BLoc OCR with Design — customer guide

For BLoc OCR with Design 2.0.13. BLoc OCR with Design turns a PDF into a Word file with the same name, in the same folder. The Word pages look like the PDF pages, and the text is real text you can edit. Scanned pages are read on your own computer. The window pictures come from the program window with the customer License tab; the example uses a fictional Northstar file that is in the Samples folder that comes with these guides.

Install and start

Open the downloaded ZIP (BLoc OCR with Design 2.0.13.zip) and double-click BLoc-OCR-with-Design-Setup-2.0.13.exe. It installs for your Windows user only and does not ask for administrator rights. If Windows shows Windows protected your PC, click More info, then Run anyway. Start BLoc OCR with Design from the Start menu. To update, run the setup of the new version: your settings, the reading engine and the activation stay.

The window has four tabs: Convert, Settings, Engine and License.

Activate this computer

The program converts files only on an activated computer. You receive a License ID and an Activation code from BLoc support. Open the License tab, enter both, then press Activate. The tab then shows Activated. and your License ID.

Activate this computer screen detail



License tab before activation (example values) - Original capture.

Activate this computer screen detail



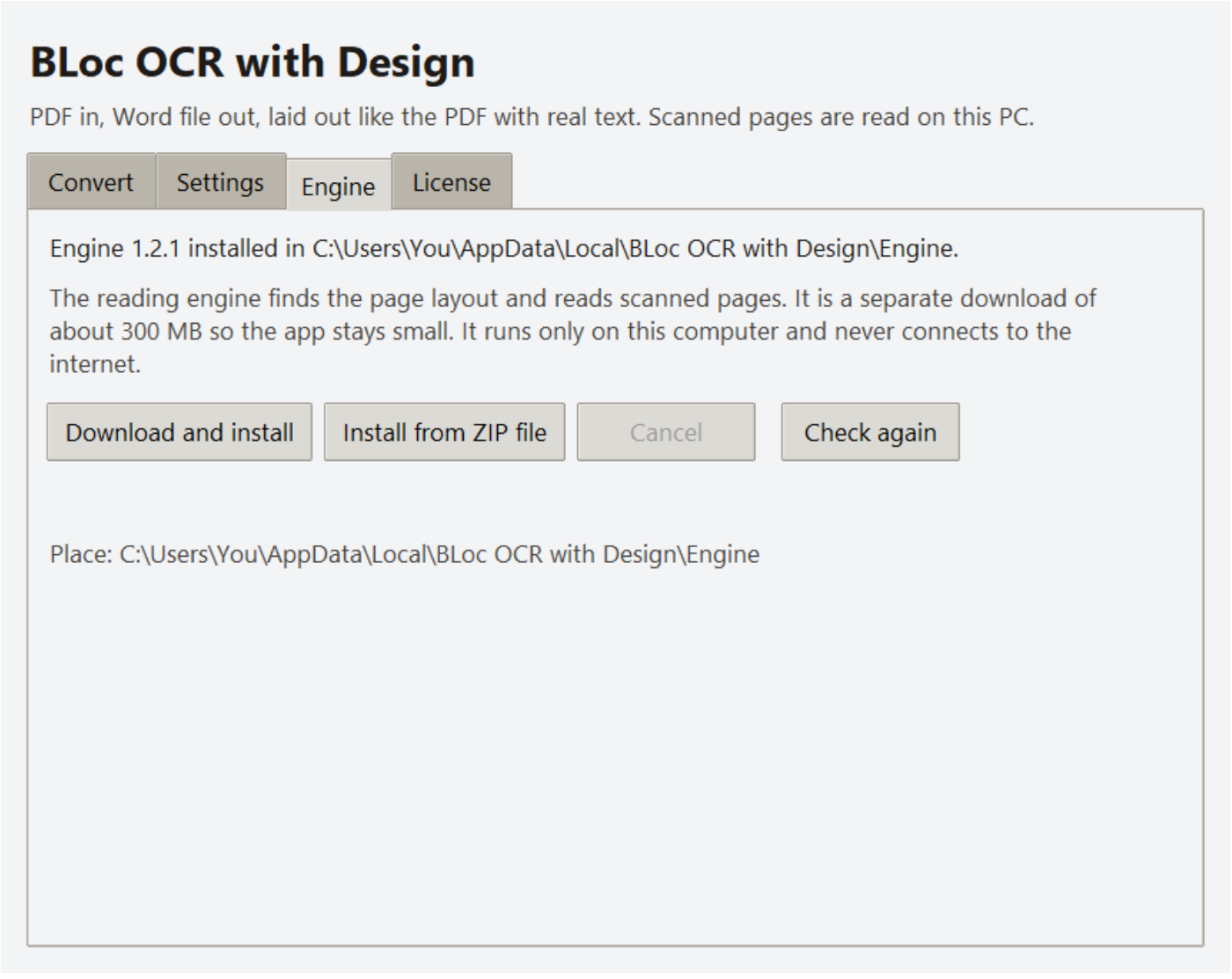
License tab after activation - Original capture.

