

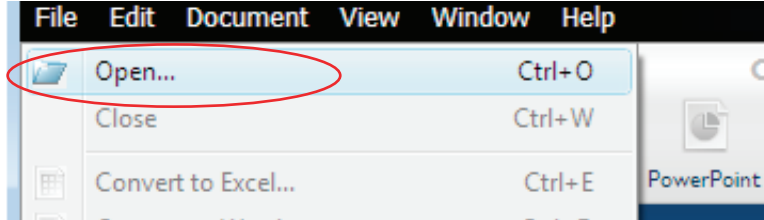


Converting Your PDFs to Excel - Easy 3-Step Guide

Step 1 : Open Your PDF

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

Or,
Click on  on the toolbar



Step 2: Select PDF data to convert

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

2. 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.

Select Menu Options

a) Select Page Range:

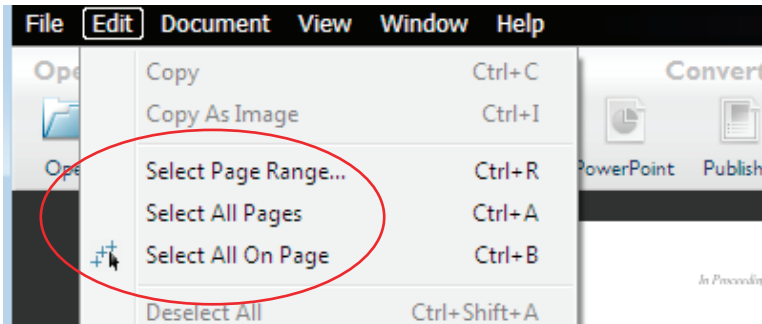
Use this to select certain pages of the document – eg. Pages 1,4,9

b) Select All Pages:

Selects all pages of the document.

c) Select All on Page:

Selects all data on a page of the document.

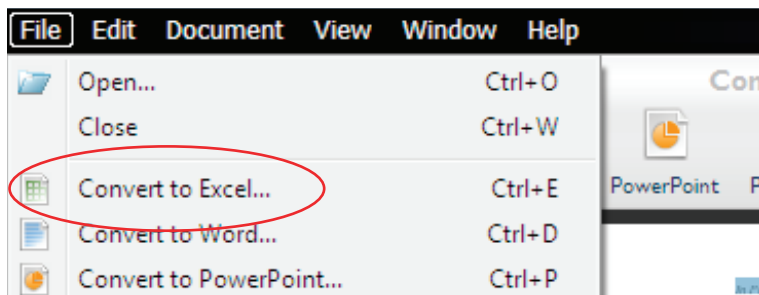


Step 3: Converting to Excel

After selecting, you are ready for conversion:

Click the on  on the toolbar;

Or, Select "Convert to Excel" in the pulldown Edit menu.



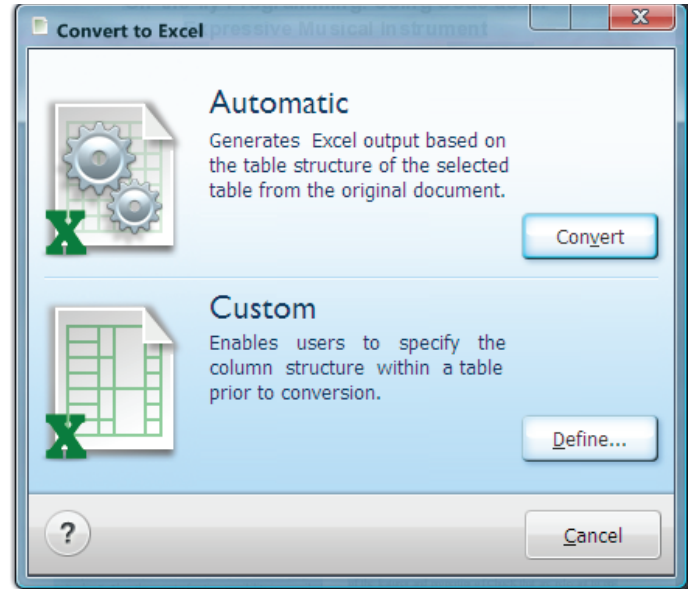
Step 3a: 2 Conversion options to excel

1. Automatic

Automatically interprets the table structure of the document and converts into Excel without user input.

2. Custom

Gives user control of designating how the conversion to Excel will look (More detail on this below).



