

# Turn Scanned Documents into Accessible PDFs

Using PDFs scanned from print copies of a document should be your last resort, if you can't find (or create) a digital-born version of the document you're working on.

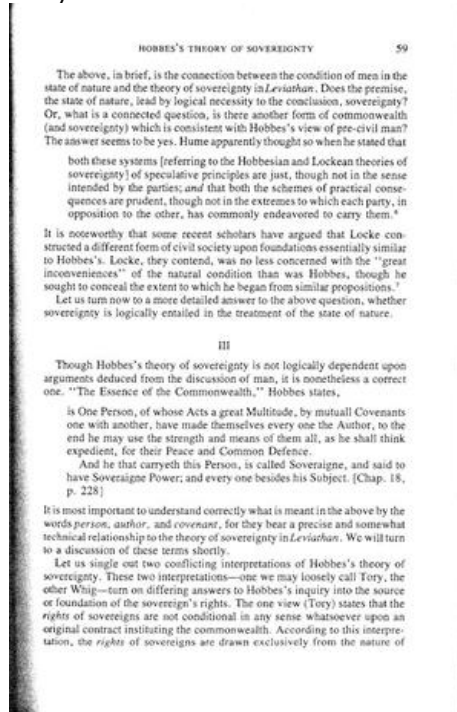
## 1. Use a Clean Scan

- No handwritten notes
- Text must be legible (not blurry or cut off)
- Text should be oriented in the correct direction
- Only one document page per PDF page

Example 1: Your document should not look like this one.



Example 2: This document is ready to be converted.



## 2. Convert with Robobrainle

- Robobrainle is an online text conversion service used by the college. It will recognize the text in the document, and also add tags.
- **Step 1 – Upload your Document**
- Choose **Document Conversion as your output format (step 2)** and **Tagged PDF as your target format (Step 3)**.

### STEP 2 - SELECT OUTPUT FORMAT

Specify the target format of your document. For this document type, the following formats are available:

Target format

- mp3 audio
- Daisy full text and audio
- Daisy Math full text and audio
- Braille
- e-Book
- Document conversion

### STEP 3 - SPECIFY DOCUMENT CONVERSION OPTIONS

Specify the target format of the conversion.

Options

Target format: pdf - Tagged PDF

- Enter your email information and submit. Within a few minutes, you will be emailed an accessible PDF of your document.

## 3. (Optional) Adjust your PDF in Acrobat Pro

Robobrainle will deliver a fairly good accessible PDF, but it may not catch everything.

If you can, use steps 4 through 6 of the Creating Accessible PDFs instructions (**Add Metadata**, **Adjust Order and Tags**, and **Check for Remaining Errors**) to clean up your PDF document.