

ABBYY PDF Transformer

Version 2.0
User's Guide

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What Is ABBYY PDF Transformer?

ABBYY PDF Transformer is built on the world-renowned Optical Character Recognition (OCR) system ABBYY FineReader, which makes ABBYY PDF Transformer the most versatile PDF conversion solution capable of handling all types of PDF.

Main features:

1. PDF conversion

- ABBYY PDF Transformer allows you to convert all types of PDF files into DOC, RTF, XLS, HTML, TXT, and Searchable PDF formats, preserving their original formatting.
- Integration with Microsoft Office allows you to open PDF files directly in Microsoft Word or Microsoft Excel.
- When converting PDF files, ABBYY PDF Transformer will automatically detect Internet hyperlinks and e-mail addresses and recreate them in output documents.

2. PDF creation

- ABBYY PDF Transformer allows you to convert DOC, RTF, XLS, PPT, HTML, VSD, and TXT files into PDF format. You can set the size of the output file and protect it from unauthorized access.
- Integration with Microsoft Office allows you to create PDF files directly from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Visio.
- ABBYY PDF Transformer allows you to save output files to disk or send them as e-mail attachments.

Flexible settings and ease of use:

- Speed up PDF conversion by converting only selected pages;
- Improve conversion quality by specifying the languages used in the PDF document and the areas to convert;
- Control the size of output PDF files;
- Protect created PDF files from unauthorized access.

What's New in ABBYY PDF Transformer 2.0

Creation of PDF Files Directly from Microsoft Office Applications

Now ABBYY PDF Transformer includes both "PDF-to-text" and "text-to-PDF" conversion functionalities, so there is no need for any additional utilities.

ABBYY PDF Transformer 2.0 will create a PDF file directly from any Microsoft Word document, Excel table, PowerPoint presentation or Visio diagram. You can also protect your PDF file by a password, if required.

The new PDF-XChange for ABBYY PDF Transformer 2.0 printer allows you to create a PDF file from virtually any application.

New User Interface

With the completely redesigned interface, you can look through your PDF file and select only relevant pages or fragments for conversion. The new interface also provides an optimal set of conversion options and easy-to-use tools for improving conversion results.

Perfect Layout Retention

The new area selection tools enable you to perfectly retain the layouts of documents when converting PDF files, including complex formatted documents with graphics and tables. Simply select the text, picture or table areas on the page, and you can be certain that all this formatting will be preserved in the output document (for example, in Microsoft Word).

Saving to Searchable PDF

With this new saving format, it is now possible to transform any PDF file generated by a scanner or MFP into a searchable PDF document with a click of a button.

Keeping Hyperlinks

When converting PDF files, ABBYY PDF Transformer 2.0 preserves any links and hyperlinks inside PDF documents. For example, if the *Table of Contents* page of a PDF file is in the form of links to document pages, these internal links will be reconstructed in the output Microsoft Word document.

Keeping Document Properties

ABBYY PDF Transformer 2.0 now retains additional document properties, such as Title, Author, Subject, and Keywords, when converting PDF files to Searchable PDF, DOC/RTF, XLS, and HTML formats. These properties can be used by the operating system and other software for indexing and searching saved files.

Supported Formats

Converting PDF Documents

ABBYY PDF Transformer is an easy-to-use tool for converting entire PDF documents or just selected PDF pages into other formats, such as Microsoft Word, Microsoft Excel, HTML, RTF, TXT, or Searchable PDF.

ABBYY PDF Transformer 2.0 supports the following formats:

- Microsoft Word Document (*.doc)
Microsoft Word 2003/XP/2000
- Rich Text Format (*.rtf)
Microsoft Word 2003/XP/2000
- Plain text (*.txt)
- Microsoft Excel Worksheet (*.xls)
Microsoft Excel 2003/XP/2000
- HyperText Markup Language (*.htm, *.html)
- Searchable PDF document (*.pdf)

Creating PDF Documents

ABBYY PDF Transformer is an easy-to-use tool for creating PDF documents from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML, RTF, Microsoft Visio, and TXT documents.

ABBYY PDF Transformer 2.0 supports the following formats:

- Microsoft Word Document (*.doc)
Microsoft Word 2003/XP/2000
- Rich Text Format (*.rtf)
Microsoft Word 2003/XP/2000
- Plain text (*.txt)
- Microsoft Excel Worksheet (*.xls)
Microsoft Excel 2003/XP/2000
- HyperText Markup Language (*.htm, *.html)
- Microsoft PowerPoint Presentation (*.ppt)
Microsoft PowerPoint 2003/XP/2000
- Microsoft Visio Drawing (*.vsd)
Microsoft Visio 2003/XP/2000

 **Note:** To create PDF documents, use the virtual printer **PDF-XChange for ABBYY PDF Transformer 2.0**.

Try&Buy Version of ABBYY PDF Transformer 2.0

Try&Buy Version Restrictions

The Try&Buy version of ABBYY PDF Transformer 2.0 allows you to process only a limited number of documents.

- The program will run for only 15 days starting from the day of the first launch;
- You can convert no more than 50 PDF pages;
- PDF documents you create will include a trial stamp saying that they were create in a Try&Buy version.

Once the trial period is over, or the page limit has been exhausted, you need to buy a license and activate the program to continue using it.


Installing and Running ABBYY PDF Transformer 2.0

This section contains information required to install and run ABBYY PDF Transformer 2.0. The ABBYY PDF Transformer CD-ROM includes a setup program which will guide you through the setup process.

System Requirements

ABBYY PDF Transformer 2.0 requires the following:

1. PC with Intel® Pentium®/Celeron®/ Xeon™, AMD K6/Athlon™/Duron™ or compatible processor. Processor must be 200 MHz or higher.
2. Microsoft® Windows® Server 2003, Microsoft® Windows® XP, Microsoft® Windows® 2000 (SP2 or greater).
3. 128 MB RAM or more.
4. Free 150 MB hard-disk space for typical program installation and 70 MB for program operation.
5. SVGA video card and monitor (min. resolution 800x600 pixels).

