

# ADOBE ACROBAT

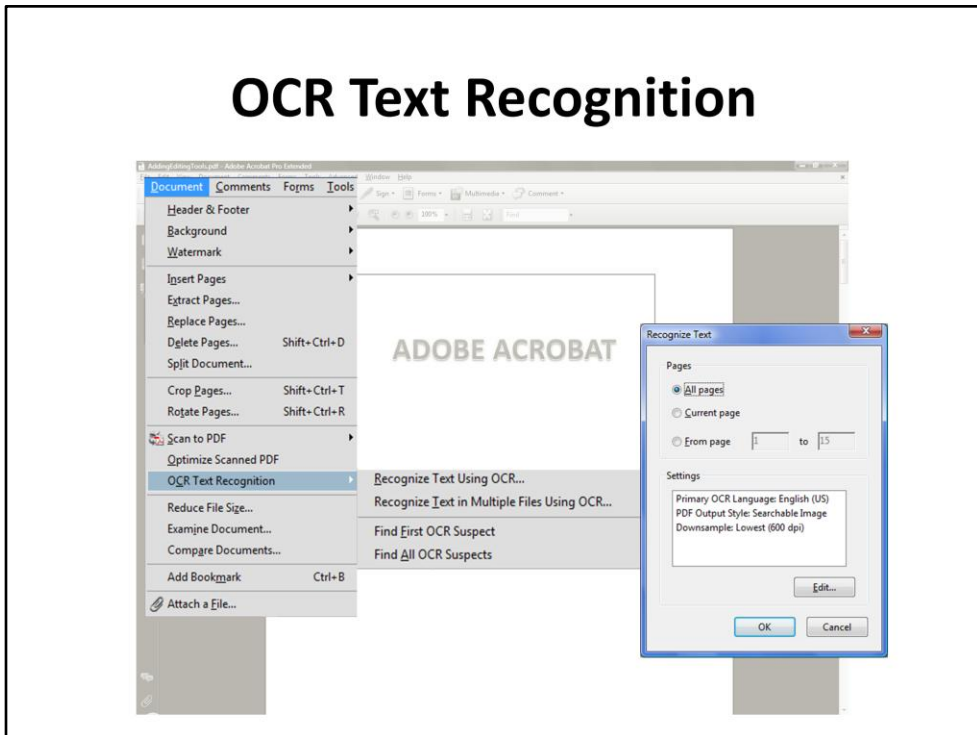
Hello and welcome to the Adobe Acrobat Just-in-Time Learning series. In this session we will cover how use the OCR tool from the Document Menu.

## What is the OCR Tool?



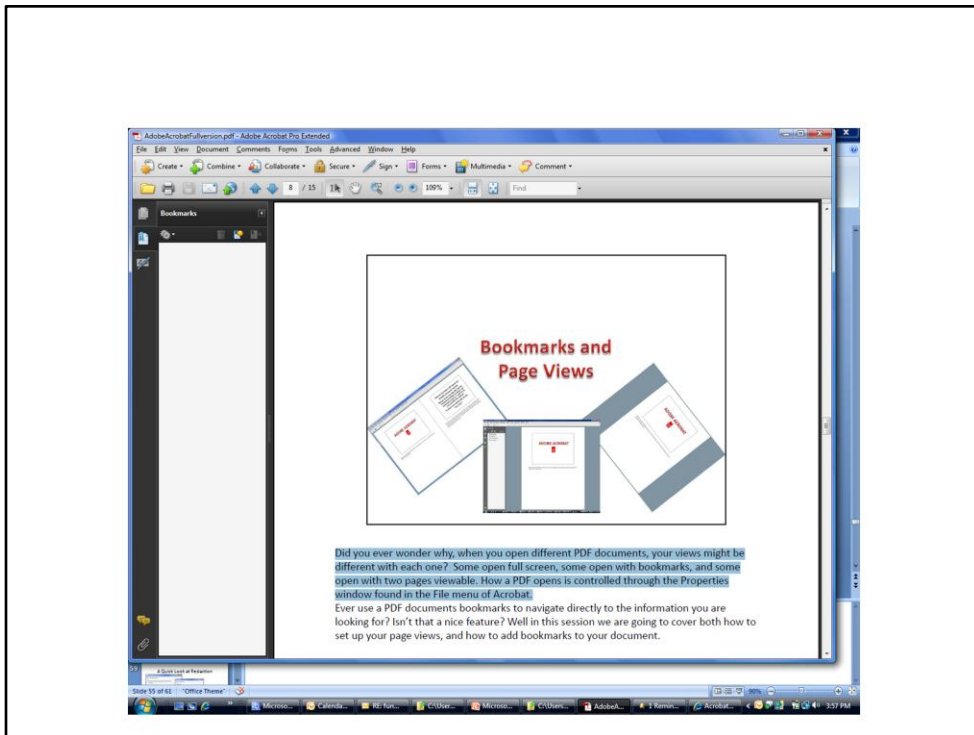
OCR stands for optical character recognition. Have you ever had a pdf document that was scanned text and you tried to grab some of that text and copy/paste it into another document and found you could not do this? That is because when you scan a document you are creating an image of that document and not actually scanning the text. When you run OCR you are telling Acrobat to look at the image and identify and convert to text all the characters it finds in the document. Because this is an interpretation of the characters it is not always completely accurate, so you will need to review the completed recognition and make corrections as necessary.

