

Install the IRIScan

For Win 2000–XP users

Log in as administrator.

To install the IRIScan driver, insert the CD-ROM in your CD-ROM drive and click on “**Scanner**” when the splash screen appears.

Follow the on-screen instructions.

For Vista users

Log on as administrator.

Insert the CD-ROM in your CD-ROM drive.

Click on “**Run Menu.exe**” when this window appears.

Click on “**Scanner**” when the splash screen appears.

Follow the on-screen instructions.



Plug the USB cable into your computer's USB port.

Windows identifies the IRIScan scanner. The “Found New Hardware Wizard” box appears. Simply follow the on-screen instructions to install the IRIScan.

Note: on Windows XP Service Pack 2, the wizard proposes you to go on internet to search for more recent drivers.

Select “**No, not this time**” and click on “**Next**”.

Select “**Install the software automatically (recommended)**”.

Click on “**Next**”.

Click on “**Continue anyway**” when the message “The software you are installing for this hardware has not passed Windows logo...”



Click on “**Finish**”.

The installation complete.

IRIScan button manager



To go to the settings panel of the buttons manager, double click on the scanner's icon in the taskbar.

Left button

Allows you to send the scanned document (jpeg format) directly into a directory.
to save the scanned document (jpeg format) directly into a blank email.

Right button

Allows you to send your document / business card directly into Readiris or Cardiris in two different ways.

Automatic: the document is automatically scanned and sent directly into Readiris / Cardiris.

The settings used are the default ones: - Resolution: 300 dpi for Readiris / 400 dpi for Cardiris.
- Color mode.

Manual: the scanner's interface will appear in order to change the scan settings.

Readiris™ Pro 11

Install the Readiris software

After the installation of the scanner, click on "**Readiris Pro 11**".
Follow the on-screen instructions.

Quick User Guide Readiris

1. Select and configure your IRIScan.

- Launch Readiris Pro.
- Fill in the serial number (refer to the sticker on the CD box), click on "**OK**".
- Click on the Readiris Pro splash screen.
- Click on "**Cancel**" in the wizard screen.
- Click on the "**Scanner**" icon.
- Click on the "**Scanner model**" button and select IRIS IRIScan2 (TWAIN), click on "**OK**".
- Choose the Format and the resolution (format: A4/letter and resolution: 300 dpi are recommended).
- Select greyscale or color if you have a bad quality document.
- Click on the "**Scan**" icon. The dialog box "**Scanner calibration**" appears.
- Insert the calibration sheet provided with the scanner. Click on "**OK**" to proceed the calibration.
- Insert the document you want to scan into the scanner.
- Click on the "**Scan**" icon.

2. Recognize your scanned document.

- After the scanning part, your document will be automatically analyzed by Readiris. The zones will show up as different type: text, graphics and tables.
- Click on the “**language**” button and select the document language.
- Define the output format of the OCR result by clicking on the “**Format**” icon.
- Click on “**Recognize**” to process your document and specify a name and location (by default, the document will be saved into your “**My Documents**” folder).

You have transformed your documents into electronic format quickly, easily and accurately. You can now edit your document in your favorite application.

Interface Readiris

Readiris PRO 11

Instantly Convert and Edit Your Paper and PDF Documents

Don't retype anymore!

Readiris™ Pro 11 instantly converts your paper or scanned documents (even JPEG 2000 files) as well as your PDF files into text. You don't need to type the information on your keyboard: with a few clicks in Readiris Pro 10, the information is sent and displayed in the application of your choice, with a perfect layout retention, ready to be archived and shared.

Version 11 is a real breakthrough and represents the MUST in OCR:

It is a powerful solution to create PDF files from images and to convert PDF files into text. Advanced compression image features allow you to reduce the PDF file size and to optimize your archiving and sharing capacities.

Version 11 can now recognize handwriting information: an exclusive feature, very useful when scanning documents containing important manual notes.

Thanks to the huge number of output formats, you can choose your editing application that best suits

Compare and upgrade now!				Pro 11	Pro 10	Lite OCR
Improved Speed and Accuracy				✓		
Revised User Interface - more features				✓		
Improved Page Analysis				✓		
Improved Autoformat™ Technology				✓		
Opens and Recognizes JPEG 2000 Files				✓		
Opens and Recognizes DjVu Files				✓		
Handprint Recognition				✓		
Interval Scanning Mode for Easy Use of Flatbed Scanners				✓		
Barcode Recognition				✓		
Up to 114 Languages Recognized				✓		
Optional Hebrew OCR Module				✓		
New PDF Text Over Image Mode				✓		
Maintains Color of Text in the Output File				✓		
Maintains Background Color in the Output File				✓		
New WordML Output				✓		

Page	Image source	Scan time	OCR time	Resolution	Width	Height	Underscore	Rotation
1	C:\Documents and Settings\cand... 3.14	-	300	2400	3504	?	-	
2	C:\Documents and Settings\cand... 1.84	-	300	2400	3504	?	-	
3	C:\Documents and Settings\cand... 2.89	-	300	2400	3504	?	-	



OCR Wizard

The wizard guides you through the OCR process. Answer a few question and you'll obtain a recognized document.

