

This guide is an overview of the basic functions of ABBYY Finereader 14



This accessibility process has two phases. This document walks you through Phase One: ABBYY. Phase Two is done in Adobe Acrobat. See Adobe Guide.

Table of Contents

Page 2: Program Set Up

Page 5: Page Layout

Page 6: Highlighting

Page 9: Recognizing

Page 10: Verification

Page 13: Reorder

Page 14: Export

Page 16: Overview Workflow Order

Page 18: FAQ's

PROGRAM SET UP

ABBYY allows you to add accessibility features to your document. OCR stands for Optical Character Recognition, which is what you are adding to the document when you make sure that each word can be searched for and read aloud by a computer correctly.

1. Open ABBYY Finereader14
2. Click "Open in OCR Editor"
3. Select "Open new OCR Project"

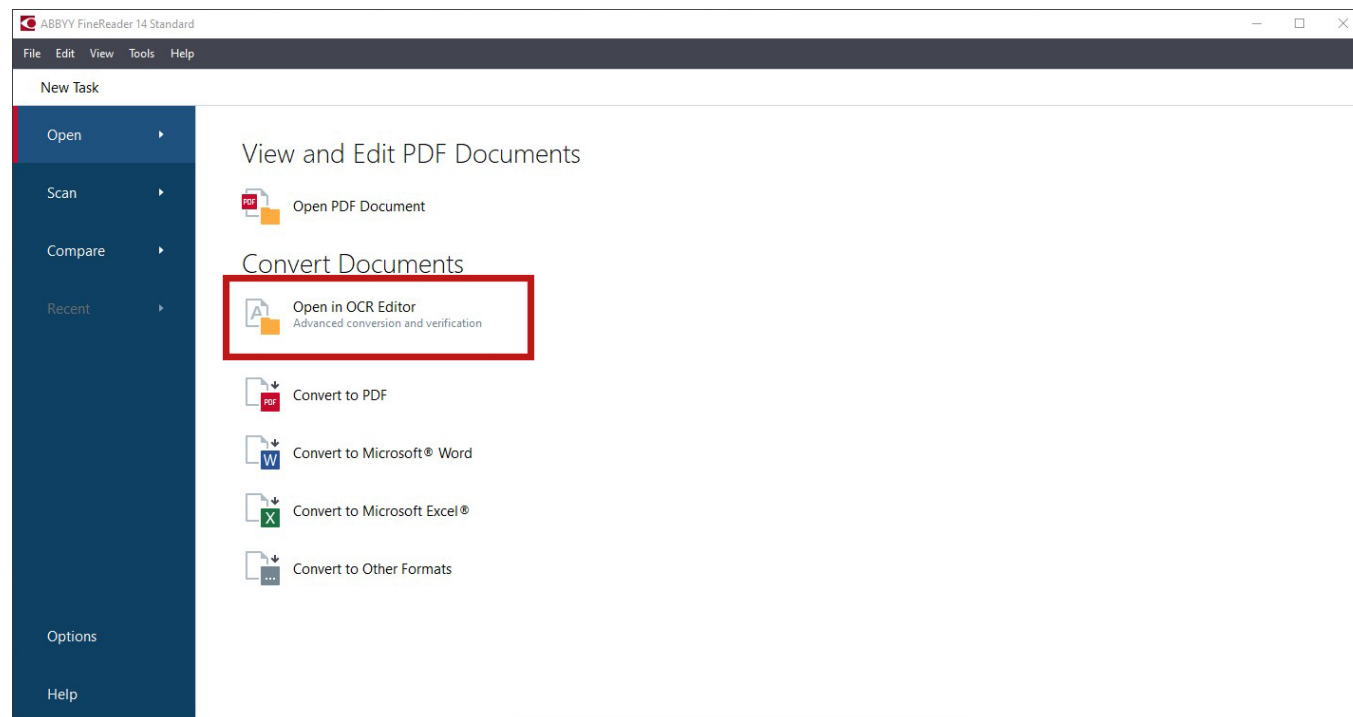


Figure 1

4. Modify settings

a. Suggested

- i. Click “zoom pane” to minimize the zoom panel (The zoom panel just displays a zoomed in section of the left hand panel)

