

HVH DocReader

Quick Start Guide

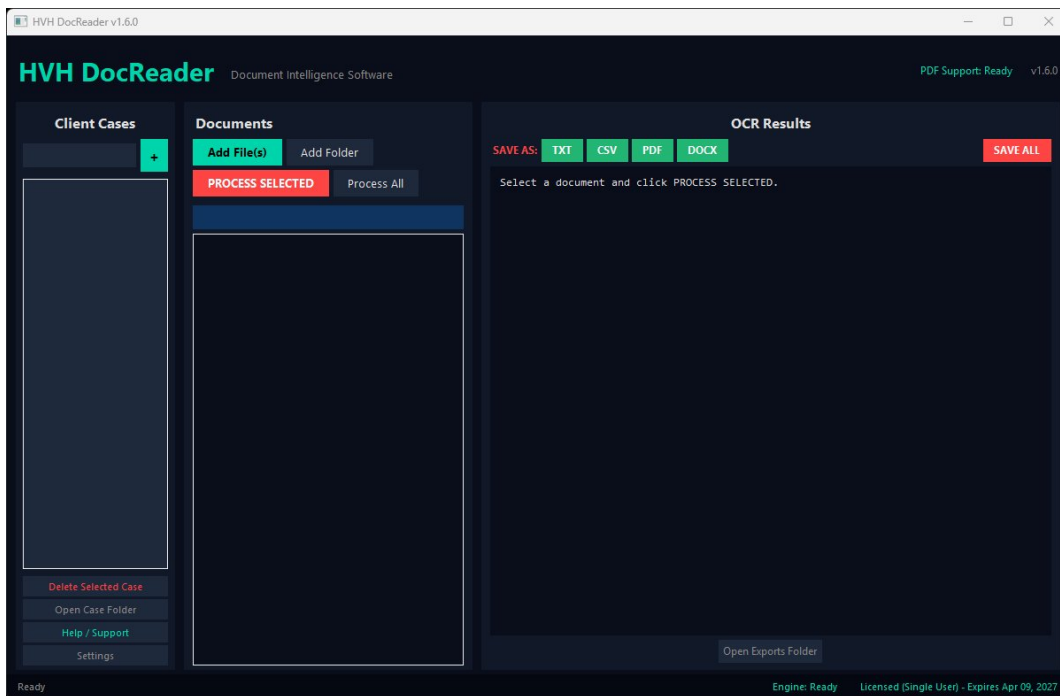
Version 1.6.0 · Windows 10/11 · hvhllc.com/docreader

This guide walks you through processing your first document in HVH DocReader — from opening the app to finding your exported file. Every step runs completely offline. Your documents never leave your machine.

Step 1 — Open HVH DocReader

Launch HVH DocReader from your desktop or Start menu. You will see three panels: Client Cases on the left, Documents in the center, and OCR Results on the right. The status bar at the bottom shows Engine: Ready when the app is fully loaded.

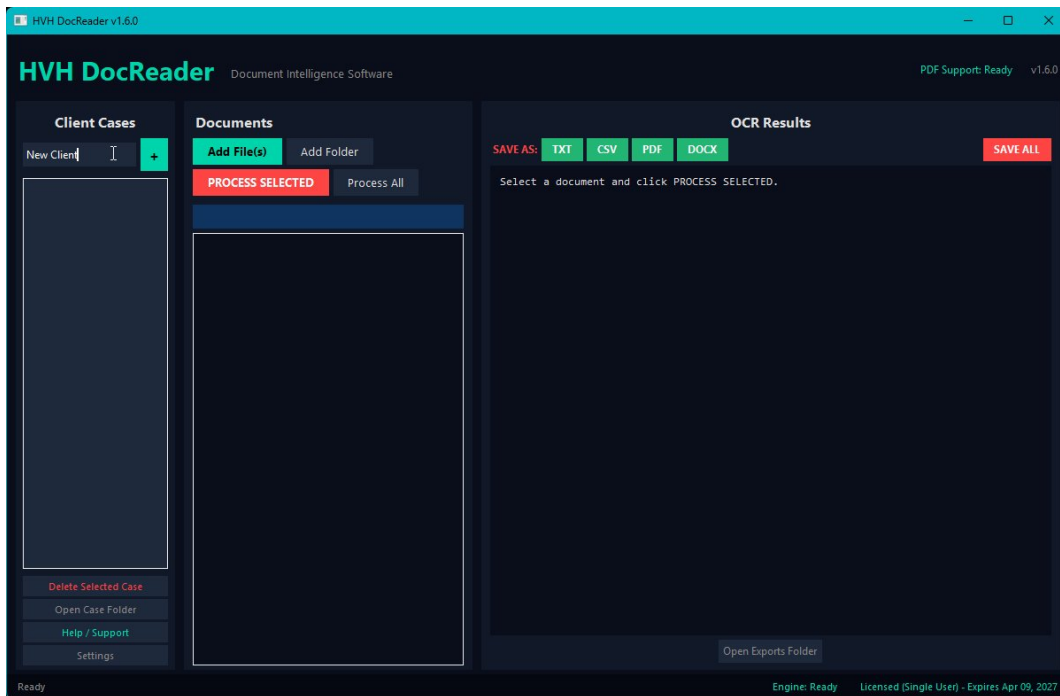
Tip: Always check the bottom status bar. 'Engine: Ready' means you are good to go.



