Scanning & Editing documents for Optical Character Recognition OCR
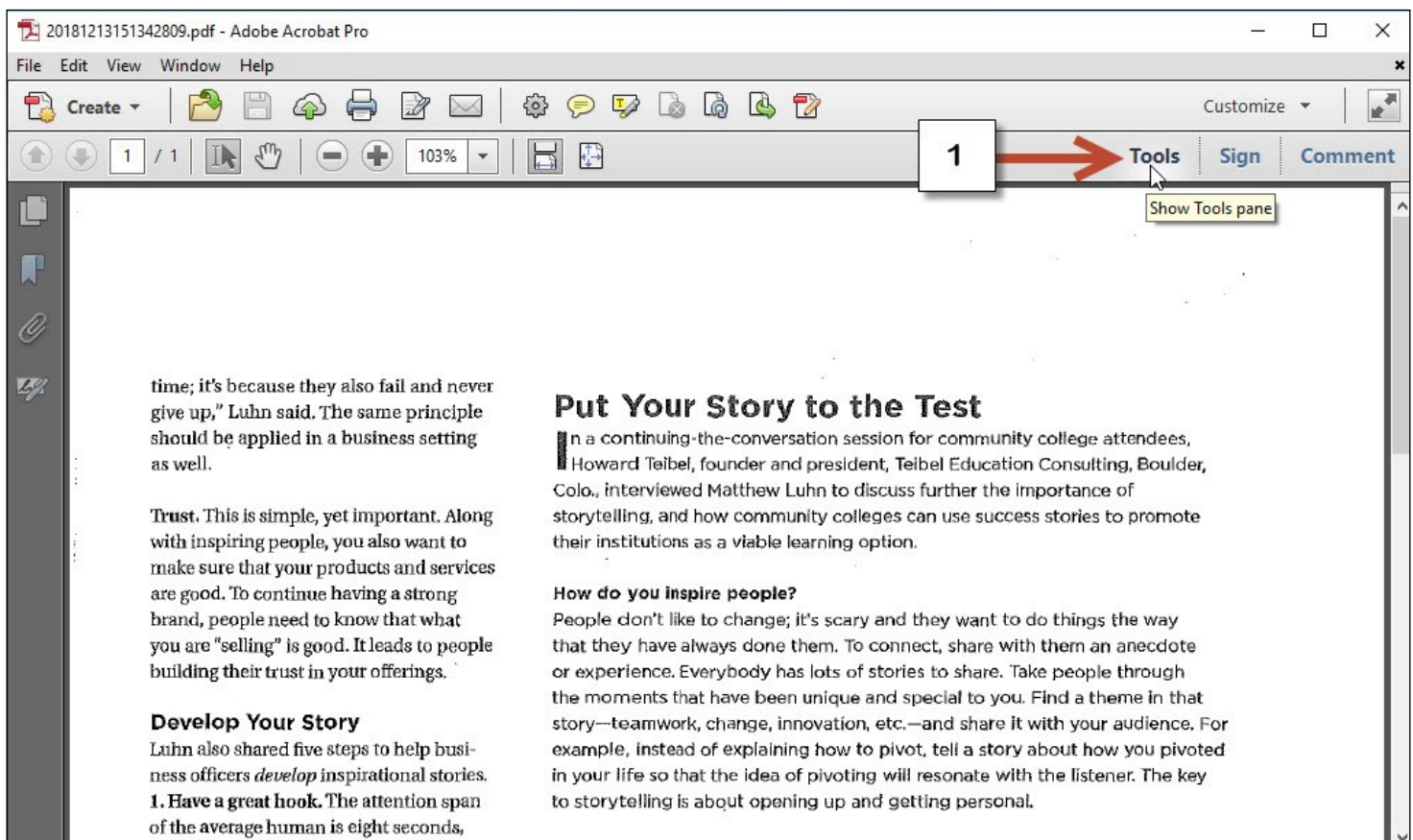
The intent of this technique is to ensure that visually rendered text is presented in such a manner that it can be perceived without its visual presentation interfering with its readability.

