

Scanning Text for Editing – OCR

- Scan your document as an image file (.tif for highest quality) and choose a location to ‘Save As’.

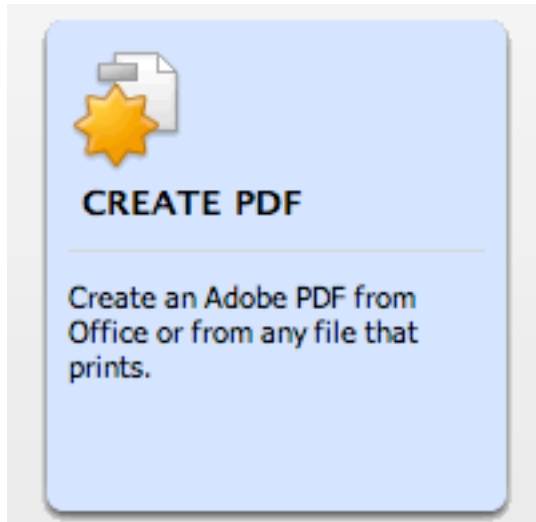
Quick Scan Guide:

1. Press SCAN on the scanner itself
2. It will perform a quick scan.
3. Adjust the edges of the box to highlight the entire image.
4. Then select scan to: ‘Image File’ and click ‘Accept’.
5. Choose a save name, location and image format (.tif, .jpg, .png, etc).






- Open program Acrobat 8 Professional in Finder/Applications’



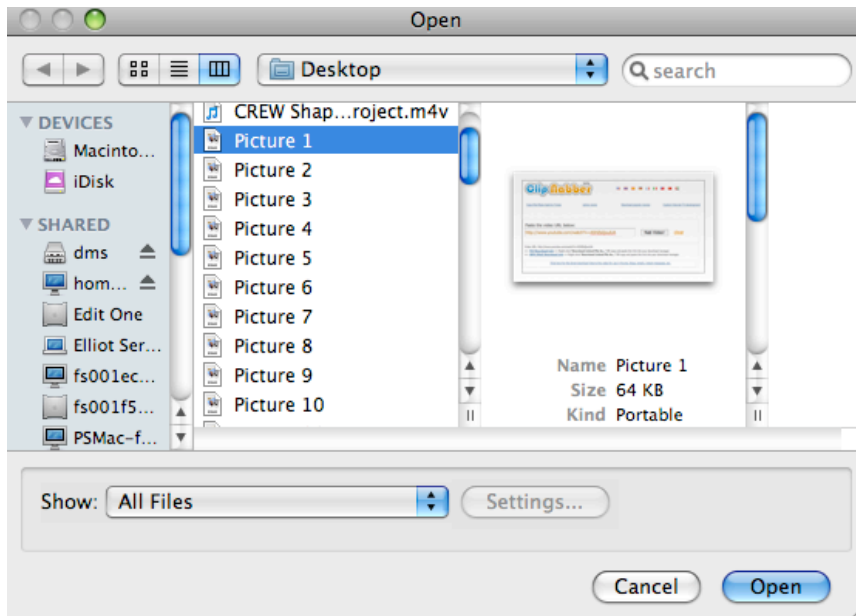
- Click on ‘Create PDF’ then ‘Create PDF from a File’



