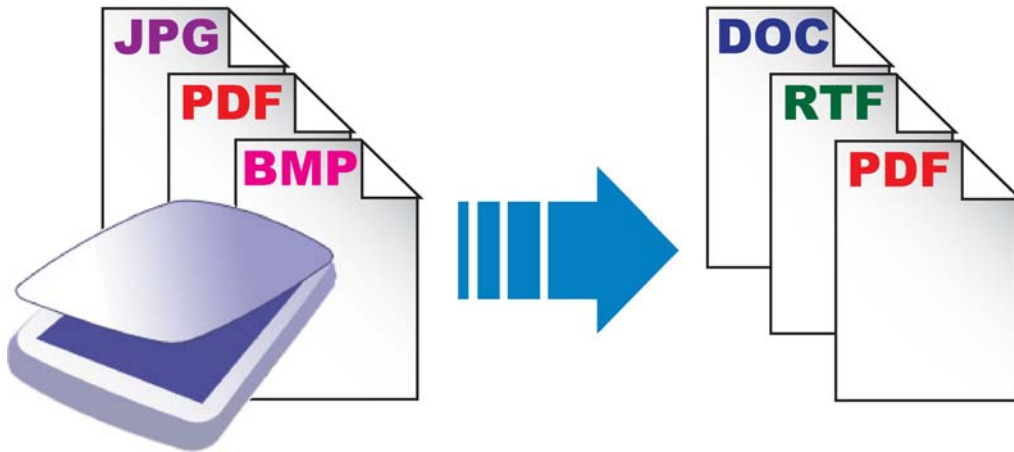




# EASY PDF

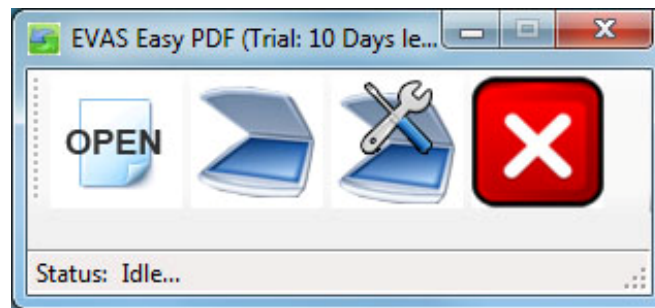


**Quick & Easy  
Accessible Document  
Creation & Conversion**

## **QUICK-START GUIDE**

## ABOUT EVAS EASY PDF

EVAS *Easy PDF* was created to make importing, scanning, recognizing and converting printed material and files easy for people with low vision or who are blind. The application consists of 4 buttons; Open, Scan, Scanner Settings and Exit.



You can import PDF, JPG, BMP, and PNG files and have them recognized and converted to an accessible PDF, Word or RTF file. You can also scan printed material and have that recognized and converted into an accessible format as well.

All this is possible through an easy-to-use and simple interface, along with a set of robust options that allow you to customize the recognition and exporting of the documents you are working with.

## REQUIREMENTS

EVAS *Easy PDF* requires a scanner configured to work with your computer (if you plan on scanning in printed material), as well as the following prerequisites:

### **Operating Systems:**

- Windows XP SP3
- Windows Vista SP1
- Windows 7 SP1

### **Computer System:**

- 512 MB RAM
- 620MB free disk space

### **Software Needed:**

All software required to run *Easy PDF* is included on the installation CD and will be installed as needed.

### **IMPORTANT!**

The *Windows* user account must have Administrator privileges in order to install and use *Easy PDF*.

## INSTALLATION

There are two different installers for EVAS Easy PDF, CD-based or Internet download. The first step of the installation process will differ according to which format you received it in.

If you received Easy PDF on CD:

1. Insert the CD into your drive. An AutoPlay dialog box will appear asking what you want to do. Choose ***Run setup.exe***.

If you received Easy PDF as a downloaded file:

1. Open the file that was downloaded and click the **Next** button when it appears. The installation files will be extracted to a temporary folder and the enclosed ***setup.exe*** file will be run automatically.

2. Depending on the software already installed on your computer, you may get dialog boxes asking you to install Microsoft *.NET Framework 4 Client and/or C++ 2010 Runtime* packages. In

each case, accept the license agreement(s) and follow the wizards to install any of the required software components which are located on the CD.