Step 2 — Enter a Client Name

In the Client Cases panel on the left, type a name for your client or matter in the text field at the top. Use any name that helps you identify the case — a client surname, matter number, or project name all work well.

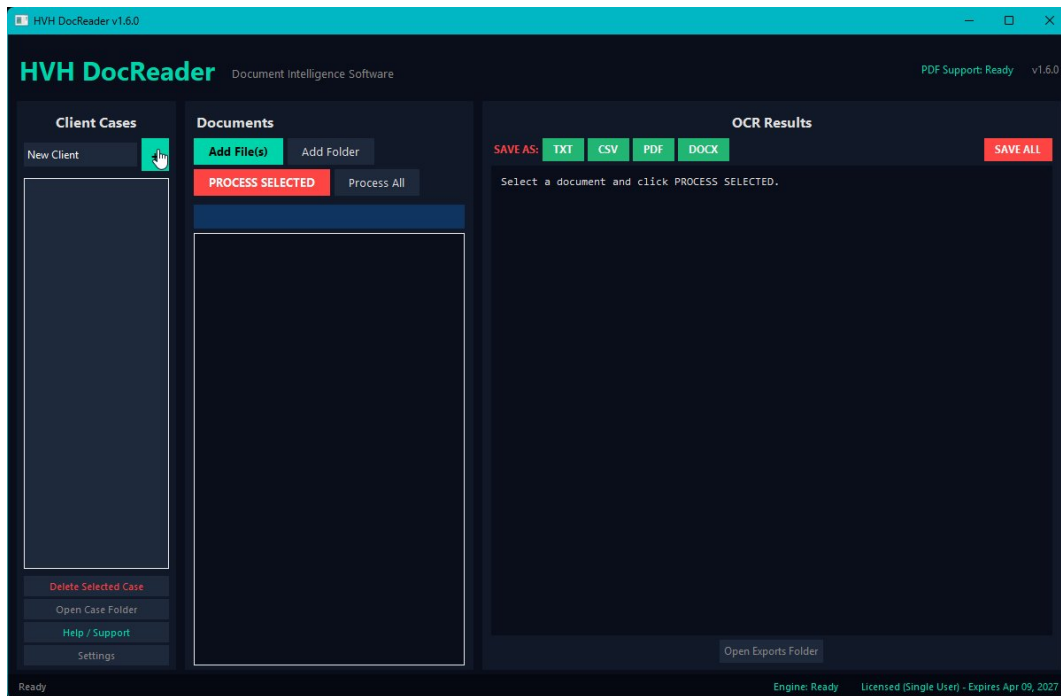
Tip: Use a consistent naming convention from the start. It makes finding cases faster later.



Step 3 — Add Client and Set the Folder Path

Click the green + button next to the name field. DocReader will create a case folder automatically in the working directory you chose during installation. The case appears in the Client Cases list below.