Scanning



Open or Scan

You can open a prescanned document when the “**Open**” button is displayed or directly scan a paper document from Readiris when the “**Scan**” button is displayed. To change the “**Open**” button in “**Scan**” button click on the “**Source**” button.



Source

Click on this button to select your image source: the scanning or the opening of existing image files.



Options

The “**Options**” button allows to enable or disable 3 functions: the Page Deskewing (straightens pages), the Page Rotation and the Page Analysis (automatically draws frames around text, tables and graphics). Page analysis is enabled by default.



Scanner

Allows you to set up your scanner. Readiris works with all TWAIN scanners available on the market.

New! Indicate Readiris a timespan between 2 automatic scanning and easily scan a book on a flatbed scanner.

Recognition



Recognize and Save

Perform the document recognition and save the result in the selected output format.



Languages

Click on the “**Language**” button to select one of the 123 languages.



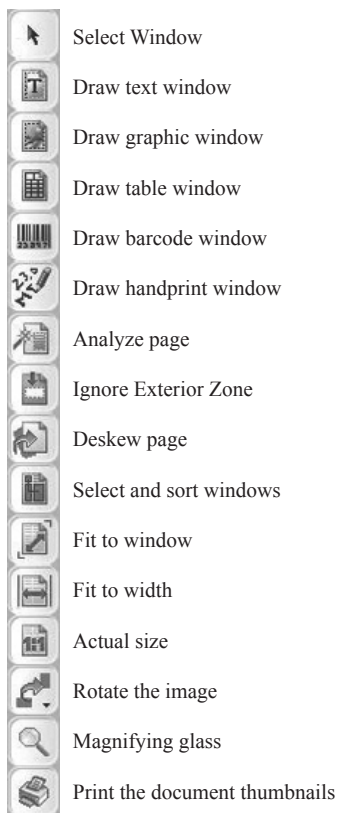
Learn

Enable or disable the interactive learning phase. Interactive Learning is enabled by default.



Format

Select the output target (Word, Excel, HTML editor, WordPad, Acrobat Reader, StarOffice or any other external output formats). You can even send the recognized document into a new e-mail and immediately share the information! Choose the text formatting of the recognized document, running text, word formatting or full autoformatting. In that case you can activate the “**Flowing Text™**” mode with the option “**Use columns instead of frames**” for an easier editing.



Tip

When your document is open in Readiris, use your right-click to access useful functions:

► Magnifying glass

► **Copy as Text:** allows to select a text zone and to paste it into any application: the text is immediately retyped!

► **View:** gives access to the different zoom levels.

► **Window:** allows to change the block type (Text/ Table/Graphic) or to delete it if you don't want to recognize it.

Page	Image source	Scan time	OCF
☒ 2	C:\Documents and Settings\candr...	1.84	
☒ 3	C:\Documents and Settings\candr...	2.89	

Status Windows: Indicates all the useful information about the scanned document.



Multipage

Represents the various images opened in Readiris. The current page is highlighted.

Cardiris 4

Installing the Cardiris software

For Win 2000–XP users

Log in as administrator.

The Cardiris software is delivered on an auto running CD-ROM.

To install, insert the CD-ROM in your CD-ROM drive and click on “**Cardiris 4**” when the splash screen appears. Follow the on-screen instructions.

For Vista users

Log on as administrator.

Click on “**Run Menu.exe**” when this window appears.

Follow the on-screen instructions.

1. Select and configure your IRIScan.

- Run the Cardiris software.
- Under the “**Settings**” menu, use the command “**Scanner**”.
- Click on the button “**Scanner model**” and choose IRIS IrisScan (TWAIN).
- Create a new database (menu “**File**”> command “**New**”) or open an existing database (menu “**File**”> command “**Open**”).
- Place business cards at the right hand side of the IRIScan.
- Click on the “**Scan**” button to start scanning. Your card images are automatically displayed in the album view. They have the yellow status of new cards.

2. Recognizing business cards.

- Select the country of the business card in the “**Card Style**” dropdown list .
- Click on the “**Recognize**” button: the card image is OCR’ed and the data gets sent to the various database fields - company, name, title, e-mail etc.
- Check if the data was correctly recognized and complete it if necessary:
 - The tab “**Extra**” may contain recognized information that couldn’t be assigned to a specific field! You can “**cut and paste**” and “**drag-and-drop**” data to the correct field for quick editing.
 - Click on the “**Drag-and-drop data**” button, draw a frame around a piece of information in the card image and drag the frame to a database field. The OCR gets executed “**on the fly**”!
 - Click on the status button “**Indexed**” when at least the company name is recognized or click on the status button “**Verified**” when you have validated every database field - address, web site, telephone etc.
- The cards are now ready to be exported.

