1. What is searchable PDF file?

Searchable PDF File

A searchable PDF file is an image PDF file with a text layer on it. You can select the text when you view the searchable PDF file (image + text PDF).

Here is a sample of a searchable PDF file:

2. How to convert paper document into searchable PDF file?
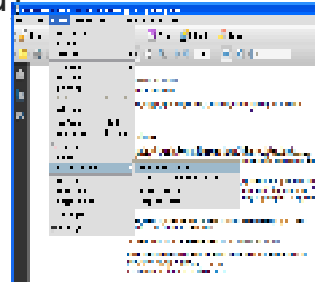
A. Using New OCR Service (demo)

Paper Document → Scan using MFP → PDF File → Email to OCR server → Searchable PDF File

Paper document => Scan into PDF file (using MFP or other scanners)
=> Send email to ocr@ied.edu.hk (OCR Server) with PDF file attached
=> You will receive email with the PDF file becomes text searchable shortly

Limitation: Size of email must be less than 20 MB. For huge batch of files for conversion, special service can be arranged by ITS.

2. How to convert paper document into searchable PDF file? (cont'd)

B. Using Acrobat Software (demo)

Paper document => Scan into PDF file (using MFP or other scanners)
=> Open Acrobat Software => Open the PDF file
=> In Acrobat, use "OCR Text Recognition" option and select "Recognize text using OCR"
=> it will return a searchable PDF file to you shortly

Limitation: You have to install the Acrobat software in your computer before performing file conversion.

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3. How to use "Search" function in DMS and "Windows Search" in MS Windows?

1. **Demo on using "Search" function in DMS**

2. **Demo on using "Windows Search" in MS Windows**

3. **Tips and Tricks in Searching:** "*Becoming a Google Search Master*" from *ITS Express*, Issue Two, January 2010
   https://uslinux2.ied.edu.hk/joomla/index.php/articles/13-issue-two-2010-01/57-tips-sharing-becomin

4. **Google Search Basics:**
   http://www.google.com/support/websearch/bin/answer.py?answer=136861