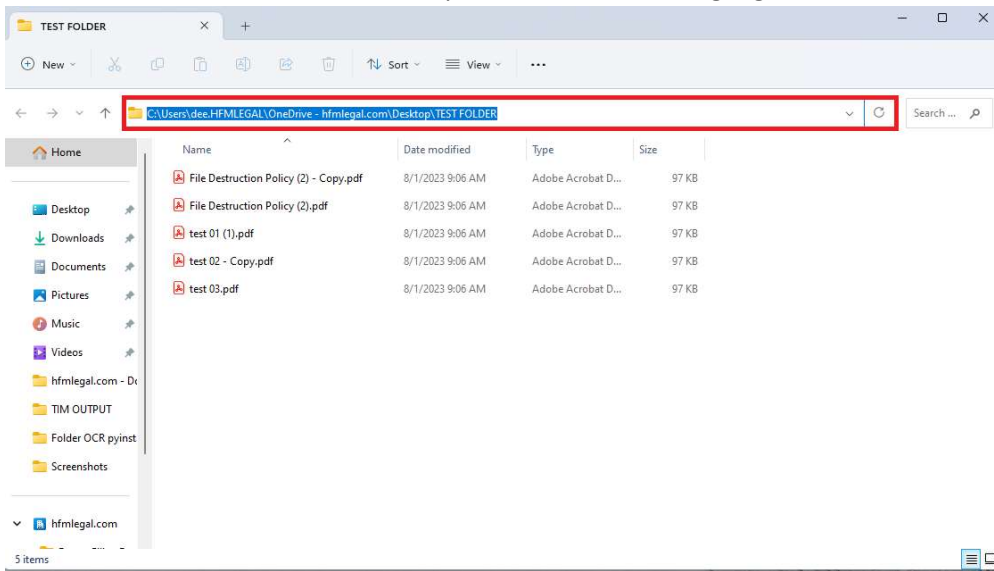I. With the Program Running follow these steps to OCR any PDFs
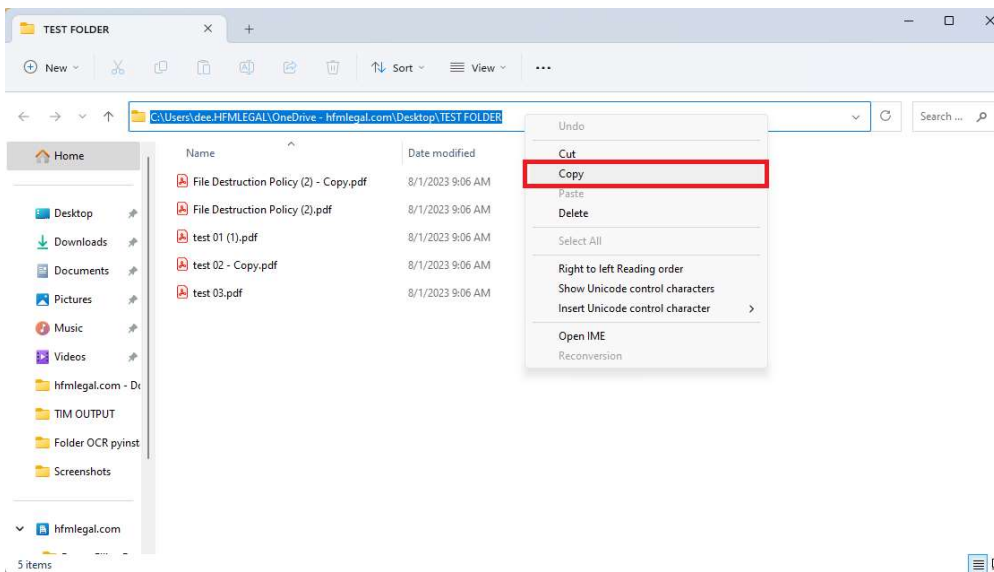

