Board of Supervisors Civil Services Commission

Instructions: How to convert Scanned PDF to Searchable PDF

Adobe DC Professional Version

Open scanned PDF file:

Adobe Acrobation DC	crobatero DC					
File Edit View Window Help	•	Click on "File"				
Open Ctrl+O						
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Fixed Assets						

• Open Adobe DC Professional Application



The High Cost of Downtime

Once the file has opened in Adobe

- Click on "Enhance Scans"
 option
- [or]
- Click on "Tools"
- Click on "Enhance Scans"

"Know the cost of the consequences of not being ready — stakeholders tend to



- Enhance Scans Tool bar will appear
- Click on "Recognize Text" options
- Click on "In This File" options
 - (To convert multiple PDF files; Click on "In Multiple Files")



Business continuance and disaster recovery (DR) are often thought of as the same discipline, yet they are not. BC plans are put in place to allow a company to carry on normal business operations, whereas DR plans are the

- Additional tool bar will appear below "Enhance Scans" tool bar.
- Click on "Settings".
- Setting dialogue box will appear.
- Click on "All Pages"
- In "OutPut" section.
- Click on the drop down arrow
- Click on / Select " Editable Text and Images"
- Click "OK"



- Once the settings have been finalized.
- Click on "Recognize Text"
- The converting process will start and will have "Status Bar" at the bottom of the page
- Once all the pages have been converted, the "Status Bar" will disappear.

Saving Converted PDF File:



- Once conversion has finished.
- Click on "File".
- Click on "Save"

• [Note:] This will overwrite existing file with same file name and will reduce the file size.

If you want to preserve the original file, Please use " Save As" option.

Validation:



🗾 PDF-File.pdf - Adobe Acrobat Pro DC

File Edit View Window Help



- To validate conversion:
 - Click on " Edit" from the menu bar
 - Click on "Find"
 - Find dialogue box will appear
 - Type a text that you want to search for in the text box.
 - Click "Next"
 - If the "Find" finds the text from the file, it means that file has been converted successfully.