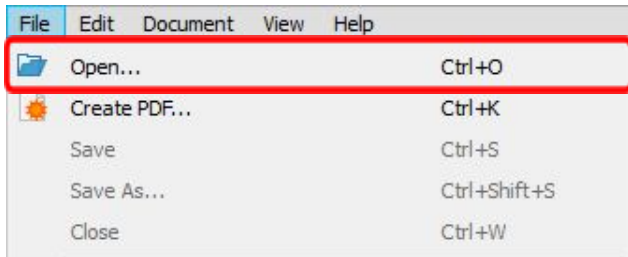



# Converting Your PDFs to Excel

## Easy 3-Step Guide

### STEP 1: OPEN YOUR PDF

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



Or, click on  icon on the toolbar.

### STEP 2: SELECT PDF DATA TO CONVERT

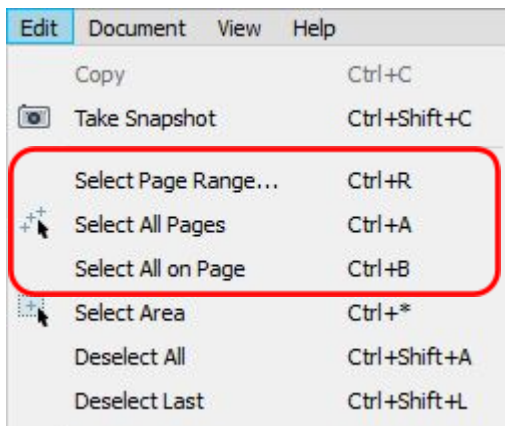
You must select data in your PDF prior to converting. Three selection options are available.

#### 1. Mouse Based Selection

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

#### 2. Select Menu Options

- Select Page Range:** Use this to select certain pages of the document, e.g. Pages 1, 4, 9-12, 17.
- Select All Pages:** Selects all pages of the document.
- Select All on Page:** Selects all data on a page of the document.



#### 3. Command Toolbar Quick Selection

Make quick document selections from the command toolbar:



- Selects the entire document instantly.



- Area: Selects only certain areas of data.

### STEP 3: CONVERTING TO EXCEL

After selecting, you are ready for conversion. For conversions to



**Excel:** Click on  icon on the toolbar.

Or, select "Convert to Excel" from the File menu.

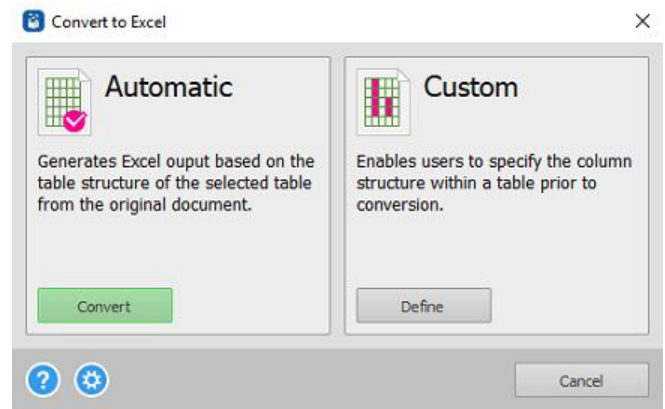
#### STEP 3a: CONVERSION OPTIONS TO EXCEL

##### 1. Automatic

The default conversion option into Excel. Recommended for most conversions into Excel. Able2Extract Professional automatically determines the positioning of the Excel columns.

##### 2. Custom

Designate how the conversion to Excel will look prior to conversion using the Excel Custom Conversion Panel. Click on the gear icon to adjust your PDF to Excel conversion settings.



#### STEP 3b: USING THE EXCEL CUSTOM CONVERSION PANEL

Selecting the Excel "Custom" conversion solution activates the Custom Conversion Panel on the right-hand side. This panel will let you manually add and reposition as many lines as required to designate the column breaks and rows for the conversion into Excel.

##### 1. Page Range

Users can first designate a page range for applying and customizing the file's table structure.

