

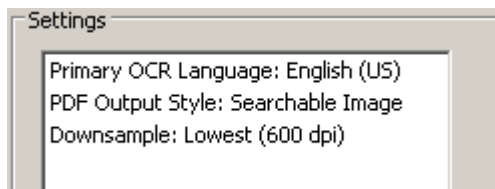
## Changing a PDF that enables Commenting and Markup

Many PDF documents are scanned images of a text document. If you do nothing then all the user can do is read and print the PDF. If you follow the steps listed below you can change the image to be a text searchable and enable comments.

**From MS Word:** If you create the PDF from a Word document, the final PDF will open Acrobat Professional. The document preferences are generous and do not block comments. Adobe Reader users just open the document place comments and resave.

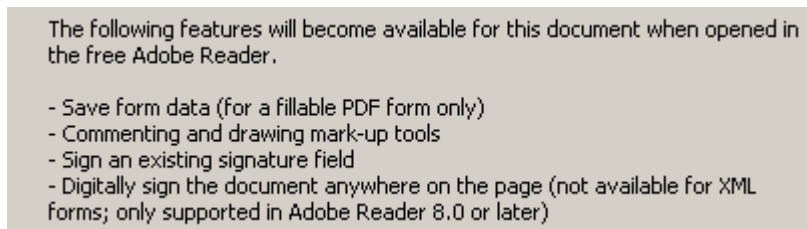
**From a scanned image:** When you scan an article, book pages or open a PDF from the web, you can tell it is a scanned image, if you see gray or black areas like a book binding, if you see hand written notes, if the document looks like it was Xeroxed, if the page is not straight, if the page is rotated and you can only read it if you print it. These documents can be changed to allow searching and markup.

1. Open the PDF in Adobe Acrobat Pro and not Reader.
2. Rotate the document if necessary.
  - a. From the **View** Menu, select **Rotate the View**
  - b. Select either **clockwise** or **counter-clockwise**.
  - c. **Save** the document
3. Scan for Optical Character Recognition
  - a. From the **Document** Menu, select “**OCR Text Recognition, Recognize Text Using OCR**”
  - b. In the dialog box that appears the settings pane is letting you know that the output will be searchable. Just click **OK**, the settings are perfect.



- c. You will see a few things happen, a status line will appear that tells you what it is doing and the document shakes as it gets straightened out.
    - d. When it is complete **Save** the document.
  4. Applying Markup ability
    - a. There are two ways to apply **Enabled Comments**
    - b. From the **Comments** Menu select **Enable for Commenting and Analysis in Adobe Reader** or **Advanced Menu, Extended Features in Adobe Reader**.

**Note:** the only thing I see different is one takes you immediately to a save screen the other gives you a dialog box that explains what is happening in the background save. Save the file.



Now Acrobat and or Adobe Reader users can comment and markup this document.