 **Note:** To be able to create PDF files from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents, you need to have the corresponding Microsoft Office application installed on your system.

Installing ABBYY PDF Transformer

We recommend that you close all the running applications before installing ABBYY PDF Transformer 2.0.

To install ABBYY PDF Transformer 2.0:

1. Place the ABBYY PDF Transformer 2.0 CD-ROM into the CD-ROM drive.
2. If the setup program is not launched automatically, double-click the **setup.exe** file on the ABBYY PDF Transformer 2.0 CD-ROM.
3. Follow the instructions of the setup program.

or:

1. Place ABBYY PDF Transformer 2.0 CD-ROM into the CD-ROM drive.
2. Click **Start** and select **Settings>Control Panel**.
3. Double-click the **Add/Remove Programs** icon.
4. Click **Add New Programs**, then click **CD or Floppy** and follow the instructions of the setup program.

Installation options:


Select one of the available installation modes:

- **Typical** (recommended) – Installs all program components. The setup language will be used as the interface language.
When you install ABBYY PDF Transformer 2.0, it is automatically integrated with Microsoft Office applications. As a result, an **ABBYY PDF Transformer 2.0** command is added to the shortcut menu in Windows Explorer and **ABBYY PDF Transformer 2.0** buttons are added to office applications.
- **Custom** – Installs only the components you have selected.
Custom setup options:
 1. **PDF Transformation** – Installs a component for converting PDF files into other formats. Select the applications with which you wish to integrate ABBYY PDF Transformer 2.0.
Integration is possible with the following applications: Microsoft Word, Microsoft Excel, Microsoft Outlook, Windows Explorer.
 2. **PDF Creation** – Installs a component for creating PDF files. Select the applications with which you wish to integrate ABBYY PDF Transformer 2.0.
Integration is possible with the following applications: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, Windows Explorer.

To install additional components:

1. Click **Start** and select **Settings>Control Panel**.
2. Double-click the **Add/Remove Programs** icon.

3. Click **Change or Remove Programs**, select ABBYY PDF Transformer 2.0 in the list of installed programs, then click **Change**.
4. In the **Custom Setup** dialog box, select the required components.
5. Follow the instructions of the setup program.

 **Note:** When installing additional components, be sure to select the folder into which you earlier installed ABBYY PDF Transformer 2.0.

To remove ABBYY PDF Transformer 2.0 from your computer:

1. Click **Start** and select **Settings>Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
3. Click **Change or Remove Programs**, select ABBYY PDF Transformer 2.0 in the list of installed programs, then click **Remove**.
4. Follow the instructions of the setup program.


Running ABBYY PDF Transformer

To run ABBYY PDF Transformer 2.0 in order to convert a PDF file, do one of the following:

- Go to **Start>Programs>ABBYY PDF Transformer 2.0** and select **Transform PDF File To...**, or
- In Windows Explorer, right-click the PDF file you wish to convert and on the shortcut menu, select **ABBYY PDF Transformer 2.0** and then select the action you wish to perform, or
- In Microsoft Word or Microsoft Excel, click the **Transform PDF File** button on the toolbar, or
- In Microsoft Outlook, select the e-mail message with the attached PDF file you wish to convert and then click the **Transform PDF File** button on the toolbar.

To run ABBYY PDF Transformer 2.0 in order to create a PDF file, do one of the following:

- Go to **Start>Programs>ABBYY PDF Transformer 2.0** and select **Create PDF File**, or
- In Windows Explorer, right-click the desired DOC, RTF, XLS, PPT, HTML, VSD, or TXT file, and on the shortcut menu, select **ABBYY PDF Transformer 2.0** and then select the action you wish to perform, or
- In a Microsoft Office application, on the ABBYY PDF Transformer 2.0 toolbar, select the action you wish to perform.

 **Note:** To be able to create PDF files from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents, you need to have the corresponding Microsoft Office application installed on your system.

ABBYY PDF Transformer 2.0 Activation and Registration

ABBYY is concerned about software piracy and takes measures to protect its intellectual property rights. Software piracy is detrimental both to software manufacturers and end users. When buying a legal software copy, users can be sure that they obtain a quality product without any changes or alterations introduced by a third party. Illegal products are never safe.

You may need to activate ABBYY PDF Transformer 2.0 to be able to use the program in full mode. In this case, a message asking you to activate your copy of the program will be displayed after you have installed the program. A non-activated copy will run in trial mode. ABBYY encourages you to register your copy of ABBYY PDF Transformer 2.0 to qualify for free technical support. You can register your copy when you activate the program or later.

About ABBYY PDF Transformer 2.0 Activation

Important!

A non-activated copy of the product will run in trial mode.

If you do not see a message asking you to activate your copy of ABBYY PDF Transformer 2.0, then your copy does not require activation.

How is activation carried out?

Activation takes very little time and is carried out with the help of an **Activation Wizard** that is built into the program. The Activation Wizard has a friendly interface and is used for sending the necessary activation information to ABBYY.

Activation information is sent as a code (**Installation ID**), which is generated on the basis of information about the computer on which the program is installed. No personal information about the user or computer is used for generating this code and this code cannot be used for identifying the user.

Activation Methods

- **via Internet (recommended)**

Activation is carried out automatically and takes only a few seconds. An Internet connection is required for this type of activation.

- **by e-mail**

You need to send an e-mail message generated by the program and containing information required for activation. To ensure a quick reply from the mail robot, do not alter the information in the message body or Subject field.

- **by fax or phone**

You need to phone the nearest ABBYY office or partner and communicate the Installation ID and serial number to the operator. In most countries, this operation can also be carried out by fax. The message containing the information required for activation will be generated automatically and all you will need to do is print it out and send it by fax to the nearest ABBYY office or partner. In reply, you will receive an **Activation Code** that is used to activate the program.

Once the activation is complete, the program can be used on the current computer without any restrictions.

ABBYY PDF Transformer can be reinstalled on one and the same computer an unlimited number of times without re-activation.

