AVS4YOU Programs Help

AVS Document Converter

www.avs4you.com

Contact Us

If you have any comments, suggestions or questions regarding **AVS4YOU** programs or if you have a new feature that you feel can be added to improve our product, please feel free to contact us.

When you register your product, you may be entitled to technical support.

General information:	info@avs4you.com
Technical support:	support@avs4you.com
Sales:	sales@avs4you.com
Help and other documentation:	help@avs4you.com

Technical Support

AVS4YOU programs do not require any professional knowledge. If you experience any problem or have a question, please refer to the **AVS4YOU Programs Help**. If you cannot find the solution, please contact our support staff.

> **Note**: only registered users receive technical support.

AVS4YOU staff provides several forms of automated customer support:

- **AVS4YOU Support System**
  You can use the **Support Form** on our site to ask your questions.

- **E-mail Support**
  You can also submit your technical questions and problems via e-mail to support@avs4you.com.

> **Note**: for more effective and quick resolving of the difficulties we will need the following information:
>
> - Name and e-mail address used for registration
> - System parameters (CPU, hard drive space available, etc.)
> - Operating System
> - The information about the capture, video or audio devices, disc drives connected to your computer (manufacturer and model)
> - Detailed step by step describing of your action
>
> Please do **NOT** attach any other files to your e-mail message unless specifically requested by AVS4YOU.com support staff.

Resources

Documentation for your AVS4YOU software is available in a variety of formats:

In-product (.chm-file) and Online Help

To reduce the size of the downloaded software installation files the in-product help was excluded from the installation although you can always download it from our web-site for your convenience. Please, visit AVS4YOU web-site at **http://onlinehelp.avs4you.com/index.aspx** to download the latest available version of the help executable, run it and install into the AVS4YOU programs folder. After that you will be able to use it through the **Help** menu of the installed AVS4YOU software.

Online Help include all the content from the In-product help file and updates and links to additional instructional content available on the web. You can find the **Online Help** at our web-site - **http://onlinehelp.avs4you.com/index.aspx**. Please note, that the most complete and up-to-date version of AVS4YOU programs help is always on the web.

PDF Documentation

The offline help is also available as a pdf-file that is optimized for printing. All PDF help files are available for download at the programs pages at AVS4YOU web-site (both **http://www.avs4you.com/index.aspx** and **http://onlinehelp.avs4you.com/index.aspx**). To be able to read and print AVS4YOU PDF help files you will need to have a PDF reading program installed.

User Guides

You have access to a wide variety of resources that help you make the most of your AVS4YOU software. The step-by-step user guides will be of help not only to the novice users but also to the users that face a certain task to be performed and look for a way to do it. Please, visit our **User Guides** section of AVS4YOU web-site at **http://www.avs4you.com/Guides/index.aspx** to read the detailed instructions for various software and tasks

Technical Support

Visit the **AVS4YOU Support** web-site at **http://support.avs4you.com** to ask your questions concerning AVS4YOU software installation, registration and use. Feel free to also use our e-mail address **support@avs4you.com**.

Downloads

Visit the **Downloads** section - **http://www.avs4you.com/downloads.aspx** - of our web-site to find free updates, tryouts, and other useful software. We constantly update the software, new versions of the most popular programs and new software are also frequently released.

Overview

AVS Document Converter is an easy-to-use software application designed to view and convert various types of documents. It reads text files and converts them to PDF, DOC, DOCX, RTF, TXT, ODT, HTML, JPEG, TIFF and other formats.

Using **AVS Document Converter** you can quickly and easily perform the following tasks:

- **convert** a set of files between commonly used formats: PDF, DOC, RTF, TXT, ODT, HTML, JPEG (see the full list of the supported formats on the **Converting Documents** page);

- view and read documents in a comfortable environment, automatically scroll them, only print the pages you need;

- create an electronic book and merge several files into one document;

- **create an archive** of your documents and **email files** from within the program;

- add a **text watermark** to protect your copyrights before converting documents to PDF or an image format;

- encrypt your PDF files and set permissions on them before sending via email or placing on web;

- quickly rename a series of files to organize them later.

To start **AVS Document Converter** go to **Start** menu and follow **All Programs -> AVS4YOU -> Documents -> AVS Document Converter**.

Program Interface

The main window of **AVS Document Converter** can be divided into the following parts:
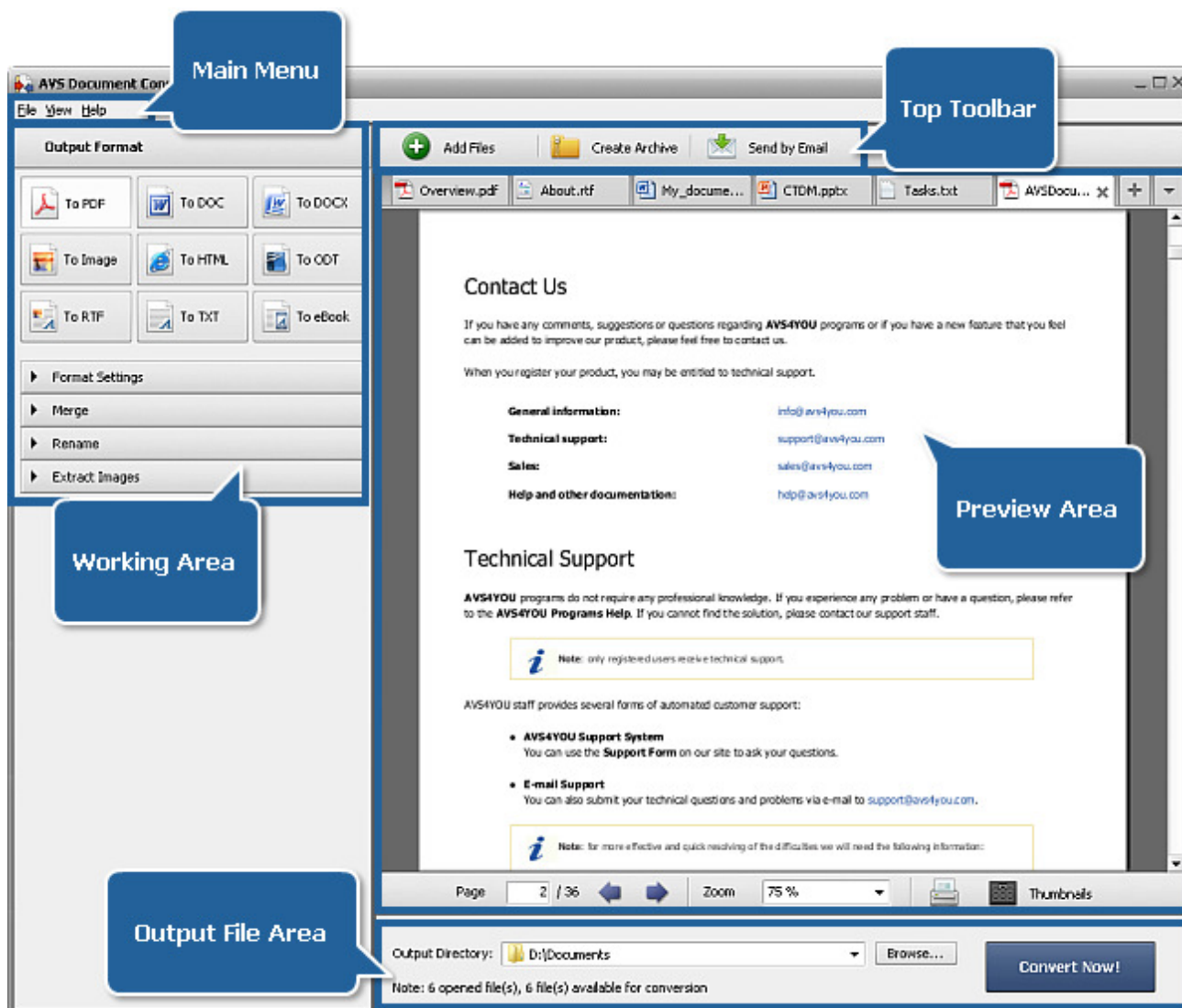
- **Main Menu** is used to get a quick access to the most frequently used functions of the software.

- **Top Toolbar** is used to perform several operations such as adding new files, compressing and emailing them.

- **Preview Area** is used to load the text and image files you wish to preview and convert;

- **Working Area** is used to select an output format, adjust some format settings, rename your files and extract images from the loaded documents.

- **Output File Area** is used to specify the location for the resulting files and start the conversion process.

See the appropriate sections for more detail on each of the main window components.

Main Menu

The **Main Menu** consists of the following items that let the user quickly and conveniently access the main program functions:

Menu	Item	Description
File	**Add Files**	Use it to open the text and image files you need to view or convert.
	Close	Use it to remove the currently opened document.
	Close All	Use it to remove all the files added to the **AVS Document Converter** program.
	Exit	Use it to close the **AVS Document Converter** window and finish the work with the program.
View	**Next Page**	Use it to view the next page of the currently opened document (available if the document contains more than one page).
	Previous Page	Use it to view the previous page of the currently opened document (available if the document contains more than one page).
	Zoom In	Use it to zoom in the currently opened document.
	Zoom Out	Use it to zoom out the currently opened document.
	Auto Scroll	Use it to automatically scroll the opened document, to change the scroll speed or to disable this feature.
Help	**Help**	Use it to open the help file.
	Welcome Page	Use it to open the program **Welcome Page** which gives you a short description of the program and step-by-step instructions on how to convert files between various formats.
	AVS Home Page	Use it to go to the **AVS4YOU** web site.
	AVS Support Page	Use it to visit **AVS4YOU** support site.
	E-mail us...	Use it to write an e-mail and send it to our support team.
	About	Use it to open the **About** window with the information on the **AVS Document Converter** program.

Top Toolbar

The **Top Toolbar** contains several buttons allowing you to perform the main operations:

| Button	Description
Add Files	Use it to open the text and image files you need to view or convert.
Create Archive	Use it to create a ZIP archive, to specify the files to include in it and protect it with a password if necessary.
Send by Email	Use it to select files and send them as an attachment to your email.

Preview Area

The **Preview Area** is used to add files you need to convert, read them and preview while adding watermark. The **Preview Area** can be represented in two different views: **Page Preview** and **Thumbnails**. To switch between them use the appropriate button of the **Bottom Toolbar**.
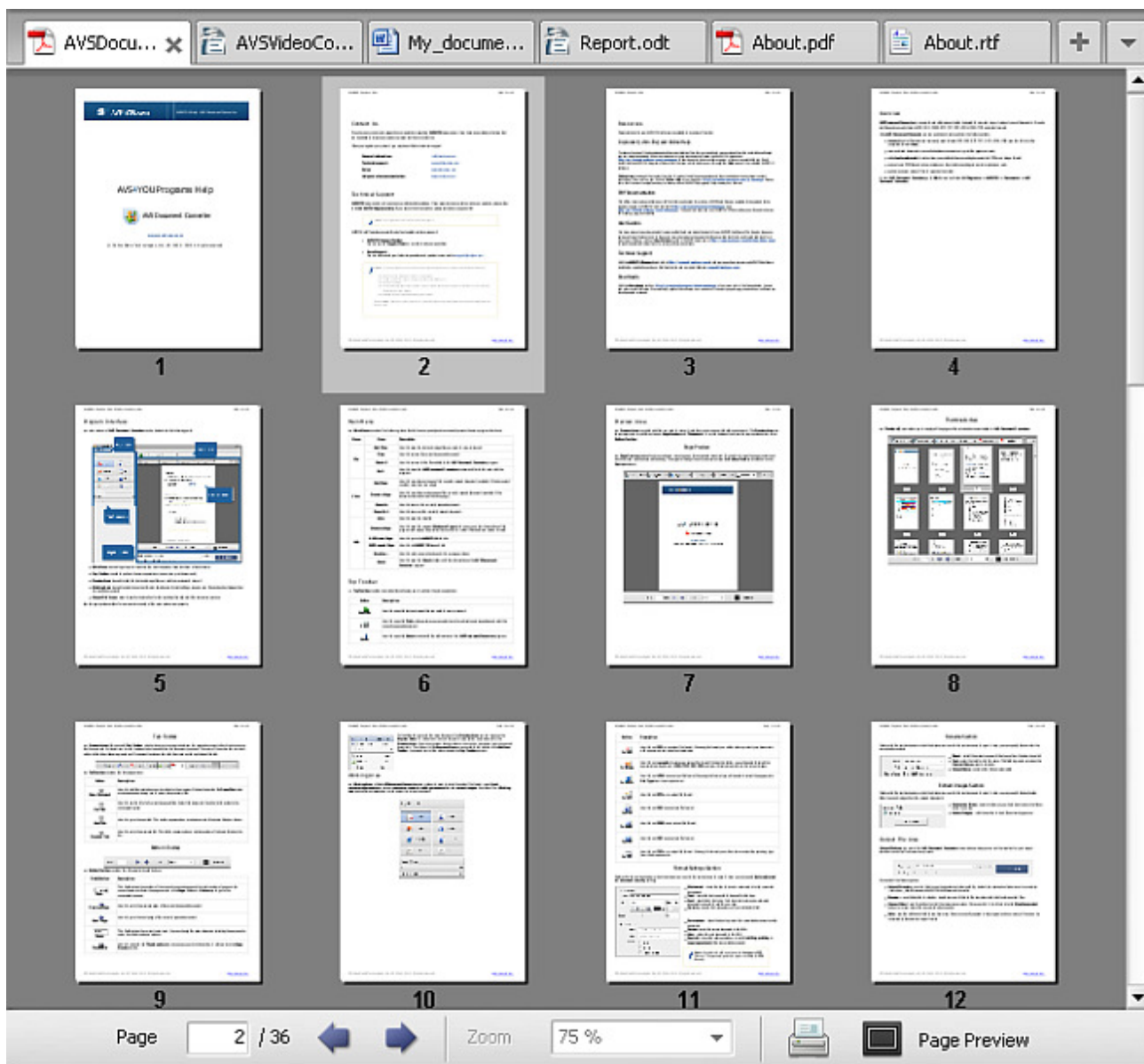
Page Preview

The **Page Preview** mode allows you to display only one page of the selected document. It is helpful to read the page content and view the made modifications while editing. To navigate through the active document you can use:

- the arrows on the **Bottom Toolbar** below the **Preview Area**;
- the mouse wheel to scroll the document;
- the **Auto Scroll** option of the right click menu.
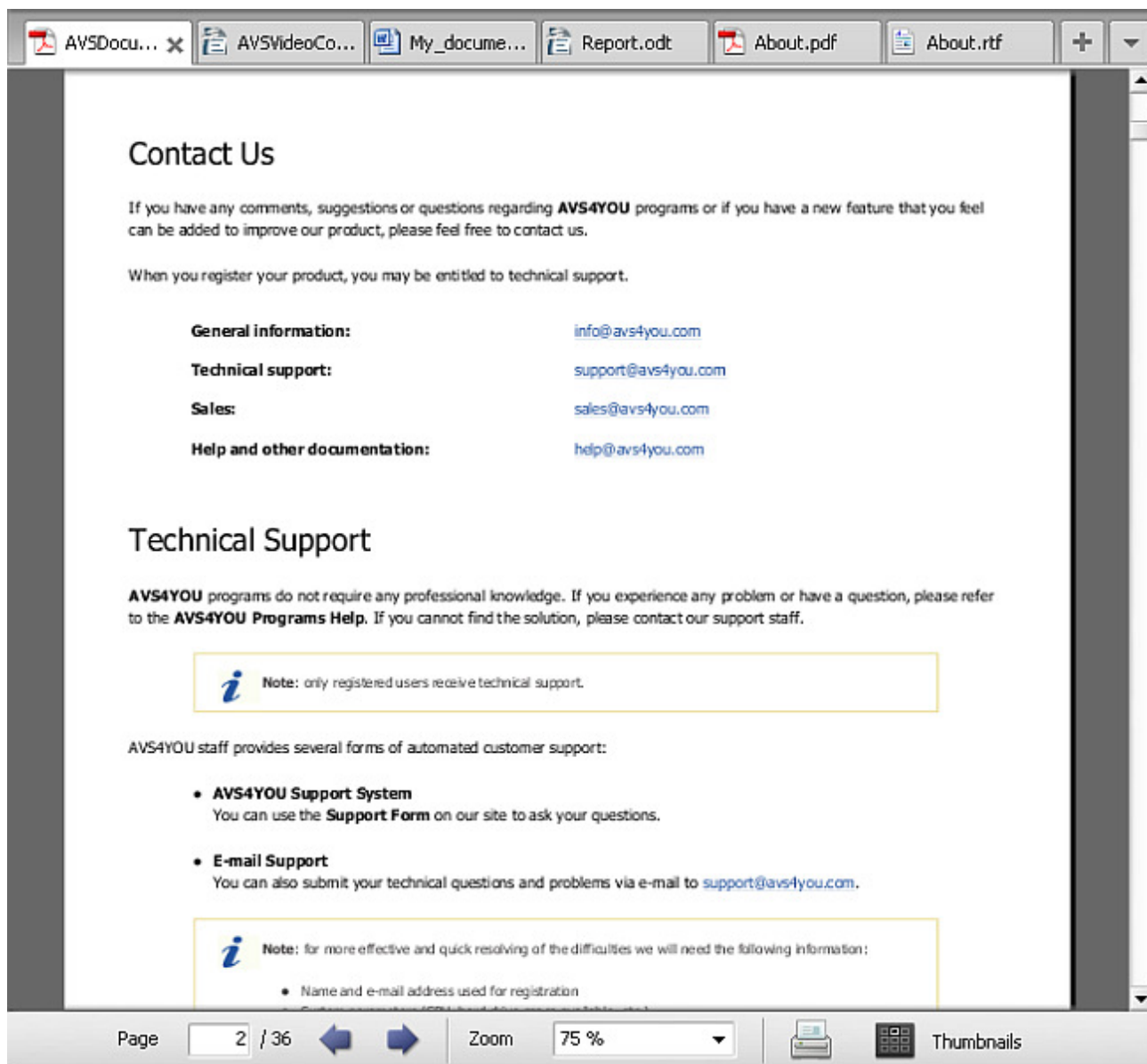
Thumbnails View

The **Thumbnails** view allows you to display all the pages of the selected document added to **AVS Document Converter**.
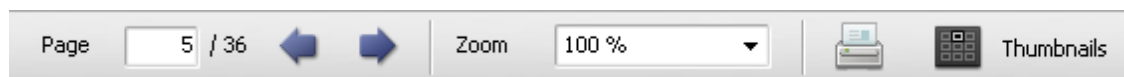

Tab Toolbar

The **Preview Area** offers a useful **Tab Toolbar** which allows you to navigate between the opened documents. Each tab shows you the file name and its format icon. Switch between tabs to quickly find the document you need. The color of the active tab is almost white, all the other tabs are grayed out. If you want to close a tab, click the cross on the right side of the tab.
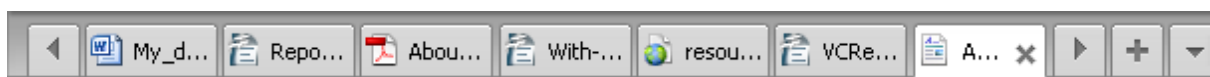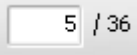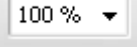
The **Tab Toolbar** contains the following buttons:

Button	Description
Open Document	Use it to add files located on your hard disk to the program. Clicking the button the **Open file** dialog window appears allowing you to select the necessary files.
File List	Use it to see the list of all currently opened files. Select the document from the list to activate the corresponding tab.
Next Tab	Use it to go to the next tab. This button appears when a certain number of tabs are listed on the bar.
Previous Tab	Use it to go to the previous tab. This button appears when a certain number of tabs are listed on the bar.

Bottom Toolbar

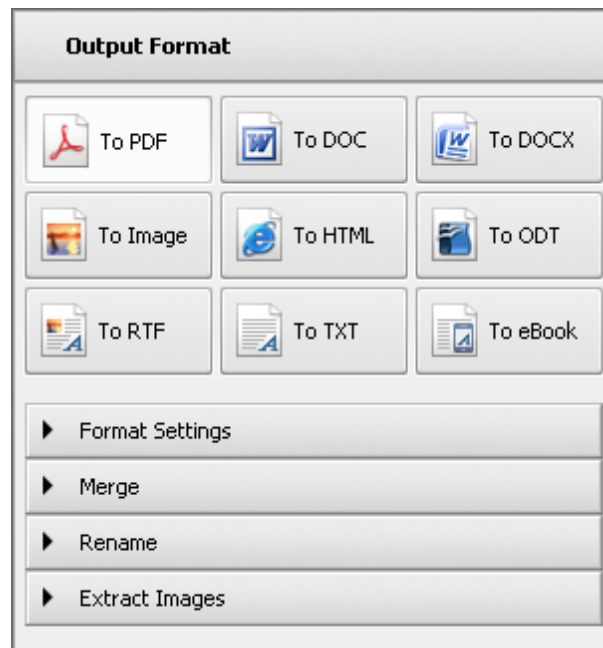The **Bottom Toolbar** contains the following fields and buttons:

Field/Button	Description
Page	This field displays the number of the currently opened page and the total number of pages in the current document. Enter the page number in the **Page** field and hit **Enter** key to go to the corresponding page.
Previous Page	Use it to go to the previous page of the currently opened document.
Next Page	Use it to go to the next page of the currently opened document.
Zoom	This field displays the current zoom level. You can change the page dimension selecting the appropriate value from the drop-down window.
Print	Use it to open the **Print** window where you can select a printer, adjust some properties and print the currently opened document.
Thumbnails	Use it to switch to the **Thumbnails** mode. As soon as you click this button, it will turn into the **Page Preview** button.

To facilitate the access to the main features of the **Preview Area** you can also use the **Express Menu**. To activate it click with the right mouse button anywhere within the **Preview Area**. This menu contains the operations which can be performed with the opened documents.

➡	Next Page	Ctrl+Right
⬅	Previous Page	Ctrl+Left
	Zoom	▶
	Auto Scroll	▶
	Print	Ctrl+P
	Add Files	Ctrl+O
	Close	Ctrl+F4

Working Area

The **Working Area** of the **AVS Document Converter** main window is used to select the output file format, merge several documents, specify text watermark parameters, configure document security settings, rename files and extract images from them. The **Working Area** looks different depending on the output file format you select.

Button	Description
To PDF	Use it to set **PDF** as an output file format. Choosing this format you will be able to protect your documents with a password and add a text watermark.
To DOC	Use it to set **DOC** as an output file format.
To DOCX	Use it to set **DOCX** as an output file format.
To Image	Use it to set a **graphic** format as an output file format. Clicking this button you will be able to select the appropriate image format: **JPEG**, **TIFF**, **GIF**, **PNG** and insert a text watermark into the output images.
To HTML	Use it to set **HTML** as an output file format. Choosing this format you will be able to select the appropriate **File Type** from the drop-down list.
To ODT	Use it to set **ODT** as an output file format.
To RTF	Use it to set **RTF** as an output file format.
To TXT	Use it to set **TXT** as an output file format. Choosing this format you will be able to select the encoding type from the drop-down list.
To eBook	Use it to set the format of your **eBook**. The available formats are: **EPUB**, **FB2** and **Mobi**.

Format Settings Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify **text watermark** and **document security** settings.

- **Watermark** - check the box to insert a watermark into the converted documents.
- **Text** - enter the text you wish to be used for the logo.
- **Font** - specify font, font size, font style, text color and watermark alignment you wish to use for your logo.
- **Opacity** - specify the transparency of your watermark text.

- **Permissions** - check the box to protect the converted documents with a password.
- **Owner** - enter the owner password in the field.
- **User** - enter the user password in the field.
- **Restrict** - check the appropriate box to restrict **editing**, **printing** or **copying content** of the converted documents.

> *i* **Note**: it's possible to add a watermark to **Image** and **PDF** files only. The password protection option is enabled for **PDF** files only.

Merge Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can activate the option and change the available settings.

- **Merge open documents** - check the box to combine open documents into one file during the conversion.
- **Change order** - click this button to change the order of files and eliminate some of them from the list, if necessary.

Rename Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify the name for the converted documents.

- **Preset** - select the preset you would like to use from the drop-down list.
- **Text** - enter the text for the file name. This field is grayed out when the **Original Name** preset is selected.
- **Output Name** - contains the file name template.

# Extract Images Section

Double-click the section header or click the black arrow next to the section name to open it. Here you can specify the destination folder to export images from the opened documents.

- **Destination folder** - select a folder on your hard disk to store the files or create a new one.
- **Extract Images** - click the button to start the extracting process.

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Output File Area

Output File Area is a part of the **AVS Document Converter** main window where you can set the location for your output documents and start the conversion process.
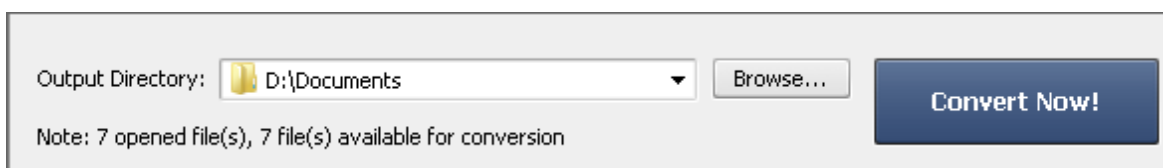
It consists of the following items

- **Output Directory** - use this field to see the destination folder path. By default, the destination folder is set to Local disk:\Users \User_Name\Documents\AVS4YOU\AVSDocumentConverter.

- **Browse...** - use this button to select or create your own folder on the computer hard disk to store output files.

- **Convert Now!** - use this button to start the conversion process. Once you click it, it will turn into the **Stop Conversion!** button to let you cancel the conversion when needed.

- **Note** - use this notification field to see how many files are currently opened in the program and how many of them can be converted to the selected output format.

Keyboard Shortcuts

The **AVS Document Converter** interface allows you to use keyboard shortcuts to facilitate the access to the main program features. They are represented in the table below:

Shortcut		Description
Alt + F4	Exit	Use it to finish work with the program and exit.
F1	Help	Use it to open the **AVS Document Converter** help file.
Ctrl + O	Open	Use it to open a new document into the program.
Ctrl + F4	Close	Use it to close the document.
Ctrl + Tab	Next Tab	Use it to go to the next tab.
Ctrl + Shift + Tab	Previous Tab	Use it to go to the previous tab.
Ctrl + [Num +]	Zoom in	Use it to zoom in the document within the Preview Area regardless of the current mouse cursor location.
Ctrl + [Num -]	Zoom out	Use it to zoom out the document within the Preview Area regardless of the current mouse cursor location.
Ctrl + 0	Zoom to page	Use it to fit the page size within the Preview Area.
Ctrl + 1	Zoom to width	Use it to fit the page width within the Preview Area.
Ctrl + Right Arrow	Next Page	Use it to go to the next page of the opened document.
Ctrl + Left Arrow	Previous Page	Use it to go to the previous page of the opened document.
Ctrl + Home	First Page	Use it to go to the first page of the opened document.
Ctrl + End	Last Page	Use it to go to the last page of the opened document.
Ctrl + T	View Mode	Use it to switch between **Page Preview** and **Thumbnails** view mode.

When you zoom in the document so that the page becomes larger than the **Preview Area** the following keyboard shortcuts are available:

Shortcut		Description
Up Arrow **Page Up**	Scroll Up	Use it to scroll up the opened document.
Down Arrow **Page Down**	Scroll Down	Use it to scroll down the opened document.
Right Arrow	Scroll Right	Use it to scroll the page to the right.
Left Arrow	Scroll Left	Use it to scroll the page to the left.
Home	Top	Use it to go to the top of the page.
End	Bottom	Use it to go to the bottom of the page.

When you zoom out the document so that the page becomes smaller than the **Preview Area** the following keyboard shortcuts are available:

Shortcut		Description
Up Arrow **Right Arrow** **Page Up**	Previous Page	Use it to go to the previous page of the opened document.
Down Arrow **Left Arrow** **Page Down**	Next Page	Use it to go to the next page of the opened document.
Home	First Page	Use it to go to the first page of the currently opened document.
End	Last Page	Use it to go to the last page of the currently opened document.

Working with AVS Document Converter

The main function of **AVS Document Converter** is to convert multiple text files from one format to another. To do it you just need to go through a few easy steps.

- ● **Step 1**. Load the text files you wish to convert by clicking the **Add Files** button of the **Top Toolbar**.

