Agency Technology Training University From Chubb



, 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.	Select Document > OCR Text Recognition > Recognize Text Using OCR.
	Image: Test Adding.pdf - Adobe Acrobat Standard File Edit View Document Comments Forms Tools Advanced Window Help Image: Create PDF Header & Footer Background Image: Sticky Note Image: Sticky Note Insert Pages State Pages Shift+Ctrl+I Corp Pages Shift+Ctrl+T Reduce Pages Shift+Ctrl+R Optimize Scanned PDF Page: State Page Optimize Scanned PDF Pind Eirst OCR Suspect Reduce File Size Find All OCR Suspects
2.	Select the pages on which you would like to run the OCR, then click OK.





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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 <u>www.chubbeducation.com</u> \rightarrow click on Webcasts \rightarrow Agency Technology Training University



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