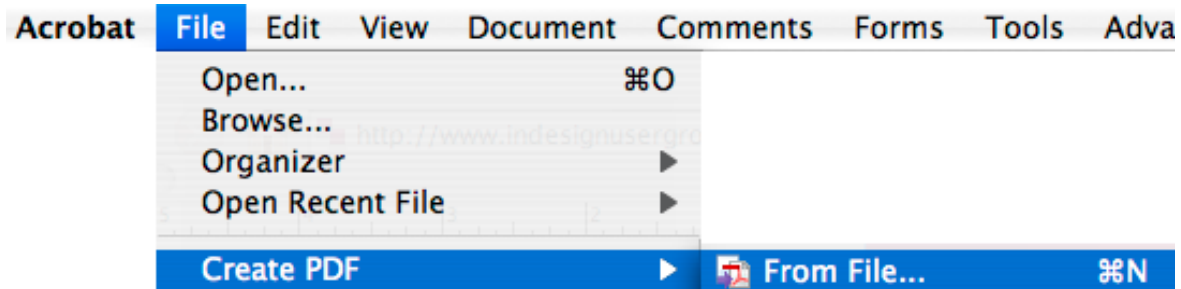
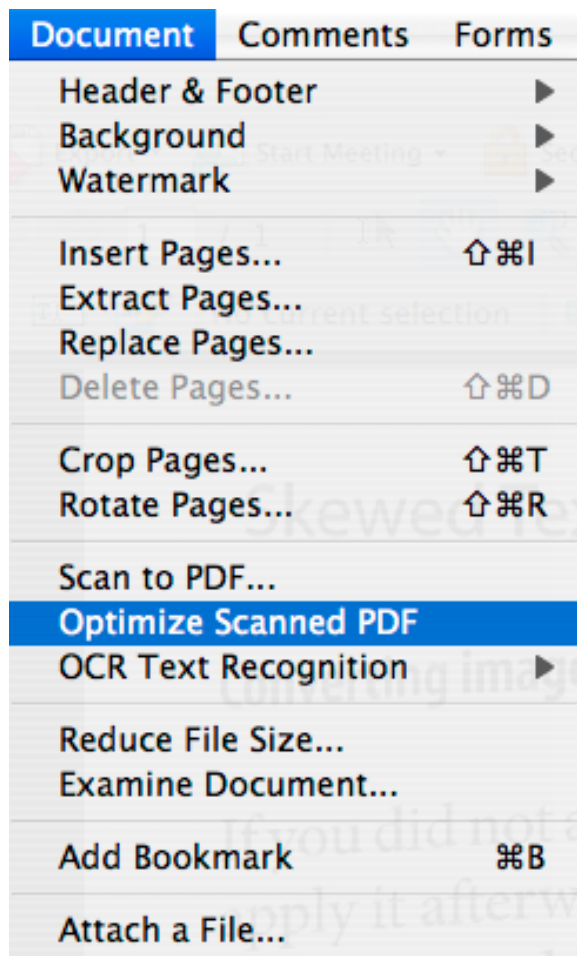


