Instructional Support and Training Document

How to scan document as a PDF with OCR

Introduction to the Issue

- Instructors scan chapters of books and other documents for use in courses. If not scanned with the proper settings, these documents will not be accessible.
- Documents scanned with the intent of being used as course content must be accessible and work with text-to-speech (TTS) readers. Even if a document is not needed for a student with a disability, users listen to the written word using TTS readers. All learners should be able to access typed text using TTS readers.
- One simple way to achieve this is by using the Optical Character Recognition (OCR) setting on an EIU campus Canon Image Runner copier/scanner.

Note: For documents already scanned, see the help sheet How to Remediate a Scanned PDF.

EXAMPLE A
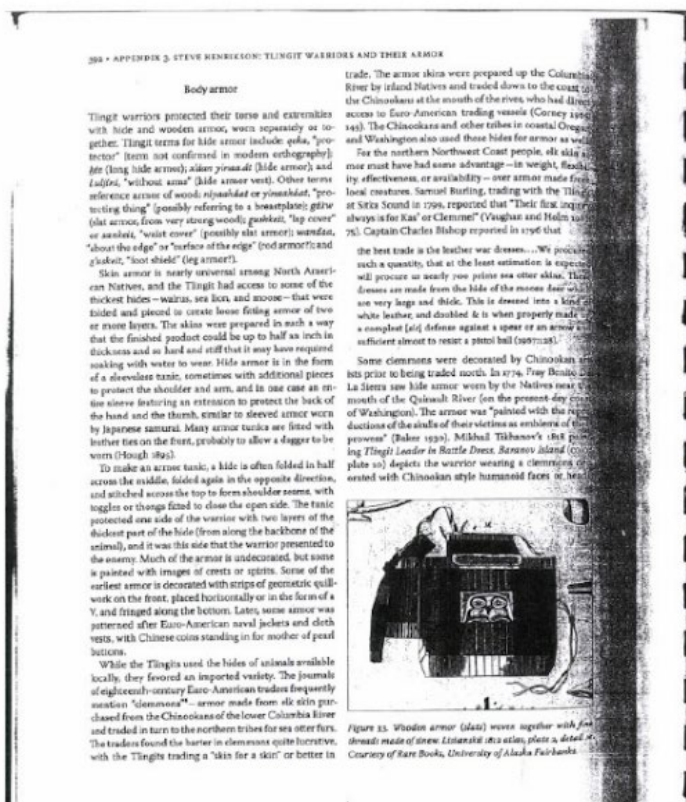
Scanned page with unreadable text in the margin.

Sept. 8, 2023

Consider the quality of the material to be scanned:

- Place document as flat as possible to avoid distorted text in the center margin. Scan document in the correct orientation, such as landscape or portrait.
- If possible, remove the source from its binding. (**See Example A for what to avoid**)
- Avoid documents with handwriting on the page, such as underlining and highlighting or notes in the margin (**See Example B for what to avoid**)
- Avoid documents with rips and stains
- Avoid scanning the binding

EXAMPLE B

Scanned page with underlined text and stray markings.
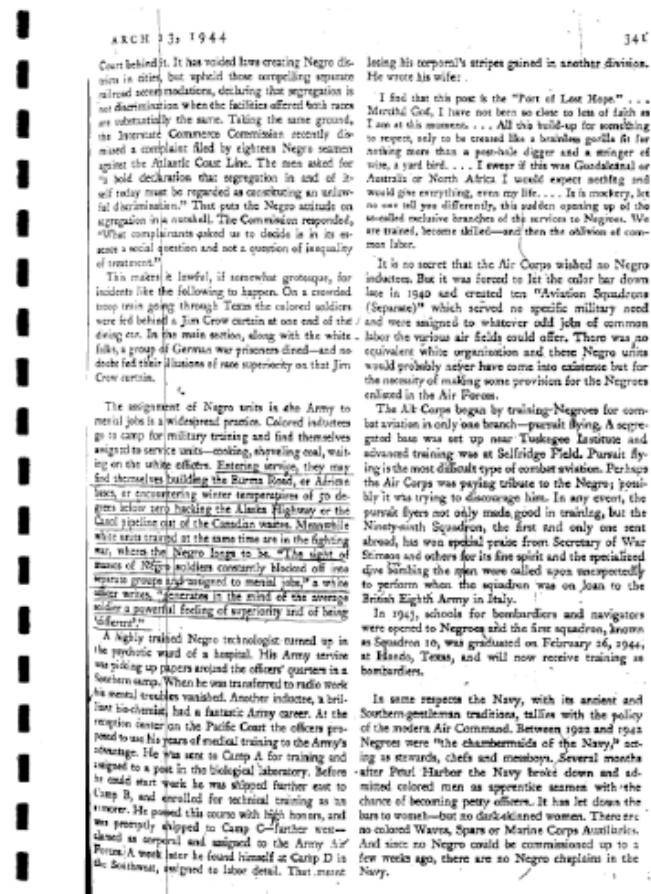
# Benefits of scanning with an "OCR" setting or "Searchable PDF" setting:

