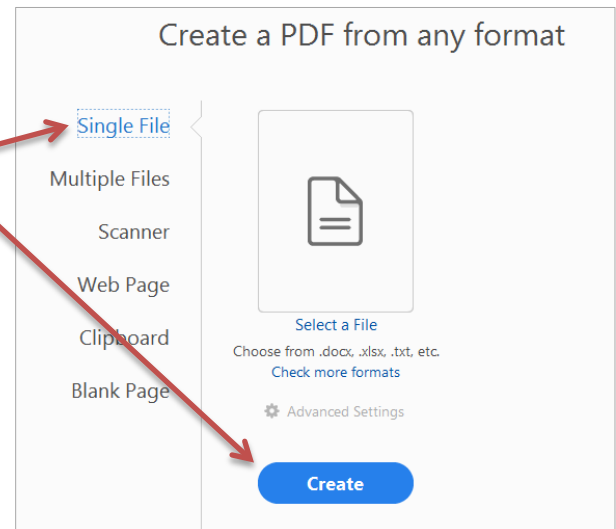


How to Perform OCR on Scanned Documents

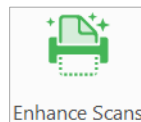
Transform a scanned image into text

Acrobat Pro can be used to run OCR to identify text in PDFs as well as a variety of other image files (JPG, GIF, PNG, etc.).

- Open the scanned document in Adobe Pro.
 - If a PDF:
 - 1) Select **File > Open** from the menu bar.
 - 2) Locate and double-click on the PDF.
 - If an image (JPG, GIF, PNG, etc.):
 - 1) Click **Tools** on the task bar and then click **Create PDF**.
 - 2) If necessary, select **Single File** and then click **Select a File**.
 - 3) Locate and double-click on the image.
 - 4) Click the **Create** button.

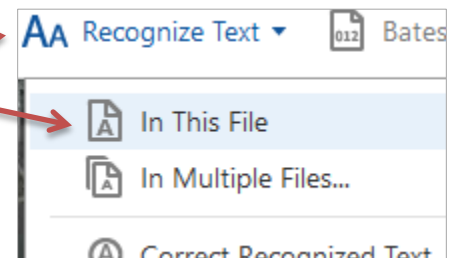


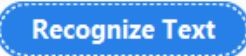
- Click **Tools** on the toolbar.
A list of tools will display.



- Click **Enhance Scans**.
The Enhance Scans toolbar will display.

- Click **Recognize Text** and then click **In This File**.
The Recognize Text toolbar will display.



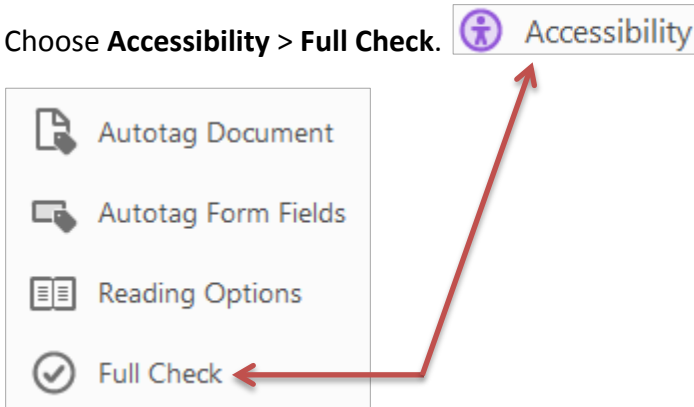
- Click **Recognize Text**.

- When done, save the PDF.