II. First we need to get the path of the folder where you're storing the PDFs. To get the folder path follow these steps:
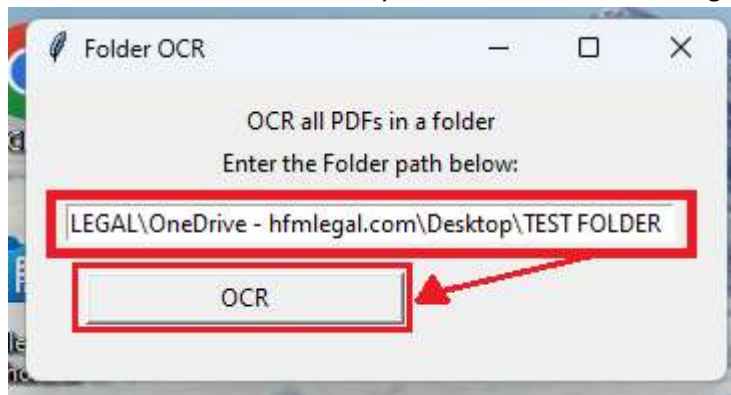   a. Open the folder that contains the PDFs.
   b. Click in the Address Bar at the top so that the Path is highlighted.
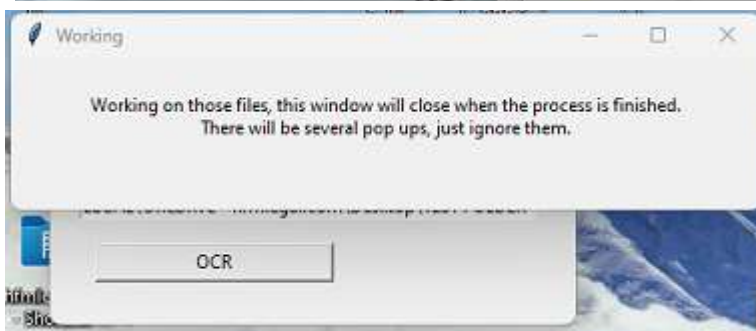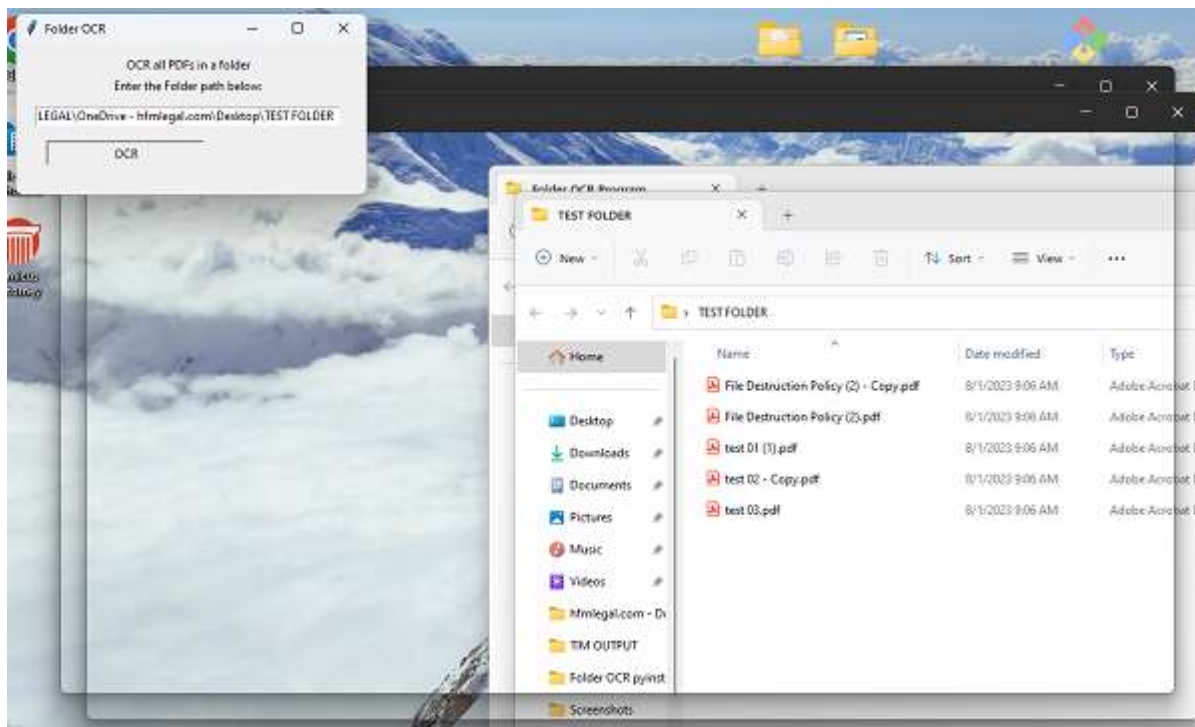