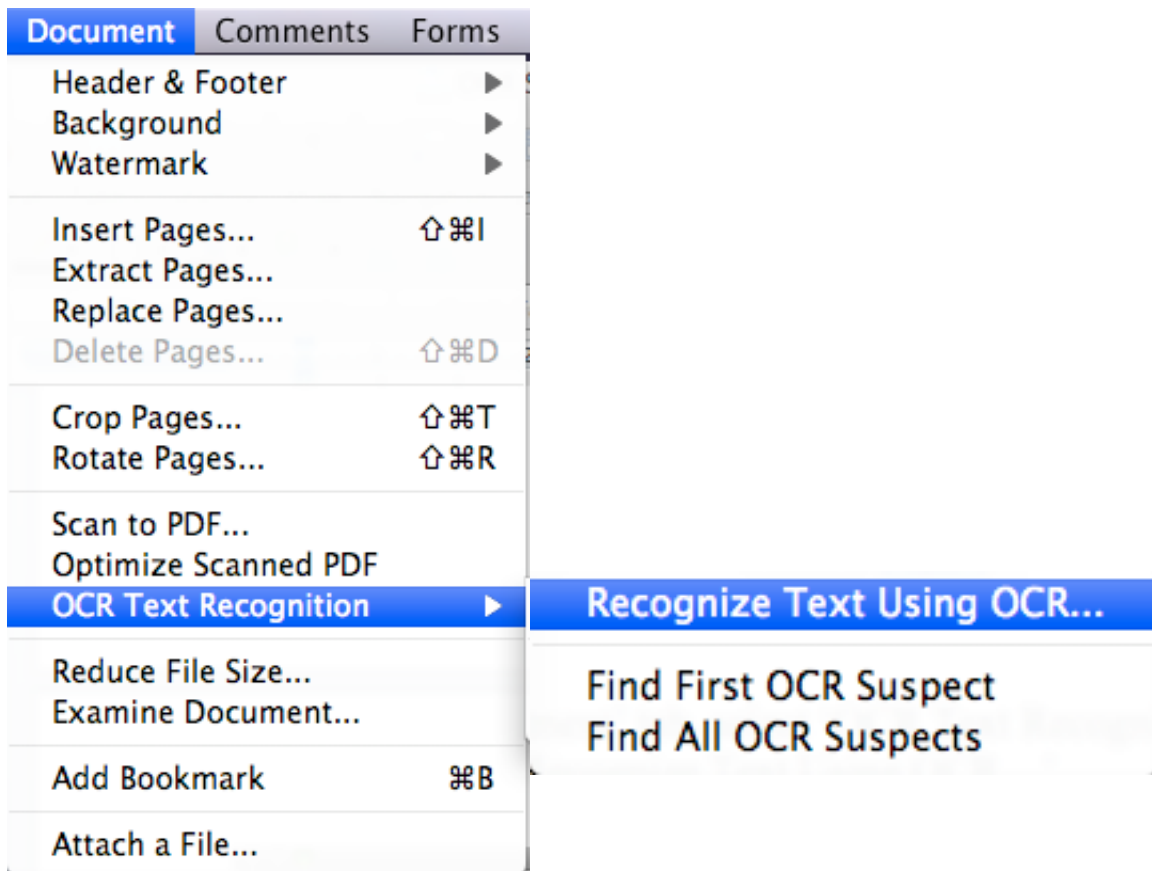
Create PDF in Acrobat

-  Use Acrobat to create PDFs from a single file, multiple files, scanner, or a web site.
-  [Create PDF from a File](#)
-  [Create PDF from Multiple Files](#)
-  [Create PDF from Scanner](#)
-  [Create PDF from a web site](#)

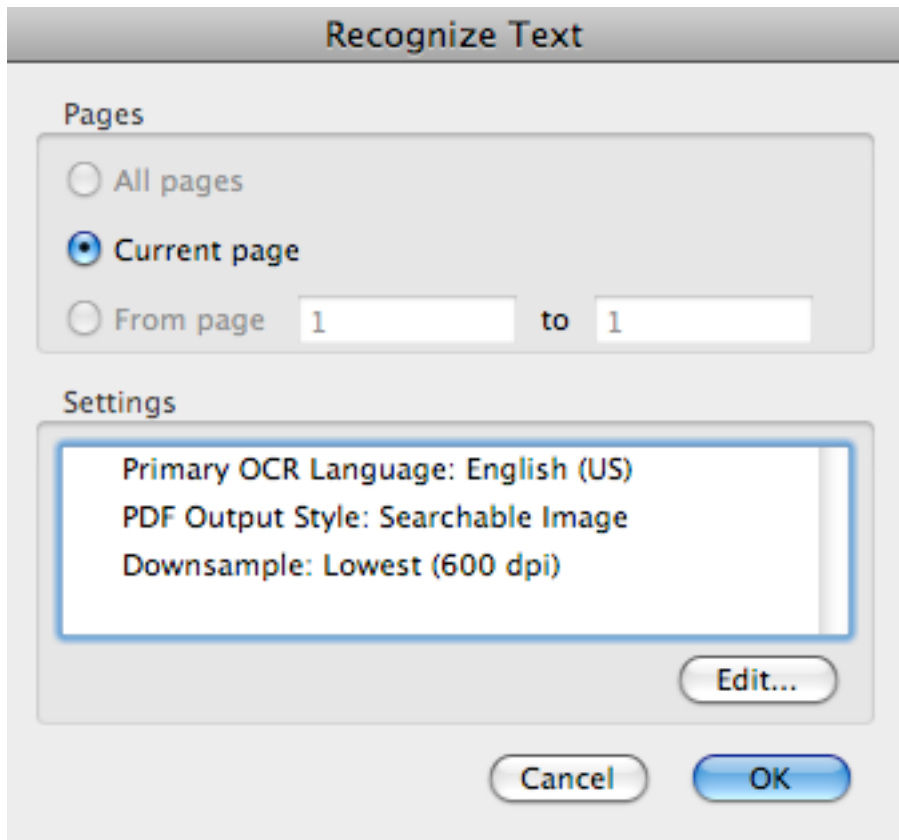
And browse to the scanned image and click ‘Open’.