> *i* **Note**: you can see the list of file formats supported by **AVS Document Converter** on the **Converting Documents** page.
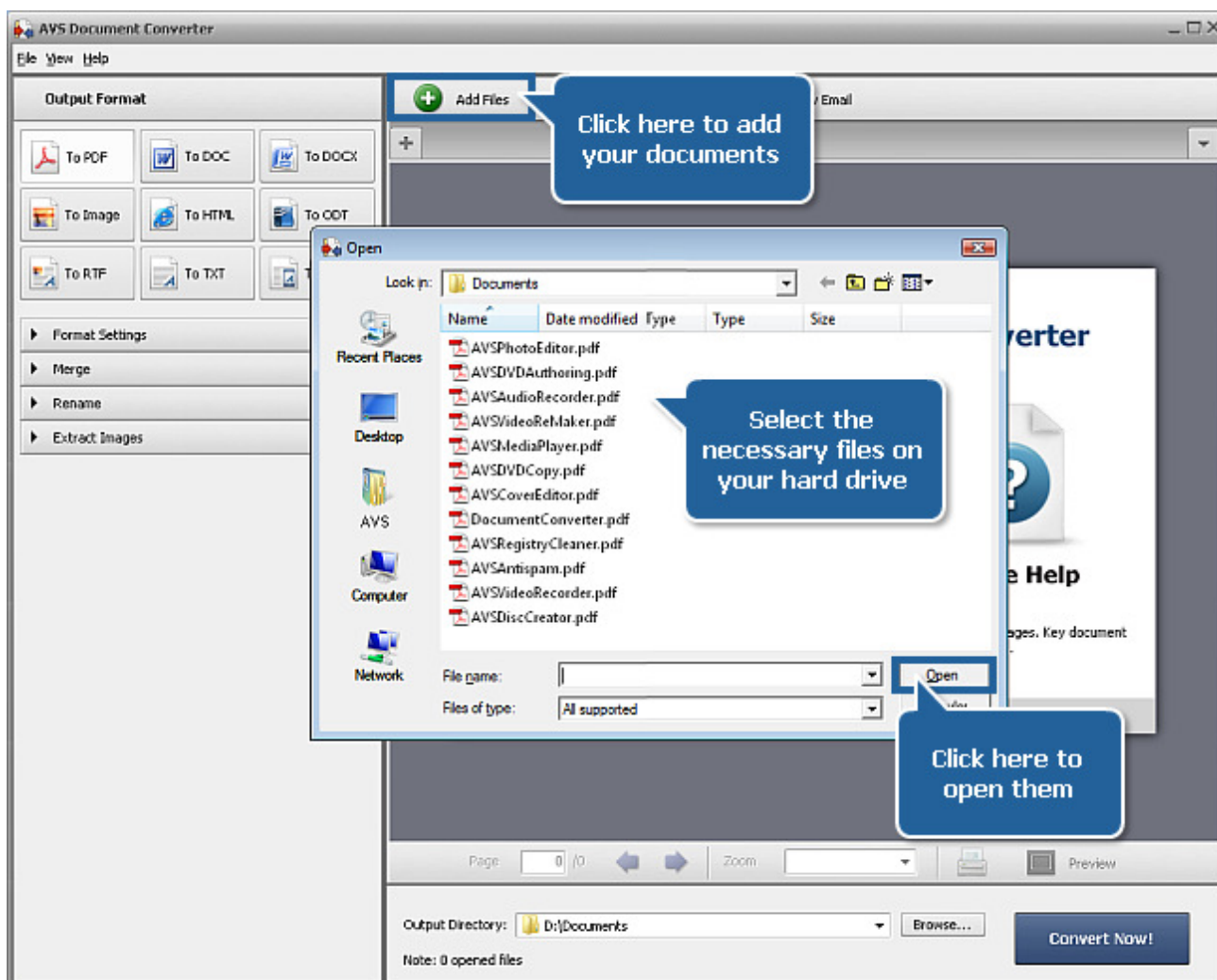
- **Step 2**. Select a format for the resulting files clicking the appropriate button of the Working Area. Select the **File Type** and adjust its settings from the **Format Setting** section, if available.
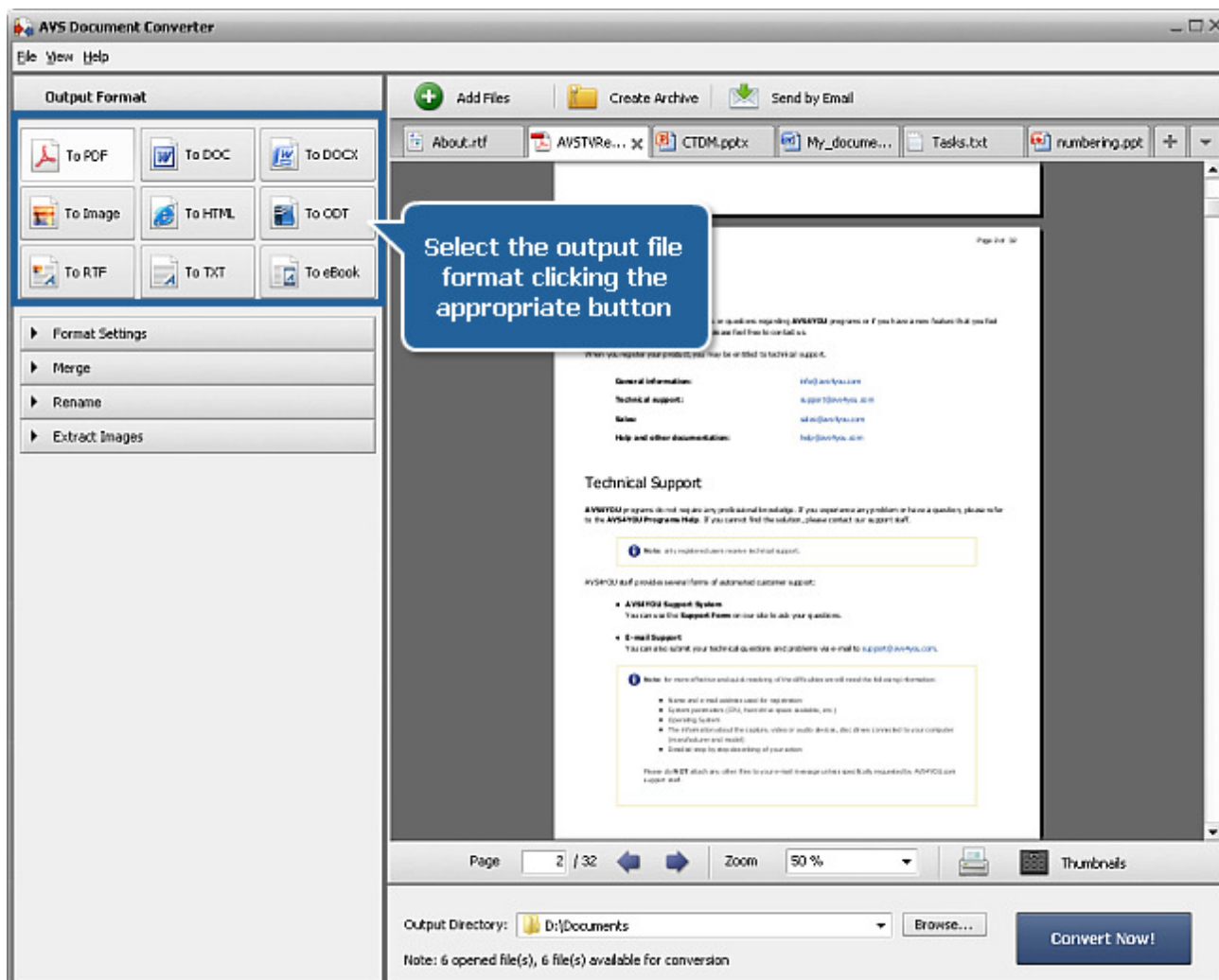
- **Step 3**. Merge open files into one document, if necessary. Open the **Merging Documents** page to see the settings you can change.
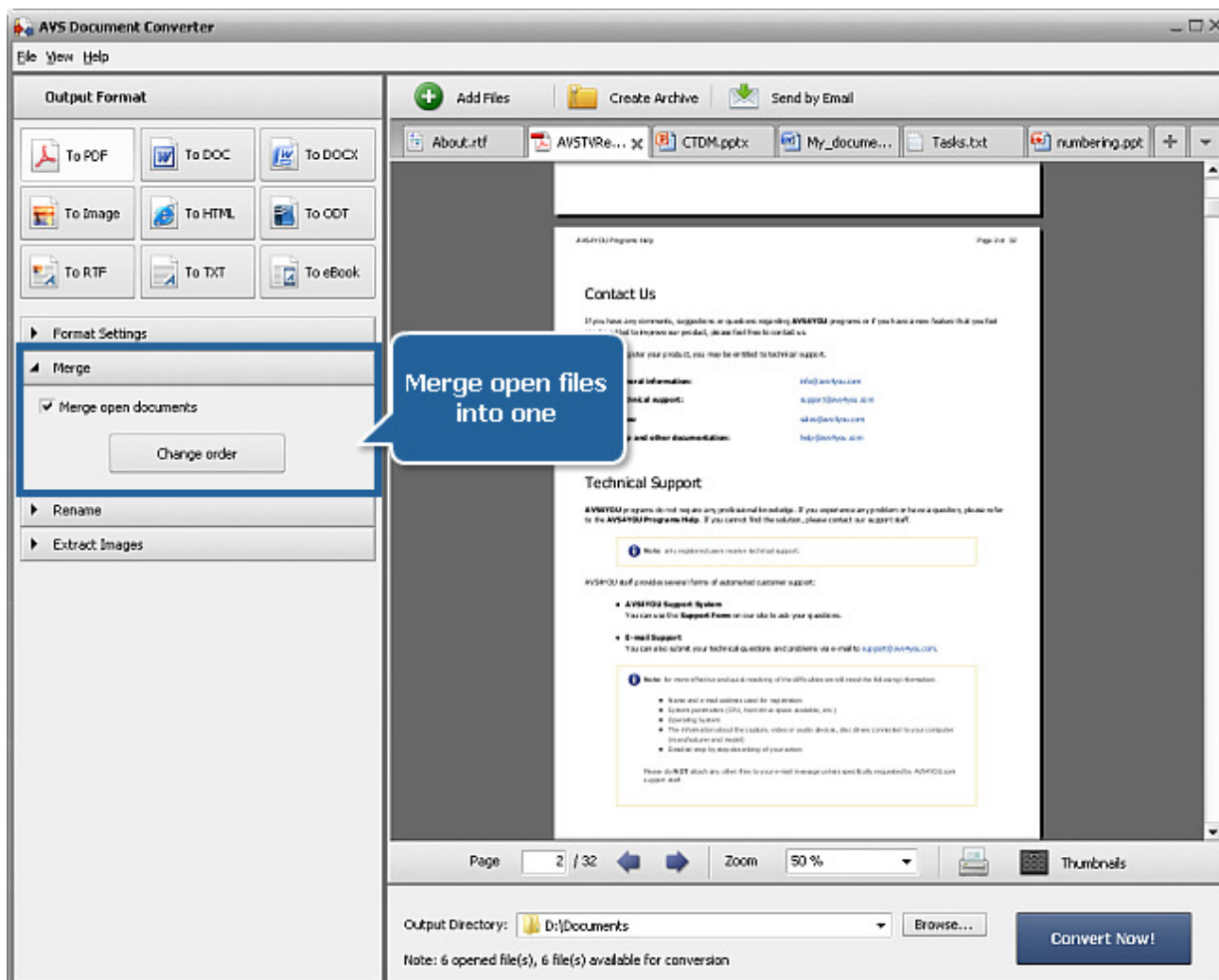
- **Step 4**. Rename the output files using the available presets. See the **Renaming Documents** section to learn more on how to do that.

