

# How To Batch Process Optical Character Recognition (OCR) on PDFs in Adobe Acrobat X Pro

## What is Batch Processing?

- If you have multiple PDF's to process, you may want to "batch process" PDF files. Batch processing refers to processing files in a group, meaning you may run Optical Character Recognition for an entire folder of inaccessible PDFs.

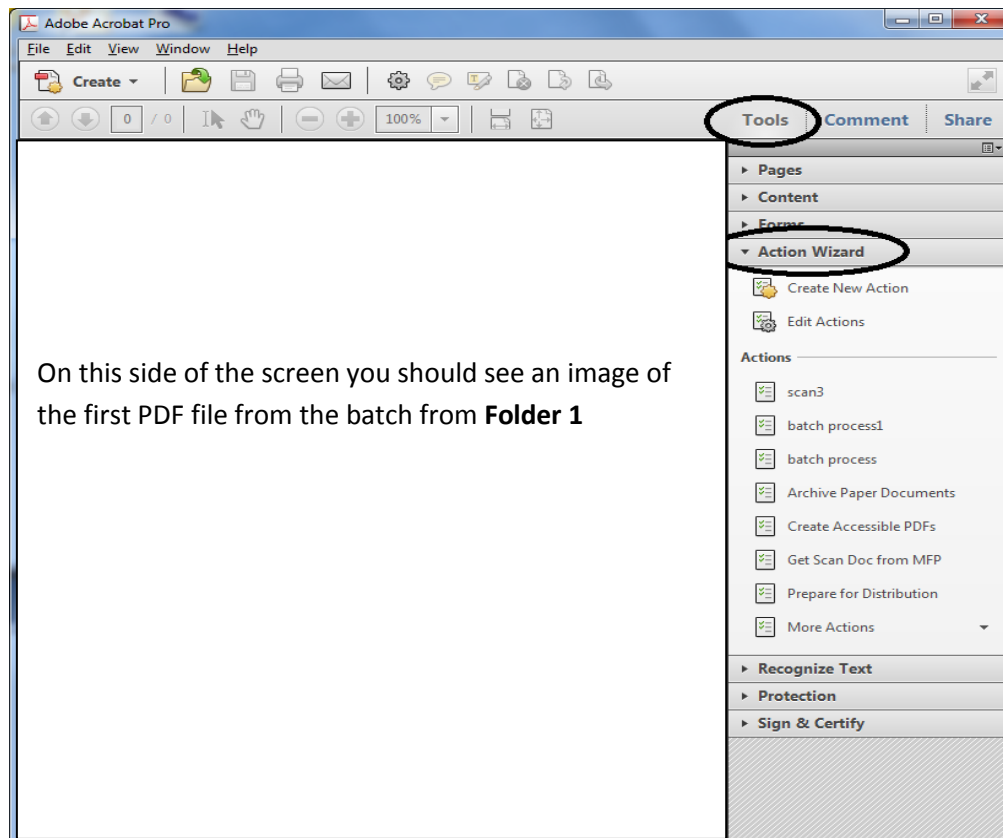
## Steps for Batch Processing:

1. Create two folders
  - Name the first **Folder 1** and locate all of the original non OCR PDF files there that make up the "batch"
  - Name the second **Folder 2** and this is the location that the new OCR PDF's will be saved in

Note: After the batch process has been ran, the files in **Folder 1** will be preserved as the original non-OCR PDF files. **Folder 2** will contain the new files which have OCR.

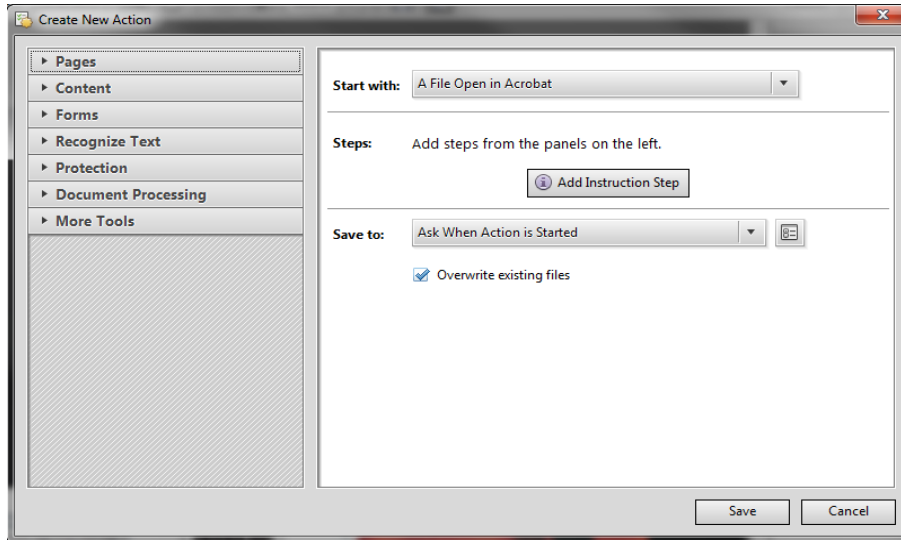
2. Open ADOBE Acrobat X Pro
3. Open the first ADOBE PDF file from the "batch" in **Folder 1**
4. From the ADOBE software program, on the right hand side of the program screen, go to **(Tools) > (Action Wizard) > (Create New action)**