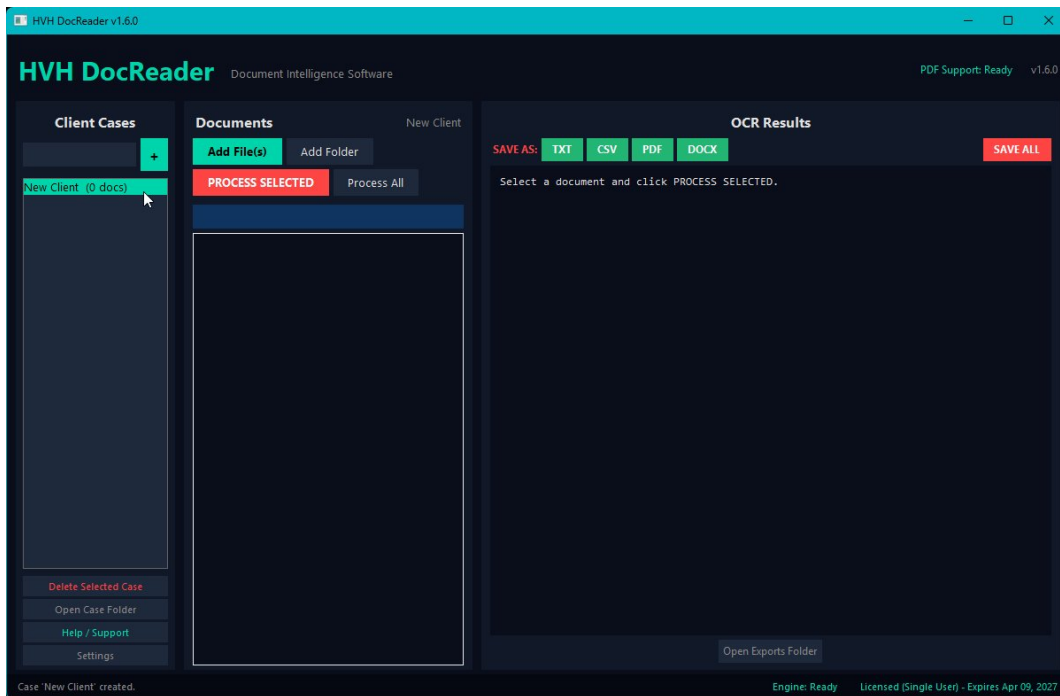
Tip: Your working folder was set during first launch. To change it, go to Settings at the bottom left.



Step 4 — Select the Client for File Processing

Click on the client name in the Client Cases list to select it. The selected case will highlight in teal. All documents you add and process will be organized under this client folder automatically.

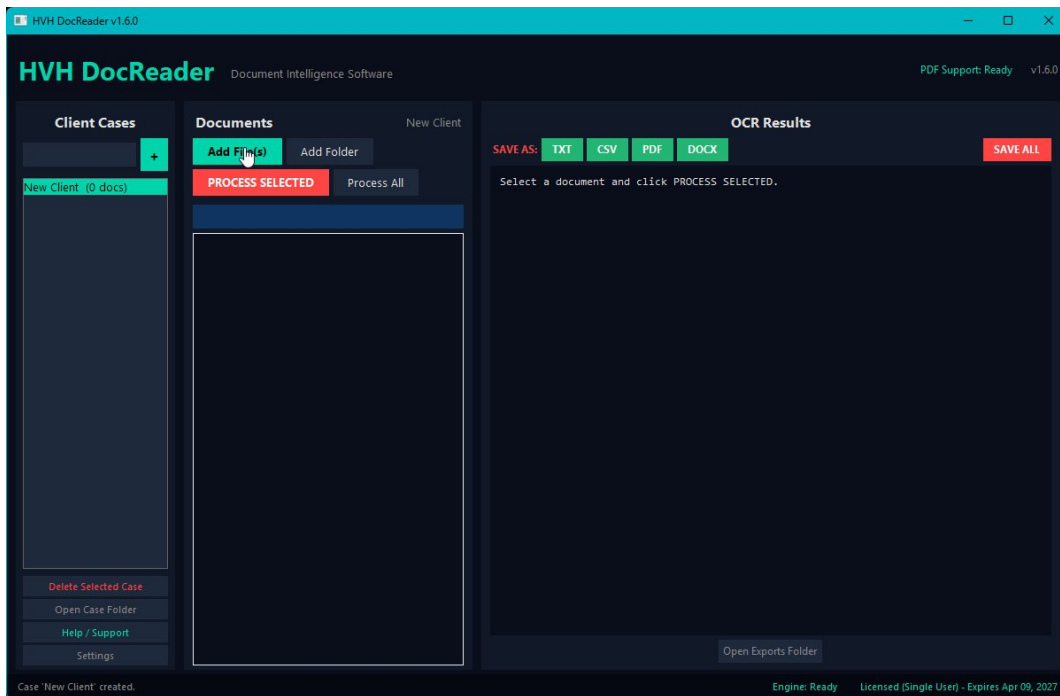
Tip: You can have multiple clients in the list. Always confirm the correct client is highlighted before adding documents.



