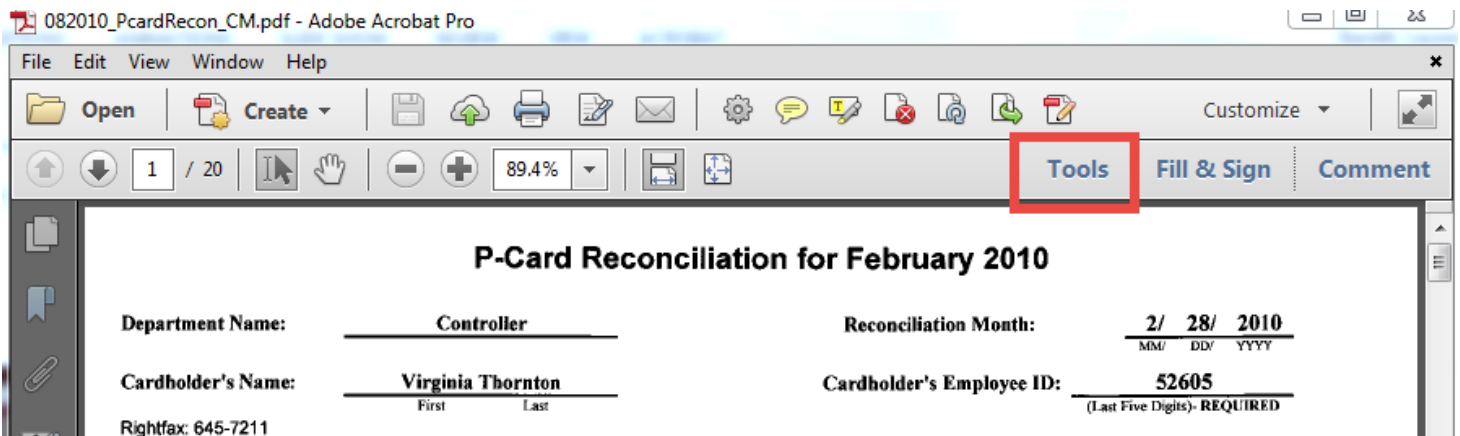




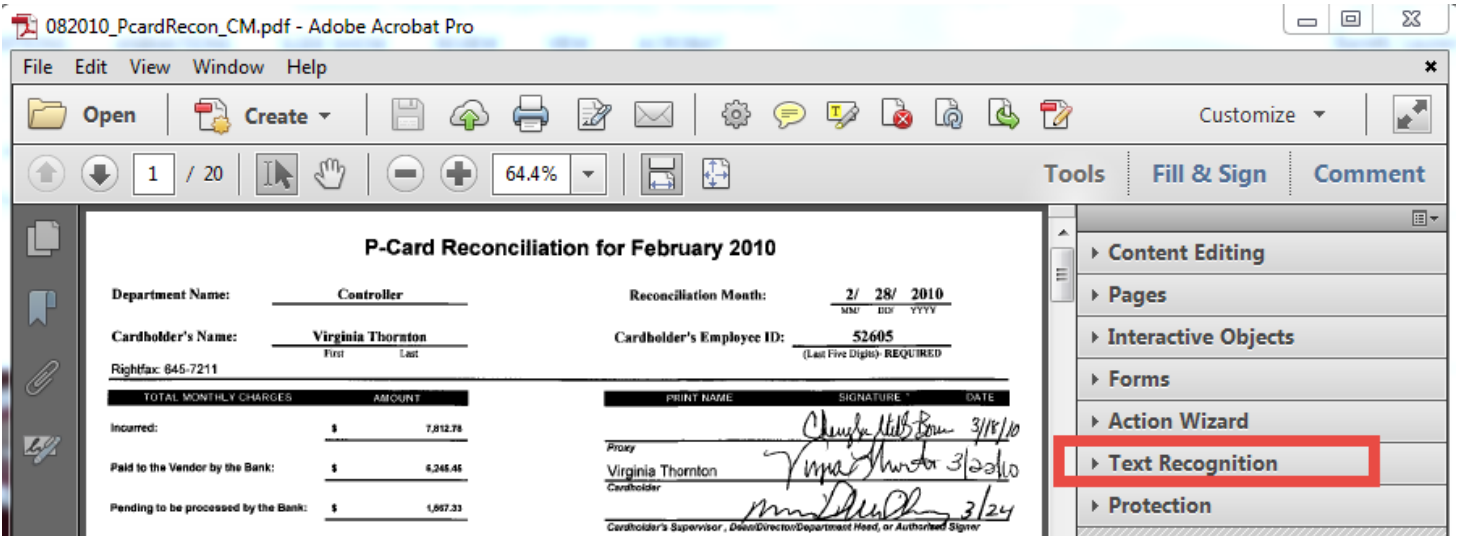
## Applying Text Recognition in a PDF file

Text Recognition will allow a scanned document to become searchable, as well as enabling the user to potentially add certain types of commentary, such as highlighting specific text in the document. The Controller's Office recommends text-recognizing all new, scanned documents whenever possible.