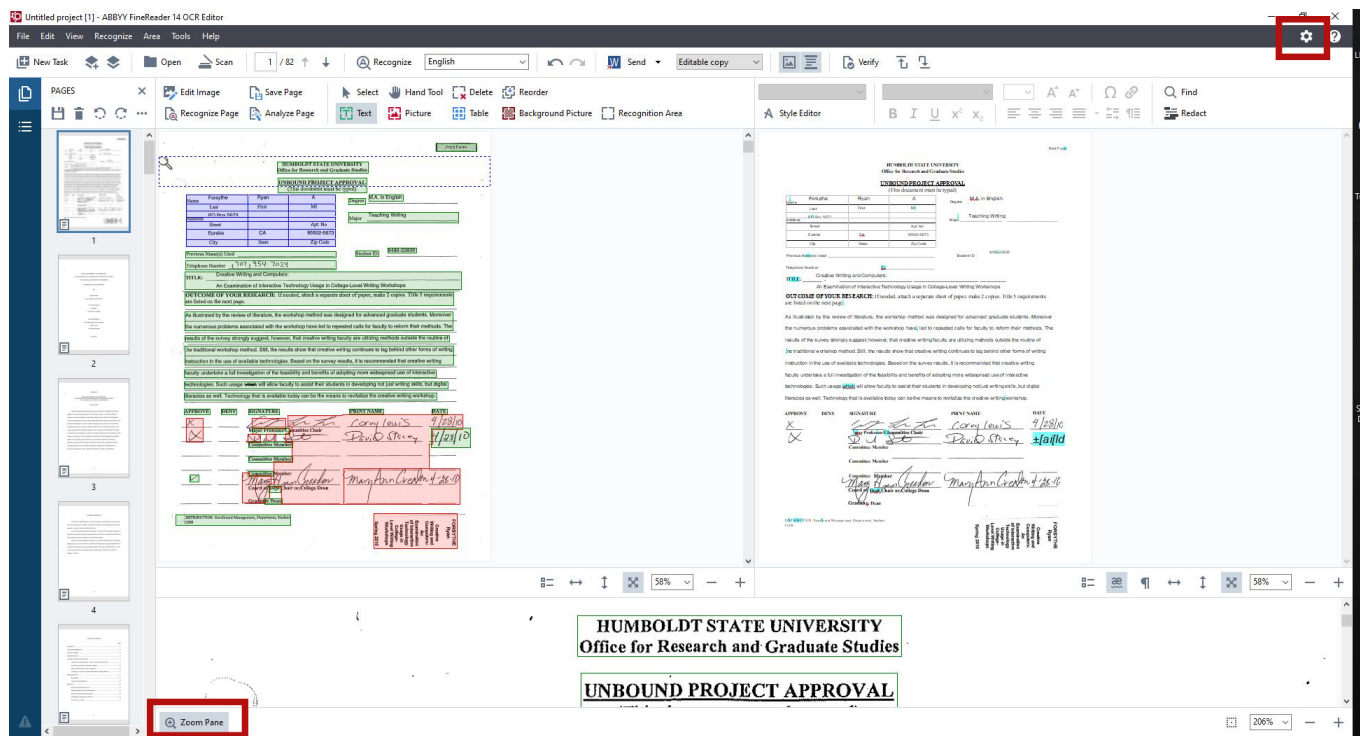


Figure 2

ii. Click on settings (the gear in the top right corner- Figure 2). Select the “Image Processing” tab and deselect “automatically process page,” select okay (Figure 3)

