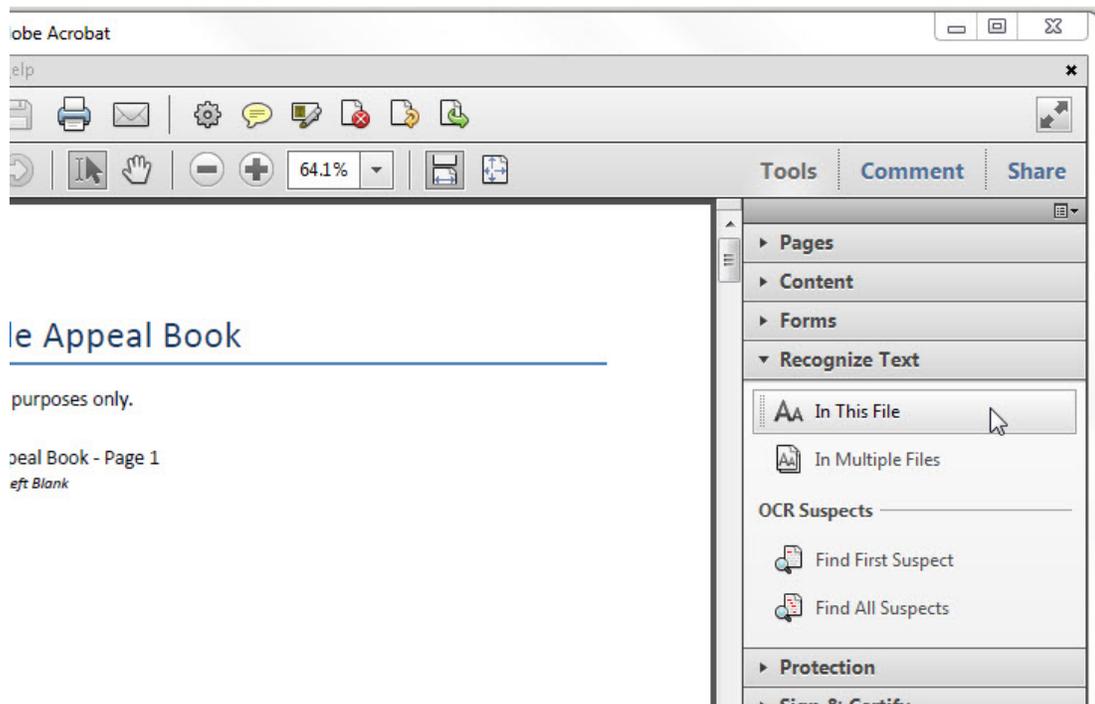


OCR (Optical Character Recognition) - Recognize Text in PDF Documents

NOTE: There are several methods of adding OCR information to a PDF file and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat X. Your procedure may vary depending on which PDF creation software you are using.

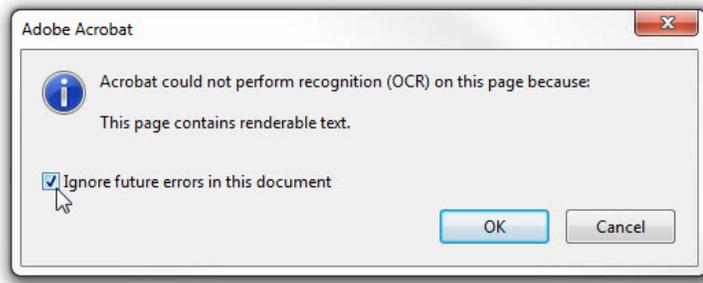
Optical character recognition (OCR) enables you to search and copy the text in a PDF document. To recognize text in a single document:

- 1) Open your PDF document in Adobe Acrobat.
- 2) Choose **Tools > Recognize Text > In This File.**



- 3) In the **Recognize Text** dialog box, select **All pages** under **Pages**. Press **OK**.

- 4) If your PDF document was originally created with a word processor you may receive an error that “This page contains renderable text”. Select the **Ignore future errors in this document** check box and press **OK**.



- 5) Don't forget to save your document once the process is complete.