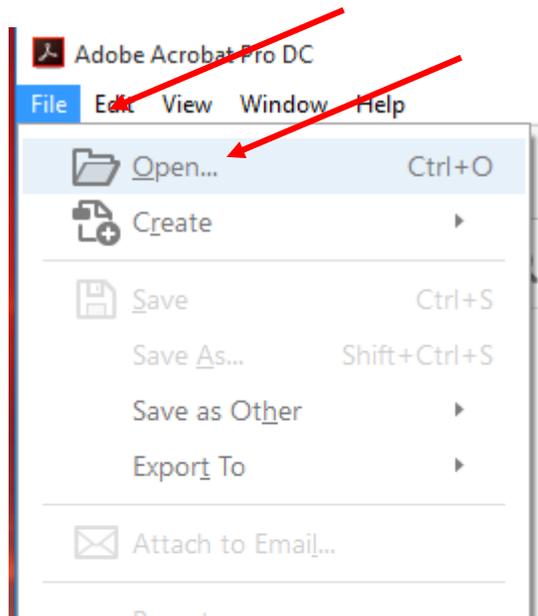


Board of Supervisors Civil Services Commission

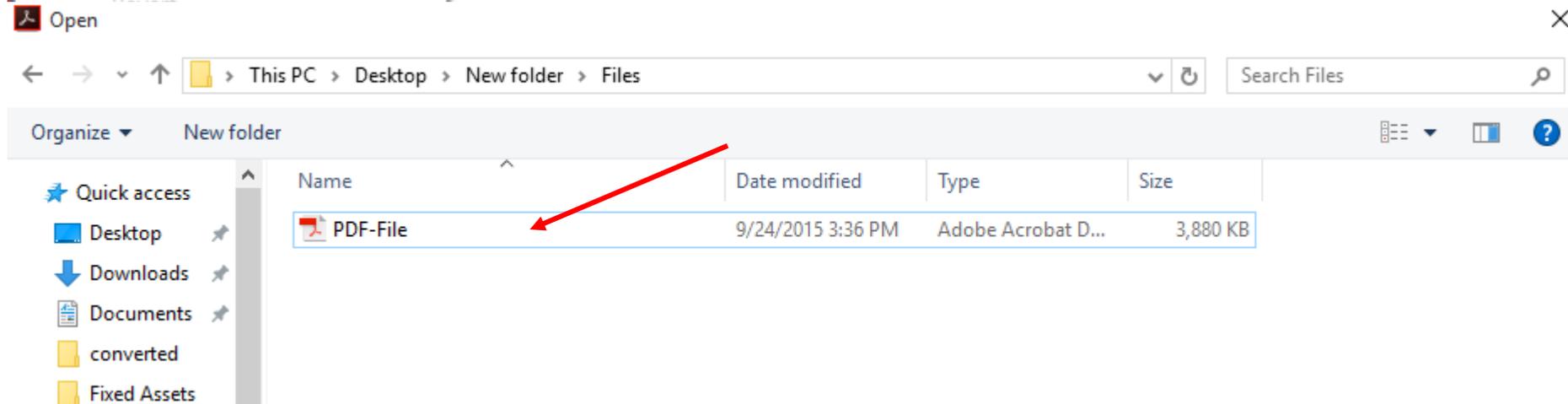
Instructions: How to convert Scanned PDF to Searchable PDF

