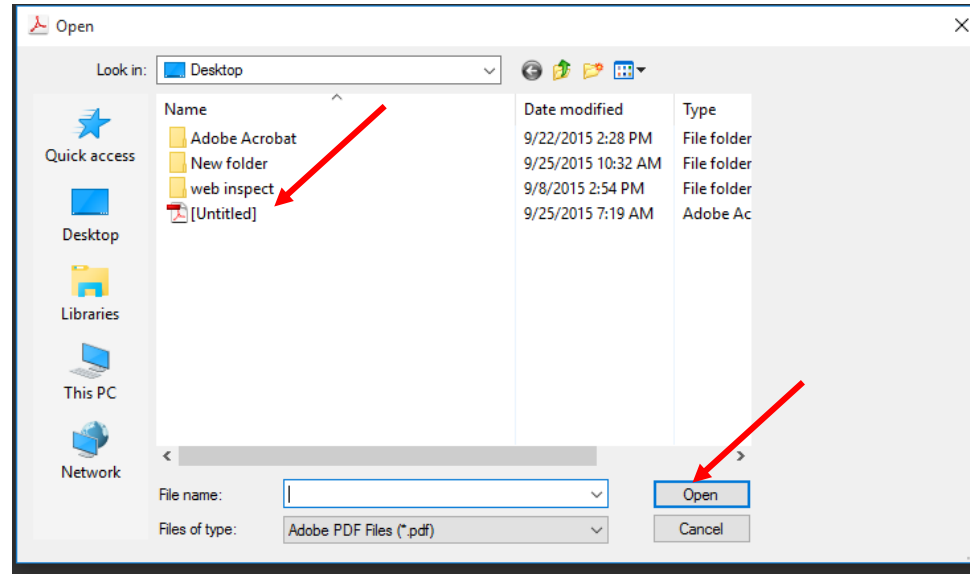
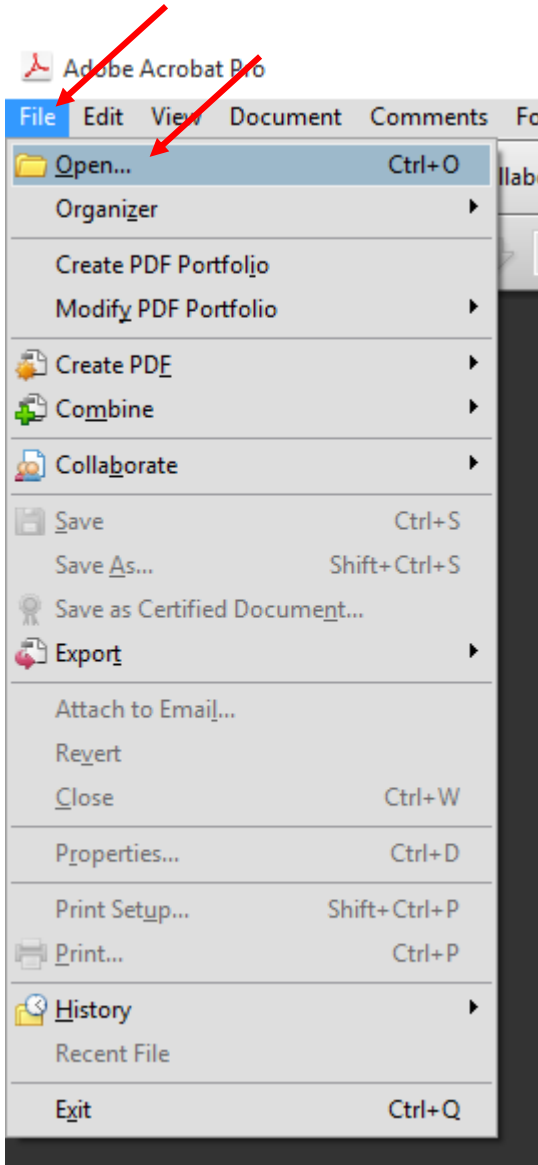