However, if you make major upgrades, format your hard drive, or reinstall the operating system, an additional activation may be required.

About ABBYY PDF Transformer 2.0 Registration

Register your copy of ABBYY PDF Transformer 2.0 to enjoy the following benefits:

- Free technical support for ABBYY PDF Transformer 2.0;
- Special discounts on other ABBYY products;
- Information about ABBYY products updates.

If you have not registered the program during activation, you can register the program later.

To register your copy:

Click the **Register Now!** link in the information panel and complete the registration form. (The Register Now! link is only displayed if you have activated your copy of ABBYY PDF Transformer.) Alternatively, you can register the program on the ABBYY Web site.

Activation and Registration Privacy Policy

Activation Privacy Policy

To enable the program to operate in full-function mode, you may need to activate the program.

During activation, the ABBYY PDF Transformer Activation Wizard creates a unique Installation ID that represents the configuration of your PC at the time of activation. The Installation ID does not include any personal information, any information about software or data that may reside on your PC, or any information about the specific make or model of your PC. The Installation ID identifies the PC solely for the purpose of activation. Together with the Installation ID, the Wizard will send to the ABBYY activation server the name, serial number, version number, and interface language of your copy of ABBYY PDF Transformer. This information will only be used for selecting the correct language and contents of the reply message to inform you about the results of the activation procedure and will not be used for any other purposes.

Registration Privacy Policy

ABBYY guarantees that it will not disclose your personal information to any third parties without your consent.

This information may be used by the ABBYY Group to notify you about new releases, price changes or special offers, but only if you have agreed to receive such notifications by selecting the corresponding option in the registration dialog box.

PDF Security Settings

PDF, or Portable Document Format, is a widely used electronic document format. Files in this format look and print the same on all platforms, due to the detailed information they contain about the formatting, character sets, and graphics used in a particular document. However, the back-side of these advantages is the inability to edit text inside PDF files, change its formatting, or work with numerical data.

ABBYY PDF Transformer 2.0 can convert any type of PDF document into an editable format, preserving the formatting of the original. You can also create your own PDF documents. ABBYY PDF Transformer uses a printer driver by Tracker Software Products Ltd. to create PDF documents.

Password-protected PDF files

PDF files may be protected by their authors from unauthorized viewing and/or data extraction. Only users who know the passwords may access such PDF files, which ensures the protection of the copyright of the authors. The following types of password are used to protect PDF files:

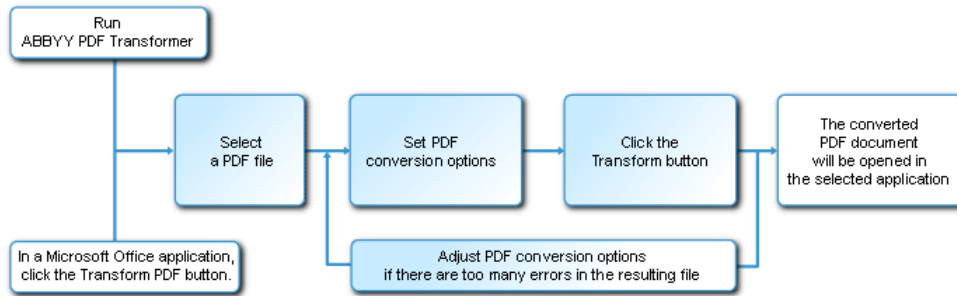
- **Document Open Password**
This password protects the document from unauthorized viewing; users will need to type the password in order to open the file.
- **Permissions Password**
This password protects the document from unauthorized editing and printing; users will need to enter the password in order to edit or print the file.

ABBYY PDF Transformer allows you to:

- **Convert password-protected PDF files;**
When you attempt to open a password-protected PDF file, the program will ask you to enter a password. The file will not be opened and converted unless you enter a valid password.
- **Set passwords when creating PDF documents**
When creating a PDF file, you can protect it by either one of the passwords (i.e. by a **Document Open Password** or by a **Permissions Password**), or by both passwords.

Converting PDF Documents

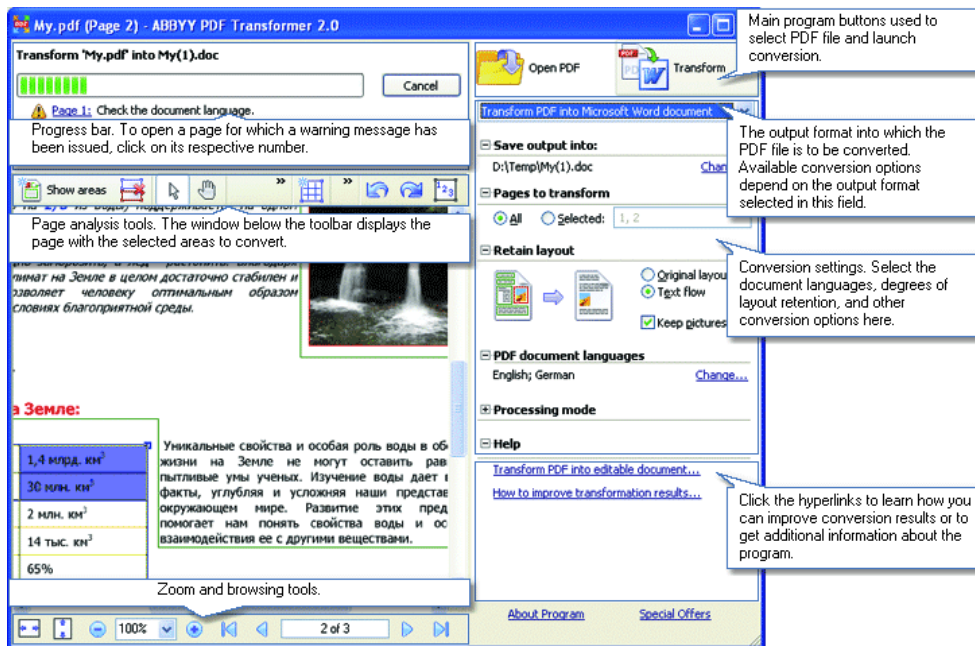
ABBYY PDF Transformer is an easy-to-use tool for converting entire PDF documents or just selected PDF pages into other formats, such as Microsoft Word, Microsoft Excel, HTML, RTF, TXT, or Searchable PDF. The flow chart below schematically shows the document conversion process:




The appearance and properties of the output document are determined by the conversion options selected. Choosing the right conversion options may significantly improve the quality of conversion. This section provides detailed instructions for converting PDF documents from within Microsoft Office applications, offers advice on selecting optimal conversion options, and provides tips on how to improve conversion results.