The Activation code works once. If you press Activate again on the same computer, the program says This computer is already activated. The program checks the license by itself at most every 15 minutes. Without internet it keeps working for up to 7 days, then needs one online check. Check again checks at once.

Install the reading engine

The reading engine finds the page layout and reads scanned pages. It is a separate download of about 300 MB and runs only on your computer. Open the Engine tab and press Download and install, or Install from ZIP file if you received the engine as a ZIP file. Wait until the tab says the engine is installed. If you press Create Word files before the engine is installed, the program asks whether to download it now and converts your PDFs as soon as it is ready.

Install the reading engine screen detail

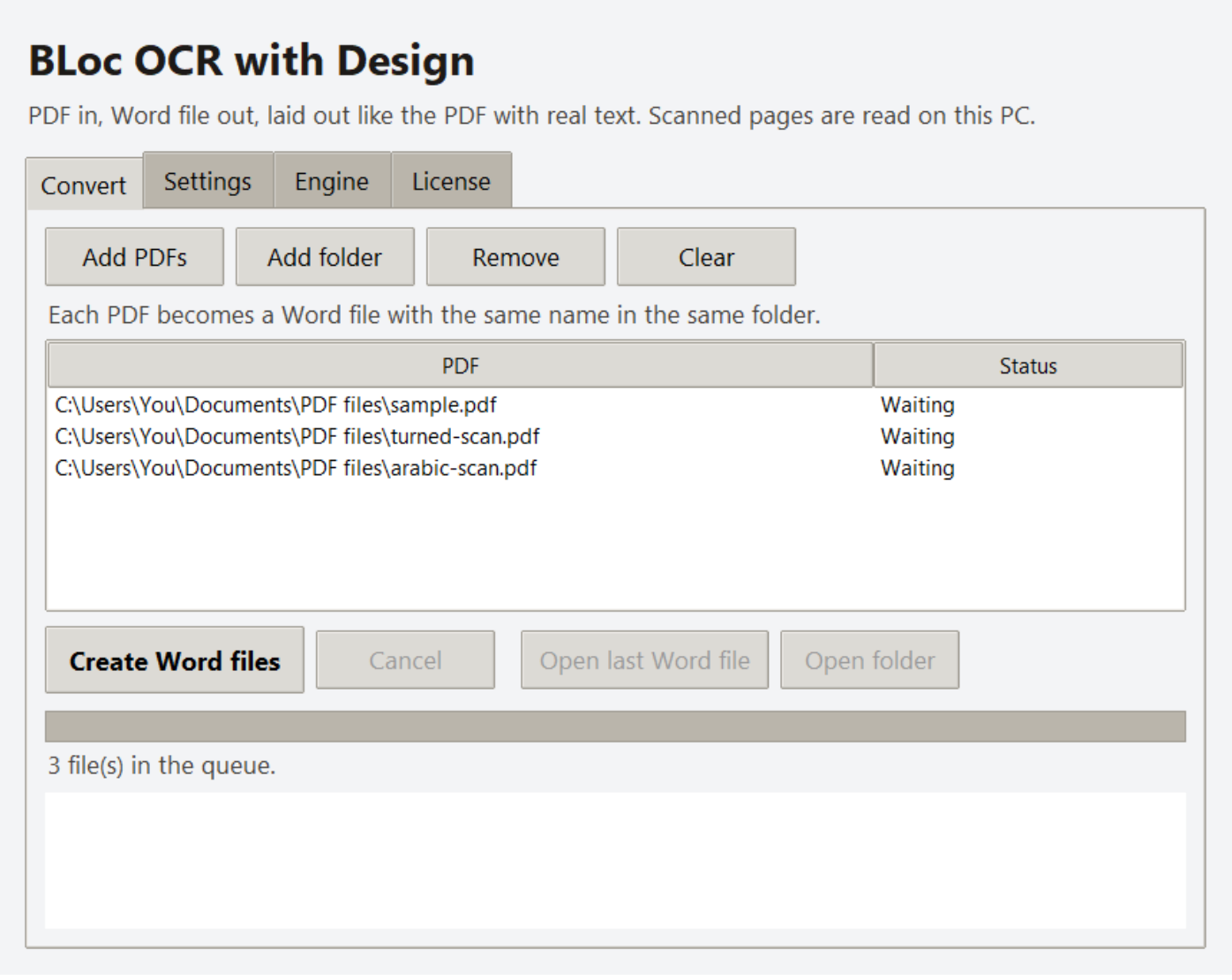


Engine tab with the engine installed - Original capture.

Convert PDFs

Open the Convert tab. Press Add PDFs or Add folder, or drop PDF files or a folder on the window. Remove takes the selected file out of the list; Clear empties the list. Press Create Word files. The list shows the progress of each file. When it is done, press Open last Word file or Open folder.

Convert PDFs screen detail



Convert tab with three PDFs in the list - Original capture.

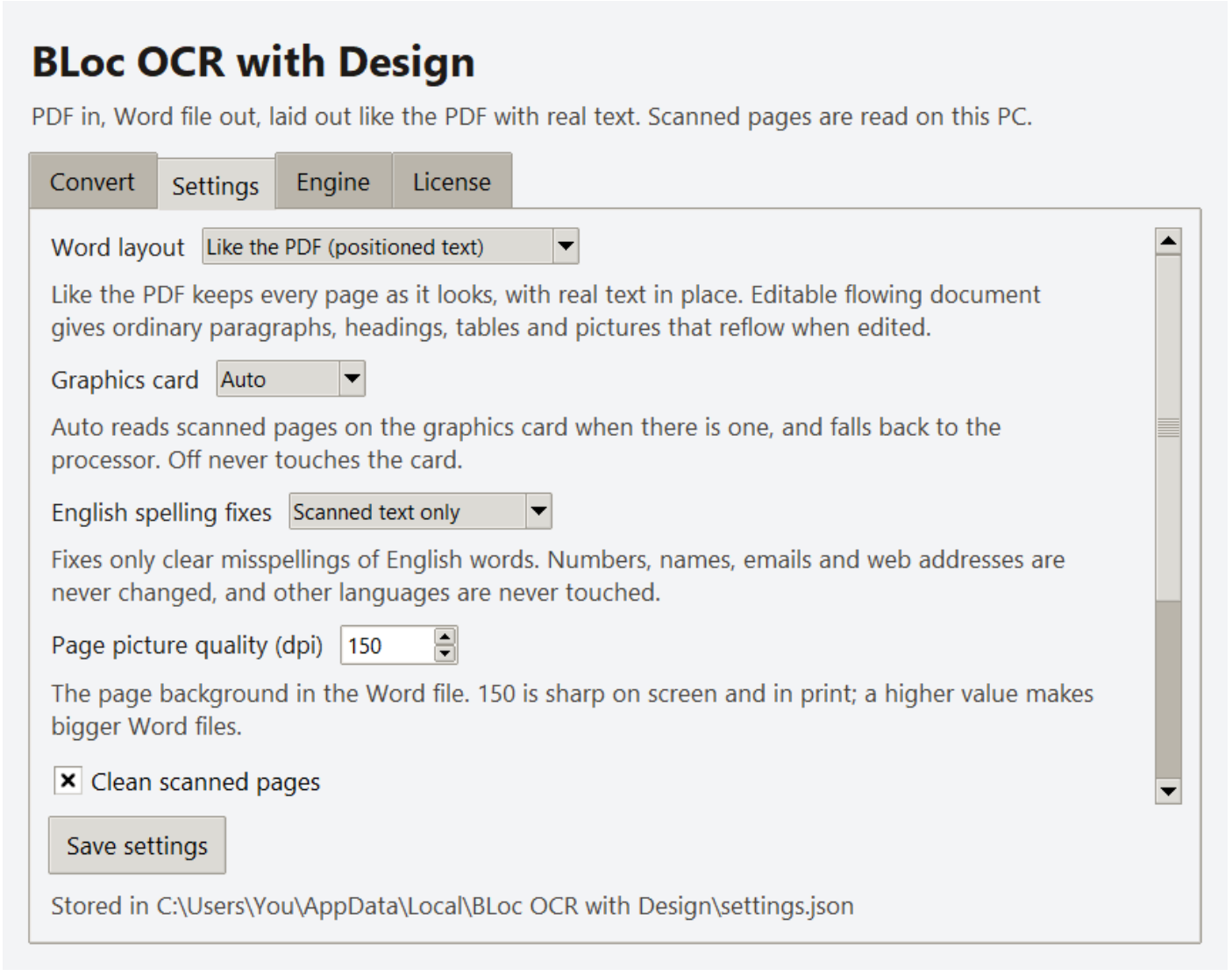
- The Word file has the same name as the PDF and is saved next to it. An existing Word file with that name is replaced.
- Cancel stops after the current step; the file being converted is not written.
- Close the old Word file before you convert the same PDF again.

