

# FLAGLER COLLEGE

## TECHNOLOGY SERVICES

### Creating small PDF files of text-only documents, such as syllabi

*This process consists of 3 main steps:*

1. <b>Create PDF files</b> from various document formats	2. <b>Use text recognition</b> to remove text images	3. <b>Reduce file size</b> by changing compatibility options
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#### 1. Create PDF files from various document formats

- a. To begin, organize your documents all into one folder. **Create a backup of this folder!** Do not touch the backup folder.
- b. Open Adobe Acrobat Pro 9.0.
- c. Click "File".
- d. Highlight "Create PDF".
- e. Click "Batch Create Multiple Files" (at the bottom of the list).
- f. In the window that appears, click "Add Files".
- g. Choose "Add Folders".
- h. Select your folder and click OK.
- i. Back in the window, there should be a list of documents. If this looks correct, click OK.
- j. In the Output Options window, keep all of the default options (Same folder as originals, Keep original file names, Overwrite existing files.) Click OK.
- k. Your files will be converted. Hit OK to suppress any warnings or errors.
- l. Open your folder via My Computer and delete all of the Word documents. Only PDFs should remain in this folder.

#### 2. Use text recognition to remove text images

- a. Return to Adobe Acrobat.
- b. Click "Document".
- c. Highlight "OCR Text Recognition".
- d. Click "Recognize Text in Multiple Files Using OCR".
- e. Click "Add Files".
- f. Click "Add Folders," select your folder, and click OK.
- g. When the list of documents appears, click OK.
- h. Again, keep the default settings and click OK.
- i. In the Settings window, change the Output to ClearScan, and the Images to 300dpi.
- j. Your text will be recognized. Hit OK to suppress any warnings or errors.

#### 3. Reduce file size by changing compatibility options

- a. Click "Document".
- b. Click "Reduce File Size".
- c. Click "Add Files" and click OK.
- d. Choose to make compatible with Acrobat 9.0 and later.
- e. Use the default options on the next screen and hit OK.
- f. Your files should be very small. Note that files that were originally Word documents will still be smaller than the files that were scanned as PDFs, but they will all still be very small.