



OFFICE OF THE CHIEF INFORMATION OFFICER

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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SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

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.

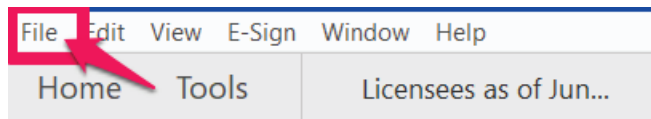
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

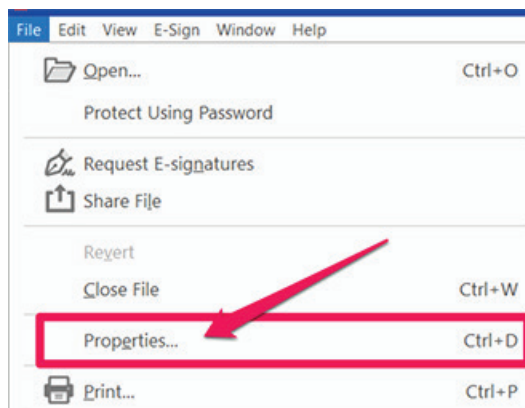
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title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

Older Versions of Adobe Acrobat

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

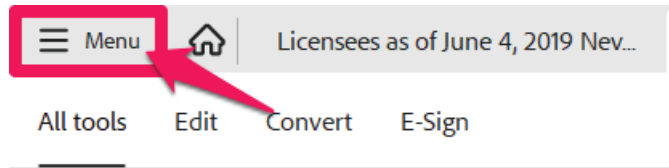


2. Select "Properties" to open the Document Properties window.

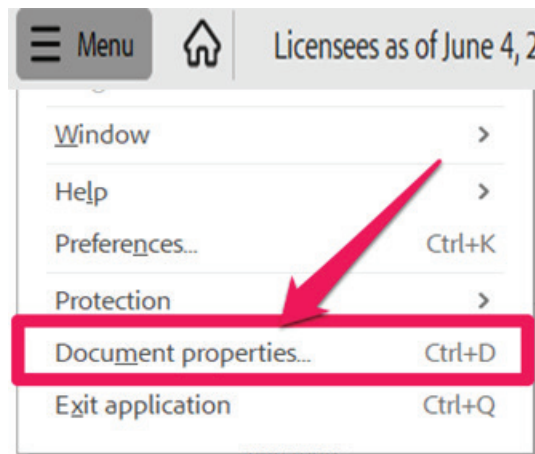


Newer Versions of Adobe Acrobat

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

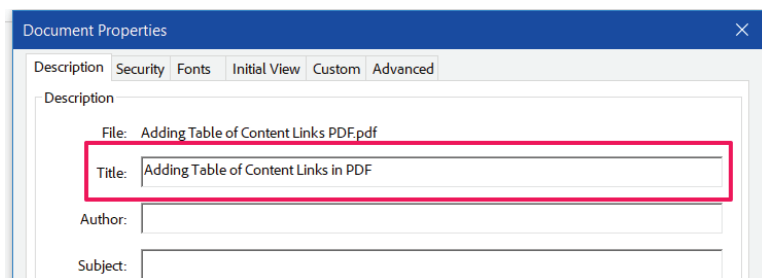


2. Select "Document Properties" to open the Document Properties window.



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



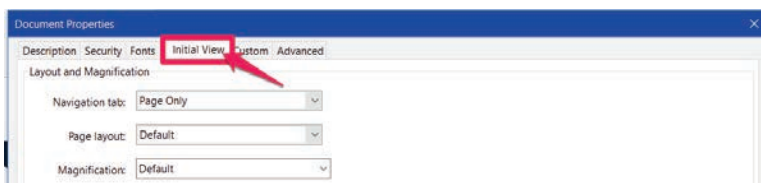
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

