

Creating a Searchable PDF (Portable Document Format) File:

Program Being Used:

Instructions:

- Microsoft Office Word 2003 or Microsoft Word 97, 2000, and 2002 (XP) If you have any of these version of Microsoft Office Word, converting a word document to a PDF file format will not be possible. In this case you should submit your documents to DHCD, via email, as a Word Document.
- Microsoft Office 2007, 2010 and 2013 If you are using any of these versions of Microsoft Office you will be able to save your document in the PDF file format by completing the following steps:

1. With the word document open, click **File>Export>Create PDF/XPS**

Export



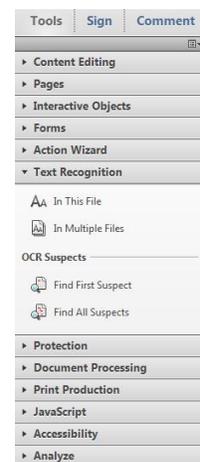
2. Choose the location in which you would like to save the PDF file (it is generally recommended that you save it in the same location as the Word Document file)
3. Click **Publish**

You now have your original word document as well as a PDF copy. The pdf file that you just created will automatically be a searchable PDF.

- Adobe Acrobat X or XI

If you would like to make an existing PDF (or scanned image) into a searchable format and you have Adobe Acrobat Professional the following steps should be completed:

1. Open the existing PDF file
2. Click on the **Tools** tab in the menu bar
3. From among the options listed in the vertical menu bar click on **Text Recognition**
4. Click on **In This File** (by default all paged will be selected)
5. Click **OK** to begin processing the document.
6. If you encounter an error message which reads "Acrobat could not perform recognition (OCR) on this page because: This page contains renderable text." Then the PDF is already searchable.
7. Be sure to **save** the file after the changes have been made to your pdf.



***Note:** If you have an older version of Adobe Acrobat, you'll need to select the **Document** menu, **OCR Text Recognition**, **Recognize Text Using OCR**.