

PDF: Accessible Manual

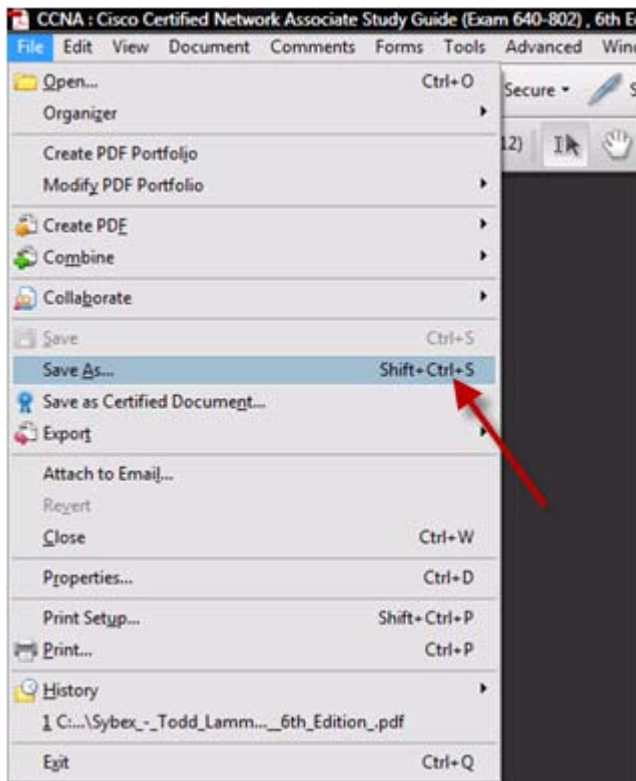
Before starting the OCR process: Determine which OCR process has to be followed based on the type of book that has to be OCR'd. There are two types of books.

1. Books with single column text and those with minimal pictures (Trade Books)
2. Books with multiple-column text, pictures, tables, symbols, etc.

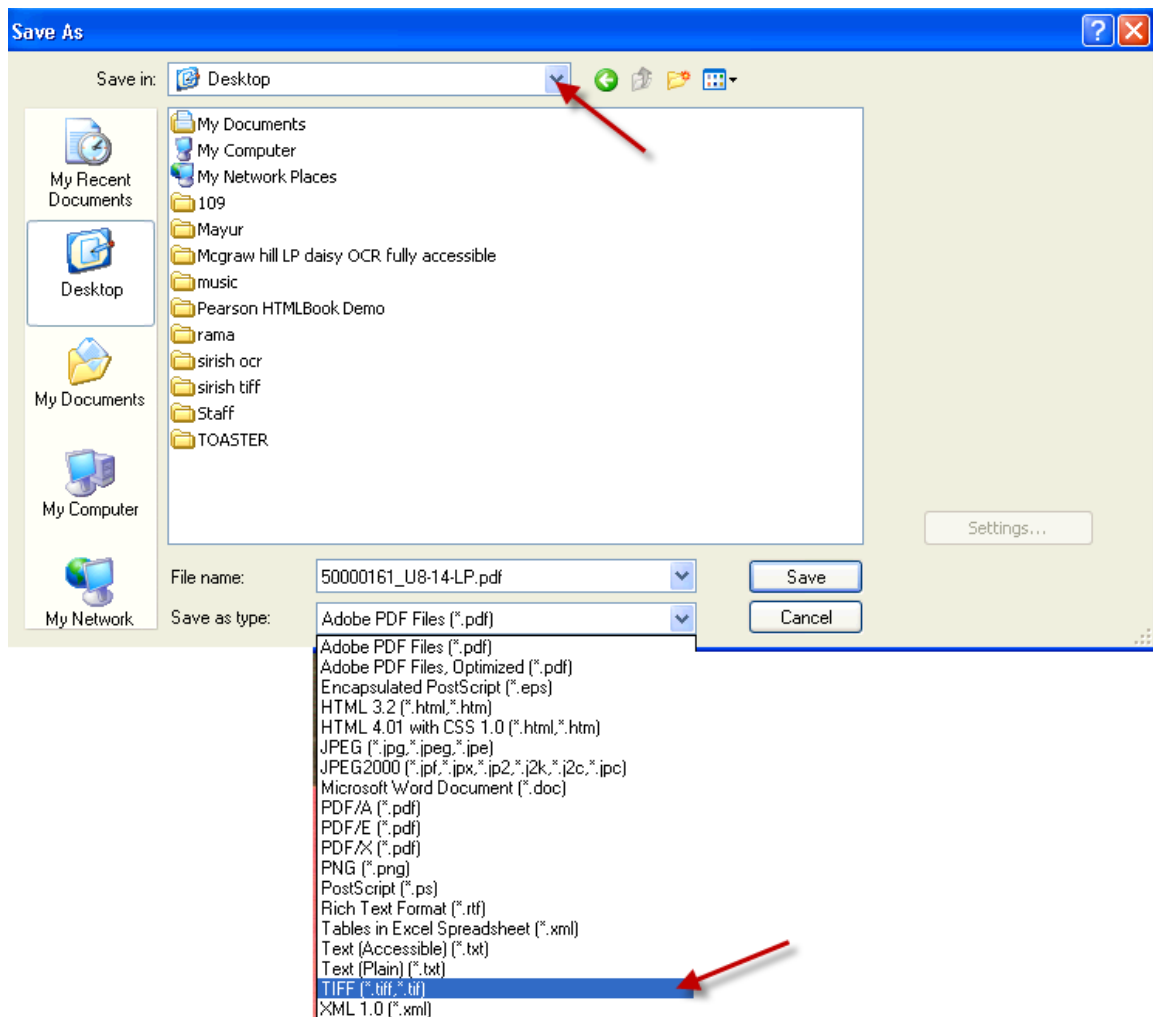
If you choose book type 1 then perform the first step and then follow steps 4 to 8. If you choose book type 2 then perform all the steps and it is a good idea to create a "tiff" and an "OCR" folder on your computer to save files to.

