

## Tech Tip: M-Files OCR

With M-Files 6.0, Motive Systems released a new Add-on module for M-Files providing integrated scanning and OCR (Optical Character Recognition).

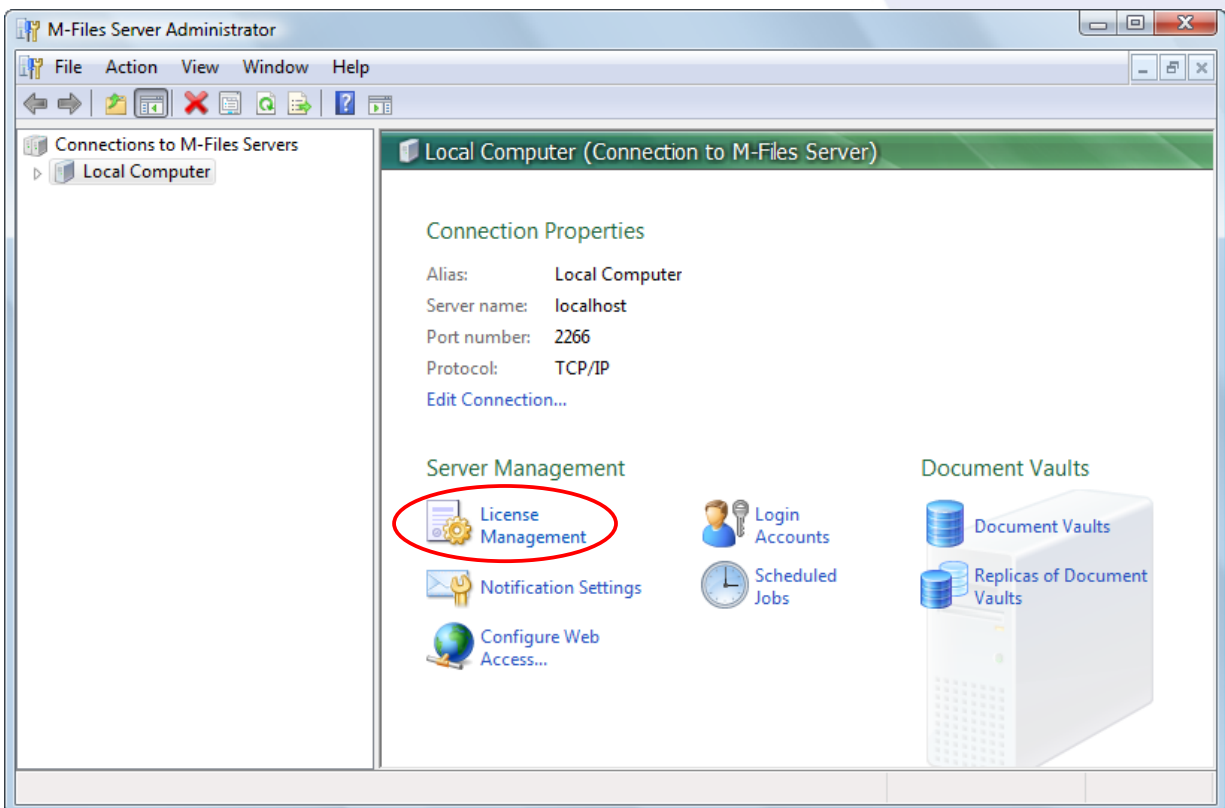
M-Files OCR interfaces directly with virtually any scanner to produce searchable PDF files from paper documents.

The following Tech Tip provides an overview of the Scanning and OCR with M-Files.

*Note: M-Files OCR is an M-Files Add-on module available for extra fee. It can be activated with a license code obtained from Motive Systems. Upon activation, the OCR-related functions will be available in M-Files Server Administrator and M-Files Client.*

### Installing the M-Files OCR License

To use M-Files OCR you must first install the license code obtained from Motive Systems. This code is installed License Management function available in the M-Files Server Administrator. The license is per server, so any user with an account on that server has access to the OCR functions.



