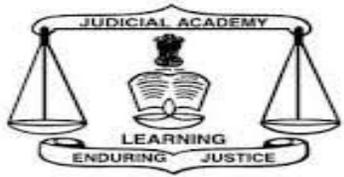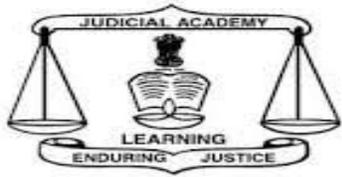# About PDF and its Types

What is a PDF?

PDF (Portable Document Format) is a file format developed by Adobe to present documents **exactly the same on any device**—computer, mobile, or printer—regardless of software or OS.

Why PDF is Important in Offices & Courts

- Same appearance on all computers
- Legally acceptable format
- Easy to share and store
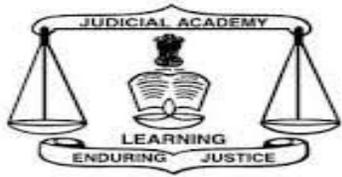- Supports security and long-term preservation

About PDF and its Types

Common Uses of PDF

- ❑ Court orders and judgments

- ❑ Scanned case records

- ❑ Notices, circulars, and letters

- ❑ Forms and affidavits

❑ Digitized old files

About PDF and its Types

Types of PDF Files

Text-based (Digital) PDF

- Created from Word, Excel, or software

- Text is selectable and searchable

Image-based (Scanned) PDF

- Created by scanning paper documents

- Text is not searchable

OCR PDF (Searchable PDF)

- Scanned PDF converted using OCR

- Text becomes searchable

ICR PDF- Intelligent Character Recognition

- Used for handwritten documents

- Reads both printed and handwritten text

Fillable PDF

- Contains form fields
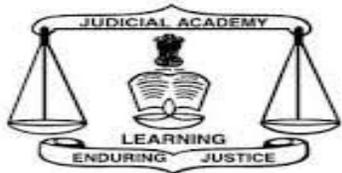
- Used for applications and forms

Secured PDF

- Password protected

- Printing/editing restrictions

PDF/A (Archival PDF)

- Used for long-term record preservation

- Fonts embedded, no external links

How to Create a PDF

Method 1: Save as PDF

1. Open document in Word/Excel
2. Click File → Save As
3. Select PDF format
4. Click Save

Method 2: Print to PDF

1. Press Ctrl + P
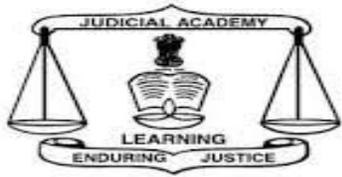2. Select "Microsoft Print to PDF"
3. Click Print

Method 3: Scan to PDF

1. Place document in scanner
2. Select PDF format
3. Scan and save

How to Identify PDF Type

- Try selecting text using mouse
- If text is selectable → Text/OCR PDF
- If not selectable → Image PDF

OCR & ICR

OCR (Optical Character Recognition)

What is OCR?

OCR converts image-based text into machine-readable text.

Benefits of OCR

- Enables text search (Ctrl + F)

- Allows copy-paste

- Required for digitization projects

Basic OCR Steps

1. Open scanned PDF

2. Select OCR / Recognize Text

3. Choose language

4. Save PDF

ICR PDF (Intelligent Character Recognition)
- Advanced OCR that can read **handwritten text**
- Used where documents contain mixed handwriting + print

Examples:
- Handwritten statements
- Old registers

⚠ Accuracy depends on handwriting quality

PDF Operations

Merge PDF

- Combine multiple PDFs into one file

Split PDF

- Separate pages from a PDF

Compress PDF

- Reduce file size while maintaining readability

Tools for Merge and split PDF

- Adobe Acrobat Pro
- PDFsam (PDF Split and Merge)
- Foxit PDF Editor

Online Tools (Use Carefully)

- ILovePDF
- SmallPDF

Securing a PDF

- Add password protection
- Restrict printing and editing
- Use strong passwords

Common PDF Problems & Solutions

Problem	Solution
File too large	Reduce DPI / compress
Text not searchable	Apply OCR
Poor quality	Re-scan at 300 DPI
PDF not opening	Repair or re-create

Do's and Don'ts

Do's

- Use OCR for scanned files
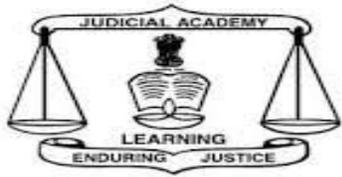- Keep clear file names
- Use PDF/A for records

Don'ts

- Do not scan at low DPI
- Do not save rotated pages
- Do not over-compress important files