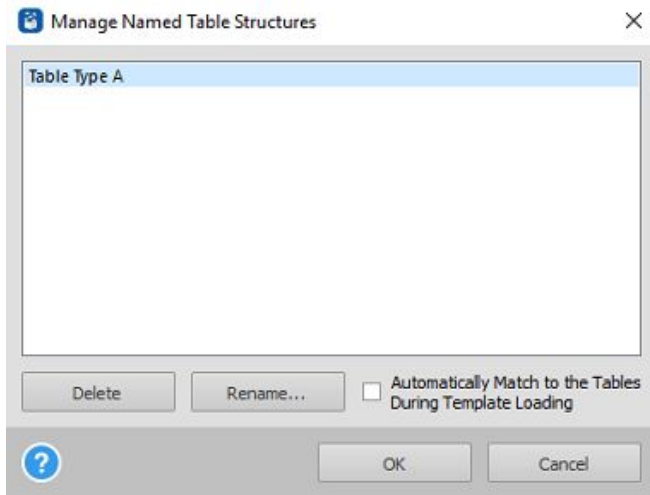
- Page Range:** Apply a table structure on each page of the indicated page range.
- Extend:** Add additional pages where they would like to the table structure.
- Exclude:** Exclude a page within a previously selected Page Range.



## 2. Named Table Structures

You can use the **Manage** button to manipulate the inner table organization of columns that can be shared between tables of more than one-page range.

- Delete:** Delete the named table structure.
- Rename:** Change the existing name of the page structure.

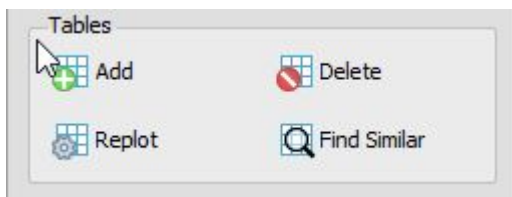


You can use the **Review Tables...** button to manage the tables of the Named Table Structures you selected throughout your PDF.

- Go To...:** Navigate to a specific table by selecting the Named Table Structure and then the table itself from the list.
- Delete:** Delete the selected table from a Named Table Structure.

## 3. Tables

- Add:** Add a table to a page.
- Delete:** Delete a table. Once activated, left click on the table you wish to delete.
- Replot:** Automatically recalculates the column structure for all tables within the active page range.
- Find Similar:** Search for a specific table structure that occurs throughout a PDF document... during a Custom Excel conversion.

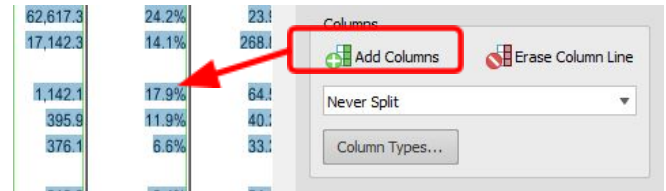


Once a table is created, you can edit the table structure using the tools in the conversion Panel:

### 1. Columns

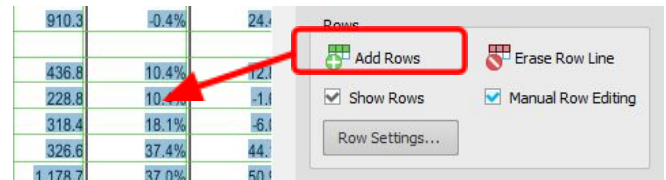
- Add Columns:** Add a column. Once activated, left click to add a vertical column line.
- Erase Column Lines:** Erase a column line. Left click on a column to erase it.
- Manage Cell Content - drop-down menu options:** Decide how cell content is treated (such as text or numbers) when it comes into contact or into close contact with a column line.

- Column Types:** Decide how the content within each column is treated for the purposes of Excel-like numbers, by default, or text.



