OCR a PDF in Google Docs

The following "how-to", guide is based on using JAWS® 18 screen reader with Mozilla Firefox internet browser. It is currently the most commonly used and accessible combination of screen reader and web browser. (March 5, 2017)

*Be sure to start JAWS, and sign into your Google Drive account prior to completing these steps. See "Signing into Google"

Convert a PDF to text

Keystroke/Step	Notes
1. Upload the PDF file into your Google Drive account	See "How to add a file into Google Drive"
2. Find and navigate to the PDF document	
3. Press the application key	
4. Press down arrow to navigate to "open with"	
5. Press right arrow to open submenu	
6. Select "Google Docs"	It will be the first option on the list
7. Press enter	Your text will be converted to accessible and editable text.