Choose the settings

Open the Settings tab, change what you need, then press Save settings.

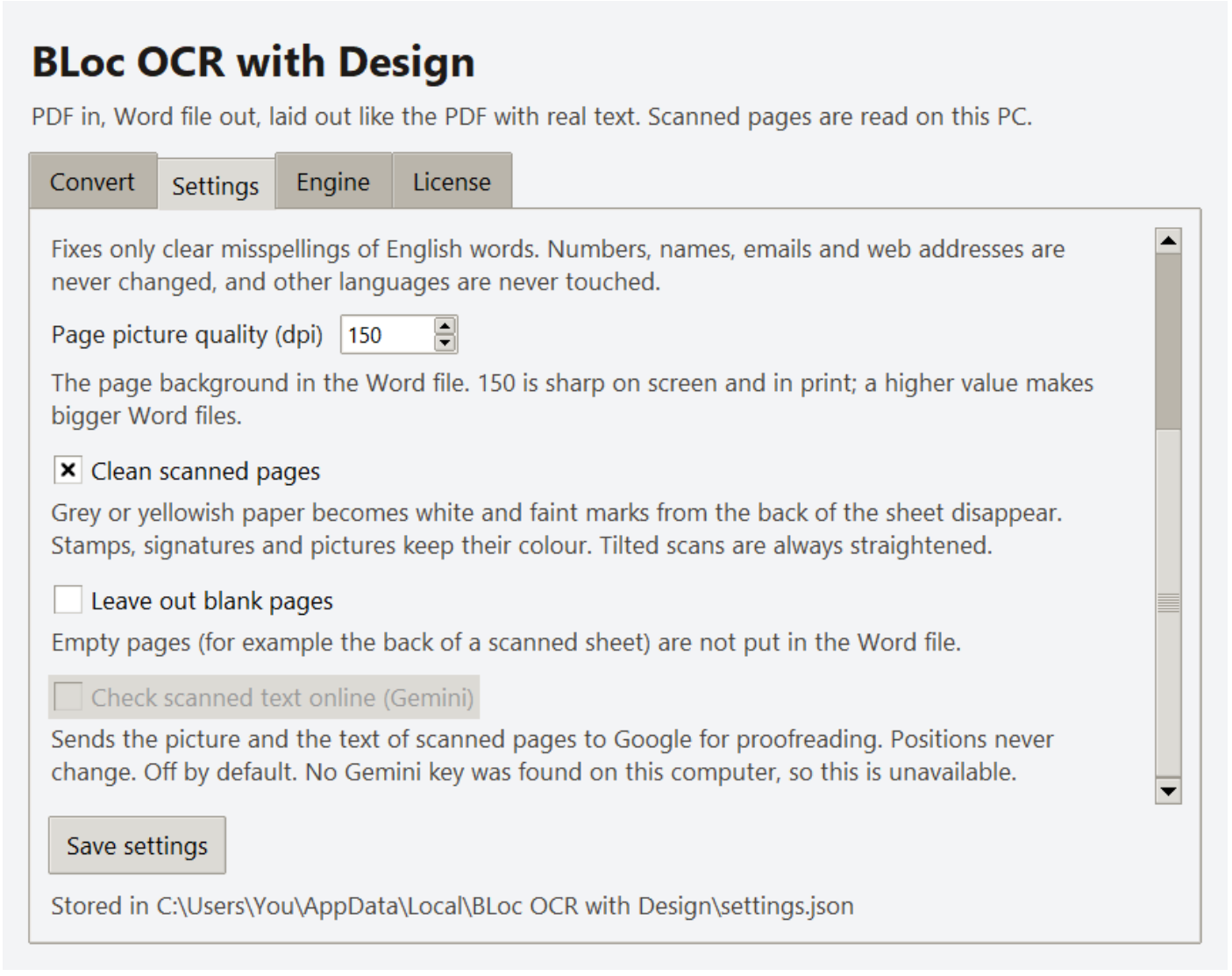
- Output file: Word (.docx) or InDesign (.idml). An InDesign file is always laid out like the PDF: each page has its own size, every paragraph is a text frame in its place, each picture is a separate frame tables are InDesign tables and web or e-mail links stay links. Its pictures are saved in a Links folder beside the file; keep that folder with the .idml file. Open the .idml file in InDesign and save it as an InDesign document. The Convert buttons then say Create InDesign files.
- Word layout: Like the PDF keeps every page as it looks, with real text in place. Paragraphs that follow each other in a column share one text box, and each picture of the PDF (photo, stamp, signature) is a separate picture you can move or replace; lines, colours and anything drawn over a picture stay in the page background. Editable flowing document gives ordinary paragraphs, headings, tables and pictures that reflow when you edit; the page design (backgrounds, colours, exact positions) is not kept.
- Graphics card: Auto reads scanned pages on the graphics card when there is one. Off uses only the processor.
- English spelling fixes: fixes only clear misspellings. Scanned text only is the default. Numbers, names, emails and web addresses are never changed.
- Page picture quality (dpi): the page background in the Word file. 150 is sharp on screen and in print; higher values make bigger files.
- Check scanned text online (Gemini): optional and off by default. It sends scanned pages to Google for proofreading and needs your own Gemini key (Windows environment variable GEMINI_API_KEY). Without a key it is unavailable.
- Clean scanned pages: on by default. Grey or yellowish paper becomes white and faint marks from the back of the sheet disappear. Stamps, signatures and pictures keep their colour. Tilted scans are always straightened.
- Leave out blank pages: off by default. Empty pages are not put in the Word file; the log says which page was left out.

Choose the settings screen detail



Settings tab - Original capture.

Choose the settings screen detail



The two scan options at the end of the Settings tab - Original capture.