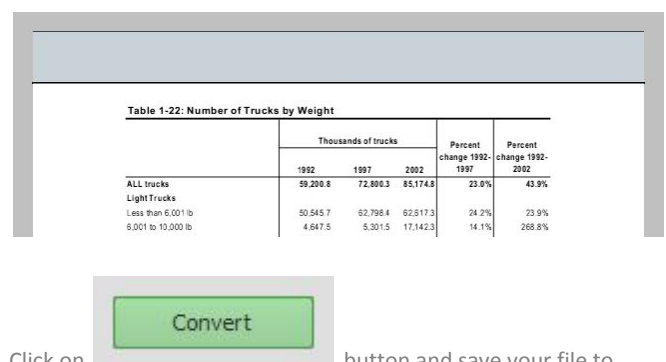
### 1. Rows

- Show Rows:** Show the rows on the page.
- Manual Row Editing:** When this option is checked, the "Add Rows" and "Erase Row Line" functionality is activated.
  - Add Rows:** Left click to add a row.
  - Erase Row Line:** Left click to erase a row.
- Row Settings:** Demarcate the rows based on a specific column table within a table or by using the existing row lines on the page.



### 2. Header and Footer

- Edit Header:** When activated, lets you adjust the header. To adjust the header use your mouse and left click the header, hold, and move the mouse up and down.
- Edit Footer:** Allows you to adjust the footer. Left click the footer line, and adjust accordingly.
- Header/Footer Options:** Enables the user to select to enable/disable the headers and footers.



Click on  button and save your file to complete your conversion.

## Converting your PDFs to Word

### STEP 1: OPEN YOUR PDF

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

Or, Click on  icon on the toolbar.

## STEP 2: SELECT PDF DATA

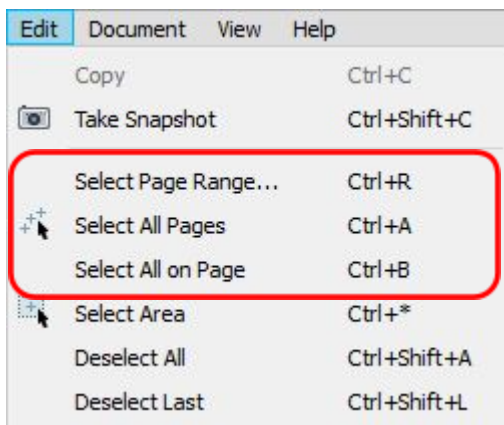
You must select data in your PDF prior to converting. Three selection options are available.

### 1. Mouse Based Selection

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



### 2. Select Menu Options

- Select Page Range:** Use this to select certain pages of the document - e.g. Pages 1, 4, 9-12, 18.
- Select All Pages:** Selects all pages of the document.
- Select All on Page:** Selects all data on a page of the document.



### 3. Command Toolbar Quick Selection


Make quick document selections from the Command toolbar:

-  Selects the entire document instantly.
-  Area: Selects only certain areas of text.

## STEP 3: CONVERTING TO WORD

With PDF data selected you are now ready for conversion. For PDF to Word conversions:



Click the  icon on the toolbar. Save your file to complete your conversion.