Step 1: Open the PDF you would like to perform OCR on in Adobe Acrobat 9 Pro.

Step 2: In the menu bar click "file", then "save as" as shown below.



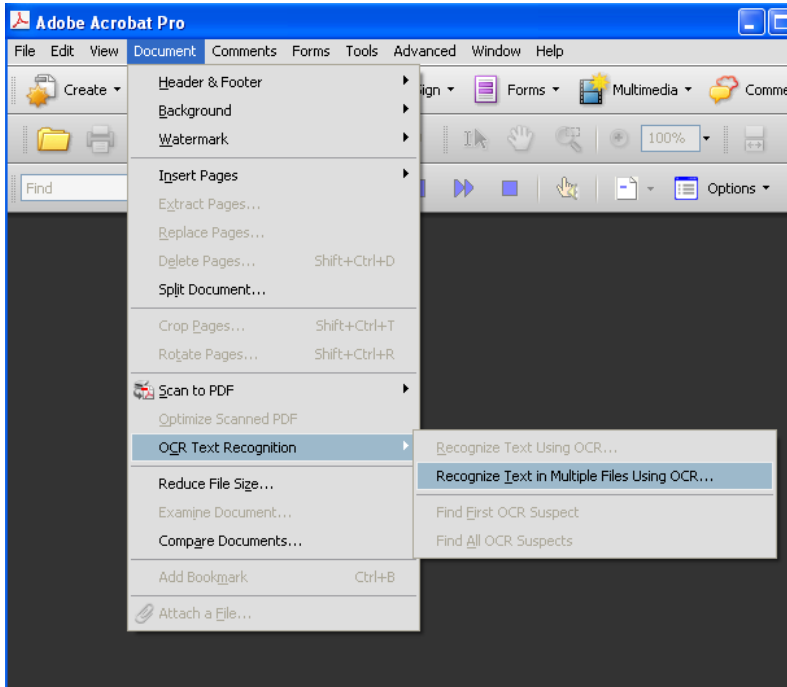
Step 3: Select where you would like to save your file.



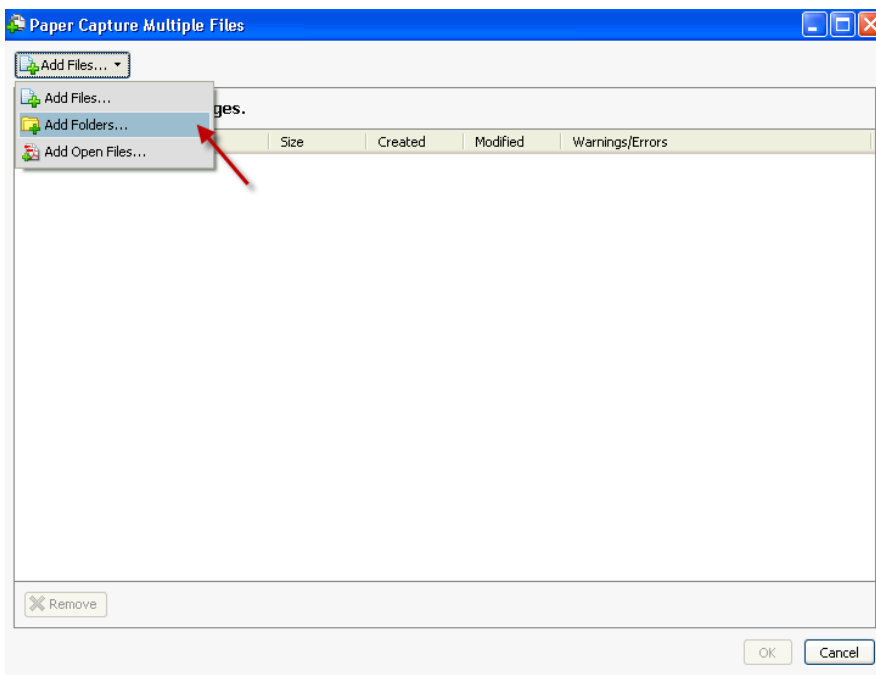
In the “Save as type” field select “TIFF (*.tiff)” as shown above, and click on “Save”.

Note: When Tiff option is selected in Save as type then every page is saved as a different document in TIFF type. So it is always better to create a new folder and save. Saving a document in TIFF files takes approximately 3 - 5minutes.)

Step 4: In the menu bar click “Document” then “OCR Text Recognition” and “Recognize text in multiple files Using OCR...” as shown below.

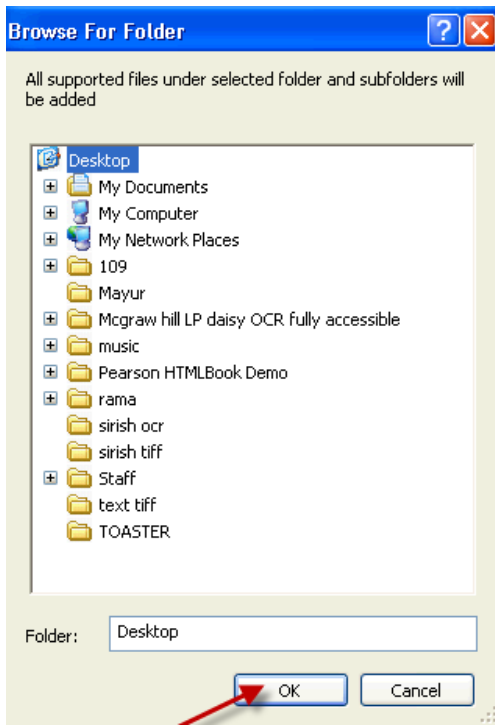


Step 5: Add the tiff folder which you created (for book type 2 only). Add the required file to be OCR'd (for book type 1 only).