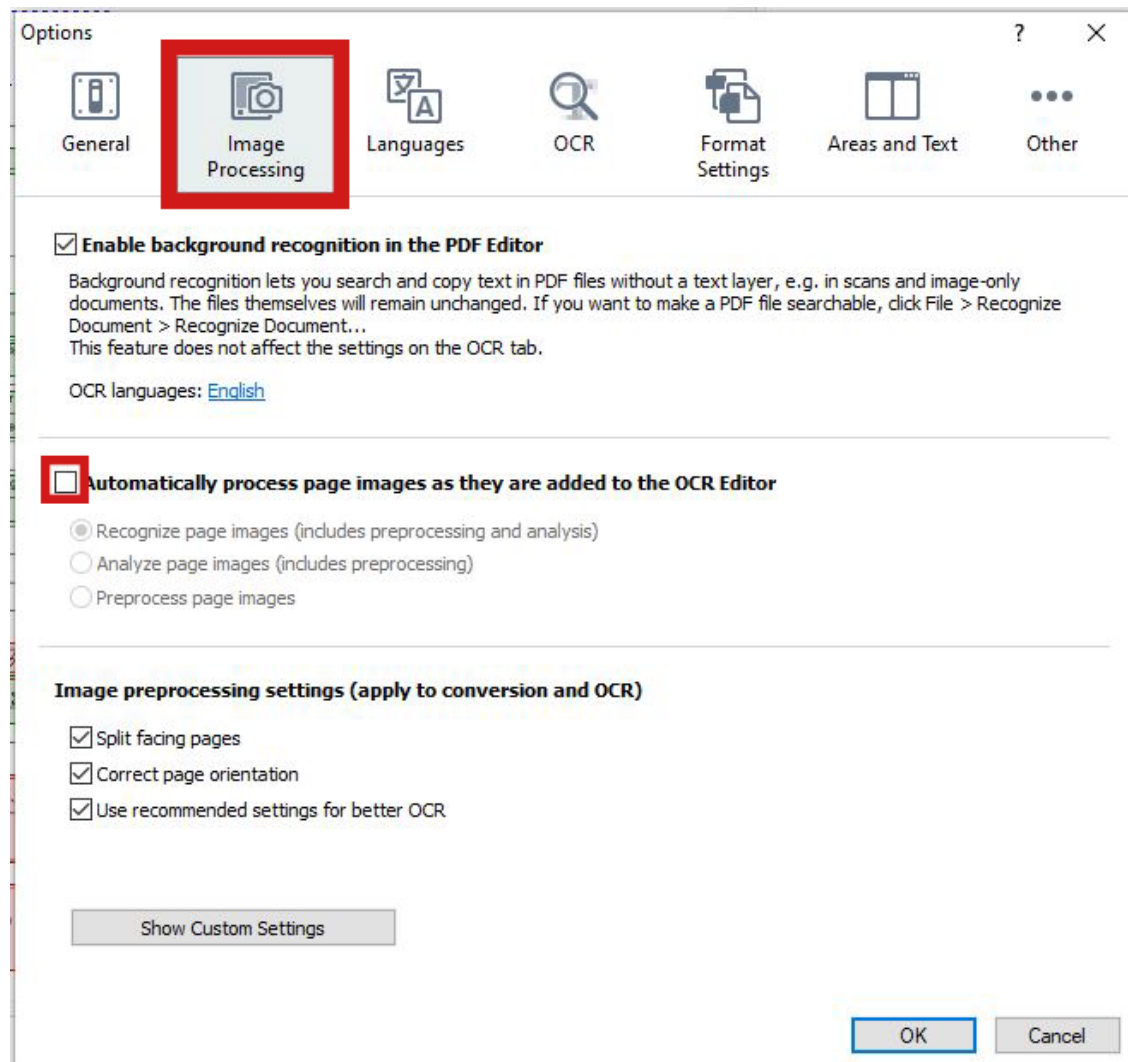


Figure 3

PAGE LAYOUT

The screen is split in two main panels. (The bottom panel (highlighted blue) is the zoom panel and can be collapsed.

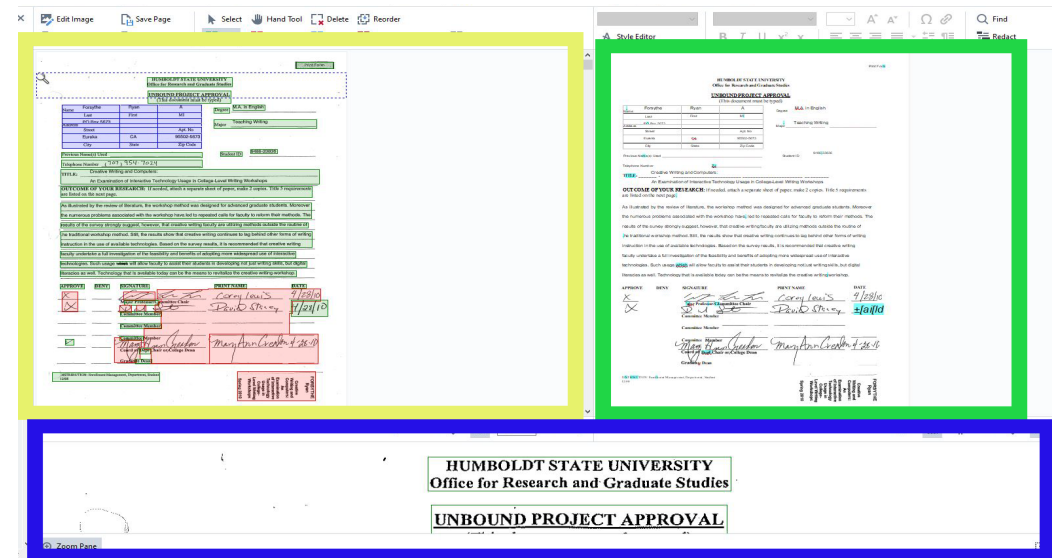


Figure 4

The panel on the left (yellow) shows you the document exactly as it exists digitally or physically if it is a scanned document.

The panel on the right (green) shows you how the program has recognized from the original document.

The first time you open the program the right panel will most likely automatically populate since the factory settings allow the program to automatically highlight & recognize the document for you.

Once you change the settings (page 4), the right panel will only show what you've highlighted once you select "Recognize." (Details on Highlighting/Recognizing pages 6-9)

WORKFLOW ORDER

1. Highlighting

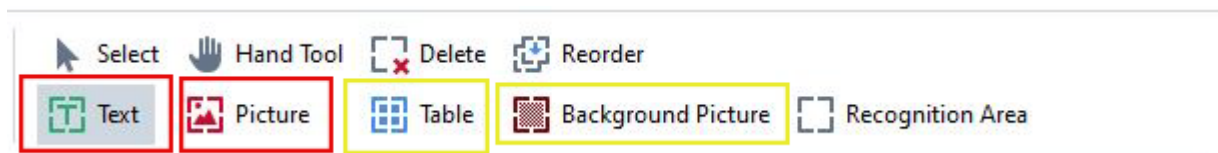


Figure 5

Text & Picture are the primary tools to use.

The table tool creates lots of error messages in a later step. Tables are challenging in terms of making the computer read the information in a correct and understandable way.

-If you have a table in your document, it is best to use the "Picture" highlighter and then explain necessary context when you add alt text. You can also "Text" highlight certain fields when table layout allows.

