Scanning & Editing Documents for Optical Character Recognition (OCR)
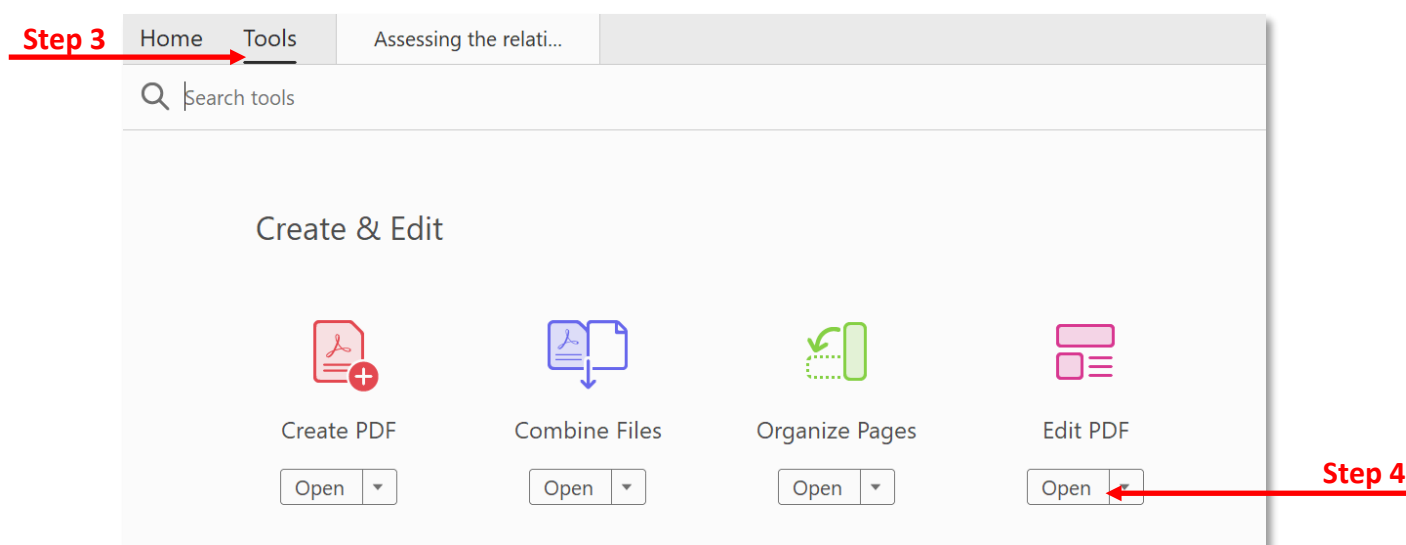
This technique intends to ensure that visually rendered text is readable on a computer and through Adobe Acrobat.

A document that consists of scanned images of text is inaccessible because the content of the document is a single image and not searchable text. Assistive technologies cannot read or extract the words; users cannot select, edit, resize, or reflow text nor can they change text and background colors; and authors cannot manipulate the PDF for accessibility.

If you don't have Adobe Acrobat Pro on your computer, you will need to install the program by obtaining it through IT's software repository or by contacting IT.

Basic OCR Operations in Adobe Acrobat Pro:

1. Scan the document using as high a resolution as possible to improve the OCR performance.
2. Open the scanned document in Adobe Acrobat Pro as a PDF.
3. Click **Tools.**
4. Find **Edit PDF** and click **Open**.

5. The program automatically applies optical character recognition to the document.
6. Save the document with a new name.
7. The document is now fully editable.

Step 5