University of Illinois Archives Digital Archives Program Author: Anna-Kajsa Anderson

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.'

Combine File	25						8 _ 0
add Files	•					Single PDF	C PDF Portfolio
Drag and d	rop files to ad	d them, and the	n arrange t	them in the	order you wa	nt.	
lame		Page Range		Size	Modified	Warnings/Errors	
🔊 img001		All Pages		95.01 MB	2/13/2012		
🗟 img002		All Pages		95.44 MB	2/13/2012		
img003		All Pages		95.25 MB	2/13/2012		
aimg004		All Pages		95.25 MB	2/13/2012		
🗟 img005		All Pages		95.25 MB	2/13/2012		
	-	_					
🁚 Move Up	🖶 Move Down	🕒 Choose Pages	区 Remove			File Size:	
Help	ptions					Combine F	iles Cancel
	pelona					Combiner	Cancer

- 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.'

PDF Optimizer 🔤 🗙
Settings: Standard 💽 Delete Save Audit space usage
Current PDF Version: 1.6 (Acrobat 7.x) Make compatible with: Retain existing
✓ Images Image Settings ✓ Fonts Color Images : □ Transparency Discard Objects ✓ Discard User Data Downsample: ✓ Clean Up Compression:
Grayscale Images : Downsample: Bicubic Downsampling to 150 ppi for images above 225 ppi. Compression: JPEG Quality: Medium
Monochrome Images : Downsample: Bicubic Downsampling to 300 ppi for images above 450 ppi. Compression: JBIG2 Quality: Lossy
All units are in pixels per inch (ppi).
OK Cancel

- 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.