ABBYY®
PDF Transformer+

User's Guide

Contents

Introducing ABBYY PDF Transformer+

This chapter provides an overview of ABBYY PDF Transformer+ and its features.

Contents:

- What is ABBYY PDF Transformer+
- What's new in ABBYY PDF Transformer+

About ABBYY PDF Transformer+

ABBYY PDF Transformer+ is an easy–to–use, versatile tool that lets you create, edit, comment on, and convert PDF files to other editable formats such as DOCX and XLSX.

ABBYY PDF Transformer+ can convert paper documents to searchable PDF files, merge files of various formats into a single PDF document, add or remove pages from a document and change their order, or edit text and copy pictures and text from PDF files to other applications, all without the need to convert PDF documents to an editable format. It also has a number of features for commenting, discussing documents, and creating document archives.

ABBYY PDF Transformer+ features
Simplicity and ease of use

- Simple, intuitive interface makes it easy to start working and master the main functions.
- All the functionality you need for work with PDF files can be accessed from the main window.
- Copy and edit content and search for key words in PDF documents of any type, including scanned documents.
- Opening, creating, and converting PDF documents is quick and easy thanks to integration with Microsoft Office and Windows Explorer.

Accurate recognition

- ABBYY's OCR (Optical Character Recognition) technology provides accurate results when searching for keywords, copying text, and converting PDF documents to editable formats.
- The layout and formatting of PDF documents, including hyperlinks, e–mail addresses, headers, footers, illustration captions, page numbers and footnotes, are retained after conversion thanks to ABBYY **ADRT**® (Adaptive Document Recognition Technology).

What's New in ABBYY PDF Transformer+

This page introduces new features and improvements of ABBYY PDF Transformer+.

Unified interface

ABBYY PDF Transformer+ is built around the concept a unified interface: all of the primary functions can be accessed from a single window, making work with PDF documents simple and efficient. It is also an ideal choice for viewing PDF documents of any length thanks to additional navigation tools.

New PDF document editing features

ABBYY PDF Transformer+ offers easy–to–use tools for editing PDF documents. You can correct typing errors, copy text and pictures, post comments and much more without converting PDF documents to editable formats or searching for the files they were created from.

Versatile search tool

ABBYY PDF Transformer+ is capable of searching for keywords in PDF documents of any type. This search includes not only the document's visible text, but also hidden information such as comments, bookmarks and metadata. You can easily find, select or delete words from the document.

Expanded PDF document creation features

- Additional scanning options let you improve image quality, decrease the size of scanned files and automatically convert scans into searchable PDF documents.

- Create PDF documents from image files of popular formats: JPEG, JPEG2000, BMP, JBIG2, PNG, GIF, TIFF.

New conversion formats

- Ebooks
  ABBYY PDF Transformer+ can convert PDF documents to two popular ebook formats: EPUB and FB2. You can read these ebooks on your iPad, tablet, or other mobile device.

- OpenOffice.org Writer Support
  ABBYY PDF Transformer+ lets you convert PDF files to the OpenOffice.org Writer (ODT) without losing the layout and formatting of the original document, making ODT documents easy to work with and archive.

Digital signatures

ABBYY PDF Transformer+ lets you sign documents with a digital signature. Digital signatures, just like regular signatures on paper documents, are used to confirm the identity of the person that signed a digital document. They can also be used to prevent your PDF documents from being accessed and edited without authorization, adding another layer of protection.

Using the program

This section tells you how you can use ABBYY PDF Transformer+ for some common tasks.

Section contents:

- Viewing PDF documents and finding information

- Reviewing, discussing, and approving PDF documents

- Copying content from PDF documents

- Editing PDF documents

- Combining multiple files into one PDF document

- Converting PDF documents

- Reducing the size of PDF documents

- Removing content from PDF documents

- Protecting your PDF documents

- Filling out forms inside PDF documents

Viewing PDF documents and finding information

ABBYY PDF Transformer+ lets you view PDF documents, find information inside them, and highlight or comment on important text fragments.

With ABBYY PDF Transformer+, you can:

- Find and highlight information
  Search both in the body text and in the hidden data such as comments, bookmarks, and metadata. For your convenience, search results are displayed in a separate search pane, with the matching words highlighted in the body text of the document, so that you can easily remove all occurrences of a particular word or phrase.

- Add comments and annotations
  Collaborate on PDF documents and discuss them with other users by adding comments and making notes inside documents. Reply to comments and assign statuses to them to make your discussions more organized.

Document review and approval

ABBYY PDF Transformer+ lets you review PDF documents.

With ABBYY PDF Transformer+, you can:

- Add comments and annotations
  Collaborate on PDF documents and discuss them with other users by adding comments and making notes inside documents. Reply to comments and assign statuses to them to make your discussions more organized.

- Highlight text fragments
  While reading documents, highlight important text fragments and add editorial notes.

- Add stamps to your documents
  Stamp PDF files in the same manner as you stamp paper documents.

- Sign digital documents and validate signatures
  Add digital signatures to documents and validate existing signatures. Digital signatures cannot be forged and the recipient of your document can be absolutely certain of your authorship.

Copying content from PDF documents

Use keyword search to find and copy content inside PDF documents.

With ABBYY PDF Transformer+, you can:

- Copy text, pictures and tables
  ABBYY PDF Transformer+ lets you copy text, pictures and tables and paste them to other applications. You do not need to convert or optically recognize PDFs obtained with a scanner to be able to copy content from such files.

- Find information by keywords
  Search both in the body text and in the hidden data such as comments, bookmarks, and metadata. For your convenience, search results are displayed in a separate search pane, with the matching words highlighted in the body text of the document, so that you can easily remove all occurrences of a particular word or phrase.

Editing PDF documents

You can edit PDF documents without converting them to editable text formats.

With ABBYY PDF Transformer+, you can:

- Edit text inside PDFs
  Add or remove text within one line in regular PDF documents. Use the **Eraser** tool to remove text or pictures from any type of PDF file.

- Add text to PDFs
  Add text fragments to PDF files of any type, even to PDFs which were obtained with a scanner.

- Organize pages in a PDF document
  Reorder pages, delete pages from or add new pages to your documents. You can also create blank PDF pages.

Creating PDF documents

ABBYY PDF Transformer+ lets you create PDF files from paper documents, Microsoft Word documents, image files, and from many other popular formats.

With ABBYY PDF Transformer+, you can:

- Create searchable PDFs from paper documents
  Select scanning settings for optimal files size and image quality and create searchable PDF files. Additional options include automatic image processing, MRC compression, and multi–page scanning.

- Create PDFs from files
  Create PDF documents from files in many popular formats. Use the PDF–XChange 5.0 for ABBYY virtual printer to create PDF files in any application that allows you to select a printer.

- Create PDFs from multiple files
  Combine multiple files into one PDF document or create a separate PDF file for each of the files in a list. You can combine both editable files in any of the supported formats and image or PDF files.

- Organize pages in a PDF document
  Reorder pages, delete pages from or add new pages to your documents. You can also create blank PDF pages.

- Add Bates numbers to your PDFs
  Add a unique number to each page to each document to make finding archived documents easier.

- Add a text layer to image–only PDFs
  Scan paper documents and add a text layer to them to make them searchable. You will also be able to copy and mark up text in such documents.

Converting PDF documents

ABBYY PDF Transformer+ lets you easily convert PDF documents into editable formats.

With ABBYY PDF Transformer+, you can:

- Convert PDF documents into editable formats
  Convert PDF files to Microsoft Office documents, Open Office documents, PowerPoint presentations, plain text files, CSV files with tabular data, FB2 e–book files, and EPUB e–book files.

- Select conversion settings
  ABBYY PDF Transformer+ offers a wide range of conversion settings to achieve optimal results.

Reducing the size of PDF files

With ABBYY PDF Transformer+, you can:

- Reduce the size of a PDF file
  PDF files that contain page images or illustrations can be very large. You can compress a document before you save it, decreasing its file size.

- Compress pictures in a PDF file
  Use Mixed Raster Content (MRC) compression to get smaller files without a loss in quality. This type of compression is available when you scan documents or create PDF documents from image files.

Removing information from PDF documents

Before making a PDF document public, you may wish to remove unnecessary or sensitive information. With ABBYY PDF Transformer+, you can:

- Find and remove confidential information
  Search both in the body text and in the hidden data such as comments, bookmarks, and metadata. For your convenience, search results are displayed in a separate search pane, with the matching words highlighted in the body text of the document, so that you can easily remove all occurrences of a particular word or phrase.

- Remove pictures and text
  ABBYY PDF Transformer+ has a special editing mode that lets you delete text and images from PDF documents that do not contain page images. Use the **Eraser** tool to remove text or pictures from any type of PDF file.

Protecting PDF documents

There are many ways to protect your PDF documents. With ABBYY PDF Transformer+, you can:

- Protect PDFs with passwords
  Protect your PDF document with a password to prevent unauthorized opening, printing, or editing.

- Sign digital documents and validate signatures
  Add digital signatures to documents and validate existing signatures. Digital signatures cannot be forged and the recipient of your document can be absolutely certain of your authorship.

- Find and remove confidential information
  Search both in the body text and in the hidden data such as comments, bookmarks, and metadata. For your convenience, search results are displayed in a separate search pane, with the matching words highlighted in the body text of the document, so that you can easily remove all occurrences of a particular word or phrase.

Filling out digital forms

ABBYY PDF Transformer+ lets you fill out PDF forms.

Use the **Text Box** tool to fill out static forms in PDF documents of any type. You can also fill out interactive forms (note, however, that they will appear as static forms).

Annotations and comments

ABBYY PDF Transformer+ lets you review PDF documents and add comments, highlight important fragments, and make editorial notes as you read.

Section contents:

- Adding comments

- Marking up a text

- Adding text to a PDF document

- Working with comments

Adding comments

ABBYY PDF Transformer+ lets you add comments anywhere on a PDF page, making group work with PDF documents more efficient.

1. On the toolbar, click .

2. Click where you want the comment to appear on the page and type the text of the comment.

To change the color of comment markup:

· Right–click a comment and select the desired color from the shortcut menu or

· Select the desired tool on the toolbar and then click .

See *Working with comments* for detailed instructions on how to open a comment, reply to a comment, or delete a comment.

Marking up text

ABBYY PDF Transformer+ allows you to indicate what changes should be made to the original document from which the PDF file was created. Any editing marks that you add will not alter the

text itself but merely indicate what changes must be made and where. For example, you can mark text fragments to be modified, inserted, or removed.

> 📝 If there is no text layer in the document, the markup tools will not be available to you. To be able to mark up the document, you will need to add a text layer to it. For details, see *Adding a text layer*.

ABBYY PDF Transformer+ offers the following markup tools:

Ab	Highlight
Ab	Underline
Ab	Strikethrough
Ab	Add Note to Insert Text
💡	You can add a comment to any type of annotation by double−clicking the annotation. See *Working with comments* for details.

To highlight, underline, or cross out a text fragment:

- Select the appropriate tool on the toolbar and then select the desired text fragment, or

- Select the desired text fragment and then select the appropriate tool on the toolbar.

To indicate an insertion point:

- Click **Ab** on the toolbar and then click where new text should be inserted.

> 📝 To change the color of an annotation:
>
> · Right−click the annotation and select the desired color from the shortcut menu or
>
> · Select the desired tool on the toolbar and then click 🟨▾ .

With ABBYY PDF Transformer+, you can quickly mark up text fragments using keyword search:

1. Open the **Search** pane.

2. Type the text you want to mark up in the search box.

3. In the search results, select the words you want to mark up and then select the desired tool from the drop–down list:
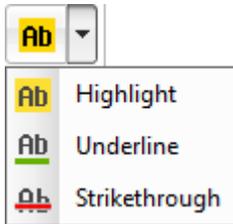
> The color of the annotation in the **Search** pane is the same as the color selected on the toolbar.

Adding text to a PDF document

ABBYY PDF Transformer+ lets you add a block of text to any PDF file without converting it to another editable format.

1. Click the **Text Box** button on the main toolbar.
   A toolbar with text editing tools will appear beneath the main toolbar.

2. Click where you want to add text. You can drag the mouse pointer without releasing the mouse button to change the size of the text block.

3. Type the text. You can choose a font, font size, and color.

4. Change the size of the text block if necessary.

5. To draw a border around the text block, select the color and thickness of the border.

6. You can also select a background color. The **Detect background color** option will use the background color from the document.

