

Set Text Searchable PDF Preferences

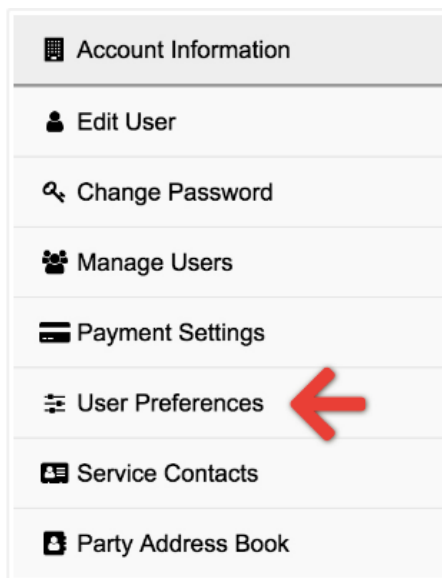
The user may update their preference for using the e-filing application to convert PDFs to text searchable documents at any time.

View the User Preferences Screen

Click **Settings** from the Main Menu at the top.



Then select **User Preferences** from the **Left Menu**.



User Preferences Overview

The **User Preferences** screen is comprised of an Application Defaults panel and an Odyssey eFile User Preferences panel. Scroll down to **Convert to Text-Searchable PDF? (Letter A)** to view current *Text Searchable* settings.

A: Text Searchable Preferences

The user may select whether or not to let the e-filing application auto-convert uploaded image files/PDF to text searchable PDFs.

In the **Convert to Text-Searchable PDF?** drop down, choose between the following, and then click the **Save** button.

- Yes, auto-convert to text searchable
- Ask upon uploading document
- No, do not auto-convert

***Note:** The user preference is set to *Ask upon uploading document* by default.