Able2Extract Professional 18

Everything PDF: Convert, Create, Edit, OCR, Compare, and Sign PDFs

1. Welcome

Thank you for choosing Able2Extract Professional – a fully featured PDF suite that is designed for Windows, macOS and Linux! Using Able2Extract Professional, you can easily create secure PDFs, convert your PDF data, including scanned PDF files, into fully formatted Excel spreadsheets, editable Word documents, PowerPoint presentations, AutoCAD, CSV and more, as well as seamlessly edit and sign PDF content and pages.

With Able2Extract Professional you can transport tabular data from your PDFs into fully formatted Excel spreadsheets for data analysis. Use our **Custom Excel** feature to get even more control over difficult conversions. You can also extract text and graphical data from your PDFs into the more usable and familiar editable Word document format. Many more conversions are available as well.

Able2Extract is all-in-one PDF tool that can also create PDFs from multiple files at once, merge batch converted and created PDF files into a single output file, create blank PDF documents, split a document into even parts, extract characters from scanned PDFs with a powerful, multi-language OCR engine (English, Spanish, French, and German), provide Dark theme support, extended vector shape selection, and more. Able2Extract Professional's simple-to-use interface automates the PDF manipulation process. The end result is an increase in productivity and a savings of time.

Able2Extract Professional contains a new smart layout detector that accurately transfers complex table properties and cell styles (borders, background colors, merge info, fonts) to Excel spreadsheets, the ability compare any two printable documents side by side regardless of format (annotate, copy and save differences to PDF), view document comparison statistics, and comes with cursor X and Y coordinates for precision layout and PDF element placement.

New improvements for Able2Extract Professional 18 include enhanced PDF to Excel table recognition and conversion output, improved text recognition that generates more accurate results, and better support for handling complex and problematic PDFs.

The conversion engine in version 18.0 has been fine tuned to provide higher quality performance and faster conversion speeds. In addition, upgraded security patches are included to protect users and their data against cybersecurity vulnerabilities. Lastly, this latest version comes with improved compatibility with PDF creation technology.

Once again, thank you for using Able2Extract Professional. We sincerely hope you enjoy it! If you have any suggestions, questions or comments, give us a call or drop us an email and we'll work to get things straightened out for you.

All the best,

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2. Address and Contact Information

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Company Backgrounder

Investintech.com Inc. is a developer of innovative software technologies specializing in the conversion and manipulation of PDF data into more usable formats. Since 2000, Investintech produces solutions that enhance the ability of individuals and corporations to increase productivity.

Investintech products are cross-platform and offer the same powerful PDF technology on Windows, macOS and Linux.

Investintech products offer a variety of PDF and data conversion options, including the following:

- To Excel
- To CSV
- To Word
- To PowerPoint
- To Publisher
- To Open Office
- To HTML
- To AutoCAD
- To Text
- To Images

Users can also convert scanned PDFs to searchable ones, copy PDF content to clipboard for easy pasting to other applications, batch convert whole folders of PDFs with just a few clicks, and extract all images from PDF into a single folder.

When it comes to PDF editing, Investintech PDF solutions let users add and delete text, images, and vector shapes, redact sensitive content, manipulate pages in a number of ways, merge and split PDFs, add Bates numbering, and more.

To provide everything users might need for their PDF work, Investintech products provide an easy way to create and encrypt digital documents, annotate PDFs, sign PDFs electronically and apply digital, cryptographic signatures, fill in, create, and edit PDF forms, extract form data to CSV files, compare any two printable documents side-by-side, search for selected PDF text online, etc.

3. Key Product Features

Able2Extract Professional features a PDF converter, editor, and creator with advanced, proprietary data extraction technology. Able2Extract Professional is available on the three major OS platforms: Windows, macOS, and Linux.

The following information provides some more detail on Able2Extract Professional's most important features:

Able2Extract Professional allows users to convert their data from one format to another and offers more than 10 different conversion options in total. The following backgrounders provide additional information on Able2Extract Professional's two most popular conversions features – **PDF to Excel** and **PDF to Word**:

PDF to Excel Conversion Backgrounder

Convert your PDF files into formatted Excel spreadsheets!

Unlike many other products claiming to convert PDF to Excel, the Able2Extract Professional's **PDF to Excel** converter is much more than just a PDF to Text converter masquerading as a PDF to Excel conversion tool. Able2Extract Professional is powered by Investintech's proprietary conversion algorithm, specifically designed to ensure that tabular data contained in native and scanned PDFs can be seamlessly exported into fully formatted Excel spreadsheets for easy data analysis. In addition to Investintech's automated PDF to Excel conversion, Able2Extract Professional has an advanced custom user option that allows for the column or row structure of a table to be defined by the user themselves.

Using Able2Extract Professional's automatic PDF to Excel conversion option, users can view and select the data they want to convert in their PDF document, then click on a single button and complete the conversion into Excel. Able2Extract Professional's conversion algorithm provides excellent results for most tables, including financial statements and reports.

Able2Extract Professional's custom column selection option allows the end user to designate the column structure of a table. This can be an ideal solution for uniquely formatted tables. In addition, the custom selection allows the user to eliminate headers and footers for tables that span multiple pages, such as database generated reports, so that the Excel output appears in the structure the user desires. Users have the ability to customize the row structure and sections within a page of a PDF. Moreover, with enhanced table recognition capabilities, Able2Extract Professional can properly detect, identify, and extract multipage tables with single headers and better separate tables with similar but different structure. This will enable users to further prepare their PDF documents for even more precise results in Excel.

After the custom selection has been used to designate the column/row/section structure for a document, Able2Extract Professional has the ability to save that structure so that it can be used on other similarly formatted documents! This powerful feature will streamline the work process for professionals that regularly receive reports in a particular format. The end result is PDF to Excel conversion quality that is second to no other product currently available on the market today.

Able2Extract Professional is a stand-alone product that works independently of Adobe's suite of products, such as Adobe Acrobat Reader.

Key Features of Able2Extract Professional's PDF to Excel Converter:

- Retain the row/column structure of the PDF table in Excel.
- Converts PDF files into formatted Excel spreadsheets quickly, with one touch of a button.
- Extract all tables within a PDF document without any surrounding content such as text blocks and images.
- Retain complex table properties and cell styles (borders, background colors, fonts) to Excel spreadsheets with the built-in smart layout detector.
- OCR support for converting image-based PDFs to Excel.
- Control column structure of the Excel table output using Custom selection options and eliminate headers and footers for multiple page reports.
- Save column/row structures for commonly used reports to simplify your data conversion work process.
- Supports a variety of languages, including English, French, Spanish and German, to name a few.
- Conversion can be done in GUI and batch mode.
- Preserve your page layout. View all the PDF data in one Excel workbook or, one Excel workbook per PDF page.
- Able2Extract is not a plug-in. It does not require any Adobe software product, such as Acrobat, to view and convert PDF to Excel.
- Output supports three OS platforms (Windows, macOS and Linux) and Microsoft Office versions 365/2021/2019/2016/2013/2010/2007/2003.
- Select whether to replicate the font of the PDF or not.
- Advanced conversion settings can be selected for both **Automatic** and **Custom Excel**.

- Advanced table recognition for merging similarly structured tables and complex tables containing multiple columns with single header.

PDF to Word Conversion Backgrounder

Preserve the look and feel of your PDF's in Word!

Able2Extract Professional's PDF to Word conversion option lets users recover their PDF data quickly and transform it into editable Word documents with a single click of a button. The PDF to Word converter lets users take graphics and text from their PDF files and transfer it instantly into editable Word documents.

The PDF to Word conversion algorithm is proprietary to Investintech and was developed specifically for ensuring that PDF data could be replicated in Word as closely as possible.

Key Features of Able2Extract Professional's PDF to Word Conversion:

- Preserve the original layout of your PDF in an editable Word document.
- Three different PDF to Word conversion options are available.
  - The Standard PDF to Word conversion retains the layout and structure of the PDF document so that it is easily editable.
  - Choosing PDF to Word conversion using Frames provides output that is generated in Frames in Word, which helps to retain the exact positional structure of the original document.
  - Finally, if the purpose of the PDF to Word conversion is to pull draft language or information from reports, the Text option allows users to select paragraphs and have them available in normally formatted Word documents for further editing or integration into other documents.
- Different output formats are available such as PDF to Rich Text Format (RTF), Open Document (ODT) or the DOCX format.
- OCR support for converting image-based PDFs to Word.
- Convert multiple PDFs to Word at once with batch conversion.
- Efficiency and Selectivity. Pinpoint selection ability. Since you can see what you select, there is no need to transfer whole documents or even whole pages at a time. Take one line of text if you want!
- Conversions are processed at a very high speed.
- Multiple conversion size options. Convert the whole document, a range of pages, one page or a portion of a page. It is your choice!
- Output supports three OS platforms (Windows, macOS and Linux) and Microsoft Office versions 365/2021/2019/2016/2013/2010/2007/2003.
- Automatically correct digital textual flaws within your PDF's content. Gain higher quality text and better conversion control over PDF text output.

4. System Requirements

The following provides the system requirements for Investintech's Able2Extract Professional.

Able2Extract Professional is a fully cross-platform solution that operates on Windows, macOS and Linux. Here are the system requirements for each platform:

General

- Administrative privileges for software installation
- Internet connection may be required to download additional resources (for example, CJK fonts) and access resources and helpful guides through the interface

Hardware Requirements

- Processor:
  - x86 Architecture CPU
- Memory:
  - 512+ MB of free memory available for the software
- Disk space:
  - 250 MB
  - 350 MB
  - 250 MB (Ubuntu), 250 MB (Fedora)
- Monitor:
  - 1366 (Width) x 768 (Height) screen resolution (higher screen resolution required if OS scaling is more than 120%)
  - 1366 (Width) x 768 (Height) or 1280 (Width) x 800 (Height) non-Retina screen resolution, 2560 (Width) x 1600 (Height) Retina screen resolution

Compatible Operating Systems

- Windows 11/10/8.1/8/7, Windows Server 2022/2019/2016/2012 R2/2012/2008 R2, 32-bit or 64-bit edition
- macOS 13 (Ventura), 12 (Monterey)/11 (Big Sur)/10.15 (Catalina)/10.14 (Mojave)
- Ubuntu 22.10, 22.04, 21.10/21.04/20.10/20.04, Fedora 37/36/35/34/33/32, 64-bit edition

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6. Installing/Uninstalling Able2Extract Professional

6.1. Installing Able2Extract Professional

In your browser, navigate to the Able2Extract [Download](#) page. Based on the information provided by your browser, our website will offer the right installation downloadable by clicking on the centrally-placed green button.

If you have disabled sharing such information with your browser, the download button will provide the Windows installation by default. Other options are accessible by clicking on the **Available for** button below and choosing an OS installation manually.

6.1.1. Windows

1. Click on the **Windows Download** button.

2. In the **Save As** dialog that appears, select where you want to save Able2Extract Professional.

3. Once the application is saved, double click on the **InstallAble2ExtractPro.exe** file to start the installation process.

4. Click Next in the dialog that appears and accept the license agreement that follows.

5. Browse and select the destination location of where to install Able2Extract Professional and click Next. Confirm the installation details that follow. If you want to change any installation settings, click on Back and make your modifications. Otherwise, click on **Install**.

6. When the installation process is done, choose whether to restart the computer now or later and click on **Finish**.

6.1.2. macOS

1. Click on the macOS Download button.

2. Browse and select a location in which to save the .pkg file to your computer.

3. Hold down the CTRL button and mouse-click on .pkg file

4. From the Dropdown menu select Open

5. In the pop-up dialogue click on Open

6. Follow the instructions from the installation wizard to complete the installation process.

6.1.3. Linux

There are a few ways you can go about installing Able2Extract Professional onto your computer for the Linux platform: from the Investintech website and by using the command line.

From the Investintech website (recommended):

Ubuntu

1. Click on the **Ubuntu Download** button.

2. In the **Save As** dialog that appears, select where you want to save Able2Extract Professional.

3. Once the application is saved, navigate to the folder where you saved the .deb package on your system.

4. Double-click on the file and it will open in the **Ubuntu Software Center**.

5. Click on the **Install** button.

Fedora

1. Click on the **Fedora Download** button.

2. In the **Save As** dialog that appears, select where you want to save Able2Extract Professional.

3. Once the application is saved, navigate to the folder where you saved the .rpm package on your system.

4. Double click on the .rpm package and it will open in the **Software** application on your computer.

5. Click on the **Install** button.

From the Command Line Interface:

You also have the option of using the Command Line Interface once the software packages are saved to your computer.

Ubuntu

To install Able2Extract Professional from the Command Line in Ubuntu, follow these steps:

1. Open the Ubuntu terminal and run the following command to download Able2Extract Professional:
   wget www.investintech.com/download/InstallAble2ExtractPro.deb

2. Once the application is saved, run the apt update and apt install commands to install Able2Extract Professional:
   sudo apt update
   sudo apt -f install ./InstallAble2ExtractPro.deb

3. When prompted, you will have to enter your root password or confirm your actions by pressing **Y** and then pressing **Enter** to continue the installation process.

   Note: Some additional dependency packages might be installed automatically if missing.

Fedora

To install Able2Extract Professional from the command line in Fedora, follow these steps:

1. Open the Fedora terminal and run the following command to download Able2Extract Professional:
   wget www.investintech.com/download/InstallAble2ExtractPro.rpm

2. Once the application is saved, navigate to .rpm package location and run the command:
   sudo dnf install InstallAble2ExtractPro.rpm

3. Enter your root password and confirm install operation when prompted by pressing **Y**.

   Note: Some additional dependency packages might be installed automatically if missing.

6.2. Uninstalling Able2Extract Professional

The below information contains directions to uninstall Able2Extract Professional from specific operating systems.

While uninstalling the program, please check if you have any other version of Able2Extract on your computer. If you have, please uninstall it as well.

6.2.1. Windows

To uninstall Able2Extract Professional, follow the below steps for the version installed on your computer.

Windows 11

To uninstall Able2Extract Professional, follow these steps:

1. Left click on the **Start** button.

2. Select **All Apps** in the upper-right corner of the menu.

3. Locate **Able2Extract Professional**, right-click its icon, and select **Uninstall**.

4. Once the software is uninstalled, reboot or restart the system.

Windows 10

To uninstall Able2Extract Professional, follow these steps:

1. Left click on the **Start** button.

2. Click on the gear (Settings) button.

3. From the **Settings** dialog that appears, select **Apps**.

4. Then from the list of programs, select **Able2Extract Professional** and click on the **Uninstall** button.

5. Once the software is uninstalled, reboot or restart the system.

While you are still here, please check if you have any other version of Able2Extract installed on your computer. If you have, please uninstall it, as well.

Windows 8.1

You can uninstall Able2Extract Professional by using any of the three following methods:

First method:

1. Right click on the **Start** button.

2. This will open up a task list in the bottom left corner of the screen. From here select **Programs and Features**.

3. You will be presented with a list of programs installed on Windows.

4. Click on Able2Extract Professional and click on **Uninstall** from the top of the list.

Second method:

1. Right click on the **Start** button.

2. This will open up a task list in the bottom left corner of the screen. From here select **Control Panel → Programs → Uninstall a Program**.

3. From the list of all programs, select **Able2Extract Professional** and click on the **Uninstall** button from the top of the list.

Third method:

1. While on the **Start** screen, simply start typing in the word Able2Extract Professional. Your input will automatically be entered into the main search box.

2. From the list of search results, locate the application and right click on it.

3. Then select **Uninstall** from the list of options.

4. You will be presented with a list of programs installed on Windows. From this list click on Able2Extract Professional and then click on **Uninstall** from the top of the list.

Windows 8

There are two ways you can uninstall Able2Extract Professional:

From the **Start Screen**:

1. While on the **Start Screen**, simply start typing in the word Able2Extract Professional. Your input will automatically be entered into the main search box.

2. From the list of search results, locate the application and right click on it.

3. Then select **Uninstall** from the list of options. You will be presented with a list of programs installed on Windows.

4. Click on **Able2Extract Professional** and click on **Uninstall** at the top of the list (alternatively, you can double click on the program) and follow the directions in the dialogs that appear to continue the process.

Using the **Control Panel**:

You can uninstall Able2Extract Professional using the **Programs and Features** option through the **Control Panel**. You can access this in 2 different ways:

First method:

1. Press **Windows key + X** or right click on the **Windows** icon on your desktop. This will open up a task list in the bottom left corner of the screen.

2. From there, depending on what you have listed, either click on **Programs and Features** or **Control Panel** → **Programs and Features**. You will be presented with a list of programs installed on Windows.

3. Click on **Able2Extract Professional** and click on **Uninstall** at the top of the list (alternatively, you can double click on the program) and follow the directions in the dialogs that appear to continue the process.

Second method:

1. Go to the **Start Screen** and click on the gear icon (**PC Settings**).

2. From the **PC Settings** window, click on **Control Panel** located on the bottom of the screen.

3. Select **Programs and Features**. You will be presented with a list of programs installed on Windows.

4. Click on **Able2Extract Professional** and click on **Uninstall** at the top of the list (alternatively, you can double click on the program) and follow the directions in the dialogs that appear to continue the process.

Windows 7

To uninstall Able2Extract Professional from Windows 7 use the system's uninstall program:

1. Click on the **Windows** icon on your desktop.

2. On the right hand side of the panel that appears, click on **Control Panel**.

3. Then go to **Programs** and select **Uninstall a program**.

4. Windows will list all programs installed with Windows Installer. Select **Able2Extract Professional** by clicking on it.

5. At the top of the list, click on **Uninstall**. Alternatively, when selecting **Able2Extract Professional** in the previous step, you can right click on the program and select **Uninstall**.

6. In the next dialog, click on **Yes** to confirm the uninstallation process.

6.2.2. macOS

You can uninstall Able2Extract Professional from macOS the following way:

1. Go to Finder → Applications.

2. Hold down the CTRL button and mouse-click on Able2ExtractPro.Uninstall.pkg file.

3. From the Dropdown menu select Open.

4. In the pop-up dialogue click on Open. This will start the uninstallation process.

Please note that a dialog named "Install Able2Extract Professional - Uninstall" will appear, prompting you to install a software application. This is completely normal. Due to the limitations of macOS, you need to install the utility that will remove Able2Extract Professional from your computer. Please confirm all dialogs to continue the process.

6.2.3. Linux

You can uninstall Able2Extract Professional from Ubuntu and Fedora by using either the built-in **Software Center** or the command line interface.

From the Software Center:

1. Click on the **Software Center**.

2. Search for the program itself using either the Search button or the Search field provided (this will vary for some Ubuntu versions). In the Search field, enter "**a2e**", then press **Enter**.

3. When the application is located, left click on it and select **Remove**.

From the Command Line Interface:

You also have the option of using the command line Interface.

Ubuntu

To uninstall Able2Extract Professional from the command line in Ubuntu, follow these steps:

1. Once in the Ubuntu terminal, run the following command to locate Able2Extract Professional:
   `dpkg -l | grep a2e`
   Then press Enter.

2. Locate and note down the full name of the package. It should be: "**a2ep**".

3. Using the apt-get command, you can remove Able2Extract Professional and all of its configuration files:
   `sudo apt-get --purge a2ep`

4. When prompted, you will have to enter your root password or confirm your actions by pressing **Y** and then pressing **Enter** to continue removing Able2Extract Professional from your computer.

Fedora

To uninstall Able2Extract Professional from the command line in Fedora, follow these steps:

1. Open the terminal and search for the exact name of packet using "**a2e**" as a search phrase:
   `dnf search a2e`

2. After that run a command to uninstall Able2Extract Professional using the exact package name:
   `sudo dnf remove a2ep`

3. Enter root password and confirm remove operation when prompted by pressing **Y**.

6.3. Uninstalling Able2Extract Professional - Additional Steps

When uninstalling **Able2Extract Professional** from your computer, it may be necessary to ensure the Print driver is uninstalled as well.

After you have uninstalled **Able2Extract Professional**, go to **Settings → Devices → Printers & scanners** and check if **Able2Extract Professional Printer** has been removed. If **Able2Extract Printer** is still there, go to **Task Manager** (type in "task manager" in the **Find a setting** search box and select it from the drop-down list) and check if **Print Dispatcher** (Able2ExtractPro.PrnDisp.exe) is still active. If it is still active, close it by clicking on **End Task**. Then go back to **Printers & scanners** and remove the printer by left clicking on **Able2Extract Professional Printer** and selecting **Remove device**.

In the same way, check if any other **Able2Extract Printer** is still among the installed printers. If an **Able2Extract Printer** is there, on the list, please remove it in the method just described.

7. Tutorials

7.1. Opening and converting documents with Able2Extract Professional

Able2Extract allows users to open, view, and convert data from PDF and other printable file formats. Users are then able to select the desired portion of the specified document and convert that portion of the data into a formatted Excel spreadsheet, Word, Open Office, HTML, plain text format files and much more!
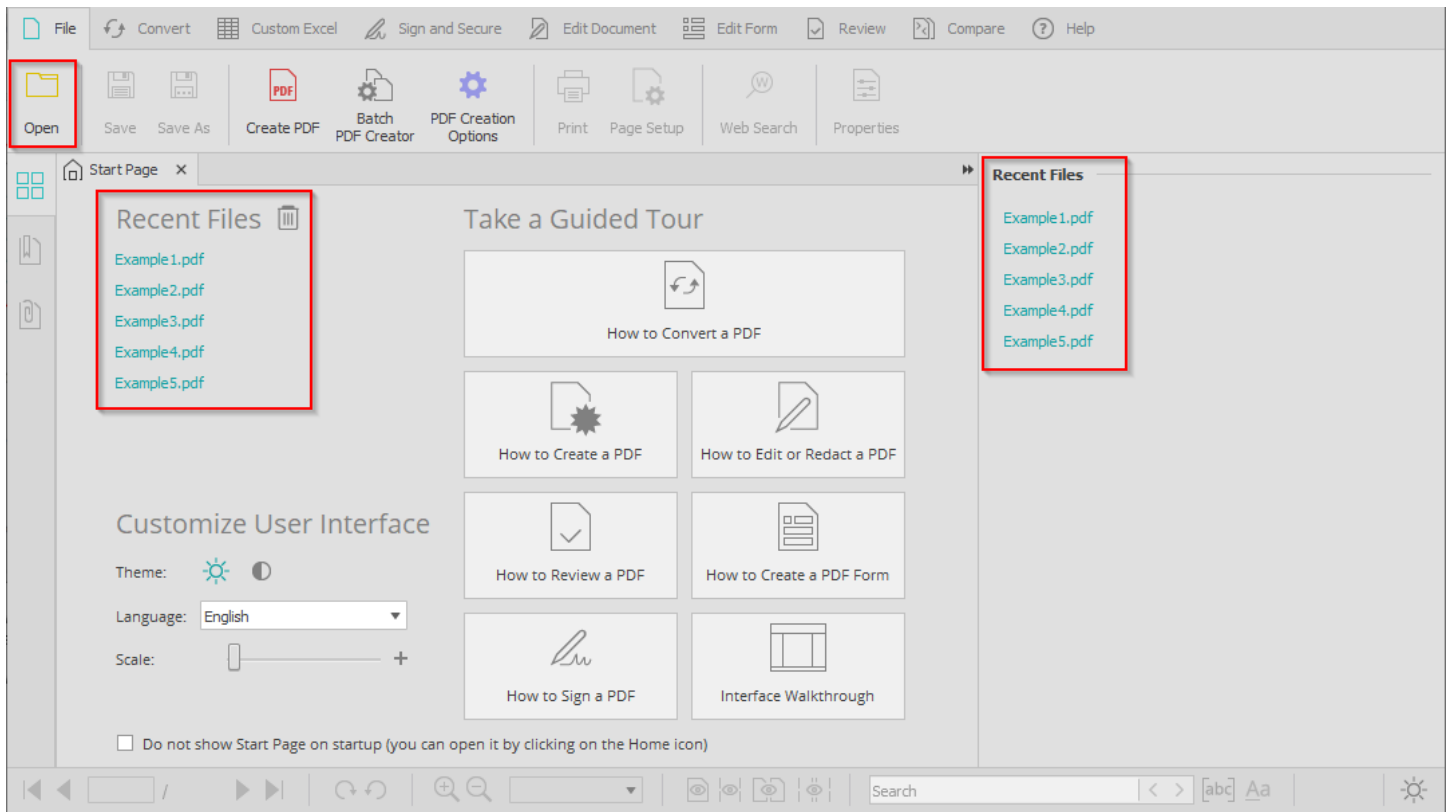
7.1.1. Starting Able2Extract

Click on the Able2Extract icon . The **Start Page** of Able2Extract will open, as seen below:
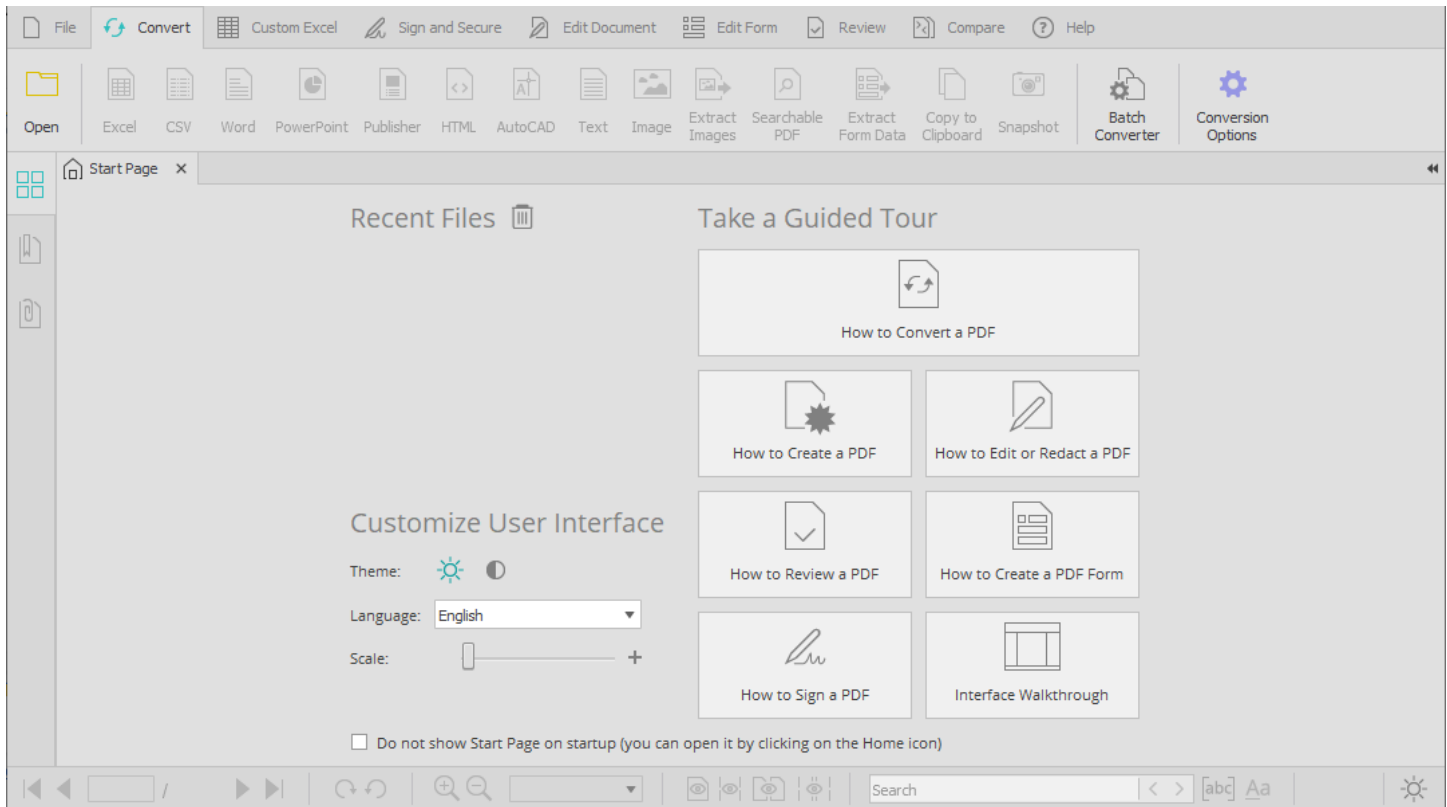
7.1.2. Opening a document

Select the **Open** command from the **Start Page** or any **Tab** (or choose a file from the list of **Recent Files** on the **Start Page**).

Able2Extract will show the **Open** dialog. All supported documents in the active directory will be listed. Select the file you wish to open and type or click on its name.

Able2Extract will open the selected file in the new document window.
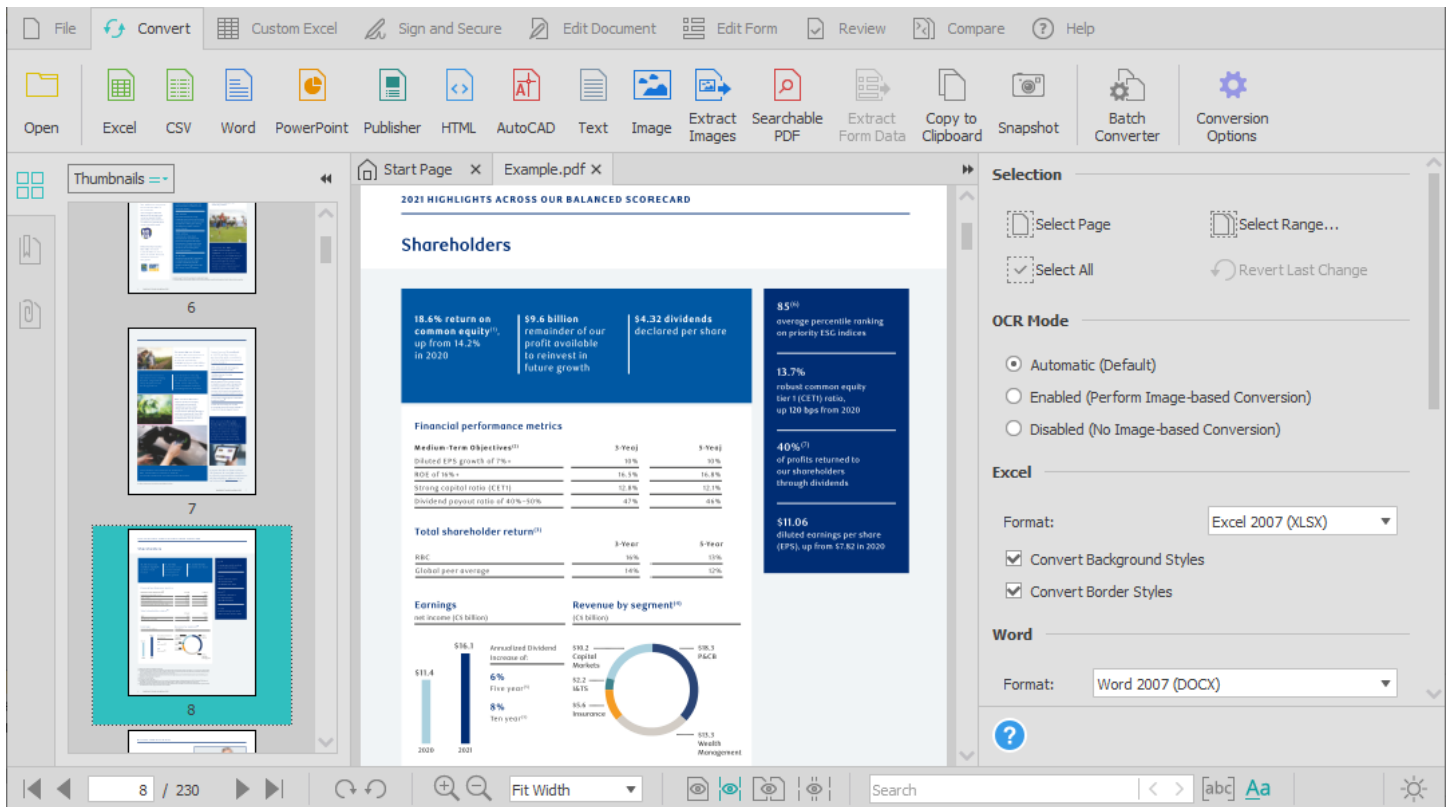
Use the scroll bar to find the section(s) of the document you are interested in viewing, converting, editing, annotating, signing, etc.

7.1.3. Selecting portions of a document for conversion

In Able2Extract Professional, the entire document is selected for conversion by default.

Note: Converting large documents can take considerable time.

Selecting one portion of the document: Left click the mouse button beginning at the position from which you want to select content. Drag the mouse pointer (while still holding the left button pressed!) over the portion of content that you want to select. Once you have made the desired selection, release the left mouse button.

Selecting one column of a document: Able2Extract's selection feature allows the user to select single columns using its selection feature. Simply drag the mouse pointer (while still holding the left button pressed) over the column that you wish to select. Once you have made the desired selection, release the left mouse button.

Selecting multiple sections of a document: Select the first portion of content as above. Additional selections are made by pressing the CTRL key on the keyboard and repeating the selection process as described above (CTRL key has to be pressed when the left button is clicked, CTRL then can be released while the left button remains clicked until selection is done).

After completing the selection, the Able2Extract window will look similar to the following:
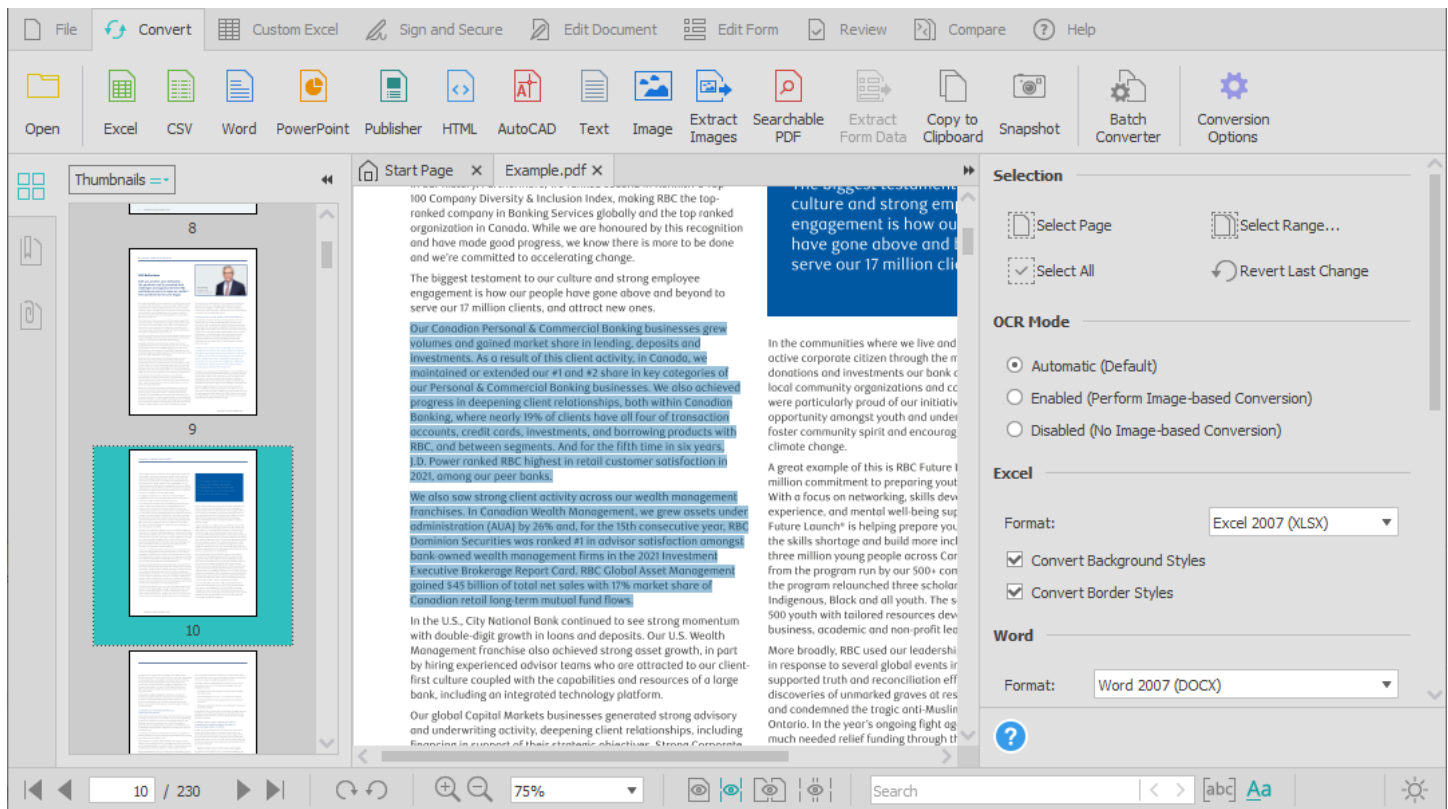
To select specific page(s) for conversion, use **Select Page** and **Select Range…** options from the **Convert Side Panel**.

7.1.4. Converting PDF to other formats

Once the desired data is selected from a PDF or any other file format supported by Able2Extract Professional, you have the option of converting the data into a dozen file formats. To do so, follow the directions below:

1. For conversion to Excel: Press ▦ under the **Convert Toolbar**. Next, a dialog box will appear and will give you the options for an **Automatic** or **Custom** conversion. Please refer to the material under PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom for more details concerning this function.

2. For conversion to CSV: Press [icon] under the **Convert Toolbar**. Next, a dialog box will appear and will give you the options for an **Automatic** or **Custom** conversion. Please refer to the material under PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom for more details concerning this function.

3. For conversion to Word: Press [icon] under the **Convert Toolbar**. Next, a Save As dialog will appear. Select the desired location for your Word output file and select a file name for the output document. Please refer to the material under **Convert to Word** for more details concerning this function.

4. For conversion to PowerPoint use [icon] under the **Convert Toolbar**.

5. For conversion to Publisher use [icon] under the **Convert Toolbar**.

6. For conversion to HTML use [icon] under the **Convert Toolbar**.

7. For conversion to AutoCAD use [icon] under the **Convert Toolbar**.

8. For conversion to Text use [icon] under the **Convert Toolbar**.

9. For conversion to Images use [icon] under the **Convert Toolbar**.

10. To extract all images from PDF use [icon] under the **Convert Toolbar**.

11. For conversion to Searchable PDF use [icon] under the **Convert Toolbar**.

12. To extract form data to CSV use [icon] under the **Convert Toolbar**.

13. To copy the selection to clipboard use [icon] under the **Convert Toolbar**.

14. To copy an area of the document to clipboard as an image use [icon] under the **Convert Toolbar**.

15. For batch conversion use [icon] under the **Convert Toolbar**.

7.2. Convert any printable format to Excel with Able2Extract Professional

With Able2Extract Professional, you can convert any printable format directly into an MS Excel spreadsheet. This means you can convert tabular data in formats such as MS Word or PowerPoint to Excel. You do not need to generate a PDF of your data first. The process is similar to converting a regular PDF to Excel.

In Able2Extract Professional, click **Open** on the **Start Page** or any **Tab**. Find and select the non-PDF file with data you wish to convert to Excel and click on **Open**.

Then highlight and select the content you wish to transfer to Excel or move to the next step to convert the whole document. Read our help page, Able2Extract Professional selection options, for more details on selecting content.

Click on the **Excel** button under the **Convert Toolbar**. In the **Convert to Excel** dialog that pops up, select the **Automatic** option for simple tabular data transfers. For more complex tables of data, select the **Custom** conversion option. For more information on both options, refer to PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom.

Once your content is ready, click **Convert** to start the conversion process.

Specify your Excel file name and the desired location in the **Save As** dialog that appears. Click on **Save**.

7.3. Create PDF files in Able2Extract

You can create universally compatible PDF files with Able2Extract using the **Create PDF** feature under the **File Toolbar**. Note that the PDF creation functionality requires the GhostScript interpreter for PostScript® language and PDF files to be installed onto your computer. You can download it from the ghostscript.com download page.

Under the **File Toolbar**, click on the **Create PDF** button. In the **Create a PDF** dialog that pops up, you can choose whether to **Create a PDF From an Existing Document** or to **Create a Blank Document**.
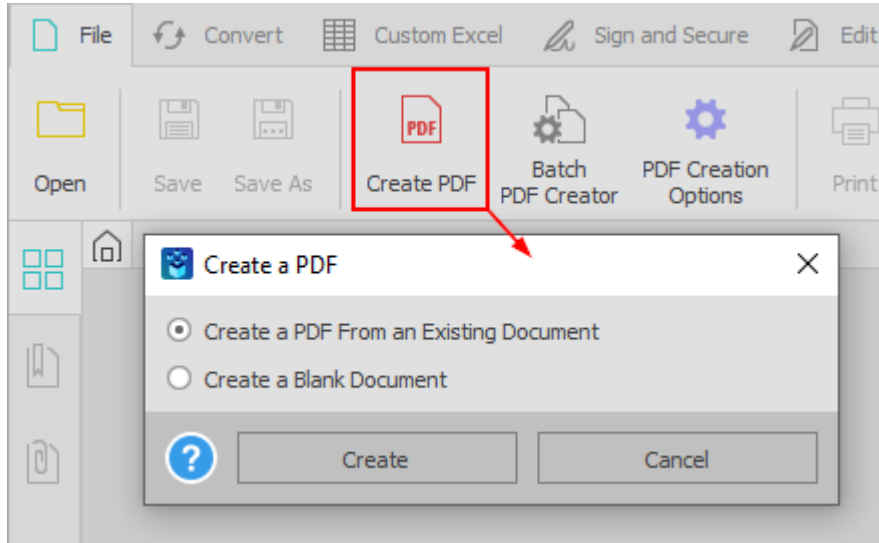
When selecting the first option to create a PDF from an existing document, the **Open** dialog will appear where you can browse, select, and open the file you wish to convert to PDF. Once the file is opened, the PDF creation process will start.

When the process is finished, click on the **Save** button. Enter the name of your PDF file and specify the location to save your PDF.

If you select the second option to create a PDF from a blank document, a new tab with a blank page will open. You can then further edit this starting document and populate it with text, images, form fields, etc. Once finished, click on the **Save** button. Enter the name of your PDF file and specify the location to save your PDF.

7.4. Create PDF files Using the Able2Extract Printer

PDF documents can also be created without opening Able2Extract. This can be done by using the Print function in any application and selecting the **Able2Extract Professional Printer**:

Open the file to be converted to PDF in its native application (or through your default file manager).
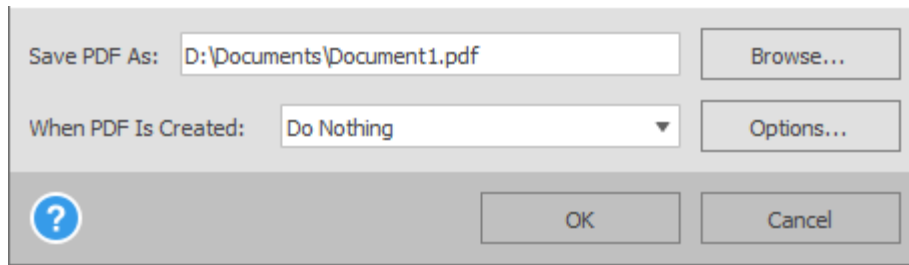
Select the application's **Print** command:
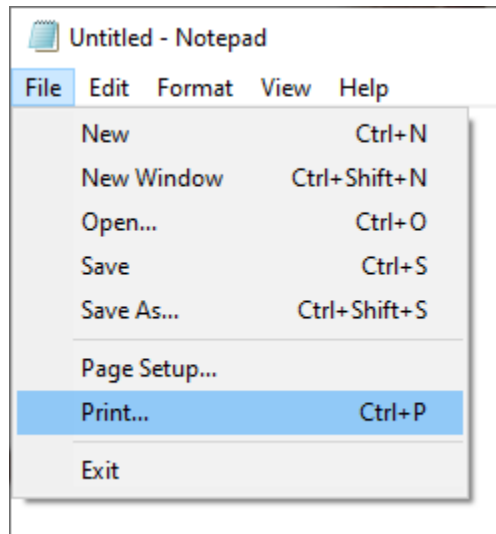

Select the **Able2Extract Professional Printer**:
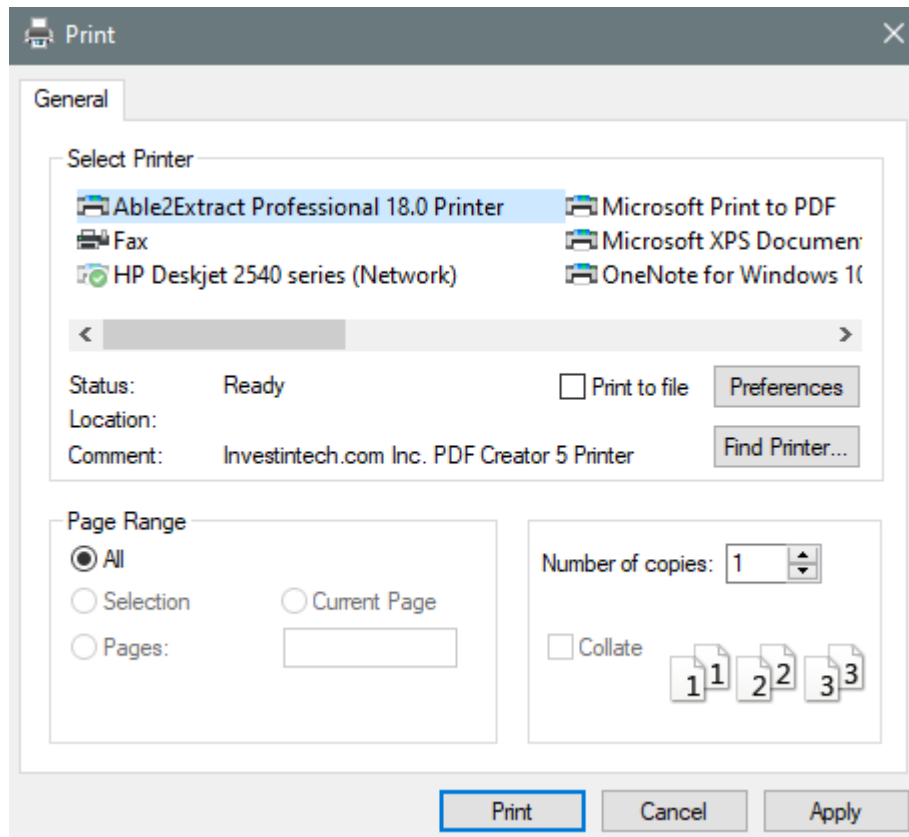
In the **Able2Extract Professional Print Dispatcher** dialog that appears, click on **Browse...** to select a location for the new PDF file:

*Note: If you do not get that dialog makes sure that the **Confirm Output PDF Location and File Name** setting on the **Output** tab of the **PDF Creation Options** dialog (accessed by clicking on the **Able2Extract**'s system tray icon and selecting **Options...**) is checked.*

Users can also specify the actions to be taken when the PDF is created: **Do nothing**, **Open in Able2Extract Professional**, **Open in default PDF reader**, **Open containing folder**.
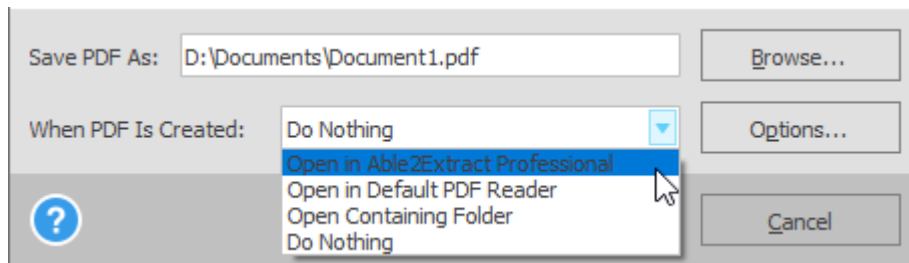
If the user wishes to change the settings for PDFs created using this method, they can use the **Print Dispatcher** PDF creation options:
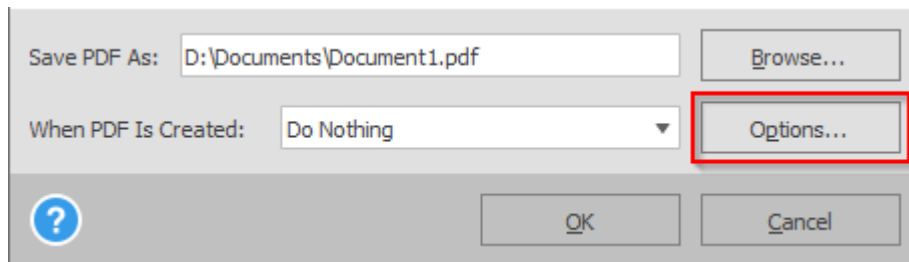
For more information click here.

7.5. Editing PDF content and pages with Able2Extract

Able2Extract Edit Document Toolbar

You can edit PDF files in many ways with Able2Extract using the available options under the Edit Document Toolbar. This toolbar provides you with conveniently accessible tools for instantly modifying your PDF content and pages.
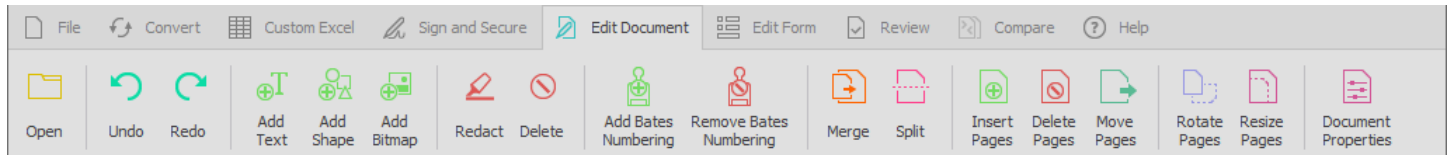
7.5.1. PDF Content Editing Options

As part of Able2Extract's content editing features, you get the ability to add, delete and modify content directly on the PDF page. All formatting and style changes made to content objects - namely vector graphic shapes, bitmap images and text, are immediately visible until the document is closed. To preserve the modifications made to your content, you will need to save the changes using the **Save** or **Save As** functionality under the **File Toolbar**.

Adding Content

Adding Text

To add text to your PDF content, click on the **Add Text** button. Then click on the page where you want to insert new text. A green box will appear where you can type in your text as needed. You can also modify existing lines of text by double clicking on the page where you want to make the edits.
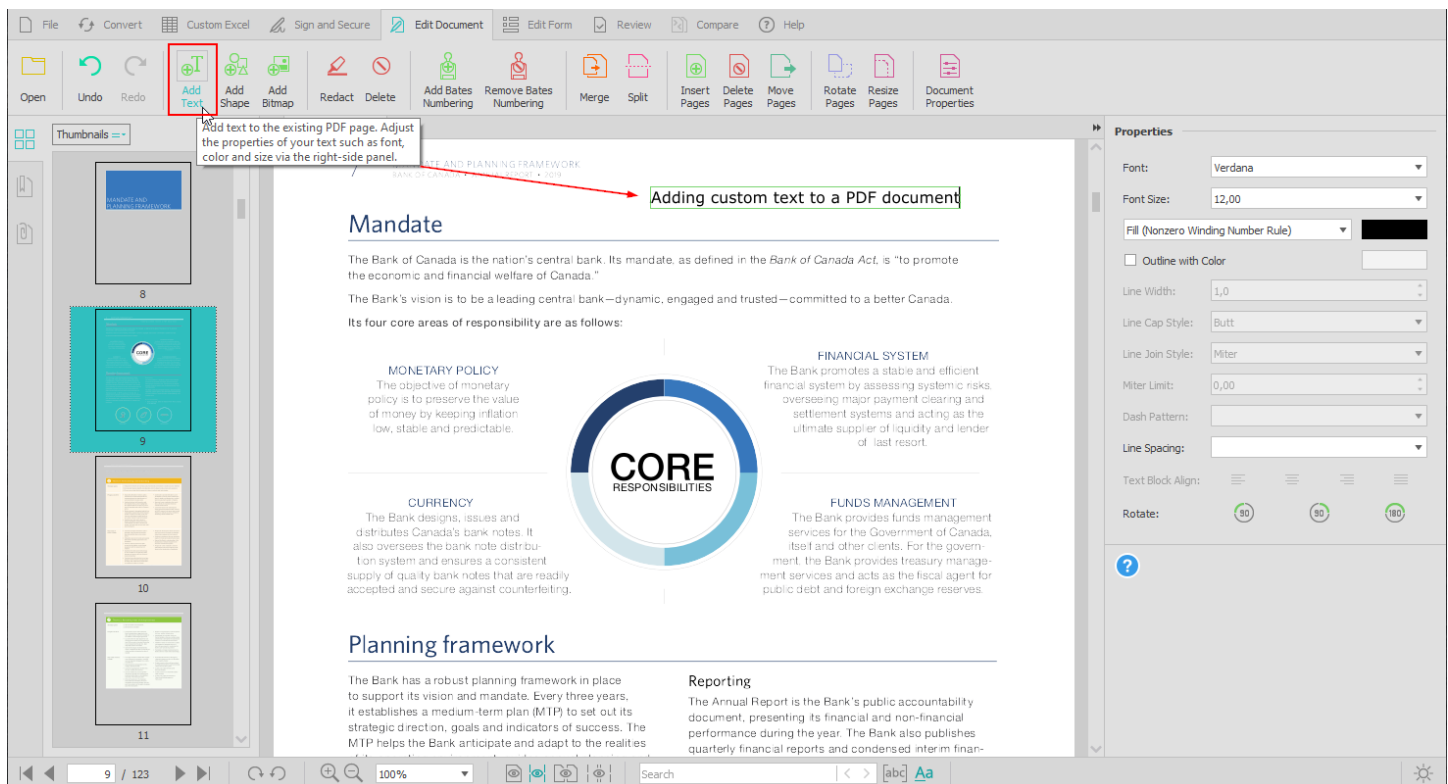
You can access common text editing options in Able2Extract Professional through the **Edit Document context menu**.

To do so, simply right click while you are editing or selecting text by clicking and dragging. You can also double click on the page to activate an editable area (designated by the green box). Once it is activated, right click in the area and the context menu will appear.
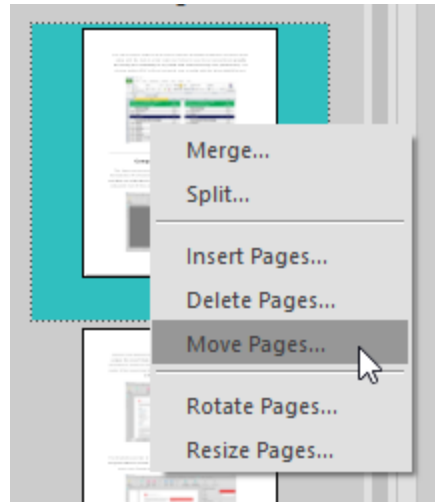
The menu will contain editing functionalities that you are used to using in other common text editing program applications: Select All, Copy, Cut, Paste, Delete.
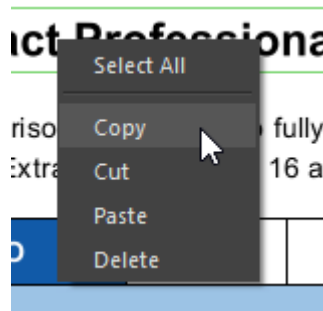

- **Select All** - Selects all text in the active editing box. After selecting the text, you must right click again in order to reactivate the context menu.
- **Copy** - Copies the text that is selected.
- **Cut** - Cuts the text that is selected. The text is removed from the page and becomes copied.
- **Paste** - Pastes the text that is copied or cut. Note that the surrounding text into which you are pasting the content must match the font of the text you copied or cut.
- **Delete** - Deletes the text that is selected.

Note that right clicking on graphical objects will provide you with the ability to **Export...**. which will allow you to save the graphical object as an image file to your computer.
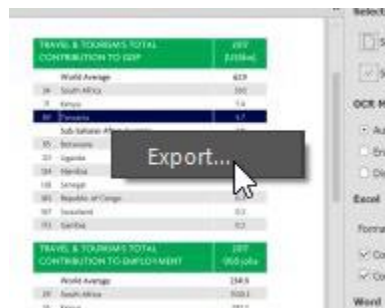
Adding Shapes (Vector Graphics)

Able2Extract allows you to add vector graphic shapes directly to your PDF. To add vector graphics onto a PDF page, click on the **Add Shape** button. A pop up dialog will appear displaying the graphic shapes that are available. Select the shape you wish to add and click where you want it inserted on the PDF page.
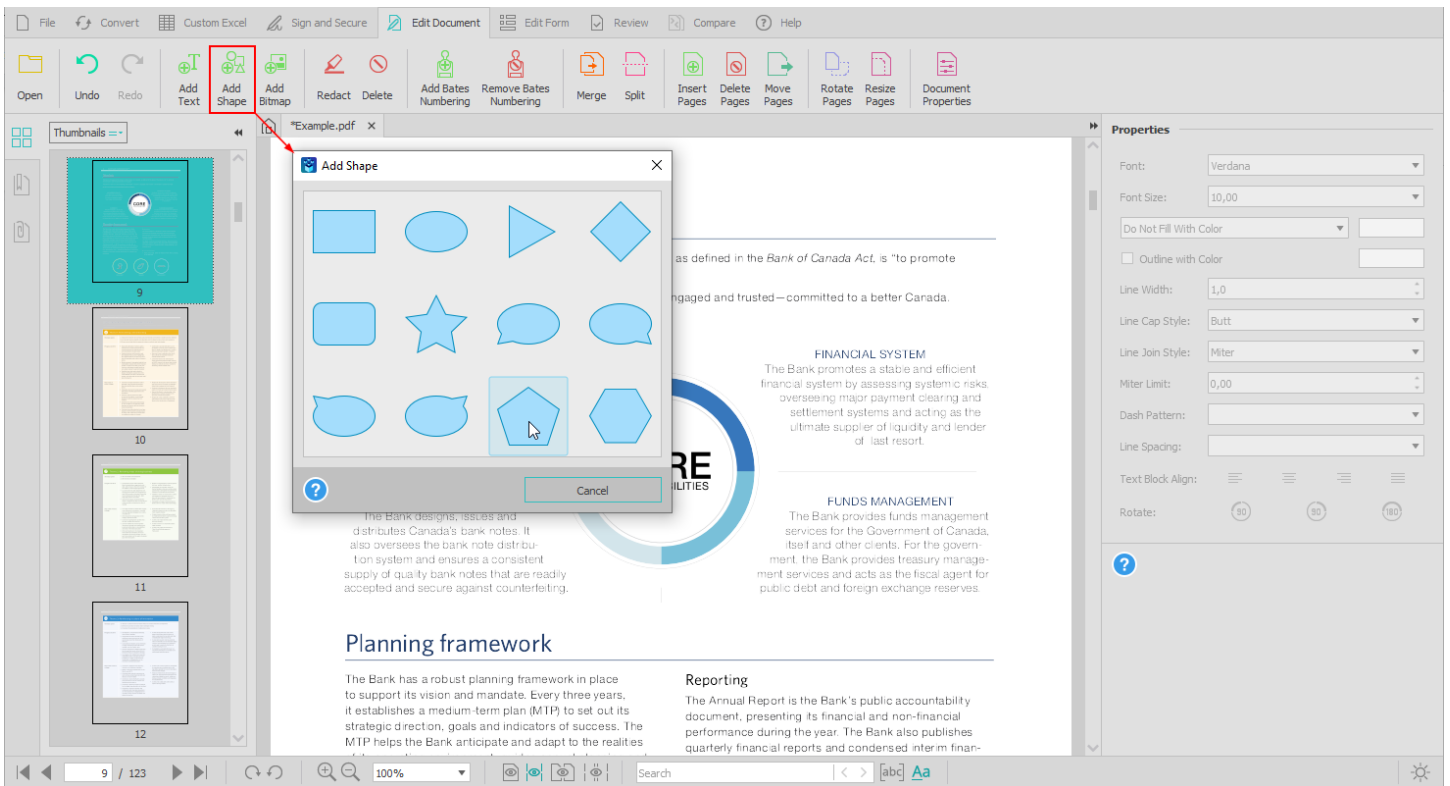
You can then specify the location and size of the shape to be inserted in 2 ways:
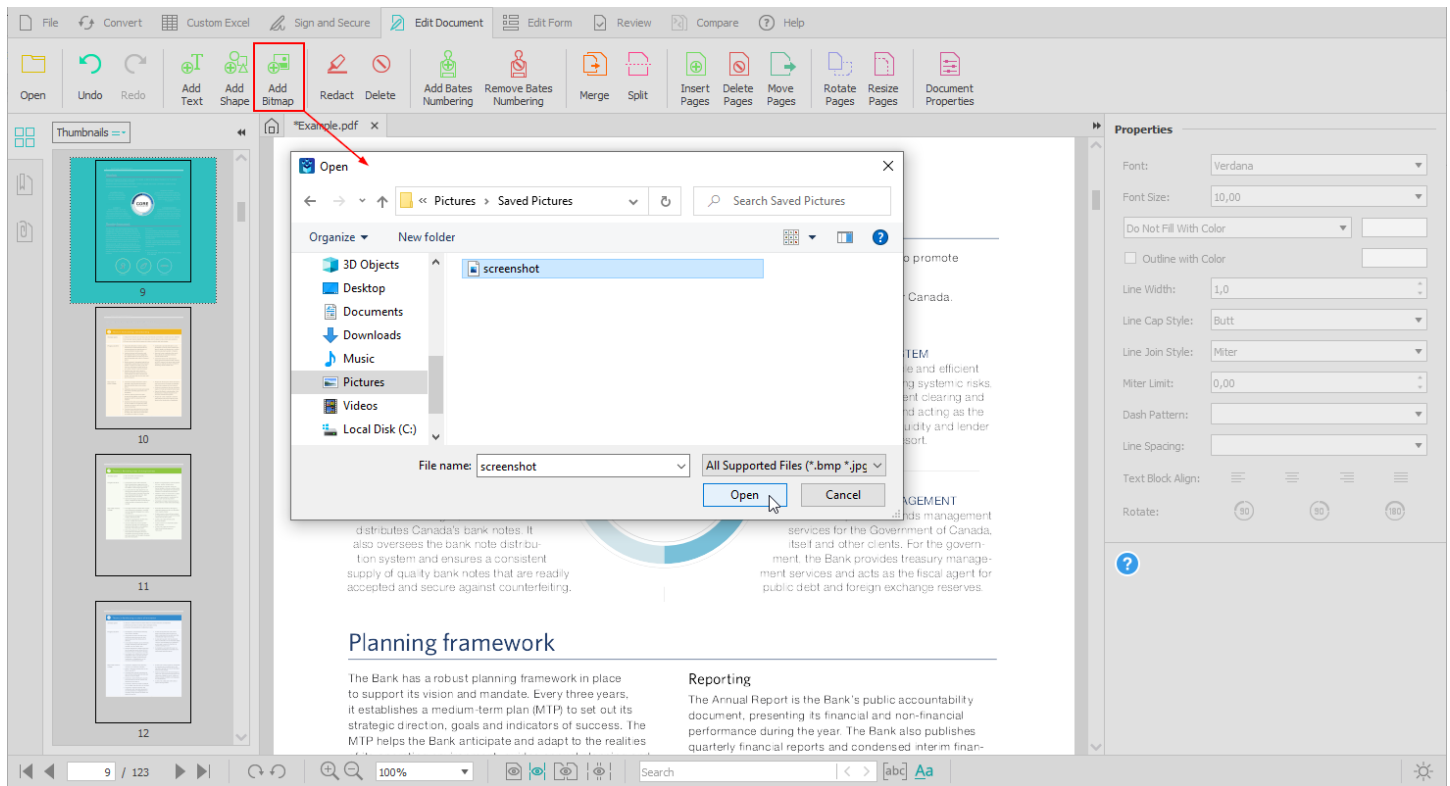
1. Click on the page where you want the shape placed

2. Click and drag the mouse on the page to draw a rectangle to define the size of the image
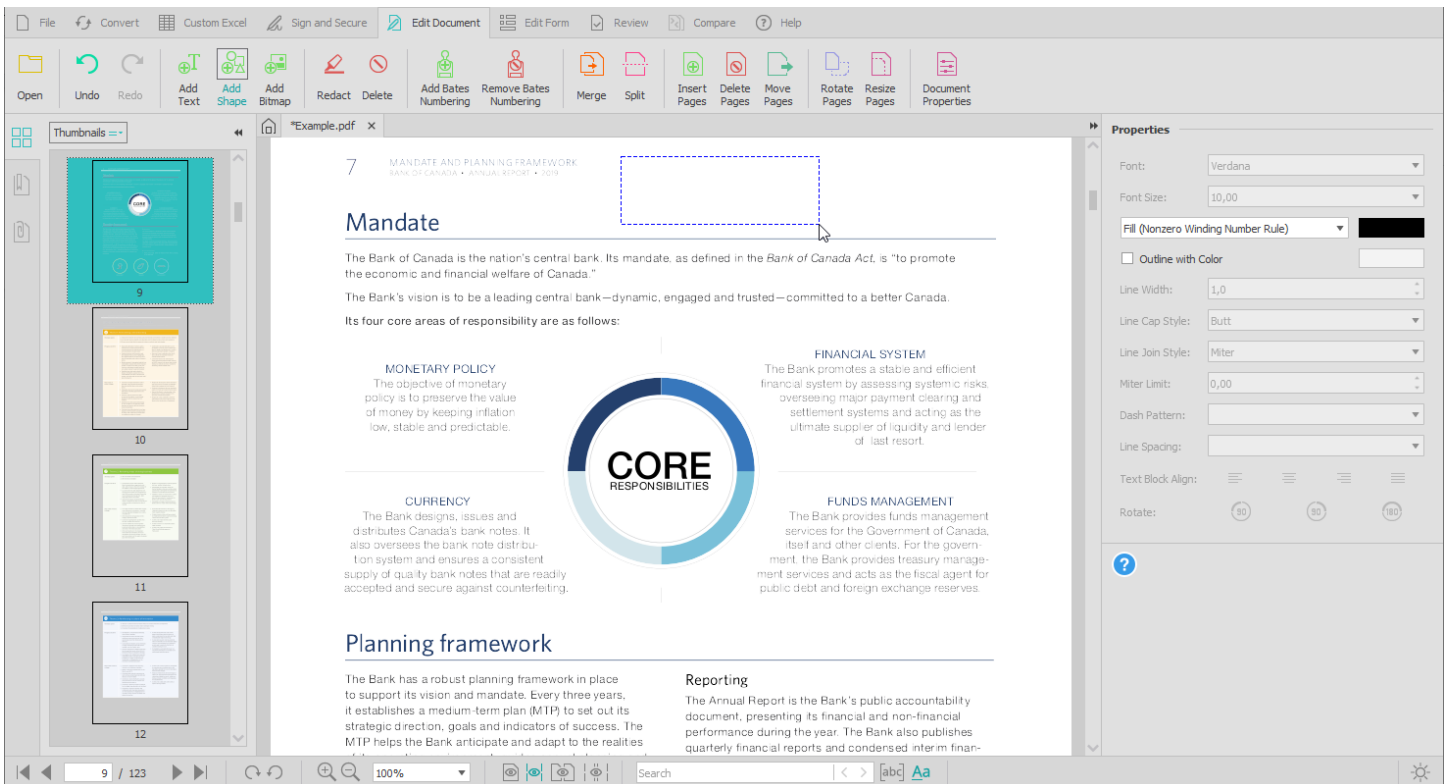
Note: If you are using the first method to add your vector graphic shape the default shape size will be used.