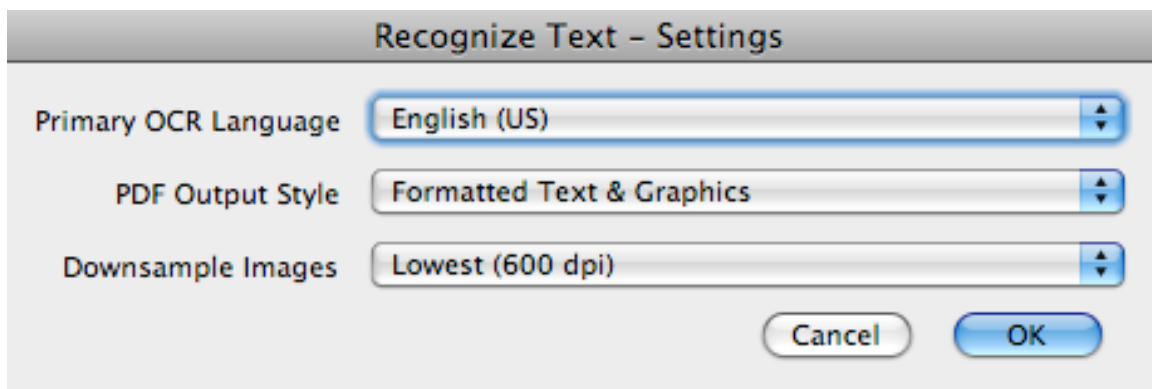
- From the ‘Document’ tab, select ‘OCR Text Recognition’ and then click ‘Recognize Text Using OCR...’