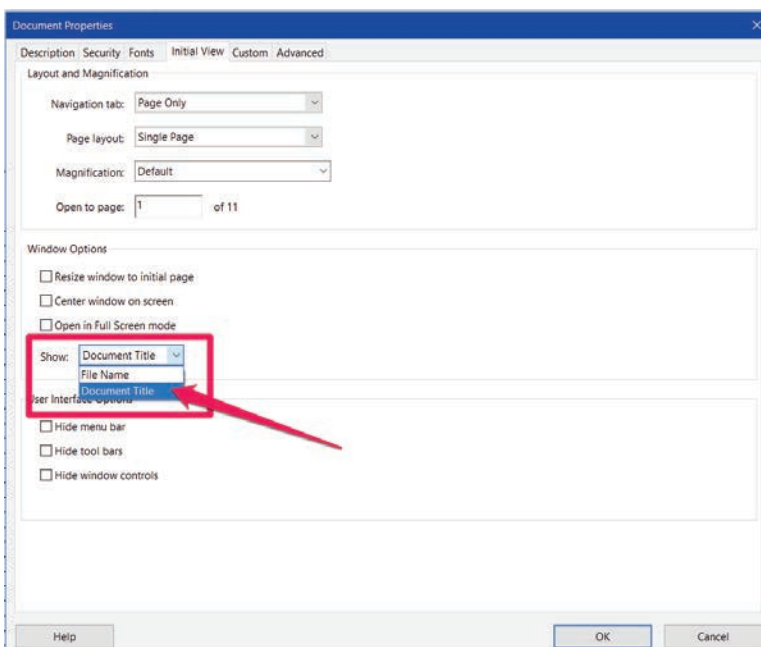
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

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.



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



SETTING THE LANGUAGE IN PDF

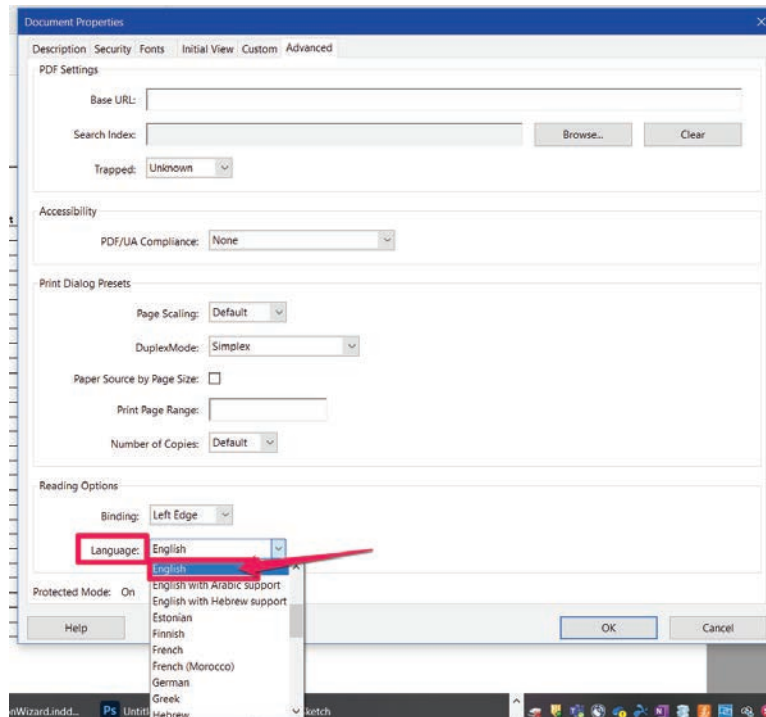
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

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.”



