INVESTINTECH.COM
PDF SOLUTONS

Able2Extract Server 3.0

User Guide

TABLE OF CONTENTS:

1 INTRODUCTION 5
1.1 System Requirements 5
2 BEFORE INSTALLING ABLE2EXTRACT SERVER 6
2.1 Required Software Updates 6
2.2 Additional Requirements for Windows Vista 6
2.3 Starting the Print Spooler 6
3 INSTALLING ABLE2EXTRACT SERVER 7
3.1 Checking the Disk Cost 13
3.2 Choosing the Trial Option 14
4 ACTIVATING ABLE2EXTRACT SERVER / ENTERING THE PIN 16
5 ABLE2EXTRACT SERVER INTERFACE 18
5.1 Viewing the log file 19
5.2 Configuring Able2Extract PDF Server 20
5.2.1 Opening the Configuration File 21
5.2.2 Validation of the Configuration File 23
6 COLLECTING INPUT FILES FROM THE LOCAL NETWORK 24
6.1 Managing the Watched Folders 25
6.1.1 Setting up a Watched Folder for Specific Format 26
6.2 Creating a New Watched Folder 27
6.2.1 Using the File Name Filter 29
6.2.2 Errors and Warnings 30
6.3 Cloning the Watched Folder 31
6.4 Deleting the Watched Folder 32
7 COLLECTING FILES VIA EMAIL 33
7.1 Setting up Microsoft Exchange (Email) 34
7.1.1 Setting up Microsoft Exchange Web Service 35
7.1.2 Setting up MAPI 44
7.2 Managing POP3/SMTP (Email) 45
7.2.1 Creating a new POP3 configuration 46
7.2.2 Managing POP3 Accounts 48
7.2.3 Managing User Restrictions 50
7.2.4 Setting up SMTP Parameters 50
8 SETTING UP FILE PROCESSING FOLDERS 52
9 FINE TUNING THE FILE PROCESSING 53
10 ADVANCED METHOD FOR COLLECTING FILES 55
11 MANAGING JOB TICKETS 56
11.1 Creating a Conversion Ticket (Converting from PDF) 57
11.1.1 Converting PDF to MS Word formats 58
11.1.2 Converting PDF to MS Word with Frames 63
11.1.3 Converting PDF to MS Word Simple 63
11.1.4 Converting PDF to Text 64
11.1.5 Converting PDF to HTML 64
11.1.6 Converting PDF to MS Excel 65
11.1.7 Converting PDF to Searchable PDF 67
11.1.8 Converting PDF to an Image 67
11.1.9 Converting PDF to Open Office format 69
11.1.10 Converting PDF to AutoCAD 69
11.2 Limiting the Number of Pages for Conversion 70
12 MANAGING THE ABLE2EXTRACT SERVER CONFIGURATIONS 71
12.1 Creating a Backup of the Main Configuration File 72
13 MONITORING ONGOING JOBS 73

List of figures:

Figure 1: Starting the Printer Spooler 6

Figure 2: Installation procedure (step 1/7) 7
Figure 3: Installation procedure (step 2/7) 8
Figure 4: Installation procedure (step 3/7) 8
Figure 5: Installation procedure (step 4/7) 10
Figure 6: Installation procedure (step 5/7) 11
Figure 7: Installation procedure (step 6/7) 11
Figure 8: Installation procedure (step 7/7) 12
Figure 9: Checking the Disk Cost (step 1/2) 13
Figure 10: Checking the Disk Cost (step 2/2) 13
Figure 11: Choosing the trial option 14
Figure 12: Choosing the Enter PIN option 16
Figure 13: Completing the 4 step product activation 17
Figure 14: Able2Extract Server Interface 18
Figure 15: Viewing the log file (step 1/2) 19
Figure 16: Viewing the log file (step 2/2) 19
Figure 171: Choosing option Configure from the main menu 20
Figure 18: Options for configuring Able2Extract PDF server 20
Figure 19: Opening a configuration file (step 1/2) 21
Figure 20: Opening a configuration file (step 2/2) 21
Figure 21: Configuration file successfully loaded 22
Figure 22: Validating the Configuration File 23
Figure 23: Successful validation 23
Figure 24: Unsuccessful validation 23
Figure 25: Setting up the watched folders (step 1/3) 24
Figure 26: Setting up the watched folders (step 2/3) 24
Figure 27: Setting up the watched folders (step 3/3) 25
Figure 28: Managing the Watched Folders 25
Figure 29: Setting up a Watched Folder for Specific Format 26
Figure 30: Creating a New Watched Folder (step 1/2) 27
Figure 31: Creating a New Watched Folder (step 2/2) 28
Figure 32: Applying file name filters 29
Figure 33: Reviewing errors and warnings 30
Figure 34: Cloning the Watched Folder (step 1/2) 31
Figure 35: Cloning the Watched Folder (step 2/2) 31
Figure 36: Deleting the Watched Folder 32
Figure 37: Collecting files via email (step 1/2) 33
Figure 38: Collecting files via email (step 2/2) 33
Figure 39: Setting up the watched folders (step 3/) 34
Figure 40: Setting up Microsoft Exchange 34
Figure 41: Setting up Microsoft Exchange Web Service 35
Figure 42: Configuring the web service 36
Figure 43: Creating a new MS Exchange Profile (step 1/2) 37
Figure 44: Creating a new MS Exchange Profile (step 2/2) 37
Figure 45: Managing Accounts 39
Figure 46: Creating a new account 39
Figure 47: Managing User Restrictions 41
Figure 48: Adding a new email or domain name 42
Figure 49: Deleting an email or domain name 42
Figure 50: Setting up binding 43
Figure 51: Setting up MAPI 44
Figure 52: Setting up Microsoft Exchange 45
Figure 53: Creating a new POP3 configuration (step 1/2) 46
Figure 54: Creating a new POP3 configuration (step 2/2) 46
Figure 55: Managing Accounts 48
Figure 56: Creating a new account 48
Figure 57: Managing User Restrictions 50
Figure 58: Setting up SMTP 50
Figure 59: Setting up File Processing Folders 52
Figure 60: Fine Tuning the File Processing 53
Figure 61: Starting the Ticket Editor 56

Figure 62: Ticket editor options 56
Figure 63: Creating a conversion ticket (step 1/2) 57
Figure 64: Creating a conversion ticket (step 2/2) 57
Figure 65: Choosing the desired MS Word format 58
Figure 66: Converting PDF to MS Word Standard 59
Figure 67: Converting PDF to Text 64
Figure 68: Converting PDF to HTML 64
Figure 69: Converting PDF to MS Excel 65
Figure 70: Converting PDF to Searchable PDF 67
Figure 71: Converting PDF to an Image 67
Figure 72: Converting PDF to Open Office format 69
Figure 73: Converting PDF to AutoCAD 69
Figure 74: Limiting the Number of Pages for Conversion (step 1/2) 70
Figure 75: Limiting the Number of Pages for Conversion (step 2/2) 70
Figure 76: Managing the Able2Extract Server Configurations (1/2) 71
Figure 77: Managing the Able2Extract Server Configurations (2/2) 71
Figure 78: Creating a backup of the main configuration file 72
Figure 79: Connecting to ongoing jobs 73
Figure 80: Detailed job information 73

1 Introduction

The purpose of the Investintech “Able2Extract Server” is to collect documents, process them i.e. convert them to a different format and then return the result back to the sender. All collected files are placed into a queue and processed using several threads.

The collected files are processed by converting PDF documents to several different formats (MS Word, MS Excel, Searchable PDF, simple text documents or other files (*.PPT; *.RTF; *.INI; *.LOG; *.GIF; *.JPG;*.JPEG; *.PNG; *.PCX; *.VSD) – see section 11.1).

The files are collected by the following 2 methods:

- **From the Local Network** – see section 5
- **Via E-mail** (MS Exchange Server, POP3, MAPI) – see section 7

1.1 System Requirements

The following are the system requirements for using Able2Extract Server:

- MSXML 6.0 and Visual C++ 8.0 Runtime (Microsoft Visual C++ 2005 SP1 Redistributable Package) installed.
- Windows Server 2000, Windows Server 2003, Windows Server 2008 and Windows Server 2008 R2, or a client (desktop) configuration of Windows 2000, Windows XP Windows Vista or Windows 7.
- Minimum 128 MB RAM.
- Minimum 60 MB free disk space for the PDF Server program and 1-10 gigabytes free disk space for storing temporary data (this amount depends on the traffic and program configuration (**e.g.** whether the processed files are stored on the Server computer).
- Access to E-mail system (if the files are to be sent via email).
- Sharing of specified folders for incoming and outgoing files (if the clients will send files via local network and Watched Folders will be located on the server computer).
- Access to specified folders on other computers (if the server will pick up files for processing by local network and Watched Folders will be located on clients’ computers).
- Corresponding MS Office applications installed (in case you want to use Able2Extract Server to convert MS Office document to PDF).
- Corresponding native application installed (in case you wish to use Able2Extract Server to convert from any other format other than MS Office)
- MS Exchange Server installed (if clients will send files via E-mail, using one of MS Exchange options)

2 Before Installing Able2Extract Server

2.1 Required Software Updates

The following software updates should be installed prior to installing Able2Extract Server.

- **MSXML 6.0 SP1** – download from :http://goo.gl/5GF6X
- **Visual C++ 8.0 Runtime** – download from: http://goo.gl/ycYrT

Note: If this software is not installed beforehand, you will be prompted to download and install it during the installation of Able2Extract Server.

2.2 Additional Requirements for Windows Vista

If you are installing Able2Extract Server on Windows Vista, please make sure the **User Account Control** is turned OFF i.e. disabled.

2.3 Starting the Print Spooler

Before installing Able2Extract Server, please make sure the Windows service **Print Spooler** is started (**Control Panel** -> **Administrative Tools** -> **Services**).

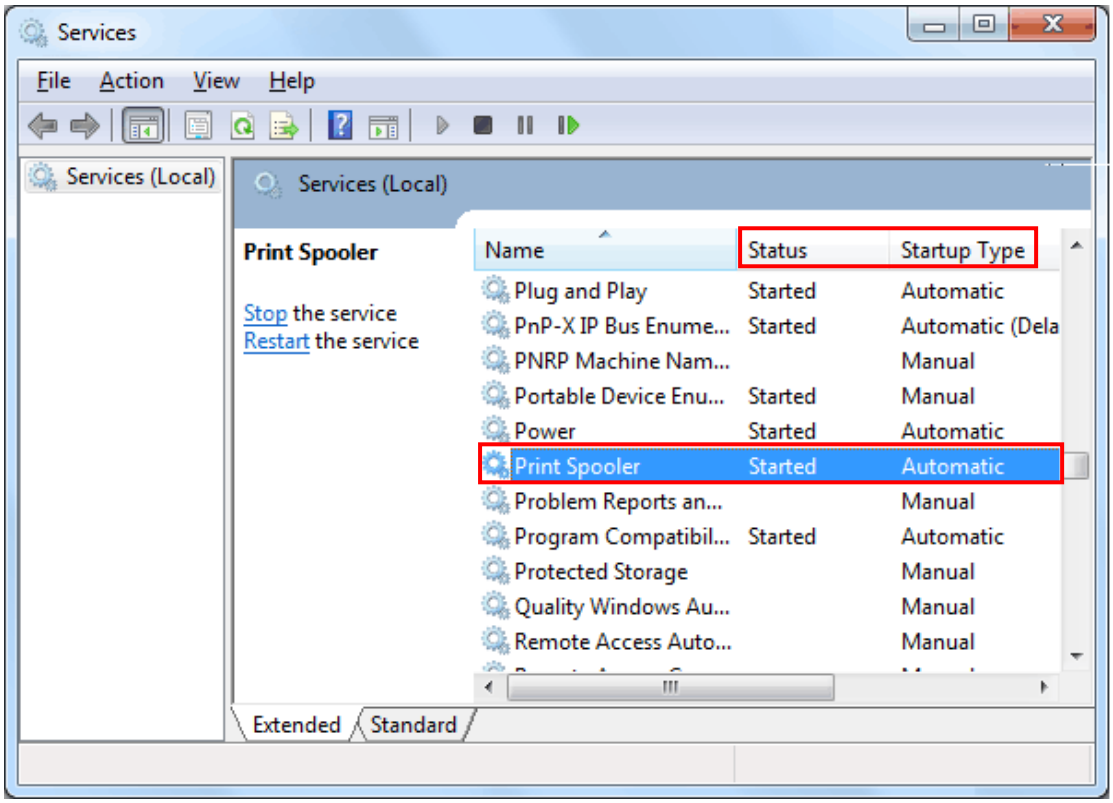


Figure 1: Starting the Printer Spooler

Locate the Print Spooler service and set the following:

- **Status** – Started
- **Startup Type** - Automatic

3 Installing Able2Extract Server

Important notes:

- **Install as administrator** – the application must be installed by the administrator i.e. the user account with Administrator privileges.
- **Remove previous version of Able2Extract Server** – if a version of Able2Extract Server is already installed, it must be uninstalled first including all registry files left behind.

In order to begin installing the Able2Extract Server double-click the executable file (setup.exe). The following window will be displayed.

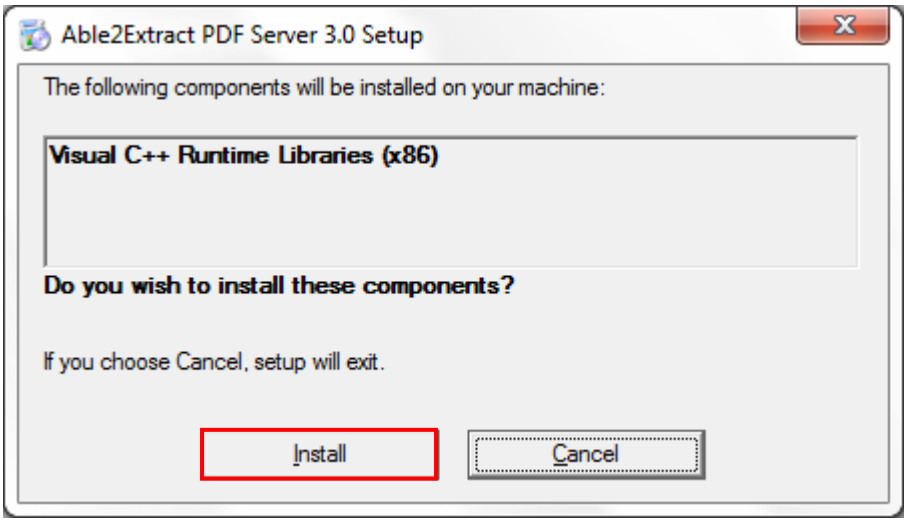


Figure 2: Installation procedure (step 1/7)

Click "**Install"** and the automated installation of Visual C++ Runtime Libraries will begin. In a couple of moments, the following window will be displayed.

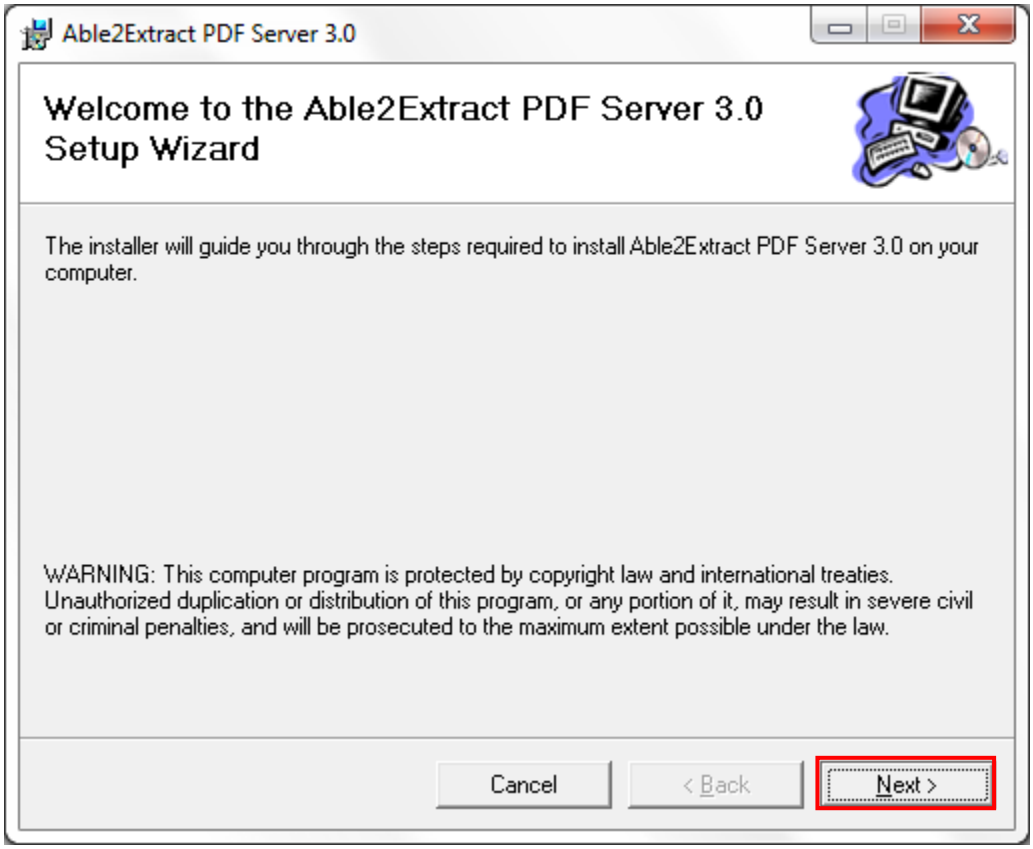


Figure 3: Installation procedure (step 2/7)

Click "**Next"** to continue. The **License Agreement** window will be displayed.

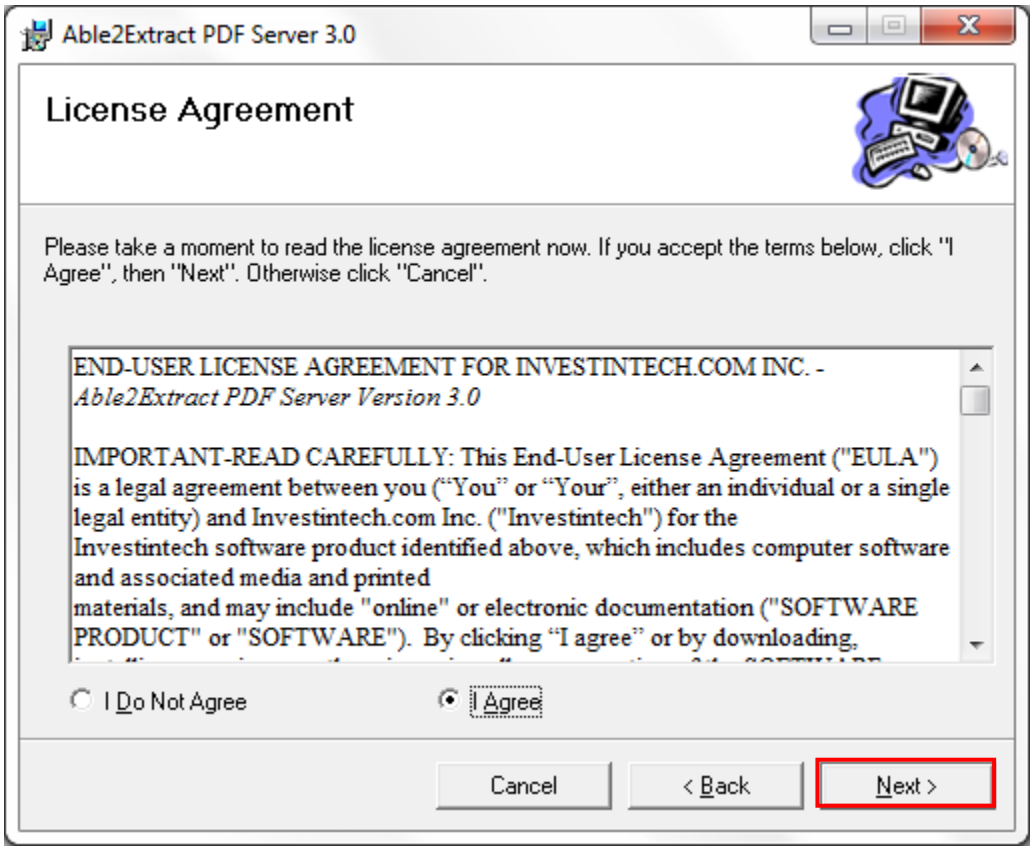
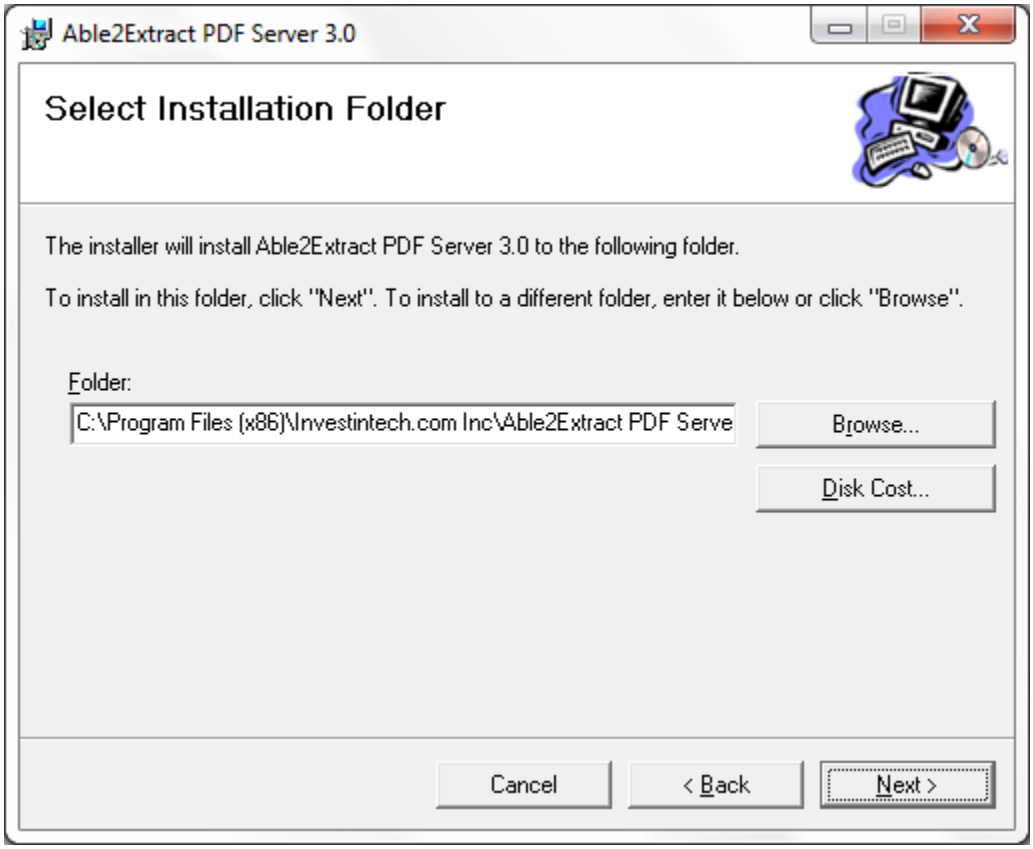


Figure 4: Installation procedure (step 3/7)

Click "**Next"** to continue. The window for choosing the installation folder will be displayed.



The following options are available:

- **Installing to a default folder** - if you want to install to default folder (C:\Program Files\Investintech.com Inc\Able2Extract Server 3.0), just click "**Next".**
- **Installing to a different folder** – to install to any other folder, click **Browse** and locate the desired folder
- **Checking the disk cost** - you also have the option of checking the available space on your local discs/partitions (see section 3.1).

The following window will be displayed once you click "**Next"**.

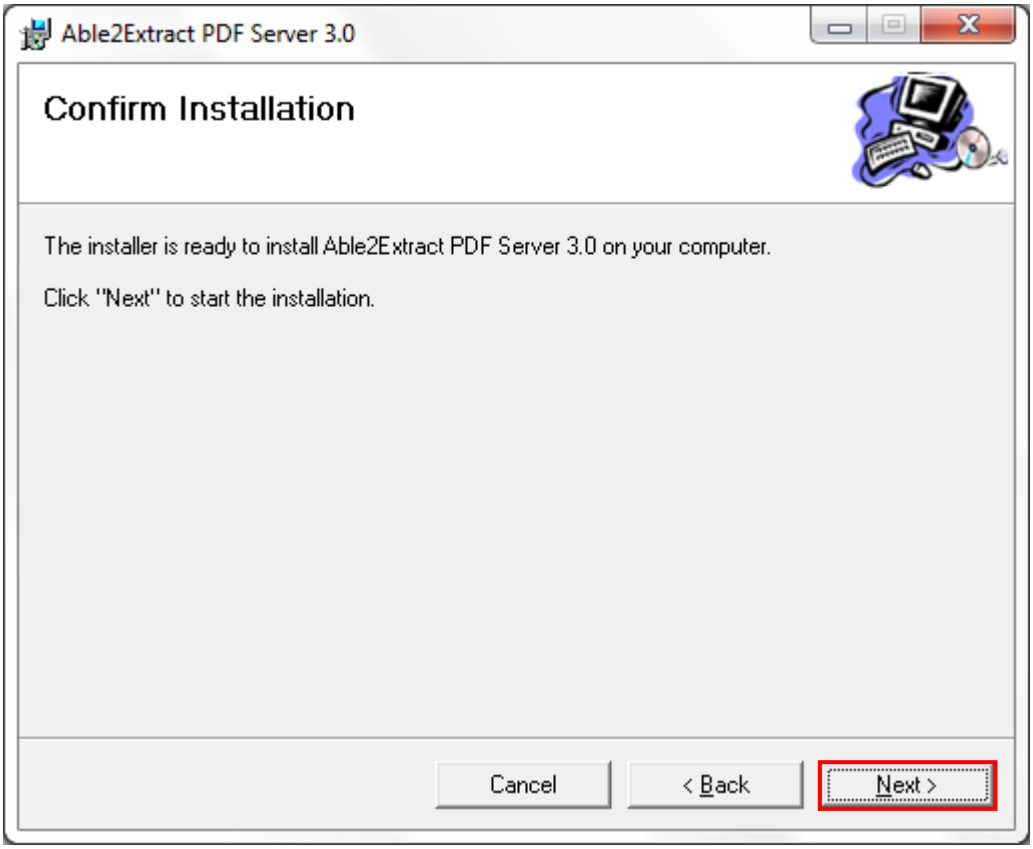


Figure 5: Installation procedure (step 4/7)

The setup will now be ready to install the Able2Extract Server on your computer. You can still review the settings and choose to go back and modify them.

In case you are satisfied with the chosen parameters, click **Next** to begin installing the program. The following window will be displayed.

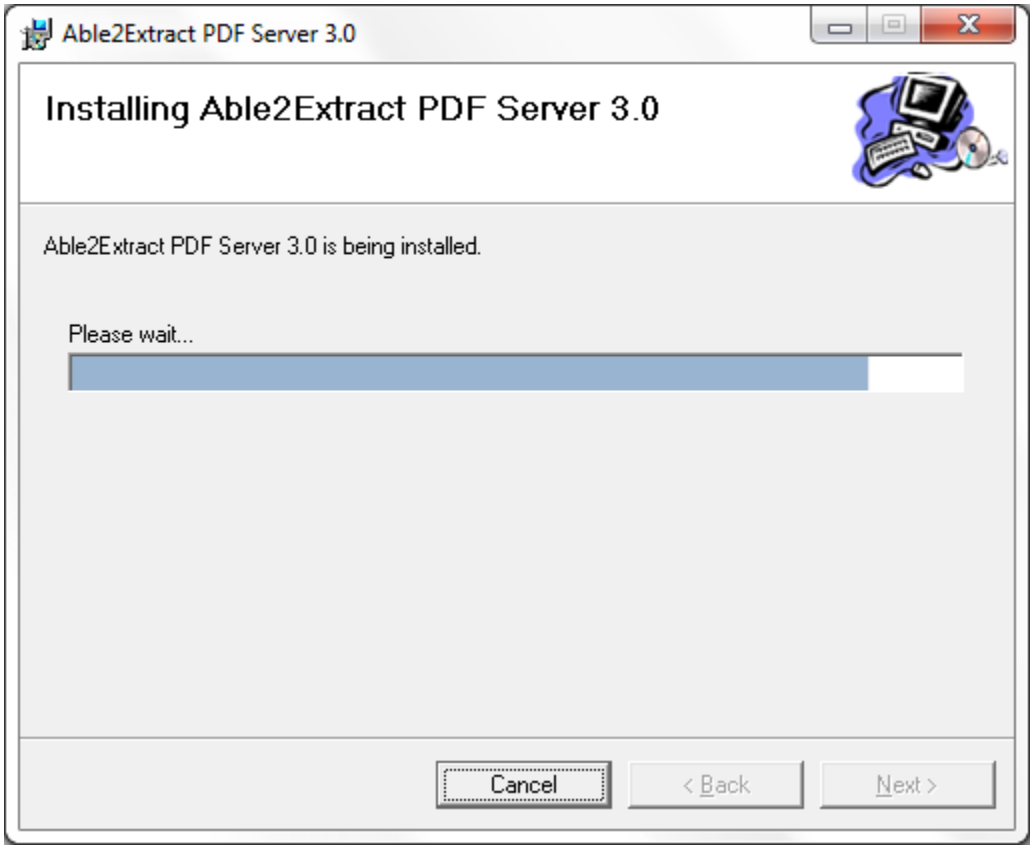


Figure 6: Installation procedure (step 5/7)

After a couple of moments, the installation will be completed and the service login dialog will be displayed.