Adobe DC Professional Version

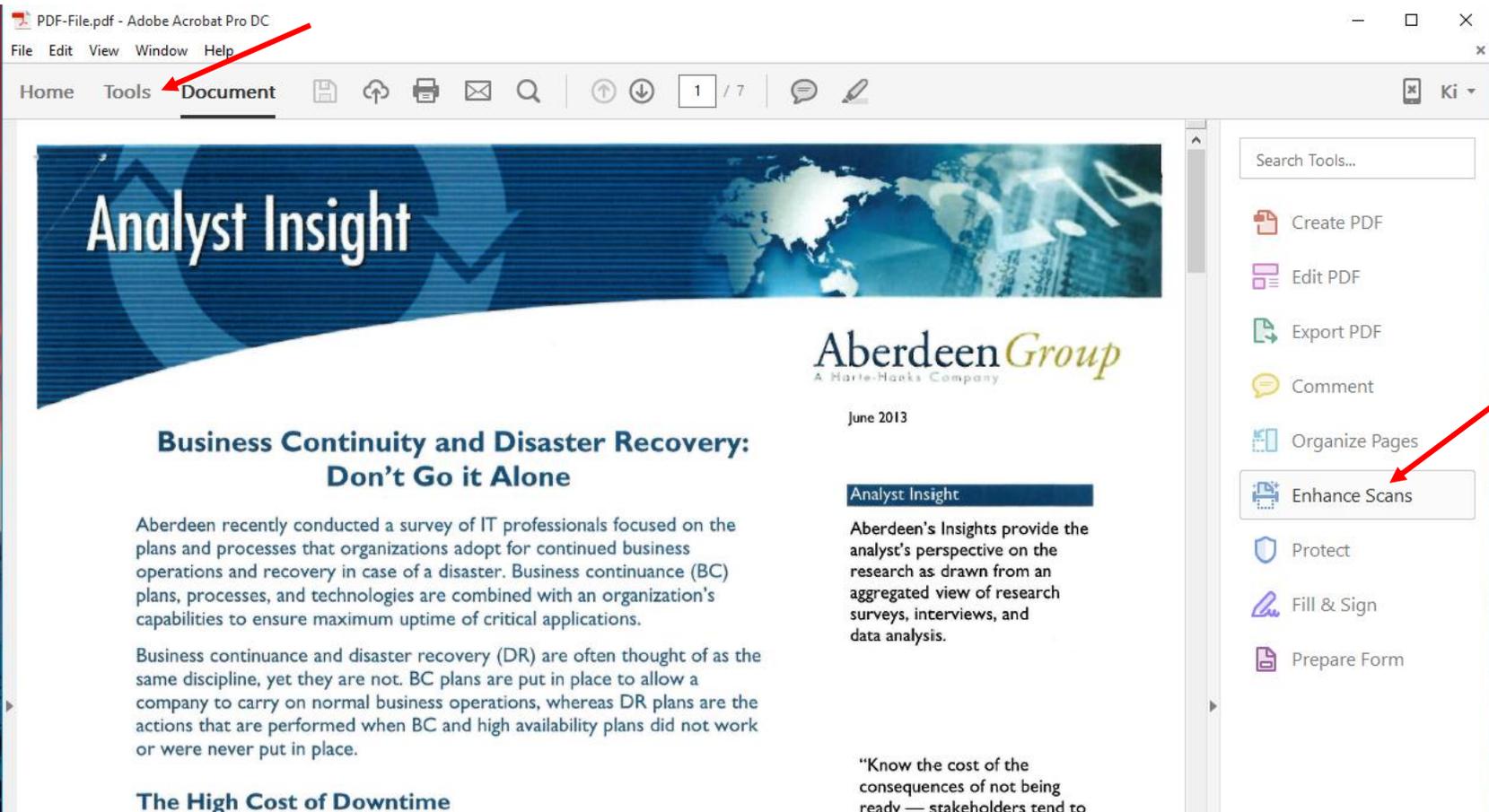
Open scanned PDF file:



- Open Adobe DC Professional Application
- Click on **“File”**
- Click on **“Open”**
- File open dialogue box will appear
- Locate Scanned PDF file from your PC
- Click **“OK”** to open file

