

# ABBYY<sup>®</sup> Screenshot Reader

Quick Start Guide\*

\* - The complete ABBYY Screenshot Reader User's Guide is available at [www.abbyy.com](http://www.abbyy.com).

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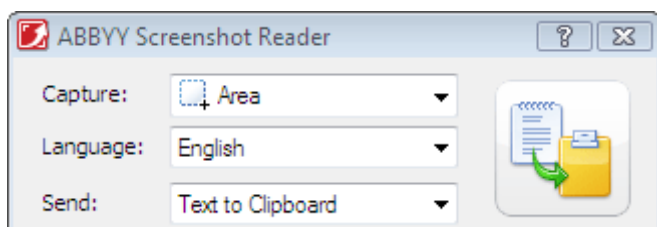
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# Making Screenshots and Recognizing Texts

ABBYY Screenshot Reader can create screenshots of selected areas on the screen of your computer and save them to a file, copy them to the Clipboard or send them to ABBYY FineReader.

When you launch ABBYY Screenshot Reader, the **ABBYY Screenshot Reader** window appears on the screen of your computer.



The **ABBYY Screenshot Reader window** contains tools for recognizing text and tables on the screen of your computer, for creating screenshots of selected screen areas, and for setting up the application.

## To make a screenshot or to recognize a text fragment:

1. From the **Screenshot** list in the **ABBYY Screenshot Reader** select a screen capture method:
  - **Area**  
captures an area of your choice.
  - **Window**  
captures a part of the screen (e.g. a window, a window fragment, a toolbar, etc.).
  - **Screen**  
captures the entire screen.
  - **Timed Screen**  
captures the entire screen with a delay of 5 seconds.
2. In the **Language** list, select a recognition language
3. In the **Send** list, select the destination application into which the recognized screenshot or text should be sent

The selected text or screenshot may be sent to:

- the Clipboard (Text to Clipboard, Table to Clipboard or Image to Clipboard)
- new document (Text to Microsoft Word<sup>[1]</sup> or Table to Microsoft Excel<sup>[2]</sup>)
- a file (Text to File, Table to File or Image to File). In the **Save As** dialog box, provide a file name and select a format

- ABBYY FineReader 11 (Image to ABBYY FineReader<sup>[3]</sup>). Select this item if the screen area contains both text and pictures
- a \*.bmp file and attached to a new created e-mail message (Image to E-mail).

### Important!

This item requires:

<sup>[1]</sup> Microsoft Word

<sup>[2]</sup> Microsoft Excel

<sup>[3]</sup> ABBYY FineReader 11

to be installed on your machine.




4. Click

Depending on the item you select in the **Screenshot** list, the screenshot will be created automatically or a capture tool will appear enabling you to select the desired area:

- If the **Area** option is selected, an area will be selected on the screen.

If required, adjust the position and borders of the area and click **Capture**.

To adjust the borders of an area, place the mouse pointer on a border and drag it while holding down the left mouse button. To move an area, select the area and move it while holding down the left mouse button.

- If you select **Window**, the cursor will change to .


Point the mouse cursor to the desired area and well a color frame appears, press the left mouse button.

- If you select **Screen** or **Timed Screen**, the screenshot will be created automatically.

### Note:

1. To cancel screen capture, press **Esc** or the right mouse button.
2. To cancel the recognition, click **Stop** or press **Esc**.

# Additional Options

To select additional options, right-click on the ABBYY Screenshot Reader  icon on the taskbar and select **Options**. The following options are available:

- **Always on Top**

Keeps the ABBYY Screenshot Reader toolbar on top of all the other windows when switching between applications.

- **Run at Startup**

Launches ABBYY Screenshot Reader each time you start your computer.

- **Enable Sounds**

Plays a sound notification when ABBYY Screenshot Reader copies a screen area to the Clipboard.

# Tips

## 1. I work with texts written in several languages

Select a text fragment written entirely in one language. Before starting the recognition procedure, make sure that the language you selected in the drop-down **Language** list is the same as the language of your text. Select a different recognition language if required.

## 2. I have not found the required language in the list

In the **ABBYY Screenshot Reader** window, select the (**Choose more languages...**) item in the **Language** drop-down list.

If you cannot find the required language in the list of available languages:

- a. The application does not support this language. For a full list of supported languages, please see <http://www.abbyy.com>. The list of supported languages may vary in different versions of the application.
- b. This language may have been disabled during custom installation:
  1. On the Windows taskbar, click **Start** and then select **Settings>Control Panel**.
  2. Double click the **Add or Remove Programs** icon.
  3. In the list of installed programs, select **ABBYY FineReader 11** and then click **Change**.
  4. In the **Custom Setup** dialog box, select the required language.
  5. Follow the instructions of the setup program.

## 3. The selected area contains both text and pictures

On the **ABBYY Screenshot Reader toolbar**, select the **Image to ABBYY FineReader\*** item. The image of the selected area will be added to a ABBYY FineReader batch. If ABBYY FineReader is running on your computer, the image will be added to the current batch. Otherwise, a new batch will be created and the image will be added to this new batch.

**\*Important!**

This item requires **ABBYY FineReader 11** to be installed on your machine.