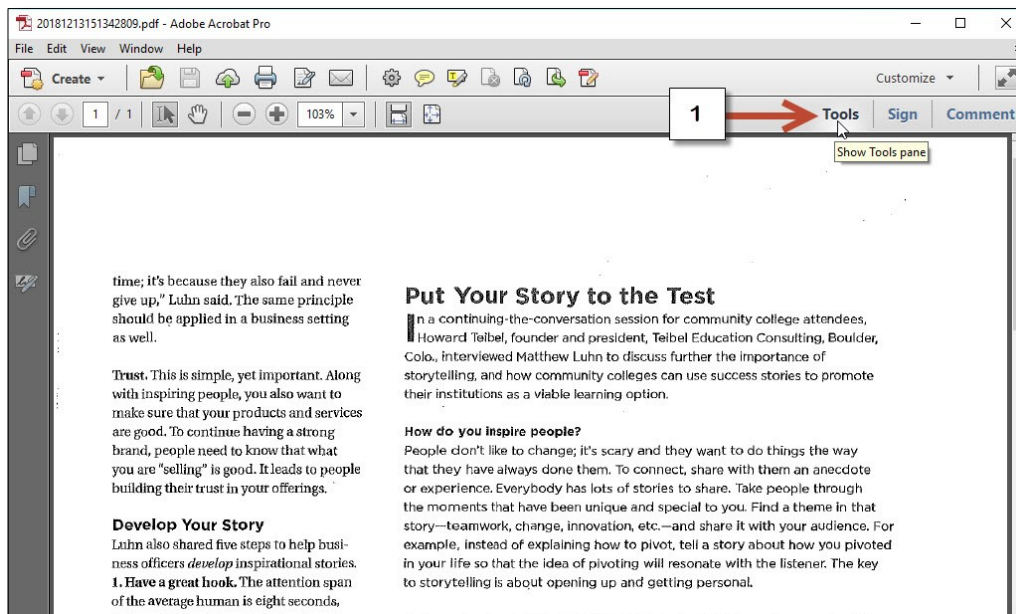# SCANNING DOCUMENTS FOR OPTICAL CHARACTER RECOGNITION OCR

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

SCANNING DOCUMENTS FOR OPTICAL CHARACTER RECOGNITION OCR
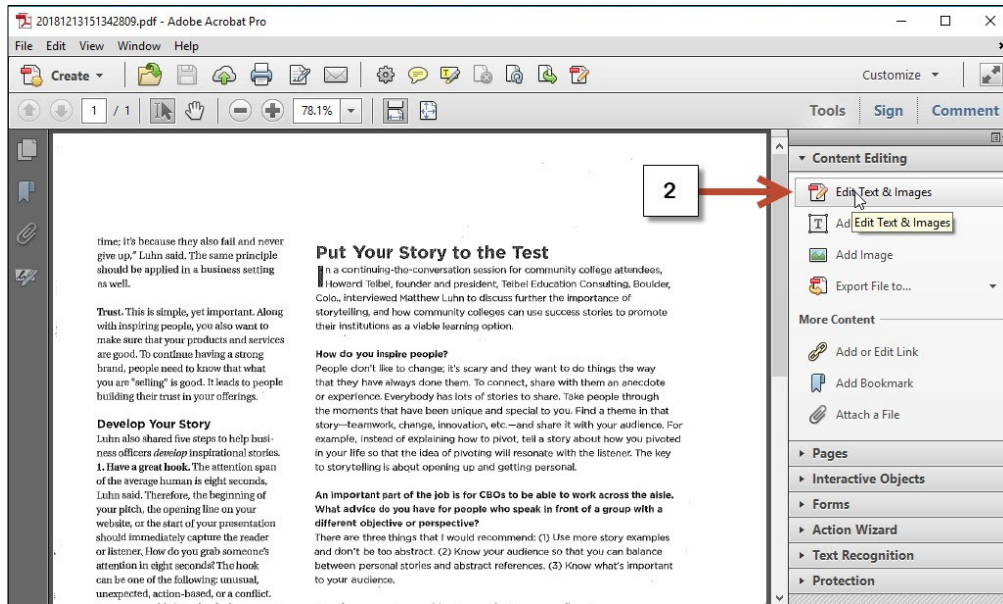
With the resulting files being editable and searchable, students will be able to:

• 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