

How do I 'OCR' a scanned document?

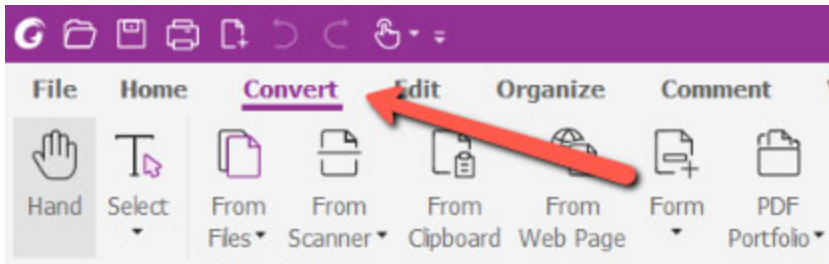
'OCR' stands for 'optical character recognition'. OCR is a technology used to scan paper documents, recognize the text and characters on that scanned document, and spit out a file that has actual data text - as opposed to just a picture of the text. Functionally, you are making your 'picture' of words into words that a computer can recognize and do something with. For accessibility purposes, by scanning a document and 'OCR-ing' the content, you are making your document searchable and readable with assistive technology. If a document has been scanned, but has not been 'OCR-ed', it can't be searched through for key words, it can't be found on any search engine, it can be searched through manually, and it isn't accessible!

How do I OCR a scanned document to make it accessible?

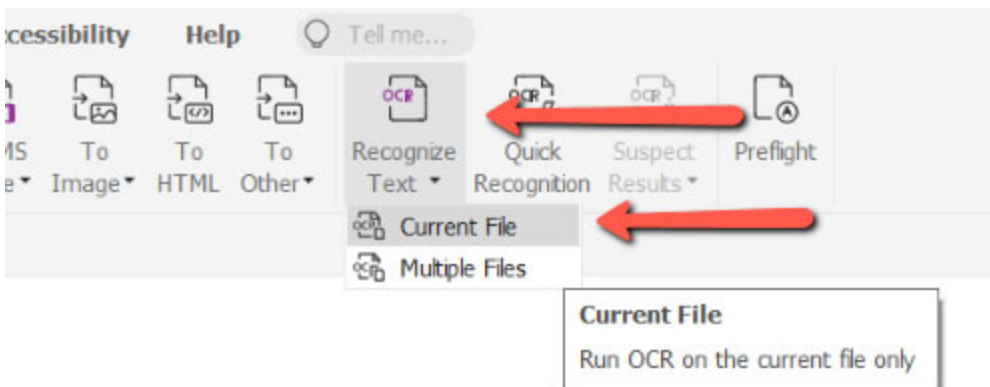
Ask yourself: Do I really need this document on my site? If the answer is 'No', consider deleting the document entirely. Problem solved.

If you're using Foxit:

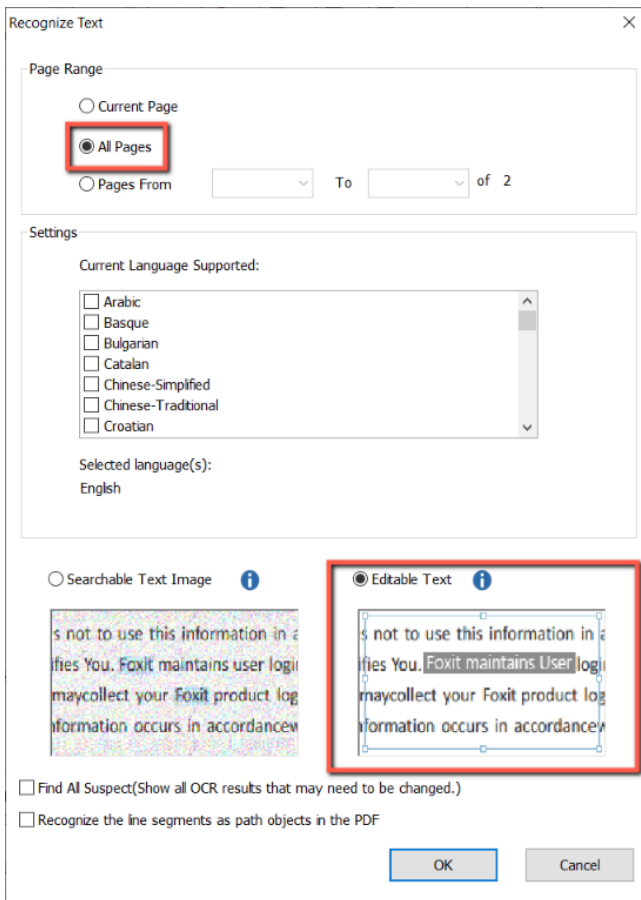
1. **Open** your scanned PDF in Foxit.
2. **Select** the "Convert" tab in your upper, left-hand tool bar.



3. **Select** the "Recognize Text" icon in the toolbar. Select "Current File".