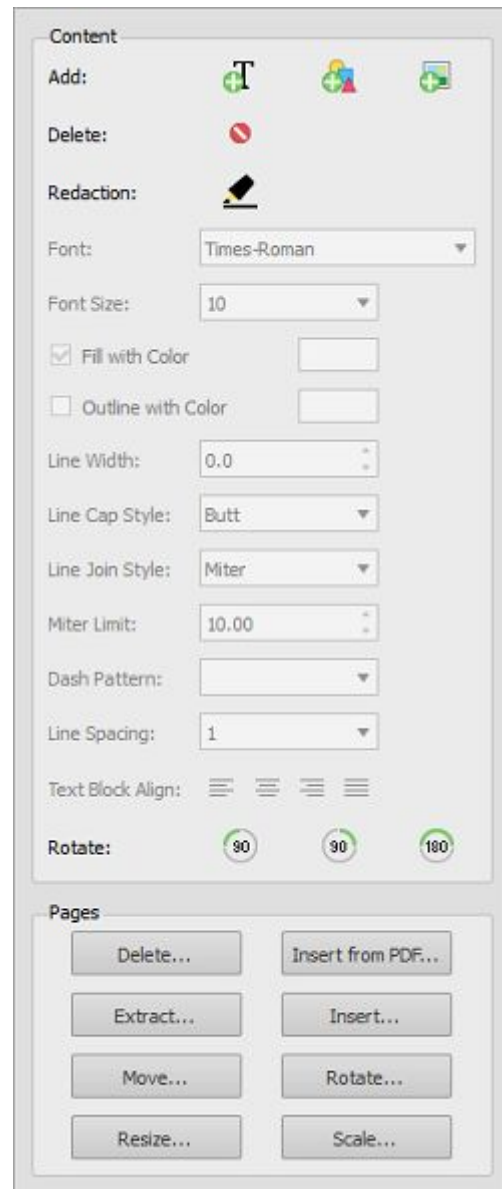
## Filling in PDF Forms

Fill in PDF forms that you created or modified with Able2Extract's PDF form editor. Open, complete and save PDF forms to your computer, or submit your data directly to servers.

*Fill-In-PDF-Form.pdf			
Last name	John		
First name	Doe		
Middle name			
Social Security Number	123	45	2345

## Editing PDF

To Edit PDF content, click on **Edit** on the command toolbar. The Able2Extract editing side panel will appear:



### Content Editing

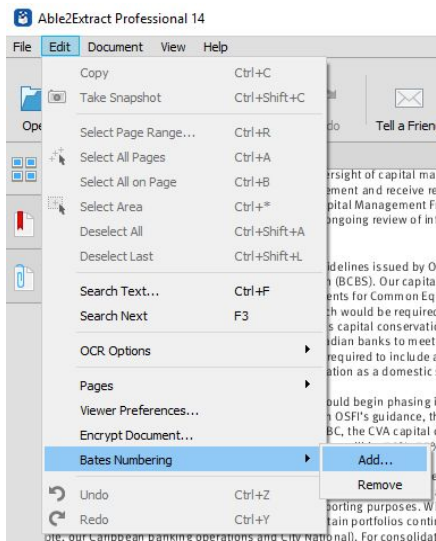
- Add Text:** Add text to your page.
- Add Bitmap Images:** Add bitmap images (JPG, BMP, PNG, TIFF, GIF) to your page.
- Add Vector Shapes:** Add vector shapes to your page.
- Delete:** Delete PDF page objects from the PDF page.
- Font:** Select the font style of your text.
- Font size:** Specify the size of the font.
- Fill with Color:** Fill text and vector shapes with color.
- Outline with Color:** Specify the outline color of text and vector shapes.
- Line Width:** Adjust the line width of text and vector shapes.
- Rotate:** Rotate PDF page objects by 90 degrees left or right, or 180 degrees.

## Page Editing

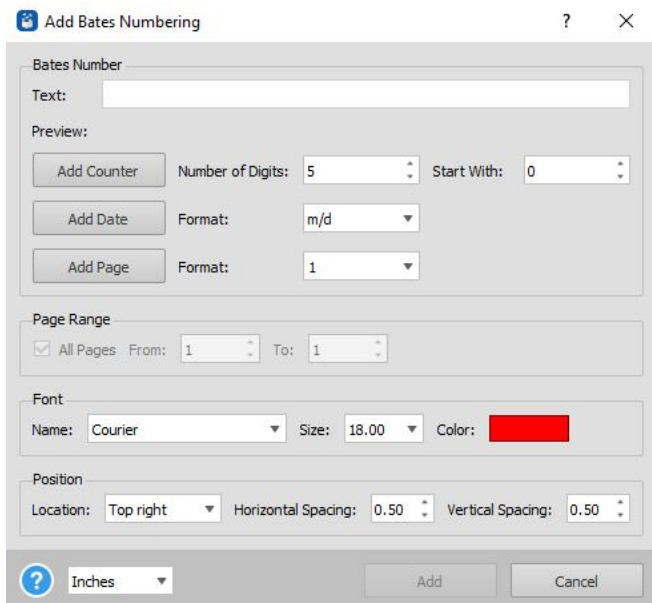
- Delete:** Remove pages from your PDF.
- Move:** Move pages from one location in the PDF to another.
- Resize:** Resize your PDF page to specific sizes. The content on the page itself remains intact.
- Scale:** Scale your PDF pages and their content to a certain size.
- Rotate:** Rotate PDF pages by 90 degrees clockwise or counter-clockwise.
- Extract:** Extract pages from the currently opened PDF into a new and separate PDF file. The original source PDF is not modified.
- Insert from PDF:** Insert pages from other PDFs on your computer into the opened PDF. The original source PDF of those pages is not modified.
- Insert pages:** Inserts blank pages into your PDF. You can add PDF content directly to the pages that you insert.