Using the Excel "Custom" Conversion Feature

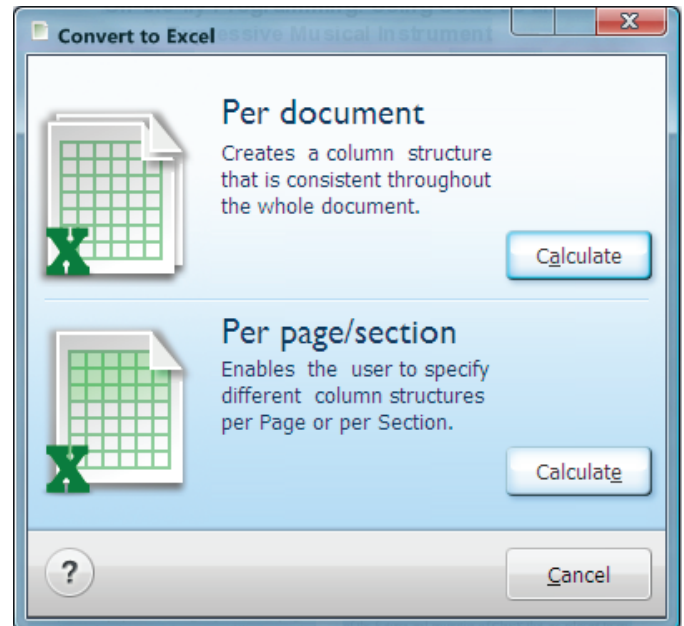
After selecting "Custom" conversion, you must then choose between 2 formatting options:

Per Document

Allows you to create a column structure that is consistent throughout the entire document.

Per page/selection

Enables you to specify different column structures per Page or per Section.



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The Excel "Custom" conversion solution lets you manually add and reposition as many vertical lines as required to designate the column breaks for the conversion into Excel.

1. Vertical Lines

a) Adding Vertical Lines

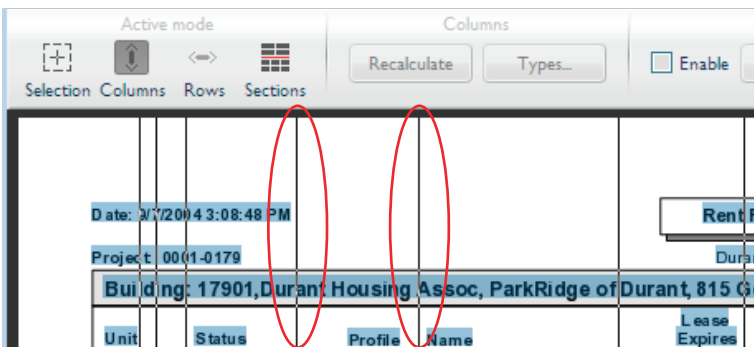
Click your mouse RIGHT BUTTON to add vertical lines (as many vertical lines can be added as required).

b) Removing Vertical Lines

Position mouse pointer over Vertical Line. Double RIGHT CLICK mouse button to remove.

c) Re-Positioning Vertical Lines

Position mouse pointer over Line. Hold down mouse RIGHT BUTTON and move either left or right.



2. Horizontal Lines

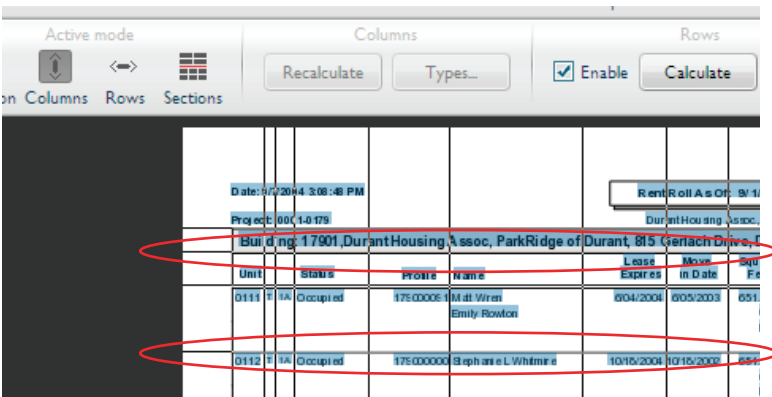
There are two horizontal lines in total. One at the top of the page and one at the bottom. Additional horizontal cannot be added. Horizontal lines are used to designate page headers and footers.

a) Removing Horizontal Lines

Position mouse pointer over Horizontal Line. Double RIGHT CLICK mouse button to remove.