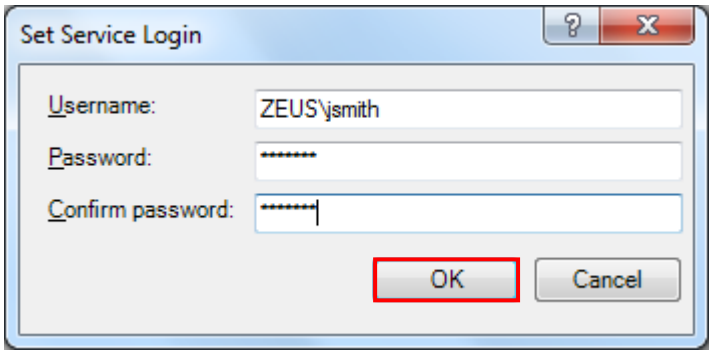


Figure 7: Installation procedure (step 6/7)

Enter credentials for logging into your computer (administrator's account) and click OK. The following window will be displayed.

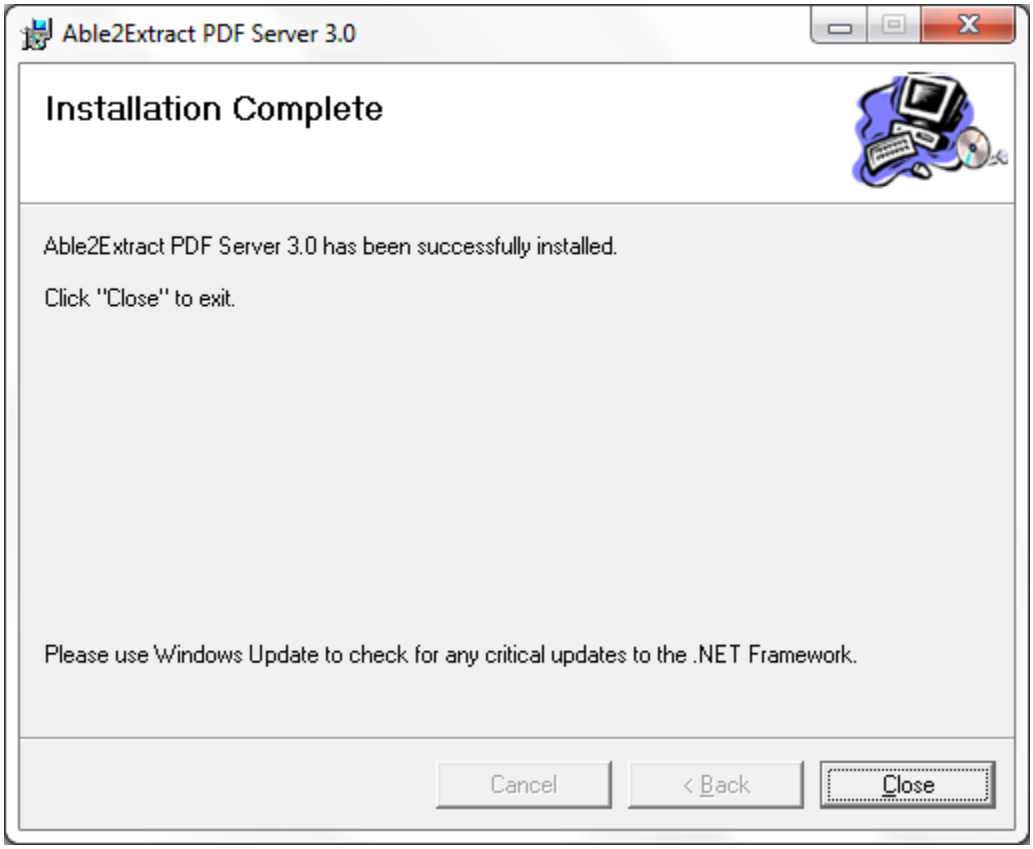


Figure 8: Installation procedure (step 7/7)

Click “**Close**” to exit the setup. The dialog for choosing the desired trial option or purchasing the application will be displayed (see section 3.1).

3.1 Checking the Disk Cost

The “Disc Cost” option allows you to check the amount of available space on your hard disks and partitions and make it easier for you to decide where you want the application installed.

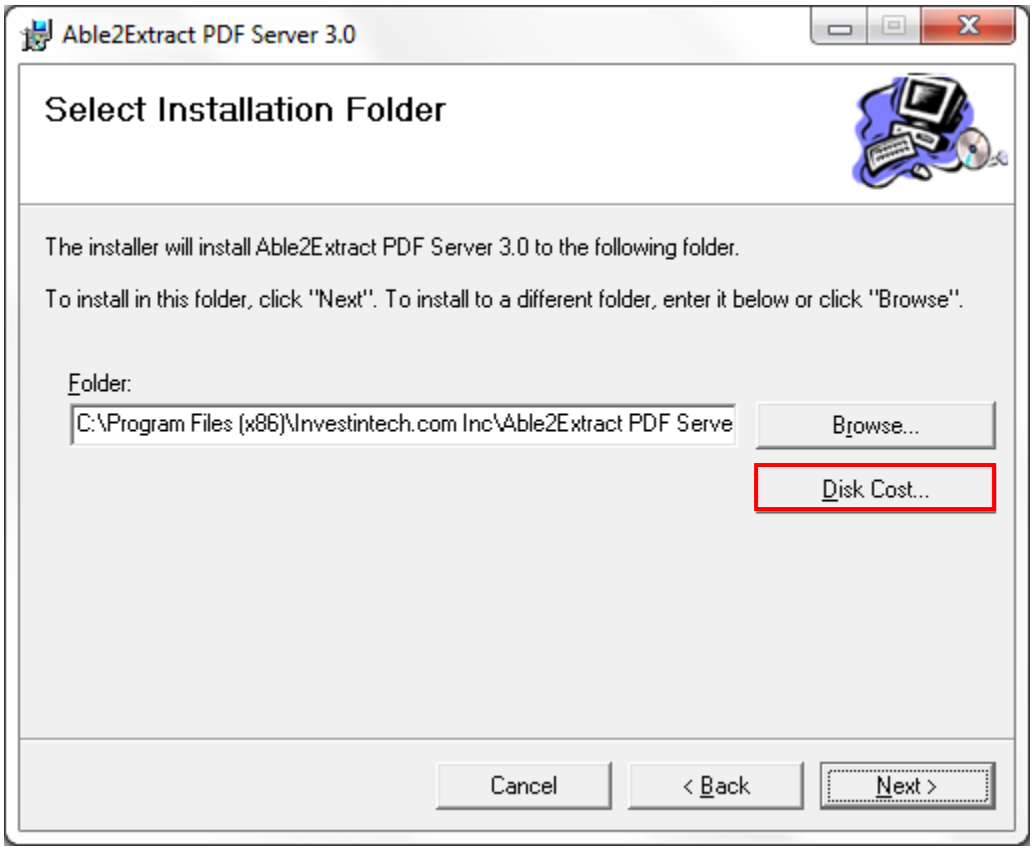


Figure 9: Checking the Disk Cost (step 1/2)

Click “Disk Cost” and the following window will be displayed.

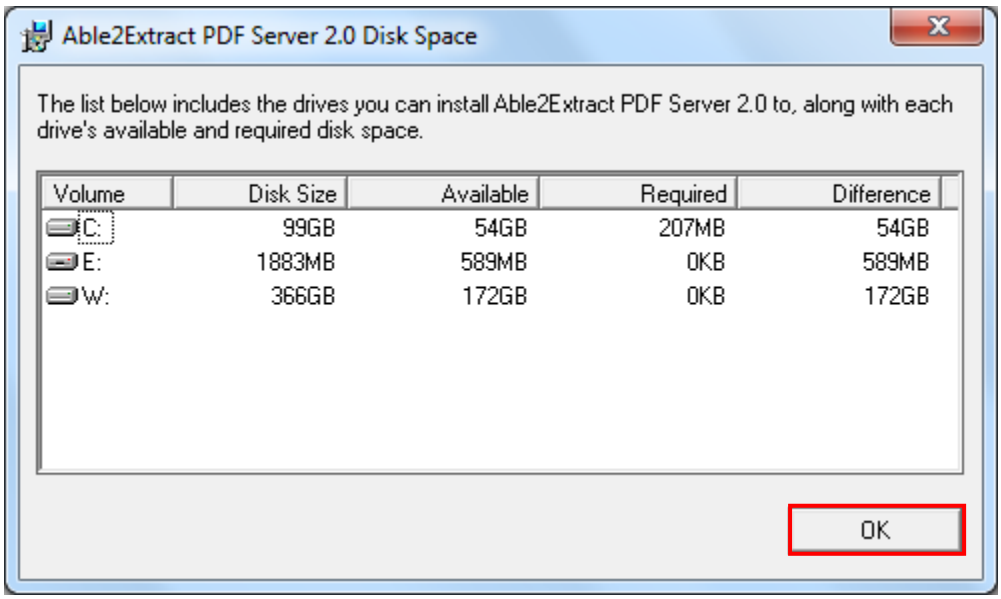


Figure 10: Checking the Disk Cost (step 2/2)

The following information is available:

- **Volume** – shows the volume letter

- **Disk Size** – shows the total size of the disk/partition
- **Available** – shows the available space on the disk/partition
- **Required** – shows the required amount of space
- **Difference** – shows how much space you will have left after installing Able2Extract PDF Server

3.2 Choosing the Trial Option

Once you complete the installation, the window for choosing the desired trial option or purchasing the Able2Extract Server will be displayed.

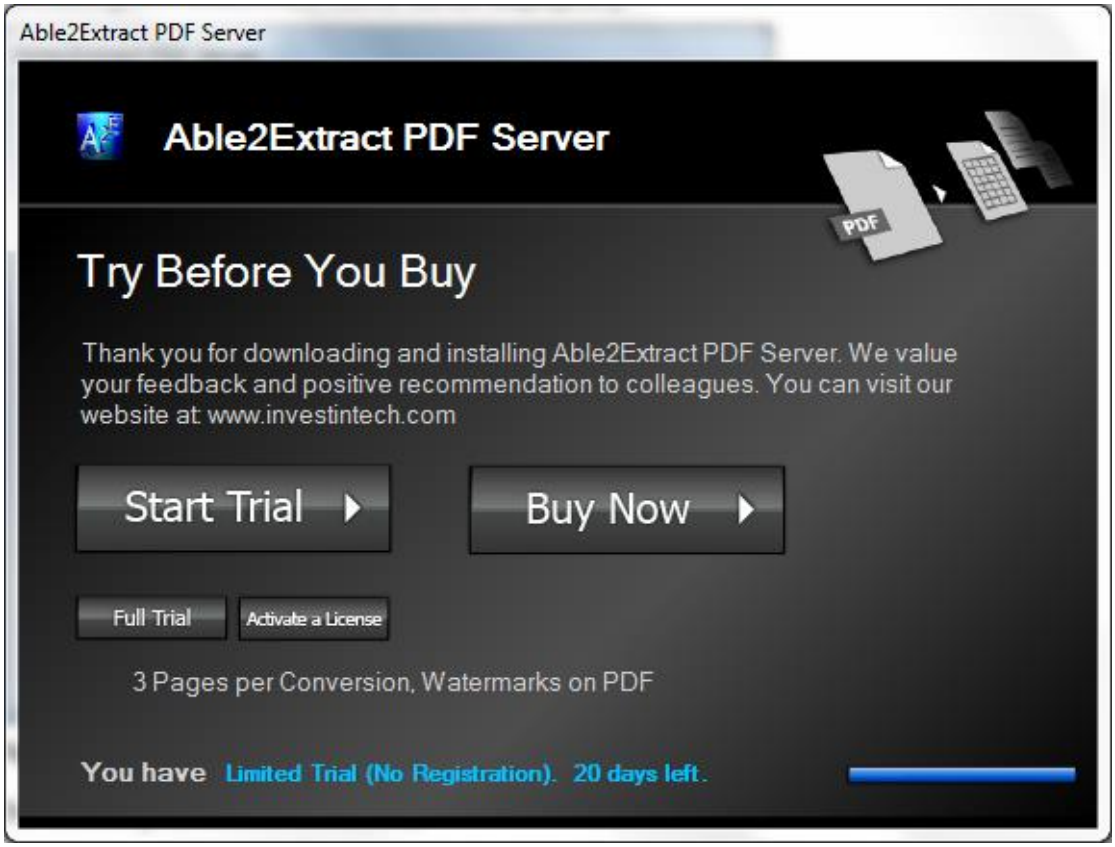


Figure 11: Choosing the trial option

The following options are available:

- **Start Trial** – choose this option if you want to be able to use the program without registering i.e. just click **Proceed** and the program will start; the limitations to using this version of the program are
  - It can be used for no longer than 30 days
  - Watermarks will be displayed throughout the converted files
  - You can convert 3 pages per document
- **Full Trial** – choose this option if you want to use a fully functional version of the program for a period of 30 days; you will be required to fill out the registration form
- **Buy Now** – choose this option to purchase the program
- **Activate a license** -
  1. Click to this, console will be started and you will be able to press “Activate now” or “BUY NOW” button depends on if you get full trial or full (purchased) PIN.

2. Once you complete the purchase, you will receive a PIN number which you should enter here (see section 4 for further information about the registration procedure)

4 Activating Able2Extract Server / Entering the PIN

After purchasing the Able2Extract PDF Server license, you will receive a PIN number. In order to enter it, click **Activate License** within the startup dialog.

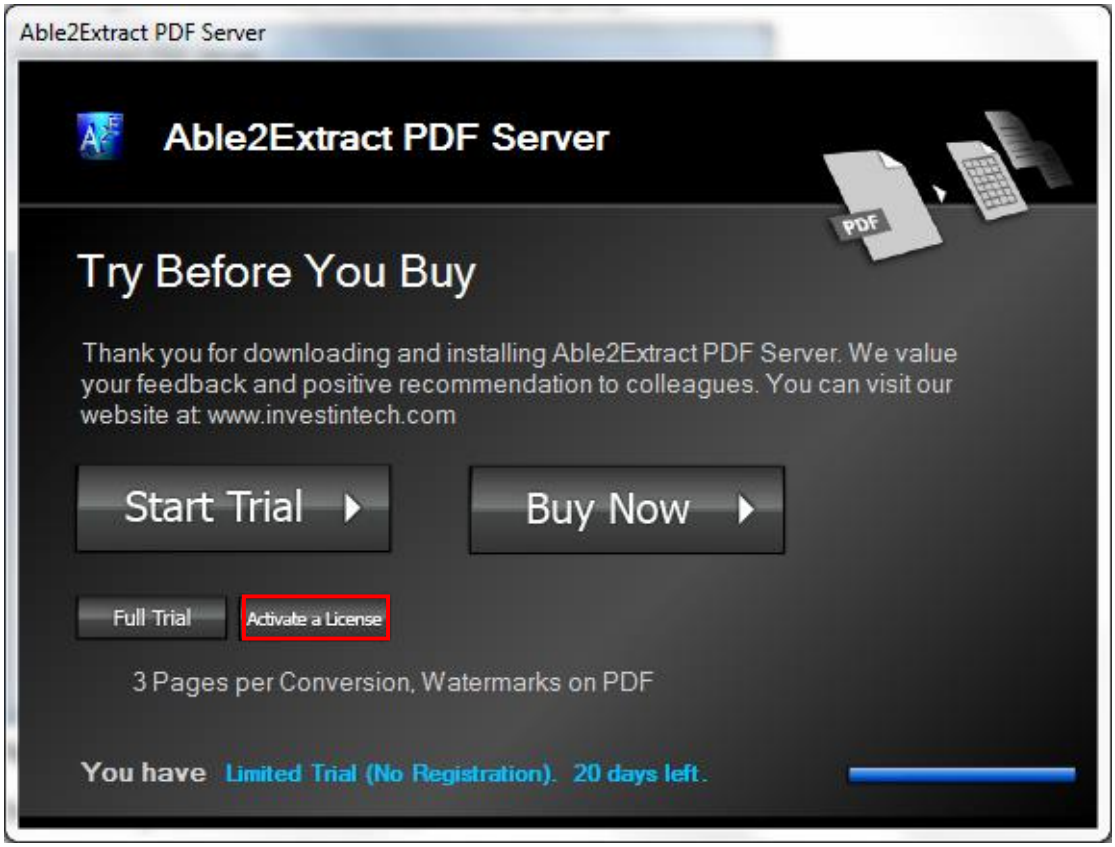


Figure 12: Choosing the Activate a License option.

The main console will be displayed and please press “Activate Now” (top-right corner). The following page will be displayed.

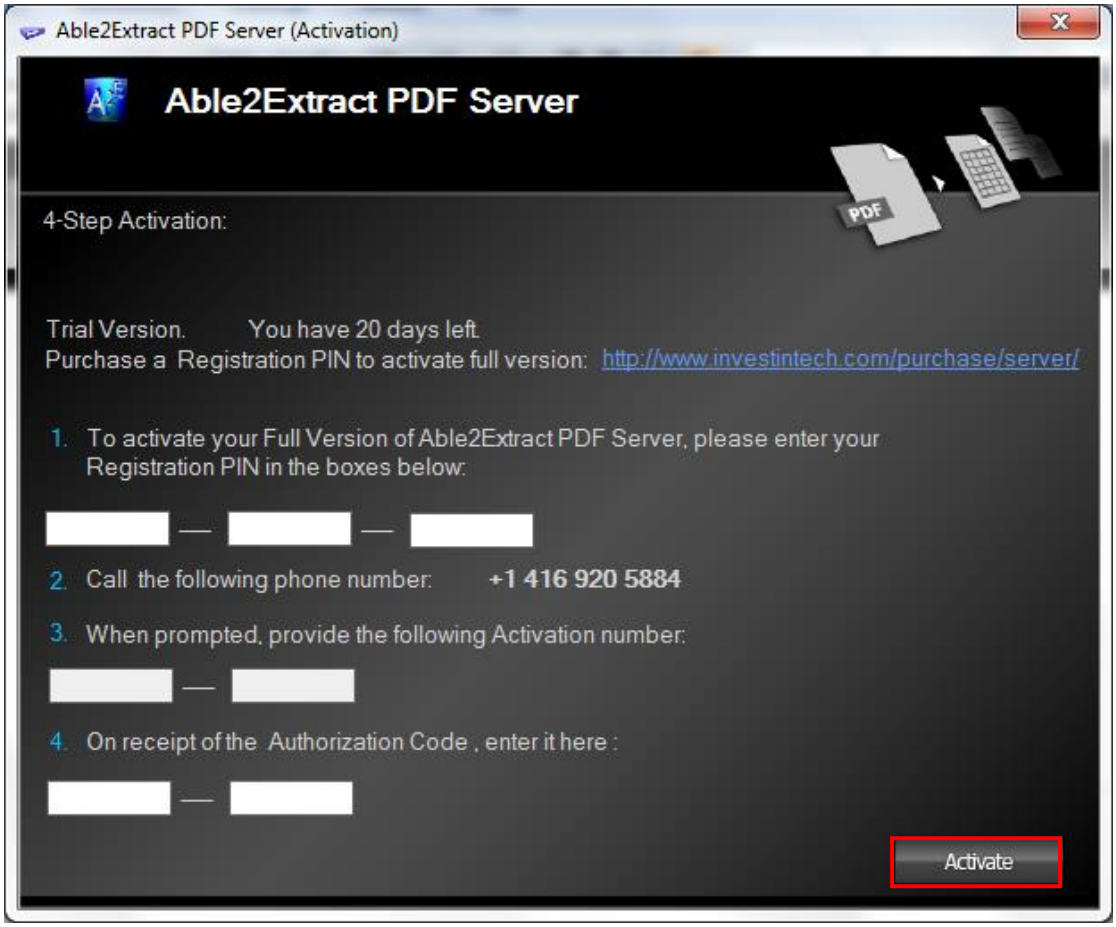


Figure 13: Completing the 4 step product activation

The activation is a 4 step procedure:

1. First enter the 12 digit PIN number you have received (note that the program will auto-populate the input field below with a different PIN which you should give to our representative)
2. Then, call **+1 416 920 5884**
3. Next, provide the number which is shown in the input fields below the phone number (immediately after you enter the 12 digit PIN)
4. Finally, enter the authorization code and click **Activate**

5 Able2Extract Server Interface

This section will list and explain all elements of the Able2Extract Server interface.

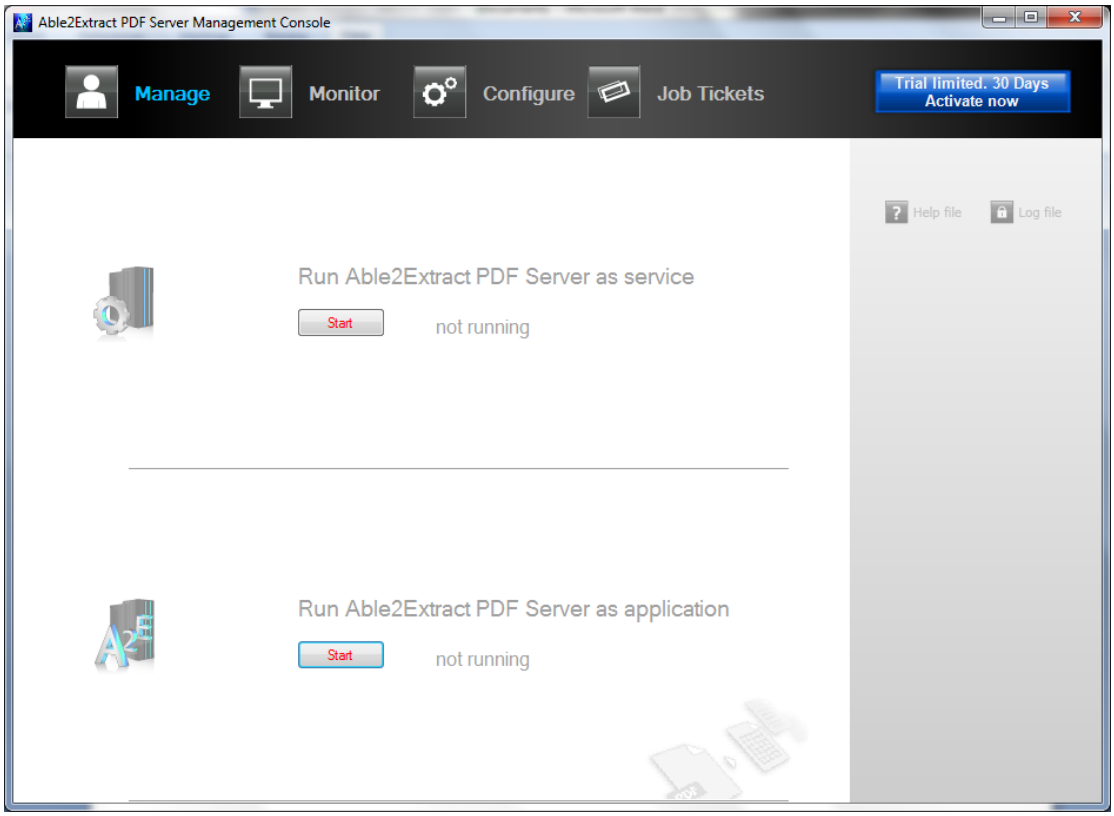


Figure 14: Able2Extract Server Interface

The following options and parameters are available:

- **Manage** – this is the screen displayed by default where you have the option of starting the program either as service or as an application
    - **Start Service** – click this button to start using Able2Extract Server as a service (see section 5)
    - **Start Application** – click this button to start using Able2Extract Server as an application (see section 11)
- **Monitor** - the console for monitoring ongoing jobs (see section 13)
- **Configure** - the options for opening a configuration file, saving a backup configuration file, etc (see section 5.2)
- **Job Tickets** – the option for managing the job tickets, i.e. all conversions (see section 11)
- **Activate Product (enter PIN)** – the option for activating the product (see section 4)
- **Log file** – the option for viewing the log file (see section 5.1)
- **Help file** – the option for viewing the manual.

5.1 Viewing the log file

In order to view the log file, click Log File option in the upper right corner of the main interface.

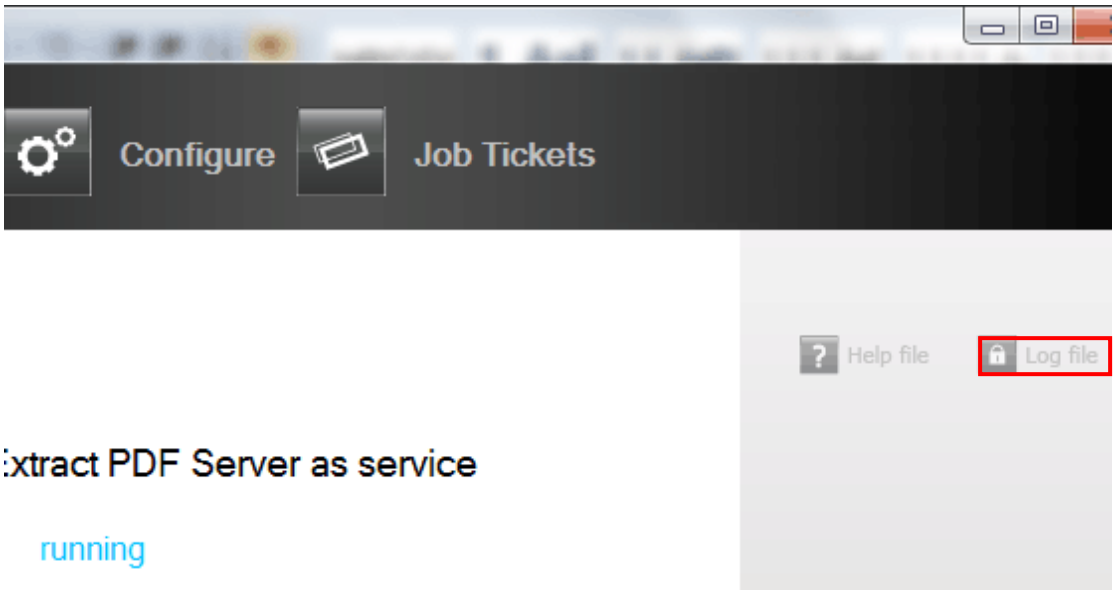


Figure 15: Viewing the log file (step 1/2)

The log information will be displayed.

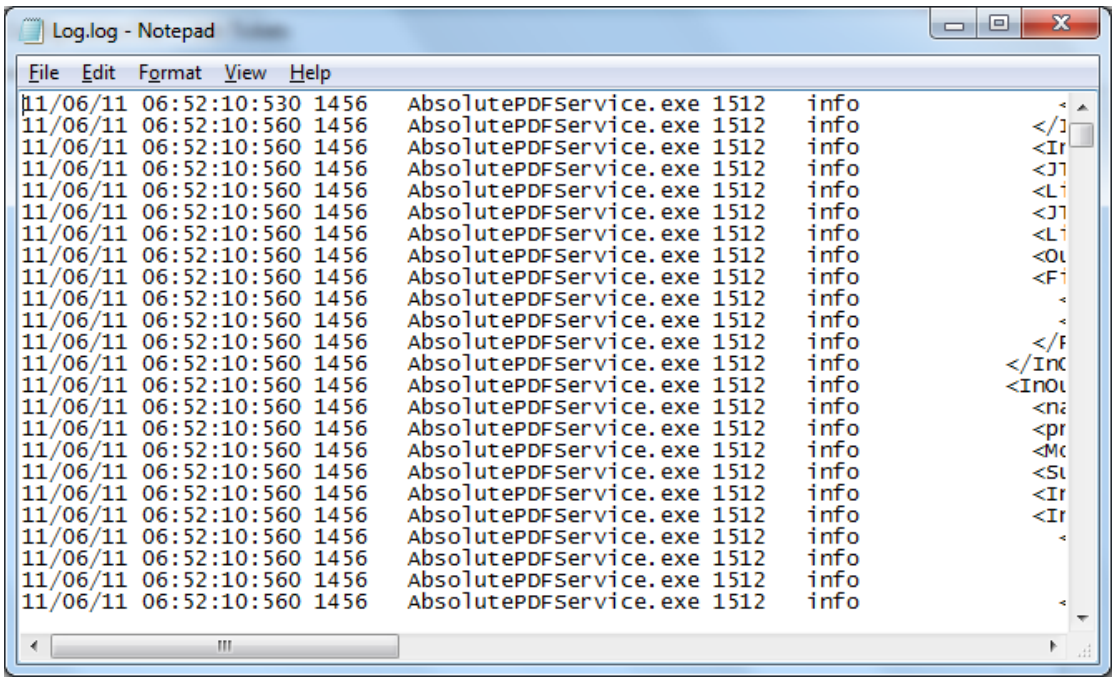


Figure 16: Viewing the log file (step 2/2)

Each log file contains PDFServer.cfg at its beginning, i.e. the exact configuration used to start the server as well as information on which server modules had been started.

The log file is then used for logging information on errors, warnings and exceptions so that it can help solving issues that might have happened.

Note: The maximum allowed size for the log file is 300 KB. In case this size is exceeded, a new log file will be created automatically.

5.2 Configuring Able2Extract PDF Server

Able2Extract Server allows you to save and use multiple program configurations. In order to start managing different configurations, click **Configure** in the mine menu.