> The default background is transparent.

You can use ABBYY PDF Transformer+ to fill out PDF forms. To do this, simply type text over the form using the **Text Box** tool.

Working with comments

With ABBYY PDF Transformer+, you can see comments made by other reviewers, even if they were created in applications other than ABBYY PDF Transformer+, and reply to these comments. You can

also change the status of a comment to inform a reviewer that you have accepted or rejected their suggestion.

Adding a comment to an annotation

- Double–click the annotation to which you want to add a comment, or

- Right–click the annotation and select the **Add Comment** command from the shortcut menu.

If the **Comments** pane is hidden, a comment box will appear. If the **Comments** pane is visible, the comment box associated with the annotation will be highlighted.

Opening a comment

- Select the annotation that contains the comment you want to see.

If the **Comments** pane is hidden, a comment box will appear. If the **Comments** pane is visible, the comment box associated with the annotation will be highlighted.

If you want a comment to be permanently displayed, double–click its annotation. To hide a comment, click in the top right corner of the comment box.

Replying to a comment

1. Select the annotation that contains the comment to which you want to reply.

2. Click **Reply** in the comment box or press **CTRL + Enter** and type your reply.

Deleting an annotation or its associated comment or reply

To delete an annotation:

- Select the annotation you want to delete and press **Delete**. Alternatively, right–click the annotation and select **Delete** from the shortcut menu.
  The comment associated with the annotation will also be deleted.

- On the **Comments** pane, select the annotation you want to delete and press **Delete**. Alternatively, right–click the annotation on the **Comments** pane and select **Delete** from the shortcut menu.
  The comment associated with the annotation will also be deleted.

To delete a comment:

- Right–click inside the comment box and select **Delete** from the shortcut menu.
  All replies associated with the comments will also be deleted.

To delete all comments and annotations:

- From the **Edit** menu, select the **Delete Comments and Markup...** command.

To delete a reply:

- Right–click the reply and select **Delete Reply** from the shortcut menu.
  In the same manner, you can delete a reply on the **Comments** pane.

Flagging a comment or changing its status

You can assign statuses to comments you have read or flag those comments which you want to revisit later.

To flag a comment:

- On the comments pane, select the check box in the bottom right corner of the comment box that you want to flag. Alternatively, right–click inside the comment box and select the **Flag** command from the shortcut menu.

To change the status of a comment:

- Right–click the annotation or comment whose status you want to change, select **Status** from the shortcut menu, and then select the desired status, or

- Click the author's name in the comment box and select the desired status.

> The status of a comment is displayed together with the name of the reviewer who assigned the status. Any changes made to the status of a comment are logged in the **History** section of the **Properties...** dialog box of the annotation or comment.

Comment/annotation properties

In the **Properties** dialog box of an annotation or comment, you can change the author or the subject and see how the status of the annotation or comment changed over time. If you change the name of the author and want this name to be used for any new annotations and comments that you add, click the **Set Default** button.

To open the **Properties** of an annotation or comment:

- Right–click the annotation or comment and select the **Properties...** command from the shortcut menu.

Comments pane

The **Comments** pane displays all annotations added to the document, with or without comments. It also displays stamps and redactions, if any.

To open the **Comments** pane:

- Right–click an annotation, stamp or comment and select the **Show Comments Pane** command from the shortcut menu, or

- From the **View** menu, select the **Comments** command, or

- On the main toolbar, click the button.

You can use keyword search to find a comment, a reply to a comment, or an author.

You can sort the comments by:

1. Type

2. Author

3. Page

4. Date

5. Flag Status

6. Comment Status

To sort the comments:

- On the **Comments** pane, click and then select the desired sorting option from the shortcut menu.

You can filter the comments by type, author, flag status, or comment status.

To filter the comments:

- On the **Comments** pane, click and select the **Show All Comments** command, the **Hide All Comments** command, or a filtering option from the shortcut menu.

Creating PDF documents

ABBYY PDF Transformer+ lets you create PDF documents from paper documents and from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML, RTF, Microsoft Visio, TXT, and image files.

This section provides detailed instructions on how to create a PDF document and gives advice on selecting the right settings.

Section contents:

- Scanning to PDF

- Scanning tips

- Creating a PDF document from one file

- Creating a PDF document from multiple files

- Image processing options

- Using the PDF–XChange Printer to create PDF documents

Scanning to PDF
ABBYY PDF Transformer+ lets you scan a paper document and save the result in PDF format. You can also add a text layer to your document while scanning.

To create a new PDF document:

1. Open the **File** menu and click **Create from Scanner...**

   > 💡 You can create a PDF document in a new PDF Transformer+ window. Click the **Create** button to open the new window and then click the **Scan** button.

2. Specify the appropriate scanning settings:

   - Resolution, color mode, and brightness

   - Image processing options

   - **Make file compatible with PDF/A** — Select this option if you need a PDF document of high visual quality for archiving purposes

   - Multi–page scanning settings:

     a. **Use automatic document feeder (ADF)**

     b. **Duplex scanning** (if supported by your scanner)

     c. **Pause for** (specify a pause in seconds)

3. Click **Scan**.

The scanned document will be opened in a new ABBYY PDF Transformer+ window.

Scanning tips

You can set the scanning settings in the ABBYY PDF Transformer+ scanning dialog box.

- Make sure that your scanner is connected properly and switched on.
  Consult your scanner documentation to ensure it is set up correctly. Be sure to install the software provided with your scanner. Some scanner models must be switched on before you power up the computer.

- Place your documents face down on the scanner, making sure they are properly adjusted. Skewed images may be converted incorrectly.

- Printed documents are best scanned in grayscale at 300 dpi.
  Conversion quality depends on the quality of the original document and scanning parameters. Poor image quality may have an adverse effect on the quality of conversion. Be sure to select the scanning parameters appropriate for your document.

See also:

- Image processing options

- If the font on the original image is too small...

- If you see the "Adjust image resolution" warning message...

- If you see the "Adjust brightness" warning message...

Creating a PDF document from a file

You can use ABBYY PDF Transformer+ to create PDF documents from Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HTML, RTF, Microsoft Visio, and TXT documents and from image files.

1. Open the **File** menu and click **Create from File...**

   > 💡 You can create a PDF document in a new PDF Transformer+ window. Click the **Create** button to open the new window and then click the **Create from file** button.

2. Select the file from which you want to create a PDF document.

   > 💡 You can select several files. If you do so, the **Create PDF** dialog box will open. To learn more about creating PDF documents from several files, please refer to *Creating a PDF document from multiple files*.

3. Click the **Settings...** button and check if you need to change any settings.

   - **Compression** influences the size and quality of the resulting PDF document. You should choose a compression level based on how you plan to use the document. Select **High resolution** if you want to preserve the quality of the images in the document. **Low resolution (150 dpi or less)** is useful for decreasing the size of files which you plan to e–mail or publish on the Internet.

   - **Make file compatible with PDF/A** should be selected if you want to create a PDF document without any visual quality loss, or if you want to store the resulting document in an archive.

   - If you are creating a PDF document from images or image–only PDFs, make sure you select the necessary image processing options.

4. Click **Open**.

A PDF document will be created from the selected file and opened in ABBYY PDF Transformer+.

Creating a PDF document from multiple files

ABBYY PDF Transformer+ lets you create a PDF document from multiple files. You can merge files of various supported formats as well as images and image–only PDF documents. You can also create a separate PDF document from each file in the list.

1. Open the **File** menu and click **Create from Multiple Files...**

    💡 You can create a PDF document in a new PDF Transformer+ window. Click the **Create** button to open the new window and then click the **Create from multiple files** button.

2. Select the file from which you want to create a PDF document and click **Open**.

3. The **Create PDF** dialog box will open. In this dialog box, you can:

    -   Add more files.
        To do this, click the **Select File...** button.

    -   Remove files.
        Select the file you want to remove and click the **Remove** button.

    -   Change the order of the files using the [⌃] and [⌄] buttons.
        The files will be added to the resulting document in the same order you see in the list. Each file will begin on a new page.

4. Click the **Settings...** button and check if you need to change any settings.

    -   **Compression** influences the size and quality of the resulting PDF document. You should choose a compression level based on how you plan to use the document. Select **High resolution** if you want to preserve the quality of the images in the document. **Low resolution (150 dpi or less)** is useful for decreasing the size of files which you plan to e–mail or publish on the Internet.

    -   **Make file compatible with PDF/A** should be selected if you want to create a PDF document without any visual quality loss, or if you want to store the resulting document in an archive.

    -   If you are creating a PDF document from images or image–only PDFs, make sure you select the necessary image processing options.

5. Select either the **Create one PDF document from all files** or the **Create a separate PDF document for each file** option and specify the folder to which you wish to save the resulting document(s).

6. Click **Create PDF**.

If you create one document, it will be opened in ABBYY PDF Transformer+. If you create several documents, the folder containing these documents will be opened.

Image processing options

ABBYY PDF Transformer+ offers multiple image processing options, which may improve the quality of source images for accurate optical character recognition.

Be sure to select the appropriate image processing options when scanning paper documents or creating PDFs from image files.

- **Recognize text** — Selecting this option will place a text layer under the image, producing a searchable PDF document that looks exactly like the original. You will be able to copy and mark up text in the PDF document.

- **Correct distorted text lines, document skew, and other defects** — Selecting this option will cause the program to run a number of image enhancement routines on your images.
  Depending on the type of an input image, ABBYY PDF Transformer+ will select the appropriate image enhancement mechanism, such as skew correction, correction of trapezium distortions, or adjustment of image resolution.

  > Image enhancement may take some time.
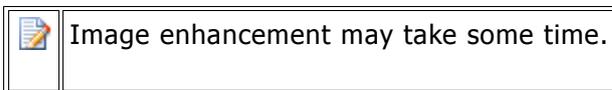
- **Correct page orientation** — Selecting this option will cause the program to detect the orientation of the page on the scanner.
  For best recognition results, a page should have the standard orientation, i.e. with horizontal lines and letters pointing upwards.

- **Split facing pages** — Selecting this option will cause the problem to split any two pages of a book or magazine spread into two separate images.
  When you scan a book, a scanned image will typically contain two opposite pages. For best recognition results, the program will split the image into two, creating a separate PDF page for each book page.

  > This feature will not work on Chinese and Japanese texts.
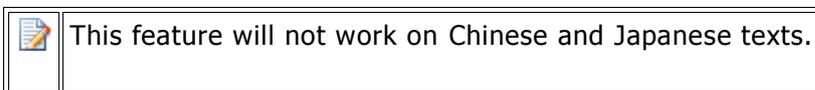
- **Use mixed raster content (MRC) compression** — Selecting this option will apply the MRC compression algorithm, which greatly reduces file size and preserves the visual quality the image.

> Make sure that the right text recognition languages are selected.
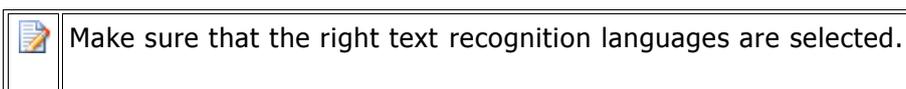
See also:

- Scanning to PDF

- Creating PDF Documents from Files

- Creating PDF Documents from Multiple Files

Using the PDF–XChange Printer to create PDF documents

You can create PDF documents from any applications that allow you to select a printer. Simply select the virtual PDF–XChange 5.0 for ABBYY, which is installed on your computer when you select the standard installation option.

To create a PDF document with PDF–XChange 5.0 for ABBYY:

1. Open a document from which you want to create a PDF.

2. Open the printing options dialog box (e.g. select **File>Print...**).

    > The appearance of the dialog box and the commands that invoke it will vary from application to application.

3. In the list of available printers, select the virtual **PDF–XChange 5.0 for ABBYY**.

4. Adjust the PDF creation settings if required (click **Settings...** to open to open the settings dialog box).

5. Click **OK** to start creating a PDF document.

6. In the dialog box that opens, you can change the name of the file and its location. You can also choose to add the PDF document that is being created to an existing PDF document by selecting **Add Files to PDF**.

> Should you have any questions on which printing options to select, press F1 in the printing options dialog box. This will open the PDF–XChange 5.0 for ABBYY Help file. You can also find this Help file on the ABBYY PDF Transformer+ installation disk.

