



Center for Teaching and Learning

Creating a scanned PDF with OCR and Adobe Acrobat Pro

Last Updated: 03/18/2024

Notes

Some computers have started to get the updated version of Adobe Acrobat. The general change with this is the tool bar is now on the left compared to the right as well as a few wording changes. If you need help navigating these changes, please view this video tutorial of [Adobe overall](#).

If you do not wish to have the updated changes, Open Adobe > Select Menu > Disable New Acrobat > Close and Reopen Adobe.

Part 1: Scanning documents using the Toshiba MFC Scanner

If you are using your own personal scanner, proceed to Part 2 below.

1. Toshiba Multifunction Copier/Scanners with OCR

There are several Toshiba scanners on campus that have OCR capability built-in. OCR is Optical Character Recognition and means the document is saved as “text”. The Scan OCR feature allows users to scan documents and convert them to text automatically in one step. The output can be saved to a USB thumb drive or emailed. Emailing has a file size limitation, so avoid emailing large files to your USD email account.

Model	Location	Contact Person
Toshiba 3015AC	McKusick 212	Lindsey Jorgensen
Toshiba 4518A	ID Weeks 1 st Floor	Sheryl Smith
Toshiba 4518A	Fine Arts 183A	Danielle Heeren

Toshiba 4518A	East Hall 302	Patty Rarick/Jenn Beerman
Toshiba 4518A	Delzell Ed 104	Jolinda Gray
Toshiba 4518A	Akeley Science 201	Brenda Walker
Toshiba 4518A	Continuing Education 103	Angela Jackson

Scanning Steps

1. Place document/s in the printer tray face up.
2. On the Home Page: Select the Scan button.
3. Select email either by typing your email address in with the keypad or selecting the recipient address to the right of the screen. If your file is larger than 3.0MB, you will need to select the USB destination. For the USB destination option, you will need to turn on OCR using the touchscreen. This option is visible after you select the USB as the destination.
4. The OCR should already be enabled on the printer for email. You can check if OCR is turned on by looking to the right of the **Email Destination** field under the **Format Field** for the text “Searchable PDF”.
5. To scan press SEND on the touchpad or the green start button on the control panel.
6. The scan will be sent to the recipient’s email.

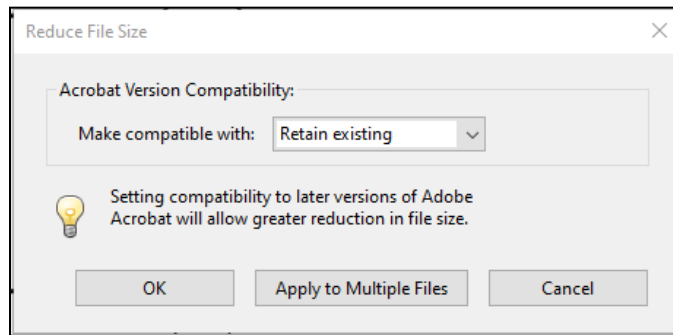


IMPORTANT: For the USB option, you will need to turn on OCR using the touchscreen. This option is visible after you select the USB as the destination option.

Part 2:

2. Instructions on Reducing Size of PDFs

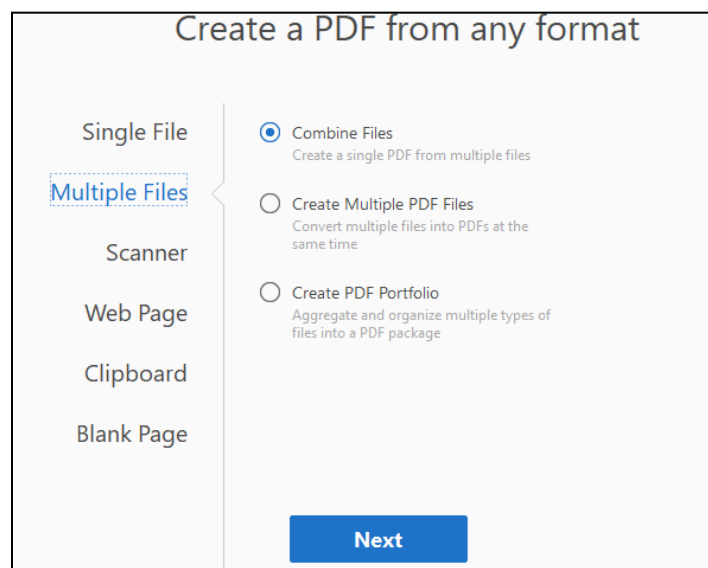
1. Once you have the document saved on your computer, open it up in Adobe Acrobat and select File, then select **“Save As Other”**, and then select **“Reduced Size PDF”**.
2. The following box will pop up. Select OK and then be sure to select the location where you want to save the file before saving.




Instructions on Combining PDFs

**This requires the full version of Adobe Acrobat Pro (these features are not part of Adobe Acrobat Reader).

1. Once you have reduced the size of the pdfs, you can then merge them into one document if necessary.
2. Click on **“Tools”** at the top left corner of the light gray banner.
3. Select **“Create PDF”**
 - a. Select **“Multiple Files”**
 - i. Select **“Combine Files”** and hit the blue **“Next”** button at the bottom.



4. You can then either click the blue **“Add Files”** button or you can drag and drop your files from your computer.

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5. Once you have added all the files that you would like to combine, click the blue **“Combine”** button in the top right corner. **(Do not forget to save your new combined file.)**
 6. Check the text when Acrobat finishes for any distortions or missing texts.
 7. Go to **“SAVE AS”** in a designated folder

Once combined, you can also run Step 2.1. above to compress the combined files

If any of the documents are still missing OCR, you can run the **SCAN & OCR** feature from TOOLS in Adobe Acrobat Pro to ensure all PDFs are searchable text. At the top of the screen click **“Recognize Text”** feature and follow the prompts.

If you wish to edit the combined document such as add page numbers to your combined document, click on the **EDIT PDF** option.

Check for accessibility compliance if it is being shared on the public Internet or USD website. To check for accessibility errors, click the **ACCESSIBILITY** tool > **Accessibility Check**. To learn how to fix accessibility errors, please refer to the tutorials located at [Coyote One Stop Knowledge Base - PDF Accessibility](#).