Step 5 — Click Add File(s)

Click the Add File(s) button in the Documents panel. A file browser window will open. Navigate to the document you want to process — this can be a JPG, PNG, TIFF, BMP, WEBP, or multi-page PDF.

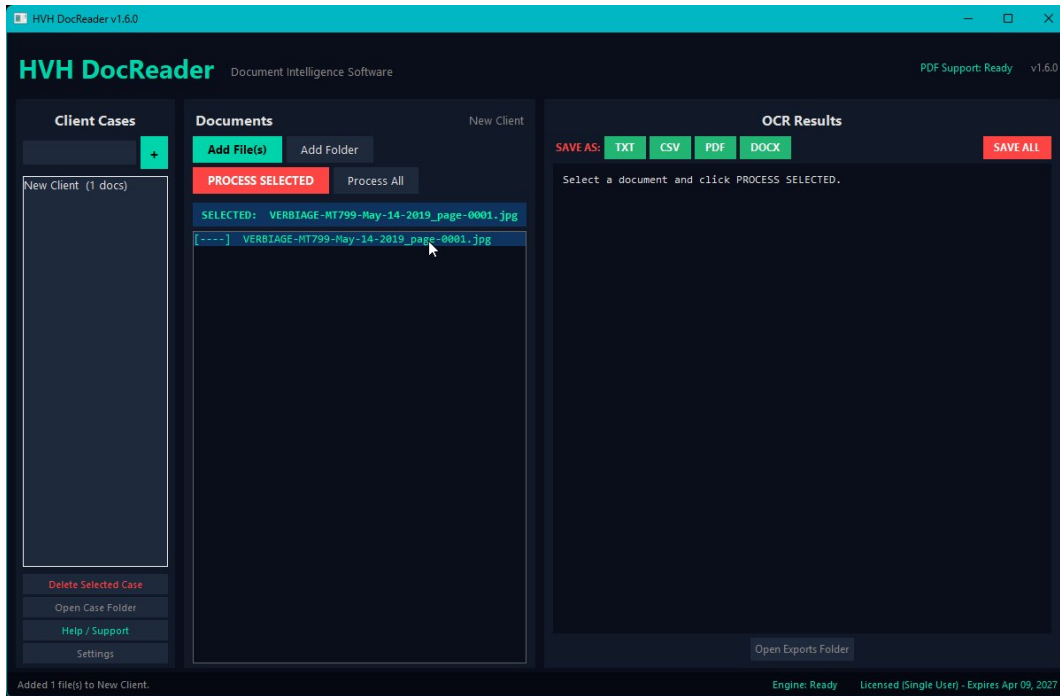
Tip: You can also use Add Folder to load an entire folder of documents at once.



Step 6 — Select the File and Confirm

In the file browser, navigate to your document and click on it to select it. Then click Open or Select File to load it into DocReader. The filename will appear in the Documents panel, ready for processing.

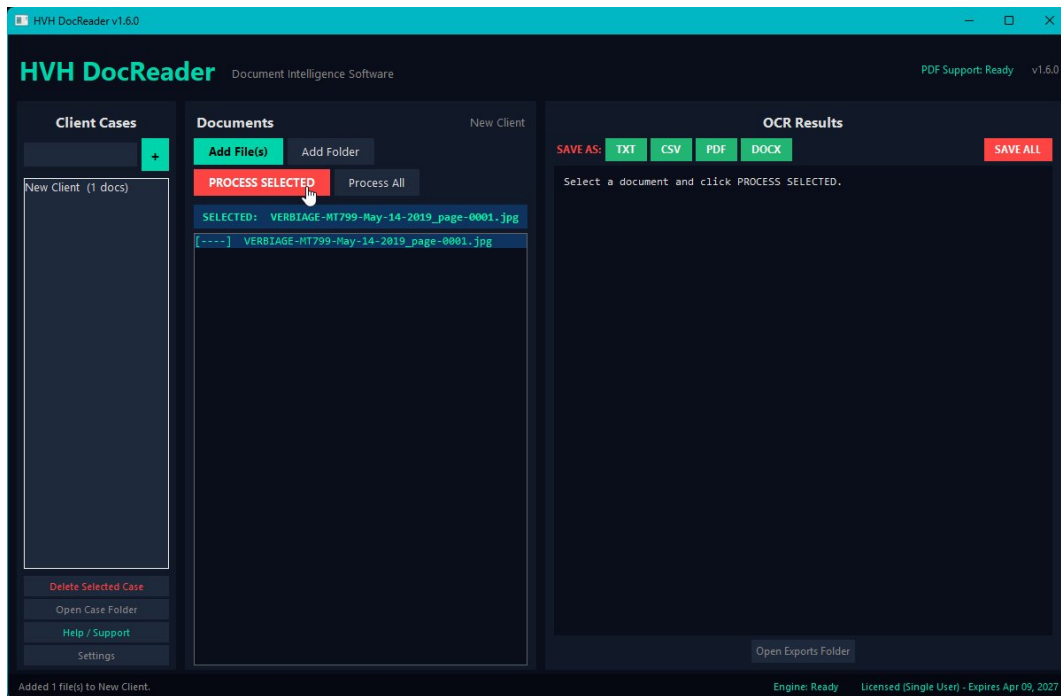
Tip: The document preview area in the center panel will show the file once it is loaded.



