OCR using Adobe Acrobat X Pro

Open Adobe Acrobat X Pro

![Adobe Acrobat X Pro Open](image)

Click on **Combine Files into PDF**

Add the files you want combined into your pdf by either dragging them into the box or by clicking on **Add Files.**

![Combine Files](image)

Then Click **Combine Files** at bottom right (pick the appropriate file size – usually the middle default size)
Once the files have been combined you will have a new pdf – however, it will not have text recognition yet.

Click on **Tools**, then **Recognize Text**, then **In This File**

Save your pdf in the appropriate folder and with the appropriate name. You can also save it as a pdf/a.
Using Acrobat to Optimize a PDF:
   a. Open the PDF file in Acrobat
   b. Under the View Menu, select Tools > Document Processing
   c. This will open a Document processing sidebar:

   ![Document Processing Sidebar]

   d. Click on Optimize Scanned PDF to access the Optimize Scanned PDF settings:
      i. Select “All Pages”
      ii. Check “Apply Adaptive Compression”
         1. Set Color/Grayscale to “sJPEG2000” & Set Monochrome to “JBIG2 (Lossy)”
         2. Slide the quality bar to the middle between Small Size and High Quality
            a. As the slider moves towards small size, text images will be converted to bitonal
         3. Uncheck “Make Searchable (Apply OCR)” for PDF files created in PrimeOCR (Prime applies OCR)
      iii. Click OK
iv. If Acrobat detects pages that are already optimized, check “Apply to all compressed pages” and click OK
v. Save the optimized file under another file name, File > Save As

If all else fails and your PDF is still too large, you may also try the website:
www.smallpdf.com/compress-pdf