



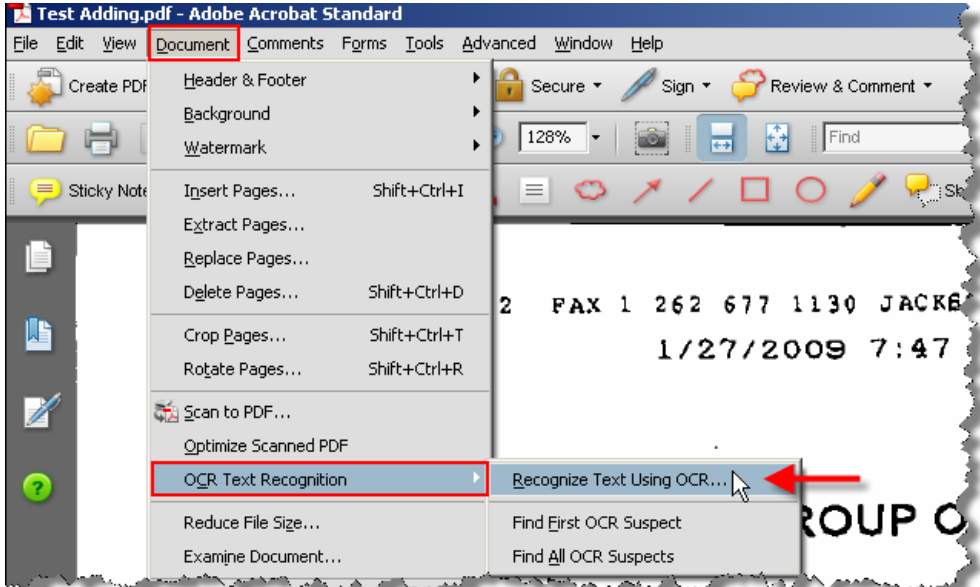
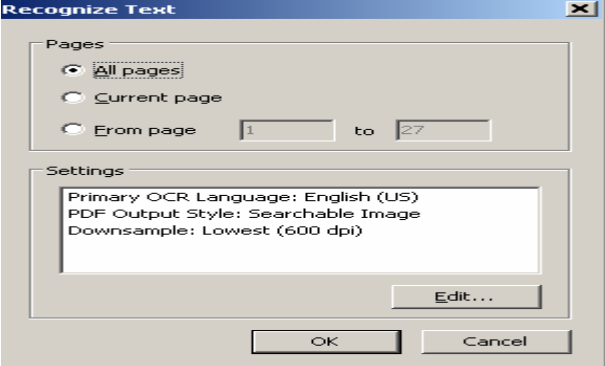
Adobe Acrobat X

Using Optical character Recognition (OCR)



If you have a scanned document that was saved as a PDF, did you know that you can use **Optical Character Recognition (OCR)** to copy the text within the PDF?


Instructions

Steps	Actions
1.	<p>Select Document > OCR Text Recognition > Recognize Text Using OCR.</p> 
2.	<p>Select the pages on which you would like to run the OCR, then click OK.</p> 



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Steps	Actions
3.	Allow Adobe to run through the process – you will see a small status window in the bottom right of your window. NOTE: <i>The more pages you are scanning, the longer the scanning process will run.</i>
4.	Click the “select text” tool and select the text in your PDF document 

Learn More!

This tip and many more are featured in Chubb Agency Technology Training University's **PowerPoint Basics** class. To view the next class offering, please visit www.chubbeducation.com → click on Webcasts → Agency Technology Training University



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