

POST-SCANNING DOCUMENT PROCESSING

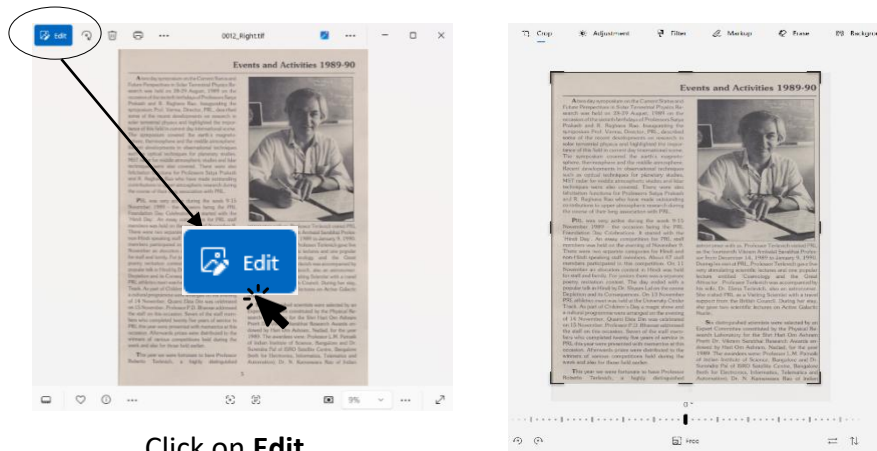
Editing, Converting, Merging & OCR



01 Crop Scanned TIFF Images

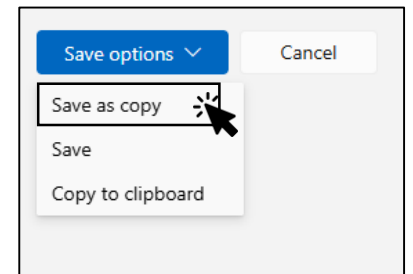


Open the original
TIFF image



Click on **Edit**

Crop unwanted margins and black borders.
Adjust alignment if required



In **Save Options** Select **Save as copy**
and Save the edited TIFF in
Corrected_tiff Folder

02 Convert Images to PDF

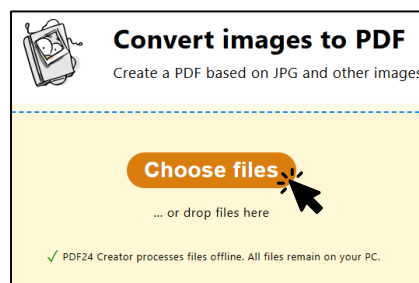


Open PDF24

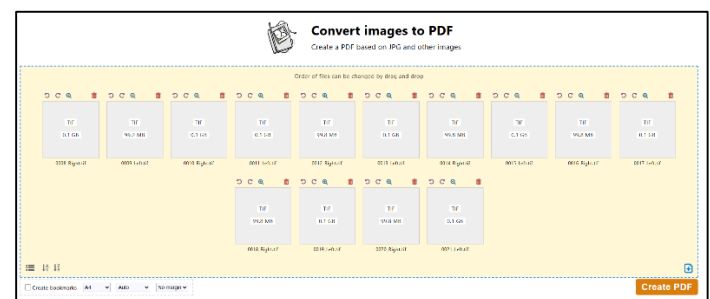


Images to PDF

Select **Images to PDF**



Select all the TIFF
Image Files



Set the page size to A4

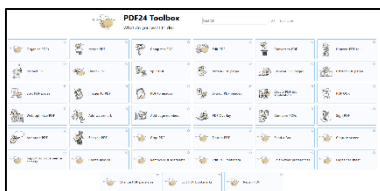
Create PDF

Click **Create PDF** to
create the PDF files

03 Merge PDF Files

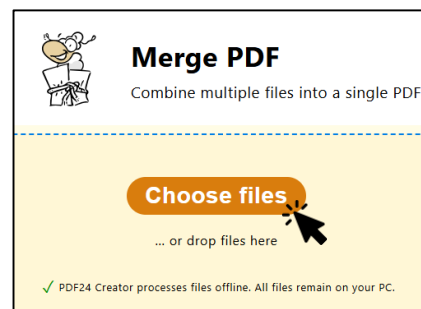


Open PDF24

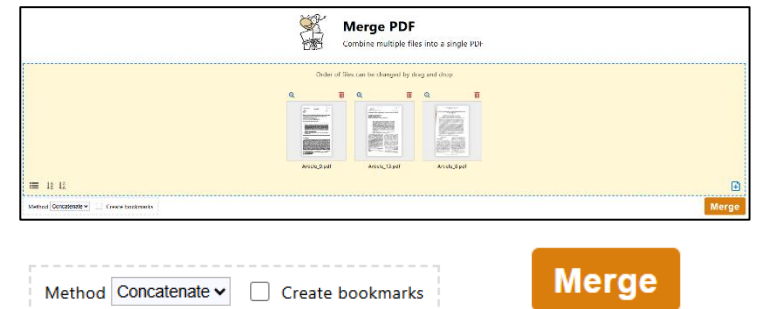


Merge PDF

Select **Merge PDF**



Select all the PDF Files

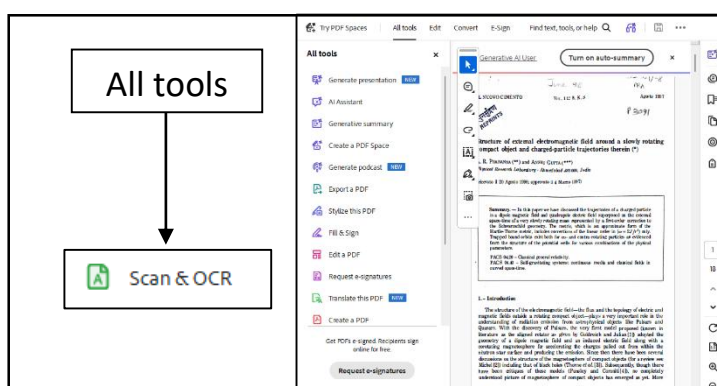


Click **Merge** create a Single PDF File

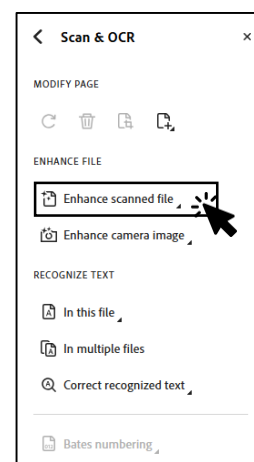
04 Make PDF Searchable (OCR)



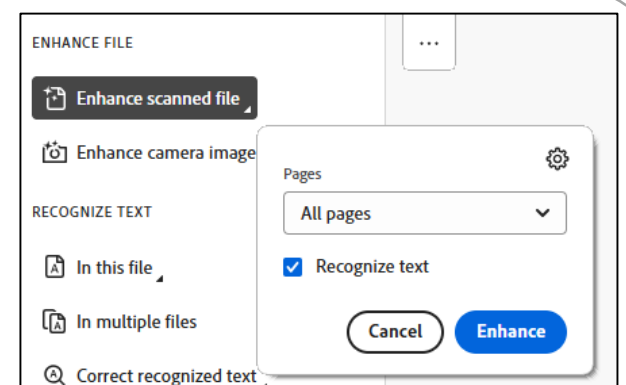
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Scanned File**



Choose **All Pages** and Click **Recognize Text**
then Click on **Enhance**.

Now Wait for OCR to complete

Review and save the searchable PDF