## Bates Numbering

To add custom bates numbers to your PDF, from the Edit menu select the command **Bates Numbering → Add**



The **Add Bates Numbering** dialog appears.

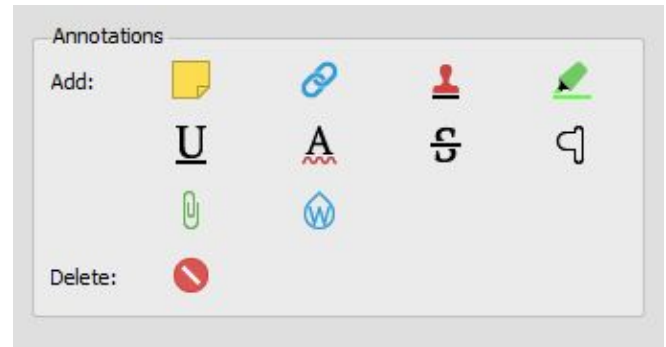


Set the starting number and the number of digits, your prefixes and suffixes (Counter, Date, Page). Define additional properties such as a page range, font and position.

To remove bates numbers from the PDF, from the **Edit** menu select the command **Bates Numbering → Remove**.

## Annotating PDF

You can annotate your PDF documents in a variety of ways. To start annotating your PDF content **use** any of the available tools:



## Redacting PDF Information

You can redact PDF information directly on the PDF page, permanently deleting any sensitive information.



## Editing and creating fillable PDF forms

To start creating and editing PDF forms, click on the **Edit** icon on



the toolbar. Click on the **Form** icon to switch to the **Form** editing side panel tab:






Insert the following form fields by clicking and dragging them onto the page:




- Text:** Inserts a text field into the form.
- Combo box:** Adds a combo box, and adds new items or deletes the existing ones.
- Checkbox:** Inserts a checkbox into the form.
- List box:** Adds a list box to the form.
- Radio button:** Inserts the radio button to the existing group or creates a new radio button group.
- Action button:** Resets and clears form filling fields or submits a new custom action.
- Signature button:** Adds a signature placeholder form field to the PDF form.


Designate properties for form fields such as: name, font, font size, text color, border and background color, line width, border style and dash pattern.


Define **read-only** and **required fields**. Click **More** button to specify additional form properties for the selected form field.

### Form Fields

**Add:**   




  