Converting PDF documents

ABBYY PDF Transformer+ can convert entire PDF documents or individual pages into editable text in multiple formats.

This section provides detailed instructions on how to convert a PDF document, gives advice on selecting the appropriate conversion settings, and shows how you can improve conversion results.

Section contents:

- Converting a PDF document

- Conversion settings

- Improving conversion results

Converting a PDF document

ABBYY PDF Transformer+ lets you convert any type of PDF document into editable text. The appearance and properties of resulting documents will depend on the conversion settings that you select.

1. Specify the languages of your PDF document. See *Recognition languages* for details.
   By default, the program will attempt to select the appropriate language from the list of your most commonly used languages.

   > We do not recommend that you specify more than three languages at a time, as this may adversely affect the accuracy of text recognition.

2. On the toolbar, click the **Convert To** button and then select the desired output format.
   Alternatively, on the **File** menu, click **Convert To** and then select the desired output format.

   > To specify conversion settings for an output format, click **Conversion Settings**, configure the settings, and click **OK**.

3. The converted document will be opened in the appropriate application.

See also:

- Conversion settings

- Improving conversion results

Conversion settings

ABBYY PDF Transformer+ offers multiple conversion settings for the supported output formats. The selected conversion settings affect the appearance of the resulting document.

Click a format name to read about the conversion settings available for the format:

- PDF

- DOCX/ODT/RTF

- XLSX

- HTML

- PPTX

- TXT

- CSV

- FB2/EPUB

PDF conversion settings

To adjust the conversion settings for the PDF format, select **File>Convert To** and then click the **PDF** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings…** on the toolbar.
The following settings are available:

Saving formats

- **PDF**
- **PDF/A**

Page image settings
The **Page image settings** drop–down list allows you to control the size and quality of the output file:

- **Best quality (JPEG quality: 70)**
  Select this item to preserve the quality of the page image.
- **Balanced (JPEG quality: 45)**
  Select this item to reduce the size of the output PDF file without too much loss in quality.
- **Compact (JPEG quality: 30)**
  Select this item to greatly reduce the size of the output PDF file.

DOCX, ODT, and RTF conversion settings

To adjust the conversion settings for the DOCX, ODT, and RTF formats, select **File>Convert To** and then click the **DOCX/ODT/RTF** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings…** on the toolbar.
The following settings are available:

Retain layout

Select the appropriate setting depending on how you plan to use the output document.

a. **Exact copy**
   Preserves the formatting of the original document. This setting is recommended for documents with complex layouts, such as promotion booklets. Note, however, that it limits your ability to change the text and formatting in the output document.

b. **Editable copy**
   The formatting of the output document may differ slightly from the original but you will be able to edit the text in the output document.

c. **Formatted text**
   Retains the paragraphs but does not retain the exact positions of the objects and line spacing. The resulting text will be left–aligned (right–to–left texts will be right–aligned.

> Vertical texts will become horizontal.

Text settings

- **Keep headers and footers**
  Retains the running titles (also called headers and footers) in the output document.

- **Keep line numbers**
  Retains the original line numbering (if any). The line numbers will be saved in a separate field that remains unchanged when you edit the text.

  > This feature is only available if **Exact copy** or **Editable copy** is selected.

- **Keep text and background colors**
  Retains the original background and letter colors.

Picture settings

If your text contains very many pictures, the resulting file may be fairly large. The quality of the pictures and the size of the resulting file can be tweaked using the options in the **Picture settings** drop–down list.

> If you do not wish to retain any pictures, clear the **Keep pictures** option.

XLSX conversion settings

To adjust the conversion settings for the XLSX format, select **File>Convert To** and then click the **XLSX** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Text settings

- **Ignore text outside tables**
  Saves only the tables and ignores the rest.

- **Convert numeric values to numbers**
  Converts numbers into the "Numbers" format in the XLSX document. Microsoft Excel can perform arithmetic operations on such cells.

- **Keep headers and footers**
  Retains the running titles (also called headers and footers) in the output document.

PPTX conversion settings

To adjust the conversion settings for the PPTX format, select **File>Convert To** and then click the **PPTX** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Text settings

- **Keep line breaks**
  Retains the original line arrangement. Otherwise, all converted text will be written in one line.

- **Wrap text**
  Fits the converted text into a text box on a slide.

- **Keep headers and footers**
  Retains the running titles (also called headers and footers) in the output document.

Picture settings

If your text contains very many pictures, the resulting file may be fairly large. The quality of the pictures and the size of the resulting file can be tweaked using the options in the **Picture settings** drop–down list.

> 📝 If you do not wish to retain any pictures, clear the **Keep pictures** option.

HTML conversion settings

To adjust the conversion settings for the HTML format, select **File>Convert To** and then click the **HTML** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Retain layout

Select the appropriate setting depending on how you plan to use the output document.

- **Flexible layout**
  Preserves the formatting of the original. The output HTML document can be easily edited.

- **Formatted text**
  Retains the paragraphs but does not retain the exact positions of the objects and line spacing. The resulting text will be left–aligned (right–to–left texts will be right–aligned.

  > 📝 Vertical texts will become horizontal.

Use CSS
Select this option to save the file in HTML 4 format. This preserves the original layout by adding a cascaded style sheet to the HTML document.

Text settings

- **Keep headers and footers**
  Retains the running titles (also called headers and footers) in the output document.

- **Keep line breaks**
  Retains the original line arrangement. Otherwise, all converted text will be written in one line.

- **Keep text and background colors**
  Retains the original background and letter colors.

Picture settings

If your text contains very many pictures, the resulting file may be fairly large. The quality of the pictures and the size of the resulting file can be tweaked using the options in the **Picture settings** drop–down list.

> 📝 If you do not wish to retain any pictures, clear the **Keep pictures** option.

Encoding

If you want ABBYY PDF Transformer+ to select the appropriate encoding automatically, choose **Autoselect** from the drop–down list. Alternatively, you can specify encoding manually by selecting the appropriate item from the list.

CSV conversion settings

To adjust the conversion settings for the CSV format, select **File>Convert To** and then click the **CSV** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Text settings

- **Ignore text outside tables**
  Saves only the tables and ignores the rest.

- **Insert page break character (#12) as page separator**
  Saves the original page arrangement.

- **Field separator**
  Specifies the character that will be used to separate the data columns in the output CSV document.

Encoding

If you want ABBYY PDF Transformer+ to select the appropriate encoding automatically, choose **Autoselect** from the drop–down list. Alternatively, you can specify encoding manually by selecting the appropriate item from the list.

TXT conversion settings

To adjust the conversion settings for the TXT format, select **File>Convert To** and then click the **TXT** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Text settings

- **Keep headers and footers**
  Retains the running titles (also called headers and footers) in the output document.

Encoding

If you want ABBYY PDF Transformer+ to select the appropriate encoding automatically, choose **Autoselect** from the drop–down list. Alternatively, you can specify encoding manually by selecting the appropriate item from the list.

FB2 and EPUB conversion settings

To adjust the conversion settings for the FB2 and EPUB formats, select **File>Convert To** and then click the **FB2/EPUB** tab in the **Conversion Settings** dialog box. Alternatively, click **Convert To>Conversion Settings...** on the toolbar.
The following settings are available:

Retain layout

Select the appropriate setting depending on how you plan to use the output document.

- **Formatted text**
  Retains the paragraphs but does not retain the exact positions of the objects and line spacing. The resulting text will be left–aligned (right–to–left texts will be right–aligned.

  > Vertical texts will become horizontal.
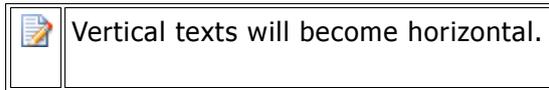
- **Plain text**
  Does not retain the formatting.

Save fonts and font sizes
Saves the appearance and sizes of the fonts used in the original document.

Use first page as cover
Places the first page of the original document on the cover of the e–book.

Embed fonts
Embeds the fonts into the e–book.

Picture settings

If your text contains very many pictures, the resulting file may be fairly large. The quality of the pictures and the size of the resulting file can be tweaked using the options in the **Picture settings** drop–down list.

> If you do not wish to retain any pictures, clear the **Keep pictures** option.

Improving conversion results

This section provides advice on selecting the right conversion settings and provides some tips on how to get the most out of ABBYY PDF Transformer+

- Recognition languages

- Rotating an image

- If the font on the original image is too small...

- If you see the "Adjust resolution" warning message...

- If you see the "Adjust brightness" warning message...

- Working with Complex Script Languages

Recognition languages

The correct languages must be selected, otherwise the text layer of your document will differ from the text in the document image, causing the search and copy functions to work incorrectly.

1. Open the **Edit** menu and click **Preferences...**

2. In the dialog box that opens, select one of the options from the **Recognition languages** drop–down list:

   - **Autoselect**
     A language will be selected automatically. To edit the list of languages:

a. Click the **Language Editor...** button.

b. Make sure the **Automatically select document languages from the following list** option is enabled.

c. Click the **Specify...** button.

d. Select the desired languages in the dialog box that opens.

- **A language or a combination of languages**
  Select one of the available options. Languages in the list include English, French, German, and your recently used languages.

- **More languages...**
  Select this option if you want to use other recognition languages.

In the **Language Editor** dialog box that opens, select the **Specify languages manually** option and specify one or more languages.

3. Click **Save**.

To specify a recognition language, click the **Convert To** button on the toolbar and then select the desired language from the drop–down list.

Rotating pages

For best recognition results, a page should have the standard orientation, i.e. with horizontal lines and top–to–bottom reading order.

1. Open the image of the page you want to rotate.

2. From the **Edit>Rotate Page** menu, select one of the following:

- **Rotate Right**
  to rotate the image 90 degrees to the right

- **Rotate Left**
  to rotate the image 90 degrees to the left

- **Automatically Rotate All Pages**
  to make the program automatically detect the orientation of the page and correct it if necessary

You can also rotate an image by clicking one of the two buttons ( ) at the top of the **Pages** pane.

If the font on the original image is too small...

For optimal text recognition results, scan documents printed in very small fonts at higher resolutions.

1. Click the **Scan** button on the toolbar or open the **File** menu and click **Create from Scanner...**

2. Specify a resolution value and scan the image.

You may wish to compare the images of the same document obtained at different resolutions.

Image	Recommended resolution
FineReader	300 dpi for regular texts (printed in fonts of size 10pt or larger)
FineReader	400–600 dpi for texts printed in smaller fonts (9pt or smaller)

If you see the "Adjust image resolution" warning message...
Lower scanning resolutions may adversely affect the quality of text recognition.

We recommend scanning documents at 300 dpi.

For best recognition results, vertical and horizontal resolutions must be the same.

Setting the resolution too high (over 600 dpi) increases the recognition time. Increasing the resolution does not yield substantially improved recognition results. Setting an extremely low resolution (less than 150 dpi) adversely affects OCR quality.

You may need to adjust the resolution of your images if:

- the resolution of your image is less than 250 dpi or higher than 600 dpi

- the resolution of your image is non–standard; for example, faxes may have a resolution of 204 x 96 dpi.

To adjust the resolution:

1. Click the **Scan** button on the toolbar or open the **File** menu and click **Create from Scanner...**.
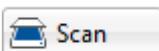
2. Specify a resolution value and scan the image.

If you see the "Adjust brightness" warning message

ABBYY PDF Transformer+ will display a warning message during scanning if the brightness setting is incorrect. You may also need to adjust the brightness setting when scanning in black–and–white mode.

You can adjust the brightness setting in the scanning dialog box. The 50% setting works well in most cases.

If the resulting image contains too many "sketchy" or "thick" letters, troubleshoot using the table below.

Image	Recommendations
brightness	This image is suitable for text recognition.
brightness Characters are very thin and sketchy	• Lower the brightness to make the image darker • Scan in grayscale; brightness will be tuned automatically
brightness Characters are very thick and stuck together	• Increase the brightness to make the image lighter • Scan in grayscale; brightness will be tuned automatically

Working with complex script languages

ABBYY PDF Transformer+ lets you create and convert documents in Hebrew, Yiddish, Japanese, Chinese, Thai, Korean, and Arabic. However, there are some things you will have to do before you can work with documents that contain text in these languages:

- Install language support files

- Install additional system fonts

Language support

You may have to install language support for Hebrew, Yiddish, Japanese, Chinese, Thai, Korean, and Arabic languages before you can convert documents that use these languages.