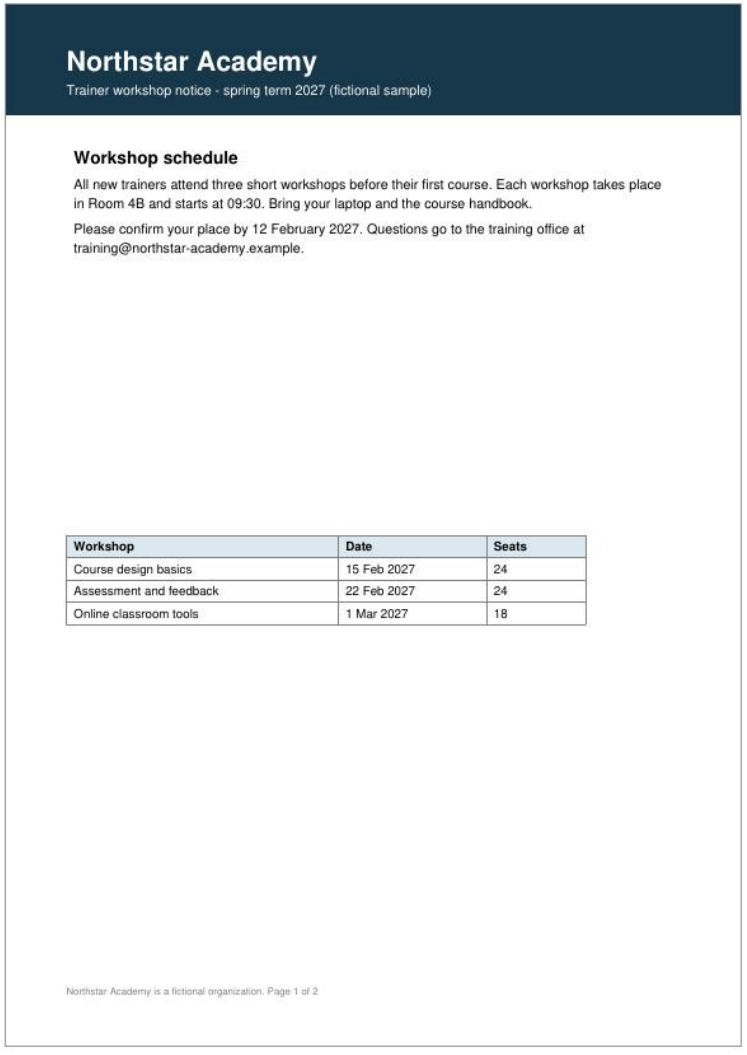
Worked example: the Northstar workshop notice

The sample Samples/OCR_with_Design/Northstar_fictional/Northstar_Workshop_Notice.pdf has two pages. Page 1 has a text layer: a heading band, two paragraphs and a table. Page 2 is a scanned sign-up form on yellowish paper, slightly tilted, with no text layer. It was converted with the default settings (Like the PDF, Scanned text only, Clean scanned pages on) on 19 November 2026. The program reported 2 pages, 1 OCR page, in about 31 seconds including the first loading of the layout models. The Word file is Northstar_Workshop_Notice.docx in the same folder.

