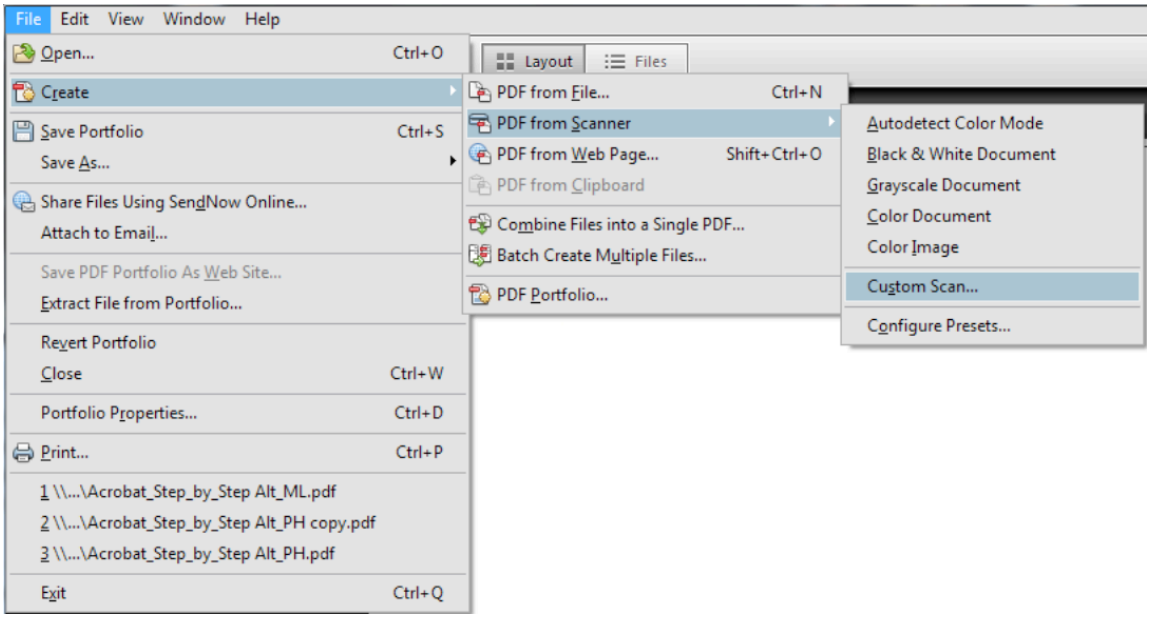
Scanning documents into PDF files

If you have a scanner, you can easily convert paper documents to searchable PDF files for distribution, review, archival, or use as interactive forms.

1. Scan the document.

First, make sure your scanner is connected to your computer and installed correctly. Then, in Adobe® Acrobat®, choose File > Create > PDF From Scanner. (In Microsoft® Windows®, choose a document preset, such as Black & White Document or Color Image, or choose Custom Scan.)



Choose Create > PDF From Scanner to scan a document.

If you're not using a document preset, select scanning options, and then click Scan. Depending on your scanner, you may see other dialog boxes with additional options.

Tip: If you're using Windows and a WIA driver is installed for your scanner, just press the Scan button on your printer, and then choose Adobe Acrobat from the list of registered applications that appears on your computer. Select the scanner in the Acrobat Scan dialog box, and select a document preset or Custom Scan.

You'll be prompted after each page is scanned. To scan another page, select Scan More Pages, and click OK. When you're finished, click Scan Is Complete, and click OK.

2. Optimize a scanned PDF file.

Sometimes scanned PDF files contain more data than you need. To optimize a scanned PDF file, removing unnecessary data and reducing the file size, choose View > Tools > Document Processing, then choose Optimize Scanned PDF from the Tools Pane. Select the options that make sense for your document, and click OK.

Tip: Confused about the optimization options? They're described in detail in Acrobat Help.

3. Make text in the scanned PDF file searchable.

Unless you selected an OCR (optical character recognition) option when you scanned, the document is originally an image of a page. To make the text searchable, Check the box for "Make Searchable (Apply OCR)" in the Optimize Scanned PDF dialog box. Click OK to start the conversion.

Tip: To change the way Acrobat uses OCR to capture the document, click Edit in the Recognize Text dialog box, and then select a different option (under PDF Output Style). ClearScan preserves the original look and feel of the scanned page by re-creating the fonts used, while making the file compact and searchable.

4. Clean up the editable text, if necessary.

OCR isn't magical, and it can result in a few errors. For example, it can be difficult for the application to tell the letter "I" from the number "1" in some fonts. To correct these errors, choose Document > Recognize Text Using OCR > Find First OCR Suspect.

Acrobat identifies suspect characters for your evaluation. To correct text, select it in the Suspect field and type the correct letters to replace it, and then click Find Next. If the text is already correct, click Accept and Find to move on to the next one. If the suspect text isn't actually a word, click Not Text. Click Close when you've reviewed all the suspects Acrobat identified.

Confirm or correct text Acrobat has identified.

Next Steps:

- Touch up text and images.
- Distribute the document for review.
- Create an interactive form.

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