

## Complete User Documentation

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For Distance Learning Educators, Instructional Designers,  
LMS Administrators, and Accessibility Professionals

**Created by**

Rontechmedia

[pdfocrstudio.com](https://pdfocrstudio.com)

WCAG 2.1 AA | ADA Title II | Section 508 | PDF/UA-1 | OSCQR

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# 1. Introduction

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PDF OCR Studio is a comprehensive, browser-based PDF accessibility platform designed for distance learning educators, instructional designers, LMS administrators, and accessibility professionals. The application runs entirely in the browser with no server-side processing, meaning your documents never leave your computer.

The platform addresses the growing need for accessible course materials in higher education, driven by federal requirements including ADA Title II (effective April 24, 2027), Section 508, and WCAG 2.1 Level AA. It provides a complete workflow from scanning and OCR to structural tagging, metadata remediation, and LMS-ready export compatible with D2L Brightspace, Instructure Canvas, Moodle, and Blackboard Learn.

## Key Capabilities:

- Optical Character Recognition (OCR) using Tesseract.js for scanned PDFs
- Automated accessibility remediation (tagging, metadata, alt text, reading order)
- LMS readiness audit with Anthology Ally-equivalent scoring
- Batch processing for entire course folders (up to 50 files)
- Interactive form builder with signatures, radio buttons, and checkboxes
- Fill existing fillable PDFs with built-in signature pad
- VPAT 2.4, color contrast, and LMS compliance report generation
- Text-to-speech reader with word-level highlighting
- AI-powered alt text generation for images
- OSCQR quality review compliance checking
- Document annotation tools (text, highlight, draw, shapes, stamps, signatures)
- PDF creation, conversion, merging, splitting, and page management
- Print with custom page ranges and orientation
- Student accessibility view simulation
- Admin analytics dashboard with bot filtering
- 100% client-side processing with no data uploaded to any server

**Privacy Notice:** All document processing occurs locally in your browser. No PDFs are uploaded to any server. Your data remains on your machine at all times. See the [Legal Disclaimers](#) section for full details.

## 2. System Requirements

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**Browser:** Google Chrome 90+, Microsoft Edge 90+, Mozilla Firefox 90+, or Safari 15+. Chrome or Edge is recommended for optimal performance.

**Operating System:** Windows 10/11, macOS 11+, Linux, or ChromeOS.

**Memory:** 4 GB RAM minimum. 8 GB+ recommended for large documents or batch processing.

**Internet:** Required only for initial page load. All processing is offline after the application loads.

**No Installation Required:** Access directly at [pdfocrstudio.com](https://pdfocrstudio.com). No plugins, extensions, or desktop software needed.

## 3. Getting Started

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### 3.1 Interface Overview

When you first visit pdfocrstudio.com, an animated welcome screen introduces the platform and its key features. Click "Enter PDF OCR Studio" to proceed directly to the application. No registration or personal information is required to use the platform.

The application interface consists of five main areas:

**Top Bar (Menu Bar):** Contains all primary function buttons: New PDF, Open PDF, Convert, Properties, OSCQR Check, Make Accessible, Batch OCR, Make Fillable, LMS Ready, Ally Fixer, Student View, AI Alt-Text. On the right side: Merge, Split, Read Aloud, Save, Print, Export, and Manual download.

**Toolbar:** Annotation tools (Select, Pan, Text, Highlight, Draw, Rectangle, Ellipse, Arrow, Stamp, Signature, Eraser), zoom controls, and page management (Rotate, Add Page, Delete Page).

**Left Panel:** Tabbed panel with Pages (thumbnails), Bookmarks, and Annotations (Notes).

**Canvas Area:** Central area where your PDF is displayed and edited.

**Right Panel:** Text Properties (font, size, color, alignment) and Accessibility panel.

**Footer Bar:** Page navigation, creator credit, visitor counter, share buttons (Facebook, Instagram, LinkedIn, X/Twitter, Email, Copy Link), Clear PDF button, and Admin access.

### 3.2 Opening a PDF Document

**Step 1:** Click "Open PDF" in the top bar, or drag and drop a PDF file onto the drop zone.

**Step 2:** Navigate pages using the arrow buttons, page number input, or thumbnails in the left panel.

**Clear PDF:** Use the "Clear PDF" button in the footer bar to remove the current document and start fresh without refreshing the page.



