Basic Steps to Perform Optical Character Recognition (OCR) through ABBYY FineReader 14

Import

Preselect files that are scanned to the recommended settings to be imported in ABBYY FineReader 14

Open in OCR Editor
Import

Select common image files, tiff files recommended

Check box to “automatically process page images as they are added”

Open files to be converted to editable texts
Recognition Process

Runs documents in ABBYY FineReader 14 automatically with the preset settings already selected

Recognize Page

Individual pages are recognized and analyzed

Structural analysis using preset settings draws an area box to designate recognized elements (text, table, picture, background picture and/or barcode)

Detects Language from the recognized pages and auto selects comparison language(s)
Verification Process

Completed recognition analysis results with warning signs appearing in the navigation pane with suggestions that can be verified.

Verify

All recognized text will appear in the text pane, edit text by clicking the verify function.

Highlighted low confidence characters found in the document with resulting OCR errors can be edited or corrected in the verification dialog box.

Use the dialog box to confirm edits to text, skip or add new words to dictionary, if applicable dictionary words will appear in the suggestion box to replace text.

The function tab Verify, allows users to perform the verification of the page.

The Verification dialog box allows users to edit errors, replace words or add new words to the dictionary.

The warning sign symbol ❗️ will appear at the bottom left in the navigation pane after recognition analysis is completed.
Export

Documents ready for export when all the recognized pages have been verified, and no spelling errors or low-confidence characters are found.

“All recognized pages have been verified. No spelling errors or low-confidence characters have been found.”
Export

_Save as searchable PDF document_

Select the save function, or use the file tab to save as a searchable PDF document, in order to format the document to save text under images.
Export

A searchable PDF document enhances searchability and allows users to fully navigate and search the document. The resulted OCR output of the digitized file can also be indexed and produce full-text retrieval in search engines.

Search meaningful words in PDF document.

Results of words searched will appear highlighted in the document.