

User Instructions – Adobe OCR

- With OCR (Optical Character Recognition) you now have the ability to search a file, folder, CD/DVD or a complete hard drive, for a specific name or number using the search features in the free Adobe Reader.
- While OCR is not 100% because of various fonts, handwriting and poor quality original papers, today's technology is quite remarkable in its ability to convert paper into full text search digital files.
- The instructions below are intended for use with Adobe Reader 8.0. Feel free to contact us if you have questions.



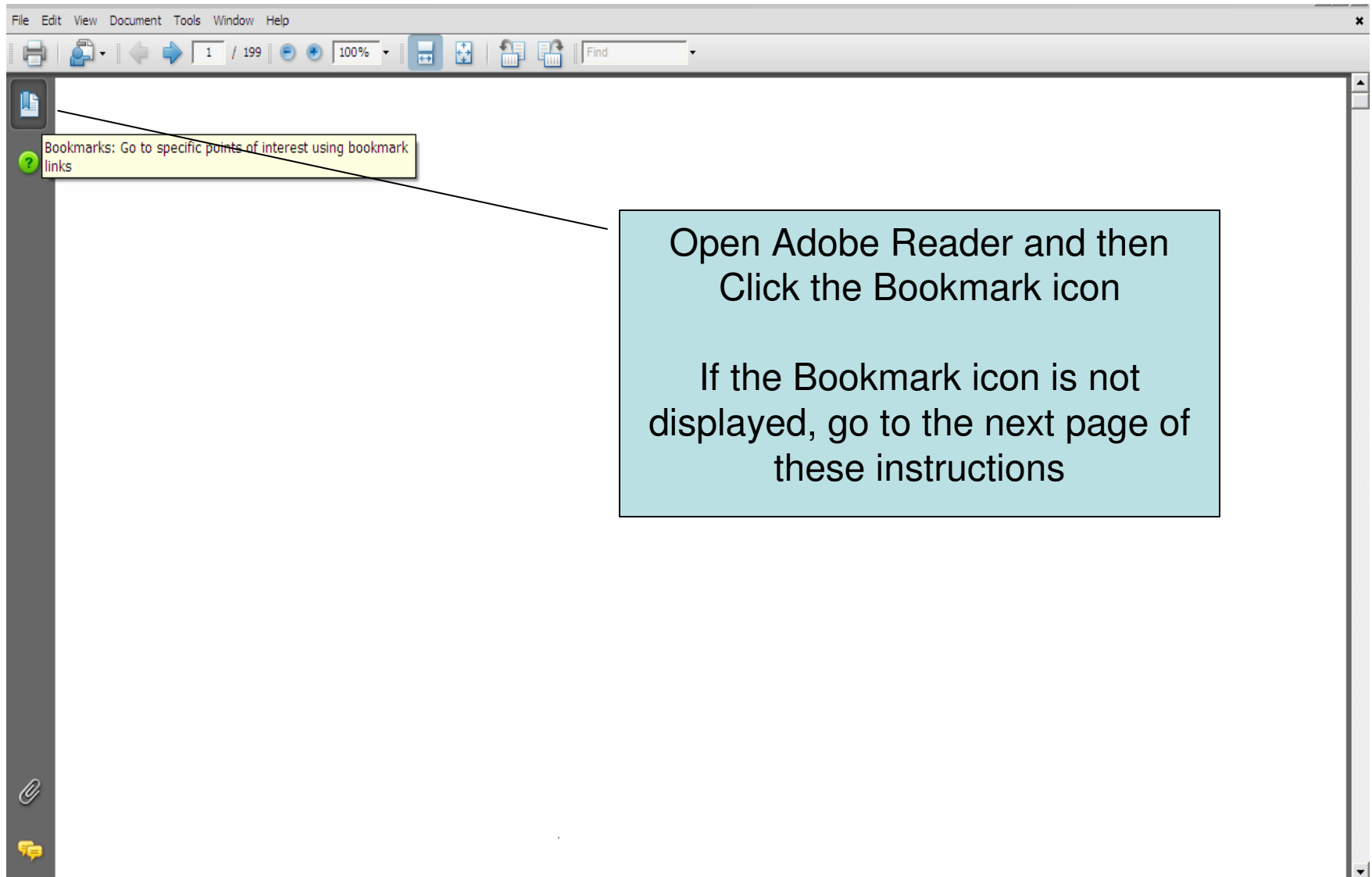
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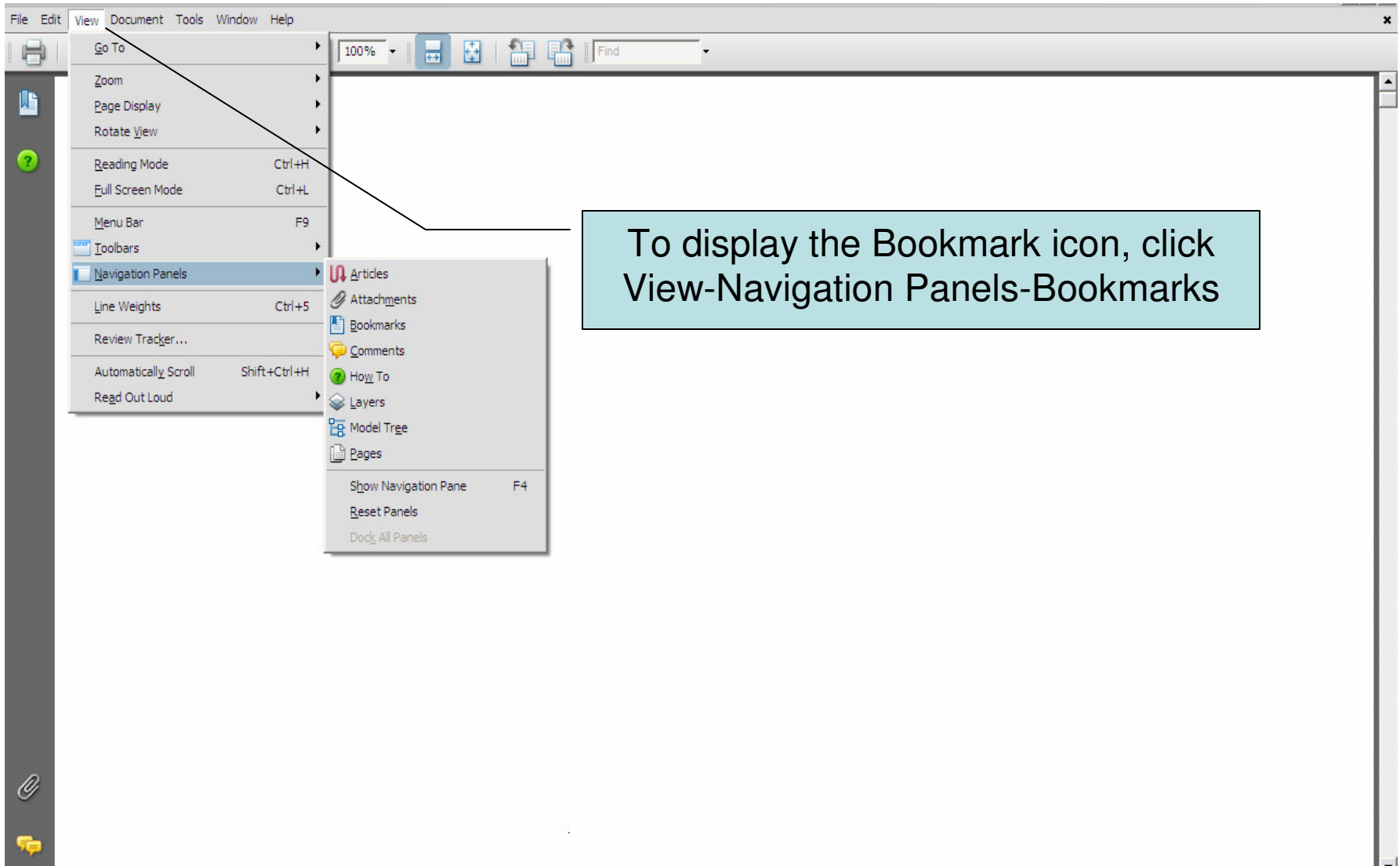
Since 1979



