



# PDF Converter 5

## Quick Reference Guide

This Guide shows screen pictures made with Windows® XP. The appearance may vary under other Operating Systems.

## Why are PDF files popular?

The Portable Document Format has become a de-facto standard for document exchange across platforms and computing environments. More than 200 million PDF documents are posted on the World Wide Web. Key benefits that have driven this popularity are:

- **Integrity:** PDF files look like the original documents they were created from. They conserve their appearance after sharing - regardless of platform, operating system or local settings on each computer or device.
- **File size:** In many cases, PDF files can be more compact than their source documents - ideal for file transfer.
- **Security:** PDF files can be digitally signed and password protected to prevent unauthorized changes.
- **Sharing:** While the basic document content can be frozen, commenting and mark-up tools allow collective authoring and document review.

These advantages apply mainly to file transfer, but many people receiving PDF files need to access the document content, in order to edit or reformat it. This is the role of PDF Converter 5.

## What PDF Converter does for you

The Nuance® PDF Converter 5 lets you unlock PDF and XPS files to edit them as Microsoft® Word™, Microsoft® Excel®, Microsoft® PowerPoint®, Corel® WordPerfect™, and generic RTF files. It also lets you open PDF files directly from these applications, edit them and save them in the appropriate file type. It converts PDF files up to and including version 1.7. Encrypted PDF files can be opened if the required password is provided.

## The PDF Product family

Nuance Communications, Inc. offers three PDF products:

- Nuance PDF Converter to unlock PDF and XPS files
- Nuance PDF Create! to create PDF files
- Nuance PDF Converter Professional to unlock, create, edit, comment and share PDF files; and to unlock and create XPS files.

## Installation and Activation

PDF Converter 5 detects previous versions and prompts for your confirmation to remove them. You should have administrator rights on the computer to install and activate the program. You need web access for activation.

### 1. Insert the CD-ROM in your CD-ROM drive

The installation program will start automatically. If it does not, locate your CD-ROM drive in Microsoft® Windows® Explorer and double-click the converter's autorun.exe file. Select a language for installation. The InstallShield® Wizard will appear.

(If you have downloaded the converter from the Nuance web site, double-click its autorun.exe file.)

### 2. License and Serial Number

You must accept the license agreement in order to proceed. You must enter a serial number. You will find this on the CD sleeve or on the Nuance web site at the download location. Be sure to keep the serial number in a safe place; it is fully checked only during product activation and is also needed for any re-installations.

### 3. Location and Setup Type

The installer offers a default location for the program. Accept it or define a different one. Select Complete or Custom Setup. Choose Custom to enable or disable the integration of PDF Converter in other programs. By default, all the programs offered in the PDF Converter Integration panel of the InstallShield Wizard will be enabled. You can later change any of these settings at any time using the Preferences panel accessed from the File menu of the Converter Assistant.

#### 4. Click Finish

Registration runs at the end of installation. Select Register Online to establish a connection to the Nuance web site. We provide an easy electronic form that can be completed in a few moments. When the form is filled, click Submit. If you decide not to register or to be reminded later, you can go to <http://www.nuance.com> to register online any time later. Click on Support and from the main support screen choose Register in the left-hand column. For a statement on the use of your registration data, please see Nuance's Privacy Policy.

#### 5. Activate

You will be invited to activate the product at the end of installation. Please ensure that web access is available. Provided your serial number is found at its storage location and has been correctly entered, no user interaction is required and no personal information is transmitted. If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PDF Converter can be launched only five times without activation.

## How to Get Help

This printed Quick Reference Guide accompanies the Nuance PDF Converter when it is supplied on a CD. This guide is also available in a PDF file on the CD and after installation in the program folder. It can also be accessed from the About panel. When the program is delivered electronically, this PDF document should be consulted. It is available at the download site.

Nuance PDF Converter has a comprehensive HTML online Help system. Use the Help Menu to open it at its Introduction.



Press F1 to open Help at the topic describing the currently open panel. Some dialog boxes have Help buttons.

A Release Notes file with latest information is available on the CD and in the program folder. The Nuance web site offers program information, with a regularly updated knowledge base and user forums.

