



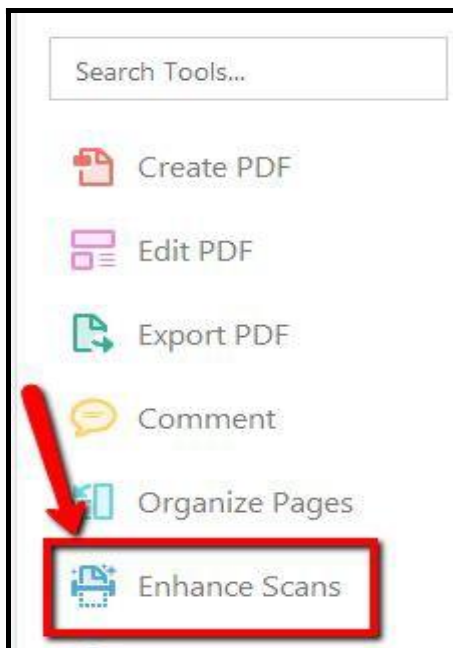
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## Creating an Accessible PDF Document

Documents that you post to Moodle should be machine readable. Not only does this allow students with vision disabilities to use a screen reader to read the documents, but allows all students to take advantage of screen reading technology. For example, when assigned dense or foreign language texts, students can improve their comprehension by reading and hearing the text simultaneously. Machine readable texts can also be searched for specific words.

Documents that are created digitally and saved in pdf format may already be readable. If documents are scanned a process known as Optical Character Recognition (OCR) may need to be performed in order for the documents to be machine readable. The following steps explain how to OCR a scanned text using Adobe Acrobat DC.

1. Open Adobe Acrobat DC.  
**Note:** *If you do not have Adobe Acrobat DC, submit an IT Service Desk ticket to have it installed on your computer. All computers in Shain Library also have this software installed.*
2. Open a pdf document.  
File -> Open
3. Enhance scan.  
From the Tools menu on the right, select “Enhance Scans.”





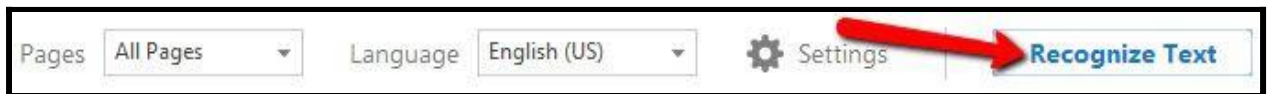
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4. Recognize text.

From the menu that appears at the top, select “Recognize Text” then “In This File.”



5. Select pages and language. Click “Recognize Text.”



6. Unless your document is already screen readable, Adobe will begin the OCR process.

7. Save your document. If you wish to preserve the original, use the “Save As...” option.

If you need assistance using Acrobat DC you can contact the IT Service Desk or stop by the reference desk on the main floor of the library. Additional information is also available on the Adobe help site at: <https://helpx.adobe.com/acrobat/using/scan-documents-pdf.html>