Converting Your PDFs to Excel

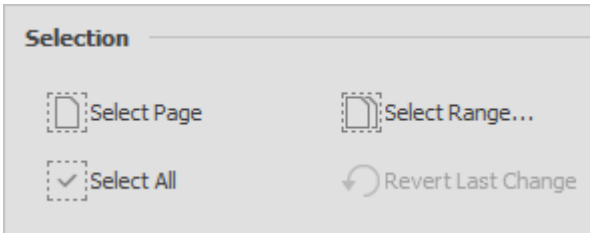
STEP 1: OPEN YOUR PDF

Click on the **Open** icon on the main toolbar. Open the PDF you want to convert to Excel.

STEP 2: SELECT PDF DATA TO CONVERT

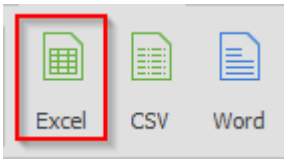
By default, the entire document is selected for conversion. Additional selection options are available:

1. Mouse Based Selection
   a. **Left click the mouse button** beginning at the position from which you want to select data.
   b. **Drag the mouse pointer** (while still holding the left button pressed) over the content you want to select.
2. Side Panel Selection Options
   a. **Select Page:** Select all data on the current page you're viewing.
   b. **Select Range…:** Use this to select certain pages of the document, e.g. Pages 1, 4, 9-12, 17.
   c. **Select All:** Selects all pages of the PDF document.
   d. **Revert Last Change:** Use this option to cancel the last selection.



STEP 3: CONVERT PDF TO EXCEL

To convert your PDF to Excel, click on the **Excel** icon on the main toolbar.



STEP 3a: PDF TO EXCEL CONVERSION OPTIONS

1. Automatic (Default)

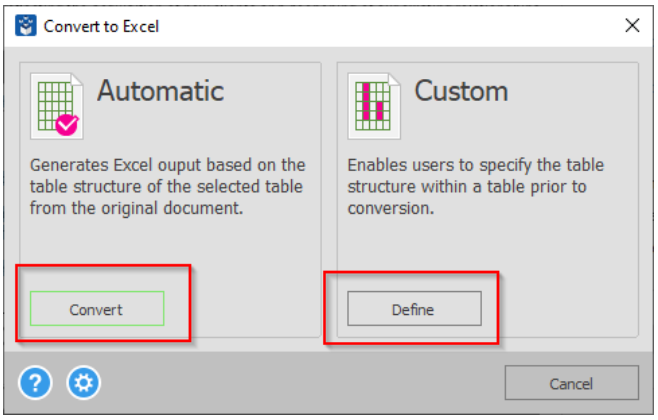
Automatic option is recommended for most conversions into Excel. Able2Extract Professional will automatically determine the positioning of the Excel columns.

Click the **Convert** button to convert your PDF file.

2. Custom (Advanced)

Custom option is used for complex PDF table conversions where users can manually designate row and column structure prior to conversion.

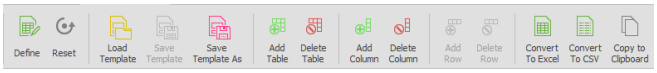
To use the Custom Excel options, click on the **Define** button, then define your structure options in the dialog window. Click on OK.



STEP 3b: USING THE CUSTOM EXCEL CONVERSION TOOLS

In the **Custom Excel** tab, use the available tools from the main toolbar as well as side panel options to manually designate the column and row structure for the conversion into Excel, and more.

Main Custom Excel Tools



1. Templates

a. **Load Template:** Load and apply a previously saved Custom PDF to Excel table structure template.
b. **Save Template:** Overwrite the template you loaded and updated.
c. **Save Template As:** Save an active document's defined table structure as a Custom PDF to Excel template for reuse on similarly formatted documents.

2. Tables

a. **Add Table:** Add a table to selection.
b. **Delete Table:** Remove a table from selection. Once activated, left click on the table you wish to delete.

3. Columns

c. **Add Column:** Add a column. Once activated, left click to add a vertical column line.
d. **Delete Column:** Erase a column line. Left click on a column to erase it.

4. Rows

To activate the feature, you must check **Show Rows** and **Manual Row Editing** options in the right-side panel first.

a. **Add Row:** Left click to add a row.
b. **Delete Row:** Left click to erase a row.

5. Convert To

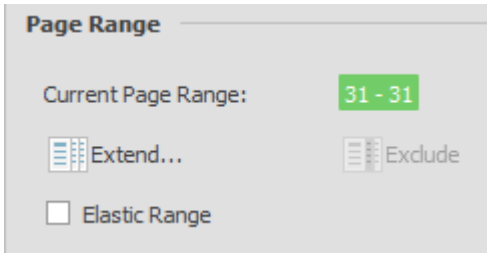
Use 3 conversion options from the main toolbar to export your table selection to **Excel** and **CSV**, or **Copy to clipboard** for easy pasting into the app of your choice.