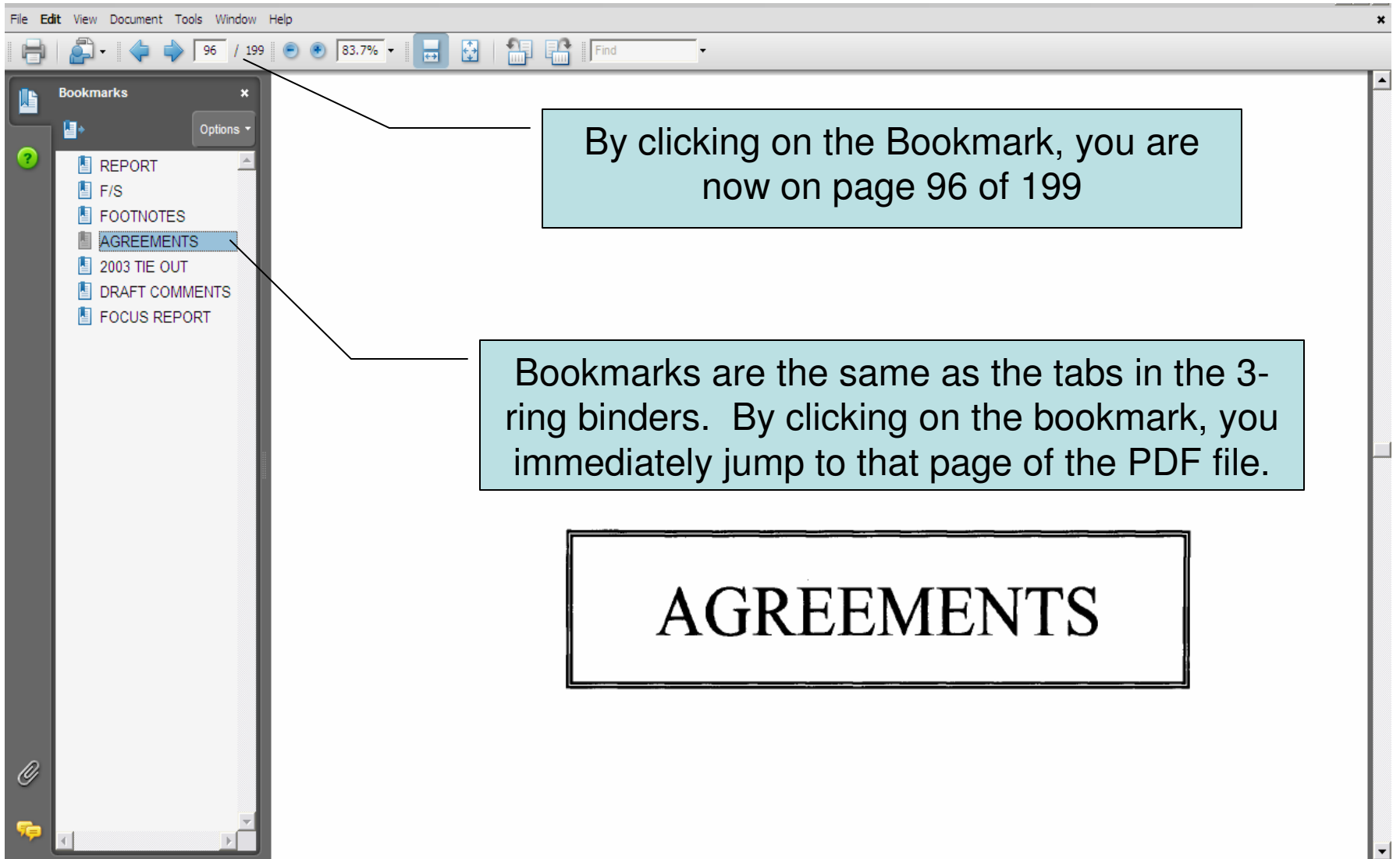
Bookmarks: Go to specific points of interest using bookmark links

