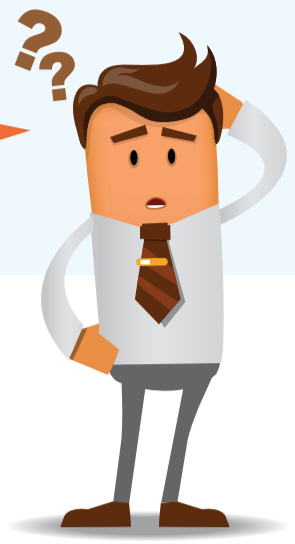# HOW TO
DIGITIZE YOUR FILES WITH OCR

In case you're not entirely sure what OCR technology is, it consists of an optical character recognition engine that is able to recognize text within scanned documents and images. In other words, it transforms what was once a static image containing words into an editable and searchable file.

HOW DO I USE OCR?

STEP ONE
Gather the paper docs you want to **digitize**

STEP TWO
Scan them

STEP THREE
Open them in your PDF application

STEP FOUR
Activate the OCR engine

STEP FIVE
Save the PDF files to your computer

STEP SIX
Store or **recycle** the paper copies of your files

WHAT ARE THE BENEFITS?

SAVE TIME
Instead of having to rummage through your paper docs, you can simply do a quick search on your computer and find the files you're looking for.

SAVE RESOURCES
Gone are the days when you wasted your time and skills on retyping documents. You can now simply scan, activate OCR, and edit if you so wish.

FIND KEYWORDS
Going through paper files to find specific information is a pain. Using OCR to transform those files into editable PDFs will allow you to find keywords within seconds.

DECLUTTER
By scanning your documents and storing them as digital files on your computer, you'll no longer be drowning in the sea of papers that is your desk.

SIMPLIFY
It's more convenient to have PDFs instead of paper docs because you're less likely to lose them. Plus, with cloud storage, you can access them from anywhere!

WHERE DO I GET IT?

Reliable PDF solutions such as Soda PDF offer OCR technology at an affordable price. Digitizing your files is definitely the way to go if you want to save yourself time and want to keep your documents safe.

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SMART & SIMPLE