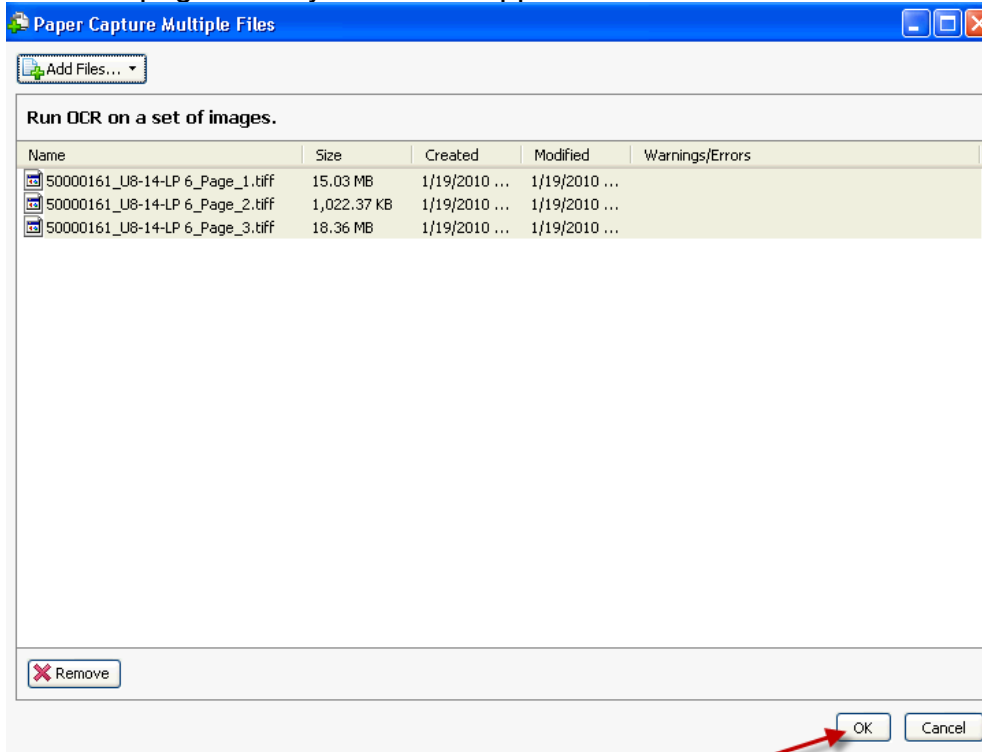


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Once you have selected your folder, press okay.

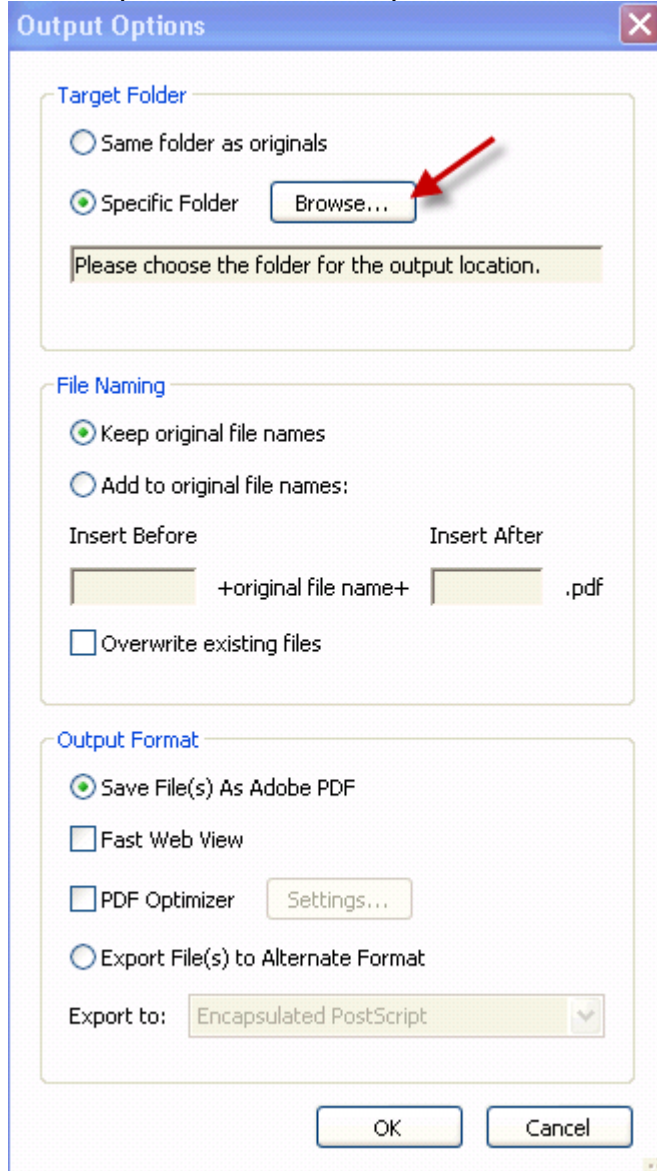


All of the pages from your file will appear as shown below. Press OK.

