

Mariner Software

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How to enable automatic text retrieval (OCR) from library items in Paperless 2

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By default, Paperless retrieves text from library items and saves it to the OCR Text field. In order for Paperless to retrieve text from new library items automatically when the library items are imported to Paperless, two preferences must be enabled in Paperless preferences. If these preferences are disabled, Paperless will no longer retrieve text automatically from new library items imported to a library.

Paperless will only retrieve text from a library item if the following two preferences are enabled under the Files section of Paperless preferences:

- **Perform OCR on imported/ scanned files**
- **Auto fill information from previous files**

Here is a screenshot that shows where these preferences are located:



Once these preferences are enabled, Paperless should retrieve text from new library items automatically when the library items are imported to Paperless.

Frequently Asked Questions

How is the text-retrieval (OCR) process supposed to work in Paperless?

[We outline how the text-retrieval process works in Paperless in this knowledge base article.](#)

How can I determine whether text retrieval (OCR) is working?

It should be possible to verify that text retrieval is working by reviewing whether text is being written to the OCR Text field. [We describe how to review text written to the OCR Text field in this knowledge base article.](#)

How can I retrieve text from library items that have already been imported to a library?

[We provide steps to run text retrieval automatically in this knowledge base article.](#)