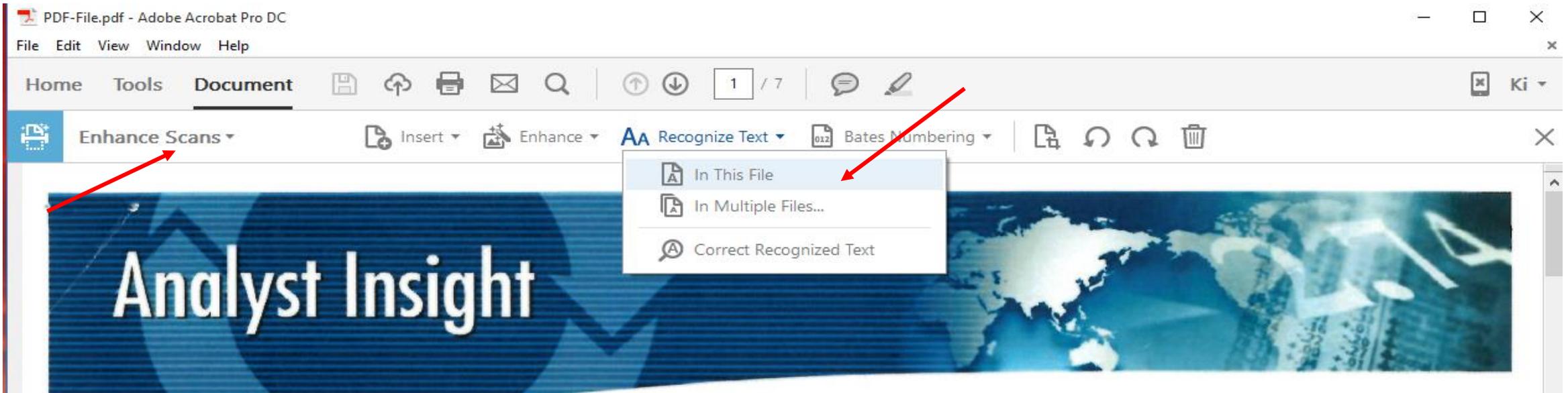


Enhance Scans Settings



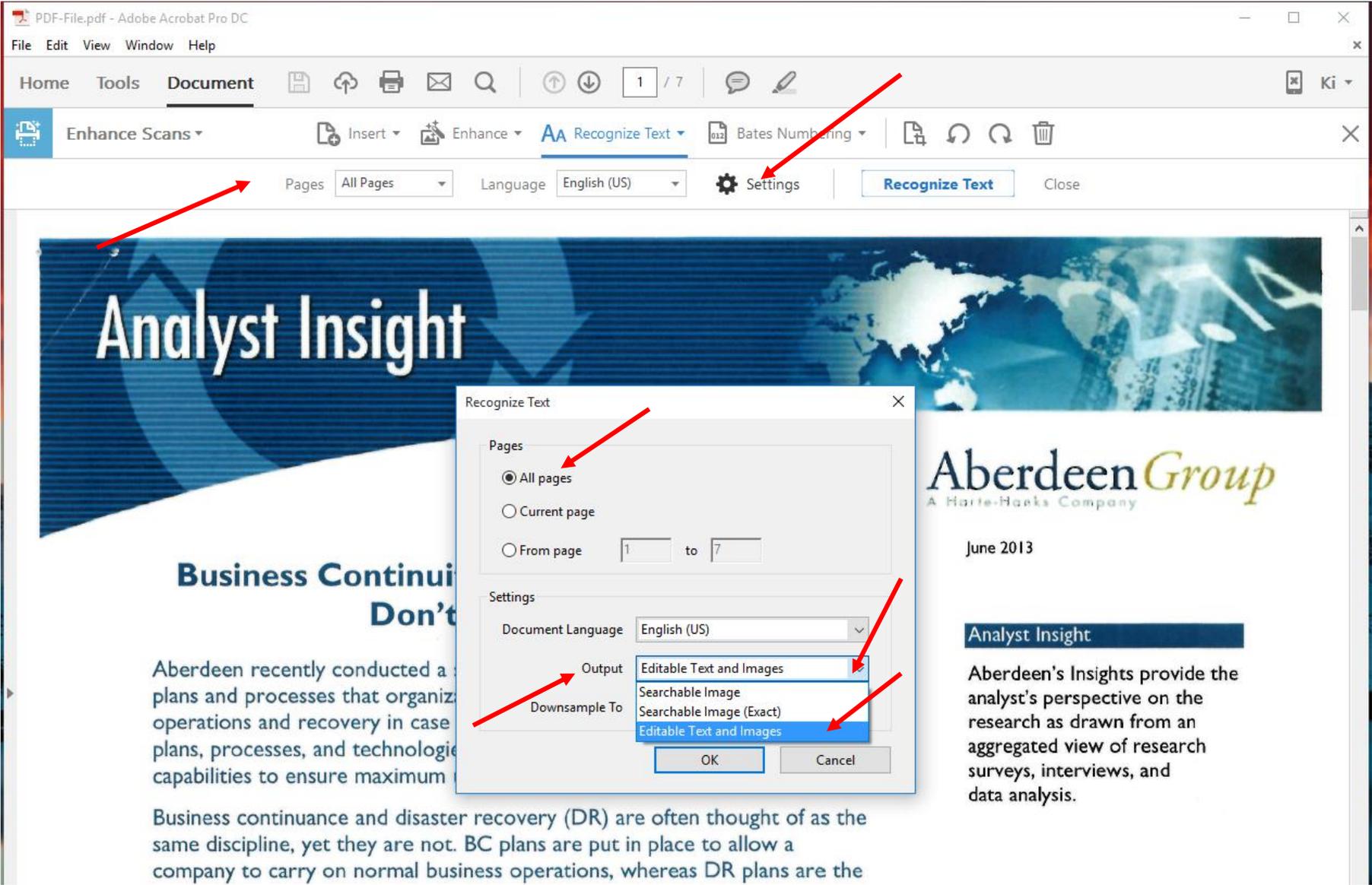
- Once the file has opened in Adobe
- Click on “Enhance Scans” option
- [or]
- Click on “Tools”
- Click on “Enhance Scans”