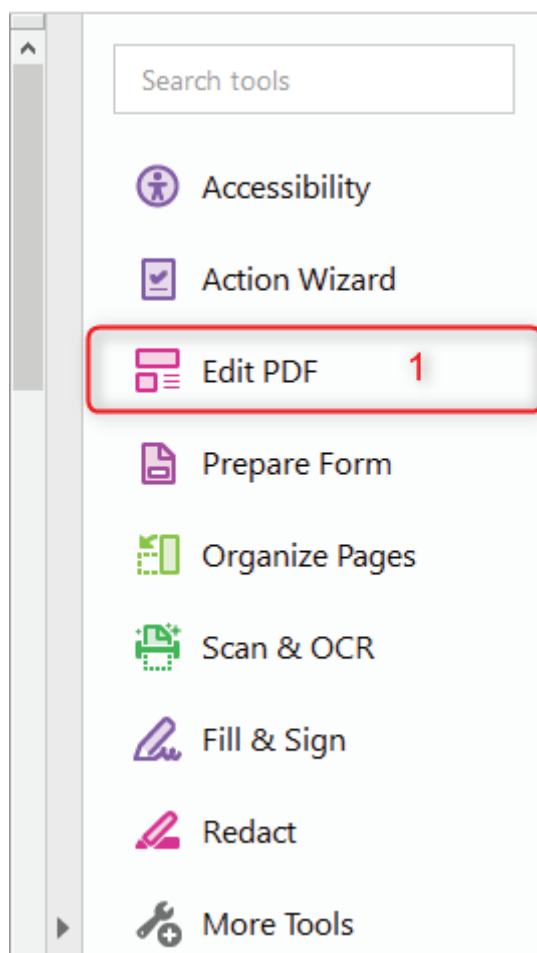
3. Click the “OK button to save any changes to the PDF title or language.

SCANNED DOCUMENTS IN NEWER VERSIONS OF ADOBE ACROBAT

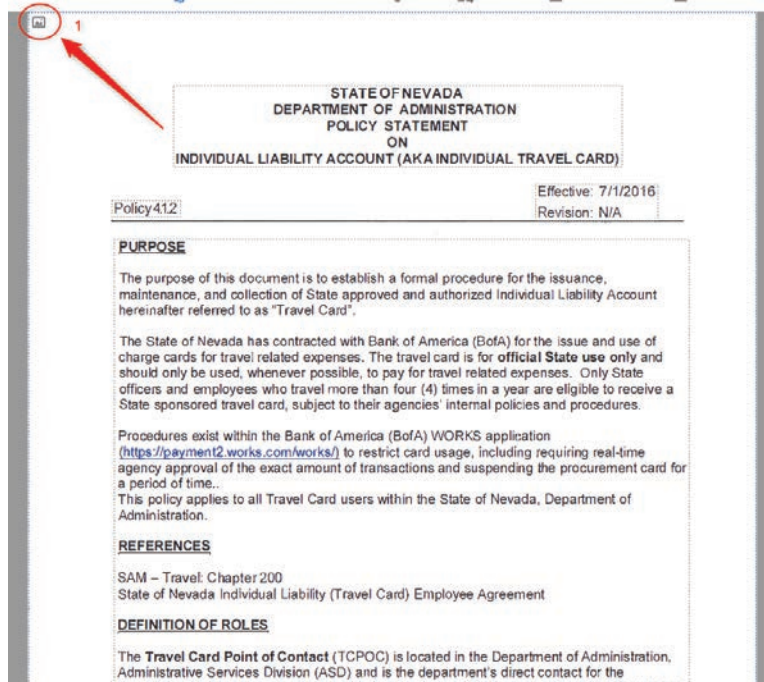
For documents that have been scanned into electronic documents, they won't be immediately remediable.

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.

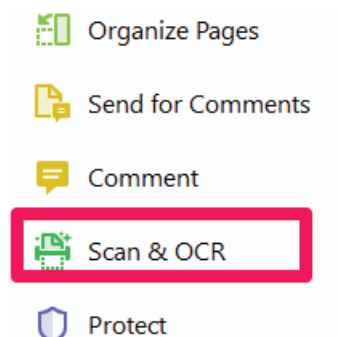


If there isn't an image icon, it means the document isn't a scanned document. However, if there is an image icon, the document is scanned and therefore non-remediable. To make it remediable, use the Scan and OCR Tool to convert the document into editable text and images. This will make the document remediable.