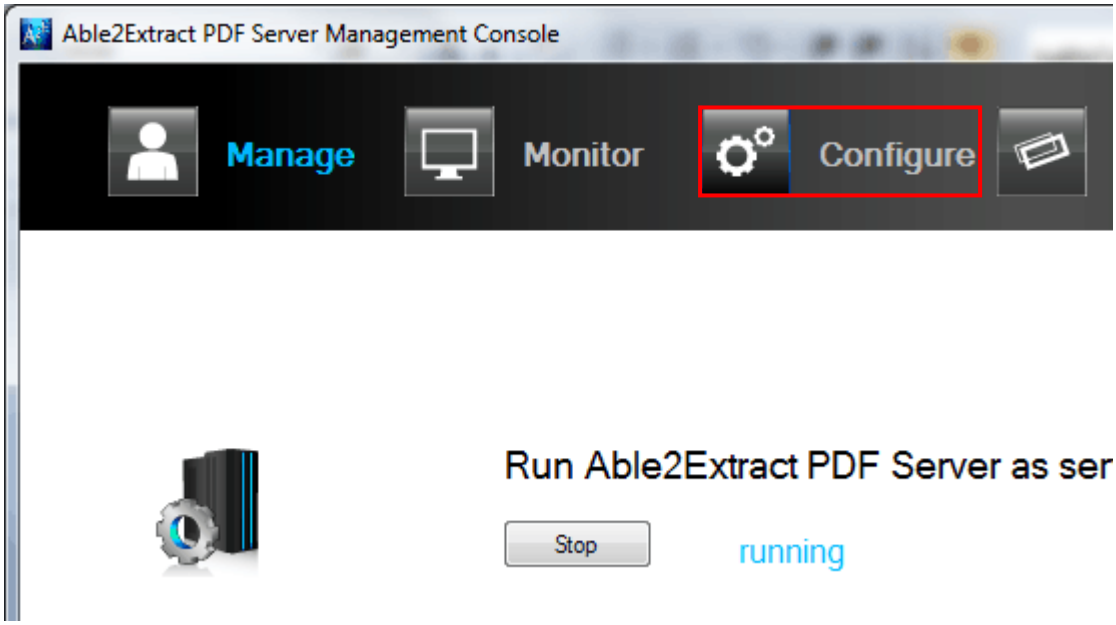


Figure 171: Choosing option Configure from the main menu

The following page will be displayed.

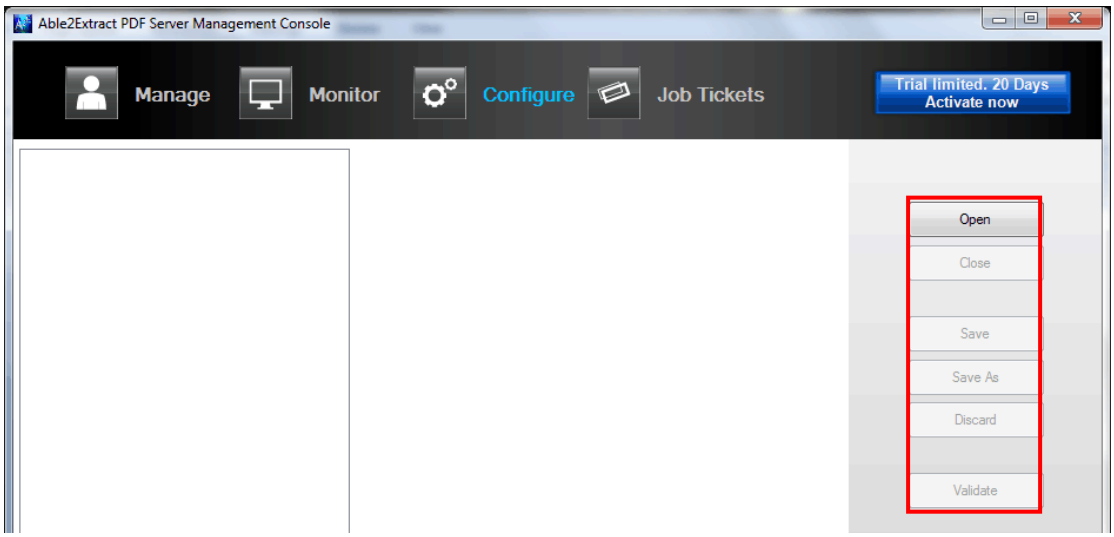


Figure 18: Options for configuring Able2Extract PDF server

The following options are available:

- **Open** – the option for opening a configuration file (see section 5.2.1)
- **Close** – the option for closing the configuration file
- **Save** - the option for saving the changes to the configuration file
- **Save As** - the option for saving the configuration file under a different name
- **Discard** – the option for discarding the changes
- **Validate** – the option for validating the configuration file (see section 5.2.2)

5.2.1 Opening the Configuration File

In order to open and apply a previously saved configuration file, choose option **Open** within the **Configure** screen.

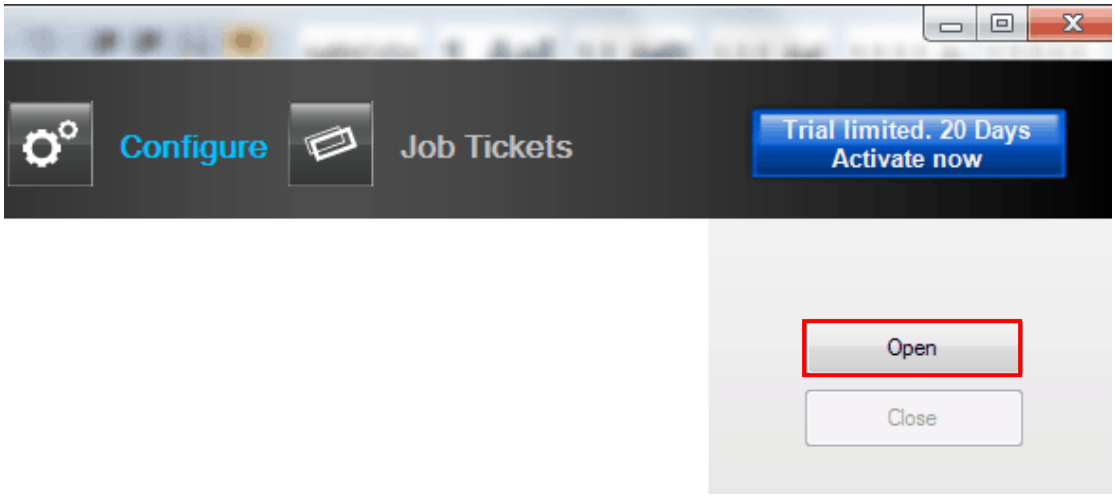


Figure 19: Opening a configuration file (step 1/2)

The following page will be displayed.

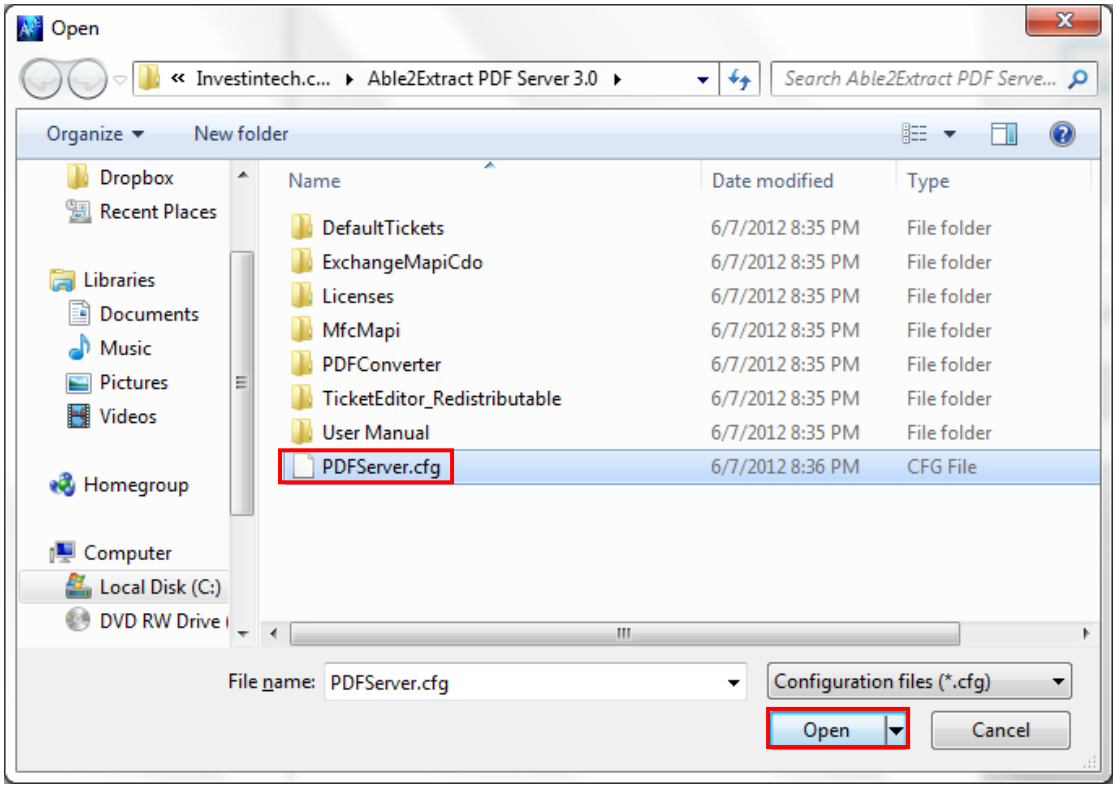


Figure 20: Opening a configuration file (step 2/2)

Choose the configuration file (**note**: the extension is.cfg) and click open. The configuration file will be loaded.

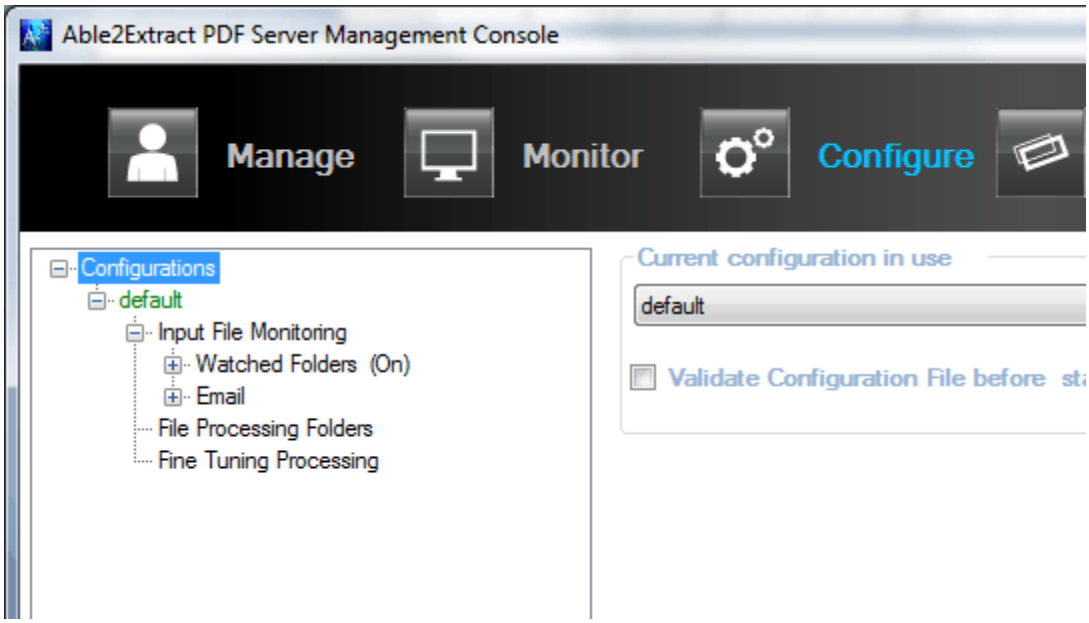


Figure 21: Configuration file successfully loaded

The following options and parameters are available:

- **Watched Folders** – the option for specifying folders which will be used for placing the input files; the Able2Extract Server will then automatically monitor these folders for new files and process them (see section 6.1).
- **Email** – the option for setting up Able2Extract Server so that it collects the files for processing via email (see section 7).
- **File Processing Folders** – the option for managing the paths to the folders which will be used for storing files i.e. organizing files according to their status (see section 8).
- **Fine Tuning Processing** – the option for performing fine adjustments (see section 9).

5.2.2 Validation of the Configuration File

The purpose of configuration file validation is to check if all important information has been specified because the Able2Extract Server cannot function properly in case invalid parameters have been set in the PDFServer.cfg file.

During the validation of the PDFServer.cfg file, the Able2Extract Server checks if all required paths have been specified, if the addresses or domains have a correct format, etc.

In order to validate the configuration file, first open it and then choose option **Validate** from the **Configure** screen.

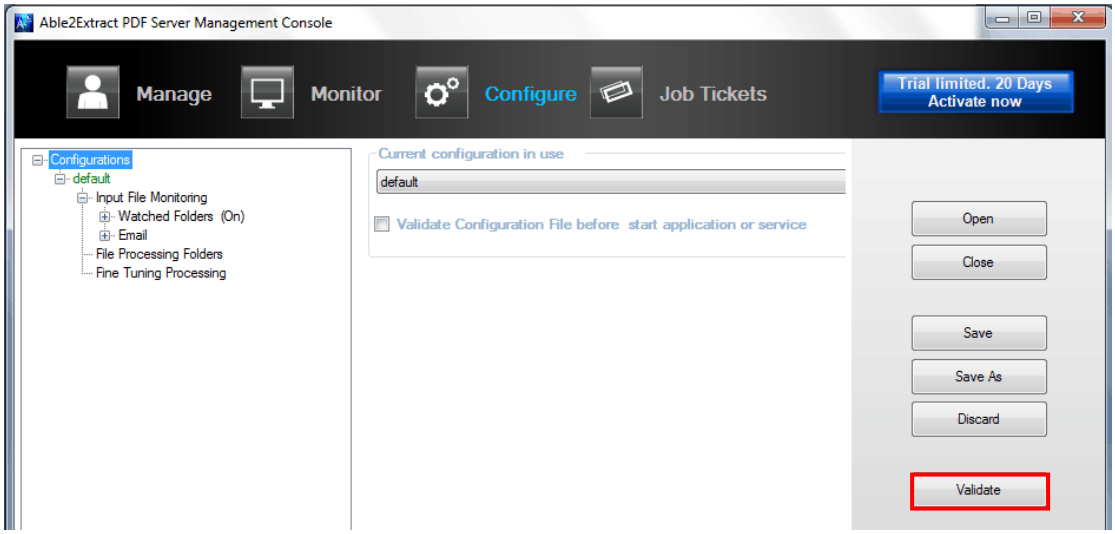


Figure 22: Validating the Configuration File

The Able2Extract Server will validate the configuration file and display the result. The dialog below will be displayed in case of successful validation.

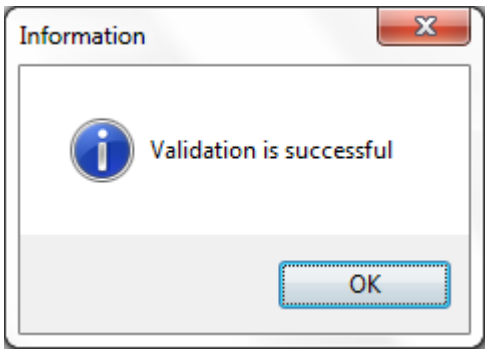


Figure 23: Successful validation

If the validation has not been successful, a dialog containing the reason for the failure will be displayed (e.g. “The specified path is invalid”).

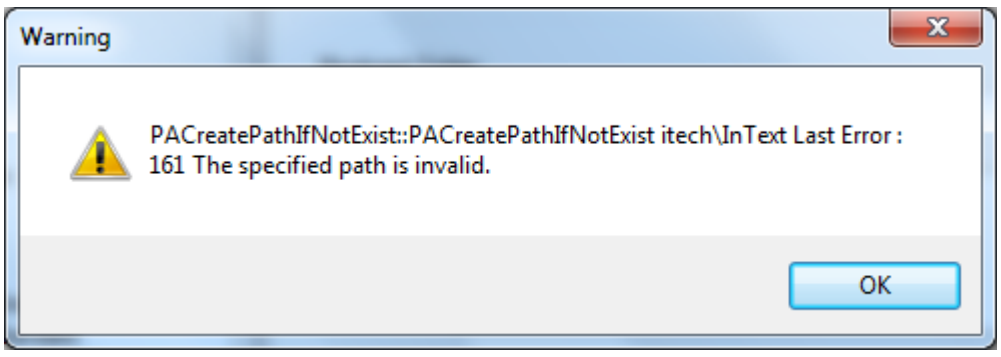


Figure 24: Unsuccessful validation

6 Collecting Input Files from the Local Network

The Able2Extract Server allows you to collect and convert files from your local network. The first step in setting up this method is specifying the folders which will be used for storing the input files. These folders are called “Watched Folders”

In order to start setting up the Watched Folders, choose **Open** from the **Configure** screen.

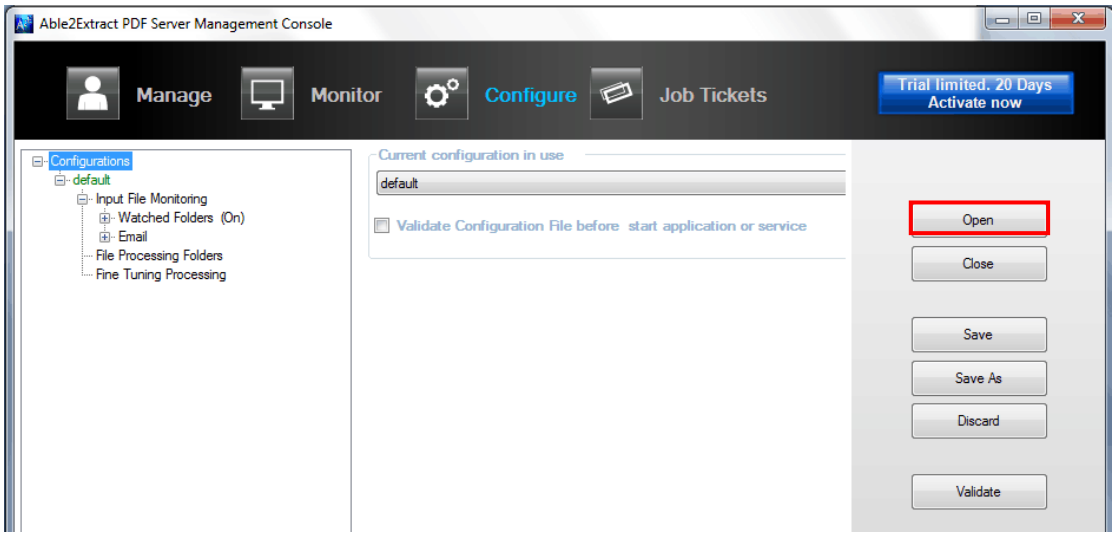


Figure 25: Setting up the watched folders (step 1/3)

The following window will be displayed.

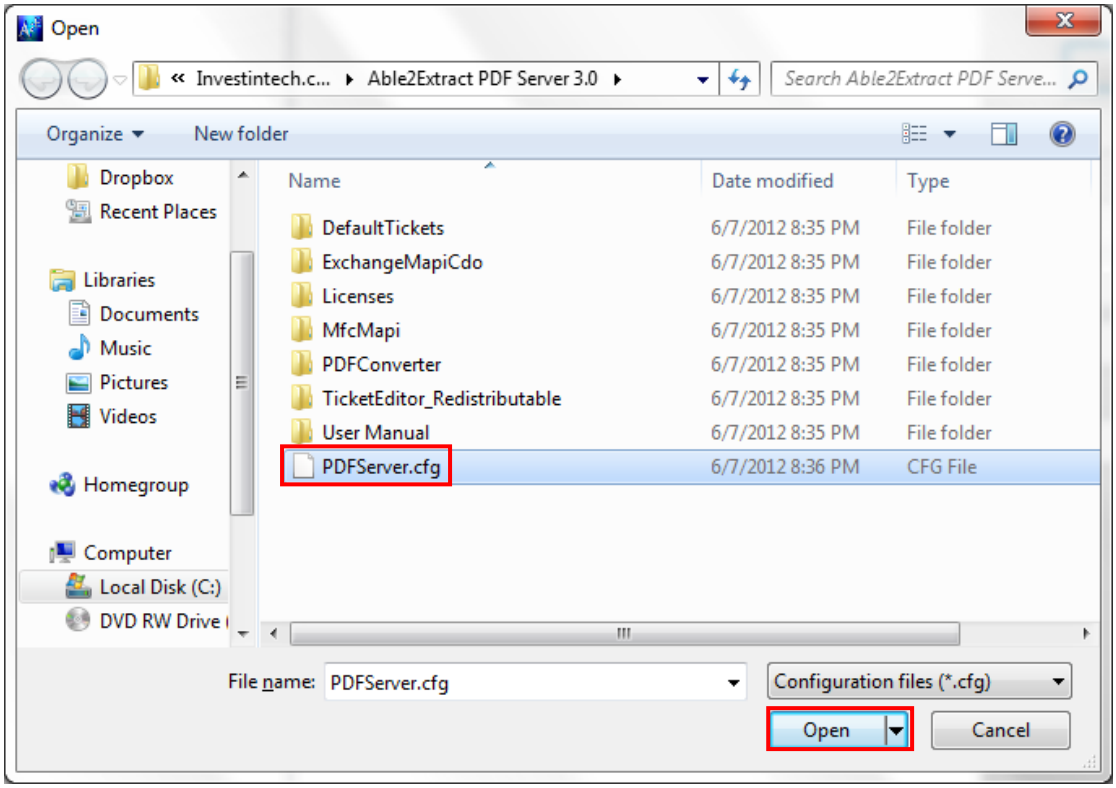


Figure 26: Setting up the watched folders (step 2/3)

Select **`PDFServer.cfg`** and click **Open.** The configuration file will be loaded (**note**: this is a configuration file with the default settings which can be changed – see section 5.2). The following window will be displayed.

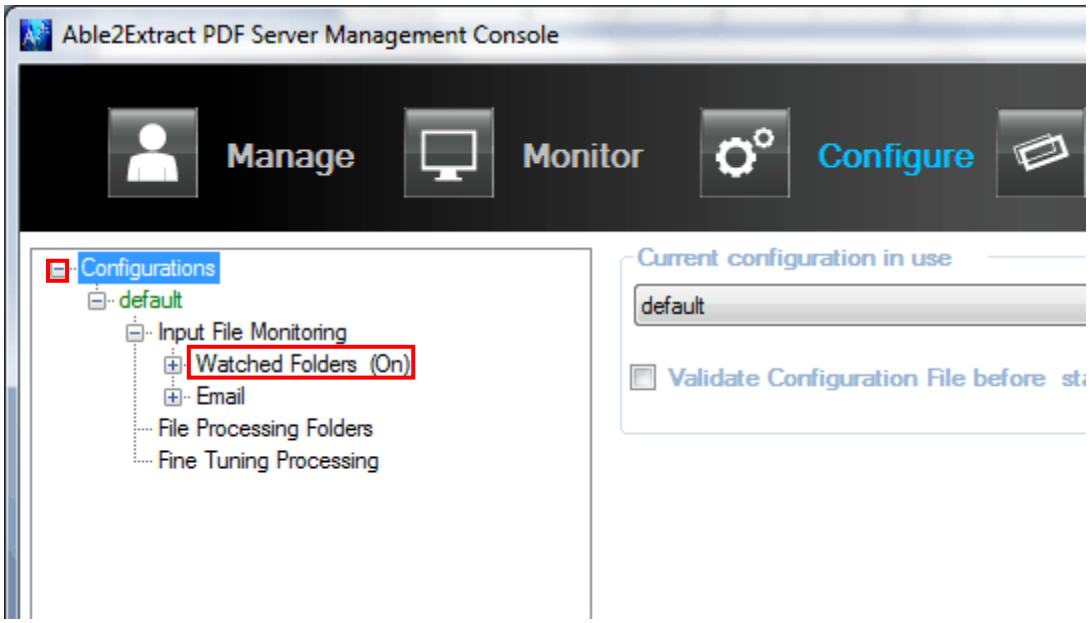


Figure 27: Setting up the watched folders (step 3/3)

Click **Configuration -> default -> Input File Monitoring -> Watched Folders (On)**. The following options are available:

You can either click on the + symbol to expand and manage the existing Watched Folders or click New Monitored Folder to create a new one.

6.1 Managing the Watched Folders

The Able2Extract Server allows you to specify folders, called “watched folders” which will be used for placing the input files. The Able2Extract Server then automatically monitors these folders for new files and processes them. In order to start managing the Watched Folders, click the + next to that label.

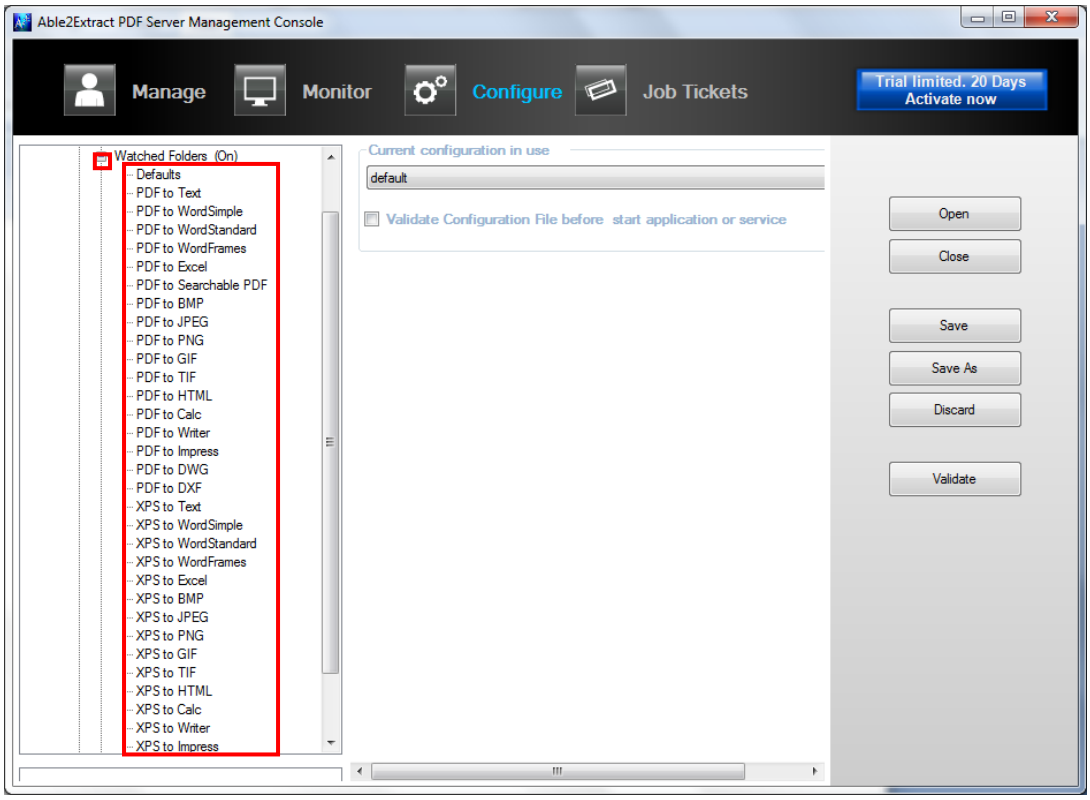


Figure 28: Managing the Watched Folders

The following options are available:

- **Defaults** – click this to view or edit the default settings which are applied in case no particular Watched Folder is setup
    - **Default tickets for conversion** – specify the locations of the default tickets for converting file from PDF to other formats (which contain set of instructions on how the conversion should be performed).
        - **Job Ticket File** – click this icon [...] on the right to browse for the job ticket file which will be used for converting documents from PDF to other formats.
    - **Limits File** – click this icon [...] on the right to browse for the limits file, i.e. the file which contains information on the limit for maximum allowed number of pages within a document.
    - **Output Folder** – specify the folder which will be used for storing processed documents.
- **Watched folder for specific formats** – the Able2Extract Server allows you to setup watched folders for specific formats; each of the available formats has a dedicated page for managing these settings; to start setting a watched folder for a format, click on it in the list (see section 6.1).

6.1.1 Setting up a Watched Folder for Specific Format

The Able2Extract Server allows you to setup watched folders for specific formats. In order to start setting a watched folder for a format, click on the desired format in the list, e.g. **PDF To Excel** and make the desired changes.

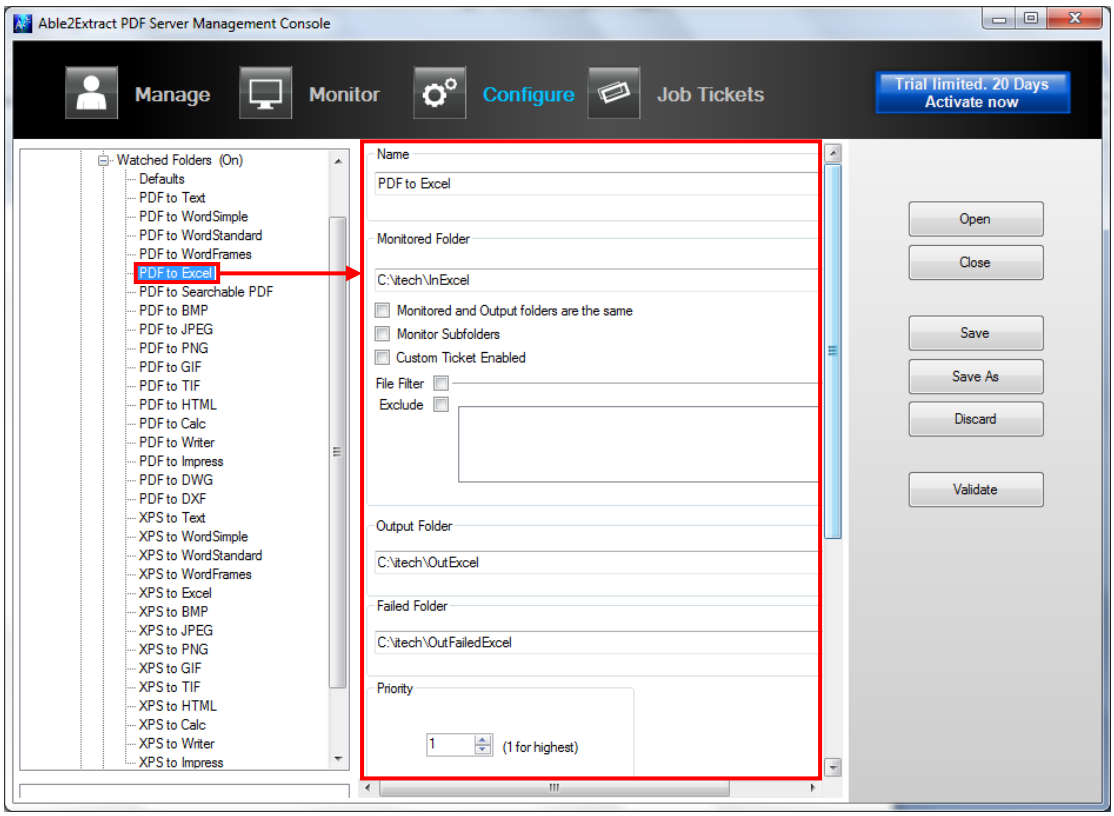


Figure 29: Setting up a Watched Folder for Specific Format

Note: further information about the available settings can be found in 6.2.