Open Adobe Reader and then
Click the Bookmark icon

If the Bookmark icon is not
displayed, go to the next page of
these instructions



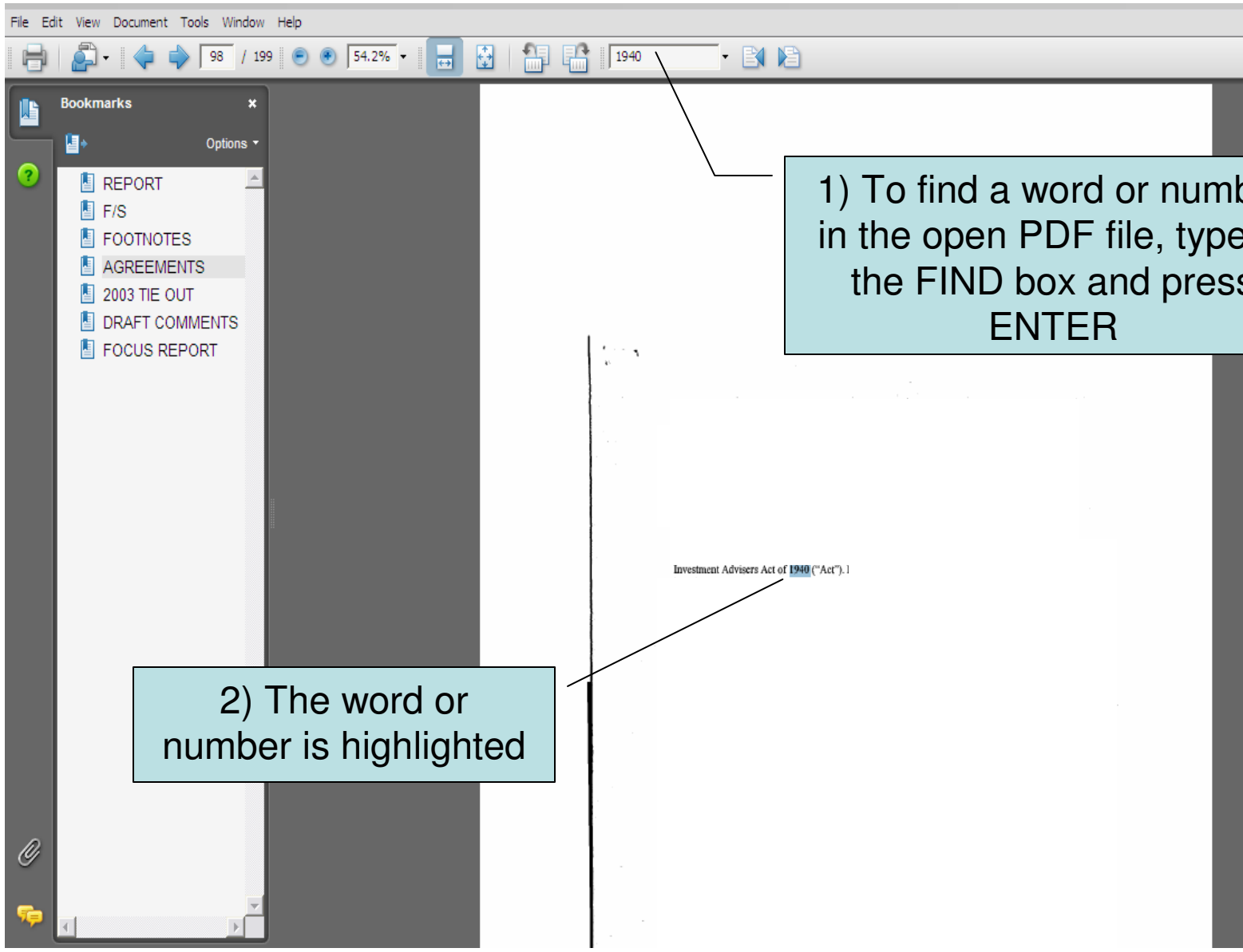
To display the Bookmark icon, click View-Navigation Panels-Bookmarks