**Note:** System requirements are presented on the product box and in online Help.

## The PDF Converter Assistant

Start this from the Windows Start Menu or from your desktop if you placed a shortcut there. The Assistant lets you prepare and control conversions. Its Full view shows you a preview of PDF and XPS files to be converted and lets you set page ranges. The panel on the right lists all files selected for conversion; icons show loading or conversion status. Online help explains the meanings of the icons.

PDF Converter 5 offers four levels of control:

### Quick View:

This allows quick conversions using current settings for everything beyond four basic choices.

### Full View:

This presents the same four buttons from Quick View, but also displays page previews and offers all settings that influence the conversions. Choose a mode to see its settings. Choose a target (or click the Output tool when there is no choice) to set saving options. Full view lists all files in the current conversion session along with status information for each of them.

### Left View:

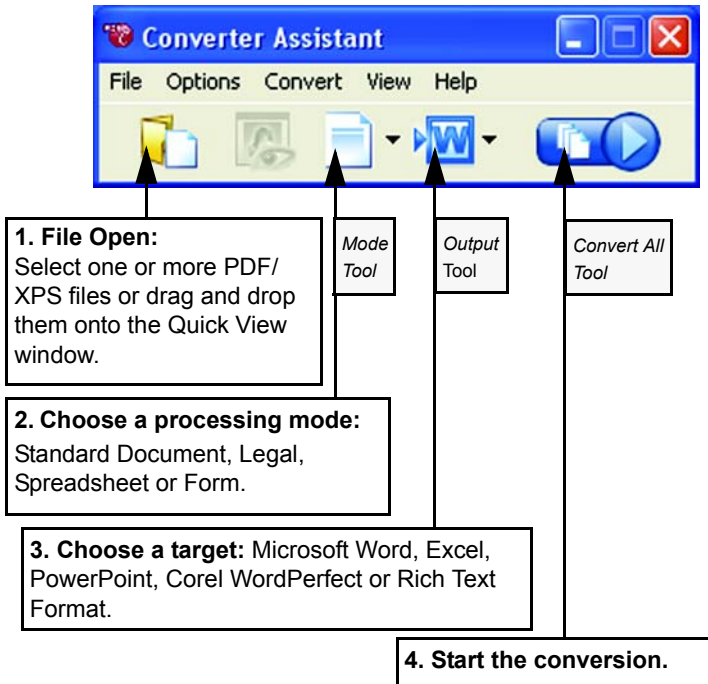
This appears when PDF Converter is called from inside a target application. Then only a single file can be converted, so just the left preview panel and its controls are needed.

### No Assistant:

From starting places where the input file and target are pre-defined, you can by-pass the Assistant altogether and perform a direct conversion using existing settings. See *How to start the program*.

## Converting with Quick View

Choose **Quick View** in the View menu. Then your conversions are an easy 4-step process, using current settings for everything else:



During conversion, the buttons are grayed. If **View Result** in the Output Options panel is selected, the converted file appears in its target program.

Turn off the Quick View toggle in the View menu to return to Full view to see the processing summary, inspect and change settings or view page previews. If you close the program with Quick View active, it will reappear when the program is next started.

# Converting with Full View

Here is the Assistant in Full View. Three sample files are loaded, the sample form is displayed in the Preview panel on the left.

The screenshot shows the 'sample form - PDF Converter Assistant' window. The interface includes a menu bar (File, Options, Convert, View, Help), a toolbar with icons for file operations, a file list on the right, a preview panel on the left, and a page range input at the bottom.

Callout boxes provide the following information:

- Restore preview**: Points to the eye icon in the toolbar.
- Select conversion mode and target and display their settings**: Points to the 'Convert' dropdown menu.
- Convert selected file**: Points to the 'Convert' button.
- Remove files from list**: Points to the red 'X' icon in the toolbar.
- Move files up or down in the file list**: Points to the up and down arrow icons in the toolbar.
- Open files**: Points to the folder icon in the toolbar.
- Convert all listed files**: Points to the 'Convert all' button.
- Preview panel showing current page of selected file**: Points to the preview area on the left.
- List of loaded or converted files. Icons show file status. You can add files by drag-and-drop.**: Points to the file list table.
- View source or result file of selected item.**: Points to the magnifying glass icon in the toolbar.
- This icon shows that the page has a text layer.**: Points to the document icon with a blue 'L' in the file list.
- Pages without a text layer display this icon:**: Points to the landscape icon in the file list.
- Preview each page of your PDF/XPS using these navigation buttons.**: Points to the navigation buttons at the bottom.
- Specify a page range here. By default all pages are converted.**: Points to the page range input field.