**Adding Bitmap Graphics (Images)**

Able2Extract will allow you to add bitmap image formats, including BMP, JPG, PNG, GIF (for animated GIFs with more than one frame, only the first frame will be inserted) and TIFF (for TIFF files containing several pages, only the first page will be inserted). To insert a bitmap image from your computer, click on the **Add Bitmap** button. In the open dialog that appears, browse to and select the image you wish to insert and click on **Open**.

Using the same method for inserting vector graphic shapes, you can specify the location and size of the image:

1. Click on the page where you want the image placed

2. Click and drag the mouse on the page to draw a rectangle to define the size of the image

Note: If you are using the first method to import your bitmap graphic images, the default bitmap size will be used.

With Able2Extract, you can also export the image into an external bitmap file if needed. The supported destination bitmap formats are: BMP (*.bmp), JPG (*.jpg), PNG (*.png), TIFF (*.tif). When in **Edit Document Toolbar**, simply right click on the image and select the **Export** option from the context menu that appears. Then in the **Save As** dialog, specify the name, location and output format of your image file.
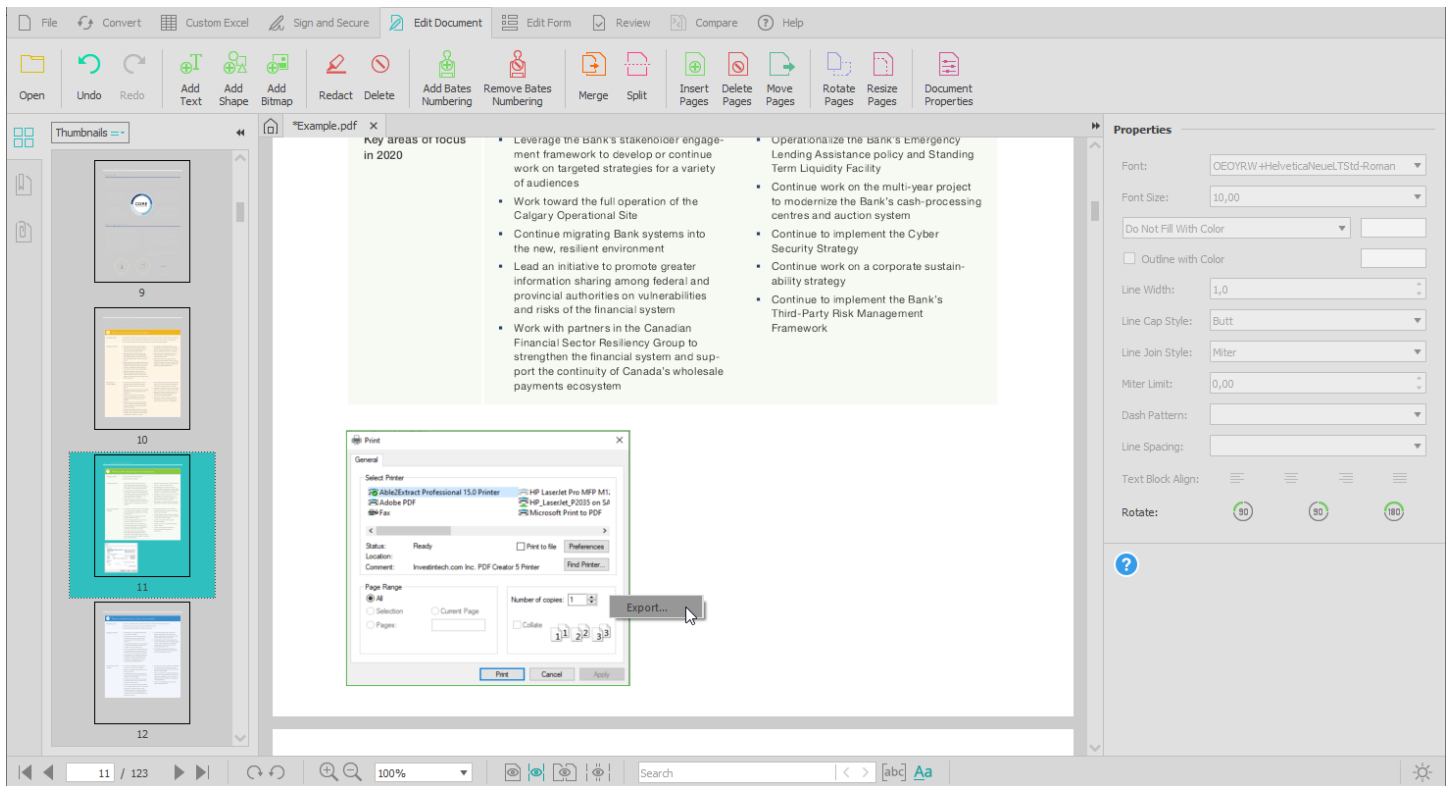
Note: To exit either the AddText, Add Bitmap or Add Shape mode, you can choose another PDF editing operation.
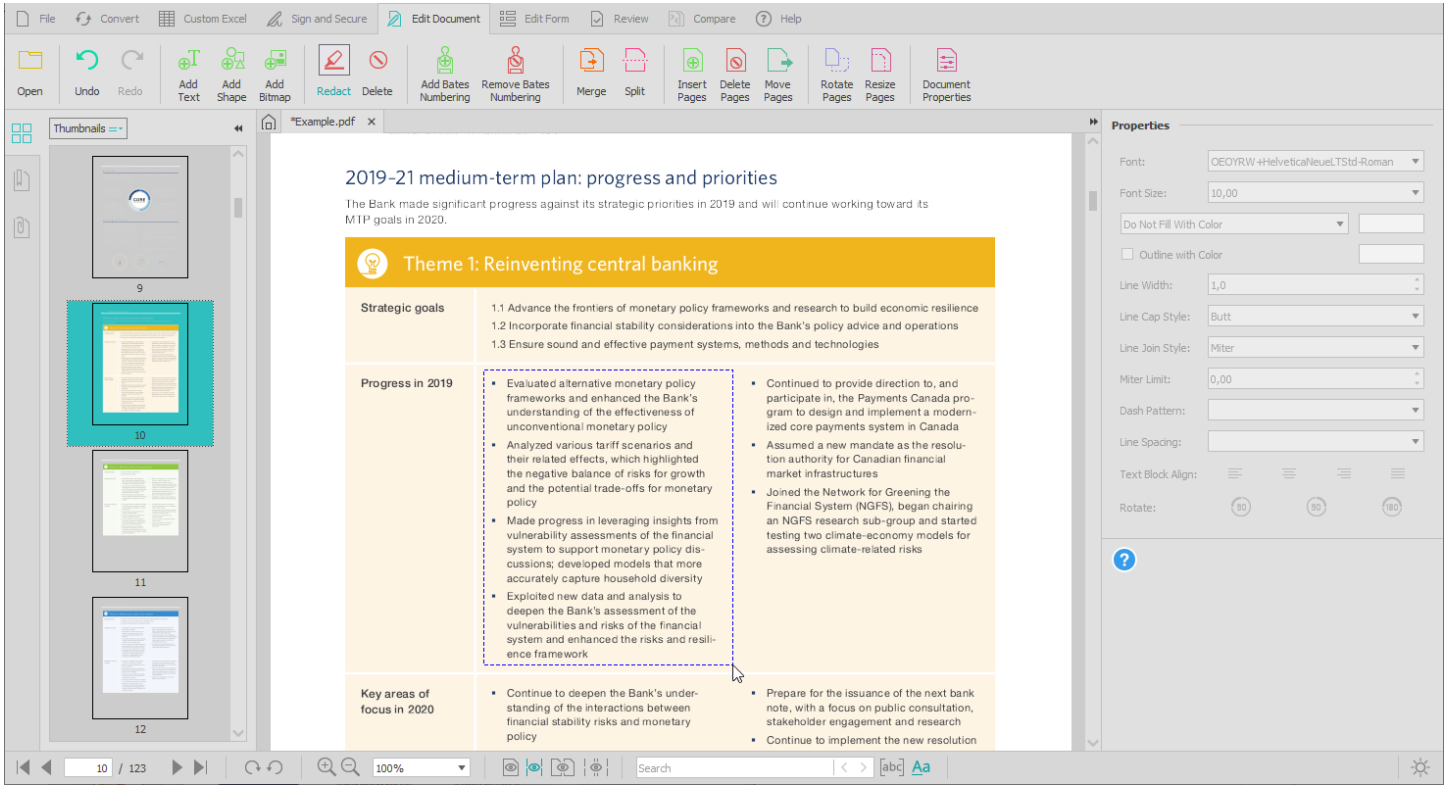
Deleting PDF Content

To delete content, click on the **Delete** button to activate the functionality. Hover over the content object on the PDF page to designate the content object you want deleted. A red frame will appear around the content object. Then simply click on the area to remove it.
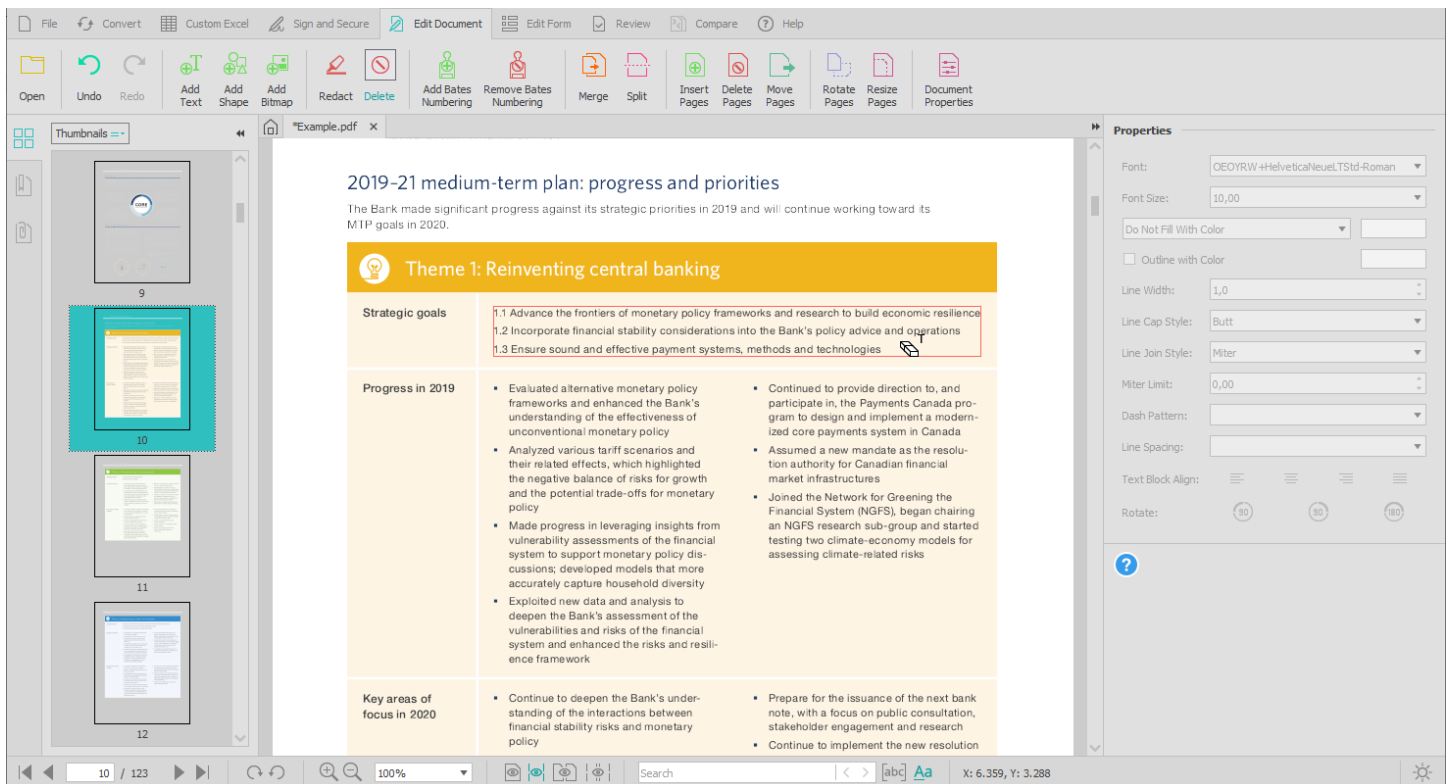

Redaction

With Able2Extract Professional, you can make permanent redactions to your PDF content instantly. To redact text, click on the **Redact** button. Then using your left mouse button, click and drag to draw a rectangle around the text you wish to redact. When you have all your text within the rectangle, simply let go of the mouse button and Able2Extract Professional will permanently redact the text in black.

Before:

After:
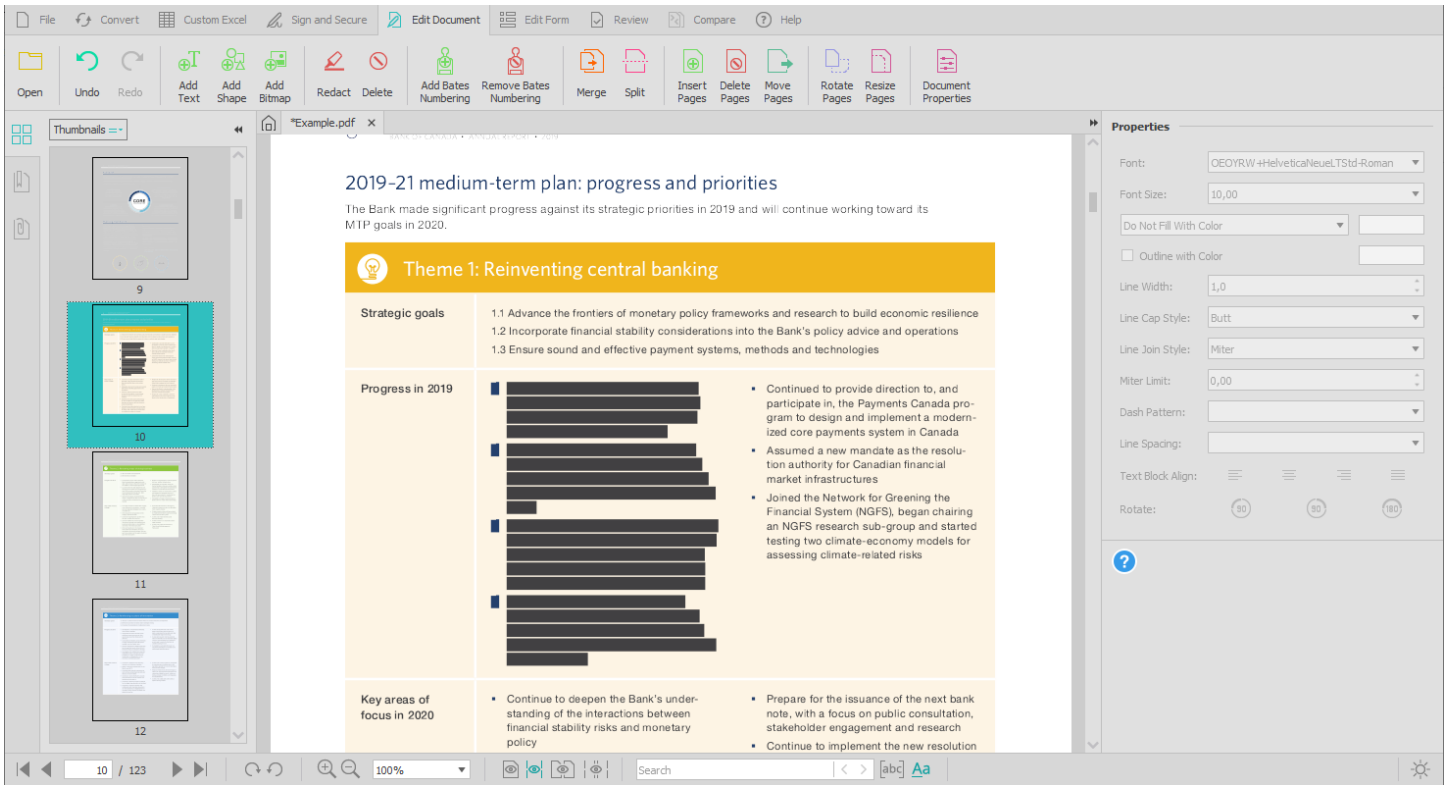
Moving and Resizing PDF Content

Able2Extract also allows you to move content within the PDF document around on the page. While the **Edit Document Toolbar** is active, click on the content object you wish to move. Hold down the left mouse button until it turns into a hand. Then while still holding the left mouse button down, drag the mouse to move the content object to where you want on the page or use CTRL + ARROW keys for more precise positioning.

To scale PDF content, left click it to make a selection (the green outline will appear around the selected element) and click and drag the box until satisfied with the preview. When you release the mouse button, the scaling will be applied.

Before:
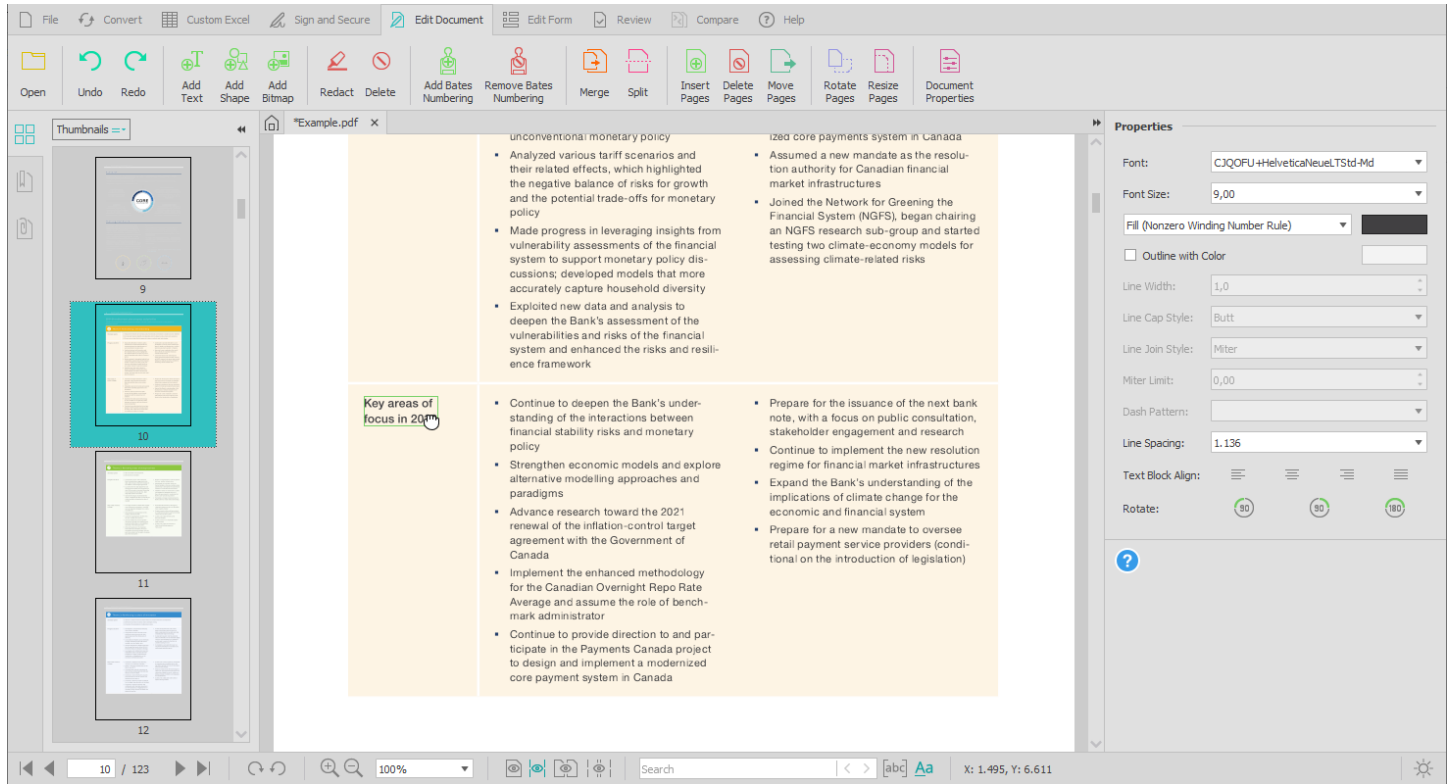
After:
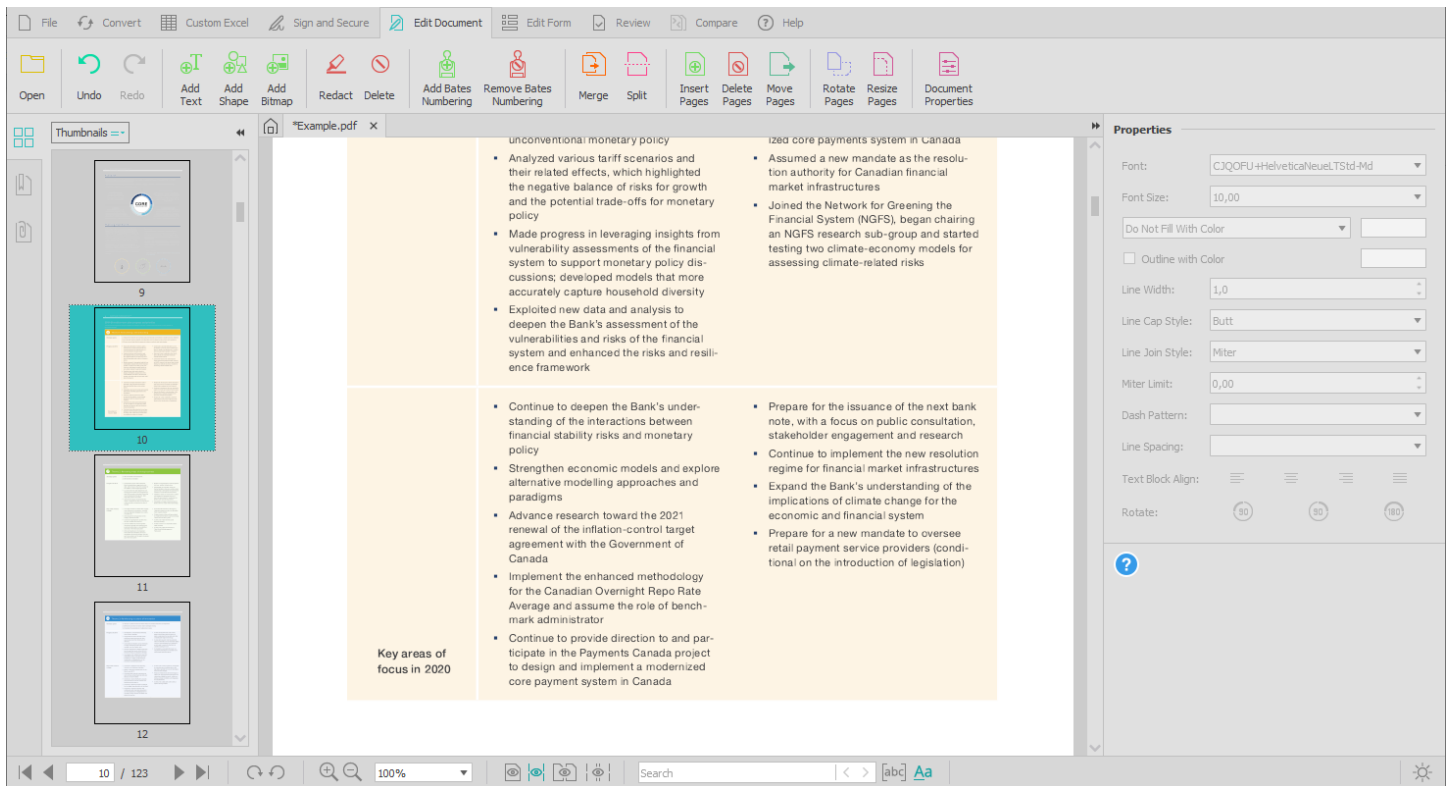
7.5.2. Modifying PDF content object properties (font, font size, color, line width, rotation, etc.)

You can edit PDF content object properties such as fonts, font size, color, line width, rotation, text block alignment, etc. using the appropriate options located in the right-side Properties Panel.

Font

For editing formatted text, you can match the font, color and size of your original PDF text. Able2Extract provides you with the most common text formatting options for seamless modifications.

To customize the font style, click on the drop down list in the Font field and make your selection from the list:
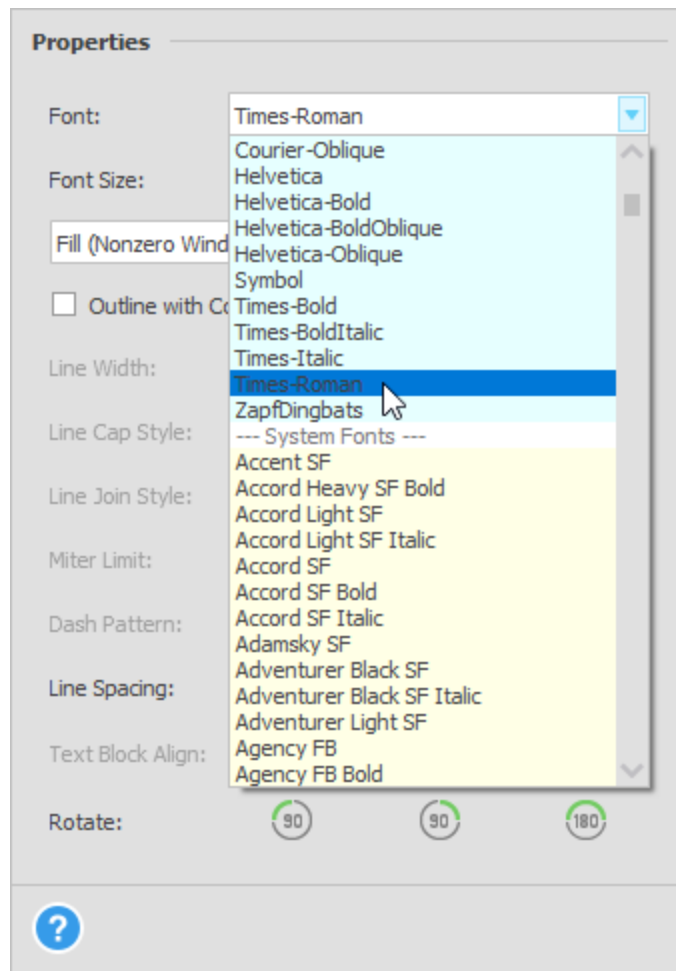
Note: Able2Extract only contains support for fonts installed in the system, PDF standard fonts, and fonts already integrated into the document. This feature is disabled if the selected element is a bitmap image or a vector graphics shape.

Font Size

To change the font size, select the point size from the **Font Size** drop down list or type in a specific font size.
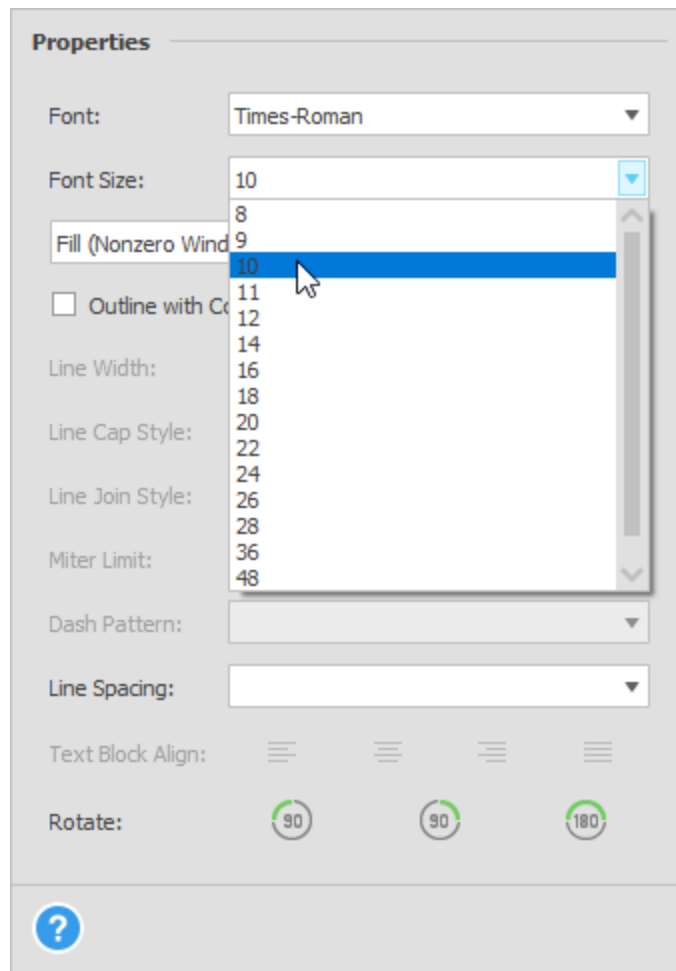
Because additional transformations may be done to the file that affect the text, such as page content scaling, rotation, and so on, the visible font size you see on the page may differ from what you specify. The changes are applied, but Able2Extract will not show any details of the transformation. This feature is disabled if you have an image or vector graphics shape selected.

Color

Able2Extract allows you to customize text and vector shape colors with the **Fill with Color** and **Outline with Color** options. The **Outline with Color** checkbox must be checked to enable the feature.

Note: The state of the checkbox indicates if any color can be applied or not. Only when this is checked will you get a color dialog to customize your color. See below for more details on using this feature.

Fill with Color

This editing feature allows you to change the color of your text or fill in a vector graphic shape with color.
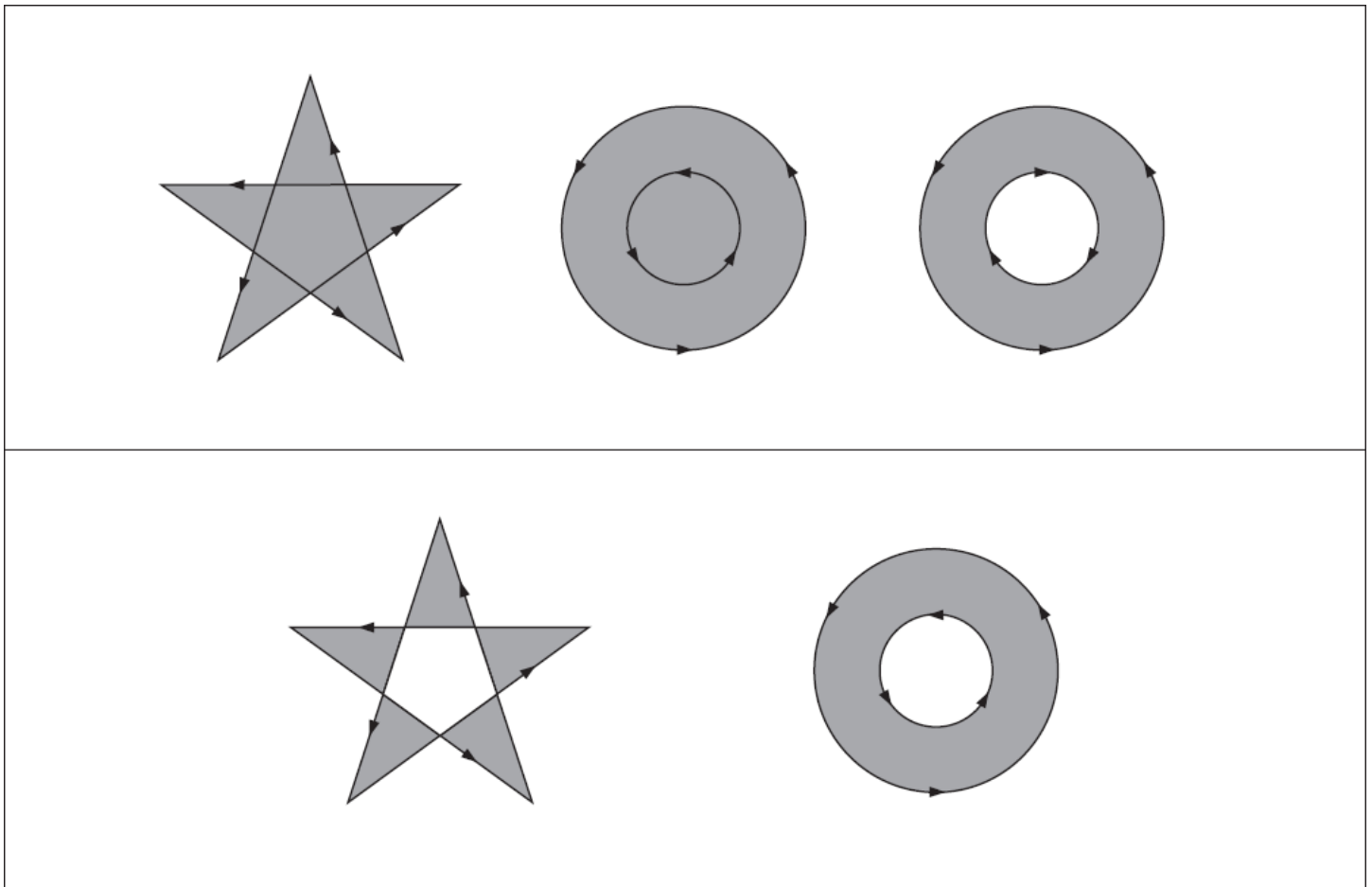
To begin customizing the color of your shape or your text, click on the text or shape you wish to modify. The current color of the shape or text will be reflected on the **Fill with Color** button face.

To change the color, click on the now active Fill with Color button and in the pop up dialog that appears, specify your desired color.
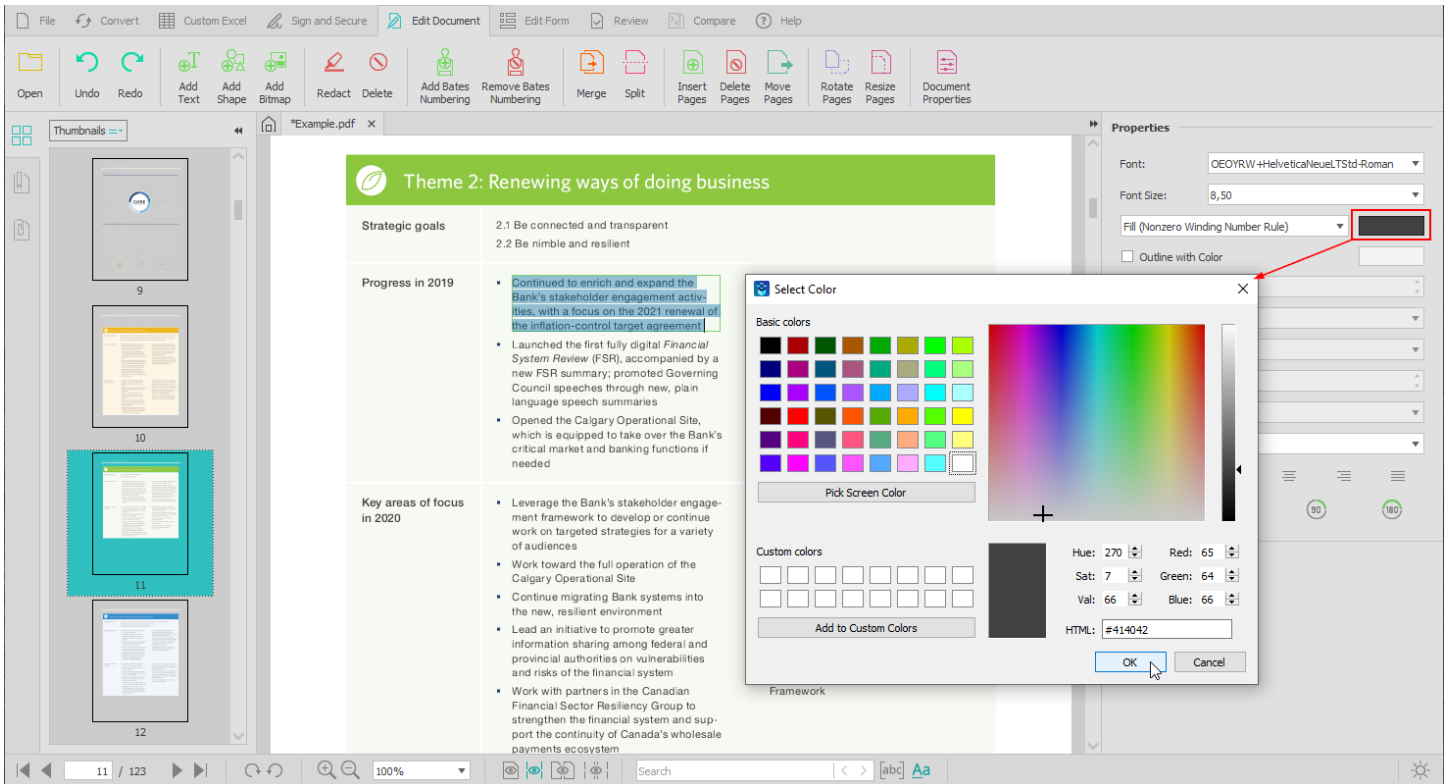
The shapes (including text glyphs) can be filled with color using one of two methods: "nonzero winding" and "even-odd". It only affects complex shapes. Users can pick the filling method from the drop-down menu.

The image below illustrates the difference:

Note: This feature is disabled if the selected element is a bitmap.

Outline with Color

This editing feature will let you choose the outline color of your vector graphic shape or text. To begin customizing the outline color of your shape or your text, put a checkmark in the **Outline with Color** checkbox to enable the feature.

Once activated, click on the Outline with Color button. A color dialog will appear from which you can specify your desired outline color.
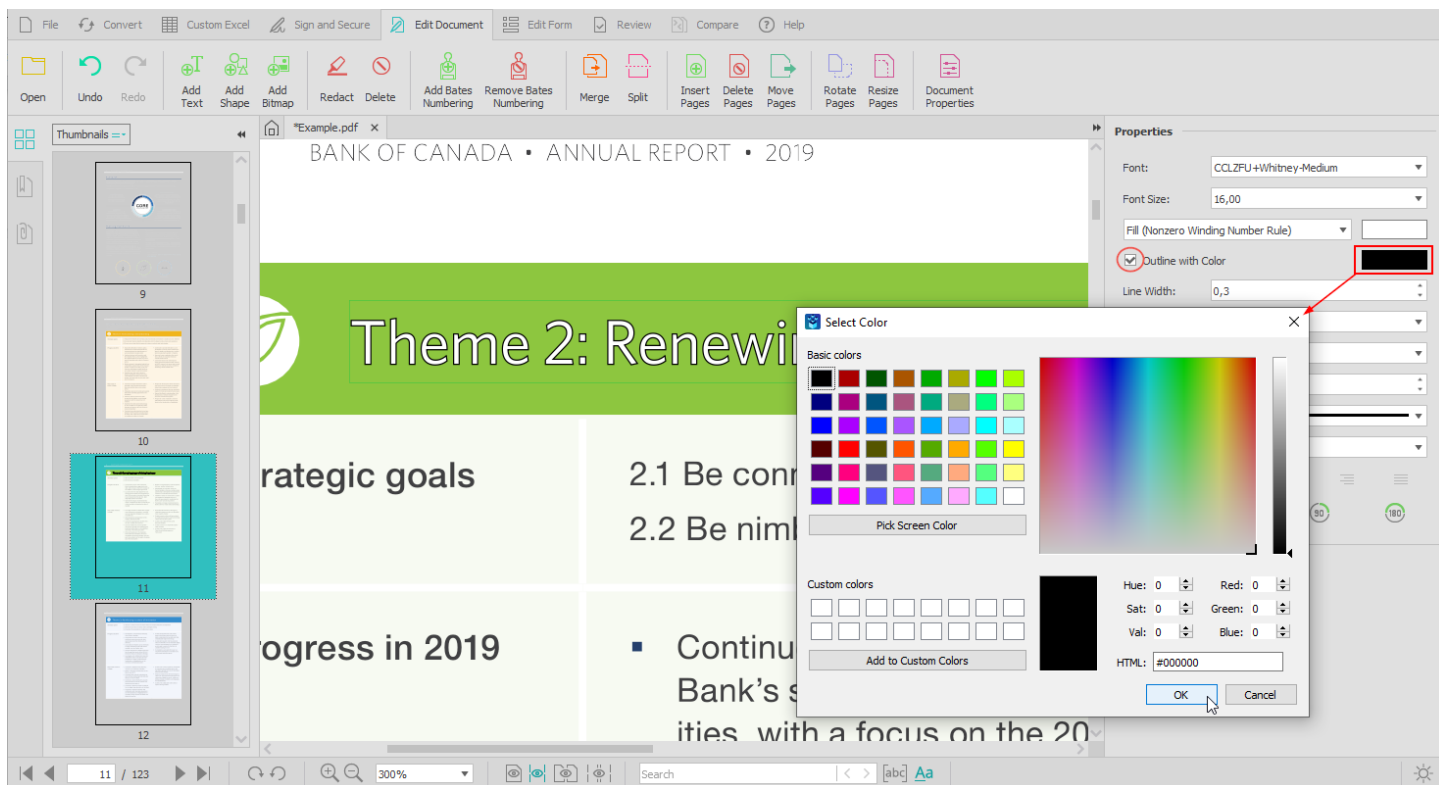
The default color is black.

Note: This feature is disabled if the selected element is a bitmap.

Line Width

This editing feature can be used to change the width of lines for text and vector graphic shapes. For vector graphic shapes and text, the **Outline with Color** feature must be checked.

To start modifying line widths, select your text or shape. Then specify the line width value from the drop down menu. Press Enter or Return to implement your changes.

Note: The line width measurements refer to virtual units, not real world units (such as points or inches). In addition, because additional transformations may be done to the file that affect vector graphic shapes and text, such as page content scaling, rotation, and so on, the visible line width size you see on the page may differ from what you specify.
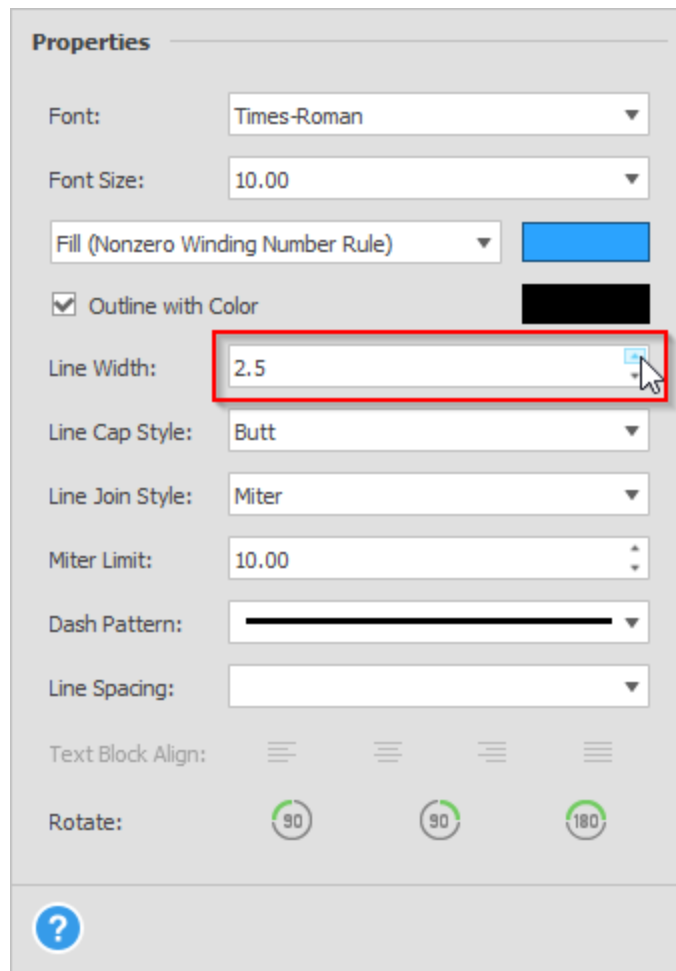
Line Cap Style

This editing feature allows you to customize and make refined adjustments to the look of the line endings of text or vector shapes in large PDF page art.
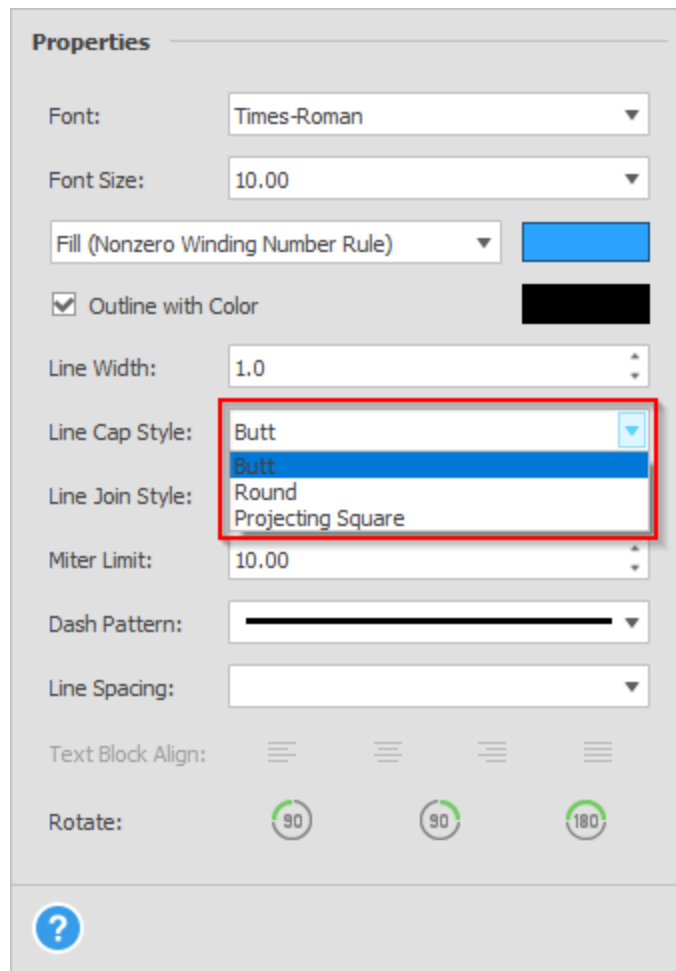
This feature is activated when the **Outline with Color** feature is checked on. When active, select your text or shape to modify. Then from the **Line Cap Style** drop down list, you can select from the **Butt**, **Round** and **Projecting Square** styles:
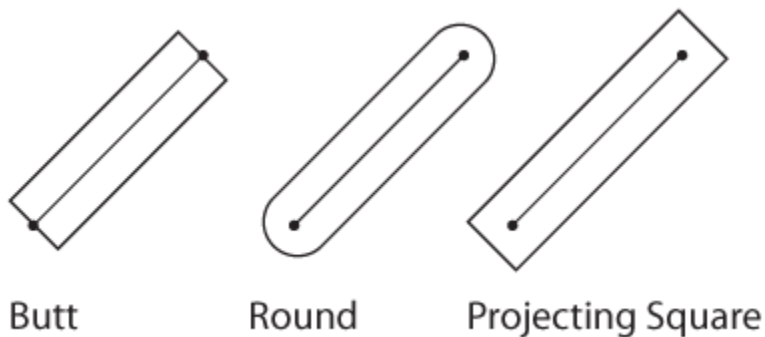
Line Join Style

You can select from three types of line join style with your text or vector shapes to further customize page content objects in detail such as branding logos.
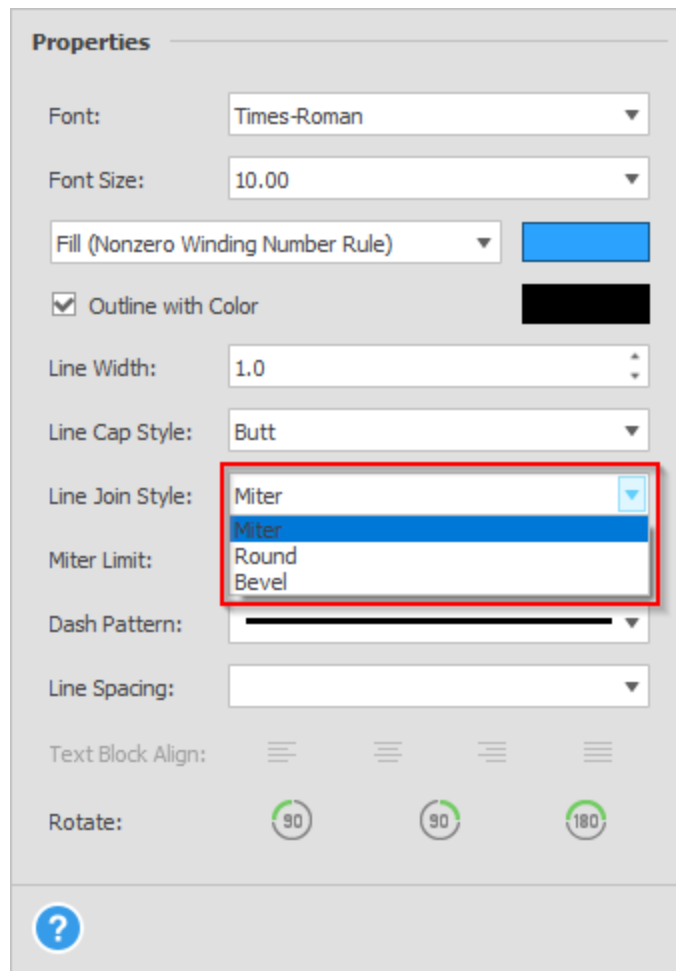
To edit your line join styles, make sure that the **Outline with Color** option is checked. Once it is checked on and the feature is active, select your text or shape. Then from the Line Join Style drop down menu, select from **Miter**, **Round** or **Beveled** styles:


Miter Limit

For sharp corners in PDF page objects like drop caps or vector image borders that use a miter line join, you may need to adjust the **Miter Limit** value. This is a limit value that determines how "pointed" a miter line join appears before it becomes cropped into a bevel line join. By increasing the miter limit, you can attain a sharper-looking point on your PDF page objects.
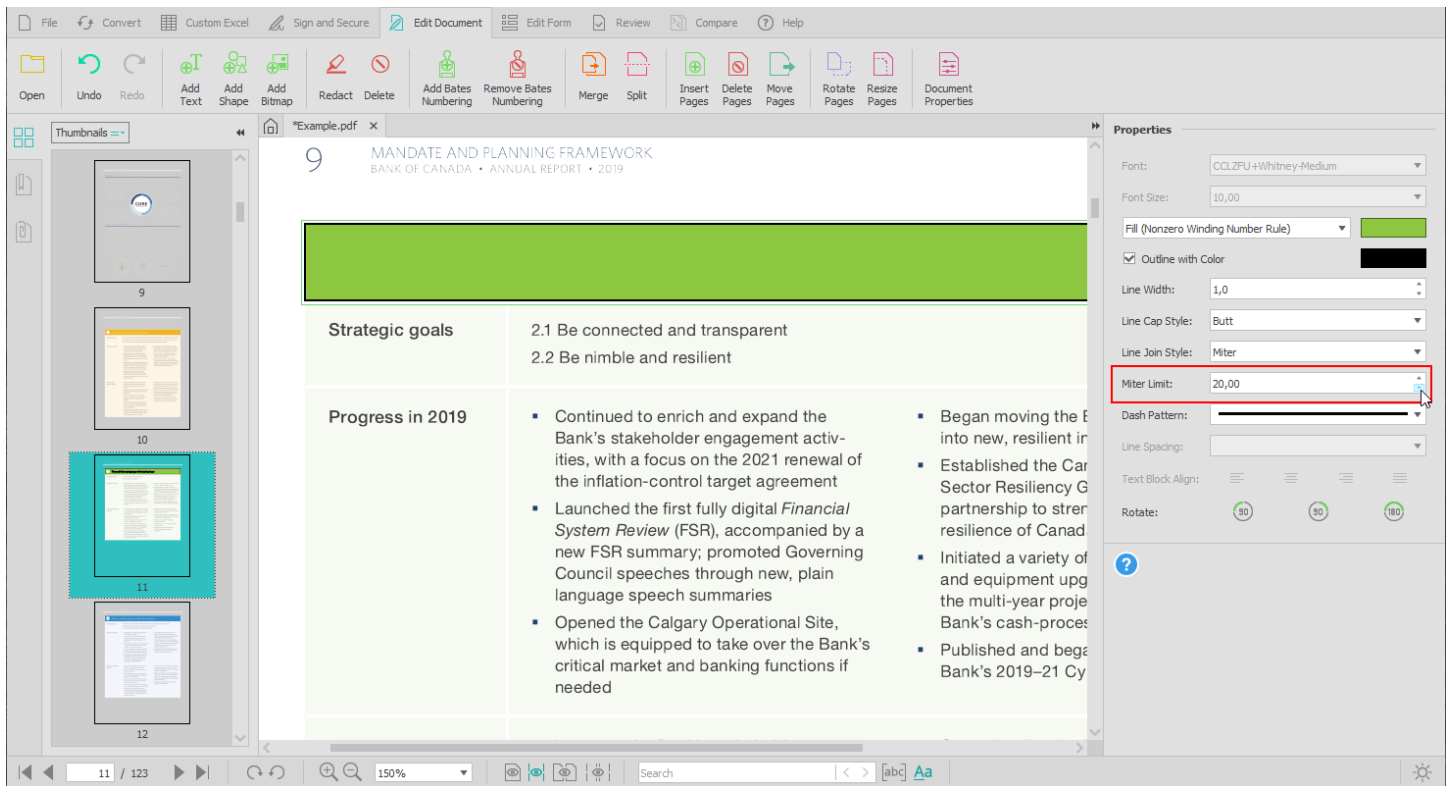
You can specify the miter limit value for your PDF in Able2Extract Professional. This feature is active only when the Line Join Style attribute is set to Miter. In the **Miter Limit** spin box you can click on the up or down arrows to adjust the limit value.

Dash Pattern

This feature will allow you to specify the outline pattern of your text or vector shapes. With the Outline with Color option checked on and your text or shape selected, use the **Dash Pattern** drop down list to select the formatting of your outlines.
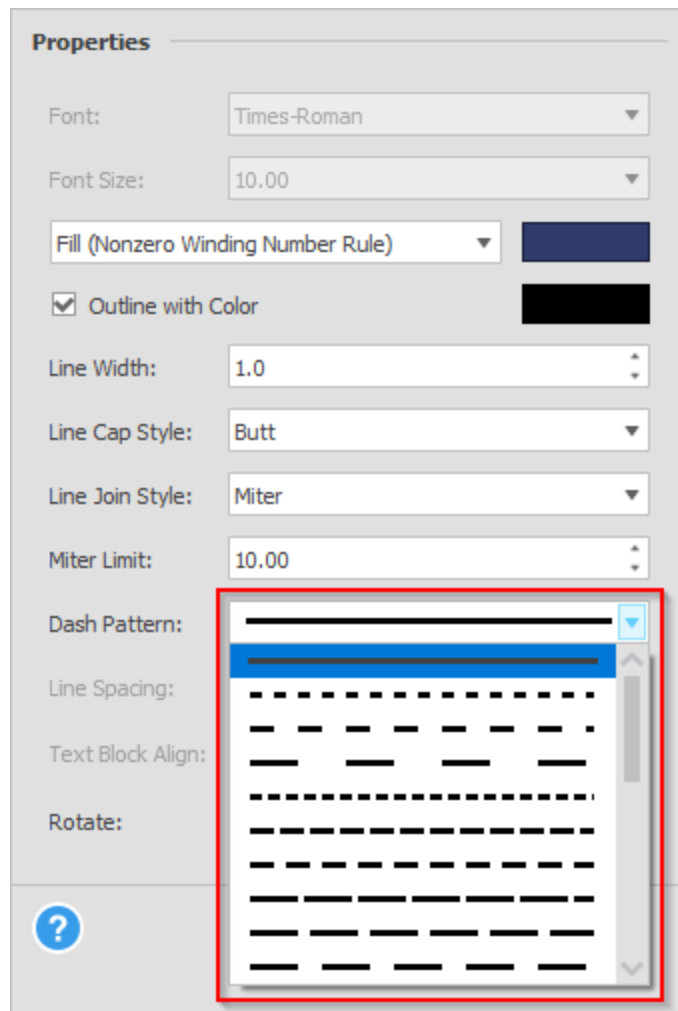
Line Spacing

This feature allows you to adjust the spacing between lines of text. To activate the feature, click on the block of text for which you want to adjust the line spacing. Then in the drop down list, select your line spacing measurement.

Text Block Align

This feature will allow you to change the alignment of blocks of multiline text objects on your PDF page. Simply click on the block of text you wish to adjust. Then once the feature is activated, select the desired alignment formatting - left, center, right or justified.

Rotate

The Rotate feature can be used to rotate your content objects. You can rotate them clockwise and counterclockwise by 90 degrees or by 180 degrees. Select the object you wish to rotate. Then simply click on the appropriate rotation button on the PDF editing side panel: **Rotate Left**, **Rotate Right**, **Rotate 180 degrees**.
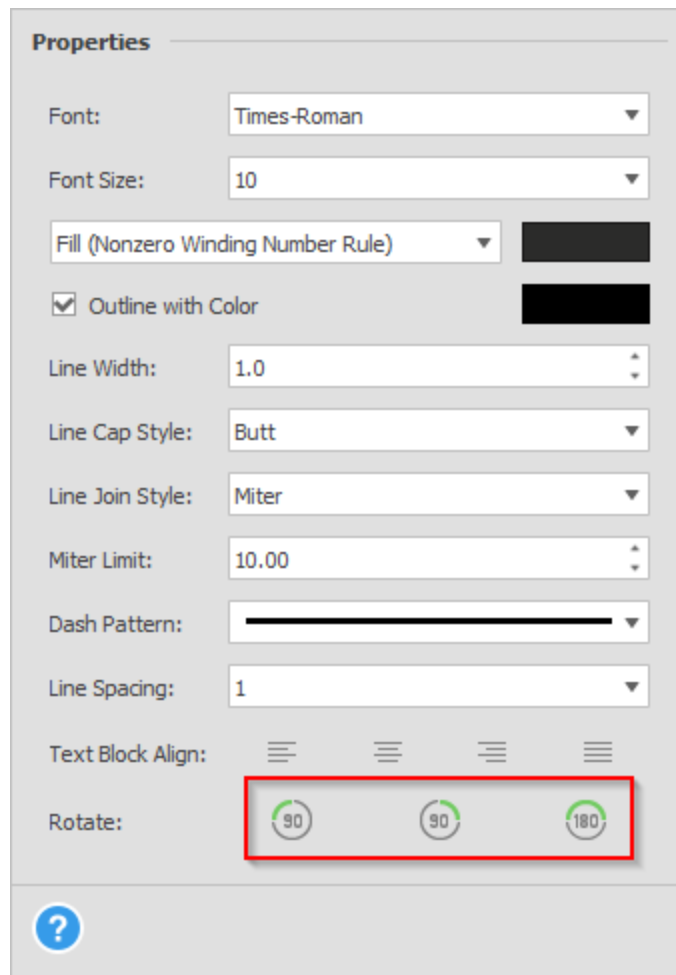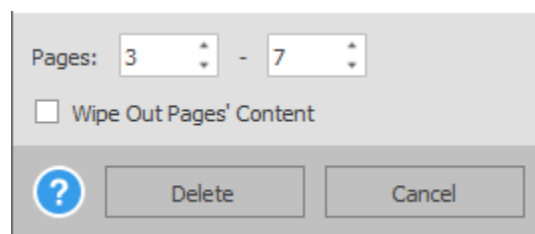
Page Editing Options

These options will allow you to make general modifications to the existing PDF document's pages. These options are also accessible from the **Edit Document Toolbar**.

Delete Pages

Use this command to delete unwanted pages from your PDF document. Click on the **Delete Pages** command on the toolbar. The following **Delete Pages** dialog will appear:
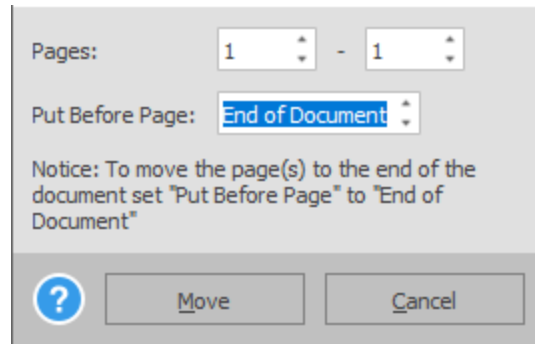
Here you can select the page or range of pages to be deleted by entering the number of the **First Page** and **Last Page**. Once your page values are entered, click on **Delete** and your page or pages will be deleted from the PDF.

*Note: The PDF's page sequence is instantly affected to reflect your modifications. Click on the **Save** button to save your changes into a PDF document.*

Able2Extract Professional also offers the ability to permanently wipe out the content of the page itself from the document. To access this functionality, put a checkmark in the **Wipe Out Pages' Content** checkbox. This will essentially redact whole pages instead of only selective parts of a page.

Move Pages

With some PDF documents, you may want to rearrange the pages in the existing PDF. Use this command to move specific pages in your PDF document. Click on **Move Pages** in the toolbar and the following dialog will appear:
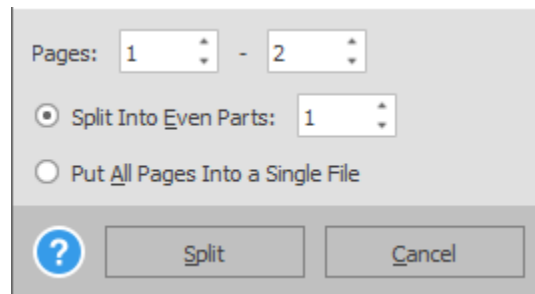
Select the page or range of pages to be moved. Enter the number of the **First Page** and the **Last Page**. Then enter the location in the PDF where you want those pages inserted into the **Put Before Page** field. Click on **Move** and your pages will be moved accordingly. Then click on the **Save** button to save your newly rearranged PDF document.

*Note: The page sequence will change instantly with each page you move. Thus, for any subsequent pages you move, you will need to refer to the last modified page order (not the original) to determine your next **Put Before Page** value.*

Split

Use this command to split and extract a page or range of pages from the existing PDF document into a new PDF file. Click on the **Split** command to get started. In the following dialog, enter the page or the page range you want extracted.
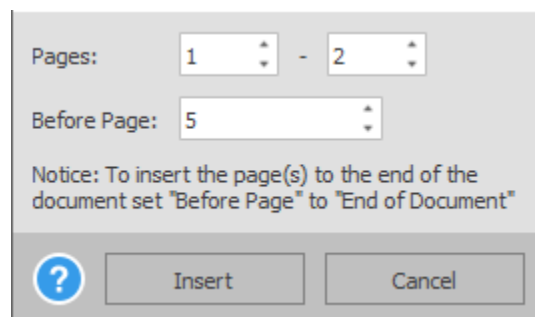
Click on the **Split** button. In the following **Save As** dialog that appears, you can save the new PDF file to your computer as desired. The original PDF document opened in Able2Extract will not be modified.

Split Into Even Parts option allows users to extract the selected page range into multiple documents, each having the same number of pages (for example, a 200-page PDF can be split into ten 20-page documents).

Merge

Use this command to merge or insert PDF pages into your existing PDF. This feature is extremely useful for assembling documents from different PDF files.

Once you click on the **Merge** command, you can browse and select the PDF file which contains the pages you wish to use. Click on **Open**. In the next dialog, you will be able to select the page or page range you want to insert into your existing PDF file. Enter the number of pages in the **First Page** and **Last Page** fields.
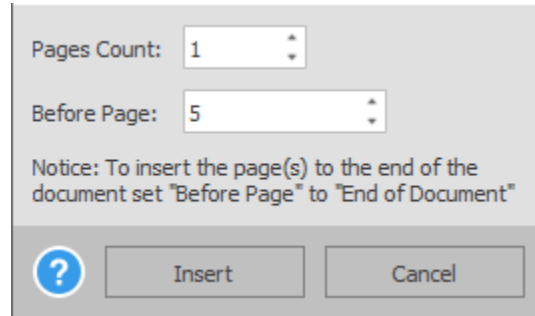
Then specify where in the document you wish to place them by filling in the **Before Page** field. Click on **Insert** and your pages will be added to the PDF opened in Able2Extract. Use the **Save** command on the **File Toolbar** to finalize your new PDF.