Board of Supervisors Civil Services Commission

Instructions: How to convert Scanned PDF to Searchable PDF

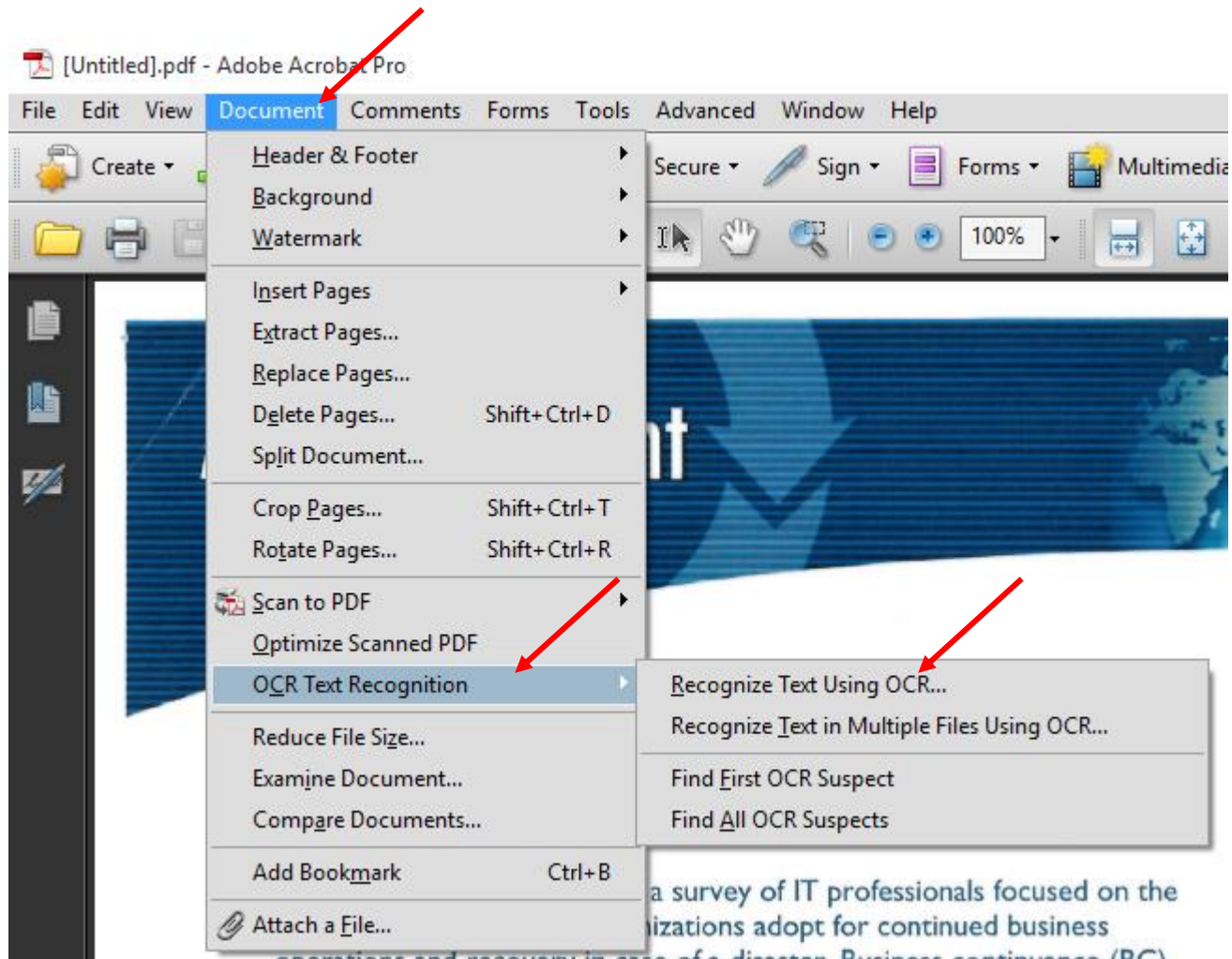
Adobe Acrobat 9 Pro.