Enhance Scans Settings



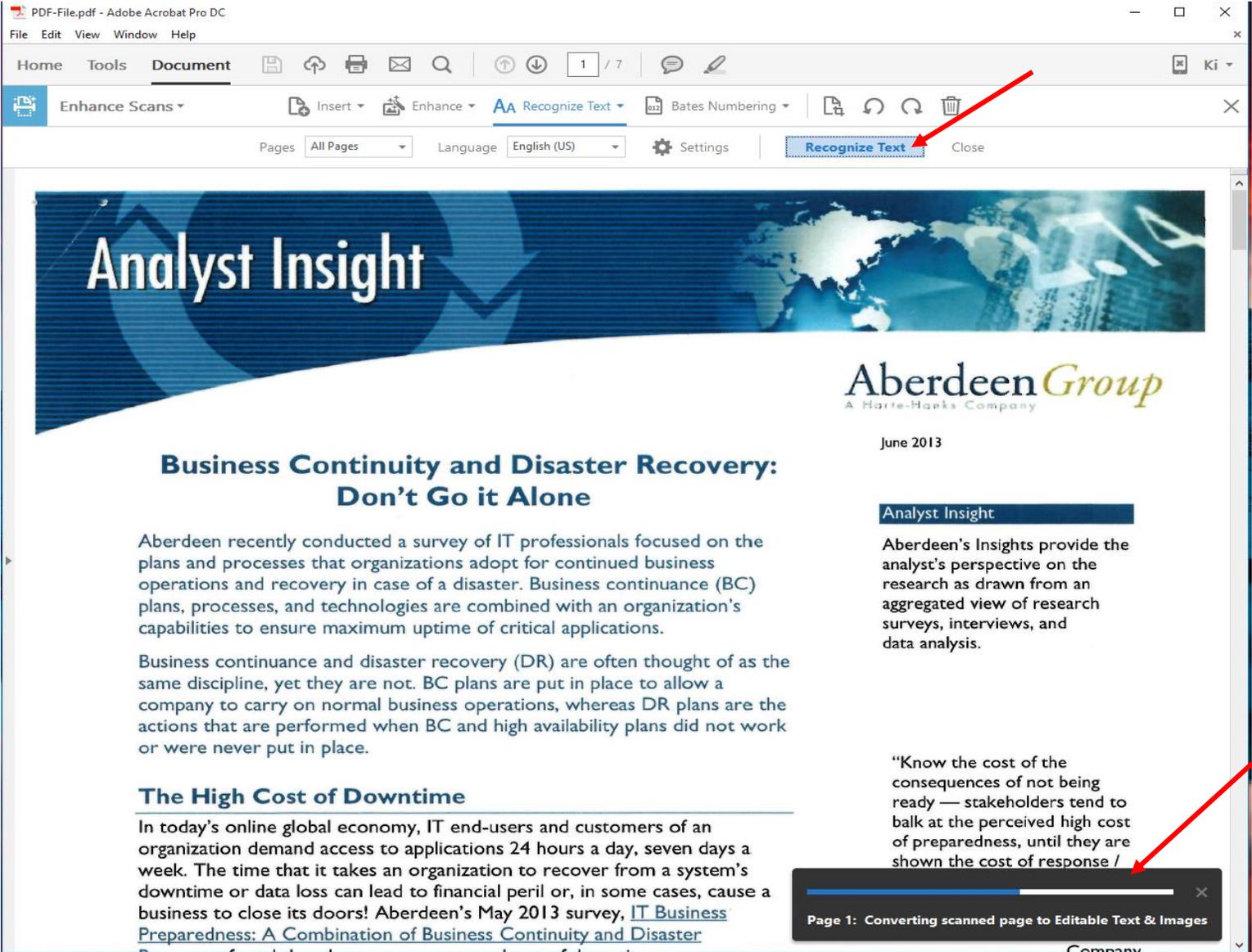
- Enhance Scans Tool bar will appear
- Click on “Recognize Text” options
- Click on “In This File” options
 - (To convert multiple PDF files; Click on “In Multiple Files”)