Step 7 — Click Process Selected

Click the red PROCESS SELECTED button. This tells DocReader to run the AI OCR engine on your selected document. You can also click Process All to run OCR on every document loaded for this client at once.

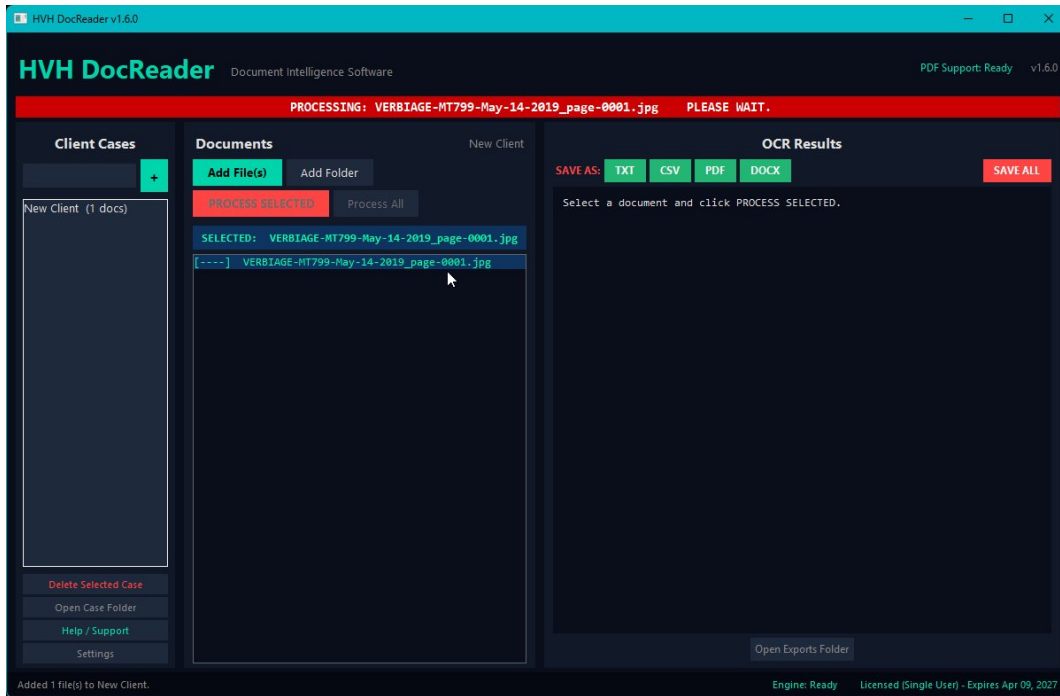
Tip: For large multi-page PDFs, Process All is faster than processing each page individually.



Step 8 — Wait for Processing to Complete

A red banner across the top of the app will show PROCESSING: [filename] — PLEASE WAIT. Do not close the app or click other buttons during this step. Processing time depends on document size and your hardware.