- **Step 5**. Export image files from your documents to use them separately. Open the **Extract Images** section and click the corresponding button. You can find the detailed instructions on the **Extracting Images** page.
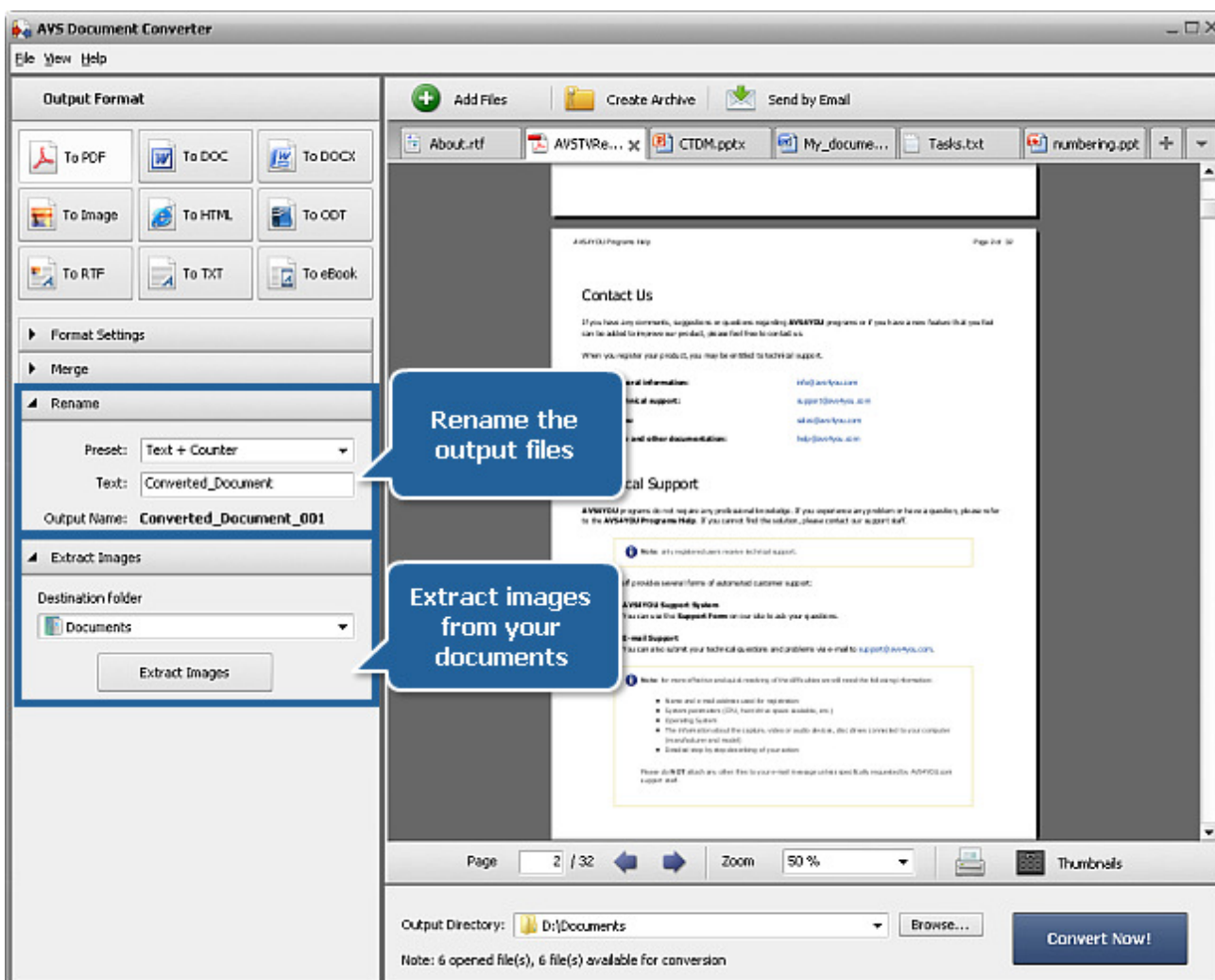
- **Step 6**. Press the **Convert Now!** button and wait till **AVS Document Converter** creates new files for you.
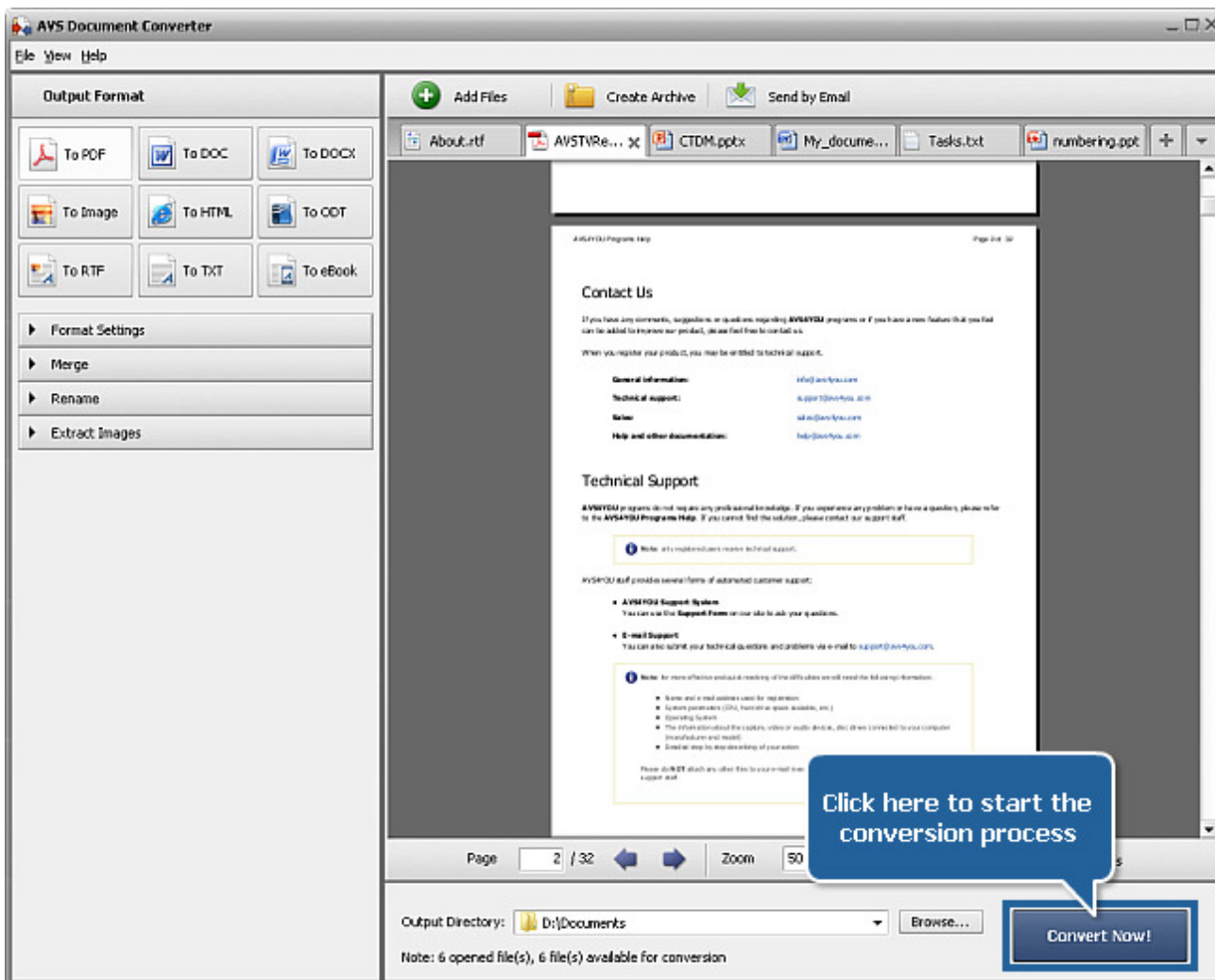
In a few minutes, you will see the confirmation window informing you that the conversion process was completed successfully:
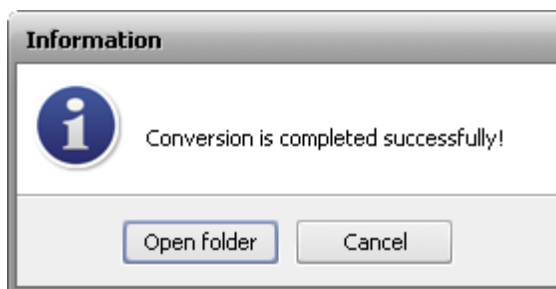
Click the **Open folder** button to open the destination folder or use the **Cancel** button to close this window and continue working with **AVS Document Converter**.

Opening Documents

AVS Document Converter can be used as an excellent document viewer. To read a document click the **Add Files** button on the **Top Toolbar** or use the **Open Document** button on the **Tab Toolbar** and browse for the necessary file. After you have pressed the **Open** button, the selected text file will be imported into the program.

> *i* **Note**: the importing process may take a few minutes depending on how many pages your document has.

After the importing process is finished, the first page of your document will be displayed on the **Preview Area** and it will be automatically fit to the program window size. The original page orientation of the document (landscape or portrait) will be preserved.

You can change the page dimension selecting the appropriate value of the **Zoom** field at the Bottom Toolbar of the **Preview** window.

Switch to the **Thumbnails** view clicking the corresponding button at the Bottom Toolbar of the **Preview** window to display all the pages of the document and find what you want quicker. Double-click the necessary page to return to the **Page Preview** or select the page and click the **Page Preview** button.

Each new document you add to the program will be opened in a new tab. Use the **Tab Toolbar** where all the tabs are placed to navigate between opened files. On the **Tab Toolbar** you can see the following icons:

Icon	Description
	This document is in the **PDF** file format.
	This document is in the **HTML** file format.
	This document is in the **MHT** file format.
	This document is in the **RTF** file format.
	This document is in the **DOC** or **DOCX** file format.
	This document is in the **DOCX** file format.
	This document is in the **ODT** file format.
	This document is in the **TXT** file format.
	This document is in the **PPT** file format.
	This document is in the **PPTX** file format.
	This document is in the **TIFF** file format.
	This document is in the **FB2** file format.
	This document is in the **DjVu** file format.
	This document is in the **EPUB** file format.
	This document is in the **Mobi** file format.
	This document is in the **XPS** file format.
	This document cannot be converted to the selected output format. See the table of **Input/Output Format Combinations** to learn more.
	This document was opened or converted with errors.

If the document you are going to open is protected with a password, the **Security** window will appear.
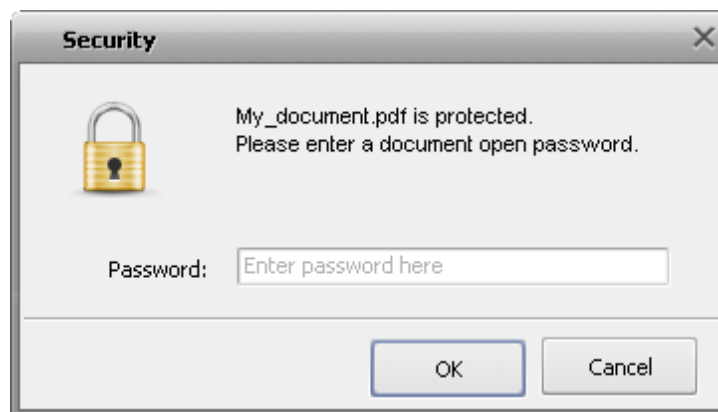
Enter the **Document Open** password to access the document content. If your key is correct, you will be able to read the document within the **Preview Area** of the program. If the password you entered does not match the key, you will receive the error message:
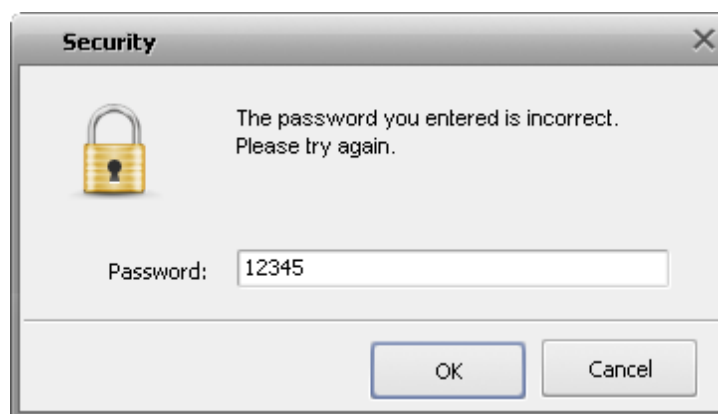
> **Note**: the current version of the program allows you to open the protected documents in the **PDF** format only.

Operations with Documents

Once you added your documents to **AVS Document Converter** you will be able to perform some operations before converting them. Please refer to the appropriate section to learn more about the options offered by the **AVS Document Converter** program.

- Creating Archive
  Read this chapter to learn how to compress the selected files to a zip file format.

- Sending by Email
  In this chapter you can find information on how to email the necessary documents.

- Extracting Images
  This chapter includes the instructions on how to export the image files from your documents.

> **Note**: all these actions can be done without converting your text files.

Creating Archive

When you need to get more storage space or you want to send multiple images in one email, you can compress your files to the **ZIP** format. You can also protect your archive with a password.

1. Click the **Create Archive** button on the Top Toolbar. The following window will be opened:
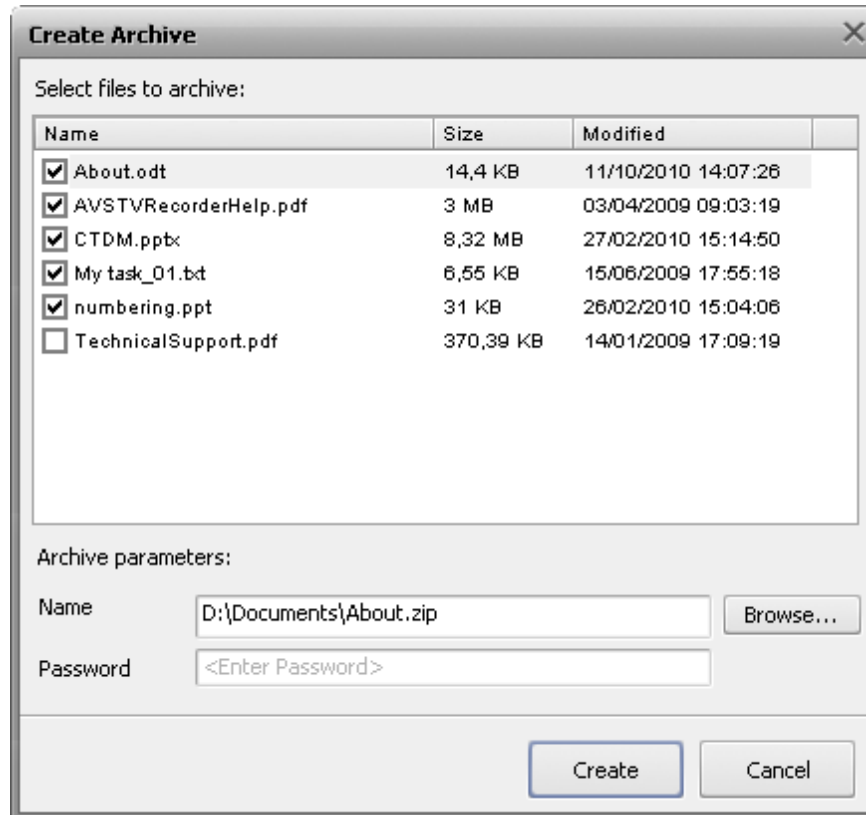
2. Select the files you want to zip by checking the appropriate boxes, assign the destination folder clicking the **Browse** button next to the **Name** field and change its name, if necessary.

3. Enter a letter and number combination in the **Password** field if you plan to encrypt your archive.

4. Click the **Create** button. In a few seconds the **Information** window appears where you can access the destination directory using the **Open folder** button. You can send your files immediately with the **Send by Email** button or continue working with the program clicking the **Cancel** button.
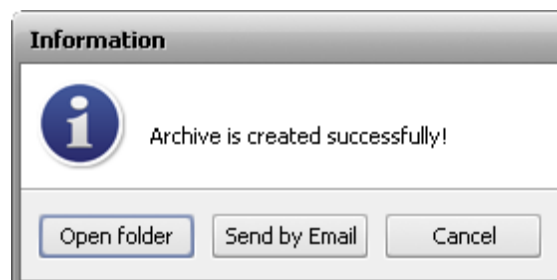
Sending by Email

AVS Document Converter gives you a possibility to email documents, image and text files to your friends and colleagues directly from the program interface.

1. Click the **Send by Email** button on the Top Toolbar. The following window will be opened:
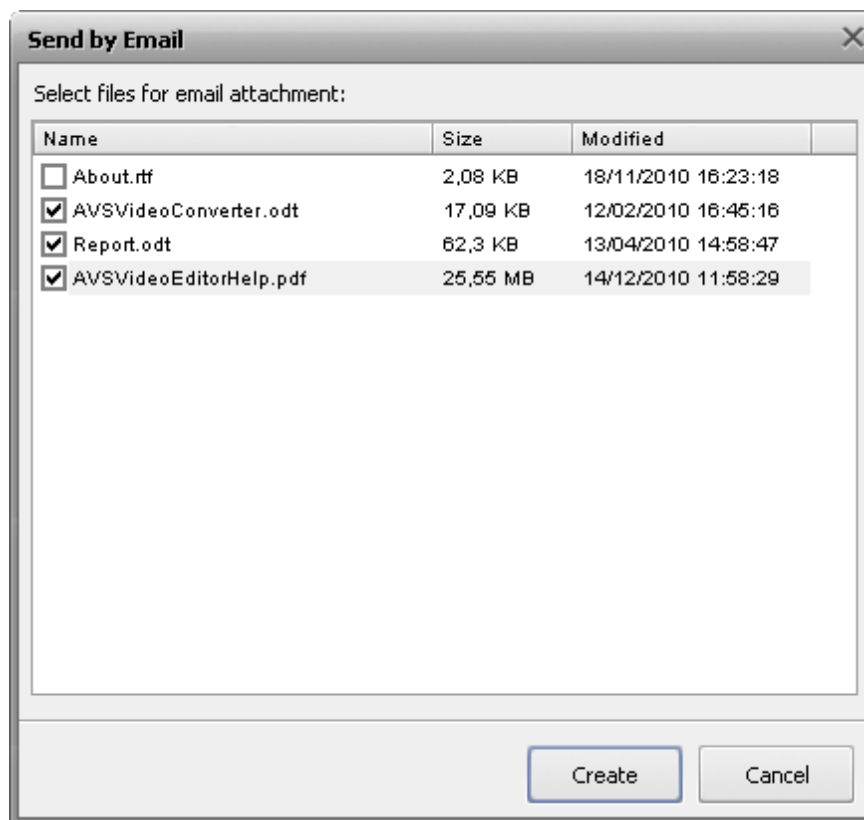
2. Select the files you want to send by checking the appropriate boxes.

