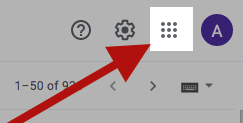
# **How do I OCR a PDF using Google Drive?**

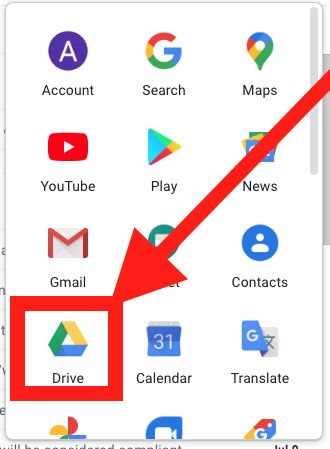
All students, staff and faculty members with access Google account will be able to OCR a PDF file through Google Drive. OCR is performed on a PDF when converting a document from PDF to a .docx file.  
  
**Please note**: This is not considered a final solution; additional handling may be required after the OCR.   **Optical Character Recognition (OCR):**

Google provides an ability to perform Optical Character Recognition (OCR) for PDFs which have been scanned.  This significantly improves the accessibility of the document, but it is not considered a final solution, and more handling may be required.

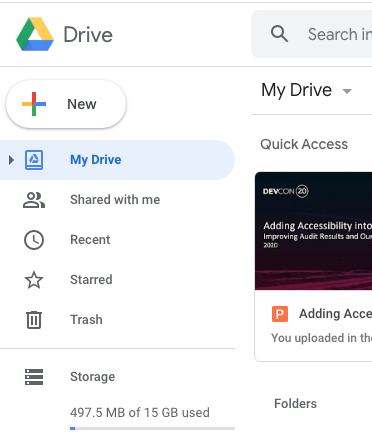
1. In the upper right hand of your Google account, click the icon for your apps.



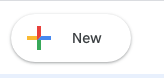
2. This will open up a new menu. Select Google Drive.



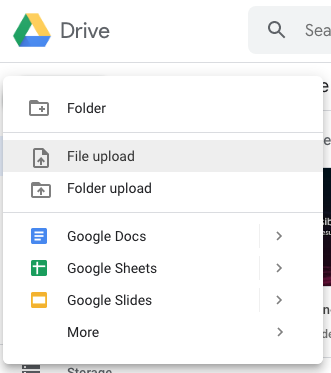
3. You will now be in your Google Drive folder.



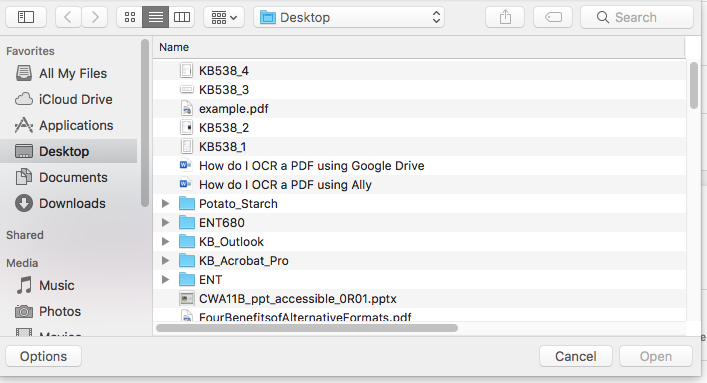
4. Click on the **New** button.



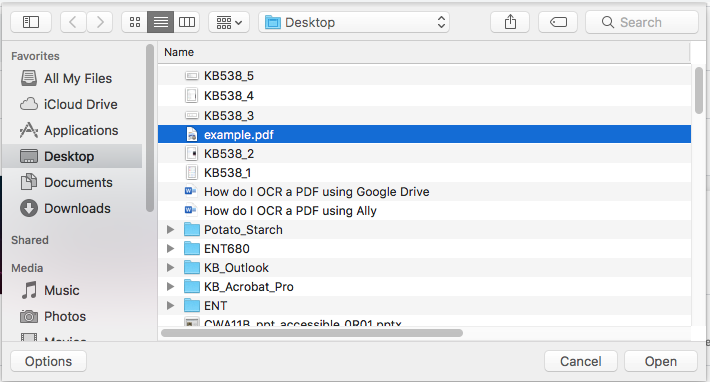
5. The file uploader appears. Click on **File upload.**



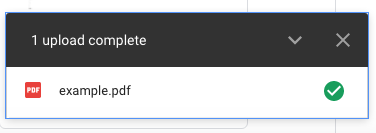
6. A new dialogue window enables file selection**.**



