



SHORT GUIDE · DOCUMENT TYPE · HANDWRITING

Notes by hand, searching by hand? Now handwriting turns into searchable text.

AI-OCR reads handwritten notes, index cards, job sheets and letters line by line, with a position and confidence score for every line. For care, trades, practices and offices that need to find and reuse what was written by hand.

THE KEY POINT IN ONE SENTENCE

In the Ultra tier, AI-OCR reads handwriting with a position and confidence score per line, an IDP Agent turns it into fields, and in a workspace, search finds the text again.

01 · THE PROBLEM

Writing it down is quick. Finding it again is slow.

Handover notes, job sheets, index cards and letters are written in a hurry and end up in binders. Whoever needs a detail later leafs through pages, puzzles over single words or asks the author. A scan alone helps little: to any search, it is just an image.

WHY IT HAPPENS

Every hand writes differently

Joined-up writing, abbreviations, block letters and corrections change from page to page. What the author reads at a glance costs others time and follow-up questions.

A scan stays a picture

Scanned or photographed pages sit in the archive, but their content is missing from the search index. People search by folder, date and memory instead.

Retyping costs time and adds errors

Copying notes by hand takes time and introduces misreadings. On top of that, the link to the exact spot on the original gets lost.

HOW YOU NOTICE IT

- To find a single detail, you leaf through entire binders of notes and slips.
- Colleagues ask the author what a particular word is supposed to say.
- Handwritten notes are retyped for further processing, often more than once.
- Scanned notes sit in the archive but are missing from every list of search results.
- Older years stored in boxes go unused in daily work, because searching them takes too long.

02 · THE WAY WITH PAPEROFFICE

Capture, read, review. Then find instead of flipping.

PaperOffice reads the pages with AI-OCR, shows every line with its spot in the image and files the text in a workspace, where search finds it. An IDP Agent pulls out fields such as date or author.

1

Capture the pages

By scanner, upload or Mobile App: the camera detects the sheet and corrects the perspective, page by page in batch mode. Holdings from boxes come in through import.

[MODULE: MOBILE APP](#)

2

Read the handwriting

In the Ultra tier, AI-OCR reads handwriting line by line, even next to printed text on the same page. Each line comes with position and confidence, and the language is detected per page.

[MODULE: AI-OCR](#)

3

Review uncertain spots

Next to the image, every line shows its recognized text and confidence. You see which spots a person should double-check and compare them directly with the original.

4

Pull out fields

The IDP template for handwriting returns author, date, key topics, numbers mentioned and unclear sections as fields. The test run shows each field's result, page and location.

[MODULE: IDP AGENT](#)

5

File and find

In a workspace with AI-DMS Ultra, the handwritten text sits on the document and in the search index. A hit opens the page with the match highlighted.

[MODULE: SMART SEARCH](#)

03 · IN THE APP

Five steps in the app. From photo to the exact spot.

This is how you get from a handwritten page to searchable text and fields. You test single pages in AI-OCR, and the workspace processes whole holdings with AI-DMS.

1

Photograph the pages

In the Mobile App, choose the camera and capture page by page in **Batch** mode. You can check or retake each page before sending.

2

Read a single page

Open AI-OCR, upload an image or PDF, choose Ultra under **OCR mode** and click **Start AI-OCR**.
Download Searchable PDF gives you the PDF with a text layer.

3

Check lines against the image

In the **Text Positions** tab, click a line to see its text, position and confidence next to it. Double-check lines with low scores first.

4

Process in the workspace

Select documents, choose **Actions › Agents & workflows › AI-DMS** and set Ultra. Afterwards, the **Overview** tab shows the document's **Handwritten notes**.

5

Fields from a template

Select a page, open **Actions › Agents & workflows › IDP**, create a new agent and pick the **Handwriting OCR** template. Check every field in the test run, then save.

TIP FROM PRACTICE

Start with your toughest pages For the first run, take a handful of typical pages from different writers, including rushed and faded ones. The confidence score per line quickly shows which originals run cleanly and where a person should double-check.

