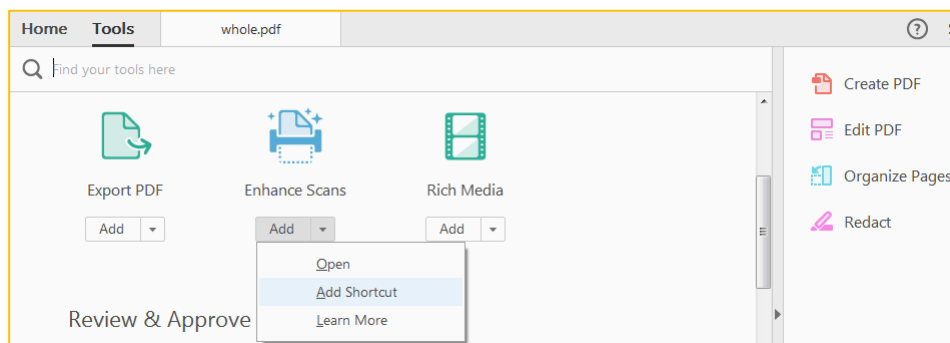# UNSW Library, Digitisation and Physical Resources
OCR and bookmarking

When preparing a digitised document for bookmarking, check the PDF to make sure the text is OCR converted by highlighting any text from any page in the PDF. If not, please follow these instructions:

OCR Text Recognition

1. Open a PDF file which has been scanned.
2. Choose **Tools > Enhance Scans**.

> *Note:* *It is recommended that you add this shortcut to your Tools panel on the right*

3. **Enhance Scans** will appear on your toolbar.
4. Choose **Recognize Text > In This File**.
5. For first time use, click **Settings**.
6. Set Pages to **All Pages**, Language to **English (UK)** and Output to **Searchable Image (Exact)**.
7. Click **Recognize Text**.
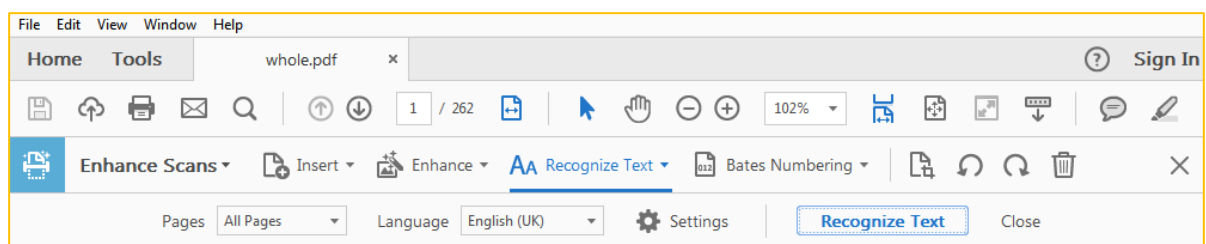
8. Wait for the task to complete (this may take a while depending on the file size).
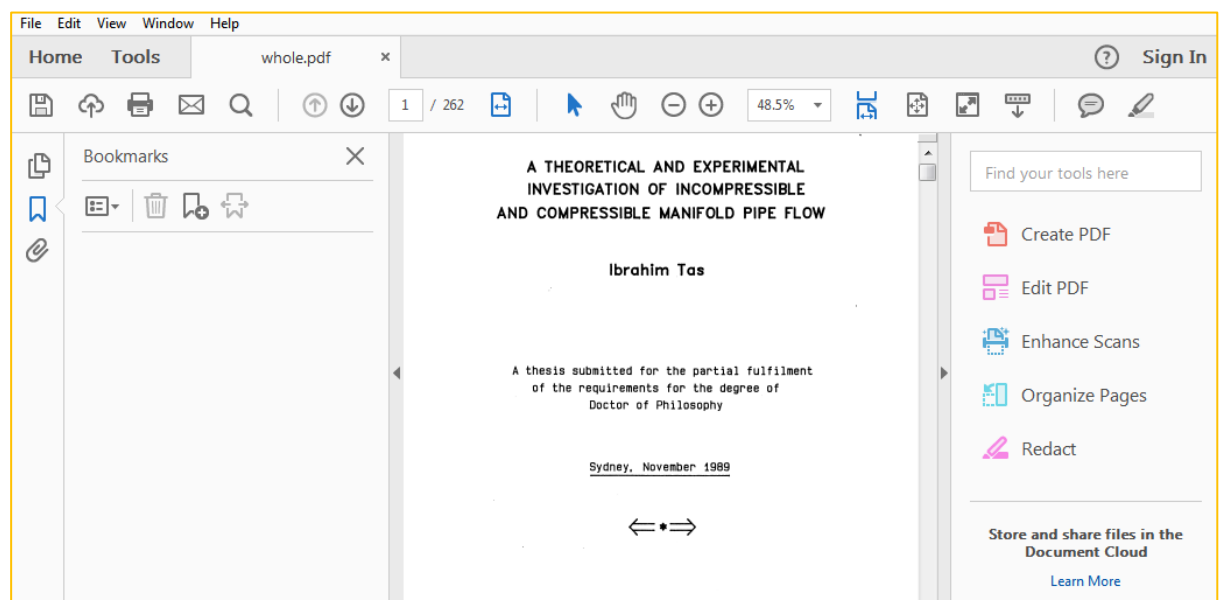
   Note: If you receive the error message "This page contains renderable text", tick 'Ignore future errors in this document', and click OK to close the message