3. Click the **Create** button. The default mail client window will open containing the selected files as attachments.

> **Note**: if you need to send several files in one attachment, use the **Create Archive** option.

4. Enter the email address of the recipient and the email subject in the apropriate fields.

5. Finally type your main message and click the **Send** button.

Extracting Images

**AVS Document Converter** allows you to extract images from the files loaded into the program. The images will be exported to the specified folder from all opened documents which contain pictures. They will be saved in their original format, size and quality. The original names will also be kept.

> *i* **Note**: if an extracted image has no name, it will be automatically renamed to "xxxx.ext" (for example, **0001.bmp**, **0002.bmp**).
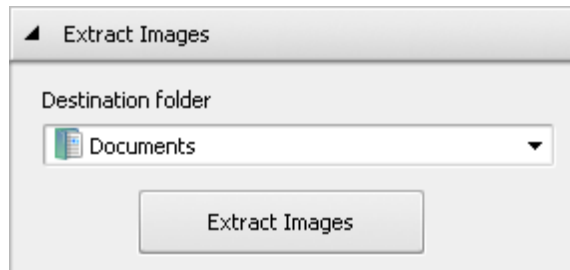
1. Open a document clicking the **Add Files** button on the **Top Toolbar** or using the **Open Document** button on the **Tab Toolbar** and browse for the necessary file.

2. Click the black arrow next to the **Extract Images** section of the Working Area to open this section or double-click the section header.

> *i* **Note**: this section is available for all supported types of text files, except **.txt** format. See a full list of supported formats on the Converting Documents page.

3. Select a folder on your hard drive where you want to store the extracted images using the **Destination folder** drop-down list. You can create a new folder to put the image files in. When you extract images from several documents at once the new folder will be created within the destination folder and will have the same name as the text file where you extract images from. It helps you organize the extracted files and easily manage them later.

4. When everything is ready, click the **Extract Images** button.

5. In a few seconds, you will see the message informing you that the extracting process was completed successfully:
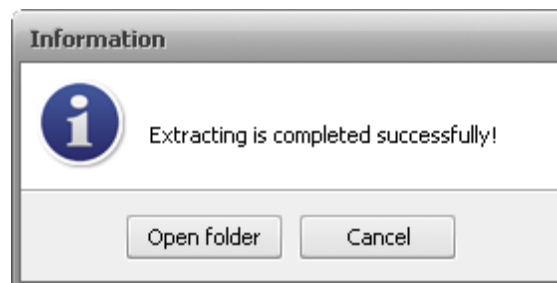
Click the **Open folder** button to open the destination folder to see and process the images according to your needs or use the **Cancel** button to close this window and continue working with **AVS Document Converter**.

Converting Documents

The following document and image formats are supported by **AVS Document Converter**:

Format	Read	Write
PDF - Portable Document Format (.pdf)	+	+
HTML - Hypertext Markup Language (.html, .htm)	+	+
MHT - Web Page Archive Format (.mht)	+	+
RTF - Rich Text Format (.rtf)	+	+
DOC - Microsoft Office Word Format[1] (.doc)	+	+
DOCX - Office Open XML Document[2] (.docx)	+	+
ODT - Open Document Format (.odt)	+	+
PPT - Microsoft PowerPoint Document (.ppt)	+	-
PPTX - Office Open XML Presentation (.pptx)	+	-
TXT - Standard Text Format. (.txt)	+	+
GIF - Graphics Interchange Format (.gif)	-	+
JPEG - Joint Photographic Expert Group (.jpeg)	-	+
PNG - Portable Network Graphics (.png)	-	+
TIFF - Tagged Image File Format (.tiff, .tif)	+	+
EPUB - Electronic Publication Format (.epub)	+	+
FB2 - Fiction Book Format (.fb2)	+	+
Mobi - Mobipocket ebook Format (.prc, .mobi, .azw)	+	+
DjVu - Digital Document Format (.djvu, .djv)	+	-
XPS - Open XML Paper Specification (.xps)	+	-

[1] - the **.doc** format is used for **MS Word** versions of between **97** and **2003**.

[2] - the **.docx** format is used in **MS Word 2007** or higher only.

Input/Output Format Combinations

AVS Document Converter allows you to convert files between various document and image formats. Below you can see the table of available input/output format combinations:

Input file format	Output file format							
	PDF	**DOC DOCX**	**RTF**	**TXT**	**ODT**	**HTML MHT**	**Images**[1]	**eBook**[2]
PDF	✔	✔ [3]	✘	✘	✘	✘	✔	✔
DOC / DOCX	✔	✔	✔	✔	✔	✔	✔	✔
RTF	✔	✔	✔	✔	✔	✔	✔	✔
ODT	✔	✔	✔	✔	✔	✔	✔	✔
PPT / PPTX	✔	✘	✘	✘	✘	✘	✔	✔
HTML / MHT	✔	✔	✔	✔	✔	✔	✔	✔
TXT	✔	✔	✔	✔	✔	✔	✔	✔
TIFF	✔	✔	✔	✘	✔	✔	✘	✔
EPUB	✔	✔	✔	✔	✔	✔	✔	✔
DjVu	✔	✘	✘	✘	✘	✘	✔	✘
FB2	✔	✔	✔	✔	✔	✔	✔	✔
XPS	✔	✘	✘	✘	✘	✘	✔	✘
MOBI	✔	✔	✔	✔	✔	✔	✔	✔

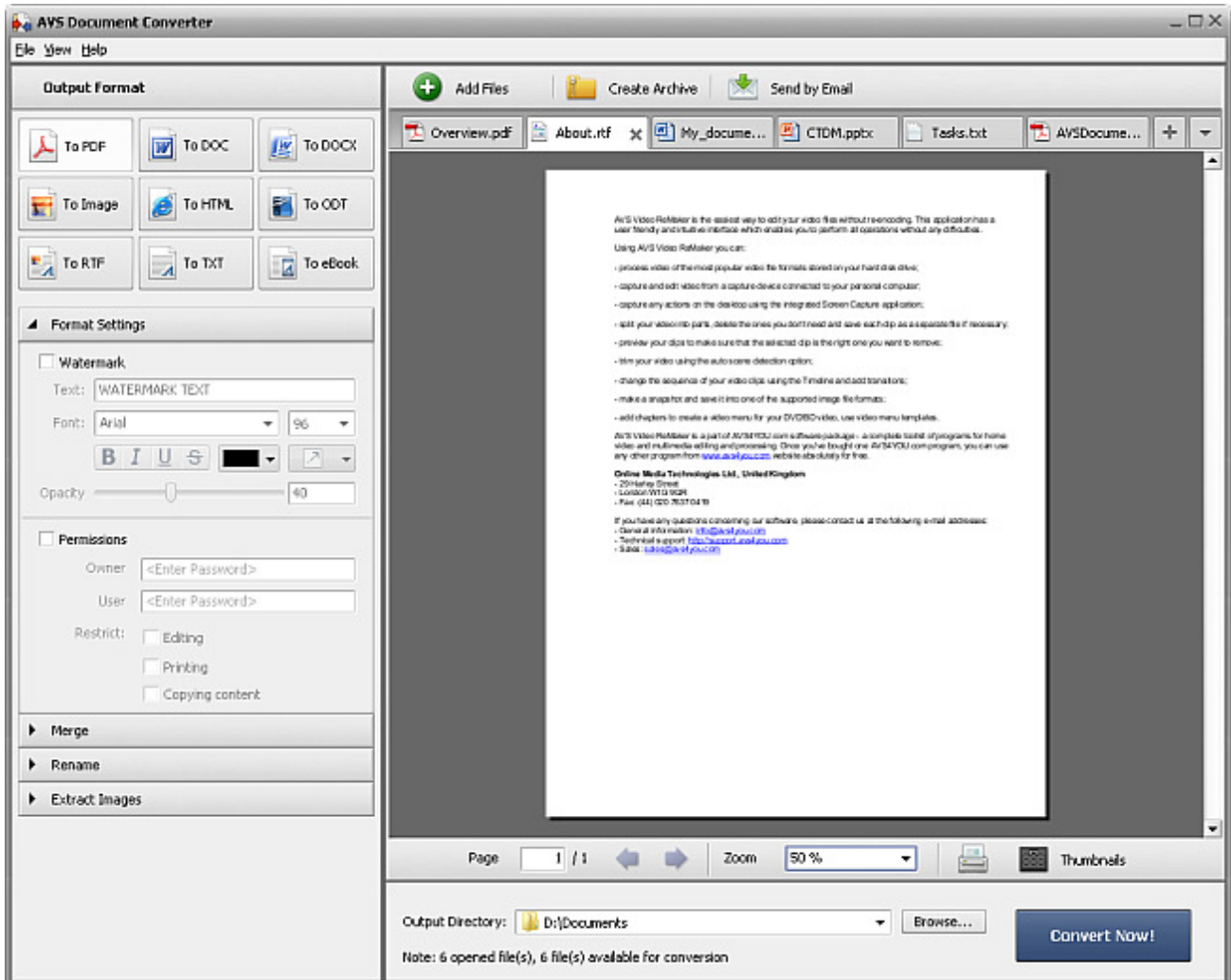[1] - **JPEG**, **TIFF**, **PNG**, **GIF** formats.

[2] - **EPUB**, **FB2** and **MOBI** formats.

[3] - the **DOCX** format is supported only.

i **Note**: if the document cannot be converted to the selected output format you will see the 🔲 icon on its tab.

Converting to PDF Format

Please follow the steps below to convert your text files to **PDF** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To PDF** button of the Working Area to set the format you would like to convert your files to.
3. Add a text watermark or protect your documents with a password. Open the **Format Settings** section using the black arrow or double-clicking the section header and set the necessary parameters.
4. Merge open files into one document, if necessary. Open the **Merge** section and check the appropriate box.
5. Select the output name. Open the **Rename** section and select the appropriate preset.
6. Export images from your documents, if necessary, using the **Extract Images** section.
7. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
8. Press the **Convert Now!** button to start the conversion process.
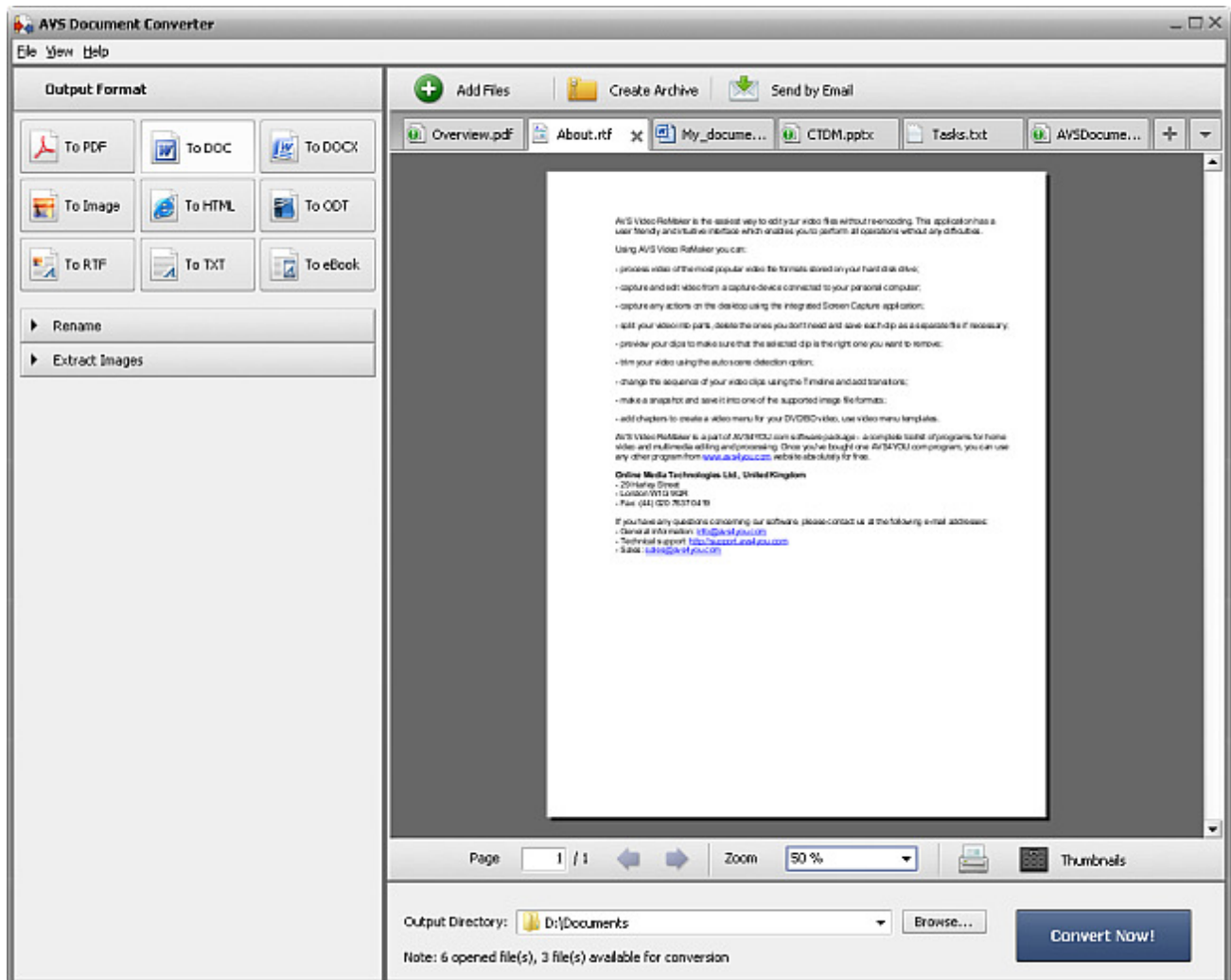
Converting to DOC Format