Page 1 kept its layout: the heading band, both paragraphs and the table are in place, and the text is editable.

Worked example: the Northstar workshop notice screen detail

PDF page 1



Northstar Academy

Trainer workshop notice - spring term 2027 (fictional sample)

Workshop schedule

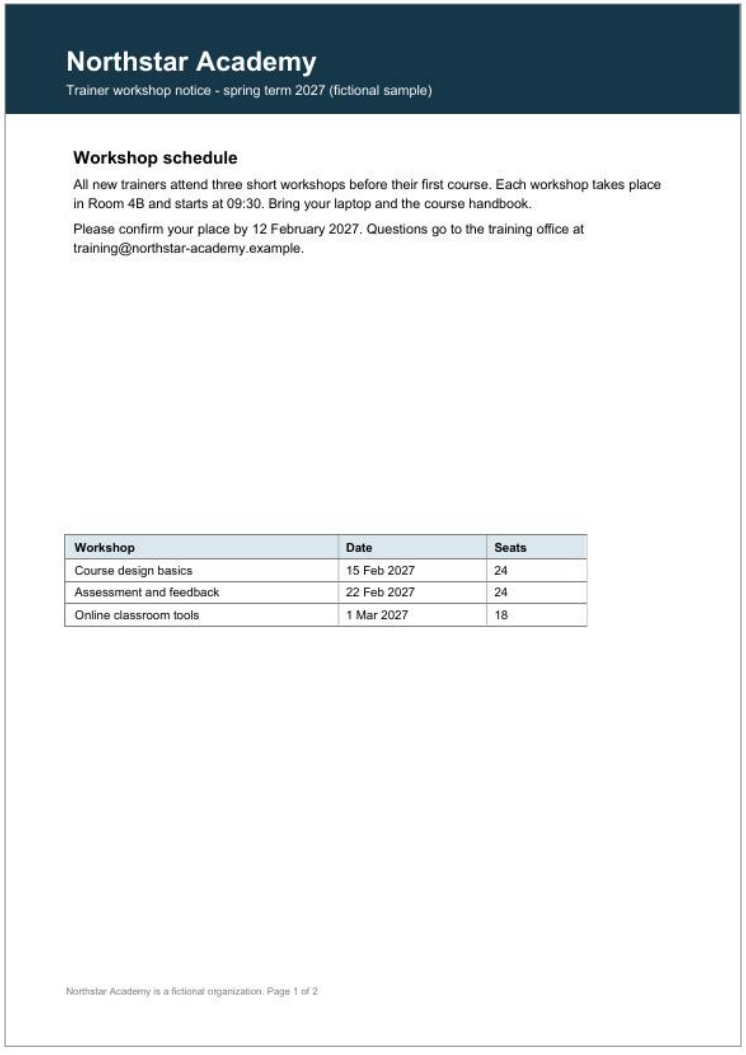
All new trainers attend three short workshops before their first course. Each workshop takes place in Room 4B and starts at 09:30. Bring your laptop and the course handbook.