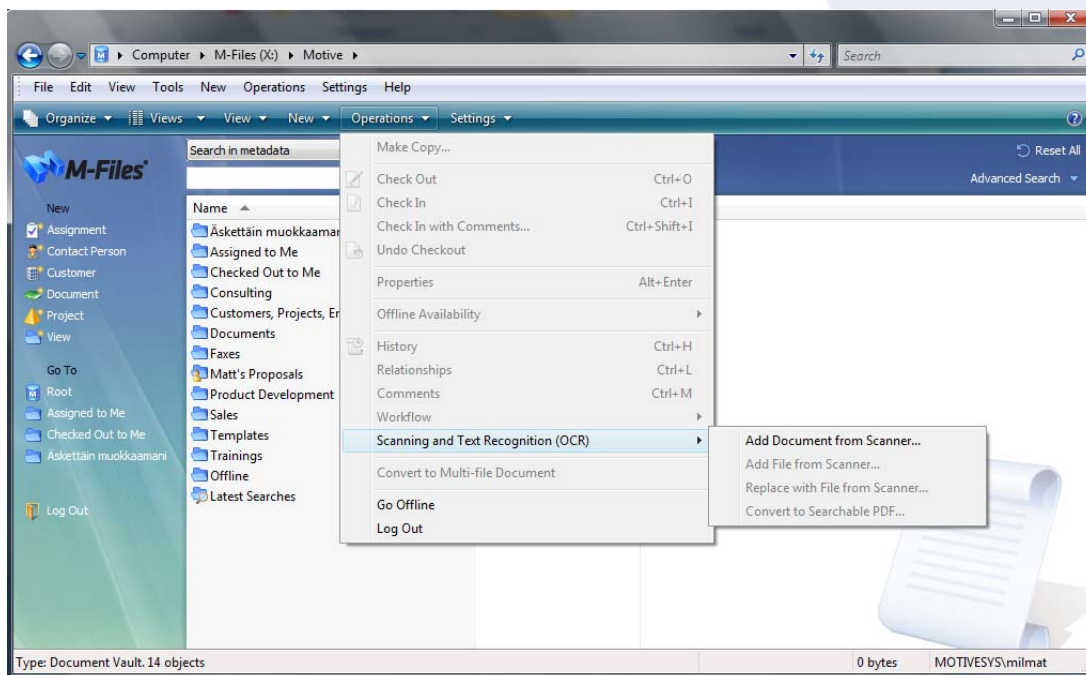
M-Files OCR can be used to post-process documents scanned using previously scanned documents. For instance, if M-Files is connected to an external source such as a network folder where existing scanned documents are stored, M-Files OCR will convert the document to a searchable PDF. It is also possible to drag and drop existing scanned documents into M-Files and M-Files OCR will convert such documents to searchable PDFs.

## Scanning Directly Using M-Files OCR

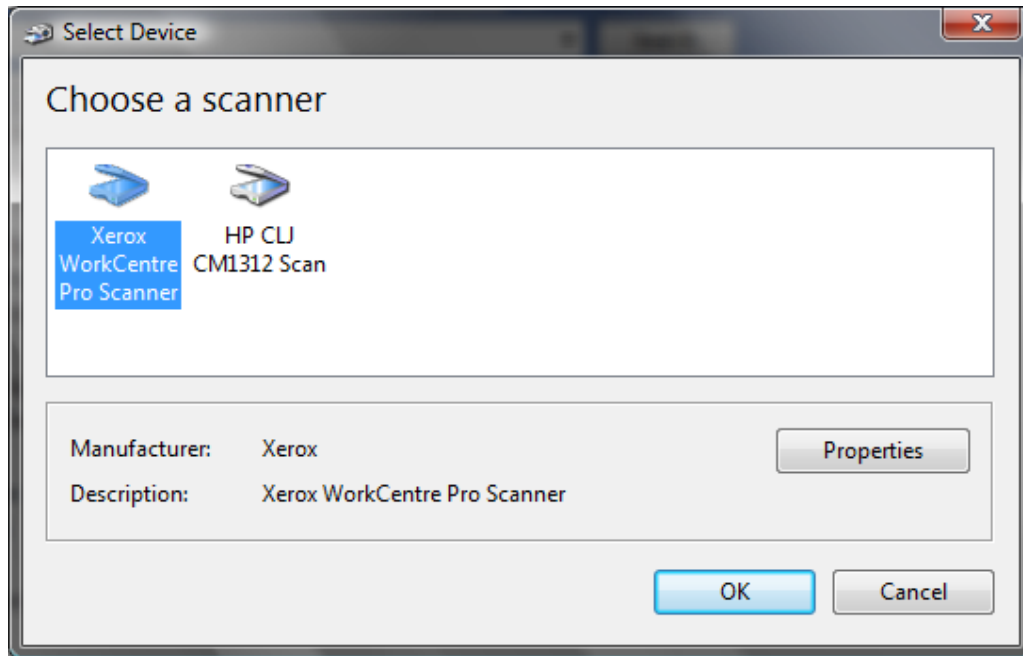
The following are the basic steps to directly scan documents using M-Files OCR