9. When OCR Text Recognition process is completed, test it by **highlighting** the text of the first page.
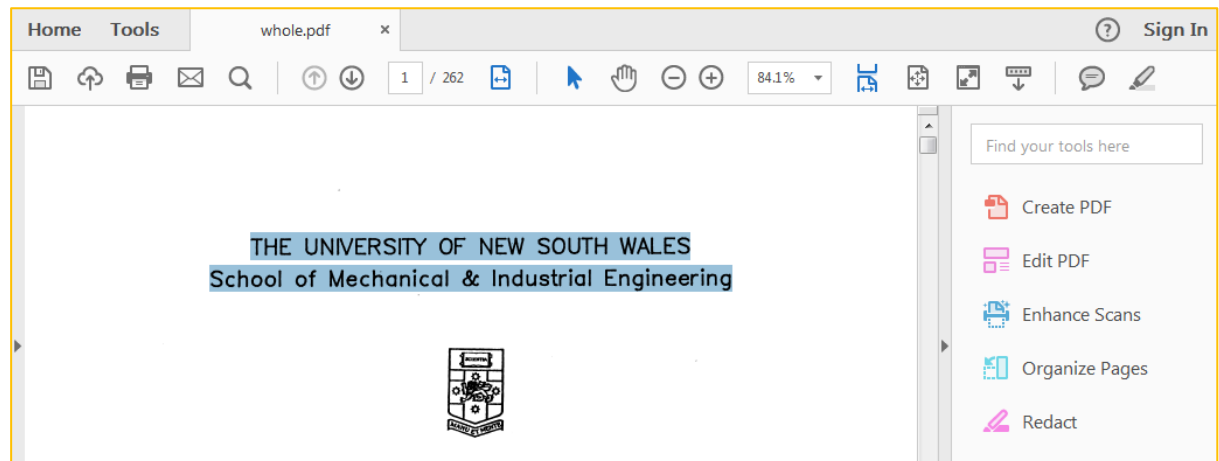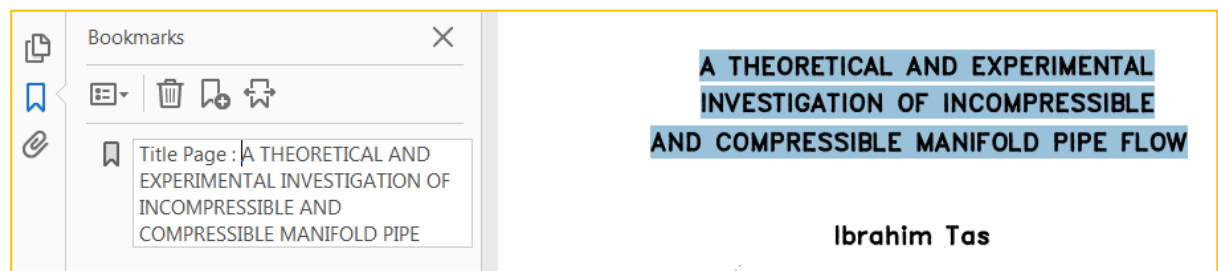

Bookmarking

1. Open the left side panel and click the **Bookmarks** tab.


2. Find the document **Title Page** and click a blank area of the page.

3. **Highlight** the title and select ⊡ New bookmark icon.