📝	Microsoft Windows Vista and later Microsoft operating systems support these languages by default.

Follow the instructions below to install language support for these languages in Microsoft Windows XP:

1. Open the **Start** menu and click **Control Panel**.

2. Double–click the **Regional and Language Options** control panel item.

3. Select the following options on the **Languages** tab:

    -   **Install files for complex script and right–to–left languages (including Thai)**
        for Hebrew, Yiddish, Arabic, and Thai language support

    -   **Install files for East Asian languages**
        for Japanese, Chinese, and Korean language support

4. Click **OK**.

Recommended fonts

The table below lists recommended fonts.

Language	Recommended font
Arabic	Arial™ Unicode™ MS*
Hebrew	Arial™ Unicode™ MS*
Yiddish	Arial™ Unicode™ MS*

Thai	Arial™ Unicode™ MS* Aharoni David Levenim mt Miriam Narkisim Rod
Simplified Chinese, Traditional Chinese, Korean, Korean (Hangul), Japanese	Arial™ Unicode™ MS* SimSun fonts such as SimSun (Founder Extended), SimSun–18030, NSimSun. Simhei YouYuan PMingLiU MingLiU Ming(for–ISO10646) STSong

* This font is installed with Microsoft Windows XP and Microsoft Office 2000 or later.

Editing PDF documents

ABBYY PDF Transformer+ lets you search PDF documents, edit them, and copy content without the need to convert PDFs to an editable format.

Contents

- Editing text and images

- Copying content from PDF documents

- Recognizing text

- Background recognition

- Image enhancement

- Adding stamps

- Bates numbering

- Managing PDF document pages

- Embedded files

- Keyword search

Editing text and pictures
You can use ABBYY PDF Transformer+ to edit text and pictures in any type of PDF document.

Editing text
Text in PDF documents that do not contain a page image can be edited one line at a time. You can correct typing errors, delete text, and type new text.

1. Click the ⬚ button on the toolbar.
   The editing mode will be enabled and editable text and pictures will be highlighted.

2. Make the desired changes to the text.

You can use the **Text Box** tool to edit text in both searchable and image–only PDF documents.

1. Click the ⬚ button.

2. Click inside the document and type the text you want to add.

> You can select the background color and type text over existing text in the document. You can find more information about the **Text Box** tool in *Adding text to a PDF document*.

Inserting and editing pictures

ABBYY PDF Transformer+ lets you insert pictures into any PDF document.
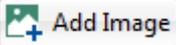
1. Click the [Add Image] button on the toolbar.

2. In the dialog box that opens, select a picture and click **Open**.

3. The picture will be inserted in the center of the page.

You can resize, move, and delete pictures. When you move a picture, it may overlap with other objects on the page. To bring the picture to the foreground, right–click it and select **Bring Image to Front**.

- To delete a picture in a regular PDF document, enable the Edit Mode, right–click a picture, and click **Delete** in the shortcut menu.

- To delete a picture in a searchable or image–only PDF document, click the [Eraser] button on the toolbar and select the area you want to delete.

See the *Types of PDF documents* article for more information about different types of PDF documents.

Copying content from PDF documents

ABBYY PDF Transformer+ lets you copy text, pictures, and tables from PDF documents to other applications. Content can be copied from all types of PDF documents, including scans and image files, without the need to recognize and save them in an editable format first. Selected data will be copied to your computer's Clipboard and can then be pasted to any application that supports pasting from the Clipboard.

Complete the following steps to copy text or a table.

1. Select the text or table that you want to copy.

2. Right–click the selected text or table and either select **Copy Text** or **Copy Table** from the shortcut menu or click the appropriate icon in the pop–up menu above the selected area.

3. Paste the text or table.

> 💡 If the copied text or table differs significantly from the original, add a text layer to the document page from which you copied it, then copy the text or table again.

Complete the following steps to copy an image of a part of a document.

1. Select the document area you wish to copy.

2. Right–click the selected area and either select **Copy Image** from the shortcut menu or click the appropriate icon in the pop–up menu above the selected area.

> 📝 If the selected area contains text, an image of the text will be copied.

3. Paste the image.

Recognizing text

ABBYY PDF Transformer+ lets you add a text layer to image–only PDF documents. A document created this way is practically indistinguishable from the original, but the text it contains can be marked up, copied, and searched. You can also replace the text layer in searchable PDF documents.

1. Specify the languages of your PDF document See *Recognition languages* for details.

2. On the toolbar, click the **Convert To** button and then select **Searchable PDF Document** from the drop–down list.

3. The output document will contain a searchable text layer as a result.

You can also add a text layer when scanning a paper document, opening a PDF file, or adding pages to an existing PDF document. To do this, select the **Recognize text** option in the **Scan Pages and Create PDF Document** dialog box or the **PDF Creation Settings** dialog box and specify the languages of the document.

> 💡 If ABBYY PDF Transformer+ fails to recognize the PDF document, try saving it as an image–only PDF document by clicking **Convert To** on the toolbar and selecting **Image–Only PDF Document** from the drop–down list.

Background recognition

ABBYY PDF Transformer+ lets you search and copy text and pictures from PDF documents without a text layer, such as scanned documents and documents created from image files. This is possible thanks to a recognition process that runs in the background.

Background recognition is enabled by default and starts automatically when you open a PDF document without a text layer.

| | The background recognition process cannot run on computers with a single–core processor. |

The background recognition process does not change a PDF document's type, so if you save an image–only document and open it in another application, you will no longer be able to search it and copy its content.

| | To make a PDF document searchable you need to add a text layer to it. See *Recognizing text* for more information. |

If the search or copy functions don't work properly, check if the document's languages are specified correctly. See Recognition languages for more information.

| | You can disable the background recognition process at any time by clearing the **Enable copying and full–text searches in raster documents without a text layer** check box in the **Preferences...** dialog box. |

Image enhancement

ABBYY PDF Transformer+ can enhance the quality of PDF documents created from image files. Depending on the type of input images, the program will automatically choose and apply the necessary corrections to remove such defects as skew, uneven text lines or wrong resolution. ABBYY PDF Transformer+ can also correct page orientation and make characters look smoother with ABBYY PreciseScan technology.

| | When a PDF document with a digital signature is enhanced, the signature becomes a bitmap image. |

You can specify enhancement options in the **Image Enhancement** dialog box (**File>Enhance Image...**).

- **Correct page orientation**
  Select this option to automatically correct page orientation. In order for a page to be recognized, it must have the correct orientation: text lines must be horizontal and text must read from top to bottom.

- **Apply ABBYY PreciseScan to smooth characters on image**

Selecting this option enables ABBYY PreciseScan, an image processing technology that smoothes characters on a document so that they do not become pixilated when you zoom in.

| | Applying ABBYY PreciseScan may increase the size of the resulting file. To reduce the size of the file, select **Reduce File Size...** from the **File** menu. |

Adding stamps

ABBYY PDF Transformer+ lets you stamp PDF files in the same manner as you stamp paper documents. You can select a stamp from the list of available stamps or create your own, adding any text you need, together with the data and time of stamping.

To stamp a page:

1. Click the arrow next to the [Add Stamp ▼] tool and select a stamp or select the [Add Stamp ▼] tool to stamp the document with the most recently used stamp.

   > 💡 If the stamp you want to use is not available in the menu, select **More...**.

2. Stamp the page.

3. Move the stamp to the desired location if necessary.

You can add comments to stamps and change their statuses in the same manner as you add comments to annotations. For details, see *Working with comments*.

Creating a stamp...
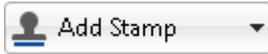
1. Click the arrow next to the [Add Stamp ▼] tool and select **Create Text Stamp...**

2. In the **Stamp** dialog box, enter a name for the stamp you are about to create.

3. Under **Stamp text**, type in the text you want to appear on the stamp.

4. From the **Add Date/Time** list, select the date and/or time of stamping.

   > 💡 The parameters you specify will be added to the **Stamp text** field after the mouse cursor. You can change the order of the parameters in this field, add explanatory text, and set up the data and time formats. For more about setting up date and time, see *Current date and time on stamps and in Bates numbers*.

5. Under **Font and border**, select a font and color for the stamp.

6. Select the **Add border** option if you want the text to be enclosed in a frame.

7. Click **Save** to save your settings.

> 💡 You can create a stamp from an existing one. Click the arrow next to the [Add Stamp ▼] tool and select **Manage Stamps**. In the dialog box that opens, select a stamp and click **Copy...**.
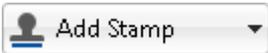
Editing stamps

1. Click the arrow next to the [Add Stamp ▼] tool and select **Manage Stamps...**
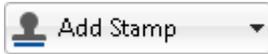
2. In the dialog box that opens, select a stamp and click **Edit...**.

3. Specify the desired settings and click **Save**.

Removing a stamp...

To remove a stamp from your document, do one of the following:

- Select the stamp in the document and press DEL

- Right–click the stamp in the document and select **Delete** from the shortcut menu

To remove a stamp from the list:

1. Click the arrow next to the [Add Stamp ▼] tool and select **Manage Stamps**

2. In the dialog box that opens, select the stamp you want to remove and click **Delete**.

Bates numbering

ABBYY PDF Transformer+ lets you add Bates numbers to PDF documents. Bates numbers facilitate document search and retrieval and are useful for electronic archiving.

To add Bates numbering:

1. On the toolbar, click [Bates Numbering ▼].
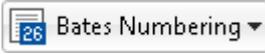
2. From the menu that opens, select one of the available numbering styles.

You will be prompted to save the document under a new name, because once added, Bates numbering cannot be removed.

Creating a Bates numbering style...
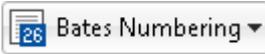
1. On the toolbar, click [Bates Numbering ▼] and then select **Create...**.

2. In the **Bates Numbering** dialog box, enter a name for the numbering style you are about to create.

3. Select one of the eight possible positions on the page.

4. Under **Bates number text**, type in the text you want to appear in the Bates numbers.

5. Select the desired settings:

   a. From the **Add Date/Time** list, select the date and/or time of numbering.

   b. Click the **Add Page Number** button.
      This will add the number of the current page to each Bates number.

   c. Click the **Add Unique Number** button.
      Bates numbering will start from the number you specify. If multiple documents are processed, they will all be numbered through starting from this number. Depending on your

settings, this number will increment either with each new page or with each new document. By default, numbering starts from 1 and increments with each page. To change the default settings, click **More...**
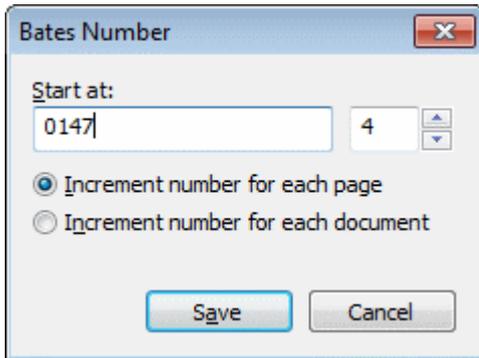

> 💡 The parameters you specify will be added to the **Bates number text** field after the mouse cursor. You can change the order of the parameters in this field, add explanatory text, and set up the data and time formats. For more about setting up date and time, see *Current date and time on stamps and in Bates numbers*.

6. Under **Font and border**, select a font and color for Bates numbers.

7. Select the **Add border** option if you want the text to be enclosed in a frame.

8. Click **Save** to save your settings.

> 💡 You can create a Bates numbering style from an existing one. Click and select **Manage Bates Numbers** In the dialog box that opens, select a numbering style and click **Copy...**.

Changing Bates numbering parameters...

1. On the toolbar, click and select **Manage Bates Numbers...**

2. In the dialog box that opens, select a numbering style and click **Edit...**.

3. Specify the desired settings and click **Save**.

Removing a Bates numbering style from the list...

1. On the toolbar, click and select **Manage Bates Numbers...**

2. In the dialog box that opens, select the numbering style you want to remove and click **Delete**.

Managing PDF document pages

ABBYY PDF Transformer+ lets you delete or add pages to a PDF document, change their order, and insert blank pages.

Adding pages from scans...
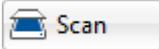
1. Click the **Scan** button on the toolbar.