Insert Pages

Add blank pages to your existing PDFs using this command. Click on the **Insert Pages** command. In the dialog that appears, specify where in the document you need to insert a blank page or pages by setting the value in the Before Page field.

Pages Count: 1

Before Page: 5

Notice: To insert the page(s) to the end of the document set "Before Page" to "End of Document"

Insert   Cancel

Then in the **Pages Count** field, indicate how many blank pages you wish to insert. When both fields are completed, click on **Insert**.

Note: Once the blank pages are inserted, the page order of the PDF document will change. To insert additional blank pages, you will need to use the new page order as your reference point.
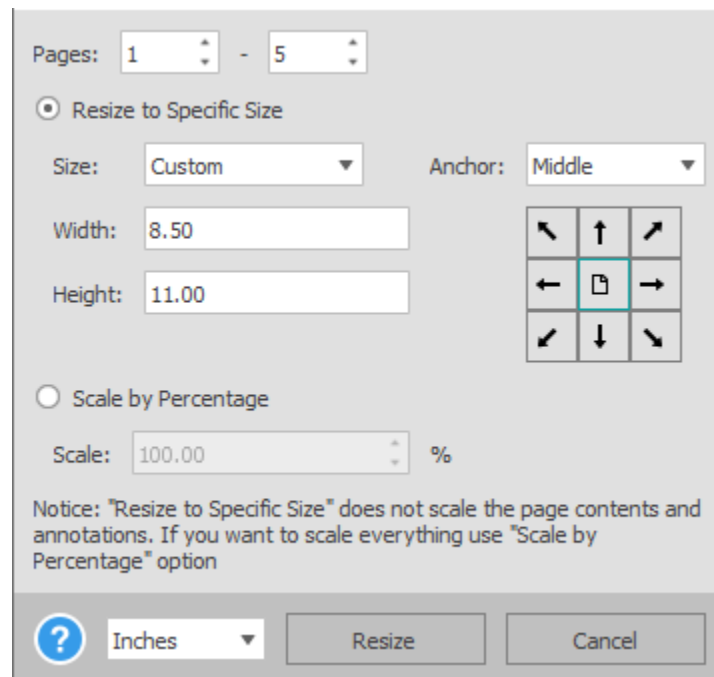
Blank pages can also be edited after inserting them into the PDF document. You can add text, insert bitmap images, vector shapes, and form fields. When all modifications are made, click on the **Save** button from the **File Toolbar** to save your changes.

Resize Pages

Use this command to resize a selection of PDF pages to specific size or scale them by percentage.

Click on the **Resize Pages** button in the toolbar. You will then get to select which pages you want resized.

If you choose the **Resize to Specific Size** option, you can decide on your page sizing options by **Width** and **Height**. You can also resize PDF pages according to paper sizing standards for content intended for print or for different industry requirements. Select the paper size from the list of available options from the **Size** field.

Pages: 1 - 5

⊙ Resize to Specific Size

Size: Custom   Anchor: Middle

Width: 8.50

Height: 11.00

○ Scale by Percentage

Scale: 100.00 %

Notice: "Resize to Specific Size" does not scale the page contents and annotations. If you want to scale everything use "Scale by Percentage" option

Inches   Resize   Cancel

You can then select a point around which to resize your page if you wish through the **Anchor** option. Note that this option does not scale the page contents and annotations. Click on **Resize** and your PDF pages will be sized accordingly. Click on the **Save** button in the **File Toolbar** to accept and save the changes to the PDF document.

Note: You can choose the Width and Height units of measurement from the drop-down menu next to the Resize button. Select between inches, millimeters, centimeters, and points.

If you would like to scale specific PDF pages and the content on those pages as well, check the **Scale by Percentage** radio button.

Next, enter the scale factor in the **Scale** field. Click on **Resize** and the pages you selected will be scaled accordingly. Then click on the **Save** button in the **File Toolbar** to preserve the changes to your PDF file.

Rotate Pages

Use this command to rotate pages in your PDF document. Click on the **Rotate Pages** command. Once selected, you can customize your page rotation options.

Start by selecting the PDF pages you would like to rotate. Then in the **Angle** option select your rotation setting from the available options. Click on **Rotate** to complete the process. Then click on the **Save** button to finalize your changes to the PDF document.

PDF viewing software is not required to follow page rotation settings. Able2Extract will show the rotated pages as specified when displaying the PDF file.

Note: When performing conversions of the document, Able2Extract may re-rotate the pages it believes is right for the conversion process.

Undo or Redo PDF Modifications

All text editing operations are undoable and re-doable for all PDF editing operations: **Text**, **Page**, **Document Information**, and **Viewer Preferences**. Simply click on the **Undo** or **Redo** buttons on the toolbar to either retain or delete your changes.

Note: This functionality stores all changes that were made to your PDF before you save them. Upon saving your edits, Able2Extract clears the list of all operations and your recent modifications become unavailable until the next changes are made.

7.6. Fill In PDF Forms

*Note: You can only fill in PDF forms that have been saved locally to your computer and when the **[File Toolbar](#)**, **[Sign and Secure Toolbar](#)**, or **[Help Toolbar](#)** is active.*

When you open a PDF document, Able2Extract Professional will detect if it is a fillable PDF form. If it is an interactive PDF form, you can start clicking on the form fields to start editing and entering data. Make sure that the **File Toolbar**, **Sign and Secure Toolbar**, or **Help Toolbar** is active if you're experiencing any problems when filling in a PDF form with Able2Extract.

When the form is completed, you can click on the **Save** button under the **[File Toolbar](#)** and save a copy to your computer. If the PDF form being filled out is set up to be submitted online, you can click on the form's submit button to send the form data back to servers.

7.7. Create Fillable PDF Forms

The PDF form editor offers you the ability to organize and insert form fields in order to create PDF forms users can complete. Here is a look at how to create fillable PDF forms with Able2Extract.

7.7.1. How to Create PDF Forms

To create a PDF form, you must have an existing PDF opened and **Edit Form Toolbar** active. When inside the **Edit Form Toolbar**, you will have 7 different types of form fields to suit the type of data you need collected in the form:

- Text Box
- Combo Box
- List Box
- Check Box
- Radio Button
- Push Button
- Signature Field
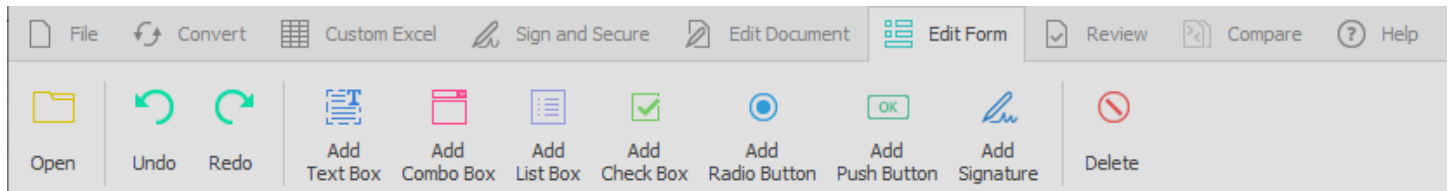
7.7.2. Creating A PDF Form – Layout Options

When placing a form field on a PDF form page, you can tweak and refine its position in relation to other form fields for a polished look.
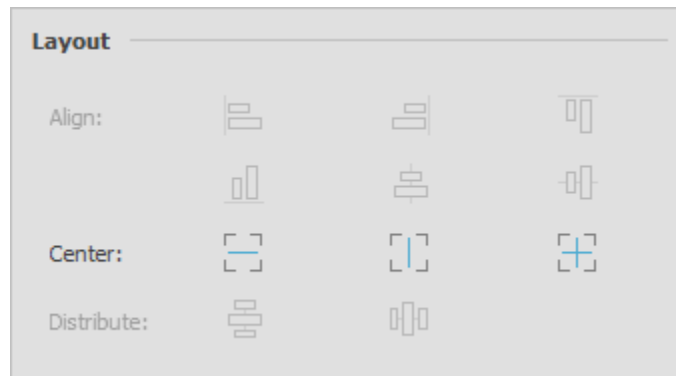
To apply these layout options, select the form fields you would like to adjust. Once they are selected, you can click on the activated layout options in the right-side panel. You have a few choices:

- **Align**: Adjust the form fields to align right, left, from the top or bottom or vertically and horizontally.
- **Center**: Center the form fields in relation to the page vertically, horizontally or both.
- **Distribute**: Distribute form fields evenly, either vertically or horizontally.

These formatting options can also be accessed by right clicking on a form field and activating the **Edit Form** context menu.
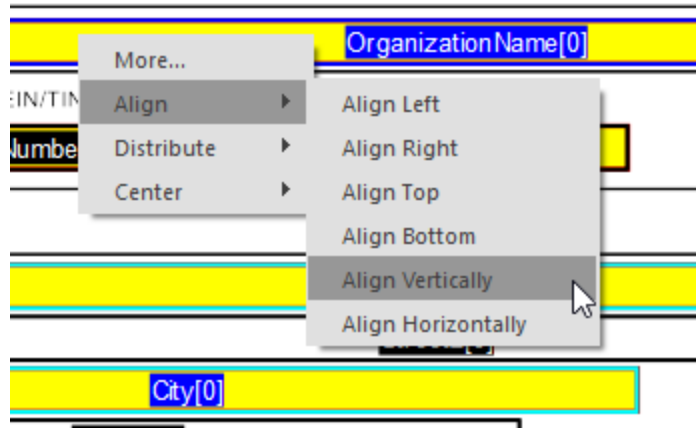
When you right click on any form field, Able2Extract will provide you with the above formatting options to quickly format your PDF form in an easy manner.

To access options specific to the form field you right clicked on, select **More...** from the context menu**.** A dialog box will pop up where you can access options to adjust and modify the form field's properties.

Refer to the Creating A PDF Form - Customization Properties below for more information on the specific PDF form field properties.

7.7.3. Creating A PDF Form - Customization Properties

Clicking on the form field of your choice, you will be able to access the **Properties** section of the PDF Form Editor for that particular form field. The options in the PDF form Editor will give you control over your form fields:

You can assign a **Name** for the form field which gets paired with the field's value when it's sent to the server.

Specify the **Font**, **Font Size**, and **Text Color** of the form field and indicate if it is either a **Read Only** or **Required** field to fill in.
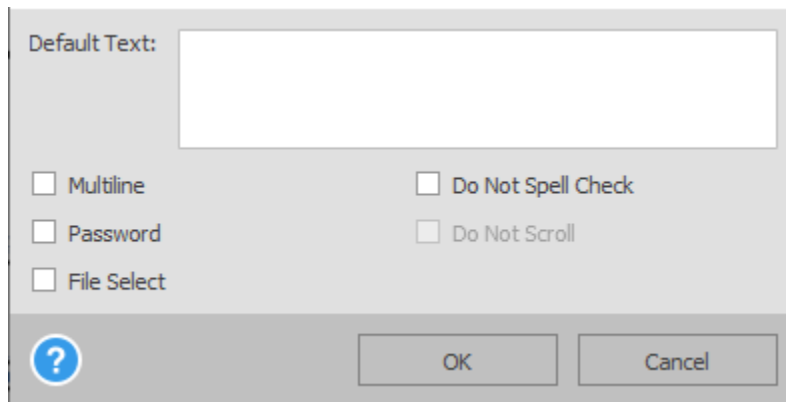
You can tailor the appearance of the form field itself. Select the **Border Color** and **Background Color** and decide on the **Line Width** and **Border Style** and your options for **Dash Pattern**.

Clicking on the **More...** button will give you access to its **Additional Properties** dialog where you can specify options for the selected form field.

7.7.4. Text Boxes

This form field allows users to manually enter textual and personal information, such as names, addresses or additional comments.

In the **Text Box Additional Properties** dialog accessed by clicking the **More...** button in the **Side Panel**, you can specify data input options for your text box:

Default Text: You can use this space to designate default text for your text box.

Multiline: Create a text field that provides users with space for entering lengthy information. When this is checked you have 3 further options to choose from:

- **Do Not Spell Check**: You can decide whether or not to enable spell check to be performed on the PDF form.
- **Do Not Scroll**: Checking this option will keep the form field static without the ability to scroll up or down through textual entries. Checking this option will generate a scroll bar once the user clicks on the text field.

Password: Selecting this option will effectively hide and secure any sensitive information that is entered into the text box, such as account and insurance numbers.

File select: When selected, this option specifies a file path that has to be sent to the server as the value of that field.

7.7.5. Combo boxes

A combo box is a form field that combines the functionality of a drop-down list with a textbox that allows users to edit or input a value to select an item from the list.

The combo box can be customized with options accessed by clicking the **More...** button in the **Side Panel**. Users can specify the **Value**, **Name** and a **Default** item that appears in the combo box's text field:

Click on **Add** to start populating the combo box field with your options. Double click on the listed item under the **Name** column, to enter the name of the item as you want it to appear. The information in the **Values** in the column is sent to the server when the form is submitted.

Editable: Turning this option on will allow users to type in the editable text box to search for an item in a long list of options in the combo box's drop down list.

Sort: Able2Extract will sort the listed items for you based on the Values column. Checking this option will consequently deactivate the Move Up and Move Down buttons.

7.7.6. List boxes

With list boxes, you can let users select one or multiple items from a list.

In the **List Box Additional Properties** dialog accessed by clicking the **More...** button in the **Side Panel**, you can insert the items into your list:

Click on **Add** to start populating the list box field with your options. Double click on the listed item under the **Name** column, to enter the name of the item as you want it to appear. The information in the **Values** in the column is sent to the server when the form is submitted.
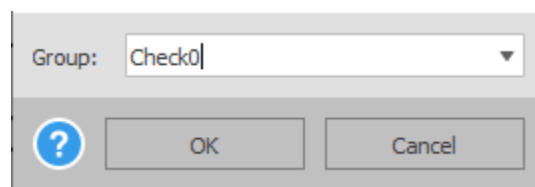
In the **Default** column, you can select an item to be visually highlighted when the form is reset. If no default is assigned, all values will be unselected. You can change the order of your listed items by clicking on **Move Up** or **Move Down**.

Multiselect: Check this option to allow multiple items to be selected from your list box. To select multiple items in a list box, users will need to CTRL+CLICK on the desired items.

Sort: Able2Extract will sort the values for you based on the **Values** column. Checking this option will deactivate the Move Up and Move Down buttons.
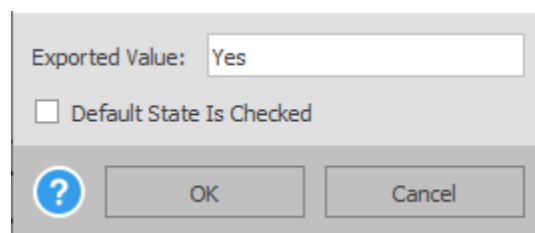
7.7.7. Check boxes

Check boxes are a quick way for users to confirm or select an option. When clicking to insert a check box onto your form, you can add them to a group of check boxes or create a new group. In Able2Extract, these groups of options and their check boxes are defined by a unique name. Check boxes that have the same name are in the same group.

To add a new check box to an existing group, select a group name from the drop down list in the Add Check Box dialog.
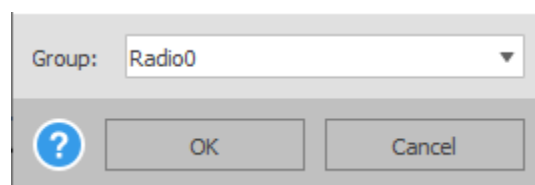
Note: You cannot move check boxes between other groups.

The **Check Box Additional Properties** dialog accessed by clicking on the **More...** button in the **Side Panel** will allow you to determine the **Exported Value** of the checkbox that is sent back to the server. You can also select the **Default State** of the check box as either checked or unchecked.

7.7.8. Radio buttons

Radio buttons allow users to select an item from a group of options. Clicking on the Radio button option will allow you to create a new **Group** or to add it to an existing **Group**. In Able2Extract, these groups of options and their radio buttons are defined by a unique name. Radio buttons that have the same name are in the same group.

To add a new Radio button to an already existing group, choose an existing group name from the drop down list in the **Add Radio Button** dialog.

Note: You cannot move radio buttons to and from other groups.

In the **Radio Button Additional Properties** dialog accessed by clicking on the **More...** button in the **Side Panel**, you can customize how the radio buttons will behave.

Exported Value: An exported value is the name of the option chosen by the user that is sent to the server.

Default State Is Checked: This setting will check the radio button as its natural default state when the form is reset.

No Toggle to Off: Select this to disable the radio button from toggling to off.

Synchronize Radio Buttons with Same Value: You can allow radio buttons in your form to synchronize and behave in response to each other. This option is helpful for cases where there are options that affect the selection or deselection of other options in the form.

7.7.9. Push buttons

You can insert a push button into your PDF forms, which can perform an assigned action. In Able2Extract, you can decide whether your push button will enable users to Reset or Submit their form data.

Start by clicking on the **Add Push Button** button on the **Edit Form Toolbar**. The following dialog will appear where you can customize the action of the button and set up your server settings to collect the form's data:

The **Reset Action** will allow users to reset the entire PDF form by deleting all the inputted data. Choosing the **Submit Action** will let you set up your server and the submission of the form data with the following details:

URL: Enter the URL that will receive the form data when users click on the push button.

**Format**: Specify the format of the form data – HTML, FDF, XFDF, or PDF.

Submission HTTP method: Format the data to be transferred using either **Post** or **Get** HTTP requests.

Do Not Submit Source File Path/URL: By default, the source PDF file name (that contains the form) is included into the submitted data. When the form is opened in a browser, the browser will submit the form's URL and other information to the server. To disable this, check this option on.

Include Fields With No Value: For uncompleted forms with some form fields filled in, this option will still submit empty fields, but with empty values.

Canonical Date Format: If dates are set, all dates will be converted into ISO/IEC 8824 format.

By default, the caption properties of your push button will be set to read either Reset or Submit depending on the functionality assigned to the button. However, this can be edited in the **Push Button Additional Properties** dialog accessed by clicking on the **More...** button in the **Side Panel**:
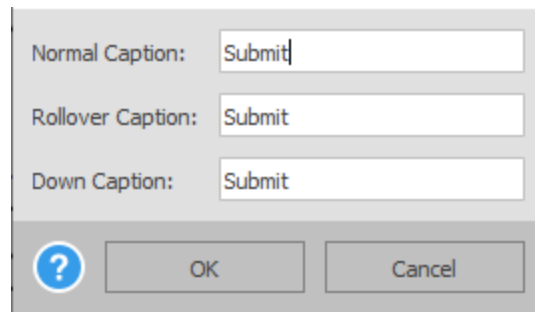

Normal Caption: The caption text that is displayed when the button is not pressed or activated.

Rollover Caption: The caption text that is displayed when a user hovers over the button with the mouse.

Down Caption: The caption text that is displayed while the button is pressed.

7.7.10. Signature Fields

With Able2Extract you can add an empty signature field to your PDF form. Start by clicking on the **Add Signature** button and placing the field on the page. Once the field is added, you will see a red "Sign here" arrow indicating where the signature is needed and where the form field is located.
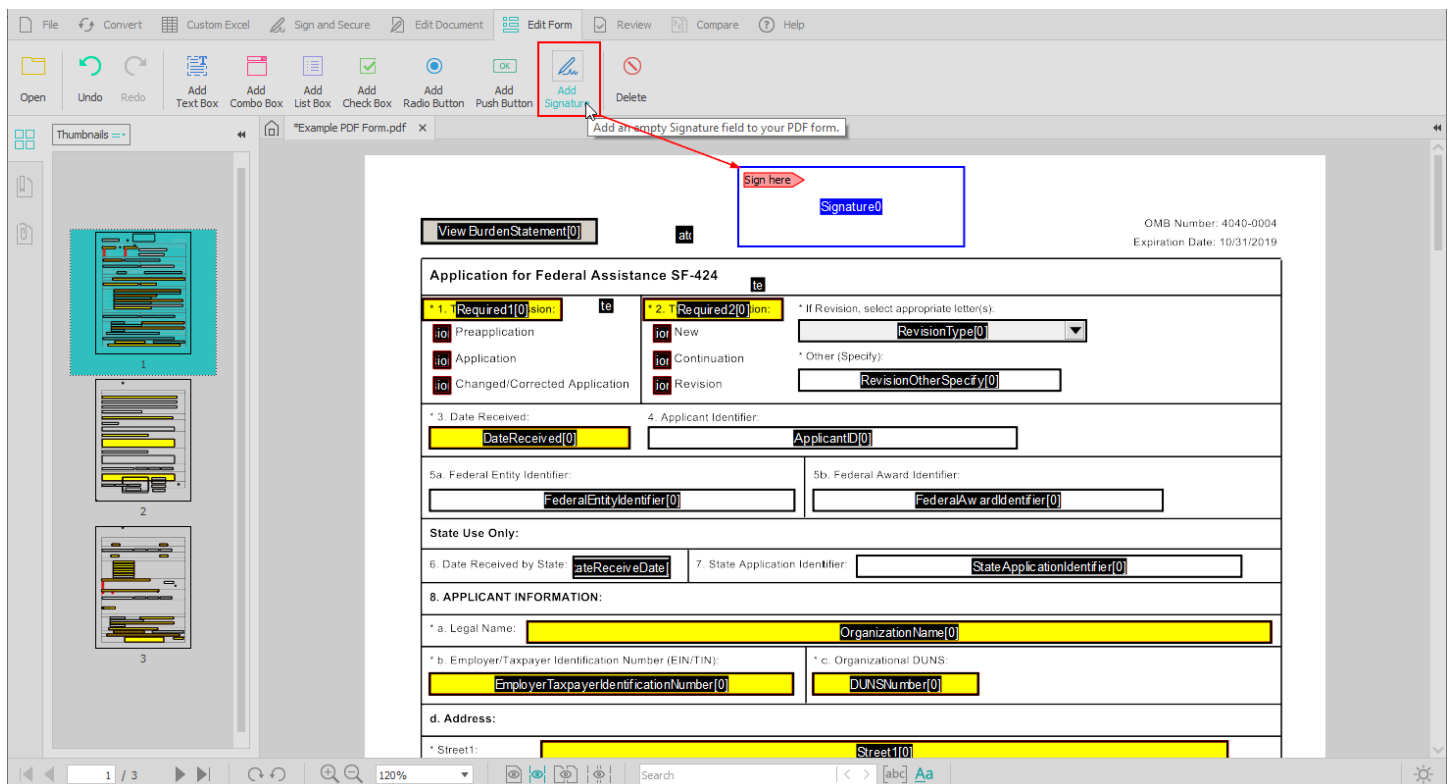
7.7.11. Delete

To delete a form field from the page, click on Delete from the Edit Form toolbar. Then click on the form field you wish to delete.

7.8. Extract Form Data to CSV

In addition to filling PDF forms, you can also export the filled data form into a universal .CSV file format (Comma Separated Values).

1. Open a filled PDF form in Able2Extract.
2. With the Convert tab activated, click on the **Extract Form Data** command.
3. In the **Save As** dialog box that appears, name your file and select a location to save it to.
4. Click on **Save**.

The CSV file will open in your default CSV viewing application (most commonly MS Excel). You can then edit and analyze that data as desired. Able2Extract will use the name of the form fields as column headers with the corresponding form field data in the row below it. The order of the form fields will follow the order in which the source document was structured.

7.9. Sign PDF Documents with Able2Extract

Use the Digital Signatures functionality to create and interact with digital signatures. To access this functionality, ensure that the **Sign and Secure Toolbar** is active.

This tool offers 2 functionalities: Signing and Digital Signature Validation.

7.9.1. Signing a PDF Document

Able2Extract allows you to sign a PDF using either a signature image and/or a digital certificate. It is important to note that Able2Extract only allows you to select valid certificates that are designed for document signing purposes. It is only possible to obtain such a certificate from a reputable authority on a USB-token (an external physical device that stores the certificate). Thus, to digitally sign a PDF with a cryptographic signature, you will need to insert that device into your computer before signing in order to access and apply a specific certificate.

Note that this functionality will modify the original source document. Digitally signing a document with a certificate will first save all changes that were made to the document and will then attach the cryptographic signature to it and save the document again.

Depending on the document signing option you choose in the Signatures dialog, Able2Extract creates different types of signatures:

1. **Image Signature**: A graphical or electronic signature is attached to the document. This type of signature cannot be verified.
2. **Digital Signature without an image**: A cryptographic signature that is created with a digital certificate and then attached to the document. This type of signature will have no visual representation, but can be verified.
3. **Digital Signature with an image**: A cryptographic signature is attached to the document and a signature image is positioned on the page as specified. This signature can be verified.

To add an electronic **Image Signature**, follow these steps:

1. Open your PDF in Able2Extract. With your PDF opened in Able2Extract, open the **Sign and Secure Toolbar**.
2. Click on the **Choose Signature** button.

3. In the **Signatures** dialog, put a check in the **Add Signature Image** checkbox to activate the functionality.
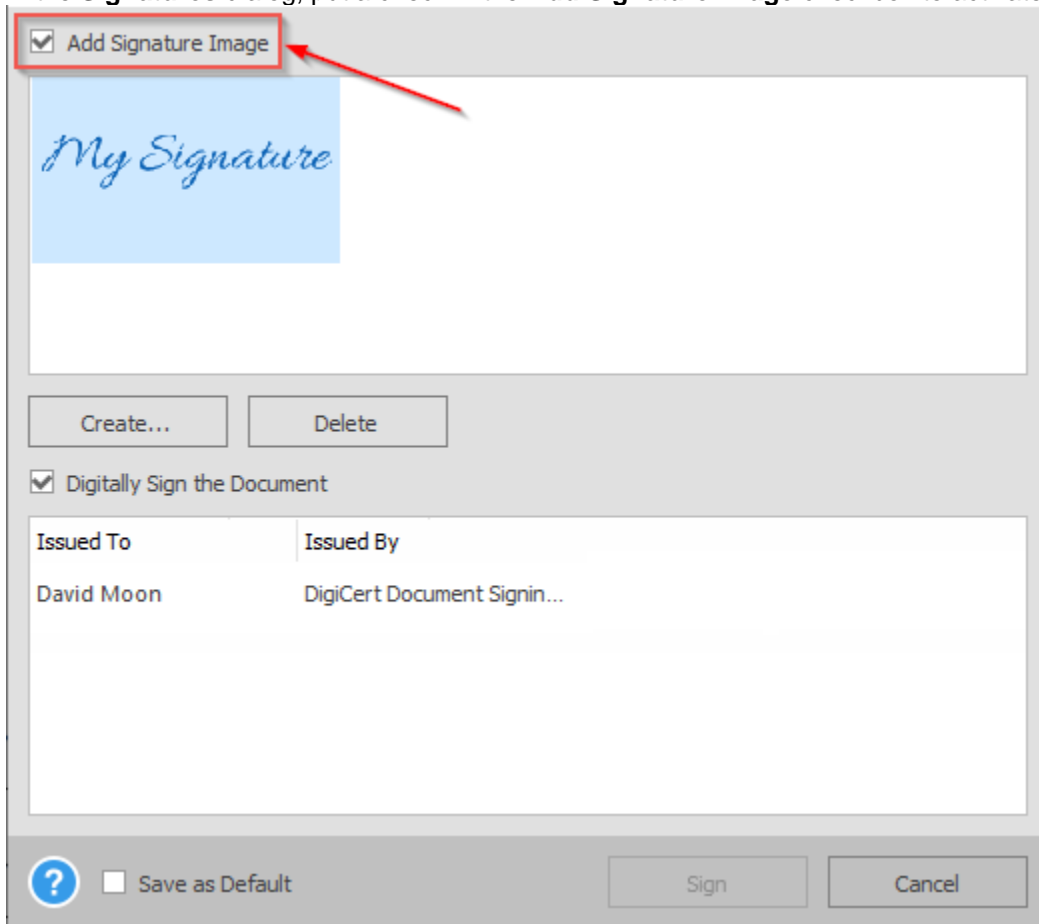
4. Click on **Create...**
5. In the **Add Signature Image** dialog box, you can type the text of the signature, draw the signature or even import it from an external picture file:
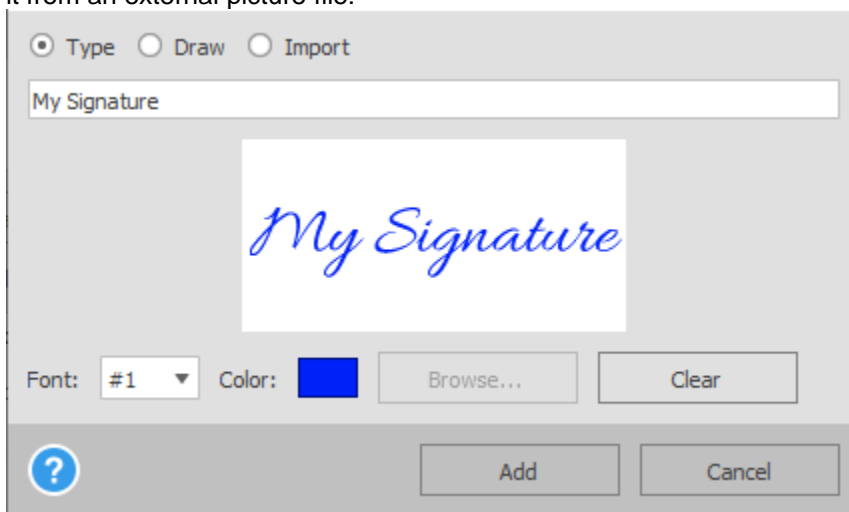

- **Type**: Selecting this method will allow you to type in your signature. When typing your signature, you can customize it with 3 different scripture fonts and your choice of color.
- **Draw**: This method allows you to create your signature by using your mouse to draw your signature while keeping the left mouse button pressed. Creating your signature this way allows you to customize the color of your signature.
- **Import**: Using the Import option will allow you to click on **Browse...** to select and upload an image file of your signature from your computer.

To undo your signature or start over, simply click on the **Clear** button. Once you are satisfied with your image signature, click on **Add**. Then click on the **Sign** button in the **Signatures** dialog (make sure that **Digitally Sign the Document** box is unchecked).

You will then be able to place your signature image on the page. Simply hover over the page to where you want the signature placed and then click on the spot to fix and apply it to the page.

To **Digitally Sign** the document with a certificate, follow these steps:

1. Open your PDF in Able2Extract. With your PDF opened in Able2Extract, open the **Sign and Secure Toolbar**.
2. Click on the **Choose Signature** button.
3. In the **Signatures** dialog, select the signature image and put a check in the **Digitally Sign the Document** checkbox to activate the functionality. Able2Extract will only show fully valid certificates that are suitable for document signing purposes.
4. Once you see your digital certificate displayed, click on **Sign**. Able2Extract will display a warning message that the document will be saved.
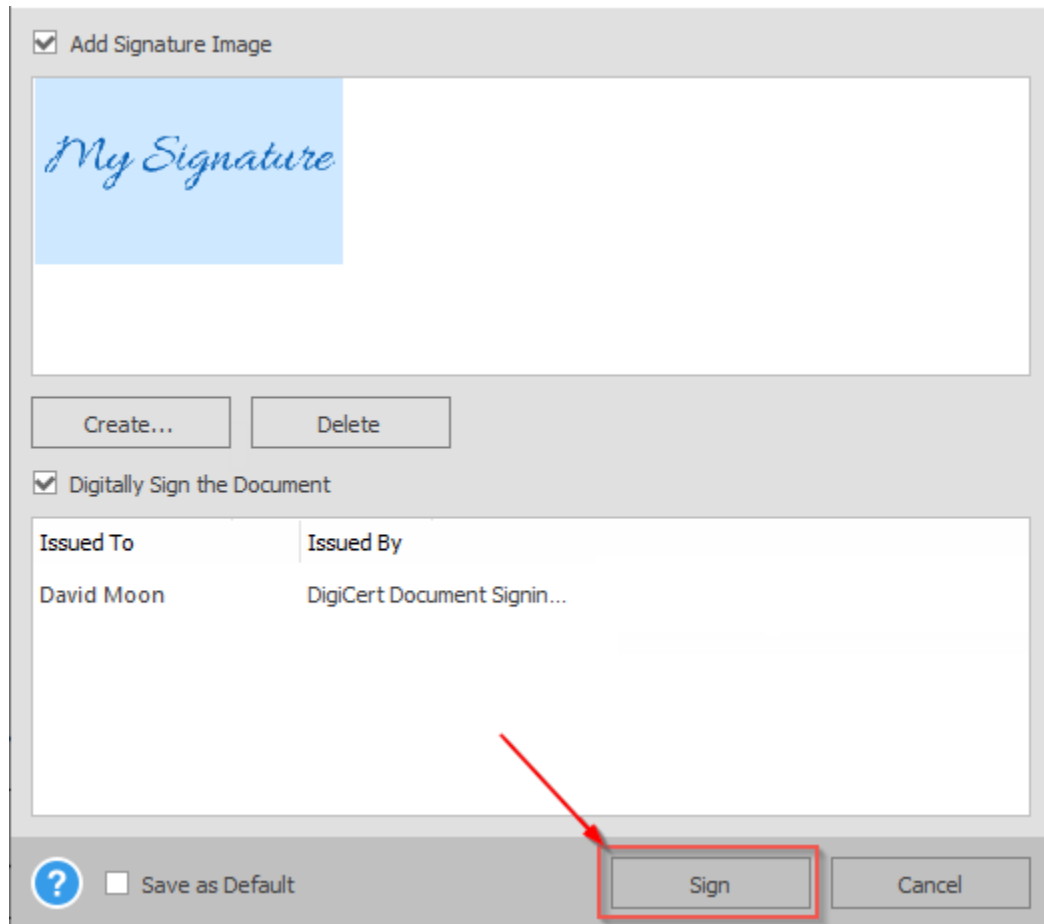
You also have the ability to electronically sign multiple pages within your document.

1. With your PDF opened in Able2Extract, open the **Sign and Secure Toolbar**.
2. Click on the **Choose Signature** button.
3. In the Signatures dialog box, select your signature image or create a new one by clicking on the **Create…** button.
4. For both newly created and existing image signatures, ensure that the **Save as Default** checkbox is checked.
5. Click on **Sign**.
6. Double click on the now active **Sign** button in the toolbar to keep the functionality active and the button sticky.
7. Then click on the pages where you need to place a signature.
8. To deactivate the function, press the ESC key or click on the **Sign** button once again.

Note that this function is only available for only electronic image signatures that are configured and saved as a default.

7.9.2. Validate Existing Digital Signatures Attached to the Document

Note: Only applicable to cryptographic signatures

If the opened PDF has a digital cryptographic signature, Able2Extract will automatically validate the signature and display the validation status in the document's tab beside the title of the document.

You may see a green, orange or red padlock icon right in front of the document title in the tab. The color of the sign gives basic information about the validity of the signature:

- **Green**: The signature is valid.
- **Orange**: The signature is valid, but there are some minor problems.
- **Red**: The signature is invalid.

If there is no padlock icon, then there is no cryptographic signature found in the document.

A digital cryptographic signature becomes invalid once the content of a signed document has been changed or modified. The digital certificate that was used to sign the document, itself, however, still remains valid. A digital certificate is an encryption key that is used to create the cryptographic signature which is used to authenticate a document; it is not affected by changes made to the document's content.

In the **Sign and Secure Side Panel** you will see all the digital signatures that are presently attached to the document under the **Existing Digital Signatures** section. The name of the PDF signer and the date the PDF was signed will be visible. To view more information, simply click on it to expand the certificate's details.
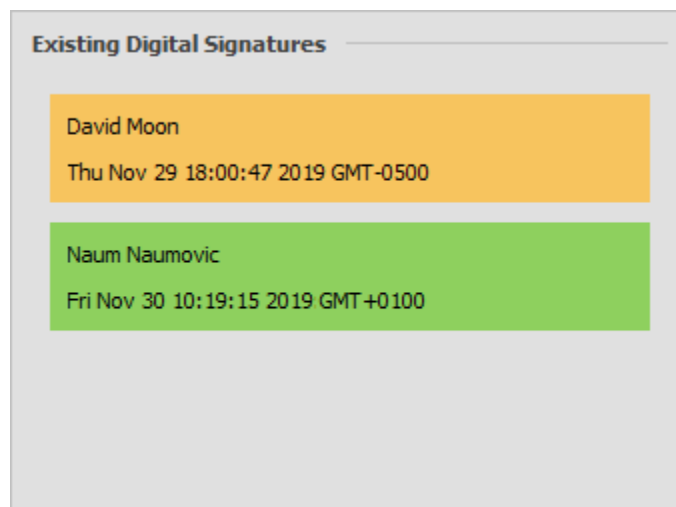
7.10. Annotating PDF Content

With Able2Extract Professional, you can review PDF content by creating and adding new annotations with the options under the **Review Toolbar** - or interact with existing PDF annotations through the **Side Panel**.

Under the **Review Toolbar** you will find a wide range of annotations: **Sticky note**, **Link**, **Stamp**, **Highlight**, **Underline**, **Squiggly** (jagged underline), **Strike Out**, **Caret**, **File Attachment** and **Watermark**.
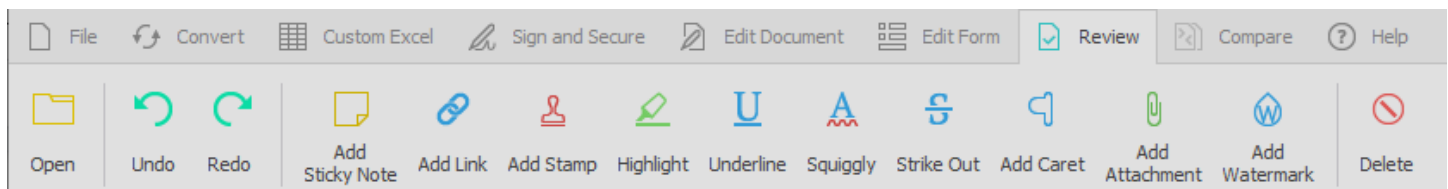
To preserve any and all PDF annotations added to your PDF file, you need to save your opened document by clicking on the **Save** command on the **File Toolbar**.

7.10.1. Annotations

To annotate your PDF content, select the annotation you wish to use. Once your annotation is selected and activated, you can then start inserting and applying it to the page.

You can further customize your newly created PDF annotations with the corresponding options dialog box that will appear or through the **Properties** section, which will be activated in the **Side Panel** where applicable.

Below is a more detailed look at each PDF annotation feature:

Sticky Note

Click on the ⬜ button to insert a Sticky Note. This will activate the **Properties** section on the **Side Panel** where you can customize the type of Sticky Note you wish to insert. Specify the Sticky Note **Icon**, the **Color**, and the **Opacity** of your Sticky Note.
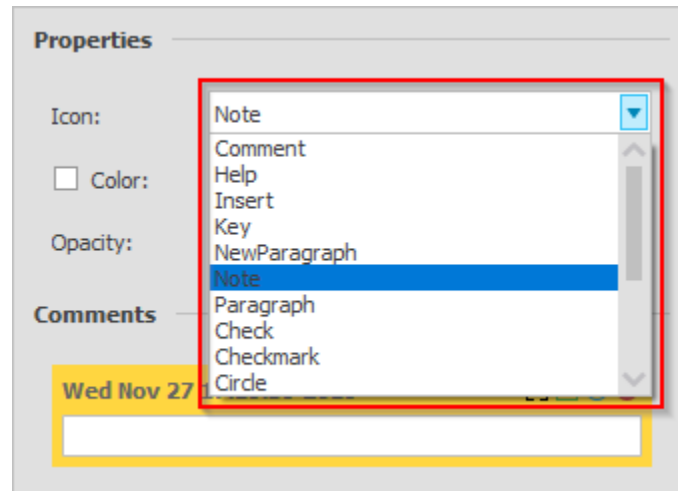
You can add your comments onto the Sticky Note by inputting your text into the activated assigned text field in the **Comments** section (on the **Side Panel** below the **Properties** section).

Link

Able2Extract will allow you to insert a link onto your PDF page by creating a linked hotspot on the content you want to hyperlink. To do so, click on the 🔗 button and then specify the link action you want to assign to your link in the **Add Link** dialog.
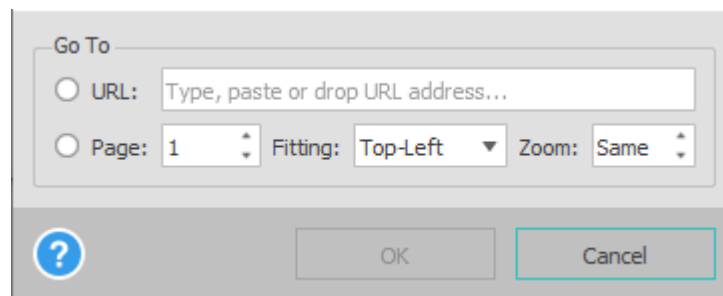
You can choose to either link to an external webpage or to a page within the PDF document itself where you can customize the view of the page when the link is clicked upon.

Stamp

Click on the 🔖 button to add a textual stamp to your PDF content. Select from a list of available stamp types from the drop down list. Once selected, click on OK. Then click on the page where you want the stamp displayed.
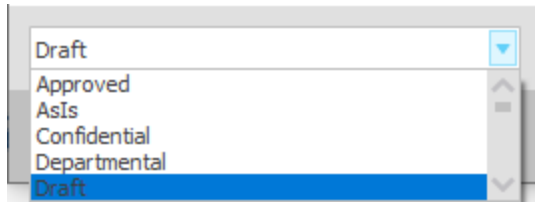
Highlight

To highlight PDF text, click on the ![highlight button] button. Customize the Color and Opacity of the highlighter in the **Properties** section on the **Side Panel**.
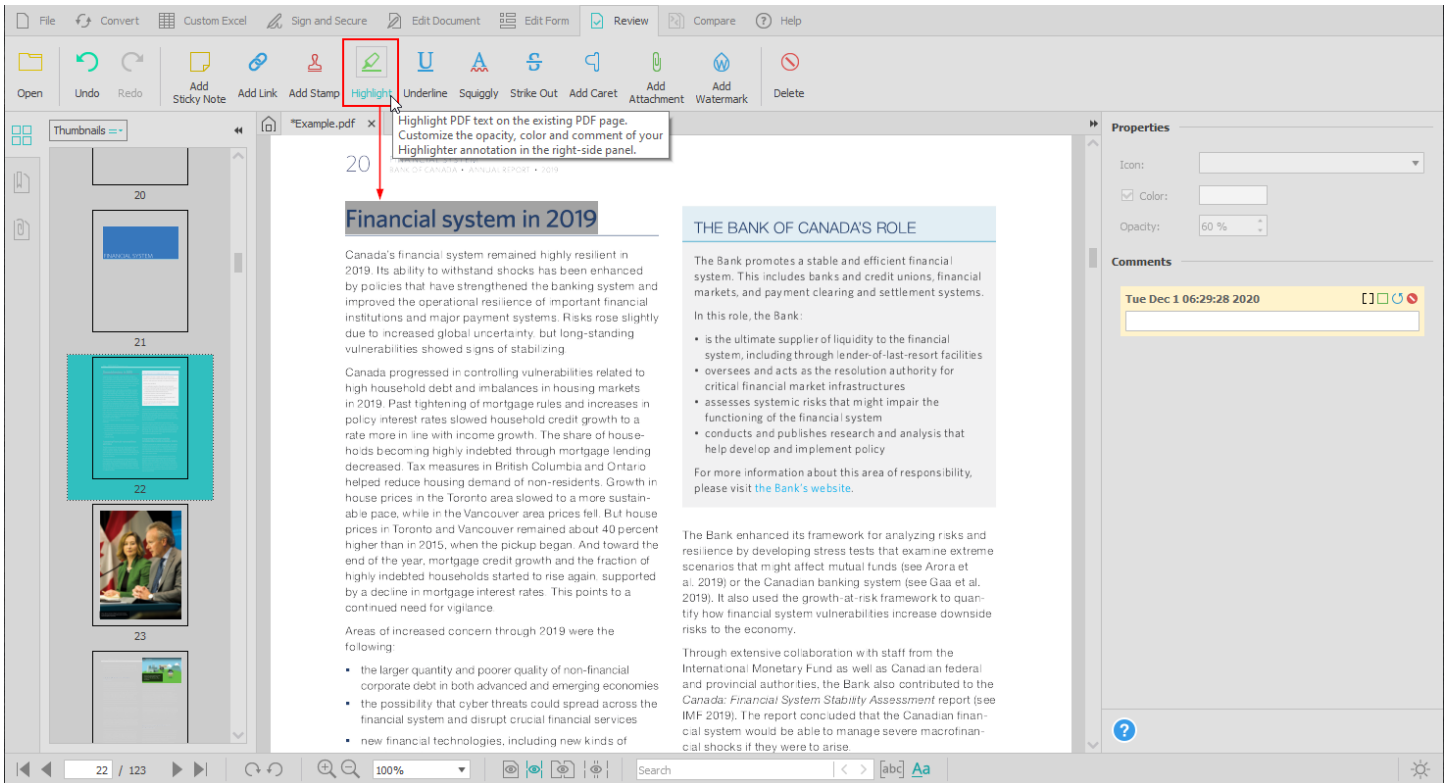
Then on the PDF page, click and drag with your mouse to draw a box around the content you want highlighted. Able2Extract Professional will automatically highlight the text once you let go of the mouse button.
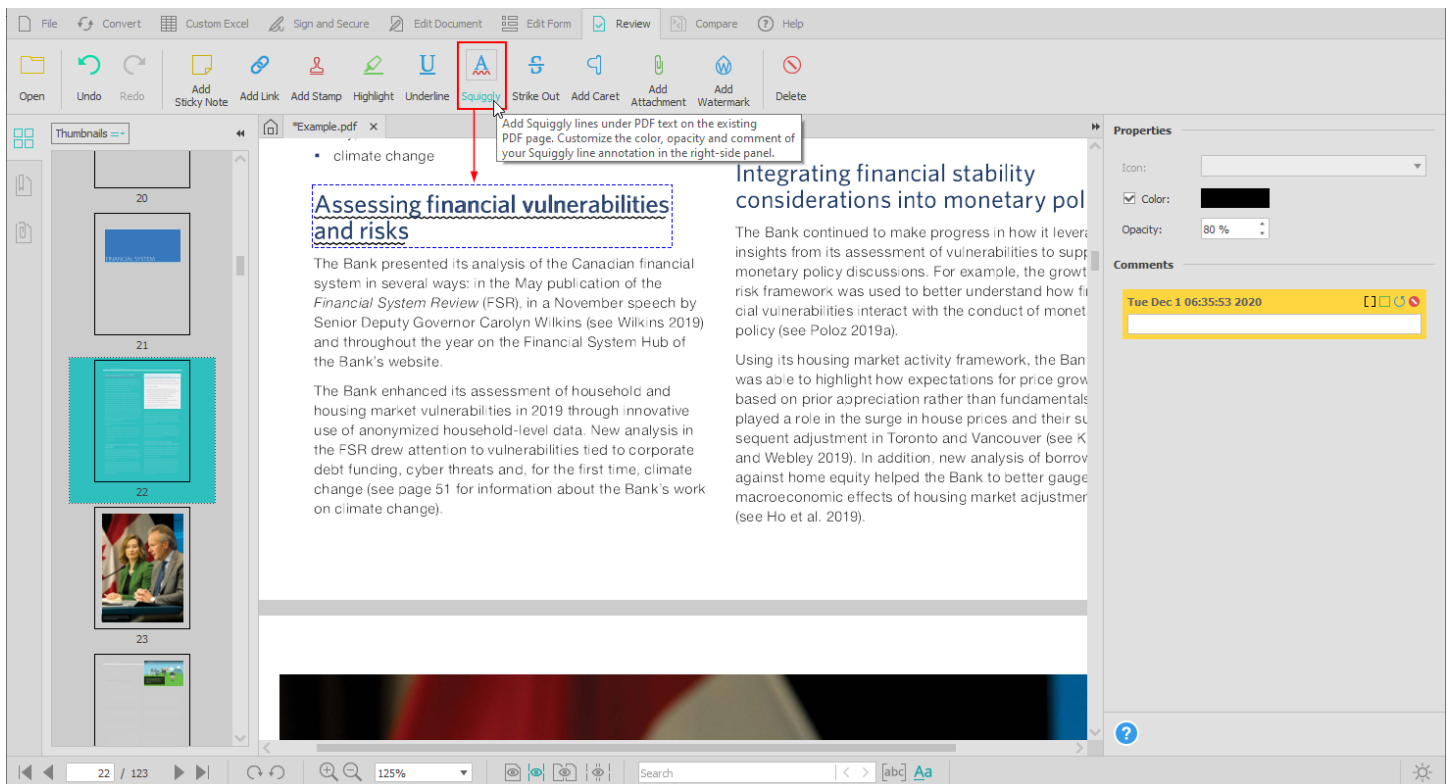
Underline

To underline your text, click on the ![underline button] button to activate the feature. To customize the appearance of your underline, simply adjust the settings in the **Properties** section on the **Side Panel**.

Using your mouse, click and drag to create a box around the text you want underlined. Able2Extract Professional will automatically underline that text.
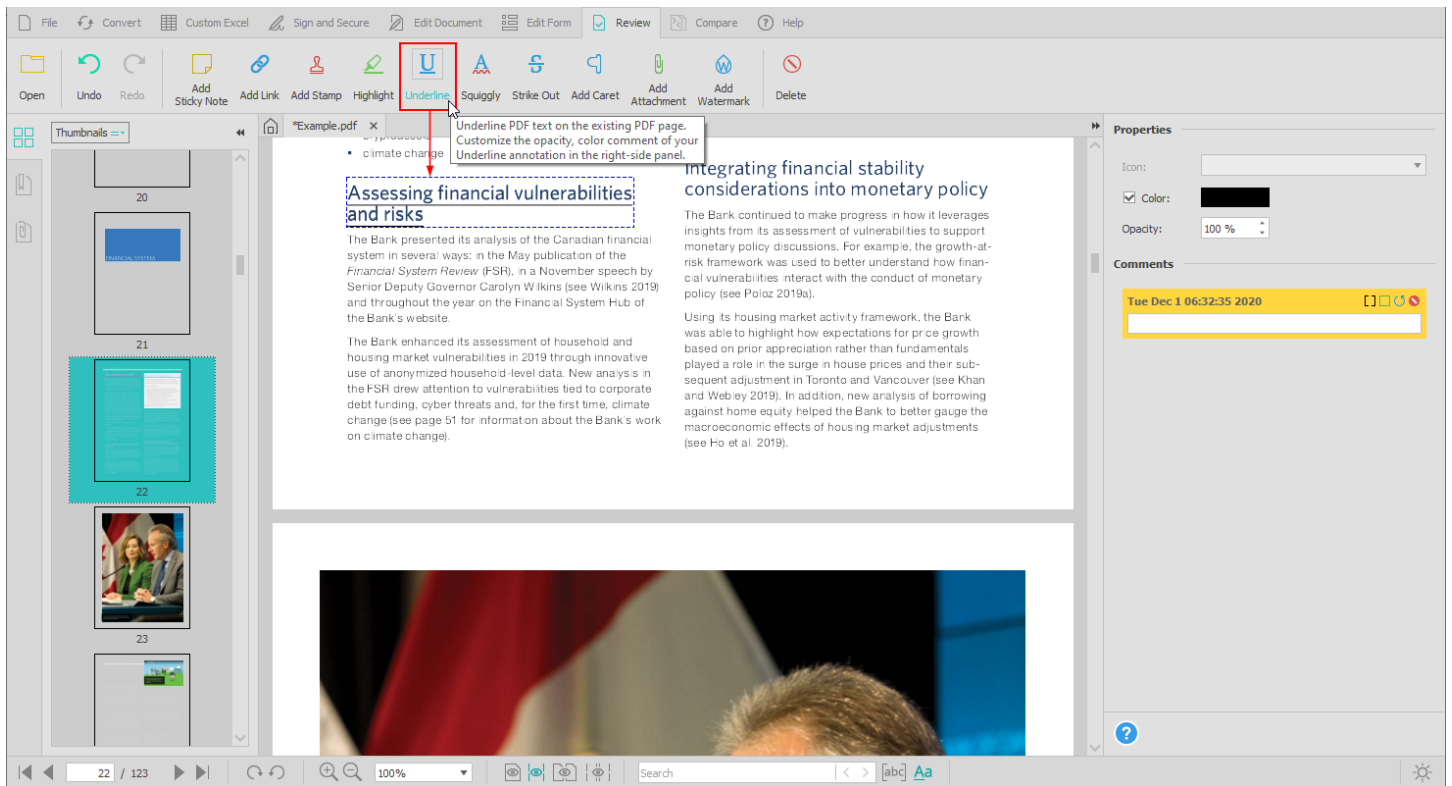
Squiggly

Adding Squiggly lines works in the same manner as the Underline annotation feature. Click on the ![A icon] button to activate the feature and customize the appearance in the **Properties** section on the **Side Panel**.

Then using your mouse, left-click and drag to create a box around the content you wish to underline with a squiggly line. The text will be underlined once you let go of the left mouse button.

Strike Out

When annotating your PDF, you can strike out any text on the page. Click on the [strike out icon] button and select Color and Opacity of your Strike Out annotation in the **Properties** section on the **Side Panel**. Then click and drag to draw a box around the PDF text you wish to strike out.
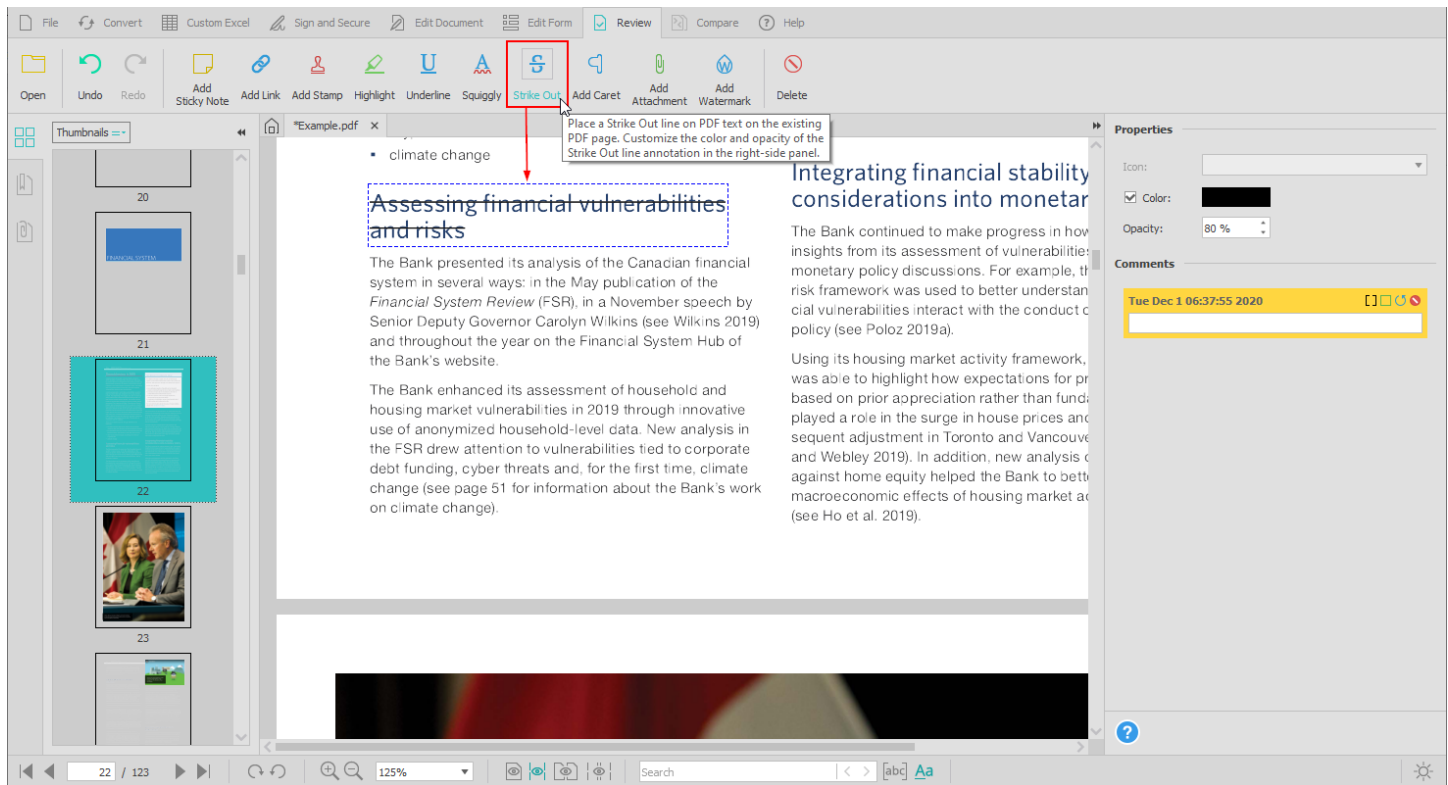

Caret

Reviewing PDF content may sometimes call for inserting a mark to indicate a proposed insertion within a section of written text. To place a mark in your text, you can add a caret annotation onto the PDF page. Click on the [caret icon] button. Then click on the page where you want to insert the annotation. You can then add your own comments for others by posting them in the **Comments** section on the **Side Panel**.
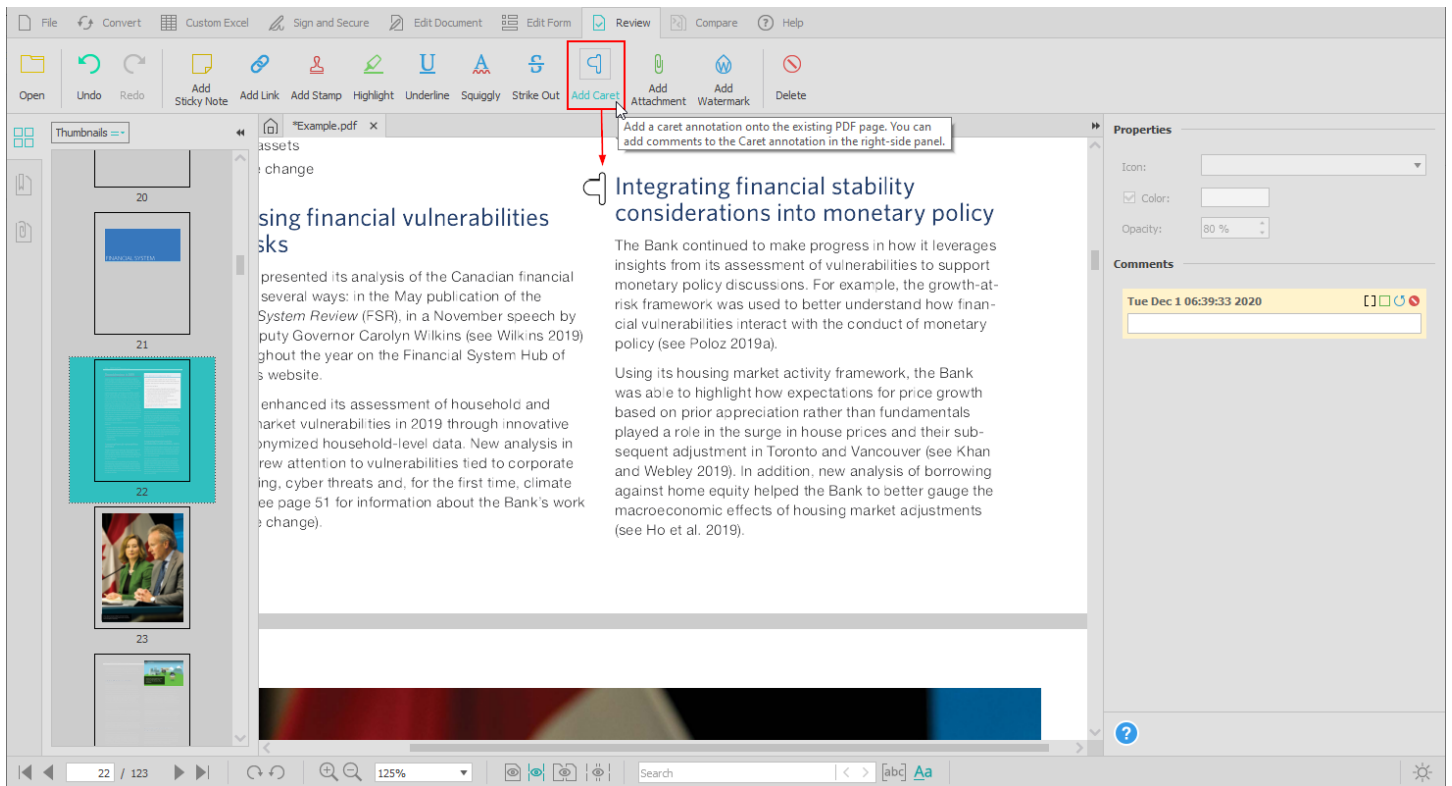
File Attachment

Able2Extract Professional allows you to attach a file to your existing PDF document. Click on the ⬗ button. In the dialog that appears, select the file you wish to attach.
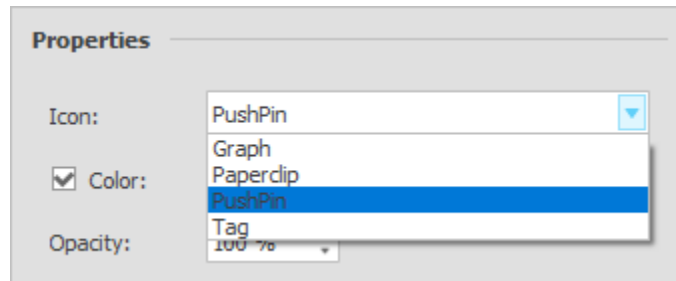
In the **Properties** section on the **Side Panel**, you can customize the appearance of your attachment. Select the type of Attachment Icon to represent your file: **Graph**, **Paperclip**, **PushPin** or **Tag**. Select the color of your Attachment Icon and then adjust the Opacity. Then click on the page where you want the Attachment Icon to be displayed.
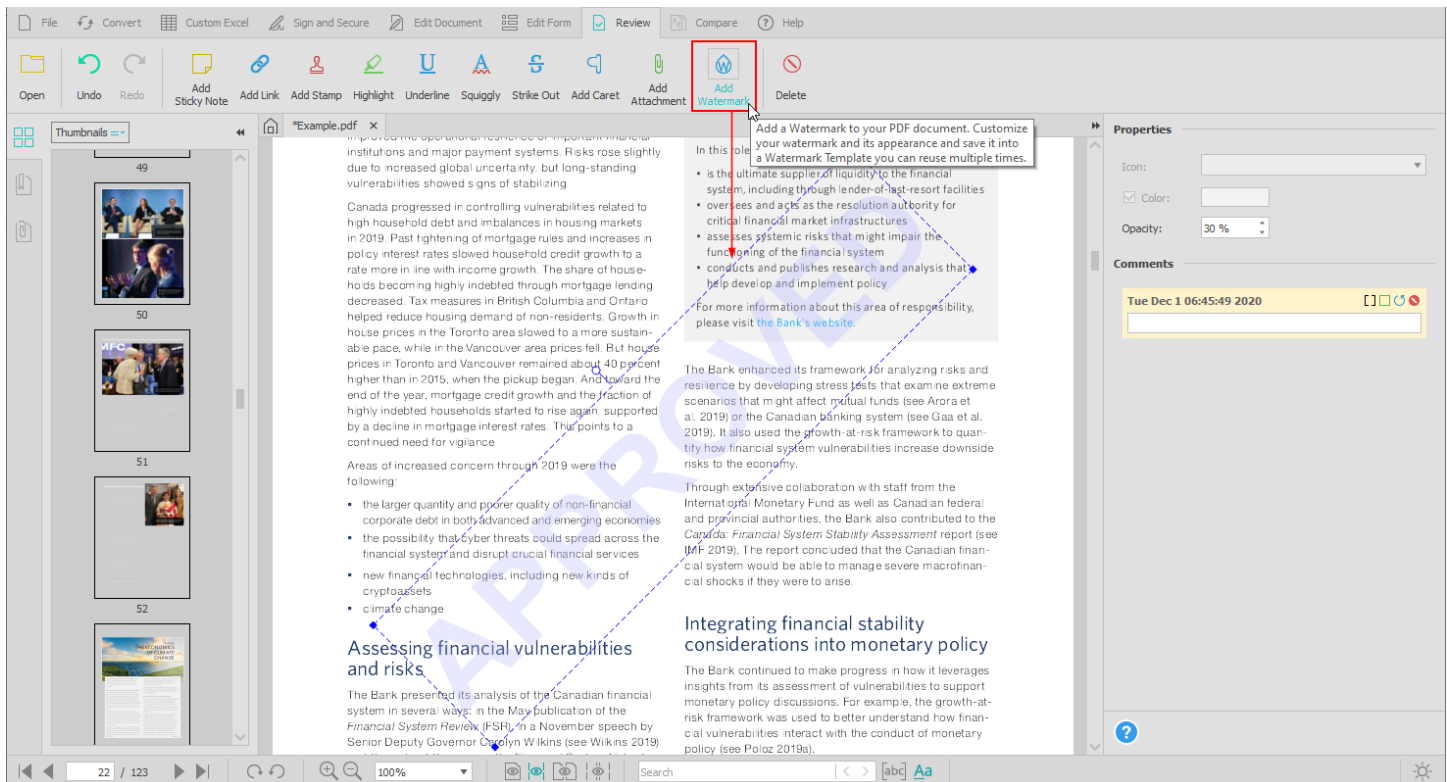
Watermark

You can add a watermark to your PDF for further branding or security purposes. To do so, start by clicking on the ⬗ button. In the Watermark dialog that appears, you have a range of options for customizing your watermark.
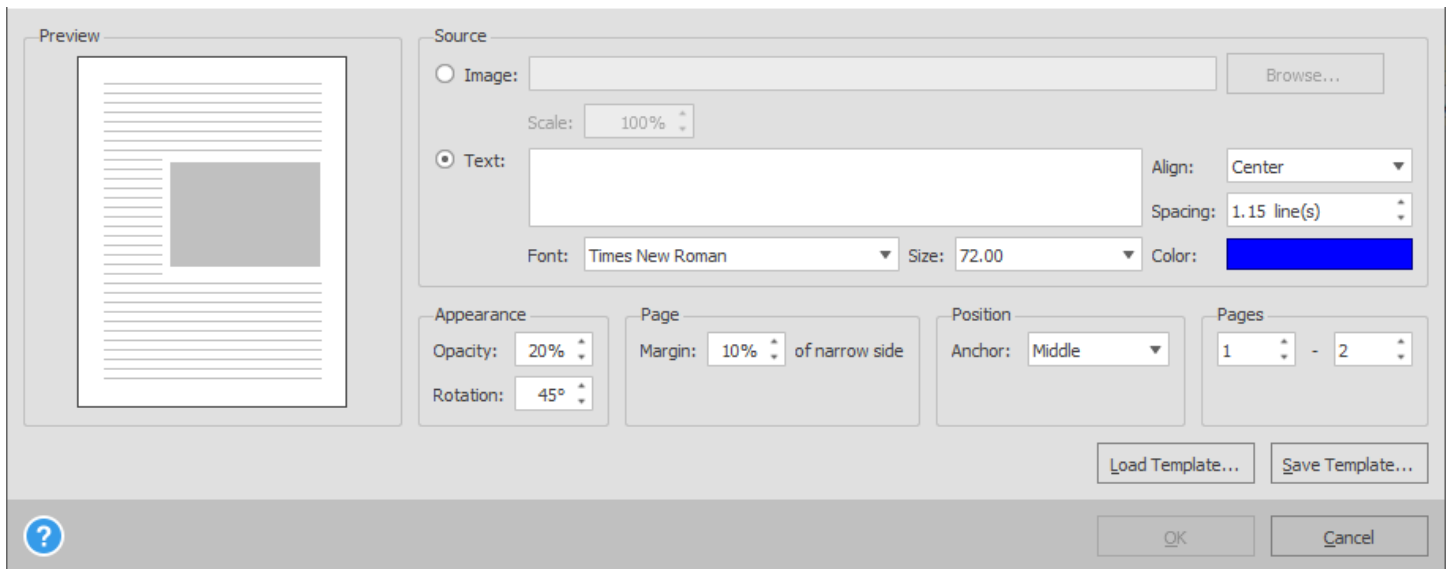
First determine the source of your watermark from either an existing Image file or plain Text to stamp onto the page.