How to Make Scanned Documents ADA Compliant

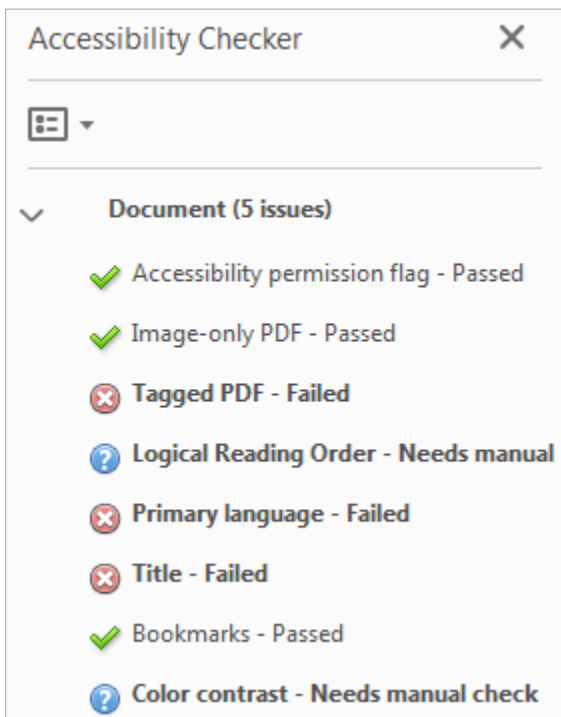
Once a document is searchable, it is necessary to run the Full Accessibility Check to ensure our document is ADA Compliant.

Run the Accessibility Checker

Choose **Accessibility > Full Check**.



The results are displayed in the Accessibility Checker pane on the left side.



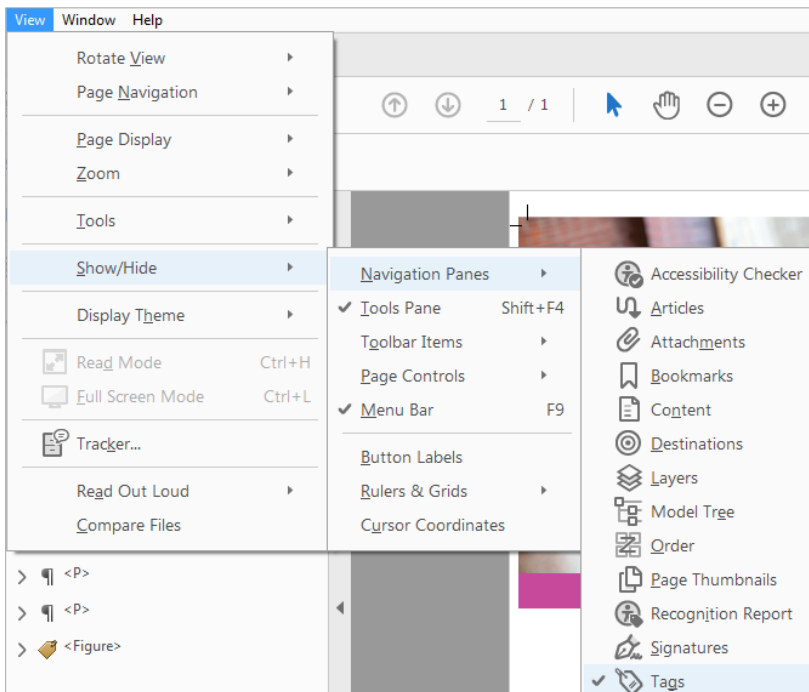
In order to make documents ADA Compliant, all issues in the Accessibility Checker **MUST** be resolved.

How to Tag Documents

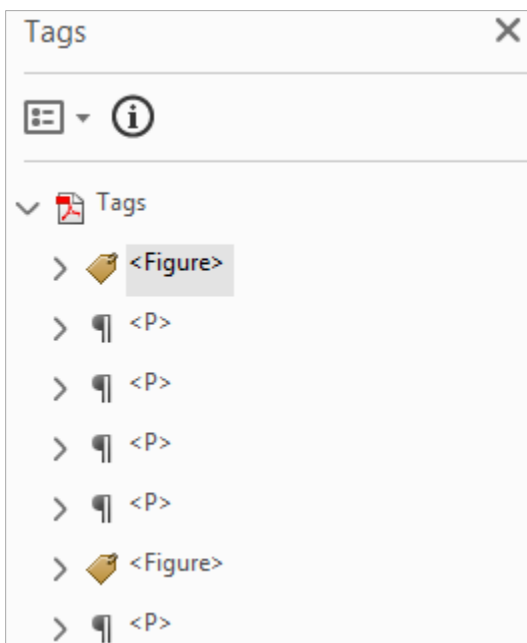
The Tags pane allows you to view, reorder, rename, modify, delete, and create tags. Reading order is crucial for screen readers to read documents in the proper order.

