

COPYING TEXT FROM A VIDEO OR IMAGE?

Capture it quickly—then verify every important detail

IT Club Technology Intelligence · itclub.work

PAUSE OR CAPTURE ›

CROP THE IMAGE ›

USE GOOGLE LENS ›

COPY THE TEXT ›

CHECK THE RESULT ›

STORE OR DELETE
SAFELY

WARNING: OCR REMOVES RETYPING — NOT THE NEED TO CHECK

PREPARE

- ☐ Pause on a clear, sharp frame
- ☐ Enlarge the content to fill the screen
- ☐ Remove screen overlays and notifications
- ☐ Crop unrelated parts of the screen
- ☐ Check you are permitted to capture this

CAPTURE

- ☐ Take a screenshot or photograph
- ☐ Open Google Lens
- ☐ Choose the Text option
- ☐ Highlight only the text required
- ☐ Copy to the clipboard

VERIFY

- ☐ Check all names
- ☐ Check all dates
- ☐ Check all numbers
- ☐ Check all punctuation
- ☐ Check all URLs against the source
- ☐ Check technical commands character by character

FORMAT

- ☐ Restore headings where removed
- ☐ Restore bullets and lists
- ☐ Rebuild any tables manually
- ☐ Check reading order

PROTECT

- ☐ Remove personal information from image
- ☐ Avoid copying passwords or secrets
- ☐ Use an approved business device
- ☐ Store extracted text in an approved system
- ☐ Delete unnecessary screenshots

FINAL CHECK

- ☐ Retain a reference to the original source
- ☐ Compare the final text against the source
- ☐ Confirm intended use is authorised
- ☐ Check copyright before reproducing

WHEN TO USE A DIFFERENT TOOL

- ☐ Hundreds of pages
- ☐ Complex financial tables
- ☐ Formal records or regulated data
- ☐ Confidential business workflows
- ☐ Batch document processing
- ☐ High-accuracy requirements

KEY REMINDERS

- Lens removes retyping — not the need to check.
- A table can contain every correct number in the wrong order.
- The ability to copy text is not permission to republish it.
- Capturing one useful line should not expose the rest of the screen.

WARNING: LENS MAY CONFUSE: 0 and O · 1, l and I · 5 and S · 8 and B · rn and m · decimal points · currency symbols · column order

IT Club Technology Intelligence · itclub.work · Google Lens Text Extraction Checklist · Last checked: 3 August 2026 · OCR accuracy depends on image quality. Verify all important text against the original source.