Please confirm your place by 12 February 2027. Questions go to the training office at training@northstar-academy.example.

Workshop	Date	Seats
Course design basics	15 Feb 2027	24
Assessment and feedback	22 Feb 2027	24
Online classroom tools	1 Mar 2027	18

Northstar Academy is a fictional organization. Page 1 of 2

Word file, page 1



Northstar Academy

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Workshop schedule

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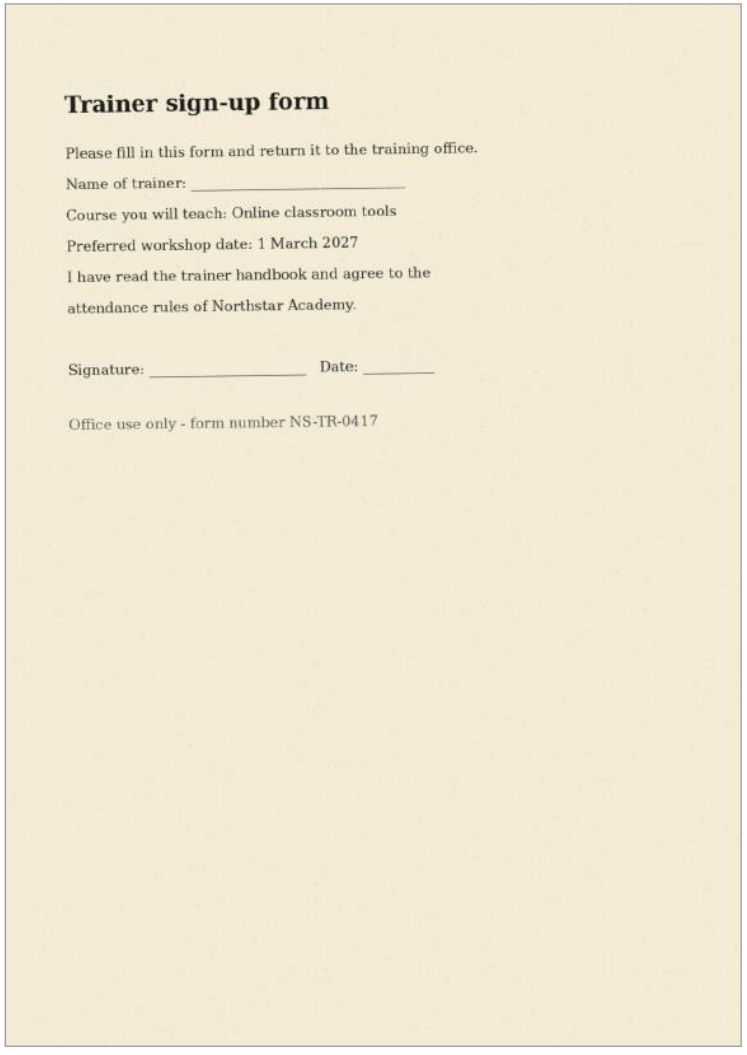
Northstar Academy is a fictional organization. Page 1 of 2

Northstar notice page 1: PDF and Word file - Pictures of the saved output files; not a screenshot of the tool.

Page 2 was read by the reading engine. The paper became white, the tilt was straightened, and every line of the form became editable text, including the form number NS-TR-0417.

Worked example: the Northstar workshop notice screen detail

PDF page 2



Trainer sign-up form

Please fill in this form and return it to the training office.

