

# How to Create and Work with Scanned Documents Using OCR (Optical Character Recognition)

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All State of Missouri documents available to both customers and employees which contain text must be readable as text per [Web Accessibility Standards](#). This means that all scanned documents must use OCR (Optical Character Recognition) as well as include tags.

## What is OCR?

OCR (optical character recognition) is the use of technology to distinguish printed or handwritten text characters inside digital images of physical documents, such as a scanned paper document.

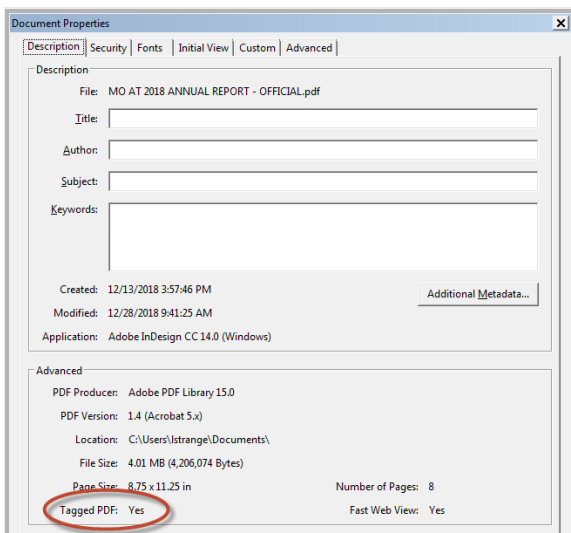
## How to know if a document is an image of text and not actual text

- Open a PDF document and try to highlight any text area. If you cannot, it's a picture of text and needs to be converted to text.

## How to check if a PDF document is tagged

Tagging basically gives the document structure to be read by Assistive Technology.

In Acrobat – File - Properties



## Scanning tips

- Firstly, avoid scanning if at all possible. Always work from the original electronic version if you have it.
- If you have a multi-page electronic document which required the user to print off and fill out/sign one or a few of the pages:
  - Only OCR scan the hand-written pages.
  - Convert the other pages to PDF like you normally would from the electronic version.

## How to OCR scan in some of the more common software products

If a paper document is your only option, do one of the following, depending upon what software you have available. Make sure that whatever scanning software you use, *it creates a tagged pdf document*.

- [Scan paper documents directly from Adobe Acrobat Pro](#)
- [Settings in Omnipage that create a tagged PDF document](#) | [Scanning In Omnipage](#)
- [Settings in ABBY Finereader that create a tagged PDF document](#) | [Scanning in ABBY Finereader](#)

## If the document is readable text, but not tagged

- [If you convert the document to readable text, but the document is not tagged and you don't have the paper source](#)

## Accessible electronic documents resources

For accessibility tips on all types of electronic documents, [visit accessible electronic documents resource page](#).