When creating a watermark from an image, simply click on the **Browse...** button to locate and select the image file you want to turn into a watermark. Use the **Scale** option below in order to adjust its size on the page as needed.

When creating a watermark from plain text, you can customize your text with a number of options. For instance, you can format your watermark by selecting the **Font**, **Size**, and **Color** of your text. You can also specify the placement of the watermark on the page by adjusting the **Spacing** between the lines of text in it. Lastly, you can customize how you want Able2Extract to **Align** the text watermark on the page - center, right or left.

Then customize the **Appearance** (opacity and rotation), the Page margin, the **Position** of the watermark and the **Page Range** across which you want your watermark to appear.

When you have your watermark customized as desired, you have the option to turn that watermark into a template. This is handy if you would like to use that same watermark on different PDF documents.

To do so, click on the **Save Template...** button. In the dialog that appears, name your template file and specify the location where you want to save it. Your template will be saved with a .wmkt file extension.

To apply the watermark template to other PDF files, simply open the PDF and in the **Review Toolbar** click on the **Add Watermark** button. In the dialog that appears, click on **Load Template...**. Locate and select your template file and click **Open**.

Delete

To remove an existing PDF annotation on the page, click on the button to activate the functionality. Then with the new eraser cursor that appears, click on the PDF annotation you wish to remove. When you are done, click on the **Delete** button again to deactivate the functionality.

7.10.2. Properties

In the **Properties** section on the side panel, you can customize **Icon**, **Color**, and **Opacity** of an annotation. Depending on the selected annotation, some or all of these options will become active.

7.10.3. Comments

The Comments section allows you to instantly review, add, and post replies to existing comments and annotations in the opened PDF document.
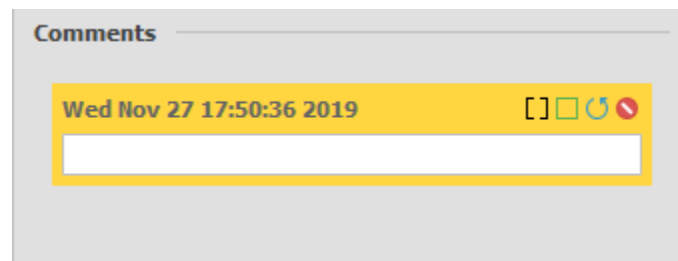
Beside each textual comment, you have a few options:

Comment - Review

You can update your review of the status of each annotation. Click on the box to the right of each dated annotation and select your **Review** status option.
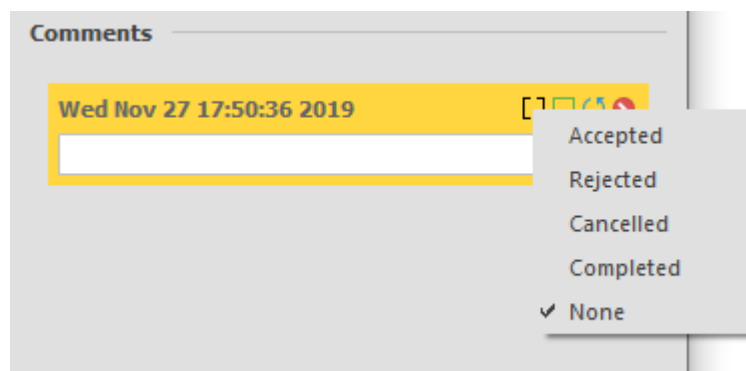
Comment - Mark

To make managing and collaboration around comments easier, you can mark each one with a checkmark. This can help you keep track of which comments have already been taken care of. To do so, simply click on the empty green box on the active comment thread. Click on it again to remove the checkmark.
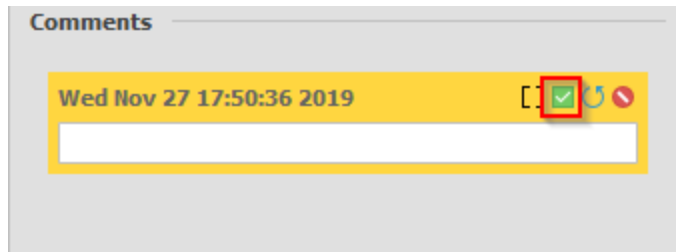
Comment - Reply

You can easily communicate through and reply to the comments of existing annotations. Simply click on the box and Able2Extract Professional will create a reply thread where you can type in your response.
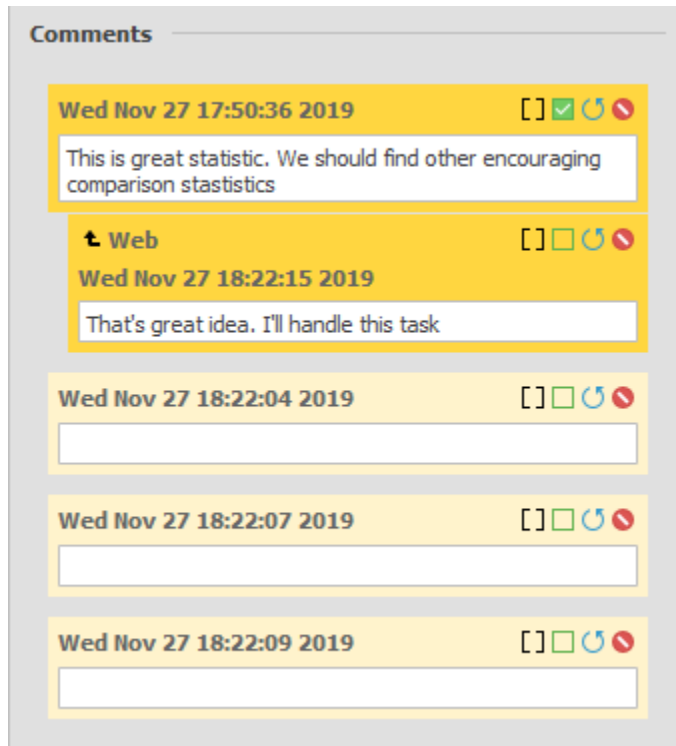
Delete

To remove a comment from an annotation within your PDF, click on the Delete icon of the comment you wish to delete.

*Note: If you delete the last comment for an annotation you also delete the annotation. In that case this function works the same as the **Delete** feature on the **[Review Toolbar](#)**.*
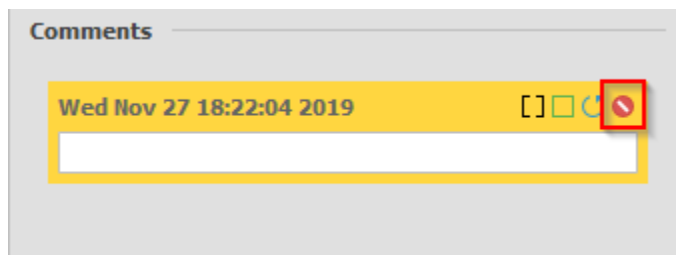
7.11. Compare Any Two Printable Documents

The Compare tab in Able2Extract Professional contains the features needed to quickly analyze, annotate, and compare any two printable documents side by side.

The compared documents do not have to be of the same file format. Hence, it is possible to compare, for example, a PDF document against an Excel spreadsheet.

By working and interacting directly with the content in both documents, you can instantly modify either one to match the other more accurately or find and record the differences.
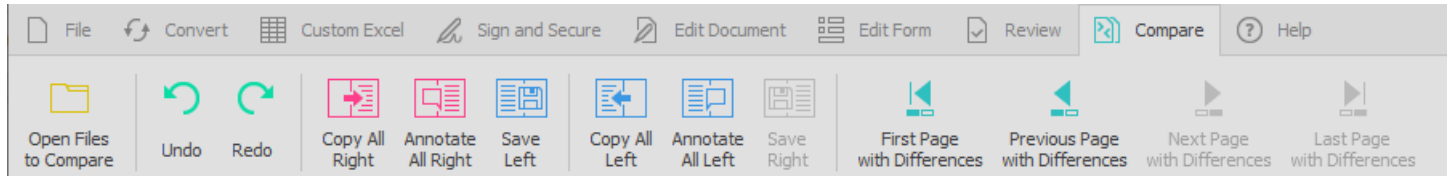
7.11.1. How to Compare Two Printable documents

When inside the Compare Toolbar, there are 13 functionalities that assist you in comparing your two documents.

The function will analyze the element properties and will highlight the elements that are similar in both documents or elements that are unique for one of the documents.

This document comparison feature will only compare page content, ignoring forms, annotations, file attachments, document properties, bookmarks, etc.

17.11.2. Document Comparison Tools

When comparing documents in Able2Extract Professional, you will be provided with supplementary features that make sifting through the differences in documents easier.

The right hand **Annotations Properties** panel will appear by default when you are actively comparing documents. This panel will give you options to customize your highlight annotations and will also provide you with at-a-glance statistics to help you keep track of the differences between both of your opened files.
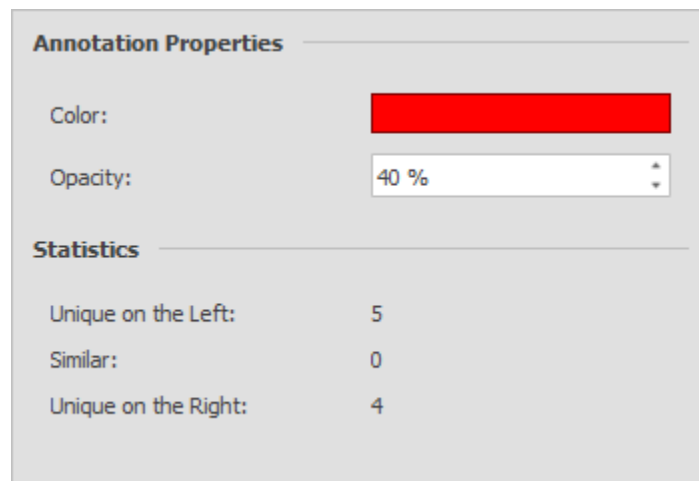
In addition, this Compare feature is facilitated by a right-click Comparison context menu that appears when you hover over any highlighted annotations. It provides you with quick access to commonly used comparison tools: Copy, Annotate, Delete, and Save.
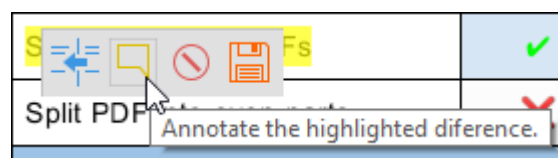
These tools are discussed below along with the other functionalities for comparing two documents.

Open Files to Compare

To start comparing two printable documents, click on the **Open Files to Compare** button. This will allow you to open two documents simultaneously.

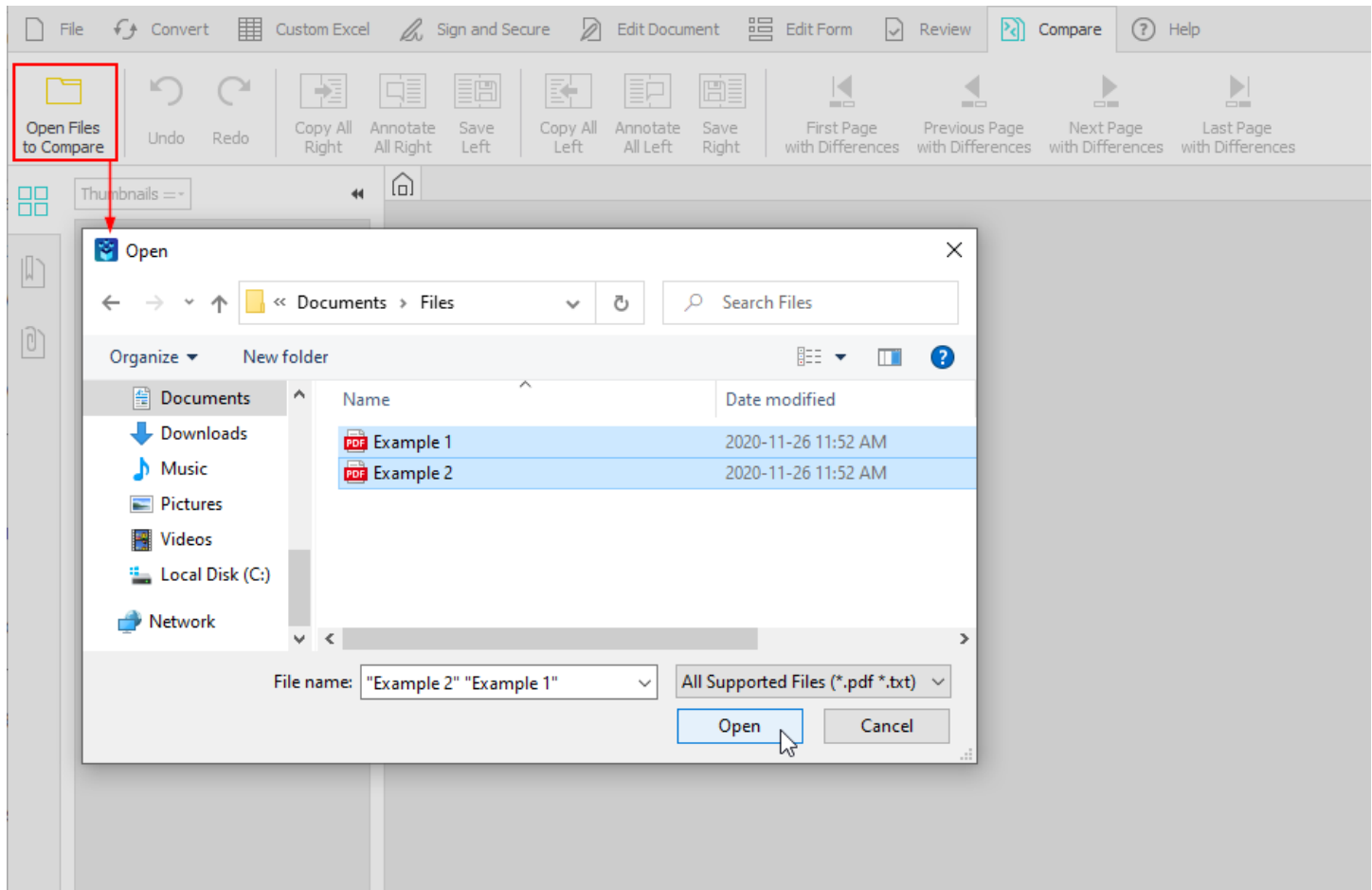In the Open dialog that appears, locate and select your first file and click on **Open**. Immediately after, you'll be allowed to locate, select and open your second file in the same manner. You can also select two files from the same folder by clicking on the first, then CTRL + clicking on the second, or by clicking and drawing a selection rectangle over any two files, before clicking on the Open button.

Note that if you do not see your non-PDF file listed, click on the file drop box in the lower right hand corner of the explorer Open dialog and select "All Files (*.*)" from the drop down box.

In the dialog box that appears, you will be given options to compare text, shapes or bitmaps.
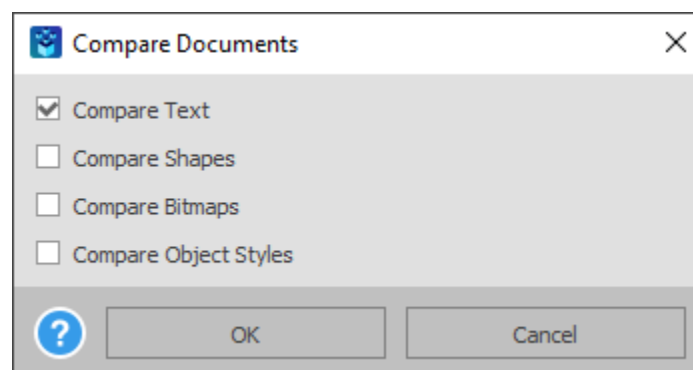
After making your selection, your files will open side by side and locked in the two-page viewing mode:
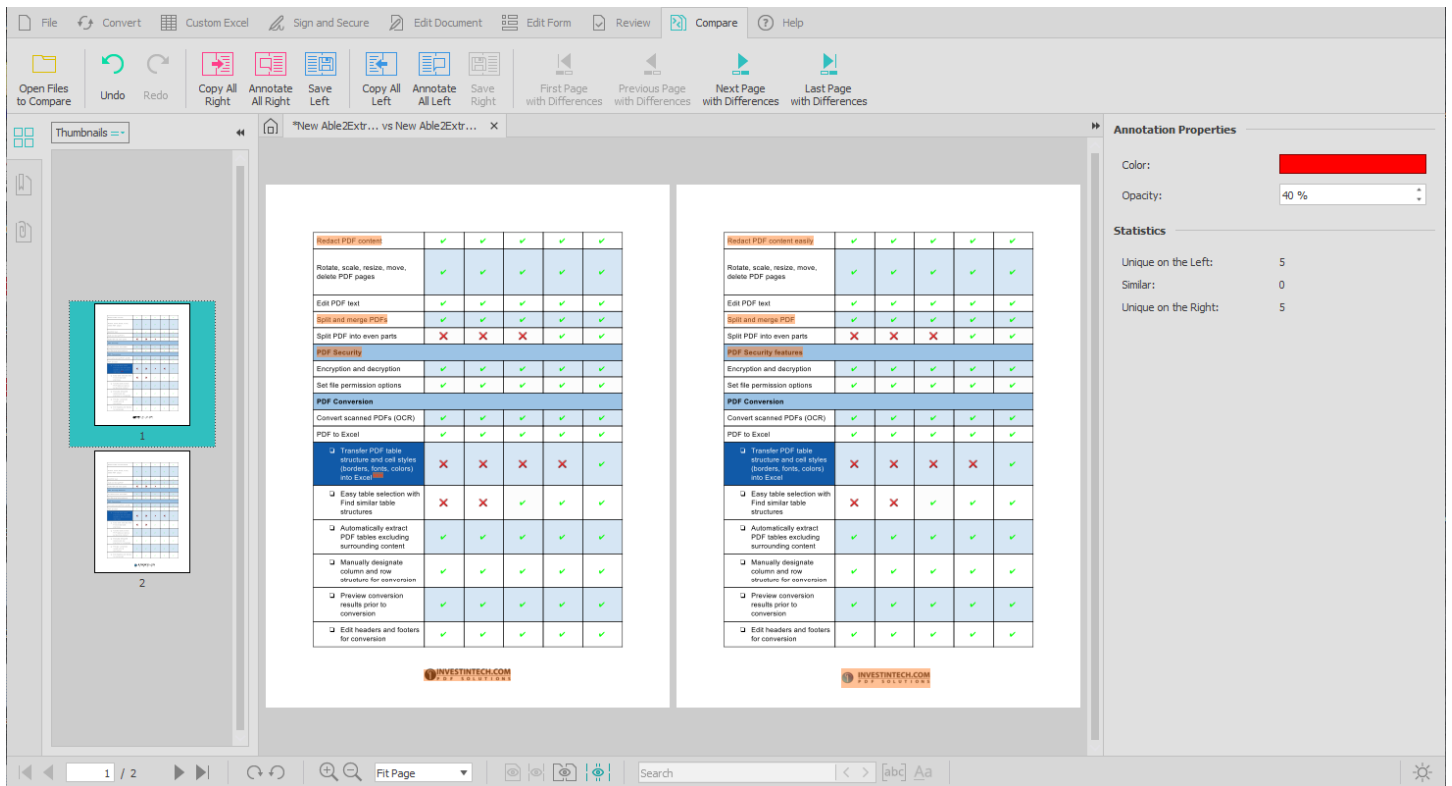
There are a set of Comparison operations available for PDF documents:

Undo/Redo

You can easily **Undo** or **Redo** the last PDF editing operation you performed. However, note that it cannot undo or redo your selections, PDF conversion or creation options, Custom Excel structures and so on.

Copy All Right/Copy All Left

To quickly transfer over any remaining differences into either the right or left document, click on the **Copy All Right**

or **Copy All Left** button.

The differences in the annotated elements that are copied over will then be excluded from the comparison statistics in the right hand panel. Once the annotated element is copied over, the element will no longer be unique to one document.

Annotate All Right/Annotate All Left

To annotate all the remaining differences in either the right or left document, click on the **Annotate All Right** or

Annotate All Left button. This will mark up all the differences that were detected and indicated with a highlight by Able2Extract Professional.

Save Left/Save Right

To preserve any changes you made to either the right or left document, click on **Save Left** or **Save Right** .

Delete

To delete a highlighted difference, simply hover over it to access the Comparison Context menu and click on the **Delete**

button. This will erase the highlighted difference from the document.

Navigating Pages with Differences

In some cases, differences in documents do not occur on adjacent pages. They can occur intermittently and sometimes be separated by a wide range of pages.

To travel through compared documents more efficiently, Able2Extract Professional allows you to move between only those pages that contain differences with the navigation buttons in the Compare toolbar:

- First Page with Differences - Go to the First page with differences.

- Previous Page with Differences - Go to the Previous page with differences.

- Next Page with Differences - Go to the Next page with differences.

- Last page with Differences - Go to the Last page with differences.

8. Print Dispatcher

The Print Dispatcher is a system tray icon that is installed onto your computer with Able2Extract. It provides you with taskbar notifications on Able2Extract when it is active.

By default, this icon is always displayed and on standby when no PDF files are being created. The **Print Dispatcher** provides users with basic functions to:

8.1. Quickly change the PDF creation options for PDF files created through the Able2Extract Professional Printer

The PDF creation options here do not include the MS Office Tab, which is offered through the options accessed via the **File Toolbar**. There is, however, one additional tab - **Output**.
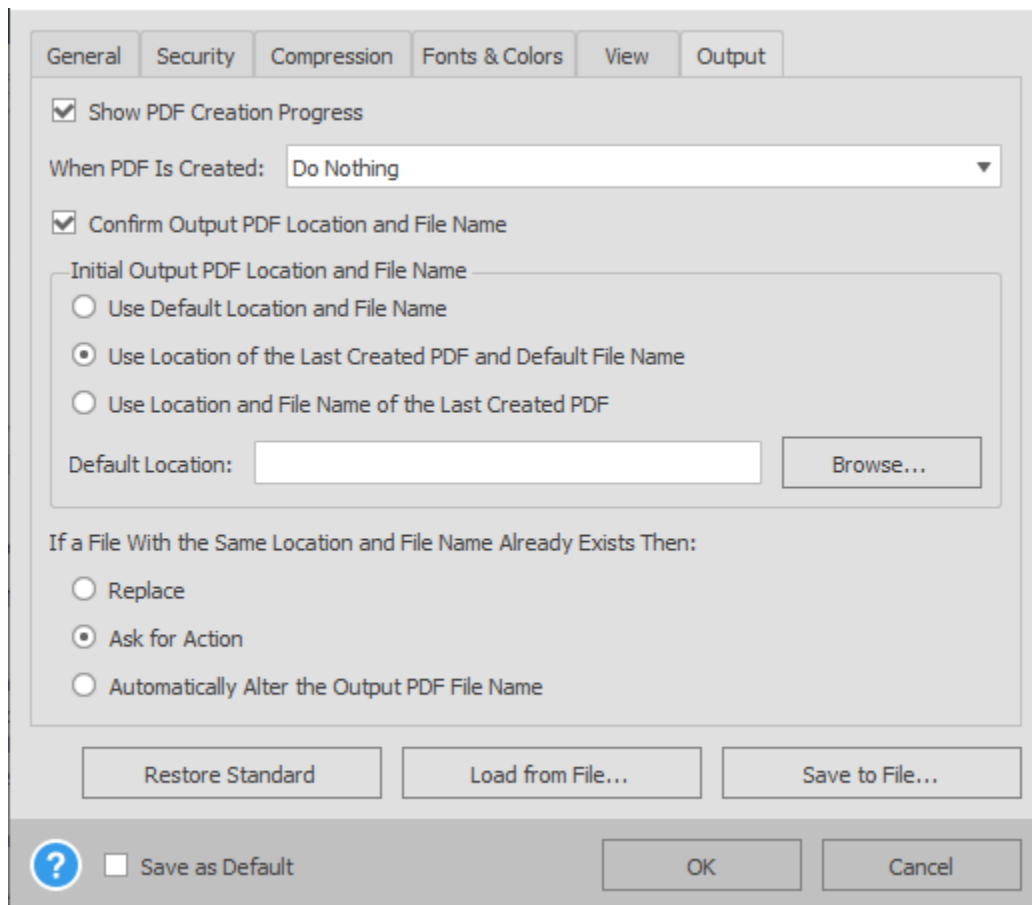
This tab gives users options to automate how the application behaves for all PDFs created through this method. Users can decide which actions Able2Extract should take:

- **Show PDF Creation Progress**.
- What to do once the PDF is created: **Open in Able2Extract Professional**, **Open in Default PDF reader**, **Open containing folder** or **Do nothing**.
- **Confirm Output PDF Location and File Name**.

Users can select the Default location for saving newly created PDFs and whether to:

- **Use Default Location and File Name**.
- **Use Location of the Last Created PDF and Default File Name**.
- **Use Location and File Name of the Last Created PDF**.

Should there exist a duplicate file name and location, users can instruct the application to **Replace**, **Ask for Action** or **Automatically Alter the Output PDF File Name**.

*Note: Users wishing to change options that were adjusted through the **Print Dispatcher** must change them through the Print dispatcher **PDF Creation Options** dialog.*

8.2. Monitor the PDF creation process
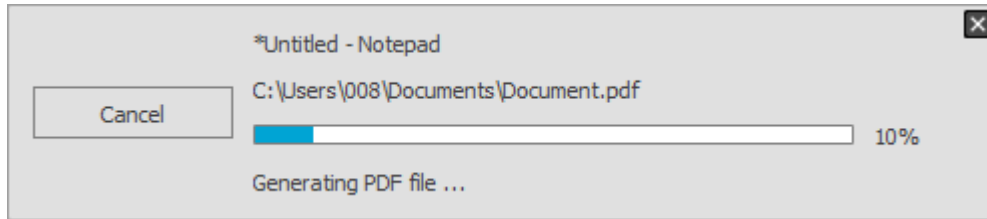
8.3. Open the PDF files created through the Able2Extract Professional Printer method

The Print Dispatcher provides quick access to a list of actions on what to do with the newly created PDF: **Open in Able2Extract Professional**, **Open in default PDF reader**, **Open containing folder**.
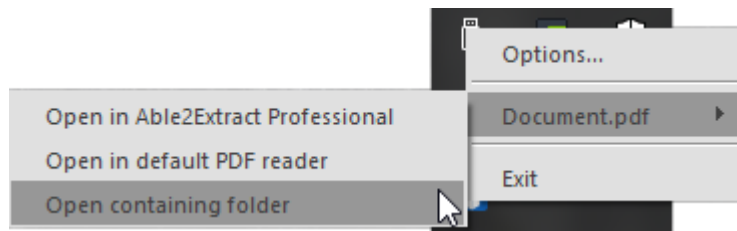
9. Selection – more about selecting portions of documents to convert

Able2Extract Selection Options

Once opened in Able2Extract, the whole document is selected by default.

Users can select specific data from their opened documents by left clicking and dragging their mouse over the area. Using this option gives you maximum control over the selection in PDF format. Using this selection feature, you are allowed to select row-by-row and column-by-column. This works best when you only want to select certain columns on the page, not all columns! This way you can eliminate the irrelevant parts of the page and get perfect conversion of the data you are interested in, as highlighted below:
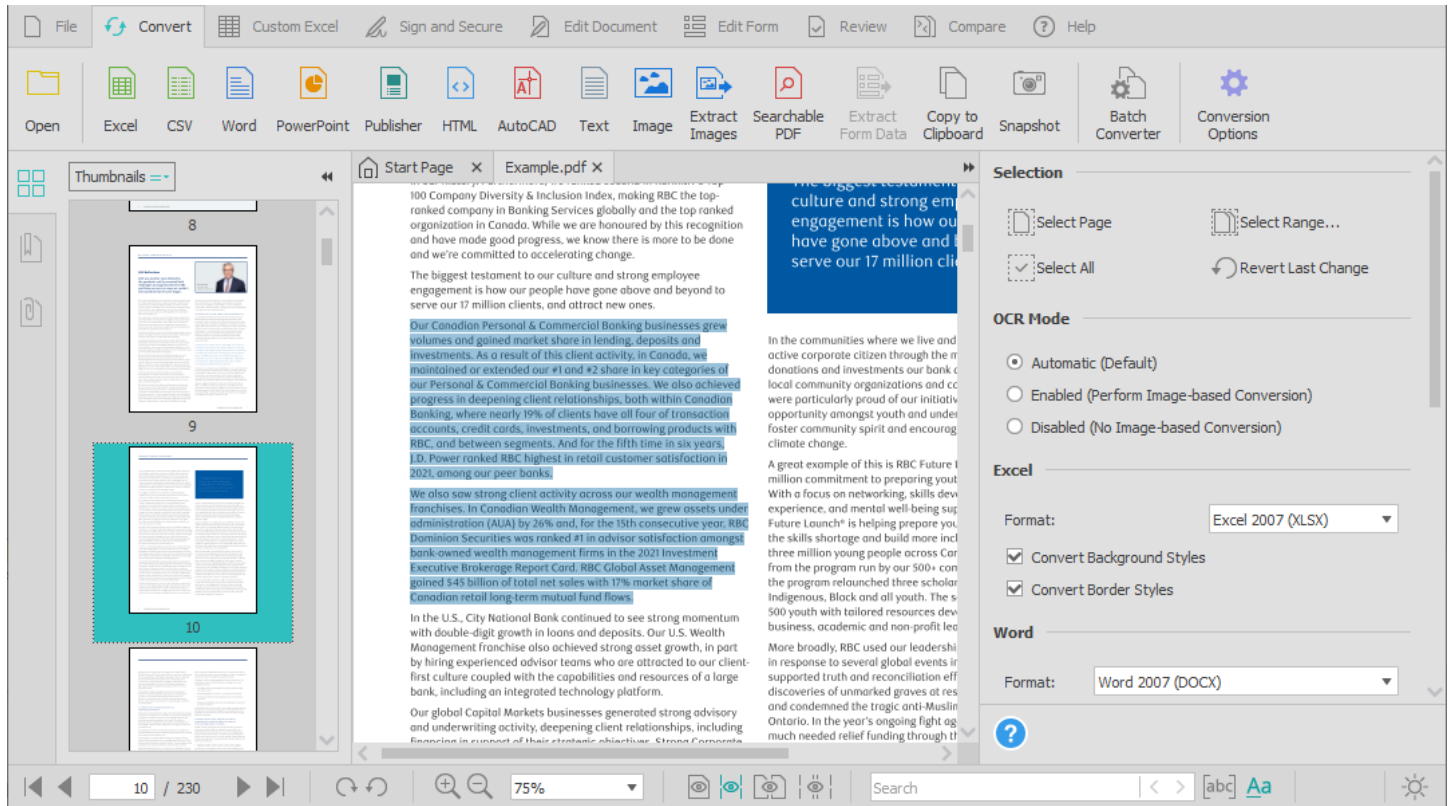
The Selection section in the **Convert Side Panel** offers additional options.

10. Fixing common problems in Able2Extract Professional

10.1. Troubleshooting

Problem	Solution
No documents in any format will show in Able2Extract.	(1) Ensure that Able2Extract is installed correctly on your computer. Try re-installing Able2Extract. (2) If the problem persists, please send us a detailed email to investintech_support@pdftron.com describing your problem and we will work to solve it with you.
I am receiving a message that says "PDF_EXCEPTION_ ENCRYPTED"	This error message indicates that this particular PDF file is encrypted. In other words, the creator of the file has placed password protection on the document so that it cannot be edited or altered in any way. Unfortunately, our software is unable to crack encryption codes. The only way to convert such document would be to obtain the password from the creator or to create a new PDF file that has not been encrypted. In case you have a password and are using Able2Extract Professional, you can also use the **Encrypt / Decrypt** command under the **Sign and Secure Toolbar** to open your secured PDF and decrypt it in order to use it in **Batch Converter**. To do so, follow these steps: 1. Open Able2Extract Professional. 2. Click on the **Open** button on the toolbar or the Open link on the **Start Page**. The software will now prompt you to enter the password. After you have entered the password in the **Password** field and then clicked on the **OK** button, your file will be opened. 3. Now click on the **Sign and Secure Toolbar**. 4. From the options presented select the **Decrypt** feature. Before closing the document, use the **Save** or **Save As** option from the **File Toolbar** to save the modifications you have made to your PDF file. After the file has been decrypted and saved, you can load it to the **Batch Converter** tool and extract data.
My PDF file looks fine, but when I try to convert it, it gives unrecognizable characters in the conversion result.	This is usually an indication that your PDF file isn't properly encoded. In other words, it doesn't have Unicode characters, causing you to see unrecognizable characters in the output file instead of proper text.

	In cases like this, we rely on the OCR engine embedded in Able2Extract Professional to recognize and convert any alphanumeric characters into an output file.
	You will have to manually turn on the OCR engine before you open your PDF file in Able2Extract Professional. To do so, follow these steps: 1. Open Able2Extract Professional application. 2. Under the **Convert Toolbar** select **Conversion Options**. 3. In the **OCR/R2V** tab look for a **Mode** section where you should check **Enabled (Perform Image-Based Conversion)** option. 4. Now open your PDF file in Able2Extract Professional and convert it to a desired format in a usual way.
I have another type of problem with Able2Extract that is not described in this troubleshooting section.	Please feel free to contact us at: investintech_support@pdftron.com and we will work to remedy the situation as quickly as possible.

10.2. Frequently Asked Questions

The following is a resource for our customers. It answers our most frequent product questions for Investintech's product – Able2Extract. The resource is broken into a variety of categories:

10.2.1. General Questions

My tech support question is very urgent. How can I get it answered faster?

Unlike many other companies, we appreciate the feedback, the ideas and the tech support queries we receive. We respond to all queries we receive and we do our best to resolve any problems related to our products.

To get the fastest possible response/resolution to your issue from us, do the following:

a. Briefly describe your problem in the body of your email.

b. Attach the problematic source file (in most cases the PDF document). We make this request solely for problem solving purposes. We do not look at the document's contents and we will not share your file with any third parties. Furthermore, we will destroy your document when we are done with it.

c. Send the above to investintech_support@pdftron.com

10.2.2. PIN Related Issues

My PIN number does not work when I enter it. I get the message: "Invalid PIN number"?

This could be happening for one of two reasons:

● You have accidentally made a typo when entering your PIN. In this case, please make sure you have entered all the characters correctly. Then click on the "Confirm" button.

● You have purchased PIN for one version of Able2Extract, but have installed a different version. In this case, please make sure that you have installed the correct version of our application (i.e. the one you are licensed for),

because our license keys are version specific and therefore will not work with any other version of Able2Extract software.

In case you don't have the installation file for your version of the software or are not sure which version of Able2Extract you are licensed for, please email cs@investintech.com with your PIN and we will get it working for you.

I just licensed one of your products and all I received was a PIN number. What do I do now?

When you purchase our products online, you will receive a 20-digit PIN number that will entitle you to activate the full version of the product you purchased. The PIN number shows up on the screen after your transaction has been confirmed and it is also included in the confirmation receipt you receive by email.

In order to activate the full version of the product you purchased, you will need to input this PIN number into the demo version you downloaded online.

You can download the most recent version of Able2Extract Professional by clicking **here**.

When prompted after installation, enter the PIN you received upon purchase.

10.2.3. Error Messages

PCV::msOfficeNotFound

To correct this error, please try the below steps:

1. While **Convert Toolbar** is active, in the **Side Panel** make sure **Excel 2007** is selected as **Excel Format**, **Word 2007** is selected as **Word Format**, **PowerPoint 2007** is selected as **PowerPoint Format**.

2. Select the data and convert it into a desired format in a usual way.

PCR::ERR_PRINTER_NOT_FOUND

In order to solve this problem, please try these steps:

1. Uninstall Able2Extract application from your computer. Please, refer to the Uninstalling Able2Extract Professional - Additional Steps section for operating system specific instructions.

2. Now reboot the system and reinstall the software.

Since licenses for Able2Extract are version specific, in case that you don't have the right installation file, please contact us at cs@investintech.com and we'll be happy to send you back the right installer.

PDL::ERR_PDF_SYNTAX,

PDL::ERR_PDF_UNSUPPORTED_FEATURE,

PDL::ERR_PDF_STRUCTURE,

PDL::ERR_INCONSISTENCY,

PDL::ERR_OBJECT_NOT_FOUND

If you are receiving any of these error messages, please try to reprint your PDF file before the conversion, as this usually solves the issue.

To reprint, you need to open the original PDF file in Adobe Reader, or a similar program that can print to PDF.

- Then go to **File → Print**.

- In the Print dialog that will appear, select **Able2Extract Printer** and click on the **Print** button. (If you have version 8.0 of Able2Extract or older, please note that these versions do not have an embedded PDF creation option, so in that case just use a printer that has PDF in its title.)

- Now the Print Dispatcher dialog will appear, so here you will be able to give the reprinted file a name and select a location. Then click on the **OK** button.

After regenerating the PDF file, you can open the reprinted version of the file in Able2Extract application and try the conversion once again.

However, if the suggested solution doesn't work, please send us an email at investintech_support@pdftron.com with the original PDF file attached, so we can troubleshoot the issue.

A2E::ERR_WRONG_PARAM

The most common cause of this error is that the source PDF file may be damaged. To fix this problem, try returning to where you got the PDF document and try re-downloading the document or regenerating it.

If you cannot do so or doing this does not solve the problem, please send us an email with the file attached to investintech_support@pdftron.com and we will try to determine the cause and see if it can be repaired.

ERR_UNKNOWN
"An error occurred while trying to replace the existing file: DeleteFile failed; code 5. Access is denied."

To resolve this issue, please perform the following steps:

1. Uninstall Able2Extract Professional from your computer. Please, refer to the Uninstalling Able2Extract Professional section.

2. Now go to **Task Manager** and check if **Able2ExtractPro.exe** is still active. If it is active, please close it by right clicking on it and selecting **End Task** option. In the same way check if **Able2ExtractPro.PrnDisp.exe** is active, and if so, please close it in the described way.

3. After you have done this, check in **Printers & scanners** if **Able2Extract Professional** printer is removed. If not, please refer to the Uninstalling Able2Extract Professional - Additional Steps section.

4. Now, reboot the system and re-install Able2Extract Professional from **this link**.

10.2.4. Product Capability Questions

Can Able2Extract work in batch mode?

Batch conversion and creation mode is available in Able2Extract Professional. However, we currently do not support batch conversion of scanned PDFs, so such files have to be converted one by one.

10.2.5. Product Limitation Questions

I used the Able2Extract Free Trial Version on a PDF file and I was only able to convert 3 pages of my file at a time. How come?

Free trial gives every user one unrestricted conversion action. After that, users can convert only 3 pages per conversion for the reminder of their free trial period.

The free trial of Able2Extract is designed this way in order to give users the ability to test the PDF conversion prior to purchasing the product. This will give users a sense of whether it will work for their needs prior to licensing the product.

Portions of small graphics contained in my PDF document do not convert and I am not able to highlight these portions individually either. While they appear fine when opened in your software, they won't convert into Word.

The graphics in your file consist of many very small bitmap images. Able2Extract ignores bitmap images that are very small and are below certain dimensions – it does not convert them to Word. The reason for this is that Word works very poorly (crashes, etc.) when it is overloaded with a huge number of images on a single page. So we really had no choice than to do this. Microsoft Word can't consume so many images at one time.

I have a PDF file that is over 9 megabytes in size and is approximately 1100 pages long. The program was not able to complete opening the file and had to be closed from the task manager as it was clearly "not responding". Are you aware of a PDF file size limitation with your products?

Our products are specially designed to work with files of any size allowed by the PDF standard.

The cause of this non-response may be system or memory related. Older computers with less virtual memory may have a more difficult time opening and converting a very large PDF file.

We are always very interested to receive files that do not work with Able2Extract. As such, please feel free to send us an email with a link to the file to investintech_support@pdftron.com.

11. Image-based Documents / Scanned Documents

How do I know if my document is a scanned PDF?

There are two main types of PDF documents – those that are created electronically using PDF creation software and those that are created from a scanner or other photo-imaging equipment. PDF creation software actually builds a PDF document that has an internal structure, denoting characters, fonts and position – although the raw information makes little sense to the human eye. A scanned PDF is basically just a flat image of a document – hence, scanning a page of text results in a picture of words being represented on the screen. In order to take information from this sort of scanned PDF, OCR technology is required so that each character can be optically recognized and then represented. Click here to learn more about OCR. You can generally visually determine if a document is a scanned document by enlarging the picture on your screen and looking closely at the text. A scanned image will appear to have much poorer resolution, when looked at closely, than a created PDF document.

Do I have the ability to convert scanned PDFs?

Yes. Able2Extract Professional enables you to convert both native and scanned PDF files. Native PDF files are PDFs that are generated and saved by a computer application.

In cases where a user scans a paper document using a scanner and then saves it as a PDF, it is a scanned PDF or an image PDF. For this type of PDFs, Able2Extract Professional is able to lift the textual information off the PDF and make the conversion with high quality results for full or partial content selections.

Able2Extract Professional also has the ability to scan PDFs and extract language-specific characters, such as French, German and Spanish, Italian, Portuguese, Italian, Portuguese, Greek, Danish, Dutch, Norwegian, Finnish and Swedish (besides English), into editable formats.

In addition, Able2Extract Professional can convert scanned PDF to searchable PDF files. The application will modify the opened document and add an invisible text layer over the scanned pages, allowing you to search for text patterns within the file's textual content.

12. PDF to Word Conversion Options – Standard, Frames, Text Only

When you have selected the data you want to convert in Able2Extract, you will have the option to make some different types of conversions into Word. You can find the following options in the **Side Panel** under the **Convert Toolbar**:

1. **Standard** (recommended) conversion to Word

This is the recommended conversion to Word because it offers the most accuracy and editability. It retains background graphics, as a background image in the converted output, and the textual layout using the layout of the original PDF document for guidance. For most documents, this will provide the best looking output in a format that is simple to edit. As such, it is the recommended format for most documents.

This is a default Word conversion option, so no extra steps are necessary to use it.

2. **Frames** conversion to Word

Selecting the Frames conversion option will result in the converted PDF to Word output retaining the 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 is ideal for users that prefer to work with text boxes which can be easily moved within a document. Under certain circumstances, because the text boxes are designed to correlate with the structural positioning of the original PDF document, it may be possible to generate a more accurate layout than with the Standard conversion selection option.

To convert your PDF using this Word option, select **Frames** from the **Formatting** options under Word section in the **Convert Side Panel**.

3. **Text** only conversion to Word

The PDF to Word Text Only conversion option will only convert the text portions of selected items. The text will appear as a standard paragraph without special formatting or text boxes in a new word document. This conversion is most useful when preserving the look and feel of the PDF in Word format is not important, but the user desires easy access to the text information.
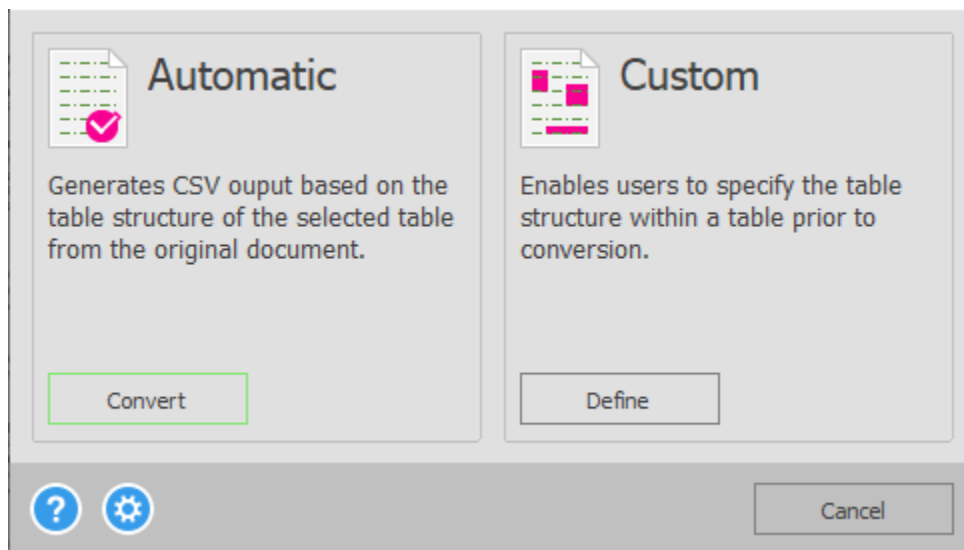
To convert your PDF using this Word option, select **Text Only** from the **Formatting** options under Word section in the **Convert Side Panel**.

13. PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom

When undertaking a PDF to Excel conversion, you will be prompted with the following dialog box:
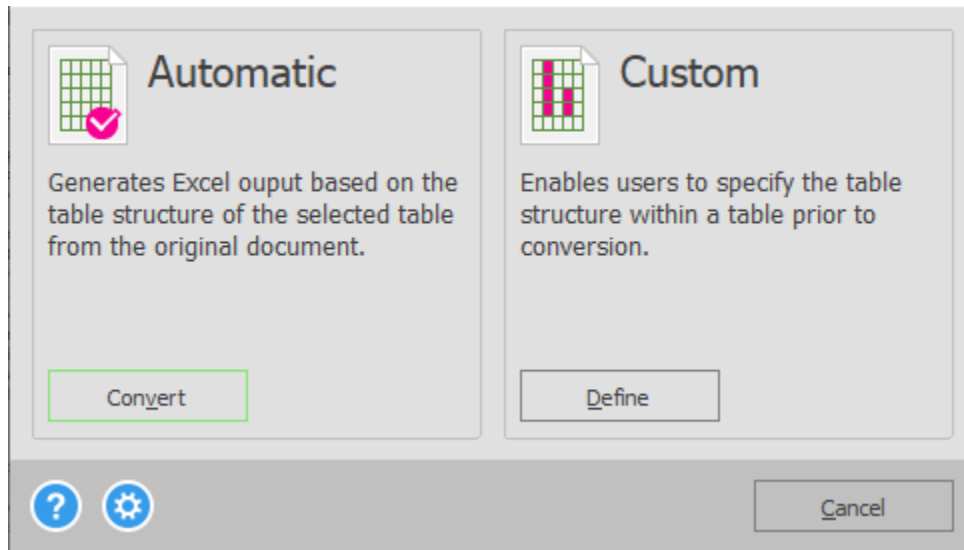
In the case of PDF to CSV conversion the dialog will look like this:

The above dialog box gives you two options for your PDF to Excel/CSV conversion.

1. **Automatic** – The default conversion option is recommended for most conversions. Under this conversion option, the software algorithm automatically determines the positioning of the spreadsheet columns and rows. In most cases, this will result in perfect alignment within Excel.

   In cases where the **Automatic** conversion results in column misalignments within Excel, the user may want to choose the **Custom** conversion option. The **Custom** conversion option allows the user to designate the columns and rows prior to conversion.

2. **Custom** – This option allows the user to make a manual designation as to where the columns of data will be created once converted. This designation is made visually by the user prior to conversion.
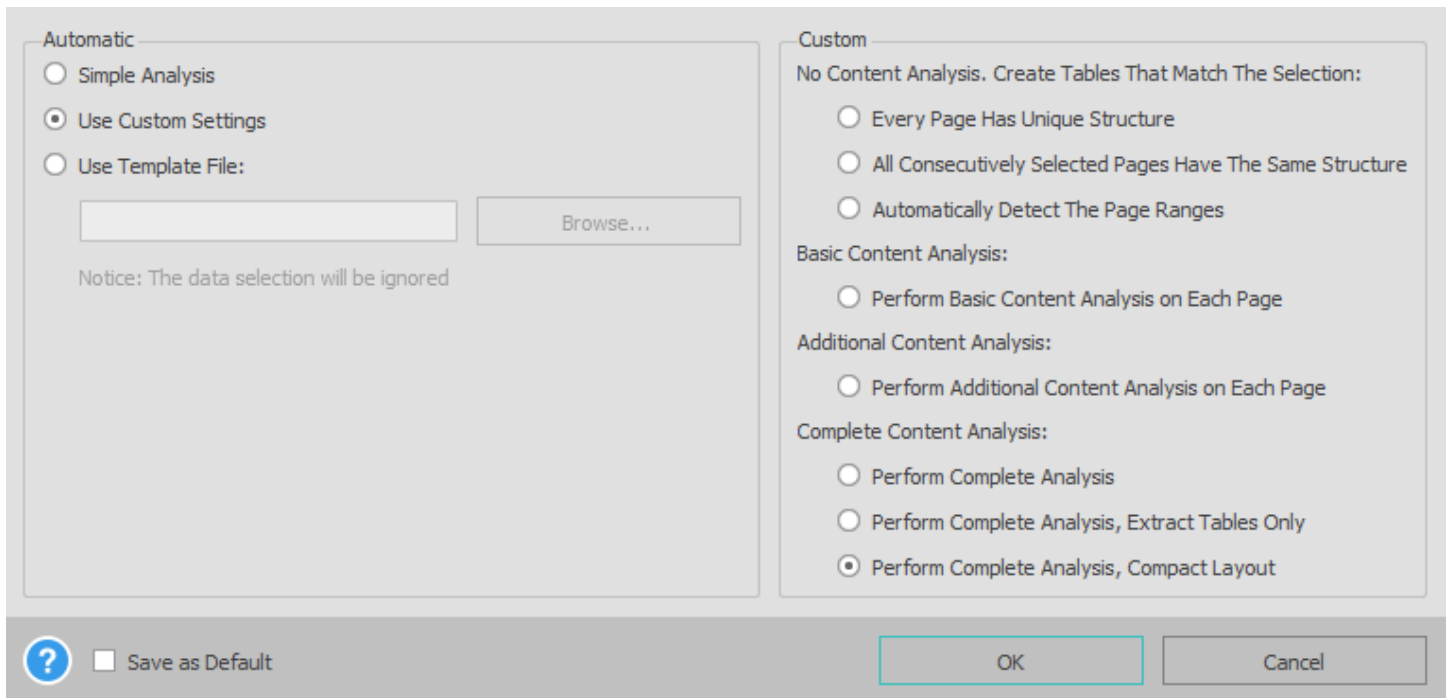
   The **Custom** option may be the most effective option in the following situations:
   - The **Automatic** conversion results in the misalignment of data in the output.
   - The Document data being converted goes over multiple file pages. This is great for report data that is standardized across many pages.
   - The headers and footers of the document are causing misalignments of data in the output.

Statement of net income and comprehensive income
For the year ended December 31 (in millions of Canadian dollars)

	Note	2019	2018
Income			
Interest revenue			
Investments		2,083.4	1,886.9
Securities purchased under resale agreements		191.4	122.6
Other		0.8	0.6
		2,275.6	2,010.1
Interest expense			
Deposits		406.5	363.9
Other		(0.1)	(0.5)
Net interest revenue		1,869.0	1,645.7
Dividend revenue		4.2	4.2
Other revenue		8.0	8.5
Total income		1,881.2	1,658.4
Expenses			
Staff costs		285.5	276.1
Bank note research, production and processing		60.9	53.4
Premises costs		32.0	29.6
Technology and telecommunications		72.3	53.9
Depreciation and amortization		54.9	47.1
Other operating expenses		73.9	73.5

	A	B	C	D
1	Statement of net income and comprehensive income			
2	For the year ended December 31 (in millions of Canadian dollars)			
3		Note	2019	2018
4	Income			
5	Interest revenue			
6	Investments		2,083.4	1,886.9
7	Securities purchased under resale agreements		191.4	122.6
8	Other		0.8	0.6

Named Table Structures

Page Range

Current Page Range: 84 - 84

Extend... | Exclude

Elastic Range

Tables

Replot | Find Similar

Columns

Splitting Settings... | Column Types...

Rows

Show Rows | Manual Row Editing

Row Settings...

Header and Footer

Settings...

View

Show Preview | Only Current Page

84 / 123 | 100%

Conversion Settings

Automatic

○ Simple Analysis

◉ Use Custom Settings

○ Use Template File:

Browse...

Notice: The data selection will be ignored

Custom

No Content Analysis. Create Tables That Match The Selection:

○ Every Page Has Unique Structure

○ All Consecutively Selected Pages Have The Same Structure

○ Automatically Detect The Page Ranges

Basic Content Analysis:

○ Perform Basic Content Analysis on Each Page

Additional Content Analysis:

○ Perform Additional Content Analysis on Each Page

Complete Content Analysis:

○ Perform Complete Analysis

○ Perform Complete Analysis, Extract Tables Only

◉ Perform Complete Analysis, Compact Layout

☐ Save as Default

OK | Cancel

This dialog contains sub options that will allow you to further modify your conversions. This feature can be accessed by clicking on the gear button in the main **Convert to Excel** or **Convert to CSV** dialog.

13.1. Automatic Settings

Simple Analysis – This option allows Able2Extract to automatically designate the rows and columns during conversion. Use this option when your PDF content contains simple table structures with basic rows and columns. In some cases, the Simple Analysis option can help to fix problematic conversions when converting in **Full Analysis** mode.

Full Analysis – This is the default for Automatic conversions. By using this option, Able2Extract will perform a deeper analysis of your PDF tables to produce more accurate conversion results.

Use Custom's Settings – This option is selected by default, allowing you to use the Custom settings you specified for analyzing table sets and page ranges.

Use Template File – This option will allow you to upload and use an existing **Custom Excel Template** file on your data when using the Automatic conversion option, regardless of the data you selected for conversion.

*Note: When you save your conversion options using the **Save as Default** setting, the Automatic conversion options you select here will also affect the PDF to Excel and PDF to CSV conversions done through the Batch conversion feature.*

13.2. Custom Settings

Refer to the **Define** section for a detailed description of this option.

Save As Default

This check box allows you to save your conversion settings as a default. Select this option and click on **OK**.

13.3. Custom Excel Mode and Custom Excel Side Panel

13.3.1. Overview

The **Custom Excel** conversion panel provides the end-user with enhanced controls for manually setting up columns, rows, and table structures. It can be accessed in two ways: through the already mentioned Convert to Excel dialog box (selecting Custom option) or directly through the **Custom Excel Toolbar**.

Users can modify which tables are included in their conversion with the **Page Range** option and start creating and categorizing **Named Table Structures** to better manage and manipulate them. Multiple datasets on a single page or across an entire PDF document can be converted by adding, applying or even deleting table structures with the **Tables** option.

For precision and pinpoint corrections in converting tabular data, users can manually add, delete and reposition **Rows** and **Columns** by activating the functionalities and clicking and dragging. In addition, **Headers and Footers** can be adjusted or excluded from conversions for cleaner data extractions. Moreover, the Custom Excel Panel allows users to **Preview** their table structures, to see how the table and selection will appear in an Excel spreadsheet post conversion.

More details on each functionality can be found below.

13.3.2. Page Range

The **Page Range** feature enables users to select the range of pages to apply a table structure on each page of the indicated page range. The **Extend...** button enables users to add additional pages where they would like to have the table structure added. The **Exclude** button enables users to exclude a page within a previously selected Page Range.

By default, when the user enters the **Custom Excel** conversion after selecting the whole document, or selecting several pages of a document, then the entire document will be selected as the **Current Page Range**. When the user enters the **Custom Excel** conversion after selecting only a portion of one page on the document, then only the current page will be selected as the Current page range.

Navigation for **Page Range** selections can be viewed on the left-side **Thumbnail** panel. The initial selection should appear with a green border around the entire page.
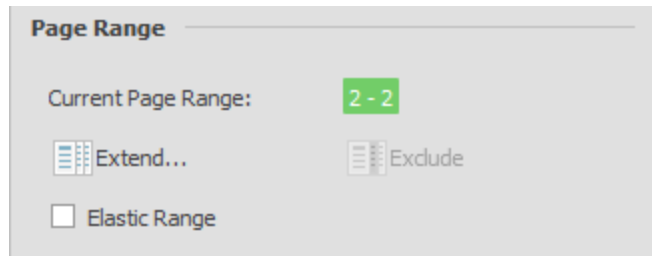
The **Extend...** option will allow you to include additional pages to the current table structure. To start, click on the **Extend...** button. In the **Extend Page Range** dialog, use the spin boxes to specify the first and last page or the range of pages you wish to include in the table structure. Then click on **OK**:
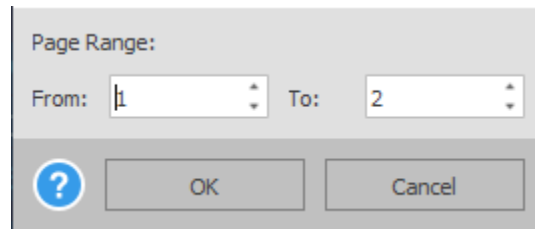
To exclude (isolate) pages where the formatting is different than the current table structure, you can use the **Exclude** option. Clicking on the **Exclude** button from the side panel will exclude (isolate) the active page from the current table structure. This will allow you to adjust the table structure for this page, separately from the rest of the file.

The **Elastic Range** option will create an "elastic" page range that is adjusted to the document size on template loading. Note that there can only be one elastic range at a time. If one elastic page range is set, any other existing one in the document loses that elastic property.

13.3.3. Named Table Structures

Able2Extract supports the ability to create **Named Table Structures**. A **Named Table Structure** is one that can be shared by different tables in the same or different page ranges.

To name a table structure, right- or left-click on the colored square in the upper right hand corner of your selected table structure. Select **Give a name to the table structure...**. Then in the dialog that appears, provide a name for your table. Any additional named table structures will populate the **Existing Named Table Structures** field as you create them. Click on **OK**.

To remove a name for a table structure, right- or left-click on the colored square of the table you wish to remove and select **Turn into an unnamed table structure**.

*Note: The named table structure does not disappear when you select this option and that the functions from this context menu affect only that table. Completely removing the named table structure can be done through the dialog provided via the **Manage...** button.*

Manage...

For full control over all the named table structures in your PDF, click on **Manage...** from the side panel. In the **Manage Named Table Structures** dialog that appears, click on the named table structure you wish to modify or remove. Changes made here will affect all tables in the document that are assigned a **Named Table Structure**. You can choose to either **Rename** your tables or **Delete** them by clicking on the corresponding button below. To apply your changes, click on **OK**.
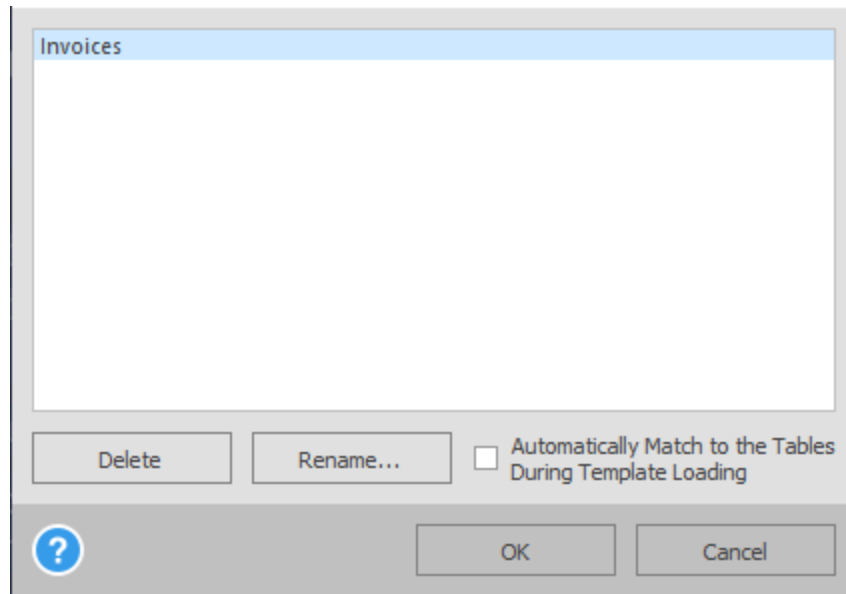
Able2Extract can search for tables with the same structure or similar column positions throughout the PDF document and automatically create **Named Table Structures** for them (only among consecutive pages with the same size and orientation).

The feature is on by default but can be turned off by unselecting the **Advanced Analysis** checkbox in the **Define** dialog accessible through the **Excel Toolbar**.

Note: The effect of this setting in an Automatic PDF to Excel or PDF to CSV conversion would produce the same results as a Custom Excel conversion without having had any customizations applied during the process.
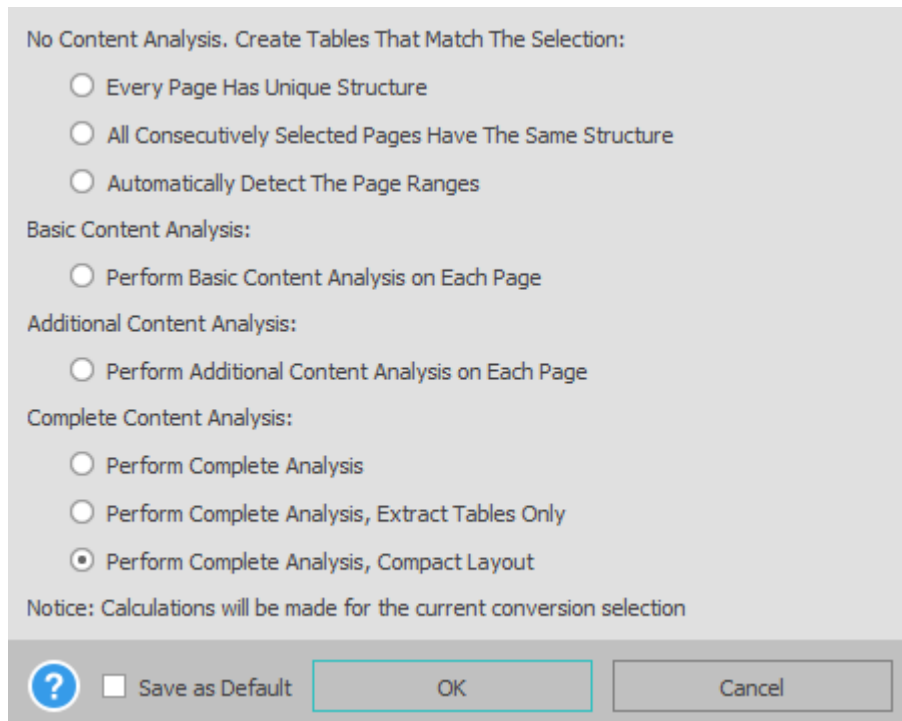
Review Tables...

Use this feature to manage the tables associated with **Named Table Structures**.