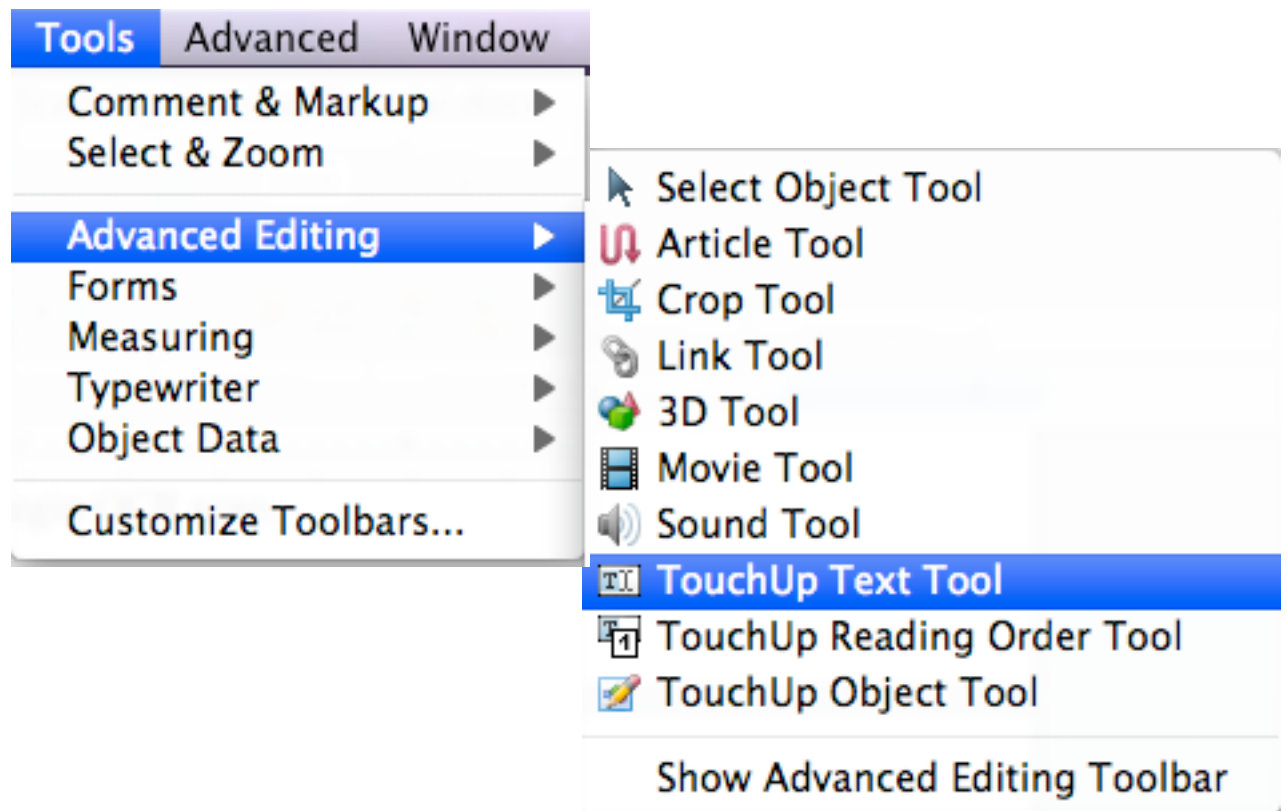
- Click on the 'Edit' button.



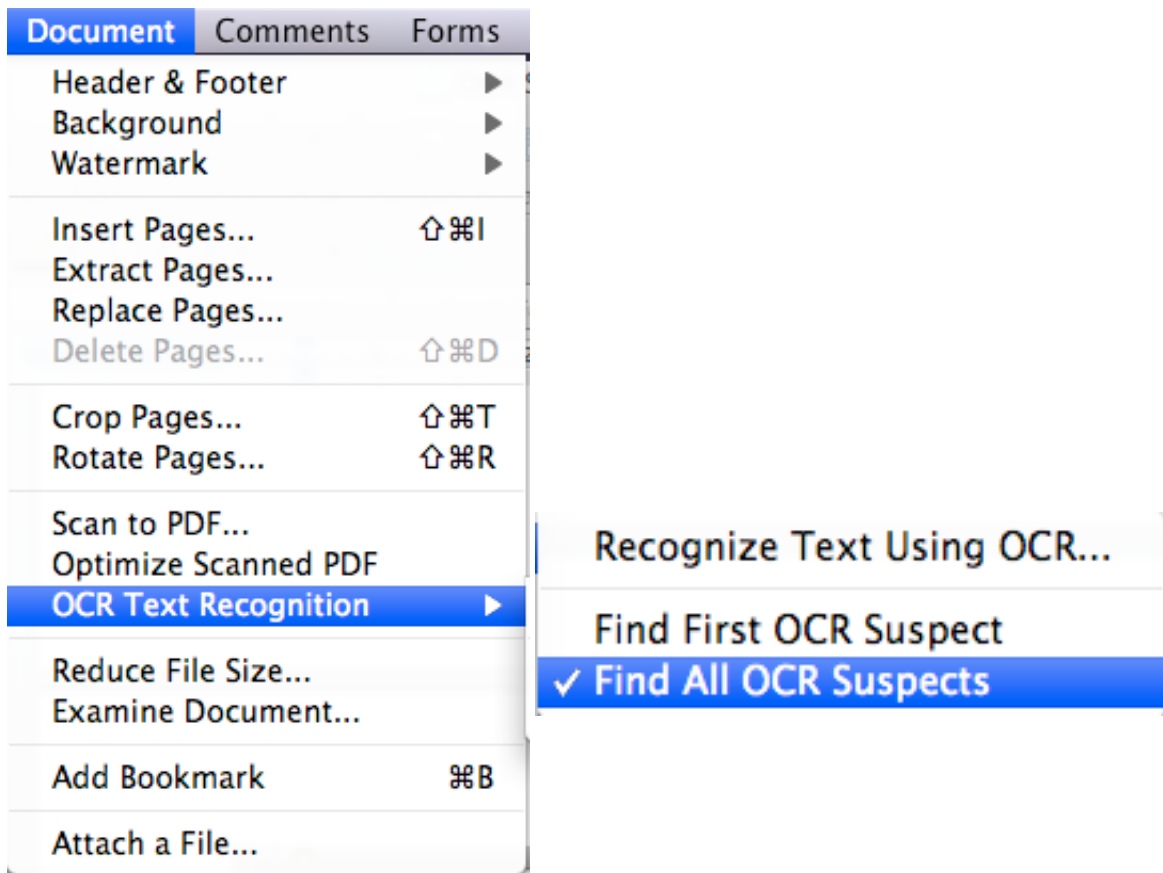
- Under 'PDF Output Style' select 'Formatted Text & Graphics' then click 'OK'