- Will create searchable PDFs
- Will create clear and legible PDFs
- Will create a higher-resolution PDF

How to scan a document with an OCR setting on an EIU copier/scanner:

(The Canon ImageRunner Advance DX copier/scanners in academic departments of EIU have an OCR option)

- Place document to be scanned – consider the orientation of the document and how flat the document can be to avoid distorted text in the center margin of facing pages.
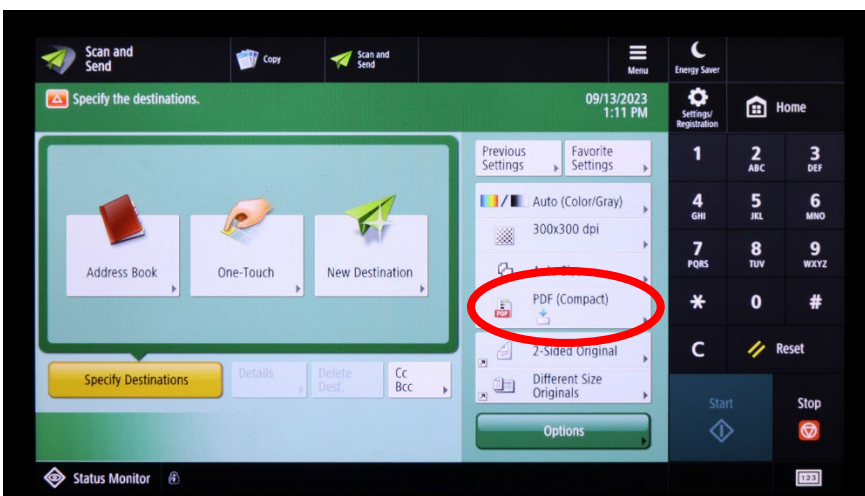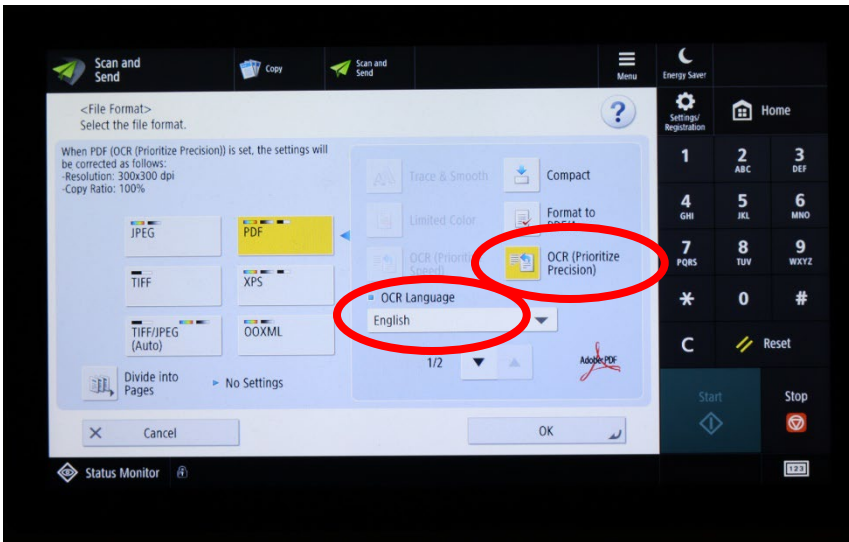- Select Scan and send
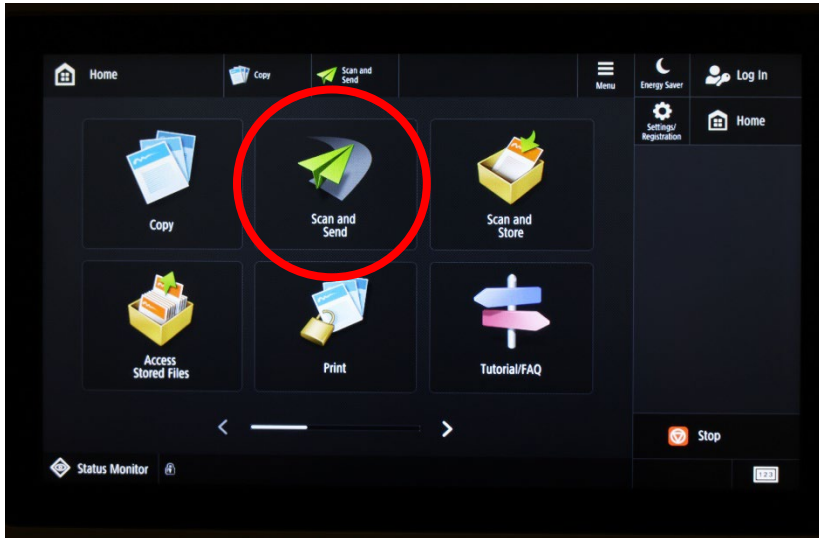
