Batch Processing = doing the same thing to many files at once

Optical Character Recognition
Uses

- Make text searchable in a scanned or downloaded document
- Cut-and-pasted from the PDF, rather than retyping
- Ex: BP Oil Spill plan was only available as images of text in the months following the Deep Horizon incident. OCR allowed search within the plan and allowed quotes to be cut-and-pasted
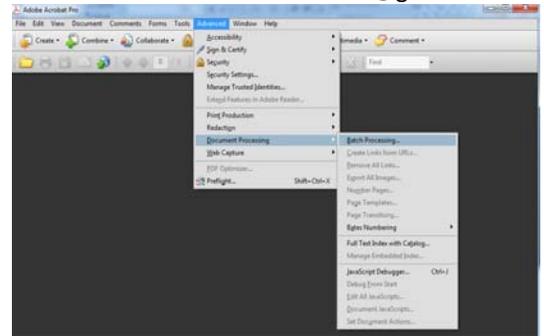
Instructions: Adobe Acrobat Pro 9	*Instructions:* Adobe Acrobat Pro X
- Click the menu labeled <Advanced>, select <Document Processing>, select <Batch Processing> - Click <New Sequence> - Name the sequence - For item 1. Click to <Select Commands> and <Add> "Recognize Text Using OCR", click <OK> - Set items 2 and 3 as desired, and save the sequence - Run the sequence - This will allow you to recognize text in documents in a selected set of files, or in a folder and subfolders	- Open the tools menus on the left of the screen - Choose <Recognize Text> - Select a set of files to recognize text in - This will allow you to recognize text in a selected set of PDF files. It is not possible to recognize text in a folder and subfolders using Acrobat X.

Add a prefix to a set of filenames

Instructions: Adobe Acrobat Pro 9	Instructions: Other versions of Acrobat
- Click the menu labeled <Advanced>, select <Document Processing>, select <Batch Processing> - Click <New Sequence>, and name the sequence - For item 1. Do not select any commands - Set items 2 and 3 as desired, and save the sequence - For item 3. Click <Output Options> This will allow you to add a prefix or suffix to file names. - Run the sequence - This will allow you to rename all documents in a selected set of files, or in a folder and subfolders. - This will rename all files, not just PDFs. In fact, you do not have to rename any PDFs at all.	Not possible in Acrobat Pro X Acrobat 8 requires you to click enter for each file to save it with the new name, so it's not so useful

Uses
- Add a standard prefix or suffix to hundreds of file names at once, to indicate a client or case code

In Depth Document Examination
= view hidden information embedded in the file

Instructions: View embedded objects (Acrobat Pro 8, 9)	*Instructions: View PDF history information* (Acrobat Pro 8, 9, X)
- Click the menu labeled <Advanced>, select <Preflight> - Select <PDF Analysis> to view an inventory of embedded objects by page (Not possible to modify these fields without modifying the structure of the PDF) Uses - Check resolution and color information of embedded images, for compliance with a standard - Get an inventory of objects in the PDF, including possibly unnoticed or hidden objects - Check for consistency across a set of PDFs	- Click <File>, then <Properties> - You can see the date the PDF file was originally created, the date of the last modification, and the name of the program which made the original PDF (Possible to modify all these fields using JavaScript) Uses - Determine whether the PDF was created by the same program as other PDFs in a series - Determine whether a PDF was recently modified - Determine when a PDF came into being