

## OVERVIEW

**Using Adobe Acrobat Pro** is one of the cheaper and more common methods available to create PDFs, not just read them, and is the focus of this Quick Start Guide.

Many scanned PDF files are not accessible because the content is perceived as images by computers and other devices. These files need to be fixed so that devices can recognize the text. To do this, we use Acrobat Pro to process files using **OCR** (Optical Character Recognition).

### OCR

is software that recognizes and interprets text in an image and converts it to text that a computer can read.

#### **Benefits of running OCR on a file**

- Searchable text
- Copy and paste capability
- Text-to-speech capability
- Screen reader compatibility

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## CREATING A SEARCHABLE PDF

The minimum you should do to make a PDF accessible is to create a Searchable PDF using OCR.

### OCR at the Scanner

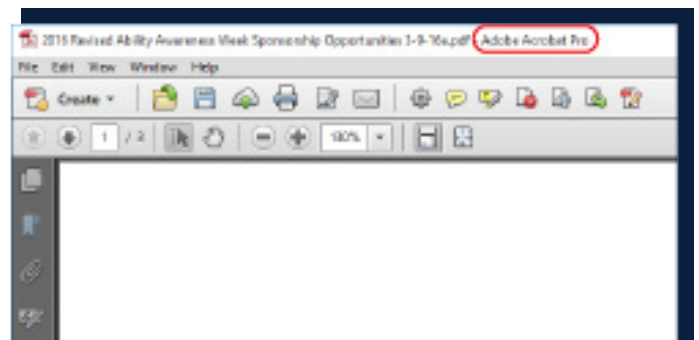
Most recent scanners and photocopiers have the ability to OCR documents as they scan so that you don't have to fix it afterwards. Many photocopiers can scan to PDF via email or network, and you can select the option to make that PDF searchable.

### OCR with Software

In case you are unable to OCR at the source, it is easy to make a document searchable using software such as Adobe Acrobat Pro. This guide focuses on using Acrobat X, but the process is similar in other versions.

## OPEN YOUR PDF IN ADOBE ACROBAT PRO

Make sure you are not in Adobe Reader, as you cannot edit a PDF in the Reader version of Adobe. To see if you are in the correct program, check the top left of your document window. It should say Adobe Acrobat Pro.



## USE THE "RECOGNIZE TEXT" TOOLBAR

### STEP 1:

Now that your document is open, click on Tools to bring up the toolbar on the right side of the screen.

*! Tools is a menu bar located at the top right of the screen.*

### STEP 2:

Click on Text Recognition to expand the menu

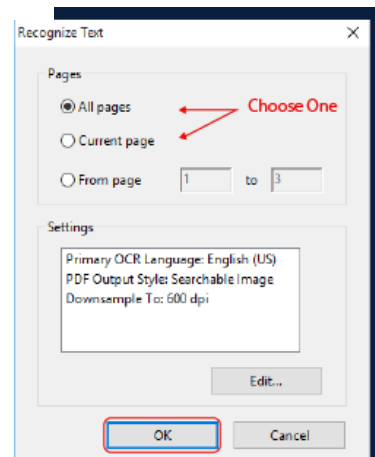
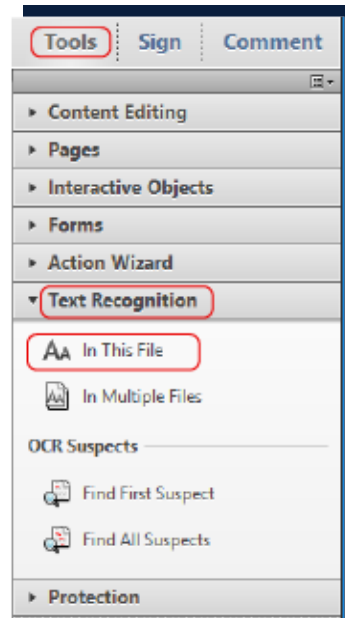
### STEP 3:

Select In this File to bring up the OCR menu box.

### STEP 4:

When the Recognize Text box comes up, choose how many pages to OCR at once. If it is a large file, try only a few at first, since it could take a while. Otherwise select the All Pages radio button and click OK.

*! Once the process finishes running, you should be able to select text in your PDF file and you now have a searchable PDF! Simply save the document and it is OCR'd forever.*



## MAKE THE SEARCHABLE PDF ACCESSIBLE

### Add Tags to the Document

Running OCR on a scanned document is the most important step towards an accessible PDF, and it is the minimum you should do because it allows text-to-speech to work. Tags go a little deeper, telling software the order in which to read the text aloud, and they also create a table of contents for your document that is useful for pre-reading and scanning capabilities.

#### STEP 1:

To add tags, open the Accessibility Tool.