- Select New Destination>Email – and enter your email address
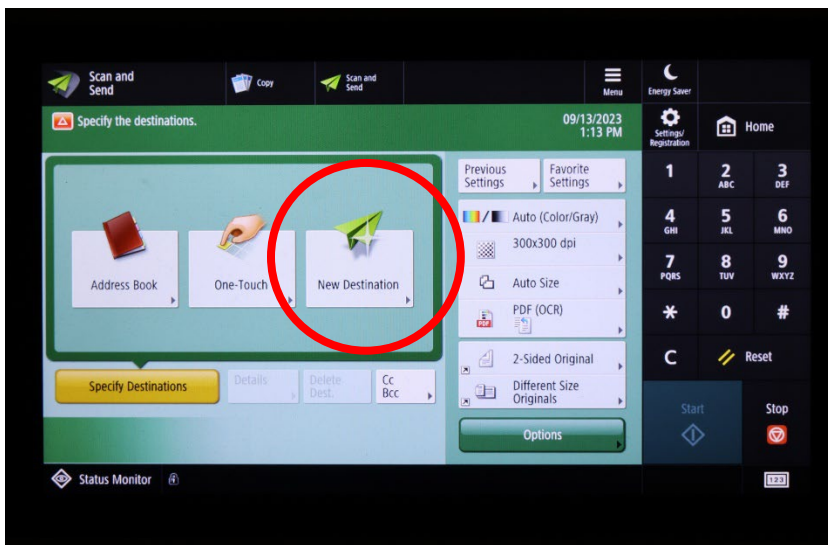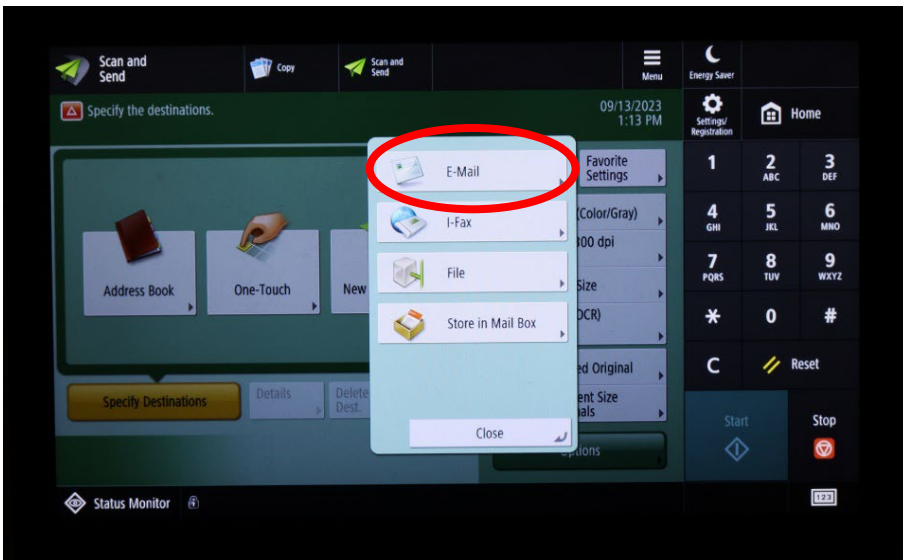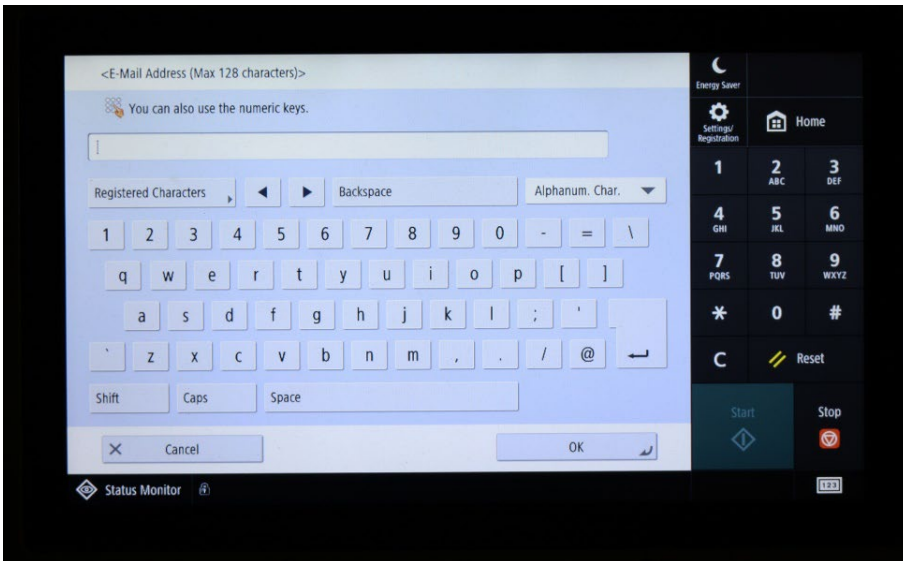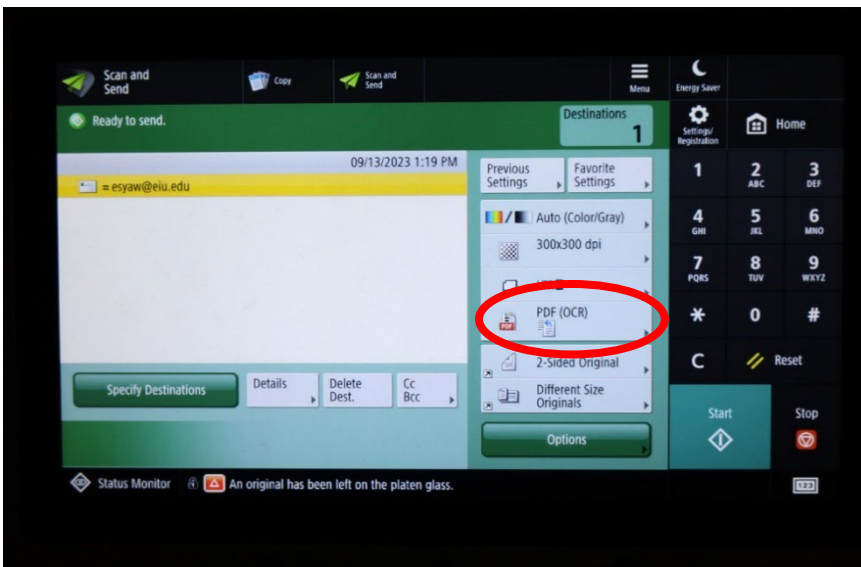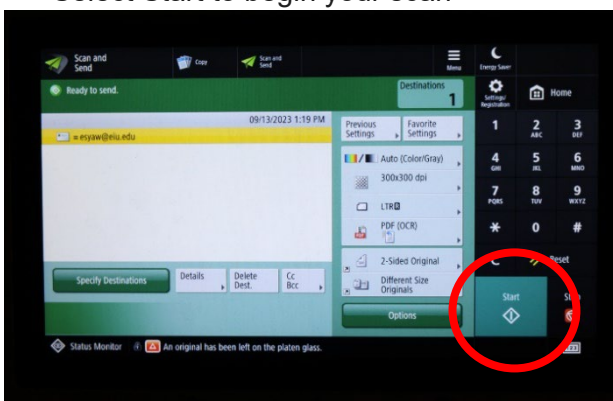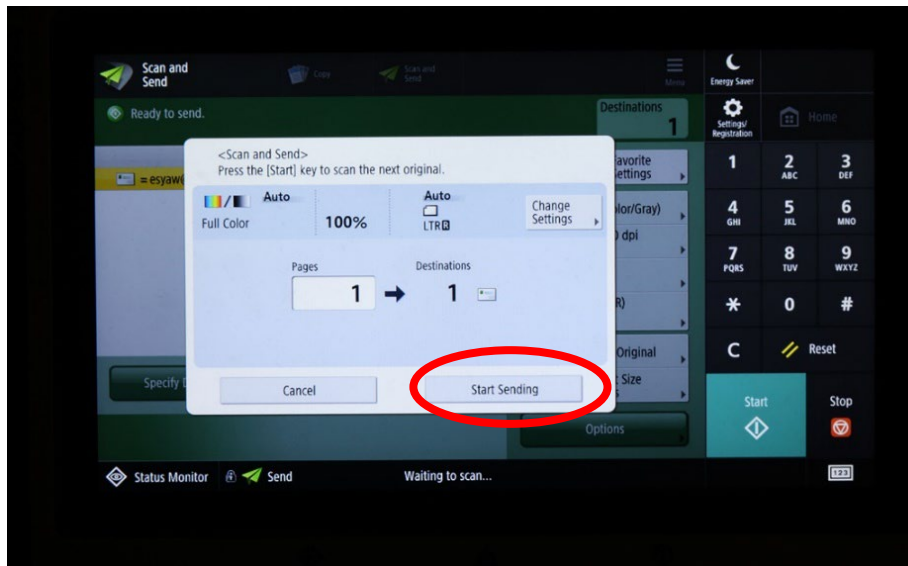
- Select the button for PDF/Compact