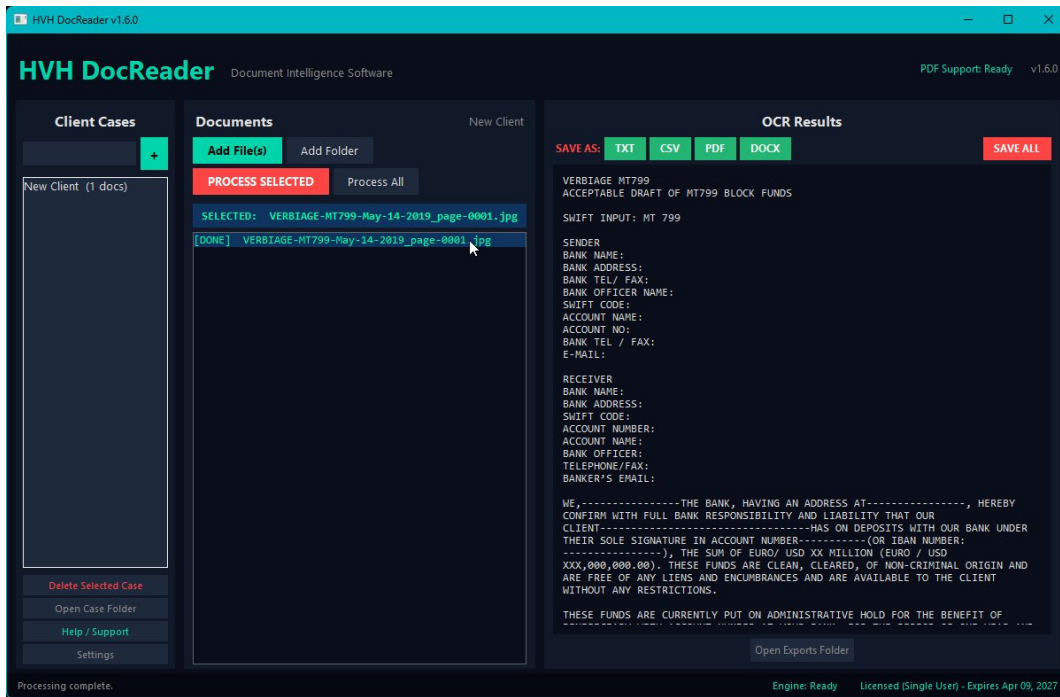
Tip: The bottom status bar will update as each page finishes. Larger documents take longer but the engine runs fully offline.



Step 9 — Review the OCR Output

Once processing is complete, the extracted text appears in the OCR Results panel on the right. The document is marked [DONE] in the Documents list. Review the output to confirm accuracy before exporting.

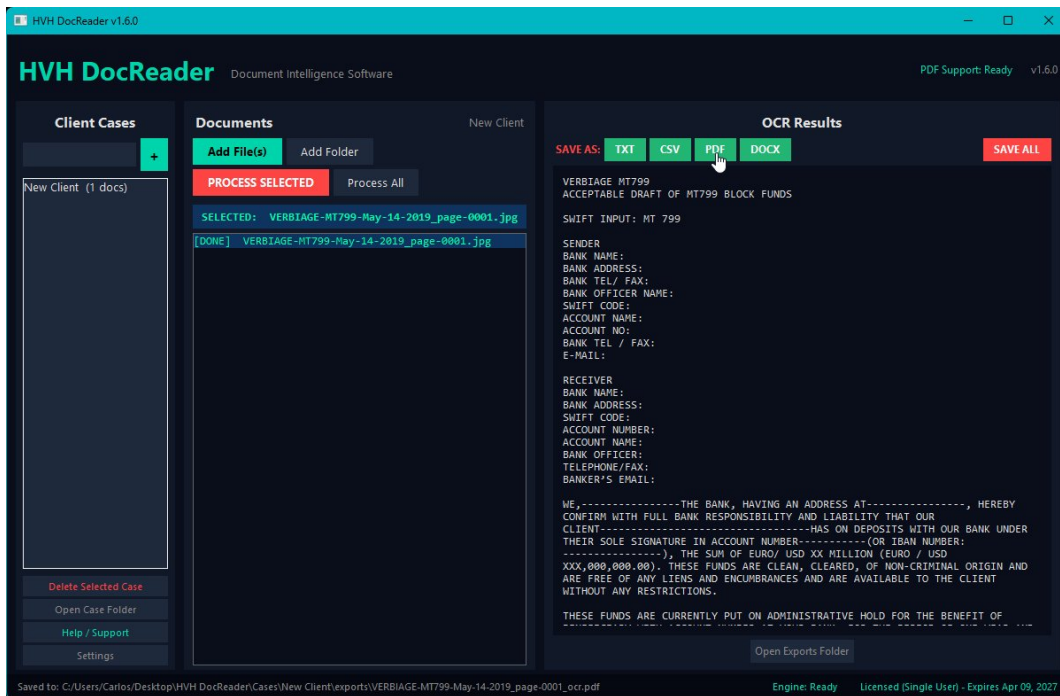
Tip: The AI handles watermarks, faded text, and poor scans better than standard OCR tools. Results on clear scans are typically very accurate.