2. Specify scanning settings in the dialog box that opens:

   - Resolution, scanning mode, and brightness

   - Image processing options

   - Multi–page document scanning options:

     a. **Use automatic document feeder (ADF)**

     b. **Duplex scanning** (if supported by your scanner)

     c. **Pause for** (pause scanning for several seconds after each page is scanned)

3. Use the **Add pages** drop–down list to specify where you want to add scanned pages.

4. Click the **Scan** button.

Scanned pages will be inserted into the PDF document.

Adding pages from a file...
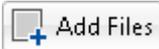
1. Click the **Add Files** button on the toolbar.

2. In the dialog that opens, select the file that you want to add to the PDF document.

   > You can select several files. If you do so, the **Create PDF** dialog box with options will open. You can change the order of files or add more files in this dialog box.

3. Use the **Add pages** drop–down list to specify where you want to add the selected files.

4. Click the **Settings...** and, if necessary, configure the following settings:

   - **Compression** influences the size and quality of the resulting PDF document. You should choose a compression level based on how you plan to use the document. Select **None (for high–quality printouts)** if you want to preserve the quality of the images in the document. **High (for e–mail and sharing)** is useful for decreasing the size of files which you plan to e–mail or publish on the Internet.

   - If you are adding pages from images or image–only PDFs, make sure you select the necessary image processing options.

5. Click the **Open** button.

The selected files will be converted into PDF documents and inserted into the document currently opened in ABBYY PDF Transformer+.

Inserting blank pages...

1. Select a page in the **Pages** pane. You will be able to insert blank pages before or after this page.

2. Right–click the page and select **Insert Blank Page** from the shortcut menu, then click **Before Current Page** or **After Current Page**.

Changing the order of pages...

- Select one or more pages in the **Pages** pane and drag them to the desired place in the document.

Rotating pages...

- Select one or more pages in the **Pages** pane, right–click them and select **Rotate Right** or **Rotate Left** from the shortcut menu.

Deleting pages...

- Select one or more pages in the **Pages** pane, right–click them and select **Delete** from the shortcut menu.

Creating a PDF document from selected pages...

- On the **Pages** pane, select the desired pages, right–click them and then select **Create PDF from Selected Pages...** from the shortcut menu.
  The created document will open in a new window.

Attached files

Files of any format can be attached to a PDF file. These files are stored together with the PDF document. If the PDF document is moved, the files are moved to the same location.

Attached files can be linked to a specific place within a document. If an attached file is linked to a document, the 🖉 icon will appear on the corresponding page.

To view attached files:

- Click the 🔗 button on the pane to the left, or open the **View** menu and click **Attachments**.

You can open, save, rename or delete attached files.

On the **ATTACHMENTS** pane:

- Select a file

- Click the tool that corresponds to the action you want to perform (   ).

Keyword search

ABBYY PDF Transformer+ can find and highlight information in PDF files. Comments, metadata, and bookmarks will be searched along with text in the document itself. Search results will be highlighted in the document, and you can apply various effects to these results.

1. Click the 🔍 button on the pane to the left or open the **View** menu and click **Search**.
   The **Search** pane will open in the left–hand part of the screen.

2. Type the word or phrase you want to find in the search box.
   Words or phrases that match your query will be highlighted in the document.

3. You can change search parameters by clicking on the magnifying glass in the search box and selecting any of the following options:

   - **Whole Words Only** will find only words that are an exact match of the words you typed in the search box.

   - **Match Case** will find only words that match the capitalization in your query.

You can highlight, underline or cross out any of the found words. Simply select the words you want to highlight, underline or cross out in the search results and then select the desired tool from the drop–down list:
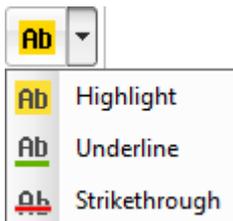
| The color of the annotation in the **Search** pane is the same as the color selected on the toolbar.

ABBYY PDF Transformer+ also lets you search for and remove words and phrases using the **Redaction Mode** tool. See the *Redacting data in PDF documents* article for details.

Protecting PDF documents

When you create a PDF document, you can set passwords that protect it from unauthorized access, editing, and printing. Furthermore, you can remove confidential information as well as any words and phrases you find using the search function. ABBYY PDF Transformer+ also lets you sign your

documents with a digital certificate. This certificate can be either self–signed or issued by a certificate authority.

Contents:

- Redacting data in PDF documents

- Passwords and permissions

- Digital signatures

Redacting data in PDF documents

You can use ABBYY PDF Transformer+ to redact confidential information in PDF documents before publishing them. Both text and images can be redacted.
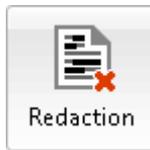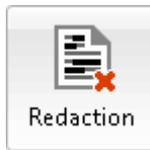
1. Click the button on the main toolbar.

2. Select the text and/or images you want to remove.
   The selected areas will be covered by black rectangles and any text inside these areas will be removed from the text layer.

> To change the color that is used to obliterate redacted text, click the ■▾ button on the toolbar.

ABBYY PDF Transformer+ also lets you redact text found using the search function.
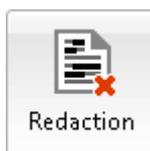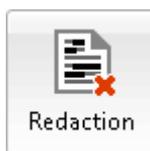
1. Click the button on the main toolbar.

2. Click the 🔍 button in the pane to the left.
   The **Search and Redact** panel will open in the left part of the window.

3. Type the text you want to redact in the text entry box.

4. Search results will be displayed. Select the results you want to redact.

5. Click the **Apply Redactions** button.

The selected text will be covered by black rectangles in the document and replaced with asterisks in hidden objects (i.e. comments, bookmarks, and metadata).

You can also delete hidden data and make it impossible to copy text from the document.
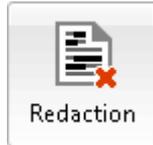
1. Click the arrow next to the button and select **Remove Hidden Data...**.

2. In the dialog box that opens, select the types of data that you want to delete and click **OK**.

Passwords and permissions

When you create a PDF document, you can specify a password to protect the document from unauthorized access, editing, and printing. A PDF document can be protected with a document open password and/or a permissions password.

If a PDF document is protected from unauthorized access, it can only be opened after providing a password that was specified by the document's author. If the document is protected from unauthorized editing and printing, these actions will only be possible after providing a permissions password specified by the author. The permissions password can also be used to open a protected PDF document.

Follow the instructions below to protect a document with a password.

1. Click the button on the main toolbar or select **Password Security...** from the **Tools** menu. The **Security Settings** dialog box will open.

2. If you want to protect your document from unauthorized access, select the **Restrict access with a Document Open password** option.

3. Type the document open password and confirm it.

> 💡 If you clear the **Hide characters** option, the password will not be obscured as you type it and you will not have to confirm it.

4. If you want to protect your document from unauthorized printing and editing, select the **Restrict printing and editing with a Permissions password** option.

5. Type the permissions password and confirm it.

> 💡 If you clear the **Hide characters** option, the password will not be obscured as you type it and you will not have to confirm it.

6.

> 📝 The document open password and the permissions password must be different.

7. Select a printing restriction from the **Printing** drop–down list.

8. Select an editing restriction from the **Editing** drop–down list.

9. Select an encryption level and components to encrypt.

10. Click **Save**.

You will be prompted to confirm the passwords again. You can save the changes in the open document or create a new document.

Digital signatures

ABBYY PDF Transformer+ allows you to sign documents digitally and to validate any digital signature in a document. A digital signature, just like a hand–written signature on a paper document, is used to establish the identity of the person that signed the document. Additionally, digital signatures can be used to make sure that signed documents have not been altered.

To sign a document:

1. Click the **Digital Signature** button on the toolbar.

2. The **Add Signature** dialog box will open. Select the certificate you want to use to sign the document from the **Sign as** drop–down list. To view a certificate's properties, select it and click the **Show Certificate...** button.

   > If the certificate you want to use is not in the list, you will have to install it. To install a certificate, right–click it in Windows Explorer, click **Install Certificate** in the shortcut menu and then follow the instructions in the Certificate Import Wizard.

3. Select your reason for signing the document from the **Reason** drop–down list or type a new reason.

4. You can also specify where the document was signed in the **Location** field and provide your contact details in the **Contact** field (this step is optional).

5. Click the **Sign** button.

6. Select the area where you want to place the signature or simply click the desired location.

A signature can only be placed on a document once and contains information about the document's version at the moment of its signing. If any changes are made to the document after it has been signed, the signature becomes invalid. This means that the recipient of a signed document can be sure that the document has not been altered.

To view the properties of a signature in a document:

- Right–click the signature and click **Show Signature Properties...** in the shortcut menu, or

- Double–click the signature in the **SIGNATURES** pane.

When you open a PDF document, ABBYY PDF Transformer+ automatically validates the digital signatures in the document, if any. Validation results will be displayed in the **SIGNATURES** pane, which also contains detailed information about the signatures used in the document.

To delete a signature:

- Right–click the signature and click **Remove Signature** in the shortcut menu.

	You can only delete a signature from a document if you have the corresponding digital certificate.

Saving and printing

ABBYY PDF Transformer+ lets you save, print, and send PDF documents as e–mail messages.

Contents:

- Saving PDF documents

- Reducing the size of PDF documents

- Sending a PDF document in an e–mail message

- Printing PDF documents

Reducing the size of PDF documents

PDF documents that contain page images or a lot of pictures can be very large. ABBYY PDF Transformer+ allows you to reduce the size of such documents.

1. From the **File** menu, select the **Reduce File Size...** command.

2. In the dialog box that opens, select the languages of your document and click **OK**.

The compressed document will open in a new window.

Saving PDF documents

ABBYY PDF Transformer+ offers various PDF saving options.

- To save a PDF document, open the **File** menu and click **Save** or click the [Save] button on the main toolbar.

- To save a PDF document in the PDF/A format or change the document's file name or the folder to which it is saved, open the **File** menu and click **Save As...**

- To save a PDF document without a text layer (such PDF documents cannot be searched and their content cannot be selected, copied or edited) click **Convert To** on the toolbar and select **Image–Only PDF Document** from the drop–down list.

Sending a PDF document in an e–mail message

ABBYY PDF Transformer+ lets you send PDF documents in e–mail messages.

1. Click the [✉] button on the main toolbar or select **E–mail...** from the **File** menu.

2. Specify the document's name in the dialog box that opens.

3. Choose which pages you want to send.

4. Click **Create E–mail Message**.

An e–mail message will be created and the PDF document will be attached to this message. Now all you have to do is type in the recepient's address and send the message.

Printing PDF documents

You can use ABBYY PDF Transformer+ to print PDF documents. Before printing, please make sure your computer is connected to a local or network printer and that the drivers for this printer are installed.

1. Click the button in the main toolbar or open the **File** menu and click **Print...**.

2. Select one of the printers in the dialog box that opens.

3. Specify which pages you want to print.

4. Specify the number of copies.

5. Click **Print**.

Integrating ABBYY PDF Transformer+ with other applications

When integrated with Microsoft Office applications and Windows Explorer, ABBYY PDF Transformer+ allows you to open, create or convert PDF documents with a mouse click.

Section contents:

- Microsoft Word, Excel, PowerPoint, and Visio integration

- Microsoft Outlook integration

- Windows Explorer integration

Microsoft Word, Excel, PowerPoint, and Visio integration

When you install ABBYY PDF Transformer+, an **ABBYY PDF Transformer+** toolbar is added to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Visio. By clicking this tab, you can create PDF documents directly from within these Microsoft Office applications.

	ABBYY PDF Transformer+ integrates with Microsoft Office 2007 and later.

1. Start a Microsoft Office application.

	For instructions on creating and converting PDF documents from Microsoft Outlook, please refer to *Integration with Microsoft Outlook*.
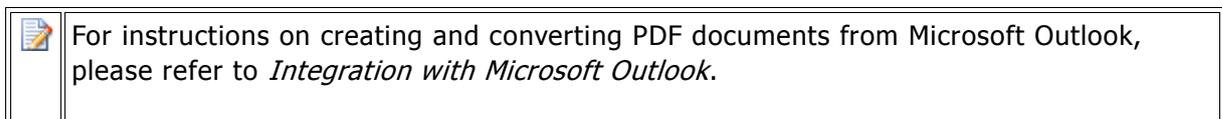
2. Create or open a document that you want to save in PDF.

