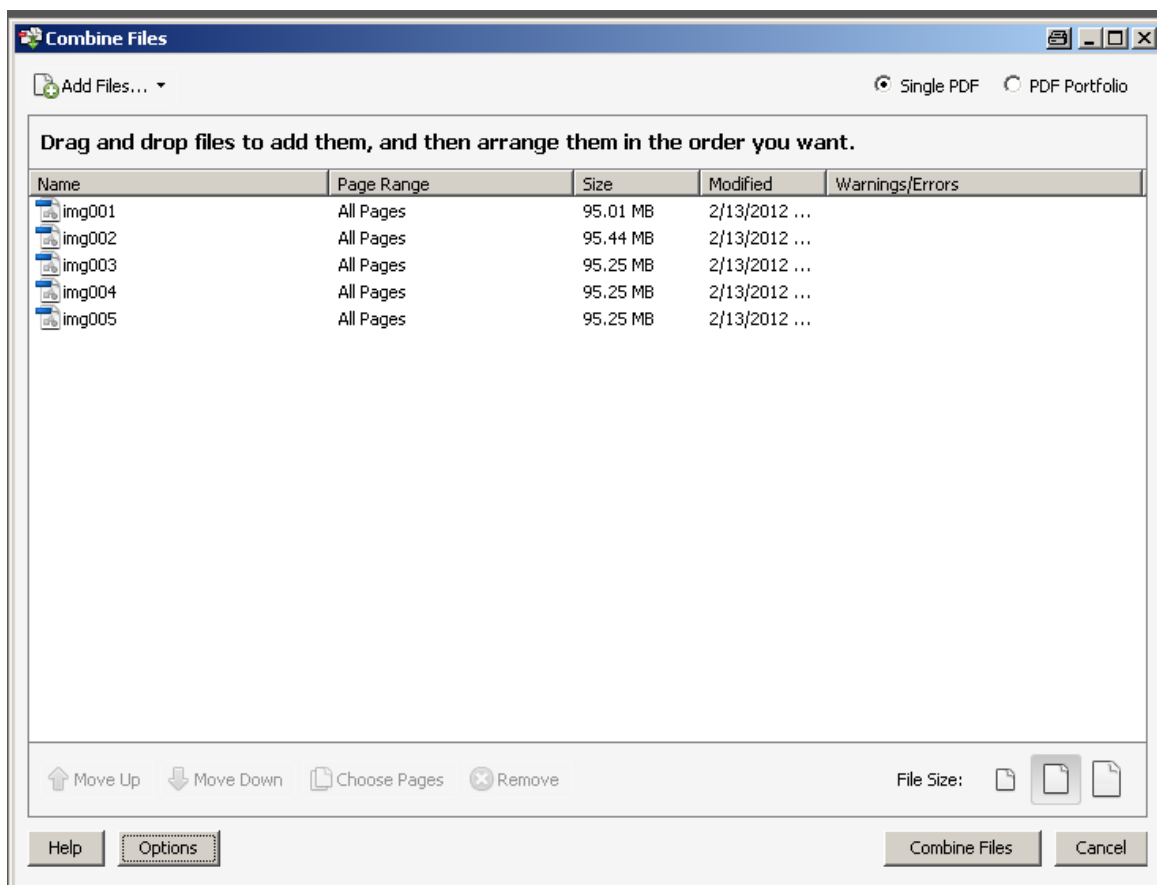


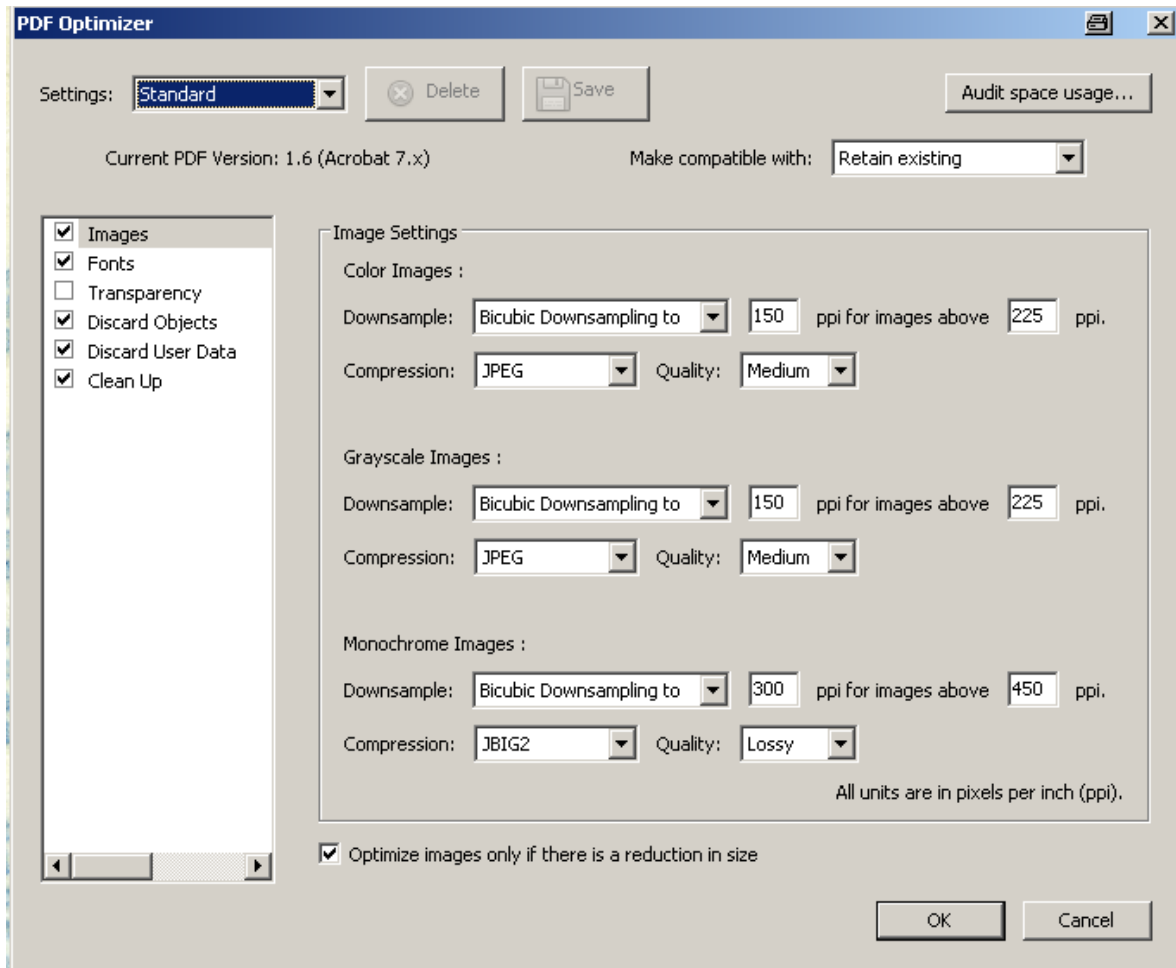
Creating Access PDFs

This workflow is based on Adobe Acrobat X Pro

1. Open Adobe Acrobat Pro and select 'Combine Files into PDF' (in the opening window under 'Getting Started').
2. Drag and drop the files you want to combine. Click 'Combine Files.'



3. Save the resulting PDF.
4. To optimize for access, save the PDF again, this time selecting File->Save As->Optimized PDF. Retain the default settings and click 'OK.'



5. After the PDF has been optimized, decide if it is a good candidate for OCR. Documents produced by word processors are the best candidates; typescripts may produce accurate enough transcripts to be worth recognizing the text; handwritten documents are not good candidates.
6. If the PDF is a good candidate, select View->Tools->Recognize Text. Select 'In This File' and 'OK.'
7. Save.