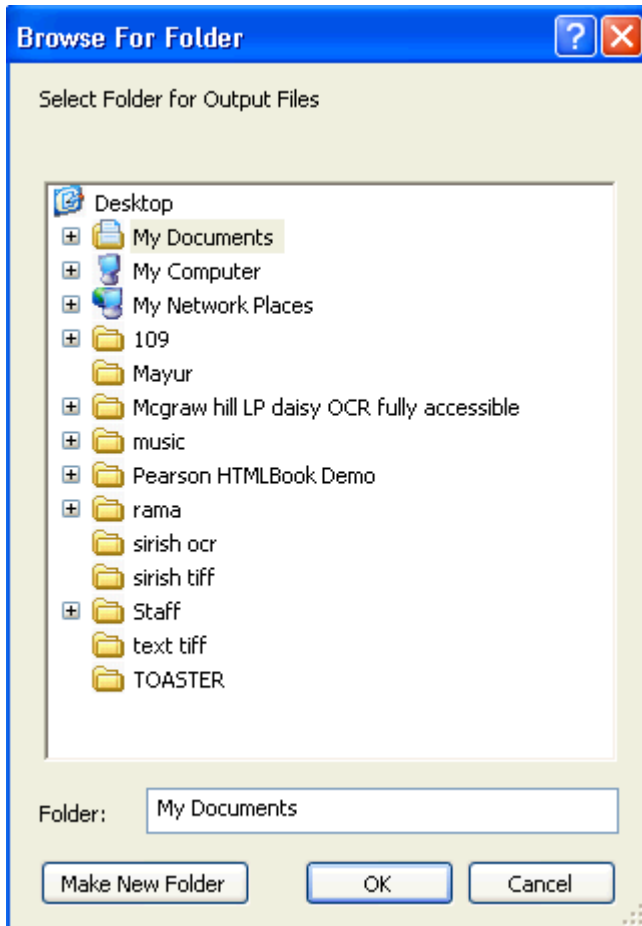


Step 6: Choose where you would like to have your file saved.

Click “Specific Folder” and press “browse” as shown below.



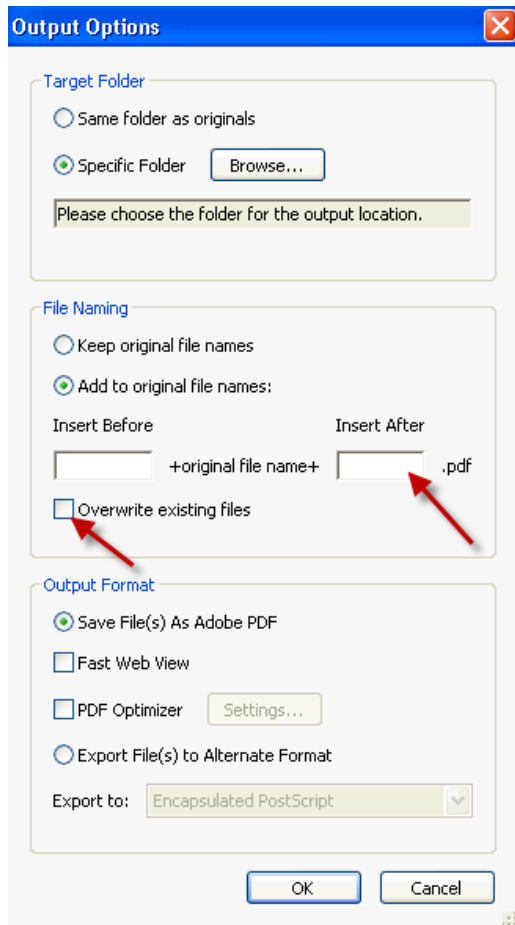
When you press browse, the following screen will appear and allow you to choose the location. Press “OK” once you have selected the location.



Step 7: Add to the name of your file. (Optional Step)

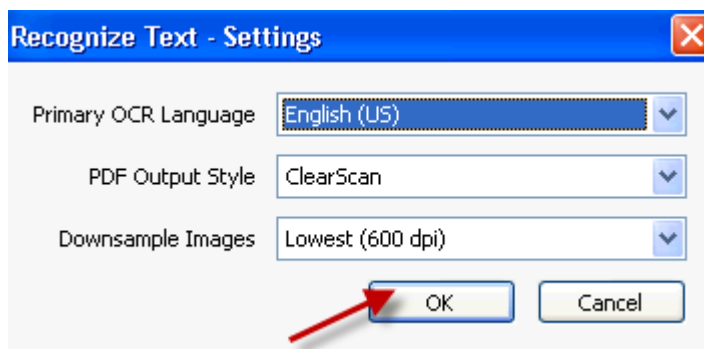
If you would like to add to the name of your file to distinguish it from the original, type what you would like to add in the “Insert before” or “insert after” box shown below.

Uncheck the “Overwrite existing files” box as shown below. Press OK.



Step 8: Change recognize Text settings.

