

Using Your Own Scanner to Create a Digital Document for Online Access

Basic Settings and Tips:

- 300 dpi (higher dpi okay for detailed originals but file size will increase)
- Scan to a PDF file format (.pdf)
- Scan only the area necessary
 - Set scan area to be within the page boundary
 - Black edges or excess scan areas highly increases file size and slows down the ability of the computer to perform an Optical Character Recognition command, open the file and for printers to print the file.
- Name the document in such a manner that accessibility software can help a student determine the correct files to click on and be consistent in your document naming.
 - Examples of descriptive document names:
 - HIST 452 Week 1 Elderberry Article
 - GEOG 326 April 22 PowerPoint Lecture

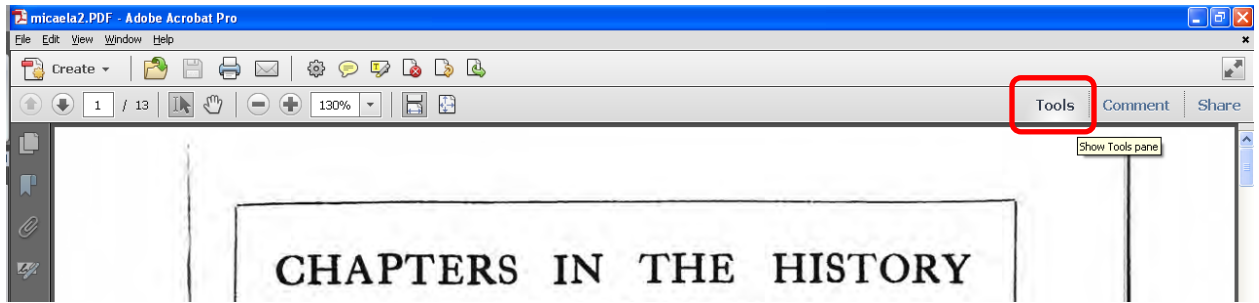
After Scanning:

- Perform an Optical Character Recognition (OCR) command in Adobe Acrobat or OCR-Specific program (such as Abby FineReader) to allow searchable text and for accessibility software to be used with the file.
 - Some newer multi-function photocopiers have a built-in OCR/Searchable Text function allowing you to skip this step in the PDF editing program.
 - Different companies may call this command differently:
 - OCR
 - Example: Canon Photocopiers
 - Searchable
 - Example: Xerox Photocopiers

