

OCR (Optical Character Recognition) - Recognize Text in PDF Documents

NOTE: There are several methods of adding OCR information to a PDF file and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

Optical character recognition (OCR) enables you to search and copy the text in a PDF document. Some scanners have built-in OCR so that the text in any PDF file created from it will be searchable.

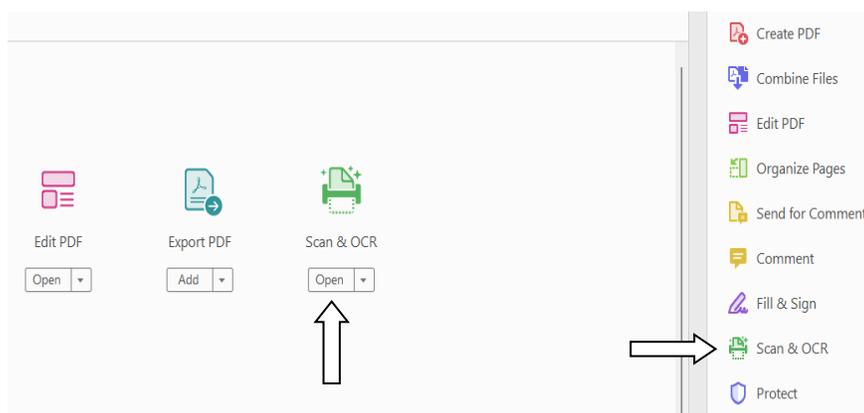
Checking a Document for OCR

To check whether a PDF file is enabled with OCR, take the following steps:

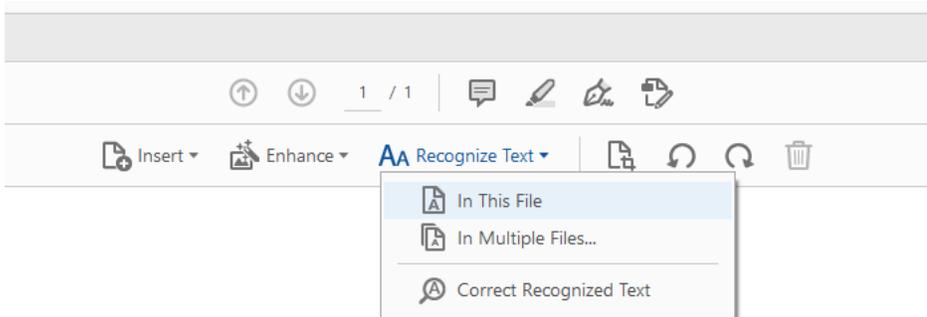
- 1) Open the PDF document.
- 2) Use the keyboard shortcut Ctrl + F to open the Find menu.
- 3) Type a word or phrase that occurs in the documents (e.g., respondent).
- 4) Click Next.
- 5) If the document has OCR, the word or phrase that you searched will be highlighted each time it appears in the document.

Adding OCR to a Document

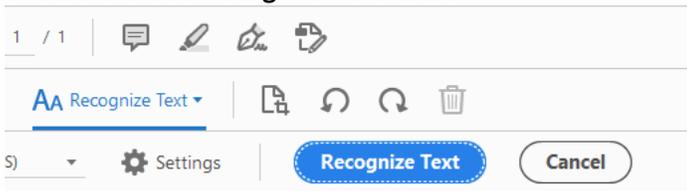
- 1) Open your PDF document in Adobe Acrobat.
- 2) Choose **Tools > Scan & OCR > In This File**.



- 3) Under the top headings select the drop-down arrow to the right of **Recognize Text** and choose **In This File**.

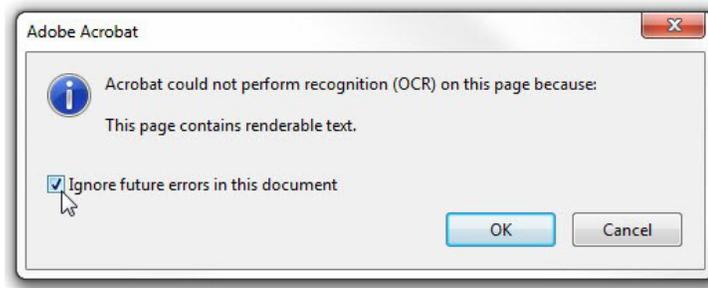


4) Choose the blue **Recognize Text** button



5) Adobe will scan through each page of the document. If you have several pages in the PDF it may take a few minutes to complete.

6) If your PDF document was originally created with a word processor or the document was already scanned for OCR you may receive an error that “This page contains renderable text”. Select the **Ignore future errors in this document** check box and press **OK**. It will skip those pages and continue.



7) Don't forget to save your document once the process is complete.