Review Tables... button is inactive if there are no **Named Table Structures**.
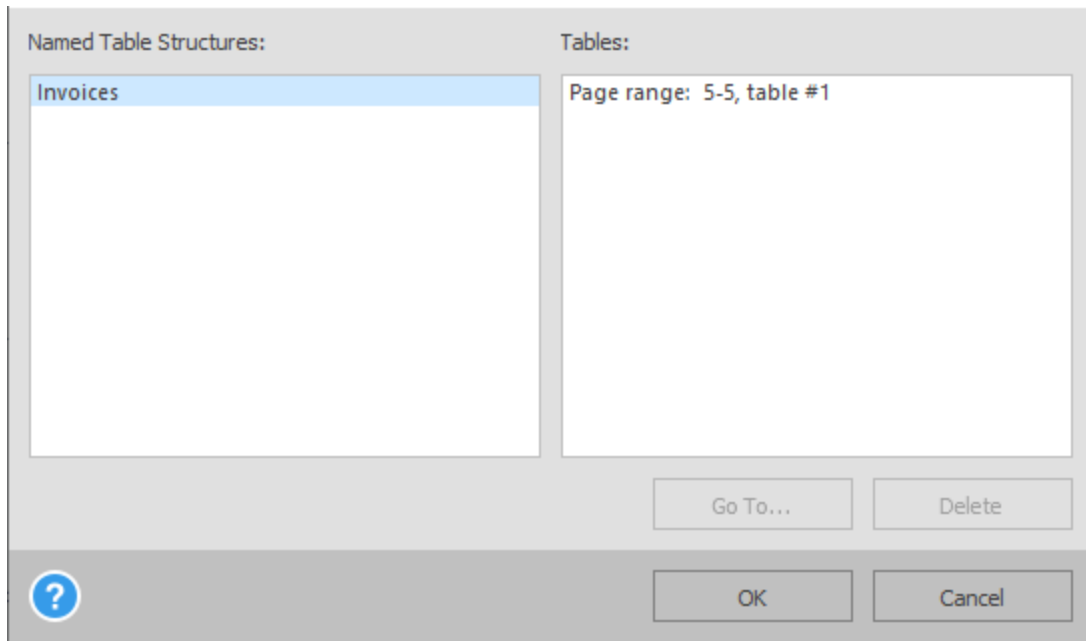
Clicking on the **Review Tables...** button will display the **Review Named Tables** dialog, providing you with a user-friendly way to easily identify, navigate and sift through your selected tables:

- **Named Table Structures**: Lists all the named table structures you have in the document.
- **Tables**: Contains a quick summary of all tables associated with a selected **Named Table Structure**. Able2Extract identifies the exact location of specific table selections by page range and by the order in which they appear on the page from top to bottom.

You can perform two actions from this dialog. First, you can quickly navigate to your table by selecting the **Named Table Structure** and then the table itself from the list by clicking on **Go To...**. Able2Extract will go to the page that contains the selected table.

Second, you can instantly delete selected tables without having to go to the exact page. Simply select the table and click on **Delete**. Able2Extract will remove that table from the PDF (as mentioned above, the Named Table Structure itself can only be deleted from the **Manage...** dialog). To apply the changes click on **OK**.

13.3.4. Tables

Tables can be added to a page by hitting the **Add Table** button on the **Custom Excel Toolbar**. To delete a table, you can click on the **Delete** button and then left click on the table you wish to delete. If you would like the conversion algorithm to recalculate the table structure for tables within a given page range – you can hit the **Replot** button and it will automatically recalculate the column structure for all tables within the active page range. Tables can only be vertically spaced – they cannot be side-by-side.

Use the **Find Similar** command to search for a specific table structure that occurs throughout a PDF document during a Custom Excel conversion. To start, click on the **Find Similar** button, then click on the table structure you wish to search for within your PDF. Able2Extract will find and select every table structure that is similar to the one you specified. The identified and selected table structures will be visible in the main PDF viewing panel and can be modified as usual.

13.3.5. Columns

Once a table has been created, you can edit the table structure using the tools under the **Custom Excel Toolbar**. To add a column, click on the **Add Column** button, and then left click where you would like to add a column within the table. To remove a column, click the **Delete Column** button and then left click on a column to erase it. Additionally, you can delete

columns while the **Add Column** feature is active by holding down the ALT key and clicking on the vertical line you wish to remove.

The drop-down menu in the **Splitting Settings** dialog has to do with the treatment of content (such as text or numbers) when it comes into contact or into close contact with a column line. The two most common treatment items are either **Never Split** or **Always Split**. In some cases, say, where a page is slightly tilted, so a column line does hit some words or numbers, you may want to use one of the gray area options, such as **Split Only Between Words**, **Split if 2 spaces between words**, or **Split if 3 spaces between words**.
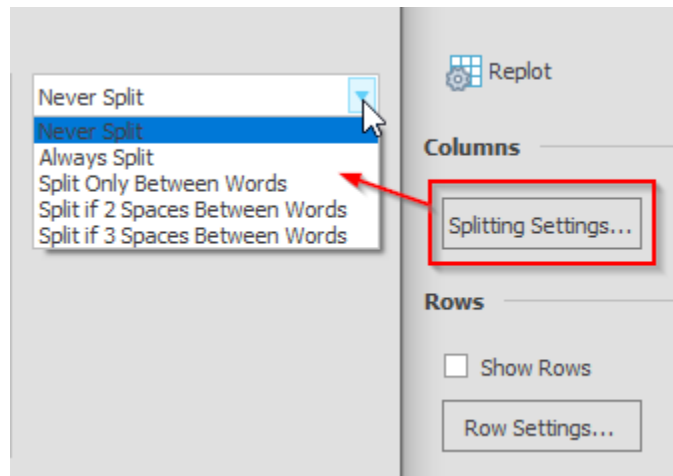
The **Column Types...** option lets you determine how Able2Extract will treat the content in specific columns for conversion.

Start by clicking on the **Column Types...** button. In the **Column Types** dialog, you will be presented with lists for the available **Table, Column**, and **Type** of format that are contained within the Page Range you selected.
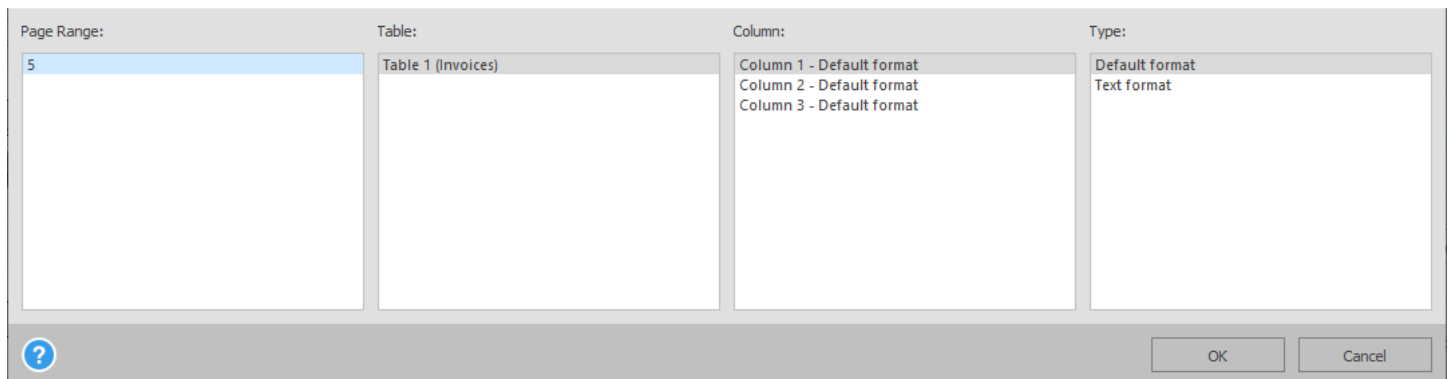
Page Range: choose the selected page range from the drop down list which contains the table structure you wish to work with.

Select the **Table** structure, then the **Column** from the list. Lastly, specify the **Type** of treatment for that content – **Default, Text** format or **Skip** column (for any column between the first and the last one).

13.3.6. Rows

By default, the conversion algorithm will create a separate row for each line of text that is recognized within a table. In certain cases, however, this may not appropriately capture how the data should be converted (for instance, a "cell" within a table that has multiple lines, whereas other columns just have a single line of data).

The first step is to check the **Show Rows** item under the **Rows** section of the **Side Panel**. This will show the rows on the page, and should correspond with the row placement in the **Preview Panel**. The second step is to check the **Manual Row Editing** item in the **Side Panel**, which will activate the **Add Row** and **Delete Row** buttons on the **Custom Excel Toolbar**. Once these are active you can now add and remove rows in the same way you would add and remove columns: use **Add Row** and **Delete Row** buttons to activate respective features or press the ALT key while clicking on the horizontal row line you wish to delete while the **Add Row** feature is active.
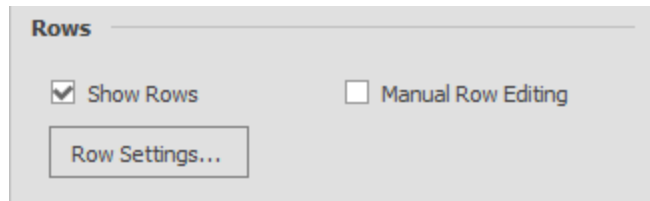
In cases where the rows automatically generated by Able2Extract do not properly capture how the data should be converted, it may make sense to use other points of reference to define your rows.

With Able2Extract, you can demarcate the rows within a table based on a specific column table or by using the existing row lines on the page. Click on the **Row Settings...** button to get the dialog below:
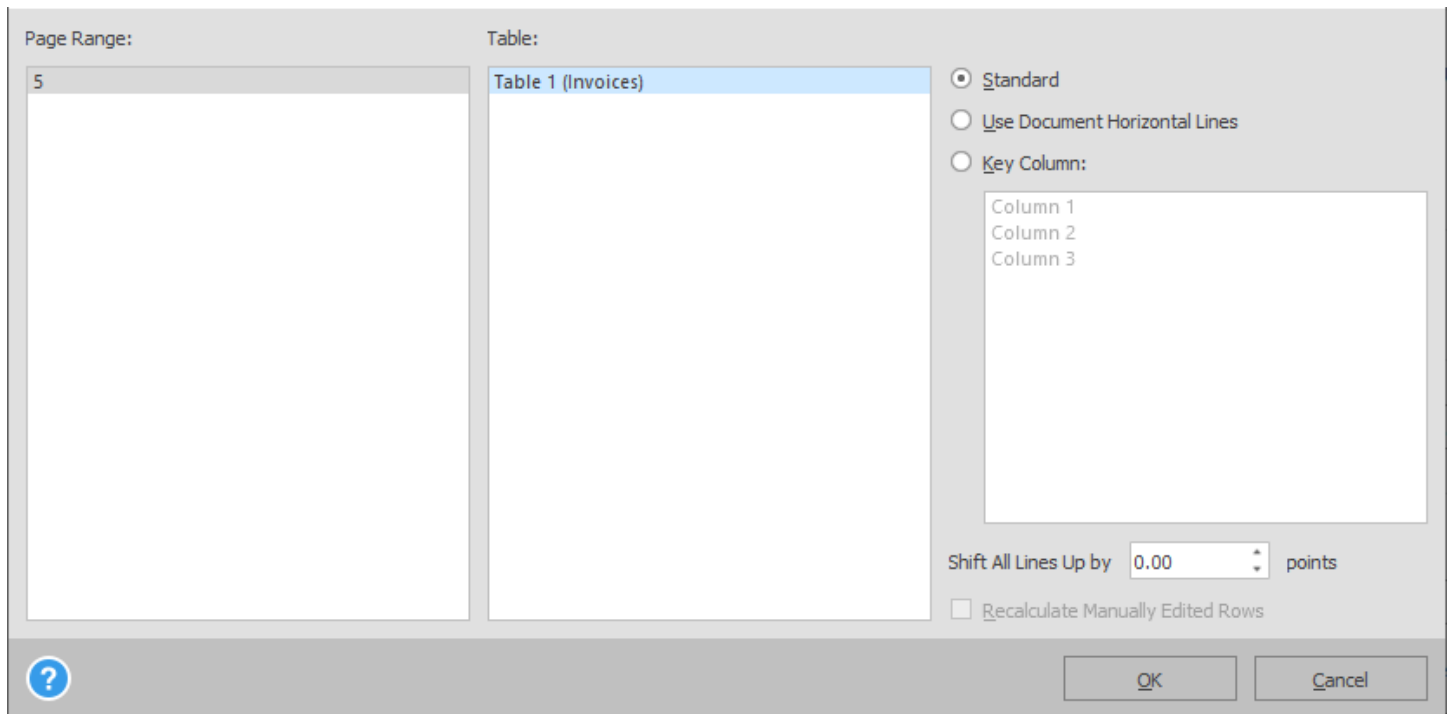
First, locate and specify the column tables to use:

Page Range: choose the selected page range from the drop down list which contains the table structure you wish to work with.

Recalculate Manually Edited Rows: this option will recalculate the rows you have already manually selected and edited via the **Manual Row Editing** option in the **Side Panel**.

Table: this option will allow you to select an individual table in the selected **Page Range**.

Then select which type of scheme you want to use to demarcate your rows:

- **Standard**: this is the default option. When selected, the conversion engine will create a single row for each line of text.
- **Use Document Horizontal Lines**: use the existing row lines on the page as a model for your row structure.
- **Key Column**: select a specific column to adjust your rows based on a specific column table within a table.

Shift All Horizontal Lines Up by: this option will allow you to effectively shift all row lines at the same time to correct any misalignments.

Note: This shift is measured in points.

Click on **OK** to apply the settings to your selection.

13.3.7. Header and Footer

For multi-page reports, users may want to exclude the headers or footers from the table. This is controlled by the horizontal lines at the top and bottom of the page. The headers and footers appear as black lines that go completely horizontally across the top and bottom of the page.

To adjust the header, right-click on the table and set header mode to any option other than **No**. Then use your mouse and left click the header, hold, and move the mouse up and down to move where the header falls. Use the same click and hold method on the footers in your document to adjust and set them accordingly.
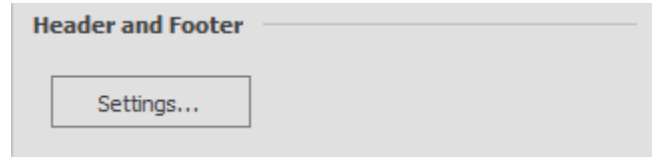
In addition to manually adjusting the Headers and Footers, you can also enable or disable them throughout the selected page range through the **Settings...** option. This is helpful for tabular data that spans across multiple pages. You can decide to keep the first header, or you can opt to keep the data in the last footer.

Clicking on **Settings...** will give you the following **Header/Footer Settings** dialog:
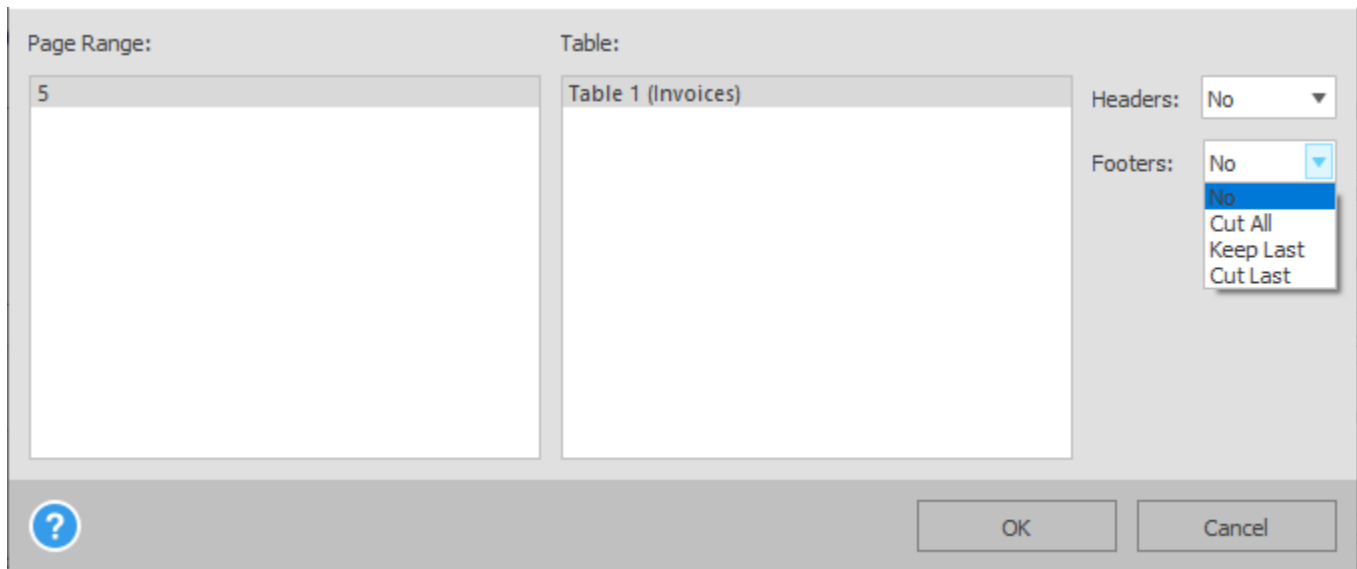
Page Range: select the page range across which to apply your Header and Footer settings.

Table: select a specific table in the highlighted page range to which you want to apply the Header and Footer settings.

The **Headers** drop down list gives you options to adjust the Headers on the active page range and remove them from the output file. When only this option is checked, it will allow you to remove the (adjusted) headers from the output file. If at the same time you select **Keep First**, this will enable you to include only the first header on the page range. This can be useful when you need to keep a header at the beginning of a spreadsheet, but not throughout the rest of the document. You will also have the option to exclude the first header by selecting **Cut First** or eliminate all headers by selecting **Cut All** from the drop down Headers menu.

The **Footers** drop down list gives you options to adjust the Footers so as to exclude their content from the converted file. You then have the option to select **Keep Last** to keep only the last footer, but not the rest of the document. In some cases these footers may contain a table summary or sums from the data set. This option will let you retain that content in the spreadsheet. You will also have the option to exclude the last footer by selecting **Cut Last** or eliminate all footers by selecting **Cut All** from the drop down Footers menu.

13.3.8. Preview Panel

You can activate/deactivate the conversion **Preview Panel** by selecting the checkbox next to **Show Preview** located towards the bottom of the **Side Panel**.

☑ Show Preview   ☑ Only Current Page

☑ Show Selection

The **Preview Panel** will be displayed under the PDF viewing area when you check **Show Preview**. It will allow you to preview the conversion results of your settings and selections as they will appear in the output document.

Financial Performance Metrics[4]

	Medium-Term Objectives	2018 Results
Diluted EPS growth	7%+	10.6%
Return on equity	16%+	17.6%
Capital ratio (CET 1)	Strong	11.5%
Dividend payout ratio	40%–50%	45%

Total Shareholder Return[5]

	RBC	Global Peer Average
Three-year	13%	9%
Five-year	11%	8%

	A	B	C
1	Financial Performance Metrics(4)		
2		Medium-Term Objectives	2018 Results
3	Diluted EPS growth	7%+	10.6%
4	Return on equity	16%+	17.6%
5	Capital ratio (CET 1)	Strong	11.5%
6	Dividend payout ratio	40%-50%	45%
7	Total Shareholder Return(5)		
8		RBC	Global Peer Average
9	Three-year	13%	9%
10	Five-year	11%	8%

Any edits and changes can be made with the **Preview Panel** open. The preview in the panel will be updated in real time.

By selecting the checkbox next to **Only Current Page**, only the current selected page will appear in the **Preview Panel**. Making this selection may be useful for larger documents, where a very large preview can result in slow performance.

You can also choose to turn the selection highlight on or off. Check the **Show Selection** option to turn the highlighted selection on and view the selected content or uncheck the option to turn it off. In either state, the highlighted content remains selected for conversion and will be visible for previewing output results via the Preview Panel.

13.3.9. Custom Excel - Right-click Context Menu

Most of the options explained above can also be accessed through the right-click context menu.

The Custom PDF to Excel feature provides easy access to the advanced Custom Excel options for rows, columns, tables, and headers and footers through the **Custom Excel Context menu**.

This menu also contains two extra advanced options not available through the Custom Excel Side Panel: **Table is Torn at Top/Bottom**.

This feature assists in the conversion of tables that are split by page boundary. It is only useful if a table has a header or footer specified (**Keep** or **Cut**, **First** or **Last** options in the **Header/Footer Settings** dialog).

To access the context menu, simply right click on any table selection while in **Custom Excel** mode.
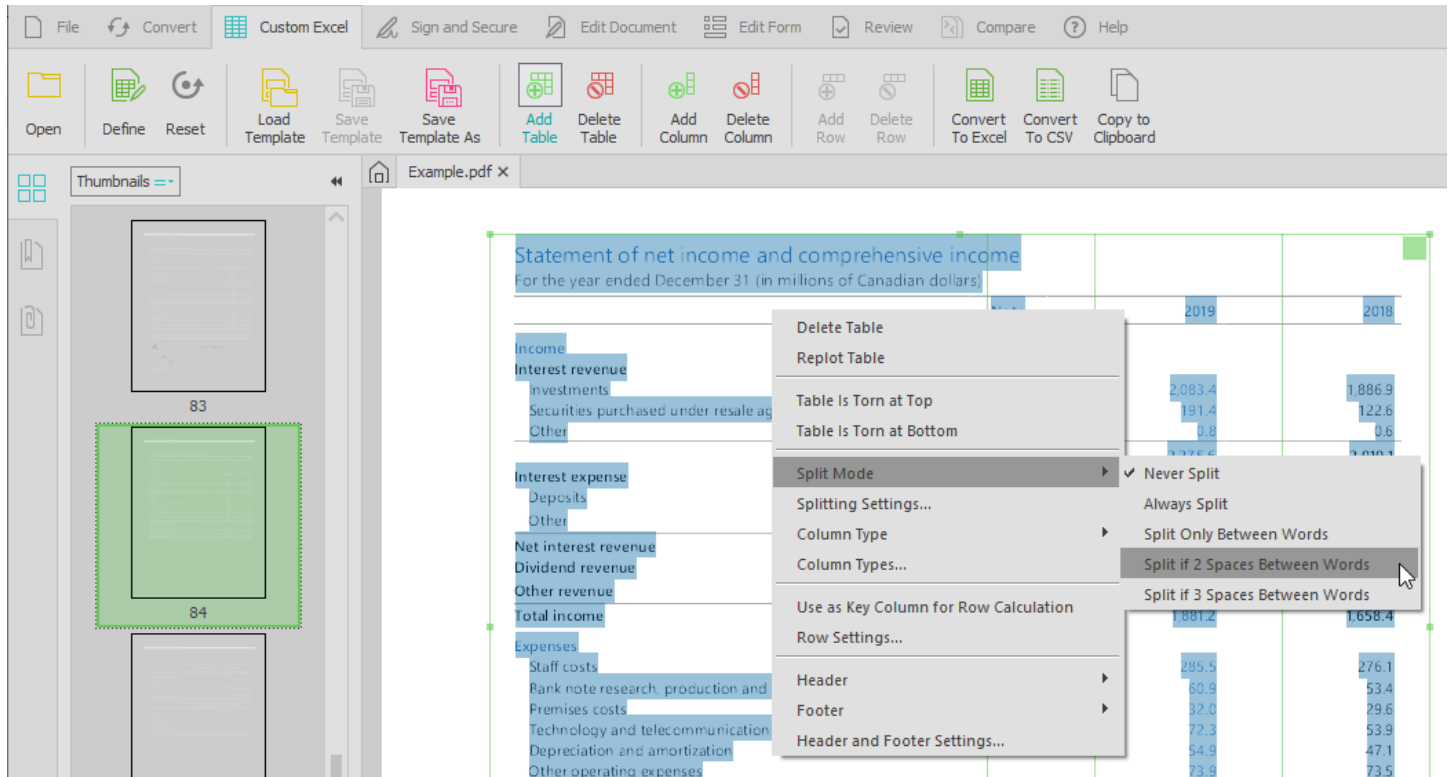
14. PDF to Excel and PDF to CSV – Smart Templates

Able2Extract Professional provides users with the ability to train the program's conversion capabilities to identify the data within named table structures in PDF documents for a more accurate and specific conversion process.

This is helpful when you want only part of the data in your document and the location of the table or the size of the table is inconsistent or different in every document.
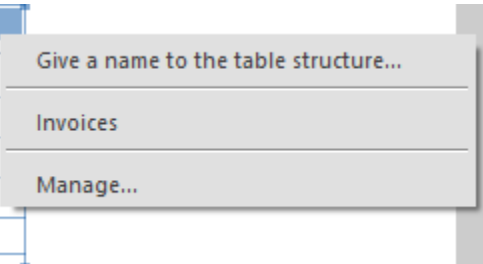
Smart templates are more refined than Automated PDF to Excel and PDF to CSV conversions and more flexible than the regular Custom Excel conversion templates. It allows you to apply a specific conversion template to a document with little to no interaction on documents you receive on a regular basis, such as reports or statements. Using Smart templates, you can extract only the data you need regardless of the structure and size of the table.

To use this feature, you will first need to train Able2Extract to correctly identify the tables' structures you need. For this, you will need 5-10 samples of the table structure that contains the data you wish to extract:
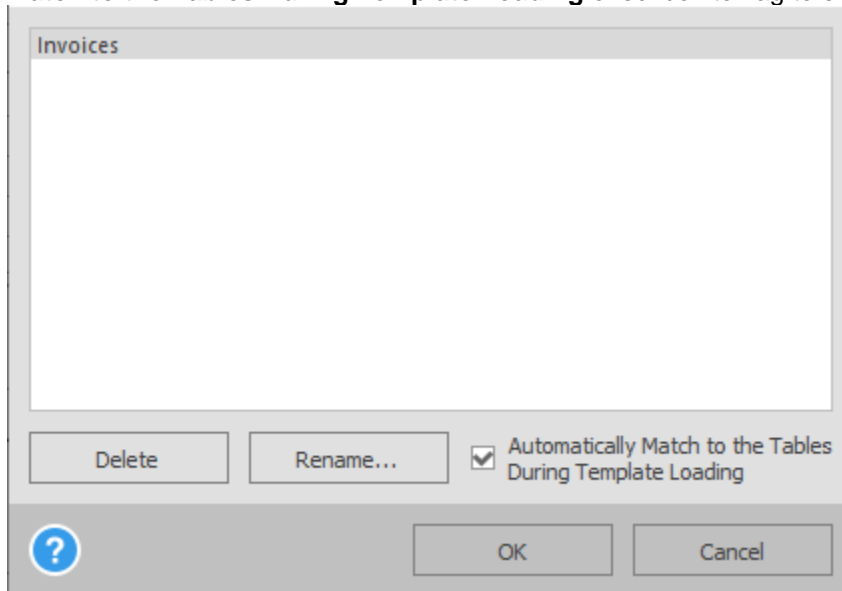
1. Open your document in Able2Extract.
2. Select the tables you are interested in.
3. Click on the **Excel** or **CSV** button on the **Convert Toolbar** and select **Custom**.
4. Correct the table structures using the options in the **Custom Excel Toolbar** and **Custom Excel Side Panel**, if needed.
5. Give a name to every unique table structure. To do this:
   a. Click on the small colored square in the top right corner of the table

   b. Select **Give a name to the table structure...** or pick an existing name listed below.
      Note that all tables of the same structure must be assigned the same table structure name:

6. Go to **Named Table Structure** on the side panel and click on **Manage...** Put a checkmark in the **Automatically Match to the Tables During Template Loading** checkbox to flag to every table structure you want A2E to learn:

7. Save the template using the **Save Template As** option in the **Custom Excel Toolbar**.
8. Open a new document.
9. From the **Custom Excel Toolbar**, select **Load Template** and select the template you just created.
10. Correct the table positions as needed.
11. Save the template using the **Save Template** option.

12. Repeat steps 8-11 for every document in your collection.

The success of training Able2Extract to identify the data is dependent on how accurate and consistent you are in selecting the table positions and table structure names on the data being used to train Able2Extract. There should be some pattern otherwise Able2Extract will not be able to determine unique properties of the tables.

15. PDF and OCR Document (Scanned PDF) Backgrounder

Are all PDF documents the same?

NO. PDF documents can be created in a variety of ways. PDFs that are generated from an electronic source, such as a Word document, a computer generated report, or spreadsheet data, have an internal structure that can be read and interpreted. These "generated" PDF documents already contain characters that have an electronic character designation. As such, conversion from such a PDF can rely on these electronic character designations and provide reliable output.

PDF documents can also be created through the process of scanning a document into an electronic format. What a scanned document represents is really just a "picture" of the words contained within that document. In order to convert a scanned document into an editable format, OCR software is required to analyze the "image" of each character and match it to an electronic character-based file. Because of this, it is much more difficult to ensure that the character that is "recognized" by the OCR software is the character on the scanned document. The quality of OCR output is affected by matters such as poor image quality of the scanned document, mixture of fonts used in the scanned documents, and italicized and underlined fonts, which may blur the quality and shape of individual characters.

What is OCR (Optical Character Recognition)?

Optical Character Recognition (OCR) is a visual recognition process that turns printed or written text into an electronic character-based file. A document that is scanned and converted into a PDF document provides the basis for which OCR software may interpret each character image on the PDF and assign it an electronic character-based file that can then be entered into an editable format, such as a Text or Word document.

Given the proliferation of scan-to-PDF technology available today, Investintech's OCR solution focuses only on the conversion of already created scanned PDF documents. The OCR engine in Able2Extract is advanced enough to recognize special non-English characters and can convert scanned PDFs in different languages: French, Spanish and German, Italian, Portuguese, Greek, Danish, Dutch, Norwegian, Finnish and Swedish.

The quality of the OCR conversion process will largely depend on the quality of the scanned image and the clarity of the characters of that image.

The OCR technology that drives Investintech's OCR-enabled products is licensed from Kofax, Inc., a global leader in OCR-based technologies.

Kofax® OCR © 2019 Kofax, Inc.

16. Document navigation panels

16.1. Thumbnails
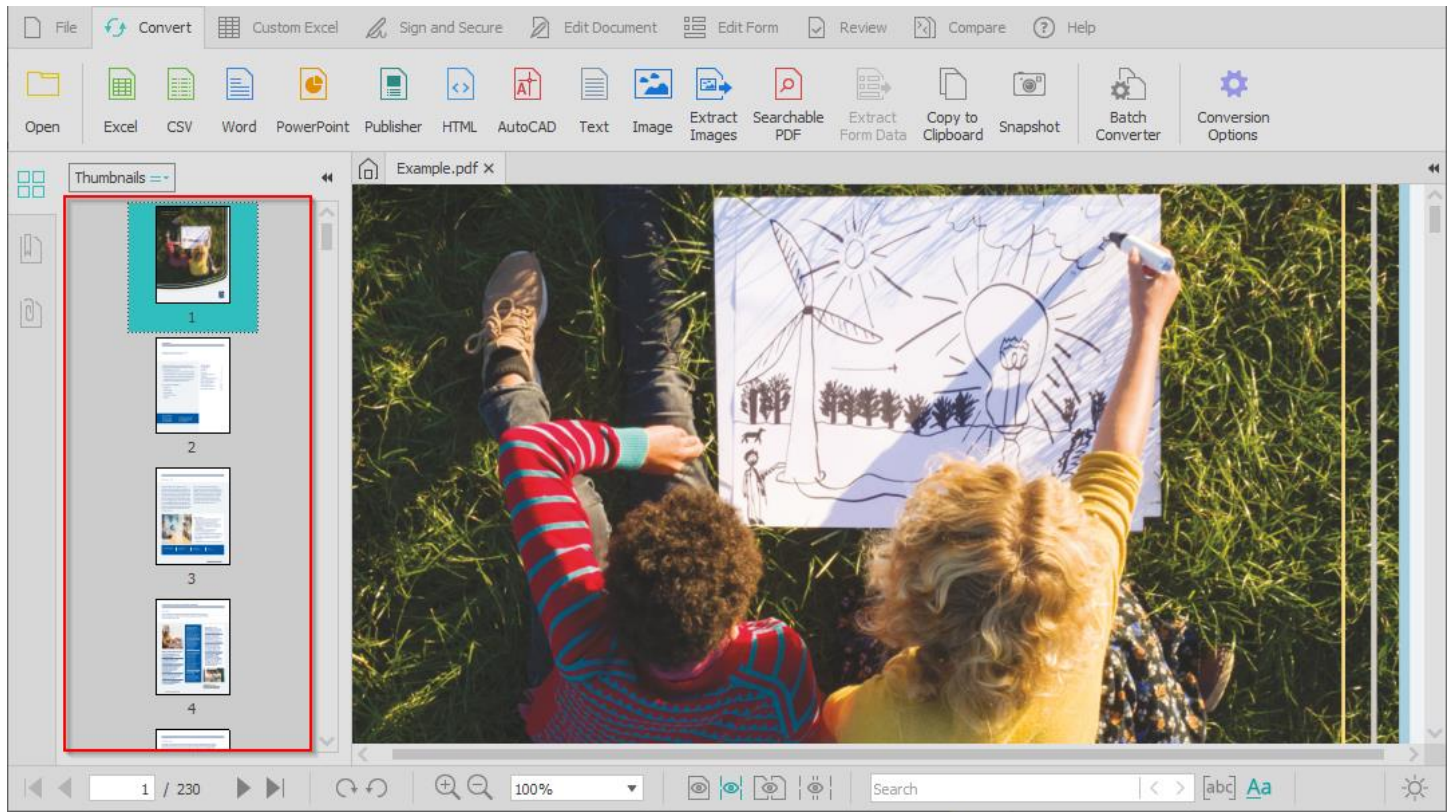
Page **thumbnails** are miniature previews of the pages in a PDF document. You can use page thumbnails in Able2Extract to jump quickly to a selected page or to adjust the view of the page. Thumbnails are especially handy when trying to locate a portion of a document for a conversion to Excel, Word, etc.

You can adjust the appearance of the thumbnails in the active PDF document. To do so, you can either right click on any thumbnail or click on the Thumbnails drop down menu.

You will have two options:

- **Reduce Page Thumbnails:** Click on this option to reduce all thumbnails to the desired size.
- **Enlarge Page Thumbnails:** Click on this option to enlarge all thumbnails to the desired size.

Thumbnails can also be used to perform PDF pages editing. While the Edit Document Toolbar is active, right-click the page thumbnail to access editing options.
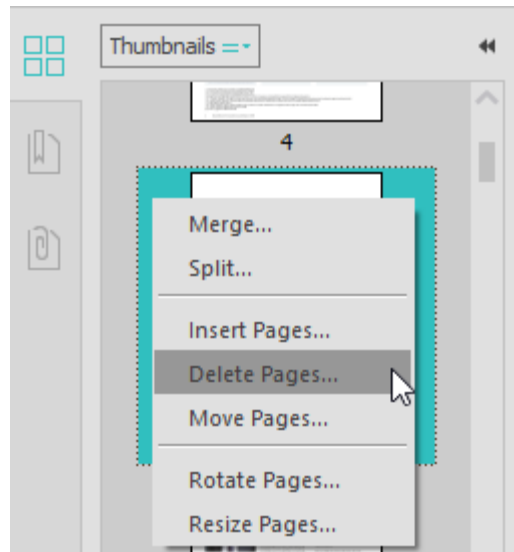
To maximize or minimize the left hand side panel click on the **Thumbnails** tab and it will open or close.

16.2. Bookmarks
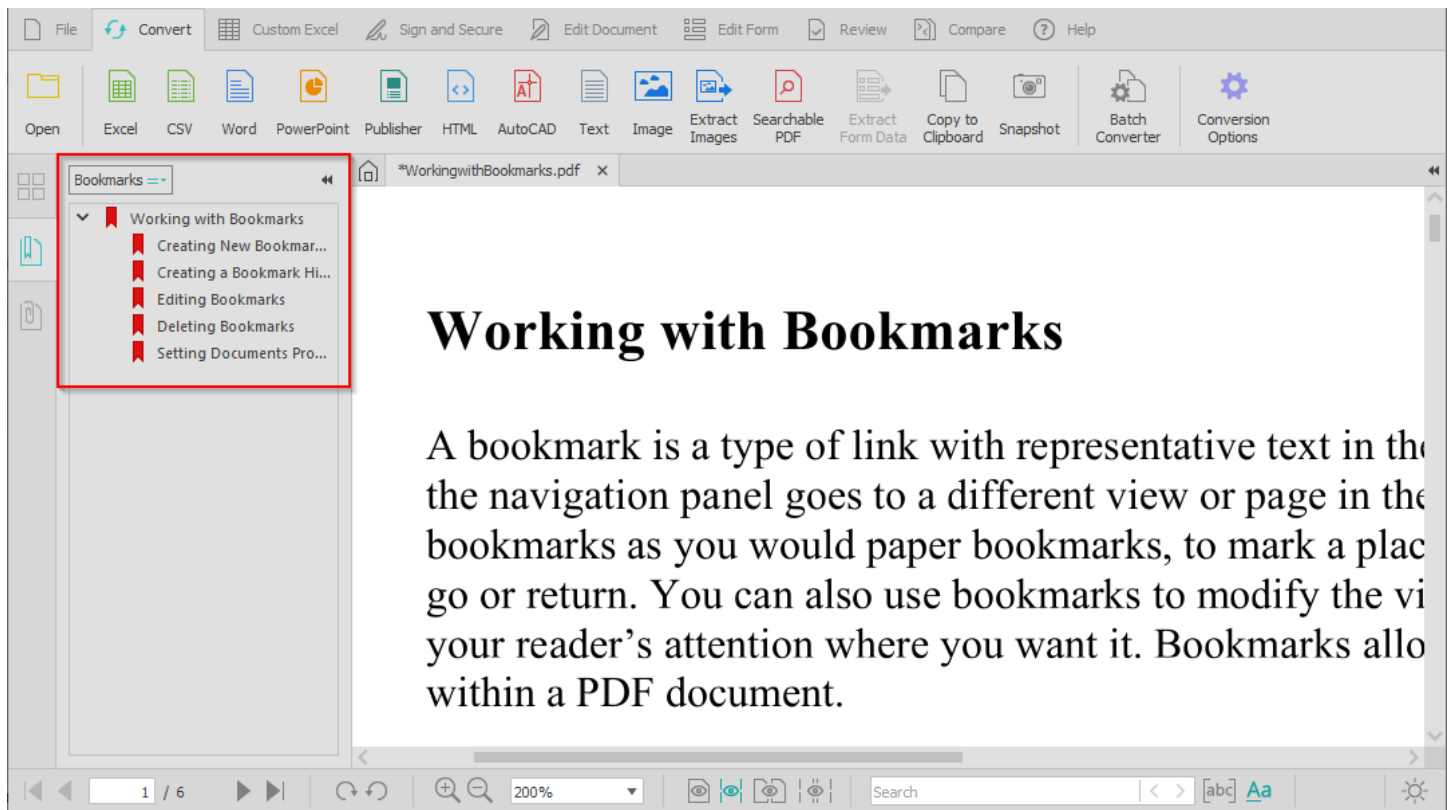
A **bookmark** is a type of link with representative text in the Bookmarks panel in the navigation pane. Each bookmark goes to a different view or page in the document. Bookmarks are generated automatically during PDF creation by the document creator and can be accessed in Able2Extract from the left-side panel.

You can interact with the bookmarks in the active PDF document. To do so, you can either right click on the bookmark or click on the Bookmarks drop down menu.

You will have 4 options:

- **Expand Current Bookmark:** Expand the current bookmark to display any nested bookmarks. You can also click on the down arrows to expand the bookmark levels or collapse them when expanded.

- **Expand Top Level Bookmark:** Expand the top level bookmark to display all nested sub-level bookmarks.You can also click on the down arrows to expand the top level bookmark or collapse it when expanded.
- **Highlight Current Bookmark:** Highlight the current bookmark. To remove the highlight, uncheck this option from the drop down menu.
- **Go to Bookmark:** Go to the selected bookmark. You can also directly click on a bookmark to go directly to the bookmarked page.

To maximize or minimize the left hand side panel click on the **Bookmarks** tab and it will open or close.

16.3. Attachments

If you open a PDF that has one or more attached files, the attachments panel can be opened to list the attached files. You can open these files for viewing from within Able2Extract. To do so, select the file in the attachments panel and you can either right click on the file or click on the Attachments drop down menu.

You will have two options:

- **Open file:** Opens the selected file in its native application using the one installed on your computer.
- **Export file:** Allows you to export and save the attached document to your computer.

To maximize or minimize the left hand side panel click on the **Attachments** tab and it will open or close.

16.4. Document Tabs

Able2Extract is equipped with a tabbed viewing interface that allows you to open, work, view and switch between multiple PDF files at any given time. PDF files you open will be organized and accessible via document tabs.

These tabs make it easy to identify your PDFs, displaying the file's name, extension and digital signature status.

The tabbed viewing interface makes it possible to work on each PDF file separately. The operations you perform on one PDF document do not affect other PDF documents that are opened.
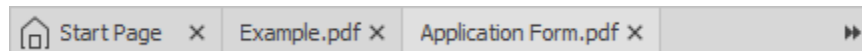
You can change the viewing order of the document tabs. Simply click and drag the document tab to the left or right where desired. To close a PDF, simply click on the ✕ button in the right hand corner of the tab.

16.5. Start Page

Start Page tab is always present as the first document tab and you can use it to:

- Access recent files (and clear the list by clicking on the ⬛ icon),
- Customize User Interface:
  - Switch between [Dark and Light themes](),
  - Change the UI language (English, German, French, Spanish, Italian, and Portuguese available),
  - Scale the UI,
- Take a guided tour through Able2Extract's User Interface and most prominent features
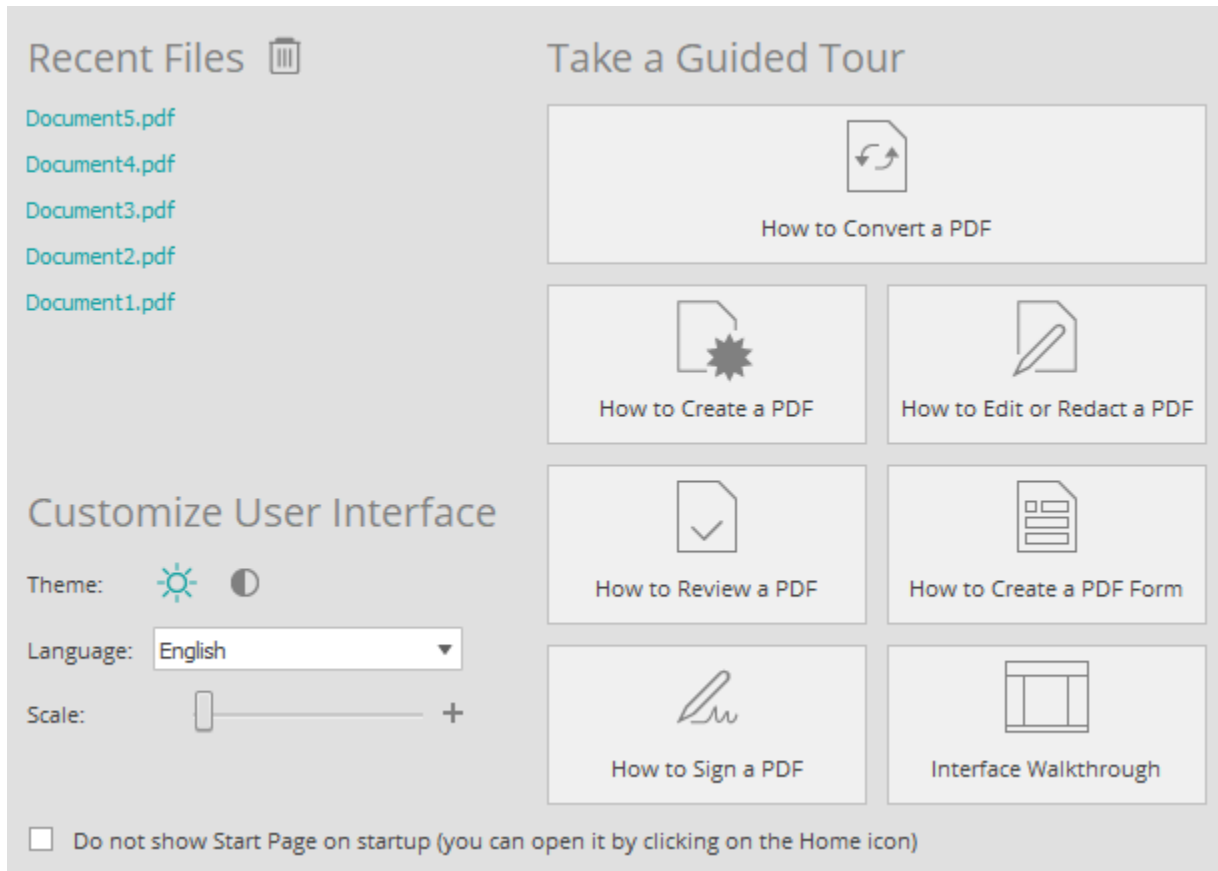
Use the buttons in this section to display the Tip Balloons for Able2Extract. The Tip Balloons are intended to help familiarize you with Able2Extract as you use the program. Able2Extract provides you with a customized set of tips to walk you through a specific PDF task you wish to accomplish, such as converting a native PDF, editing a PDF, signing a PDF document and more.

To start, select which PDF task you need help with by clicking on the corresponding button.

Able2Extract will close the Start Page and immediately display the first tip balloon of your selected PDF task. Simply follow the directions to present the next tip automatically. The position of the Tip Balloon will indicate the location of the button or toolbar needed to access a certain functionality.

You can close the **Tip Balloons** dialog without having any walk through tips by clicking on the ❌ button in the upper right hand corner of the active Tip Balloon. You can always open these walk through tips again from the Start Page, if needed.

Sample **Tip Balloon:**
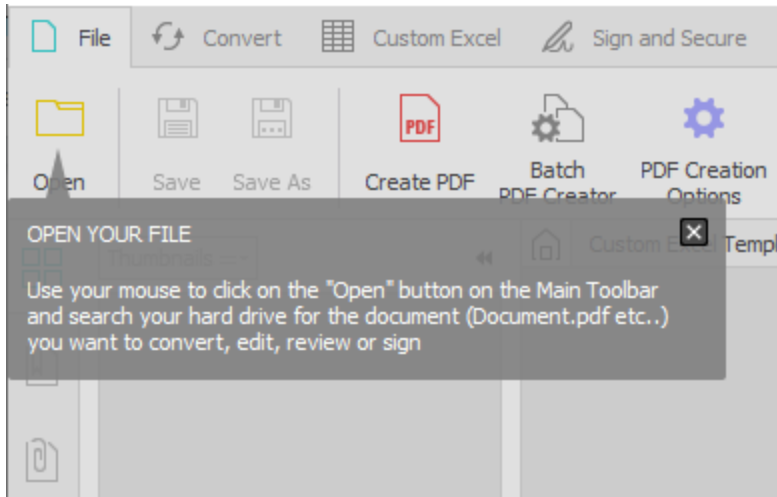
You can choose not to show the Start Page by checking the **Do not show Start Page on the startup** box at the bottom.

Note: Applying changes to the UI language and scale requires an application's restart.

17. Toolbars

Able2Extract is equipped with a ribbon-style tabbed menu that allows you to access major PDF features and their relevant tools. The tabbed menu interface allows you to perform different tasks on the same active document.

Each tabbed menu will activate its corresponding right-side panel with items and options for the functionalities in the active toolbar.

The toolbar also lets you switch between different user modes to access specific features or perform certain functionalities on your file. As a default, documents you open will automatically switch to Conversion mode under the Convert toolbar.

Able2Extract allows you to work non-stop with PDF editing functions by giving you the ability to make certain toolbar buttons "sticky." This allows the function's button to remain pushed, keeping the associated function active for editing tasks that need to be performed more than once.

To make a button sticky, double click on the button. To deactivate it, click onto another button or functionality, click on the button once again, or press ESC button on your keyboard.

Below is a listing of buttons that support this feature:

Custom Excel Toolbar: Aside from the Add Table functionality, all other Sticky button functions for the Customer Excel Toolbar must have some existing tables in the active document for the button to become active. For the Add and Delete Row buttons, the "Show Rows" and "Manual Row Editing" checkboxes on the right side panel have to be set.

- Add Table
- Delete Table
- Add Column
- Delete Column
- Add Row
- Delete Row

Sign and Secure Toolbar: There must be a graphical or electronic image signature configured and saved as default. Use the "Choose Signature" button on the left side to open the tool.

- Sign

Edit Toolbar: The Sticky buttons on the Edit Toolbar will work only with text objects.

- Redact
- Delete

Edit Form Toolbar: When using the Delete sticky button from the Edit Form Toolbar, existing form fields must first be created.

- Add Text Box
- Add Combo Box
- Add List Box
- Add Signature
- Delete

Review Toolbar: When using the Delete sticky button from the Review Toolbar, existing annotations must first be created.

- Delete

The tabbed menu toolbar offers the following commands:

🗋	**File Toolbar**	Access commands for creating, saving and printing PDF documents. The right-side panel for this menu displays a list of Recent Files.

Convert Toolbar

Access commands for converting documents to a wide range of output formats. Being active in this toolbar enables Conversion mode. The right-side panel for this menu contains conversion options for each available output format.

Custom Excel Toolbar

Access commands for custom Excel conversions. Being active in this toolbar enables Custom Excel mode. The right-side panel for this menu contains options for customizing table structures intended for conversion.

Sign and Secure Toolbar

Access commands for applying document security features, and creating or interacting with digital signatures. The right-side panel for this menu displays any existing digital signatures on the active PDF file.

Edit Document Toolbar

Access commands for editing PDF documents. Being active in this toolbar enables Editing mode. The right-side panel for this menu contains options for customizing the formatting and appearance of text.

Edit Form Toolbar

Access commands for editing PDF forms. The right-side panel for this menu contains options for editing, formatting, and manipulating form fields.

Review Toolbar

Access commands for reviewing PDF documents with annotations. The right-side panel for this menu contains options for customizing and adding comments to the annotations added to the document.

Compare Toolbar

Access commands for comparing two printable documents. The right-side panel for this menu contains options for customizing annotations added to the document and statistics for unique elements in both documents, as well as the number of differences.

Help Toolbar

Access assistance and information on Able2Extract Professional. The right-side panel for this menu displays a list of links to additional help material.

17.1. File Toolbar

The **File Toolbar** offers the following commands:

📁	Open	Open an existing document
💾	Save	Save the opened document as a PDF file
💾	Save As	Save the opened document as a PDF file or to save the PDF with a different name or location
📄	Create PDF	Open a file in Able2Extract to convert to PDF
📄	Batch PDF Creator	Create PDFs from multiple files in Batch creating mode
⚙️	PDF Creation Options	Displays the PDF Creation Options dialog
🖨️	Print	Send your current document to the printer
📄	Page Setup	Change printer, paper size or page alignment
🔍	Web Search	Search for selected PDF text and phrases online
📄	Properties	View and modify PDF document information
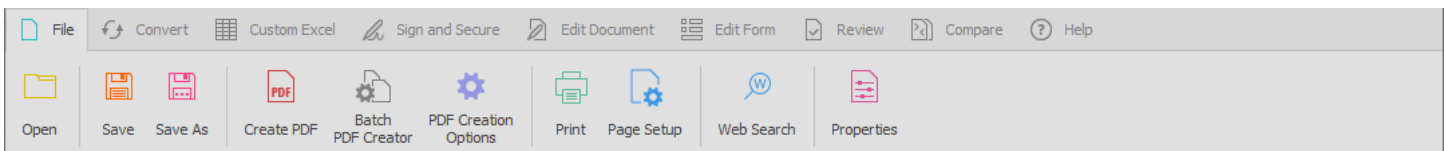
17.1.1. Open

Use this command to open a PDF or other printable file formats in a new window. You can have more than one document open at a time. Use document tabs to switch among the multiple open documents. See Document Tabs.

Supported documents are those in PDF or ASCII/Unicode (Text) formats. Use "Files of type:" combo box to choose between the various formats, or all of them.

Shortcuts

Toolbars:

Keys: CTRL + O (,), COMMAND + O ( )

17.1.2. Save

Note: This command is activated when a document is opened for PDF file creation or when there are unsaved changes made to an opened PDF document.

Use this command to save the opened document as a PDF file.

Shortcuts

File Toolbar:

Keys: CTRL + S (,), COMMAND + S ( )

After the **Save** command is selected, the **Save As** dialog will appear. Enter the name and location of your file and click **Save**.

17.1.3. Save As

Note: This command is activated when a document is opened for PDF file creation or when there are unsaved changes made to an opened PDF document.

Use this command to save the opened document as a PDF file or if you wish to save the PDF with a different name or location.

Shortcuts

File Toolbar:

Keys: CTRL + SHIFT + S (,), COMMAND + SHIFT + S ( )

After the **Save As** command is selected, the **Save As** dialog will appear. Enter the name and location of your file and click **Save**.

17.1.4. Create PDF

Note: PDF creation using this method is limited on macOS and Linux platforms. As a result, users may have to create PDF files through the Able2Extract Printer, which can be accessed through any application's Print functionality.

Use this command to open a file in Able2Extract for converting to PDF or to create a blank PDF document.

Shortcuts

File Toolbar: [PDF icon]

Keys: CTRL + K ([Windows icon], [Linux icon]), COMMAND + K ([Apple icon])

Selecting this option will allow you to choose between **Create a PDF From an Existing Document** and **Create a Blank Document** options. Selecting the first option will let you browse for the file you wish to convert to PDF. Selecting the second one will create a blank, untitled, one-page document for you to work on and populate before saving.

A file in Able2Extract set up for PDF creation:
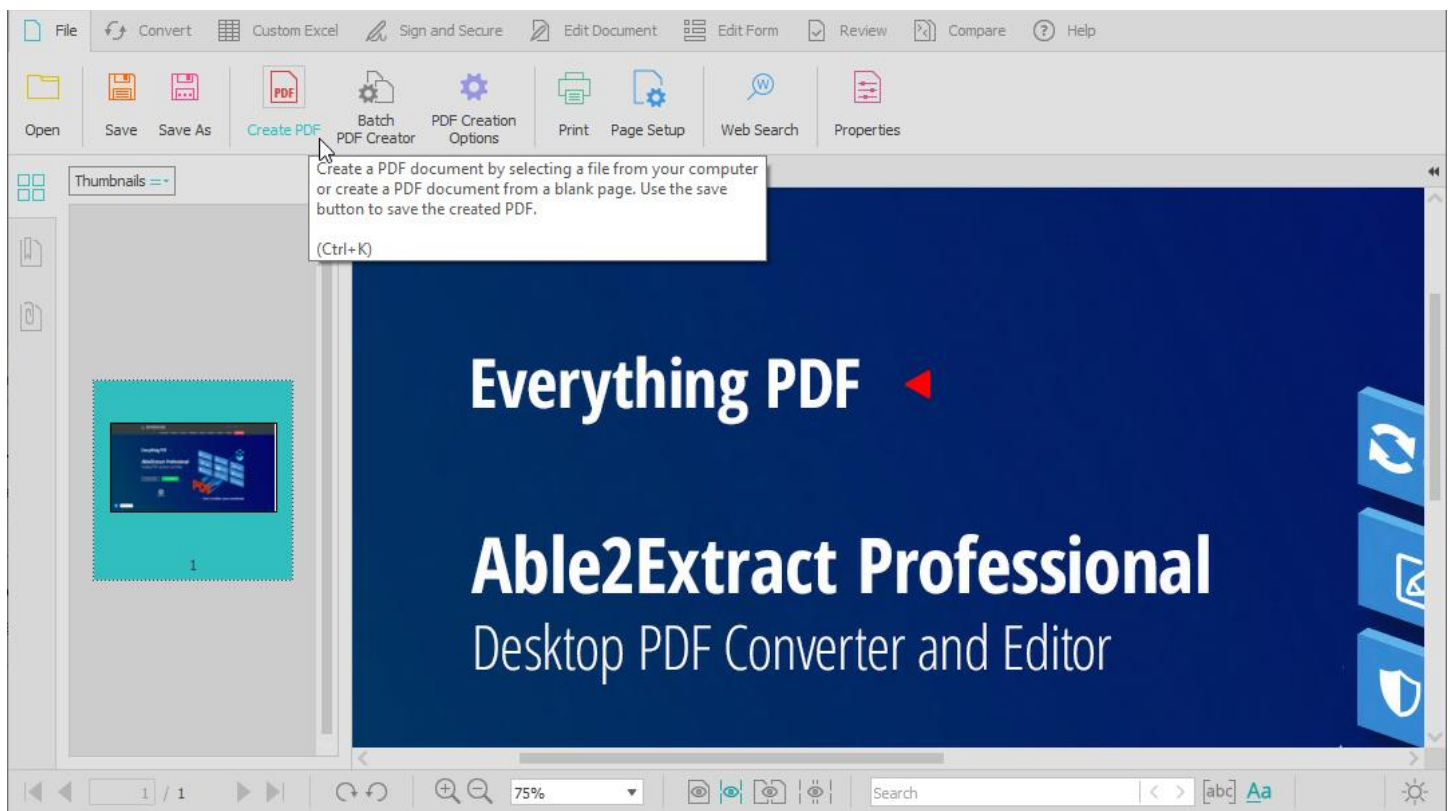
When a file is opened, it is not automatically saved as a PDF file. To do so, use the **Save** and **Save As** commands. As a precaution, Able2Extract will prompt you to save your file before you close it.

17.1.5. Batch PDF Creator

Use this command to designate a series of printable files for conversion into individual PDF files or a single file - automatically merged PDF from all files in the batch creating queue.

The Batch PDF creation functionality requires the GhostScript interpreter for PostScript® language and PDF files to be installed onto your computer. You can download it from the ghostscript.com download page.

Shortcuts

File Toolbar: [icon]

PDF Creation

After the **Batch PDF Creator** option is selected ⚙📄 , the separate document tab named Batch PDF Creator will open and you will be prompted to select printable files for batch conversion to PDF:
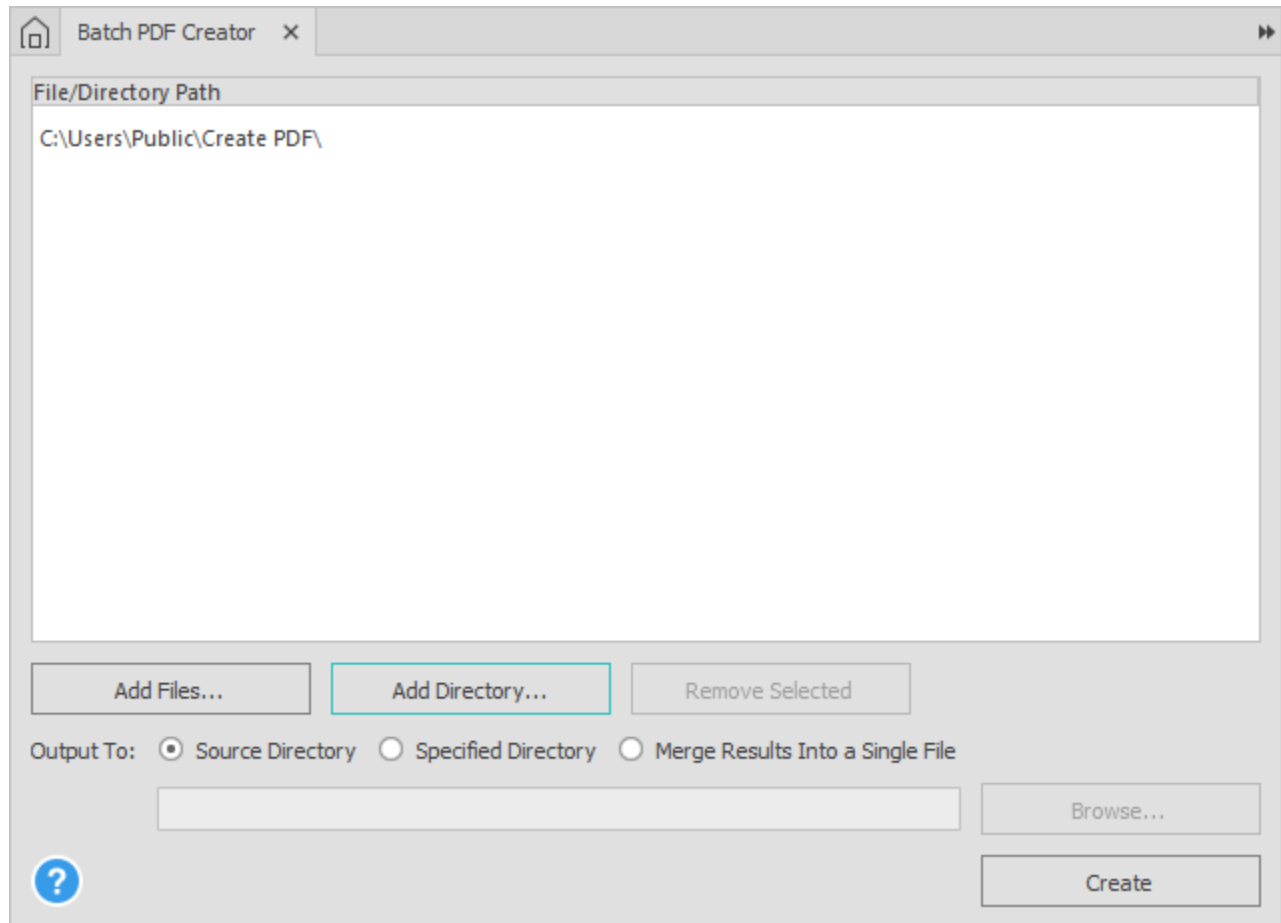
Click on the **Add files...** button to select printable files for conversion to PDF. Once selected, they will appear in the main dialog box, indicating that they are in the queue for PDF creation.

Able2Extract will also allow you to specify and scan entire directories for source files to be included in the batch creation process. Click on the **Add Directory...** button to upload a directory you wish to scan.

If you accidentally include a file or directory that you do not wish to convert, you can click and highlight that file or directory and then click the **Remove Selected** button.

After all desired files for batch PDF creation have been added, choose between three Output To options. By default, Able2Extract will save the converted results to the same folder as your source file(s) - **Source Directory** radio button.

To specify a different output folder, select the **Specified Directory** radio button and click the **Browse...** button. All conversions will then be saved into this selected folder.

The third option lets users **Merge Results Into a Single File**. After selecting the corresponding radio button and clicking the Browse… button, select the location and the name for a single PDF file output.

After clicking the Create button the file(s) will appear in the designated Output folder.

17.1.6. PDF Creation Options

Note: The changes made to these options will affect all PDF documents – as such, particular changes made for a certain PDF document may need to be changed for subsequently created PDF documents.

Shortcuts

File Toolbar:

When creating a PDF file in Able2Extract, users can set and specify different PDF creation options. These can be accessed through the **PDF Creation Options** dialog:

General Tab

The General tab contains items, such as **Title**, **Author**, **Subject** and **Keywords**, which may be appropriate to determine on a case-by-case basis.

If settings are changed for **Title**, **Subject** and **Keywords**, the user should keep in mind the fact that these may not be appropriate for subsequent PDF documents.

Security Tab
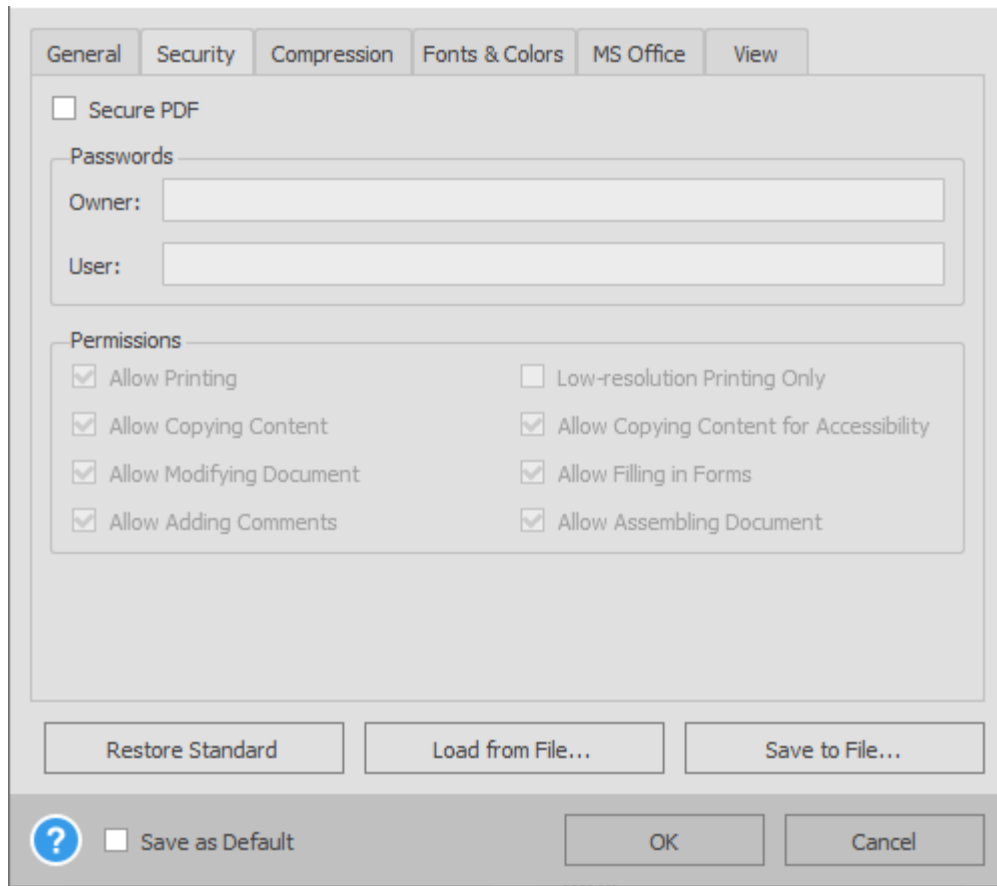
The Security tab allows users to specify the level of security for the PDF files being created. Checking the Secure PDF box will give users options to apply an Owner or User password.