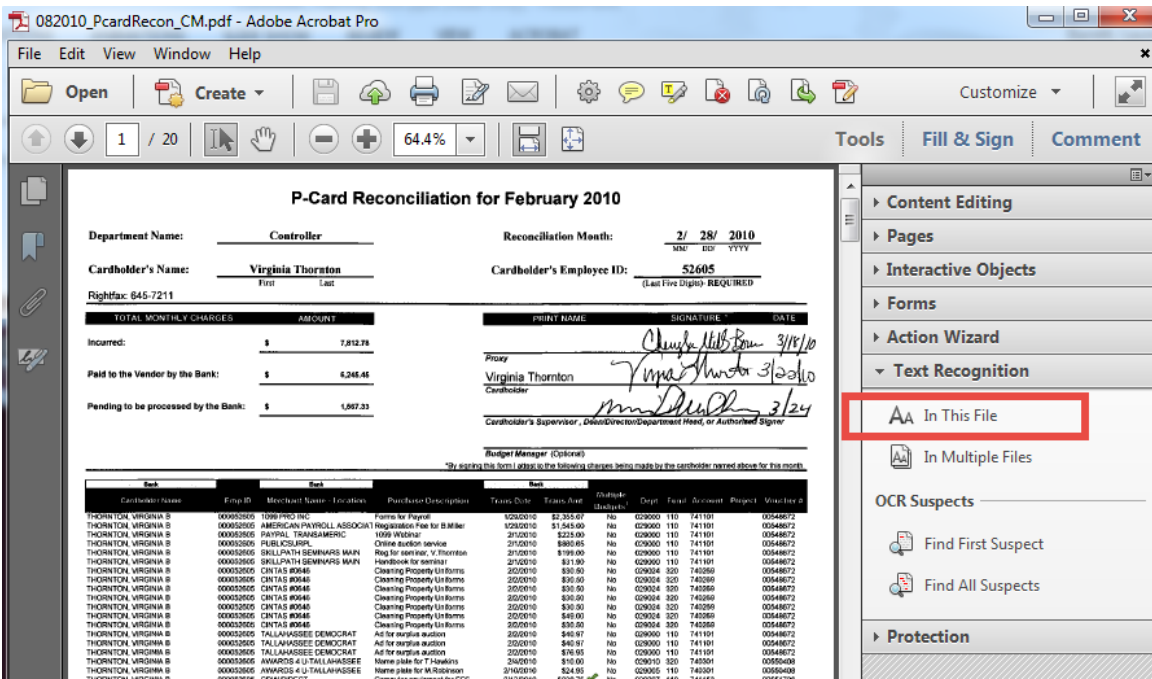
1. Click on the Tools menu on the lower right-hand portion of the Acrobat ribbon.



