

# Adobe Acrobat OCR

Making a Scanned PDF document 'Text-searchable'

1. Scan document
2. Open document
3. In the Menu Bar click on-
  - a. Document
  - b. Paper Capture(AA6)/OCR Text Recognition(AA7,8,9) \*
  - c. Start Capture(AA6)/Recognize Text(AA7,8,9) \*
4. Select 'All Pages'
5. Click 'OK'
6. Capture process starts
7. After process is finished it is a good idea to check the text-searchable capabilities of the document \*
  - a. Click on Edit- Search in the Menu Bar or Click on the Binoculars in the Toolbar
  - b. In the Search window on the right-hand side of the screen enter an existing word
  - c. Make sure that 'In the current PDF Document' is selected
  - d. Click 'Search'
8. A list of locations where that specific word appears in the document is created in the Search window. The searched-for word is also highlighted in the document itself.
9. When finished, Click 'Save', NOT 'Save As' and then Close.

\*Wording will vary slightly among the different versions

Note: AA6 = Adobe Acrobat version 6 / AA7,8,9 = Adobe Acrobat versions 7,8 & 9