04 · AN EXAMPLE

A care home, three shifts, many notes.



A care home with 80 beds: every shift produces handwritten handover and care notes. The nurse manager regularly looks up single entries for questions from relatives and doctors. The notes are kept in binders in the nurses station office.

BEFORE

- Notes are filed in binders and leafed through page by page when needed.
- The team resolves illegible words by asking the colleague from the previous shift.
- Important details are retyped by hand for reports.
- Older years are stored in boxes in the basement.

WITH PAPEROFFICE

- At the end of each shift, the notes are photographed with the Mobile App on a tablet.
- AI-DMS Ultra reads the handwriting, and the text sits on the document in the workspace.
- A nurse double-checks lines with low confidence against the image.
- For questions, the nurse manager searches by name or keyword and jumps to the spot.

Made-up example for illustration. Test with your own pages how well your handwriting is recognized, and clarify how to handle health data with your data protection advisor.

05 · CHECKLIST

Checklist for your handwritten records

Use these points to check where handwriting comes up in your organization and how to make it readable and easy to find.

- ☐ You know which notes, slips and index cards are regularly written by hand.
- ☐ Typical pages from different writers, including hard-to-read ones, are ready for a test.
- ☐ Sensitive notes sit in a separate workspace protected by password or SMS code.
- ☐ The fields you need from notes, such as date or author, are described.
- ☐ The original stays on the document as a file, so every line can be checked.
- ☐ For each kind, it is clear who needs to find it later and what they search for.
- ☐ You have decided who double-checks lines with low confidence against the image.
- ☐ The workspace processes new documents with AI-DMS Ultra so that handwriting is read.
- ☐ For older holdings, you have decided which years will be scanned and imported.
- ☐ You have agreed on retention and deletion of the notes with your advisor.

06 · FREQUENTLY ASKED QUESTIONS

Frequently asked questions about handwriting recognition

Does PaperOffice have to learn our handwriting first?

You upload pages and start recognition right away, without training on individual writers. The confidence score per line shows how well a page was read.

Which tier do I need for handwriting?

In AI-OCR and in AI-DMS, it is the Ultra tier. Billing is usage-based and depends on the tier. The pricing page has the details.

How do I protect notes with health data?

Put them in a separate Business workspace that opens with a workspace password or SMS code. Assess the data protection requirements together with your data protection advisor.

How well is hard-to-read writing recognized?

That depends on the original. This is why every line carries a confidence score and a position in the image. Check low-scoring spots against the original; the IDP template for handwriting lists unclear sections separately.

Are pages with print and handwriting read?

Yes. AI-OCR reads printed text and handwriting on the same page in one run, each line with its position.

Does this work via API or MCP?

Yes. POST /job/add/paperoffice_aiocr___generate with ocr_mode complete returns text with position and confidence per line. The MCP tool po_aiocr_analyze also reads documents from your workspace.

07 · HOW TO START

Try it with your toughest notes.

Sign in to your PaperOffice account, open AI-OCR, upload a handwritten page and choose Ultra. Billing is usage-based; the pricing page has the details.

Test your pages

Read a handful of typical pages in AI-OCR with Ultra and look at the confidence score per line.

Set up a workspace

Create a workspace for notes, choose AI-DMS Ultra for new documents and set up access protection.

Define the fields

Start with the IDP template for handwriting and adapt the fields to your notes.

DATASHEETS ON THIS TOPIC

Mobile Apppaperoffice.ai/downloads/paperoffice-ai-datasheet-mobile-app.pdf**AI-OCR**paperoffice.ai/downloads/paperoffice-ai-datasheet-ocr.pdf**IDP Agent**paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf**Smart Search**paperoffice.ai/downloads/paperoffice-ai-datasheet-smart-search.pdf**Workspaces**paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf**Import & Migration**paperoffice.ai/downloads/paperoffice-ai-datasheet-import-migration.pdf

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