PDF Transformation Window

The **PDF Transformation** window is used to set up conversion options:



Converting PDF Documents in ABBYY PDF Transformer 2.0

1. Run **ABBYY PDF Transformer 2.0** (**Start>Programs>ABBYY PDF Transformer 2.0>Transform PDF File To...**).
2. Click the **Open PDF File** button and in the dialog box that opens, select the file to convert.
Note: If the PDF file is password-protected, the program will ask you for the password. If you type an invalid password three times, the password dialog box will be closed and the PDF file will not be opened.
3. Select an output format:

4. Check the PDF conversion options. (for more information about PDF conversion options, see Conversion Options).
5. Click **Transform** to start conversion.

The output document will be saved in the format of your choice and opened in the corresponding application.


 **Note:**

1. Clicking the **Transform** button will open the conversion dialog box displaying a progress bar, tips, and warning messages issued during conversion. To open a page for which a warning message has been issued, simply click the page number.
2. If the look of the output document differs very much from the original, try altering the conversion options and/or selecting text, table, and picture areas manually. For more information, see Improving Conversion Results.

Converting PDF Documents From Within Microsoft Word

When you install ABBYY PDF Transformer 2.0, the setup program integrates it with Windows Explorer and with Microsoft Office. As a result, **ABBYY PDF Transformer** buttons appear in Microsoft Word.

To convert a PDF file from within Microsoft Word:

1. Run Microsoft Word.
2. Click the **Transform PDF File** button on the toolbar. In the dialog box that opens, select the file you wish to convert and click **Open PDF File**.
 **Note:** If the PDF file is password-protected, the program will ask you for the password. If you type an invalid password three times, the password dialog box will be closed and the PDF file will not be opened.
3. In the drop-down list, select one of the following:
 - **Transform into Microsoft Word Document** – The conversion results will be opened in a new Word document,
 - **Transform into Current Microsoft Word Document** – The conversion results will be added into the current Word document after the mouse cursor.
4. Check the PDF conversion options (for more information about PDF conversion options, see Conversion Options).
5. Click **Transform** to start conversion.


 **Note:**

1. Clicking the **Transform** button will open the conversion dialog box displaying a progress bar, tips, and warning messages issued during conversion. To open a page for which a warning message has been issued, simply click the page number.
2. If the look of the output document differs very much from the original, try altering the conversion options and/or selecting text, table, and picture areas manually. For more information, see Improving Conversion Results.

Converting PDF Documents From Within Microsoft Excel

When you install ABBYY PDF Transformer 2.0, the setup program integrates it with Windows Explorer and with Microsoft Office. As a result, **ABBYY PDF Transformer** buttons appear in Microsoft Excel.

To convert a PDF file from within Microsoft Excel:

1. Run Microsoft Excel.
2. Click the **Transform PDF File** button on the toolbar. In the dialog box that opens, select the file you wish to convert and click **Open PDF File**.
 **Note:** If the PDF file is password-protected, the program will ask you for the password. If you type an invalid password three times, the password dialog box will be closed and the PDF file will not be opened.
3. Check the PDF conversion options (for more information about PDF conversion options, see Conversion Options).
4. Click **Transform** to start conversion.

The output document will be saved in Microsoft Excel format and opened in Microsoft Excel.

 **Note:**

1. Clicking the **Transform** button will open the conversion dialog box displaying a progress bar, tips, and warning messages issued during conversion. To open a page for which a warning message has been issued, simply click the page number.

2. If the look of the output document differs very much from the original, try altering the conversion options and/or selecting text, table, and picture areas manually. For more information, see Improving Conversion Results.

Converting PDF Files From Within Microsoft Outlook

When you install ABBYY PDF Transformer 2.0, the setup program integrates it with Windows Explorer and with Microsoft Office. As a result, an **ABBYY PDF Transformer** button appears in Microsoft Outlook.

To convert a PDF file attached to an e-mail message:

1. Launch Microsoft Outlook and select the desired e-mail message with a PDF file attached.
2. Click the **Transform PDF File** button on the toolbar and in the dialog box that opens, select a PDF file to convert.
 - 📌 **Note:**
 - You can select only one PDF file to convert.
 - If the PDF file is password-protected, the program will ask you for the password. If you type an invalid password three times, the password dialog box will be closed and the PDF file will not be opened.
3. Select an output format:

Transform PDF into Microsoft Word document ▼
4. Check the PDF conversion options (for more information about PDF conversion options, see Conversion Options).
5. Click **Transform** to start conversion.

The output document will be saved in the format of your choice and opened in the corresponding application.

📌 Note:

1. Clicking the **Transform** button will open the conversion dialog box displaying a progress bar, tips, and warning messages issued during conversion. To open a page for which a warning message has been issued, simply click the page number.
2. If the look of the output document differs very much from the original, try altering the conversion options and/or selecting text, table, and picture areas manually. For more information, see Improving Conversion Results.

Converting PDF Files From Windows Explorer

When converting PDF files from Windows Explorer, the program will use the options (document language, layout retention) that you selected during the previous session with ABBYY PDF Transformer 2.0 launched from Windows Explorer.