   A new bookmark is added and the highlighted text will be automatically pasted into the text box of the new bookmark.

4. Type in the bookmark label as **Title Page**, see below:

5. Repeat step 3 for creating **Abstract**, **Acknowledgements, List of Tables, List of Figures** and **Table of Contents**.

6. Hold the **shift** key while selecting **Abstract**, **Acknowledgements**, **List of Tables**, **List of figures** and **Table of Contents** bookmarks, and drag one level under the **Title Page** bookmark.
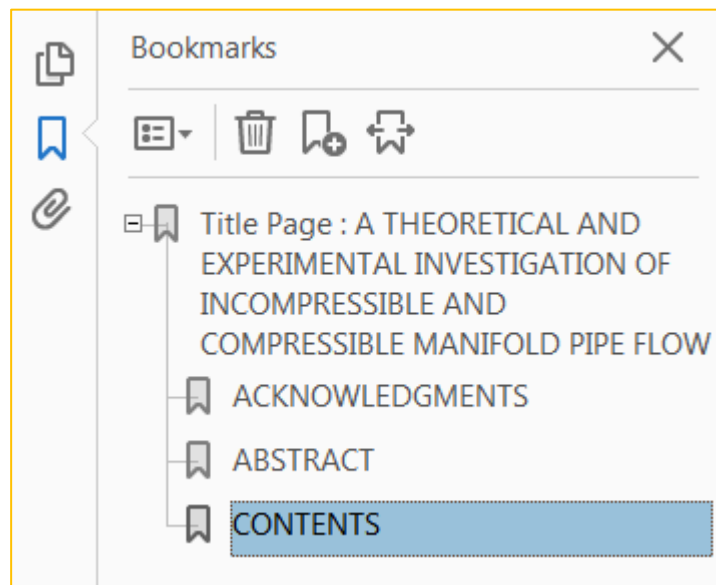
7. Repeat steps 3 and 4 for creating **Chapters**, **Conclusion**, **Bibliography** and **Appendix** bookmarks. Those bookmark icons must stay the same level as **Title Page** bookmark.

> **Note:** *It's good practice to make use of the document's Table of Contents as a guide when bookmarking.*

8. If pages need to be **rotated**, select the page and press **Ctrl+Shift+R**. Make sure to select the correct page range.

9. Click OK.

10. Select the Chapter 1 bookmark while holding the **shift** key and select all Chapter bookmarks. Right click and select **Properties** to change font colour and style.

11. Change font appearance to Style: **Bold** and Color: **Red**.

12. Follow the bookmark appearance as below:
- Title Page, Conclusion, Bibliography, Appendices in **Bold** and **Black**
- Abstract, Acknowledgements, List of Tables, List of Figures, Table of Contents in **Plain** and **Blue**
- All main chapters in **Bold** and **Red**

13. Set the document's Initial view by going to **File > Properties**.
  a) Set Navigation tab: **Bookmarks Panel and Page**
  b) Set Page layout: **Single Page**
  c) Set Magnification: **Fit Width**
  d) Open to page: **1**

14. Set all bookmarks to **Fit Width** view.
  a) Select a bookmark
  b) **CTRL+A** to select all bookmarks.
  c) **ALT+Enter**
  d) **Actions**
  e) Select Action: **Run a Java Script**
  f) **Add**
  g) Copy and Paste the following:

      this.zoomType=zoomtype.fitW;

  h) OK
  i) OK

15. Choose **File > Save**.

Bookmarks panel:

- Title Page : A THEORETICAL AND EXPERIMENTAL INVESTIGATION OF INCOMPRESSIBLE AND COMPRESSIBLE MANIFOLD PIPE FLOW
- ACKNOWLEDGMENTS
- ABSTRACT
- CONTENTS
- NOMENCLATURE
- LIST OF FIGURES
- LIST OF TABLES
- LIST OF PLATES
- CHAPTER 1 : INTRODUCTION
- CHAPTER 2 : MATHEMATICAL MODELLING AND COMPUTER SIMULATION
- CHAPTER 3 : LITERATURE SURVEY
- CHAPTER 4 : EXPERIMENTAL WORK
- CHAPTER 5 : RESULTS AND DISCUSSION
- CHAPTER 6 : CONCLUSION
- BIBLIOGRAPHY
- APPENDICES