Open – Scanned PDF File in Adobe Acrobat 9 Pro:



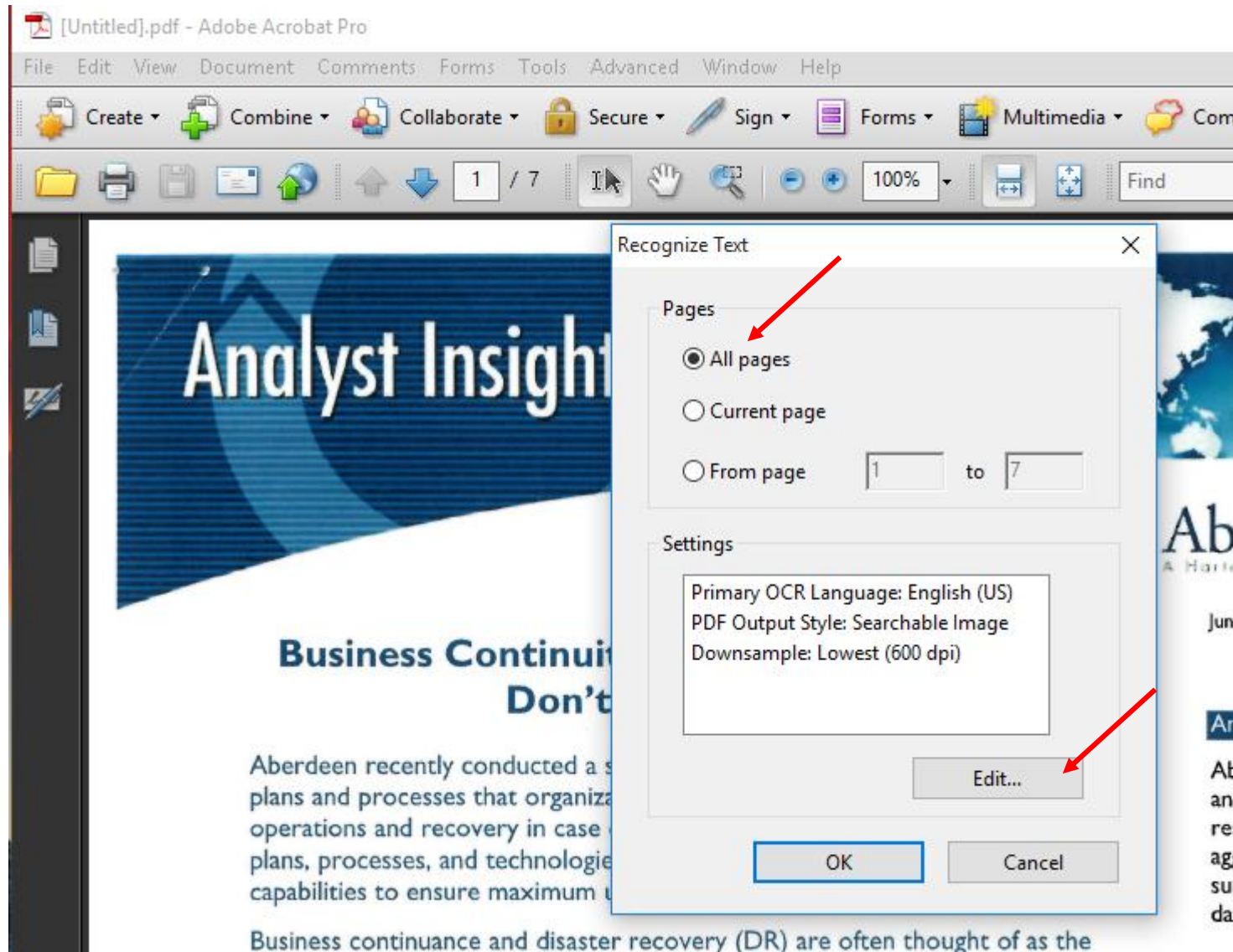
- Open Adobe Acrobat 9 Pro application.
- Click on “File”.
- Click on “Open”
- Dialogue box will appear
- Locate and select scanned PDF from your PC
- Click “Open”

