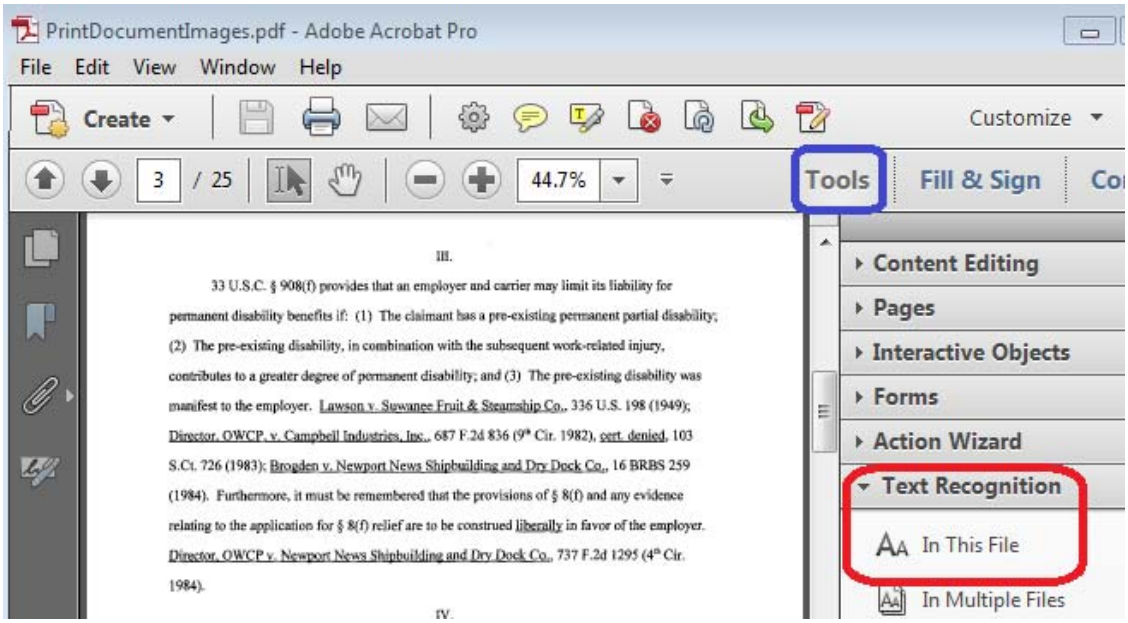
Text Recognition in Adobe Acrobat XI

1. "Select" and then "Print" a document (or several documents together) from OIS

2. Choose "Open" and the document will display in Adobe Acrobat

3. Click on "Tools" and the Tools menu will appear on the right hand side of the document, then click on "Text Recognition" and choose "In This File"

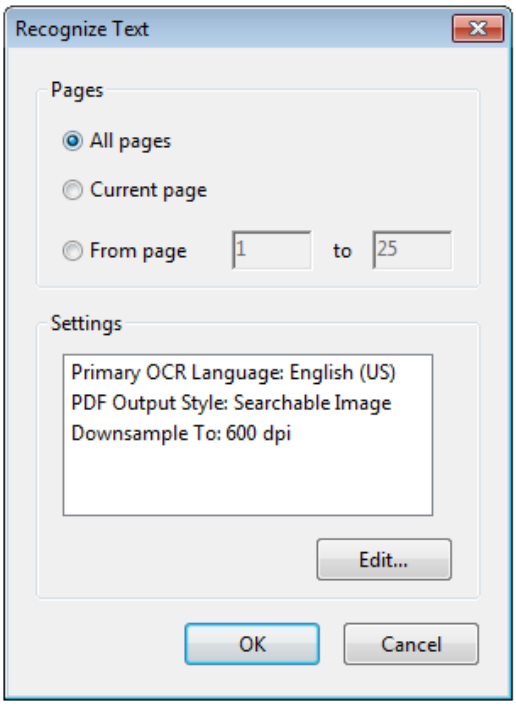


- Alternatively, you can left click and drag your mouse over any portion of text in the document. (It will show as highlighted.) Then right click on top of your highlighted portion and choose "Recognize Text Using OCR" (OCR = Optical Character Recognition)

4. The Recognize Text window will appear.

   There is an option to process only the current page of the document or specific pages, but the default is for All Pages. (If you only want to do the current page or specific pages, click Edit and then choose that option.)

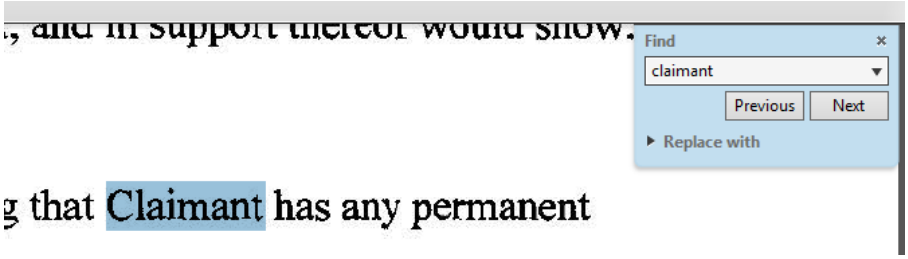
   Then click OK.



5. After clicking OK, Adobe will process all of the words in the document selected. You will see a processing status bar while the text recognition is processing.

6. After the process finishes, to find a specific word, choose “Edit” from the menu bar at the top and then the “Find” option, or choose Ctrl+F.

7. A small Find box will appear. Type the word you are searching for and Adobe will search the document for the first reference to that word. Click Next or Previous to locate all references.



8. Once you have found the reference you are looking for by using the Find option, or by paging to the reference manually, you can copy/paste the **text** for use in correspondence. To do so:
   - Left click on your mouse and click and drag over the portion of text you want to copy
   - Then right click on top of your highlighted portion and choose “Copy”
   - Go to your Word document and right click your mouse and choose “Paste”

9. When you paste the text many times it will not be perfect. Optical Character Resolution (OCR) is not 100% accurate. For example:

   This is what a document might look like in OIS (or if you just copy it as a picture):

   Without waiving any defenses and without conceding that Claimant has any permanent impairment or that he was exposed to any injurious noise by Ingalls or that any hearing loss is employment related and without waiving their objection to the new regulations outlining unreasonably harsh requirements for obtaining Second Injury Fund Relief, but for the sole

   And here is what it looks like after the OCR process:

Without waiving any defenses and without conceding that Claimant has any pennanent impairment or that he was exposed to any injurious noise by Ingalls or that any hearing loss is employment related and without waiving their objection to the new regulations outlining unreasonably harsh requirements for obtaining Second Injury Fund Relief, but for the sole

   ✓ So you will need to reformat, change the font to match your document and perhaps correct some spelling errors before finalizing your outgoing document.

10. If you wish to save the new version of your OIS pdf document (post text recognition), save it as you would any other document.