Custom Excel Side Panel Options

1. Page Range

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

a. **Current Page Range:** A table structure has been applied to each page of the indicated page range.
b. **Extend...:** Extend a table structure over more pages.
c. **Exclude:** Exclude a page within a previously selected Page Range.



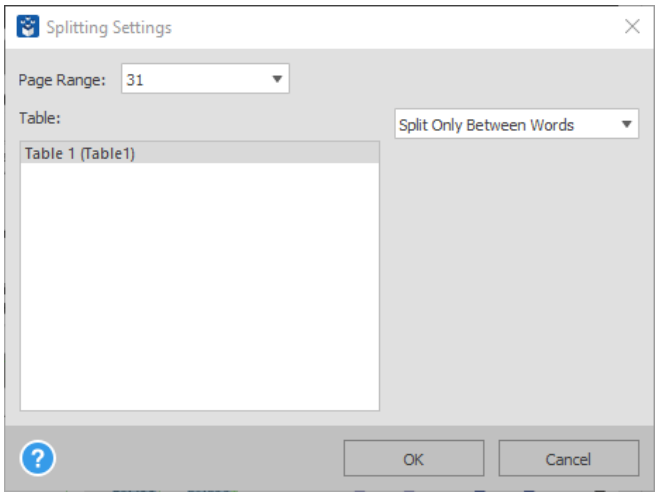
2. Tables

a. **Replot:** Automatically recalculates the column structure for all tables within the active page range.
b. **Find similar:** Finds similarly structured tables within the document.

3. Columns

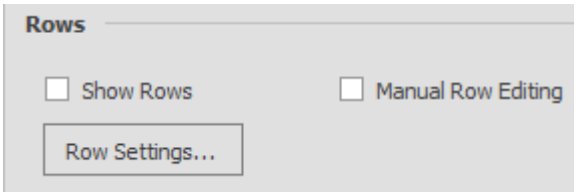
Once a table is created, you can edit the column structure using:

a. **Splitting Settings...:** Decide how cell content is treated (such as text or numbers) when it comes into contact or into close contact with a column line.
b. **Column Types:** Decide how the content within each column is treated for the purposes of Excel – like numbers, by default, or text.



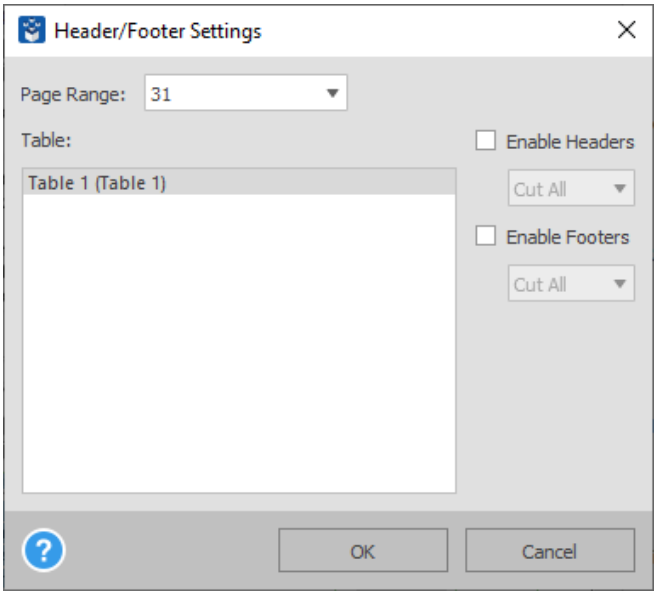
4. Rows

a. **Show Rows:** Show the rows on the page.
b. **Manual Row Editing:** When this option is checked, the "Add Row" and "Delete Row" functionalities are activated.
c. **Row Settings...:** Demarcate the rows based on a specific column table within a table or by using the existing row lines on the page.



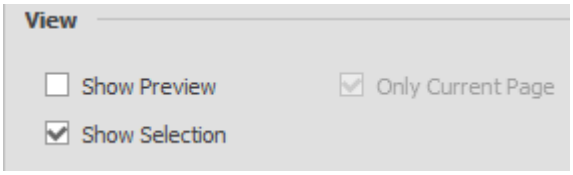
5. Header and Footer

a. **Settings...:** Use to enable/disable the headers and footers. Content of the PDF that is covered by header and/or footer will not appear in the converted document.
b. **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.
c. **Edit Footer:** Allows you to adjust the footer. Left click the footer line, and adjust accordingly.