- In the M-Files Operations menu select "Scanning and Text Recognition (OCR)"
- Choose a scanner
- Execute the scan
- Classify the document when the standard M-Files metadata card is automatically displayed at the end of the scan

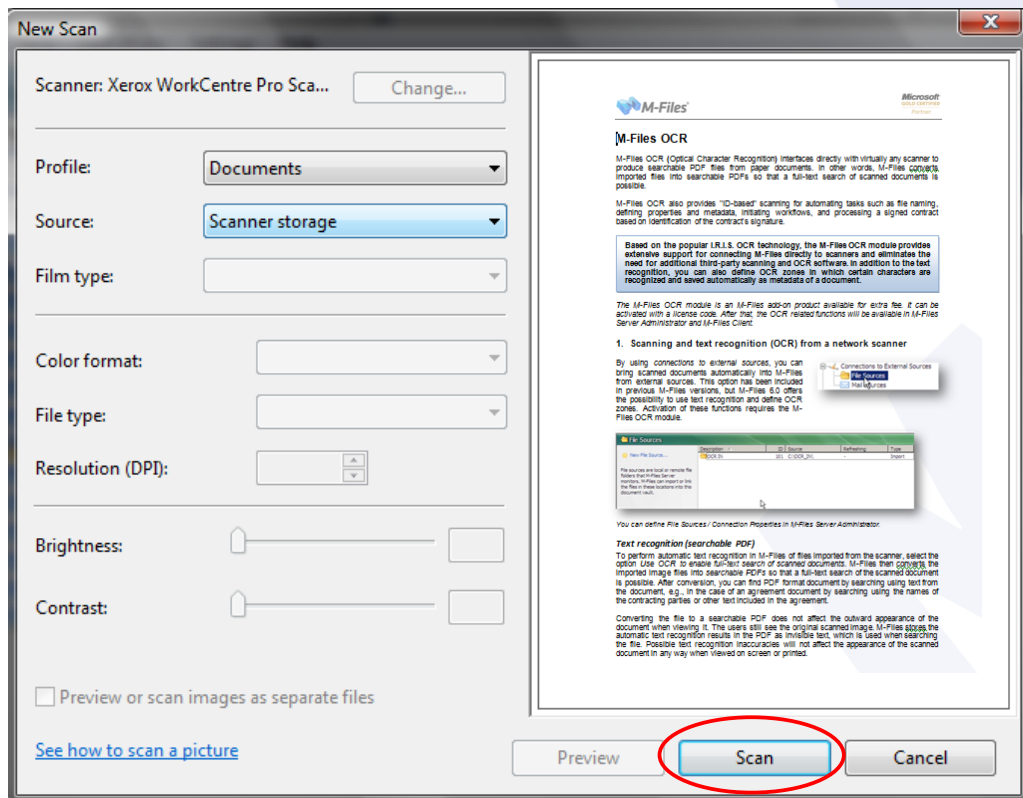
### In the M-Files Operations menu select Scanning and Text Recognition (OCR)...