6.2 Creating a New Watched Folder

In order to create a new watched folder follow these steps:

1. click **Configure** in the main menu
2. use **Open** to open the desired configuration file
3. click **Watched Folders** within the configuration tree structure on the left
4. click the **New Monitored Folder**

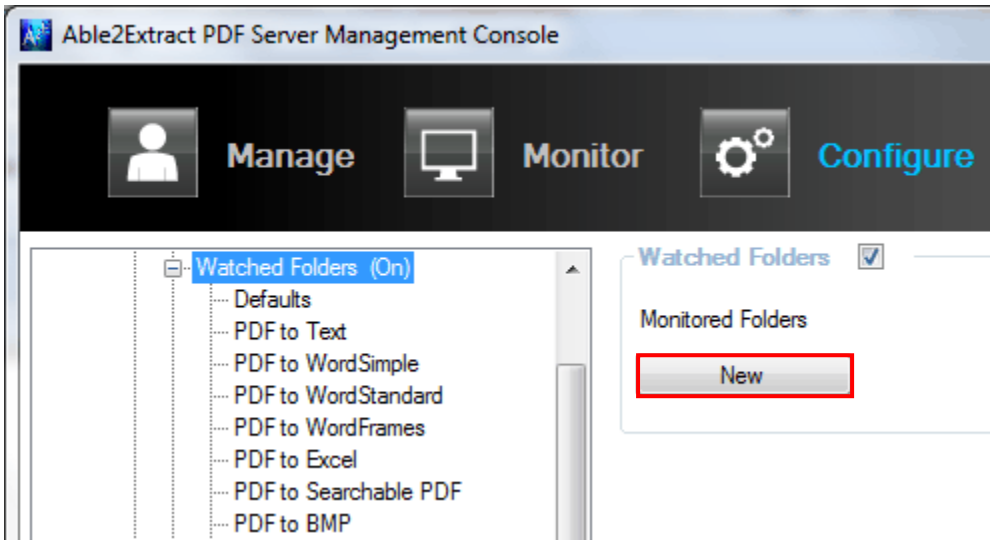


Figure 30: Creating a New Watched Folder (step 1/2)

The following window will be displayed.

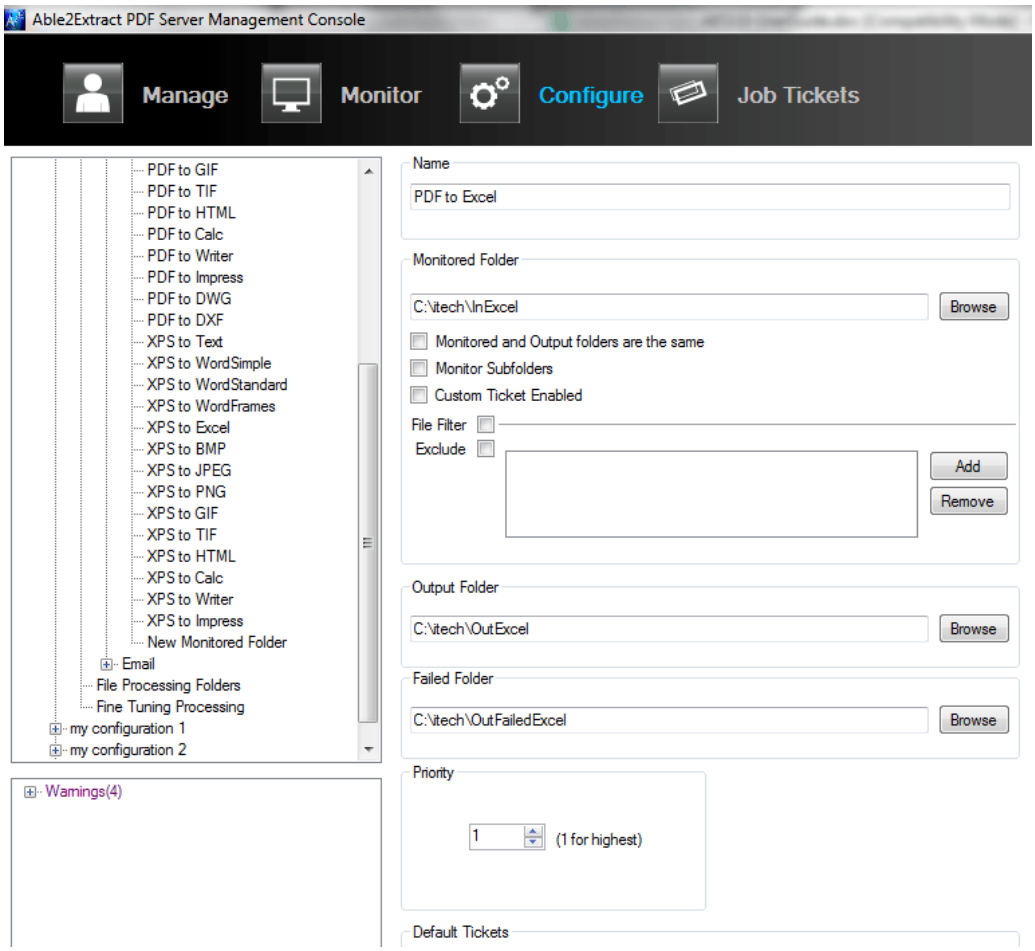


Figure 31: Creating a New Watched Folder (step 2/2)

The following options and parameters are available:

- **Name** – enter the name of the watched folder
- **Monitored Folder** – the options for managing the folder for placing files which should be processed (**note:** the folder can either be on the server or client computer and can contain documents and/or corresponding Job Ticket files).
    - **Browse** - click this button to setup a monitored folder i.e. the folder where you should place the input files so Able2Extract Server could spot it and convert it
- **Monitored and Output folders are the same** – tick this option if you want to use the same folder for both monitoring the input files and saving the results.
- **Monitor subfolders** – choose this option if you want the Able2Extract Server to automatically monitor all subfolders within the watched folder.
- **Custom ticket enabled**– choose this option if you want the Able2Extract PDF Server to use the custom ticket instead of predefined one; the first step is putting the custom ticket into the same folder as the processing file. Otherwise the file will be processed the usual way. Custom ticket name's format depends on processing file's name (e.g. Document.doc and Document.doc.tikd is pair – file's and the corresponding custom ticket's names).

  If you want to send jobs from client's machine, you need to use SetupTicketEditor_Redistributable.msi. You need to have the corresponding C++ Runtime Libraries on client's machine. TicketEditor_Redistributable is practical the same as TicketEditor (further information available in section 12)
- **Monitored Folder File Name Filter** – click to enable the file name filter (for further information on adding a new filter, see section 6.2.1).

- **Exclude** – If this is un-checked and the “File filter” is checked, file list will be used as processing list (only those files will be processed). If this and the “File Filter” option are both checked, the file list will be used to skip the corresponding files.
- **Output Folder** – click Browse to set the folder for saving the processed files.
- **Failed Folder** – if “local failed folder” is used (file tuning processing), than all files which have failed to process will be placed in this folder; since the failed folder can be specified for each type of conversion
    - **Note**: this allows you to put failed files into specific folders for a given conversion type, e.g. pdf2word conversion files into one folder and all pdf2excel conversion files are put in another folder
- **Priority** – set the desired priority for this watched folder in the processing queue (1 for highest).
- **Default tickets for conversion** – the options for pointing the Able2Extract Server to the default **Job Ticket** and the **Conversion Limitation** which will be used for converting files from this watched folder in case no other Job Ticket has been provided.
    - **Note**:
        - for further information about the Job Tickets, see section 11.
        - for further information on advanced methods for providing Job Ticket Files, see section 8.

6.2.1 Using the File Name Filter

The Able2Extract Server allows you to enable filters for the names of the files within the monitored folder.

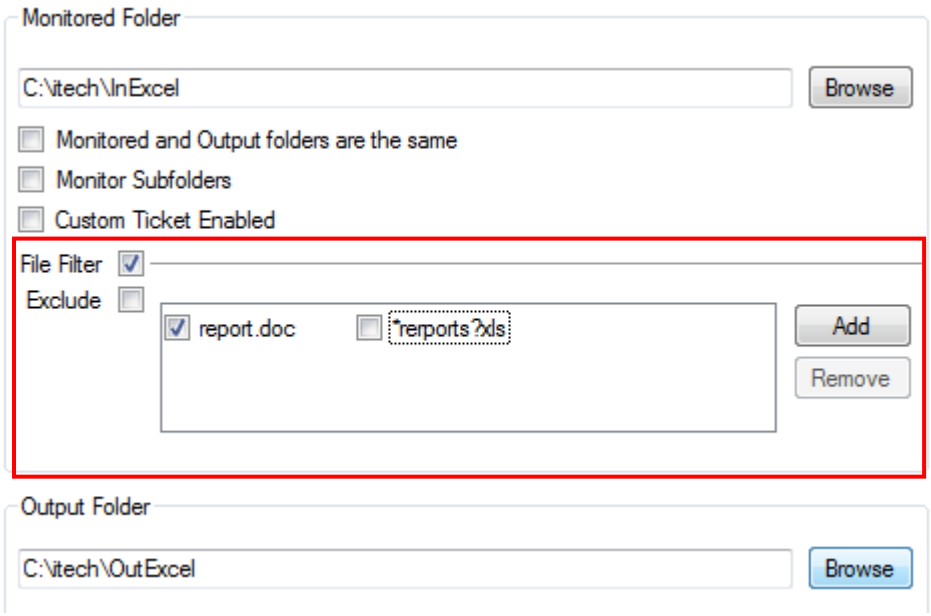


Figure 32: Applying file name filters

The following options and parameters are available:

- **File Filter** – use this option to enable or disable filters.
- **Exclude** – If this is un-checked and the “File filter” is checked, file list will be used as processing list (only those files will be processed). If this and the “File Filter” option are both checked, the file list will be used to skip the corresponding files.
- **Add** – the option for adding a new filter

- **Remove** – the option for removing a filter; select the desired filter and click **Remove** to delete it.

Note:

- It is allowed to use the wildcards in the filter (**?** and *****).
- The file extension has to be included in the filter.

6.2.2 Errors and Warnings

After setting the desired parameters for the new watched folder, make sure to review any errors or warnings by looking at the lower left part of the window which will contain specific notifications.

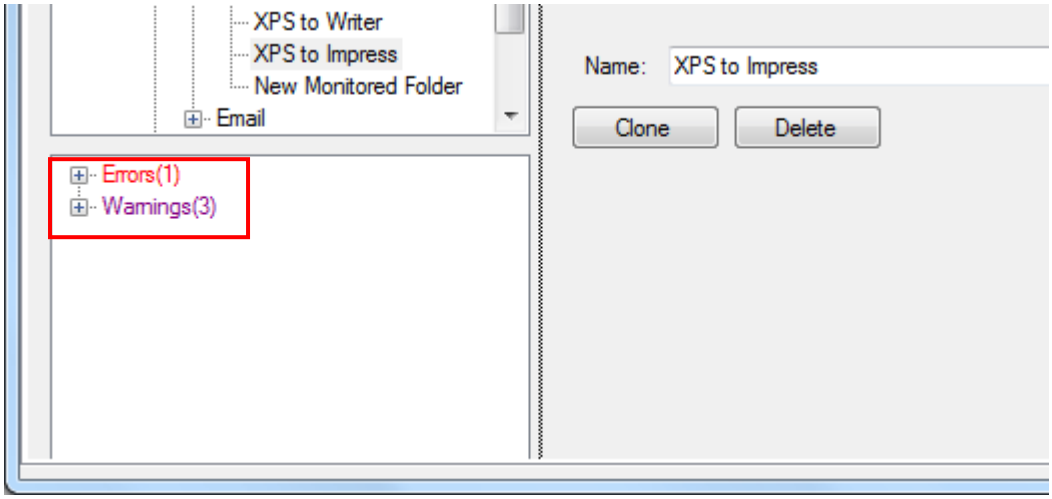


Figure 33: Reviewing errors and warnings

6.3 Cloning the Watched Folder

The Able2Extract Server allows you to quickly create a new watched folder by cloning an existing one i.e. creating an exact copy which you can then further adjust to your preference. This option is useful for creating a variation of an existing watched folder.

In order to clone a watched folder, choose an existing folder from the list and click **Clone** in the bottom.

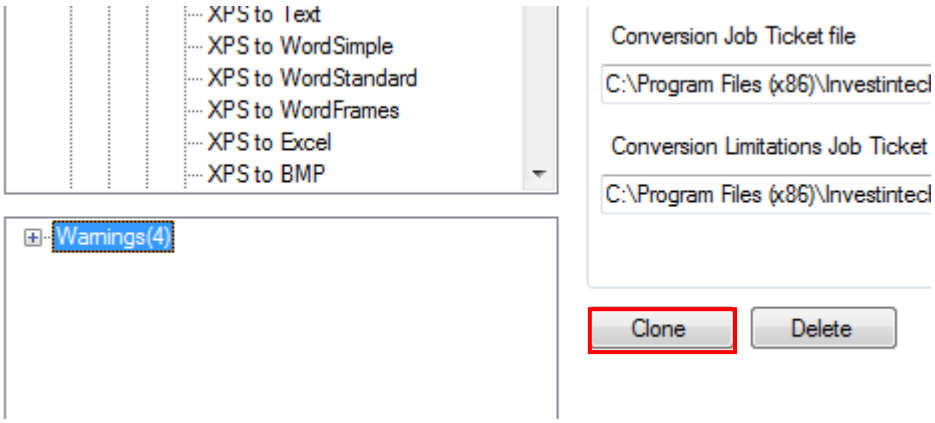


Figure 34: Cloning the Watched Folder (step 1/2)

The cloned watched folder will be displayed in the list containing the suffix “cloned”.

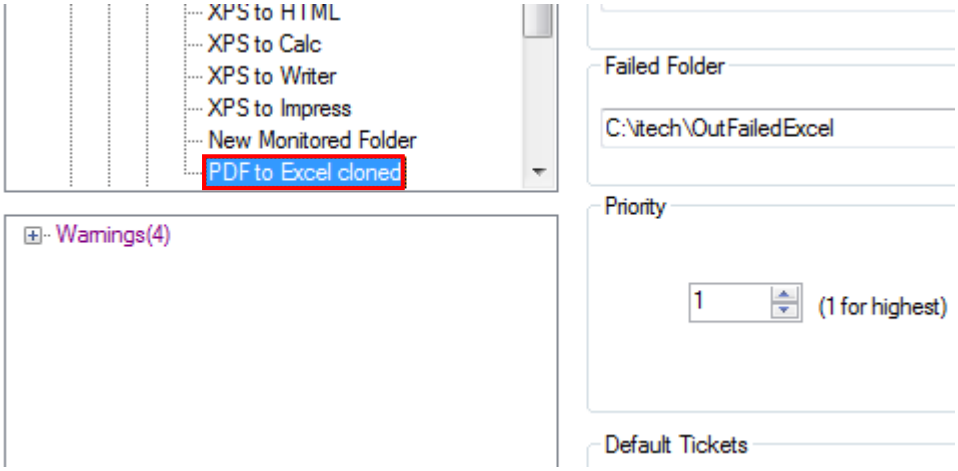


Figure 35: Cloning the Watched Folder (step 2/2)

Click the cloned watched folder to begin modifying its settings.

6.4 Deleting the Watched Folder

In order to delete a watched folder, select the desired folder from the list and click **Delete** in the bottom.

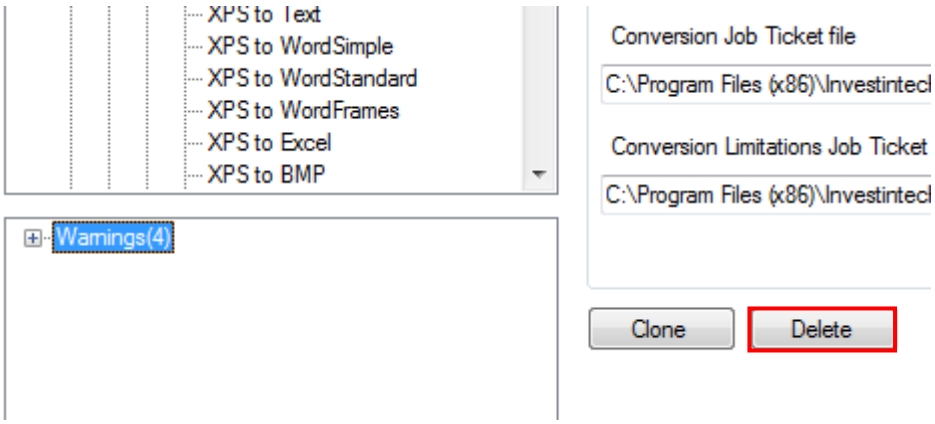


Figure 36: Deleting the Watched Folder

Once you click **Delete** the folder will be deleted. This will instruct Able2Extract Server to stop monitoring this folder.

7 Collecting Files via Email

The Able2Extract Server allows you to collect files via email i.e. receive files which should be converted as an attachment sent by the users in an email message.

Apart from the file which should be converted, the user can also send a job ticket file with instructions on how the conversion should be performed (further information available in section 8).

In order to setup the functionality of collecting of the files via email, click **Configure** in the main menu and then click **Open**.

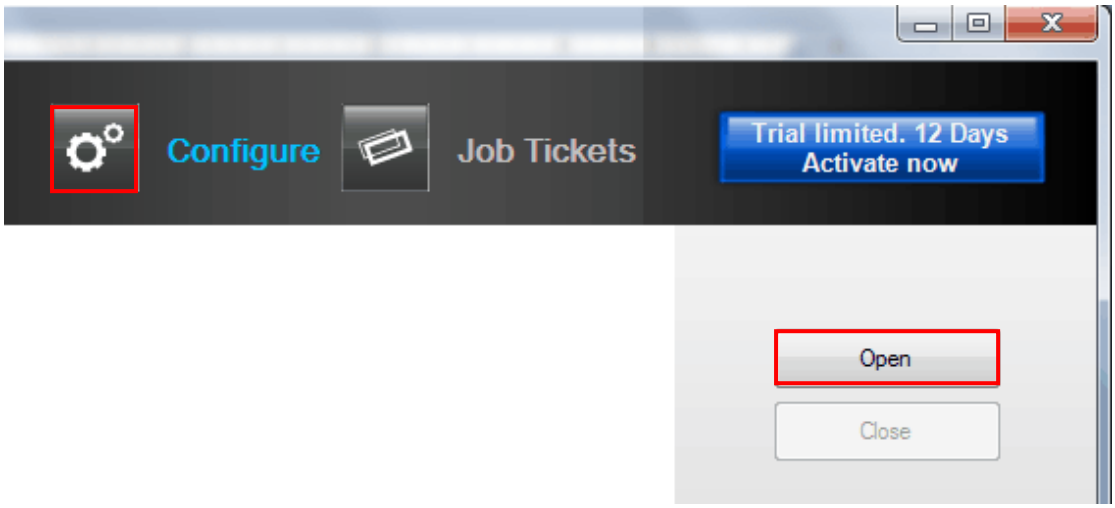


Figure 37: Collecting files via email (step 1/2)

The following window will be displayed.

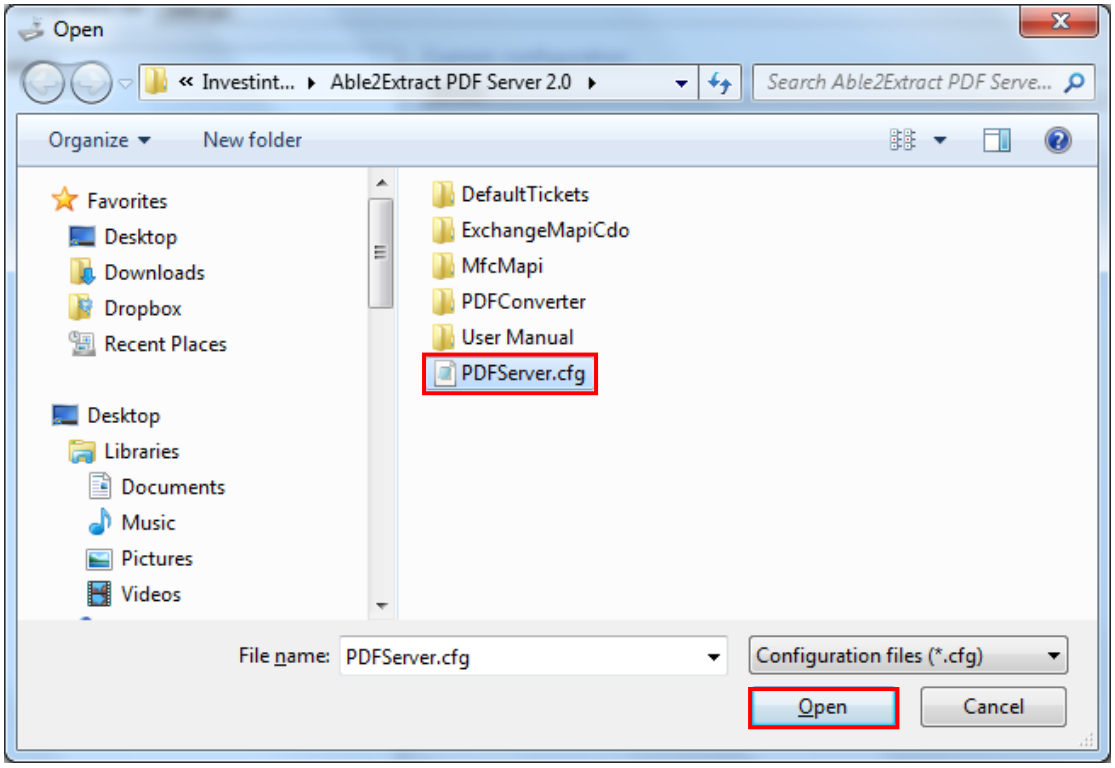


Figure 38: Collecting files via email (step 2/2)

Select **`PDFServer.cfg`** and click **Open.** The configuration file will be loaded (**note**: this is a configuration file with the default settings which can be changed – see section 5.2). The following window will be displayed.

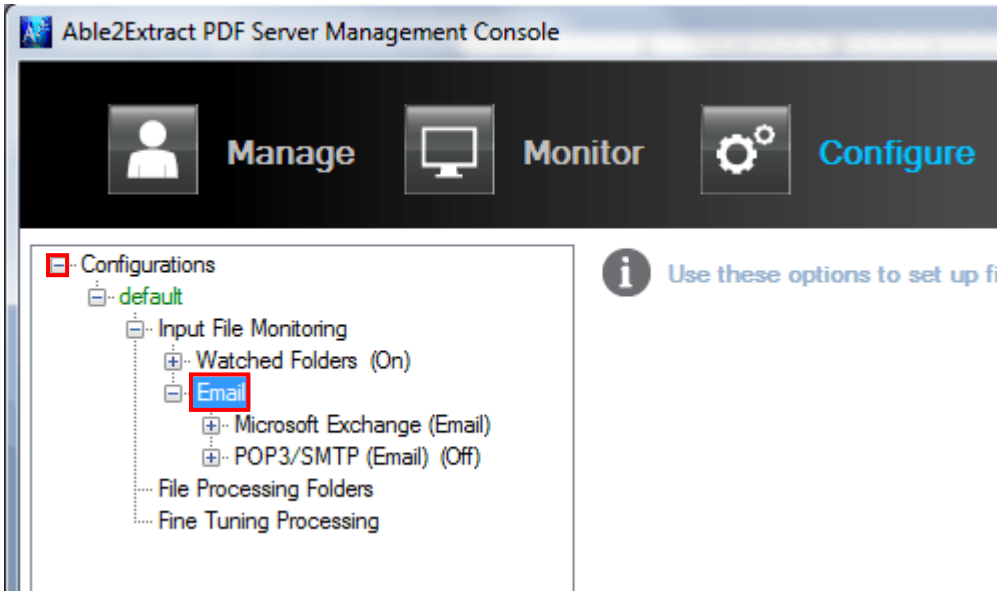


Figure 39: Setting up the watched folders (step 3/)

Click **Configurations -> default -> Input File Monitoring -> Email**. The following options are available:

- **Microsoft Exchange (Email)** – the option for setting up Microsoft Exchange (see section 7.1)
- **POP3/SMTP (Email)** – the option for setting up POP3/SMTP (see section 7.2)

7.1 Setting up Microsoft Exchange (Email)

In order to setup Microsoft Exchange, open the configuration file (see above) and click **Configuration -> default -> Input File Monitoring -> Email -> Microsoft Exchange (Email).**

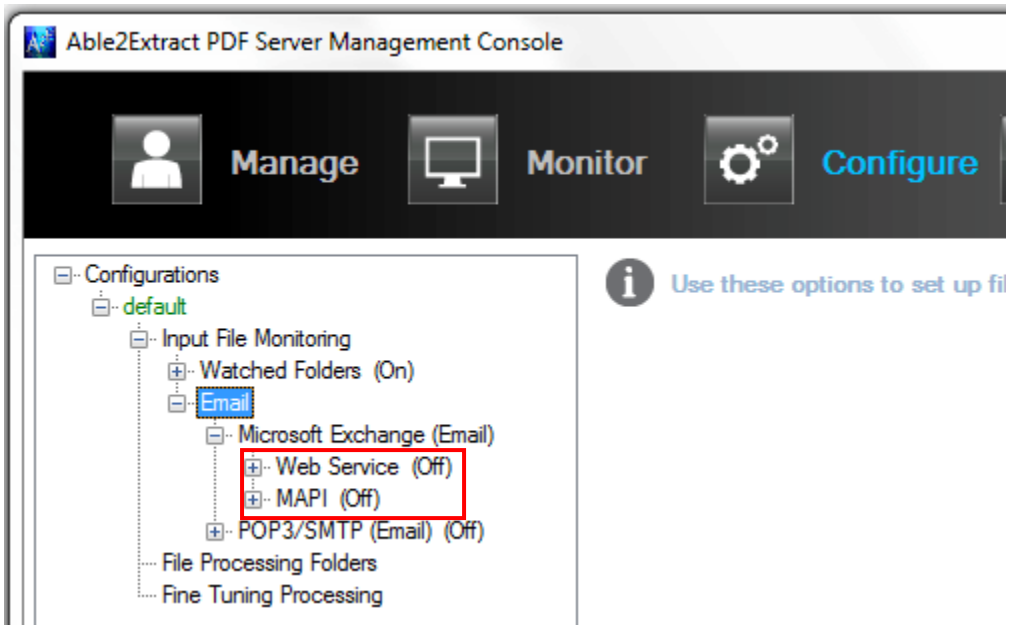


Figure 40: Setting up Microsoft Exchange

The following options are available:

- **Web Service** – the option for setting up Microsoft Exchange Web Service (interface which allows you to access Exchange server functionality from client applications) - see section 7.1.1)
- **MAPI** – – the option for setting up MAPI (Microsoft Windows program interface which enables you to send e-mail with an attachment from a Windows application) - see section 7.1.2.

7.1.1 Setting up Microsoft Exchange Web Service

In order to setup Microsoft Exchange Web Service, open the configuration file and click:

Configuration -> default -> Input File Monitoring -> Email -> Microsoft Exchange (Email) -> Web Service.

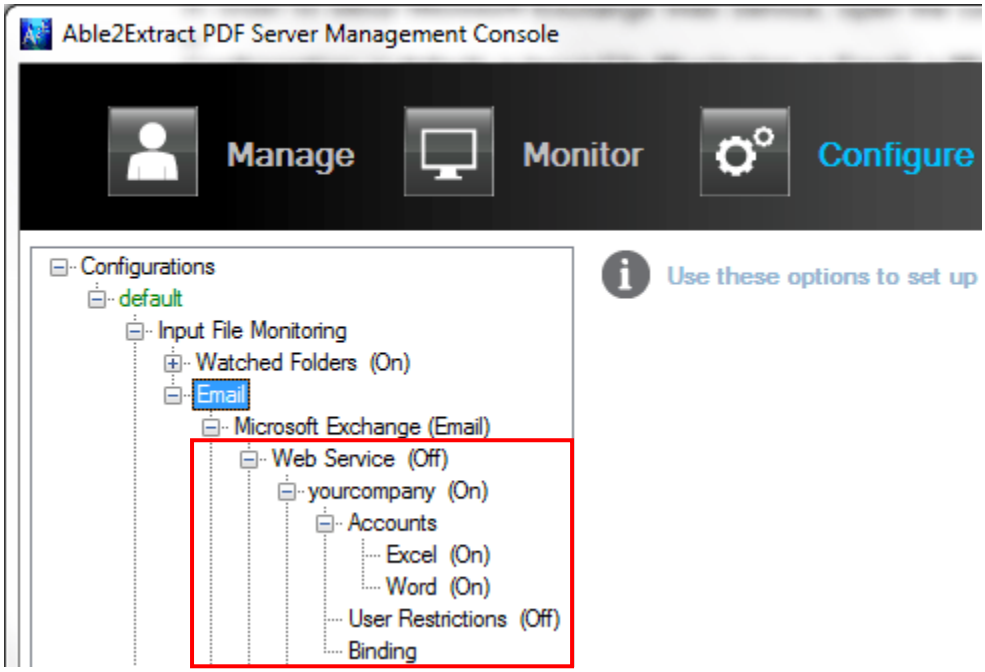


Figure 41: Setting up Microsoft Exchange Web Service

The following options and parameters are available:

- **Web Service** – click this option in the tree structure to access the window for creating a new Microsoft Exchange profile (see 7.2.1)
    - **Note:** two profiles by the name of “yourcompany” and “yourcompany 2” are already setup for illustration purposes; you can either click on those and modify them or create a new one by clicking Web Service and then New MS Exchange Profile (see 7.1.1.2).
- **Accounts** – the option for managing the email accounts which will be used for receiving files for processing i.e. conversion (see section 7.1.1.3)
- **User Restrictions** – the option for restricting or allowing access to specific email addresses or domains (see section 7.1.1.4)
- **Binding** – see section 7.1.1.7

7.1.1.1 Configuring the Web Service

In order to configure the web service, click Web Service in the tree structure.