By clicking on the Bookmark, you are now on page 96 of 199

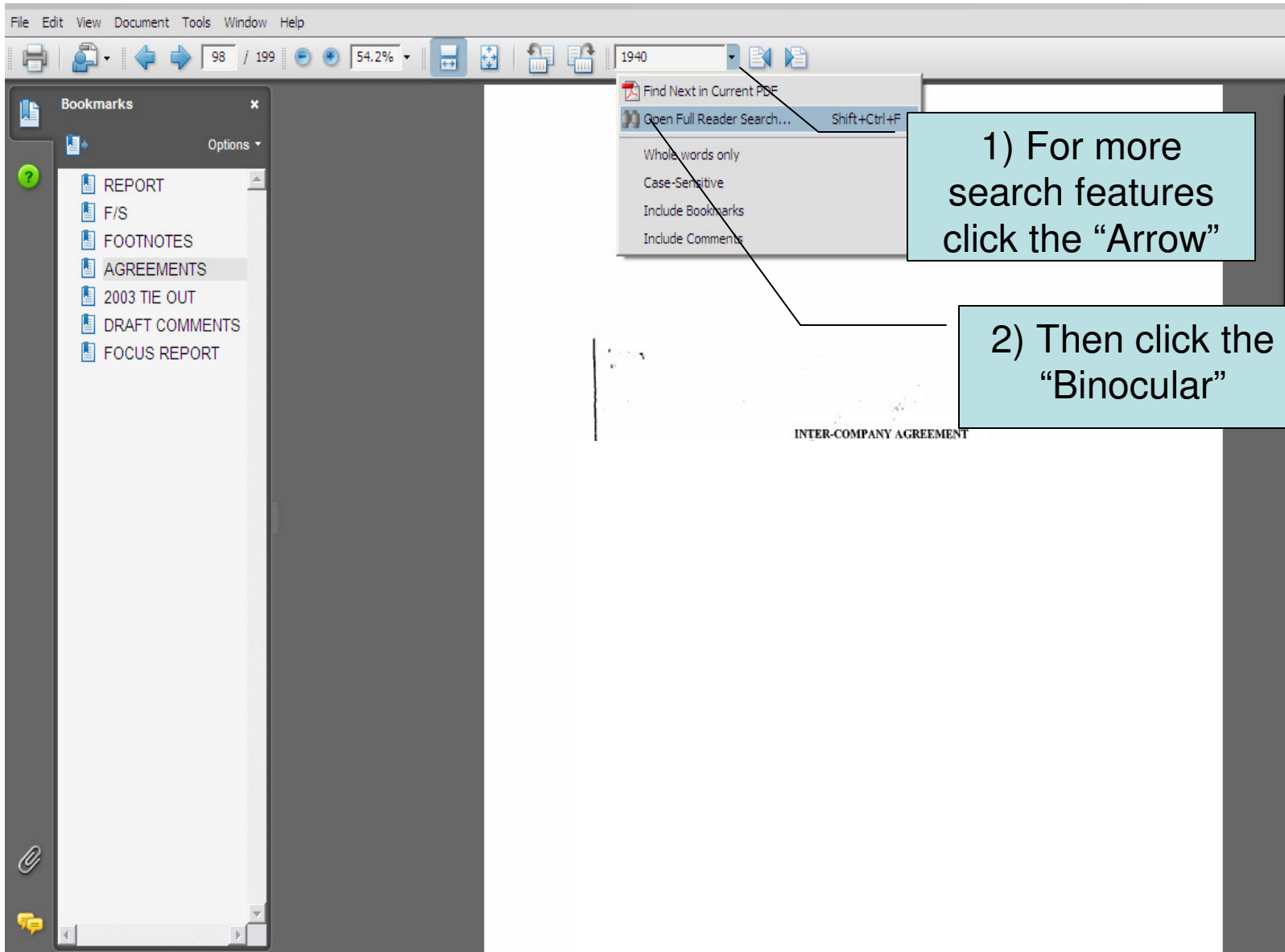
Bookmarks are the same as the tabs in the 3-ring binders. By clicking on the bookmark, you immediately jump to that page of the PDF file.