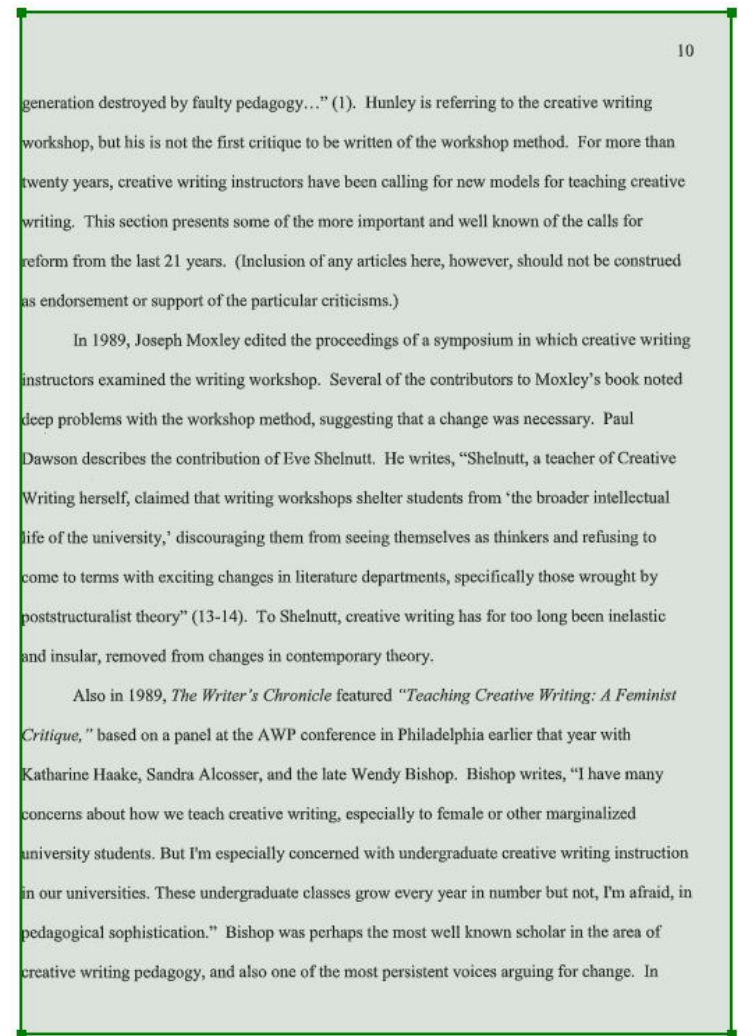
“Background Picture” can be used to mark parts of your document that you might want to distinguish from photos. Both "Picture" and "Background Picture" can have alt text added and either can be marked as a “decorative figure” later on.

ABBYY Finereader 14 does not have the ability to add alt text.

Highlighting Cont.

Start with highlighting areas appropriately.
(Figure 6)

When highlighting text, it is recommended that you leave some space around the text. If the box is right on the letters it will most likely have problems interpreting the words, which will create more work for you later.



Note: The left side of the highlighted section is too close to the words

Figure 6

Highlighting Cont.

The program will read the document from the top to bottom, left to right.

Make sure the page number is the first thing that will be read (i.e if it is located at the top of the page- see Figure 6).

If the page number is not located at the top, put the page number in its own text box. Later you will be able to select to have this box read first. (Figure 7)

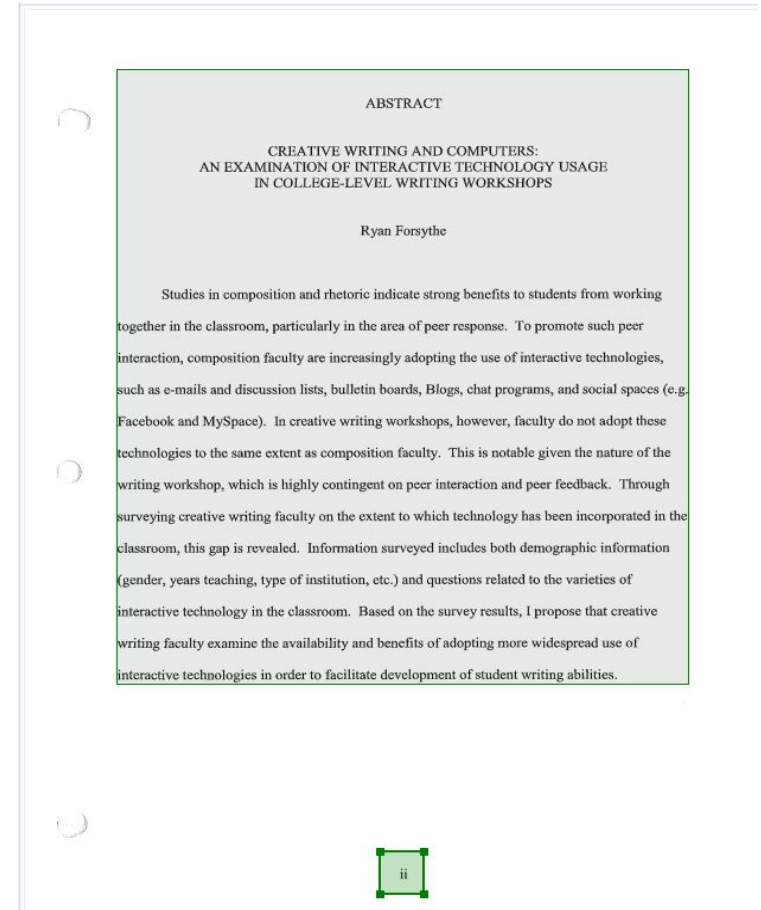


Figure 7

Highlighting Cont.

If text is rotated, you need to mark that so the program can read it correctly.

Put rotated text in a separate text box.

Right click

Select "text orientation"

Select the correct direction

Check that the text is marked with the correct orientation once you "Recognize" the page. The right panel should populate with the correct words, rotated to whatever orientation they originally appear.

