



# CharacterEyes® OCR service V 6.82

## User's Guide

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# Welcome to CharacterEyes OCR Service

Thank you for selecting CharacterEyes OCR Service - the finest Optical Character Recognition (OCR) software for your organization. CharacterEyes OCR Service operates under Microsoft Windows.

Employing advanced neural network technology, CharacterEyes OCR Service is designed to provide a powerful yet easy to operate tool for scanning documents and analyzing layout. CharacterEyes OCR Service reads all Western European character sets.

CharacterEyes OCR Service is for people who want to make the best possible use of their time. If you work in a paper-intensive environment and "time is money" for you, CharacterEyes OCR Service will provide you with the technology you need to work faster and more accurately.

We are happy you have chosen CharacterEyes OCR Service as the OCR software for your desktop. We look forward to hearing your feedback about our products and services.

For additional information about Ligature products and application, visit our Web site at: <http://www.ligatureltd.com>

## What is CharacterEyes OCR Service?

CharacterEyes OCR Service converts scanned printed documents, faxes, and image files into a searchable PDF and text file. An image file is a picture of a document that cannot be searched or edited. A searchable PDF or text file consists of characters that the computer can recognize; it can be searched, indexed or edited.

CharacterEyes OCR Service is a powerful service that can "watch" hot folders for scanned documents and faxes. Once images or faxes shows in those designated hot folders, CharacterEyes OCR Service will convert them automatically into searchable PDF, DOC, RTF or TXT files.

# Chapter 1: Getting Started

## Installation

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### System Configuration

The minimum hardware configuration requirements for CharacterEyes OCR Service are:

- Intel ®Pentium 500 MHz or compatible processor or higher (1.5 MHz recommended)
- 256 MB RAM (1 GB recommended)
- Hard disk with at least 30 MB of free disk space
- Microsoft Windows 2000, XP, VISTA, 2003

### Installation

Make sure that your scanner is fully operational before installing CharacterEyes OCR Service.

To install CharacterEyes OCR Service do the following:

- Click on the Start button.
- Select Run; the Run dialog box is displayed.
- Type: \CEE.exe in the Open text box and press OK or use the Browse option to locate the CEE.exe file and press Open; the Setup window appears and the installation begins.

The installation program takes a few moments and asks you several questions. Please fill in all requested Registration information regarding the User Name, Company Name and Registration Number.

# How to use CharacterEyes OCR Service - A Step-by-Step Guide

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For first-time users of CharacterEyes OCR Service, this section provides an introductory guide to its functions and capabilities.

CharacterEyes OCR Service operates in three main steps - Input, Analyze and OCR.

Input is the first stage of CharacterEyes OCR Service and the top section of the screen. Input opens a TIFF, PDF or PCX file created by your scanner or another application.

The second stage of CharacterEyes OCR Service, Analyze, locates the text and graphic areas in the image and distinguishes between them. It then determines the order of the text areas.

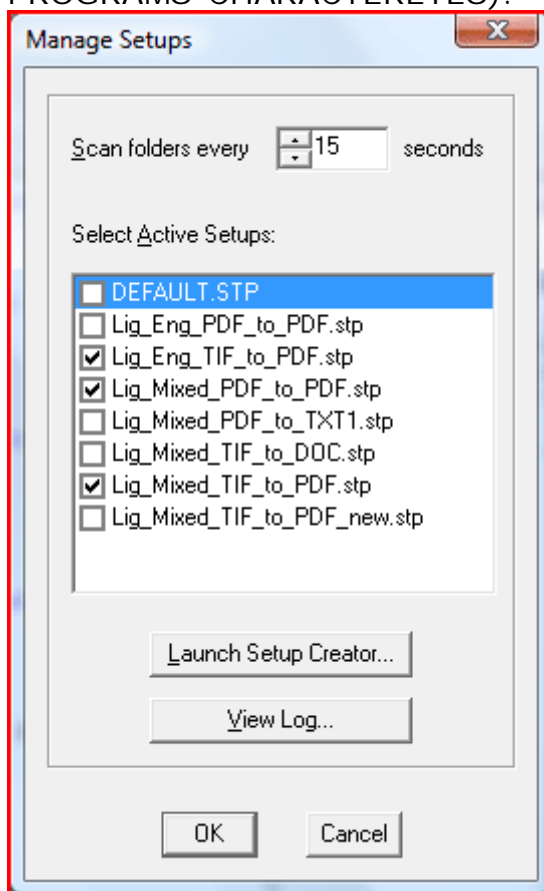
Once the text has been located, the areas containing text are passed on to the third stage of CharacterEyes OCR Service, OCR. In this stage, the text areas are broken down into words and letters. From this, the output file is produced that can be either searchable PDF or text that can be edited.