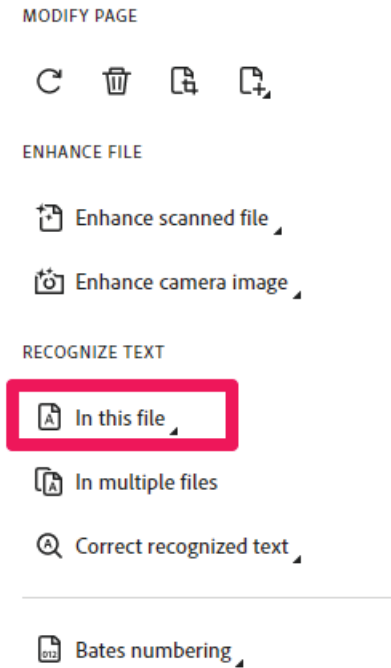
HOW TO START REMEDIATING A SCANNED DOCUMENT IN NEWER VERSIONS OF ADOBE

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.

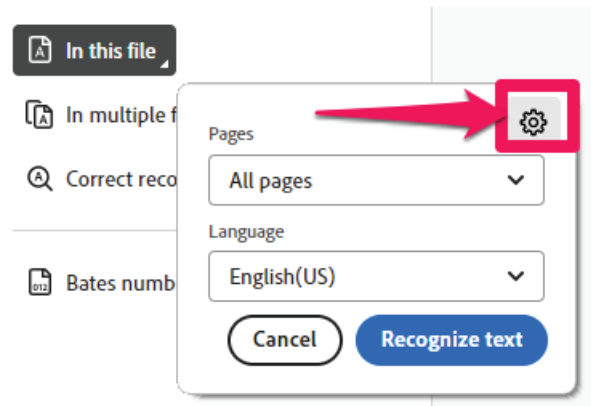


4. Under the Recognize Text section, click on "In This File".

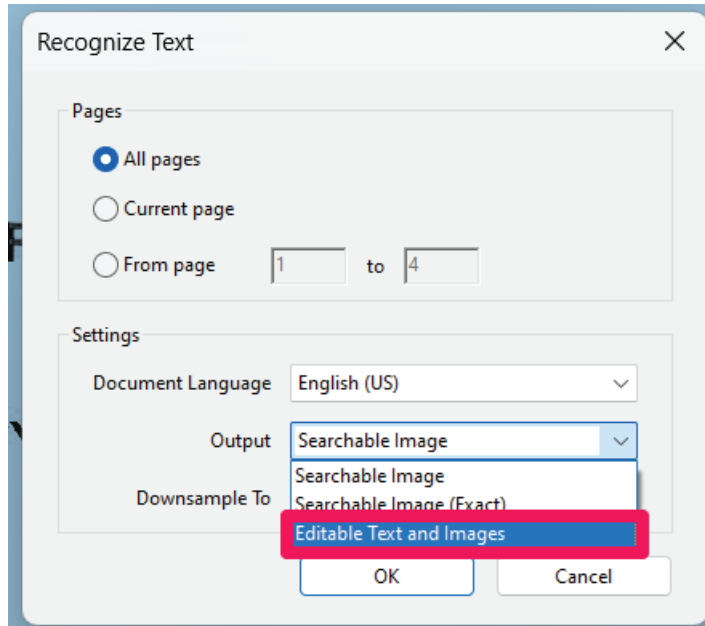


EDIT THE SETTINGS SO THAT TEXT AND IMAGES ARE CONVERTED CORRECTLY IN NEWER VERSIONS OF ADOBE.

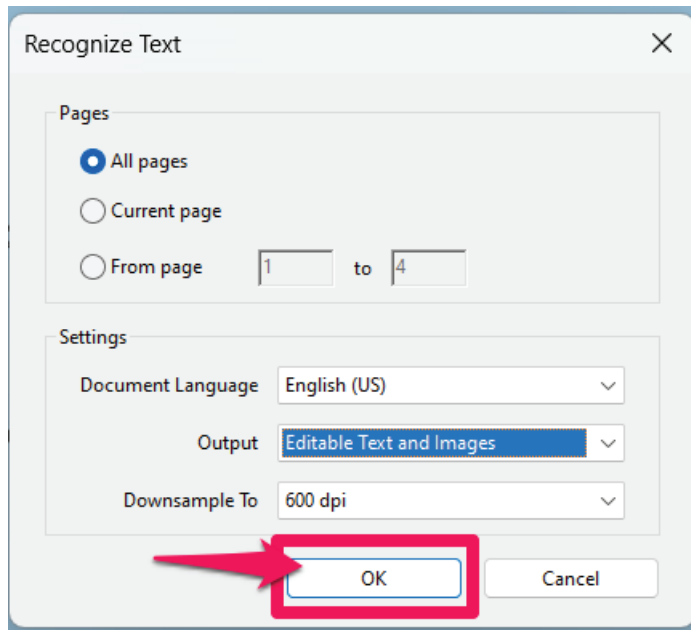
5. Left Click on "Settings".