Please follow the steps below to convert your text files to **DOC** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To DOC** button of the Working Area to set the format you would like to convert your files to.
3. Select the output name. Open the **Rename** section and select the appropriate preset.
4. Export images from your documents, if necessary, using the **Extract Images** section.
5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
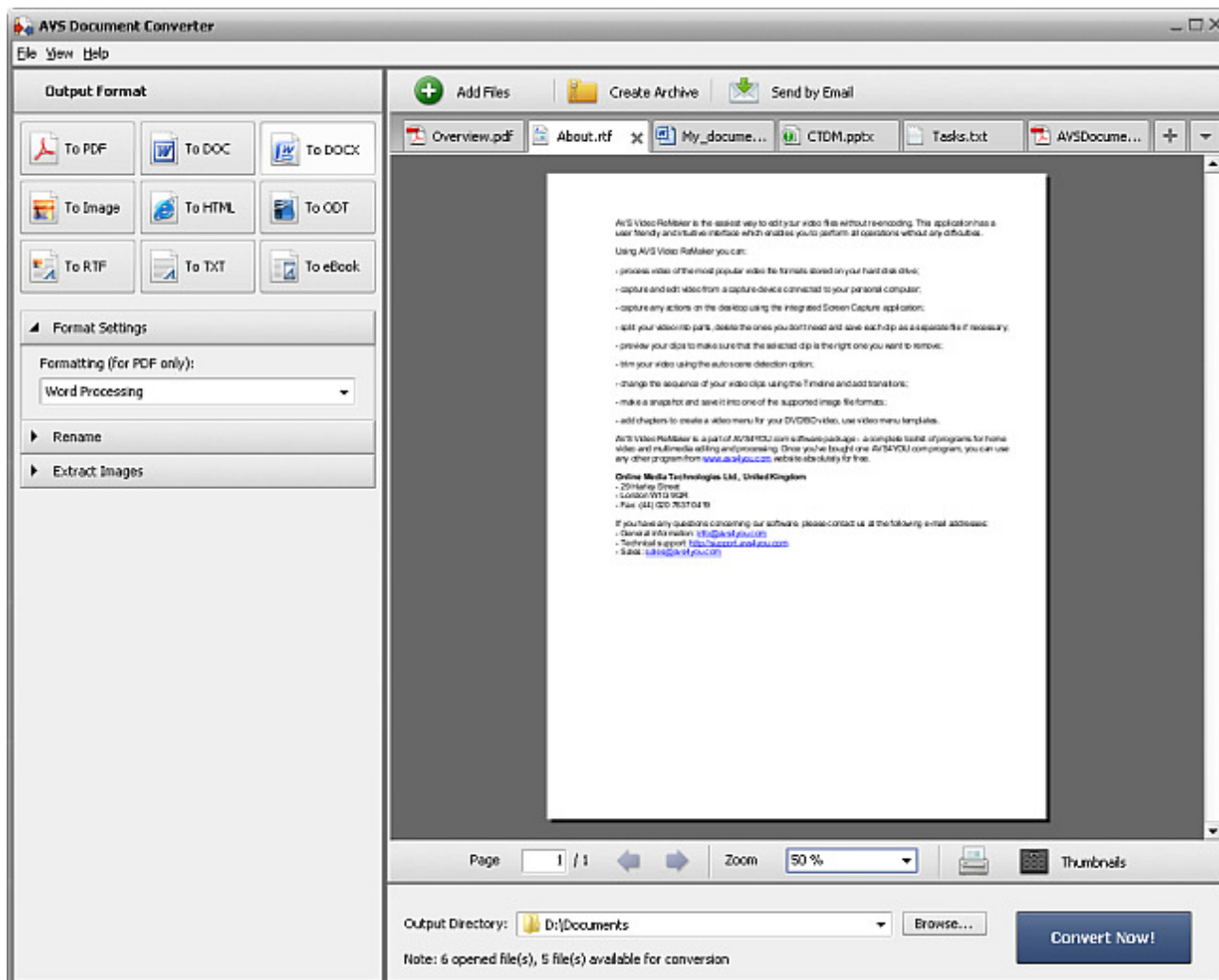6. Press the **Convert Now!** button to start the conversion process.

Converting to DOCX Format

Please follow the steps below to convert your text files to **DOCX** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To DOCX** button of the Working Area to set the format you would like to convert your files to.

> *i* **Note**:
>
> 1. when you convert **PDF** files to **DOCX** format you can select one of the formatting options from the **Format Settings** section:
>
>   - **Per Character** - use it to achieve the exact representation of your document. But this setting has a significant impact on the file size.
>   - **Line by Line** - use it to organize text on a line by line basis preserving much of the specific formatting.
>   - **Word Processing** - use it if you plan to edit the converted document in a word processing application such as Microsoft Word.
>
> 2. the current version of the program doesn't allow you to recognize text in scanned **PDF** documents.

3. Select the output name. Open the **Rename** section and select the appropriate preset.
4. Export images from your documents, if necessary, using the **Extract Images** section.
5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
6. Press the **Convert Now!** button to start the conversion process.

Converting to Image Format
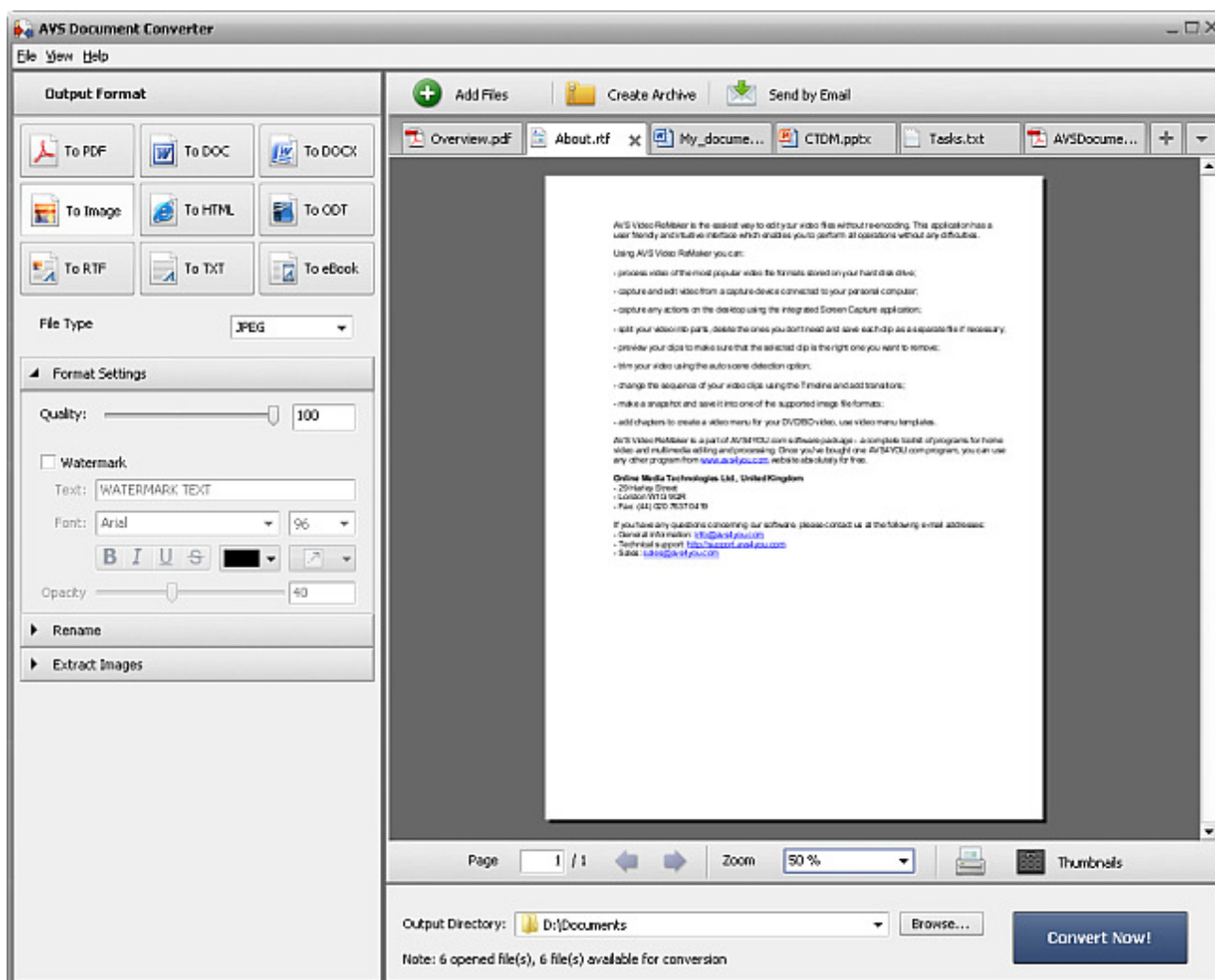
Please follow the steps below to convert your text files to **Image** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To Image** button of the Working Area to set the format you would like to convert your files to.
3. Specify the file format you would like to create from the **File Type** drop-down list. The available image formats are: **JPEG**, **TIFF**, **GIF**, **PNG**.

> **Note**: it's possible to select the **Compression** type for **TIFF** files and set the **Image Quality** for **JPEG** files.

4. Protect your files with a text watermark. Check the **Watermark** box of the **Format Settings** section and set the necessary parameters.
5. Select the output name. Open the **Rename** section and select the appropriate preset.
6. Export images from your documents, if necessary, using the **Extract Images** section.
7. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
8. Press the **Convert Now!** button to start the conversion process.

Converting to HTML Format

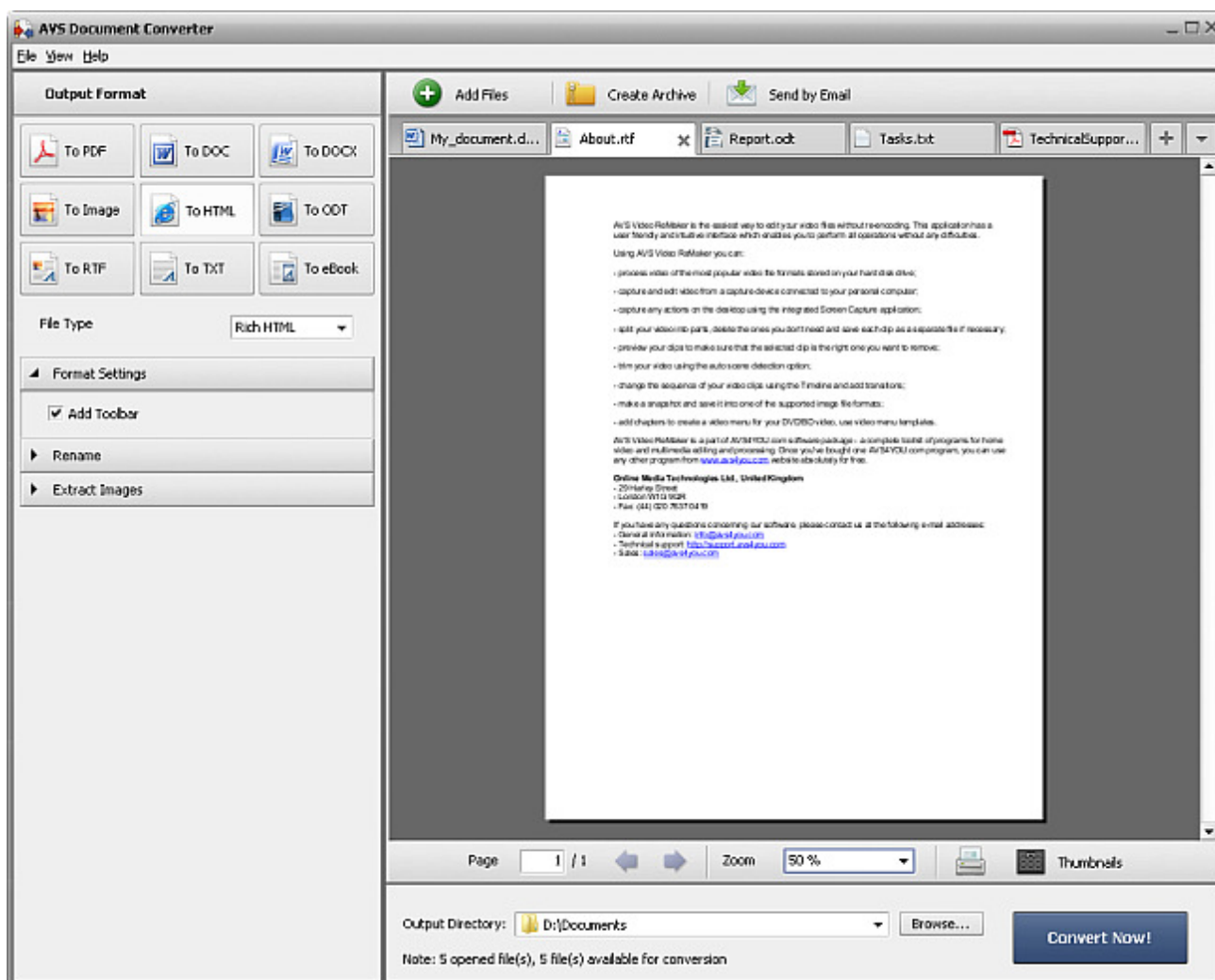Please follow the steps below to convert your text files to **HTML** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To HTML** button of the Working Area to set the format you would like to convert your files to.
3. Specify the file type you would like to create from the **File Type** drop-down list. The available types are: **Plain HTML**, **Rich HTML** and **MHT**.

> *i* **Note**: when you select the **Rich HTML** file type, you can add a toolbar to the output file. To do that just make sure that the **Add Toolbar** option is checked in the **Format Settings** section. The toolbar includes such functions as zoom in/out, fit to page/width, prev/next page and looks like this:
>
>

4. Select the output name. Open the **Rename** section and select the appropriate preset.
5. Export images from your documents, if necessary, using the **Extract Images** section.
6. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
7. Press the **Convert Now!** button to start the conversion process.

