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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 time; it's because they also fail and never give up," Luhn said. The same principle should be applied in a business setting as well. Trust. This is simple, yet important. Along with inspiring people, you also want to make sure that your products and services are good. To continue having a strong brand, people need to know that what you are "selling" is good. It leads to people building their trust in your offerings. Develop Your Story Luhn also shared five steps to help business officers <i>develop</i> inspirational stories. Have a great hook. The attention span of the average human is eight seconds, 	Put Your Story to the In a continuing-the-conversation session Howard Teibel, founder and president, Te Colo., interviewed Matthew Luhn to discus storytelling, and how community colleges their institutions as a viable learning option How do you inspire people? People don't like to change; it's scary and that they have always done them. To com- or experience. Everybody has lots of stori the moments that have been unique and s story—teamwork, change, innovation, etc. example, instead of explaining how to pive in your life so that the idea of pivoting will to storytelling is about opening up and ge	Test for community college attendees, eibel Education Consulting, Boulder, is further the importance of can use success stories to promote in. they want to do things the way nect, share with them an anecdote es to share. Take people through special to you. Find a theme in that —and share it with your audience. For ot, tell a story about how you pivoted I resonate with the listener. The key atting personal.	~

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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