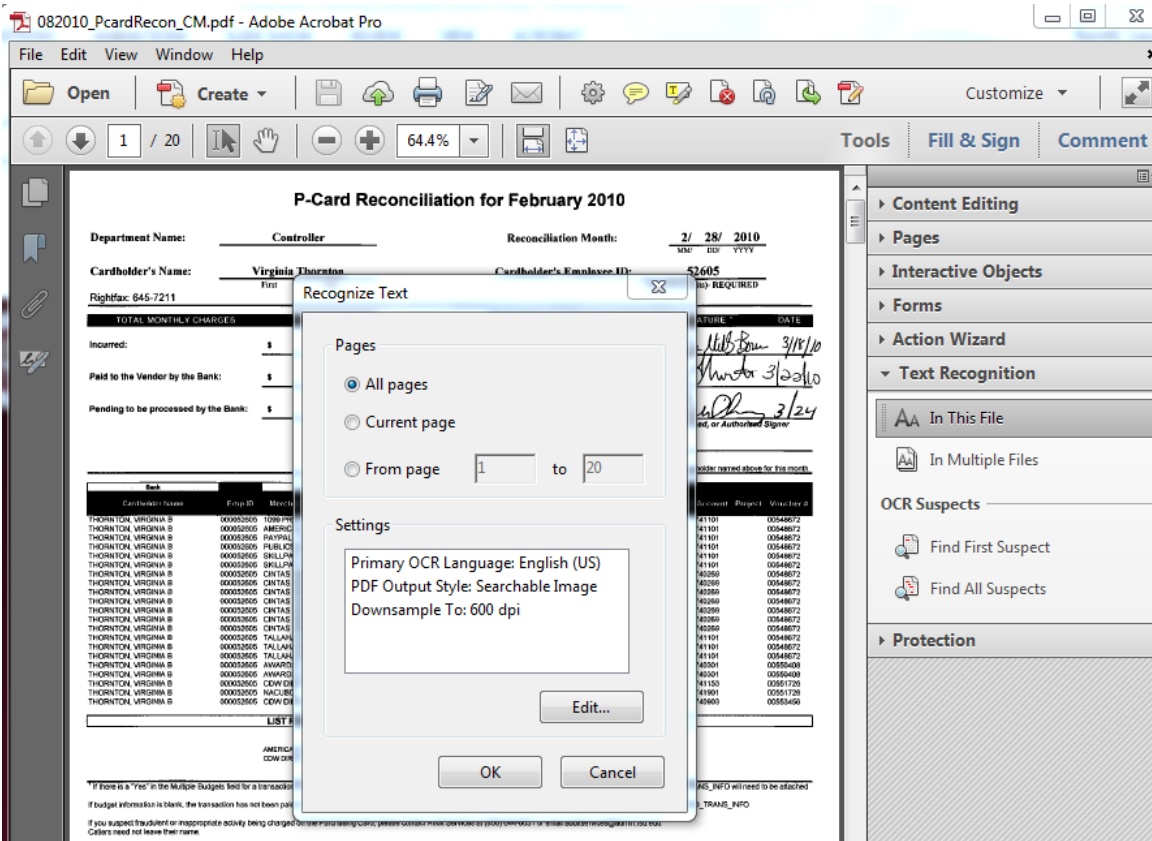
2. Open the Text Recognition sub-menu on the right-hand side of the screen



3. Click on the "In This File" menu option



4. Select the text-recognition options desired, and then click OK



- Save the document to keep this new change. Forgetting to save will result in the PDF remaining as a static image with no recognized text.

The screenshot shows the Adobe Acrobat Pro interface with the File menu open. The document is titled "082010\_PcardRecon\_CM.pdf". The menu options include Open..., Create, Save, Send File..., Get Documents Signed..., Revert, Close, Properties..., Print..., and View All Recent Files... The recent files list includes several PDF files with their full paths.

The main content area displays a form for February 2010. The form includes fields for Reconciliation Month (2/ 28/ 2010) and Cardholder's Employee ID (52605). It features a signature table with columns for Print Name, Signature, and Date. The table contains three entries: Virginia Thornton (Cardholder) signed on 3/23/10, and another entry signed on 3/24. Below the signature table is a table of transactions with columns: Trans Date, Trans Amt, Multiple (Checks), Dept, Fund, Account, Project, and Number #.

Trans Date	Trans Amt	Multiple (Checks)	Dept	Fund	Account	Project	Number #
1/28/2010	\$2,353.07	No	029000	110	741101		00548672
1/28/2010	\$1,548.00	No	029000	110	741101		00548672
2/1/2010	\$225.00	No	029000	110	741101		00548672
2/1/2010	\$900.65	No	029000	110	741101		00548672
2/1/2010	\$159.00	No	029000	110	741101		00548672
2/1/2010	\$31.90	No	029000	110	741101		00548672
2/2/2010	\$30.50	No	029024	320	742059		00548672
2/2/2010	\$30.50	No	029024	320	742059		00548672
2/2/2010	\$30.50	No	029024	320	742059		00548672
2/2/2010	\$30.50	No	029024	320	742059		00548672
2/2/2010	\$40.00	No	029024	320	742059		00548672
2/2/2010	\$30.50	No	029024	320	742059		00548672
2/2/2010	\$40.97	No	029000	110	741101		00548672
2/2/2010	\$40.97	No	029000	110	741101		00548672
2/2/2010	\$78.95	No	029000	110	741101		00548672
2/4/2010	\$10.00	No	029010	320	740301		00590408
2/18/2010	\$24.95	No	029003	110	740301		00590408
2/12/2010	\$328.75	✓	029037	110	741103		00551726
2/18/2010	\$189.00	✓	029010	320	741901		00551726
2/19/2010	\$75.24	✓	029007	110	740903		00534358

At the bottom of the page, there is a section titled "THE BANK FOR THIS MONTH BELOW" with the following information:

AMERICAN PAYROLL ASSOCIAT Registration fee for 2 Page \$ 1,565.00  
 GOW DIRECT Credit for sales tax charged \$ (27.57)