

# ABBYY®

New-Age Document Solutions, Go Paperless

## FineReader® 15 For Windows

The smarter PDF solution

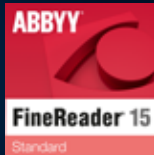
### CONVERT, EDIT, SHARE, AND COLLABORATE ON PDFS AND SCANS IN THE DIGITAL WORKPLACE.

- ✓ Work Easily With A Universal Pdf Tool
- ✓ Create And Convert Pdfs
- ✓ Protect And Sign Pdfs
- ✓ Compare Documents In Different Formats
- ✓ Finereader Corporate Only
- ✓ Digitize Paper Documents And Scans With OCR
- ✓ Edit And Organize Pdfs
- ✓ Collaborate On And Approve PDFs
- ✓ Automate Digitization And Conversion Routines
- ✓ Finereader Corporate Only

### COMPARISON MATRIX

#### FineReader® 15

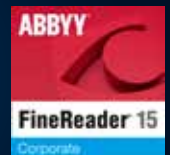
Standard



- ✓ Edit, protect and collaborate on PDFs
- ✓ Create and convert PDFs
- ✓ Digitize paper documents and scans with OCR

#### FineReader® 15

Corporate



- ✓ Edit, protect and collaborate on PDFs
- ✓ Create and convert PDFs
- ✓ Digitize paper documents and scans with OCR
- ✓ Automate digitization and conversion routines 5,000 pages/month, 2 cores
- ✓ Compare documents in different formats

FineReader® 15

# Detailed Features

## EDIT AND ORGANIZE PDFs

### ↳ View, navigate, and organize PDFs

Browse through pages, comments, and metadata. Select a convenient viewing mode based on your reading preference. Add, delete, rearrange, rotate, and crop pages. Merge documents into one PDF.

### ↳ Reuse information from PDFs

Extract (copy and paste) text and tables directly from any PDF while maintaining the formatting – with just a few clicks. Review and update metadata and verify digital signatures to ensure the authenticity and integrity of the document.

### ↳ Retrieve information from any kind of PDF

Find information quickly and easily, even in scanned PDFs, by using full-text keyword search and bookmarks. Once the document is open, FineReader PDF automatically detects non-searchable PDF documents and instantly applies OCR (Optical Character Recognition) to make them searchable.

### ↳ Edit and update PDFs **IMPROVED**

Add updates to previous versions or create entirely new documents based on pre-existing PDFs. You can edit paragraphs or add new ones; add or delete pictures; edit text inside tables; and rearrange the elements of the layout within a page. With FineReader PDF, you can edit a scanned document as easily as a PDF created digitally.

### ↳ Create Searchable PDF documents.

30% of PDF are not searchable and non-editable. Though PDF is considered as an alternative to paper documents. With this feature you can search in a pdf document.

### ↳ Manage and adapt PDF documents for specific workflows

Use custom stamps, Bates numbers, and watermarks to adapt PDFs to your workflows. Add or edit links, bookmarks, headers, footers, and page numbers to simplify navigating through the document. Make documents easier to retrieve by adding specific keywords to the metadata.

### ↳ Fill out PDF forms

Fill out interactive fields in PDF forms or scanned paper forms to add text at the designated spaces. Sign forms using facsimile or digital signatures.

## COLLABORATE ON AND APPROVE PDFs

### ↳ Mark up and annotate

Conveniently annotate any part of a PDF (text, images, a chart or a chart area, captions, etc.) using Notes, Text Box, and a wide range of mark-up and drawing tools.

### ↳ Comment and discuss **IMPROVED**

Exchange ideas and questions by commenting on any markups or replying to comments. Assign a status to each comment to create more transparency among the collaborators and better guide the discussion.

### ↳ Manage comments and accelerate decision making

Search by keywords, sort, filter, and assign a status to comments. Also, stamps can easily be added to designate the status of the whole document.

### ↳ Send documents for approval to others

Share documents with various stakeholders and collect multiple digital signatures within the same PDF.

## PROTECT AND SIGN PDFs

### ↳ Redact sensitive information

Prevent the disclosure of privileged or confidential information with a reliable redaction tool. Permanently and irreversibly remove sensitive information such as personal data, bank account numbers, etc., from a PDF, including body text, headers and footers, comments, and metadata. Work efficiently by searching through and redacting the whole document within seconds.

### ↳ Remove hidden data

Mitigate the risk of unintentionally sharing confidential information in a PDF by removing hidden objects and data with one click. You can remove text layers added by OCR, comments and annotations, attachments, bookmarks, metadata, links, media, actions, scripts, and form data.

### → Apply password protection

Manage access to PDF content with different levels of password protection that restricts either opening the document itself, or restricts actions with its content such as printing, editing or extraction of information.

### → Certify with digital signatures IMPROVED

Sign PDFs with a digital signature certificate. In addition to a digital signature, you can create and insert a facsimile of your handwritten signature. Verify digital signatures in a PDF to ensure their authenticity and integrity.