Converting to ODT Format
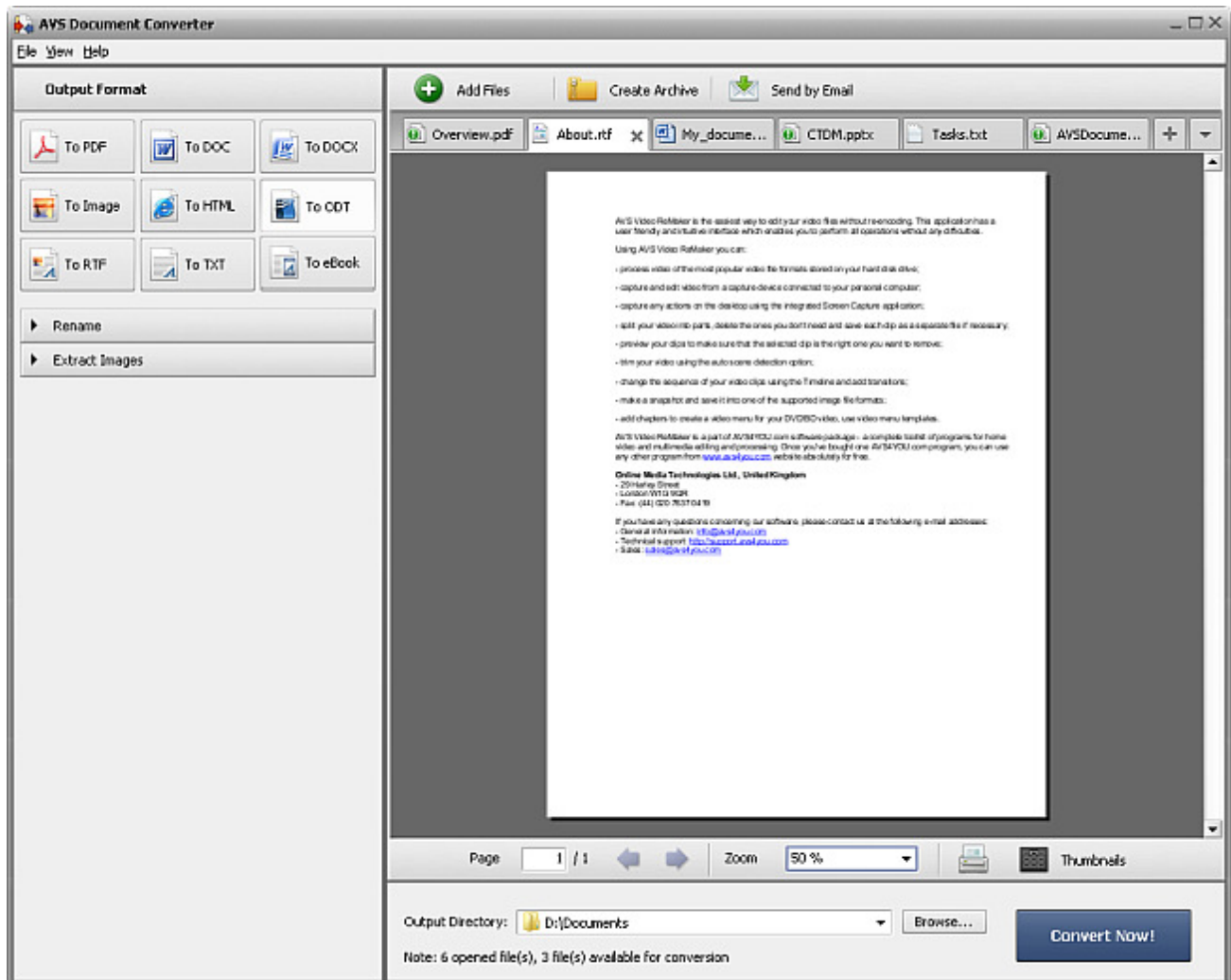
Please follow the steps below to convert your text files to **ODT** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To ODT** button of the Working Area to set the format you would like to convert your files to.
3. Select the output name. Open the **Rename** section and select the appropriate preset.
4. Export images from your documents, if necessary, using the **Extract Images** section.
5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
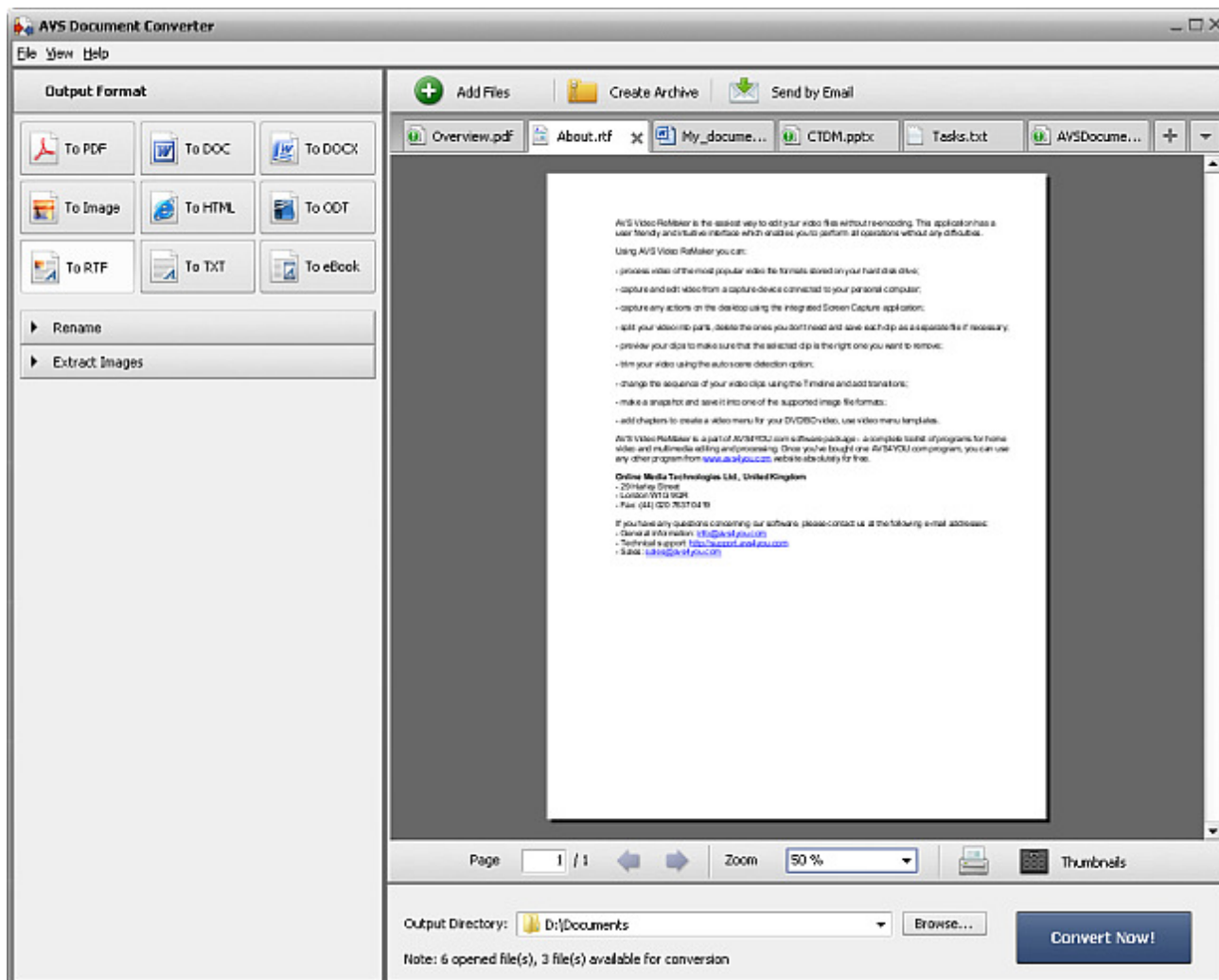6. Press the **Convert Now!** button to start the conversion process.

Converting to RTF Format

Please follow the steps below to convert your text files to **RTF** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To RTF** button of the Working Area to set the format you would like to convert your files to.
3. Select the output name. Open the **Rename** section and select the appropriate preset.
4. Export images from your documents, if necessary, using the **Extract Images** section.
5. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
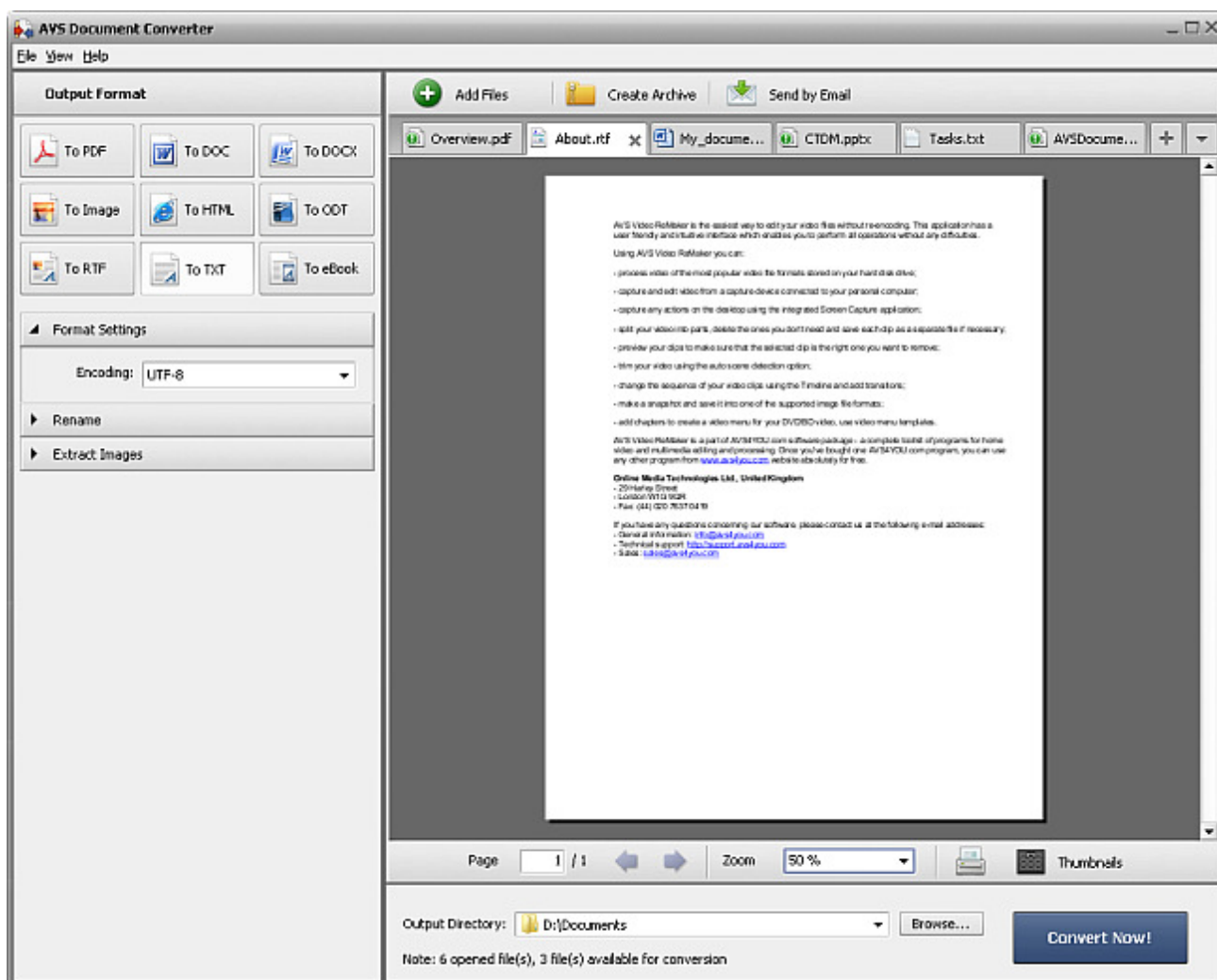6. Press the **Convert Now!** button to start the conversion process.

Converting to TXT Format

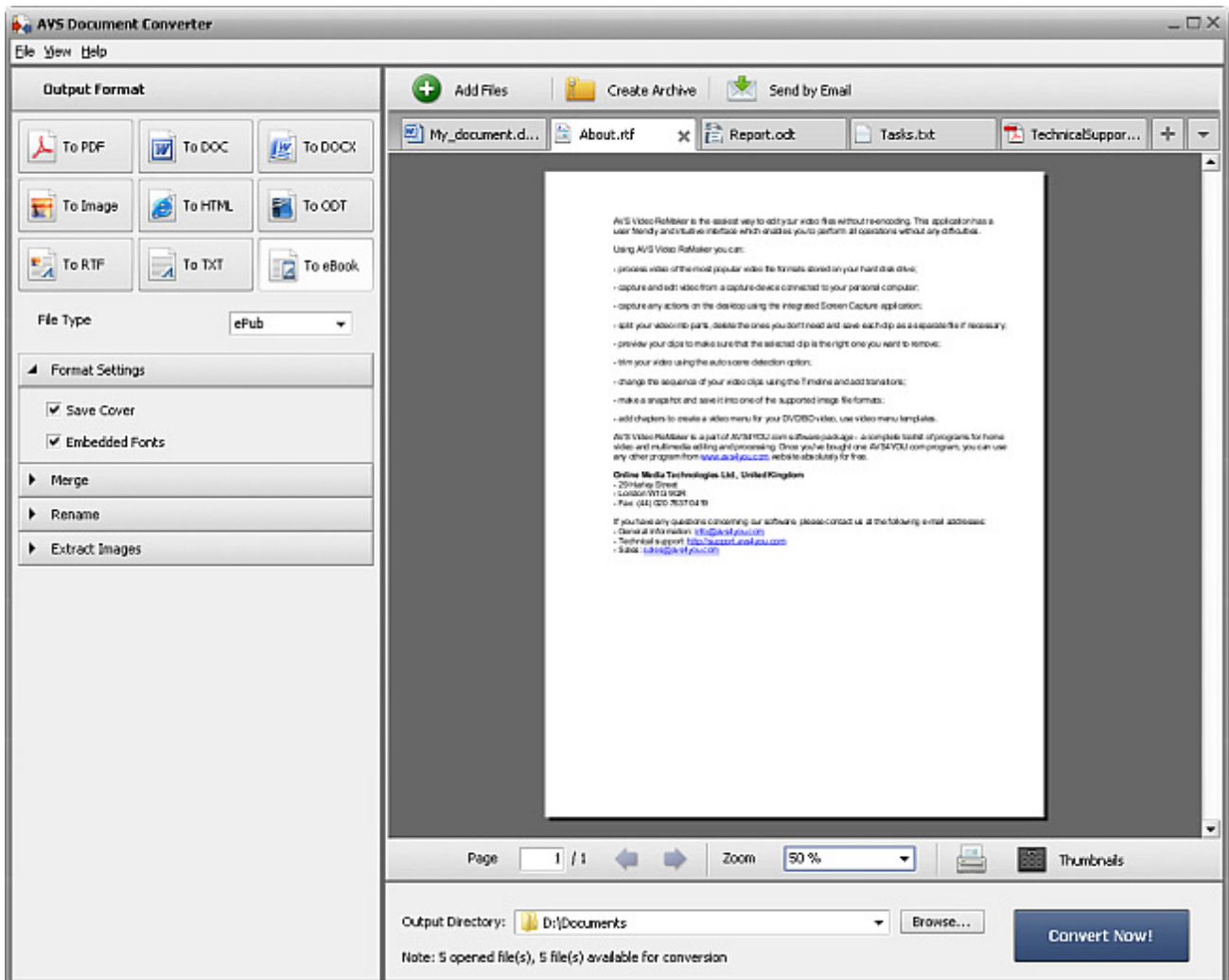Please follow the steps below to convert your text files to **TXT** format:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To TXT** button of the Working Area to set the format you would like to convert your files to.

> ***i*** **Note**: when you convert your documents to **TXT** format all the formatting information will be lost. This is a common disadvantage of the plain text file.

