recommended)
- 1.2 GB of hard disk space for typical program installation and 1.2 GB of free space for optimal program operation
- Monitor with 1024x768 resolution or higher
- Internet connection for product activation. Connection charges for Internet may apply.
- Keyboard, mouse or other pointing device

## Supported file formats

### Input file formats

- PDF documents, incl. PDF/A
- Image formats - TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, GIF, DjVu, XPS*
- Editable formats** - DOC(X), XLS(X), PPT(X), VSD(X), HTML, RTF, TXT, ODT, ODS, ODP

### Saving formats

- PDF (searchable, image-only, text and images), incl. PDF/A (1a, 1b, 2a, 2b, 2u, 3a, 3b, 3u)
- Image formats - TIFF, JPEG, JPEG 2000, JBIG2, PNG, BMP, PCX, DjVu
- Editable formats - DOC(X), XLS(X), PPT, HTML, RTF, TXT, CSV, ODT
- E-book formats - EPUB, FB2

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\* Microsoft .NET Framework 4.0 required.

\*\* For creating PDF files from editable formats it is required that Microsoft Office or Apache® OpenOffice® are installed on your computer.

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