## 4. Core Tools

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### 4.1 Select, Pan, and Zoom

**Select:** Click to select and move annotations. **Pan:** Click and drag to scroll when zoomed in. **Zoom:** Use +/- buttons or type a percentage. Click "Fit" to fit page to view. Shortcuts: Ctrl+= zoom in, Ctrl+- zoom out.

### 4.2 Text Annotations

Select the "T" tool. Click anywhere to place a text box. Use the right panel to change font (35+ fonts in Sans-Serif, Serif, Monospace, and Display categories), size (6-120pt), color, and alignment.

### 4.3 Drawing Tools

**Highlight:** Semi-transparent highlight over text. **Draw/Pen:** Freehand sketching. **Rectangle/Ellipse:** Click and drag. Hold Shift for square/circle. **Arrow:** Click and drag for directional arrows.

### 4.4 Stamps and Stamp Library

Pre-built stamps: Approval (APPROVED, ACCEPTED, VERIFIED), Review (DRAFT, REVIEWED, PENDING), Rejection (REJECTED, DENIED, VOID), Confidential, Priority (URGENT, RUSH), and Custom stamps.

### 4.5 Digital Signature

Draw freehand, type your name with font selection, or upload a signature image. Signatures are embedded into the PDF when exported.

### 4.6 Eraser

Click on any annotation to delete it. Does not affect the underlying PDF content.

## 5. Document Management

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### 5.1 Create New PDF

Click "+ New PDF." Select page size (Letter, A4, Legal, custom), orientation, and number of pages.

### 5.2 Convert to PDF

Convert images (JPG, PNG, GIF, BMP, WebP) into PDF documents. Each image becomes a page.

### 5.3 Merge PDFs

Select multiple PDF files to combine into a single document in the order selected.

### 5.4 Split Pages

Extract the current page as a separate PDF file, downloaded immediately.

### 5.5 Add, Delete, and Rotate Pages

**Add Page (+pg):** Inserts blank page after current. **Delete Page (-pg):** Removes current page. **Rotate:** 90 degrees clockwise per click.

### 5.6 Save, Export, and Print

**Save:** Downloads without annotations. **Export:** Downloads with annotations baked in. **Print:** Print dialog with page range, orientation, and scale options.

### 5.7 Document Properties and Metadata

Edit Title, Author, Subject, Keywords. These metadata fields are critical for accessibility compliance. Ally uses the document title to announce the file.

***Tip:** Always set a descriptive document title. A PDF with no title receives an automatic accessibility penalty in Anthology Ally.*

***Disclaimer:** Setting metadata fields improves accessibility scores but does not by itself guarantee compliance with any specific standard. See Legal Disclaimers.*

## 6. Accessibility and OCR

These tools transform inaccessible PDFs into compliant, screen-reader-navigable documents aligned with WCAG 2.1 AA, ADA Title II, Section 508, and PDF/UA-1 standards.

**Important Disclaimer:** While PDF OCR Studio assists with accessibility remediation, it does not certify or guarantee full compliance with any accessibility law or standard. Automated tools cannot replace human review. Users should verify compliance independently and consult qualified accessibility professionals. See Section 11 of the Legal Disclaimers for details.

### 6.1 OCR + Make Accessible

The primary remediation workflow with four steps:

**Step 1: Configure OCR Settings.** Select language, set accessibility language (en-US default), review metadata fields, adjust confidence threshold (60% default).

**Step 2: OCR Scan.** Tesseract.js processes each page: rendering to canvas, running character recognition, detecting word boundaries and confidence, analyzing contrast ratios, detecting image regions.

**Step 3: Structure Tagging.** Assign heading levels (H1-H6), add alt text to images or mark decorative, set reading order for complex layouts, review OCR confidence.

**Step 4: Build Accessible PDF.** Creates new PDF with invisible OCR text layer, tagged structure (MarkInfo, StructTreeRoot), document language, metadata, OCR seal, and XMP metadata with PDF/UA-1 identifier.

### 6.2 Batch OCR

Process up to 50 PDFs at once. Download ZIP archive with all remediated files plus compliance manifest.

### 6.3 OSCQR Compliance Check

SUNY Online Course Quality Review evaluation for distance learning materials.