Name of trainer: _____

Course you will teach: Online classroom tools

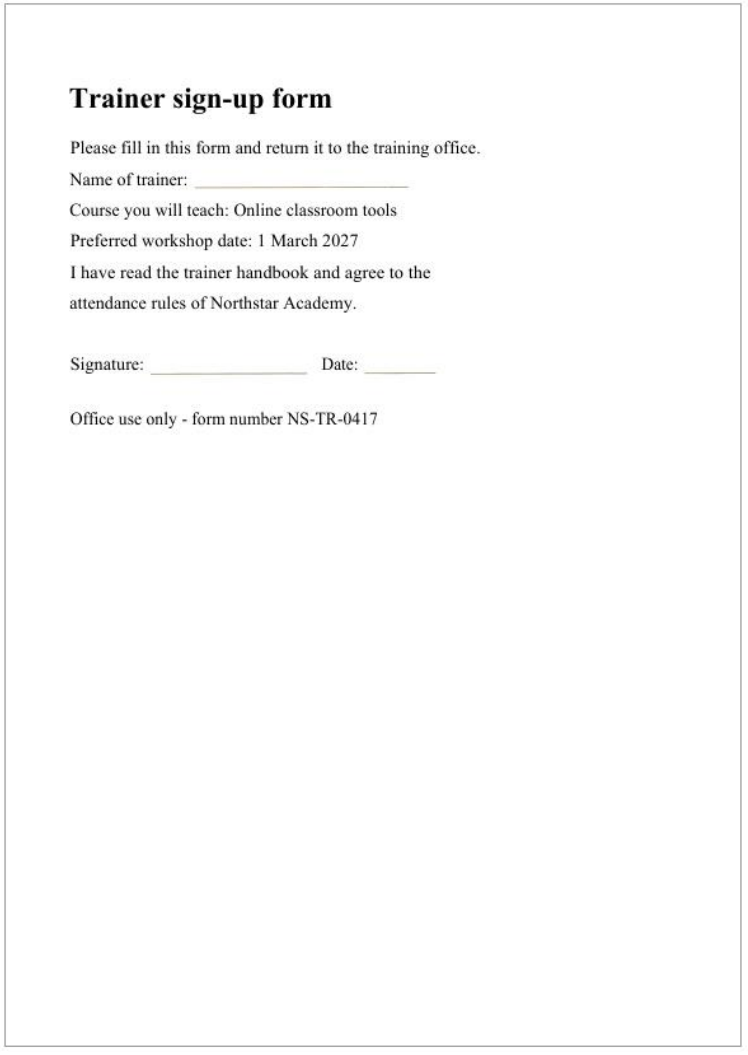
Preferred workshop date: 1 March 2027

I have read the trainer handbook and agree to the attendance rules of Northstar Academy.

Signature: _____ Date: _____

Office use only - form number NS-TR-0417

Word file, page 2



Trainer sign-up form

Please fill in this form and return it to the training office.

Name of trainer: _____

Course you will teach: Online classroom tools

Preferred workshop date: 1 March 2027

I have read the trainer handbook and agree to the attendance rules of Northstar Academy.

Signature: _____ Date: _____

Office use only - form number NS-TR-0417

Northstar notice page 2 (scan): PDF and Word file - Pictures of the saved output files; not a screenshot of the tool.

Always compare the Word file with the PDF before you send it: check names, numbers, dates and any handwriting. Handwriting on scanned pages stays in the page picture and is not typed.

When something goes wrong

- Not activated: open the License tab and activate.
- The reading engine is not installed: answer Yes when the program offers the download, or install it from the Engine tab. It needs an internet connection once.
- Activation code already used or refused: each code works once, on one computer. Ask BLoc support for a new code.
- The license could not be checked (no internet): connect to the internet and press Check again on the License tab.
- The Word file is open in another program: close it and convert again. A folder that cannot be written to gives its own message; choose a folder you can save in.
- The reading engine stopped responding: try again. If it happens again, set Graphics card to Off.
- Help > Open the log file shows the last error. Send it to BLoc support if you need help.

Uninstall

Windows Settings > Apps > BLoc OCR with Design > Uninstall. The reading engine and settings stay in %LOCALAPPDATA%\BLoc OCR with Design; delete that folder to remove them too.