Applying an Owner password enables users to add file permissions that can either restrict or allow users to print, copy content, modify the document and add comments.

Permissions can also be specified for printing quality and more specialized tasks such as copying content for accessibility, filling in forms and assembling the document.

Compression Tab
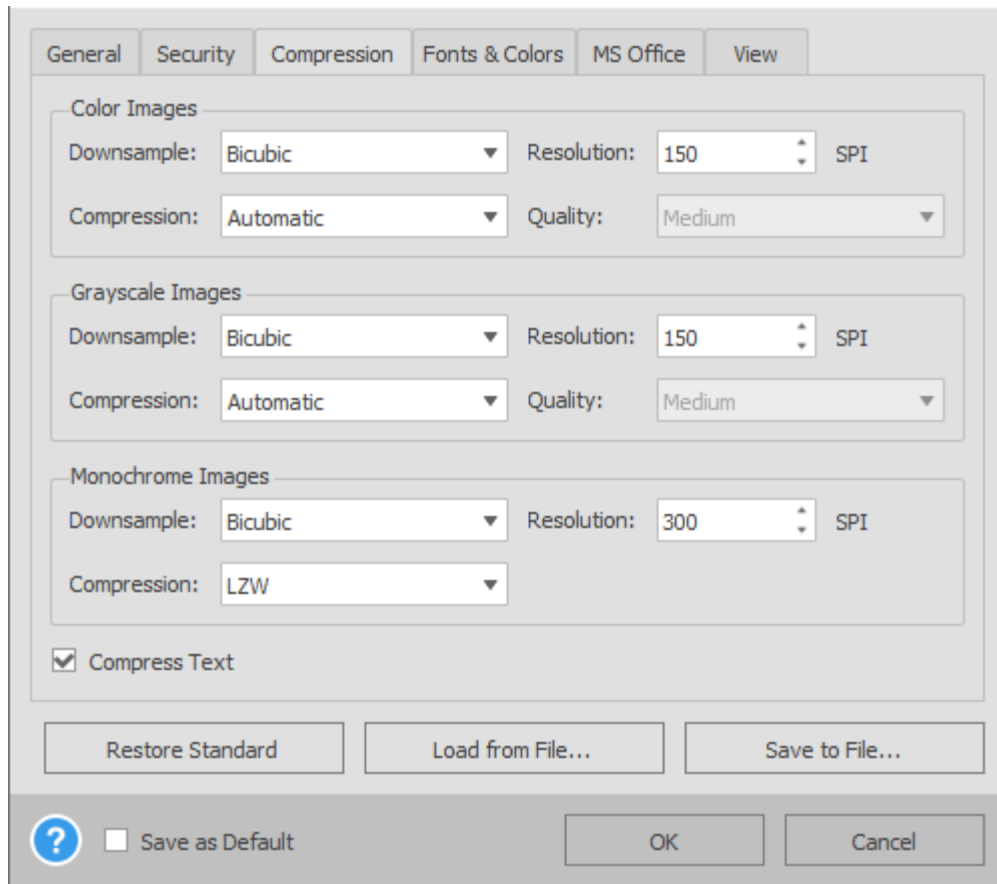
The Compression tab contains three image-based compression groupings. For each image style, the user may select from the four sample methods of **Downsample** (**Off**, **Average**, **Subsample**, **Bicubic**) and five alternatives for **Compression** (**Off**, **Automatic**, **JPEG**, **ZIP**, **LZW**). The **Quality** setting is only applicable for **Color Images** and **Grayscale Images** when compression is set to **JPEG**.

The user also has the option to **Compress Text**. The default setting for text compression is to be selected.

Fonts and Colors Tab
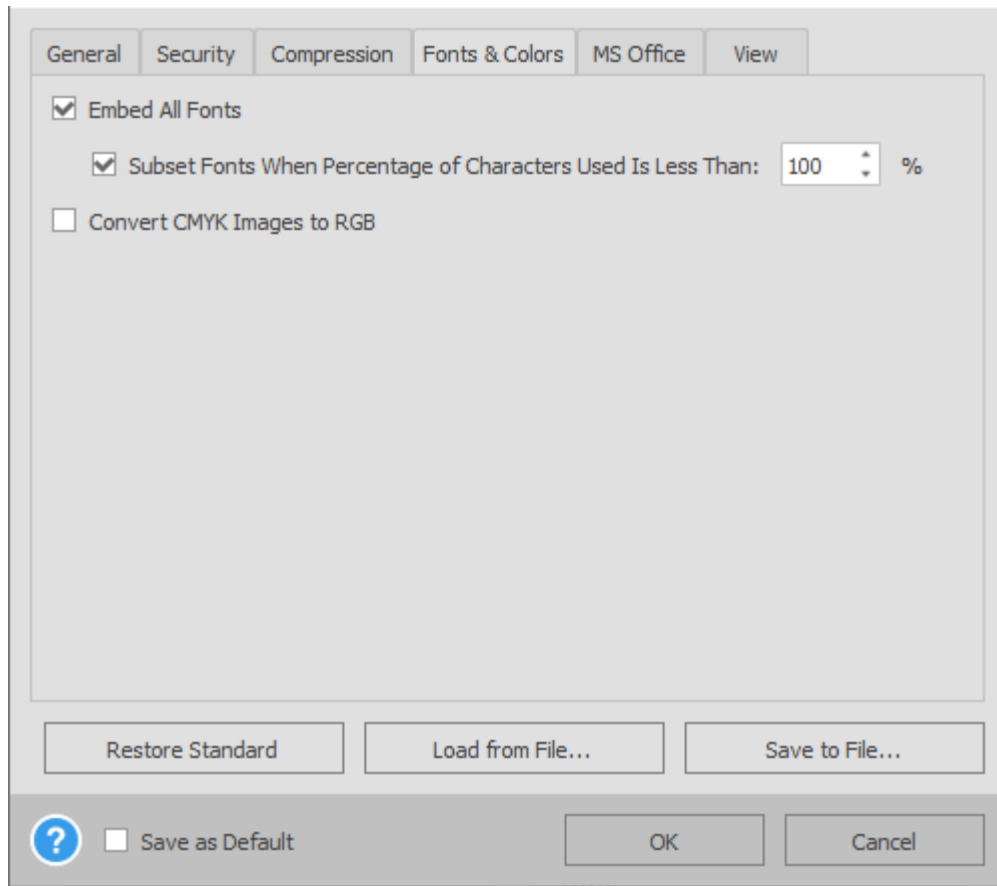
The color options refer to standard color handling algorithms and methods. In most cases, the user will not have to change these advanced settings.

The user may choose whether to **Embed All Fonts** or to select **Subset Fonts When Percentage of Characters Used Is Less Than** when the percentage of characters used is less than a predefined percentage. The Font options are based on Adobe PDF specifications.

MS Office Tab
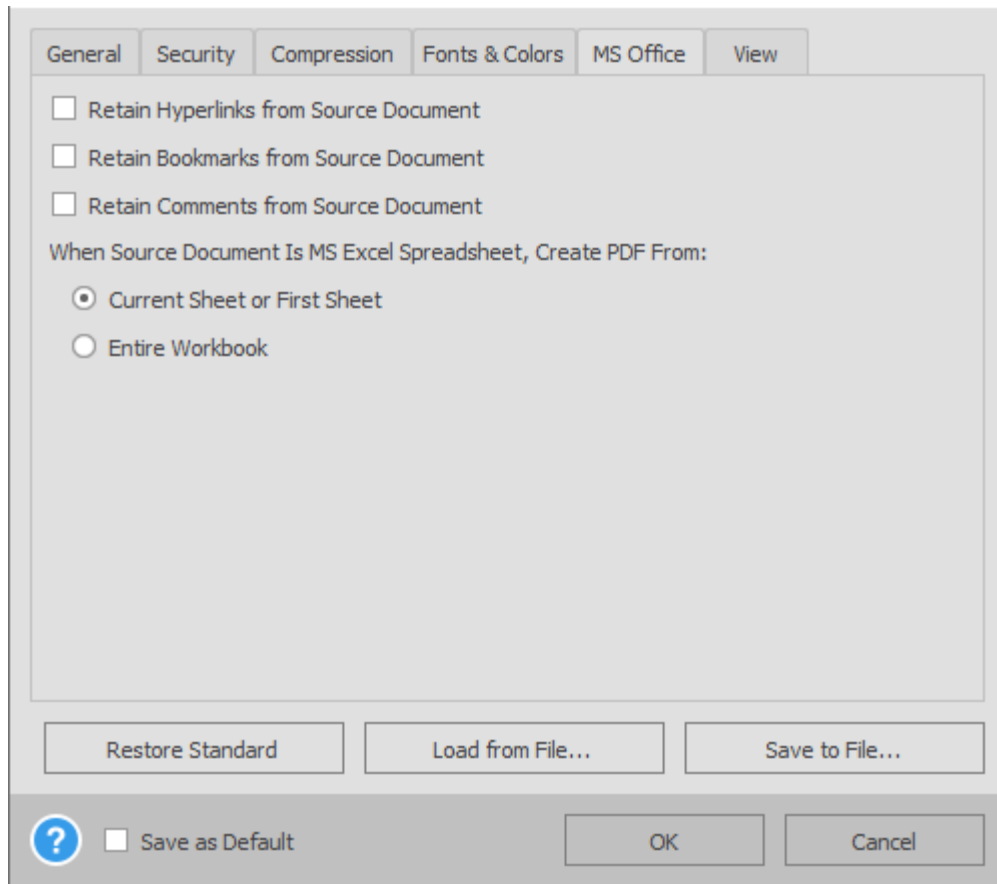
Note: These options are not available for PDFs created through the Able2Extract Printer or on macOS or Linux versions of Able2Extract.

The MS Office tab provides basic settings for users that apply only to Word, Excel and PowerPoint documents.

The user can select whether to retain **Hyperlinks**, **Bookmarks** and **Comments** in Word or Excel if they exist in the source document being converted.

For Excel, the user can specify whether to create the PDF based on the **Current Sheet or First Sheet** or whether to create based on the **Entire Workbook**.

View Tab
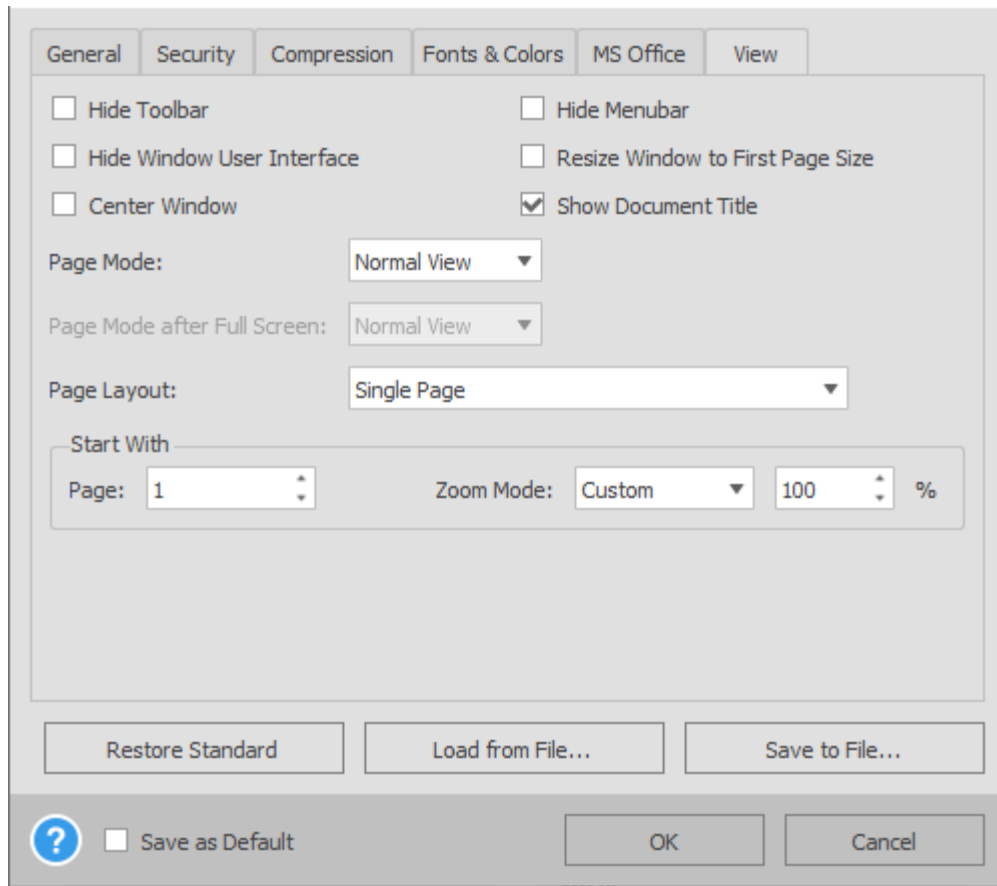
The **View** tab contains a series of options for the PDF Viewer Preferences. Users can choose to:

- Hide the toolbar
- Hide the window user interface
- Center the viewer window
- Hide the menu bar
- Resize the window to fit first page size
- Display the document title
- Specify the page mode

The preferences listed in the **View** tab are based on Adobe PDF specifications.

Page Layout also refers to a viewing style preference. Users can select from four options for their page layout preference.

The **Start With** frame allows the user to specify the default page to display when a PDF file is opened. The **Zoom Mode** item in the display allows the user to specify the zoom status to be displayed when opening PDF files.

The **Restore Standard** button restores all settings to what they were when the program was installed on the computer for the first time.

The **Load from File...** button opens a previously saved file of PDF creation settings and automatically applies them to the current document being converted to PDF.

The **Save to File...** button allows users to save the selected PDF Creation Options to an external file for further usage.

The **Save as Default** check box saves all current settings from the PDF Creation Options dialog Able2Extract Professional user's settings file.

17.1.7. Print

Use this command to print a PDF file. The Print functionality is fairly standard and the print dialog box may vary depending on the printers available on your system.

Keys: CTRL + P (,), COMMAND + P ( )

17.1.8. Page Setup

Use this command to change the basic setup, such as specified Printer, paper size and page orientation. The **Page Setup** functionality conforms to standard application settings and the **Page Setup** dialog box may vary depending on the printers available on your system.

Keys: CTRL + SHIFT + P (,), COMMAND + SHIFT + P ( )

17.1.9. Web Search

Use this command to search for selected text and phrases online. This command is designed to work with your default browser and search engine of your choice.

Clicking on this command will allow you to select textual content on the PDF page. Once your text is selected a pop up will appear giving you options to select your search engine. Choose between Bing, DuckDuckGo, Ecosia, Google and Yahoo.
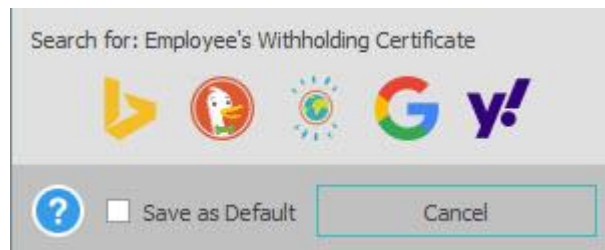
After selecting your search engine, a search engine page results will open in your system's default web browser. You can save your selection by checking the **Save as Default** checkbox. Doing so will stop the dialog from popping up.

If you would like to change your search engine, click on the Web Search tool. Select your content while pressing the CTRL button down. This will bring up the Choose Search Engine dialog once again, allowing you to select a new search engine.

17.1.10. Properties

Use this command to check your PDF document information. Upon selecting this command, a dialog will open with the file's existing information already filled in.

Shortcuts

File Toolbar:

17.2. Convert Toolbar

The **Convert Toolbar** offers the following commands:

	Open	Open an existing document
	Excel	Convert selected portion of active document to Excel spreadsheet
	CSV	Convert selected portion of active document to CSV or other delimited file formats
	Word	Convert selected portion of active document to a Word document
	PowerPoint	Convert selected portion of active document to a PowerPoint presentation
	Publisher	Convert selected portion of active document to a Publisher document
	HTML	Convert selected portion of active document to HTML table
	AutoCAD	Convert selected portion of active document to DXF/DWG (AutoCAD)
	Text	Convert selected portion of active document to plain text
	Image	Convert selected portion of active document into an Image format
	Extract Images	Extract images from the active document into a single folder
	Searchable PDF	Convert an opened scanned PDF document into a PDF with searchable text
	Extract Form Data	Extract PDF form data into CSV format
	Copy to Clipboard	Copy the selected portion of the active document and put it on the Clipboard
	Snapshot	Copy the selected portion of the active document as an image
	Batch Converter	Convert in Batch Conversion mode
	Conversion Options	Displays the Conversion Options dialog
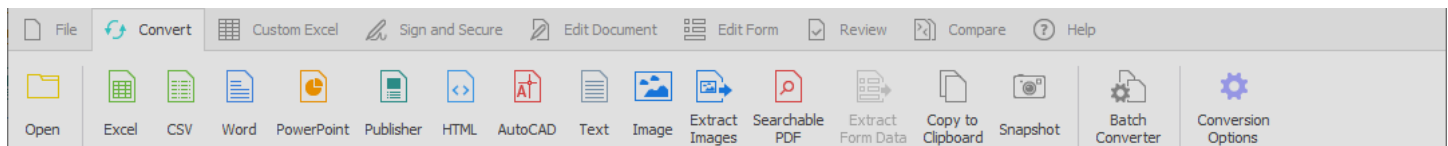
17.2.1. Open

Refer to Open section for a detailed description of this option.

17.2.2. Excel

Use this command to convert the selected portion of the active document to an Excel spreadsheet.


Shortcuts

Convert Toolbar:

Keys: CTRL + E (,), COMMAND + E ( )

After selecting the **Excel** command, you will be prompted with the following dialog box:
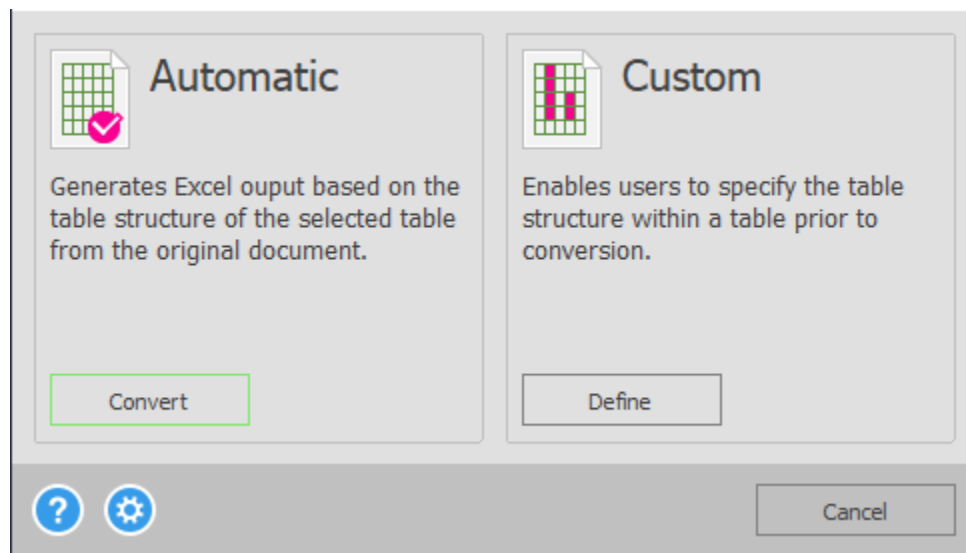
Follow PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom for a detailed description of the conversion options.

17.2.3. CSV

Use this command to convert the selected portion of the active document to a CSV or configurable delimited file.

Shortcuts

Convert Toolbar:

Keys: CTRL + L (,), COMMAND + L ( )

After selecting the CSV command, you will be prompted with the following dialog box:
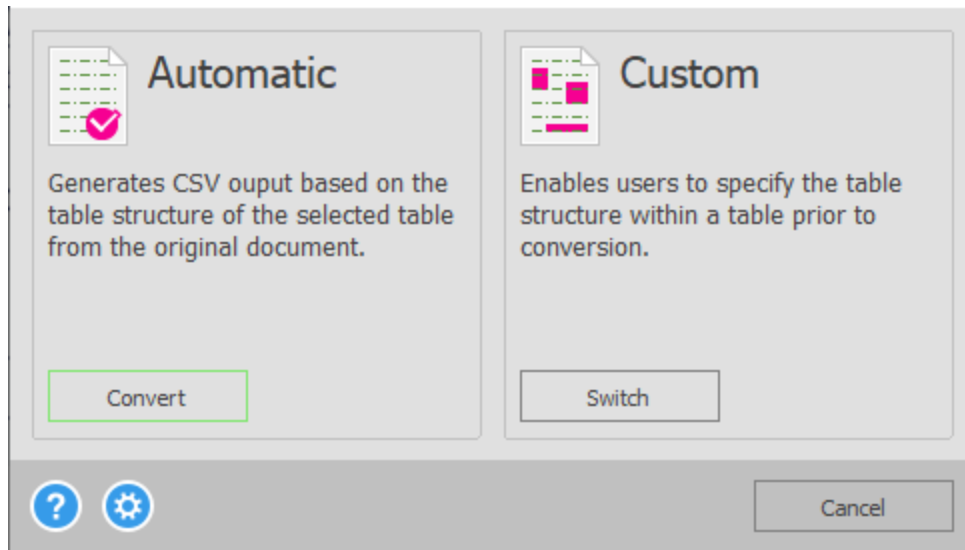
Follow [PDF to Excel and PDF to CSV Conversion Options – Automatic or Custom](#) for a detailed description of the conversion options.

Delimiter

Once you have the content to be converted selected, you will be prompted to configure the type of delimiters for the conversion: Comma, Tab, or Other.
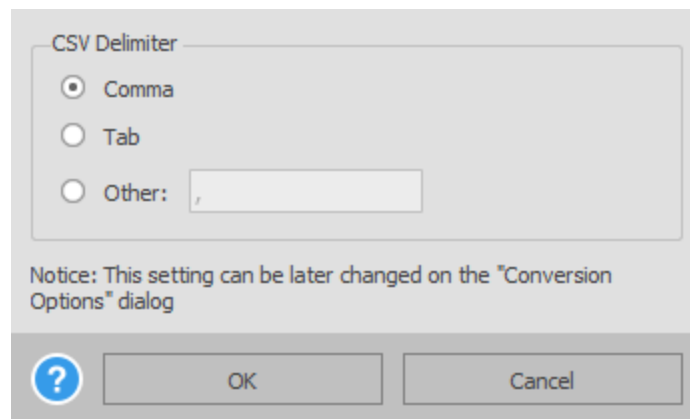
This dialog is only available for the first PDF to CSV conversion attempt. It will set the specified delimiter as the default for any subsequent conversions to CSV.

You can change your settings by going to **Conversion Options** → **Excel/CSV**. In the **CSV Delimiter** section, select or specify your delimiter. Then click on **OK** to save your settings.

17.2.4. Word

The convert to Word feature offers three different conversion format and formatting options from the **Side Panel**:
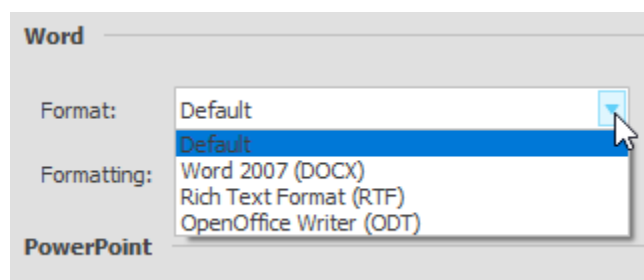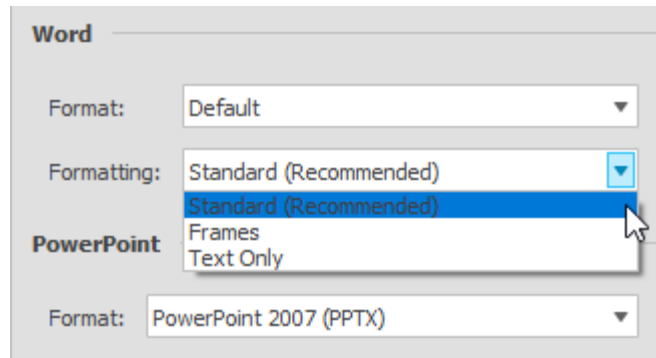
Shortcuts

Convert Toolbar:

Keys:　　　　　　CTRL + D (,), COMMAND + D ( )

Conversion

After the button is pressed, the **Save As** dialog will appear. On this dialog, select the location of where the Word conversion output will be saved to on your hard drive. Also, designate what the name of the file will be for the Word output.

Once those two requirements are satisfied, the conversion will take place and Word will be launched with the converted document.

Conversion Formatting Options

The following briefly explains the pros and cons of the various conversion options:

1. **Standard** – The default conversion option will retain background graphics, as a background image in the converted output, and the textual layout using the layout of the original PDF document for guidance. For most documents, this will provide the best looking output in a format that is simple to edit. As such, it is the recommended format for most documents.
2. **Frames** – Under certain circumstances, because the text boxes are designed to correlate with the structural positioning of the original PDF document, it may be possible to generate a more accurate layout than with the Standard conversion selection option.
3. **Text** – The PDF to Word Text Only conversion option will only convert the text portions of selected items. The text will appear as a standard paragraph without special formatting or text boxes in a new word document. This conversion is most useful when preserving the look and feel of the PDF in Word format is not important, but the user desires easy access to the text information.

17.2.5. PowerPoint

Use this command to convert the selected portion of the active document to a PowerPoint document. The convert to PowerPoint feature offers two different conversion format options from the side panel:
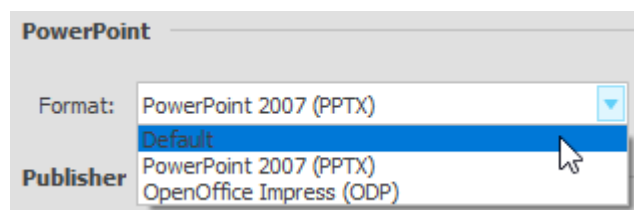
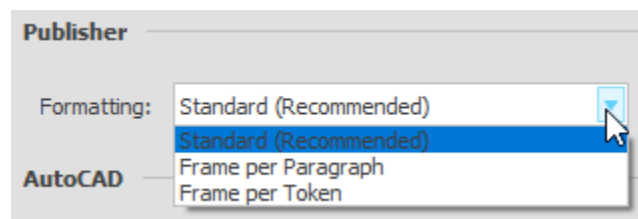**Shortcuts**

[Convert Toolbar](#):

After having selected the file name, the conversion process will take place, PowerPoint will launch, and the selected information will be able to be viewed in the PowerPoint software program.

PowerPoint format – This option in the Side Panel designates the PowerPoint output options. The **Default** conversion option will detect the version of PowerPoint you have installed on your computer and convert to the applicable format. The **PowerPoint 2007** option is conversion into the PPTX format. Users also have the ability to select **OpenOffice Impress (ODP)**, an open standard presentation format used and generated by OpenOffice, as their designated output option.

17.2.6. Publisher

Use this command to convert the selected portion of the active document to a Publisher document. The convert to Publisher feature offers three different conversion [formatting options](#) from the side panel:

Shortcuts

[Convert Toolbar](#):

After having selected the file name, the conversion process will take place, Publisher will launch – you will then have a few options for determining the style of conversion that will result in Publisher. Once you have made your selections, the selected information will be able to be viewed in the Publisher software program.

17.2.7. HTML

Use this command to convert the selected portion of the active document to an HTML (Hyper Text Markup Language) file.

Shortcuts

Convert Toolbar:

Keys: CTRL + H (,), COMMAND + H ( )

Conversion

After the **HTML** option is selected   the **Save As** dialog box will appear. Enter the file name which you would like the resulting HTML (.html) document to be called.

After having selected the file name, the conversion process will take place, your default Internet browser will launch, and the converted HTML will be able to be viewed in the browser.

17.2.8. AutoCAD

Use this command to convert the selected portion of the active document to DXF/DWG format for drafting and design purposes. Choose between two different conversion format options in the side panel:
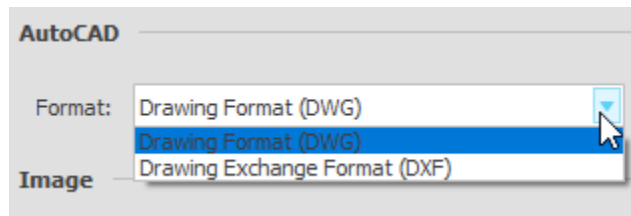
Shortcuts

Convert Toolbar:

Keys: CTRL + G (,), COMMAND + G ( )

Conversion

After the **AutoCAD** option is selected   a dialog box appears allowing the user to make selections for color palette and additional options (metrical units, polyline width, drawing insertion point and scale, whether or not connected segments should be merged into a polyline).

Format selection can be found in the Side Panel. Users can select either **DXF** or **DWG** format for the conversion output. AutoCAD DXF is a drawing exchange format that provides some interoperability between AutoCAD and other programs. DWG (Drawing) is a native format used by AutoCAD to store two and three dimensional design data and metadata. The DWG format used is licensed from the Open Design Alliance.

Select a **color palette** based on your preferred color settings for AutoCAD and also the color capabilities of the version of AutoCAD you are using. The **Standard** option for color palette is typically black and white and is compatible with AutoCAD 2000 and later versions. The **RGB** option for color palette uses the RGB (24-bit) AutoCAD palette compatible with AutoCAD 2004 and later versions.

Note:

- *As part of the PDF to AutoCAD conversion, Able2Extract Professional can convert scanned PDFs to vector drawings. This functionality is controlled by the OCR/R2V Options found in the Conversion Options dialog.*
- *Each page of the source PDF will be converted to a separate file – eg. file Test.pdf, containing three pages, converted to DXF would result in three files: Test-1.dxf, Test-2.dxf, and Test-3.dxf.*
- *Images from the original PDF are not converted – only vector graphics and text are converted*
- *Five layers are used in the converted documents:*
  - *0 layer – standard AutoCAD layer*
  - *B layer (has the B label) additional white filled page-sized background rectangle – added to imitate the page background (for the RGB conversion only)*
  - *H layer (has the H label) – for all filled shapes (hatches) from the original PDF*
  - *P layer (has the P label) – for all lines from the original PDF (AutoCAD term – polyline)*
  - *T layer (has the T label) – for all text patterns from the original PDF*

Examples:

The following PDF file was converted into DXF format, for demonstration purposes. The Color Palette selected was RGB:
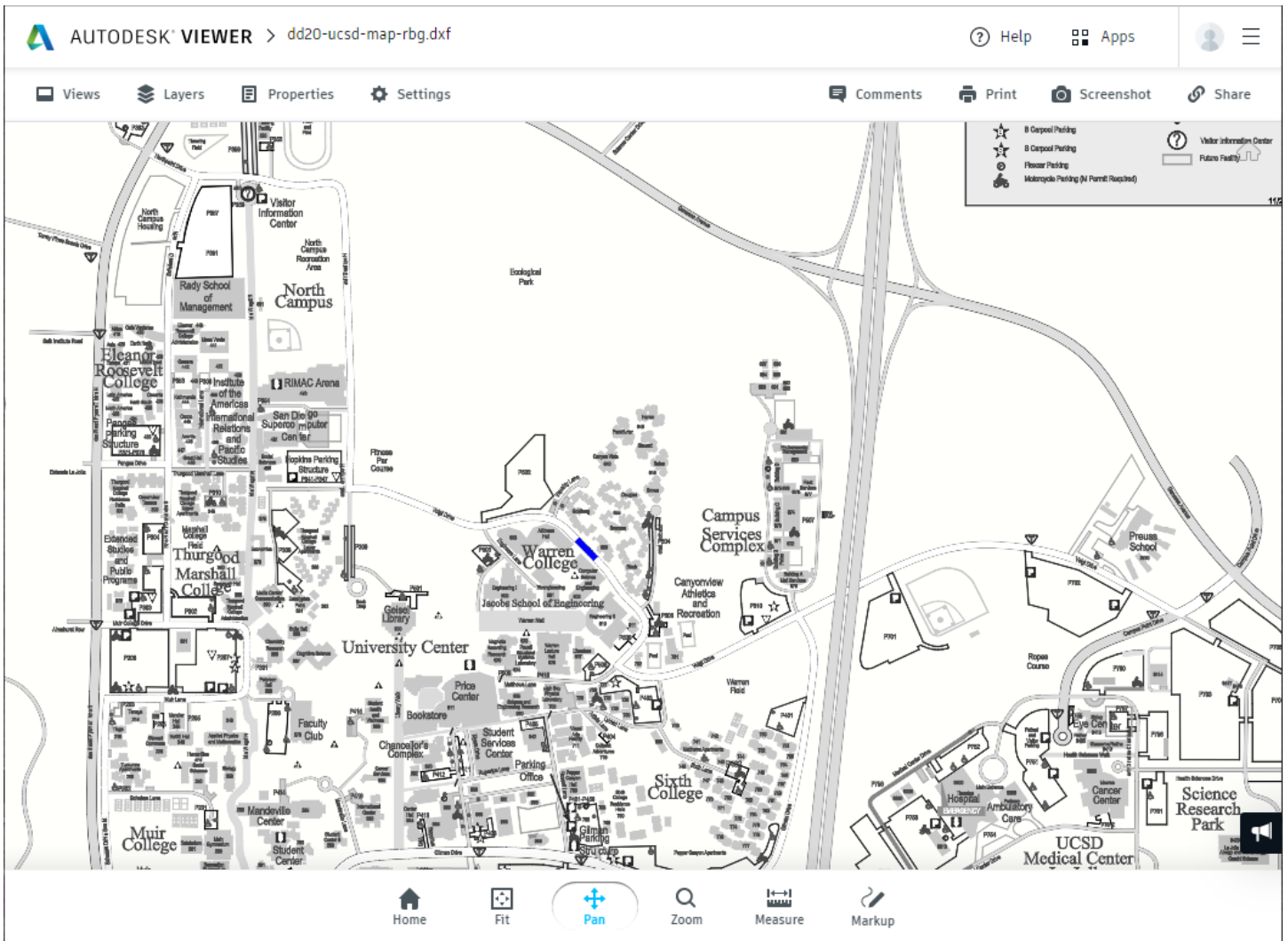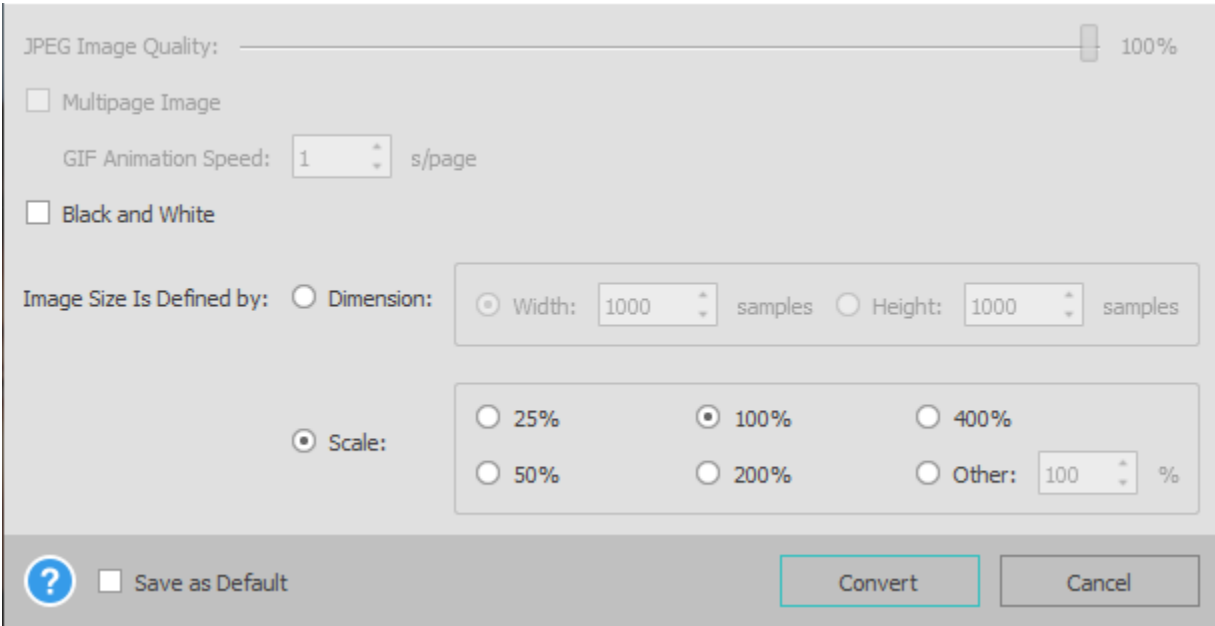
Using the same file and format, but selecting the "Standard" color palette option, the image will appear as follows:
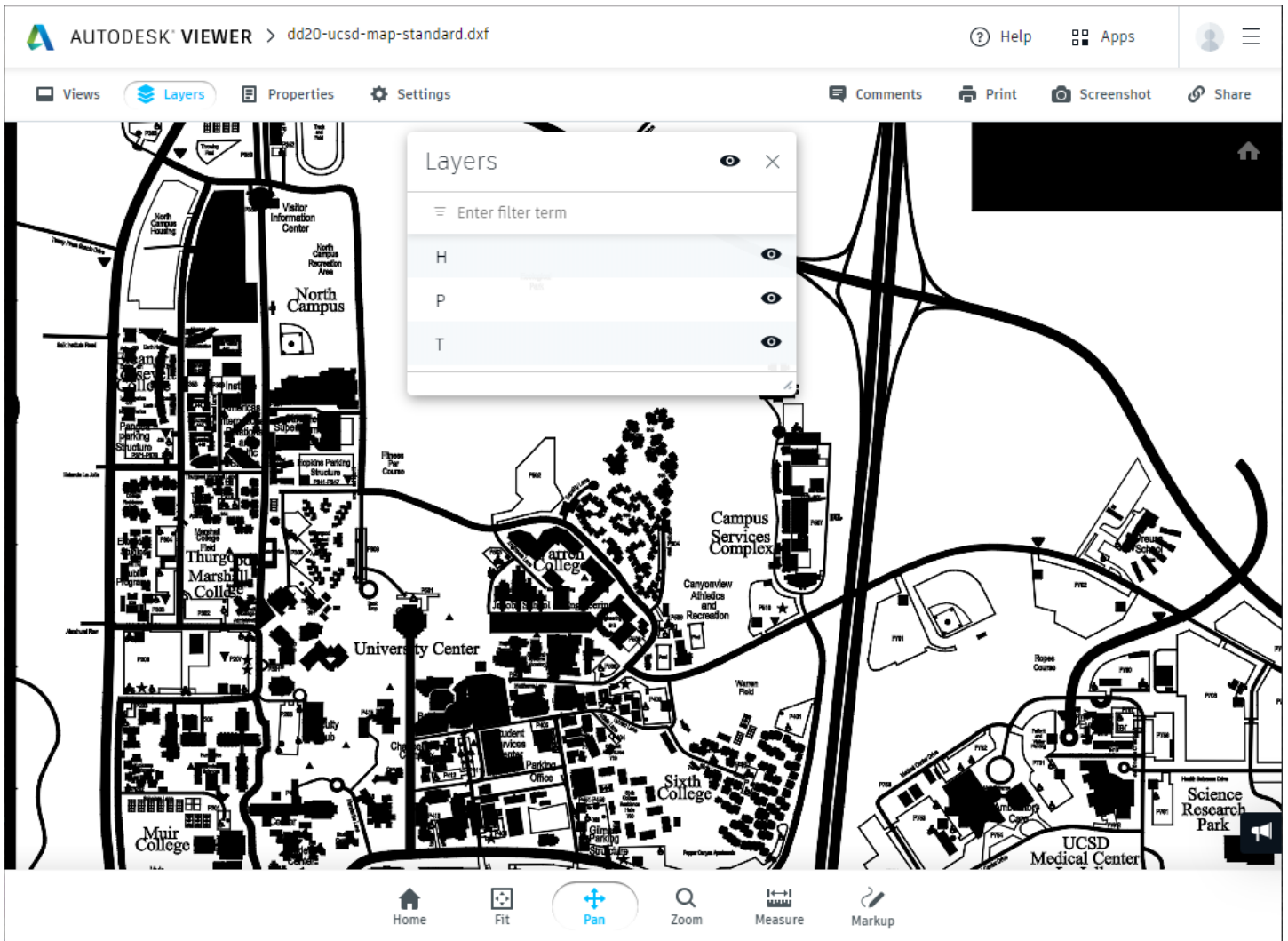
Because the colors under the standard palette in the above example were converted to black, the filled shapes have been converted to black spaces. To remove these spaces, you can turn off the H layer (filled shapes) in AutoCAD and the document would appear as follows:
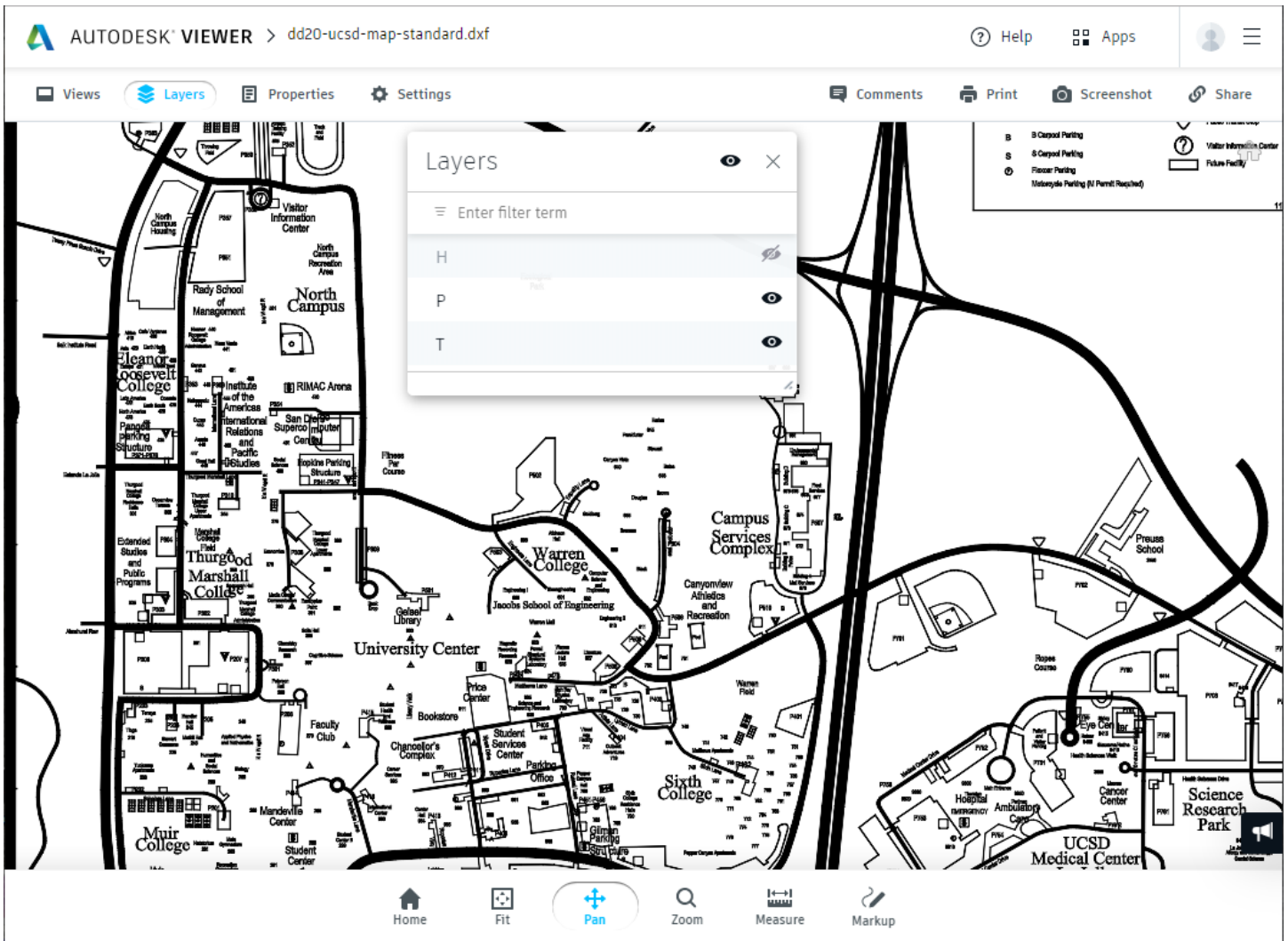
17.2.9. Text

Use this command to convert the selected portion of an active document to a plain ASCII text file.

Shortcuts

Convert Toolbar: 📄

Keys: CTRL + T (⊞, 🐧), COMMAND + T (🍎)

17.2.10. Image

Use this command to convert the selected page of an active document into an image format. This command is designed to convert the whole PDF page into a single image – even if the selected area covers only a portion of the PDF page, the entire page will be converted to a single image. If you only need to select a smaller image within a PDF page to extract, use the **Snapshot** command to do so.

Shortcuts

Convert Toolbar: 🖼️

Keys: CTRL + I (▦ , 🐧), COMMAND + I (🍎)

Conversion

After the **Image** option is selected 🖼 a dialog will appear providing for a variety of options regarding the extracted PDF page image:

JPEG Image Quality: ————————————————————————	100%
☐ Multipage Image	
GIF Animation Speed: 1 ▲▼ s/page	
☐ Black and White	

Image Size Is Defined by: ○ Dimension: ◉ Width: 1000 ▲▼ samples ○ Height: 1000 ▲▼ samples

◉ Scale: ○ 25% ◉ 100% ○ 400%
       ○ 50% ○ 200% ○ Other: 100 ▲▼ %

? ☐ Save as Default   [Convert] [Cancel]

Image Format

The **Image Format** drop-down in the Side Panel allows you to specify the image format (BMP, JPG, PNG, GIF, TIF, WebP) that you would like to create. Select your output before clicking on the Image button.

Image

Format: Portable Network Graphics (PNG) ▼
       Windows Bitmap (BMP)
Clipboard Joint Photographic Experts Group (JPG)
       Portable Network Graphics (PNG)
       Graphics Interchange Format (GIF)
☑ Text Tagged Image File Format (TIF)
       Web Picture (WebP)
☑ Rich Text Format (RTF)
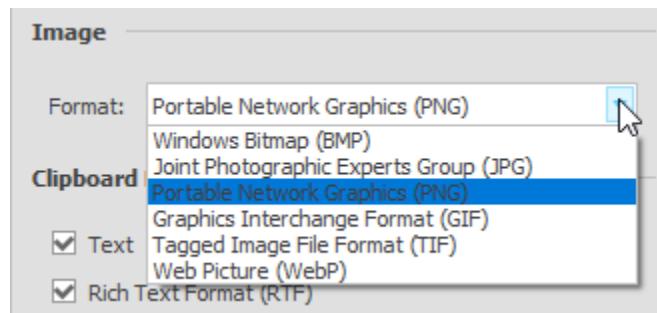
Output Options

You can set the **JPEG Image Quality** for the JPEG output file format in the dialog after you click the **Image** button. Also, **Multipage Image** can be used to create multiframe **GIF** or multipage **TIFF** images. Finally, if desired, the selected page can be saved in **Black and White**.

Image Size

There are two ways to specify how you would like to scale the image. You can choose to specify the Size, either the fixed height or width of the converted image in samples (pixels). This could be handy if your image must fit within a certain height or width. You cannot select both a height and a width, because the output image will always retain the proportions of the original source document.

You can also choose to scale the image. In this case the image size is determined by the original document size, **Output Image Resolution** setting (see Conversion Options) and the chosen scale.

17.2.11. Extract Images

Use this command to extract bitmap images from the selected content of an active document into a single folder. This command is designed to extract all images into individual image files. If no content is selected, the entire document will be processed.

Shortcuts

Convert Toolbar:

Keys: CTRL + ALT + I (,), COMMAND + ALT + I ( )

17.2.12. Searchable PDF

Use this command to convert image-only scanned PDFs to a PDF with searchable text. Unlike the other conversion functions, this command does not produce any output files. Instead it is designed to modify the opened document, adding an invisible text layer over scanned pages that allow for searching for text patterns.

Shortcuts

Convert Toolbar:

Conversion

With your scanned PDF opened in Able2Extract Professional, go into the **Convert Toolbar** and click on **Searchable PDF**.

In the Search box in the **Footer Toolbar**, perform your search as usual by typing in the terms you would like to find within your scanned PDF document.

By clicking two buttons next to the Search box, you can choose to search for the whole words only or make your search case sensitive.

17.2.13. Extract Form Data

Use this command to extract PDF form field data into .CSV format. This command is only activated when a filled PDF form is opened in Able2Extract in Convert mode.

When exported into .CSV format, the names of the fields in the PDF form will be used as the column headers with the form data below. In addition, the form field data and columns in the .CSV file will be organized according to the order in which they are registered in the PDF form.

Shortcuts

Convert Toolbar:

Keys: CTRL + J (,), COMMAND + J ( )

17.2.14. Copy to Clipboard

Use this command to copy selected data onto the clipboard. This command is unavailable unless there is data currently selected. Copying data to the clipboard replaces previously stored content.

Though Able2Extract will, by default, convert your copied selection to Text, RTF, and CSV formats, you can specify the required format for your copied text. To do so, under the **Clipboard Formats** section in the **Side Panel**, check or uncheck to specify the output format for your copied content. Choosing a single output format from this section will generate faster processing times.
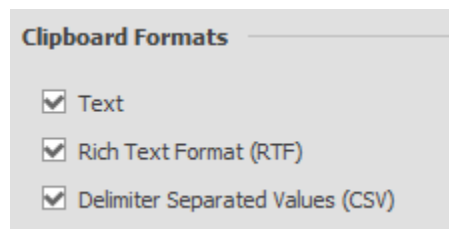
Shortcuts

Convert Toolbar: ▯

Keys: CTRL + C (▦, 🐧), COMMAND + C (🍎)

Use the **Copy** command then switch to the application you want the data to be copied into and use the **Paste** command to paste your selected content.

17.2.15. Snapshot

Use this command to enable the selection of a portion of the active document to be saved to the clipboard as an image.

Shortcuts

Convert Toolbar: 📷

Keys: CTRL + SHIFT + C (▦, 🐧), COMMAND + SHIFT + C (🍎)

For scanned PDF documents, the only selection method available is area-based selection. To copy an image to the clipboard, first select the **Snapshot** command, then use your mouse to select the image or content that you would like to save as an image, as you would normally select an area for a scanned PDF document.

Once the selection has been made, the image will be saved to the clipboard and the following dialog will appear:

The selected area has been copied to the clipboard.

OK
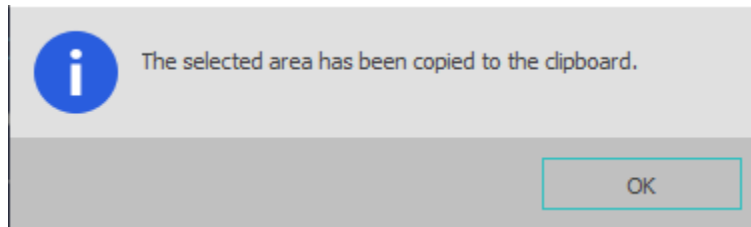
17.2.16. Batch Converter

Note: Available only for native PDF and Text documents.

Use this command to designate a series of PDF files for conversion into your desired output and destination.

Shortcuts

Convert Toolbar: ⚙▯

Keys: CTRL + V (▦, 🐧), COMMAND + V (🍎)

Conversion

After the **Batch Converter** option is selected ⚙▯ , the separate document tab named Batch Converter will open and you will be prompted to select PDF files for batch conversion:
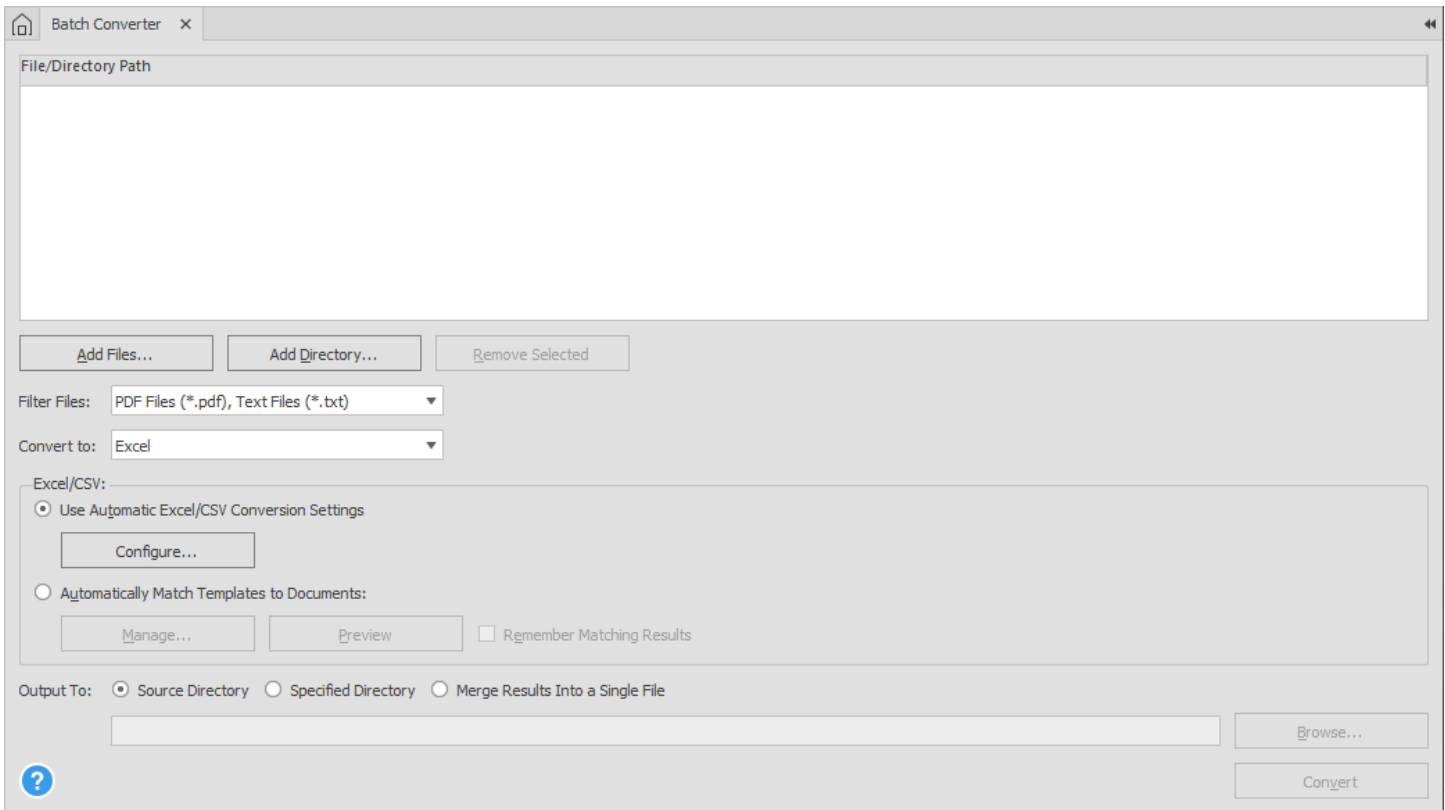
Click on the **Add files...** button to select PDF files for conversion. Once selected, they will appear in the main dialog box, indicating that they are in the queue for conversion. Able2Extract will also allow you to specify and scan entire directories for source PDF files to be included in the batch conversion process. Click on the **Add Directory...** button to upload a directory you wish to scan. If you accidentally include a file or directory that you do not wish to convert, you can click and highlight that file or directory and then click the **Remove Selected** button.

After all desired files for batch conversion have been added, the next option to consider is the Output Folder. By default, Able2Extract will save the converted results to the same folder as your source PDF. To change this, uncheck the **Same as Source** box. You can then specify an output folder by clicking on the **Browse...** button. All conversions will then be saved into this selected folder. The final step is to select the conversion output by using the **Convert to** drop-down menu.

After clicking the **Convert** button the files will appear in the designated Output folder.

Note: The batch conversion functionality only allows for full file conversions – so you are not able to visually select the portions of a source file. Also, the batch conversion will convert scanned PDF files as images – the OCR functionality is not available for batch conversions.

Automated Batch Conversion Using Master Templates

The Machine Learning engine in Able2Extract allows the software to distinguish between different PDF documents, enabling you to upload specific **Custom Excel Templates** for the document(s) to be converted. This means that Able2Extract will be able to apply and match your templates to the appropriate PDF documents when performing batch conversions.

Note that this functionality is only available with batch conversions to Excel or CSV formats.

In order to batch convert PDF files using an existing template, you will first need to train the software to identify the table structures with **Master Templates**. Approximately 5-10 documents for each category of PDF should be a sufficient amount.

1. Upload the files to the batch conversion queue by using the **Add Files...** or **Add Directory...** buttons.
2. Turn on the **Automatically Match Templates to Documents** option.
3. Click on **Manage...**
4. In the Manage Groups dialog that follows, upload your existing **Custom Excel Template** files. You can also assign an existing **Smart Template** to any category during the training process. You should have separate template files for each group you want. You can further manage your templates and groups with the options to

Add, **Replace**, **Save**, **Remove**, **Export** or **Import** your template files.

Statement Template 1

| Add... | Replace... | Save As... | Remove |

| Export... | Import... |

Close
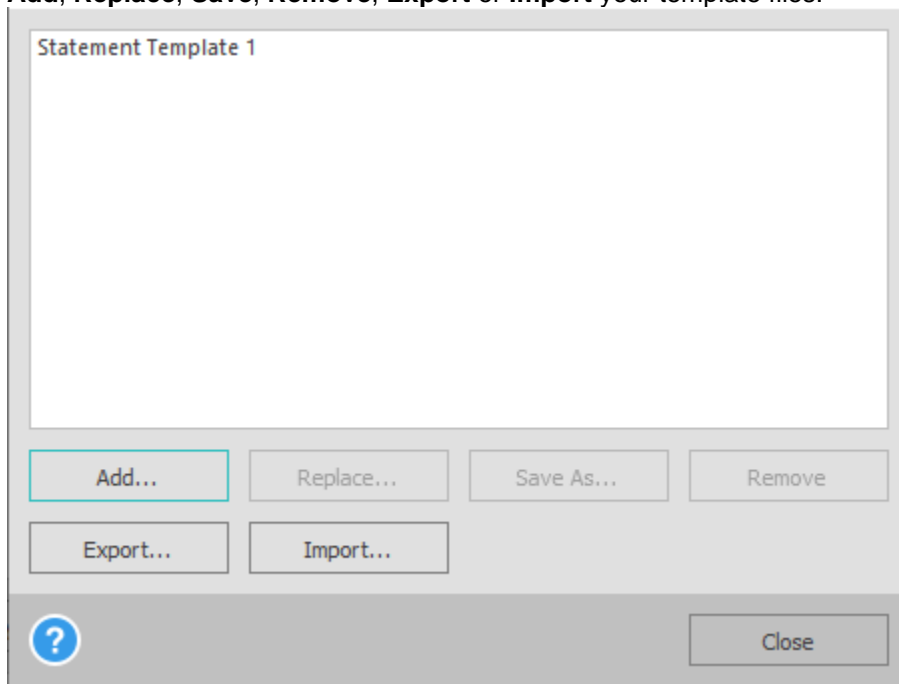
5. Once your templates and PDF documents are uploaded, select the category of each PDF file in the batch queue list to its corresponding template by using the combo box on the right side of each file.
6. Put a check the **Remember Matching Results** option box.
7. Click on either **Preview** or complete the conversion process by clicking on **Convert**. Note that the Preview option will not be functional the first time you train Able2Extract using this method. It is only effective after it has learned to identify and match the categories of PDFs to their corresponding templates.

Once trained, the next time you convert the same type of PDFs in Batch mode, Able2Extract will be able to recognize the category of every new document itself.

To convert PDF to Excel or CSV without applying any specific templates, simply turn the **Use Automatic Excel/CSV Conversion Settings** option on instead.

17.2.17. Conversion Options

Shortcuts

Convert Toolbar: ⚙

The **Conversion Options** item under the **Convert Toolbar** will display the **Conversion Options** dialog.

The **Conversion Options** dialog enables the end user to configure Able2Extract's output to account for different possible PDF document structures. A brief description of each option is provided below:

General

General | OCR/R2V | Excel/CSV | Word

Auto-spacing

☑ Auto-spacing Between Words

☐ Auto-spacing Between Close Numbers

Gap (between letters) Treated as Space: ⦿ Standard   ○ Smaller

Unrecognized Symbols

☐ Replace by '¤' (U+00A4)   ☐ Get from OCR

Eliminate Repeated Characters (if more than 5):   ○ For All Conversions   ⦿ For Excel Only   ○ Keep All Characters

☐ Retain Problematic Font Names From the Source Document

Output Image Resolution: 150   ▼   samples per inch

☑ Fix Page Orientation

Inches ▼ | Restore Standard | Load from File... | Save to File...

❓ ☐ Save as Default | OK | Cancel

Auto-spacing Between Words – Some PDF documents are created such that their internal structure does not demarcate "spaces" between words, even though the viewable PDF page does contain spaces between words. As such, the Investintech PDF conversion engine automatically adds spaces between document patterns (i.e. words) as a default setting.

In certain cases, such as the case of expanded text with Justify alignment, the **Auto-spacing Between Words** default can result in the insertion of extra spaces between words and poor conversion results. In these cases, conversion results may improve if the **Auto-spacing Between Words** setting is deselected. This option is applicable only for non-scanned documents/pages.

Auto-spacing Between Close Numbers – This function works similarly to the **Auto-spacing Between Words** function, except it focuses on patterns that consist of numbers.

Gap (between letters) Treated as Space – In cases where a gap between letters is treated as a space, using this option gives users the ability to select standard spacing between letters or smaller spacing, which puts the letter closer together. The default option is standard.

Unrecognized Symbols – Some PDFs use non-standard fonts and therefore it can be difficult to find a match from the existing system fonts on a particular computer. In cases when Able2Extract cannot find a match for a particular symbol, there is the option to either (1) show the ¤ symbol – if the checkbox is marked; (2) try to use OCR to grab the symbol that cannot be read; or if nothing is checked – a space will be shown.

Eliminate Repeated Characters – Documents will occasionally have a line of repeated characters, which may interfere with PDF conversion results.

The **Eliminate Repeated Characters** (if more than 5) 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 processed – they are kept in RTF/DOC conversion and eliminated otherwise. This option is available (1) For All Conversions; (2) For Excel Only; (3) (ignore and) Keep All Characters. The default option is for Excel Only.

Retain Problematic Font Names From the Source Document – In certain cases, a PDF document will contain a variety of challenging fonts within a PDF. 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.

Output Image Resolution – The drop-down offers 3 different settings (72, 150 and 300 samples per inch) to set the quality of any image that will display in the background of the converted document. A lower number means that the resulting document size will be smaller. The default is a medium size.

Fix Page Orientation - For PDFs with pages that are out of orientation, select this option. Able2Extract will detect the proper orientation of your PDF pages and apply it to the document during the conversion process. This will produce consistent page orientation in the output results.

OCR/R2V

OCR: Auto-spacing Between Words – A simple check box that when checked, lets the software determine the accurate spacing between words on scanned documents when converted using OCR.

OCR: Extract Images – When checked, the OCR engine will work to convert not only text but also images from the scanned document.

OCR: Mode – Lets the user determine whether to override the default scanned document detection and make a determination on their own about whether to use OCR to make the conversion. Three options are available: 1. **Automatic (Default)** – this allows the software to determine whether a page or a document is scanned or not. 2. **Enabled (Perform Image-based Conversion)**: tells the conversion engine to treat every document as being scanned and use OCR to

convert documents regardless of whether they are scanned or not. 3. **Disabled (No Image-based Conversion)**: tells the program to never use OCR to convert a document, even if it is a scanned document.

OCR: Do Not Use OCR for Whole Page Images - Check this option to turn off OCR for whole page images while performing a scanned PDF conversion. This option is recommended for PDFs that contain whole page images, such as artwork or title pages that contain little to no text and a lot of graphics. This type of content is not ideal for OCR conversions. Checking this option will disable the OCR for such pages and skip over them, producing a cleaner conversion output.

OCR: Perspective Deskew - This option is helpful for PDF files created from inaccurately scanned documents (via tablet scanner) or paper documents that have been photographed with cell phones. These will often produce a digital document where the perspective of the resulting image is "skewed" and the edges of the document in the image are not parallel.

If this skewed perspective is too extreme for the "regular" OCR to interpret properly, you can turn this option on to deskew the perspective as much as possible for more accurate conversions. The conversion results will vary according to the quality of the original image.

OCR: Recognition Languages (English Is On if Nothing Is Selected) - If you have a scanned document with some non-English language(s), you can direct the OCR engine to recognize and convert other languages from PDF to editable formats by clicking on the language from the list. You can choose from French, Spanish, German, Italian, Portuguese, Greek, Danish, Dutch, Norwegian, Finnish or Swedish.

In order to get the most accurate OCR recognition results possible, it is best to keep the selection of additional languages to a minimum and turn them on only as needed. If the language is highlighted, the OCR engine will look for characters and words of that specific language (or group of languages). Note that English is always on by default regardless of the selected languages.