### 6.4 Accessibility Panel and A11y Check

Quick audit: tagged PDF status, document title, language, alt text coverage, heading structure, contrast.

### 6.5 VPAT 2.4 and Contrast Reports

**VPAT 2.4:** Documents WCAG 2.1 AA conformance. **Contrast Report:** Analyzes text-to-background ratios (4.5:1 normal text, 3:1 large text per WCAG 1.4.3).

## 6.6 Text-to-Speech

Reads pages aloud with play/pause, speed control (0.5x-3x), voice selection, and word-level highlighting.

## 6.7 AI Alt-Text Generator

Uses AI to generate descriptive alt text for detected images. Review and edit before applying.

## 6.8 Student View

Simulates how the document appears to students in an LMS with screen reader navigation.

## 6.9 Ally Fixer

Targeted workflow for addressing specific Anthology Ally flags.

## 7. LMS Ready Engine

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Comprehensive accessibility audit and auto-remediation for Anthology Ally, Brightspace, Canvas, Moodle, and Blackboard.

### 7.1 Running the LMS Audit

Open a PDF, click "LMS Ready," review scan options (all enabled by default), select target platforms, click "Run LMS Audit" for a 12-point analysis.

### 7.2 Understanding the Score

**0-33% (Red):** Critical failures, likely scanned/image-only PDF. **34-66% (Orange):** Missing metadata or tags. **67-99% (Green):** Almost compliant. **100% (Dark Green):** All checks pass. Weights: Tagged PDF (25pts), Scanned detection (30pts), Title (15pts), Alt Text (15pts), Language (12pts), Headings (10pts for 3+ pages).

### 7.3 Auto-Remediation

Automatically: sets title/author/language/subject metadata, marks PDF as tagged, enables DisplayDocTitle, injects PDF/UA-1 XMP identifier, adds alt-text placeholders, stamps LMS Ready seal.

### 7.4 LMS Compliance Report

Formal PDF report documenting filename, score, target platforms, and detailed checklist for institutional audits.

### 7.5 Upload Next / Reset Platform

**Upload Next PDF:** Clears state, opens file picker, auto-launches audit. Session counter tracks documents processed. **I'm Done:** Full platform reset to home screen.

## 8. Make Fillable (Form Builder)

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### 8.1 Field Types

**Text:** Single-line input. **Number:** Numbers only. **Multi-line:** Text area. **Date:** Date field. **Checkbox:** Yes/no toggle. **Radio Button:** Grouped circular buttons (same label prefix = one group). **Signature:** Designated capture area with purple border and signature line. **Symbol:** Special characters.

### 8.2 Placing and Saving

Select field type, click on page to place, configure label and options in popup, drag to reposition, resize edges. Click "Save Fillable PDF" to bake as interactive AcroForm fields. Completion prompt offers: Load Saved Version, Keep Editing, or Done/Exit.

## 9. Fill Existing PDF

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Open a fillable PDF, enter fillable mode, click "Fill Existing." The engine detects all AcroForm fields and renders interactive inputs over each position. For signatures, click "Click to sign" to open the pad with Draw (freehand) and Type (cursive fonts) modes. Click "Save Filled PDF" to write values and signatures into the PDF.

## 10. Navigation and Panels

**Page Thumbnails:** Click to navigate. Current page highlighted. **Bookmarks:** Clickable outlines, add new bookmarks. **Annotations Panel:** Lists all markup, click to select on canvas.

## 11. Keyboard Shortcuts and Tips

Shortcut	Action
Ctrl + = / Ctrl + -	Zoom in / out
Left / Right Arrow	Previous / next page
Delete / Backspace	Delete selected annotation
Escape	Deselect current tool
Drag and Drop	Drop PDFs onto canvas to open

- Use LMS Ready audit before and after remediation to verify improvement.
- For scanned PDFs, run OCR + Make Accessible before LMS Ready audit.
- Use Batch OCR for entire course content folders.
- Always set a document title in Properties (most common Ally failure).
- Use Text-to-Speech to verify reading order before uploading.
- Switch between functions freely: the platform auto-exits active modes.
- Use Clear PDF in the footer to reset without refreshing the page.