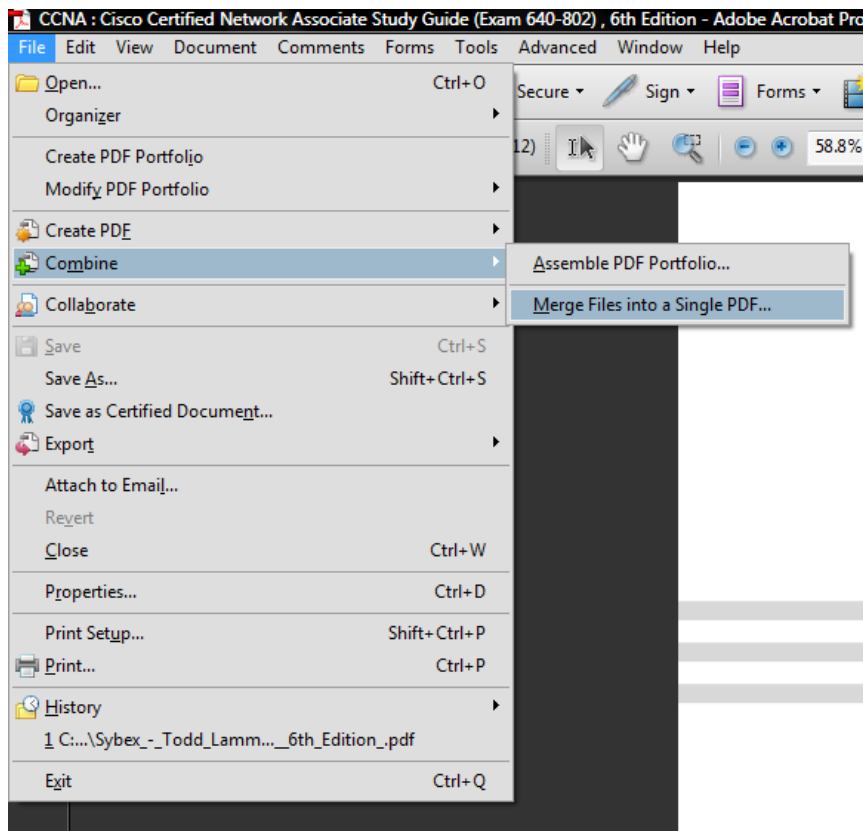
Make sure the following settings are selected as shown below.



Click OK to begin the OCR process.

In general, for a 340 page document, the OCR process takes around 50 to 60 minutes. Once this is completed, the Tiff files that were OCR'd have to be combined into a single document.

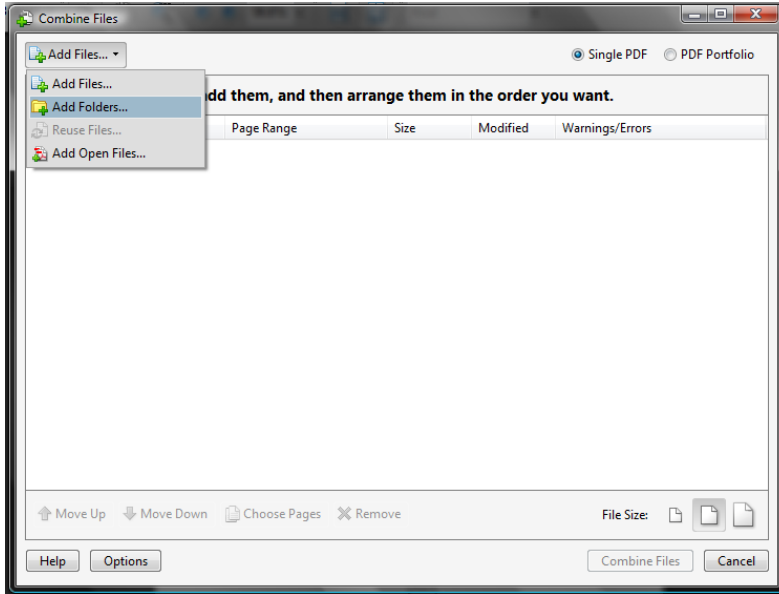
Step 9: When the OCR is complete, click on “File” “Combine”, and “Merge Files into a Single PDF...” as shown below.



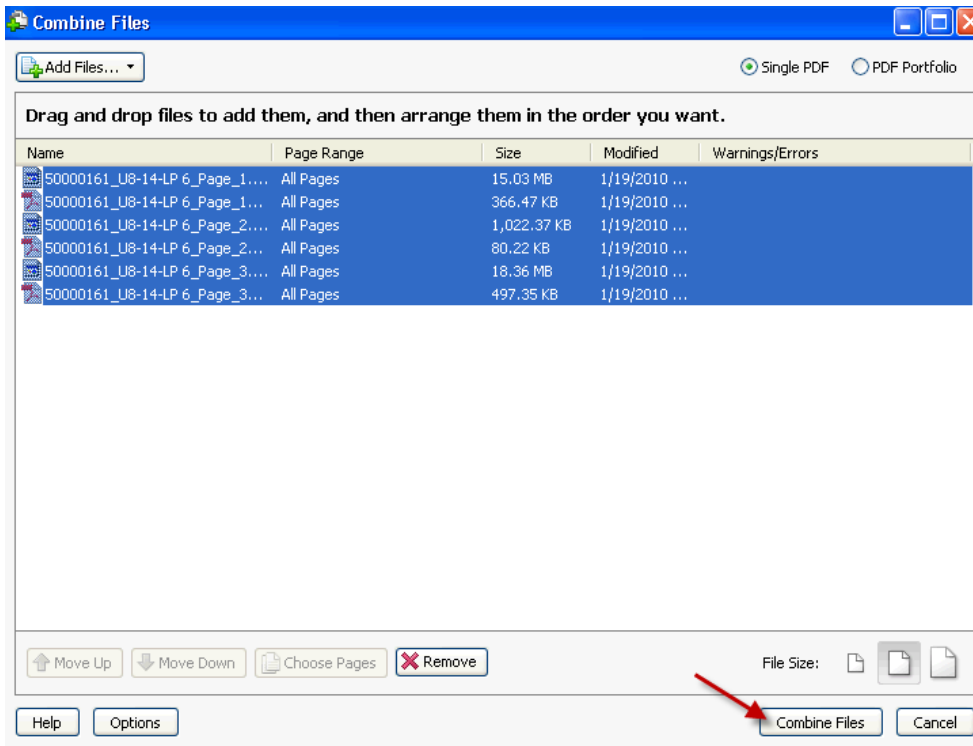
If something is already here, press “Remove”

Step 10: Combine the OCR files.