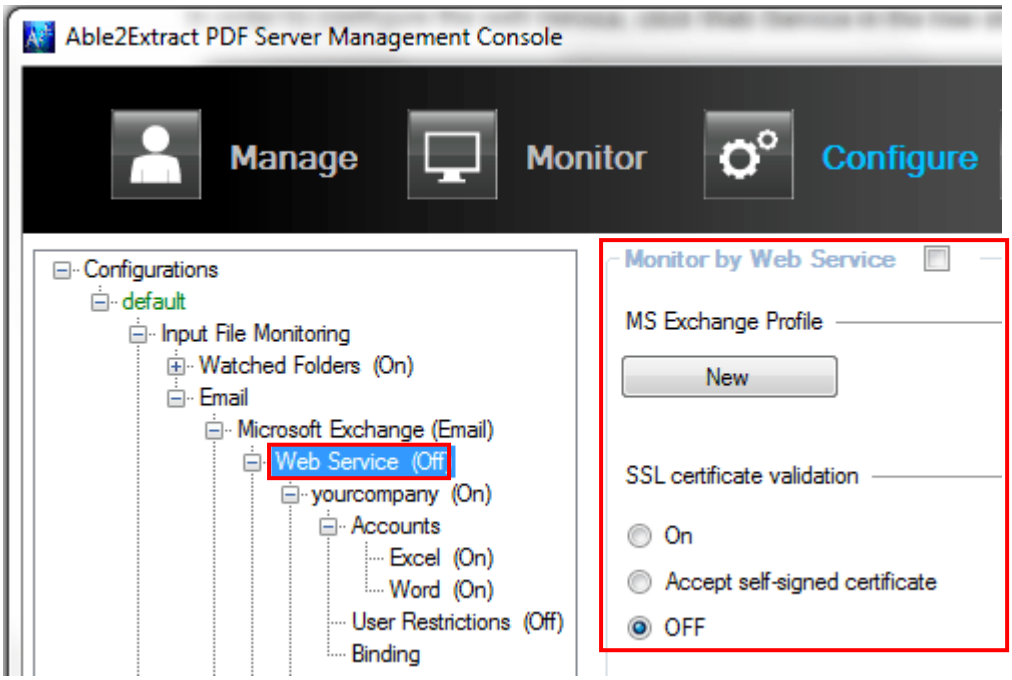


Figure 42: Configuring the web service

The following options and parameters are available:

- **Check to monitor by Web Service** – tick this checkbox to enable monitoring by web service
- **New MS Exchange Profile** – the option for creating a new MS Exchange profile (see 7.1.1.2)
- **SSL certificate validation** – choose the desired option for validating SSL certificates
  - **On** – check to enable SSL certificate validation
  - **Accept self-signed certificate** – check if you want to accept self-signed certificate
  - **OFF** – check to disable SSL validation

7.1.1.2 Creating a new MS Exchange Profile

In order to create a new MS Exchange Profile, choose **Web Service** from the tree structure and click **New** under **MS Exchange Profile**.

In order to setup your company information, expand the “yuorcompany” option within the “Web Services”.

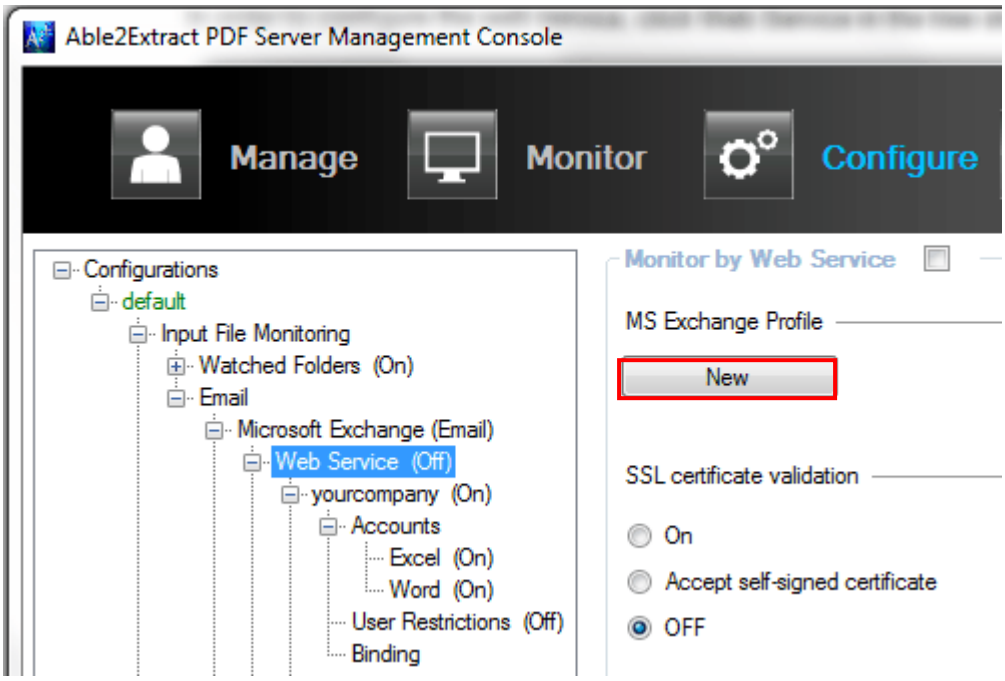


Figure 43: Creating a new MS Exchange Profile (step 1/2)

The following window will be displayed.

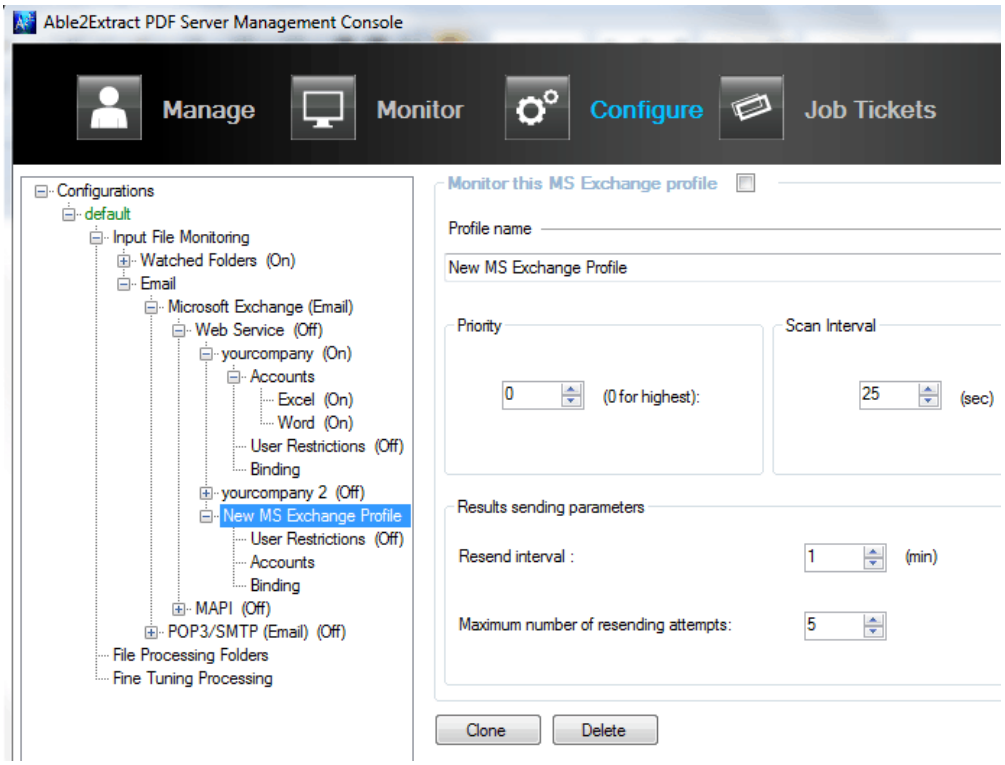


Figure 44: Creating a new MS Exchange Profile (step 2/2)

The following options and parameters are available:

- **Monitor this MS Exchange profile** – check this option to start monitoring this MS Exchange profile.
- **Profile name** – enter the profile name for the web service, i.e. your company name.
- **Priority** – set the desired priority for this profile (where 0 is the highest priority).
- **Scan Interval (sec)** – specify the desired time interval for scanning for new messages in seconds.
- **Results sending parameters**
    - **Resend interval (min)** - the time Able2Extract Server waits before it attempts to send a message which was previously unsuccessful. Enter the desired time in minutes.
    - **Maximum number of resending attempts** - set the maximum number of attempts to send a message; setting at least 2 attempts is recommended, because there are often temporary issues with sending messages are. It is not recommended to set this option above 5, since this would tend to degrade the performance with sending attempts that are unlikely to work.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
- **Delete** – click this button to delete the profile

7.1.1.3 Managing MS Exchange Accounts

The accounts section is used for creating and managing E-mail accounts which will be monitored for the MS Exchange profile. In order to create a new account, choose **Accounts** from the menu and click **New Email Account**.

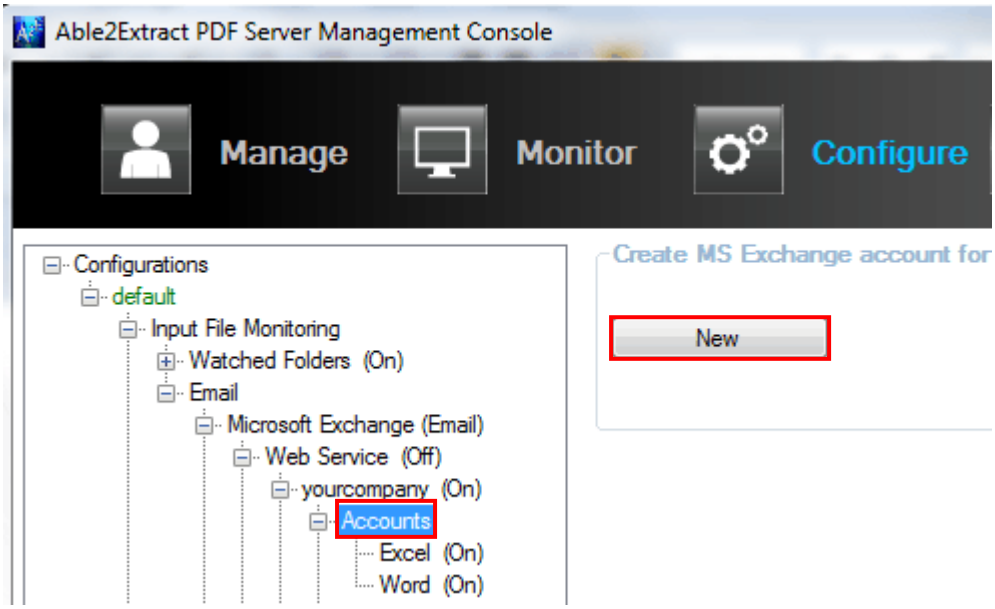


Figure 45: Managing Accounts

The following window will be displayed.

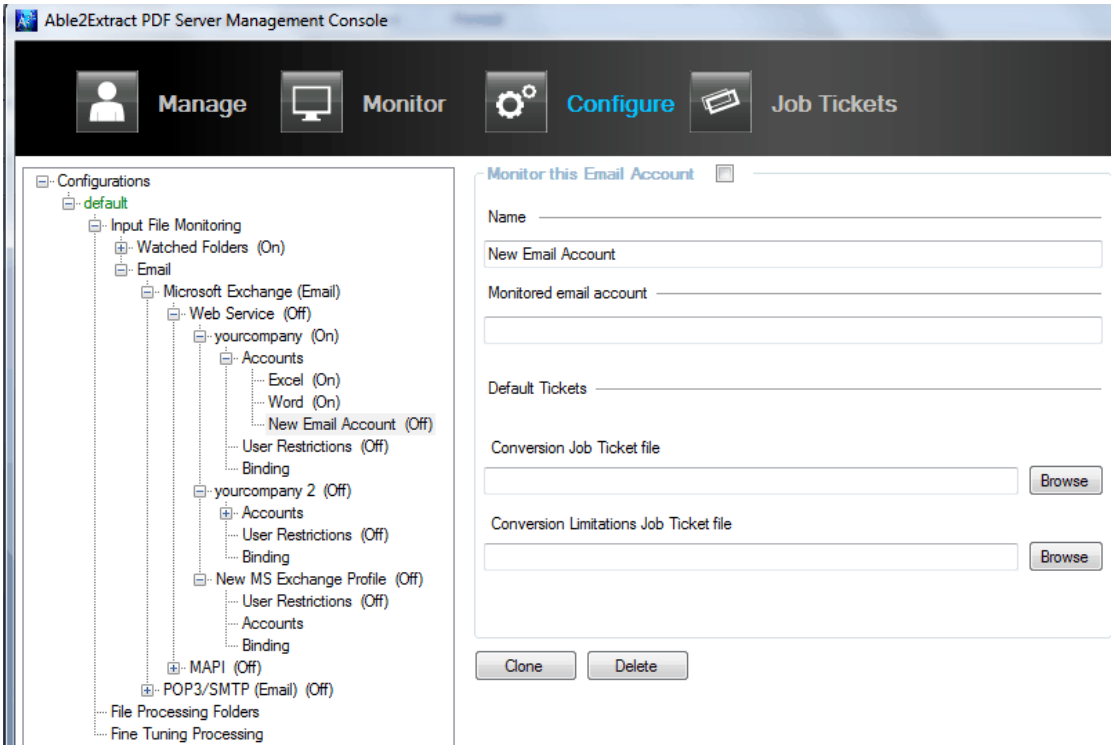


Figure 46: Creating a new account

The following options and parameters are available:

- **Check to monitor this email account** – tick this checkbox to enable monitoring of this email account (once you have created an account, you can use this option to either enable or disable monitoring)

- **Name** – enter the name of this account which will help you differentiate it from other accounts you create; it is recommended that you use the name which will indicate the conversion format i.e. Word, Excel, etc.
- **Monitored email account** – enter the email account which will be monitored for the MS Exchange Profile which will be used for sending the files for processing.
- **Default tickets** – the following options are available:
    - **Conversion Job Ticket File** - click **Browse** specify the default ticket for converting documents from PDF to any of the several available formats (see 11.1 for further information about creating a conversion ticket).
        - **Note**: you can either create a new ticket or use an existing ticket; default tickets are located in the Default Tickets folder.
    - **Conversion Limitations Job Ticket File** – click to specify limit the number of pages which will be converted per ticket.
        - **Note**: you can either create a new limits file or use an existing one; default limit files are located in the Default Tickets folder.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile.
- **Delete** – click this button to delete the profile.

Note: you can create as many profiles as you need.

7.1.1.4 Managing User Restrictions

The Able2Extract Server allows you to restrict processing of the files by either allowing or denying the service to specific emails addresses and domain names.

In order to start applying restrictions, choose **User Restrictions** from the tree structure.

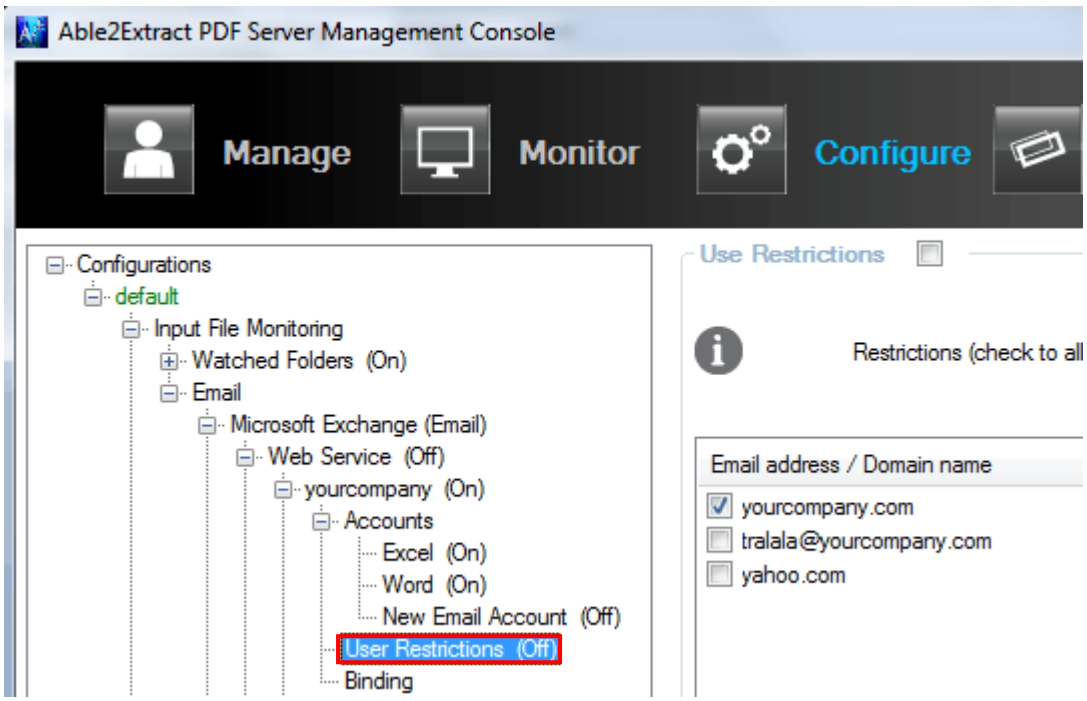


Figure 47: Managing User Restrictions

The following options and parameters are available:

- **Use restrictions for individual users or domains** – there are two different modes which can be accomplished by either selecting or unselecting this option.
- **Email Address/Domains** - there are two different modes which can be accomplished by either selecting or unselecting email addresses as well as domain names.
    - **If an email or domain name is selected** – the **access will be allowed** to that email address or domain name.
    - **If not selected** – if the option is not selected, then **access will be denied** to that email address or domain name.

Note:

- If the **Restrictions** list is empty and the current POP3 configuration has **Use Email Authorization** check box selected then the Able2Extract Server will not process any documents sent via E-mail
- If **Use restrictions...**check box is not selected, no **Restrictions** will be applied.

7.1.1.5 Adding a new email or domain name for allowing or denying access

In order to add a new email address or domain name for which you wish to allow or deny access, right click anywhere in the window and choose option **New**.

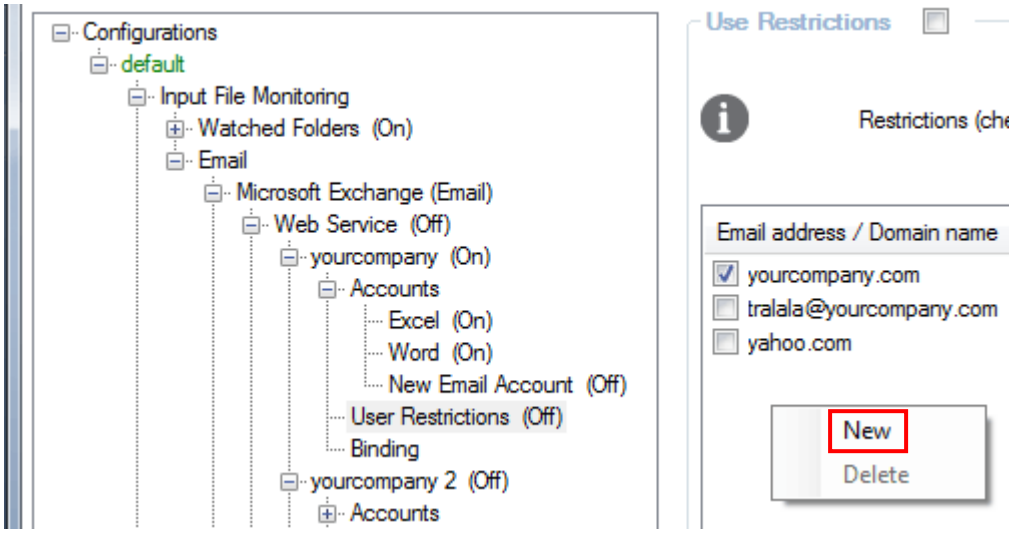


Figure 48: Adding a new email or domain name

An empty new line will be created where you can enter the desired email address or domain name.

7.1.1.6 Deleting an email or domain name

In order to delete an email address or domain name which you no longer wish to use for either allowing or denying access, select it in the list, right click and choose option **Delete**.

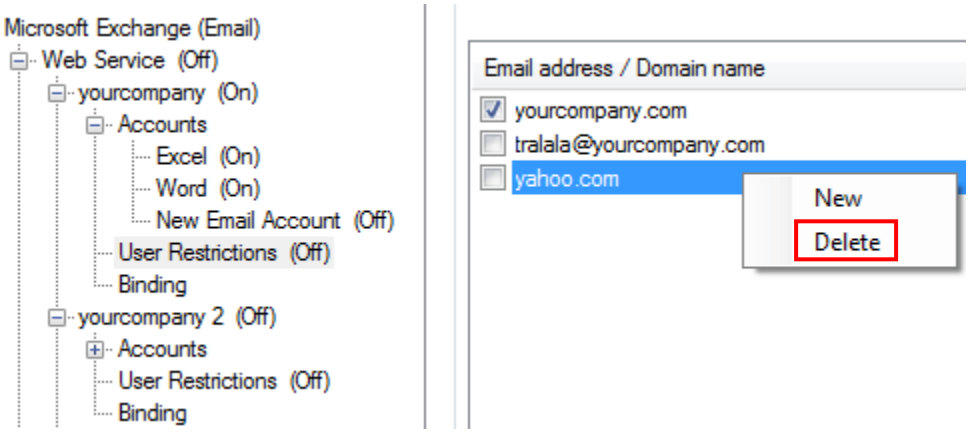


Figure 49: Deleting an email or domain name

7.1.1.7 Setting up Binding

In order to setup Microsoft Exchange binding options, choose **Binding** from the tree structure.

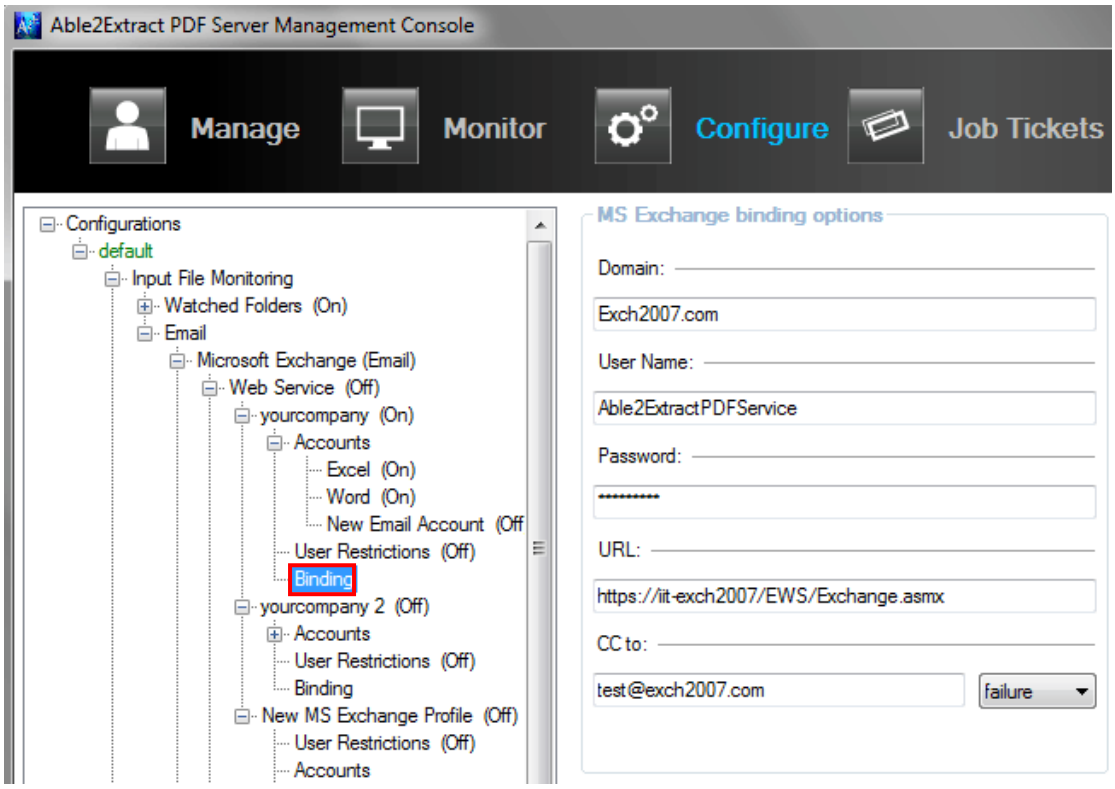


Figure 50: Setting up binding

The following options and parameters are available:

- **Domain** - the domain or computer name where the MS Exchange server is located
- **User Name** - user name which has access to monitored MS Exchange email account
- **Password** – the password for this user
- **URL** - the base URL of the MS Exchange web service
- **CC to:** the E-mail address for sending a copy of the result (within the CC field of the E-mail message)
    - **Case** – the following cases/conditions for sending a copy are available
        - **Any** – send a copy for both successful and failed events
        - **Success** – send a copy in case the process was a success
        - **Failure** – send a copy in case the process was a failure

7.1.2 Setting up MAPI

MAPI (Messaging Application Program Interface) is a Microsoft Windows program interface which allows you to send an e-mail from Able2Extract Server and attach a document as well. In order to start setting up MAPI, choose that option from the tree structure.

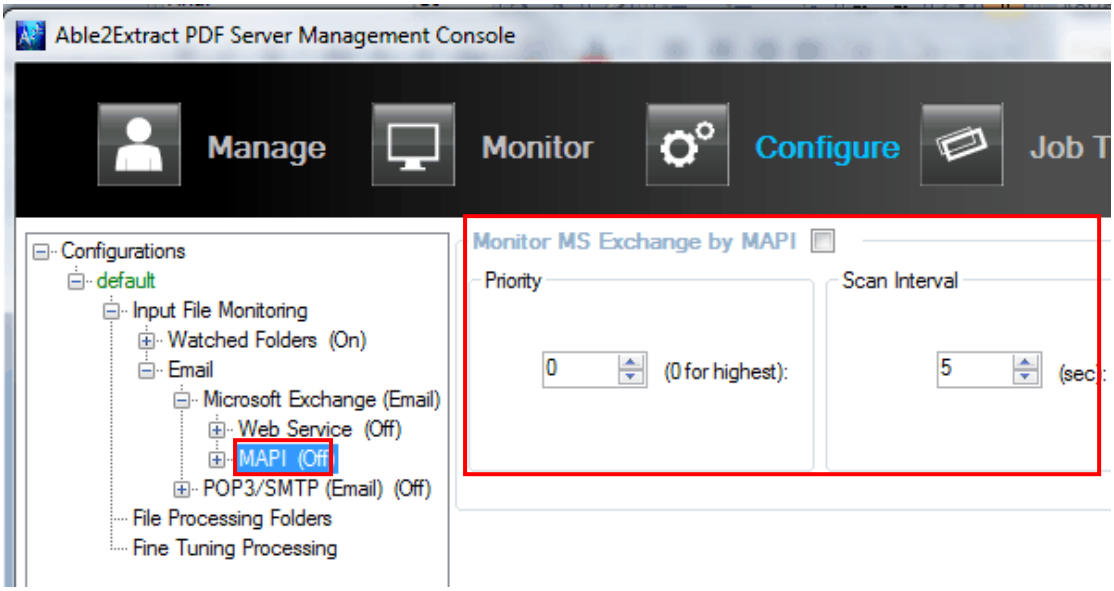


Figure 51: Setting up MAPI

The following options and parameters are available:

- **Monitor MS Exchange by MAPI** – tick this checkbox to start monitoring the MS Exchange by MAPI.
- **Priority (0 for highest)** – set the desired priority for this method (use 0 for the highest priority).
- **Scan interval (sec)** - set the desired interval for scanning for new emails (which are sent to E-mail addresses specified when creating MAPI accounts).
- **+** - click the plus symbol to expand further options for adding accounts (the procedure is identical to creating accounts for web service – see 7.1.1.3).

7.2 Managing POP3/SMTP (Email)

In order to setup Microsoft Exchange Web Service, open the configuration file (see above) and click **Configuration -> default -> Input File Monitoring -> Email -> POP3/SMTP (Email)**.

