



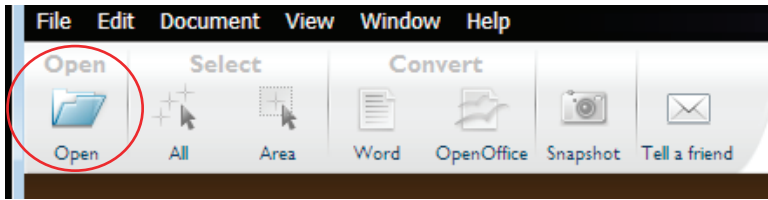
Converting Your PDFs to Word - Easy 3-Step Guide

Step 1 : Open Your PDF

Select the **Open...** command from the **File** menu.

Or,

Click on the  on the tool bar



Step 2: Select PDF data to convert

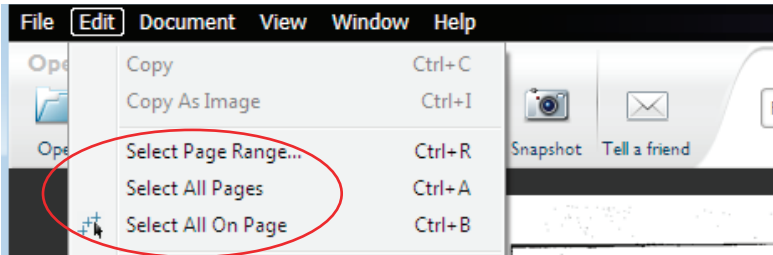
You **must** select data in your PDF prior to converting. Two selection options are available:

1. Mouse Based Selection

Left click mouse button beginning at the position from which you want to select text. Drag the mouse pointer (while still holding left button pressed!) over the text you want to select.


2. Selection Menu Options

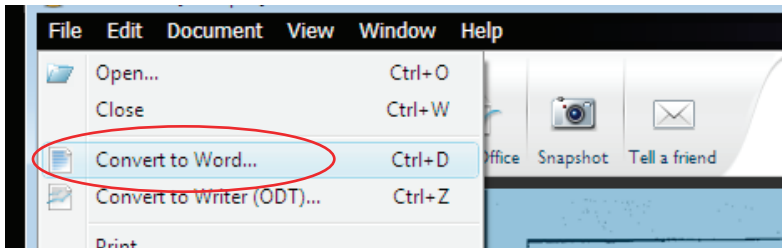
- a) *Select Page Range:*
Use this to select certain pages of the document - eg. pages 1,4,9
- b) *Select All Pages:*
Selects all pages of the document.
- c) *Select All on Page:*
Selects all data on a page of the document.



Step 3: Converting to Word

With PDF data selected you are now ready for conversion:

Click the  on the toolbar; or Select “**Convert to Word**” in the pulldown File menu.



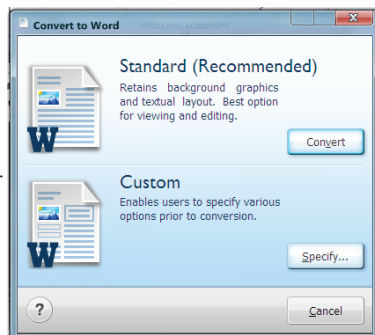
Step 3a: Conversion options to word

1. Standard

Retains background images and textual layout. It is 'Recommended' because it is generally the best option for editing.

2. Custom

Enables users to specify various options prior to conversion.



Custom conversion: 3 conversion options

Custom conversion offers 3 options as to how output will look within word:

1. Frames

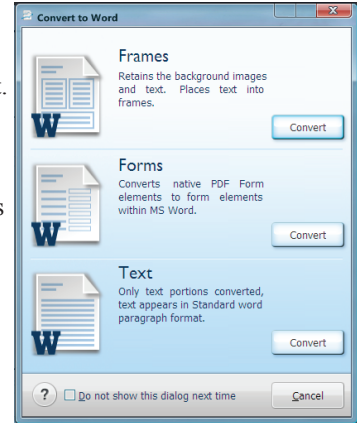
Retains background images and text. Places text into frames (ie. text boxes).

2. Forms

Converts native PDF Form elements to form elements within MS Word.

3. Text Only

Only text portions are converted. Text appears in standard word paragraph format.



Step 3b: Conversion Output Format

You have two format options when converting:

1. Word (.doc) Document

Causes the output to be saved as a Word file (.doc) and MS Word to be automatically launched.

2. RTF (.rtf) document

Saves output to your hard disk as a rich text format (.rtf) file. Use this option when you do not have MS Word installed on your computer.

Able2Doc Professional 6 - Quick Start Guide

Brief Background

Able2Doc Professional 6.0 converts native and image PDFs to MS Word (.doc) documents or rich text format (.rtf) (Native PDFs are PDFs created by computer applications. Image PDFs are generally PDFs that have been created through the use of a scanner.). Comes with its own built-in PDF viewer.

Requirements

Windows 98, ME, Windows NT 4.0, 2000, XP, Vista, 7
Additional Software: Microsoft Office 2000, 2002/XP, 2010
Processor: Intel Pentium processor, or equivalent
Hard Drive Space: 40MB of available hard-disk space
Memory: 256MB RAM
Monitor: VGA 16 color 640x480 screen resolution

Key Menu Commands

View Menu > Rotate View

Conversion quality will suffer when the PDF page is displayed on its side. Rotate View menu solves this:

Clockwise - Rotates the document 90 degrees clockwise

Counterclockwise - Rotates the document 90 degrees counterclockwise

Edit Menu > OCR Options

Default - Default setting. Software determines whether to convert using OCR or not.

Perform Image Based Conversion - can be useful for PDF files that have been created electronically, but that have damaged fonts or that otherwise convert very poorly.

No Image Based Conversion - Turns off OCR engine to only capture electroically created PDF elements.

View Menu Options

Options in this menu lets users alter the size of their PDF in the PDF viewer.

Document Menu Options

These menu options allow user to scroll through pages in the PDF document.

Help Menu Options


Contains a comprehensive help file to instruct users in greater detail.

Tips & Tricks

Converting without launching MS Word

Users can do so by selecting the “**RTF Document**” conversion option during Step 3b as outlined in this Start Guide of the conversion process. This will ask the user to save the document into a directory on their Hard Disk.


Converting Landscaped PDF Page

Scanned PDFs are frequently scanned in a landscape format (eg. on their side). In such cases, users should rotate the PDF so that it shows in portrait format in the PDF viewer. Users can do this by rotating the page using the  icon on the toolbar. Accurate conversion will then take place.


Converting Image PDFs

The Software should automatically detect Image PDFs. If not, the user can select “**Perform Image Based Conversion**” option in the Edit Menu > OCR Options

Selecting an Area of Data

On native PDFs, users can select the  icon on the toolbar. Selection for Image PDFs is slightly different. To select a single

column on an image PDF, drag the mouse pointer over the text you want to select.

Users wanting to convert to Open Office Writer (ODT), should select  on the toolbar. This will convert PDF data into ODT while preserving the look and feel of the PDF.

Telephone and E-mail Support

Having trouble converting a PDF File? We offer top-tier customer support. Call us at 416-920-2539 (M-F 9am-5pm EST) or e-mail techsupport@investintech.com with your question.