OCR Text Recognition:



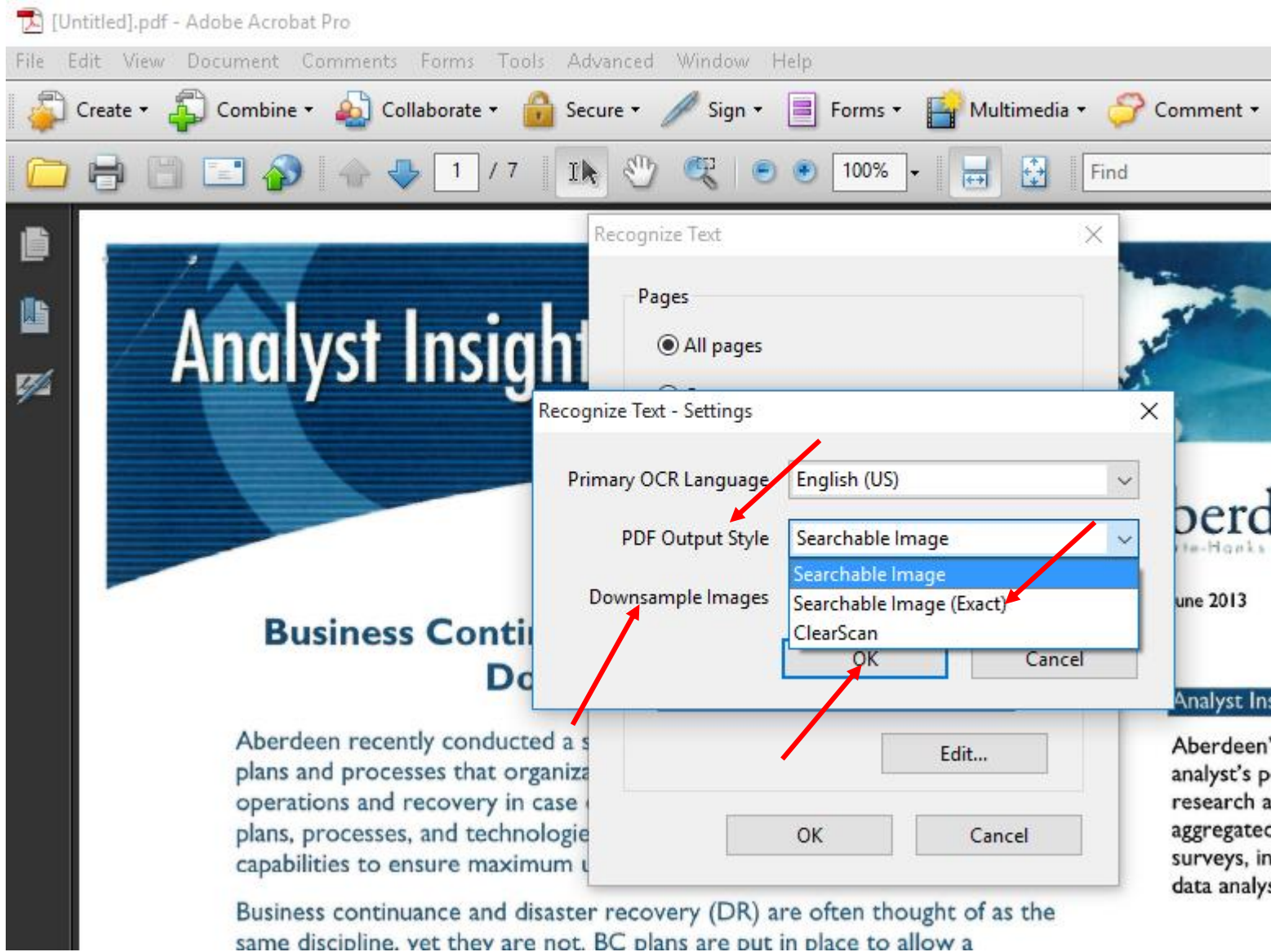
- From Menu tool bar
- Click on “ Document”
- Click on “ OCR Text Recognition”
- Click on “ Recognize Text Using OCR...”
 - [if you need to convert multiple scanned PDF files,
 - Click on “Recognize Text in Multiple File Using OCR...”]