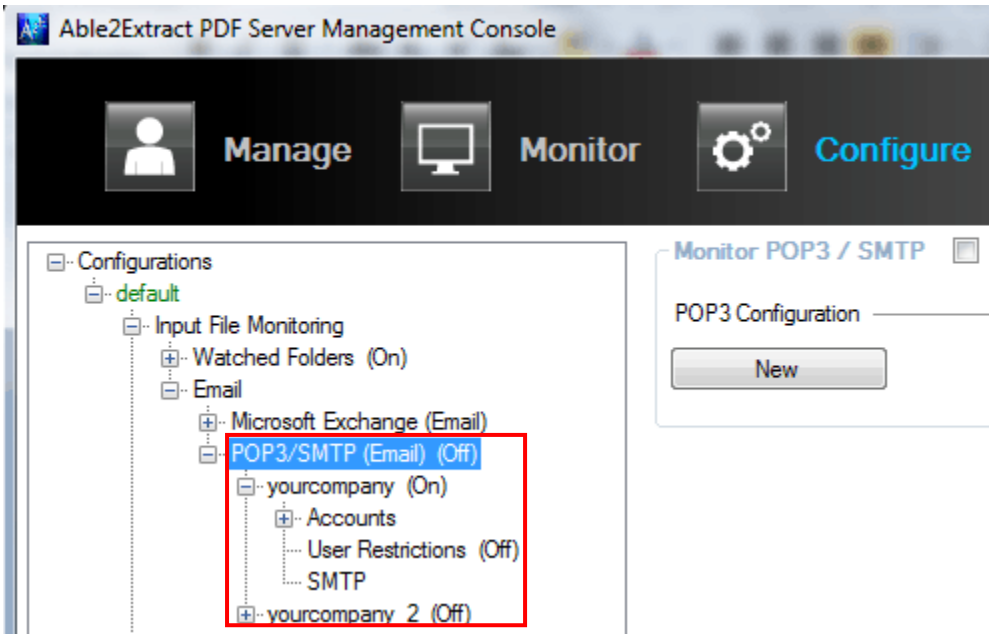


Figure 52: Setting up Microsoft Exchange

The following options and parameters are available:

- **New POP3 Configuration** – the option for creating a new POP 3 Configuration (see 7.2.1)
    - **Note:** two POP3 configurations by the name of “yourcompany1” and “yourcompany 2” are already setup for illustration purposes; you can either click on those and modify them or create a new one by clicking New POP3 Configuration.
- **Accounts** – the option for managing the email accounts which will be used for receiving files for processing (see section 7.2.2)
- **User Restrictions** – the option for restricting or allowing access to specific email addresses or domains (see section 7.2.3)
- **SMTP** – the option for setting up SMTP parameters (see section 7.2.4)

7.2.1 Creating a new POP3 configuration

In order to create a new POP3 configuration, click select **POP3/SMTP** option and click **New POP3 Configuration**.

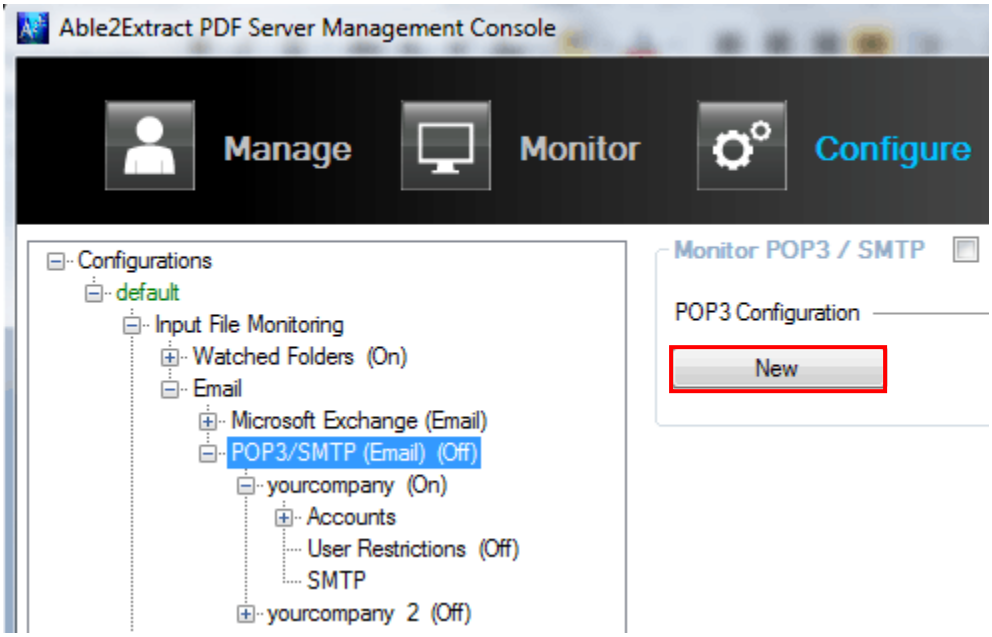


Figure 53: Creating a new POP3 configuration (step 1/2)

The following window will be displayed.

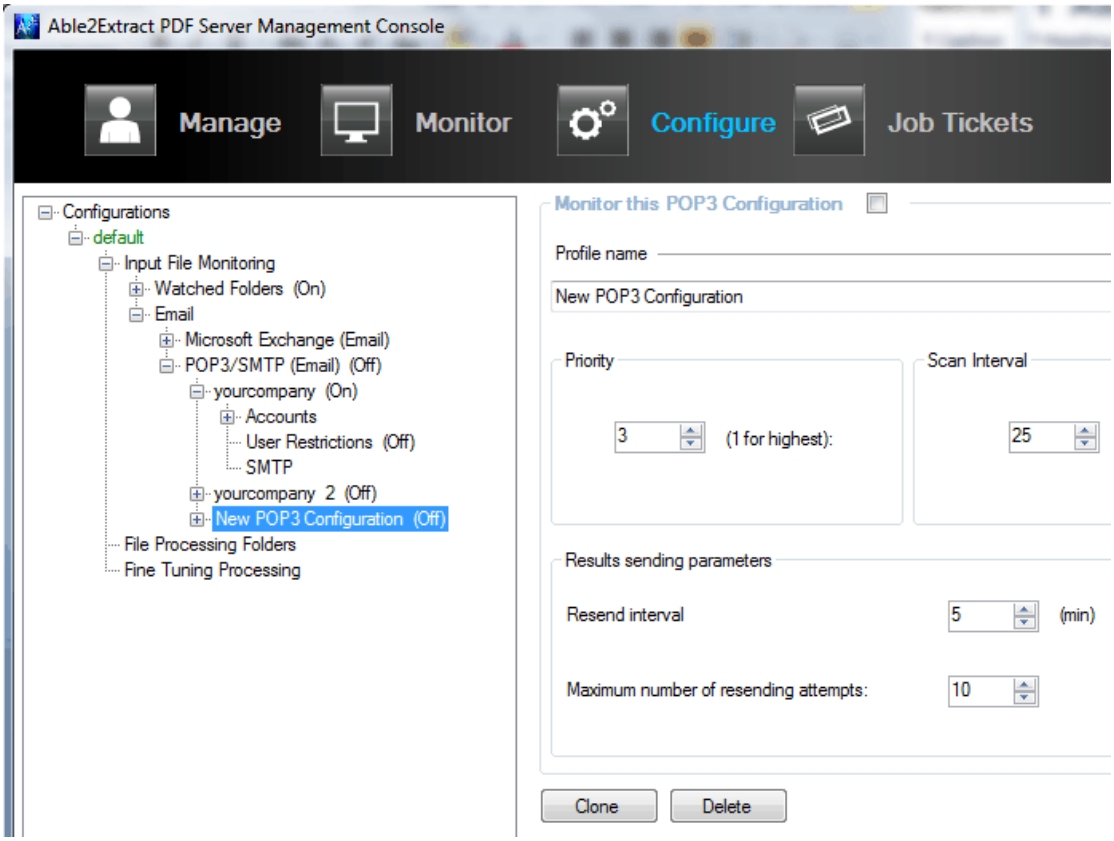


Figure 54: Creating a new POP3 configuration (step 2/2)

The following options and parameters are available:

- **Monitor this POP3 configuration** – check this option to start monitoring this POP3 configuration.
- **Profile name** – enter the profile name for the web service, i.e. your company name.
- **Priority** – set the desired priority for this profile (where 0 is the highest priority).
- **Scan Interval (sec)** – specify the desired time interval for scanning for new messages in seconds.
- **Results sending parameters**:
    - **Resend interval (min)** - the time Able2Extract Server waits before it attempts to send a message which was previously unsuccessful. Enter the desired time in minutes.
    - **Maximum number of resending attempts** - set the maximum number of attempts to send a message; setting at least 2 attempts is recommended, because there are often temporary issues with sending messages are. It is not recommended to set this option above 5, since this would tend to degrade the performance with sending attempts that are unlikely to work.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
- **Delete** – click this button to delete the profile

7.2.2 Managing POP3 Accounts

The accounts section is used for creating and managing E-mail accounts which will be monitored for the POP3 configuration. In order to create a new account, choose **Accounts** from the menu and click **New Email Account**.

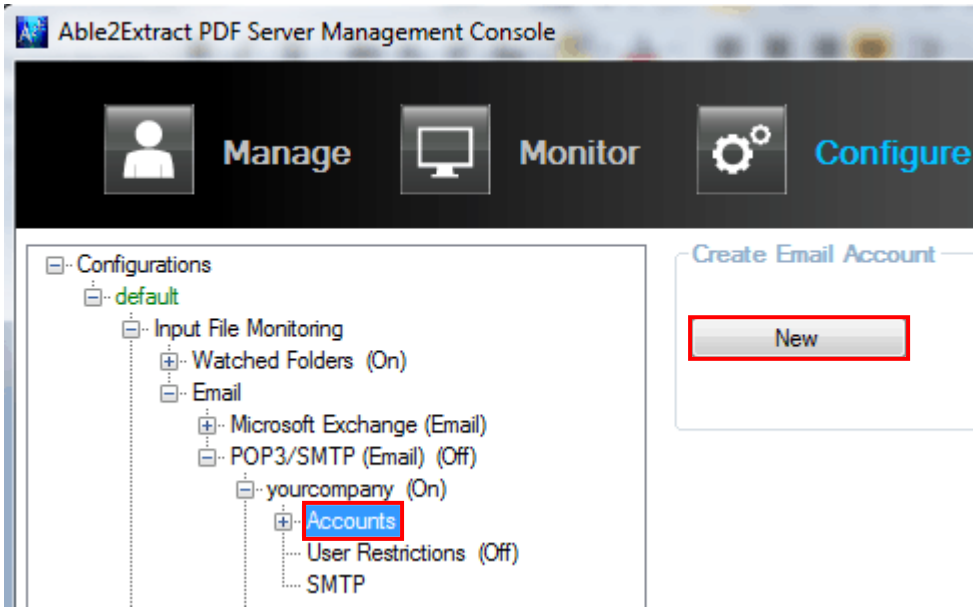


Figure 55: Managing Accounts

The following window will be displayed.

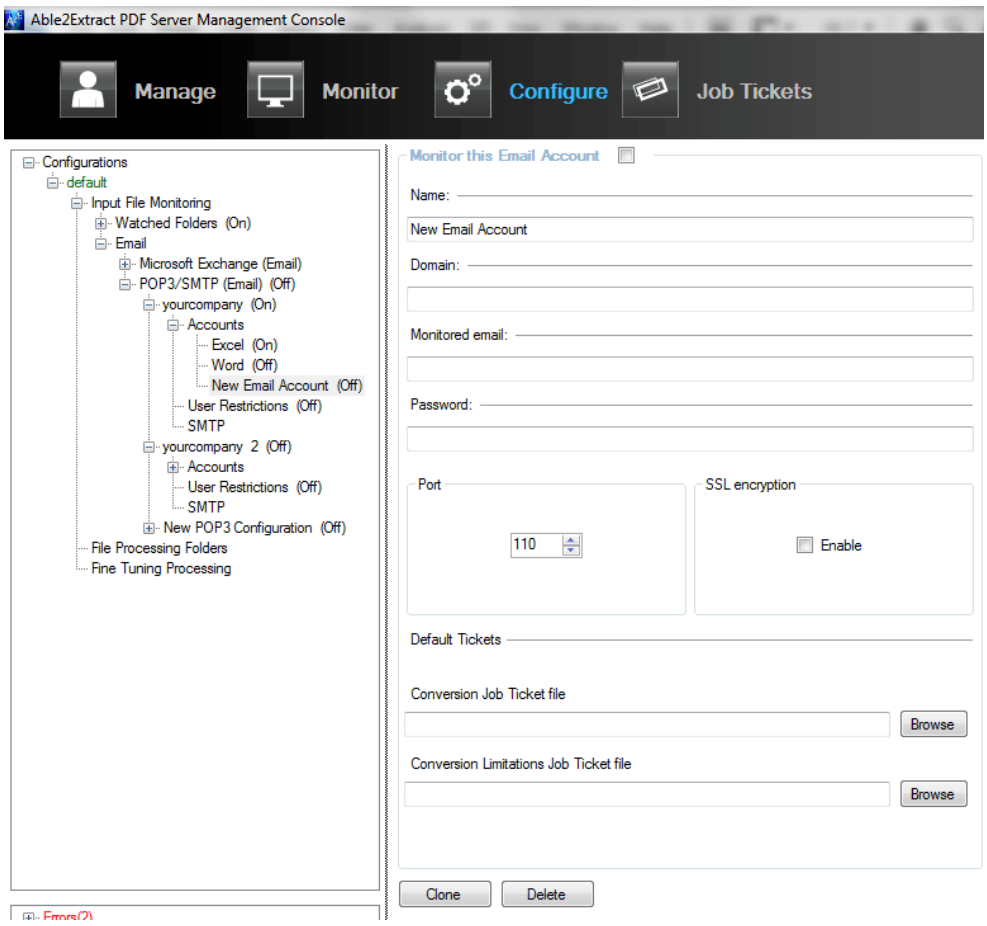


Figure 56: Creating a new account

The following options and parameters are available:

- **Monitor this POP3 server profile** – tick this checkbox to enable monitoring of this email account (once you have created an account, you can use this option to either enable or disable monitoring)
- **Name** – enter the name of this account which will help you differentiate it from other accounts you create; it is recommended that you use the name which will indicate the conversion format i.e. Word, Excel, etc.
- **Domain** – enter the domain name of the POP3 server e.g. “mail.companyname.com”.
- **Monitored email**– enter the email account which will be monitored for the MS Exchange Profile which will be used for sending the files for processing.
- **Password** – specify the password for the email account
- **Port** - sets the port used for receiving E-mails.
- **SSL encryption** – check in case SSL encryption is required.
- **Default Tickets**
    - **Conversion Job Ticket file** – click **Browse** to specify the default ticket for converting documents from PDF to any of the several available formats (see 11.1 for further information about creating a conversion ticket)
        - **Note**: you can either create a new ticket or use an existing ticket; default tickets are located in the Default Tickets folder
    - **Conversion Limitations Job Ticket File** – click to specify limit the number of pages which will be converted per ticket.
        - **Note**: you can either create a new limits file or use an existing one; default limit files are located in the Default Tickets folder
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
- **Delete** – click this button to delete the profile

Note: you can create as many profiles as you need.

7.2.3 Managing User Restrictions

The Able2Extract Server allows you to restrict processing of the files by either allowing or denying the service to specific emails addresses and domain names. In order to start applying restrictions, choose **User Restrictions** from the tree structure

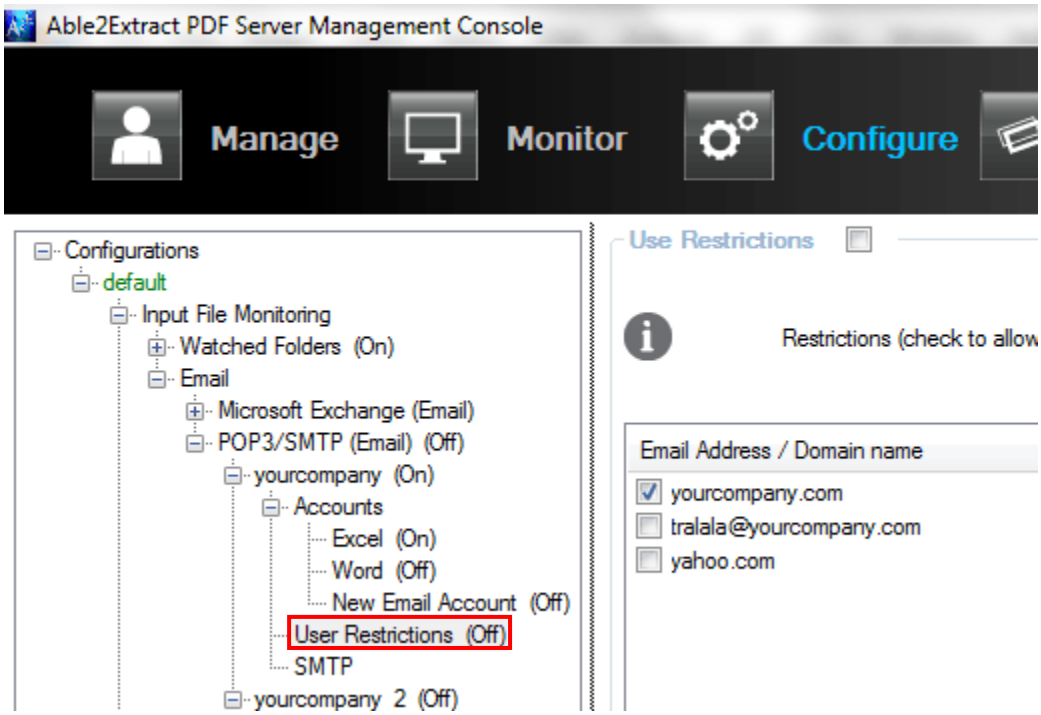


Figure 57: Managing User Restrictions

The rest of the procedure for managing restrictions is explained in section 7.1.1.4.

7.2.4 Setting up SMTP Parameters

In order to start setting up the SMTP parameters, choose that option from the tree structure.

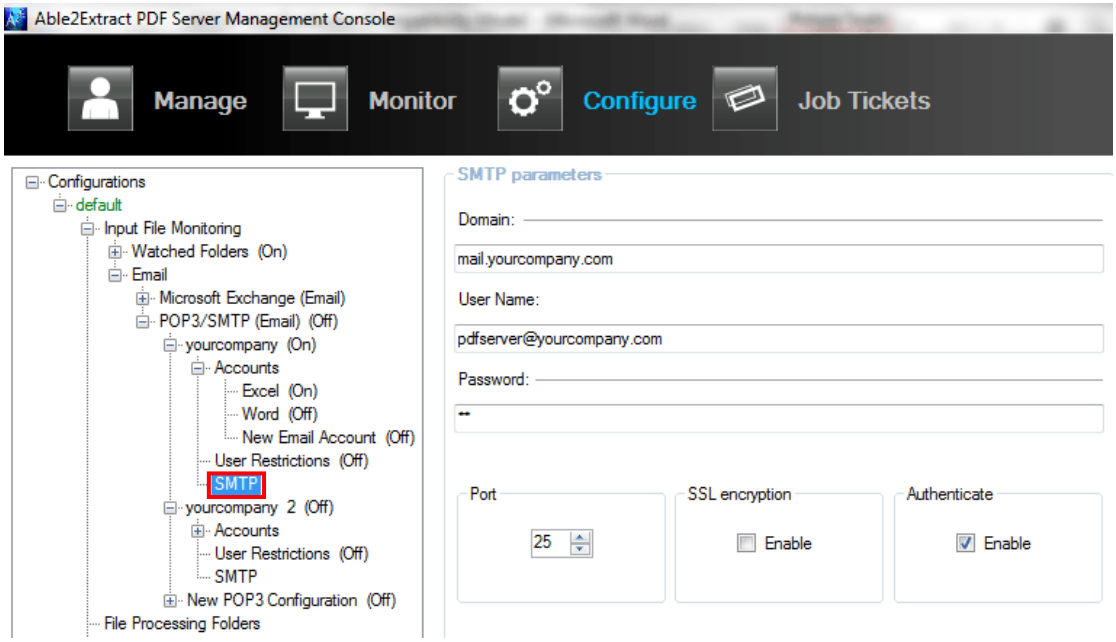


Figure 58: Setting up SMTP

The following options and parameters are available:

- **Domain** - specify the SMTP server domain name, e.g. “mail.companyname.com”.
- **User Name** – enter the e-mail address which will be monitored by the Able2Extract Server and used for sending the processed files back to the sender of the original file.
- **Password** — enter the SMTP server password (in case the server requires authentication).
- **Port** — specify the port which will be used for sending e-mails.
- **SSL encryption** – check this option if the server requires an SSL connection
- **Authenticate** – some SMTP servers require client authentication before sending e-mails. If this parameter is checked, the user name and password will be used as credentials when connecting to the server.

8 Setting up File Processing Folders

In order to start managing the paths to the folders which will be used for storing various files i.e. organizing files according to their status, open the configuration file (**Configuration File -> Open**) and click **File Processing Folders** in the tree structure.

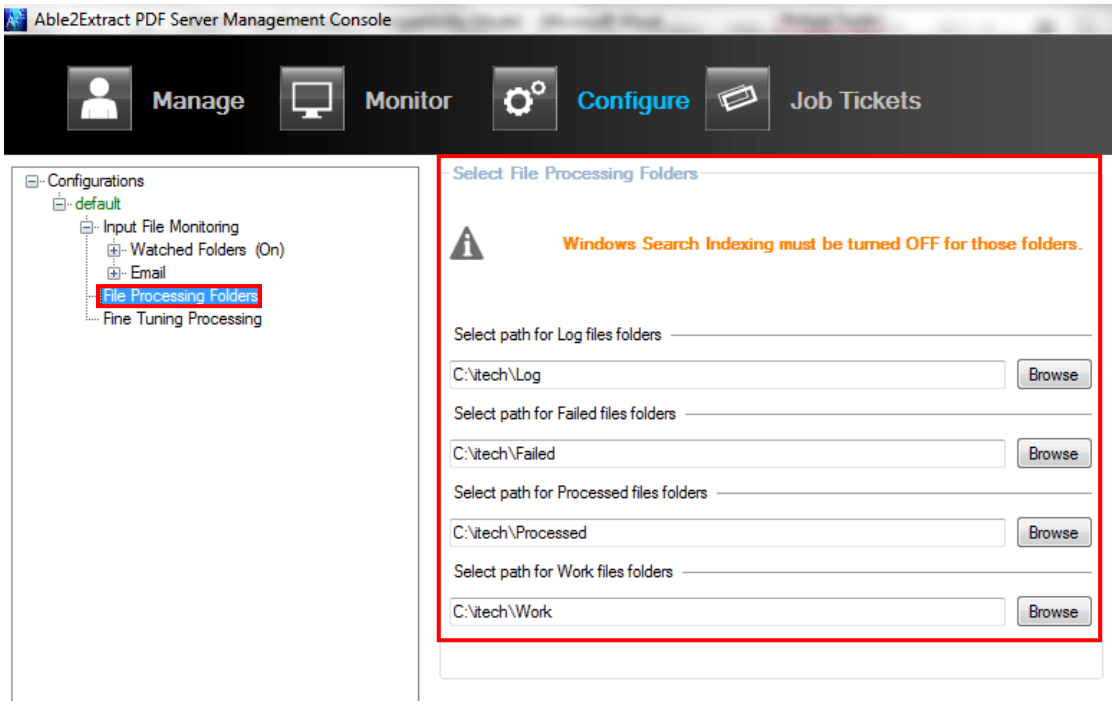


Figure 59: Setting up File Processing Folders

The following paths can be setup

- **Path for Log Files folder** – click this ... icon or type the desired path to the folder on your computer which will be used for storing log files.
- **Path for Failed files folder** – click this ... icon or type the desired path to the folder on your computer which will be used storing failed files i.e. input files which could not be processed.
    - **Note:** the original file and the corresponding Job Ticket file (if applicable) are moved into this folder
- **Path for Processed file folder** – click this ... icon or type the desired path to the folder on your computer which will be used for storing successfully processed files (the original file will be moved from the watched folder, to this folder).
    - **Note:** this setting is only applicable in case the **Move to Processed Folder** option has been enabled (see 9)
- **Path for Work Folder** - click this ... icon or type the desired path to the folder on your computer which will be used for file processing.
    - **Note**: The folder does not have to be located on the same drive or computer the Able2Extract Server is installed on.

Important note: the Windows Search Indexing must be turned off for these folders.

9 Fine Tuning the File Processing

In order to start fine tuning the file processing, open the configuration file (**Configuration File -> Open**) and click **Fine Tuning Processing** in the tree structure.

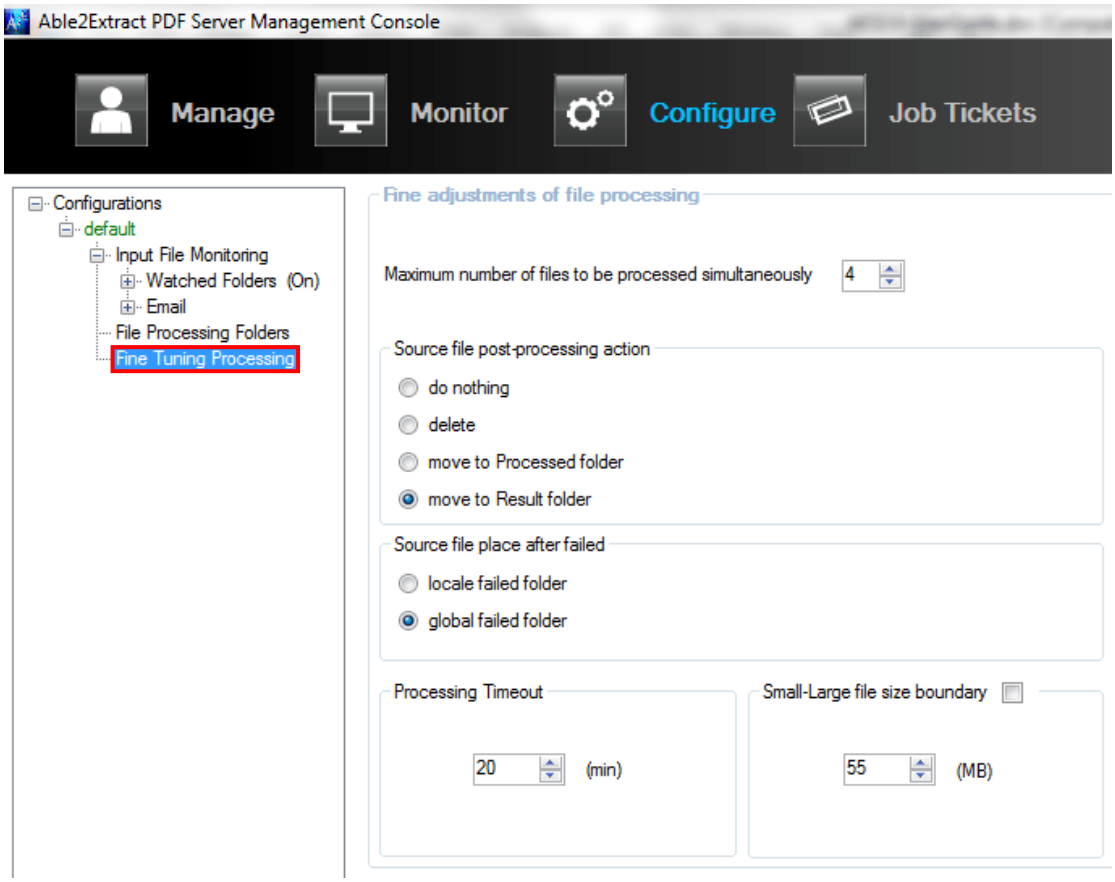


Figure 60: Fine Tuning the File Processing

The following options and parameters are available:

- **Maximum number of files to be processed simultaneously** – specify the maximum number of files the Able2Extract Server should process simultaneously.
    - **Note**: the minimum number is 2.
- **Source file post-processing action** – specify the action Able2Extract Server should perform after successfully processing the files (**note:** this option applies only to Watched Folder processing)
    - **Do nothing** – select this option if no action should be performed.
    - **Delete** – select this option to delete the file after it has been successfully processed.
    - **Move to processed folder** – select this option to move the processed file to a designated folder (see section 8 for further information on how to setup or modify this folder).
    - **Move to result folder** – select this option to move the processed file to the default output folder.
- **Source file place after failed** – choose the folder where the source file will be moved to in case the conversion has failed
    - **local failed folder** – local path on every watch folder dialog
    - **global failed folder** – global path (from “file processing folders”)

- **Processing timeout** – use this option to specify maximum allowed time for file processing; the value is minutes.
    - **Note**: if the file processing has not been completed during this time it will be considered unsuccessful.
- **Small-Large file size boundary** – if checked, this parameter allows processing only one oversized file; if it is unchecked the selection will be made chronologically.

10 Advanced Method for Collecting Files

Except for the simple method described in previous sections, there is also an advanced method for collecting files.

When using the simple method for colleting and processing files, users send a file which should be processed as an attachment. The email message is sent to the previously setup receiving address and a previously specified job ticket is applied.

When using an advanced method, instead of only sending the file which should be processed, the users also send the job ticket which contains instructions on how the attached file should be processed.

The Able2Extract Server will automatically detect the file which should be processed as well as the job ticket and apply it to the attached file.

For example:

You have created an email account (either POP3 or Exchange) and configured the Able2Extract Server to convert the received PDF to Excel. Using an advanced method, the users send both PDF and the job ticket to this account.

For the purpose of this example, let us say that the attached job ticket contains instructions on converting PDF to txt. The Able2Extract Server will automatically give priority to the attached ticket instead of the default conversion (to Excel) which has been configured previously. The converted txt file will be sent back to the sender.

11 Managing Job Tickets

Job ticket is a set of instructions for the way a file should be converted. The job tickets can be created for both creating PDF files and converting PDF to other available formats.