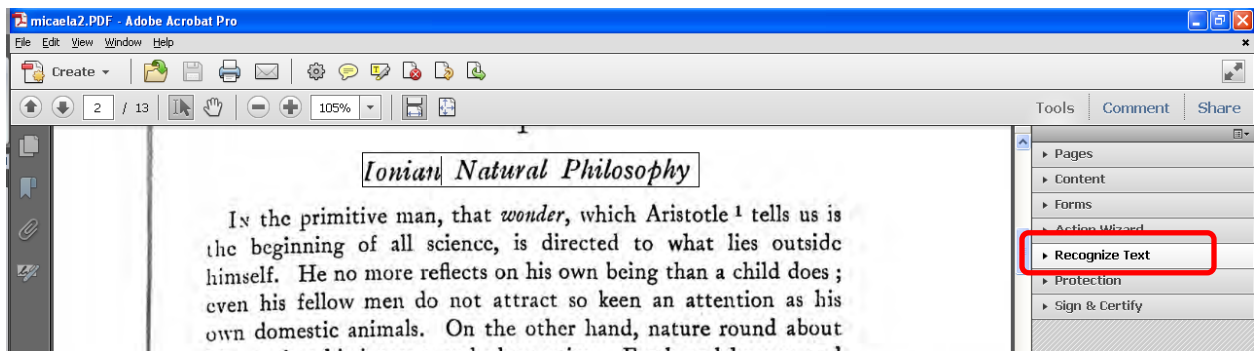
OCR Text Recognition in Acrobat X

1. Open the PDF document in Adobe Acrobat Pro X

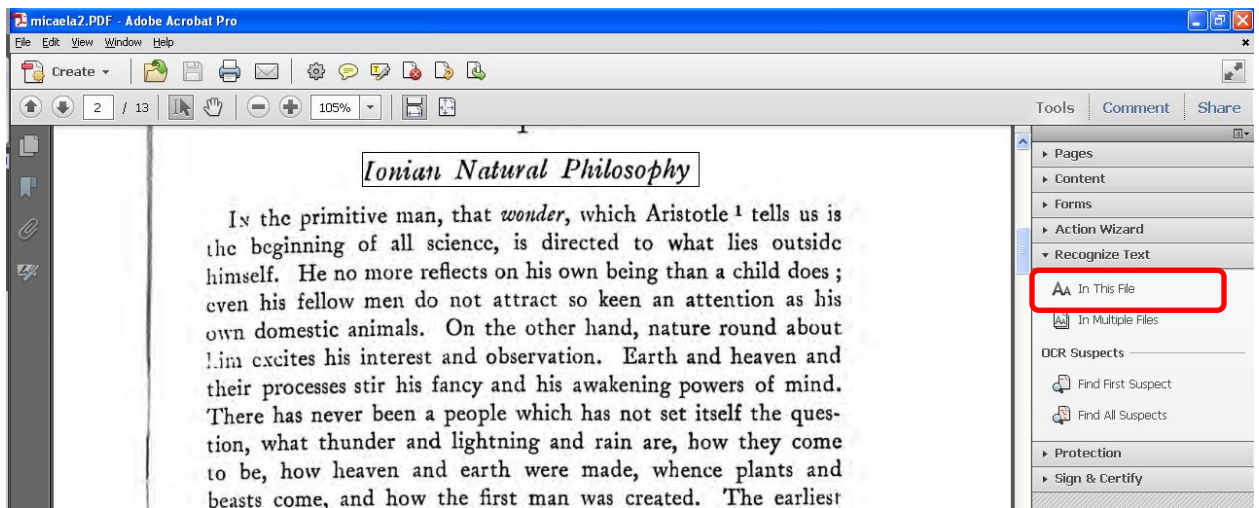
2. Click on "Tools"



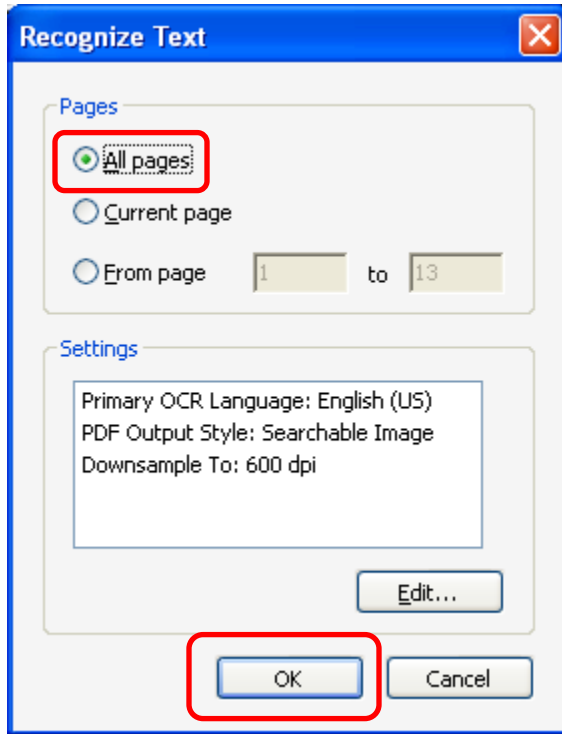
3. Click on "Recognize Text"