- Select OCR (Prioritize Precision) and select the OCR Language

Before hitting Start to scan, make sure the source says PDF (OCR)

- Select Start to begin your scan

- If scanning multiple pages – place the next page and hit start

- When done scanning, select Start Sending

Check your email and you should see your scanned document appear in your inbox with the sender as eiuprinting@eiu.edu. Download your PDF and rename it.

Checking your scanned PDF for accessibility

- Open your PDF with Adobe Acrobat Pro
- Search your document for a word you know is in it: either go to the magnifying glass and type in the word in the find window, or hit control+f on a PC keyboard or command+f on a Mac keyboard.
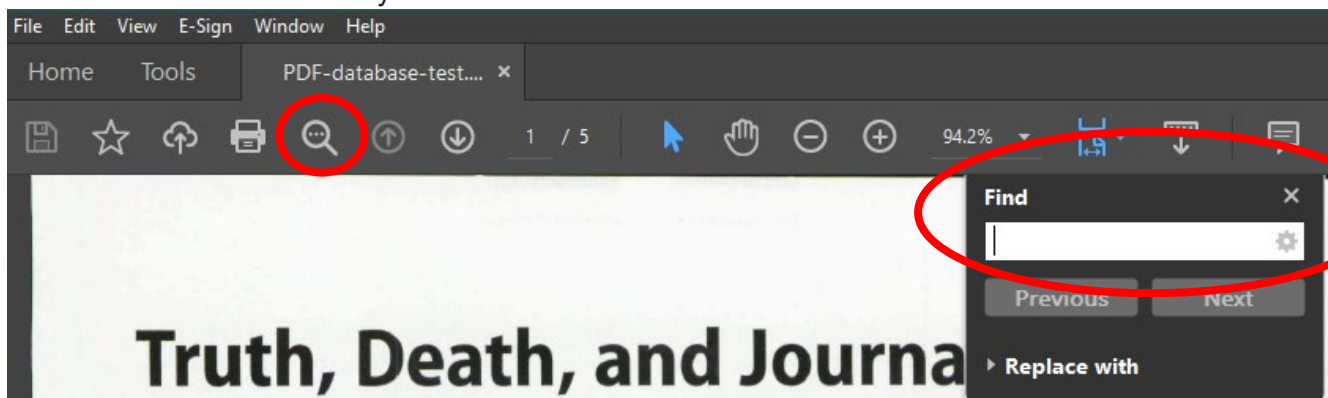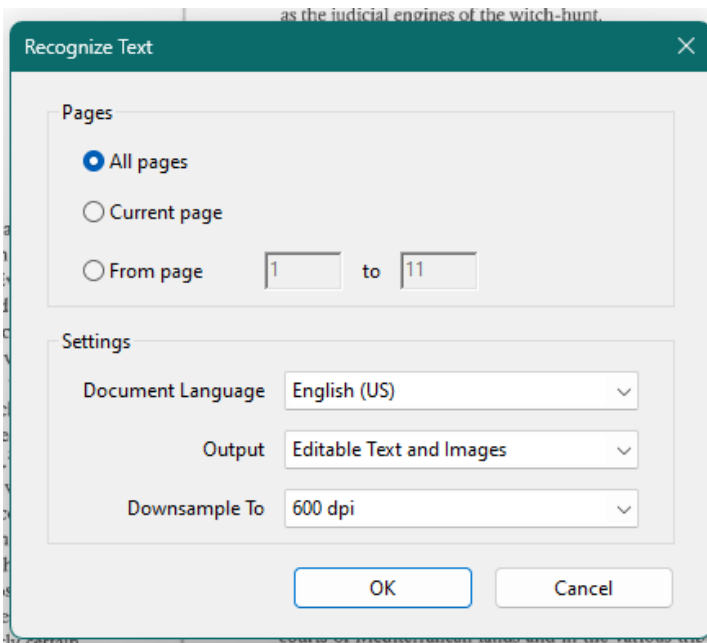

If your document is accessible, the search and find tool will work.

If it is not accessible, you won't be able to search the text. Below are the steps to follow to make the file accessible.