3. The *Welcome to EVAS Easy PDF Setup Wizard* will appear. Click **Next**.

4. To accept the disclaimer, click the **Accept** button.

5. A Confirm Installation dialog box appears: click **Next**.

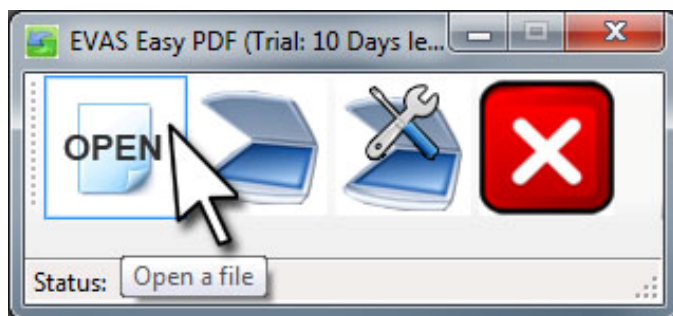
6. Installation occurs; when done, click **Close**.

7. When the “Configuration successfully installed” message appears, click **Close**.

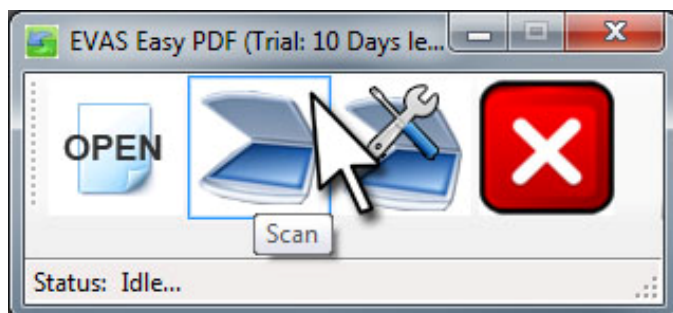
## BASIC USAGE

There are **two methods** of importing your documents into EVAS Easy PDF:

1. By clicking the “Open” button and selecting a PDF, JPG, BMP, or PNG.

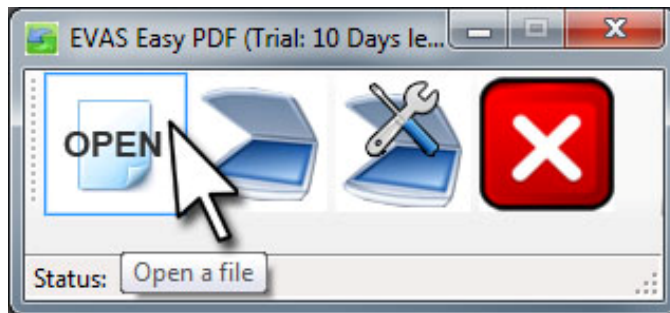


2. By clicking the “Scan” button and scanning in a printed document with a scanner connected to your computer.

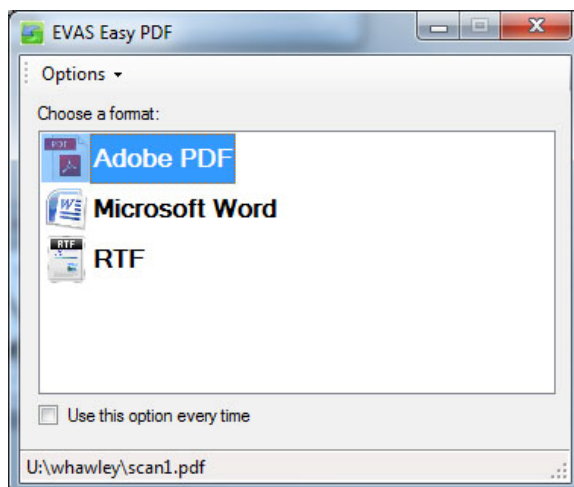


## **METHOD 1: IMPORTING A FILE**

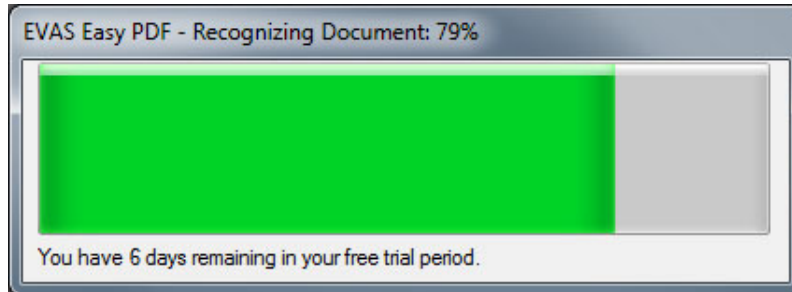
- Click the **OPEN** button and browse your drive(s) for a PDF, JPG, BMP, or PNG file you would like to import into Easy PDF.