**Delete:** 



---

### Layout

**Align:**   

**Center:**   

**Distribute:**  

---

### Properties

**Name:**

**Font:**

**Font Size:**

**Text Color:**

Read Only

Required

**Border Color:**

**Background Color:**



**Line Width:**

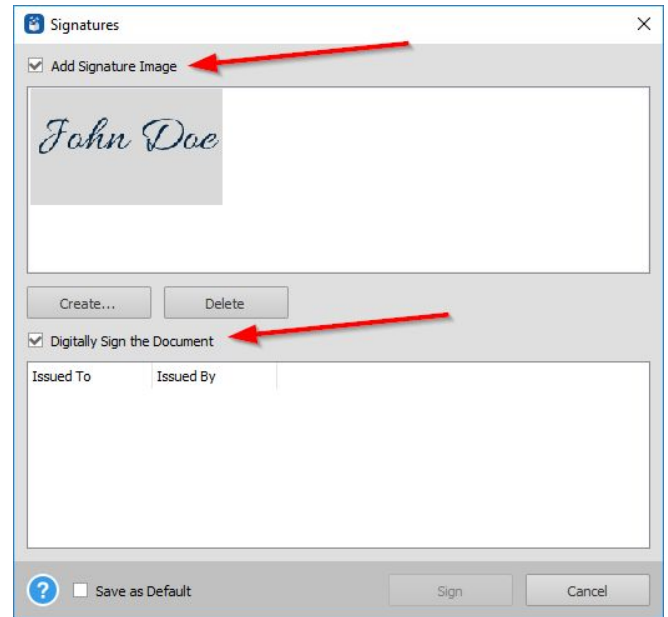
**Border Style:**

**Dash Pattern:**

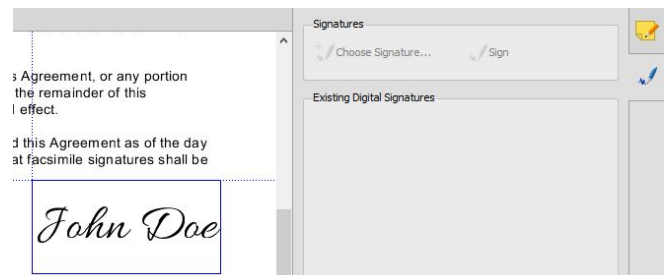
## Adding Electronic and Digital Signatures

You can add a signature image or a digital certificate (cryptographic signature) to your PDF.

1. Open your PDF using the  icon on the toolbar.
2. Click on  icon to open the Digital Signatures side panel.
3. Click on **Choose Signature...**
4. Choose one or both of the available options:



- i) Check the **Add Signature Image** option on to create an electronic signature.
    - a. Click on **Create...**
    - b. In the Add Signature Image dialog, **Type, Draw or Import** your signature.
    - c. Click on **Add** and then on the **Sign** button in the **Signatures** dialog.
  - ii) Check the **Digitally Sign the Document** option on to add a cryptographic signature.
    - a. Select the digital certificate from the list.
5. Click on **Sign** and place the signature where you want it on the page.



6. Save the signed PDF by clicking on the **Save** button.

## Brief Background

Able2Extract Professional 14 is an all-in-one PDF suite that works on Windows, Mac, and Linux platforms. It can convert native and scanned PDFs to MS Office and other formats, create encrypted and password-protected PDF documents, edit PDF content, annotate, sign PDF documents and much more. The software also comes with a built-in PDF viewer.



## System Requirements

### Operating system:

- Windows 10/8.1/8/7, Windows Server 2019/2016/2012 R2/2012/2008 R2, 32-bit or 64-bit edition
- macOS 10.14 (Mojave), 10.13 (High Sierra)/10.12 (Sierra)
- Ubuntu 18.10/18.04/17.10, Fedora 29/28/27/26, 64-bit edition

**Processor:** x86 architecture processor (32-bit and 64-bit).

**Hard Drive Space:** 200 MB (Windows), 300 MB (Mac), 200 MB (Ubuntu), 200 MB (Fedora).

**Memory:** 512+ MB of free memory available.

**Monitor:** Windows and Linux - 1366 (Width) x 768 (Height) screen resolution (higher resolution screen required if OS scaling is more than 100%).

**Mac** - 1366 (Width) x 768 (Height) or 1280 (Width) x 800 (Height) non-Retina screen resolution, 2560 (Width) x 1600 (Height) Retina screen resolution.

### Telephone and E-mail Support

We offer top-tier customer support. Call us at +1 416-920-2539 (M-F 9am-5pm EST) or e-mail [techsupport@investintech.com](mailto:techsupport@investintech.com).