Common PDF Software

- Adobe Acrobat Pro
- ABBYY FineReader
- Foxit PDF Reader
- PDFsam
- LibreOffice

Accessible PDF

What is an Accessible PDF?
An **accessible PDF** is a document that can be:
- Read by **screen readers** (for visually impaired users)
- Navigated using **keyboard only**
- Clearly understood by users with disabilities

Why Accessible PDFs are Important
- ♿ Helps persons with disabilities
- ⚖ Required for government & court documents
- 🖥 Compatible with screen readers (NVDA, JAWS)
- 📃 Meets legal & compliance standards

Who Uses Accessible PDFs?
- Visually impaired users
- Senior citizens
- Users with learning difficulties
- Anyone using assistive technology

How to Create an Accessible PDF (Best Method)
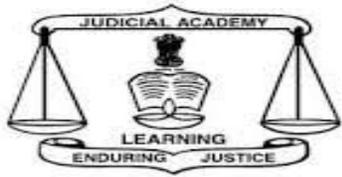
Step 1: Start with a Proper Source Document
Create document in:
- Microsoft Word
- LibreOffice Writer

Use:
- Built-in **Heading styles**
- Proper **lists** (not manual dashes)
- Simple tables with headers
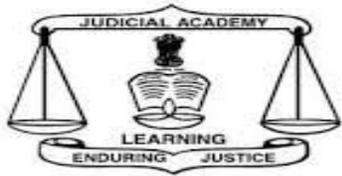- Clear fonts

Step 2: Add Alternative Text (Alt Text)
- Right-click image → *Add Alt Text*
- Describe image briefly

Step 3: Export as Tagged PDF
In Word:
1. File → Save As
2. Select **PDF**
3. Enable **Document structure tags for accessibility**
4. Save

PDF Bookmarking Tips

What are PDF Bookmarks?
Bookmarks are clickable links (usually shown on the left panel) that help users:
- Jump quickly to sections/pages
- Navigate long documents easily
- Understand document structure

📌 Think of bookmarks as a **digital index**.
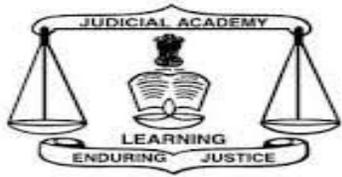
Why Bookmarks are Important
- ⏱ Saves time in large case files
- ⚖ Essential for judgments & records
- ♿ Improves accessibility
- 🗁 Makes PDFs professional

When to Use Bookmarks
Use bookmarks when:
- PDF has **more than 5 pages**
- Document has **sections / headings**
- Multiple annexures are attached
- Case files are merged into one PDF

Printer Configuration & Installation

What is a Printer?

A **printer** is an output device used to produce **hard copies** of digital documents.

Common Uses in Offices & Courts

- Orders & judgments
- Notices & circulars
- Cause lists
- Reports & forms

Types of Printers (Office View)

1. Laser Printer

- Fast, cost-effective for bulk printing
- Best for text documents
- ⚖ Most courts use **laser printers**

2. Inkjet Printer

Good for color & photos

Slower, higher ink cost

3. Network Printer

Connected via LAN/Wi-Fi

Multiple users can print

Before Installing a Printer (Checklist)

- ✔ Printer power ON
- ✔ USB / LAN cable connected (if wired)
- ✔ Printer IP address noted (for network printer)
- ✔ Driver available
- ✔ Test paper loaded

Printer Configuration & Installation
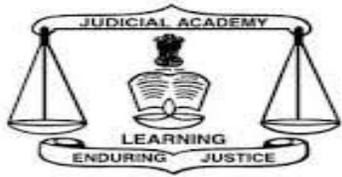
Printer Installation in Windows (USB)
Steps:
1. Connect printer using USB cable
2. Switch ON printer
3. Windows will auto-detect
4. Driver installs automatically
5. Printer appears under **Settings → Printers & scanners**

📌 If not detected:
- Install driver manually from manufacturer website

Printer Installation in Windows (Network Printer)
Steps:

1. Go to **Settings → Printers & scanners**
2. Click **Add a printer or scanner**
3. Select **Add manually**
4. Choose **Add printer using TCP/IP**
5. Enter printer IP address
6. Select driver
7. Finish installation

Printer Installation in Ubuntu Linux
Method 1: Automatic (Recommended)
1. Open **Settings → Printers**
2. Click **Add Printer**
3. System auto-detects printer
4. Select printer and install

Method 2: Network Printer (IP Based)
1. Settings → Printers → Add
2. Choose **Network Printer**
3. Enter IP address
4. Select driver (or Generic PCL)
5. Add printer