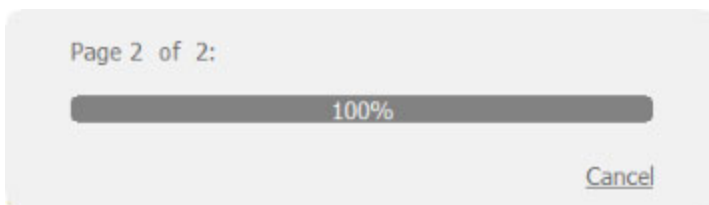


4. In the pop-up window, **select** "All Pages" and "Editable Text". **Select** "OK".



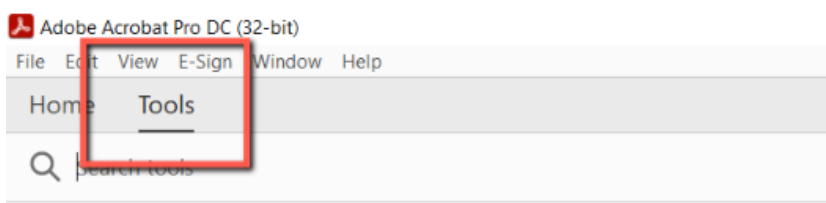
5. A gray loading box will appear in the bottom right-hand corner of your screen. **Wait** for your document to process through the OCR software.

6. Once your gray loading bar reaches 100%, **you're good to go!** Your file has now been completely OCR'ed and can be saved as a new PDF.

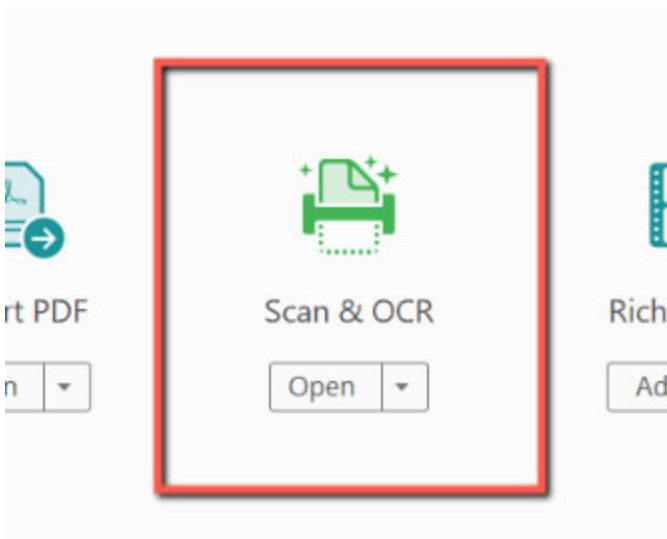


If you're using Adobe Acrobat Pro:

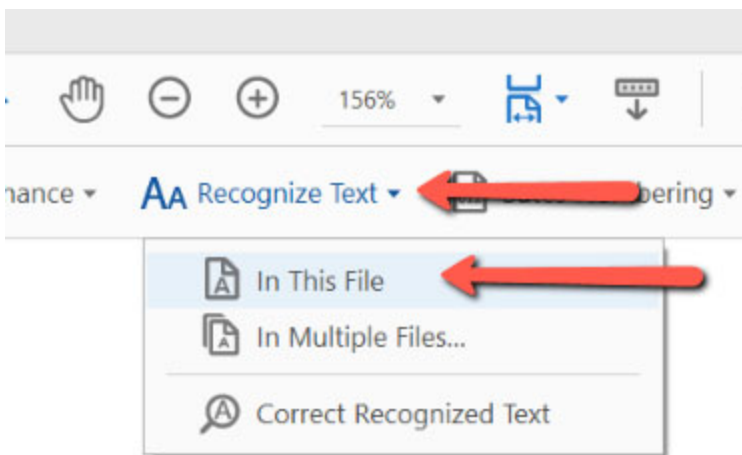
1. **Open** your scanned PDF in Adobe Acrobat.
2. **Select** the "Tools" bar in the upper left hand corner.



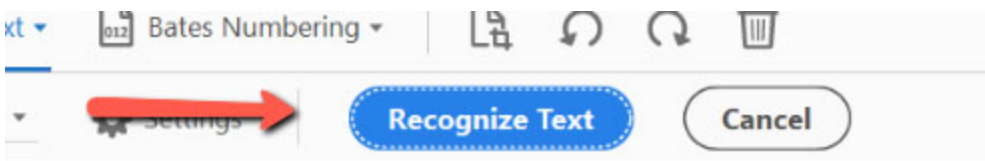
3. **Select** the "Scan and OCR" tool.



4. **Select** the "Recognize Text" button in your "Scan" toolbar. Next, select which files you would like to OCR.



5. **Select** the blue "Recognize Text" button and wait patiently. It might text a few seconds to process your file.



Still Need Help?

Let us know! We are happy to help you make your content, documents, and webpages more accessible.

Please contact accessibility@uada.edu

[Head back to the document accessibility page](#)