1. Open Windows Explorer and right-click the desired file. On the shortcut menu, select ABBYY PDF Transformer 2.0 and then select the desired action:
 - **Open in Microsoft Word** – Converts the PDF file and opens it in Microsoft Word,
 - **Open in Microsoft Excel** – Converts the PDF file and opens it in Microsoft Excel,
 - **Transform into Searchable PDF** – Converts the PDF file into searchable PDF so that you can carry out full-text searches,
 - **Transform with Custom Settings...** – Launches ABBYY PDF Transformer 2.0 so that you can select conversion options or select text, table, and picture areas manually.

📌 Note:

- When several files are selected in Windows Explorer, **ABBYY PDF Transformer 2.0** is not available on the shortcut menu.
 - If the PDF document is password-protected, the program will ask you for the password. If you type an invalid password three times, the password dialog box will be closed and the PDF file will not be opened.
2. Once you have launched the conversion process, a conversion window will open. This dialog box contains the following information:
 - The name of the document being converted and the name of the output document;
 - A progress bar;


- The selected options (output format, the document language, layout retention options);
- Tips and warning messages.

To open a page for which a warning message has been issued, simply click the page number.

 **Note:** If the look of the output document differs very much from the original, try altering the conversion options and/or selecting text, table, and picture areas manually. For more information, see Improving Conversion Results.


Conversion Options

A set of PDF conversion options depends on the output editable format you selected. If you specify the necessary options correctly, the converted document will fully match your expectations.

 **Note:** When converting to searchable PDF, the entire layout of the original is retained by default.

1. File name (except when converting to the current Microsoft Word document)

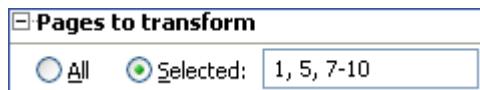
By default, the document will be saved in the source folder and will have the name of the source document. To select a different folder or change the name of the file, click **Change...**



2. Page range

The options under **Pages to transform** allow you to convert an entire PDF file or only selected pages:


- **All** – Converts the entire PDF document,
- **Selected** – Converts selected pages. You may provide page numbers separated by commas and/or page ranges, e.g. 1,2,4-12.

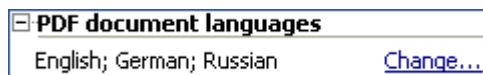


3. Document languages

The list must contain only the languages actually used in the PDF document. When you first run ABBYY PDF Transformer, this list contains two languages – English and the interface language.

To change the document languages, click **Change...**

 **Note:** We do not recommend using more than three languages at a time. Using more than three languages may result in more errors in the text of the output file.

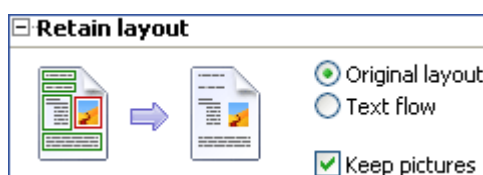


4. Layout retention

Options available when converting to Microsoft Word, HTML, or RTF

Choose whether you wish to keep the original formatting and/or pictures:

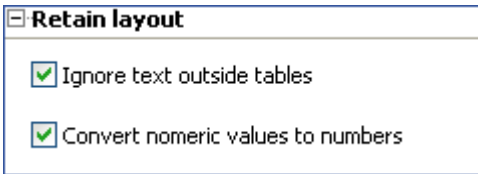
- **Original layout**
This mode creates an output document which looks exactly like the original.
- **Text flow**
This mode retains the text of the original, but some of its formatting will be lost. The output document will retain paragraphs and fonts, but will not retain columns, exact locations of objects, or spacing.
- **Keep pictures**
This mode retains the pictures of the original document. If the source PDF file contains a large number of pictures, the size of the output file may be very large. Clear the **Keep pictures** option to reduce file size.



Options available when converting to Microsoft Excel

These options allow you to save tables in a convenient format:

- **Ignore text outside tables**
The output XLS file will only retain the tables of the original PDF file. The rest of the text will not be converted.
- **Transform numeric values to numbers**
The numeric values contained in the PDF files will be converted to Microsoft Excel numbers, allowing you to perform arithmetic operations on numeric cells.



Options available when converting to TXT

- **Insert page break character (#12) as page separator**
The text will be divided into pages in exactly the same way as the original PDF document. If this option is not selected, no page breaks will be used.
- **Insert blank line as paragraph separator**
The paragraphs will be separated by blank lines.

Improving Conversion Results

If the formatting of the original PDF document has not been preserved:

1. Check which mode is selected in the **Retain layout** field.

When converting to DOC, RTF, or HTML, select:

- **Original layout** to preserve the layout of the original document. The output document will look exactly like the original.
- **Text flow** if the original layout need not be saved. The output document will preserve the original paragraphs and fonts, but will not preserve columns, the positioning of the objects, and spacing.
- **Keep pictures** to preserve the pictures. If the source PDF file has many pictures, the size of the output file may be fairly large. Clear the **Keep pictures** option to reduce file size.

When converting to XLS, select:

- **Ignore text outside tables** to preserve only the tables. Any text outside the tables will be discarded.
- **Transform numeric values to numbers** to convert the numeric values contained in the PDF file into Microsoft Excel numbers, allowing you to perform arithmetic operations on numeric cells.

When converting to TXT, select:

- **Insert page break character (#12) as page separator** to break the converted text into pages in exactly the same way as the original text. If this option is not selected, the original page breaks will be lost.
 - **Insert blank line as paragraph separator**
2. Adjust the areas detected by the program or manually select text, table, and picture areas as required. For detailed instructions, see *Selecting and Adjusting Areas Manually*.
 3. Check text orientation in the text areas. For detailed instructions, see *Selecting and Adjusting Areas Manually*.

If there are too many errors in the output file:

1. Check the languages selected in the **PDF document languages** field.
To select the required language(s), click **Change...**
If a required language is not on the list, this means that ABBYY PDF Transformer 2.0 does not support this language. See *Supported Conversion Languages* for the full list of available languages.

Tip. If a PDF document is written in more than three languages, try converting it fragment by fragment. First select only text areas written in one language and specify their language and the appropriate page range (see *Selecting and Adjusting Areas Manually* for details). Next select and convert the text areas written in another language, etc.