## TO RECOVER TEXT THAT HAS BEEN CONVERTED TO OUTLINES

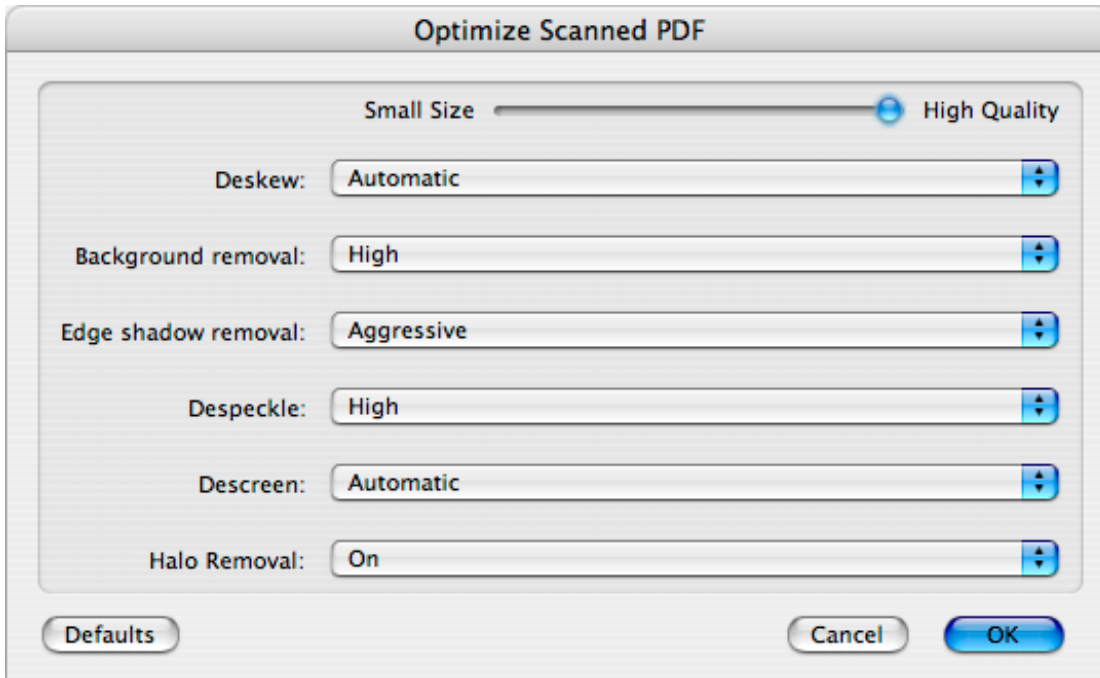
1. Export the Indesign document as a .tiff file then create a PDF or scan to PDF and open in Acrobat