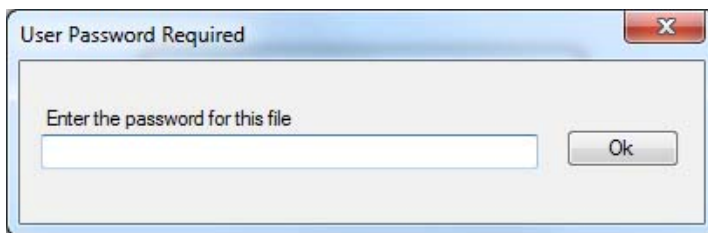
- Easy PDF will then ask you what format you would like the file converted into. Double-click on the desired format, or use the arrow keys to highlight the format you want and press **ENTER** to select it.



- Easy PDF will then import the file, recognize it, and convert it into an accessible document in the file format you selected.

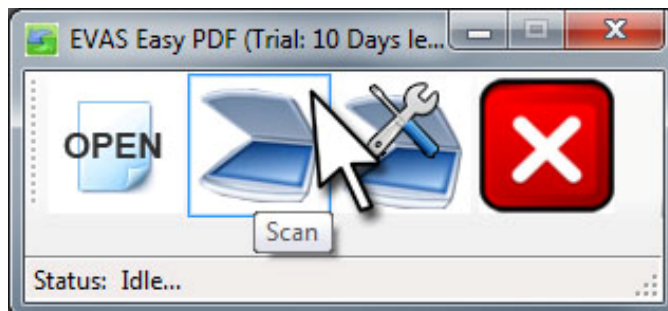


**NOTE:** If a PDF is protected with a password, you will be prompted to enter it prior to importing it.

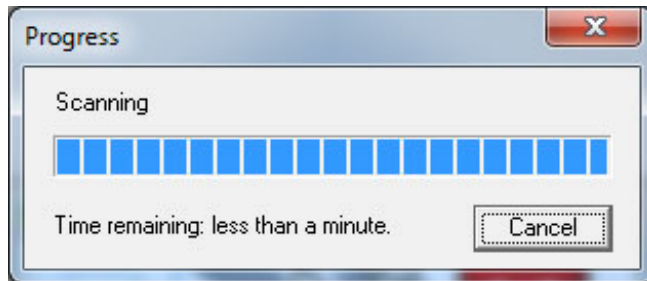


## **METHOD 2: SCANNING A FILE**

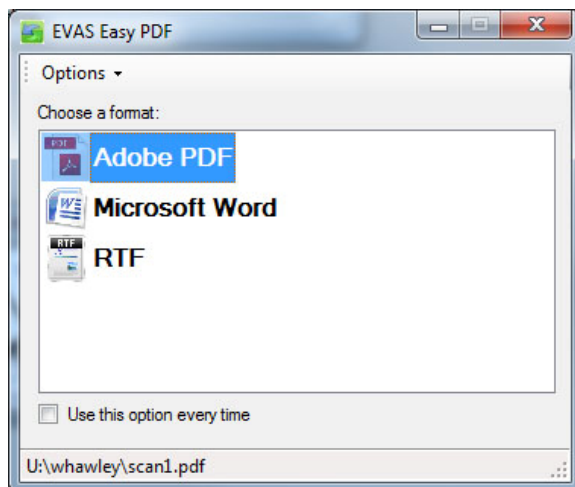
- Place the document you wish to import onto your scanner and click the **SCAN** button.



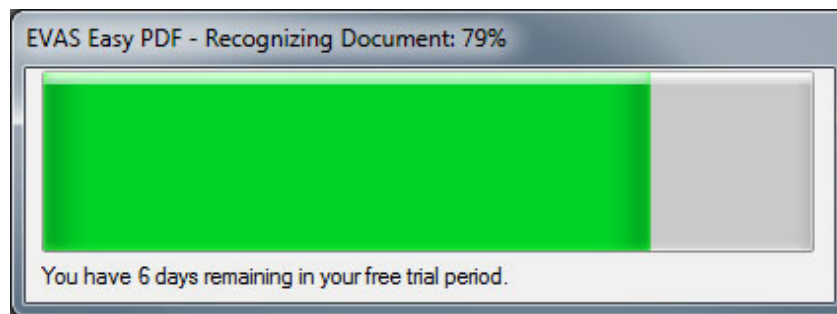
- Easy PDF will use your current scanner settings and scan the document into memory.