Filename	Page Ra...
sample form	1
sample sheet	1
sample document	

View the file and set the range of pages to be converted.



## Starting the Program

To make the services of PDF Converter easy to call on, it can be started from several locations, as described in the following procedures:

### The Windows Start Menu


Choose Nuance PDF Converter 5.0 under Programs or All Programs. All conversions started from the Start menu use the PDF Converter Assistant. It allows you to name input PDF files and decide how to handle output files. Display of the created file is optional.

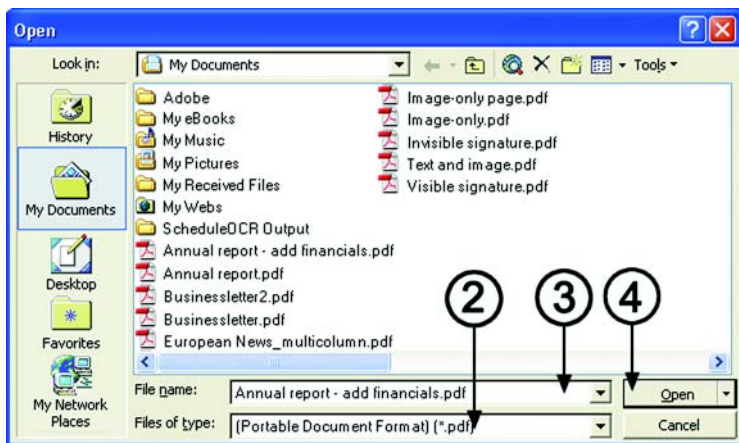
### The Open PDF/XPS button in a Microsoft Word Toolbar

1. Use the Open PDF/XPS button  in a Microsoft Word toolbar or the **Open PDF...** item in the Word File menu to call an Open dialog box with PDF selected as file type.  
In Word 2007 go to the Nuance PDF tab, or access the File menu via the Office button.
2. Choose a single PDF file, browsing if necessary. Click Open.
3. The Converter Assistant preview panel displays the first page of the input file. View other pages and set a page range if desired.
4. Select the processing mode with the Mode tool or from the Options Menu. This calls the settings panel for the chosen mode. Make settings as desired.
5. Click the Output tool or select Word Document (the only possible target) in the Options menu to select saving options including whether to save to Office 2007 or to earlier versions.
6. Press  to start conversion, with a progress monitor. The resulting file is displayed in Microsoft Word ready for editing.

**Note:** In Office versions before 2007, if you do not see the Open PDF/XPS button in a toolbar, go to View > Toolbars and select **Nuance PDF**, or open the Preferences dialog box of the PDF Converter Assistant to enable Microsoft Word integration and restart Word.

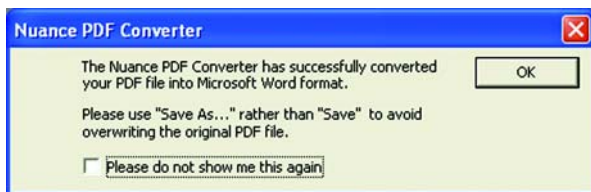
## The Open Dialog Box in Microsoft Word

1. Click Word's File Open button  or go to the Microsoft Word File menu and click **Open...**
2. Select PDF (Portable Document Format) (\*.pdf) or XPS in the Files of type box.
3. Select the PDF or XPS file you want to convert. Multiple selection is possible; then files are converted one after the other.
4. Click Open. (The picture shows steps 2, 3 and 4.)



5. Conversion starts with or without the Converter Assistant, as specified in the PDF Converter 5.0 Settings dialog box, found in Word's Tools menu. In Word 2007, the PDF Settings button in the Nuance PDF tab displays this dialog box.
6. If the PDF Converter Assistant is enabled, the PDF/XPS is previewed and you can change mode settings before starting the conversion. If the PDF Converter Assistant is disabled, conversion starts immediately, using the existing settings for the pre-defined mode.