6. View

Check the **Show Preview** checkbox to get the Excel spreadsheet preview of your PDF selection below the working area. If you want to preview the whole document, uncheck the **Only Current Page** checkbox. **Show Selection** checkbox lets you hide the blue highlight that's visible across the selected page range when this option is active.



To convert your file, click on the **Convert To Excel** button and save your file to complete your conversion.

Additional conversion settings, including OCR languages, can be found under the **Conversion Options** button in the Convert tab.

Converting Your PDFs to Word

STEP 1: OPEN YOUR PDF

Click on the **Open** icon on the main toolbar. Open the PDF you want to convert to Word.

STEP 2: SELECT PDF DATA TO CONVERT

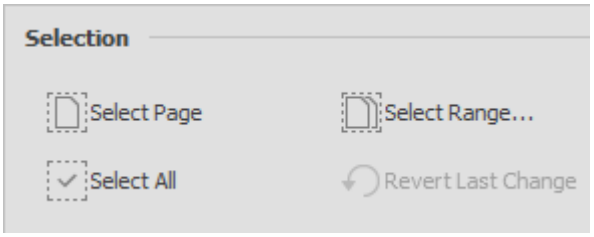
By default, the entire document is selected for conversion. Additional selection options are available:

1. Mouse Based Selection

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

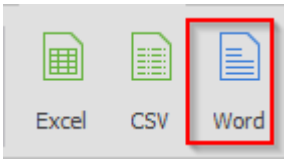
2. Select Menu Options

a. **Select Page:** Select all data on the current page you're viewing.
b. **Select Range…:** Use this to select certain pages of the document, e.g. Pages 1, 4, 9-12, 17.
c. **Select All:** Selects all pages of the PDF document.
d. **Revert Last Change:** Use this option to cancel the last selection.



STEP 3: CONVERT PDF TO WORD

To convert your PDF to Word, click on the **Word** icon on the main toolbar.



Additional conversion settings, including OCR languages, can be found under the **Conversion Options** button in the Convert tab.

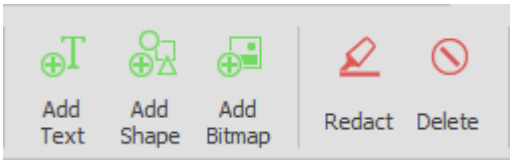
Editing Your PDF

To Edit PDF content, click on the **Edit Document** tab on the main toolbar.

There, you can modify your PDF using the tools from the main toolbar, and customize it using options from the **Properties panel** on the right.

Once you are satisfied with changes made to your document you can Save the changes from the **File** tab on the main toolbar.

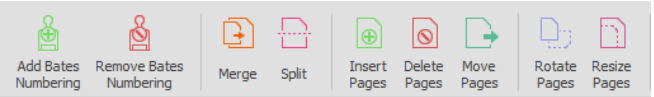
PDF Content Editing Tools



Use the content editing tools from the main toolbar to:

a. **Add Text:** Add text to your page.
b. **Add Shapes:** Add vector shapes to your page.
c. **Add Bitmap:** Add bitmap images (JPG, BMP, PNG, TIFF, GIF) to your page.
d. **Redact:** Permanently redact any sensitive information.
e. **Delete:** Delete PDF content from the PDF page.

PDF Page Editing Tools

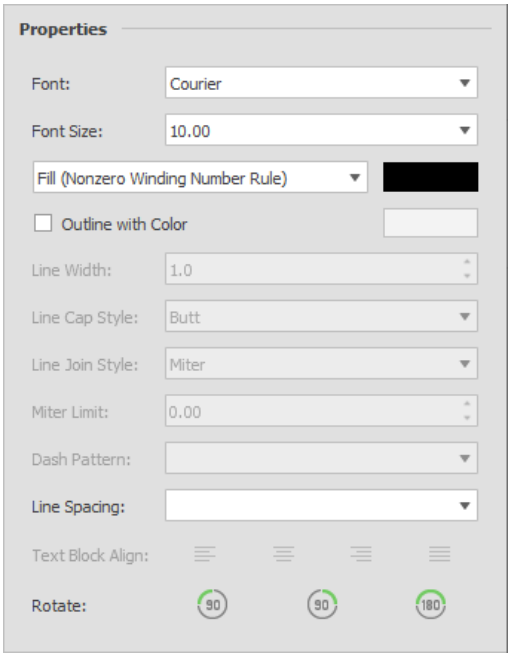


Use the page editing tools from the main toolbar to:

a. **Add Bates Numbering:** Index your PDF pages with Bates numbering.
b. **Remove Bates Numbering:** Remove previously applied Bates Numbering.
c. **Merge:** Insert pages from other PDFs into your opened PDF document.
d. **Split:** Extract pages from the currently opened PDF into a new and separate PDF file.
e. **Insert Pages:** Inserts blank pages into your PDF. You can add PDF content directly to the pages that you insert.
f. **Delete Pages:** Remove pages from your PDF.
g. **Move Pages:** Move pages from one location in the PDF to another.
h. **Rotate:** Rotate PDF pages by 90 degrees clockwise or counter-clockwise.
i. **Resize:** Resize your PDF page to specific sizes. The content on the page itself remains intact.

