

# Scanning to PDF format

Convert your paper documents to digital format but still retain the look and feel of the original.

Adobe Portable Document Format is already the most recognised format for exchange of printable documents via the internet and is on it's way to becoming the industry standard for scanned images. Not only is the Adobe Reader software free and easily available, it is also a very good viewing tool and allows you to navigate documents quickly, easily and in a variety of ways.



## Thumbnails:

These display on the left hand side of the main image and clicking on one will take you directly to that page. This is very useful if you know roughly what the desired page looks like (i.e. it has a letterhead, graphic or is a different size).

## Bookmarks and Hyperlinks:

Bookmarks also display along the left hand side of the image and can be used to jump to specific partitions in the document like a tab divider in a printed document or a chapter in a book. Hyperlinks work in a similar way but are activated by clicking the mouse over a certain part of the image. These functions can also be used to do other things like open up a new document, web page, program or email.

## Text Recognition:

Our sophisticated software is able to read a scanned image and interpret the various lines, dots and curves, turning them into letters, punctuation and numbers. This "recognised" text is held behind the unaltered scanned image and can be searched using the binoculars icon. The latest versions of Adobe Reader will enable you to view instances of your recognised word "in context" so you can jump straight to them and will even allow you to search an area of your PC (i.e. a CD-ROM or network folder) for any instance of a word or phrase occurring within any pdf document in that location.

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Document Options Limited  
Burrige House, Priestley Way  
Crawley, RH10 9NT

T: + 44 (0) 1293 426677  
F: + 44 (0) 1293 403453  
sales@document-options.co.uk  
www.document-options.co.uk