2. In the **Processing mode** field, select **Process PDF as image**.
 ABBYY PDF Transformer 2.0 extracts textual data from a PDF document and uses these data to support the conversion process.
 If a PDF document contains special characters or non-standard fonts, the corresponding text fragments may be displayed incorrectly in the output document (e.g. some letters may be replaced with "?" or "").
 To improve conversion quality, try selecting the **Process PDF as image** option and converting the PDF document anew.
 In this case, ABBYY PDF Transformer 2.0 will use an Optical Character Recognition (OCR) technology, which can handle any type of PDF file (including image-only PDF files), employing any types of font. ABBYY PDF Transformer 2.0 will analyze the page as if it were a snapshot of a document and use its OCR capabilities to recognize the text.

Detecting Areas to Convert

Prior to conversion, ABBYY PDF Transformer 2.0 analyzes the pages to be converted: on each page, the program finds areas containing text, pictures, or tables.

Pages can be analyzed automatically, or you can select the necessary areas manually. In most cases ABBYY PDF Transformer 2.0 will detect the areas correctly.

Page analysis starts automatically when you click the **Transform** button, but you can also start it manually for the current page by

clicking  **Show areas** on the toolbar.

The program will try to detect, and you can select manually, the following areas:

- **text**
 This area contains text. The text must be printed in one column. If there are pictures inside the text, select them as picture areas (see below). Otherwise the program will attempt to convert them into editable and searchable text.
- **picture**
 This area contains a picture. The image inside this area will be saved as is, so you can also use it to select any part of the text you do not wish to be recognized.
- **table**
 This area contains a table or text arranged as a table. The program will analyze this area into rows and columns and save them in the output document as a table. You can also select and edit a table manually.

If, during automatic analysis, the program detects the areas incorrectly, you can adjust the areas manually.

Selecting and Adjusting Areas Manually

You may wish to select areas manually if

1. You need to convert only a part of a page;
2. Automatic analysis has detected the areas incorrectly.


Tip:

- In some cases, you can improve the quality of automatic analysis by selecting the correct PDF conversion options. So make sure you have selected the right options for the file (see *Converting PDF Documents*).
- If the program has detected some of the areas incorrectly, you can use the area selection tools to adjust only these problem areas.

To select an area:

1. Click one of the area selection tools:

 **Text** to select a text fragment

 **Picture** to select a picture

 **Table** to select a table

2. Position the mouse cursor in a corner of the area you are about to select. Hold down the left mouse button and drag the cursor diagonally into the opposite corner.

3. Release the mouse.
The selected area will be enclosed in a frame.


Adjusting an area

Changing area type


Right-click the area you wish to change and select the required area type on the shortcut menu.


Adjusting area borders

1. Position the mouse cursor on the border you wish to move.
2. Hold down the left mouse button and drag the border to the desired location.
3. Release the mouse.


 **Note:** If you position the mouse cursor in a corner of an area, dragging the corner will move both the adjacent vertical and horizontal borders.

Adding a rectangular part to an area

1. Click .
2. Position the mouse cursor inside the area to which you wish to add a rectangular part. Hold down the left mouse button and drag the cursor diagonally in the desired direction. Once the desired area has been selected, release the mouse. The new rectangular area will be added to the existing area.
3. If required, adjust area borders.

 **Note:** You cannot use this tool to add parts to a table area.


Cutting a rectangular part from an area


1. Click .
2. Position the mouse cursor inside the area from which you wish to cut a rectangular part. Hold down the left mouse button and drag the cursor diagonally in the desired direction. Once the desired area has been selected, release the mouse. The selected rectangular area will be cut from the existing area.
3. If required, adjust area borders.

 **Note:**




1. You can also mark area borders by adding reference points and then connecting them with lines. You can use your mouse to move such lines in any direction. To add a new point, hold down the **SHIFT** button, position the mouse cursor where you want to add a new border point (the cursor will change to a cross) and then right-click to add a point.
2. There are certain conditions imposed on the shape of an area, as ABBYY PDF Transformer will only convert continuous text lines. To satisfy these conditions, ABBYY PDF Transformer may either automatically adjust an area to which you have added a part or from which you have cut a part, or forbid moving some area borders. For example, if you cut a rectangular part inside an area, ABBYY PDF Transformer will also automatically remove the part on the right extending to the border of the area.
3. You cannot use this tool to cut parts from a table area.

Selecting one or more areas


Click  and then click the desired area, or hold down the mouse button and draw a rectangle enclosing the desired area.

 **Note:** You can use the area selection tools to select one or more areas. To select several areas, click one of the


tools ,  or , hold down the **SHIFT** or **CTRL** button, and then click the

desired areas. To deselect areas, click one of the tools ,  or , hold down the **CTRL** button, and then click the desired areas.

Moving an area

Click one of the tools , ,  or , hold down the **ALT** button, and then move the area to the desired location.


Renumbering areas

1. Click .
2. Select the areas in the order in which you wish their contents to appear in the output document.

Remove an area

Select the area you wish to remove and press **DEL**
 or
 Right-click an area and select **Delete Area** on the shortcut menu.

Delete all areas


Click . This will remove all the areas from the current page.
 or
 Select all the areas and press **DEL**.

Changing text orientation in an area

Right-click inside a text area and select the desired orientation on the shortcut menu:
 – Horizontal Text;
 – Vertical Text (top-to-bottom);
 – Vertical Text (bottom-to-top).

Editing a table

Detecting rows and columns automatically

Instead of drawing vertical and horizontal lines inside a table manually, you can use the  tool. Click the tool and then adjust the results.

Editing a table

To edit a table, click one of the following tools:



to add a vertical line



to add a horizontal line



to delete a line

If a table cell only contains a picture, on the shortcut menu, select **Treat Selected Cells As Picture**. If a cell contains both a picture and text, enclose the picture into a separate area inside the cell.