   c. Copy the Folder Path by using ctrl+c or right-click in the address bar and click on "copy".
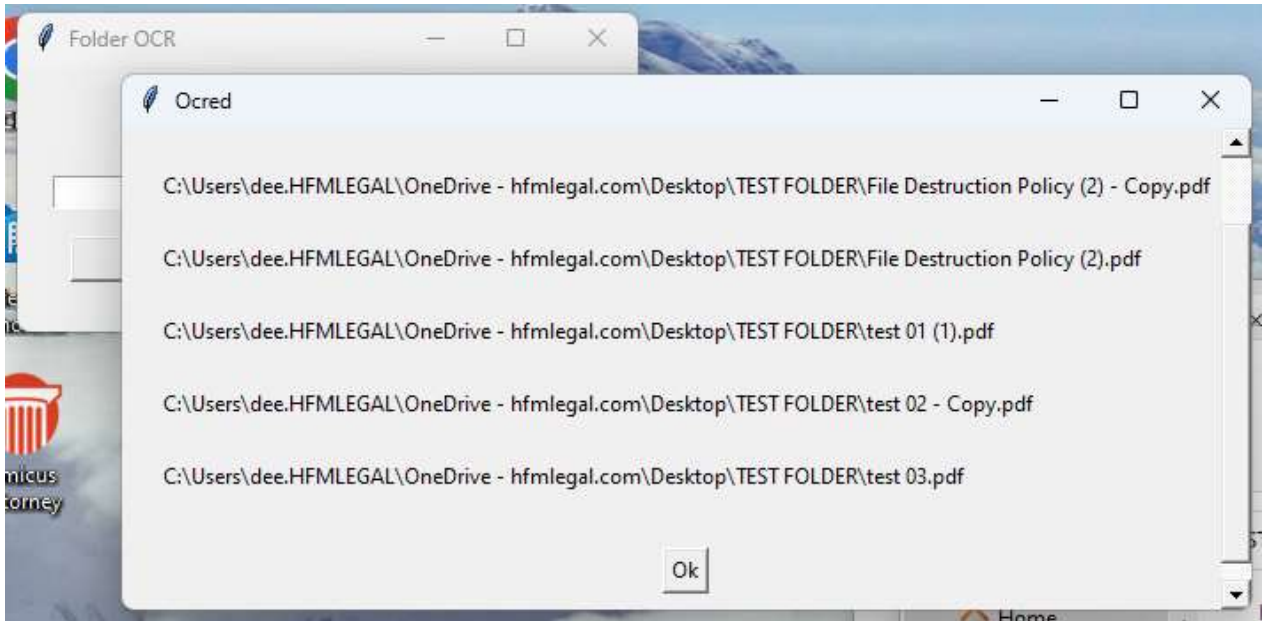
III.   Paste Folder Path into the entry box of the Folder OCR Program. Click "OCR"

- While the Programs is running you may see some of the following, they are normal.

- When the Program is finished you will see another screen that opens to show the results of the program running.
  - Success: The window will show which files were OCRed. Depending on how many files were in the folder you may need to scroll down in this window to see all the files, and to use the "OK" button to close the window.

  - Error: The window will open and show all the files that encountered an error during the process. It will also display what the error was.
  - None: This window will open if none of the files needed to be OCRed. If this is an error reach out to me (dee@hfmlegal.com)