3. Importing, Exporting and synchronizing contacts.

- Importing contacts
Click on the button “**Import-Export-Synchronize**” go to the tab “**Import**” and select your contact manager. Click on “**Import**” to execute.
- Exporting contacts
Click on the button “**Import-Export-Synchronize**” go to the tab “**Export**” and select your target database, contact manager or electronic address book. Configure the export if necessary. Click on “**Export**” to execute.
- Synchronizing contacts
Click on the button “**Import-Export-Synchronize**” go to the tab “**Synchronize**” and select your database, contact manager or electronic address book to be synchronized. Configure the synchronization if necessary. Click on “**Synchronize**” to execute.

4. Managing your contacts.

- Display your contacts by their status.
Click on the button “**All**” to display any card in the database.
Click on the button “**New**” to display the new cards.
These cards have only been scanned; new cards are yellow.
Click on the button “**Indexed**” to display the indexed cards - their company name was validated. Indexed cards are green. You can complete the validation of the other data fields and declare these cards “**verified**” by clicking the status button “**Verified**”.

Click on the button “**Verified**” to display the cards that were entirely validated. Verified cards are blue; these contacts can be exported, synchronized, used in mailings etc.

- Searching and selecting contacts.

Click on the “**Select**” button to find your contacts back. Fill out one or more fields in the search mask to execute “**query by example**” searching.

Enter a search term in the “**Search**” field and press Enter to execute “**free text**” searching on any database field.

Explanation of the view album interface



1. Scan Card

Scan your cards in the electronic Rolodex®.

2. Recognize card

Choose the card style before you trigger the card recognition.

3. Card style

Indicating the card's country is imperative to execute the recognition and field analysis correctly.

4. Export, import and synchronize contacts

- Export your contacts to your favorite contact manager, to the electronic address book of your PDA or save them in a structured text file.
- Import contacts from contact manager into the Cardiris database.
- Synchronize your Cardiris contacts with your contact manager.



1. Album view

Display your cards in album view mode.

2. Card view

Display a single card. This view mode displays all data fields, including the personal notes. You can change the card status here.

3. Find duplicates: allows you to find and solve conflicts for duplicates contacts

4. First card

Go to the first card of the database/of your selection.

5. Previous card

Go to the previous card of the database/of your selection.

6. Next Card

Go to the next card of the database/of your selection.

7. Last card

Go to the last card of the database/of your selection.

8. All cards

Display all cards of the database.

9. New cards

In card view mode, display the **“new”** cards. (These cards weren't indexed yet).

Check the company name and change the card status to **“indexed”** with the status button **“Indexed”** or check the other data fields and change the card status to **“verified”** with the status button **“verified”**.

You can now export these contacts!

10. Indexed cards

In card view mode, display the **“indexed”** cards. At least, the company name of these contacts was validated. Check the other database fields and change the card status to **“verified”** with the status button **“Verified”**.

11. Verified cards

In card view mode, display the **“verified”** cards. All database fields of these cards were validated. Don't hesitate to export these cards!

12. Search result

Display off the cards based on your query done with the option **“search cards”** or **“select cards”**.

13. Search Cards

Execute **“free text”** searching on any data field. You can find back any contact even when you have very little information to go on.

Press the green arrow to execute the query.

14. Select Cards

Execute an advanced search in the database by filling out one or more data fields in the search mask.



Display the cards whose company name starts with a specific letter.



Turn the pages of your electronic Rolodex®.

Explanation of the view card interface



1. Magnifying glass

Zoom on portions of the business card image to magnify it.

2. Drag-and-drop data

Draw a frame around a piece of information in the card image and drag the frame to a data field: the OCR gets executed **“on the fly”**!

3. Fit to window

Display the entire business card.

4. Fit to width

Display the entire width of the business card (useful for “portrait” business cards).

5. Rotate left

Rotate the business card 90° to the left.

6. Rotate right

Rotate the business card 90° to the right.

7. Turn upside down

Rotate the business card 180°.

8. Scan back of business card

9. Attach a picture

Notes**Notes**

Add personal notes to your contact.

Extra**Extra**

This tab holds any data the OCR process can't assign to a specific database field. Cut and paste or “**drag-and-drop**” information to the other database fields for quick editing!

United Kingdom

Allows selecting the appropriate country of your scanned card. This selection has no incidence on the recognition language.

Find the way to your contact

Allows you to connect to mapquest.com. This will help you to search for an itinerary when you will visit your contact.

Call with Skype

Allows you to ring your contact through Skype.

N**New**

Any business card is “**New**” until the company name has been validated by the user.

I**Indexed**

Click the status button “**Indexed**” when you’ve checked the company name of your business card. Indexed cards can be searched only by the company name!

V**Verified**

Click the status button “**Verified**” when you’ve validated all data fields of a business card. Verified cards can be searched by any field and can be exported to other applications safely.

Front

Display the front image of the card.

Front

Back

Picture

Back

Display the back side of the cards.

Picture

Display an attached image related to the card (e.g. photo of the contact).

Roxio

Installing of Roxio Special Edition for I.R.I.S.

- Insert the Roxio cd into your cd-rom drive.
- Choose your installation language.
- Follow the on screen instructions.

Notes: the installation can take a few minutes.

Installing of @Prompt Office 7

- Insert the @Prompt Office cd into your cd-rom drive.
- Choose your installation language.
- Insert the licence number. You will find this number at the back of the dvd box.