# OCR Text Recognition

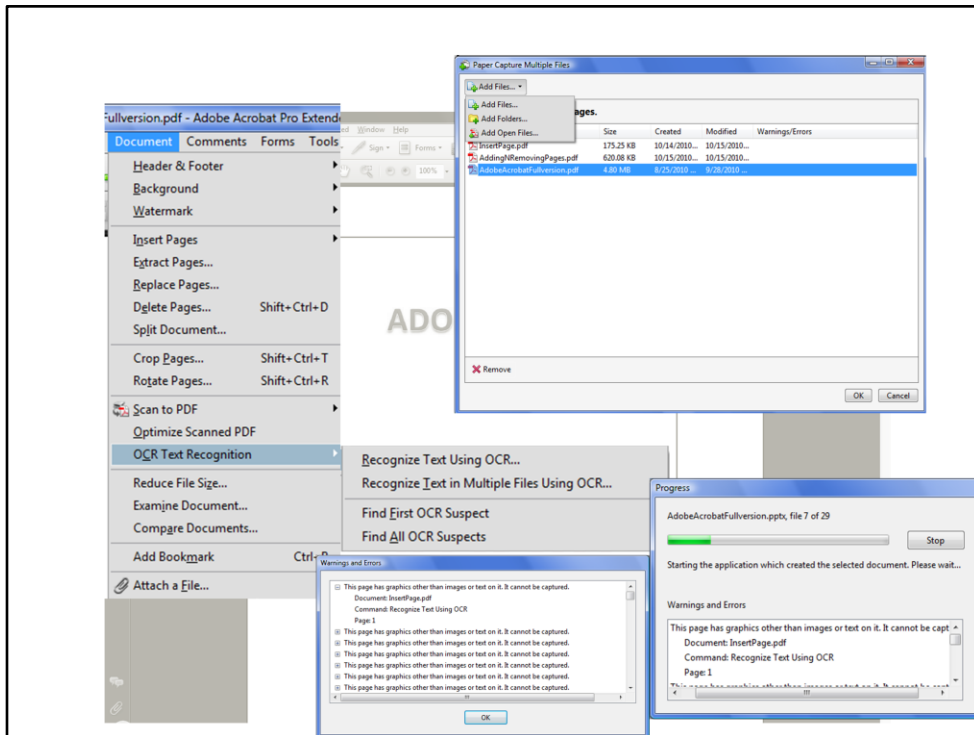


To run OCR click Document from the toolbar. Scroll down to the OCR Text Recognition, and from the sub menu select Recognize Text using OCR...

Identify if you want to recognize text on all pages, just the current page, or a range of pages. It is recommended you leave the settings to the default English language, searchable, at lowest DPI (dots per inch) setting. If you wish to modify this click the Edit button to change these three settings. Click OK to run the scan. Save and close your document.



You will now be able to search, select and copy text from the document to be pasted into another document.



You can also run OCR against multiple files. Simply click Documents from the tool bar, scroll down to OCR Text Recognition and from the submenu select Recognize Text in Multiple Files Using OCR. This will open a window from which you can browse and add files to be converted. To add files click the Add Files dropdown arrow in the upper left corner of the window. Notice you can add files, folders and even open files. If you've mistakenly added a file to your list you can remove it by clicking the X in the lower left. If you add a file that is in the wrong format Acrobat will alert you to remove the files from the listing.

Once all your files are identified click OK and Acrobat will begin processing the command. A progress window will appear from which you can monitor the progress and any errors that might occur during the OCR process. A final report of errors will print out at the end of the processing from which you can determine if any further actions is needed. The report will show the nature of the error, the document the error exists in, and the page within the document that contains the error.

## What is the OCR Tool?



In this session we learned what OCR is and how to run OCR against a scanned document to make the document searchable and selectable.  
I hope you found this information useful. See you in the next session!