How to Make A PDF Text Searchable

To determine if your PDF is Text Searchable: Hit Ctrl + F and search for a word that is contained in the document.

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If the document is text searchable it will find the word in the document.

To Make An Existing PDF Text Searchable:

1) Under Tools → Text Recognition select In This File

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| ĥ | Content Editing |
| | ▶ Pages |
| - | Interactive Objects |
| = | Forms |
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| | OCR Suspects |
| | 🔊 Find First Suspect |
| | Find All Suspects |
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| | Protection |
| | Add-on Tools |
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2) Select Primary OCR Language: English (US) under Settings and hit OK.

| Recognize Text | |
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| Pages | |
| 🔘 Current page | |
| ○ From page 1 to 4 | |
| Settings | |
| Primary OCR Language: English (US) PDF Output Style: Searchable Image Downsample To: 600 dpi | |
| Edit | |
| OK Cancel | |

The PDF should now be text searchable.

To Adjust the Settings on your Scanner to Automatically Create Text Searchable PDFs:

In Adobe, select Create → PDF from scanner and then configure presets. Make sure the Make Searchable (Run OCR) is selected.

| Document Settings | |
|---------------------------|----------------------|
| Optimize Scanned PDF | |
| Small Size | High Quality Options |
| Make Searchable (Run OCR) | Options |
| Make PDF/A-1b compliant | 🗖 Add Metadata |
| Help Defaults | Save Close |