- Easy PDF will then ask you what format you would like the document converted into. Double-click on the desired format, or use the arrow keys to highlight the format you want and press **ENTER** to select it.

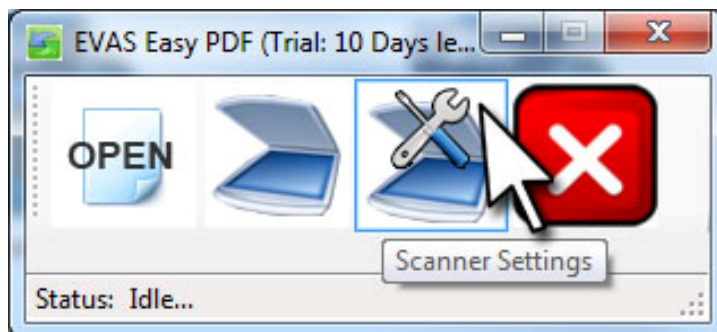


- Easy PDF will then recognize the material you scanned and convert it into an accessible document in the file format you selected.

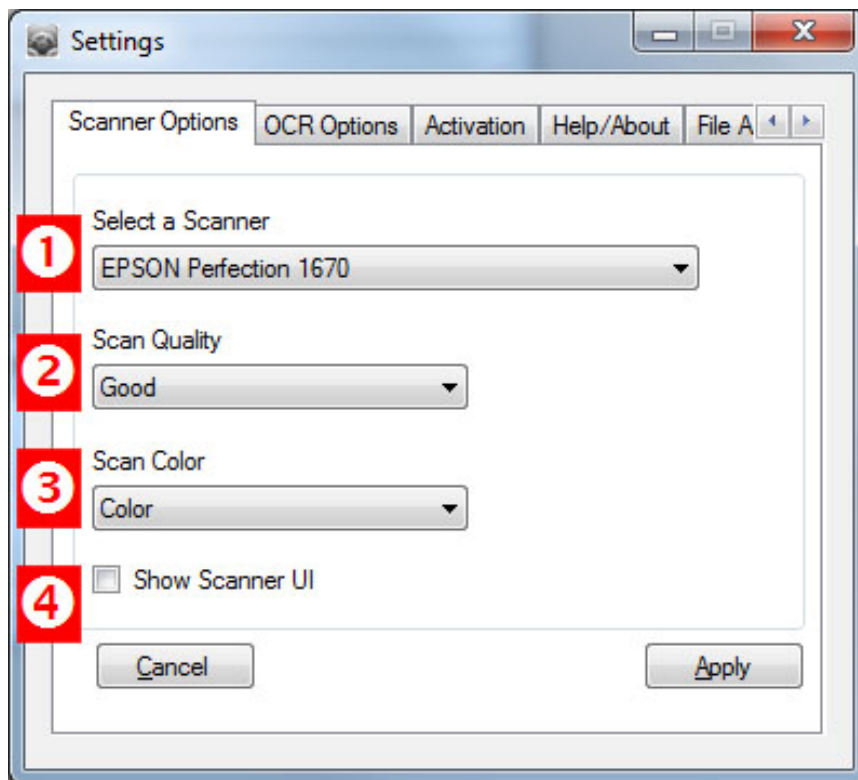


## SETTINGS

To access the Easy PDF settings, click the **SCANNER SETTINGS** button.



**SCANNER OPTIONS Tab:** These settings allow you to control which scanner to use (if you have more than one), the scan quality, scan color and whether or not to display the scanner user interface (UI) while scanning.