AGREEMENTS



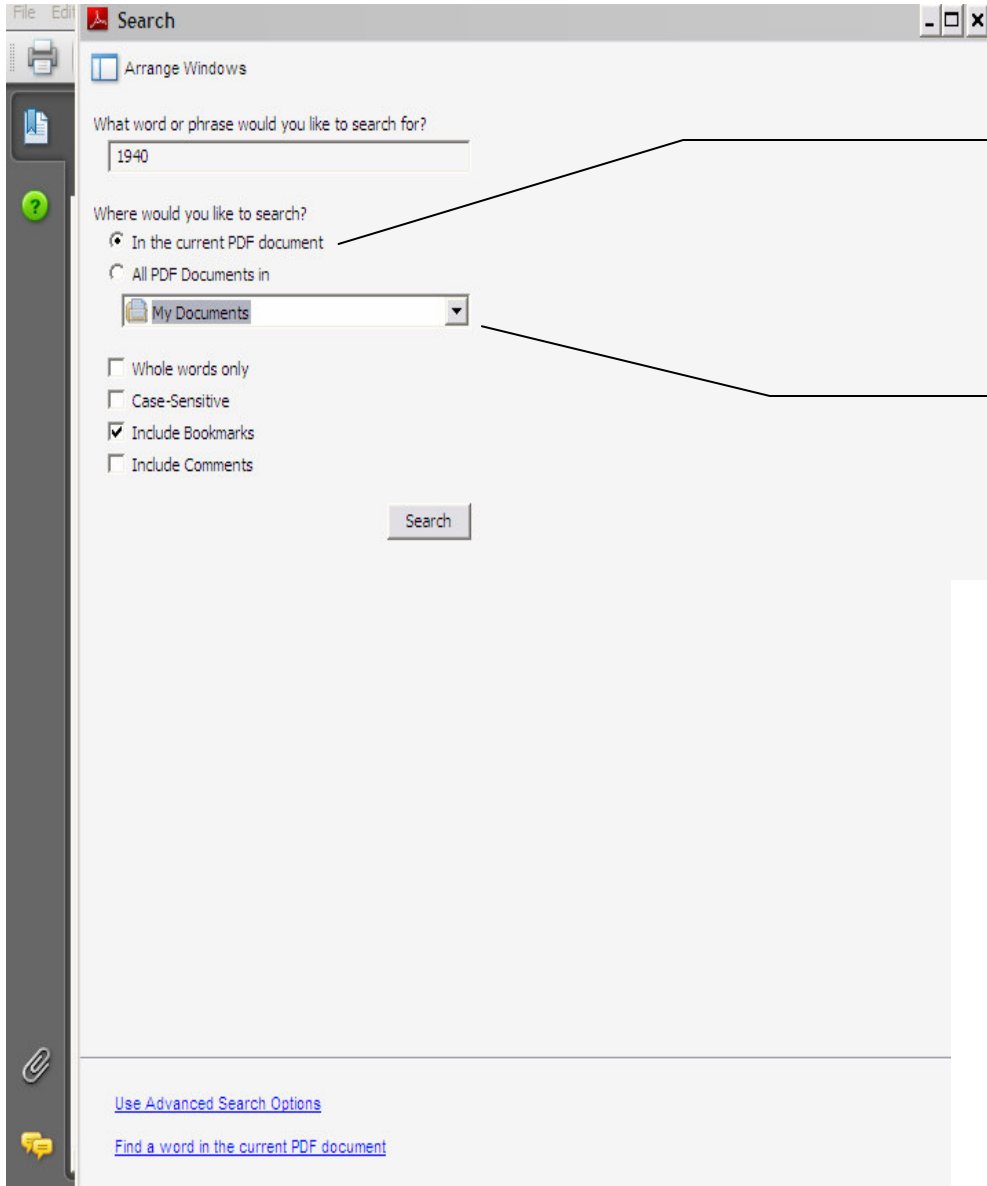
1) To find a word or number in the open PDF file, type in the FIND box and press ENTER