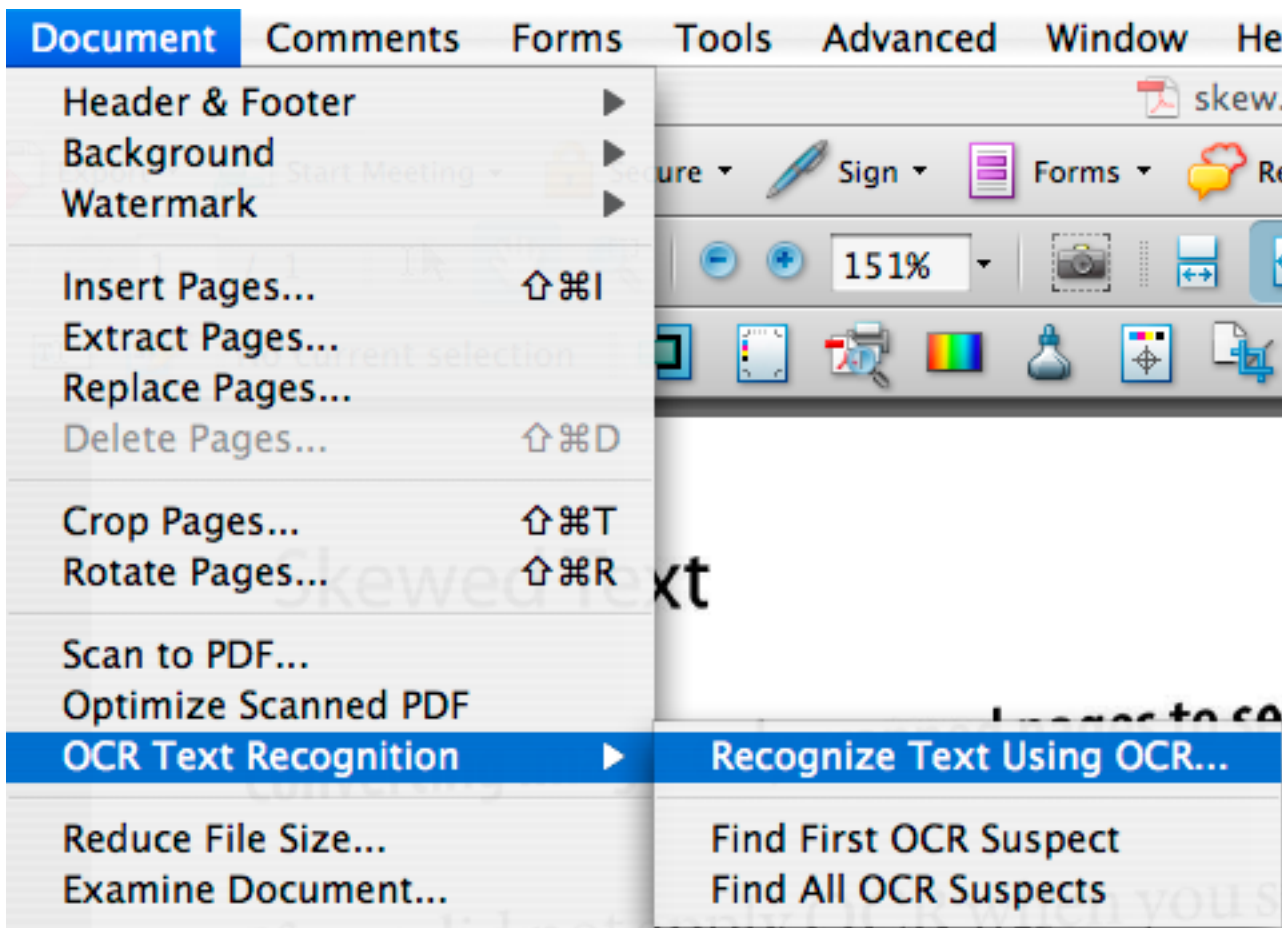
2. In Acrobat goto Document>Optimize scanned PDF



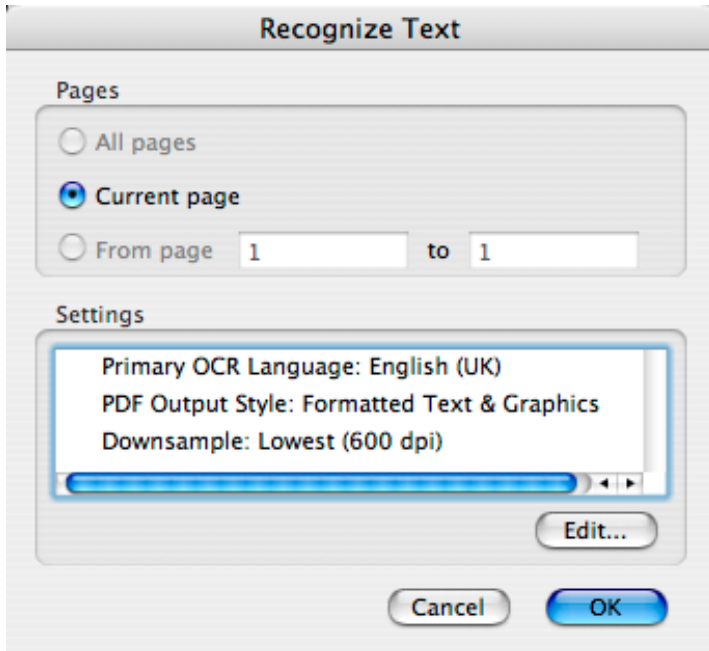
- Adjust setting to help remove any gray speckles in the background - this makes it easier for the OCR engine to convert pixels to type