7. Converted, editable documents are displayed in Microsoft Word.
8. A converted document will display as if it were still the PDF or XPS file. You must save it as a Word document with the command **Save As...** If you use **Save** or **Close** without saving, you will lose either the converted document or the original file. The program warns you of this:




## WordPerfect

Use the **Open PDF/XPS** item in the File menu of WordPerfect. Select a single PDF file and click Open. View pages in the PDF Converter Assistant in Left view. Set a page range if desired. Select a mode (standard or legal document) and its settings. Set output settings. Click the Convert All button. The resulting file is displayed in WordPerfect, ready for editing.

## Microsoft Excel

Use the **Open PDF/XPS** button  in a Microsoft Excel toolbar or the **Open PDF/XPS** item in the File menu. For Excel 2007, see above under Word 2007. Select a PDF or XPS file and click Open. View the PDF in the PDF Converter Assistant left view. Set a page range if desired. Click the Spreadsheet button (the only possible mode) to set conversion options, (including one worksheet per table or per page). Set output settings. Click the Convert All button. The resulting file is displayed in Microsoft Excel ready for editing.

## Microsoft Outlook

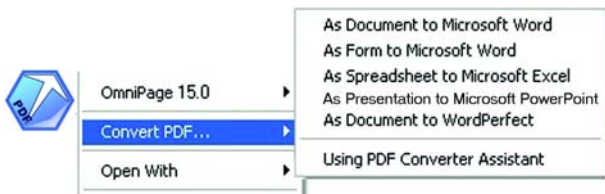
1. Select a message that has a PDF attachment. The PDF Converter buttons will become active.
2. Click the PDF Converter button  in the Outlook toolbar or in the message toolbar. In Outlook 2007, use the Nuance PDF tab in the message window.
3. If the message has more than one PDF/XPS, select which file to convert and click OK.
4. Here you can choose to use the PDF Converter Assistant for conversion or unlock your file without it. If you prefer automatic conversion, you choose the mode and target immediately.

## Microsoft Internet Explorer

1. Right-click on a hyperlink leading to a PDF or XPS file.
2. Choose **Open with Nuance PDF Converter 5.0**.
3. The Assistant downloads and converts the file.















## Windows Explorer

1. Right-click on a PDF or XPS icon or file name in Windows Explorer or a PDF or XPS icon on your desktop.
2. Choose a conversion mode and target from the shortcut menu. If you choose to use the Assistant, you make these choices in its Preview panel.



## Processing modes and outputs

Choose from four processing modes, depending on the content of the PDF/XPS file to be converted and the type of output you want. Here are your choices:

Mode	Output
 Standard Document	    Word      PowerPoint 2007      WordPerfect      RTF Word 2007
 Legal Document	   Word      WordPerfect      RTF Word 2007
 Spreadsheet	 Excel Excel 2007
 Forms	  Word      RTF Word 2007

The settings for each mode are displayed on the left panel of the Assistant when you make a mode selection. The values are stored separately for each mode - this includes the image-only processing and graphic handling options that are common to all modes.

The output settings are displayed in the left panel when you make an output selection. The settings are the same for all targets and only one set of values is stored for use with all saving.

Create Word or Excel 2007 output files by selecting the checkbox 'Generate Office 2007 output' in the appropriate output panel. PowerPoint output is always for Office 2007; a downloadable plug-in from Microsoft extends this to Office 2003. See online Help.

Next we summarize the choices unique to each mode.

## Standard Document conversions

Choose how the layout should be maintained:

- True Page<sup>®</sup> places all elements in text boxes or frames.
- Flowing Column uses text boxes and frames only when necessary, allowing body text to flow from one column to another.

## Legal conversions

Choose to retain or drop legal-specific features:

- Pleading numbers - these typically appear in left margins to define line numbers.
- Images - these are typically stamps, seals, signatures or company logos.

## Spreadsheet conversions

This mode can be used for PDF files containing partly or mainly tables.

Choose what should be placed in each Excel Worksheet:

- **Per Page:** Each page from the PDF will enter a separate worksheet. This will happen even if page content is not tabular; you can specify a page range to exclude unneeded pages.
- **Per Table:** Each detected table is converted and placed in a separate worksheet. All content not detected as a table is placed in a separate worksheet at the end. The detected tables do not appear here, but are replaced by hyperlinks leading to the relevant worksheet table.

When you do Standard Document conversions, tables in the PDF become tables in the output file.

