

## How to convert a .doc/.docx file into an OCR-readable PDF-file

The following instructions will show you how to convert a .doc/.docx file into an OCR readable PDF.

Free of charge converting programs are available on the Internet, if you do not have access to the full Microsoft Office suite.

## Instructions

Open your .doc/.docx file and save it choosing 'Save As PDF or XPS file'.



A new dialogue box will appear. If your thesis contains images or graphs, please tick of 'Standard (publishing online and printing)' in the bottom, as online publication pixelates any pictures.



Press 'Publish'. The computer will now convert your .doc/.docx file into an OCR-readable PDF.

## How to check the OCR readability of your PDF?

'OCR readable' means that it is possible to search for individual words, signs and symbols in the PDF. Theses should be OCR readable in order to allow for full text searching.

It is very simple to check the OCR-readability in a PDF file:



You can check the OCR readability of your PDF by a word with the cursor. If the cursor creates a rectangular box without marking individual words your file has been converted into a non-OCR searchable image, and you will not be able to perform a full-text search in the document.



Your PDF is OCR readable if you are able to mark individual signs.