ABBYY®

New-Age Document Solutions, Go Paperless

FineReader® 15
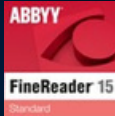# For Windows

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 forma�ng – with just a few clicks. Review and update metadata and verify digital signatures to ensure the authen�city and integrity of the document.

- **Retrieve information from any kind of PDF**
  Find informa�on quickly and easily, even in scanned PDFs, by using full-text keyword search and bookmarks. Once the document is open, FineReader PDF automa�cally detects non-searchable PDF documents and instantly applies OCR (Op�cal Character Recogni�on) to make them searchable.

- **Edit and update PDFs** **IMPROVED**
  Add updates to previous versions or create en�rely new documents based on pre-exis�ng 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 alterna�ve 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 naviga�ng through the document. Make documents easier to retrieve by adding specific keywords to the metadata.

- **Fill out PDF forms**
  Fill out interac�ve 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, cap�ons, etc.) using Notes, Text Box, and a wide range of mark-up and drawing tools.

- **Comment and discuss** **IMPROVED**
  Exchange ideas and ques�ons by commen�ng on any markups or replying to comments. Assign a status to each comment to create more transparency among the collaborators and be�er 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 mul�ple digital signatures within the same PDF.

PROTECT AND SIGN PDFs

- **Redact sensitive information**
  Prevent the disclosure of privileged or confiden�al informa�on with a reliable redac�on tool. Permanently and irreversibly remove sensi�ve informa�on 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 redac�ng the whole document within seconds.

- **Remove hidden data**
  Mi�gate the risk of uninten�onally sharing confiden�al informa�on in a PDF by removing hidden objects and data with one click. You can remove text layers added by OCR, comments and annota�ons, a�achments, bookmarks, metadata, links, media, ac�ons, scripts, and form data.

- Apply password protection
  Manage access to PDF content with different levels of password protec�on that restricts either opening the document itself, or restricts ac�ons with its content such as prin�ng, edi�ng or extrac�on of informa�on.

- Certify with digital signatures IMPROVED
  Sign PDFs with a digital signature cer�ficate. In addi�on to a digital signature, you can create and insert a facsimile of your handwri�en signature. Verify digital signatures in a PDF to ensure their authen�city 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 applica�on with a print func�on. The range of supported PDF types includes PDF/A-1 to PDF/A-3 for long-term archiving and PDF/UA to ensure informa�on is accessible when using assis�ve so�ware such as screen readers.

- **Convert PDFs into editable formats**
  Quickly turn your PDFs into fully editable formats such as Microso� Word, Excel, and others – one by one or mul�ple PDFs at once. ABBYY's intelligent OCR and PDF document conversion technologies ensure excellent accuracy, document layout and structure reten�on quality for further effortless edi�ng.

- **Merge documents into a PDF**
  Create a single PDF from several files in different formats or create a new PDF by extrac�ng pages from exis�ng PDFs and combining them into one.

- **Advanced PDF conversion IMPROVED**
  The OCR Editor provides advanced tools and op�ons for precise control and excep�onal flexibility when conver�ng PDF docments 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 informa�on 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 Microso� 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 edi�ng.

- **Advanced document conversion**
  Manage the text recogni�on and document conversion process in detail. The OCR Editor provides advanced tools and op�ons for enhanced document conversion with the flexibility that a specific document and task may require. Powerful image pre-processing tools and addi�onal se�ngs to maintain the layout of the document further improve accuracy and consisency. With a prac�cal verifica�on 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 �mes with MRC compression.

COMPARE DOCUMENTS IN DIFFERENT FORMATS

- **Compare documents quickly, reliably and effortlessly IMPROVED**
  Avoid the long and �resome 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 iden�fies relevant changes to the text without addi�onal conversion steps, even if the versions of the document are in different formats such as Microso� 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 differenes like forma�ng or line breaks. This lets you review documents 5 to 20 �mes faster*, so you can focus on what is most important, simplify your work, and reduce the chances of missing something that ma�ers. 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 Microso� 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 Microso� Word table in order to have a brief overview for your records, reports, or discussions.

☐ **Compare mul�lingual documents**
FineReader supports text comparison in 38 languages, including documents wri�en in mul�ple languages. The so�ware can also automa�cally 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 mul�func�on printer or obtained by email as a�achments 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 automa�cally with the pre-defined se�ngs, immediately or according to a schedule. With a Hot Folder, you can set up the processing se�ngs for each watched folder individually.

• Set up custom Automated Tasks with conversion steps and se�ngs specifically tailored to your frequently performed tasks. Make repea�ng, daily conversion procedures easier to carry out in just a few clicks.

Why upgrade to FineReader 15

• PDF edi�ng made easier: PDF edi�ng almost like in a Word document — including paragraphs, forma�ng, layout, table cells, and a faster PDF viewer

• Convert documents with higher accuracy: OCR technology that improves recogni�on accuracy for PDF conversion, layout reten�on, and Chinese, Japanese, Korean languages

• Export document comparison: be�er comparison of digital PDFs and new export op�ons to Microso�® Word withtrack-changes mode