Open the Tags Pane

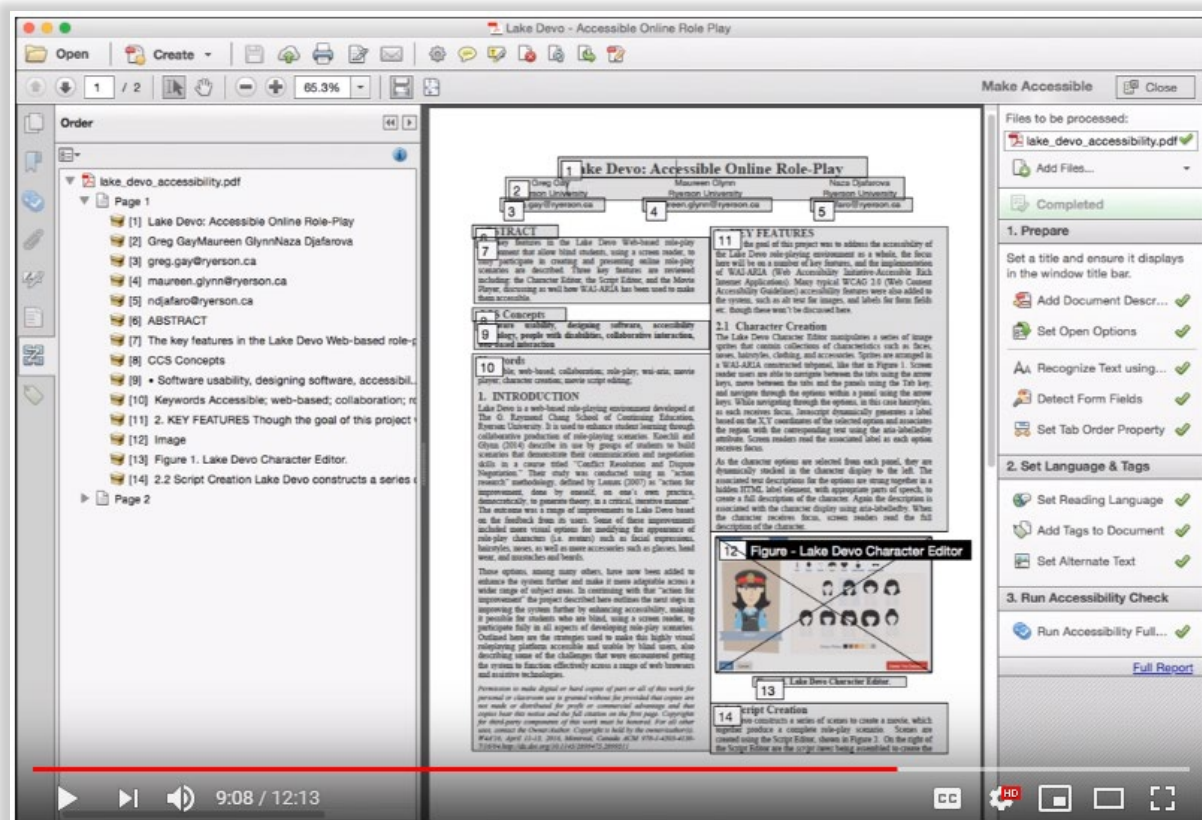
Choose **View > Show/Hide > Navigation Panes > Tags**



The Tags pane will display on the left side.



Click on the image below for a helpful video on how to create an accessible PDF in Adobe Pro.



Creating an Accessible PDF with Adobe Acrobat Pro 11