

# How to Convert Scanned PDFs to Editable Word Documents in AI Word Editor

## TechRounder PDF Edition

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## Quick answer

PDFs scanned as images may appear like normal documents, but attempt to highlight the text, and lo and behold, it seems like your keyboard is not functioning. That's because image PDFs are flat images of text, not editable text.

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With WPS Office's OCR feature, you can. Whether you work with scanned notes, outdated contracts, or printed reports, OCR (Optical Character Recognition) allows you to read them and transform them into a free Word document containing real, selectable text.

In this article, we will check how to transform a flat, frozen PDF into a fully editable Word document with WPS Office. And if you ever get lost, WPS Office is there to support you with tutorial videos and step-by-step walkthroughs for each step.

## Why is OCR critical in digital workflows?

Let's consider the scenarios: A student photographs a page of handwritten notes. A businessperson is sent a contract in print only. A researcher needs to quote from a vintage newspaper. These are all documents that appear to be readable, but can't be used until retyped.

OCR is the translation. With a few mouse clicks, it converts an image into real text that can be copied, formatted, and exported as an editable document.

## Why use WPS OCR in particular?

- Integrated into WPS Office PDF tools-no additional software required
- Quick and accurate for both printed and handwritten text
- Multi-page recognition support
- Direct export to DOCX format

Now let's dive into the magic step by step.

## Step-by-step: scanned PDFs to editable Word on Windows

This takes just a minute or two on a Windows PC and is suitable for any image-based or scanned PDF.

### Step 1: Open the scanned PDF in WPS PDF

Begin by opening WPS Office and going to the PDF tab in the welcome screen. Then open the scanned PDF document that you wish to convert. You'll recognize it as being image-based if you are unable to select or highlight any text on the page.

If your file automatically opens in WPS Writer, right-click on it and select "Open With > WPS PDF" so it will load in the proper module.

## Step 2: Turn on the OCR tool

After your scanned PDF is opened in WPS PDF:

1. Move to the top ribbon and tap on Convert.
2. Look for and click on the OCR button from the menu.
3. A new pane will appear on the right side of the screen with OCR settings.

WPS will automatically identify the number of pages within your document. If you need to convert only part of the file, use the "Page Range" feature to define.

## Step 3: Adjust OCR settings

You have control over how WPS OCR reads your document: OCR Mode:

- Text mode: for most documents.
- Image mode: if you prefer maintaining the original image layout with an overlay of text.
- Language settings: Select the proper language to enhance recognition quality.
- Output format: Choose Word Document (.docx) for editable export.

When you're ready, click the "OCR" button to start recognition.

## Step 4: Export as a Word document

Once OCR is finished, WPS PDF will display a preview of the recognized text. Now:

1. Click Export to Word in the toolbar.
2. Select your destination folder.
3. Save your new editable Word document.

Open the file in WPS Writer, and voilà You're now working with clean, editable text-no typing needed.

## Tips for improved OCR accuracy

To receive the best from WPS OCR, remember these optimization tips:

- High-res scans: Unclear, pixelated images reduce recognition quality.
- Avoid slanted angles: Flat and straight as possible is best.
- Delete background noise: Crop dark shadows, creases, or stains.
- Proper illumination: Even lighting makes characters clearer.
- Double-check output: Always scan for mistaken letters or numbers-OCR won't be 100% perfect.

## Ideal use scenarios for converting scanned PDF to Word

It's not convenience alone when you convert image-based PDFs to Word. It's about opening up possibilities for utilizing, distributing, and re-purposing content. Some awesome uses:

1. Students: Convert scanned lecture notes to study guides you can annotate.
2. Lawyers and administrators: Scan signed paper contracts to edit or archive.

3. Teachers: Re-use printed quizzes or worksheets by reformatting them.
  4. Researchers: Extract citations or quotes from dusty old journals or photocopied archives.
  5. Designers and marketers: Capture written material from PDFs to rewrite as brochures or proposals.
- In a matter of clicks, WPS Office OCR converts static images into functional documents.

## FAQs

### 1. What's the difference between a scanned PDF and a regular PDF?

A scanned PDF is literally an image file-every page is a photograph of text, not selectable or editable text. Normal PDFs are born electronically and preserve text formatting so that you can highlight, copy, or search them. WPS OCR specifically goes to work to "read" the text in images and restore it electronically so that you can edit it like any ordinary document.

Want to know more about PDF types and recognition tools? Check out WPS Office for advanced guides and video tutorials.

### 2. Is the feature of OCR in WPS Office free of charge?

WPS Office provides OCR capabilities as one of its paid features, but trials are usually provided free of charge, and it's included with many subscription plans. Although simple PDF reading is a free service, powerful conversion is a professional-level feature-very useful for businesspersons and students.

Visit the feature-packed comparison at WPS Office to see all that the WPS Premium has to offer.

### 3. Can OCR be applied to handwritten files?

WPS OCR is able to recognize unambiguous printed handwriting-particularly block letters-but has issues with cursive or sloppy writing. For optimal results, scan text that's written in neat, separated letters. If you have stylized or hurried handwriting, results will be unpredictable, and you might need to manually edit some errors after conversion.

Discover OCR accuracy techniques and document preparation tutorials on WPS Office for optimal results each time!

### 4. Is it possible to convert a scanned PDF with multiple pages at once?

Yes, of course. WPS OCR is capable of handling multi-page PDFs and batch processing them in a single step. Just choose "All Pages" in the setup, and WPS will scan, recognize, and assemble editable text for all the pages included. This comes particularly handy when handling book chapters, lengthy contracts, or full-length research papers.

Master batch OCR processing with step-by-step tutorials on WPS Office, and convert large files with confidence!

### 5. What if the converted Word document is formatted incorrectly?

OCR is mighty, yet it's not perfect. You will sometimes find misplaced line breaks, odd spacing, or misread characters, particularly with obscure fonts or intricate layouts. In WPS Writer, turn to the Find and Replace tool to easily clean up typical OCR blunders, and use style presets to restore visual coherence.

## Conclusion: Ready to edit every document?

Scanned PDFs aren't necessarily locked files. With WPS Office's built-in OCR feature, you're able to extract, edit, and rework text from paper documents and image-rich PDFs-on your Windows machine. Whether it's personal notes or business contracts, making these documents editable with a free Word document is quicker and simpler than ever.

WPS is the ideal location to continue learning, regardless of your level of experience as an editor or user. To become proficient with your digital toolset, learn more formatting techniques, OCR operations, and document conversion tips.

## References

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