OCR Text Recognition:



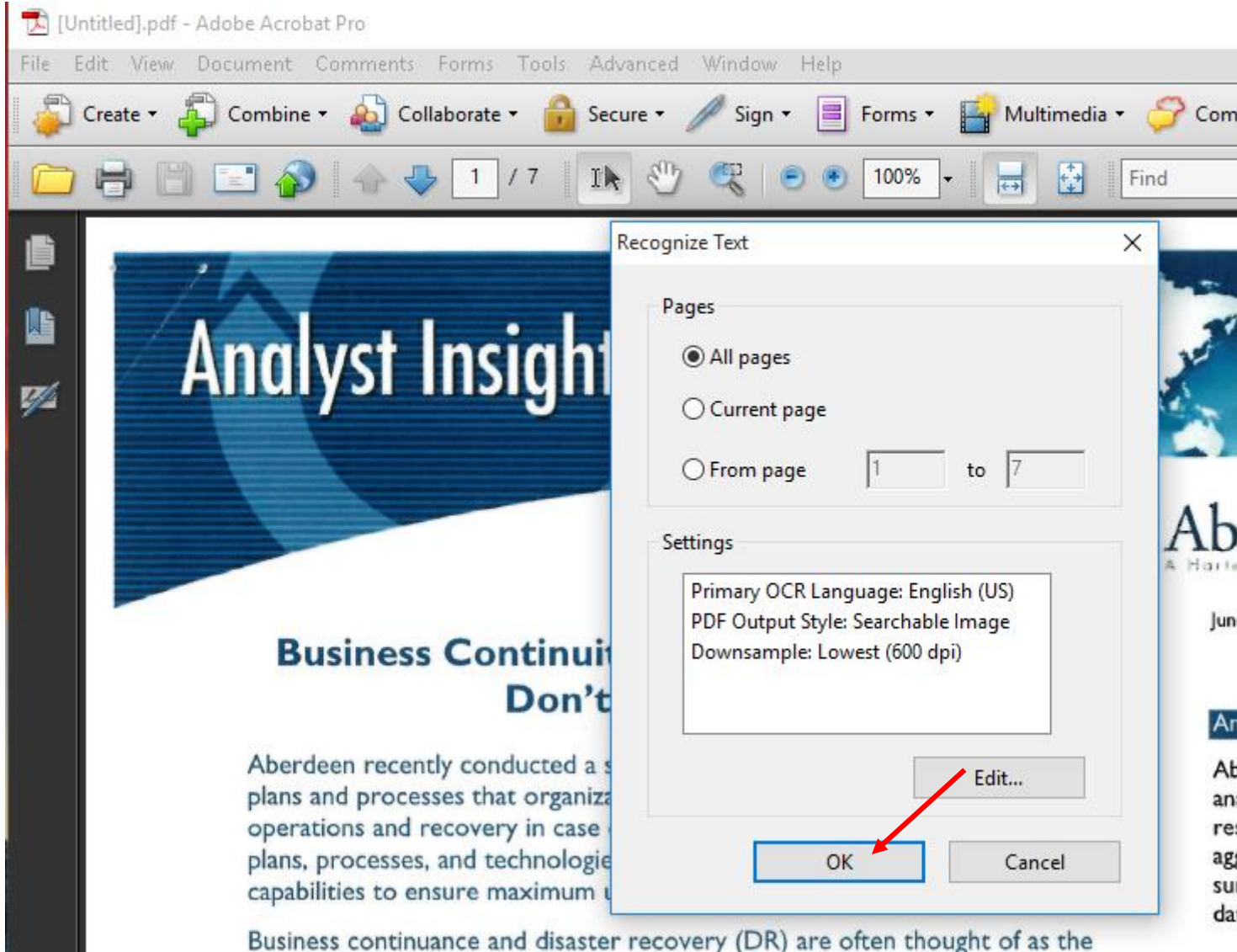
- Setting Dialogue box will appear
- Select "All pages"
- Click on "Edit"