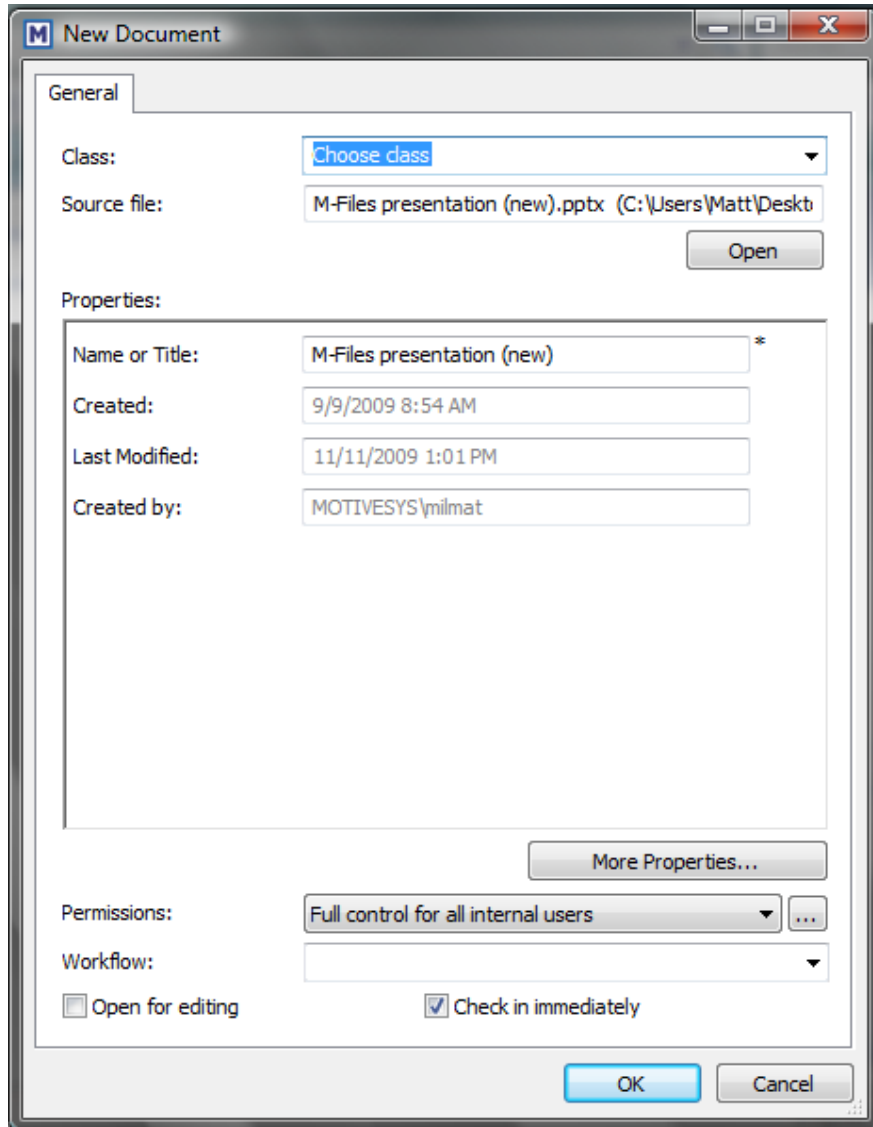
## Choose a Scanner...



## Execute the scan...



## Classify the document...



**M** New Document

General

Class: Choose class

Source file: M-Files presentation (new).pptx (C:\Users\Matt\Desktop)

Properties:

Name or Title: M-Files presentation (new) \*

Created: 9/9/2009 8:54 AM

Last Modified: 11/11/2009 1:01 PM

Created by: MOTIVESYS\milmat

Permissions: Full control for all internal users

Workflow:

Open for editing  Check in immediately

Additional information are available in the [M-Files OCR brochure](#).

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*If you have specific questions on M-Files OCR or encounter any technical problems with M-Files, please do not hesitate to contact us at [support@m-files.com](mailto:support@m-files.com). If you are a current M-Files customer, please include your M-Files serial number in the message to ensure that you receive priority support.*

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