Enhance Scans Settings



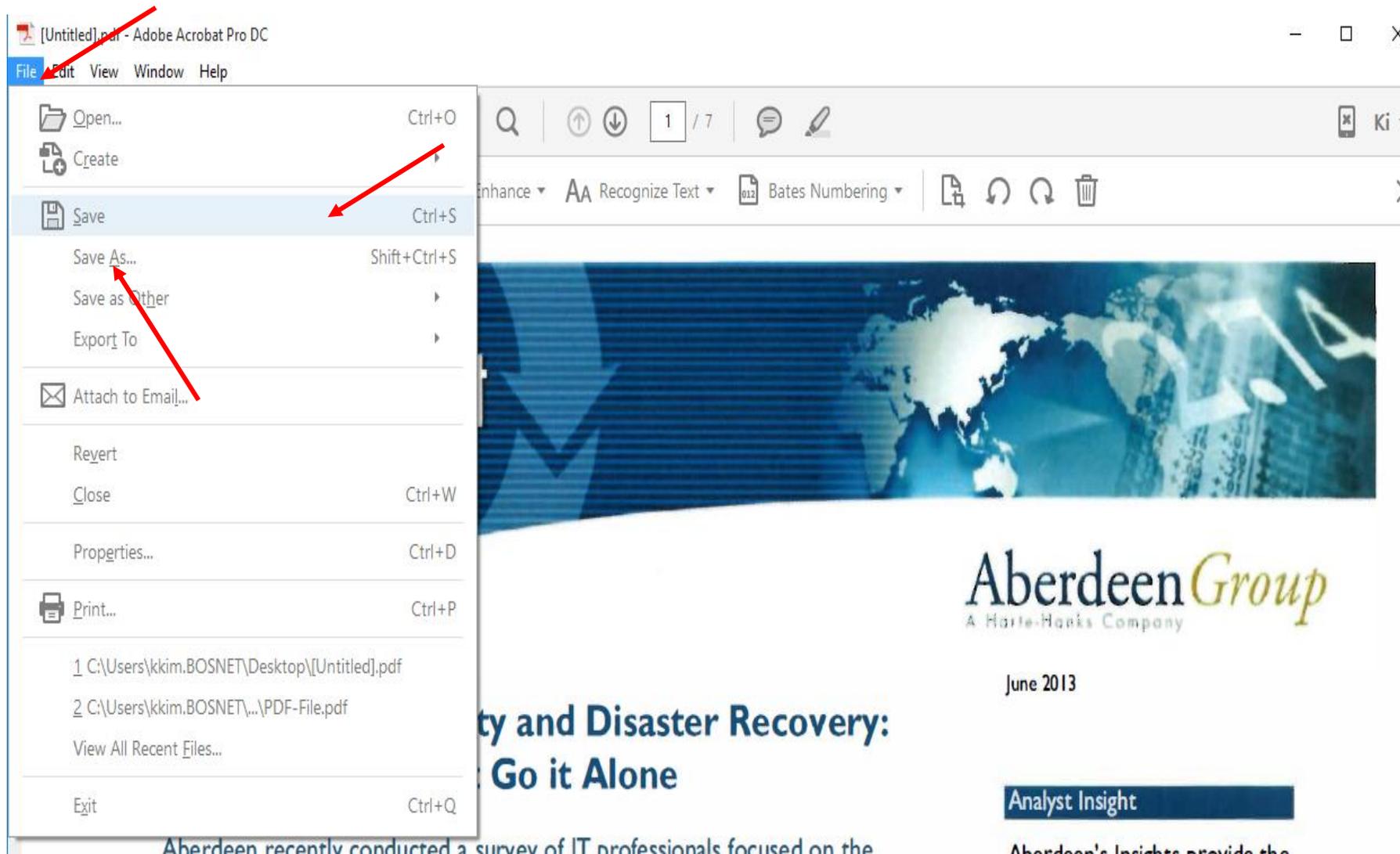
- Additional tool bar will appear below “Enhance Scans” tool bar.
- Click on “Settings”.
- Setting dialogue box will appear.
- Click on “All Pages”
- In “OutPut” section.
- Click on the drop down arrow
- Click on / Select “ Editable Text and Images”
- Click “ OK”

