

SCANNED DOCUMENTS

INTRODUCTION

Scanned documents should be remediated to improve accessibility, accuracy, and compliance. Remediation, like OCR, converts images into machine-readable text, enabling access for individuals with disabilities, making documents searchable, and enhancing user experience. It also corrects OCR errors, ensuring accurate information, which is critical in professional settings.

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Page 1

There are three parts to setting the basic document properites:

- 1. Setting the Document Title
- 2. Setting PDF Metadata to Use the Document Title
- 3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

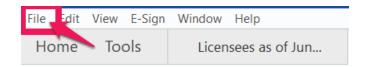
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.



2. Select "Properties" to open the Document Properties window.

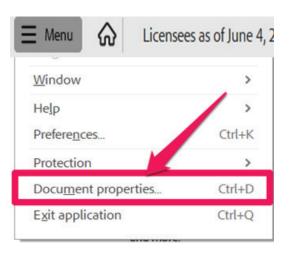
File Edit View E-Sign Window Help	
Dpen	Ctrl+O
Protect Using Password	
Com Request E-signatures	
1 Share File	
Revert	
<u>C</u> lose File	Ctrl+W
Prop <u>e</u> rties	Ctrl+D
Print	Ctrl+P

Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.



2. Select "Document Properties" to open the Document Properties window.



3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat

Document Properties	×
Description Security Fonts Initial View Custom Advanced	
Description	1
File: Adding Table of Content Links PDF.pdf	
Title: Adding Table of Content Links in PDF	ł
Author:	
Subject:	

4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

- 1. Make sure you are still in the Document Properties. See last section for guidance.
- 2. Click on the "Initial View" tab.

Document Properties		
Description Security F	onts Initial View	stom Advanced
Layout and Magnificat	lion	
Navigation tab:	Page Only	v
Page layout:	Default	×
Magnification	Default	~

3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"

cument Properties	Foots Initial View C	Custom Advanced		
Layout and Magnifica				
Navigation tab:	Page Only	~		
Page layout	Single Page	v		
Magnification:	Default	*		
Open to page:	1 of 11	1		
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Help			OK	Cancel

SETTING THE LANGUAGE IN PDF

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the "Advanced" tab in the Document Properties window.



2. Choose the "Language dropdown" and change it to the correct language. In this case "English."

Description Security Fonts Initial View Custom Advanced		
PDF Settings		
Base URL:		
Search Index	Browse	Clear
Trapped: Unknown		
Accessibility		
PDF/UA Compliance: None 🗠		
Print Dialog Presets		
Page Scaling: Default 🗸		
DuplexMode: Simplex ~		
Paper Source by Page Size:		
Print Page Range:		
Number of Copies: Default 💛		
Reading Options		
Binding: Left Edge 🔗		
Language: English		
Protected Mode: On English with Arabic support English with Hebrew support		
Help Finnish	ОК	Cancel
French French (Morocco)		
German		

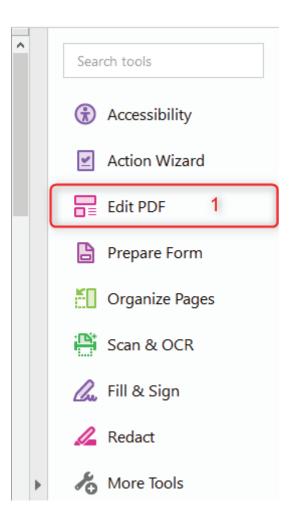
3. Click the "OK button to save any changes to the PDF title or language.

Scanned Documents in Newer Versions of Adobe Acrobat

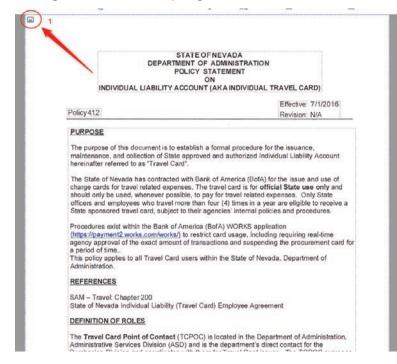
For documents that have been scanned into electronic documents, they won't be immediately remediable.

TESTING FOR SCANNED DOCUMENT IN NEWER VERSIONS OF ADOBE

1. First is to test to see if the document is scanned or not. To do so, use the Edit PDF Tool in the toolbar on the right.



2. After the Edit PDF tool has been selected, hover the cursor over the document and look to see if there is an image icon in the top right corner of the document.