Merging selected cells

Right-click the selected cells and select **Merge Table Cells** on the shortcut menu
 or



Splitting previously merged cells

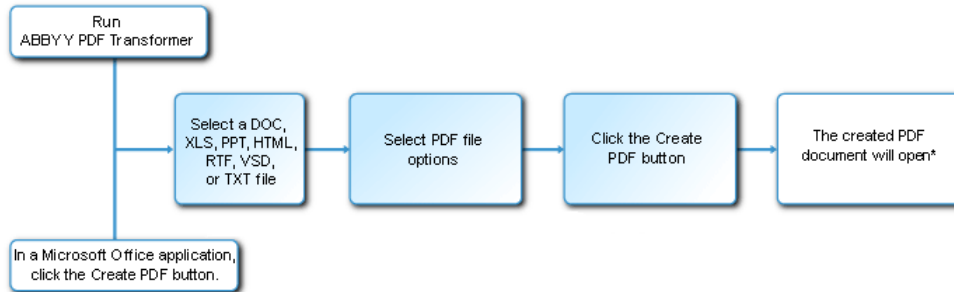
Right-click the selected cells and select **Split Table Cells** on the shortcut menu
 or



Creating PDF Documents

ABBYY PDF Transformer is an easy-to-use tool for creating PDF documents from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML, RTF, Microsoft Visio, and TXT documents.

The flow chart below schematically shows the process of converting documents from DOC, RTF, XLS, PPT, HTML, VSD, or TXT into PDF:



* – The resulting document will be opened in your default PDF viewing application.

ABBYY PDF Transformer 2.0 allows you to set the size of PDF files, ensure their compatibility with various versions of Adobe Reader, and protect PDF documents from unauthorized access.

This section provides detailed instructions for creating PDF documents and offers advice on selecting optimal PDF file options.

Creating PDF Documents in ABBYY PDF Transformer 2.0

1. Run **ABBYY PDF Transformer 2.0 (Start>Programs>ABBYY PDF Transformer 2.0>Create PDF File)**. In the **Select File To Save as PDF** dialog box that opens, select a file in DOC, RTF, XLS, PPT, HTML, VSD or TXT format and click **Open**.

Note: To be able to create PDF files from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents, you need to have the corresponding Microsoft Office application installed on your system.

2. Check the PDF file options (for more information about creating PDF documents, see PDF Creation Options).
3. Click **Create PDF File**.

The created PDF document will be saved and opened in a PDF viewing application.

Note: You can use the printer **PDF-XChange for ABBYY PDF Transformer** to create PDF files. For more information, see Creating PDF Documents From Other Applications.

Creating PDF Documents From Within Microsoft Office Applications

When you install ABBYY PDF Transformer 2.0, the setup program integrates it with Windows Explorer and with Microsoft Office. As a result, **ABBYY PDF Transformer** buttons appear in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Visio.

1. Run a Microsoft Office application.
2. Create or open a document you wish to save in PDF format.
3. On the **ABBYY PDF Transformer 2.0** toolbar, click one of the buttons:

- creates a PDF file,
- creates a PDF files and sends it by e-mail.

4. Check the PDF file options. (for more information about creating PDF documents, see PDF Creation Options).
5. Click **Create PDF File**.

The created PDF document will be saved and opened in a PDF viewing application, or attached to an e-mail message.

Note: You can use the printer **PDF-XChange for ABBYY PDF Transformer** to create PDF files. For more information, see Creating PDF Documents From Other Applications.

Creating PDF Documents From Windows Explorer

When creating PDF files from Windows Explorer, the program will use the options that you selected during the previous session with ABBYY PDF Transformer 2.0 launched from Windows Explorer.

1. Open Windows Explorer and right-click the desired DOC, RTF, XLS, HTML, PPT, VSD, or TXT file. On the shortcut menu, select ABBYY PDF Transformer 2.0 and then select the desired action:
 - **Create PDF File** – Creates a PDF file and saves it in the output folder,
 - **Create and E-mail PDF File** – Creates a PDF file and attaches it to an e-mail message.
 - **Create PDF File with Custom Settings...** – Launches ABBYY PDF Transformer 2.0 so that you can select PDF file options. For more information, see *Creating PDF Documents in ABBYY PDF Transformer*.

 **Note:** When several files are selected in Windows Explorer, **ABBYY PDF Transformer 2.0** is not available on the shortcut menu.

2. Once you have launched the conversion process, a conversion window will open, displaying a progress bar.


Note:

- To be able to create PDF files from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents, you need to have the corresponding Microsoft Office application installed on your system.
- You can use the printer **PDF-XChange for ABBYY PDF Transformer** to create PDF files. For more information, see *Creating PDF Documents From Other Applications*.
- When creating PDF documents from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint files, document structure, bookmarks, and hyperlinks are retained.

Creating PDF Documents From Within Other Applications

If you selected typical installation when installing ABBYY PDF Transformer, or if you selected the **Create PDF** component during custom installation, the printer **PDF-XChange for ABBYY PDF Transformer 2.0** was installed on your system.

You can use this printer to create PDF documents from any application which allows you to select a printer:

1. Run the application and open the file which you want to convert into a PDF document.
Open the print settings dialog box (this may vary from application to application; in most applications you need to select **File>Print** to open this dialog box).
2. In the list of available printers, select the "virtual" printer **PDF-XChange for ABBYY PDF Transformer 2.0** and click **Properties**.
3. In the **PDF-XChange for ABBYY PDF Transformer 2.0** dialog box that opens, select the desired PDF file options.
 **Tip:** Should you have any questions regarding the use of the virtual printer, please consult the help file for **PDF-XChange for ABBYY PDF Transformer 2.0**. Either click **F1** to open the help file or browse to the help file on the installation CD-ROM. The help file is only available in English.
4. Click **Print** to start creating a PDF document.

PDF Creation Options

ABBYY PDF Transformer 2.0 allows you to specify the size of the created PDF document, to provide compatibility with various versions of Adobe Reader, and to restrict access to the PDF document.