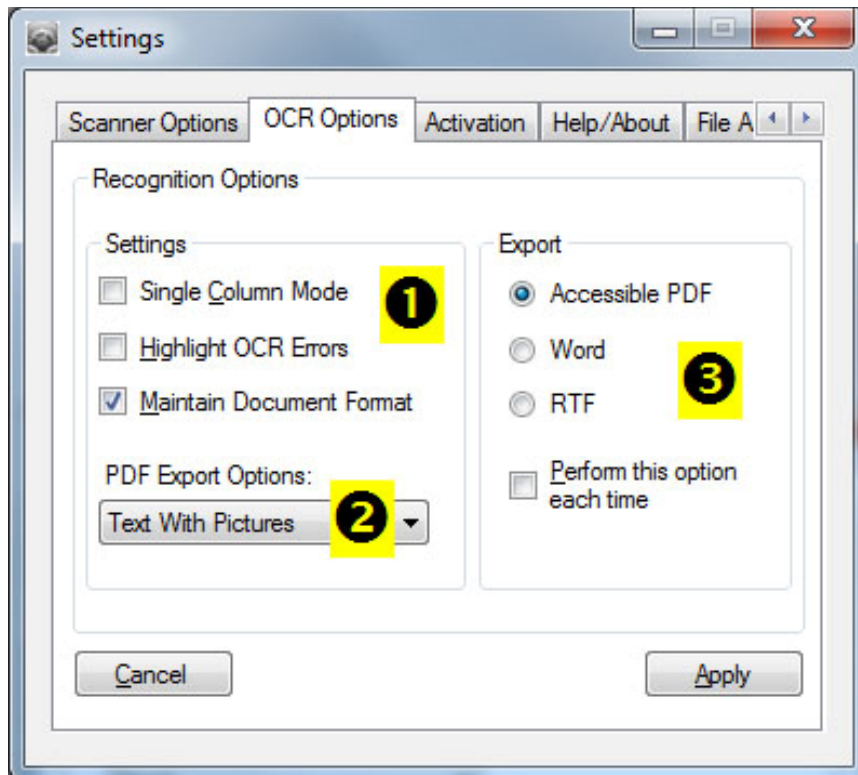
**1** The **Select a Scanner** drop-down list allows you to choose which scanner (or scanner driver in the case of multiple drivers for the same scanner, for example, WIA or TWAIN) that EVAS *Easy PDF* will use to get its image. (The default scanner is the first one in the list.)

**2** The ***Scan Quality*** drop-down list offers you choices of *Good* (default), *Better* and *Best* scan quality. The better quality scans take more time and may not be needed for most source material, but if your OCR result is not up to par, you can try this and see if it helps.

**3** The ***Scan Color*** drop-down box lets you choose to scan in *Color* (Default), *Grayscale* or *Black and White*. Color and grayscale scanning are more resource-intensive, but depending on your original print document, they may be helpful or needed to produce accurate OCR results.

**4** The ***Show Scanner UI*** checkbox is used to have the underlying driver software show on-screen. This may be useful for troubleshooting, or if your scanner driver requires user intervention, but generally this is left unchecked (default).

**OCR OPTIONS Tab:** These settings allow you to control how the document is recognized, PDF export options, and which format to export to by default.



**1** The ***Single Column Mode*** checkbox is used to tell the OCR engine whether the material on the original is either in one column, or in multiple columns on the page. For example, if you are scanning in two facing pages in a book, or anything in a table-like form (an invoice for

example), then *Single Column Mode* should be **unchecked** (off). If checked, anything “on the same line” will be merged into a single line of text. (This is unchecked by default.)

**1** The ***Highlight OCR Errors*** checkbox is used to tell the OCR engine to mark any doubtful or erroneous results with a highlight in *Word*. This is useful if you want to edit or alter the scanned document, since it provides immediate visual clues to points which may need your attention (for spell-checking, for example). (This is unchecked by default.)

**1** The ***Maintain Document Format*** checkbox tells the OCR engine to make the resulting recognized text look *exactly* like the original scanned document. With this checked, you may find it difficult to edit or navigate through complex documents. This is caused by the OCR engine using formatting (such as frames and columns) to place images and text into specific

positions to match the appearance of the original. (This option is checked by default.)

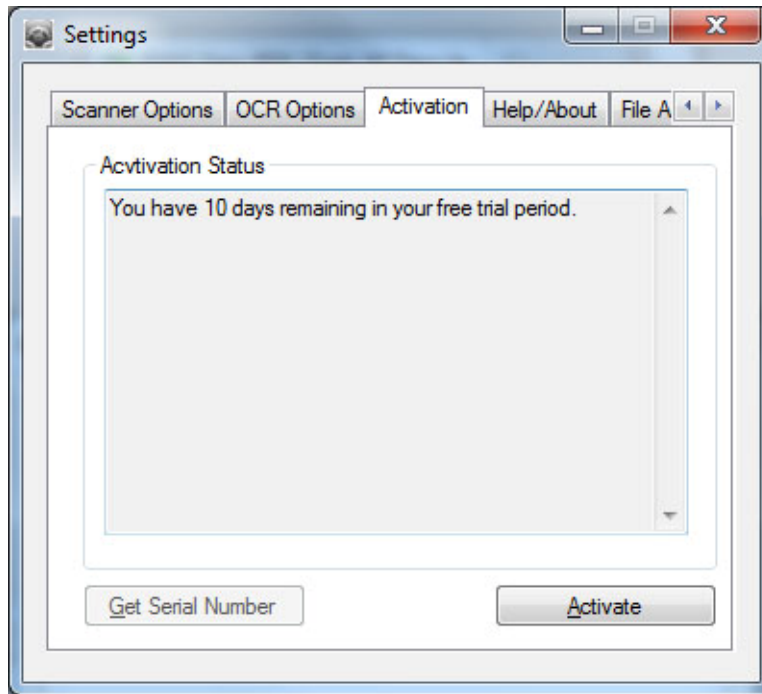
**2** The PDF Export Options are:

**Text With Pictures:** The recognized text is saved as text layers, and the pictures are saved as picture layers within the PDF. (Text is accessible to screen readers)

**Text On Image:** Pictures are saved as picture layers within the PDF and text is saved as text layers **on top of** the image layers. (Text is accessible to screen readers)

**3** The **Export** options are for specifying which format to export to by default. (PDF, Word or RTF)

## ACTIVATION Tab:



If you received EVAS *Easy PDF* as a 10-day trial, and wish to use it beyond the trial period, you must call EVAS to purchase a license. It can then be activated online within the software.

If you purchased EVAS Easy PDF, you should have received a license code and the software can be activated online.

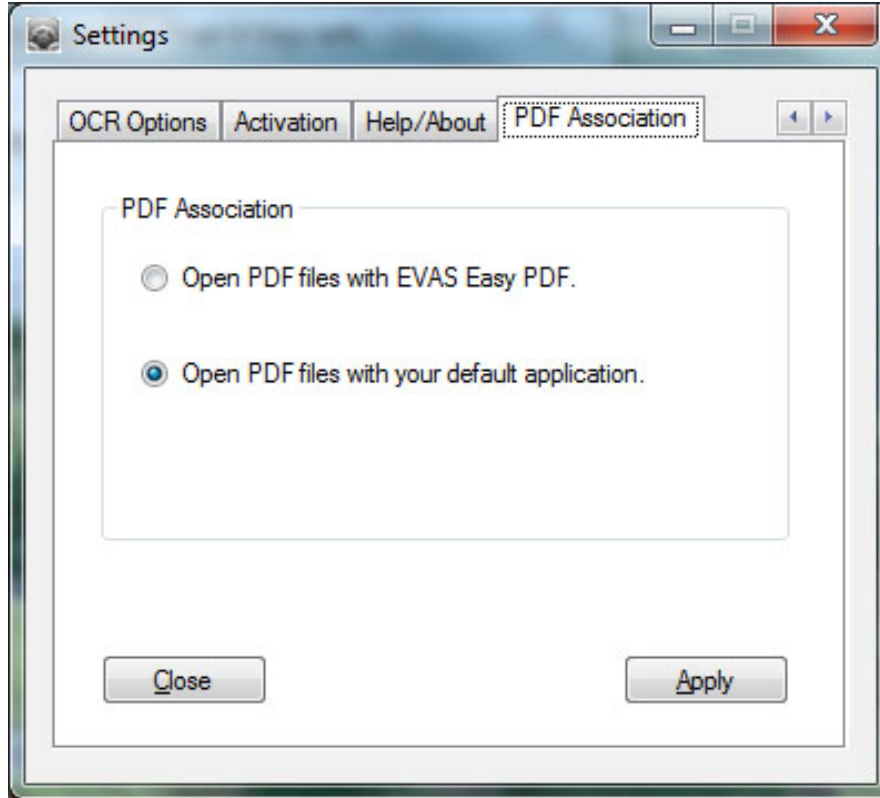
If you are unable to activate the software online, please call EVAS for assistance at **1-800-872-3827**, weekdays, 9-5 Eastern Time, or email us at [techhelp@evas.com](mailto:techhelp@evas.com).

## HELP/ABOUT Tab:



The Easy PDF Quick-Guide, contact info and information about the program can be found here as well as a button to check for updates. If you have any questions, or need technical assistance, including help with activation, please call EVAS at **1-800-872-3827**, weekdays, 9-5 Eastern Time, or email us at [techhelp@evas.com](mailto:techhelp@evas.com).

## PDF ASSOCIATION Tab:



This tab has two options:

1. **Open PDF files with EVAS Easy PDF** – will open PDF files with Easy PDF when double-clicked in emails or file explorer.
2. **Open PDF files with your default application** – will open PDF files with your default application (such as Adobe Reader) when double-clicked in emails or file explorer.