## CREATE AND CONVERT PDFs

### → Create industry standard PDFs

FineReader can create PDFs from more than 25 different file formats, directly from paper documents, or by using a PDF printer from almost any application with a print function. The range of supported PDF types includes PDF/A-1 to PDF/A-3 for long-term archiving and PDF/UA to ensure information is accessible when using assistive software such as screen readers.

### → Convert PDFs into editable formats

Quickly turn your PDFs into fully editable formats such as Microsoft Word, Excel, and others – one by one or multiple PDFs at once. ABBYY's intelligent OCR and PDF document conversion technologies ensure excellent accuracy, document layout and structure retention quality for further effortless editing.

### → Merge documents into a PDF

Create a single PDF from several files in different formats or create a new PDF by extracting pages from existing PDFs and combining them into one.

### → Advanced PDF conversion IMPROVED

The OCR Editor provides advanced tools and options for precise control and exceptional flexibility when converting PDF documents into editable file formats.

## DIGITIZE PAPER DOCUMENTS AND SCANS WITH OCR

### → Create searchable PDFs IMPROVED

Easily turn paper documents, scans, and scanned PDFs into searchable PDFs, so you can quickly retrieve documents from digital archives and access the information within them. FineReader PDF supports the PDF/A format, the standard for long-term archiving, with all conformance levels and variants from PDF/A-1 to PDF/A-3.

### → Reuse and edit

Convert your paper and scanned documents into editable files in Microsoft Word, Excel, OpenOffice Writer and other common formats. ABBYY's AI-based OCR and document-conversion technologies ensure excellent accuracy and maintain the layout and structure for further effortless editing.

### → Advanced document conversion

Manage the text recognition and document conversion process in detail. The OCR Editor provides advanced tools and options for enhanced document conversion with the flexibility that a specific document and task may require. Powerful image pre-processing tools and additional settings to maintain the layout of the document further improve accuracy and consistency. With a practical verification tool, quickly and reliably check just those characters in the converted text which could have been recognized incorrectly.

### → Save storage space

Reduce the file size of PDFs by up to 20 times with MRC compression.

## COMPARE DOCUMENTS IN DIFFERENT FORMATS

### → Compare documents quickly, reliably and effortlessly IMPROVED

Avoid the long and tiresome process of comparing text in two documents line by line. FineReader PDF detects the differences between two versions of a document within seconds. It accurately identifies relevant changes to the text without additional conversion steps, even if the versions of the document are in different formats such as Microsoft Office files, digital PDFs, scanned PDFs, or even scans and image files

### → Focus on the most important differences

FineReader will only display the differences that affect the meaning of the document and disregard insignificant differences like formatting or line breaks. This lets you review documents 5 to 20 times faster\*, so you can focus on what is most important, simplify your work, and reduce the chances of missing something that matters. You can even manually disregard differences that are not significant for your task, and they will no longer appear in the list of comparison results.

**\*In comparison to other PDF solutions, when comparing document copies in DOC(X) and digital PDF formats, according to ABBYY's internal tests.**

↳ **Export and share the comparison results NEW**

Tailor comparison results to your needs. When someone should approve or edit the changes, export to Microsoft Word in track-changes mode. Or use a PDF with the differences marked up as comments to share and discuss with others. You can even save a list of the differences themselves in a Microsoft Word table in order to have a brief overview for your records, reports, or discussions.

↳ **Compare multilingual documents**

FineReader supports text comparison in 38 languages, including documents written in multiple languages. The software can also automatically detect a document's language.

## AUTOMATE DIGITIZATION AND CONVERSION ROUTINES

- Use a Hot Folder to automate document conversion tasks for individuals or workgroups, for example to prepare documents scanned on the office multifunction printer or obtained by email as attachments for further processing. A Hot Folder is capable of processing up to 5,000 pages per month\* (the number of pages resets every 30 days) and uses up to 2 CPU cores for the document conversion.

**\*Conversion of multiple documents within the main FineReader 15 user interface (New Task window) is unlimited in all product editions (Standard, Corporate).**

- Set up a watched folder on a local or network drive, FTP server, or mailbox, and any files placed in it will be converted automatically with the pre-defined settings, immediately or according to a schedule. With a Hot Folder, you can set up the processing settings for each watched folder individually.
- Set up custom Automated Tasks with conversion steps and settings specifically tailored to your frequently performed tasks. Make repeating, daily conversion procedures easier to carry out in just a few clicks.

## Why upgrade to FineReader 15

- PDF editing made easier: PDF editing almost like in a Word document — including paragraphs, formatting, layout, table cells, and a faster PDF viewer
- Convert documents with higher accuracy: OCR technology that improves recognition accuracy for PDF conversion, layout retention, and Chinese, Japanese, Korean languages
- Export document comparison: better comparison of digital PDFs and new export options to Microsoft® Word with track-changes mode

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