*The screen will appear as follows*



A dialogue box will appear

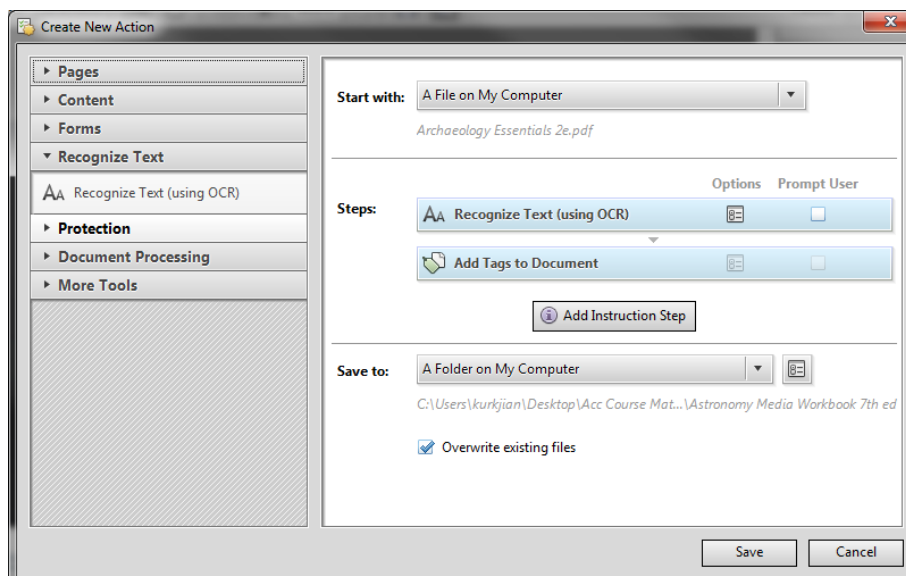
The screen will appear as follows



5. First, on the left hand side of the dialogue box select (**Recognize Text**) and then select (**Recognize Text (using OCR)**). Second, on the left hand side of the dialogue box select (**More Tools**) and then select (**Add Tags to Document**).
6. On the right hand side of the dialogue box there are two drop-down menus. Under the first drop-down menu:
  - Select (**A Folder on My Computer**)
  - Navigate to and select (**Folder 1**)
  - Click (**Ok**)

In the **Steps:** field you should see the actions selected, which are (**Recognize Text (using OCR)**) and (**Add Tags to Document**).

The screen will appear as follows

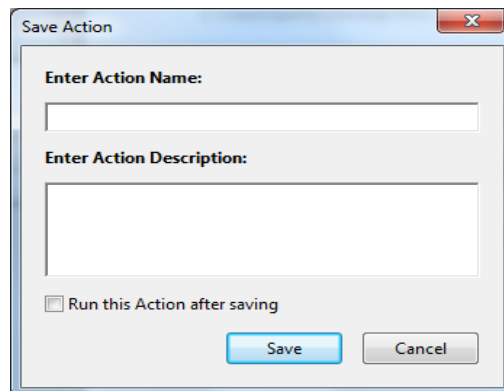


\*Be sure to uncheck **Prompt User** in the **Steps:** field

\*In the **Steps:** field you will see (**Add Instruction Step**) which is for additional actions, such as extracting pages.  
*Add instructional Step IS OPTIONAL*

7. In the next field, **Save to:** Select (**A Folder on My Computer**) and navigate to and select (**Folder 2**) – This is where the newly processed batch will be saved
8. Click (**ok**)
9. Check **Overwrite existing files** (this will skip PDF's that already have OCR)
10. Click **save**
11. A window will prompt for you to name and describe the action

*The screen will appear as follows*



*For example:*

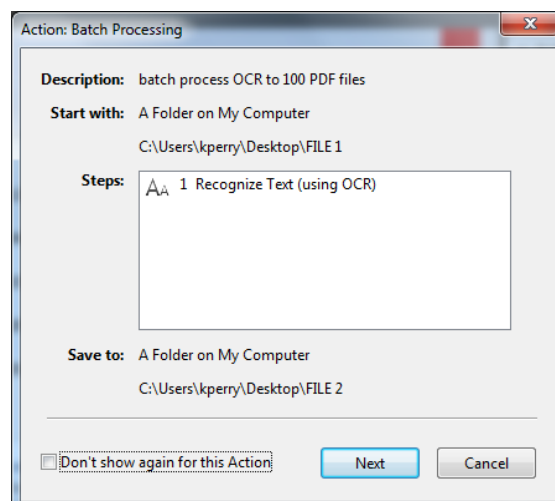
**Enter Action Name:** Batch Processing

**Enter Action Description:** batch process OCR to 100 PDF files

12. Check **Run this Action after saving**
13. Click (**Save**)

An Action dialogue box will appear, which summarizes the options you chose and the information you previously provided

*The screen will appear as follows*



14. Click **Next**. The batch process action will begin