Raster-to-Vector (R2V): Mode – Lets the user determine whether to override the default scanned document detection and make a determination on their own about whether to use Raster-to-Vector transformation during conversion to AutoCAD. Three options are available: 1. **Automatic (Default)** – this allows the software to determine whether a page or a document is scanned or not. 2. **Enabled (Perform Image-based Conversion)**: tells the conversion engine to treat every document as being scanned and use Raster-to-Vector transformation to convert documents regardless of whether they are scanned or not. 3. **Disabled (No Image-based Conversion)**: tells the program to never use Raster-to-Vector transformation to convert a document, even if it is a scanned document.

Raster-to-Vector (R2V): Detect Edges - When converting PDF to AutoCAD, Able2Extract will use the Raster-to-Vector engine (R2V) to detect edges in line drawings. The Edge detection functionality will better delineate faint lines in the source PDF document that do not convert during a PDF to AutoCAD conversion. The R2V will add more "thickness" and detail to characters in order to better distinguish them in the resulting AutoCAD document. For consistent and accurate conversions to AutoCAD, it is recommended to keep this turned on by default.

Excel/CSV

General | OCR/R2V | Excel/CSV | Word

☑ Use Text Format for Non-numeric Data

☐ Trailing Minus Sign (-) Treatment

☐ Retain Dollar Sign ($) as Separate Symbol

☐ European Continental Settings (1.234.567,89 = 1 234 567.89)

☐ Enable Table Unfolding (treat rows as columns and vice versa)

☐ Convert Rotated Text (Excel)

☑ Calculate Column Positions Forecast for OCR Pages In Custom Excel Conversion

Vector Graphics Tables Recognition: ◉ Automatic (Default) ○ Enabled ○ Disabled

Merge Multipage Tables With Similar Structure to Simplify Output: ◉ Automatic (Default) ○ Enabled ○ Disabled

☐ Merge Solitary Tables With Similar Structure to Simplify Output

Default Excel Format
☑ Single Worksheet

☑ Excel Fonts

☑ Excel Spacing

CSV Delimiter
◉ Comma

○ Tab

○ Other: `,`

Inches ▼ | Restore Standard | Load from File... | Save to File...

(?) ☐ Save as Default | OK | Cancel

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 that it is associated with (e.g. "4,560–" instead of "–4,560"). Converting negative numbers where the minus sign trails to the right of the number may cause the resulting conversion to Excel to place these numbers as text items, rather than number items.

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 ($) as Separate Symbol – Certain financial documents contain dollar signs – often at the top or bottom of financial documents. Unfortunately, sometimes the dollar sign ($) creates 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 – which separates the integer portion of a number from the fractional portion – and the thousand 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 thousand separator.

This option allows you to convert documents that adopt the decimal comma and "period" thousand separators (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 output from a PDF in column structure to Excel in row structure or vice versa. For instance – if your PDF document contains three columns of data, if 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.

Convert Rotated Text (Excel) – In some cases, a PDF document may have text in a table that has been rotated in a certain direction. Checking this box in the options menu will convert the rotated text into Excel upon conversion.

Calculate Columns Positions 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.

Vector Graphics Tables Recognition: This functionality is useful for most cases where vector graphics tables are present in non-scanned PDFs.

Vector graphics tables occur when vertical and horizontal lines do not create columns and rows as you might expect. For example, a straightforward table is one that may have its main structure consisting of five main columns. However, it is also possible that such a table could have one column that is broken down even further into two extra columns and also contain text within the cells. This inner additional structure of vertical and horizontal lines (vector graphics table) can be complex and difficult to convert accurately.

Adjusting the settings before your conversion, though, can allow for more refined extractions of such table structures.

- **Automatic** (Default): This setting is on by default and will try to predict what table results you would prefer. It is useful for cases where vertical and horizontal lines do not reflect the main column/row structure, and will convert the table depending upon the vector graphics table layout.
- **Enabled**: Turn this setting on to convert the table according to the graphical layout. Any table that is recognized by Able2Extract as a vector graphics table will be processed so that the text in each cell in the main table structure will be placed into one Excel cell.
- **Disabled**: Turn this setting on to instruct Able2Extract to ignore the graphical layout and convert the table according to the main table structure layout. This can be used in cases where you may prefer not to have the cellular text placed into one cell.

Merge MultiPage Tables With Similar Structure To Simplify Output: This functionality can help accurately determine the placement of similar table structures and their content into Excel spreadsheets.

- **Automatic (Default)**: Able2Extract will automatically analyze the table structures in your PDF document and decide how to merge multipage tables with similar structures based on the content.
- **Enabled**: Check this option on when the Automatic table layout does not meet the intended table structure. Able2Extract will merge similar table structures into one table.
- **Disabled**: By turning this option off Able2Extract will try to separate tables with different column headers.

Merge Solitary Tables With Similar Structure To Simplify Output: Able2Extract will try to detect and properly identify individual tables and place table structures as accurately as possible into Excel. If this option is selected some solitary tables with similar table structures can be merged to simplify output.

Default Excel Format – Select from a variety of Excel conversion commands to fine tune data extractions from your PDF into Excel spreadsheets.

- **Single Worksheet** – The default for this menu item is pre-selected. Once selected, this item ensures that all data converted from a single PDF document ends up on a single worksheet in Excel. If you decide to unselect this item, data from each page of a PDF document will appear in a separate worksheet in Excel.
- **Excel Fonts** – Use this command to turn on/off Excel fonts for the to-Excel conversion. When turned on (which is the default setting), this feature attempts to replicate the size, color and type of font from the PDF in Excel. When turned off, the standard Excel font is used.
- **Excel Spacing** – Use this command to turn on/off automatic spacing for to-Excel conversion. You can experiment with this option in order to produce the most desirable result on each particular document.

CSV Delimiter – Able2Extract comes with support for conversion to CSV with configurable delimiters (DSV). Users can select from **Comma**, **Tab** or **Other** specified delimiters as needed.

Word

Page Margins – Use the **Page Margins** setting to change the size of the printable margins for a Word document converted from a PDF document. The **Calculate Margins** option lets the software calculate what it thinks the correct margin is automatically. The **Default Margins** 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 **Custom** margin value allows you to set the printable margins appropriate for your printer.

Tip: (a) For best results, select the smallest page margin value that your printer will support; (b) A page margin value of 0.2 inches or 0.5 inches will generally work best on most printers.

Graphics and Image Management – The default setting for Graphics and Image 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.

Manual Settings – The default scenario places all images in the background and places all images and vector graphics in the background. In certain circumstances, the user may wish to try and work with the vector graphics – to do so, the following options can be used:

Place All Images in Background – This setting will place all images identified within a PDF document onto the background, in the converted Word document. Otherwise images (such as JPG or BMP files) will be added as Word pictures, so that you can format each image separately or change/move their position within the document.

In certain cases dealing with "masked images", the conversion into Word may not be properly rendered based on our default setting. A "masked image" refers to the portion of a viewable image on a PDF document that is cropped or "masked" out – and placed on a different background. Because PDF documents may be multi-layered, several backgrounds or layers contained within a PDF document may cause problems in conversion output.

In certain other cases, attributable to an inappropriate Z-order (i.e. the order in which graphics objects overlap each other) in the PDF source, images may also be incorrectly displayed – such as problems with image borders or disappearing images. In both of these cases, selecting this option (i.e. placing all images from the page to the background image) may avoid problems in the image display for the converted document.

Vector Graphics as Background Image – This option converts all PDF vector graphics objects within a page into a background image. What are vector graphics? Generally, there are two kinds of graphical objects in PDF documents – pixel-based images and vector graphic images (consisting of lines and shapes).

Pixel-based images that are viewed in Word may result in varying resolution – if the image is resized or redrawn, Word will attempt to add/remove pixels based on an algorithm. In most cases, the result is a loss in image quality – for instance, thin lines might disappear under low resolution.

Vector graphics in PDF, on the other hand, may be drawn at any resolution – which may result in better conversion results upon conversion into Word. However, in some cases, the number of vector objects comprising an image may be high, which may compromise the conversion for a particular Word document.

In cases where the rendering of vector graphics poses problems in the display of the conversion output, this option allows the user to display all vector graphics as a background image. By doing so, it ensures the integrity of the vector graphic image – although the drawback is that the vector image is not easily moved within the Word document.

Standard Conversion Options

Keep Hyphens From Source 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.

Use Tables – This option is automatically checked and it tells the Investintech PDF conversion engine to retain the tables from the PDF when the conversion is made into Word. An additional option called **Exact Row Height** is also checked to tell the algorithm to retain the row structure contained in the PDF.

Column (newspaper) 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 Investintech PDF 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 paragraphs. The Column (newspaper) Paragraph Minimum Width setting allows users to improve conversion results by providing input regarding a PDF document's structure.

Example – If it is known that a given document does not have any column/newspaper paragraphs with column widths of less than 3.00 inches, changing the Column (Newspaper) Paragraph Minimum Width to 3.00 inches will prevent the conversion engine from treating certain table columns as column/newspaper paragraphs.

Note: The Column (newspaper) Paragraph Minimum Width setting should be between 1.00 and 3.00 inches.

The default for this setting is 1.35 inches.

Formatting

The user of the standard PDF to Word conversion has 3 options regarding the formatting of the Word output from the PDF conversion:

- **Keep Layout**: This is the default option and when selected it tells the Investintech conversion algorithm to focus efforts on keeping the most accurate layout possible in the Word output.
- **More Editable**: This option when selected focuses the conversion engine on delivering more editable Word output as opposed to making a primary focus on the layout. Both options result in good conversion but selecting this one places little emphasis on editability.
- **Custom**:
  Amount of Line Breaks - When converting PDF to Word, you can instruct how Able2Extract will treat the formatting and line breaks of textual information for your converted results. You can place priority on different formatting treatments. Choose from 3 options for your source document:
  - **For best layout** - Use the line break formatting of the source document as reference to get the best layout of your content in the converted results.
  - **Fewer** - Convert fewer line breaks than the source document.
  - **Minimum** - Convert only the minimum amount of line breaks from the source document.

  Insert Headers and **Insert Footers** – These 2 options in combination with the "Header value" and "Footer value" options allow specifying the headers and footers size so that patterns located near the page top and bottom will be converted as page headers or footers correspondingly. Alternatively, you can opt for Able2Extract to adjust and calculate the Header and Footer values automatically by checking the **Auto-calculate** options provided. **Max Font size for Header/Footer** – This option specifies the maximum font size for text patterns to be placed as a header or footer in the converted Word (or RTF) document (the option is enabled only if the "Insert Headers" or/and "Insert Footers" option is selected).
  Anchor graphics – 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).

Footer Options

Unit selection: drop-down menu with Inches set as default unit. Other options are points, centimeters (cm), and millimeters (mm).

The **Restore Standard** button restores all settings to what they were when the program was installed on the computer for the first time.

The **Load from File...** button allows you to browse for and open the file. Then click on **OK** in the **Conversion Options** dialog to load your saved settings file.

The **Save to File...** button saves all current settings from the **Conversion Options** dialog into an external file for further usage.

The **Save as Default** check box saves all current settings from the **Conversion Options** dialog into Able2Extract Professional user's settings file.

17.3. Convert Side Panel

17.3.1. Selection

Select Page

Use this command to select the entire page for conversion operations.

Shortcuts

Convert Side Panel:

Keys: CTRL + B (,), COMMAND + B ( )

After the **Select Page** command is executed, the contents of the whole current page are selected and ready for conversion.

Go to Selection – more about selecting portions of documents to convert for more information about conversion selection.

Select Range...

Use this command to automatically select the data over a specific page range of the document.

Shortcuts
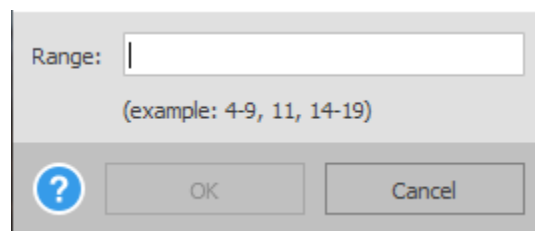
Convert Side Panel:

Keys: CTRL + R (,), COMMAND + R ( )

Example

When the **Select Page Range** option is selected, a dialog box as seen below is opened. Enter into the dialog box, the pages of the document to be automatically selected.

After the designated pages of the document have been determined and entered into the dialog box above, the designated pages will be selected.

Go to Selection – more about selecting portions of documents to convert for more information about conversion selection.

Select All

Use this command to select the whole document (active by default, but needs to be pressed if other selection options were being used after the opening of the document in order for the whole document to be selected again)

Shortcuts

Convert Side Panel:

Keys: CTRL + A (,), COMMAND + A ( )

Go to <u>Selection – more about selecting portions of documents to convert</u> for more information about conversion selection.

Revert Last Change

Use this command to go back to the previous selection of the active document for copy to clipboard or conversion operations.

Shortcuts
Convert Side Panel: ↩

Keys:
CTRL + SHIFT + L (▦ , 🐧), COMMAND + SHIFT + L (🍎)

After the **Revert Last Change** command is executed, the last added selection is discarded. This command also restores any accidentally removed selections.

Go to <u>Selection – more about selecting portions of documents to convert</u> for more information about conversion selection.

17.3.2. OCR Mode

Lets the user determine whether to override the default scanned document detection and make a determination on their own about whether to use OCR to make the conversion.

Three options are available:

Automatic (Default) – this allows the software to determine whether a page or a document is scanned or not.

Enabled (Perform Image-based Conversion) – can be useful for PDF files that have been created electronically, but that have damaged fonts or that otherwise convert very poorly. Under certain circumstances, forcing an OCR conversion can provide results where previously a conversion may not have yielded any results.

Disabled (No Image-based Conversion) – in some cases, perhaps where a PDF contains mixed 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.

17.3.3. Excel: Format

This option designates the Excel output format. The default is conversion into the **Default** format of your Excel version while the **Excel 2007** option is conversion into the XLSX format. There is also the option to select **OpenOffice Calc** (ODS), an open standard spreadsheet format used and generated by OpenOffice, as their designated output format.

Able2Extract Professional contains an advanced smart layout detector built right into the PDF to Excel conversion engine that works to increase the readability of any converted table data.

This feature will look for specific graphical attributes, such as borders, background colors, merge info, and fonts, and place them along with the data in a tidy columnar format in your Excel spreadsheet.

To specify the table properties and cell styles you would like to extract, check or uncheck the options:

- **Convert Background Styles** - Check this option to preserve and convert the background styles of your tabular data.
- **Convert Border Styles** - Check this option to preserve and convert the border styles of your tabular data.

These are enabled by default and available in Automatic or Custom conversions to XLSX (the output format set as Excel 2007 in Able2Extract Professional) and ODS (OpenOffice/LibreOffice).

17.3.4. Word: Format

The Word conversion output offers 3 different output formats when converting a PDF to Word. The user can select any of the 4 options:

- **Default**: Using this setting on the Windows platform will result in the software automatically detecting which version of Word is installed on the machine and then saving the Word output into the applicable format – .docx or .doc.
- **RTF**: Choosing this setting means that all conversions that are made from PDF to Word will be saved in the rich text format.
- **Word 2007**: Using this setting means that all documents converted into Word will be saved as .docx regardless of which version of Word is installed.
- **OpenOffice Writer** (ODT): Selecting this option allows users to save all their PDF to Word conversions in the OpenOffice Writer format by default.

17.3.5. PowerPoint: Format

The **Default** conversion option will detect the version of PowerPoint you have installed on your computer and convert to the applicable format. The **PowerPoint 2007** option is a conversion into the PPTX format. Users also have the ability to select **OpenOffice Impress (ODP)**, an open standard presentation format used and generated by OpenOffice, as their designated output option.

17.3.6. Publisher: Formatting

When converting PDF to Publisher, you can select from 3 different conversion options that will result in varying degrees of editing in Publisher. The following briefly explains the various conversion options:

Standard (Recommended) – All content is placed in one frame with certain content placed as separate frames.This option will provide the best output for editing after conversion. However, the result may look very different from the source document. As such, it is the recommended option for most documents where editability is a priority.

Frame per Paragraph – Most publications have content divided into frames that make it easier for manipulating content in Publisher. This option will put paragraphs and their content into frames, preserving the layout and formatting while giving you moderate ease and access to content for editing.

Frame per Token – A token is the smallest recognized grouping on the page. This will provide you with the most accurate text positioning using the maximum number of frames available. However, this output is the hardest to edit. Thus, this option is recommended when you need to preserve the layout of your content in Publisher and editing is not your main priority.

17.3.7. AutoCAD: Format

Users can select either **DXF** or **DWG** format for the conversion output. AutoCAD DXF is a drawing exchange format that provides some interoperability between AutoCAD and other programs. DWG (Drawing) is a native format used by AutoCAD to store two and three dimensional design data and metadata. The DWG format used is licensed from the Open Design Alliance.

17.3.8. Image: Format

The **Image Format** drop-down allows you to specify the image format that you would like to create:

- Windows Bitmap (BMP)
- Joint Photographic Experts Group (JPG)
- Portable Network Graphics (PNG)
- Graphics Interchange Format (GIF)
- Tagged Image File Format (TIF)
- Web Picture (WebP)

17.3.9. Clipboard Formats

Though Able2Extract will, by default, convert your copied selection to Text, RTF, and CSV formats, you can specify the required format for your copied content. To do so, check or uncheck to specify the output format for your copied content. Choosing fewer output formats from this section will generate faster processing times.

17.3.10. Open File After Conversion

A simple check box that when checked will cause the output program to launch with the file open once the conversion is made. For example, a Word conversion will cause an instance of Word to open, etc.

17.4. Custom Excel Toolbar

The **Custom Excel Toolbar** offers the following commands:

	Open	Open an existing document
	Define	Define initial structure for the Custom Excel conversion
	Reset	Delete all existing tables, named table structures, and table matchers
	Load Template	Open a previously saved **Custom Excel Template** and apply it to a document with the same structure
	Save Template	Quickly save any changes made to the **Custom Excel Template** being used
	Save Template As	Save a **Custom Excel Template** of a column structure that was created using the Custom feature
	Add Table	Drag over a table to add it to the conversion selection
	Delete Table	Delete an already selected table by left clicking on it
	Add Column	Add a new column line within a table by left clicking
	Delete Column	Erase an existing column line by left clicking
	Add Row	Add a new row line by left clicking
	Delete Row	Erase an existing row line by left clicking
	Convert to Excel	Convert selection to Excel
	Convert to CSV	Convert selection to CSV
	Copy to Clipboard	Copy selection to clipboard
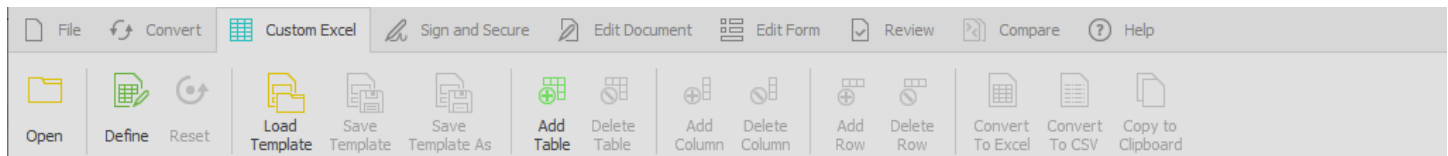
17.4.1. Open

Refer to Open section for a detailed description of this option.

17.4.2. Define

Shortcuts
Custom Excel Toolbar:

The options in this dialog specify how Page Ranges for Custom Excel conversions are created. **Page Ranges** are groups of pages that have similarly structured content and can, thus, have the same table structures applied to them for conversion. They help Able2Extract in performing complex conversions. Hence, the following options will give Able2Extract some direction as to how the source document is structured.

The setting options are arranged in order of the amount of analysis Able2Extract will perform on your page ranges. This will give you granular control between conversion speed and accuracy. You can decide from performing no content analysis (for fast conversions), basic, additional and complete content analysis (for most accurate conversions).

You will be able to choose from the following options:

No Content Analysis. Create Tables That Match The Selection:

- **Every Page Has Unique Structure**: When checked on, Able2Extract will create table structures for each individual page.
- **All Consecutively Selected Pages Have The Same Structure**: Selecting this option will allow Able2Extract to create table structures that are appropriate for all consecutively selected pages.
- **Automatically Detect The Page Ranges**: When this option is turned on, Able2Extract will attempt to analyze the selected pages and automatically determine which pages can share the same table structures needed for the conversion process.

Basic Content Analysis:

- **Perform Basic Content Analysis On Each Page**: With this option checked, Able2Extract will generate tables around the selection for which you can specify the Custom options noted above.

Additional Content Analysis:

- **Perform Additional Content Analysis On Each Page**: Able2Extract's conversion algorithm will perform a detailed analysis on the content of the pages and determine if several tables have to be created to more accurately convert the document.

Complete Content Analysis:

- **Perform Complete Analysis**: Able2Extract's advanced table recognition algorithm can be used to automatically search, analyze, select, and identify PDF tables with similar column structures.
- **Perform Complete Analysis, Extract Tables Only**: This option will convert only the tables from your selected data during the conversion process, excluding any surrounding text. This option is ideal in cases where "separated" or "scattered" multipage tables exist.
- **Perform Complete Analysis, Compact Layout**: With this option checked, Able2Extract will generate tables around the selection for which you can specify the Custom options noted above.

  If the **Perform Complete Analysis, Compact Layout** checkbox is left unchecked, then Able2Extract's conversion algorithm will perform a detailed analysis on the content of the pages and determine if several tables have to be created to more accurately convert the document.

Save As Default

This check box allows you to save your conversion settings as a default. Select this option and click on **OK**.

17.4.3. Reset

Use this operation to delete all existing tables, named table structures, and table matchers and start defining structure from scratch.

Shortcuts

Custom Excel Toolbar:

17.4.4. Load Template

Use this command to open a previously saved template and apply it to a document with the same structure, defined by the template. Templates can be saved after using the **Custom** option after converting a selection from PDF to Excel. The **Custom** option allows you to set up the column structure for a PDF document – this structure can then be saved using the **Save Template As** function, under the **Custom Excel Toolbar**.

Shortcuts

Custom Excel Toolbar:

Keys:
CTRL + ALT + O (,), COMMAND + ALT + O ( )

Saving and Loading a Custom Excel Template

After the **Custom** conversion to Excel is selected, and the user has specified the column structure for the document, the user can then save that **Custom Excel Template** by selecting this option on the **Custom Excel Toolbar**.

To load this same template to a similar document, select the **Load Template** option from the **Custom Excel Toolbar**:

Select the previously saved template, and it will be applied to the document as follows:
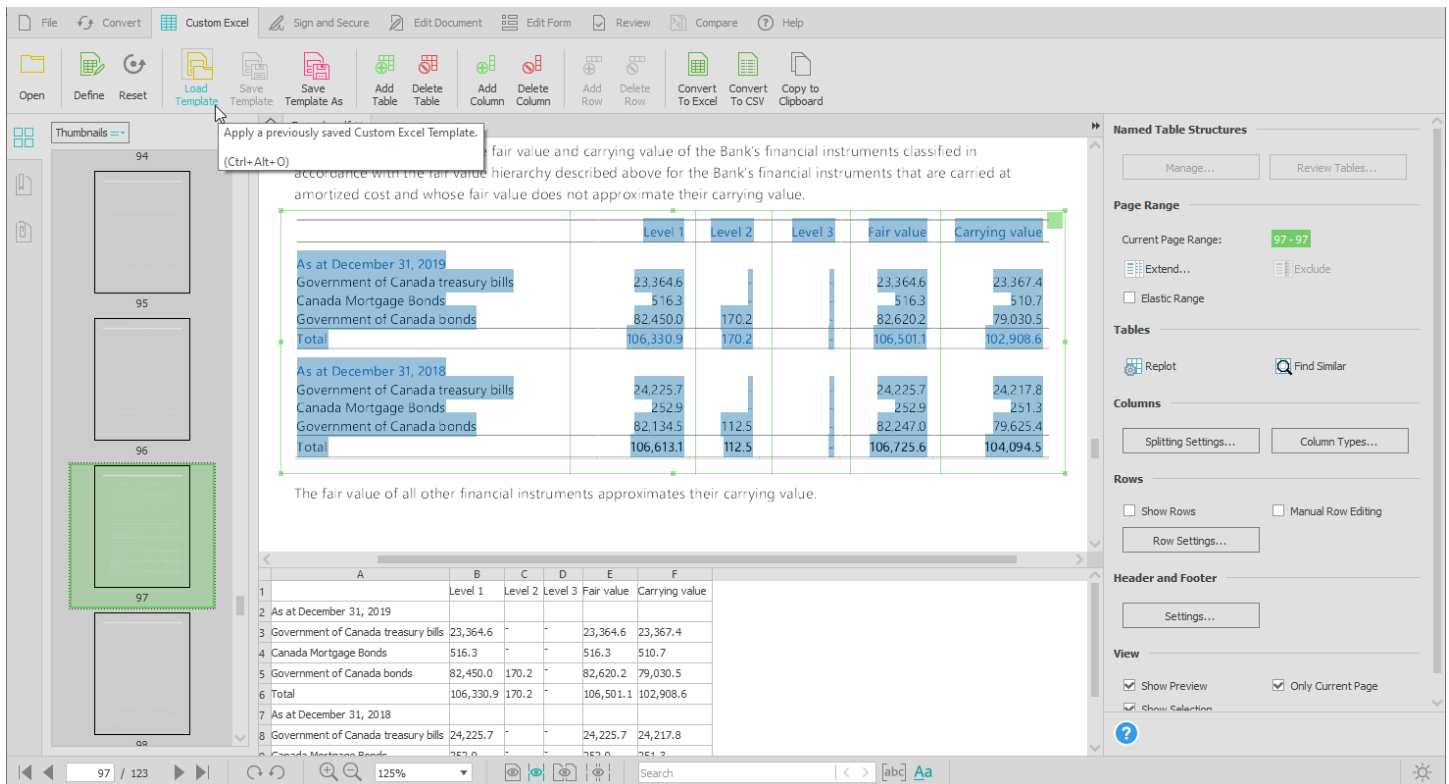
17.4.5. Save Template

Use this command to quickly save any changes made to the **Custom Excel Template** being used or created during a Custom PDF to Excel conversion.

The Custom PDF to Excel feature lets you customize and set up the column structure for converting the data within a PDF table. This structure can then be saved using the **Save Template As** for later use on other similarly formatted PDFs using the **Load Template** function.

Shortcuts

Custom Excel Toolbar:

Keys: CTRL + ALT + S (,), COMMAND + ALT + S ( )

17.4.6. Save Template As

Use this command to save a Template of a column structure that was created using the **Custom** feature available for the PDF to Excel conversion feature. Using the PDF to Excel function, the **Custom** option allows you to set up the column structure for a PDF document – this structure can then be saved using the **Save Template As** function under the **Custom Excel Toolbar**.

Shortcuts

Custom Excel Toolbar:
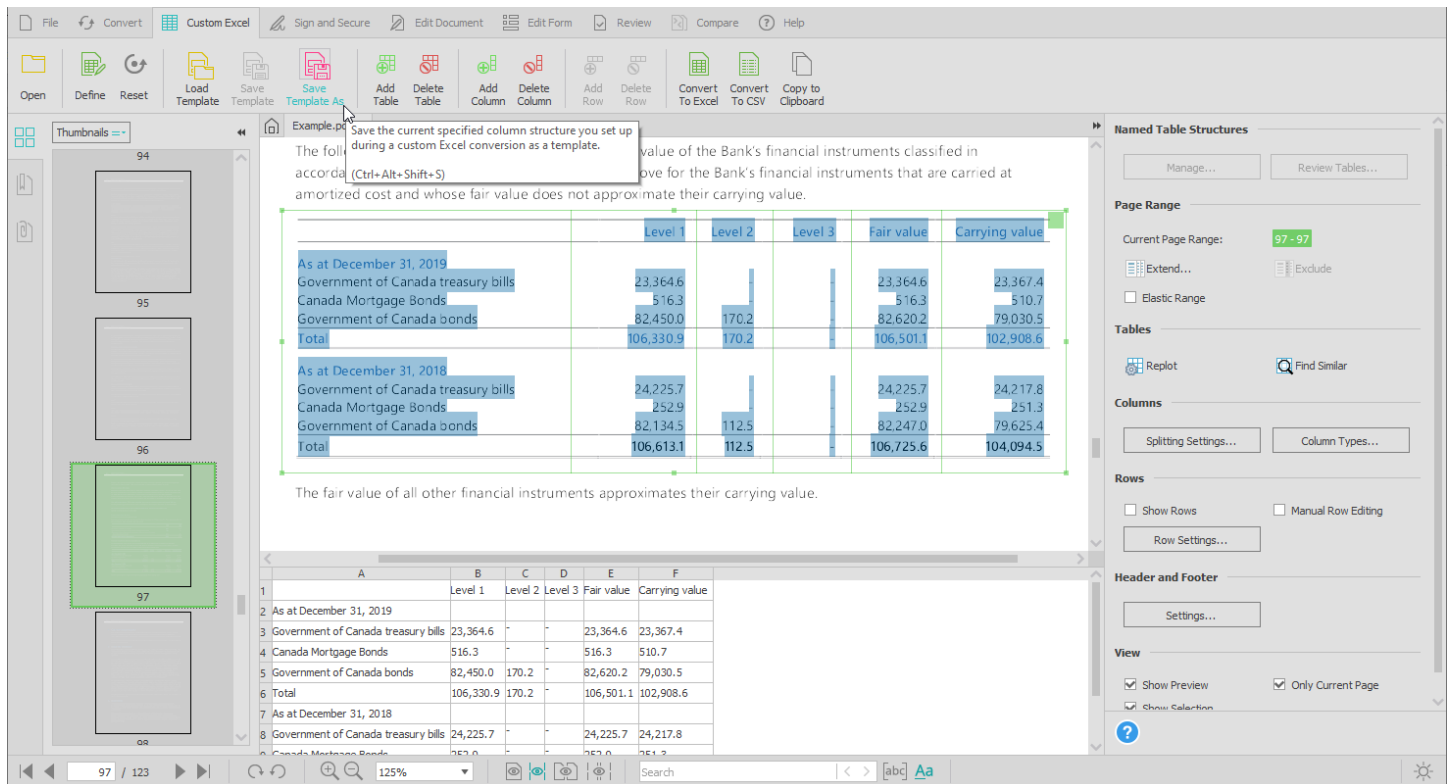
Keys: CTRL + ALT + SHIFT + S (,), COMMAND + ALT + SHIFT + S ( )

Saving a Custom Excel Template

After the Custom conversion to Excel is selected, and the user has specified the column structure for the document, the user can then opt to save that **Custom Excel Template** by selecting **Save Template As** option under the **Custom Excel Toolbar**:

To Load this same template to a similar document, select the **Load Template** option from the **Custom Excel Toolbar**.

17.4.7. Add Table

Add a new table to a page range. Refer to Custom Excel Mode and Custom Excel Side Panel section for a detailed description of this option.

Shortcuts

Custom Excel Toolbar:

17.4.8. Delete Table

Delete a table from a page range. Refer to Custom Excel Mode and Custom Excel Side Panel section for a detailed description of this option.

Shortcuts

Custom Excel Toolbar:

17.4.9. Add Column

Add a new column to a table. Refer to [Custom Excel Mode and Custom Excel Side Panel](#) section for a detailed description of this option.

Shortcuts

[Custom Excel Toolbar](#): ⊕▯

17.4.10. Delete Column

Delete a column from a table. Refer to [Custom Excel Mode and Custom Excel Side Panel](#) section for a detailed description of this option.

Shortcuts

[Custom Excel Toolbar](#): ⊘▯

17.4.11. Add Row

Add a new row to a table. Refer to [Custom Excel Mode and Custom Excel Side Panel](#) section for a detailed description of this option.

Shortcuts

[Custom Excel Toolbar](#): ⊕▱

17.4.12. Delete Row

Delete a row from a table. Refer to [Custom Excel Mode and Custom Excel Side Panel](#) section for a detailed description of this option.

Shortcuts

[Custom Excel Toolbar](#): ⊘▱

17.4.13. Convert to Excel

Convert selected tables to Excel file formats.

Shortcuts

[Custom Excel Toolbar](#): ▦

Keys: CTRL + E (⊞, 🐧), COMMAND + E (🍎)

17.4.14. Convert to CSV

Convert selected tables to CSV file formats.

Shortcuts

Custom Excel Toolbar: 📇

Keys: CTRL + L (⊞, 🐧), COMMAND + L (🍎)

17.4.15. Copy to Clipboard

Copy the selected tables to clipboard for easy pasting to any spreadsheet app.

Shortcuts

Custom Excel Toolbar: 📄

17.5. Custom Excel Side Panel

Refer to [Custom Excel Mode and Custom Excel Side Panel](#) for a detailed description of all the options available on the side panel.

17.6. Sign and Secure Toolbar

The **Sign and Secure Toolbar** offers the following commands:

📁	Open	Open an existing document
↩	Undo	Undo the last PDF document editing operation you performed
↪	Redo	Redo the last PDF document editing operation you performed
	Choose Signature	Create a new or choose an existing signature and apply a digital certificate to it
	Sign	Sign a document with a signature you saved as default
🔒	Encrypt / Decrypt	Adjust and apply PDF encryption settings
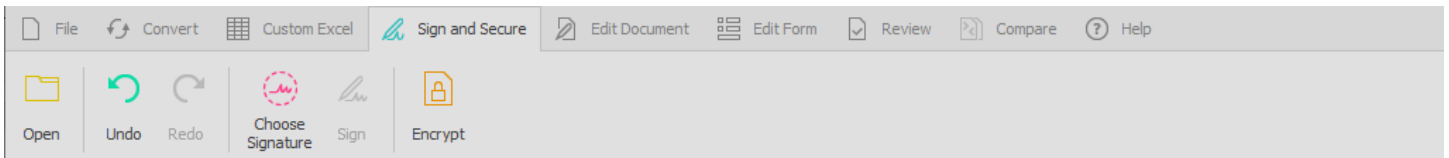
17.6.1. Open

Refer to Open section for a detailed description of this option.

17.6.2. Undo

Refer to Undo section for a detailed description of this option.

17.6.3. Redo

Refer to Redo section for a detailed description of this option.

17.6.4. Choose Signature

Refer to Signing a PDF Document section for a detailed description of this option.

Shortcuts

Sign and Secure Toolbar:

17.6.5. Sign

Sign button will become active once you create an image signature and check the Save as Default box. You can use it as a shortcut to apply your default Image signature in just 2 clicks. By double clicking on the Sign button when it is active you can make it "sticky," allowing you to freely click on the area(s) on each page you need to sign.

Shortcuts

Sign and Secure Toolbar:

17.6.6. Encrypt / Decrypt

Note: This feature is only available for PDF documents.

Shortcuts

Sign and Secure Toolbar:
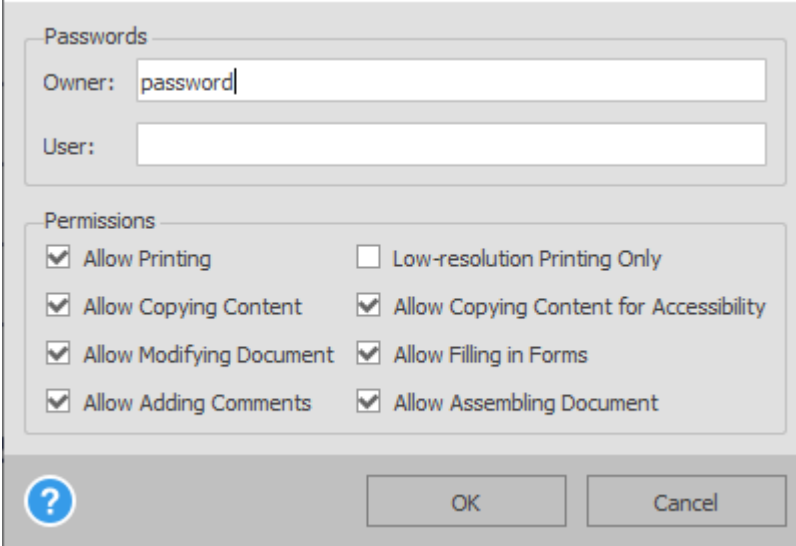
Depending on the current state of the opened document, you can use this feature to Encrypt or Decrypt existing PDFs. This feature is different from the regular PDF Security options accessible through the View menu. Those settings are applied during the PDF creation process and, hence, only work for newly generated PDFs.

The Encrypt / Decrypt feature allows you to open a secured PDF, make last minute revisions and decrypt it for sharing with others, for instance. Or if a PDF document you receive contains sensitive information, you can protect it by encrypting the PDF before sending it to someone else.

Encrypting PDF Documents

To encrypt PDF documents, open your PDF in Able2Extract Professional. Go to **Sign and Secure Toolbar**.

Revise your PDF as needed by adding or deleting text, redacting information or adding annotations. Once all your modifications have been made, click on the **Encrypt** button in the **Sign and Secure Toolbar**.

Then in the Encrypt Document dialog box that appears, you can adjust your new encryption settings.

To save your modifications and new security settings, use the Save or Save As function nested under the **File Toolbar**.

Decrypting PDF Documents

To decrypt PDF documents, open your encrypted PDF in Able2Extract. Ensure that the **Sign and Secure Toolbar** is active.

Then click on the **Decrypt** button.

To save your modifications and new security settings, use the **Save** or **Save As** function.

17.7. Sign and Secure Side Panel

Refer to [Validate Existing Digital Signatures Attached to the Document](#) section for a detailed description of the options on this panel.

17.8. Edit Document Toolbar

The **Edit Document Toolbar** offers the following commands:

	Open	Open an existing document
	Undo	Undo the last PDF document editing operation you performed
	Redo	Redo the last PDF document editing operation you performed
	Add Text	Add a new text object to the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.
	Add Shape	Add a new shape object to the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.
	Add Bitmap	Add a new bitmap object (JPG, BMP, PNG, etc.) to the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.
	Redact	Make permanent redactions to a text object in the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.
	Delete	Delete a content object from the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.
	Add Bates Numbering	Add and customize Bates numbers across PDF pages
	Remove Bates Numbering	Instantly remove all Bates numbers from the active document
	Merge	Merge a PDF file with the active document
	Split	Extract part of the active document into a separate PDF file
	Insert Pages	Insert blank pages into the active document
	Delete Pages	Allows users to delete pages from the document
	Move Pages	Move pages in the active document to a different location within the same document
	Rotate Pages	Rotate pages by 180 degrees and 90 degrees clockwise or counterclockwise
	Resize Pages	Resize the pages of your PDF document

[**Document Properties**](#)   Set document information and viewer preferences properties

File	Convert	Custom Excel	Sign and Secure	Edit Document	Edit Form	Review	Compare	Help

Open | Undo | Redo | Add Text | Add Shape | Add Bitmap | Redact | Delete | Add Bates Numbering | Remove Bates Numbering | Merge | Split | Insert Pages | Delete Pages | Move Pages | Rotate Pages | Resize Pages | Document Properties
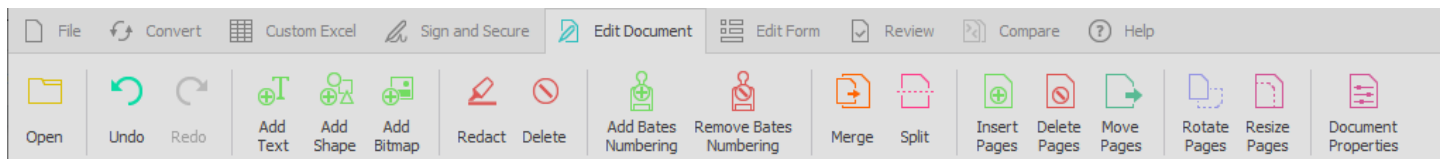
17.8.1. Open

Refer to Open section for a detailed description of this option.

17.8.2. Undo

This command will undo the last PDF editing operation you performed.

Shortcuts

Toolbars:

Keys: CTRL + Z (,), COMMAND + Z ( )

Function

Use this to discard edits made with the following functionalities:

- Change of **Document Information**
- Change of **Viewer Preferences**
- Page operations: delete, move, resize, scale, rotate (not the view)
- Page content operations: text, images and vector graphics
- Form editing and filling operations
- Document annotations
- Redaction
- Image Signatures

This does not include operations such as:

- Changing selection
- Changing conversion or PDF creation options
- Changing **Custom Excel** structures, etc.

17.8.3. Redo

This command will redo the last PDF editing operation you performed.

Shortcuts

Toolbars:

Keys: CTRL + Y (,), COMMAND + Y ( )

Function

Use this to reapply modifications made with the following editing operations:

- Change of **Document Information**
- Change of **Viewer Preferences**
- Page operations: delete, move, resize, scale, rotate (not the view)
- Page content operations: text, images and vector graphics
- Form editing and filling operations
- Document annotations
- Redaction
- Image Signatures

This does not include operations such as:

- Changing selection
- Changing conversion or PDF creation options
- Changing **Custom Excel** structures. Etc.

17.8.4. Add Text

Add a new text object to the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.

Shortcuts

Edit Document Toolbar:

17.8.5. Add Shape

Add a new shape object to the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.

Shortcuts

Edit Document Toolbar:

17.8.6. Add Bitmap

Add a new bitmap object (JPG, BMP, PNG, etc.) to the document. Refer to Editing PDF content and pages with Able2Extract section for detailed description of this option.

Shortcuts

Edit Document Toolbar:

17.8.7. Redact

Make permanent redactions to a text object in the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.

Shortcuts

Edit Document Toolbar:

17.8.8. Delete

Delete a content object from the document. Refer to Editing PDF content and pages with Able2Extract section for a detailed description of this option.

17.8.9. Add Bates Numbering
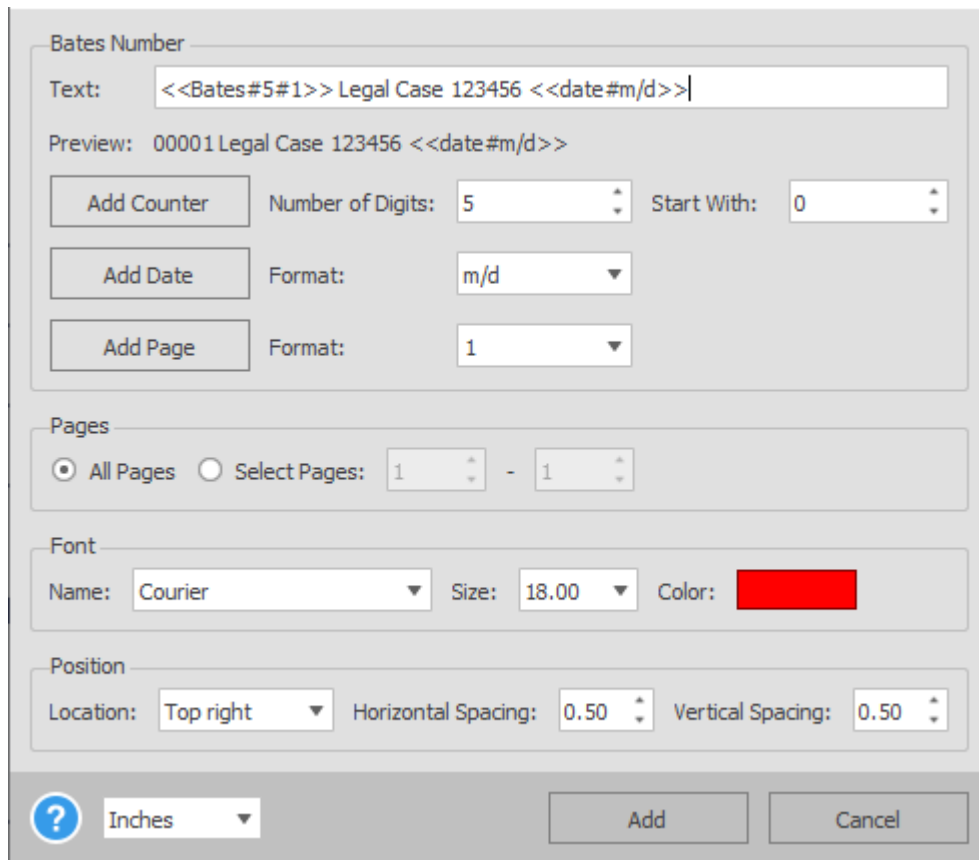
Shortcuts

[Edit Document Toolbar](#):

Click on the **Add Bates Numbering** button on the [Edit Document Toolbar](#) to access the following dialog:

This is where you can customize how your Bates numbers are displayed throughout the PDF document. You can tailor the text, suffixes and prefixes of your Bates numbering with the below options:

Text: With Able2Extract Professional, you can manually enter any text you wish to include, such as case numbers, initials or names. Type your text into the field and you can preview it directly below.

Add Counter: For lengthy PDFs, you can add a counter to index your pages for easy reference. Click on the Add Counter button to add it to the preview. Set the number of digits your Bates numbers will contain, and then set a starting number. The counter will be updated automatically. It will be incremented for each new document being numbered.

Add Date: You can also add a date to your Bates numbers. To do this, click on the Add Date button and select the date formatting from the listed options. Able2Extract will use the date that is set on your computer system.

Add Page: By clicking on the Add Page button, you can include page numbers within your Bates numbers and customize how they are displayed by selecting the notation system from the list.

Once your text, suffixes and prefixes are set, you can make more refined customizations on the appearance of your Bates numbers with the following options:

Page Range: Specify the page range across which to apply your Bates numbers. You can select all pages by clicking on the **All Pages** checkbox or set a specific page range by filling in the **From** (first page in the range) and the **To** (last page in the range) fields.

Font: You can keep your Bates numbering consistent with the font of your document's text. Specify the font style and the text size. You can also select the color of the text.

Position: Accurately place your Bates numbers by specifying their position on the page (at the top or bottom of the page and in the left, center, or right hand corners). You can then set the **Horizontal Spacing** and **Vertical Spacing** for more precise placement. The unit values for spacing can be changed to Inches, Points, centimeters (cm) or millimeters (mm), if needed.

17.8.10. Remove Bates Numbering

Shortcuts

Edit Document Toolbar:

Click on the **Remove Bates Numbering** button to remove any Bates numbering in the opened PDF document.

17.8.11. Merge

Use the **Merge** command to insert pages from one PDF to the one currently opened. Once selected, this command will let you browse for and open the PDF containing the pages you need.

Shortcuts

Edit Document Toolbar:

After opening your file, the **Merge Document** dialog will appear where you can then specify the page or range of pages you want to insert into the current PDF.

In the **Before Page** field, designate where in the PDF you wish to insert the selected pages. Click on **Insert** and your pages will be merged automatically with the active PDF document. Save the merged PDF to finalize your changes.
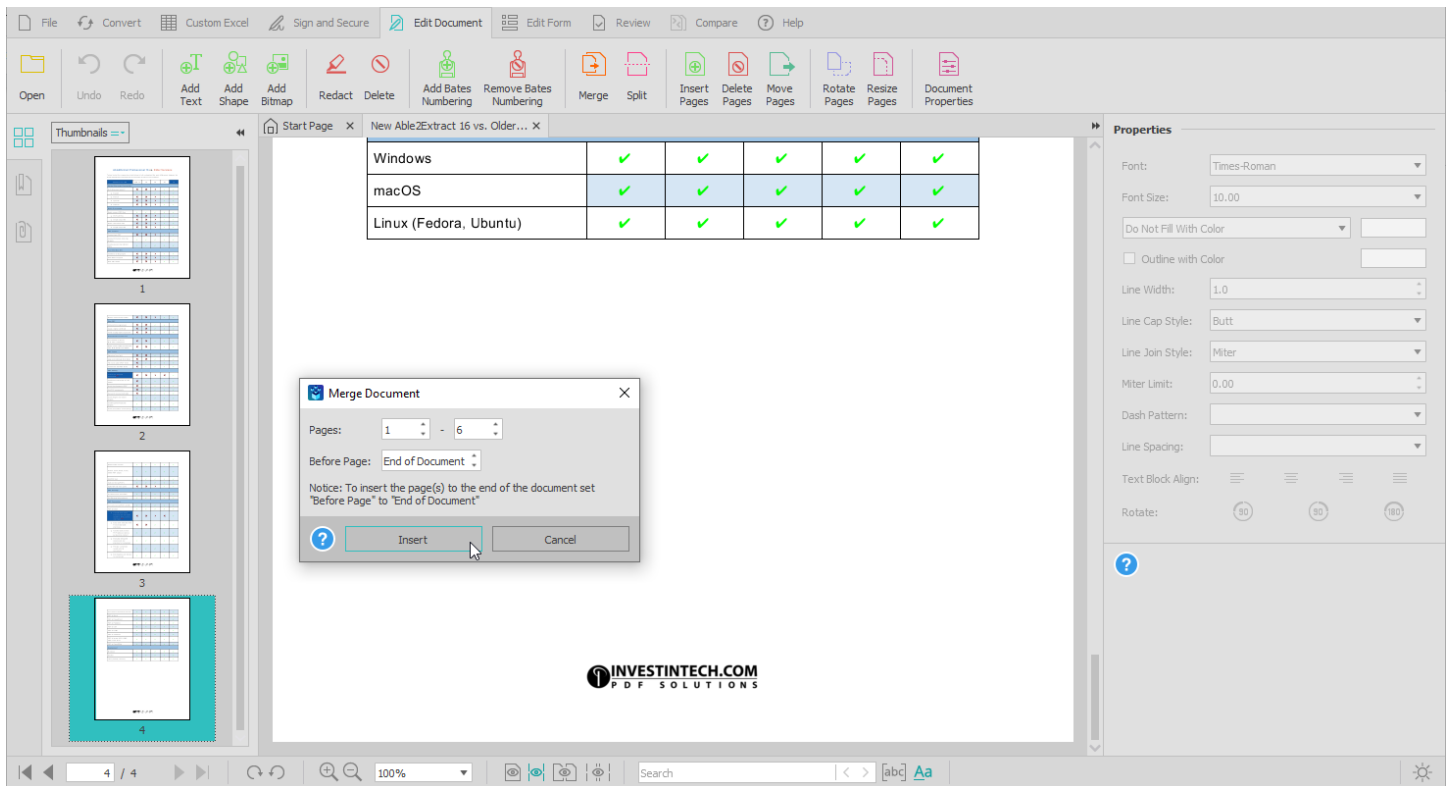
17.8.12. Split

Use the **Split** command to extract a page or a range of pages of the currently opened PDF and save them as another separate PDF file. When extracting pages with this command, the pages in the original PDF will remain unaltered.

Shortcuts

Edit Document Toolbar:
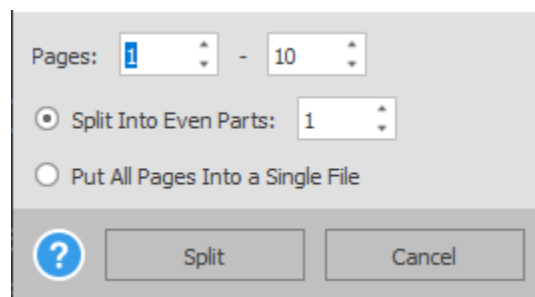
In the **Split Document** dialog, specify the first and last page of the page range you need. Then click on **Split**. A dialog will appear where you can then save the extracted pages as a separate PDF document to your computer.

17.8.13. Insert Pages

Inserting a blank page into a PDF file is helpful when you need to ensure digital documents print up correctly when using a double-sided format or where written content conventionally starts on odd-numbered pages in documents containing a cover page and table of contents.

Shortcuts

Edit Document Toolbar: ⊕

To add blank pages to your existing PDFs, use the **Insert Pages** button to access the dialog. Specify where in the document you need to insert a blank page by setting the page number in the **Before Page** field.

Pages Count:	1	▲▼
Before Page:	1	▲▼

Notice: To insert the page(s) to the end of the document set "Before Page" to "End of Document"

❓ | Insert | | Cancel |

You can add more than one page by changing the value in the **Pages Count** field. When both fields are completed, click on **Insert** and Able2Extract will insert the blank pages.

Note: When blank pages are inserted, the order of the PDF pages will change. You will need to use the new page order as a reference point when adding any subsequent pages.

Blank pages can also be edited once they are inserted. You can add text, insert bitmap images, and vector shapes. Even form fields can be added onto the page.

When all blank pages and edits are made, simply click on the **Save** button on the **File Toolbar** to preserve your changes.

17.8.14. Delete Pages

Use the **Delete Pages** command to delete unwanted pages from your PDF document. In the dialog that appears, specify the page you want removed.

Shortcuts

Edit Document Toolbar: ⊘
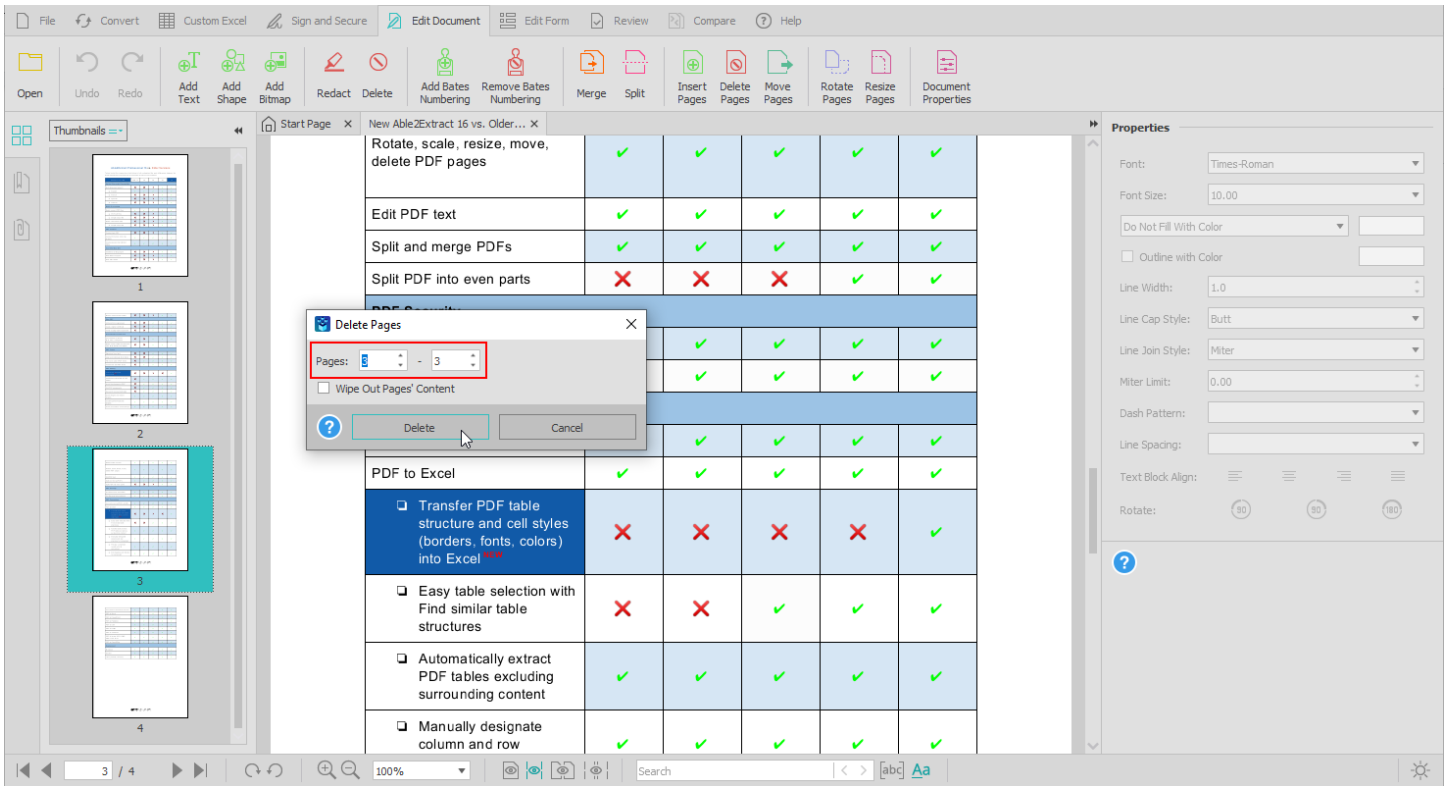
Click on the **Delete Pages** button and your pages will be deleted.
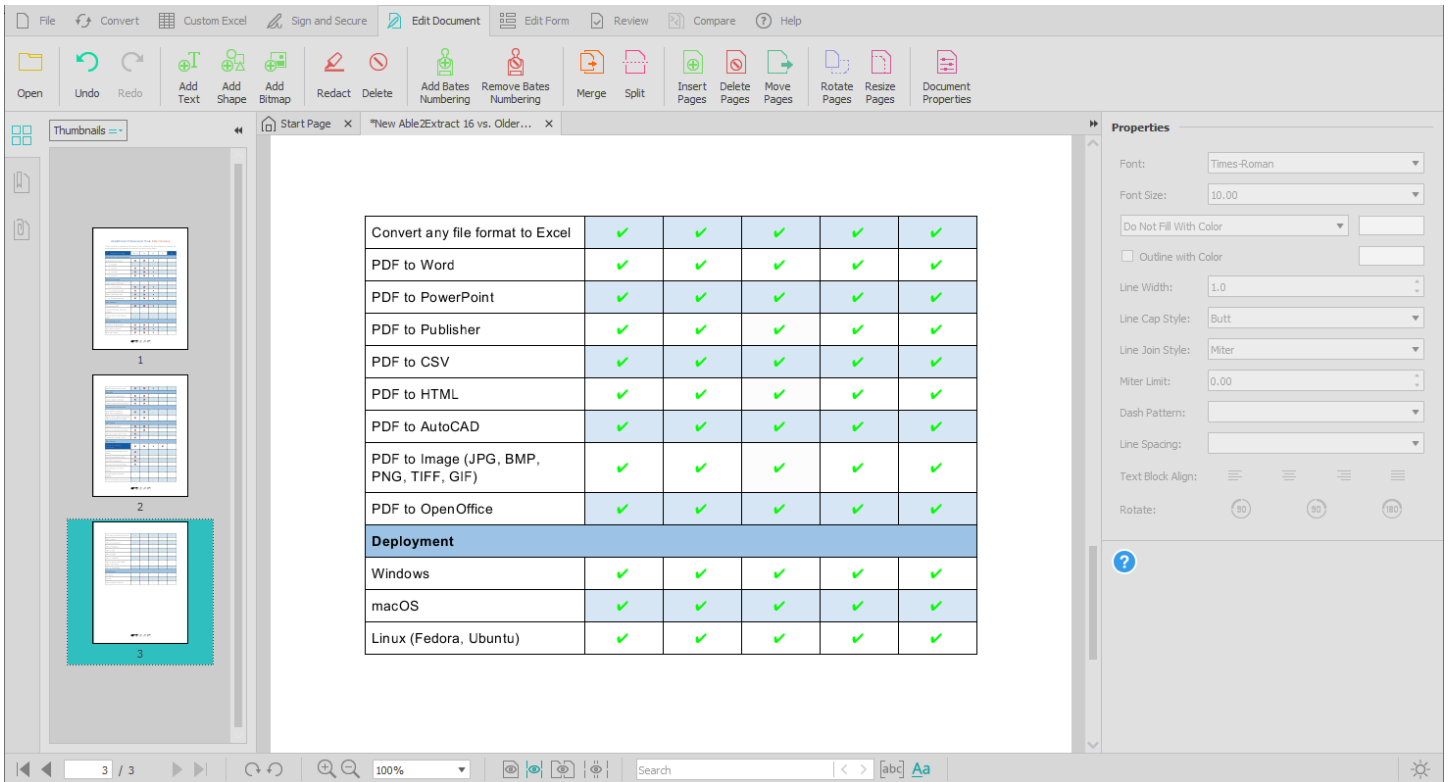
17.8.15. Move Pages

Use this command to move and rearrange pages in a PDF document.

Shortcuts
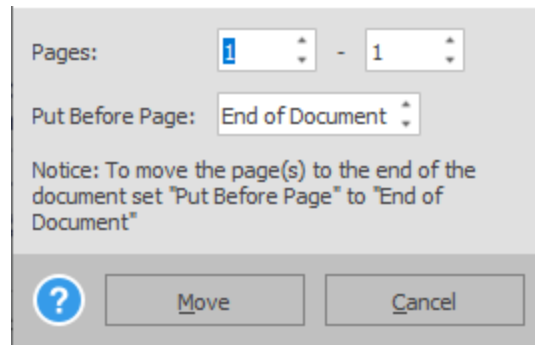
Once this command is selected, the **Move Pages** dialog will appear and display the current page numbering for the non-modified document state.

To move a single page, enter the page's number in both the **First Page** and **Last Page** fields.

Use the **Put Before Page** spin box to indicate where you want your page to be moved:
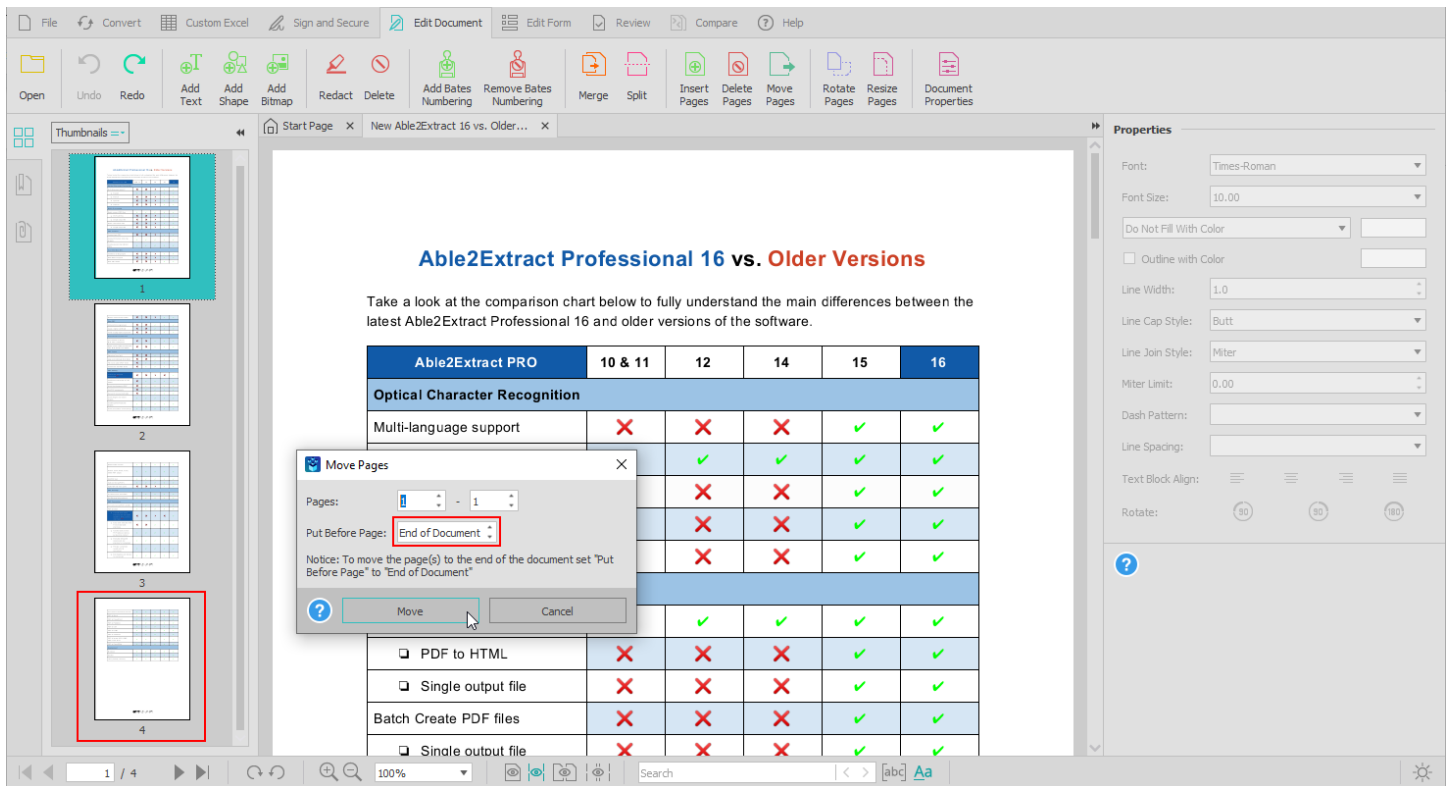
Then click on **Move** to finalize your changes:
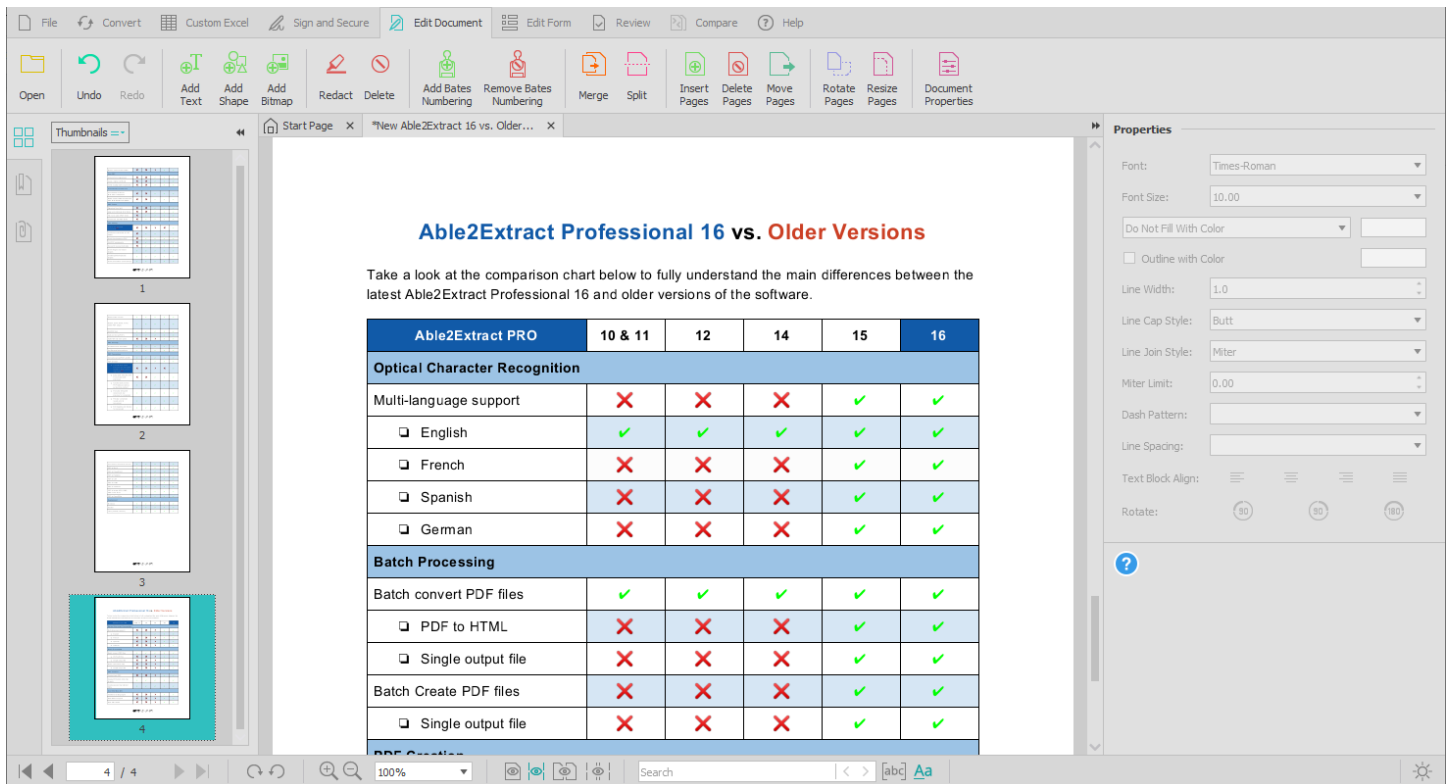
To move a range of pages, enter the first and last page numbers of your page range in the respective fields:
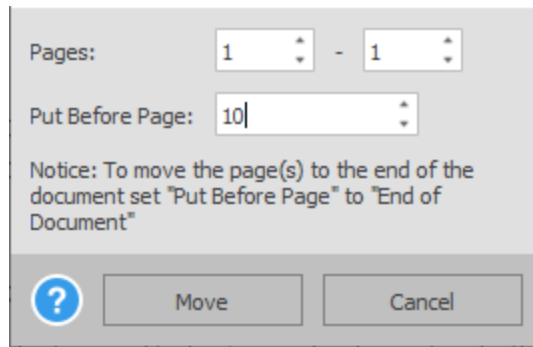
To move pages to the end of the document, you will need to select the **End of document** item as your **Put Before Page** value:
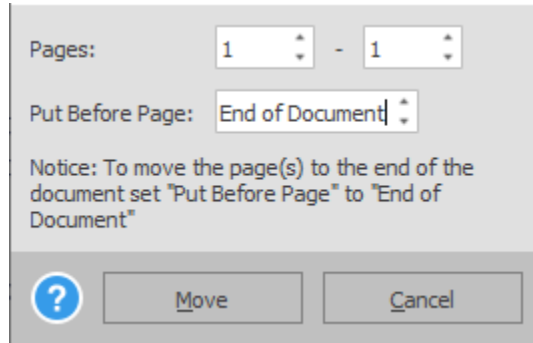
*Note: After each time you move a page, the new page sequence is instantly updated. Thus, for any subsequent pages you want to move, you will always need to refer to your most recently modified page order (not the original) to determine your next **Put Before Page** value.*

17.8.16. Rotate Pages

Use this command to rotate your PDF pages. Rotation options vary in range. Select from **90° Clockwise**, **90° Counterclockwise** and **180°** option in the **Angle** menu.