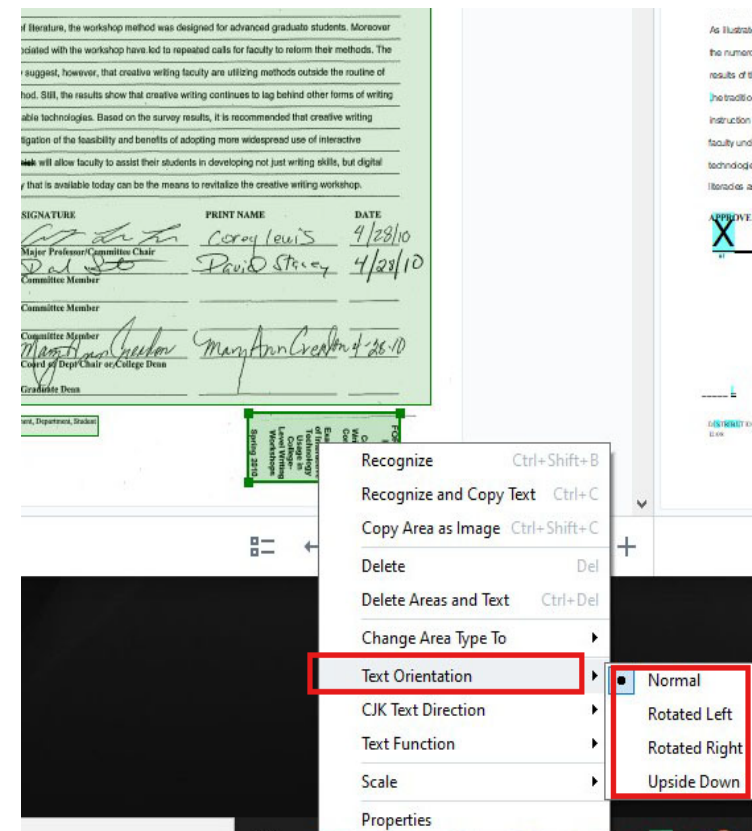


Figure 8

2. Recognizing

Once the entire document is “Highlighted,” you need to “Recognize.” This will populate the screen on the right.

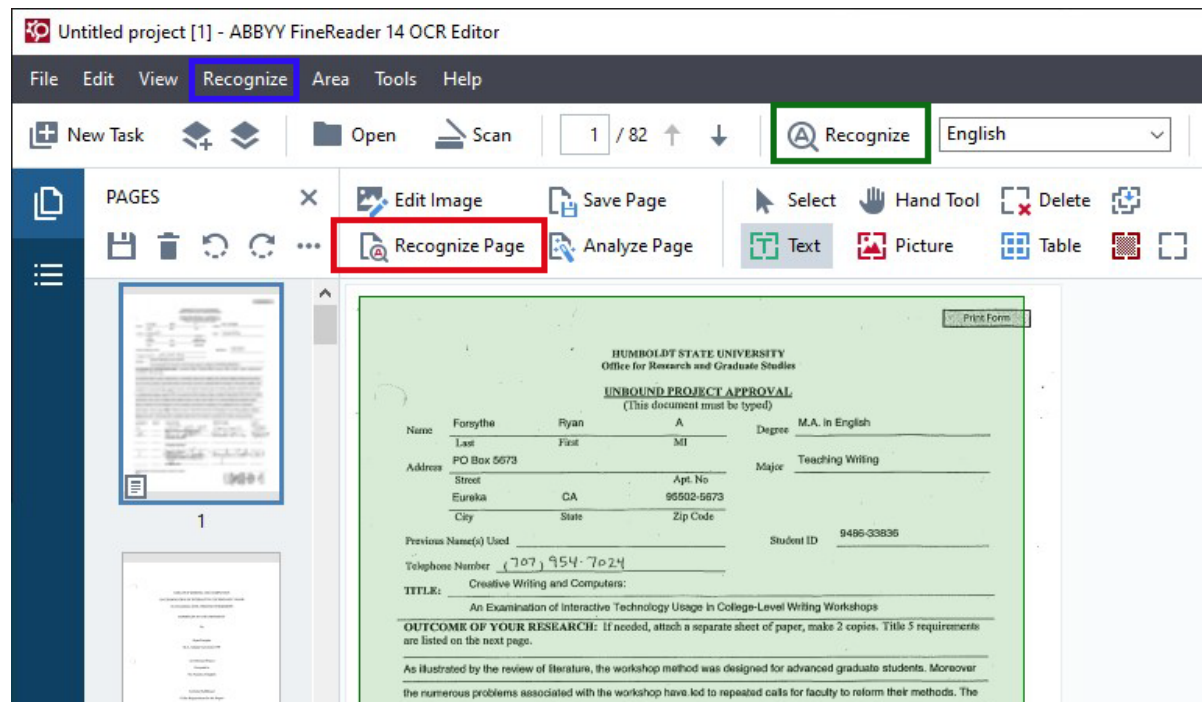


Figure 9

3 Ways to Recognize:

- "Recognize" (highlighted blue) will give you options in a drop down menu to "recognize page" or "recognize all pages"

- "Recognize page" (highlighted red) will only recognize the page you are currently working on

- "Recognize" (highlighted green) will recognize the entire document

Recognizing Cont.

Note: If you realize a highlighting mistake or notice that a section on the document was missed, you can highlight at this stage. If you change/add highlighting, you can just “Recognize page”

Tip: You can right click on any highlighted area and hover over “Change area type to” you can select a different area type for the highlighted area

You will know your pages have been recognized when it appears in the window in the right panel.