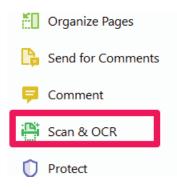


If there isn't an image icon, it means the document isn't a scanned document. However, if there is an image icon, the document is scanned and therefore non-remediable. To make it remediable, use the Scan and OCR Tool to convert the document into editable text and images. This will make the document remediable.

How to start remediating a scanned document in Newer Versions of Adobe

Use the Scan and OCR Tool to convert scanned text and images into readable text for the computer to recognize.

3. Use the Scan and OCR Tool in the toolbar on the left side of the screen.



4. Under the Recognize Text section, click on "In This File".

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EDIT THE SETTINGS SO THAT TEXT AND IMAGES ARE CONVERTED CORRECTLY IN NEWER VERSIONS OF ADOBE.

5. Left Click on "Settings".



6. Select "Editable Text and Images" from the Output drop-down menu.

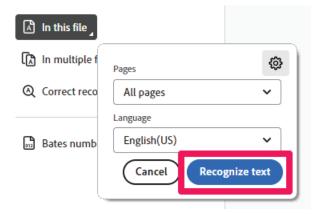
Recognize Text		×
Pages		
O All pages		
Current page		
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Settings		
Document Language	English (US)	~
Output	Searchable Image	~
Downsample To	Searchable Image Searchable Image (Exa Editable Text and Imag	
	ОК	Cancel

7. Then click "OK" button.

Recognize Text	×
Pages	
O All pages	
Current page	
O From page 1 to 4	
Settings	
Document Language English (US) 🗸	
Output Editable Text and Images 🗸 🗸	
Downsample To 600 dpi 🗸 🗸	
OK Cancel	

RUN THE RECOGNIZE TEXT TOOL IN NEWER VERSIONS OF ADOBE

8. Now run the tool by clicking the blue "Recognize Text" button.



9. This will start the tool and convert the document into editable text and images, thus making the document remediable when it is finished. And now the document is taggable as seen below.



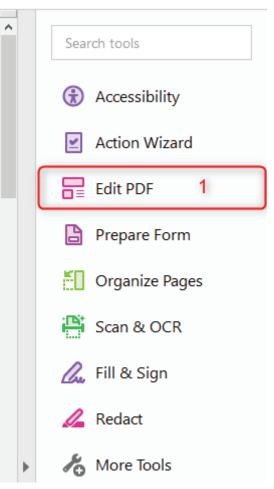
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ingistered	I Card Administrator (TCA) provides program oversight at the Division level and is with the ToAN as the only individual authorized to make changes (e.g. add or cance the agency. The TCA is designabled by the agency or Division administrator or their
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Scanned Documents in Older Versions of Adobe Acrobat

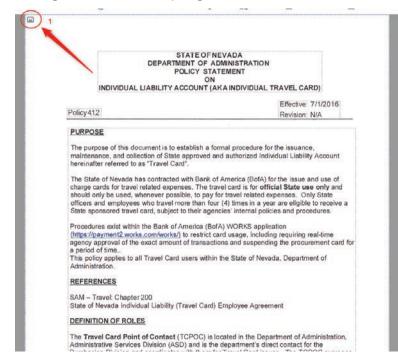
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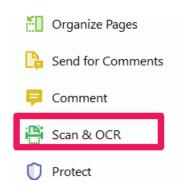


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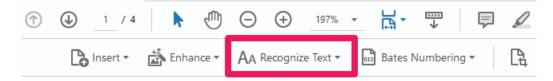
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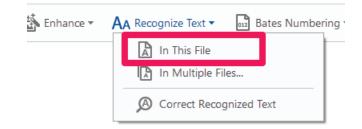
3. Use the Scan and OCR Tool in the toolbar on the right side of the.



4. Click on the "Recognize Text" button.



5. Left Click "In This File".



6. Additional options will appear below the Recognize Text button.



BEFORE RUNNING THE TOOL, EDIT THE SETTINGS SO THAT TEXT AND IMAGES ARE CONVERTED CORRECTLY.

7. Left Click on "Settings".



8. Select "Editable Text and Images" from the Output drop-down menu.

Recognize Text	×
Pages	
 All pages Current page 	
From page	to 4
Settings	
Document Language	English (US) 🗸
Output	Searchable Image
Downsample To	Searchable Image Searchable Image (Exact)
	Editable Text and Images
	OK Cancel

9. Then click "OK" button.

Recognize Text	×
Pages	
O All pages	
Current page	
O From page 1 to 4	
Settings	
Document Language English (US) \checkmark	
Output Editable Text and Images 🗸 🗸	
Downsample To 600 dpi 🗸 🗸	
OK Cancel	

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