## Form conversions

This uses Logical Form Recognition™ technology to detect form elements and convert them correctly. Choose from:

- **No form controls:** The result will be a fillable form with static form elements. You can use form handling tools in the target application to modify the form design.
- **Create form controls:** The result will be a fillable and editable form. You can change field labels and modify the form design.

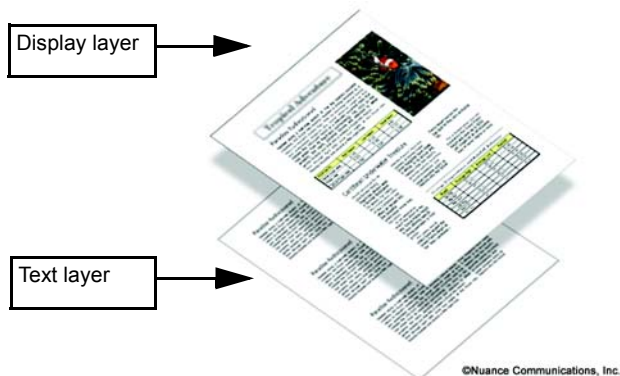
## Handling Mixed Input Files

Files often have mixed content: flowing text, tables and forms. In many cases you can process these files with the setting Standard Document and receive good results. For more precise control, you can use page ranges to separate forms and tables and convert them separately. For example, to best unlock a file with two pages of illustrated text, followed by a one-page table you want to do calculations on, and finally a three-page form - convert pages 1 and 2 as Standard Document, page 3 as Spreadsheet and pages 4-6 as Form.

## How do PDF files work?

PDF files display texts correctly wherever they are viewed because they carry their typographic information with them. Fonts in the document are embedded in the PDF file and are used after distribution to reconstruct the document. The display does not depend on the needed font files being available on the viewing machine, nor on the language of its operating system.

PDF documents present their pages as images. They can be marked-up and commented, but the ability to change the basic text is limited. Most PDF files can be searched, because the file has two layers. There is an image layer that is presented on-screen. Behind that there is usually a text layer that can be matched to the characters displayed on the screen.



When the starting point for a PDF file is a set of images, or a scanning process, this text layer is not present and the result is an image-only PDF. When the starting point is an editable document, the text layer can be created and the PDF is called 'Normal' or 'Searchable'. The creator of a PDF can require provision of a password to allow access the text layer.

## How does PDF Converter work?

PDF Converter has the ability to perform Optical Character Recognition (OCR). This is the process of extracting text from an image. It does not need to use OCR to unlock PDF or XPS files with an accessible text layer - it must capture the page layout and arrange the given text and other elements correctly on each page in the new document.

Optical Character Recognition (OCR) is normally used only for input pages without an accessible text layer or when non-standard character encoding is detected, but you can require it for any conversion under Processing Options in the Converter Assistant.

## Handling Image-only Pages

Pages without a text layer are a special case for conversion. You can decide how the program should handle these pages: convert them with the built-in Optical Character Recognition (OCR), transfer them as images to the target document or skip them. You can require inspection of the first pages (up to ten) in files you open. Optionally, you can set conversion to be stopped, if no text-layer pages are detected. If you have ScanSoft® OmniPage®, you can use this to have more control over the recognition process.

## Language Support

PDF Converter supports over 100 languages, including Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Polish, Portuguese, Spanish and Swedish. The program can convert multi-lingual documents. A full list of supported languages is provided in online Help. Correct language choice is important for converting image-only pages and handling non-standard encoding.

## Web Updates

Select **Automatic Web Updates** under File/Preferences to be informed whenever a program update is available. You can get the latest program updates directly from the Preferences or the About panels of PDF Converter Assistant. Please ensure that web access is available.

## XPS File Support

The support for XPS files provided by the members of the PDF product family is as follows:

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	Professional	Create	Converter
XPS to PDF	Yes	Yes	No
PDF to XPS	Yes	No	No
Unlock XPS (XPS to Word, etc.)	Yes	No	Yes

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## Un-installation

1. Select **Add/Remove Programs** from the Control Panel. Under Vista, select **Programs and Features** from the Control Panel.
2. Select **Nuance PDF Converter 5.0**.
3. Click **Remove** to uninstall the program or **Change** to auto-repair it.

A de-activation step is performed at the start of uninstallation, allowing you to reinstall the program later without re-activation problems. De-activation requires web access.

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