3. Verification

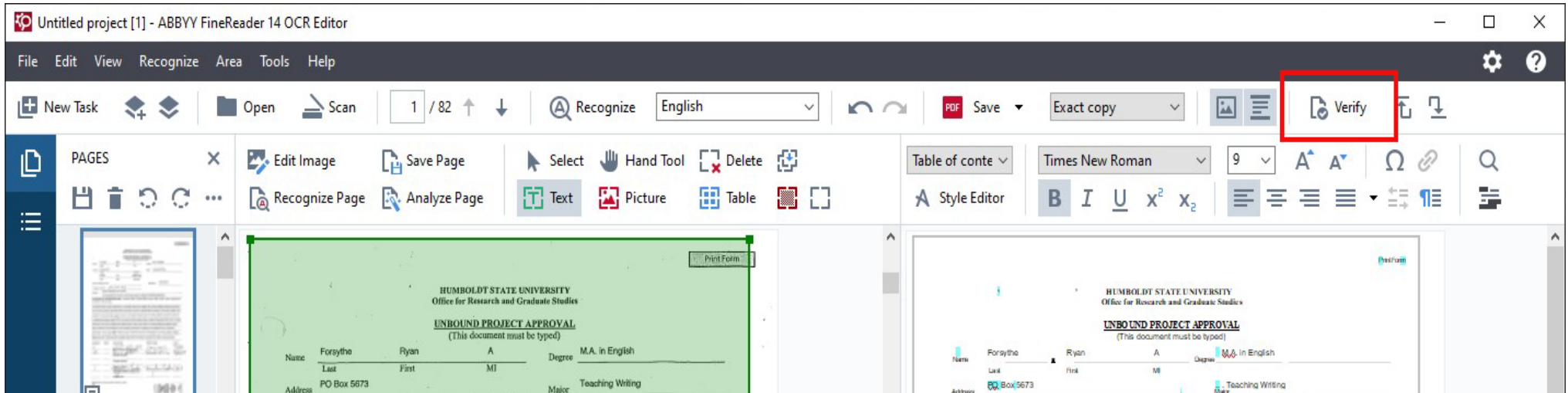


Figure 10

After all pages are recognized, next select the Verify button.

The program will prompt you to verify that how the program has interpreted the document is correct. You want the wording and exact spelling in the left panel to match the right panel.

Verification Cont.

-Select "Skip" if correct

If incorrect, adjust spelling in the "Low confidence characters" box

-The spacing between the words won't interfere with the accessibility of the document

Example: "if words are very spaced out," that is okay.

However, if the individual words have spaces between the letters, delete the spaces.

Example: i n d i v i d u a l

-The verification window will tell you when it has completed.

Note: During the verification process if the "Highlighting" of a section needs to be altered (added/changed), you can still make corrections at this stage. However, make sure you ONLY "Recognize Page." If you select "Recognize all pages," you will have to go through the verification process again.

In Figure 11, the "m" needs to be confirmed.

The little window displays the original document with the low confidence character highlighted blue

The text box area displays how the program has interpreted the character, highlighted red.

Read original document and adjust the programs interpretation accordingly

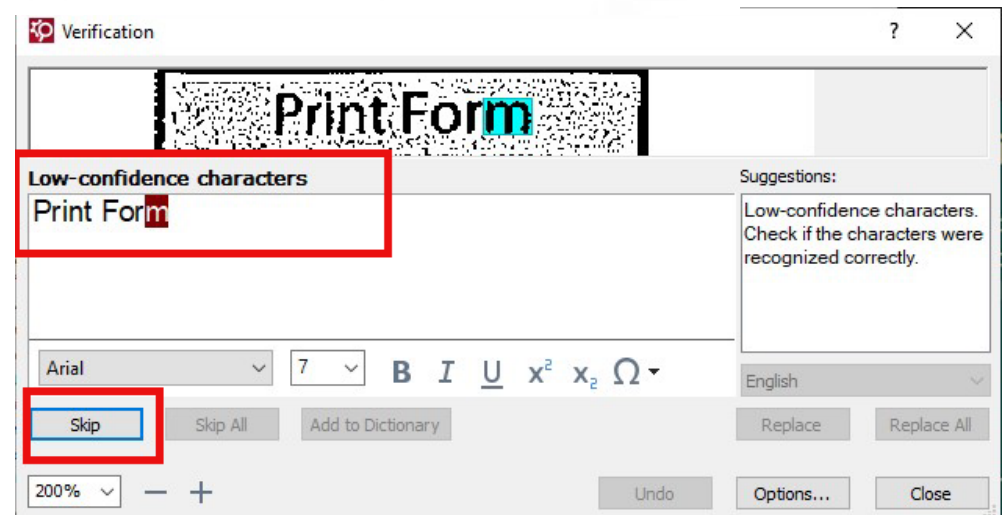


Figure 11

During Verification

You can directly edit on the right hand panel.

Example:

The highlighted blue spots in the right panel are low confidence characters.