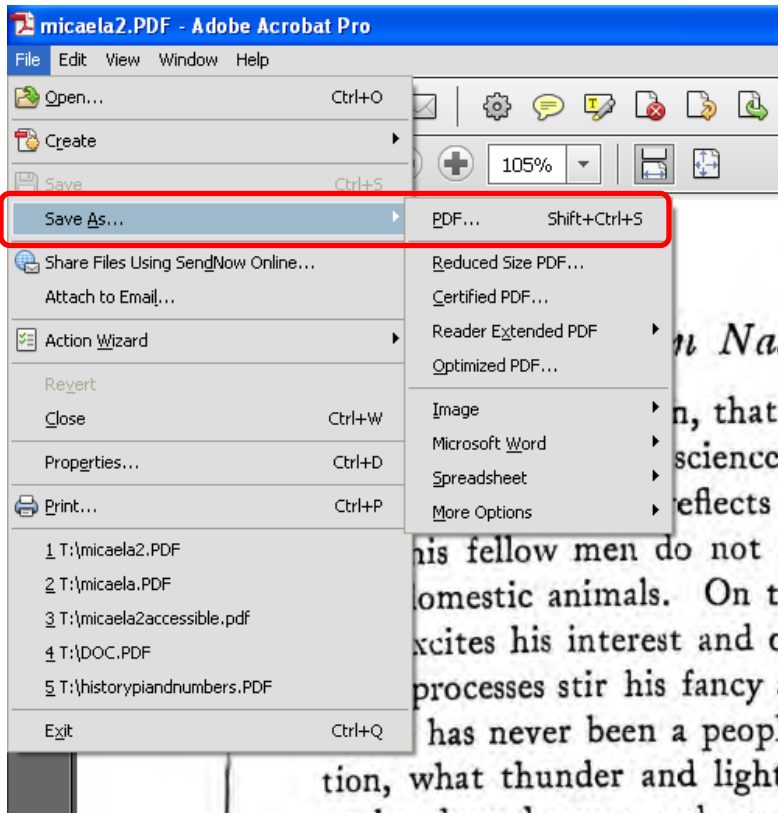
4. Click "In This File"



5. Click on "All Pages" and then "OK"



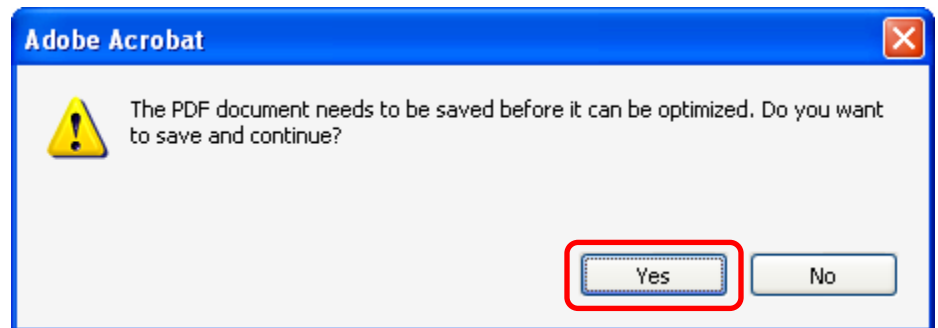
6. Click File > Save As > PDF



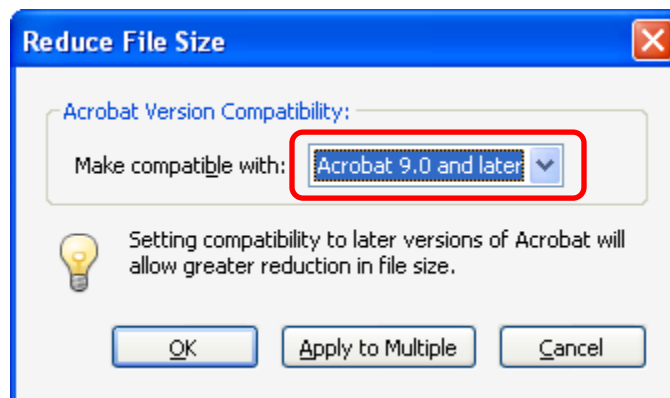
7. Check the File Size.

- a. A good benchmark would be less than or equal to .5 MB (500Kb) for every 10 scanned pages (grayscale).
- b. If File size is large, you can reduce the file size:
 - i. Click File > Save As >Reduce File Size

1. A notice box will appear asking you to save the document. Click Yes.



- ii. Choose to make compatible with Acrobat 9 and later



- iii. Rename the File and Choose where to locate the file in the “Save As” dialogue box
- iv. Open the newly saved document and check the new file for loss of quality
 1. If acceptable, ensure the new file is smaller.

Your document should now meet the needs of your students between quality, file size and the ability of accessibility software to use the file. For a fully accessible document in Acrobat, please refer to the help menu in the program.