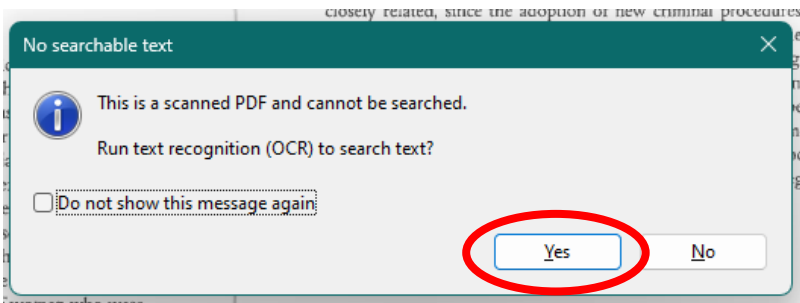
A window will pop up that says "this is a scanned PDF and cannot be searched. Run text recognition (OCR) to search text?" Select Yes.

For the next window, select all pages. For settings: Document Language select English; output should be set to Editable Text and Images; downsample should be 600 dpi. Select OK.
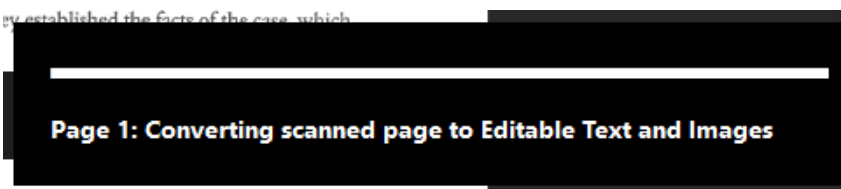
Once you click OK, a new window appears tell you the document is being converted to OCR and will have searchable and editable text and images. (This process is the same as option 1 from the FDIC help sheet How to Remediate a Scanned PDF.)

Faculty Guide to Accommodating. Office of Accessibility and Accommodations. Eastern Illinois University. 2023-24.

Canon. imageRunner Advance Dx C5800 series User's Guide. (n.d.) https://oip.manual.canon/USRMA-5488-zz-CS-5800-enUS/contents/devu-scan.html