3. Specify the document encoding type. Click the black arrow next to the **Format Settings** section or double-click the section header and select the appropriate type from the **Encoding** drop-down list.
4. Select the output name. Open the **Rename** section and select the appropriate preset.
5. Export images from your documents, if necessary, using the **Extract Images** section.
6. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
7. Press the **Convert Now!** button to start the conversion process.

Converting to eBook Format

Please follow the steps below to create an **eBook** and read it on the device:

1. Load the documents you wish to convert into **AVS Document Converter**.
2. Click the **To eBook** button of the Working Area to set the format you would like to convert your files to.
3. Specify the file format from the **File Type** drop-down list. The available formats are: **ePub**, **FB2** and **Mobi**.
4. Open the **Format Settings** section to select the option you need:

   ○ **Save Cover** - check the box to save the first page of the document as an image file to create an ebook cover.

   ○ **Embedded Fonts** - check the box to save the original fonts of the document to the output file. If the font used in the input document is not installed on your computer, it will be replaced by a default font.

   > **i** **Note**: the embedded fonts may considerably increase the output file size. This option is available for **ePub** output file format only.

5. Merge open files into one document, if necessary. Open the **Merge** section and check the appropriate box.
6. Select the output name. Open the **Rename** section and select the appropriate preset.
7. Export images from your documents, if necessary, using the **Extract Images** section.
8. Set the location for the resulting files. To do that press the **Browse** button located in the **Output File Area** and select the desired location on your HDD.
9. Press the **Convert Now!** button to start the conversion process.

Merging Documents

When you convert files in batch, **AVS Document Converter** allows you to merge several files into a single document.
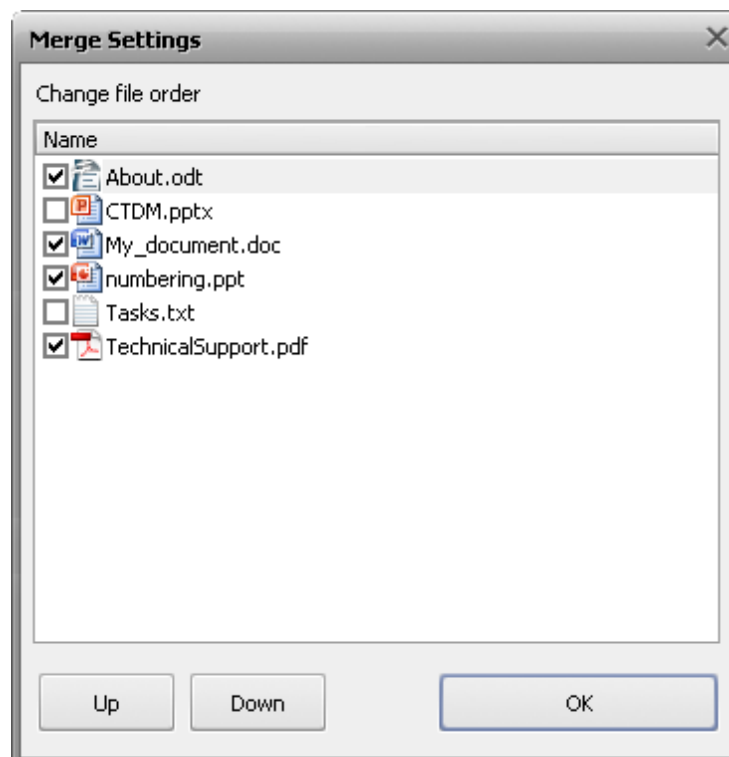
To apply this option, please follow the instructions below:

1. Open the files you plan to convert in **AVS Document Converter**.
2. Select the output file format.

> **Note**: this option is available only for **PDF**, **TIFF** and **eBook** (ePub, FB2, Mobi) output formats.

3. Click the black arrow next to the **Merge** section of the Working Area or double-click the section header.
4. Check the **Merge open documents** box.
5. Click the **Change order** button if you need to change the order of the merged files. Uncheck the files you don't wish to combine and replace the selected ones using **Up** and **Down** buttons.
6. Use the **OK** button to close the **Merge Settings** window and apply changes you made.

Once the conversion is done, you will get your files merged together in accordance to the order you saved.

Adding Watermark

You can add copyright information to your documents using the **Watermark** option of **AVS Document Converter**. It allows you to protect your copyright before uploading the files on the website or sending them by e-mail.
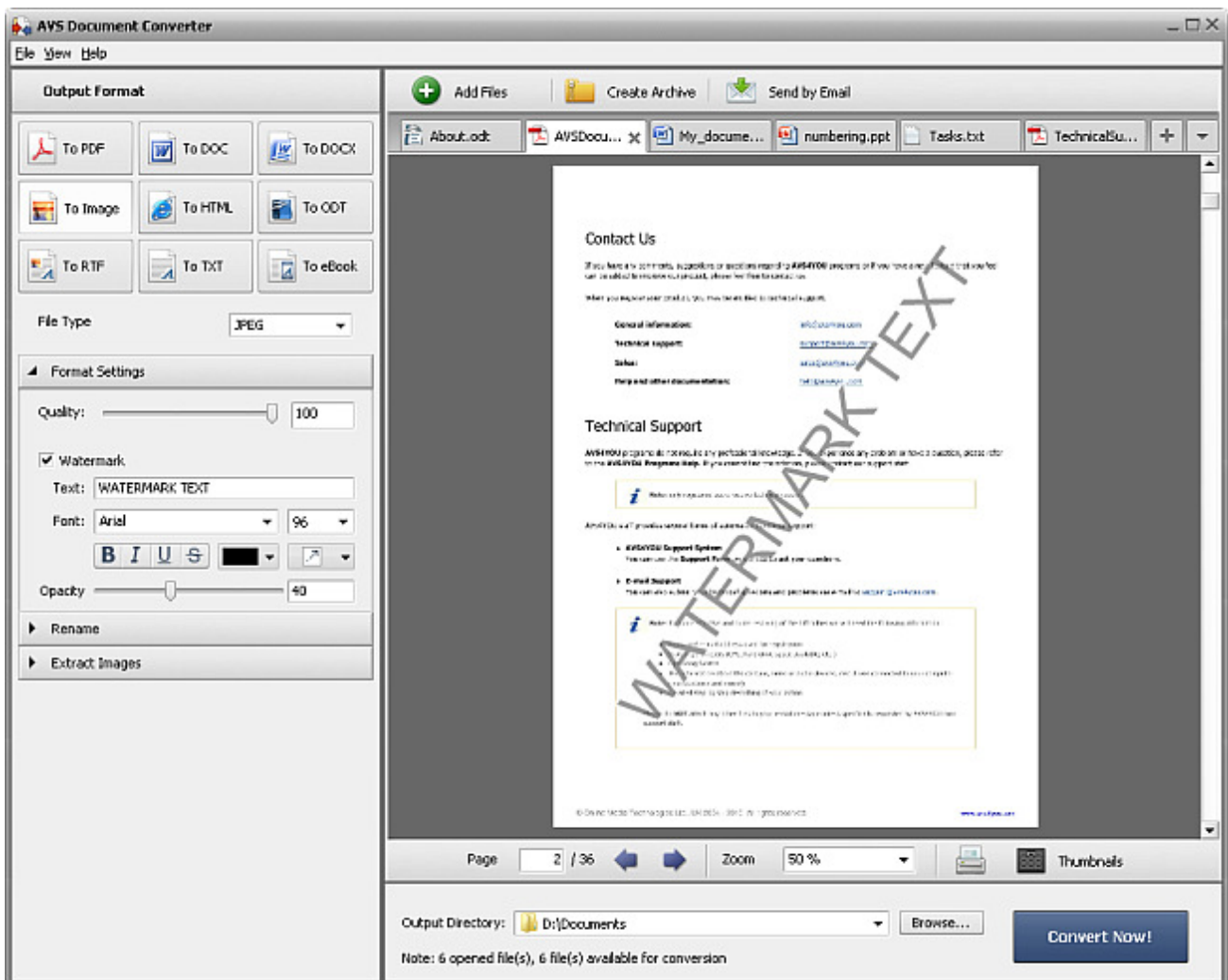
1. Open a document clicking the **Add Files** button on the **Top Toolbar** or using the **Open Document** button on the **Tab Toolbar** and browse for the necessary file.
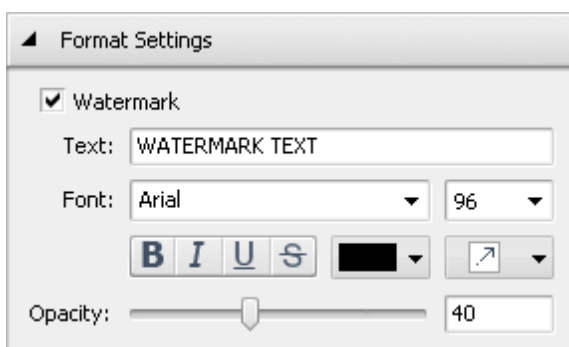
2. Click the black arrow next to the **Format Settings** section of the Working Area to open this section or double-click the section header.

   > **Note**: this section is available only for **.pdf** and **image** output format.

3. Tick the **Watermark** box to apply this option to all the documents imported into the program. By default the text watermark will be placed diagonally (from the lower left corner to the upper right corner of the page).

4. Enter your own text in the **Text** field of the opened section.

5. The watermark text can be modified. The available settings are the following:

   ○ **Font** - the text font-face. You can select a font-face from the drop-down list.
   ○ **Font size** - the text font size. You can either select a value from the drop-down list or enter it manually using the keyboard.
   ○ **Font style** - the text font style. You can select [B] for a bold text, [I] for an italicized text, [U] for an underlined text and [S] for a strikethrough text.
   ○ **Color** - the text color. You can select the appropriate color from the list of available ones.

6. You can edit the location where you want the watermark to appear. Select the text alignment from the drop-down list:

   [↗] - select this option to place your watermark diagonally (from the lower left corner to the upper right corner of the page);

   [↘] - select this option to place your watermark diagonally (from the upper left corner to the lower right corner of the page);

   [→] - select this option to place your watermark horizontally in the center of the page;

   [↓] - select this option to place your watermark vertically in the middle of the page.

7. You can specify the opacity (i.e. transparency) of your watermark text. This allows the watermark to be faint and not to obscure the details from the original image completely. Move the **Opacity** slider or enter the appropriate value using the keyboard.

8. When the **Watermark** settings are specified, click the **Convert Now!** button to apply them and convert your documents to the selected format.

> *i* **Note**: the watermark will be applied to **ALL** the imported documents available for conversion.

Password Security

Using **AVS Document Converter** you can secure your output **PDF** files with a password, so that you will be able to control the access to your personal and work documents. There are two different types of password protection:

- **Open file**. You can lock your files with a **Document Open** password (also known as a **User** password), so that only a person who knows the correct password will be able to open and view the document.
- **File usage permissions.** You can lock your files and disallow users to perform various operations, so they won't be able to **edit**, **print** or **copy content** of the protected document.

Open the **Format Settings** section of the **Working Area** double-clicking the section header or using the black arrow next to the section name.

> *i* **Note**: this section is available only for **.pdf** output file format.

Check the **Permissions** box to turn the password security on.

Enter the **Owner Password** in the **Owner** field. The **Owner Password** allows the owner of the document to access various permissions from within a PDF viewing application.

Enter the **User Password** in the **User** field. In order to open the created **PDF** document users must enter this password before being able to view the file.

> *i* **Note**: the **Owner** and **User** passwords cannot be the same.

> *i* **Note**: a strong password consists of a combination of upper- and lowercase letters, numbers and symbols. Your password may contain a maximum of 32 characters.

Check the **Editing** box of the **Restrict** field to prevent the user from modifying the **PDF** document.

Check the **Printing** box of the **Restrict** field to prevent the user from printing the **PDF** document.
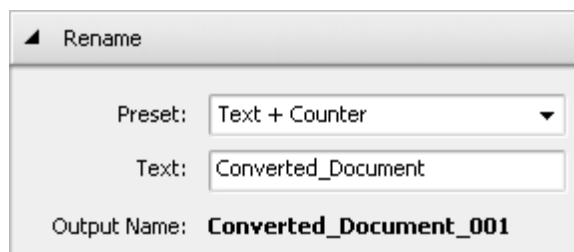
Check the **Copying content** box of the **Restrict** field to prevent the user from extracting information from the **PDF** document.

You can set any combination of restrictions according to the things you wish to disallow.

Once the password is set, select the **Output Directory** to store the protected files and click the **Convert Now!** button.

Renaming Documents

AVS Document Converter gives you the possibility to quickly rename a series of files to easily organize the converted files later and not to mix the files up. By default the program keeps the original file name.

To rename the documents imported into the program, click the black arrow next to the **Rename** section of the Working Area or double-click the section header.

Note: this section is available for all supported types of text and image files. See a full list of supported formats on the Converting Documents page.

Select the **Text+Counter** or **Counter+Text** preset from the drop-down list. After choosing one of these presets type your own text in the appropriate field. The example of the file name you'll get is displayed next to the **Output Name** field.

When the **Batch Conversion** process is complete, you'll find the renamed documents within the destination directory.

AVS Document Converter Troubleshooting

Error (Message) Description

Some objects or elements of the input document are lost during the conversion

Possible Reasons

This result can be explained by the fact that certain page formatting options are not supported by the output format or they are displayed differently in various applications. The current version of **AVS Document Converter** allows you to save not all formatting options in the converted documents. The table below illustrates the available options in accordance with the output format.

Available options	File format							
	PDF	DOC DOCX	HTML MHT	ODT	RTF	TXT	Image [1]	EPUB
Text	+	+	+	+	+	+	+	+
Division into paragraphs	+	+	+	+	+	+	+	+
Lists	+	+	+	+	+	+	+	+
Tables	+	+	+	+	+	-	+	+
Images	+	+	+	+	+	-	+	+
Embedded objects [2]	+[3]	+	+[3]	-	+	-	+[3]	+[3]
AutoShapes	+[4]	-	-	-	-	-	+[4]	-
Macros	-	-	-	-	-	-	-	-
Hyperlinks	+	+	+	+	+	-	-	+
References	+	+	+	+	+	-	+	+
Columns	+	+	-	+	+	-	+	-
Page header	+	+	-	+	+	-	+	-
Document templates	-	-	-	-	-	-	-	-
Password protected documents	+	-	-	-	-	-	-	-

+ - this option is supported.

- - this option isn't supported by the current version of the program.

- - this option isn't supported by the format itself.

[1] - **JPEG, TIFF, PNG, GIF** formats.

[2] **Embedded object** is an object created with one application and embedded into a document created by another application. **AVS Document Converter** supports the objects made by a technology called **OLE** (Object Linking and Embedding) only.

[3] - will be converted to a graphical representation of the object.

[4] - only if the input file is in **.docx**, **.ppt** or **.pptx** format.