2) The word or number is highlighted



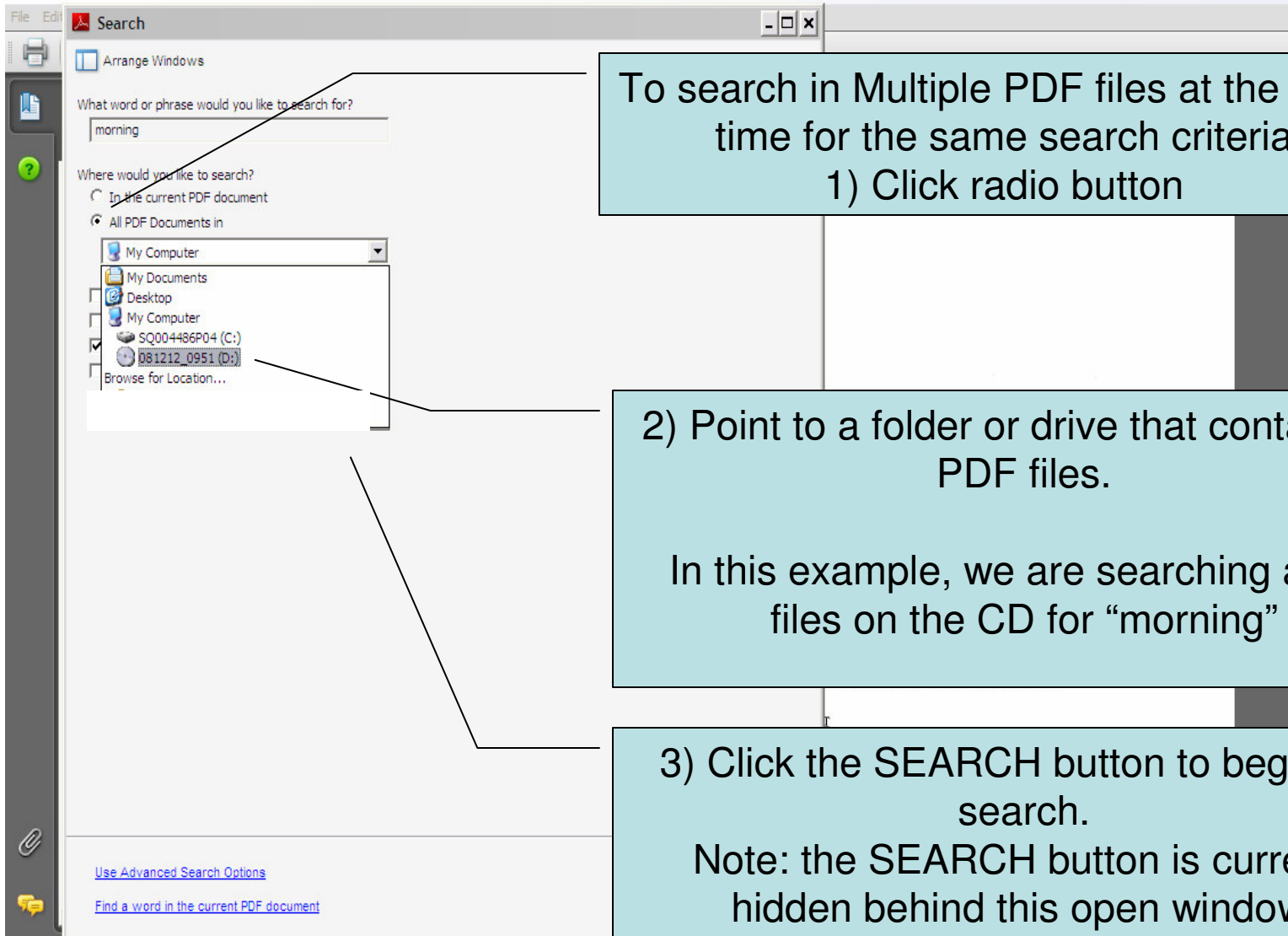
1) For more search features click the "Arrow"

2) Then click the "Binocular"



Search within this PDF file.....