OCR Text Recognition:



- Additional Settings dialogue box will appear.
- In **“PDF Output Style”** section.
- Click on the drop down arrow
- Select **“Searchable Image (Exact)”**
- Down Sample image must be
 - [600 dpi]
- Click **“OK”**

OCR Text Recognition:



- From settings dialogue box
- Click on "OK"
- [by clicking on OK; Conversion process will start]

OCR Text Recognition:

The screenshot shows the Adobe Acrobat Pro interface. The document is titled "[Untitled].pdf" and is on page 2 of 7. The document content includes the Aberdeen Group logo, a title "Business Continuity and Disaster Recovery: Don't Go it Alone", and several sections of text and a table. A progress bar at the bottom of the document is labeled "Rotating Image..." and is currently at approximately 25% completion. A red arrow points to this progress bar.

Business Continuity and Disaster Recovery: Don't Go it Alone
Page 2

Aberdeen Group
A Harte-Hanks Company

Determining the Best-in-Class

Best-in-Class criteria for this report was determined by ranking top performers that had the least number of downtime events, the shortest time experienced per event, least time to recover per event, shortest length of time to recover, and highest percentage rate of critical application availability. Aberdeen's study found that the number of downtime events over the past 12 months for Best-in-Class organizations was less than one event compared to over two for Average and close to four downtime events recorded for Laggard organizations (Table 1).

Table 1: Best-in-Class Limit Downtime Events

Metrics n=208	Best-in-Class	Average	Laggard
Number of downtime events in the last 12 months	0.56	2.26	3.92
Average amount of downtime in last 12 months	9.81 minutes	89.51 minutes	17.82 hours
Longest downtime event	12.67 minutes	4.78 hours	43.71 hours
Critical application availability	99.90%	99.62%	99.58%
Length of time to recover from last downtime event	1.13 hours	5.18 hours	27.11 hours

Source: Aberdeen Group, May 2013

Top Pressure: Risk of Business Interruption

The May 2013 Aberdeen survey found that 72% of IT professionals cited risk of business interruption, and 47% named business or regulatory requirements, as top pressures leading them to initiate a BC plan. Cost of downtime and loss of critical data rounded out the top four pressures that drove companies to explore BC solutions (Figure 2).

Aberdeen Methodology

The Aberdeen maturity class is comprised of three groups of survey respondents. Classified by their self-reported performance across several key metrics, each respondent falls into one of three categories:

- ✓ **Best-in-Class:** Top 20% of respondents based on performance
- ✓ **Industry Average:** Middle 50% of respondents based on performance
- ✓ **Laggard:** Bottom 30% of respondents based on performance