The “Combine Files” window appears.
Click on “Add Files” and “Add Folders” as shown below.

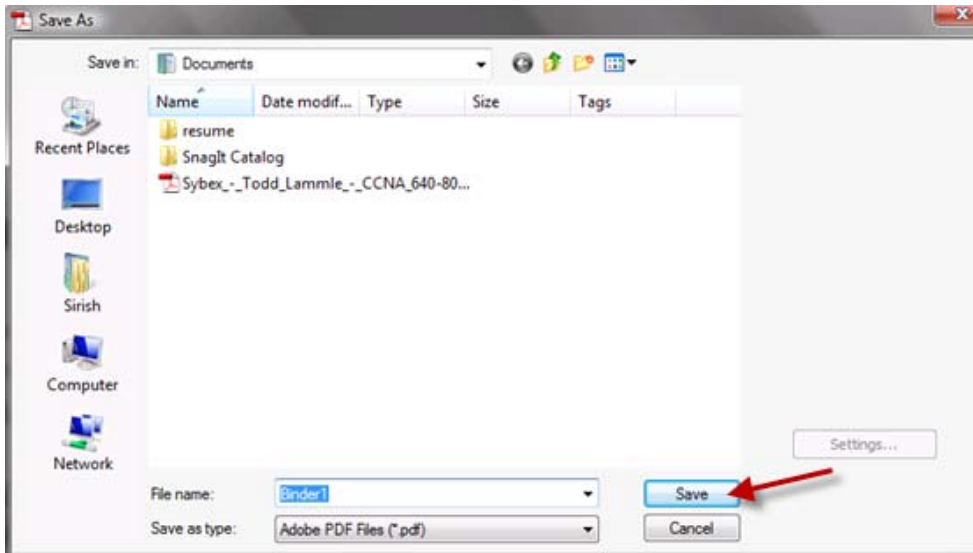


All of the pages should be highlighted. Press “Combine Files” as shown below.



Step 11: Save the combined files(for book type 2).

The following screen will appear which allows you to choose the final place you would like your document saved. Press “save” as shown below.

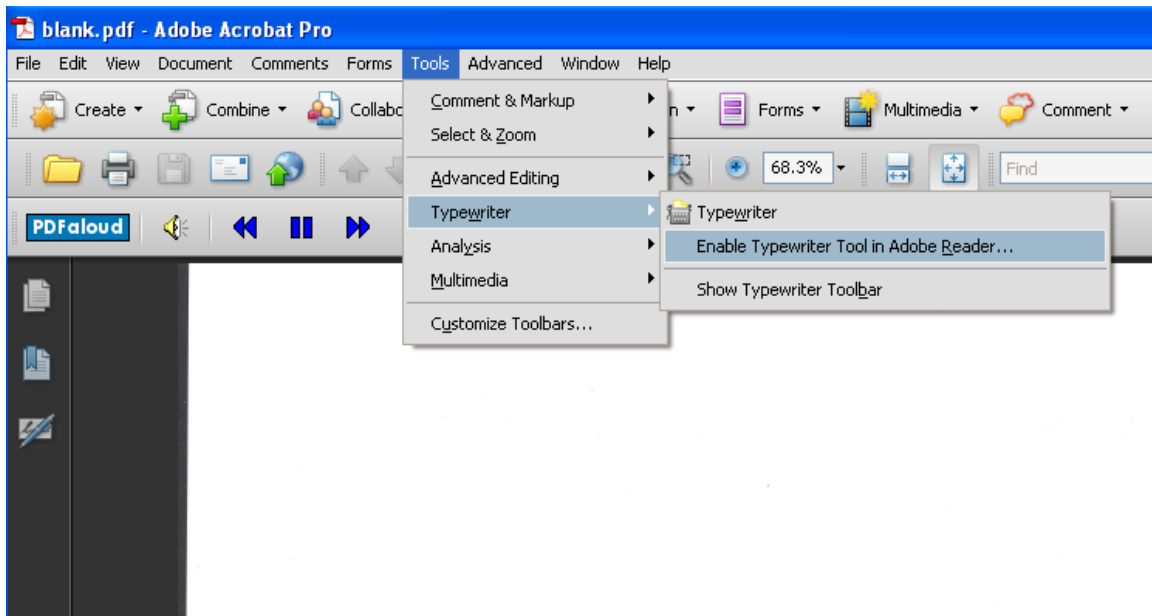


If you would like to enable typewriter, continue on. If not, you have completed the OCR process.

