# OPTICAL CHARACTER RECOGNITION (OCR) RECOGNIZE TEXT IN SCANNED PDF DOCUMENTS
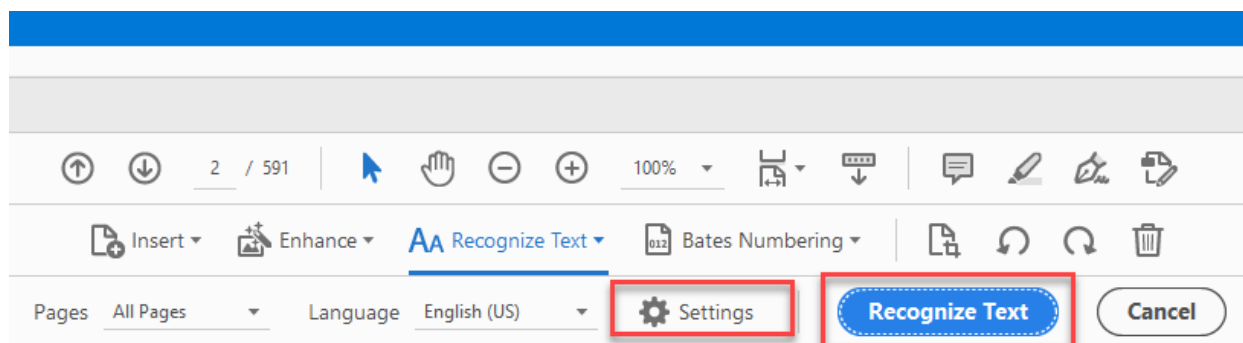
NOTE: There are several methods of adding OCR information to a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

Optical Character Recognition (OCR) is a technology that enables you to convert different types of documents, such as scanned paper documents, PDF files or images captured by a digital camera into editable and searchable data.

1. Open your scanned document in Adobe Acrobat DC.

2. Go to **Tools > Scan & OCR**

3. On the Toolbar, Click **Recognize Text > In This File**
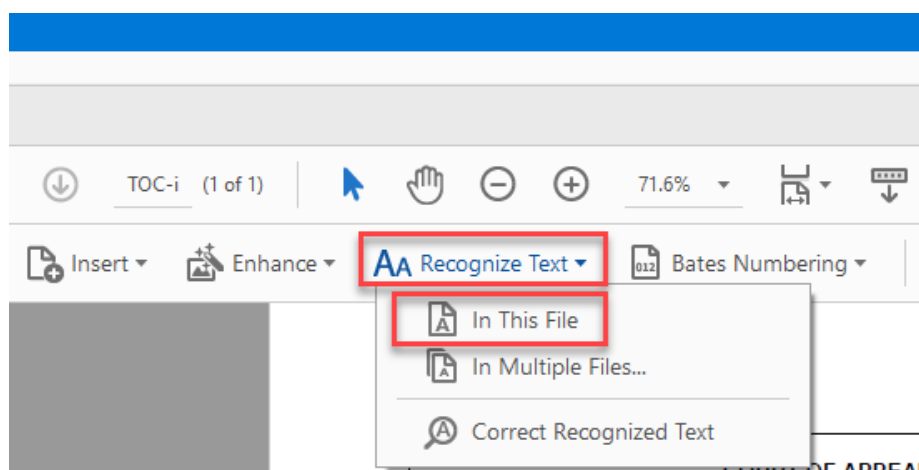
4. Apply your **Settings** choices then Click **Recognize Text**

5. **Save** your document.