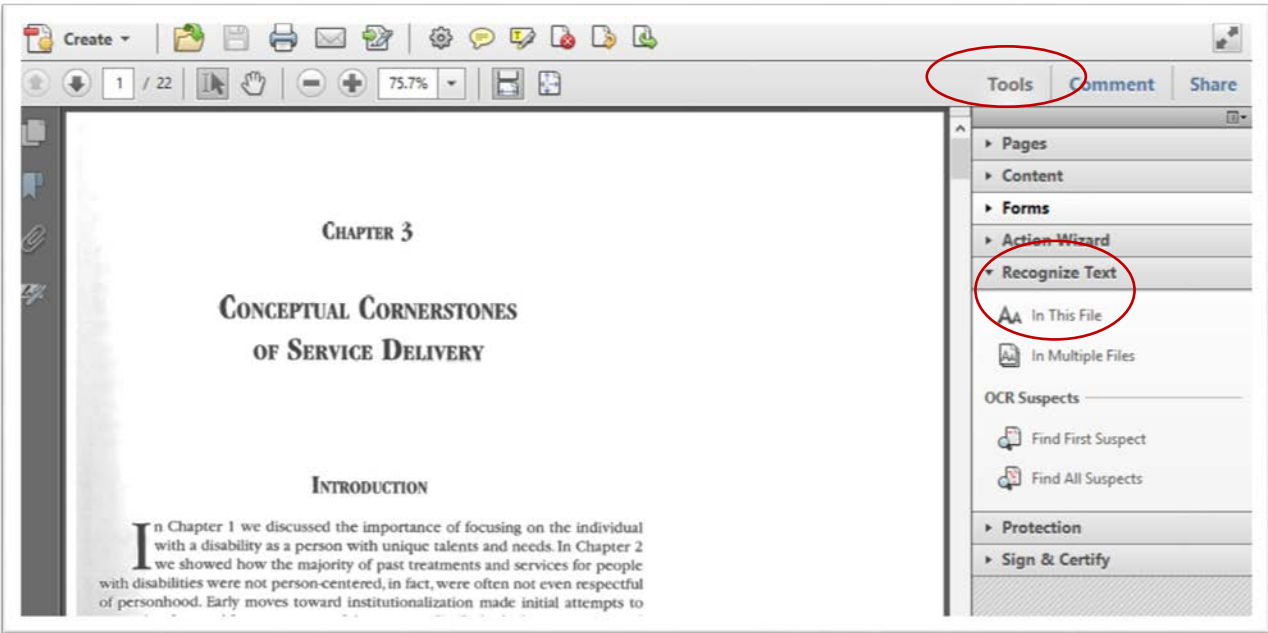


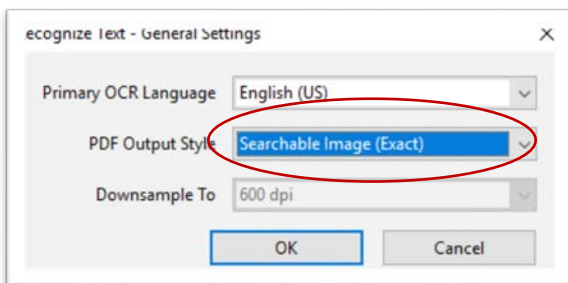
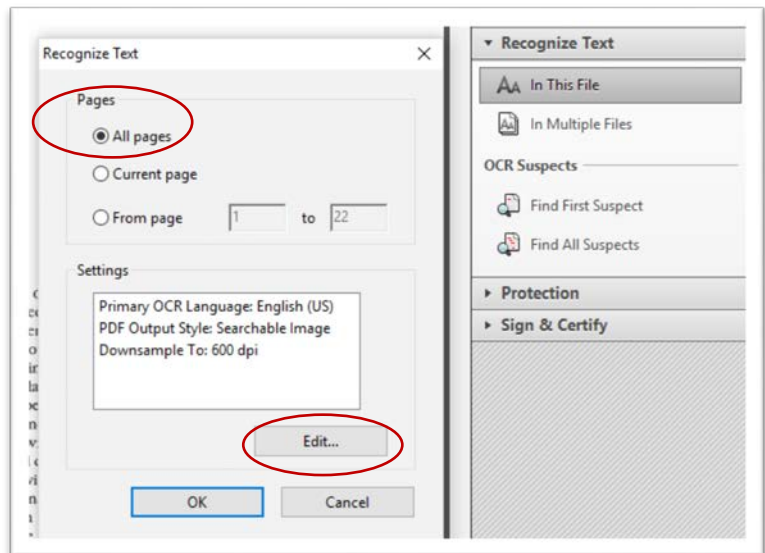
How to Recognize Text with Adobe Acrobat X Pro (found on UNH Campus Cluster computers)

With your scanned PDF file open, click on the **Tools** button (top right) to access the dropdown list, then click to open **Recognize Text** → **In This File** to open the Recognize Text Settings window (see below)



In the Recognize Text Window:

- Select All Pages
- Click the **Edit** button to change the **PDF Output Style** to **Searchable Image (Exact)** (See image below)
- Click OK to save changes
- And Click OK again to start OCR recognition process.

