





Scan and convert paper documents and forms to PDF. Make scanned text searchable automatically with optical character recognition (OCR), and then check and fix suspected errors.

## Scan to PDF

- 1. Connect your scanner or all-in-one printer to your computer.
- 2. Click the Create button on the left side of the task bar and select PDF From Scanner.
- 3. (Optional) Select one of the preset color modes, such as Black & White Document or Custom Scan.
- 4. Follow any instructions for your scanner to start scanning the document.
- 5. After scanning each page, Acrobat asks if the scan is complete or if you need to scan more pages. Make your choice and click OK.

## Apply OCR to a scanned PDF document

- 1. Open the PDF file.
- 2. In Acrobat, select View > Tools > Text Recognition. The Text Recognition panel in the Tools pane opens.
- Click In This File. Designate the desired pages and click OK. Acrobat applies OCR to the scanned document.

## Check and fix suspected OCR errors

- 1. Open the PDF file.
- 2. In Acrobat, select View > Tools > Text Recognition. The Text Recognition panel in the Tools pane opens.
- 3. Click Find First Suspect. Acrobat identifies suspect characters or words for your evaluation.
- 4. To make corrections, click on the highlighted object in the document and type the corrected text. Click Find Next. If the text is already correct, click Accept and Find to move on to the next one. If the suspect isn't a word, click Not Text.
- 5. When you are done, click Close.

For more information www.adobe.com/products/acrobat



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