Enhance Scans Settings



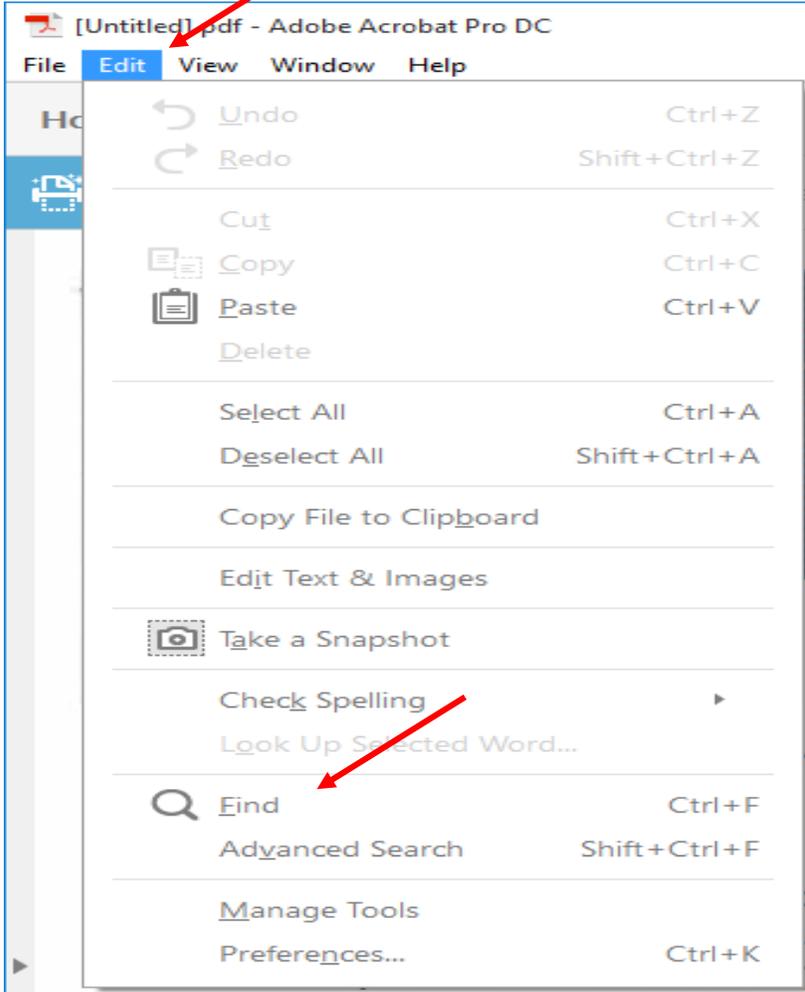
- Once the settings have been finalized.
- Click on “Recognize Text”
- The converting process will start and will have “Status Bar” at the bottom of the page
- Once all the pages have been converted, the “Status Bar” will disappear.

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:



- 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.