1. File name

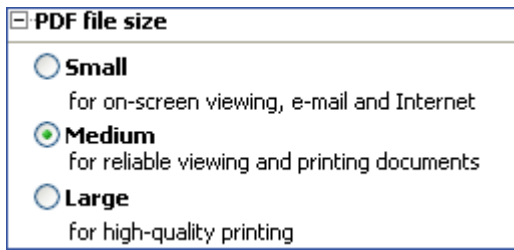
By default, the document will be saved in the source folder and will have the name of the source document. To select a different folder or change the name of the file, click **Change...**



2. File size

In the PDF file size group, select a size for your output file. The choice largely depends on how you are planning to use the output file.

 **Tip:** Select **Large** if you need to preserve the pictures in their original quality. Select **Small** if you need to send the file by e-mail or publish it on the Web.



3. Security

PDF security settings restrict access to the PDF file:

- **Document Open Password**

This password protects the PDF document from unauthorized opening. The user needs to enter the password in order to open the file.

Select **Restrict opening**, enter a password and confirm it. The password you type will be displayed as dots in the **Document Open Password** field of the **Restrict Opening** dialog box.

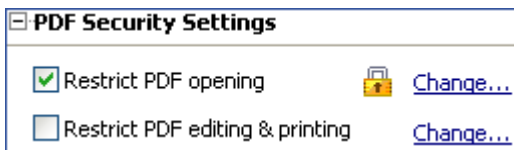
- **Permissions Password**

This password protects the PDF document from unauthorized editing and printing. The user needs to enter the password in order to edit or print the document. The user also needs this password in order to change the access rights to the document.

Select **Restrict editing & printing**. In the **Restrict PDF Editing & Printing** dialog box that opens, enter a password and confirm it.

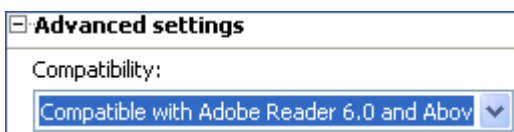
You can lock the document for editing, copying, or printing by selecting the required options in the **Restrict PDF Editing & Printing** dialog box

To change any of the passwords, click **Change...**



4. Adobe Acrobat compatibility

In the drop-down list, select the version of Adobe Acrobat required to open the PDF file. Users of earlier versions will not be able to open the PDF file.



How to Buy

How to Buy ABBYY Products

You can buy ABBYY software products from ABBYY's on-line store.

You can also contact our resellers worldwide. For the complete list of resellers, please see www.abby.com/resellers.

If you have any questions or comments, please feel free to contact the ABBYY office responsible for your region.

For more information about ABBYY products, please visit www.abby.com/products.

About ABBYY

ABBYY is one of the world's leading developers of document recognition, data capture, and linguistic technologies. ABBYY products are used by more than 17.5* million people in 78 countries.

Apart from ABBYY PDF Transformer, ABBYY has developed the following software applications which will make your life easier, both at home and in the office:

ABBYY FineReader, a powerful Optical Character Recognition application which converts paper documents and PDF files into editable electronic formats, retaining their original formatting and layouts.

ABBYY ScanTo Office, an easy-to-use and affordable solution that efficiently converts your paper documents into editable Microsoft® Word and Excel files.

ABBYY Lingvo, a multilingual electronic dictionary for the PC, Pocket PC, Palm and smartphone platforms. It will promptly translate any word from Russian into English, German, French, Italian, Spanish, Chinese, and Turkish and vice versa.

ABBYY FormReader, a forms processing application which automatically captures data from forms filled out by hand or completed on screen and then printed out.

ABBYY FlexiCapture Studio, an additional tool that extends the capabilities of ABBYY FormReader and helps to extract data from semi-structured forms and documents, such as invoices, insurance claim forms, resumes, contracts, loan documents, etc.

For more information about ABBYY products, please visit our Web site at www.abby.com

*According to data provided by ABBYY's Analytical Service

ABBYY Offices

<p>North/Central Americas</p>	<p>Customers from USA, Canada or Mexico, please contact: ABBYY USA Phone: +1 510 226 6717 Fax: +1 510 226 6069 Address: 47221 Fremont Boulevard, Fremont, California 94538, USA E-mail: sales@abbyusa.com Support e-mail: support@abbyusa.com Web: http://www.abbyusa.com</p>
<p>Eastern Europe and Mediterranean</p>	<p>Customers from Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Hungary, Israel, Macedonia, Malta, Moldova, Poland, Romania, Slovakia, Slovenia, Turkey or Ukraine, please contact: ABBYY Ukraine Phone: +380 44 490 9999 Fax: +380 44 490 9461 Address: P.O. Box 23, 02002 Kiev, Ukraine E-mail: sales@abby.ua Support e-mail: support@abby.ua Web: http://www.abby.com</p>

Western Europe	Customers from Austria, Benelux, Denmark, France, Germany, Greece, Italy, Ireland, Norway, Portugal, Spain, Sweden, Switzerland or other Western European countries, please contact: ABBYY Europe GmbH Phone: +49 89 511 159 0 Fax: +49 89 511 159 59 Address: Anglerstrasse 6, 80339 Munich, Germany E-mail: sales@abbyy.com Support e-mail: support@abbyyeu.com Web: http://www.abbyy.com
All other regions	Customers from the countries not mentioned above please contact: ABBYY Russia Phone: +7 495 783 3700 Fax: +7 495 783 2663 Address: P.O. Box 54, Moscow 129301, Russia, ABBYY E-mail: sales@abbyy.com Support e-mail: support@abbyy.com Web: http://www.abbyy.com

Technical Support

Should you have any questions about installation or use of ABBYY PDF Transformer, please first consult the documentation provided with the program (User's Guide and Help) and visit the technical support pages on our website.

If, however, your questions remain unanswered, please contact the ABBYY technical support service at support@abby.com.

Please be sure to provide the following information:

- Your first and last name
- Your company name
- Your phone or fax number or e-mail address
- The serial number of your copy of ABBYY PDF Transformer
- The build number
- A general description of your problem and the full error message text (if any)
- The version of your Windows operating system
- Any other information you consider important

Important!

You must register your copy of the program to qualify for technical support.