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

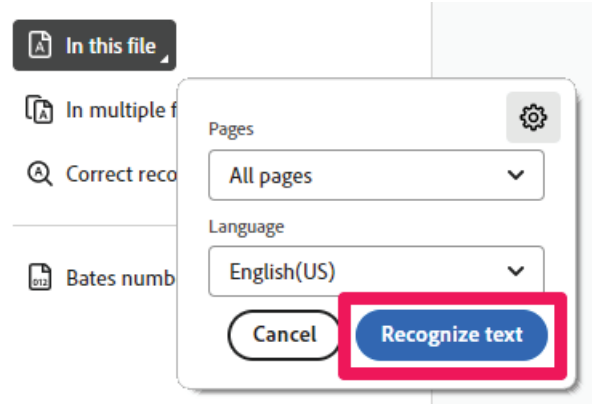


7. Then click "OK" button.

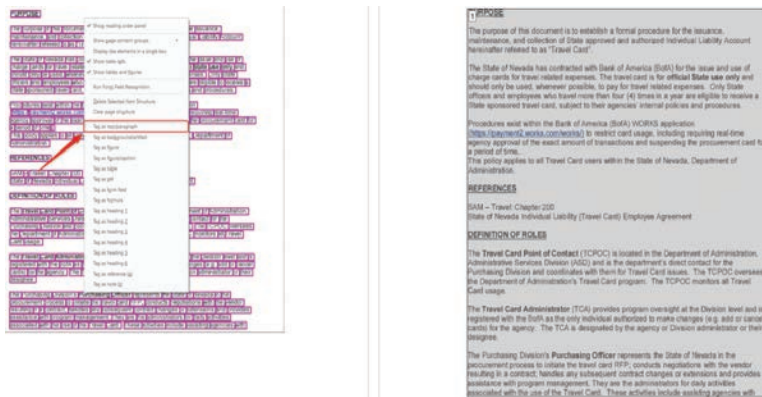


RUN THE RECOGNIZE TEXT TOOL IN NEWER VERSIONS OF ADOBE

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.