Furthermore, you can define a job ticket for each of the formats you wish to convert your files to.

The job tickets are managed by using the **Ticket Editor**. In order to start the Ticket Editor, choose **Job Tickets** from the menu.

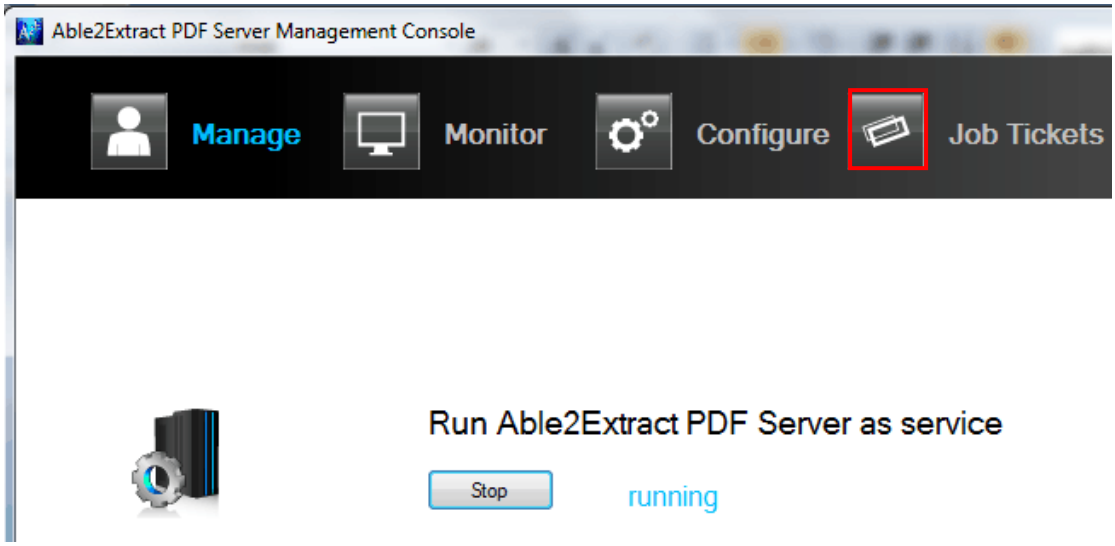


Figure 61: Starting the Ticket Editor

The Ticket Editor will be opened.

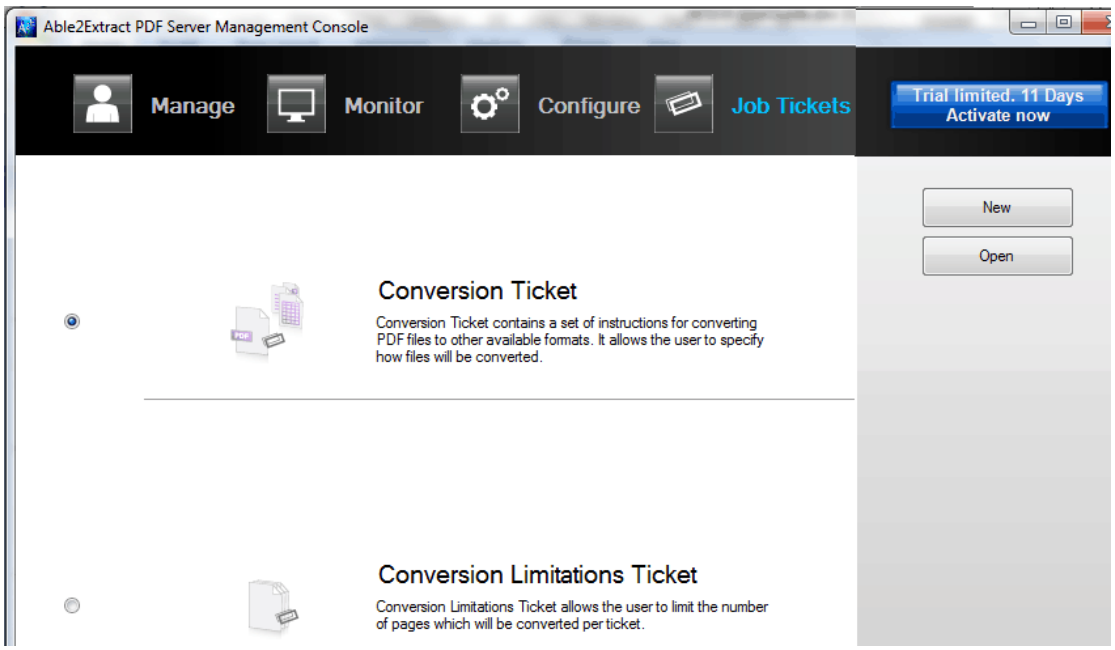


Figure 62: Ticket editor options

The following options and parameters are available:

- **New/Open** – options for creating or opening.

- **Conversion Ticket** – the option for creating a conversion ticket i.e. for creating a job for converting files from PDF to any other format (see section 11.1).
- **Conversion Limitations Ticket** – the option for setting the page limitation for the conversion (see section 11.2).

- **Save** – the option for saving the ticket settings so you could use it again.
- **Save As** – the option for saving the ticket settings under a different name.
- **Exit** – the option for closing the ticket editor.

11.1 Creating a Conversion Ticket (Converting from PDF)

In order to create a conversion ticket i.e. convert files from PDF to any other available format, choose **Start Ticket Editor** from the **Job Tickets** menu.

Once within the Ticket Editor, choose **Conversion Ticket** and click **New**.

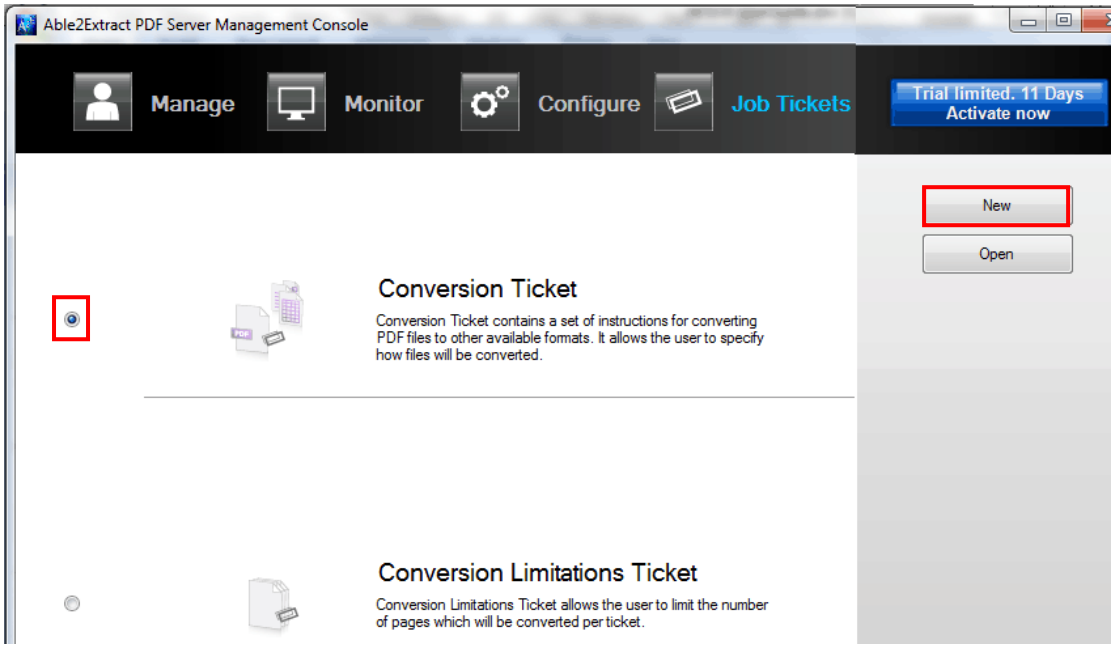


Figure 63: Creating a conversion ticket (step 1/2)

The page for adjusting the ticket settings will be displayed.

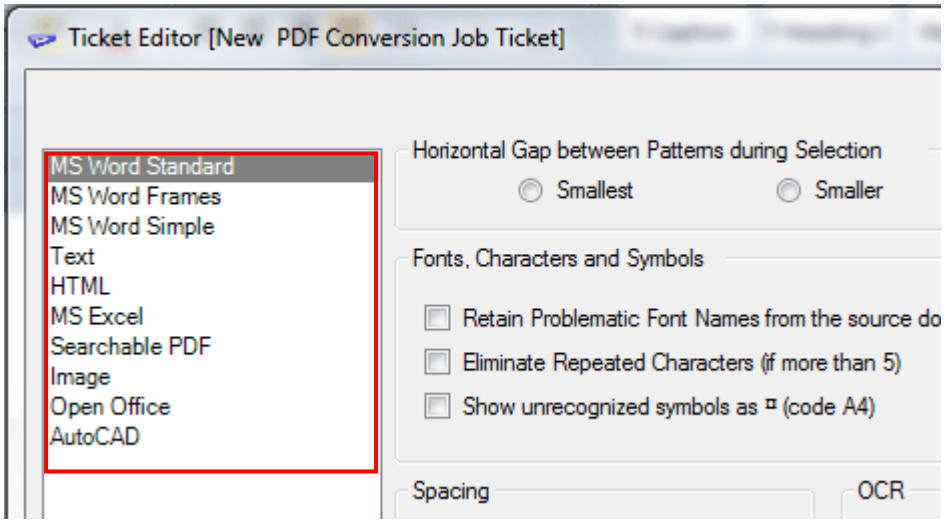


Figure 64: Creating a conversion ticket (step 2/2)

The first step in creating a conversion ticket is choosing the conversion type i.e. the desired output format from the pull down menu. Choose the desired format and the page will be refreshed containing conversion settings for that format.

The following formats are available:

- **MS Word Standard** – choose this option to convert PDF to a standard MS Word file (see section 11.1.1)
- **MS Word Frames** – choose this option to convert PDF to a standard MS Word frames (see section 11.1.1)
- **MS word Simple** – choose this option to convert PDF to a simple Word file (see section 11.1.1)
- **Text** – choose this option to convert PDF to a text file (see section 11.1.4)
- **HTML** – choose this option to convert PDF to HTML (see section 11.1.5)
- **MS Excel** - choose this option to convert PDF to MS Excel format (see section 11.1.6)
- **Searchable PDF** – choose this option to convert PDF to a searchable PDF file (see section 11.1.7)
- **Image** – choose this option to convert PDF to an image (see section 11.1.8)
- **Open Office** – choose this option to convert PDF to Open Office (see section 11.1.9)
- **AutoCAD** – choose this option to convert PDF to AutoCAD (see section 11.1.10)

11.1.1 Converting PDF to MS Word formats

There are 3 available MS Word formats with different amount of conversion settings. The most of these settings are used for MS Word Standard, so this format will be explained in detail.

The most of these settings are shared across all 3 formats, so this section is applicable to all of them (the only difference is that Frames and Simple have less available settings).

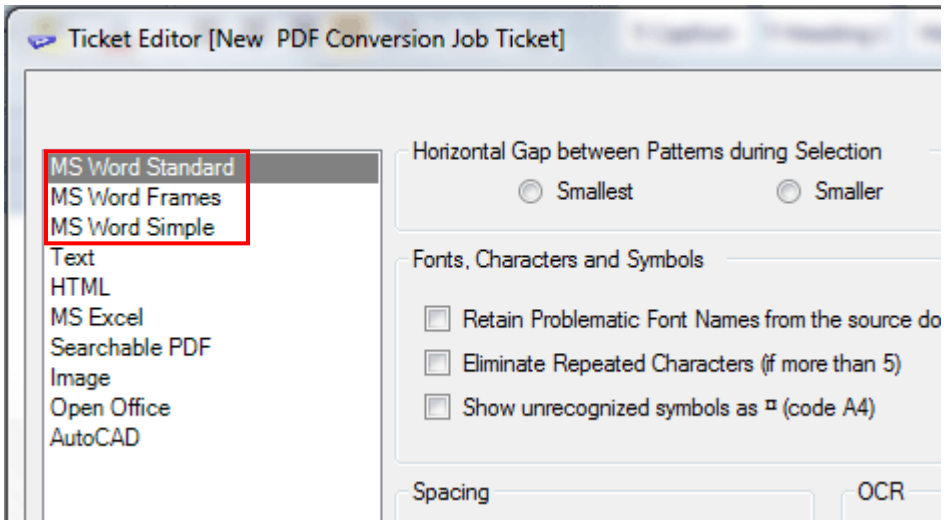


Figure 65: Choosing the desired MS Word format

The first step is choosing the desired MS Word format from the **Conversion type** menu.

> **Note**: The **MS Word Standard** conversion type processes the PDF background graphics so they become background images within the converted word document. In addition the text layout follows that of the original PDF document.
>
> For most documents, this will provide the best looking output in a format which is simple to edit. This is why **MS Word Standard**, it is the recommended format for most documents.

The following window for setting the conversion parameters will be displayed.

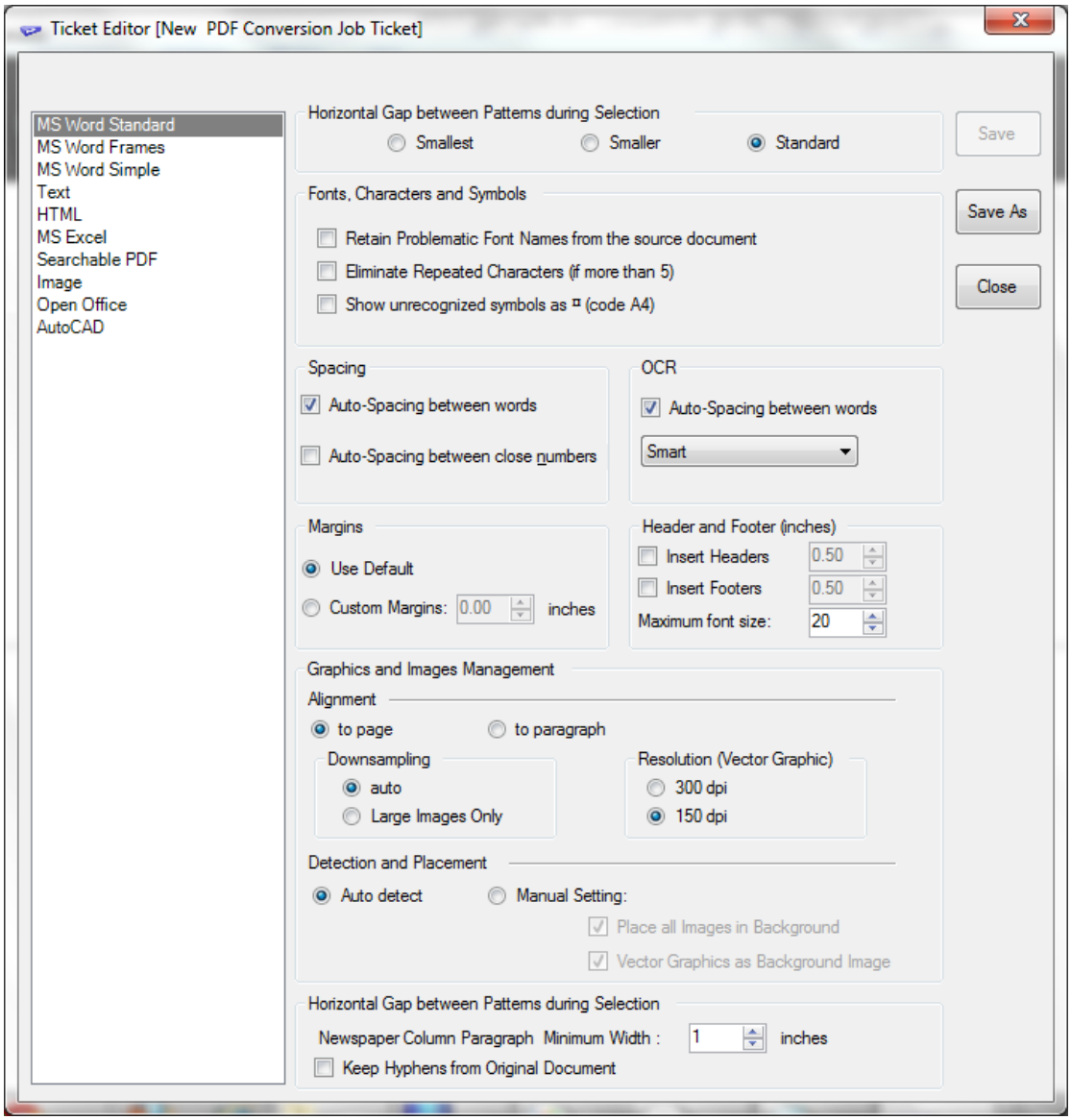


Figure 66: Converting PDF to MS Word Standard

The following conversion settings are available:

- **Horizontal Gap between Patterns during Selection** - this option allows you to change the minimal gap between patterns and columns during selection and conversion. Choose the desired setting:
    - Small
    - Smallest
    - Standard
    - **Note**: Sometimes the distances or gaps between several different patterns in a PDF document are too small – and they are treated as one pattern by our conversion engine. It can cause problems e. g. for PDF to Excel conversion when two patterns are merged and placed into the same Excel column instead of putting them in two different columns.
- **Font, characters and symbols**
    - **Retain problematic font names from the PDF** - In certain cases, a PDF document will contain a variety of challenging fonts. The default is for the application to try and match the font to the closest available font in Word. In

situations where the application is unable to find a suitable font for replacement, selecting this option provides the user with the ability to retain the font names from the PDF. By doing so, the user can then choose the fonts that they think will work best and can give a better conversion result.

- **Eliminate repeated characters (if more than 5) -** Documents will occasionally have a line of repeated characters, which may interfere with PDF conversion results. The **Eliminate Repeated Characters** setting allows the user to replace commonly repeated characters, such as asterisks (more than 5, *****) with the following: " *** ". This option should be utilized in documents where the repeated characters are causing problems to the conversion output. This option does not change the way multiple (more than 3) dots are processing — they are kept in RTF/DOC conversion and eliminated otherwise.
- **Show unrecognized symbols as ¤ (Code A4)** – choose this option to display all unknown i.e. unrecognized symbols as ¤

- **Spacing**
  - **Auto-Spacing between words** - some PDF documents are created so that there are no spaces between words, even though the viewable PDF page does seem to contain them. Because of this, the Accumax CT conversion engine automatically adds spaces between document patterns (i.e. words) as a default setting.

    In certain cases, such as justify alignment, the auto-spacing between words can result in having extra spaces between words and therefore poor conversion results. In these cases, you can enhance the conversion results by unselecting the Auto-Spacing Between Words setting.
  - **Auto Spacing between close numbers** – the same setting but for close numbers
- **OCR** – manage the OCR (optical character recognition) settings
  - **Auto-Spacing between words** - this option works for scanned documents/pages in a similar way as the "Auto-Spacing between words" option described above — if selected, spaces between text patterns ("words") will be added even if the OCR engine does not add them.
  - **OCR Engine** – choose the desired option for the OCR engine
    - **Smart** - use this submenu to control whether or not to activate the OCR engine for a given selection and conversion:
    - **Preserve Images** – this option can be useful for PDF files which have been created electronically, but have damaged fonts or otherwise convert poorly. Under certain circumstances, forcing an OCR conversion can provide better results.
    - **Force OCR** - if selected, all images will be converted as images; otherwise pages will be treated as scanned images and the OCR will be implemented to extract the information.
    - **Disable OCR** - In some cases, perhaps where a PDF contains fixed image and electronically-created PDF elements, the user may wish to turn off the OCR engine in order to capture only the electronically-created PDF elements - which can result in a much quicker conversion.
- **Margins**
  - **Default Margins** – tick this checkbox to use default margins of the input document or enter the desired margins in the input field on the right.
    - **Note**: The margin value is used for changing the size of the printable margins for a Word document converted from a PDF document. The default value is 0.00 inches – this is chosen because it provides the best positional output when converting a document from PDF to

Word. Certain office printers cannot print the whole page area of a PDF – i.e. 0.00 inch margins on a page will not print. If this is the case, the margin input field allows you to set the printable margins appropriate for your printer. A value of 0.2-0.5 inches will generally work best on most printers.

- **Custom Margins** – use this option to define custom margins

- **Header and footer (inches)**
  - **Insert Headers** – select this option to create headers in the resulting Word document.
  - **Header Value -** specify the header height in inches.
  - **Insert Footers** – select this option to create headers in the resulting Word document.
  - **Footer Value -** specify the footer height in inches.
  - **Max font size Header/Footer** – specify the maximum size of the font which will be used within the header and footer.

- **Graphics and images management -** The default setting for Graphics and Images Management is set to Auto detect. It works in the following way: if a page for some reason cannot be drawn correctly in the way it is described in PDF (say the page contains some graphics settings not supported in RTF/DOC) it will be drawn as an image(s); otherwise vector graphics will be drawn as vector graphics and images — as images.
  - **Alignment**
    - if "to page" option is selected, all images and vector graphics elements will have absolute position anchored to the page top left corner; otherwise images or graphics elements will be grouped by Y coordinate and each group (i.e. each graphics element from the group) will be anchored to the paragraph closest to the group (except column/newspaper paragraphs).
  - **Downsampling** – choose the desired option for when the Able2Extract Server should perform downsampling of the images
    - **Auto** – choose the option to let the Able2Extract Server perform downsampling automatically
    - **For large images only** – choose this option to perform downsampling for large images only
  - **Resolution for vector graphics** – set the desired resolution for the vector graphics by chosing one of the two available options:
    - 150 dpi
    - 300 dpi
  - **Detection and placement**
    - **Auto-detect** – choose to let Able2Extract Server auto-detect and manage images within the input document
    - **Manual Setting** – select this option to setup the image management manually; the following two options are available:
      - **Place all images in Background** (not applicable for **MS Word Simple**) - all images which are set in the background in the PDF document will remain in the background in the converted Word document.

        By default, Accumax CT adds images (such as JPG or BMP files) as MS Word pictures, so you can format each image separately or change their position within the document.

Masked images in Word may not be properly rendered using a default setting.

In other cases, images may also be incorrectly displayed – such as problems with image borders or disappearing images.

In both of these cases, selecting this option of adding all images to the background image may help solve problems with displaying images within the converted document.

- **Horizontal Gap between Patterns during Selection**
    - **Newspaper column paragraph minimum width** - Many PDF documents are formatted with column paragraphs, or newspaper-style paragraphs. To assist in the recognition and conversion from PDF to Word for these types of paragraphs, the user can designate the minimum width for column/newspaper paragraphs.

      The Accumax CT conversion engine contains complex algorithms for differentiating between table columns and paragraph columns – however, in some cases, it is very difficult for the engine to distinguish between these two types of paragraph.

      The Column (Newspaper) Paragraph Minimum Width setting allows users to improve conversion results by providing input regarding the structure of the PDF document.

      E.g. if it is known that a given document does not have any column/newspaper paragraphs with column widths of less than 2.00 inches, changing the Column (Newspaper) Paragraph Minimum Width to 2.00 inches will prevent the Accumax CT engine from treating some table columns as column/newspaper paragraphs. The default for this setting is 1.00 inch.
    - **Keep hyphens from original document** - the default setting is for the application to automatically keep or delete hyphens based on their position within the paragraph - in some cases, the position of the text in Word will vary from the original PDF document, so that a hyphen that was originally required to split a word is not required in the converted document. The user can opt to select the Keep Hyphens from Original Document option to ensure that no hyphens are deleted.

11.1.2 Converting PDF to MS Word with Frames

The **MS Word with Frames** conversion type retains background graphics and layout of the selected pages and items, but with the text appearing in individual text boxes in a new word document.

This conversion type is ideal for users who prefer to work with text boxes which can be easily moved within a document.

Note: because the text boxes are designed to correlate with the structural positioning of the original PDF document, choosing this format may give you a more accurate layout than the MS Word Standard format.

11.1.3 Converting PDF to MS Word Simple

The **MS Word Simple** conversion type only converts text portions of the document. The text will appear as a standard paragraph without special formatting or text boxes in a new word document.

This conversion type is ideal in case mimicking the exact layout of the PDF file is not as important as accessing the text easily.

11.1.4 Converting PDF to Text

Choose the **Text** conversion type to convert PDF to a plain ASCII text file**.** In order to create a conversion ticket for converting PDF to a text file, choose **Text** from the **Conversion Type** pull down menu.

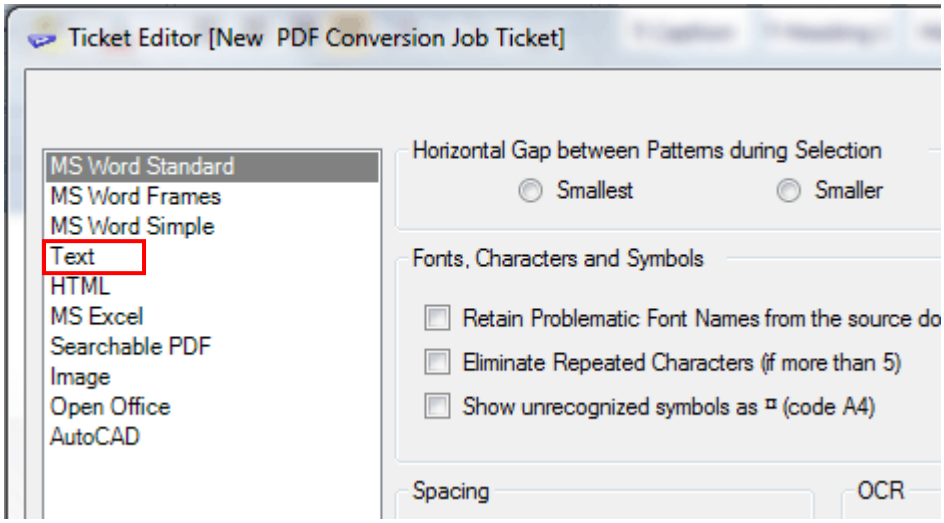


Figure 67: Converting PDF to Text

For further information about the available parameters, see 11.1.1.

11.1.5 Converting PDF to HTML

In order to create a conversion ticket for converting PDF to HTML format, choose **HTML** from the **Conversion Type** pull down menu.

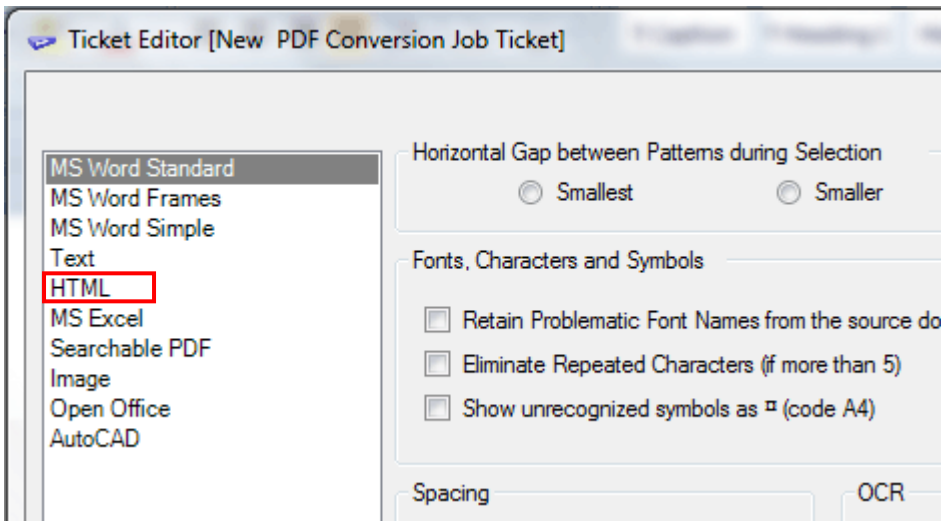


Figure 68: Converting PDF to HTML

11.1.6 Converting PDF to MS Excel

In order to create a conversion ticket for converting PDF to an Excel format, choose **MS Excel** from the Conversion Type pull down menu.

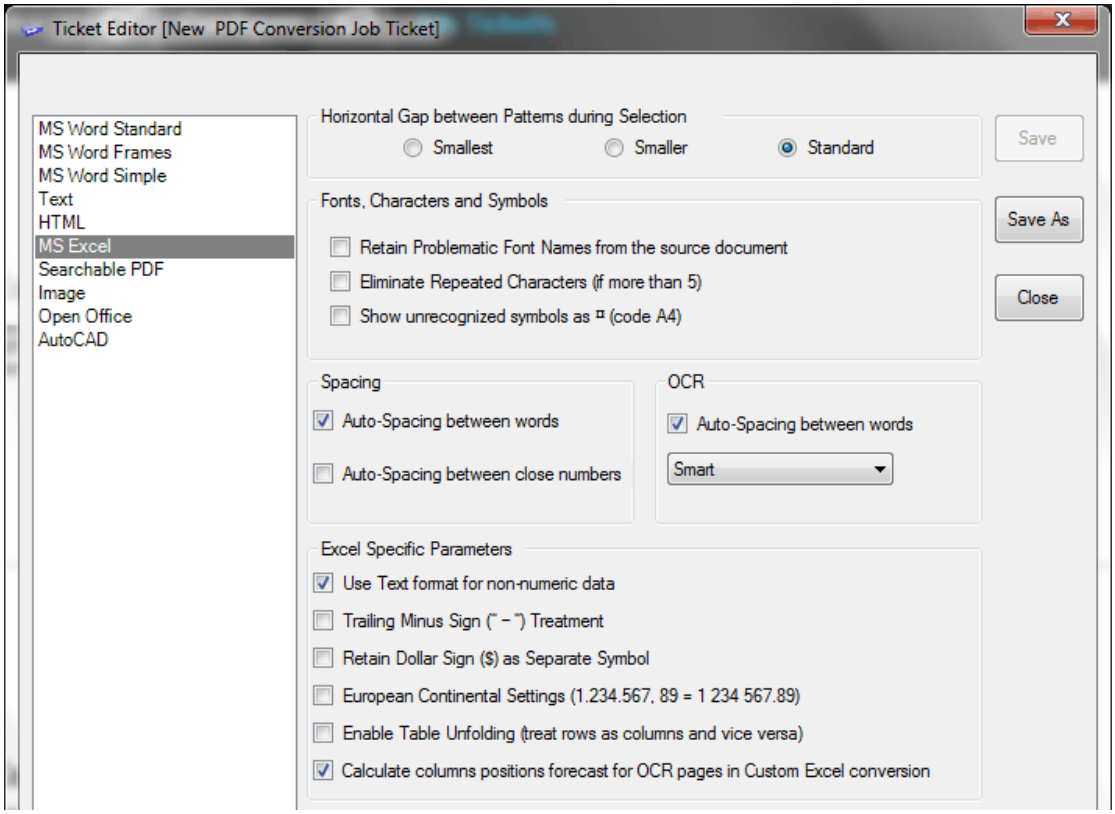


Figure 69: Converting PDF to MS Excel

For further information about available parameters, see 11.1.1.