#### STEP 2:

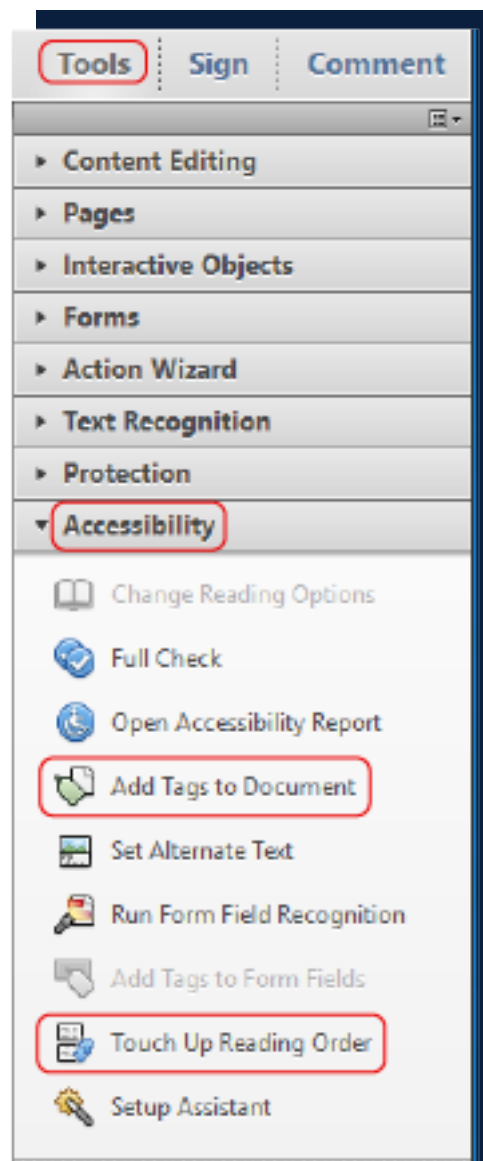
In the expanded Accessibility tools menu, select Add Tags to Document.

### Check the Reading Order

Many users listen to documents rather than reading them. To double-check that your document will be read in the right order, use the Check Order Panel.

#### STEP 1:

In the Accessibility Toolbar, click on **TouchUp Reading Order**.

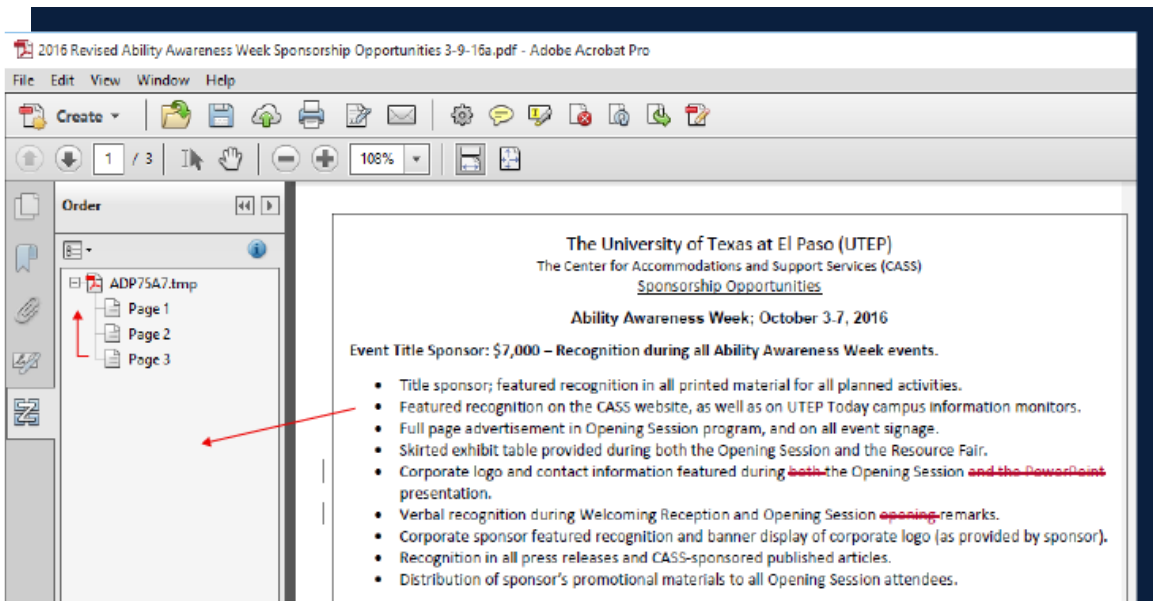
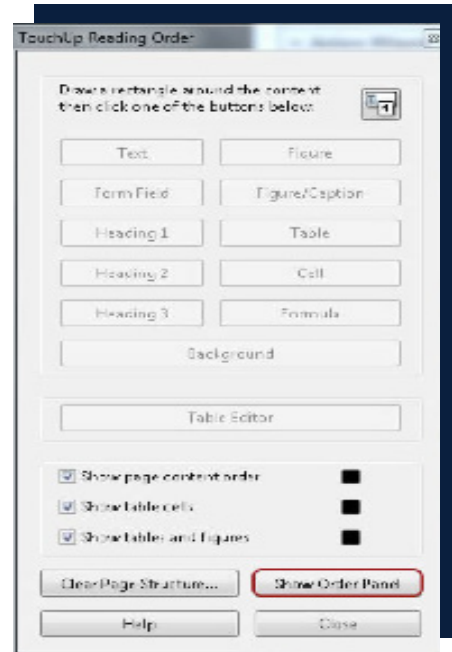


## STEP 2:

In the new window that pops up, click on Show Order Panel.

## STEP 3:

Your page should fill with sections that are numbered. If they are not in the correct order, Select and Drag the numbers into the right order using the panel on the left side of the screen.



## STEP 4:

Check each page in the document and save.

## UTILIZE LIBRARY RESERVE DESK

If you have poor quality photocopies that do not work well with the above OCR process (the text has to be good enough to be recognized), then that text is not ideal for anyone to read. It might be time to get a new copy of the article.

UTEP has a resource that can save time. The Reserve Desk staff at Library will find the article and OCR it for you, and then post it online so your entire class can access the file.