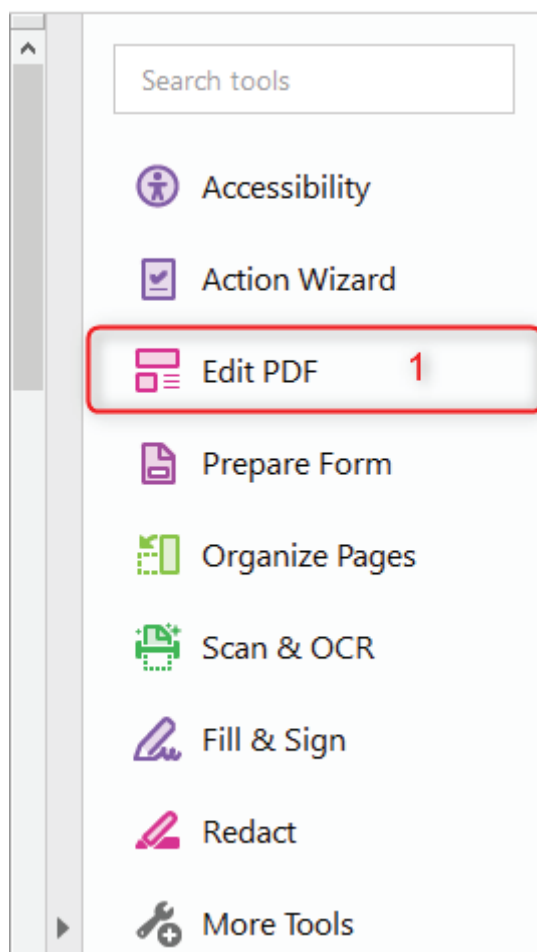


SCANNED DOCUMENTS IN OLDER VERSIONS OF ADOBE ACROBAT

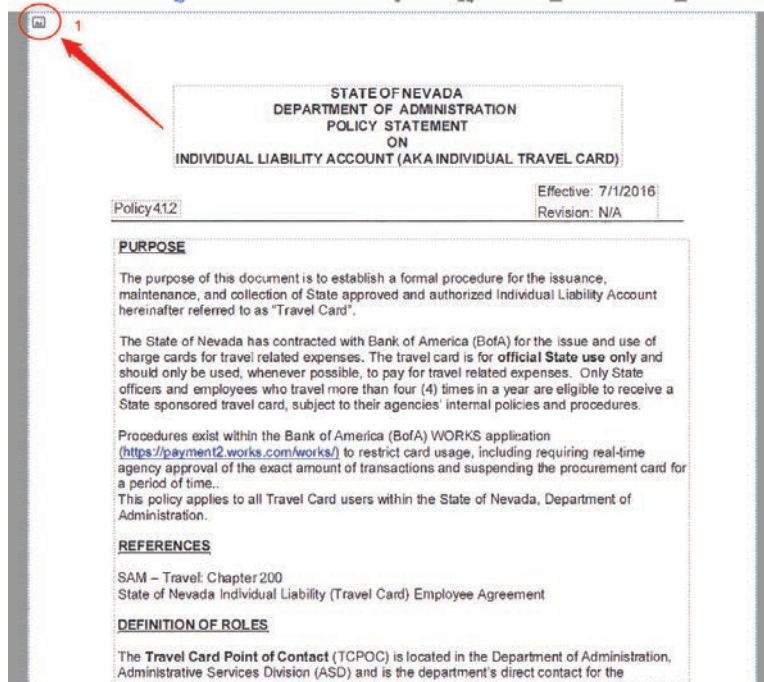
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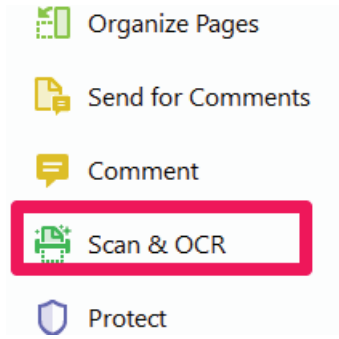


If there isn't an image icon, it means the document isn't a scanned document. However, if there is an image icon, the document is scanned and therefore non-remediable. To make it remediable, use the Scan and OCR Tool to convert the document into editable text and images. This will make the document remediable.

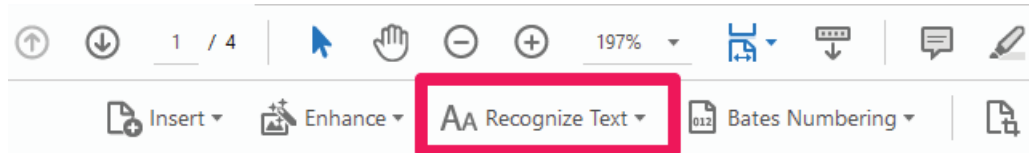
HOW TO START REMEDIATING A SCANNED DOCUMENT IN OLDER VERSIONS OF ADOBE

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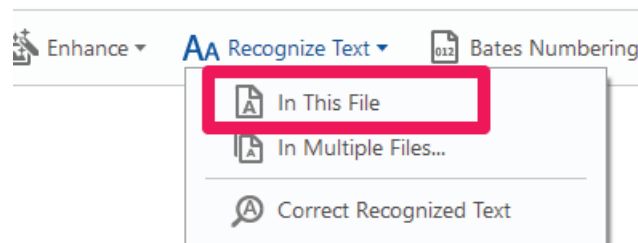
3. Use the Scan and OCR Tool in the toolbar on the right side of the.



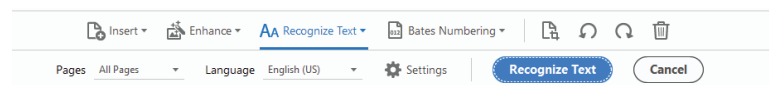
4. Click on the "Recognize Text" button.