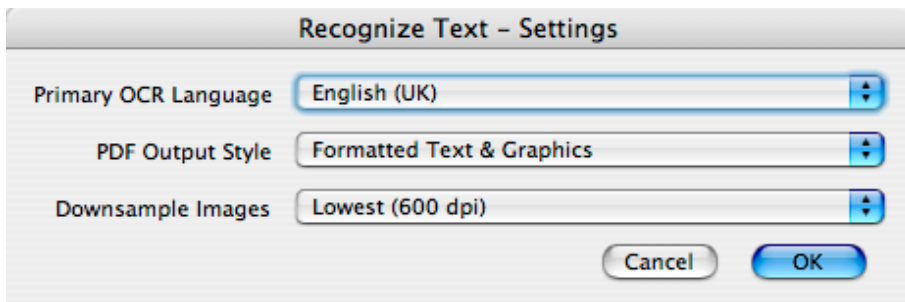
- After completing the above step now goto Document>OCR Text Recognition>Recognize Text using OCR



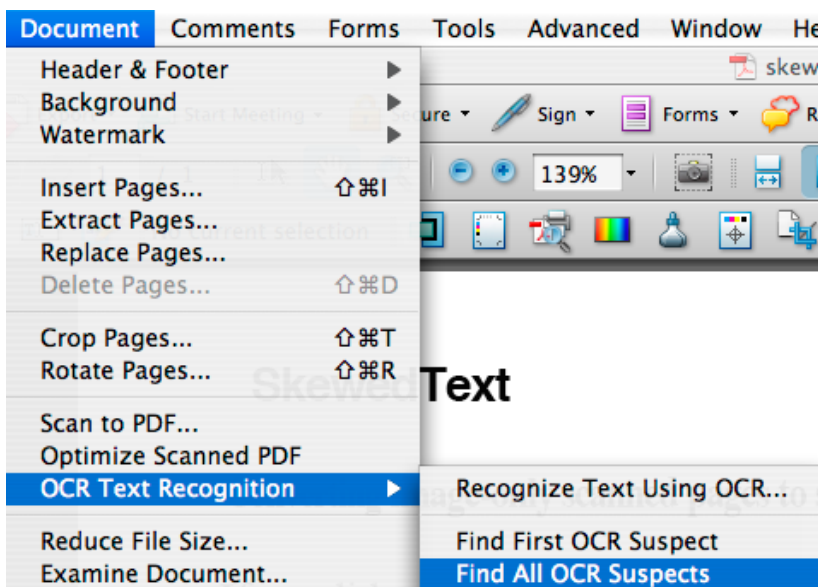
- Choose either the current page or a page range and ensure that the settings in the settings box is set to Formatted Text and Graphics




- If they are not set to that then choose the edit button and change the PDF output style accordingly



- Click Ok in the Recognize Text - Settings window and the Regonize Text window. Your scanned document will now be converted to the closest font available on your computer.
- You can now try to recognize any parts of the document that did not convert to text my going to the document menu> Regonize Text using OCR and looking for all Suspects.



9. Once all your text is converted use the text selection tool  to highlight all your text,

## SkewedText

### Converting image-only scanned pages to searchable text

If you did not apply OCR when you scanned the paper document, you can apply it afterward using the Recognize Text Using OCR command. OCR software enables you to search, correct, and copy the text in a scanned Adobe PDF file. You can convert the pages in one of three file formats: Formatted Text and Graphics, Searchable Image (Exact), and Searchable Image (Compact). All formats apply OCR and font and page recognition to the text images and convert them to normal text. The searchable image file types have a bitmap image of the pages in the foreground and the converted text on an invisible layer beneath.

You can use the **Make Searchable (OCR)** command on pages that were scanned or imported with the following resolutions:

- 81ack-and-white images at 144 to 600 ppi (300 ppi is *generally optimal*).
- *Grayscale* or *color* images at 200 to 400 ppi.

10. Now right click (PC) or control Click (Mac) and choose copy, then goto either InDesign, Illustrator or Photoshop and paste