Step 10 — Select Your Export File Type

In the OCR Results panel, click one of the SAVE AS buttons: TXT for plain text, CSV for spreadsheet use, PDF for a searchable document, or DOCX for a Word file. The file saves automatically when you click the button.

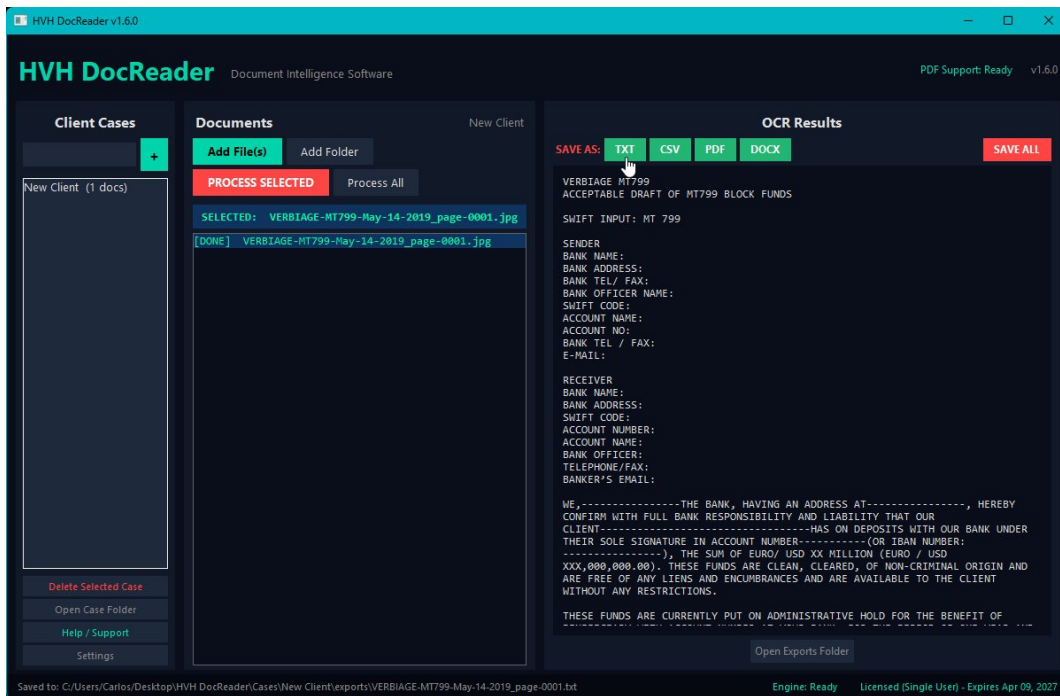
Tip: PDF export is ideal for filing. CSV works best for bank statements you want to import into accounting software.



Step 11 — Save in Multiple Formats (Optional)

You can click more than one SAVE AS button to export the same document in multiple formats at once. Click SAVE ALL to export in all four formats simultaneously. Each file is saved to your client's exports folder.

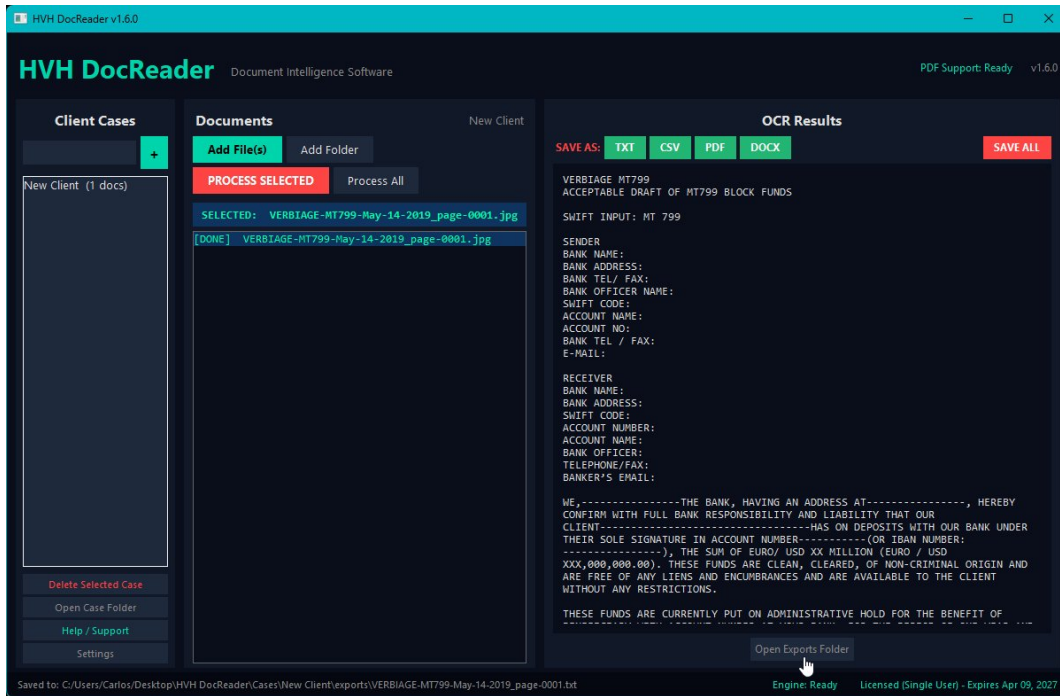
Tip: Saving as both TXT and PDF gives you a searchable archive and a filing-ready document at the same time.