3. On the **ABBYY PDF Transformer+** toolbar, click

   - **Create PDF** to create and save a PDF document

   - **Create and E–mail PDF** to create a PDF document and send it as an e–mail attachment

   - **Create PDF from Multiple Files** to create a PDF document from several files in any of the supported formats

The created PDF document will be saved and opened in ABBYY PDF Transformer+ or attached to an e–mail message.

I can't see the ABBYY PDF Transformer+ toolbar in a Microsoft Office application...

- Right–click the toolbar at the top of the Microsoft Office application and select **ABBYY PDF Transformer+** from the shortcut menu.

If there is no **ABBYY PDF Transformer+** item in the shortcut menu, this means that you chose not to integrate ABBYY PDF Transformer+ with Microsoft Office when you installed the program.

To integrate ABBYY PDF Transformer+ with Microsoft Office:

1. Click **Start**>**Settings**>**Control Panel** and select **Programs and Features**.

    > In Microsoft Windows XP, select **Add or Remove Programs**.
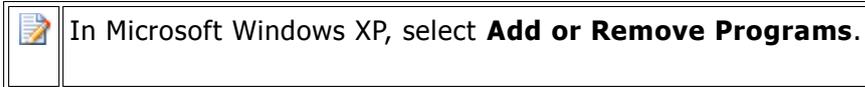
2. In the list of installed programs, select **ABBYY PDF Transformer+** and click **Change**.

3. In the **Custom Installation** dialog box, select the desired components and follow the instructions of the setup program.

Microsoft Outlook integration

When you install ABBYY PDF Transformer+, a **ABBYY PDF Transformer+** toolbar is added to Microsoft Outlook. By clicking this tab, you can create and edit PDF documents directly from within your mailbox.

> In Microsoft Outlook 2007, the **ABBYY PDF Transformer+** toolbar is displayed only in mail messages opened in a separate window.

To create a PDF document while working with Microsoft Outlook:

1. Start Microsoft Outlook.

2. Select a message whose text or attachments you want to use for a PDF document.

    > If you want to create a PDF document only from some of the attached files, select the desired files.
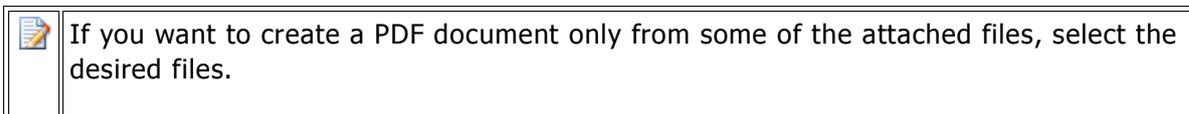
3. Click **Create PDF from Attachments** to create one or several PDF documents from the attachments. Click **Create PDF from Body Text**, to create a PDF document from the text of the message.

4. In the saving dialog box, select a folder where to save your PDF document.

The created PDF document will be saved in the folder of your choice and opened in a new ABBYY PDF Transformer+ window.

To convert a PDF document while working with Microsoft Outlook:

1. Start Microsoft Outlook.

2. Select a message whose PDF attachments you want to convert.

    > If you want to convert only some of the attached PDF files, select the desired files.
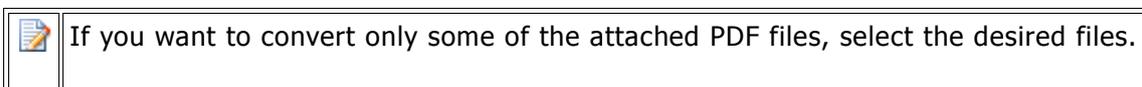
3. From the **Text recognition languages** list, select the languages of the PDF documents.

4. Adjust the conversion settings if required (click **Conversion Settings** to open the settings dialog box).

5. On the toolbar, click **Convert PDF** and select an output format.

The created document will be saved in the format of your choice and opened in its native application.

💡 If a converted document looks very much different from the original, make sure the right conversion settings were selected or try selecting text, picture, and table areas manually. For details, see *Improving conversion results*.

I can't see the ABBYY PDF Transformer+ toolbar in Microsoft Outlook...

- Right–click the toolbar at the top of the Microsoft Outlook and select **ABBYY PDF Transformer+** from the shortcut menu.

If there is no **ABBYY PDF Transformer+** item in the shortcut menu, this means that you chose not to integrate ABBYY PDF Transformer+ with Microsoft Office when you installed the program.

To integrate ABBYY PDF Transformer+ with Microsoft Office:

1. Click **Start**>**Settings**>**Control Panel** and select **Programs and Features**.

📝 In Microsoft Windows XP, select **Add or Remove Programs**.

2. In the list of installed programs, select **ABBYY PDF Transformer+** and click **Change**.

3. In the **Custom Installation** dialog box, select the desired components and follow the instructions of the setup program.

Windows Explorer integration

When you install ABBYY PDF Transformer+, it is integrated with Windows Explorer. As a result, ABBYY PDF Transformer+ commands are added to the shortcut menus that appear when you right–click files in any of the supported formats. By selecting these commands, you can create and edit PDF documents directly from Windows Explorer.

📝 To create PDFs from or convert PDFs to Microsoft Word, Microsoft Excel, Microsoft PowerPoint or Microsoft Visio documents, you must have Microsoft Office installed on your computer.

To create a PDF document without leaving Windows Explorer:

1. In Windows Explorer, select one or more files.

2. Right–click the selected file(s) and from the short–cut menu, select one of the following:

    - **Create PDF...** to create and save a PDF document

    - **Create and E–mail PDF...** to create a PDF and attach it to an e–mail message

    - **Create PDF from Multiple Files...** to combine multiple files in various formats into one PDF document or to create a separate PDF document for each of the files
      📄 For details, see *Creating a PDF document from multiple files*.

    > 📝 The actual commands available to you will depend on the number of selected files and their formats.

When creating PDFs from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint documents their structure, bookmarks, and hyperlinks are all preserved.

To convert a PDF document without leaving Windows Explorer:

1. In Windows Explorer, select one or more files.

2. Right–click the selected file(s) and from the short–cut menu, select **Convert To**, and then select an output format.

I can't see any ABBYY PDF Transformer+ commands in the shortcut menu...

If there are no ABBYY PDF Transformer+ commands in the shortcut menu, this means that you chose not to integrate ABBYY PDF Transformer+ with Windows Explorer when you installed the program.

To integrate ABBYY PDF Transformer+ with Windows Explorer:

1. Click **Start**>**Settings**>**Control Panel** and select **Programs and Features**.

    > 📝 In Microsoft Windows XP, select **Add or Remove Programs**.

2. In the list of installed programs, select **ABBYY PDF Transformer+** and click **Change**.

3. In the **Custom Installation** dialog box, select the desired components and follow the instructions of the setup program.

Frequently asked questions

This section contains answers to the most frequently asked questions.

Section contents:

- Types of PDF documents

- Supported OCR languages

- Supported document formats

- Current date and time on stamps and in Bates numbers

Types of PDF documents

There are three different types of PDF documents. Documents that only contain the images of pages are not searchable, and the text they contain cannot be edited. Documents that also contain a text layer are searchable, and text contained in these documents can be copied.

Regular PDF documents

Regular PDF documents are created when you convert documents in editable formats into the PDF format. They contain a text layer and illustrations. The size of such PDF files is comparatively small, they are searchable, and their text can be selected, deleted, or modified just like text in other editable formats, such as Microsoft Word.
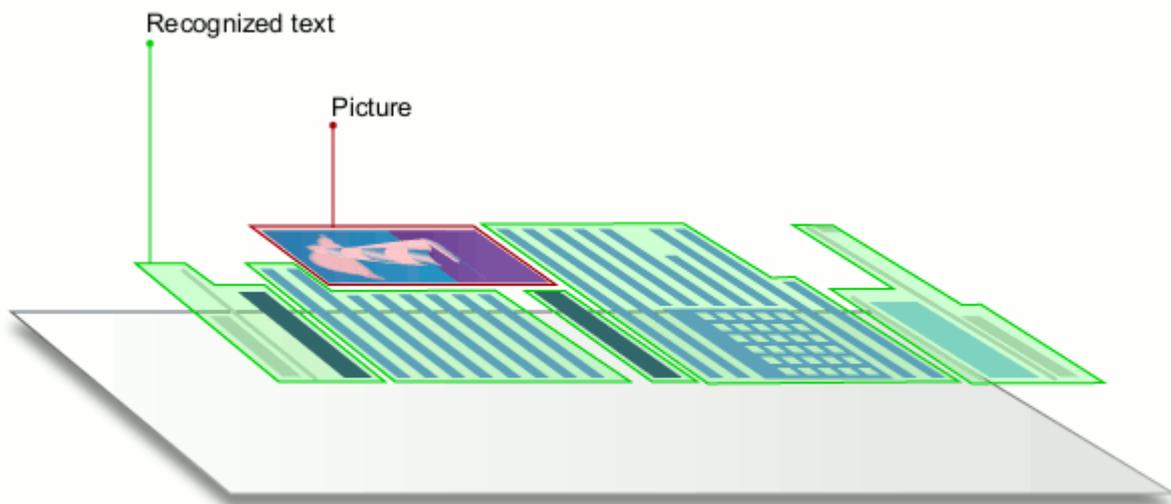
Searchable PDF documents

Searchable PDF documents consist of the images of pages with a text layer placed underneath. Such PDF files are almost indistinguishable from the original documents and are fully searchable. Text in searchable PDF documents can be selected, copied, or marked up, but not modified.
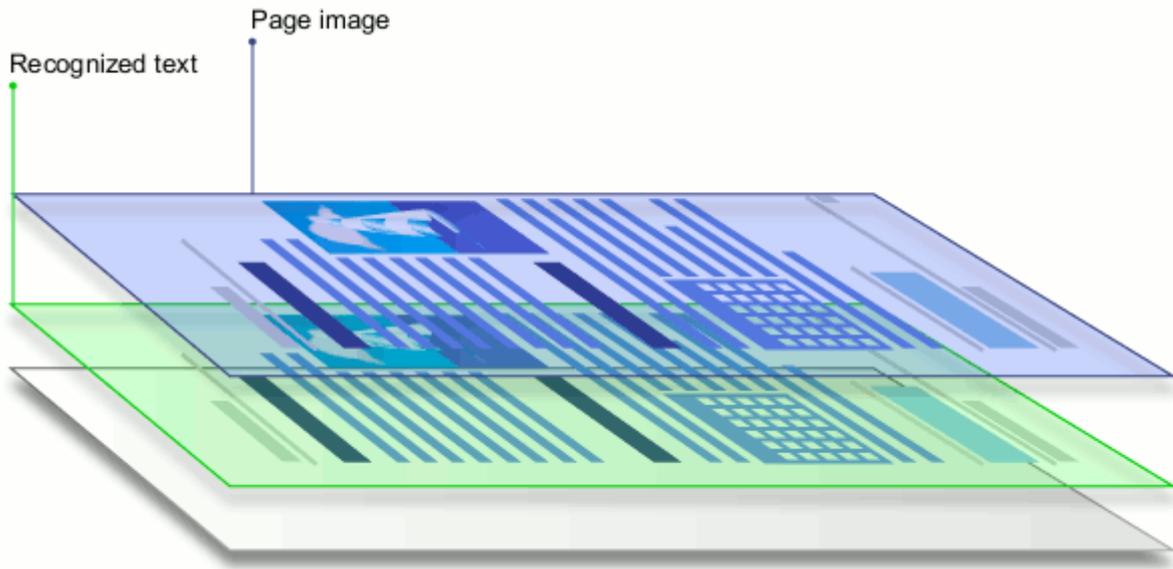
Image–only PDF documents

Image–only PDF documents are created from scans of hardcopy documents. They only contain the images of pages, without a text layer. Image–only PDF files are not searchable, and the text they contain usually cannot be modified or marked up. However, with ABBYY PDF Transformer+, you can copy text from such documents, or add a text layer to turn them into searchable PDF documents.