- **Excel specific parameters**
  - **Use Text format for non-numeric data -** In certain documents, dates may be automatically converted into a numerical format in Excel. This may cause confusion or problems with the conversion output. To preserve dates in the Text format, select this item on the option menu.
  - **Trailing Minus sign (" - ") Treatment** – In certain financial documents or reports, the minus sign symbol trails to the right of the number (e.g. "4,560-" instead of "-4,560"). Converting negative numbers where the minus sign trails to the right may cause converting them as text items, instead of numbers. Use this option to move trailing minus signs from the end of the number to the beginning of the number, to prevent such instances from being converted to textual items in Excel.
  - **Retain Dollar Sign ($) as Separate Symbol** - Certain financial documents contain dollar signs - often at the top or bottom of financial document. Unfortunately, sometimes the dollar sign ($) create challenges in the way the program interprets column structure - as such, the default is to meld the dollar sign into the same column as the number next to it. In certain cases, however, the user may wish to retain the dollar sign in its separate column. To do so, select this option to retain such a structure.
  - **European Continental Settings (1.234.567.89 = 1 234 567.89)** - in North America, the decimal point is a period – separating the integer portion of a number from the fractional portion – and the thousands separator is a comma.

    In certain other countries, the reverse is true: a decimal comma is used to

separate the integer portion of a number from the fractional portion, and a period is used as the thousands separator.

This option allows you to convert documents that adopt the decimal comma and “period” thousands separator (referred to here as European continental settings) to Excel formatted numbers correctly.

- **Enable Table Unfolding (treat rows as columns and vice versa)** - This option allows you to generate an output from a PDF in column structure to Excel in row structure or vice versa.
  - **For example**: if your PDF document contains three columns of data, when this option is selected, the conversion of these three columns will result in three rows. The first row will contain the data from the first column; the second row will contain data from the second column, etc.
- **Calculate columns position forecast for OCR pages in Custom Excel conversion** if this option is selected the Custom Excel conversion will always try to calculate a column position forecast; otherwise the calculation will be performed only for non-scanned pages.

11.1.7 Converting PDF to Searchable PDF

In order to create a conversion ticket for converting PDF to a searchable PDF format, choose **Searchable PDF** from the **Conversion Type** pull down menu.

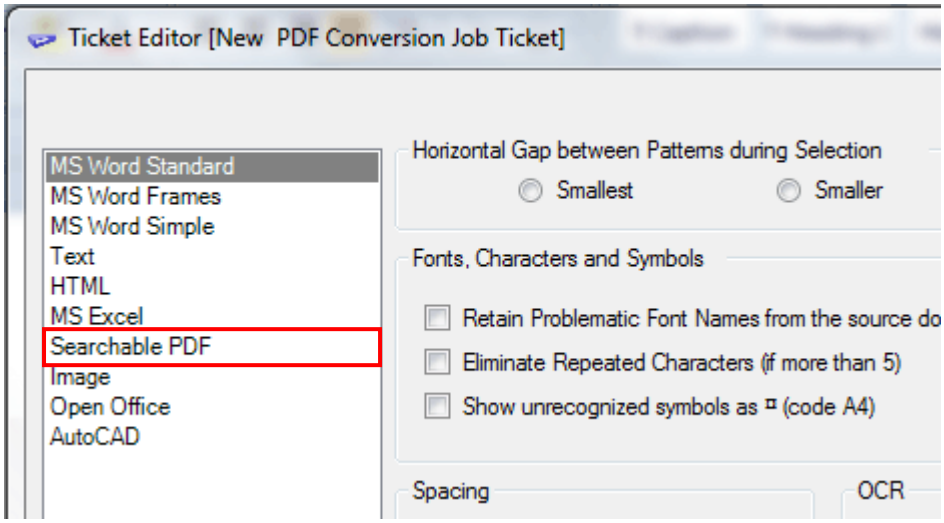


Figure 70: Converting PDF to Searchable PDF

11.1.8 Converting PDF to an Image

In order to create a conversion ticket for converting PDF to an image, choose **Image** from the **Conversion Type** pull down menu.

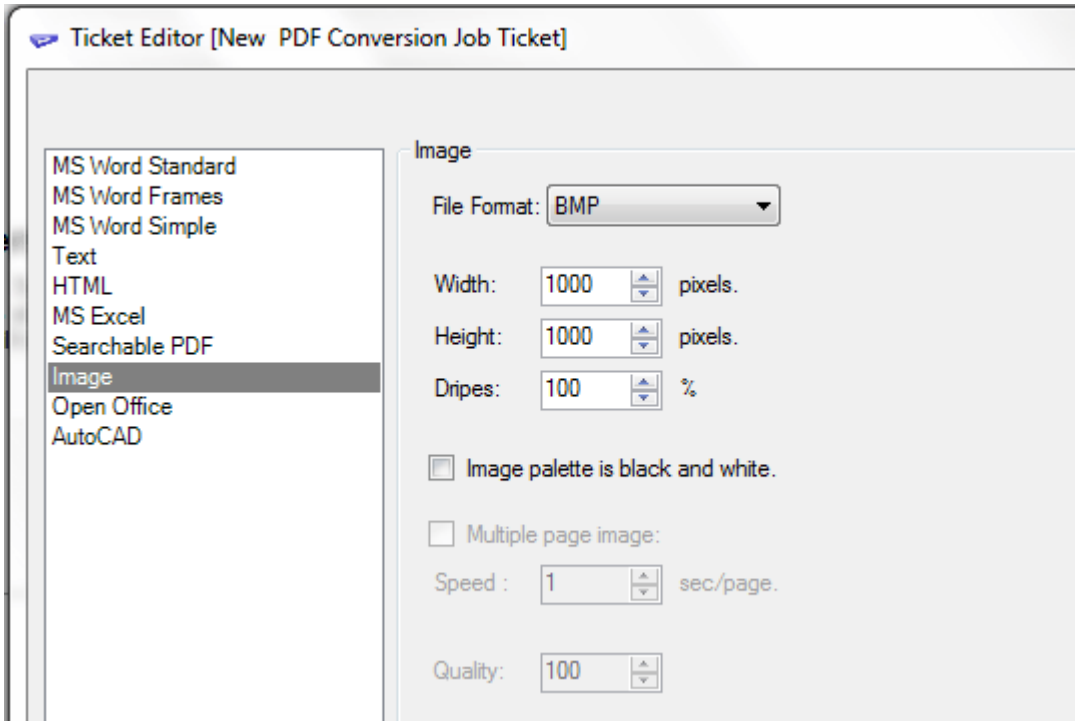


Figure 71: Converting PDF to an Image

The following conversion settings are available (**note:** not all options are available for all image formats; once you choose the desired format, only the parameters available for the chosen format will be enabled):

- **Image conversion type** – choose the desired conversion format among the following
    - BMP

  - GIF
  - JPEG
  - PNG
  - TIF
- **Width** – specify the image width in pixels
- **Height** - specify the image height in pixels
- **Dripes –** You can also choose to select the image scaling based on the DPI. A DPI of 100% will retain the original size of the document. Other common DPI selections are provided for convenience - or a specific DPI percentage can be entered if a specific DPI is required
- **Images palette is black and white** – select this option to indicate that the image palette is black and white
- **Multiple page image** – this option can be used to support images with GIF animations
- **Speed –** the GIF animation speed
- **Quality** – specify the image quality (0 for lowest, 100 for highest)

11.1.9 Converting PDF to Open Office format

In order to create a conversion ticket for converting PDF to an open office format, choose **Open Office** from the **Conversion Type** pull down menu.

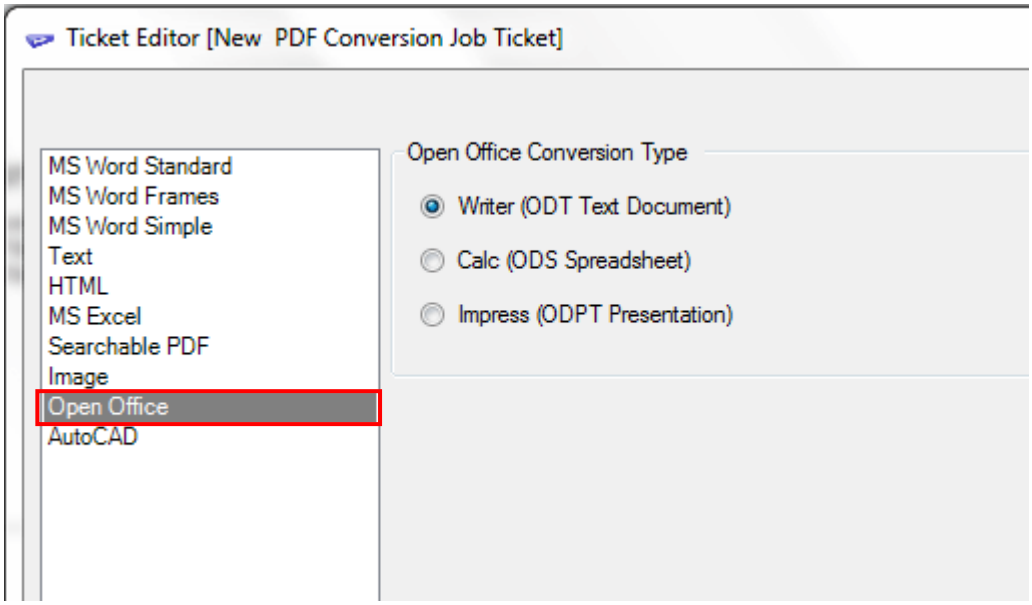


Figure 72: Converting PDF to Open Office format

The following conversion settings are available: See picture below.

- **Writer** – ODT Text Document; convert PDF into the OpenOffice equivalent of a Microsoft Word document.
- **Calc** – ODS Spreadsheet; convert PDF into the OpenOffice equivalent of a Microsoft Excel Spreadsheet/
- **Impress** – ODP Presentation; convert PDF document into the OpenOffice equivalent of a Microsoft PowerPoint presentation.

11.1.10 Converting PDF to AutoCAD

In order to create a conversion ticket for converting PDF to autocad format, choose **AutoCAD** from the **Conversion Type** pull down menu.

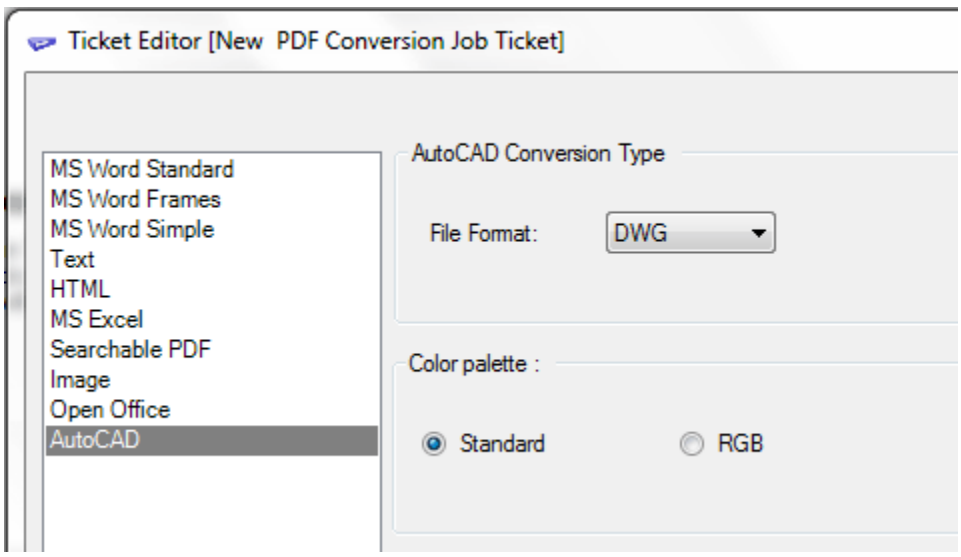


Figure 73: Converting PDF to AutoCAD

The following conversion settings are available:

- **DWG** - drawing format
- **DXF** - drawing exchange format
- **Color palette** – choose the desired palette
    - Standard (AutoCAD 2000)
    - RGB (AutoCAD 2004)

11.2 Limiting the Number of Pages for Conversion

The Able2Extract Server allows you to limit the number of pages which will be converted per ticket. In order to set the limitation, open the **Ticket Editor** select **Conversion Limitations Ticket** and click **New**.

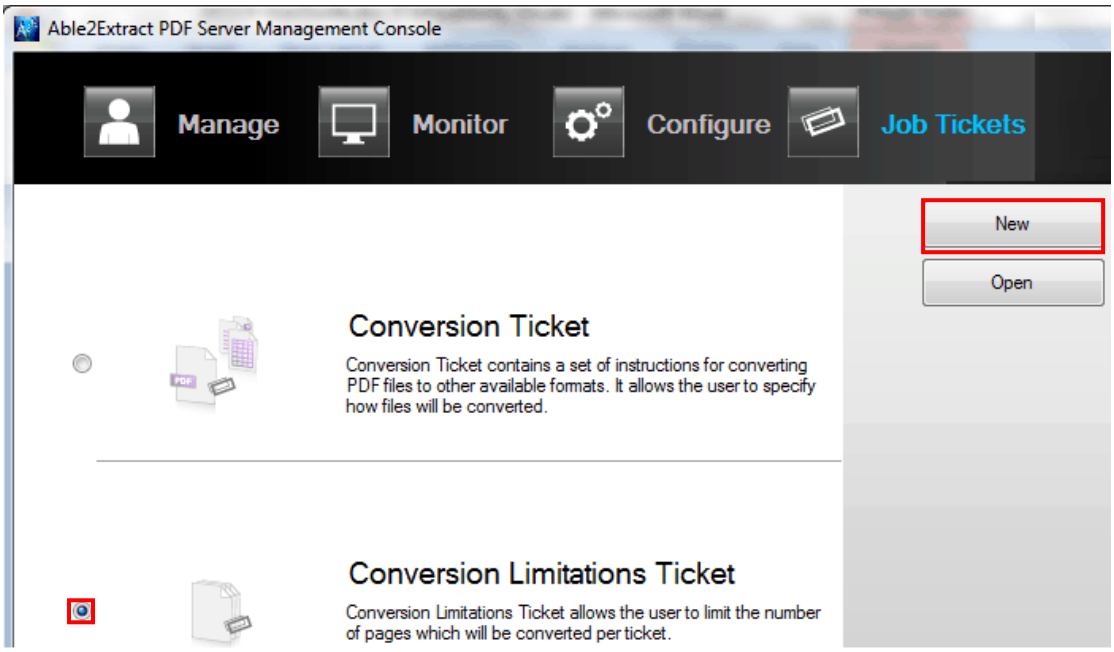


Figure 74: Limiting the Number of Pages for Conversion (step 1/2)

The following page will be displayed.

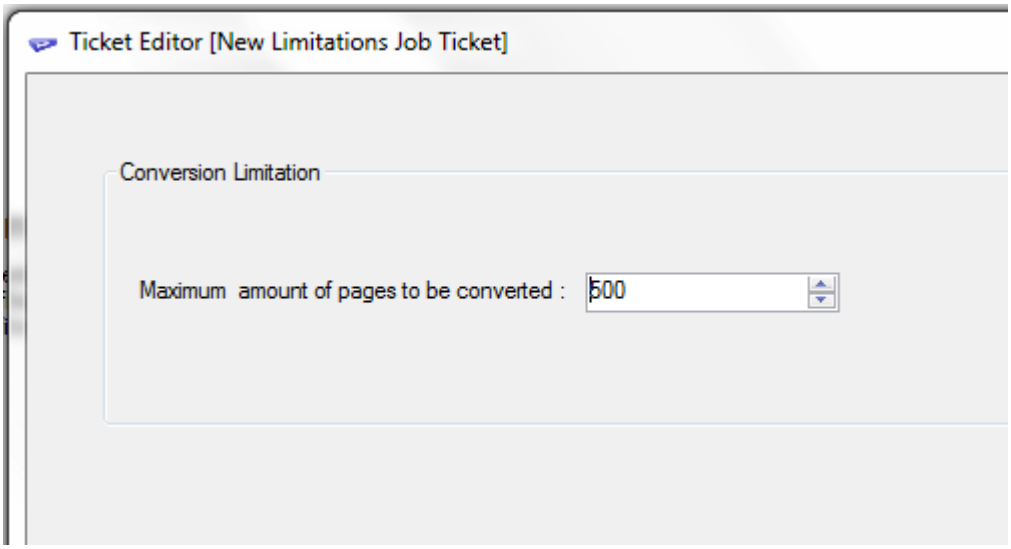


Figure 75: Limiting the Number of Pages for Conversion (step 2/2)

To set the limit, just enter the desired number of pages within the input field.

12 Managing the Able2Extract Server Configurations

The Able2Extract Servers stores all configuration settings into a file called **PDFServer.cfg**. Before you can start managing any of the program settings you need to load this configuration file first.

By default there is only one configuration, called **default**, but the Able2Extract Server allows you to create multiple configurations and use them as needed.

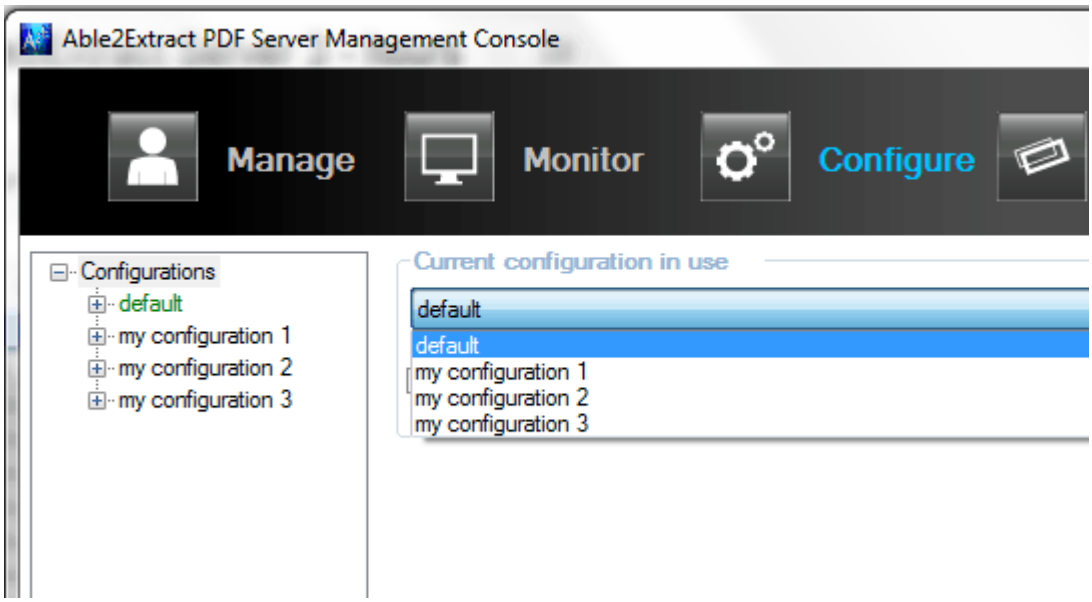


Figure 76: Managing the Able2Extract Server Configurations (1/2)

In the screenshot above, the configuration file **PDFSever.cfg** has been loaded using the **Open** option from the **Configuration File**.

The tree structure on the left displays all available configurations, while the pull down menu on the right can be used to apply the desired configuration.

Once you select a configuration within the tree structure, further options for that configuration will become available.

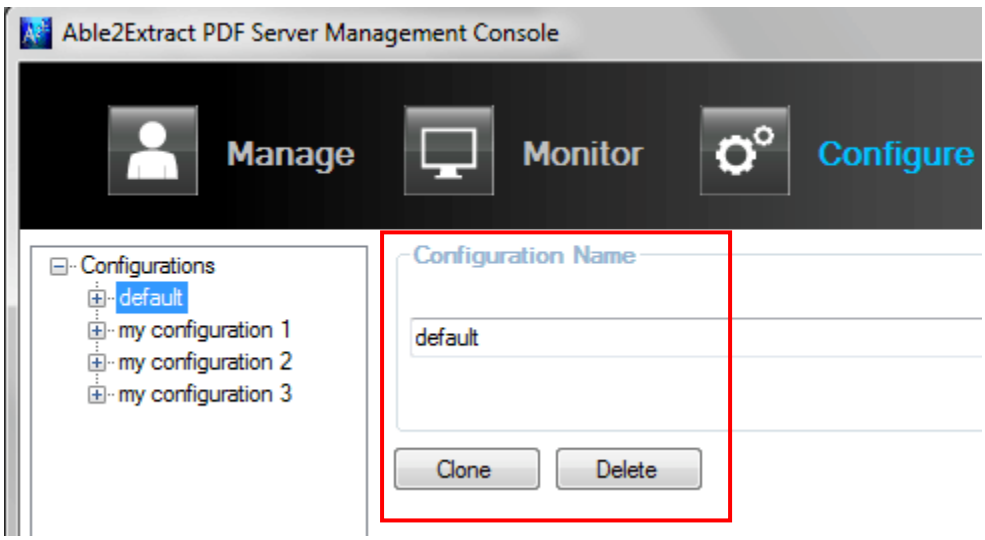


Figure 77: Managing the Able2Extract Server Configurations (2/2)

The following options and parameters are available:

- **Configuration name** – you can use this field to rename the desired configuration

- **Clone** – click this button to create a copy of the current configuration and save it under a different name; this allows you to create several configurations and modify them to your preferences; every time you load the main configuration file (**PDFServer.cfg**) you will be able to choose the desired configuration.
- **Delete** – click this button to delete the desired configuration.

12.1 Creating a Backup of the Main Configuration File

In order to create a backup of the main configuration file i.e. **PDFServer.cfg**, just save it under a different name using the **Save As** option in the **Configuration File** menu.

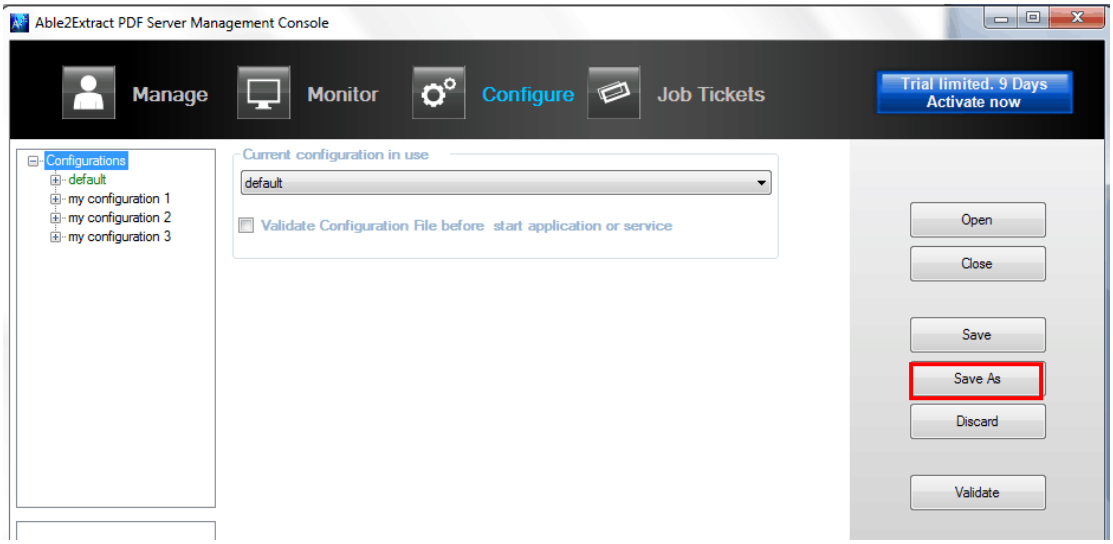


Figure 78: Creating a backup of the main configuration file

The copy of the **PDFServer.cfg** file will be created (which can be called anything, e.g. **PDFServerBackup.cfg**). In order to restore this version just rename it back to PDFServer.cfg because that is a default name for the main configuration file.

13 Monitoring Ongoing Jobs

The Able2Extract Server allows you to monitor ongoing jobs and their status as well as cancel running jobs. In order to start monitoring jobs, click **Monitor** in the main menu and then click **Start Monitoring**.

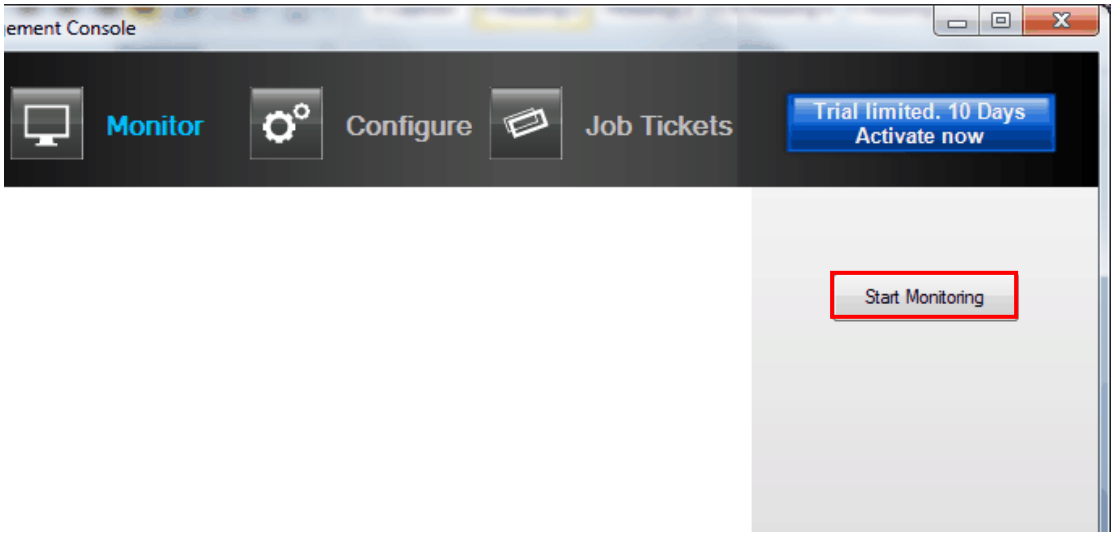


Figure 79: Connecting to ongoing jobs

If any jobs are currently in progress, the management console will display them.

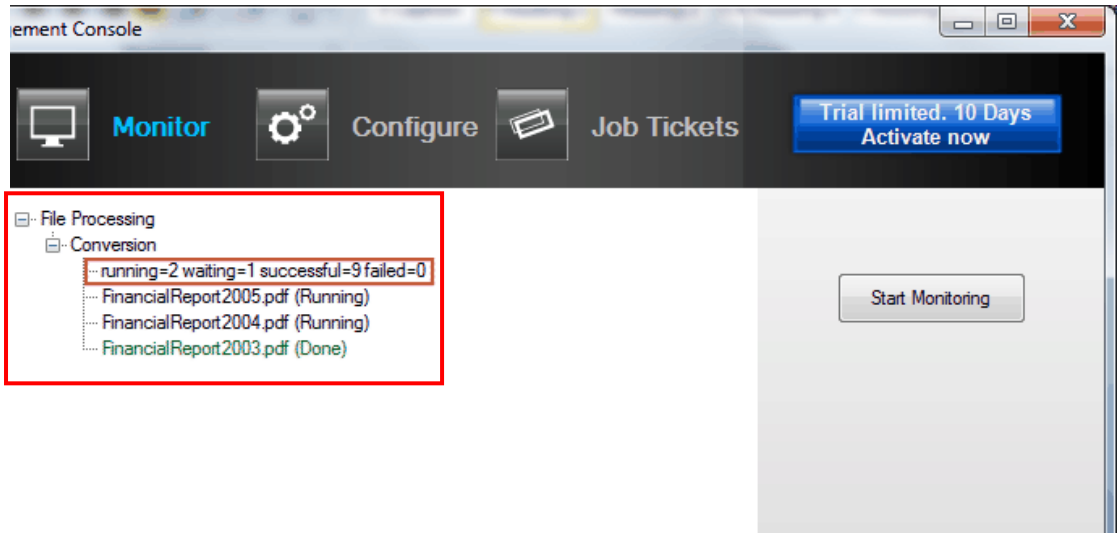


Figure 80: Detailed job information

The following information is available in both categories:

- **Status line** - the first line within both categories displays detailed information i.e. status about each job:
    - **Running** – the number of currently running jobs (**note**: you can cancel any currently running job by right clicking the desired job and choosing option **Cancel**; this job will have the status **Aborted**).
    - **Waiting** – the number of jobs waiting for processing.
    - **Successful** – the total number of successful jobs.
    - **Failed** – the total number of unsuccessful jobs.

- **Individual jobs** – below the status line, the Able2Extract Server lists all files which are waiting to be processed, currently running jobs as well as unsuccessful jobs; each line displays the name of the processed file as well as the status of the job.