Step 12 — Open the Exports Folder

Click the Open Exports Folder button at the bottom right of the app. This opens the folder where all exported files for the current client are stored. You can copy, move, or attach these files directly from here.

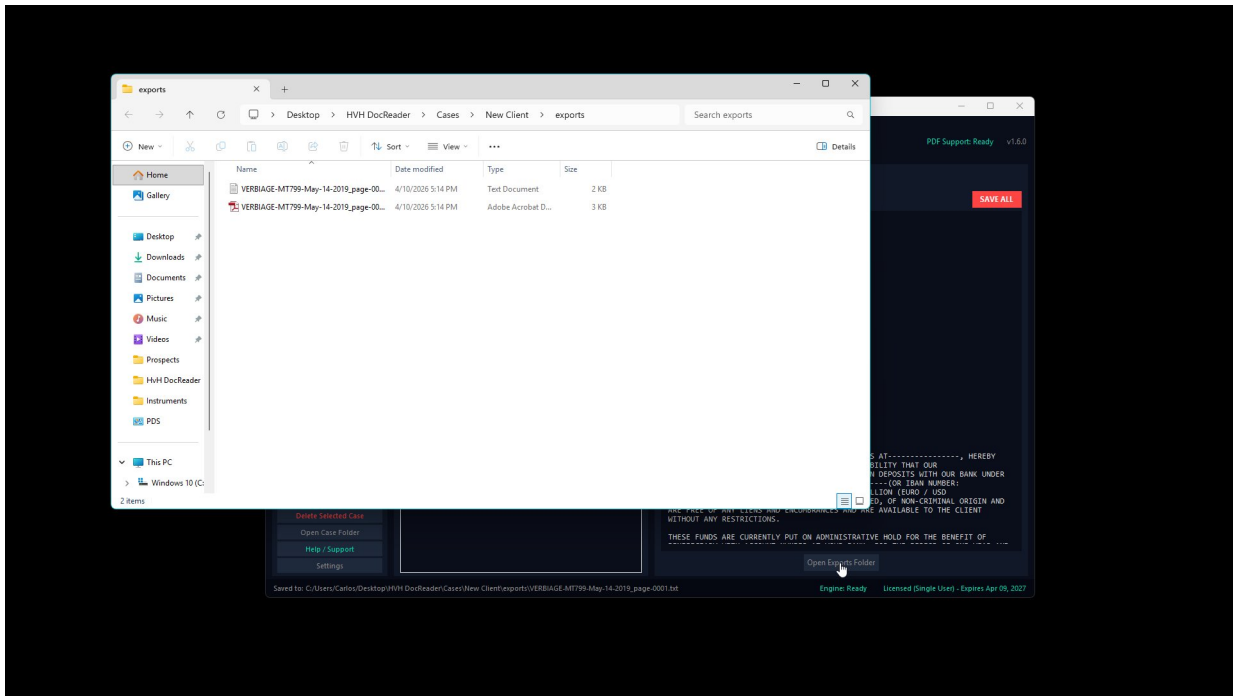
Tip: The exports folder is inside your working directory under Cases > [Client Name] > exports.



Step 13 — Your Files Are Ready

The exports folder shows all saved files for this client. In the example above, both a TXT and a PDF version of the processed document are ready to use. Your documents never leave your machine during any part of this process.

Tip: The file path shown in the status bar at the bottom of DocReader confirms exactly where each file was saved.



Need help? Visit hvllc.com/docreader or email support@hvllc.com

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