A document that consists of scanned images of text is inherently inaccessible because the content of the document is images, 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.
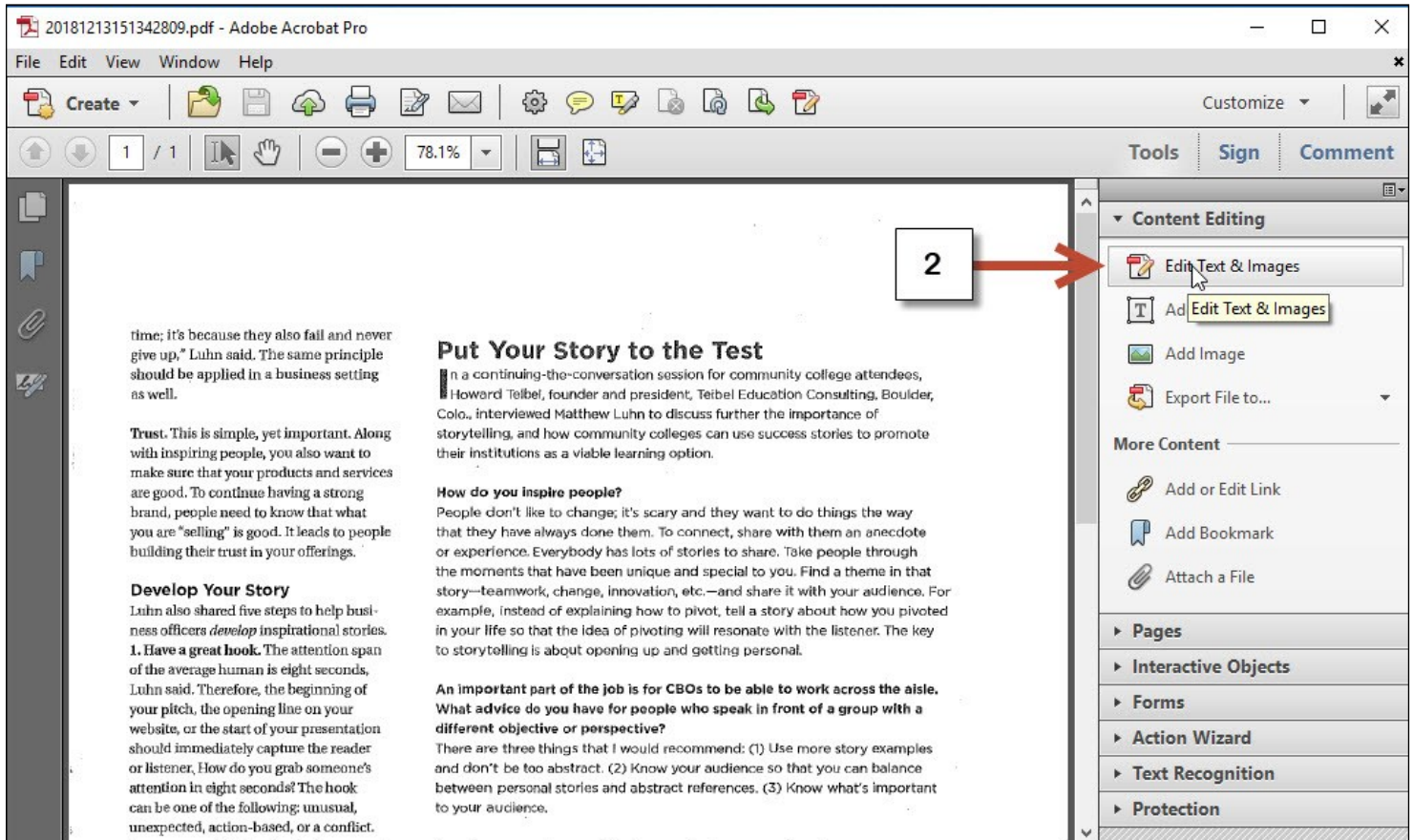
If you don't have Adobe Acrobat Pro in your computer you will need to request a copy by contacting Health IS **(support@health.usf.edu).**

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 scanned document in Adobe Acrobat Pro as a PDF
3. Click **"Tools"(1)** then **"Edit Text & Images"(2)**
4. Program applies optical character recognition to the document
5. Save the document with new name
6. Document is now fully editable

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With the resulting files being editable and searchable, students will be able to:

- Copy, paste, and edit passages of text within the document
- Search the text in PDF readers or word processing programs
- Ingest the text into analysis programs
- Make information easier to find via the Internet by creating searchable documents