

# Making your PDFs searchable

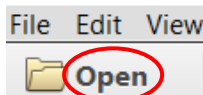
When you create or convert a document into a PDF document, the content is not automatically searchable.

You can make them searchable by setting up bookmarks to specific pages in your building consent documents plans and specification with some small modifications in Adobe Acrobat Reader – including any PDFs saved as an image.

Here's how:

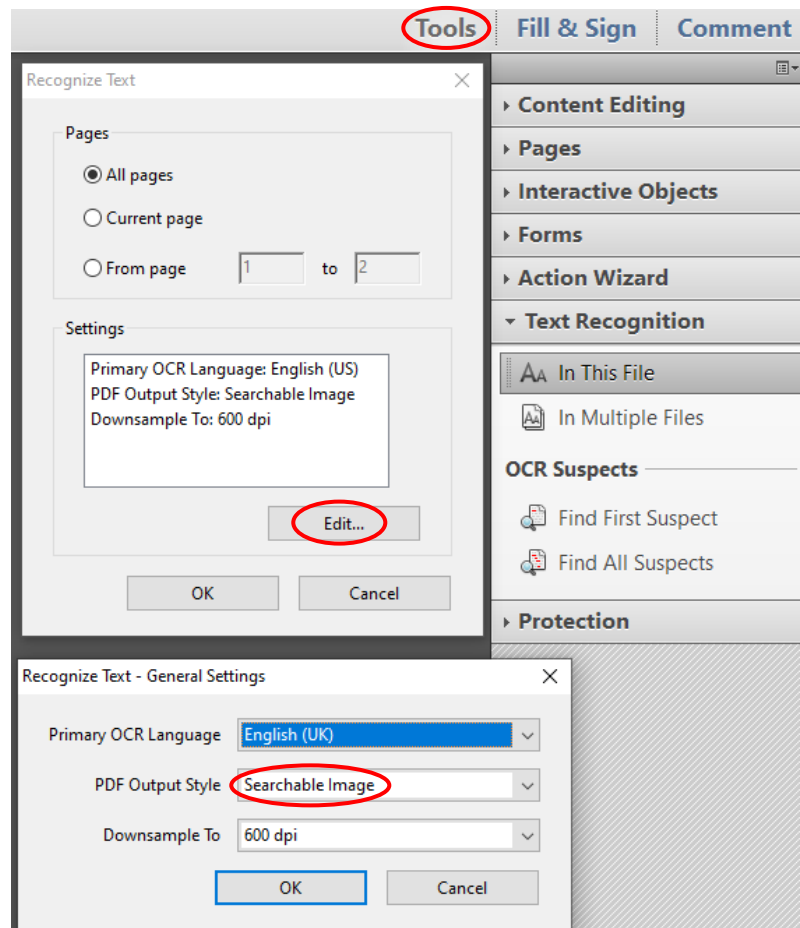
## Setting up your PDF for searching

1. Open Adobe Acrobat
2. From the **File** drop-down menu and select **Open** or click on **Open** next to the open folder symbol



3. Find and **Open** your document
4. Have the first page displaying in the Adobe Acrobat work area
5. Select the **Tools** pane on the right and choose **Text Recognition** and **In This File**
6. Select **All pages** and **PDF Output Style Searchable Image**
7. Select **OK**, and **OK**
8. Click **Save** to save the document after the conversion process has finished.

**Note** - if you see a message that says the task could not be performed because the page contains renderable text, this means that the text was already searchable.



## Adding bookmarks to your PDF

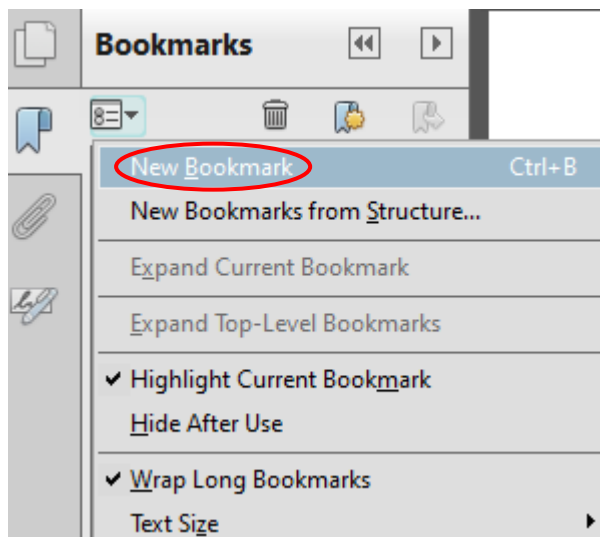
Bookmarks create links in your PDF that allow you to jump to specific pages or sections immediately rather than having to scroll through lots of pages to get to the page or section you need.

To create a bookmark:

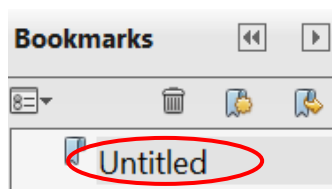
1. Select and view the page or section of your document that you want to bookmark – eg table of contents page, start of a technical document
2. Bookmarks are on the left side of a PDF document
3. Click on the bookmark symbol



4. Select **New Bookmark** from the menu



5. Click the new untitled bookmark and type in a name for it – eg if you are creating a bookmark for the table of contents, call your bookmark Table of contents



6. Repeat the above steps for every bookmark you want to create.