Shortcuts

Edit Document Toolbar:
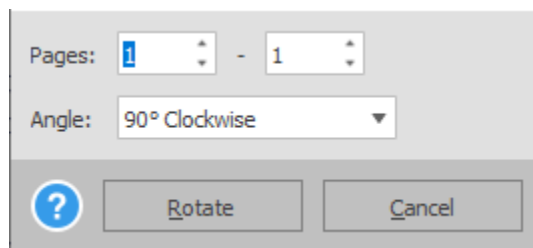
Once the rotational value is determined, click on the **Rotate** button and your pages will be rotated. The rotation performed using this operation is not the same as the rotation implemented via the **View** rotation control in the **Footer Toolbar**. The rotation performed by this command will be saved into the PDF file, whereas the **View Rotation** is for viewing purposes only and not permanently saved to the file.
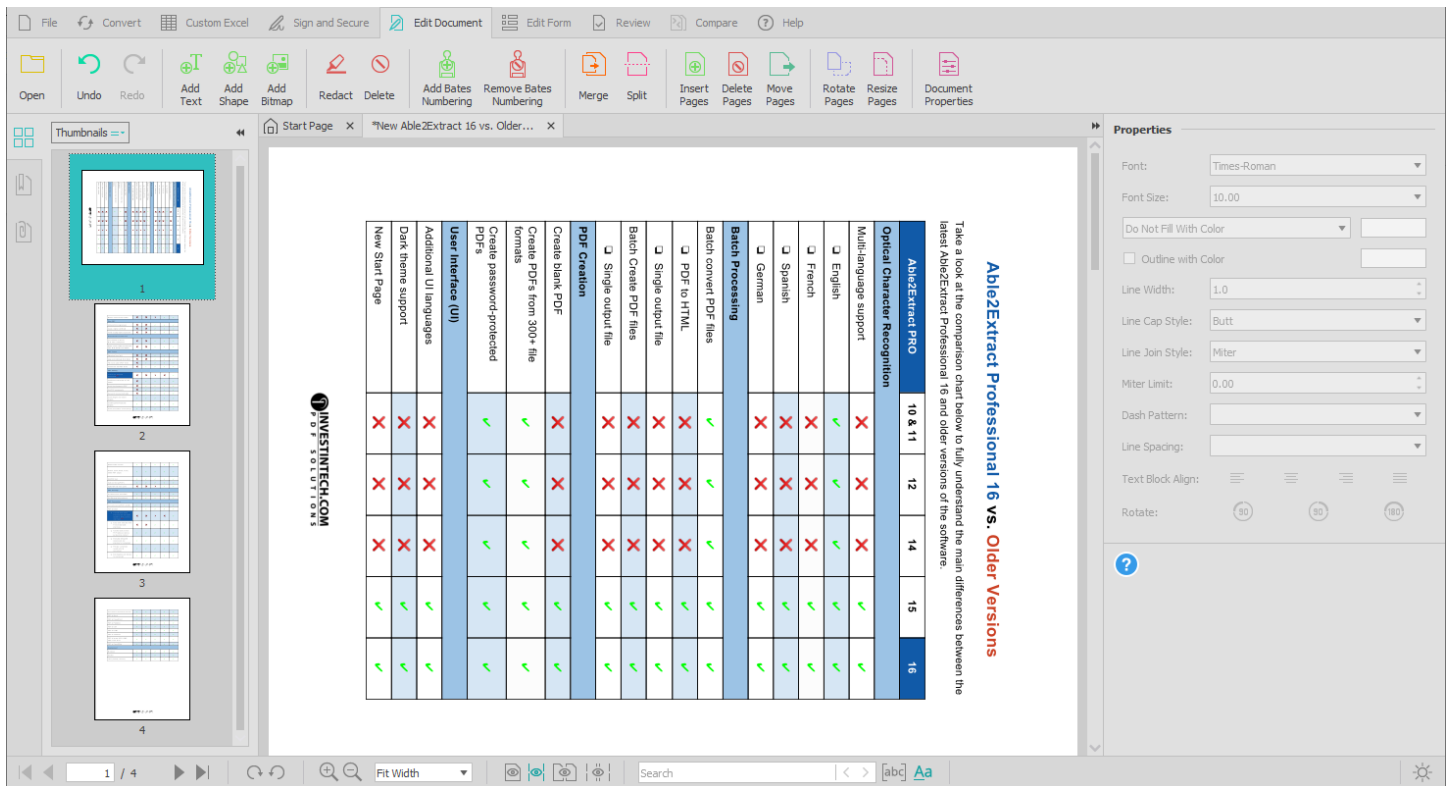
17.8.17. Resize Pages

Use this command if you want to resize only the page of your PDF document but not its contents. The page can be resized by inches, centimeters, millimeters, and points.

You can also use this command to scale the page along with its content. The page will be scaled accordingly by percentage. You can adjust and specify the scale percentage up to within 0.01% accuracy. The spin box in the dialog allows 1% increments for faster scaling over a wider range of values.

Shortcuts

Edit Document Toolbar:

Note: You must have a Width and Height value specified to resize your PDF content. The command will also take into account the page's rotation.

In the dialog, the **Width** and **Height**'s initial values are the dimensions of the **Current Page**. In the Size drop down menu, you can select from pre-set standardized paper sizes compatible with ANSI, ISO, and Arch specifications for content being resized for print. If you choose to customize the unit measurements, the **Width** and **Height** values will be converted to equivalent measurements.

The Anchor option will let you set a fixed point on the page around which the resizing will occur. You can select the position in the Anchor field. You will have nine positions to choose from: **Top Right**, **Top**, **Top Left**, **Left**, **Middle**, **Right**, **Bottom Right**, **Bottom**, and **Bottom Left**. Alternatively, you can click on the grid to make your selection visually.
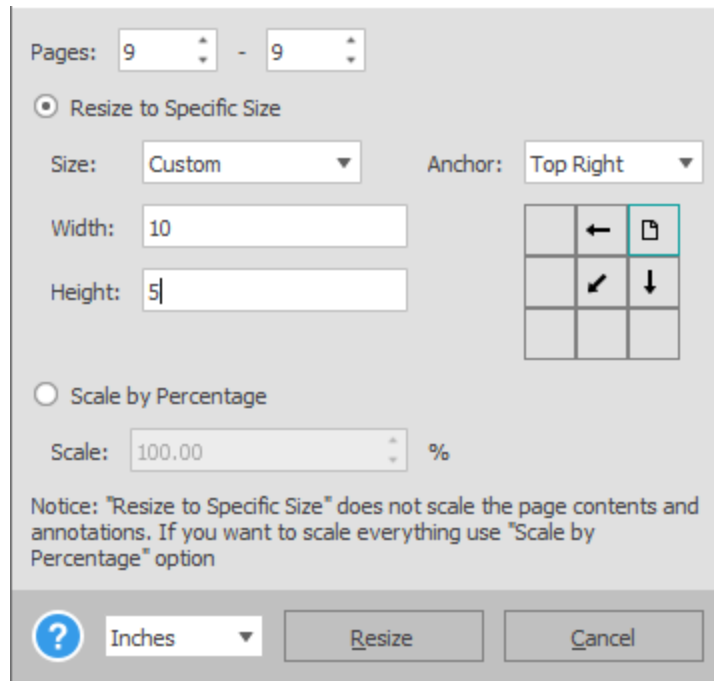
After your parameters have been set, click on the **Resize** button. Your pages will be modified automatically:
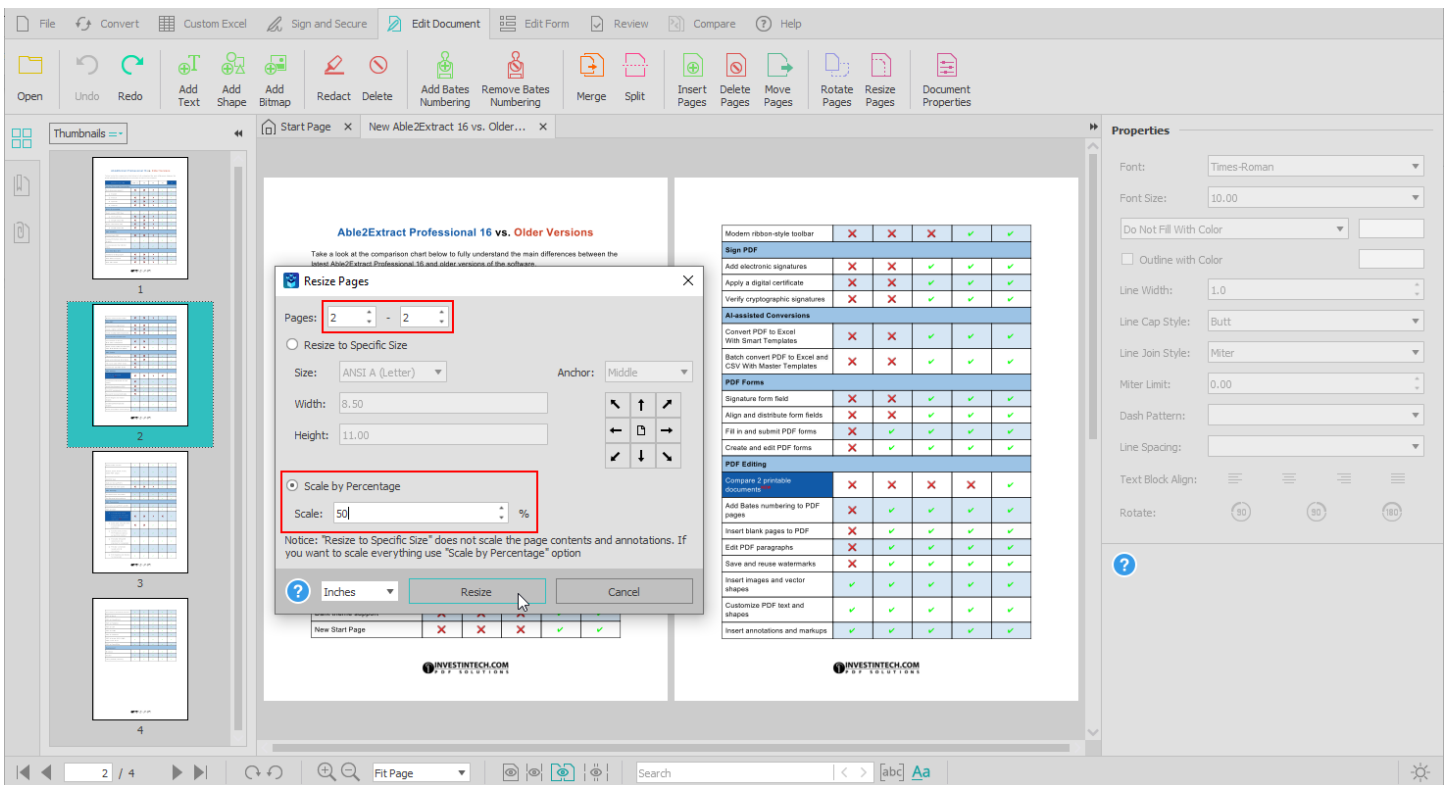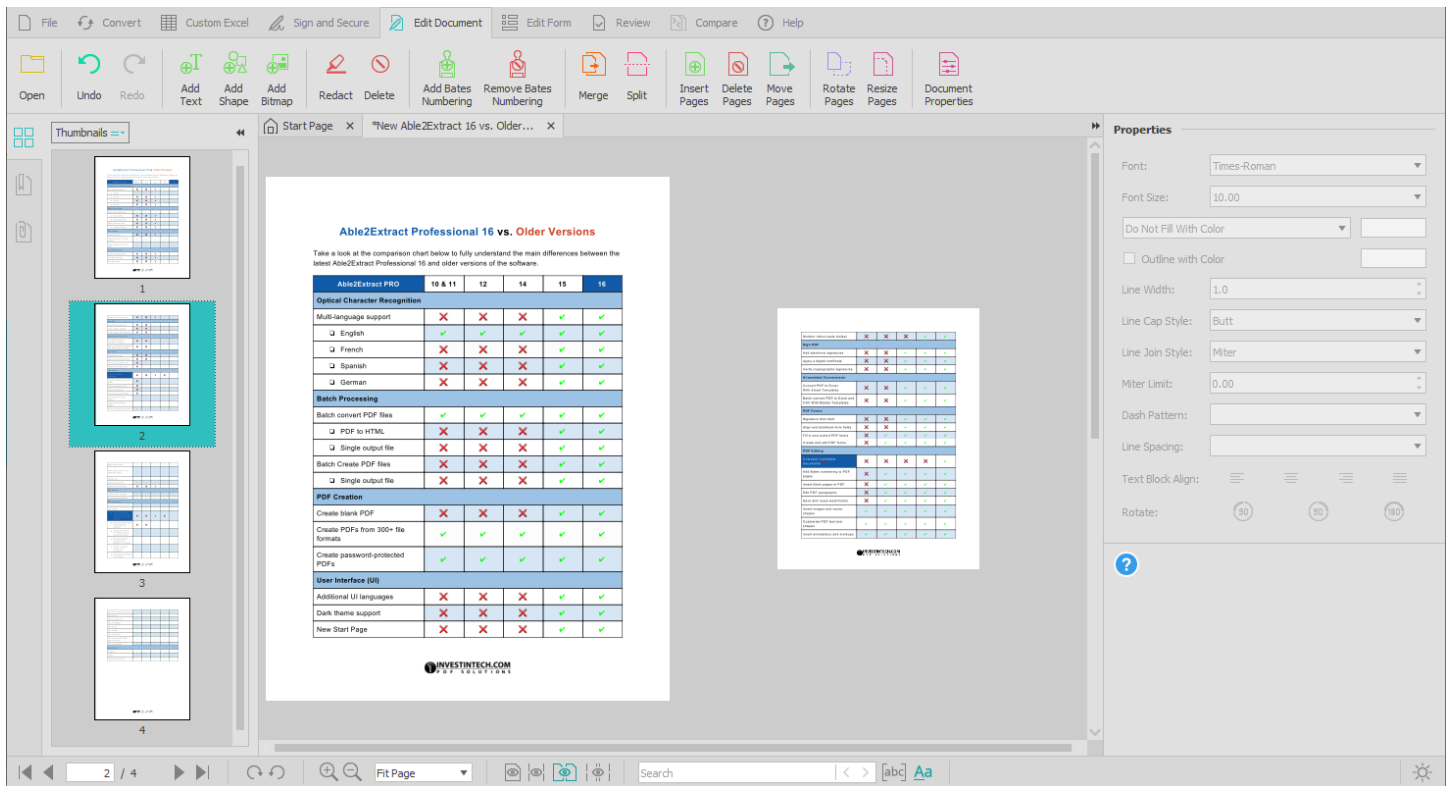
17.8.18. Document Properties

Document Information

Use the **Properties** first tab options to edit your PDF document information.

Shortcuts

Edit Document Toolbar:

You can edit the **Title**, **Author**, **Subject** and **Keywords** that are associated with the file by simply deleting the existing data and entering the desired information in each of the fields accordingly. When you are done, click on **Set**.
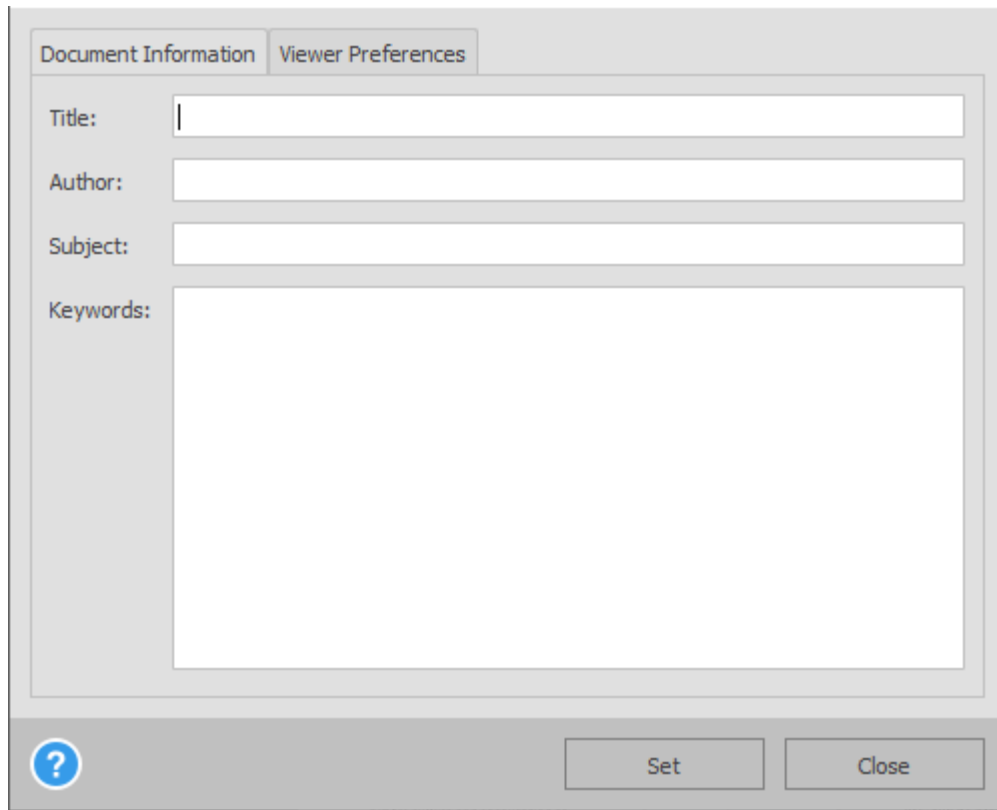
Then click on the Save or Save As commands from the **File Toolbar** to save your changes to the file.

Viewer Preferences

Use the **Properties** second tab options to specify how your PDF document will be displayed when opened by recipients with a standard PDF viewing application.
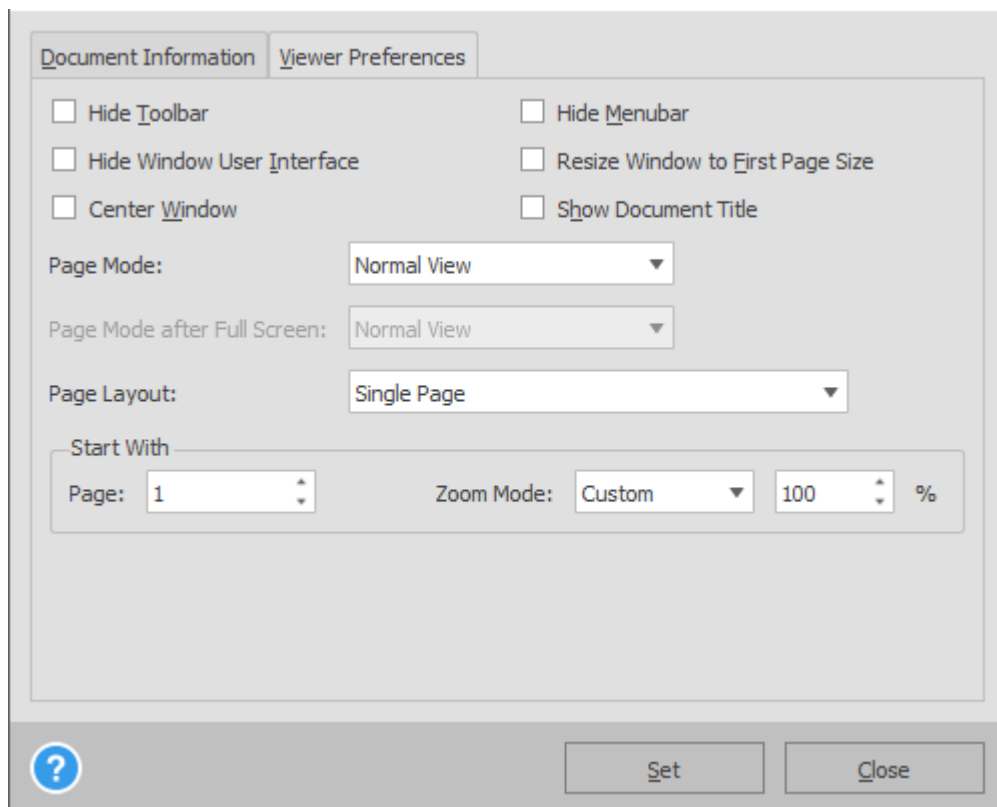
- Hide the toolbar

- Hide the window user interface
- Center the viewer window
- Hide the menu bar
- Resize the window to fit first page size
- Display the document title

To implement any of the viewing options above, simply click on the checkbox beside it.

Users can also decide how the PDF pages themselves are displayed within the viewing window. Click on the drop down arrow beside each item to access the full list of options. Here is a close look at each option:

- **Page Mode**: specify how the PDF pages are shown on first opening the PDF file. Choose from **Normal View**, **Outline Panel**, **Optional Content Group Panel**, **Thumbnail Panel**, **Attachments Panel**, or **Full Screen**.
- **Page Mode after Full Screen**: decide how a PDF page is displayed after a user exits full screen mode. This is available only if **Full Screen** is selected as the **Page Mode**. Select from **Normal View**, **Outline Panel**, **Optional Content Group Panel** and **Thumbnail Panel**.
- **Page Layout**: determine how many pages are displayed at once – **Single Page**, **One Column**, **Two Columns, First Page on Right**, **Two Columns, First Page on Left**, **Two Pages, First Page on Right**, **Two Pages, First Page on Left**.
- The **Start With** section allows the user to specify the default page to display when the PDF file is opened.
- The **Zoom Mode** item allows the user to specify the zoom status to be displayed when the PDF file is opened. You can choose from **Fit Window**, **Fit Width**, and **Custom**. Selecting **Custom** will allow you to set a target value in the box.

Once your desired options are selected, click on **Set**. To save your changes to the file, click on Save or Save As under the **File Toolbar**.

17.9. Edit Document Side Panel

Refer to [Modifying PDF content object properties (font, font size, color, line width, rotation, etc.)](#) section for a detailed description of the options on this panel.

17.10. Edit Form Toolbar

The **Edit Form Toolbar** offers the following commands:

	Open	Open an existing document
	Undo	Undo the last PDF document editing operation you performed
	Redo	Redo the last PDF document editing operation you performed
	Add Text Box	Add a new text box field used for manually entering textual information to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add Combo Box	Add a new combo box field that combines the functionalities of a drop-down list with a textbox to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add List Box	Add a new list box field used for selecting one or multiple items from a list of options to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add Check Box	Add a new check box field used for confirming or selecting an option to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add Radio Button	Add a new radio button field used for selecting a single item from a group of options to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add Push Button	Add a new push button to the form enabling users to reset or submit their form data. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Add Signature	Add a new empty signature field to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
	Delete	Delete a field from the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.
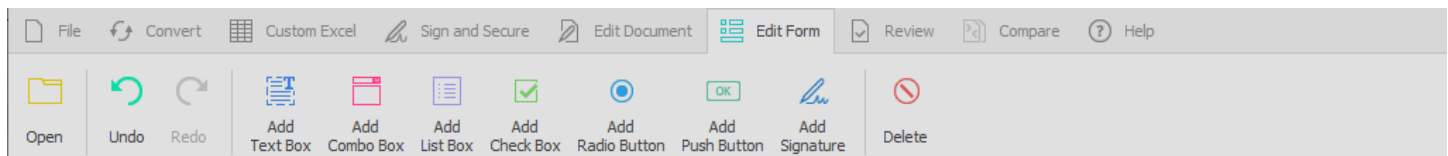
17.10.1. Open

Refer to [Open](#) section for a detailed description of this option.

17.10.2. Undo

Refer to [Undo](#) section for a detailed description of this option.

17.10.3. Redo

Refer to [Redo](#) section for a detailed description of this option.

17.10.4. Add Text Box

Add a new text box field used for manually entering textual information to the form. Refer to [Create Fillable PDF Forms](#) section for a detailed description of this option.

Shortcuts

[Edit Form Toolbar](#):

17.10.5. Add Combo Box

Add a new combo box field that combines the functionalities of a drop-down list with a textbox to the form. Refer to [Create Fillable PDF Forms](#) section for a detailed description of this option.

Shortcuts

[Edit Form Toolbar](#):

17.10.6. Add List Box

Add a new list box field used for selecting one or multiple items from a list of options to the form. Refer to [Create Fillable PDF Forms](#) section for a detailed description of this option.

Shortcuts

[Edit Form Toolbar](#):

17.10.7. Add Check Box

Add a new check box field used for confirming or selecting an option to the form. Refer to [Create Fillable PDF Forms](#) section for a detailed description of this option.

Shortcuts

[Edit Form Toolbar](#):

17.10.8. Add Radio Button

Add a new radio button field used for selecting a single item from a group of options to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.

Shortcuts

Edit Form Toolbar: ⦿

17.10.9. Add Push Button

Add a new push button to the form enabling users to reset or submit their form data. Refer to Create Fillable PDF Forms section for a detailed description of this option.

Shortcuts

Edit Form Toolbar: ⬚OK

17.10.10. Add Signature

Add a new empty signature field to the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.

Shortcuts

Edit Form Toolbar: ✎

17.10.11. Delete

Delete a field from the form. Refer to Create Fillable PDF Forms section for a detailed description of this option.

Shortcuts

Edit Form Toolbar: 🚫

17.11. Edit Form Side Panel

Refer to [Creating A PDF Form – Layout Options](#) and [Creating A PDF Form - Customization Properties](#) sections for a detailed description of the options on this panel.

17.12. Review Toolbar

The **Review Toolbar** offers the following commands:

	Open	Open an existing document
	Undo	Undo the last PDF document editing operation you performed
	Redo	Redo the last PDF document editing operation you performed
	Add Sticky Note	Allows users to add multiple types of sticky notes
	Add Link	Insert a link onto your PDF page
	Add Stamp	Add a textual stamp to your PDF content
	Highlight	Highlight PDF text
	Underline	Underline PDF text
	Squiggly	Add jagged underline to PDF text
	Strike Out	Strike out PDF text
	Add Caret	Add caret to indicate a proposed insertion within a section of PDF text
	Add Attachment	Attach a file to your PDF document
	Add Watermark	Add a watermark to your PDF for branding or security purposes
	Delete	Remove an existing annotation from a PDF page
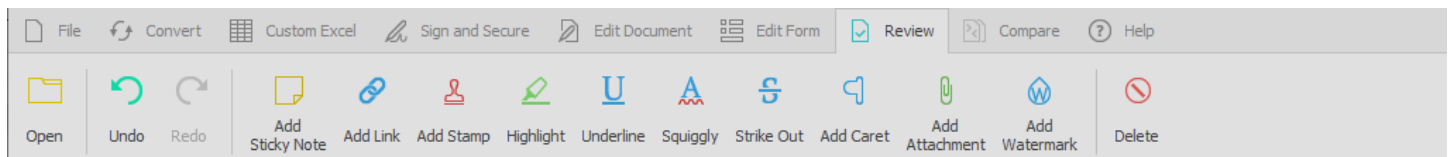
17.12.1. Open

Refer to [Open](#) section for a detailed description of this option.

17.12.2. Undo

Refer to [Undo](#) section for a detailed description of this option.

17.12.3. Redo

Refer to [Redo](#) section for a detailed description of this option.

17.12.4. Add Sticky Note

Add a new sticky note to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#):

17.12.5. Add Link

Add a new link to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#):

17.12.6. Add Stamp

Add a new stamp to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#):

17.12.7. Highlight

Highlight text in the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#):

17.12.8. Underline

Underline text in the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#): ⋃

17.12.9. Squiggly

Underline text with a squiggly line in the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#): A̰

17.12.10. Strike Out

Strike out text in the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#): S̶

17.12.11. Add Caret

Add a new caret mark to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#): ⌐

17.12.12. Add Attachment

Attach a file to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

[Review Toolbar](#): 📎

17.12.13. Add Watermark

Add a new watermark to the document. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

Review Toolbar:

17.12.14. Delete

Delete an annotation. Refer to [Annotating PDF Content](#) section for a detailed description of this option.

Shortcuts

Review Toolbar:

17.13. Review Side Panel

Refer to [Annotating PDF Content](#) section for a detailed description of the options on this panel.

17.14. Compare Toolbar

The **Compare Toolbar** offers the following commands:

	Open Files to Compare	Open two printable files for comparison
	Undo	Undo the last editing operation you performed
	Redo	Redo the last editing operation you performed
	Copy All Right	Copy all remaining differences to the right document
	Annot All Right	Annotate all the remaining differences in the right document
	Save Left	Save changes made to the document on the left
	Copy All Left	Copy all remaining differences to the left document
	Annot All Left	Annotate all the remaining differences in the left document
	Save Right	Save changes made to the document on the right
	First Page with Differences	Go to the first page with differences
	Previous Page with Differences	Go to the previous page with differences
	Next Page with Differences	Go to the next page with differences
	Last Page with Differences	Go to the last page with differences
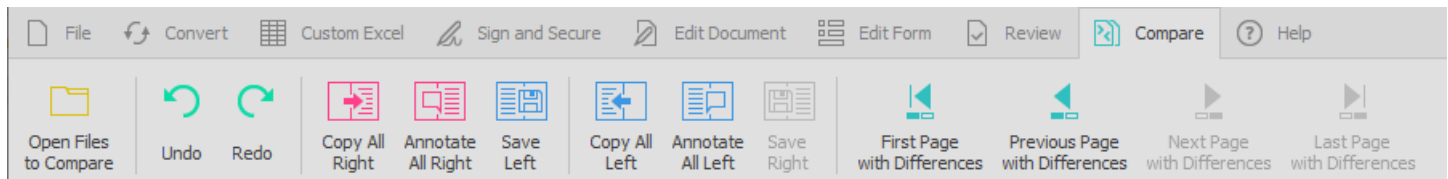
17.14.1. Open Files to Compare

Open two printable documents for comparison. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.2. Undo

Refer to Undo section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.3. Redo

Refer to Redo section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.4. Copy All Right

Copy all the remaining differences to the right document. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.5. Annotate All Right

Annotate and markup all the remaining differences to the right document. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.6. Save Left

Save all changes made to the left document. Refer to [Compare Any Two Printable Documents](#) section for a detailed description of this option.


Shortcuts

[Compare Toolbar](#):

17.14.7. Copy All Left

Copy all the remaining differences to the left document. Refer to [Compare Any Two Printable Documents](#) section for a detailed description of this option.

Shortcuts

[Compare Toolbar](#):

17.14.8. Annotate All Left

Annotate and markup all the remaining differences to the left document. Refer to [Compare Any Two Printable Documents](#) section for a detailed description of this option.

Shortcuts

[Compare Toolbar](#):

17.14.9. Save Right

Save all changes made to the right document. Refer to [Compare Any Two Printable Documents](#) section for a detailed description of this option.

Shortcuts

[Compare Toolbar](#):

17.14.10. First Page with Differences

Go to the first page with differences when in Compare mode. Refer to [Compare Any Two Printable Documents](#) section for a detailed description of this option.

Shortcuts

[Compare Toolbar](#):

17.14.11. Previous Page with Differences

Jump back to the previous page with differences when in Compare mode. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.12. Next Page with Differences

Skip forward to the next page with differences when in Compare mode. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.14.13. Last Page with Differences

Skip to the last page with differences when in Compare mode. Refer to Compare Any Two Printable Documents section for a detailed description of this option.

Shortcuts

Compare Toolbar:

17.15. Compare Side Panel

Refer to [Compare Any Two Printable Documents](#) for a detailed description of all the options available on the side panel.

17.16. Help Toolbar

The **Help Toolbar** offers the following commands, which provide you with assistance for Able2Extract:

	Open	Open an existing document
	Help	Lists the help topics available
	About	Displays Able2Extract product and copyright information
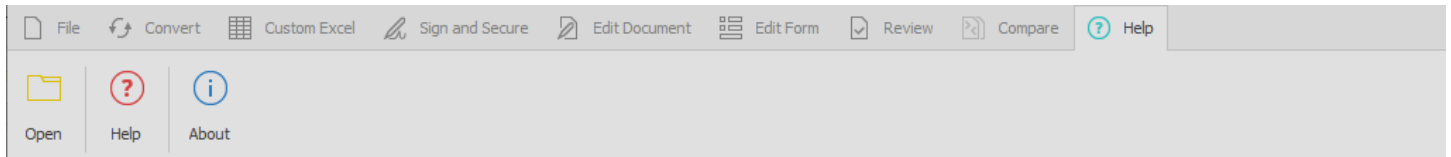
17.16.1. Open

Refer to [Open](#) section for a detailed description of this option.

17.17. Help Toolbar Side Panel

In the side panel section, you can access how-to guides and get appropriate contact information if you need to reach out to us.

17.18. Footer Toolbar

The **Footer Toolbar** contains tools useful for navigating within a PDF document and also for changing viewing preferences. The **Footer Toolbar** is displayed at the bottom of the Able2Extract application window.

◄│	First Page	Go to the first page of the active document
◄	Previous Page	Go to the previous page of the active document
1 / 100	Go to Page...	Go to a selected page in the active document
►	Next Page	Go to the next page of the active document
►│	Last Page	Go to the last page of the active document
↻	Rotate View Clockwise	Rotate the document 90 degrees clockwise
↺	Rotate View Counterclockwise	Rotate the document 90 degrees counter-clockwise
⊕	Zoom In	View the active document closer up (zoom in)
⊖	Zoom Out	View the active document further out (zoom out)
100% ▼	Current Zoom	Select the exact size at which to view active document
👁	Single Page View	View the PDF document on a page per page basis one full page at a time. This is the default view.
│👁│	Single Page Continuous View	View the PDF pages in a flowing, continuous fashion. This will let you view a part of two pages at once.
👁	Two Page View	View two PDF pages lined up next to each other horizontally, with a PDF page being fully viewable at a time.
│👁│	Two Page Continuous View	View two PDF pages lined up next to each other horizontally, with side scrolling enabled to show part of each page next to each other.
	Search	Search for and find specific text, terms or phrases within the active PDF document.
[abc]	Whole Words Only	Direct Able2Extract to count only whole words that match your search term in its results.
Aa	Case-sensitive	Direct Able2Extract to search out text strings that are case-sensitive, using your input as reference.

X: 0.167, Y: 0.226	[Cursor X & Y Coordinates](#)	View the precise location of the cursor on the opened document.
☀ / ◑	[Theme](#)	Change the user interface between light and dark themes.

17.18.1. First Page

Use this command to immediately go to the first page of the active document.

Shortcuts

Footer Toolbar: ◀|

Keys: CTRL + SHIFT + PAGE UP (,), COMMAND + SHIFT + PAGE UP ( )

17.18.2. Previous Page

Use this command to immediately go to the previous page of the active document.

Shortcuts

Footer Toolbar: ◀

Keys: CTRL + LEFT ARROW (,), COMMAND + LEFT ARROW ( )

17.18.3. Go to Page...

Use this command to open a dialog box, which will allow you to select a desired page in the active document.

Shortcuts

Footer Toolbar: 1 / 100

Keys: CTRL + N (,), COMMAND + N ( )

17.18.4. Next Page

Use this command to immediately go to the next page of the active document.

Shortcuts

Footer Toolbar: ▶

Keys: CTRL + RIGHT ARROW (,), COMMAND + RIGHT ARROW ( )

17.18.5. Last Page

Use this command to immediately go to the last page of the active document.

Shortcuts

Footer Toolbar: ▶|

Keys: CTRL + SHIFT + PG DOWN (⊞, 🐧), COMMAND + SHIFT + PAGE DOWN (🍎)

17.18.6. Rotate View Clockwise

Use this command to rotate the document 90 degrees clockwise.

Shortcuts
Footer Toolbar: ↻
Keys:

17.18.7. Rotate View Counterclockwise

Use this command to rotate the document 90 degrees counterclockwise.

Shortcuts
Footer Toolbar: ↺
Keys:

17.18.8. Zoom In

Use this command to view the active document closer up.

Shortcuts
Footer Toolbar: ⊕
Keys: CTRL + PLUS SIGN (⊞, 🐧), COMMAND + PLUS SIGN (🍎)

17.18.9. Zoom Out

Use this command to view the active document further out.

Shortcuts
Footer Toolbar: ⊖
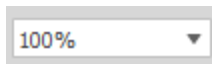Keys: CTRL + MINUS SIGN (⊞, 🐧), COMMAND + MINUS SIGN (🍎)

17.18.10. Current Zoom

This command allows you to select the exact size at which to view the active document.

Shortcuts

Footer Toolbar: 100% ▼

Keys: CTRL + M ([Windows], [Linux]), COMMAND + M ([Apple])

Actual Size (100%) command (View menu)

Use this command to view the active document at the standard size.
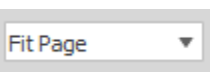

Shortcuts

Footer Toolbar: Actual Size ▼

Fit Page command (View menu)

Use this command to fit the document the length of the viewer.

Shortcuts

Footer Toolbar: Fit Page ▼

Fit Width command (View menu)

Use this command to fit the document the width of the viewer.

Shortcuts

Footer Toolbar: Fit Width ▼

17.18.11. Single Page View

Selecting the **Single Page View** (the default option) will view the PDF document on a page per page basis one full page at a time.
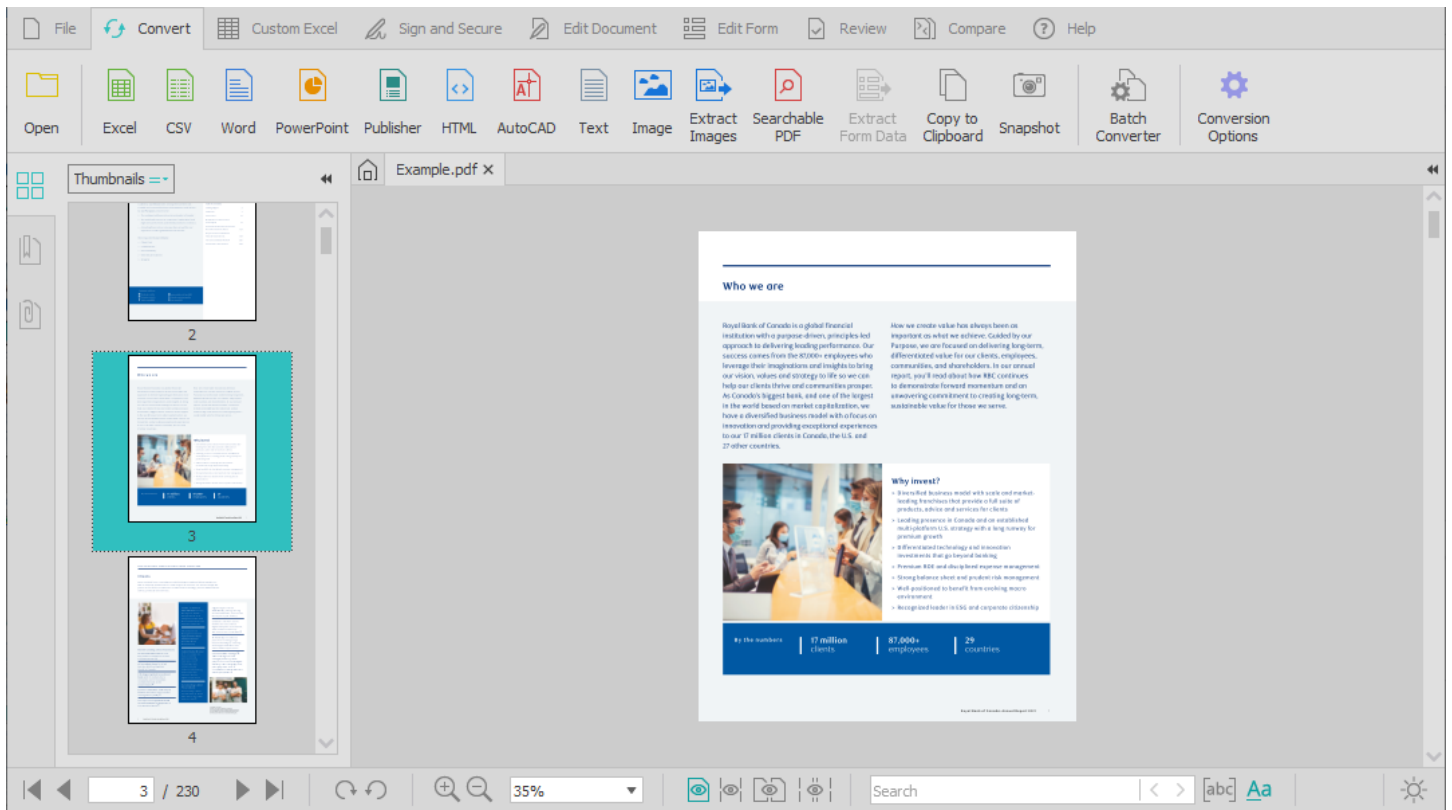

Shortcuts
Footer Toolbar: 👁

Below is an example of the **Single Page View**:

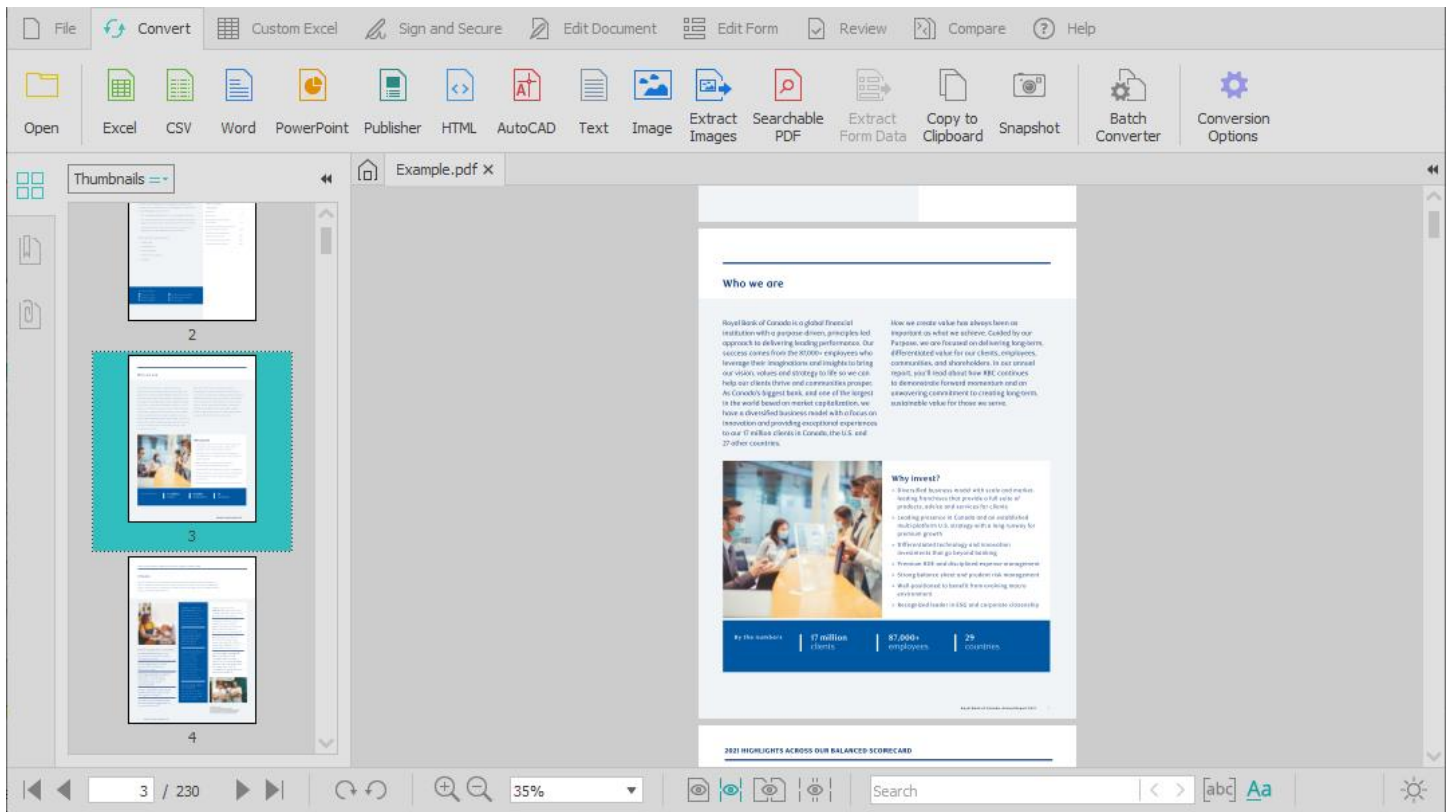## 17.18.12. Single Page Continuous View

Selecting the **Single Page Continuous View** will show the PDF pages in flowing, continuous fashion, which will allow the viewing of part of two pages of the PDF at once.

Shortcuts
Footer Toolbar:

Below is an example of the **Single Page Continuous View**:
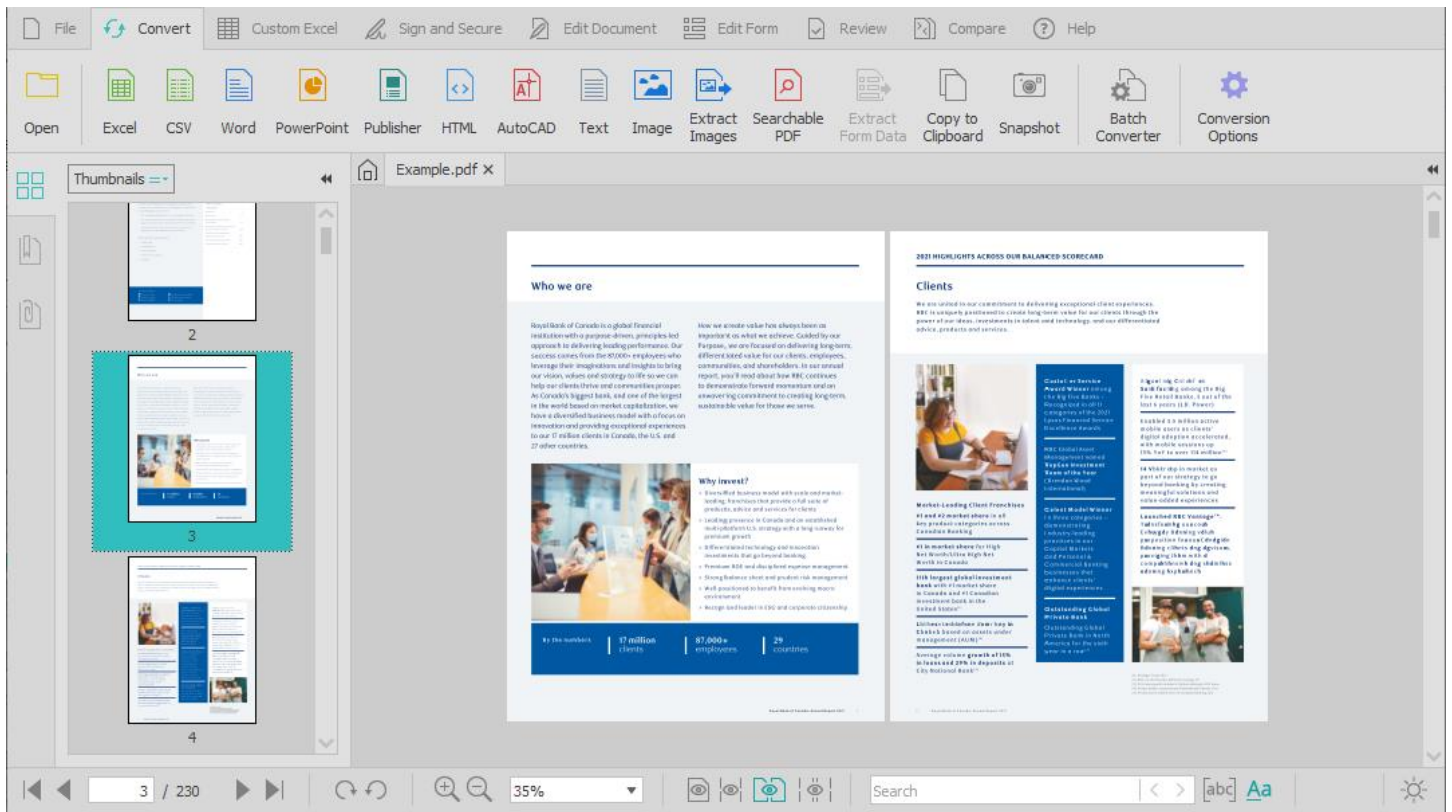
17.18.13. Two Page View

Selecting the **Two Page View** option will show two PDF pages to be lined up next to each other horizontally, with a PDF page being able to be fully viewed at a time.

Shortcuts

Footer Toolbar:

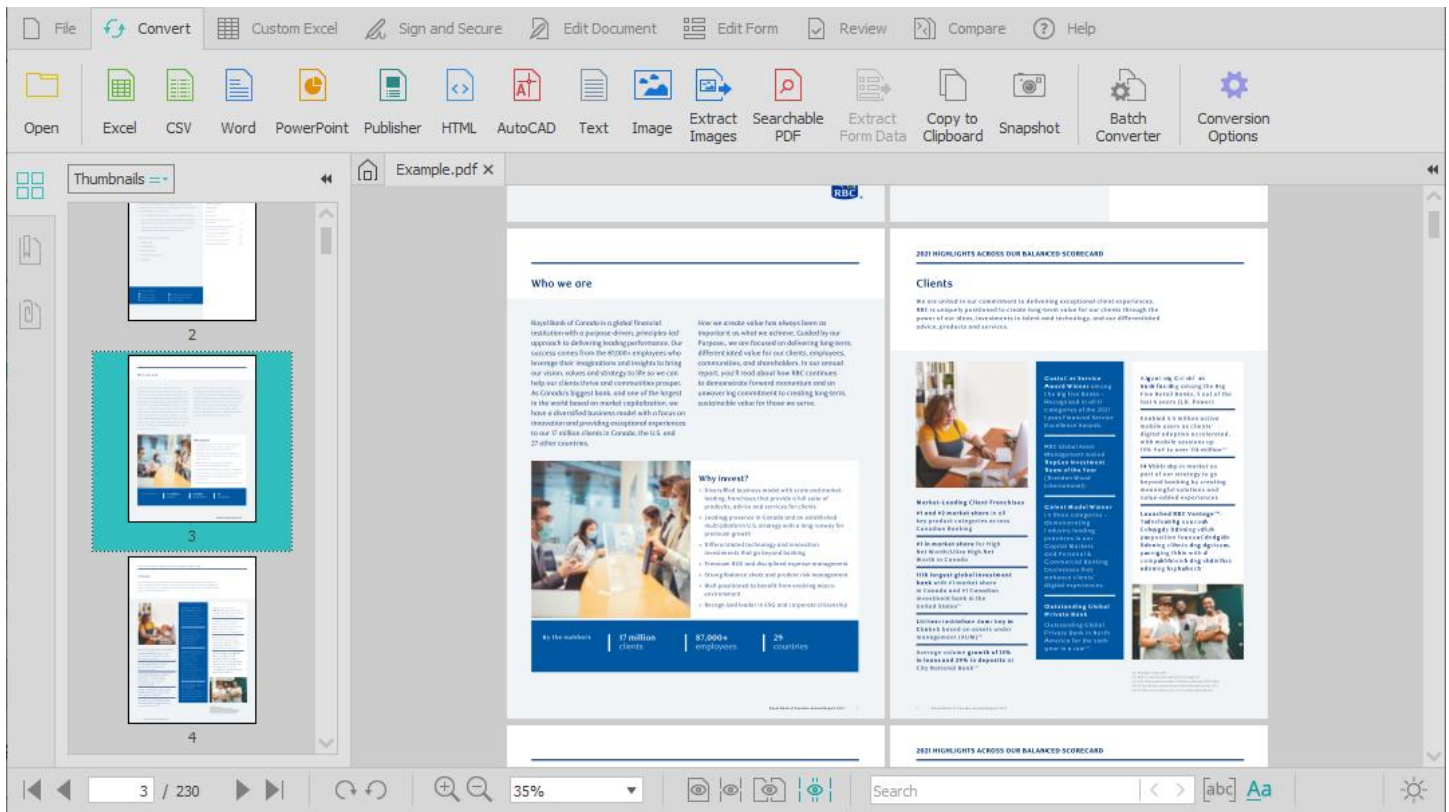Below is an example of the **Two Page View**:

17.18.14. Two Page Continuous View

Selecting the **Two Page Continuous View** option will allow two PDF pages to be lined up next to each other horizontally, with side scrolling being enabled to show part of each PDF page next to each other.
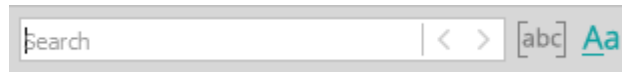

Shortcuts
Footer Toolbar:

Below is an example of the **Two Page Continuous View**:

17.18.15. Search

Note: This functionality will only work with searchable and native PDF documents.

Use this command to find specific text, terms or phrases within the active PDF document. Able2Extract will search the document and highlight all occurrences of the terms that match your query. You have two options for tailoring your search:

Whole Words Only

Checking this option will direct Able2Extract to count only whole words that match your search term in its results.

Shortcuts
Footer Toolbar: [abc]

Case-sensitive

Able2Extract can search out text strings that are case-sensitive and will use your input as reference.

Shortcuts
Footer Toolbar: Aa

You can access your previous searches by manually typing in your term using the combo box text field or by selecting it from the drop down list.

Search Next/Previous

While using Able2Extract to search through your PDF text, click on the **Next** or **Previous** buttons in the **Search** dialog to highlight and sift forward or backwards through each of Able2Extract's search results one by one for the current search term.

17.18.16. Cursor X & Y Coordinates

The Footer toolbar displays the cursor's precise location in real time by hovering your mouse over the opened document. The X and Y coordinates indicate the distance between the upper left corner of the open document and the current location of the cursor.

Referring to these coordinates can be helpful in Custom Excel, Edit Document, or Edit Form modes when you need perfectly precise layouts, evenly distributed tables, properly lined up fields, and other elements accurately placed.

The coordinates are displayed in inches by default. However, users can change the coordinates unit to cm, mm, and points for even more accurate coordinate readings.
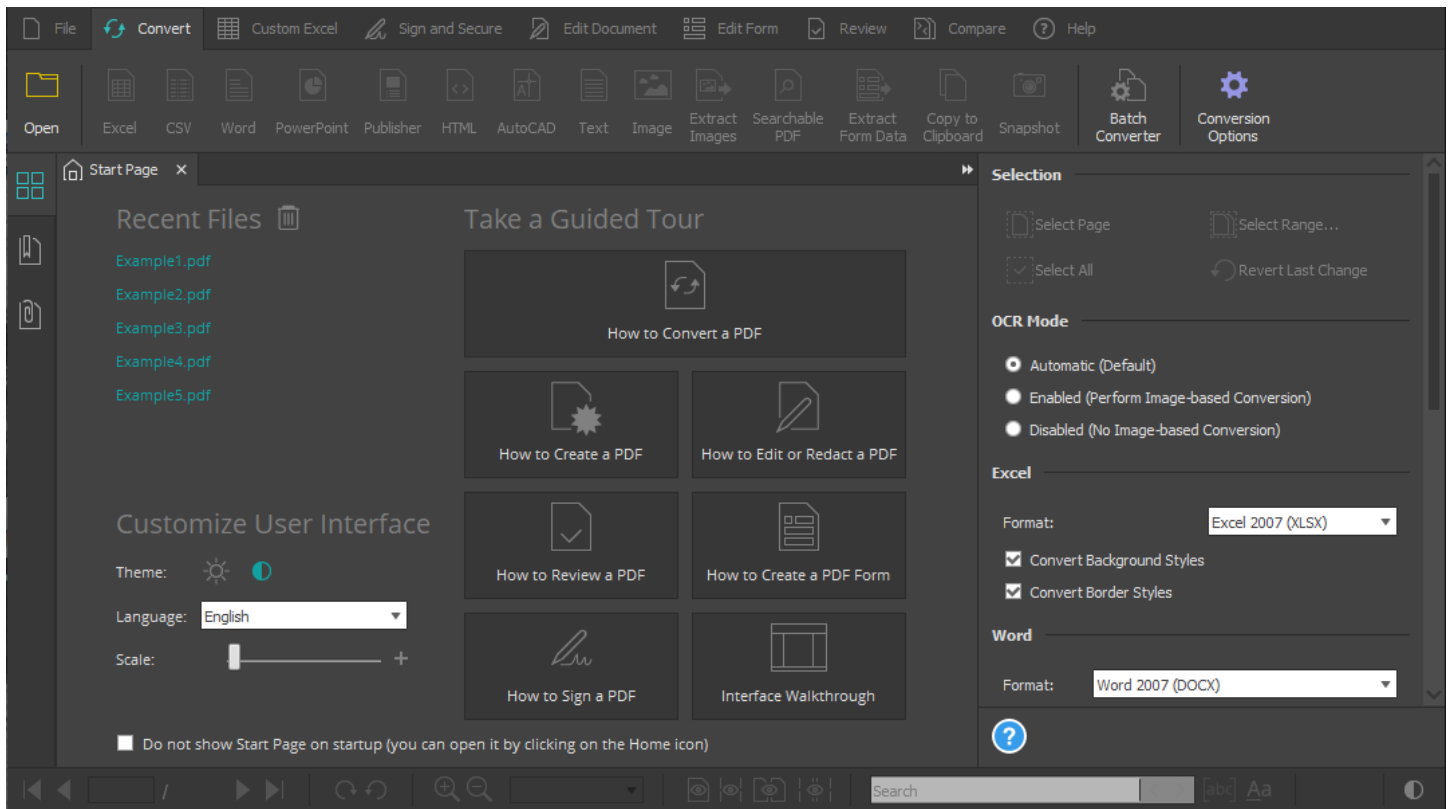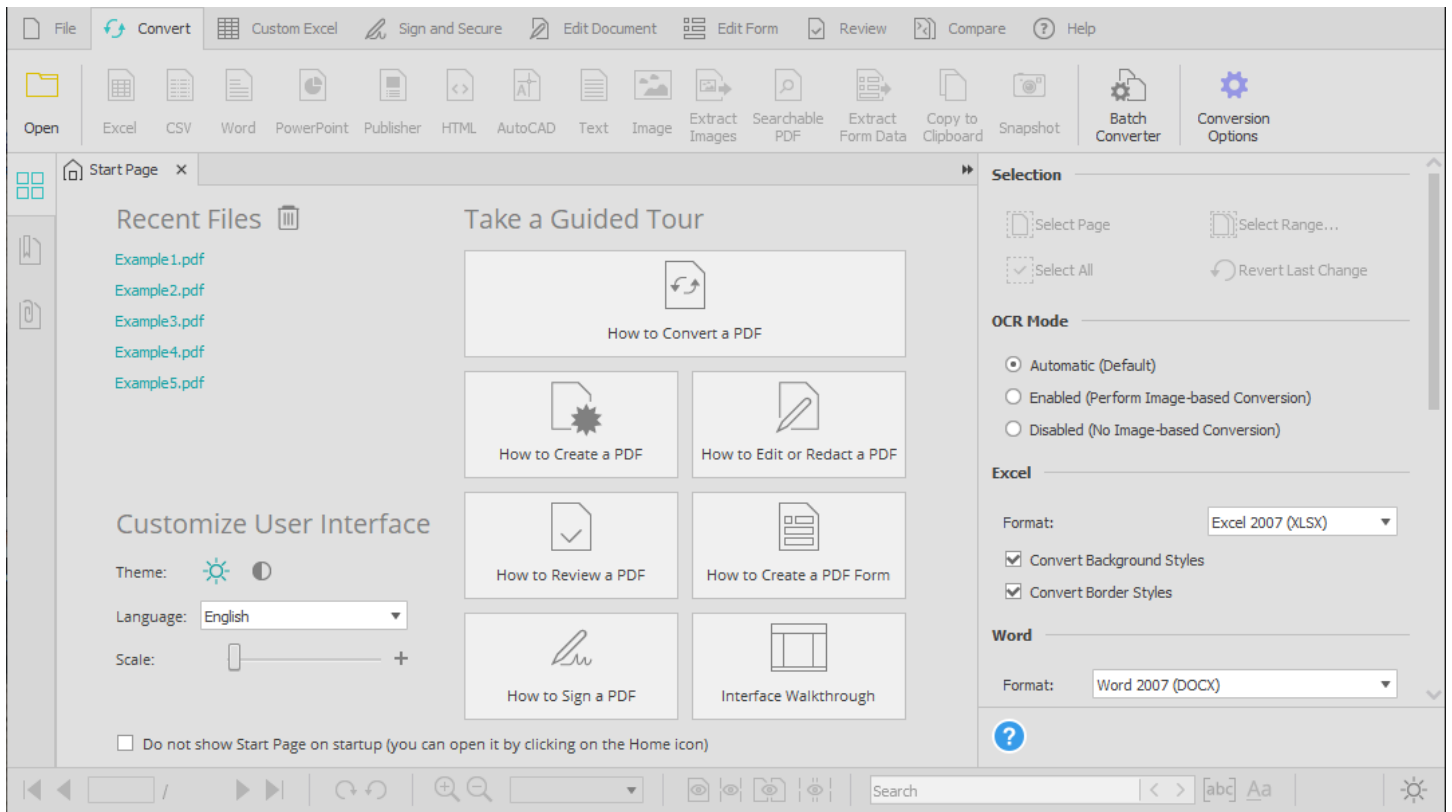
To do so, go to the **Convert** tab and click on the **Conversion Options** button. In the pop up dialog box, click on the drop box at the bottom of the window and select your coordinate measurement unit of choice. Click on **OK**.

17.18.17. Theme

Able2Extract allows you to change the user interface between light and dark themes. The dark theme makes working in dimly lit conditions more comfortable, producing less eye strain.

You can switch between light and dark themes in two ways. Click on the icon on the **Start Page** under the **Customize User Interface** section to switch from the light (default) theme to dark theme. To switch back, click on the icon.

Additionally, you can click on the in the footer bar to switch to the dark theme. It will turn into the dark theme icon on which you can click again to change the interface back to the light theme.

Shortcuts

Footer Toolbar: ☀ / ◑