Enabling Typewriter:

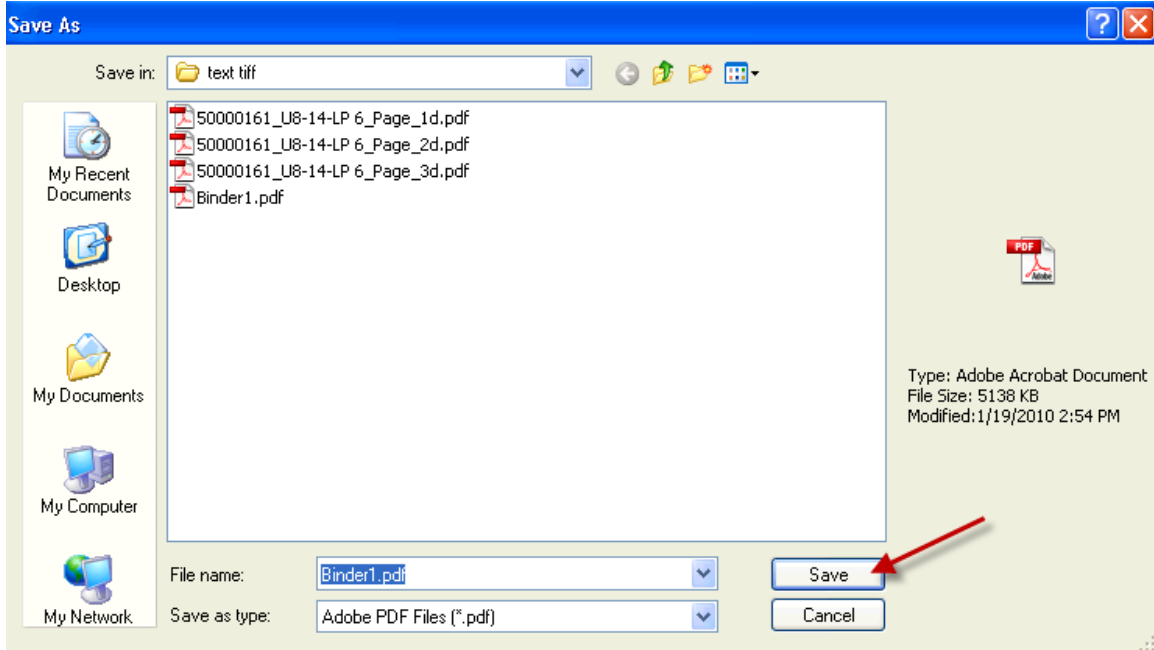
Step 1: Open the PDF you would like to enable typewriter on.

Step 2: From the tools menu bar, select “Typewriter” “Enable Typewriter tool in Adobe reader” as shown below.

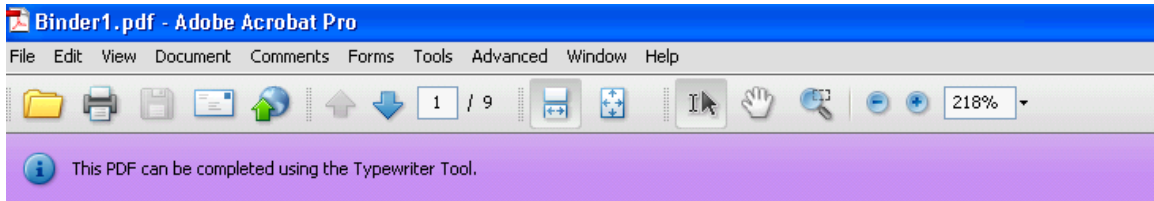


Step 3: Save the file.

The following screen will appear which allows you to choose where you would like to save this file. Press “save”.