- Click 'OK' to begin OCR scan.
- Click the 'Tools' tab, select 'Advanced Editing' and then select the 'TouchUp Text Tool'

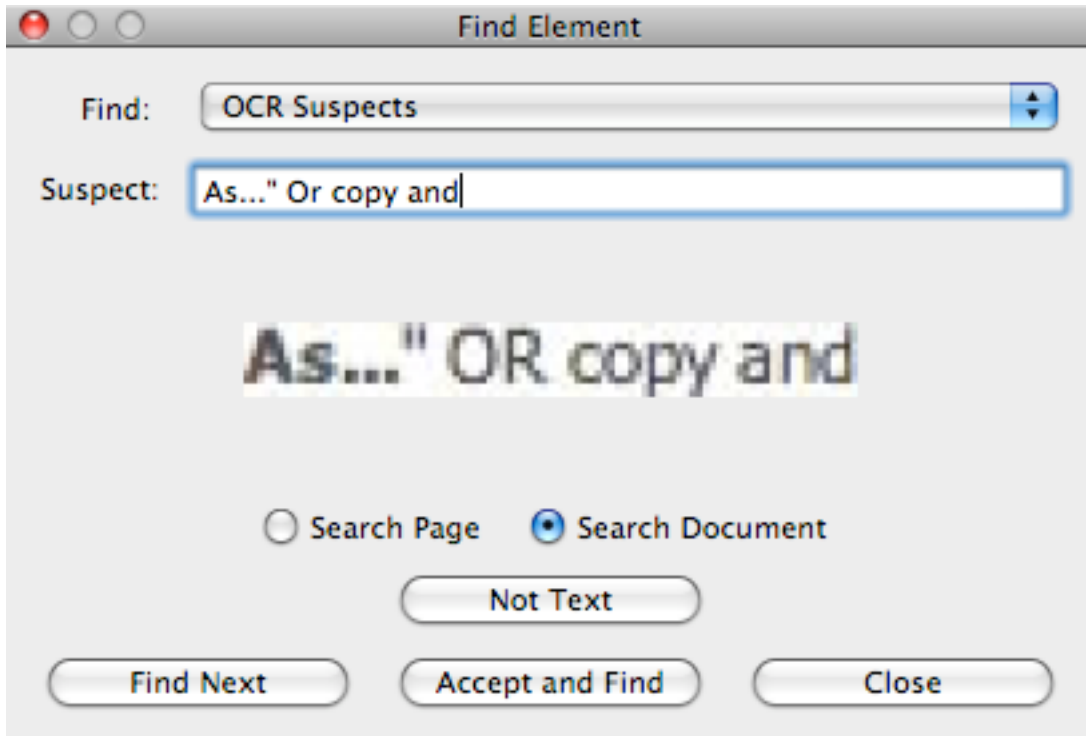


- From the ‘Document’ tab, select ‘OCR Text Recognition’ and then select ‘Find All OCR Suspects’



- Click on a suspect (outlined in red) and select ‘Not Text’ or ‘Accept and Find’

As... OR copy and paste the link into your download



- Repeat until all OCR suspects are corrected.
- Go to 'File' then 'Save As' to save the editable PDF file.