Properties Panel Options

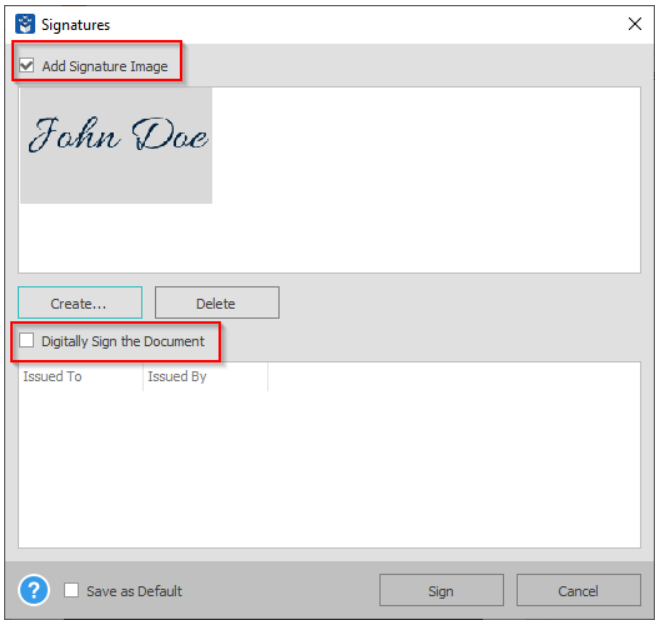
In the right-side panel, designate properties for PDF text and graphic elements such as: font, font size, fill with color, outline with color, line width, border style, dash pattern, line spacing, text block alignment, and more.



Signing PDF Documents

You can add an electronic signature or a digital (cryptographic) signature to your PDF document.

1. Open your PDF using the Open icon on the main toolbar.
2. Click on the Sign **and Secure** tab to reveal signature tools.
3. Click on **Choose Signature**.
4. Choose one or both of the available options:



i) Check the **Add Signature Image** option 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.

Annotating PDF Content

To start annotating your PDF content, switch to the **Review** tab on the main toolbar, and use any of the available annotation tools:

Filling in PDF Forms

Fill in interactive PDF forms that you created or modified with Able2Extract Professional's PDF form creator and editor.

1. **Open** your PDF form in Able2Extract Professional.
2. Click on the **File** tab on the main toolbar.
3. **Fill in** and save the PDF form to your computer, or submit your data directly to servers.

Creating and Editing PDF Forms

To start creating and editing interactive PDF forms, click on the **Edit Form** tab on the toolbar.

Use the PDF form editing tools on the main toolbar to:

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

Properties Panel Options

In the right-side panel, 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.

Compare Printable Documents

To use Able2Extract Pro for comparing any two printable documents, click on the **Compare** tab on the toolbar.

Click on the first **Open for Compare** button and select documents:

a. Browse for the first document and click the Open button. After another browsing window appears, repeat the process.

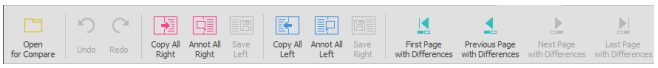
b. If both files are in the same folder, click on the first one and, before confirming selection via the Open button, CTRL + select the second document for comparison.

In the **Compare Documents** dialog box select what elements Able2Extract should compare:

1. **Compare Text**
2. **Compare Shapes** (vectors)
3. **Compare Bitmaps** (images)

The comparison tool will highlight content that is similar in both documents or unique for one of them, allowing users to quickly identify any variations between the documents.

Users can annotate differences or copy differences from one document to another. After documents have been edited to users' liking, they can be saved individually.



Brief Background

Able2Extract Professional 17 is an all-in-one PDF solution 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, compare any two printable documents and much more.

System Requirements

Operating system:

- Windows 11, 10, 8.1, 8, 7, Windows Server 2022, 2019, 2016, 2012 R2, 2012, 2008 R2, 32-bit or 64-bit edition
- 12 (Monterey), 11 (Big Sur), 10.15 (Catalina), 10.14 (Mojave)
- Ubuntu 21.10, 21.04, 20.10, 20.04
- Fedora 35, 34, 33, 32, 64-bit edition

Processor: The processor has to be x86 architecture. Both 32-bit or 64-bit are supported.

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 Email Support

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