Supported document formats

PDF creation
ABBYY PDF Transformer+ can create PDF documents from the following file formats:

- Microsoft Word 97–2003 Document (***.doc**)

- Microsoft Word Document (***.docx**)

- Rich Text Format (***.rtf**)

- HTML Document (***.html**)

- Microsoft PowerPoint 97–2003 Presentation (***.ppt**)

- Microsoft PowerPoint Presentation (***.pptx**)

- Text Files (***.txt**)

- Microsoft Excel 97–2003 Workbook (***.xls**)

- Microsoft Excel Workbook (***.xlsx**)

- Microsoft Visio 2003–2010 Drawing (***.vsd**)

- Microsoft Visio Drawing (***.vsdx**)

- Image files (***.jpeg**, ***.jpeg 2000**, ***.bmp**, ***.jbi2g**, ***.gif**, ***.tiff**, ***.png**, ***.pdf**)

> 💡 You can use the built–in PDF–XChange 5.0 for ABBYY digital printer to create PDF documents from files with other formats.

PDF conversion

ABBYY PDF Transformer+ can convert PDF files to the following formats:

- Microsoft Word Document (***.docx**)

- OpenDocument Text (*.**odt**)

- Rich Text Format (***.rtf**)

- Microsoft Excel Workbook (***.xlsx**)

- Microsoft PowerPoint Presentation (*.**pptx**)

- HTML Document (***.html**)

- FB2 Document (*.**fb2**)

- EPUB Document (*.**epub**)

- Microsoft Office Excel Comma–Separated Values File (***.csv**)

- Text Files (***.txt**)

- Searchable PDF (***.pdf**, ***.pdf/a**)

> 📝 In order to work with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or Microsoft Visio documents, you will need to have the corresponding components of Microsoft Office installed on your computer.

Changing the interface language

The interface language is selected when ABBYY PDF Transformer+ is installed. This language will be used for all the messages, dialog boxes, buttons, and menu items. To change the interface language, follow the instructions below:

1. Open the **Preferences** dialog box (**Tools**>**Preferences...**).

2. Select the desired language from the **Interface language** drop–down menu.

3. Click the **Save** button.

4. Restart ABBYY PDF Transformer+.

Current date and time on stamps and in Bates numbers

You can create stamps and Bates numbers that display the current date. Use the following tags in the stamp manager or bates number manager.

Tag	Example

<d/>	Date in short format	07.02.2013
<date/>	Date in long format	7 February 2013
<t12/>	Time in 12–hour format	9:22 PM
<t24/>	Time in 24–hour format	21:22
<time/>	Time in HH:MM:SS format	21:22:51

By default, the regional settings of your computer will determine the date and time formats. You can specify a different format. For example, <d=RUS/>, <date=USA/>, or <time=ENG/>. The result will be immediately displayed in the preview pane.
Click here to see some examples

<d=USA/>	2/7/2013
<d=ENG/>	07/02/2013
<d=RUS/>	07.02.2013
<d=DEU/>	07.02.2013
<d=FRA/>	07/02/2013
<d=ITA/>	07/02/2013
<d=ESP/>	07/02/2013
<d=NLD/>	3–2–2013
<d=PO/>	2013–02–07
<d=HUN/>	2013.02.07
<d=CZ/>	7.2.2013
<d=SL/>	7. 2. 2013
	Your operating system may not support some of the regions specified in the tags above. Of course, you can specify any other region supported by your operating system.

You can specify date and time formats using the <date/> and <time/> tags.
Click here to see some examples

<date=USA %A/>	Friday
<date=DEU %B, %Y/>	February, 2013
<time %Hh %Mm/>	09h 22m

<date/> parameters	**Example**
Year	
%y	The year as a number from 01 to 99 (with leading zeros)	01
%#y	The year as a number from 1 to 99 (no leading zeros)	1
%Y	The year as a number from 0001 to 9999 (with leading zeros)	2013
%#Y	The year as a number from 1 to 9999 (no leading zeros)	2013
Month	
%b	Abbreviated names of the months	Feb
%B	Full names of the months	February
%m	The month as a number from 01 to 12 (with leading zeros)	02
%#m	The month as a number from 1 to 12 (no leading zeros)	2
Day of month	
%d	The day as a number from 01 to 31 (with leading zeros)	07
%#d	The day as a number from 1 to 31 (no leading zeros)	7
Day of week	

%a	Abbreviated names of the days	Tu
%A	Full names of the months	Tuesday

<time/> parameters	**Example**

Hours		
%H	Hours in 24–hour format (from 00 to 23, with leading zeros)	07
%#H	Hours in 24–hour format (from 0 to 23, no leading zeros)	7
%I	Hours in 12–hour format (from 01 to 12, with leading zeros)	05
%#I	Hours in 12–hour format (from 1 to 12, no leading zeros)	5
%p	A.M./P.M. indication for 12–hour format[*]	AM

Minutes and seconds		
%M	Minutes as a number from 00 to 59 (with leading zeros)	04
%#M	Minutes as a number from 0 to 59 (no leading zeros)	4
%S	Seconds as a number from 00 to 59 (with leading zeros)	04
%#S	Seconds as a number from 0 to 59 (no leading zeros)	4

Additional parameter	
%%	Percentage symbol

Changing your regional settings

1. Select **Start>Control Panel>Clock, Language and Region** and click **Region and Language**.

2. On the **Formats** tab, select a standard to be used for date and time, or click **Additional settings...** to create your own date and time formats.

    > In Microsoft Windows XP, click the **Regional Options** tab.

_____
* Available only for the USA, ENG, HUN, and CZ regions.

Appendix

Contents

- Glossary

- Keyboard shortcuts

- Using ABBYY PDF Transformer+ Help

- Customer Experience Improvement Program

Glossary

A

Activation is the process of obtaining a special code from ABBYY which allows the user to use a copy of the software in full mode on a specific computer.

Active area is a selected area on an image that can be deleted, moved or modified. To make an area active, click it. The frame enclosing an active area is bold and has small squares on its corners.

Activation code is a code that is issued by ABBYY to each user of ABBYY PDF Transformer+ during the activation procedure. An activation code is used to activate ABBYY PDF Transformer+ on the computer that was used to generate the **Product ID**.

ADRT® (Adaptive Document Recognition Technology) is a technology that improves the quality of conversion of multi–page documents. It is capable of recognizing such structural elements as headings, headers and footers, footnotes, page numbering, and signatures.

Area is a section on an image enclosed by a frame. Before performing OCR, ABBYY PDF Transformer+ detects text, picture, table, and barcode areas in order to determine which sections of the image should be recognized and in what order.

Automatic Document Feeder (ADF) is a device that automatically feeds documents to a scanner. A scanner with an ADF can scan multiple pages without manual intervention. ABBYY PDF Transformer+ supports multi–page documents.

B

Background picture area is an image area that contains a picture with text printed over it.

Brightness is a scanning parameter that indicates the contrast between the black and white areas on an image. Setting the correct brightness value increases recognition quality.

C

Character encoding is used to pair characters with character codes.

D

Document open password is a password which prevents users from opening a PDF document unless they type the password specified by the author.

DPI (dots per inch) is a measure of image resolution.

Driver is a software program that controls a computer peripheral (e.g., a scanner, a monitor, etc).

F

Font effects alter the appearance of a font (i.e. bold, italic, underlined, strikethrough, subscript, superscript, small caps).

H

Headers and Footers are images or text in the top or bottom margin of a page. Headers are located at the top of the page and footers are located at the bottom.

K

Keyboard shortcuts are keys or combinations of keys that trigger a specific action when pressed. Using hotkeys can significantly increase your productivity.

O

OCR (Optical Character Recognition) is the process of converting text from an image into machine−encoded text. OCR software can "read" text on a scanned page, separate it from pictures and other design elements, find tables and analyze their contents, and then compile all of the resulting data into an editable document that mirrors the original's appearance.

P

Page analysis is the process of identifying areas on an image. Page analysis can be carried out automatically by clicking the **Convert** button or manually, before starting conversion.

Page layout is the arrangement of text, tables, pictures, paragraphs, and columns on a page. The fonts, font sizes, font colors, text background, and text orientation are also part of the page layout.

PDF (Portable Document Format) is a versatile document format. A PDF file looks the same no matter what computer it is displayed on thanks to the detailed descriptions of text, fonts and graphics it contains.

PDF security settings are restrictions that prevent a PDF document from being opened, edited, copied or printed. These settings include document open passwords, permissions passwords, and encryption levels.

Permissions password is a password which prevents other users from printing and editing a PDF document unless they type the password specified by the author. If some security settings are selected for the document, other users will not be able to change these settings until they type the password.

Picture area is an area that contains a picture. This type of area may enclose an actual picture or any other object that you want to be displayed as a picture (e.g. a section of text).

Product ID is a parameter that is automatically generated based on a computer's hardware configuration when ABBYY PDF Transformer+ is activated on that computer.

R

Recognition area is an image area that ABBYY PDF Transformer+ should analyze automatically.

Regular PDF document is a PDF document that contains a text layer and illustrations. This type of PDF document is usually created by converting an editable document file to PDF. Regular PDF files are relatively small and fully searchable. Text in these documents can be selected, edited and deleted, just like text in other editable formats, such as Microsoft Word documents.

Resolution is a scanning parameter that indicates how many dots can be placed in a line of a specific length. A resolution of 300 dpi should be used for fonts of 10 pt and larger, 400 to 600 dpi is preferable for smaller font sizes (9 pt and less).

S

Serial number is a unique number you receive when you purchase ABBYY PDF Transformer+. It is used during activation.

Shortcut menu is the menu that appears when you right–click something, such as an area or another part of a document.

Support ID is a unique identifier of a serial number that contains information about the license and the computer on which it is used. A support ID provides additional protection and is checked by the technical support service before providing technical support.

T

Table area is an image area that contains data in table form. When the application reads this type of area, it draws vertical and horizontal separators inside the area to form a table. This area is then rendered as a table in the output text.

Text area is an image area that contains text. Note that text areas should only contain single–column text.

U

Unicode is an international text encoding standard developed by the Unicode Consortium (Unicode, Inc.). The Unicode standard provides an easily extendible 16–bit system for encoding symbols from almost all contemporary languages. It specifies how symbols should be encoded and determines which algorithms and character properties should be used during the encoding process.

Keyboard shortcuts

ABBYY Transformer+ offers the following keyboard shortcuts for the most commonly used commands.

- The **File** Menu

- The **Edit** Menu

- The **View** Menu

- The **Tools** Menu

- The **Help** Menu

The File Menu

Command	Shortcut
Open…	Ctrl+O

Create from File...	Ctrl+N
Create from Scanner...	Ctrl+K
Save	Ctrl+S
Save As...	Ctrl+Shift+S
Close	Ctrl+W
Print...	Ctrl+P
Exit	Ctrl+Q

The Edit Menu

Command	Shortcut
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Select All	Ctrl+A
Find	Ctrl+F
Find Next	F3

Add from File...	Ctrl+Shift+N
Add from Scanner...	Ctrl+Shift+K

The View Menu

Command	Shortcut
Pages	F5
Bookmarks	F6
Search	Ctrl+F
Attachments	F7
Signatures	F8
Comments	F9
Zoom In	Ctrl++
Zoom Out	Ctrl+−
Best Fit	Ctrl+1
Fit to Width	Ctrl+2
Actual Size	Ctrl+0
First Page	Home
Last Page	End
Previous Page	Ctrl+Up Arrow

Next Page	Ctrl+Down Arrow
Previous View	Alt+Left Arrow
Next View	Alt+Right Arrow
Continuous Scroll	F11
Single Page	F11

The Tools Menu

Command	Shortcut
Comment	Ctrl+T
Highlight	Ctrl+H
Underline	Ctrl+U
Strikethrough	Ctrl+D
Add Note to Insert Text	Ctrl+J
Search and Mark Up	Ctrl+F
Edit Text and Images	Shift+F2
Redaction	Ctrl+Shift+H

The Help Menu

Command	Shortcut

ABBYY PDF Transformer+ Help	F1

Using ABBYY PDF Transformer+ Help

- Keyboard shortcuts for the Help window

- Using the Contents, Index, Search pane

- Using the topic pane

- Keyboard shortcuts for browsing search results

- Changing the appearance of a Help topic

Keyboard shortcuts for the Help window

To	Press
Display the Help window	F1
Switch between the Help topic and the **Contents**, **Index**, **Search** pane	F6
Display the **Options** menu to access the commands on the Help toolbar	ALT+O
Hide or show the pane with the **Contents**, **Index**, and **Search** tabs	ALT+O, and then press T
Display one of the previously viewed topics	ALT+O, and then press B to go back or F to go forward
Return to the specified home page	ALT+O, and then press H
Stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)	ALT+O, and then press S
Open the **Internet Options**	ALT+O, and then press I

dialog box for Microsoft Internet Explorer, where you can change accessibility settings	
Refresh the topic (when viewing a Web page)	ALT+O, and then press R
Print all topics in the current book or the selected topic only	ALT+O, and then press P
Close the Help window	ALT+F4

Using the Contents, Index, and Search pane

Press **F6** to switch from the Help topic to the **Contents**, **Search**, **Index** pane.