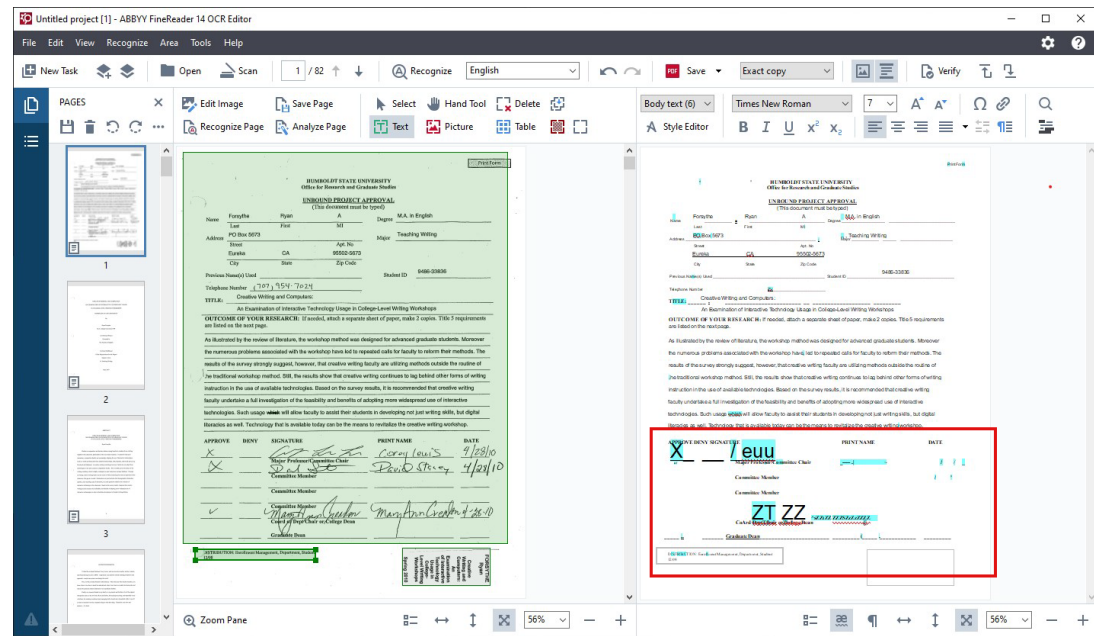


Figure 12

The program does not understand the signatures in Figure 12.

Before you click "Verify," you can edit directly on the right panel. You can type out those low confidence characters for the program, see Figure 13.

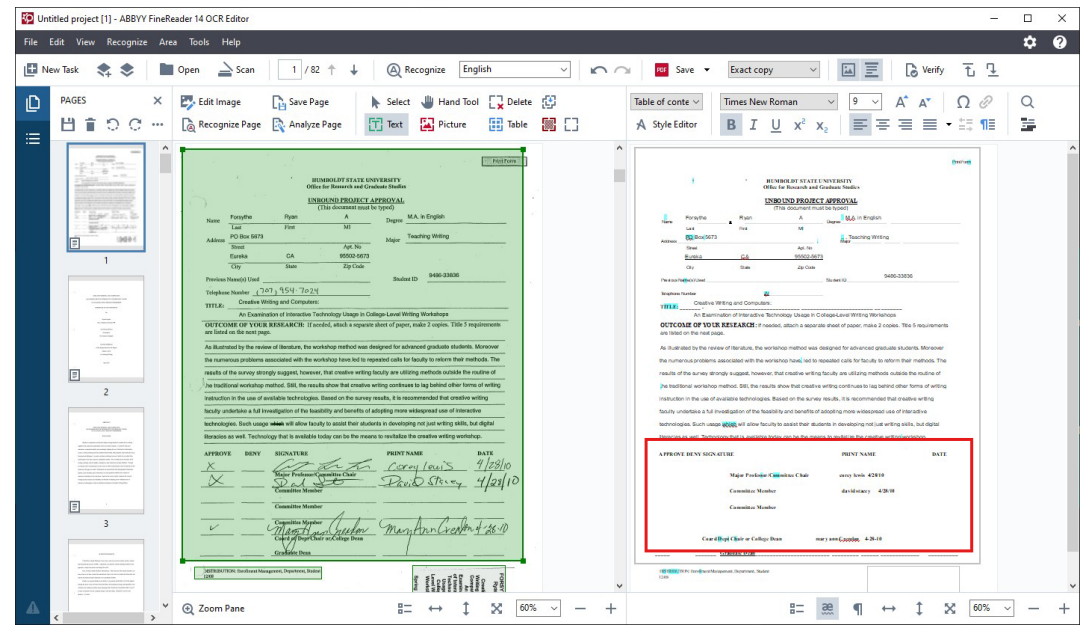


Figure 13

4. Reorder

The reading order is important when it comes to accessibility.

Go through each page and look for the small number in the top left corner of the highlighted boxes. These numbers indicate reading order. You can simply click on each highlighted area to change the reading order.

Note: if you click on one box it will change the numbers of every box.

Select the page number on your document to be read first always. Then select the logical order the rest of the page will be read in.