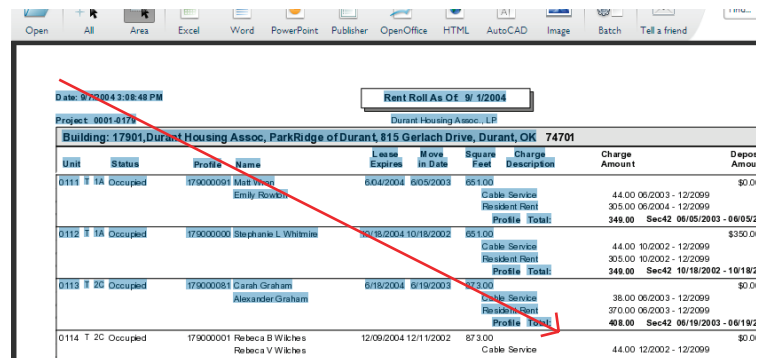
b) Re-Positioning Horizontal Lines

Position mouse pointer over Horizontal Line. Hold down right mouse button and move either up or down.



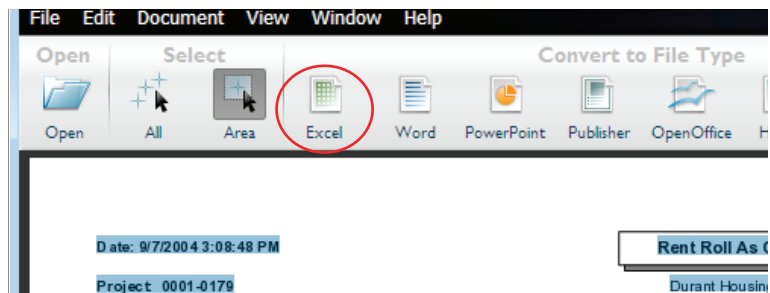
3. Selecting Data

Selecting Data to Convert – Hold mouse LEFT BUTTON down and highlight data you wish to convert. Or, use the selection options available in the Edit Menu.



4. Completing Conversion

When completed re-positioning the lines and selecting Data, Click on the 'Excel' icon on the toolbar.



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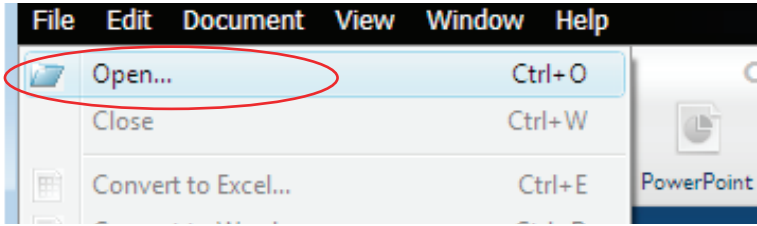
Converting Your PDFs to Word - Easy 3-Step Guide

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:

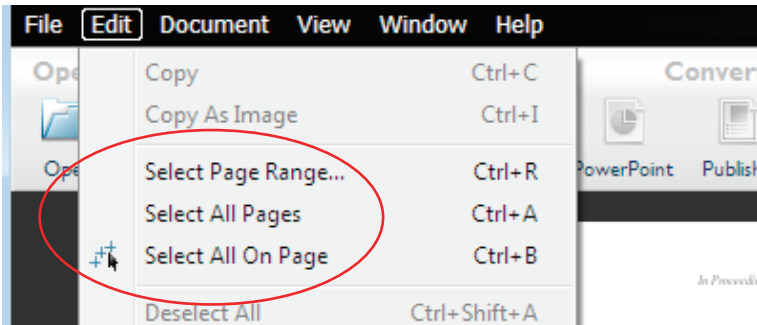
Use this to select certain pages of the document – eg. Pages 1,4,9

b) Select All Pages:

Selects all pages of the document.


c) Select All on Page:

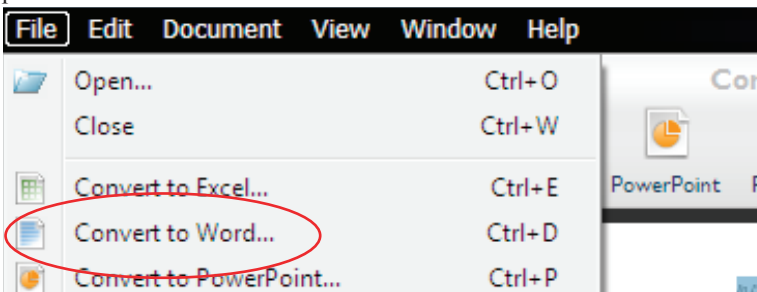
Selects all data on a page of the document.



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 pull-down Edit 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.

Able2Extract Professional 7 - Quick Start Guide

Brief Background

Able2Extract Professional 7 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 II 233 MHZ 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.


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.


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

Converting PDF to Open Office Writer (ODT)

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.

Batch Conversion

Click  in order to convert a batch of multiple files at once into a specified folder or location.

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.