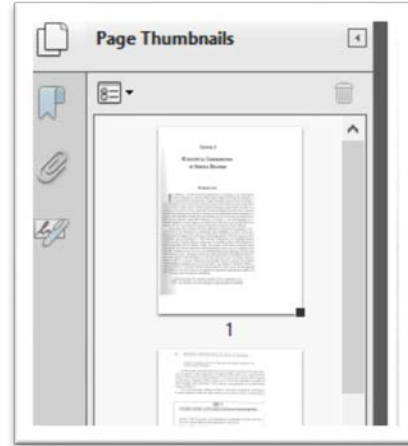
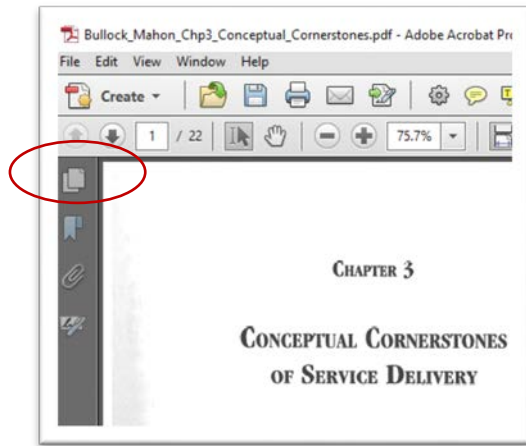


Your PDF file will now be searchable.

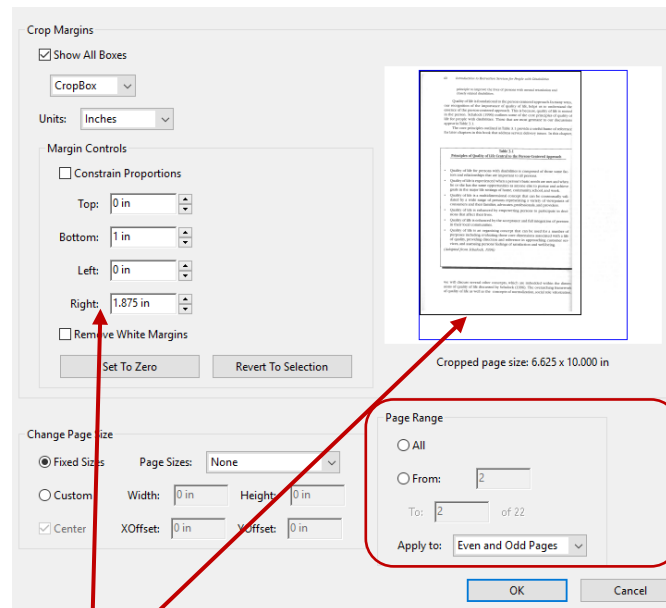
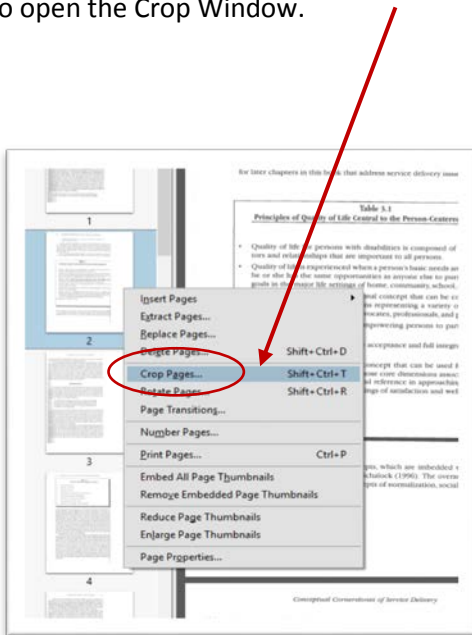
Remember to Save your file to keep changes!

You may also want to **CROP** the pages to remove any excess shadows or white space.
You can crop before or after running the Recognition process.

To Crop pages, click on the **Page Thumbnail icon** to open the **Thumbnail view**.



Right Click on the page you want to crop and then select **“Crop Pages”** (or Shift+Ctrl+T) to open the Crop Window.



From here you can crop out any shadows or extra white space as needed.

Note: You can also set the **Page Range**, to crop All, a range of pages, or just that specific page.

You can also **Apply to:** Even and Odd Pages, Odd Pages Only or Even Pages Only

When you are satisfied with your file, **remember to SAVE.**