Guidance for creating searchable PDFs

Use the following links for step-by-step guidance for creating accessible and searchable PDF documents.

1. First, if any of your documents that were scanned from a copy machine to a PDF, follow the following steps to make the text searchable. NOTE: Adobe PRO version is required for this function. If you don't have, try to find and use the original digital version.
   - https://helpx.adobe.com/acrobat/how-to/scan-paper-documents-searchable-pdf.html
2. If you're combining two or more files into a single PDF, use the following instructions:
   - https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html
3. Search text in your PDF. Select the "Find" tool and enter text in search field.
4. If you have any questions or need assistance contact SALTIRHELP at saltirhelp.dot@state.mn.us or 651-366-3838.