## 12. Compliance Standards Reference

Standard	Description	Relevance
WCAG 2.1 AA	Web Content Accessibility Guidelines Level AA.	Core standard for all LMS platforms and Ally.
ADA Title II	Requires state/local government digital accessibility.	Effective April 24, 2027 for public higher ed.
Section 508	Federal ICT accessibility standard.	Required for federally funded institutions.
PDF/UA-1	ISO 14289-1, PDF accessibility standard.	Tagged structure, language, metadata required.
OSCQR	SUNY Online Course Quality Review.	Course design quality for distance learning.
SUNY EIT	SUNY Electronic and Information Technology policy.	Institutional EIT accessibility requirement.

**Disclaimer:** PDF OCR Studio references these standards for informational purposes. The tool assists with remediation but does not certify compliance. Users should consult qualified professionals for formal accessibility audits.



## 13. Troubleshooting

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**Problem: OCR scan is slow or freezes**

**Solution:** Close other browser tabs, ensure 4GB+ free RAM. For 50+ page documents, process in batches of 10-20.

**Problem: Ally score did not improve**

**Solution:** Ensure you downloaded the "\_lms\_ready" version. Re-upload to Brightspace, wait 2-5 minutes for re-scan. Verify document title is set.

**Problem: Text appears garbled after OCR**

**Solution:** Original scan quality is likely low. Increase scan resolution to 300 DPI or higher before OCR.

**Problem: Fillable fields do not appear in Adobe Reader**

**Solution:** Use "Save Fillable PDF" (not "Save PDF" or "Export"). AcroForm fields require the specific bake step.

**Problem: Fill Existing shows "No fillable fields"**

**Solution:** The PDF has no AcroForm interactive fields. Use "Make Fillable" to add them.

**Problem: LMS Ready score shows 0%**

**Solution:** Scanned/image-only PDF. Run "Make Accessible" OCR first, then re-run the LMS audit.

**Problem: Browser crashes on large PDFs**

**Solution:** PDFs over 100 MB may exceed browser memory. Split into smaller sections, process separately, then merge.

**Problem: Visitor counter shows "--"**

**Solution:** visitor\_count.php may not be accessible. Ensure it is in the same directory as index.html with write permissions.

**Problem: Analytics dashboard is blank**

**Solution:** Ensure analytics.php is uploaded. The analytics\_data/ directory must be writable by the web server.

## 14. Admin Dashboard and Analytics

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PDF OCR Studio includes a built-in analytics system that tracks visitor activity, feature usage, and platform engagement. The admin dashboard provides visual charts and data tables for monitoring.

**Accessing the Dashboard:** Click the "Admin" button in the footer bar. Log in with your admin credentials. The dashboard displays:

- Total page views, unique visitors, and session counts
- Average session duration
- Feature usage breakdown (which tools are being used most)
- Browser distribution and device split (desktop vs mobile)
- Top referrer sources
- Daily breakdown table with per-day metrics
- Bot traffic detection and filtering
- CSV export for spreadsheet analysis

**Bot Filtering:** The analytics engine detects known bot user agents (Googlebot, Bingbot, Semrush, Ahrefs, Facebook crawlers, etc.) and excludes them from visitor counts by default. A toggle button in the dashboard lets you include or exclude bot traffic from the displayed metrics.

**Data Storage:** Analytics data is stored in JSON files on your server in the `analytics_data/` directory. No third-party analytics services are used. Data is organized by month with daily aggregations.

# 15. About

**PDF OCR Studio** was created by **Dr. Rony Rodas, Ph.D.**, the Brightspace LMS and Distance Learning Coordinator at SUNY Farmingdale's Long Island Educational Opportunity Center (LIEOC). Dr. Rodas holds a Ph.D. in Information Technology Science from LIU's Palmer School, with dissertation research on how the U.S. Army used distance learning technology to affect recruitment and retention of enlisted soldiers.

Dr. Rodas is a 15-year U.S. Army veteran who immigrated from Guatemala City to New York, earned his GED through ESL classes at LIEOC, and pursued education through multiple degrees to the doctoral level. His professional expertise spans LMS administration, AI-driven instructional design, digital accessibility compliance (WCAG, ADA Title II, SUNY EIT, OSCQR, Ally, LUMI AI), and technology-driven program development.

This application was developed under the Rontechmedia brand as part of the PracticeTest360.com portfolio of educational technology tools for distance learning professionals and academic institutions.

## Contact and Resources

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