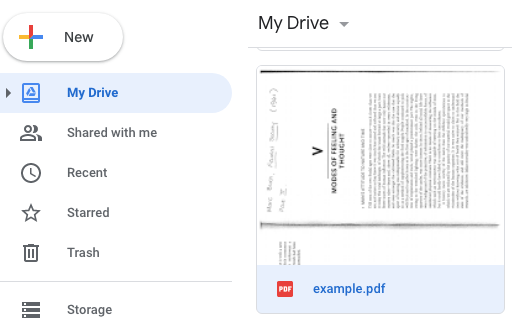
7. Select the file to upload. When selected, the file will be highlighted and the **Open** button becomes available**.** Click on the **Open** Button.



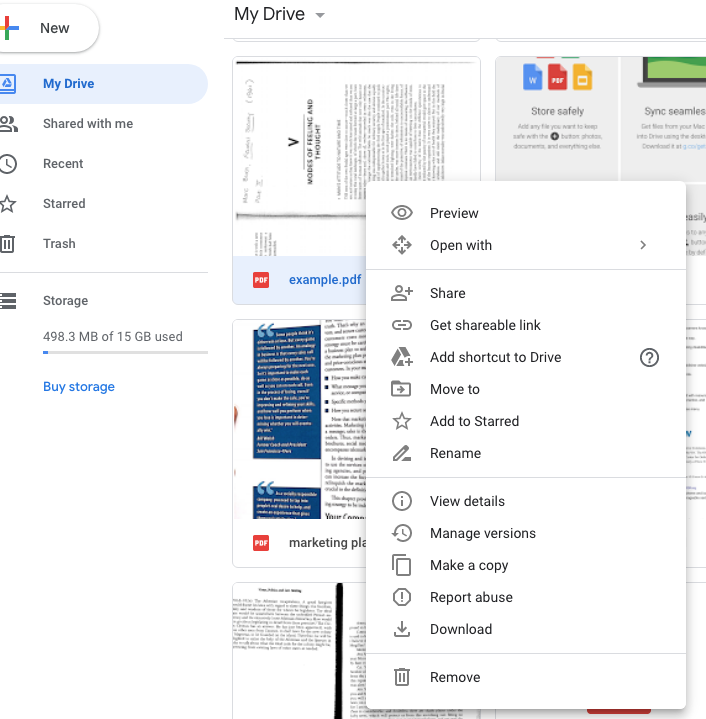
8. When the upload is complete, a notification appears**.**

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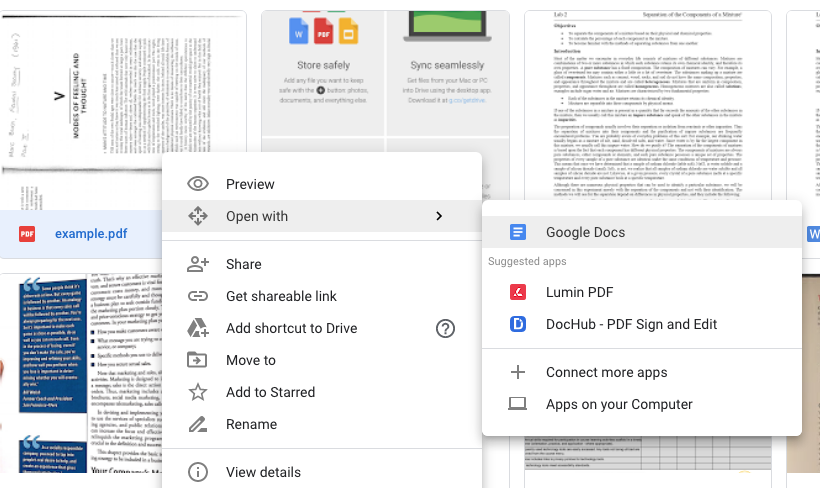
9. Now the file is availablein Google Drive. Notice that the PDF has been scanned incorrectly, and that the text is on its side, instead of upright. This causes a significant problem for assistive technology.

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10. Right-click on the file. A new menu will appear. Select **Open With** >

****

11. Select **Open With** > Google Docs.



12. The following spinner will appear. Google is OCRing the document as it converts it to a docx.



13. The document has been OCRed and converted to a docx. Notice that the text that was formerly on its side is now upright, and readable by assistive technology. The document is much more accessible than it was before the conversion.

