

Creating Searchable PDFs

Below is a non-exclusive list of examples of how to create searchable PDFs. For other word processing and PDF versions/applications, please contact the software manufacturer or an IT support professional.

Save Microsoft Word 2013 as a PDF:

1. Click the **File** tab.
2. Click **Save As**. To see the **Save As** dialog box in Word 2013, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you have not already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
5. Click **Save**.
6. No need to run OCR if the file is saved from Microsoft Word to PDF.

Scan to PDF in Adobe Acrobat and Apply OCR:

1. In Acrobat, choose **File > Create > PDF from Scanner**. If you already have a scanned image, choose **File > Create > PDF from File**, and select the file you want to convert.
2. Choose **View > Tools > Text Recognition**.
3. Click the **In This File** option in the Text Recognition panel that opens at the right.
4. Designate desired pages and click **OK**. Acrobat automatically applies OCR to the scanned document or image.

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 is not a word, click **Not Text**.
5. When you are done, click **Close**.