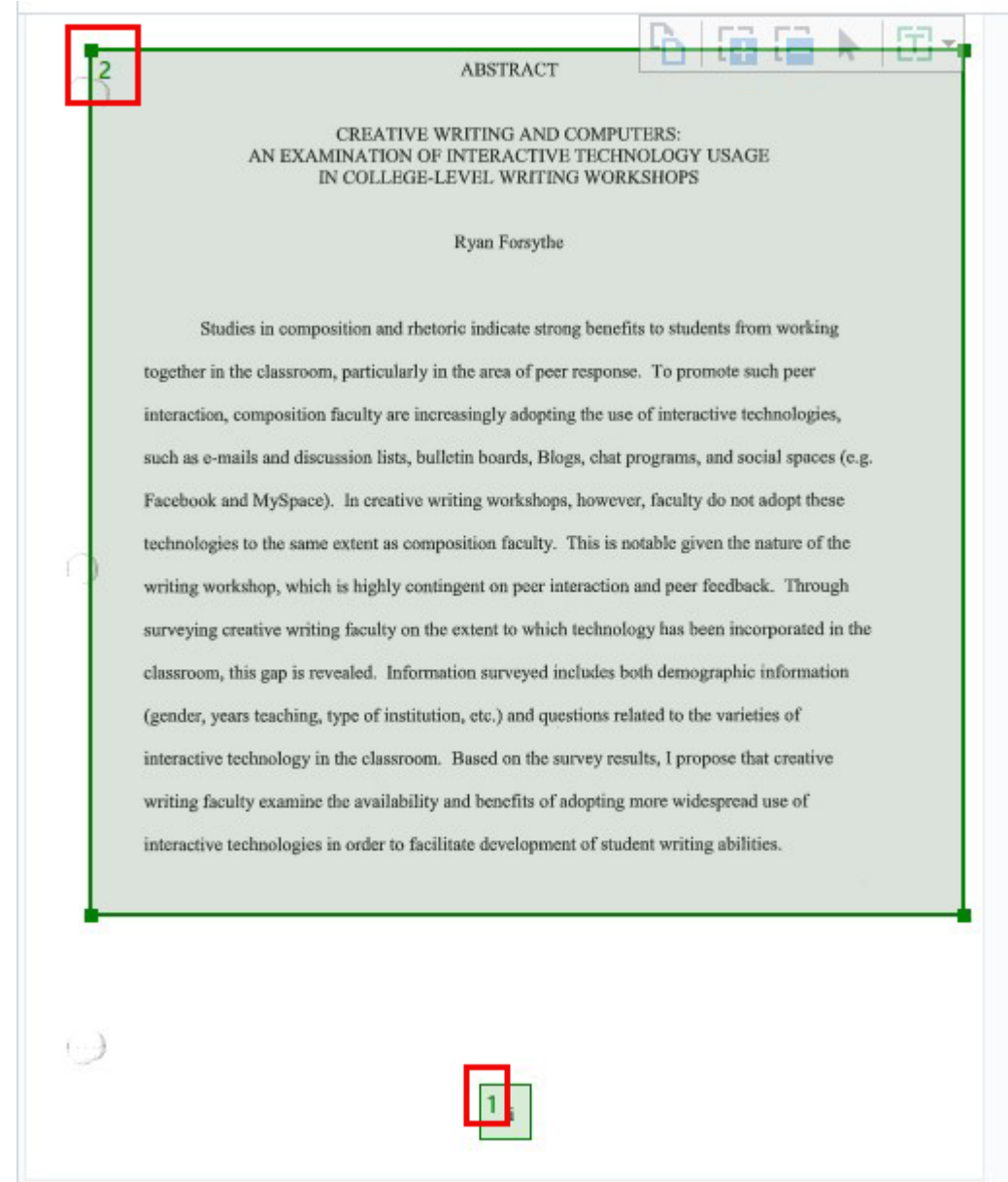


Figure 14

5. Export

There are 2 ways to save an ABBYY document.

If you are entirely done running ABBYY on the document, go to File, Save As, and select “Searchable PDF Document”

If you need to return to this document at a later time, select File and then “Save OCR Project.” The file type it will be saved as will not open in any other program outside of ABBYY.

To open this document next time you work on it you will go to where it is saved, click it once so it is selected and then right click on the document and select “Open in ABBYY Finereader.”

Overview Workflow Order

1. Highlight
2. Recognize
3. Verify
4. Reorder
5. Export
6. Phase two: Adobe Acrobat

FAQ's

-Does it matter how many text boxes I have? For one paragraph if it was broken up into 5 different sections will it read it normally- or does it all need to be in one box?

No, it does not matter how many text boxes you have when it comes to how it will be read out. An advantage to having the least amount of boxes is when it comes to putting them in order; the less boxes you have to click through, the easier. It is also recommended you change your ABBYY settings so the program does not automatically highlight/recognize your document.

-Many words are cut off and have a hyphen, how will that be read? Do I need to edit each of those words to be one when I am going through with the verification, OR do I just need to make sure there is a " - "at the end of the word that is cut off?

Hyphens should not be an issue, ABBYY should be able to recognize cut off words and so should a sight reader. Any major errors, or issues with words that are cut off and continued on the next line will be caught when screened in Adobe Acrobat.

-Is there a “back” or “previous” button when going through verification?

Yes, on verification tab the “undo” button takes you to the previous check
Once you have gone through verification once, it will say complete and you can't click back through because you have solved all the issues

FAQ's Cont.

-Is there a way to freeze on a page so when I scroll up and down I'm not constantly accidentally switching pages?

No

-What if my document is having a lot of issues recognizing the words/layout?

Ctrl A will select every page of the document

Then click on edit image in the top left corner

Then click on Deskew all pages

(this action cannot be undone and can undo some of your formatting)