... or click the "arrow" to search within multiple PDF files

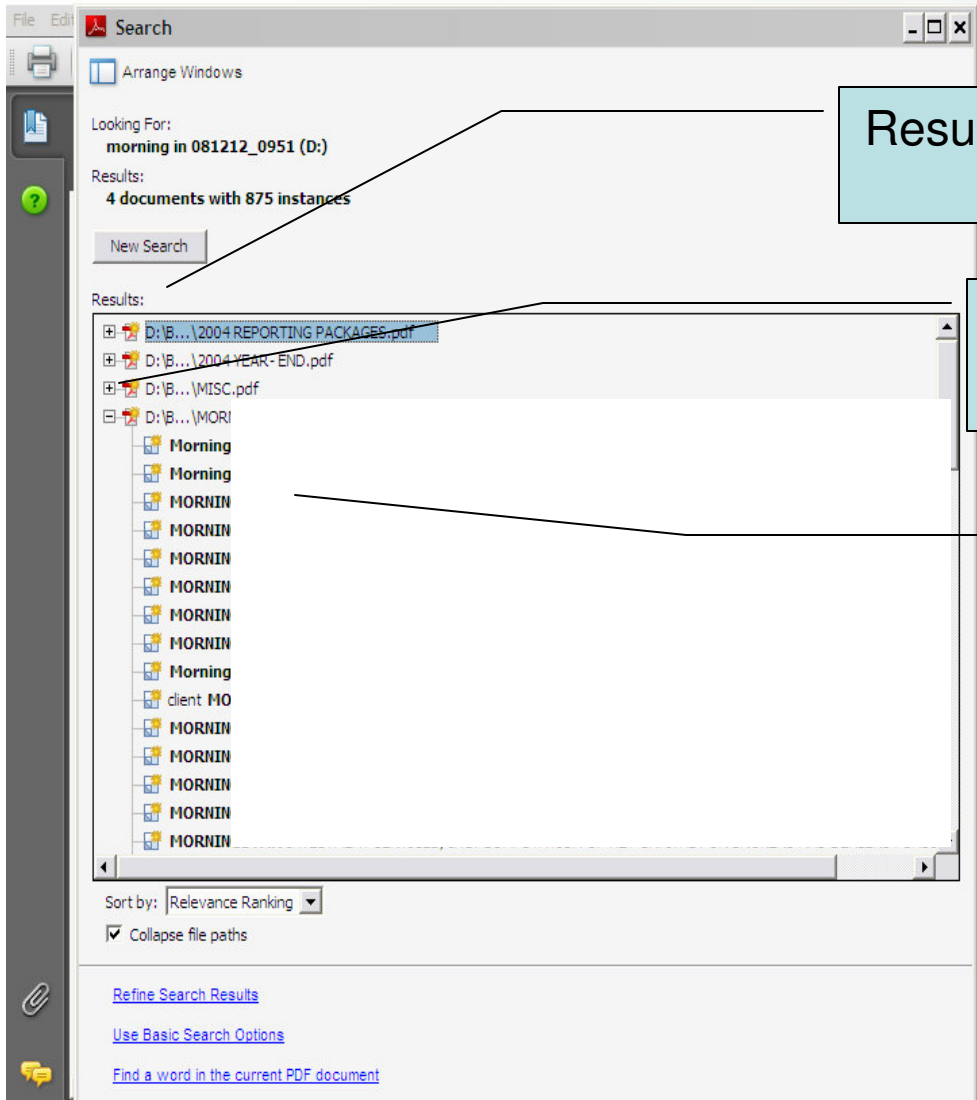


To search in Multiple PDF files at the same time for the same search criteria
1) Click radio button

2) Point to a folder or drive that contain the PDF files.

In this example, we are searching all the files on the CD for "morning"

3) Click the SEARCH button to begin the search.
Note: the SEARCH button is currently hidden behind this open window.



Results: found "morning"
in 4 files

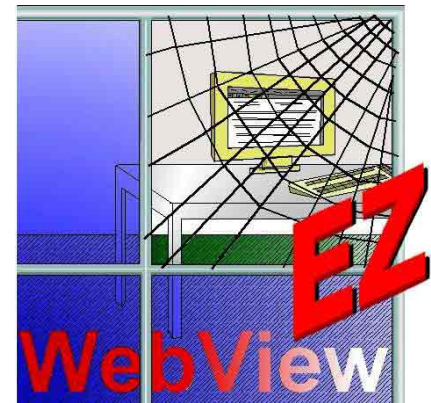
Click on the "+" to show
additional information

Click on any data row to
jump to the file and the
page that contains the
search criteria

Thanks for your business. Please call if you have any questions or have other needs.

Additional Services.....

- WebView EZ, a secure online image repository.
- COP, Computer Output to PDF
- Unique archiving solutions for project files using 100 year archive grade CD/DVD and PDF/A, the new digital archive grade PDF created by Administrative Office of the US Courts and the US Library of Congress,
- Encrypted output to the most stringent Federal Government standards.
- Document scanning.
- Microfiche, microfilm and aperture card conversion to digital.
- Document shredding/destruction.
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- Large format engineering drawing scanning.
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