# Chapter 2: Setup Creator

CharacterEyes OCR Service operates by pre defined procedures or Setup files (STP files). CharacterEyes OCR Service uses a Service Manager that displays all batches or jobs that you have created.

Start the Service Manager:

1. Start the CharacterEyes Service Manager from the CharacterEyes menu (START-PROGRAMS-CHARACTEREYES).



2. Launch SETUP CREATOR.

When you launch the Setup Creator, you will be asked to provide the following information:

- Path to the input folder
- Format of the input file
- Language of your documents, (US English, UK English, German, Italian, French, Spanish,

Swedish, Danish, Norwegian, Finnish,  
Portuguese, Dutch, and Czech )

- Option to scan sub folders
- Path to the output folder

**PLEASE NOTE: You cannot convert from PDF to Searchable PDF in the same location.**

- Format of the output file
- Name of the batch file (STP file)

Once you have created the STP file, it will appear (after 2-3 seconds) in the Service Manager control panel. Select the STP file that you wish to use. And press OK.

Restarting the service:

To restart the service ,go to Windows Services (run services.msc) and restart the CharacterEyes Service .

**If wish to use the CharacterEyes OCR Service on a computer which is connected to a network, make sure that you activate the service using a login account which has sufficient user privileges.**



# Chapter 3: Advance Users

You may also edit the STP file manually using NOTEPAD.

The STP files are located in the CharacterEyes folder. Manual options includes many features such as speller, reading direction, auto flip, auto rotate, pre-define zones, trainable fonts, digits only and more.

- To change the input location edit the IMAGE= PATH line. (You may use UNC address )
- To change the output location edit the DOC= PATH line. (You may use UNC address)

Please contact Ligature's support for more details.

## Image Sources

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You can Input your documents into CharacterEyes OCR Service by scanning a document with the following specifications:

File format: TIF uncompressed, TIF compressed G4 (no LZW color), PDF, PDF JBIG2, PCX

Color: BLACK & WHITE 1 bit (lineart only)

Resolution: The optimal resolution for standard sized (10-12 points<sup>\*</sup>) is 300 dpi (dots per inch - dpi). If your characters are very small and your scanner has the capability of a higher optical resolution, then raise the resolution to 400 dpi or 600 dpi. In contrast, if the characters are large, then lower the resolution to 200 dpi.

Important Note: It is very important to set the resolution (dpi) according to the character size since an inappropriate resolution can cause significant errors in the recognition of the text. Before deciding to raise the dpi, please verify that the character size of your text is standard, small or large. If you readjust the dpi setting by either raising or lowering it, you must press Input again in order for the changes to take effect.

You may need to try different resolution settings before finding the ideal setting for your particular type of document.

\*These figures may vary according to font type.

## Brightness and Contrast

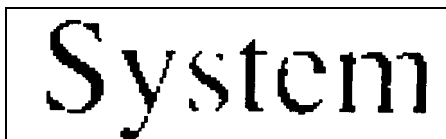
You may need to try a few different brightness and contrast settings before finding the ideal setting for your particular scanner or type of document. If your scanner has Auto Brightness feature , you may use it.

If the characters shown in the Image window appear smudged and merged, increase the Brightness setting to improve the clarity of the image.



(smudged text)

If the characters shown in the image window look thin and broken, decrease the Brightness setting.



(broken text)

Important Note: It is crucial to set the brightness / darkness setting as ideal as possible for documents of different page qualities. The brightness / darkness setting is one of the most important settings within CharacterEyes OCR Service since it directly affects the scan which in turn affects the recognition accuracy.

The Contrast control bar works in the same way as the Brightness bar; the specific effect it has depends on the type of scanner you are using. Try different Contrast settings to find the ideal position. To find out in more detail about the Contrast and Brightness settings, refer to your scanner's user guide.