5. Left Click "In This File".

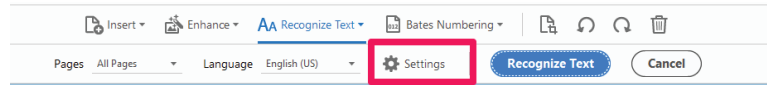


6. Additional options will appear below the Recognize Text button.

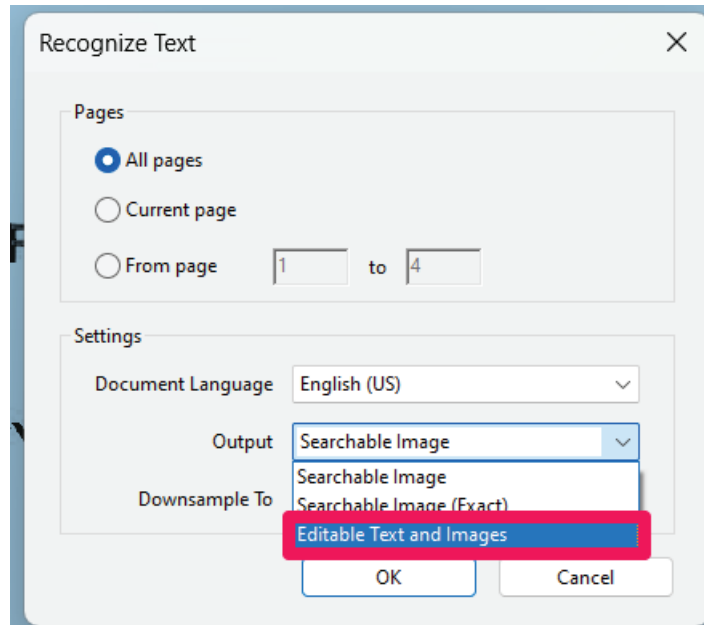


BEFORE RUNNING THE TOOL, EDIT THE SETTINGS SO THAT TEXT AND IMAGES ARE CONVERTED CORRECTLY.

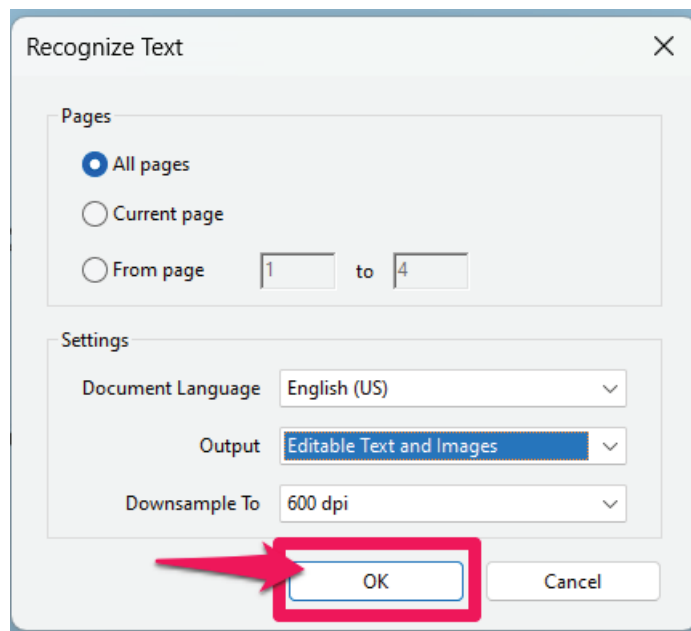
7. Left Click on "Settings".



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

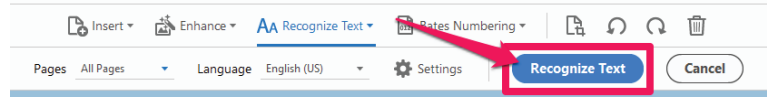


9. Then click "OK" button.



RUN THE RECOGNIZE TEXT TOOL IN OLDER VERSIONS OF ADOBE

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



11. 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.