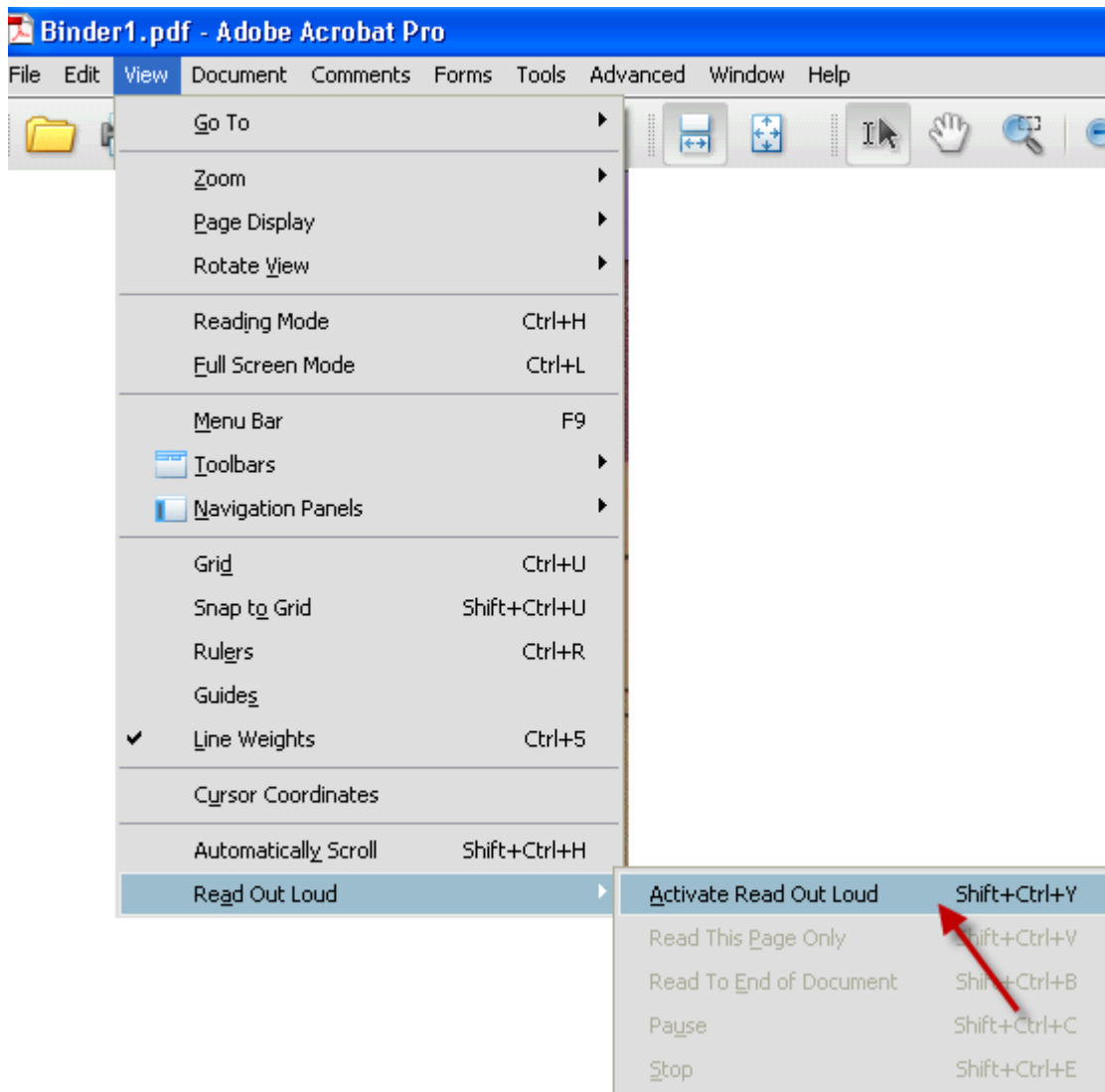


Typewriter is now enabled. A purple bar will appear across the top of your screen that reads “This PDF can be completed using the Typewriter Tool.”

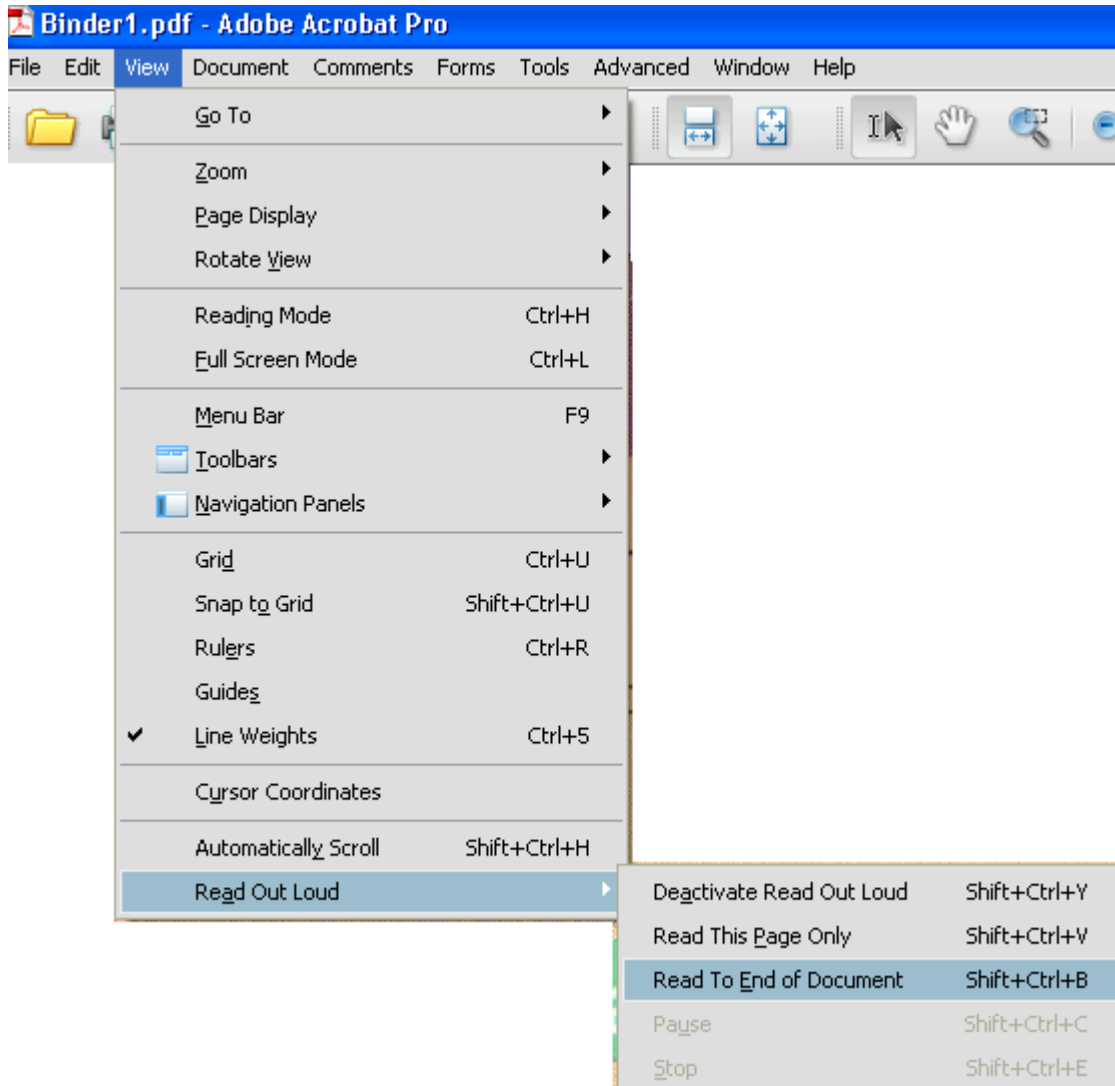


To check that your PDF reads, see the following steps:

Step 1: From the view menu, click “Read out Loud” “activate Read out Loud” as shown below.



Step 2: From the view menu, click “Read out Loud” “Read to End of Document” as shown below.



It is normal that it says “Warning empty page” for the front cover.

Step 3: Stop the reading.

From the view menu, click “Read out Loud” “Stop” as shown below.