To	Press
Switch to the next tab	CTRL+TAB
Switch to the **Contents** tab	ALT+C
Switch to the **Search** tab	ALT+S
Switch to the **Index** tab	ALT+N
Open a selected book or Help topic	ENTER
Select the next book or Help topic	DOWN ARROW
Select the previous book or Help topic	UP ARROW
Display a shortcut menu	SHIFT+F10

Using the topic pane

Press **F6** to switch from the **Contents**, **Index**, **Search** pane to the open Help topic.

To	Press
Go to the next Help topic	ALT+RIGHT ARROW
Go to the previous Help topic	ALT+LEFT ARROW
Select the next hidden text or hyperlink	TAB
Select the previous hidden text or hyperlink	SHIFT+TAB
Perform the action for the selected hidden text, or hyperlink	ENTER
Scroll toward the beginning or end of a Help topic	UP ARROW or DOWN ARROW
Scroll toward the beginning or end of a Help topic in large increments	PAGE UP or PAGE DOWN
Go to the beginning or end of a Help topic	HOME or END
Print the current Help topic	CTRL+P
Select the entire Help topic	CTRL+A
Copy the selected items to the Clipboard	CTRL+C
Display a shortcut menu	SHIFT+F10

Keyboard shortcuts for browsing search results
To select a topic, use the UP ARROW or DOWN ARROW keys, and then press ENTER to open the topic in the Help window.

Changing the appearance of a Help topic

1. On the **Help** menu, click **Help**.
2. In the **Help** window, click **Options**, and then click **Internet Options**.
3. On the **General** tab, click **Accessibility**, and then select the **Ignore colors specified on Web pages** check box.
4. Click **OK**.

5. In the **Internet Options** dialog box, do one or both of the following:

- To change the color of the background or text in Help, click the **General** tab, click **Colors**, and then select the options you want.

- To change the font in Help, on the **General** tab, click **Fonts**, and then select the options you want.

> 📝 If you change the font and background color of the Help topics in the Help window, this change will also affect the font and background color when you view a Web page in Microsoft Internet Explorer.

Customer Experience Improvement Program

At ABBYY, we are constantly seeking to improve the effectiveness and usability of our products. In order to accomplish this, we need to know how users interact with out products and which functions they use.

Since contacting every user directly and asking for feedback isn't possible, the Customer Experience Improvement Program was created. This program is completely anonymous and participation is strictly voluntary. If you choose to participate, information about your system and the settings you use in your ABBYY product (build number, part number, license type, name of your operating system and your region) will be sent from your computer to ABBYY from time to time, without any effort on your part. No personal data will ever be sent to ABBYY during this process.

> 📝 An internet connection is required to send this information.

To participate in the Customer Experience Improvement Program:

- Select the **Participate in the Customer Experience Improvement Program** option in the **Preferences...** dialog box (**Tools**>**Preferences...**).

> 📝 You can opt out of the Customer Experience Improvement Program at any time by clearing the **Participate in the Customer Experience Improvement Program** option in the **Preferences...** dialog box.

You can find more information about the Customer Experience Improvement Program on our website at http://www.abbyy.com.

Activating and registering ABBYY PDF Transformer+

Software piracy hurts software manufacturers and end users alike – using an illegal product is never safe. Legal software ensures that a third party cannot introduce detrimental code changes. ABBYY makes every effort to protect its intellectual property rights and the security of its customers.

ABBYY software products include special protection technology which prevents unauthorized use by those who have not entered into a license agreement with ABBYY.

To be able to run ABBYY PDF Transformer+ in full mode, you need to activate it.

Registration is optional and registered users enjoy certain benefits.

Section contents:

- Activating ABBYY PDF Transformer+

- Registering ABBYY PDF Transformer+

- Privacy Policy

Activating ABBYY PDF Transformer+

After you install ABBYY PDF Transformer+, you will have to activate it, otherwise it will run in trial mode. If you are not prompted to activate ABBYY PDF Transformer+ after installation, your copy does not require activation.

> 💡 When the trial period ends, you will still be able to use ABBYY PDF Transformer+ to view and comment PDF files.

The built–in **Activation Wizard** will help you activate the program by sending the data required to activate your copy to ABBYY. In return, you will receive an **Activation Code** which you will have to enter in order to complete the activation process. The **Activation Wizard** has a simple interface and the activation process will only take a few minutes.

Complete the following steps in order to activate ABBYY PDF Transformer+:

1. Open the **Help** menu and click **Activate...**

2. Follow the instructions in the **Activation Wizard**.

If you choose to activate by e–mail or phone, you will have to enter the **Activation Code** you receive from ABBYY or the path to to the **Activation File** in the **Activation Wizard**.

Once activation is complete, you can begin using ABBYY PDF Transformer+ on the computer on which it was activated.

There are several ways to activate your product:

- **Activation via the internet**
  The activation process is automatic and only takes several seconds. An internet connection is required for this activation method.

- **Activation by e–mail**
  You will be prompted to send an automatically generated message containing activation information to ABBYY.

> Please do not change the subject and the contents of the message to insure a quick reply from the e–mail robot.

- **Activation on the website**
  The Activation Wizard will display an internet address, a serial number, and the **Product ID** (you can copy them). Go to the specified internet address and type the serial number and the **Product ID** in the corresponding fields on the web page. You will be prompted to download a file. Save this file to your hard disk and specify the path to this file in the activation wizard.

The **Product ID** is a unique parameter generated by the Activation Wizard based on your computer's configuration during the activation process. This parameter does not contain any personal information or any information about your user settings and the software and data on your computer. In addition to the **Product ID**, your serial number, the name of your product, its version number and interface language will be transferred to ABBYY's server. This information is collected in order to select the language and contents of the message displayed at the end of the activation process and will not be used for any other purpose.

- **Activation by phone**
  Select your country in the Activation Wizard. You will be prompted to contact the nearest office of ABBYY or one of ABBYY's partners by phone. Please tell the technical support engineer the serial number and **Product ID** displayed in the Activation Wizard.

> Receiving an Activation Code by phone may take a considerable amount of time.

You can uninstall and re–install ABBYY PDF Transformer+ on the same computer an unlimited amount of times without repeating the activation process. However, if significant changes were made to your computer's configuration, your hard disk was formatted or your operation system was re–installed, you will have to receive a new activation code and activate ABBYY PDF Transformer+ again.

Registering ABBYY PDF Transformer+

ABBYY invites you to become a registered user of ABBYY PDF Transformer+. Registration is optional and registered users enjoy certain benefits.

To register your copy of ABBYY PDF Transformer+, use one of the following four methods:

- Fill out the registration form when activating the program

  > If you do not register the program during activation, you can always do it later.

- From the **Help** menu, select **Register...** and fill out the registration form

- Register on the ABBYY website

- Contact the nearest ABBYY office

Registered users enjoy the following benefits:

1. Free technical support

2. E–mail notifications about new ABBYY releases

Privacy Policy

You agree to transfer your personal data to ABBYY during registration of your copy of the ABBYY PDF Transformer+ software product. You also agree that ABBYY may collect, process, and use the data received from you in accordance with terms of the License Agreement and applicable law. Any personal information provided by you will be used only within the ABBYY group of companies and will not be disclosed to any third party unless ABBYY is required to so under applicable law or by the License Agreement.

ABBYY may send you e–mail messages containing product news, pricing information, special offers, and other company and product information only if you agree to receive such information from ABBYY by selecting the corresponding option in the product registration dialog box. You can delete your e–mail address from the mailing list at any time by contacting ABBYY.

Buying ABBYY products

You can purchase ABBYY products in the ABBYY online store or from one of ABBYY's partners listed at http://www.abbyy.com.

For detailed information about ABBYY products, please

- visit our website http://www.abbyy.com
- contact the nearest ABBYY office
- send us an e–mail to sales@abbyy.ru

You can get more fonts for various languages at www.paratype.com/shop/.

About ABBYY

ABBYY is a Russian company founded in Moscow in 1989. It is a leading software developer and service provider in the areas of linguistics, optical character recognition and data capture.

ABBYY is headquartered in Moscow and has established a presence on 5 continents: our 13 international offices are located in Austria, the UK, Germany, Cyprus, Russia, USA, Thailand, Ukraine and Japan.

According to our internal data, over 30 million people in 150 countries use ABBYY products to automate labor–intensive tasks, increase productivity and turn data into useful knowledge. ABBYY products have received awards from top trade magazines and review labs from all over the world, over 240 of which were awarded for the ease of use and accessibility of ABBYY products and the innovativeness and high quality of ABBYY technologies.

Leading players of the enterprise content management and data capture markets, including Microtek, Hewlett–Packard, Samsung Electronics, BancTec, EMC2/Documentum, NewSoft and Notable Solutions use ABBYY's technologies in their products. The FineReader line of ABBYY's optical character recognition products is pre–installed on scanners and multifunction printers (MFPs) from major manufacturers such as Xerox, Epson, Canon, Toshiba, Panasonic Communications, Fujitsu and Konica Minolta.

Key Products

ABBYY FineReader is an optical character recognition (OCR) system that lets users increase their productivity when working with documents and PDF files. It is capable of converting various types

of documents (such as hardcopy documents, PDF files and document images from digital cameras) into editable and searchable formats.

ABBYY Lingvo is a dictionary program that brings licensed dictionaries, encyclopedias and professional translation services to PCs, smartphones and tablets. It lets users translate words and phrases and look them up in various online resources, including Wikipedia. ABBYY Lingvo includes recorded pronunciations of words by native speakers, phrase books, and Lingvo Tutor, an application that helps users memorize new words.

ABBYY Mobile Products are recognition and translation applications for mobile devices. These apps will help you extract useful information from printed text, access a wide range of dictionaries licensed from publishers from all over the world, and even offer a novel approach to managing your contacts.

ABBYY Recognition Server is an automated, server–based document capture solution for enterprises. It converts documents from fax machines, scanners and multifunction printers to popular document formats (such as PDF, HML and Microsoft Word documents) and creates digital archives. ABBYY Recognition Server is highly scalable, easy to use and administrate.

ABBYY FlexiCapture is a data and document capture solution for enterprises. ABBYY FlexiCapture automates data capture processes, taking data from hardcopy documents and storing it in an enterprise's database.

ABBYY FineReader Engine is a powerful software development kit that lets developers incorporate advanced recognition and document conversion technology into their products. ABBYY FineReader Engine is capable of optical character recognition (OCR), intelligent character recognition (ICR), optical mark recognition (OMR), reading barcodes, creating document images and converting PDF files. It can recognize printed text (OCR) in 198 languages and hand–printed text (ICR) in 113 languages.

Technical support

Should you have any questions regarding the use of ABBYY PDF Transformer+, please consult all the documentation you have (the User's Guide and Help) before contacting the ABBYY technical support service. You may also wish to browse the technical support section on the ABBYY website at www.abbyy.com/support — you may find the answer to your question there.

Our technical support service engineers will need the following information to answer your question competently:

- Your full name

- The name of your company or organization (if applicable)

- Your telephone number (or fax or e–mail)

- The serial number of your copy of ABBYY PDF Transformer+ or support ID. The support ID is the unique identifier of the serial number, which contains information about your license and computer. To view your support ID, select **Help>About...**>**License Info**

- The build number of your copy (as displayed in **Help>About...**)

- A general description of your problem and the full text of the error message (if there was one)

- The type of your computer and processor

- The version of your Windows operating system

- Any other information that you think is important

You can gather some of the above information automatically:

1. Select **Help**>**About...**.

2. Click **System Info...** to open a dialog box with some of the above information.

	Only registered users are eligible for free technical support. You can register your copy of the application on the ABBYY website or by selecting **Help>Register...**.
	Should you have any questions about using ABBYY PDF Transformer+, contact any of the ABBYY representative offices.