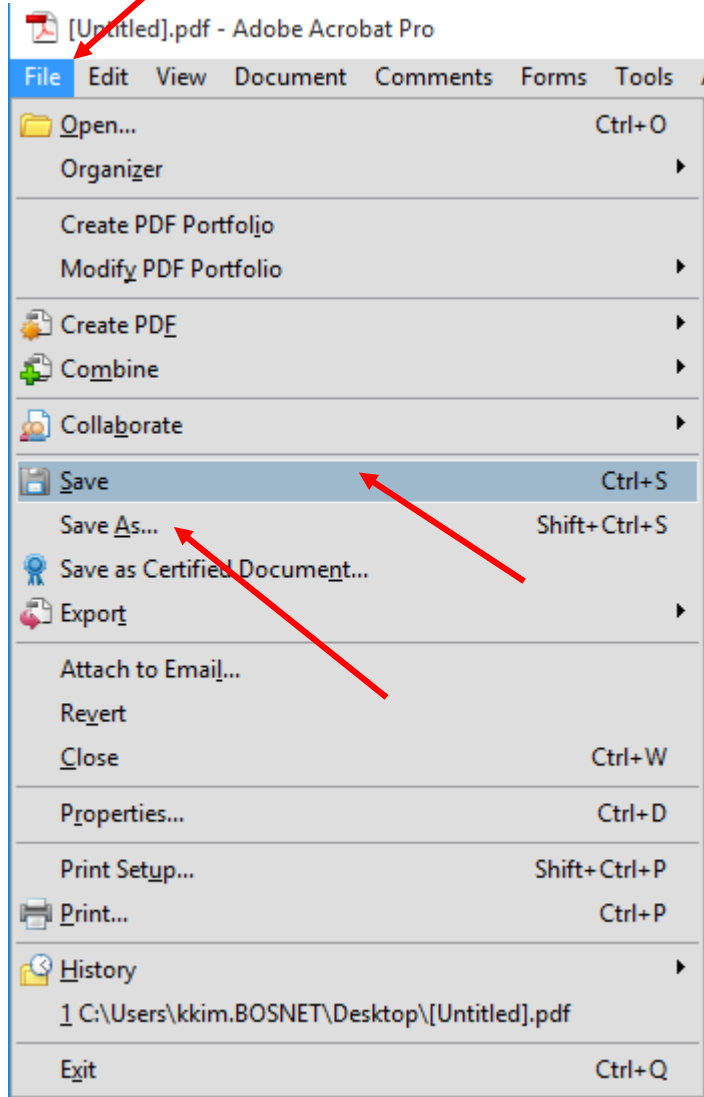
Best-in-Class Criteria

The Best-in-Class for the purposes of this report were determined by the following criteria:

Rotating Image...

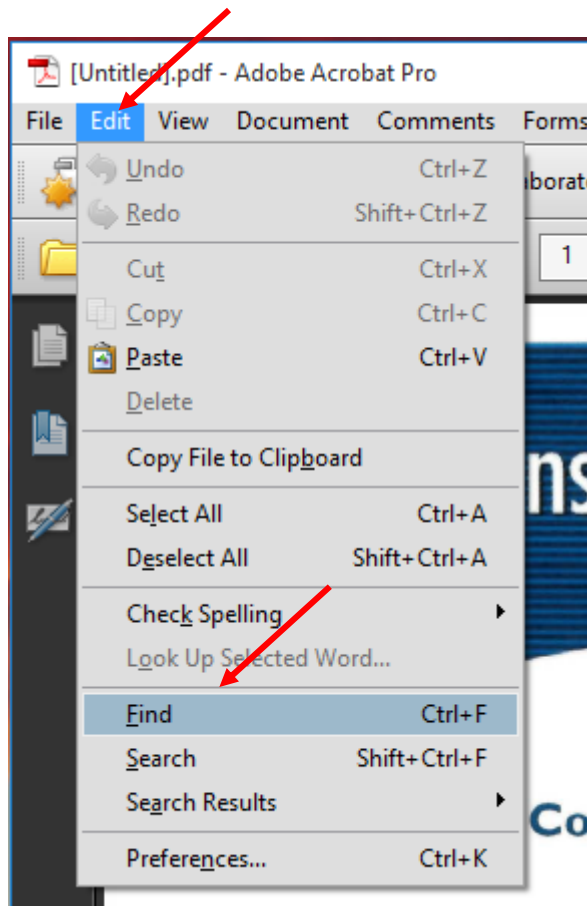
- Conversion progress bar will appear at the bottom of the application
- Please wait until conversion finishes; once it has finished with conversion, progress bar will disappear from the application.

Saving converted PDF file:



- Click on “File” option from menu tool bar
- Click on “Save”.
[This will overwrite existing file]
- To preserve the original scanned PDF please use “Save As...” option and rename the file name.

Validation:



- Click on **“Edit”** from the Menu tool bar.
- Click on **“Find”**
- Locate Find box on the left side of the sub-menu tool bar
- Type in the text to search for and press **“Enter”**
- Click on the **“Arrow”** buttons to search the document.