

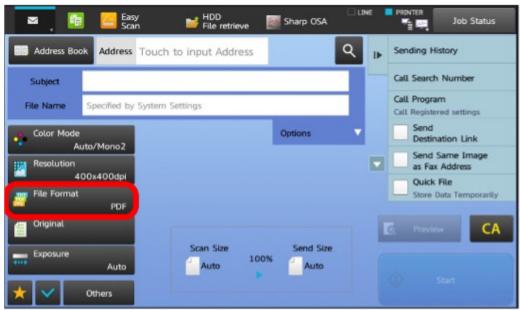
SHARP PRODUCT QUICK QUIDE

HOW TO ENABLE OCR SCANNING

1. Choose the scanning destination (Scan to Email or Scan to Network Folder)



2. Select the "File Format" Tab









3. To enable OCR scanning for a PDF, checkmark the OCR box. This will enable the feature which converts the file into a searchable and editable PDF. When completed, select "OK" to close the File Format box.



4. You may also reformat the file to the Microsoft suite. DOCX converts to Word, XLSX converts to Excel, and PPTX converts to PowerPoint. The OCR checkmark box will automatically be selected. When completed, select "OK" to close the File Format box.*

